



Board of Directors Meeting

August 20, 2020 – 8:00am

(Call in number: 561-486-1414)

Attendees: Frank Abbate, Shawn Beal, Daryl Bishop, Mary Jane Brecklin, Lynn Brockwell-Carey, Colleen Browne, William Chivers, Susan Glasgow (Chair), Lloyd Gregg, Nancy Heller, Art Hoelke, Brian Jaskiewicz, Jennifer Kenny, Traci Klinkbeil, Travis Mack, Mike Menyhart, Mark Mullins, Wayne Olson, Kirsten Patchett, Amar Patel, Terry Schruppf, 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	Susie Glasgow	<u>Page No.</u>
Roll Call		
Public Comment		
Presentations:		
A. Virtual Job Fair	Thomas LaFlore	1 – 4
B. Skill Up Brevard	Jana Bauer	5 – 14
C. Employee Recognitions	Marci Murphy	15 – 18
D. President’s Report		
Action Items:	Susie Glasgow	
A. Career Center Schedule of Operations/Holiday Closures		19 – 20
B. Related Party Contracts		21 – 23
C. Board Member Nominations		24
D. President’s Goals PY 2020-2021		25 – 26
Consent Action Items:		
A. Board of Directors Meeting Minutes – 5/21/20 and 6/23/20		27 – 31
Committee Chair Reports:		
A. Industry Workforce Committee	Mike Menyhart	
B. Career Center Committee	Nancy Heller	
C. Finance Committee	Daryl Bishop	
Information Items	Marci Murphy	
A. Effectiveness of Training		32 – 33
B. ITA Vendor Evaluation		34 – 36
C. APG IT Sector Strategy Updates		37 – 39
D. Healthcare Sector Strategy Updates		40 – 41
E. Industry Workforce Committee Strategies & Actions		42 – 43
F. Career Center Committee Strategies & Actions		44 – 46
G. End of Year Contractor Performance PY19-20		47 – 49
H. Continuous Improvement Performance Initiative		50
I. Primary Indicators of Performance		51

J. Multimedia Outreach Updates	52 – 53
K. CSB Fact Sheet PY19-20	54
L. Grow the Resources of the Board	55 – 63
M. Financial Reports (Charts 1, 2, & 3)	64 – 68
N. Committee Meeting Minutes	69 - 86
a. Executive Committee – 7/9/20 & 8/3/20	
b. Finance Committee – 8/3/20	
c. Industry Workforce Committee – 4/14/20 & 7/14/20	
d. Career Center Committee – 4/28/20 & 7/28/20	

Adjourn

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 in the CSB Boardroom unless otherwise noted

October 2020

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

November 2020

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

January 2021

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

February 2021

1st Finance Committee-3:30pm
1st Executive Committee-4:00pm
25th Board of Directors-8:00am

April 2021

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

May 2021

3rd Finance Committee-3:30pm
3rd Executive Committee-4:00pm
20th Board of Directors Retreat-8:00am-12pm (TBD)



Virtual Job Fair



Our Mission

Facilitate and be the catalyst for workforce development services that are responsive to the employment needs of Brevard County.

Our work is business driven and talent focused

CSB's Response? Introducing

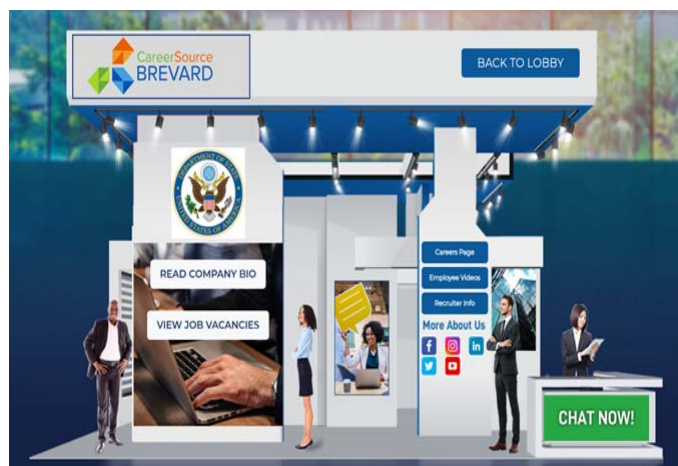


- Procured on 5/1/2020
- Veteran owned small business
- Built by recruiters for recruiters
- Multi-functional software-as-a-service (SaaS) platform
- Most economical for our needs
- User-friendly system
- Excellent customer service



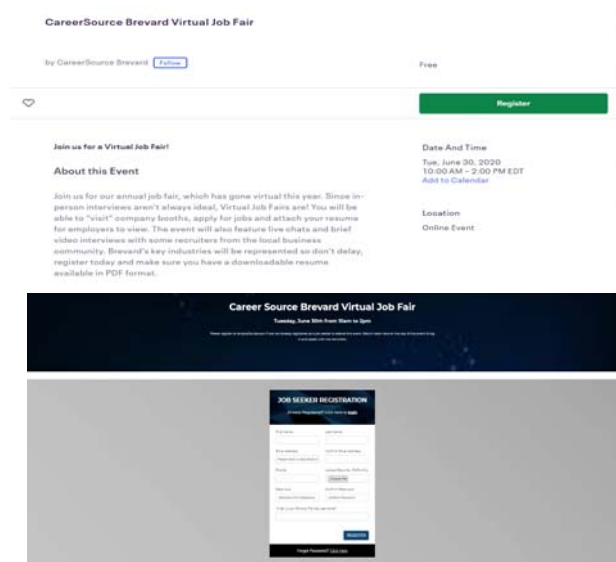
Strategic Marketing

- Promotions to Employers- week of 6/1
- Alternative to physical job fair, annual event cancelled
- Recruiters can meet talented job seekers remotely
- Review resumes
- Live chats, interactive hiring room
- Video interviews
- Access to job seekers that visit their booths



Job Seeker Outreach

- Promotions to Job Seekers- week of 6/8
- EF registration required
- 2-step process to register
- Eventbrite link, confirm EF registration
- VJF link to register
- Build profile and upload pdf resume
- Access to multiple job opportunities
- Chat with recruiters
- Facetime via video feature



Inaugural VJF held on June 30th

- 40 Employers participated
- 263 Job Seekers “attended”
- Interviews scheduled same week as result of VJF
- Positive feedback from event
- First of many virtual Recruiting Event



Feedback

Employers

"I thought it was a good event. I know we did speak to a lot of candidates and I will get with HR staff to see if they had any one to pass to the managers they work with. I do like they were able to apply as well as share their resumes within the chat."

"It was smooth. I had few candidates who did not understand and accept that our jobs required security clearance. They wanted us to sponsor for clearance but unfortunately, clearance takes a long time to get these days. I do have couple of good resumes."

"Excellent! It looks like you chose a very good company to go with. They seem to offer more features than what I have seen with other companies that do this."

"We received about 10 applications, and I had chats with three different candidates. Two of the three are being further considered for opportunities with us, and one declined interest."



Job Seekers

"Overall I felt that it was a very good virtual fair."

"I got an interview with National Medical Licensing, on Thursday 2:30pm."

"One of the attendees I was working with said that he thought it was very well put together. "

"It was easy to get into the site and visit all the employers. I reviewed all the bio and jobs for each one. I did apply to several opportunities. Have confirmation on receipt of one application."

"Easy to navigate."

"It was very easy to navigate and I would encourage people to try it. Very user friendly, especially since the environment today leans towards that being a needed option for some."

"I chatted with an employer and they called me for an in-person interview for a retail position."



Thank You!

Introducing SkillUp Brevard

What is SkillUp America?

- Virtual learning platform offering 6,000+ courses for free
 - Interactive courses
 - Customizable “My Plan” based on interests
 - Self-paced
 - Device-friendly
 - Offered in English and Spanish

Offered by Metrix Learning

Course Offerings

- Wide array of courses available including;
 - Career Assessments
 - Basic Skills
 - Business Skills
 - Computer Skills
 - Industry-Specific Courses
- Prep courses for various Industry Certifications in IT, Healthcare, Manufacturing and Retail/Service

Introducing SkillUp Brevard!

- Launched May 11, 2020
 - Limited license model (200 available)
- Phase 1 Rollout
 - Target customer groups
 - Welfare Transition & SNAP
 - Youth
 - Wagner Peyser
 - Target utilization
 - Job Readiness
 - Career Exploration
 - Vocational Training
 - Skills Progression / Gap Identification

Introducing SkillUp Brevard!



Home

My Plan

Catalog ▾

My Career ▾

My Account

Help ▾

Getting Started

Follow these 3 steps to learn the system, begin your course work and get started on your new career with Metrix Learning 3.0.



1. Explore Pathways

Begin by exploring and selecting an industry pathway.

Select Industry Path



2. Learn

Browse the catalog for tracks of courses to develop your skills.

Skill Tracks



3. Find a Job

Find jobs in your area.

Title/Skill



Introducing SkillUp Brevard!

Pathway Selection

Industry Path:

Business (Administrative/Management) ▼

[Explore Pathway Map](#)

Occupation:

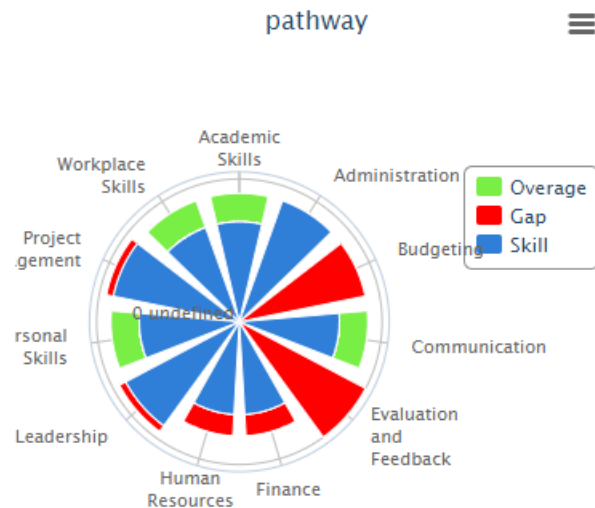
Project Manager ▼

Rectangular Snip

Skills Progress

[VIEW REPORT](#)

[Rate Skills](#)



Skill Level	Passed / Required
Foundation	3 / 3
Industry	1 / 3
Sector	0 / 4
Occupation	0 / 1

Introducing SkillUp Brevard!



Home

My Plan

Catalog ▾

My Career ▾

My Account

Help ▾

Elizabeth Jones

Sacramento, CA



License Expires: 08/11/2016



Explore Career Pathways

Select Industry Path



Browse the Catalog

Skill Tracks



Find a Job

Legal Secretari

My Progress

[View My Plan](#)

In Progress	Course Completions	Training Hours
28	7	11

Goal Job

[View Goal Job](#)

Legal Secretaries - 43-6012.00

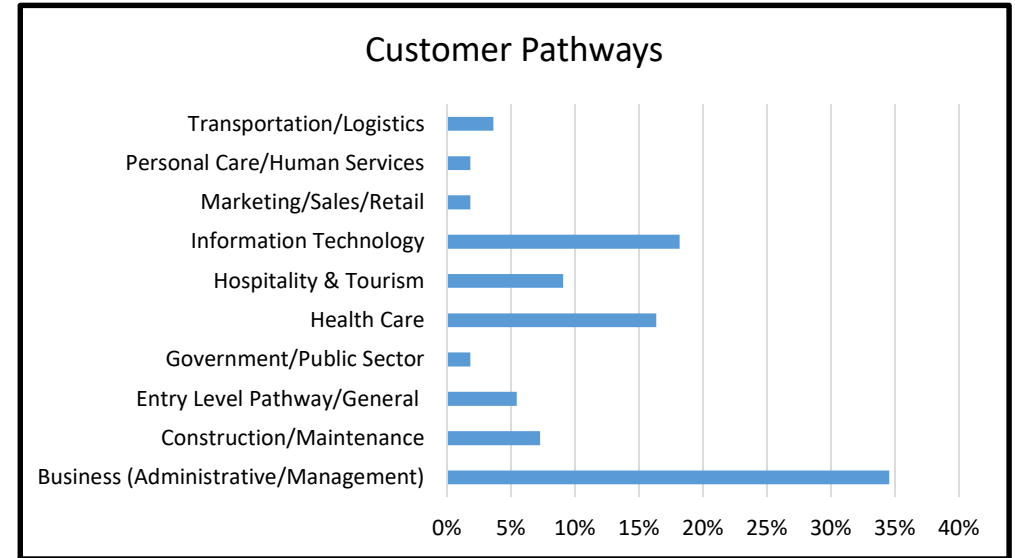
Perform secretarial duties utilizing legal terminology, procedures, and documents. Prepare legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. May also assist with legal research.

Popular Courses

- ⊕ A Manager's Guide to Discipline and Documentation
- ⊕ Taking Action for Performing under Pressure
- ⊕ Communication Skills

Success So Far

- 98 licenses issued
- Average completions per active client was 5.4 courses (for June)
- Average hours per active client is 7.1 hours
- 102 total course completions



On the Horizon

- Phase 2 rollout, focusing on an unlimited license model
 - Allow for expansion of outreach efforts
 - Alleviation of staff time to continuously monitor license distribution
 - Preparation for an influx of customers after Reemployment Assistance waivers are lifted
 - Partnerships with industry

Questions?

Thank you!

Ahmanee Collins-Bandoo

Manager – Data Analysis, Reporting and Quality Assurance

Jana Bauer

Program and Contracts Officer

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

Employee Recognitions

10 Years of Service



Don Lusk
Vice President of Operations
July 2010



Jeff Witt
IT/Facilities Director
July 2010



Lori Robinson
Business Liaison
August 2010



5 Years of Service



Jana Bauer
Program and Contracts Officer
March 2015



Thank you for your valued
contributions to CareerSource
Brevard



Action Brief

Schedule of Operations

Background

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

DEO and CSB entered into an Agreement dated July 1, 2020 to satisfy the above requirements. The Agreement requires CSB to annually adopt a schedule of operations for the upcoming state fiscal year (Attachment A). Such schedule of operations shall include, but is not limited to, daily hours of operation of one stop operators, and a holiday closure schedule which adopts either the federal, state, or appropriate county holiday schedule. The proposed schedule must be approved by CSB's Board of Directors and posted on CSB's website. CSB's Board of Directors must give prior approval to any deviations from the schedule, except in emergency or reasonably unforeseeable circumstances (e.g., an order of the President or Governor, total loss of facilities from a catastrophic natural or man-made disaster, etc.). If emergency circumstances exist which result or could foreseeably result in a shutdown, CSB shall ensure that DEO and the State Board are informed within 48 hours of such shutdown or potential shutdown.

Action

Approve or modify CSB's Schedule of Operations and Holiday Closures.

Schedule of Operations

July 1, 2020 to June 30, 2021

<p>Monday–Thursday 9:00 am–6:00 pm</p> <p>Friday 8:00 am–12:00 pm</p>

(Career Centers are open by appointment only during Pandemic)

Schedule of Holiday Closures

July 1, 2020 to June 30, 2021

Holiday/Date	CSB Centers
Independence Day Friday, July 3, 2020	Closed
Labor Day Monday, Sept. 7, 2020	Closed
Veterans Day- Observed Wednesday, Nov. 11, 2020	Closed
Thanksgiving Day Thursday, Nov. 26, 2020	Closed
Day After Thanksgiving Friday, Nov. 27, 2020	Closed
Christmas Day Friday, Dec. 25, 2020	Closed
New Year’s Day Friday, Jan. 1, 2021	Closed
Martin Luther King’s Day Monday, Jan. 18, 2021	Closed
Memorial Day Monday, May 31, 2021	Closed

Approved by CareerSource Brevard Board of Directors on August 20, 2020



August 20, 2020

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

Recommendation

Work-Based Training Contracts

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

Staff recommends Board approval of the following work based training contract expiring on June 30, 2023 (current Board term) or until the funding amount has been reached:

Business Name:	Health First
Board Member:	Maryjane Brecklin
Total Not to Exceed:	\$25,000.00

The maximum amount of training hours (1040 per person) for approximately 5 people was used to determine the maximum available funding. All funding is dependent upon Board

approval, along with availability of funds. Training is for the following types of positions with annual salaries ranging from \$17,805 to \$83,000:

- Clerical Support
- Clinical Professional
- Facility Services
- Health First Health Plans
- Information Technology
- Patient / Nursing Support / Medical Coding and Billing
- Nursing – CNA’s, Medical Assistants, LPN’s RN’s
- And other positions as identified by the employer

Action

Approve or deny contract recommendations for Health First for work based training contracts.

Staff recommends Board approval of the following work based training contract expiring on June 30, 2023 (current Board term) or until the funding amount has been reached:

Business Name: **Space Coast Intelligent Solutions**
Board Member: **Brian Jaskiewicz**
Total Not to Exceed: **\$50,000**

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 and CSF approval, along with availability of funds. Training is for the following types of positions with annual salaries ranging from \$31,200 to \$87,007:

- Assembler
- Business Development Manager
- Database Administrator I and II
- Information Technology Technician
- Software Configuration Manager
- Software Engineer I, II, and III
- And other position(s) as identified by the employer

Action

Approve or deny contract recommendations for Space Coast Intelligent Solutions for work based training contracts.

Professional Services Contract

Staff recommends Board approval of the following related party contract for coding and computer training for persons with disabilities with Hurricane Irma Funds expiring on March 31, 2021.

Business Name: **Brevard Achievement Center**
Board Member: **Amar Patel**
Total Not to Exceed: **\$245,000**

Action

Approve or deny contract recommendations for Brevard Achievement Center for a Professional Services contract.



August 20, 2020

Action Brief

Board Member Nominations

Board Request

Review and approve nominations for Board membership.

Background

At the last Executive Committee meeting, members reviewed potential candidates to fill seats vacated by Linda Miedema and Travis Mack and are recommending the following:

A mandatory Community College Seat vacated by Linda Miedema to be filled by her replacement:

Randall Fletcher, Vice President of Academic and Student Affairs, Eastern Florida State College.

Action

Approve Randall Fletcher for board membership resulting in ratification by the Brevard County Commission.

The nomination below is for the business seat vacated by Travis Mack of Valco Network, previously Saalex Solutions, to be filled by his CIO:

David Stills, Chief Information Officer, Valco Network.

Action

Approve David Stills for board membership resulting in ratification by the Brevard County Commission.



August 20, 2020

Action Brief

President's Goals for PY2020-2021

Background

At its meeting on August 3, 2020 the Executive Committee recommended approval of the following Goals for PY2020-2021 for CSB's President.

Goal	Percent	Measure
Support and assist small businesses impacted by COVID-19.	4%	<ul style="list-style-type: none"> • Create a proposal and present to County for acquisition of CARES Act dollars to help small businesses • Negotiate a signed contract with the County • Implement Brevard Workforce Assistance Program. Outcomes: <ul style="list-style-type: none"> • Number of Businesses that utilized the program and number of employees brought back to work • Number of participants permanently rehired after program end
Create a new dimension and flexibility to Career Center Services through virtual processes and programs	4%	<ul style="list-style-type: none"> • Metrix on-line learning platform – Number of licenses utilized by customers# of Virtual workshops held and number in attendance • Virtual job fairs- # held and attendance • # of Virtual Business Learning Events • Sharing of 3 Success Stories from customers utilizing CSB's Virtual Services •
Expand the workforce and training outcomes of the Aerospace/Aviation Sector	3%	<ul style="list-style-type: none"> • Convene (virtually or in-person) two Aerospace Sector Strategy Workshops • Creation of at least 2 Career Pathways to drive talent to the industry • Work with FloridaMakes and Space Coast Consortium Apprenticeship Program (SCCAP)

		<p>to map Aero-flex training modules to the Industrial Mfg. Technician RA and the Mechatronics Technician and CNC Technician occupations of the SCCAP RA to identify potential credit for prior learning from the Aero-flex pre-apprenticeship program.</p> <ul style="list-style-type: none"> • Hold one Business Learning Event to establish two new additional industry partners for Aero-flex participation
Build workforce capacity by assisting Brevard’s citizens that have been impacted by the Opioid Crisis and educate businesses about the hidden talent available from this affected and recovered population.	2%	<ul style="list-style-type: none"> • Host/Convene at least one Workforce virtual event, inclusive of individuals from the US Conference of Mayors, featuring Brevard Recovery Works and opening the door to discussion regarding similar programs across the country. • Enroll 40 additional persons into the grant • Provide 2 Business Learning Events • Provide 3 Community Learning Sessions
Demonstrate CareerSource Brevard’s impact and bring awareness of the value of CSB’s services to Brevard County during national disasters and pandemics.	2%	<ul style="list-style-type: none"> • Conduct, at a minimum, one quarterly outreach to the community. Outreach includes, but is not limited to, presentations, meetings, articles, interviews, etc.

Action

Approve or modify the Executive Committee’s recommendations for the President’s goals for PY2020-2021.

CareerSource Brevard
Board of Directors Meeting
May 21, 2020

MINUTES

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

Members in Attendance: Shawn Beal, Daryl Bishop, Lynn Brockwell-Carey, William Chivers, Susan Glasgow (Chair), Lloyd Gregg, Nancy Heller, Art Hoelke, Jennifer Kenny, Traci Klinkbeil, Mike Menyhart, Mark Mullins (joined at 8:15am), Wayne Olson, Amar Patel, Terry Schrupf, Lynda Weatherman.

Members Absent: Frank Abbate, Colleen Browne, Robert Jordan, Paula Just, Travis Mack, Linda Miedema,

Staff Present: Jana Bauer, Denise Biondi, Judy Blanchard, Chakib Chehadi (C2), Caroline Joseph-Paul (C2), Thomas LaFlore, Don Lusk, Richard Meagher, Marci Murphy, Lori Robinson, Lyn Sevin, Erma Shaver, Aaron Smith (C2) Jeff Witt, Kristine Wolff (C2).

Guests: Jeff Arnott.

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

Public Comment: There was no public comment.

Presentations:

Marci Murphy thanked retiring board members Robert Jordan, Paula Just and Linda Miedema for serving on the CSB Board of Directors.

Action Items:

Board Member Reappointments

Motion to approve Governance/Finance Committee recommendations for Board membership renewal for Daryl Bishop, Colleen Browne, William Chivers and Lynda Weatherman effective July 1, 2020 for a term of three years and to recommend approval by the Brevard County Commission made by Mike Menyhart and seconded by Nancy Heller. Motion passed unanimously.

Board Member Nominations

At its meeting on May 4, 2020 the Governance/Finance Committee reviewed nominations for board membership and recommended the following candidates:

Kirsten Patchett, Vice President of Human Resources for Embraer in North America was nominated by the Melbourne Regional Chamber of Commerce to fill a business seat. Motion to recommend approval of Kirsten Patchett to the Brevard County Commission made by Terry Schrupf. Motion seconded by Lloyd Gregg and passed unanimously.

Brian Jaskiewicz, President of Space Coast Intelligent Solutions was nominated by the Cocoa Beach Regional Chamber of Commerce to fill a business seat. Motion to recommend approval of Brian Jaskiewicz to the Brevard County Commission made by Nancy Heller. Motion seconded by Mike Menyhart and passed unanimously.

Mary Jane Brecklin, VP, HR Operations of Health First was nominated by the Cocoa Beach Regional Chamber of Commerce to fill a business seat. Motion to recommend approval of Mary Jane Brecklin to the Brevard County Commission made by Mike Menyhart. Motion seconded by Daryl Bishop and passed unanimously.

All nominations will be sent to the Brevard County Commission for approval.

Related Party Contract

Daryl Bishop indicated before 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 Lynn Brockwell-Carey and seconded by Mike Menyhart. Motion passed unanimously with Daryl Bishop abstaining. The Related Party Contract will be sent to the Department of Economic Opportunity for information.

Heavy Equipment Leasing Contracts

Staff reviewed the USDOL National Dislocated Worker Grant funding to address rapid employment needs when an emergency or major disaster has occurred and explained the purpose of the funding to create temporary jobs to provide clean-up, demolition, restoration and humanitarian assistance to designated communities. The ability to lease heavy equipment within a short turnaround timeframe is critical to the success of these projects and future projects. CSB is quickly approaching the expenditure threshold with the current vendors, and as a result, a Request for Proposal (RFP) solicitation was recently conducted. The Rating Committee (RC) suggested that staff negotiate with all of the proposers as funding varies each program year. Pending successful negotiations, the RC recommended that CSB award 4-year Indefinite Delivery/Indefinite Quantity contracts (not 5-year as detailed in the agenda brief) to all six vendors, considering the RC ranking from top to bottom but with a caveat of availability versus price to allow flexibility for staff. Motion to approve the RC recommendation to negotiate with each vendor and, pending successful negotiations, to award 4-year ID/IQ contracts to Ahern Rentals, Inc., Herc Rentals, Inc., National Equipment Dealers d/b/a Earthmovers Construction Equipment, Ring Power Corporation, Sunbelt Rentals, Inc., and United Rentals (North America), Inc. to provide a broad range of heavy equipment leasing in support of CSB's disaster-related projects made by Mike Menyhart. Motion seconded by Lloyd Gregg and passed unanimously.

Strategic Plan for 2020-2022

Staff presented CSB's high level plan for the next three years which was created at the Annual Retreat held in February 2020. The Strategic Plan will become strategies and actions under CSB's four committee structures: Career Center Committee, Industry Workforce Committee, Finance Committee, and Executive Committee. These goals and objectives will be discussed and approved by each committee along with additional items that may need to be incorporated due to the pandemic. Motion to approve CSB's Strategic Plan 2020-2022 made by Nancy Heller and seconded by Amar Patel. Motion passed unanimously.

PY2020-2021 Budget

Staff reviewed Governance/Finance Committee's proposed budget for Program Year 2020-2021. Motion to approve the Governance/Finance Committee's proposed budget for PY 20-21 and grant the President the authority to add any currently unfunded options to the budget and/or replace items cut as additional funds become available throughout the Program Year made by Lloyd Gregg. Motion seconded by Wayne Olson. Motion passed unanimously.

Bylaws Modifications

At its Annual Retreat in February 2020 the Board of Directors updated the Strategic Plan for the next three years which necessitated changes to the current Bylaws. Motion to approve the recommended changes to CSB's Bylaws made by Mike Menyhart and seconded by Daryl Bishop. Motion passed unanimously. The Bylaws will be sent to the Brevard Board of County Commissioners for approval.

Consent Action Items

Susie Glasgow opened the floor for discussion and approval on the consent agenda items:

1. Board of Director's Meeting Minutes – February 20, 2020
2. Regional Targeted Occupations List 2020-2021.
3. Selection of Key Industries 2020-2021.

Motion to approve the Consent Action Items by Lynn Brockwell-Carey and seconded by Nancy Heller. The motion passed unanimously.

Committee Chair Reports

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

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

Daryl Bishop gave a report on the Governance/Finance Committee meeting held on May 4, 2010 via teleconference.

President’s Report

Marci Murphy gave an update on the following:

- COVID19: Virtual Career Center, back to work plan, costs.
- Future focus
- Space Coast Living article
- New York Times interview

Information Items:

Information items presented included documents approved by the Board of County Commissioners, Grow the Resources of the Board, Primary Indicators of Performance, Third Quarter Contract Performance PY19-20, APG IT Sector Strategy report, Healthcare Sector Strategy report, Quarterly Multimedia Outreach, Financial Reports, Meetings Schedule for PY 20-21, and Committee meeting minutes. Staff reviewed Grow the Resources of the Board and gave an update on current grants.

There being no further business, the meeting was adjourned at 9:05am.

Submitted by,

Reviewed by,

(signature on file)
Lyn Sevin

5/26/2020
Date

(signature on file)
Susie Glasgow

5/26/2020
Date

CareerSource Brevard
Board of Directors Meeting
June 23, 2020

MINUTES

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

Members in Attendance: Shawn Beal, Daryl Bishop, William Chivers, Susan Glasgow (Chair), Lloyd Gregg, Nancy Heller, Art Hoelke, Robert Jordan, Paula Just, Jennifer Kenny, Mike Menyhart, Mark Mullins, Wayne Olson, Amar Patel, Terry Schrupf.

Members Absent: Frank Abbate, Lynn Brockwell-Carey, Colleen Browne, Traci Klinkbeil, Travis Mack, Lynda Weatherman.

Staff Present: Jana Bauer, Don Lusk, Richard Meagher, Marci Murphy, Lyn Sevin.

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.

Action Items:

Florida Department of Economic Opportunity Agreement

Staff reviewed the agreement between CareerSource Brevard and the Florida Department of Economic Opportunity (DEO) which will replace the 2012 Agreement. The Agreement was received on May 25, 2020 and must be return to DEO with appropriate approvals and acknowledgements by July 17, 2020.

Staff highlighted the following changes:

- The term of the Agreement is one year.
- There is a limit of \$710 per day for consultants.
- Corrective actions must be submitted to DEO for annual audit deficiencies.
- Level 2 background checks are required for staff in positions of special trust. CSB is waiting for explanation on positions of special trust and directions from DEO on obtaining Level 2 screenings, as CSB is currently not authorized to perform Level 2 screenings.
- Compensation for executive staff must be approved by the Board. Currently the Board only approves compensation for the President, but will need to approve compensation for the VP of Industry Relations and the VP Operations. Staff bonuses must also be approved by the Board. Any uncommon staff raise or bonus will also be brought to the Board for approval.
- Travel expenses are now limited to \$150 daily for lodging.
- All contracts over \$35,000 must be placed on CSB's website.
- Lyn Sevin will be appointed to the position of Ethics Officer.
- CSB's holiday calendar and hours of operation must to be approved annually by the Board.
- Board members must leave the room during discussion and voting on Related Party Contracts (contracts with board members). These contracts also have to be approved annually.
- The 2012 Agreement was between DEO and the President of CSB. The new Agreement is between DEO and the Board of Directors, with acknowledgement from the Brevard County Commissioners.

There was discussion on additional costs needed to implement the changes, training and autonomy for the Ethics Officer, Level 2 background screenings, and the requirement to place staff salaries on the website.

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

There being no further business, the meeting was adjourned at 8:27am.

Submitted by,

Reviewed by,

(signature on file)

Lyn Sevin

6/23/2020

Date

(signature on file)

Susie Glasgow

6/23/2020

Date



August 20, 2020

Information Brief

Effectiveness of Training/Career Services PY 18-19

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 2018-19, CareerSource Brevard provided Workforce Innovation and Opportunity Act (WIOA) funded career and training services to 1,218 customers at an average cost per placement of \$5,282.. The following is a snapshot of the results of training to placement and is all inclusive of Individual Training Accounts (ITA's) and other training mechanisms (i.e. On-the-Job, Incumbent Worker Training and Adult Work Experience).

WIOA Adult and Dislocated Worker Formula Funds					
	Total Served	Completers	Total Placed	% of Completers Placed	Cost per Placement
Career Services	987	616	394	63.9%	\$3,152
Training Services	231	117	105	89.7%	\$13,274
Total	1,218	733	499	68.1%	\$5,282

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) & Adult Work Experience (AWE). IWT and AWE currently make up a significantly smaller segment of the training services and are not included in this analysis. This focus will be on the two larger mechanisms; ITA's and OJT's.

WIOA Adult and Dislocated Worker Formula Funds					
	Total Served	Completers	Total Placed	% of Completers Placed	Cost per Placement
Training Services	231	117	105	89.7%	\$13,274
ITA's	155	84	81	96.4%	\$13,710
OJT	71	29	23	79.3%	\$12,319
Other*	5	4	1	25%	N/A

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

Both OJT's and ITA's contribute to high success rates, however ITA's have a higher cost and longer training period with average training length of 10 months for ITA's compared to average training length of 8 months for OJT's.

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	81	95.1% (77 OF 81)	91.3%(63 OF 69)*
OJT's	23	82.6% (19 OF 23)	80.0% (16 OF 20)*

12 ITA Follow-ups and 3 OJT Follow-ups were due during the month of May and had not yet been completed at the time of this report. They were factored out of the calculations for this measure.

This year ITA's have outperformed OJT's by 12.5% when looking at those customers still employed at 6 months. That margin decreased to 11.3% when looking at those customers still employed at 12 months.

Conclusion:

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

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

Higher retention rates for ITA training mechanisms indicate that this type of training results in longer term employment. It's hard to say whether that is a result of the mode of training or if we are seeing a shift to a need for more specific skill sets addressed by classroom type training rather than the employer training. While it's evident that there was some impact from the COVID-19 pandemic, the impact seems to be more from the ability of staff to reach customers who are due for their 1 year follow-up (these were factored out of the percentages above).

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

Information 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) 2018-19. 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 PY2018-19 report found the wage at placement to range from \$8.46 to \$48.08 per hour. The lowest rate was the slightly more than the previous year's rate of \$8.25 per hour. The upper rate was higher than the previous year rate of \$40.12 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 were above the 60% threshold that triggers a corrective action.

Attachment A

ITA Vendor Evaluation PY 2018-19 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	\$4,000	1/1 100%	1/1 100%	1/1 100%	\$18.59
Brevard Nursing Academy	\$116,800	--- ---	--- ---	--- ---	---
Harris Casel Institute	\$67,942	25/29 78.13%	25/25 100%	24/25 96.0%	\$19.78
Eastern Florida State College	\$93,710	14/19 73.68%	13/14 92.86%	11/13 84.62%	\$16.02
Keiser University	\$56,022	8/8 100%	6/6 100%	4/6 66.67%	\$20.81
MedTech	\$0	2/2 100%	2/2 100%	2/2 100%	\$21.82
New Horizons Computer Learning Centers of Orlando	\$527,996	6/7 85.7%	3/3 100%	2/3 66.7%	\$23.07
Roadmaster Drivers School of Orlando, Inc.	\$32,265	4/4 100.0%	3/3 100%	3/3 100%	\$16.79
Truck Driver Institute of Florida	\$92,484	14/15 93.3%	4/5 80%	3/4 75%	\$11.22

Information Brief

APG IT Sector Strategy Updates

392 participants have been enrolled in Training Activities Education/Job Training; 339 have completed the Education/Job Training and 299 have received credentials. OJT's still enhance certificate trained jobseekers ability to get employed. Simultaneous to meeting our grants statistical deliverables is also establishing multiple sustainable programs that utilize our grants partners. The placement strategy we have implemented has seen an increase of 28% placements since last quarter.

For sustainability to have a long-term effect, we're implementing programs planned by both our APG partners and CSB together. The final Consortium gathering will morph into periodic IT Sector gatherings and University Advisory Councils and continue to funnel the industry needs from employers to our educators. We will also maintain "meet and greet" interactions between jobseekers and our local IT Associations, Jobseekers and Chamber of Commerce members, so that mentoring continues to create employment. Other sustainability programs will include pre-apprenticeship and apprenticeship programs, joining together secondary, post-secondary education with participating employers for the purposes of initiating channeled pathways to employment.

Delivered by Business Services, sustainability also includes providing IT occupation statistics and Industry Sector data obtained from the Department of Economic Opportunity (DEO) and CSB's Data Analyst. This highly valuable and often unaffordable information allows our employers to plan future growth more effectively, which results in job growth.

The COVID-19 pandemic had a significant effect on the job market within our region. All of our programs and services are being offered in a virtual setting. Our Career Consultants have been aiding APG participants and Business Liaisons continue to find employment opportunities for them. Many local companies recognized their struggle to transition to remote work because they lacked anyone with IT experience on their staff. This exposed the need to have someone cross trained with some IT understanding which made our APG graduates attractive to them and companies that provide these services.

Update of Current Activities

- **EDC Partnership** work is being completed that will provide a "Cybersecurity" centric event in the 3rd to 4th quarter that will be sponsored by the EDC for their members. It

will be centered on the new NIST 800-171 Government Cybersecurity Compliance Mandates where all Department of Defense prime and sub- contractors. The APG efforts have identified several local IT company partners, Saalex and Alluvionics who are not just knowledge experts in this area and can speak to it, but can provide services to our community towards becoming compliant. Additionally we're identifying local funding sources that may be able to help local companies offset the cost of compliance which typically starts at about \$5K. Joint work continues on their new EDC website, designed to attract employers to the area. High level copy will draw perspective employers in and links to CSB's IT Sector will exhibit key industry statistics and particulars about Brevard County related to a healthy IT workforce.

- **Education** exists at multiple levels. Internally our participation in the evaluation of the Metrix training software for APG jobseeker's intended use will provide ongoing IT Training in support of the IT industry Certifications (Can be customizable for this) , Job Seeker Assessments (Career Counselors tool), IT seeking jobseekers reinforcement (Reflect their ongoing educational commitment). These resources continue to steer us towards fine tuning assessment strategies that will result in elevating more talented IT knowledgeable APG participants.

Externally, we're working with our college education partners via the school's Advisory Council gatherings, with our hosted virtual meetings where we speak to classes of near graduating students regarding sharing IT industry trends, methods for preparing for the job market and interview training. All of this is done with the end goal of getting them employment and keeping our talent in this area. We are grooming them to continue participation in our IT Consortium hub, even after they become employed. At the high school level, in support of our over two year commitment to create a Cyber academy, they were overwhelmed with over 80 participants to go into this new program starting in the fall. So all of our support and work with them has paid off. By facilitating a partnership between the college and local school district we've assisted in the creation of a dual enrollment opportunity with our local Eastern Florida State College. It has further allowed us to lay the framework for an IT apprenticeship that we hope to have in place at grant's end.

- **Networking** in a broader way with Civic Groups and Chambers, continue to present opportunities for us to create internships so APG graduates can gain some practical field experience. Regular planned gatherings at our local Groundswell Technology Incubator remain one of the best opportunities for our APG graduates to network with mentors and employers looking to increase their workforce.
- **Business Services Deliverables** were enhanced by us working closely with DEO's Statistical Programs Bureau of Workforce Statistics & Economic Research where we were provided an opportunity to collaborate and get them to break out and customize IT specific statistics related to occupations, wages and trends. Prior to this, none of this information was being provided to us or our employers. With this, the APG's sector

specific approach allows us to provide our APG IT partners with extremely valuable industry information for them to plan their growth in both workforce and business strategy.

Grant Performance to Date:

<u>Performance Metric</u>	<u>Grant Required Outcome Goal</u>	<u>Performance Data from most recent Quarterly Report 6/30/2020</u>	<u>% to Goal</u>
Total Participants Served	400	410	102%
Total Participants Enrolled in Training Activities	400	392 (-8)	98%
Total Participants Completing Training Activities	360	339 (-21)	94%
Total Participants Completing Training and Receive a Degree or Credential	320	299 (-21)	93%
Total Participants who Complete Training and Obtain Employment	270	246 (-21)	91%

Information Brief

Healthcare Sector Strategy Grant Update:

Below is a chart reflecting Quarter 16 performance of the SMART goals for Addendum 5 of the Healthcare Sector Strategy the grant:

		Quarter 14 10/1/2019- 12/31/2019	Quarter 15 1/1/2020- 3/31/2020	Quarter 16 4/1/2020- 6/30/2020	Quarter 17 7/1/2020- 9/30/2020	Performance Measure 9/30/2020
HHA Training and Employment	Goal	0	7	7	6	20
	Actual	0	6	6 6 (Employed)		12 (Trained) 6 (Employed)
METCA – ECC Recruitment Fair	Goal	0	1	0	1	2
	Actual	0	1	0		1
4 TABE Bootcamps & 2 TEAS Prep Courses	Goal	0	15	15	20	50
	Actual	18	12	14		44
LCAN Stakeholder Recruitment	Goal	1	1	1	1	4
	Actual	1	1	1		3
Incumbent Soft Skills Training	Goal	0	5	5	5	15
	Actual	0	14	0		14

Efforts Made to Fulfill the Goals:

- The first six students who completed Home Health Aide (HHA) training in March have secured employment. Six new candidates received scholarship assistance and began training at either Brevard Nursing Academy or DOXA Academy on May 11, 2020. They all completed their HHA program and received completion certificates documenting 75 instructional hours of training on June 3, 2020.
- While a recruitment fair is not scheduled until next quarter, Brevard Healthcare Workforce Consortium (BHWC) partner Macedonia Education Technology and Career Academy – Elderly Compassionate Care Program (METCA-ECC) has been instrumental in locating candidates for Home Health Aide training during a difficult period of time with COVID-19 safety restrictions. In addition, METCA-ECC organized training orientations at DOXA Academy and Brevard Nursing Academy where

candidates attended to learn more about the HHA program, register for training and complete Career Source Brevard (CSB) scholarship paperwork.

- Because of COVID-19, the Test of Adult Basic Education (TABE) Boot Camp for Licensed Practical Nurse training candidates was postponed since Brevard Adult Education was not prepared to offer training. A Test of Essential Academic Skills (TEAS) Prep Course was held in partnership with METCA-ECC and Educare Envision Educational Services from May 5 - June 11, 2020, where fourteen unique students were able to participate virtually.
- DOXA Academy sought to become a new stakeholder in the BHWC Local College Access Network (LCAN) after learning about the BHWC when they applied to become an eligible training provider for CSB. While their application is under consideration to be a WIOA scholarship eligible Certified Nursing Assistant program provider, we are utilizing this grant for scholarships for DOXA Academy's HHA program to train some of the students. This has helped several students gain access to training, because their location is more centralized and closer to residents in middle and northern Brevard County.
- Plans were in place to offer Florida Ready to Work Soft Skills Administrator training at the April 8th BHWC meeting, which was subsequently cancelled due to COVID-19 shelter in place restrictions. The training would give healthcare employers administrator access to the same soft skills curriculum and certification assessment utilized by CSB to train job seekers. CSB is researching options to offer this to all employers in a virtual format in August.

June 24 Brevard Healthcare Workforce Consortium Virtual Meeting:

The BHWC held a virtual meeting on June 24, 2020 which was attended by sixty five participants representing thirty two organizations. The purpose of the meeting was to assess the impacts of COVID-19 for healthcare recruiting, staffing, training and retention in Brevard so we can determine how to solve those impacts. Here is a link to the meeting summary, which also provides access to the recorded session <http://takeaimbrevard.com/wp-content/uploads/2020/06/BHWC-June-24-2020-Meeting-Summary.pdf>.



August 20, 2020

Information Brief

Industry Workforce Committee (IWC) Strategies and Actions - Program Years (PY) 2020/2021 through 2022/2023

Background

In February, 2020, CareerSource Brevard’s (CSB) Board members, along with members of the IWC and Career Center Committee, participated in an Annual Retreat to review the current three-year CSB Strategic Plan and to recommend modifications to the Plan. The outcomes of this planning retreat would in turn identify the Goals and Objectives to steer Committee focus for the next three program years.

Revisions Presented

The following matrix indicates the revised IWC Goals & Objectives, as well as the associated Strategies and Actions to accomplish these Goals as identified during the strategic planning exercise:

Industry Workforce Committee			
Goal: Identify current and future workforce needs of the business community and create solutions to meet their needs.			
Objective 1: Implement and Sustain Sector Strategies in Key Industry Sectors			
<u>Strategy</u>	<u>Actions</u>		
Effective implementation and outcomes in Key Industry Sectors	Industry Driven Career Pathways for Jobseekers, Staff and Stakeholders Gathering and Disseminating Industry Workforce Needs and Opportunities		
		<u>Timeframes</u>	<u>Status</u>
Aerospace and Aviation Sector		Ongoing	
Healthcare Sector		Ongoing	
IT Sector		Ongoing	

Objective 2: Support Additional Key Industries through Sector Work			
<u>Strategy</u>	<u>Actions</u>		
Support Other Strategies Through Key Sectors	Industry Driven Career Pathways for Jobseekers, Staff and Stakeholders Gathering and Disseminating Industry Workforce Needs and Opportunities		
		<u>Timeframes</u>	<u>Status</u>
Manufacturing Sector		Ongoing	
Construction & Skilled Trades		Ongoing	
Development and support of Competency and Work Based Learning Programs		Ongoing	

Objective 3: Educate the Business Community on the Value of our Services and the Value of Brevard's Talent to Meet their Business Needs			
<u>Strategies</u>	<u>Actions</u>	<u>Timeframes</u>	<u>Status</u>
Educate and Recruit Critical Partners for Sector Strategy Initiatives	Educate the Brevard Community on CSB Services and Sector/Industry Initiatives	Ongoing	
	Determine Businesses Impact Due to COVID-19 and Develop Strategies for Addressing the Workforce Needs	Ongoing	
	Conduct outreach to key partners, stakeholders and community on the programs, services and successes	Ongoing	

Outcome

The IWC Committee approved the Strategies and Actions as presented for Program Years 2020/2021 through 2022/2023 at their July 14, 2020 meeting.



August 20, 2020

Information Brief

Career Center Committee Strategies and Actions - Program Years (PY) 2020/2021 through 2022/2023

Background

In February, 2020, CareerSource Brevard’s (CSB) Board members, along with members of the Industry Workforce Committee and Career Center Committee (CCC), participated in an Annual Retreat to review the current three-year CSB Strategic Plan and to recommend modifications to the Plan. The outcomes of this planning retreat would in turn identify the Goals and Objectives to steer Committee focus for the next three program years.

Discussion

The following matrix indicates the revised CCC Goals & Objectives, as well as the associated Strategies and Actions to accomplish these Goals as identified during the strategic planning exercise:

Career Center Committee			
GOAL: Create a Career Center Model that is one of the top choices for career seekers and businesses in Brevard by offering quality workforce products and services.			
Objective 1: Offer the highest quality of services to Career Seekers to enable them to become the talent that the businesses need.			
Strategies	Actions	Timeframes	Status
Identify, measure and implement the training needs of local businesses.	Measure & analyze the effectiveness of the training programs offered to career seekers through CSB.	July 2020	
	Measure, analyze, & implement training solutions based on the impacts of COVID-19 to businesses and jobseekers.	December 2020	
	Implement the training needs for career seekers in the construction industry.	Ongoing	
Demonstrate examples of effectively cross walking real-time Industry data to Career Counselors, recruiters, and jobseekers.		Ongoing	

Convening industry partners and training providers to promote ongoing discussions and events around industry and sector workforce needs focused on assisting career seekers.			
Improve the lives of Brevard County's Youth & Young Adult population by offering services & programs that benefit this population & prepare them for the workforce.	Work with Brevard Public School's to facilitate the addition and robust usage of Vocational and CAPE Academies.	Ongoing	
	Effectively run the NextGen young adult program and supply youth with innovative services to help them enter the workforce.	Ongoing	
	Work with Cities and organizations in Brevard County to offer work readiness training and/or a Summer Jobs program.	Ongoing	
Ensure that measureable continuous improvement is being utilized throughout the CareerSource Brevard organization.	Sustain Customer focused, high performing services to the general public.	Ongoing	
	Develop and implement a consultative approach for customer intake in the career centers.	July 2021	

Objective 2: Outreach and attract hidden talent to expand the labor pool and grow the labor force.			
Strategies	Actions	Timeframes	Status
Build and maintain community-based partnerships to expand CSB's awareness within the community and to reach new job seekers.		Ongoing	
Broaden our footprint with special populations.		Ongoing	
Broaden our footprint with the virtual job seeker community.		Ongoing	
Expand outreach and awareness of CSB's services to job seekers.	Engage outreach plan that raises awareness of CSB's business services and career services.	Ongoing	

Objective 3: Maintain a data centered environment to measure the success of CareerSource Brevard's services.			
Strategies	Actions	Timeframes	Status
Measure and track CSB's Federal, State and Career Center Contract measures to monitor performance and ensure success.	Analyze and present at committee meeting	Ongoing	
	Create and track an online customer feedback mechanism housed on the CSB website.	January 2021	

Objective 4: Offer the highest quality of services to Businesses to meet their workforce needs.			
Strategies	Actions	Timeframes	Status
Track & improve Business engagement Activities		Ongoing	
Expand outreach and awareness of CSB's services to businesses.	Engage outreach plan that raises awareness of CSB's business services and career services.	Ongoing	

Outcome

The CCC Committee approved the Strategies and Actions as presented for Program Years 2020/2021 through 2022/2023 at their July 28, 2020 meeting.



August 20, 2020

Information Brief

End of Year Contractor Performance PY 2019-2020

Background

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

- **Element A:** Contractor must meet minimum performance on 80% of the measures (14 of 18 for quarters 1-3 and 15 of 19 for quarter 4)
- **Element B:** Contractor must meet accelerated performance on 50% of the measures (9 of 18 for quarters 1-3 and 9 of 19 for quarter 4)
- **Element C:** Meeting or exceeding a minimum score of 75 on a Board performance evaluation related to programmatic monitoring results.

PY 2019-20 Performance Results

The Contractor succeeded in meeting or exceeding the performance criteria to be paid all withheld costs for the 2019-2020 Program Year.

Elements of Contractor Performance Earnings - PY 19-20						
Measures						
Objective/Criteria			1st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
	Minimum	Accelerated				
Brand New Job Seekers with Extra Credit	1,800 per Qtr.	1,950 per Qtr.	Met (1,859)	Missed (1,643)	Exceeded (4,423)	Exceeded (5,094)
Customer Engagement	75%	85%	Met (77%)	Met (79%)	Missed (72%)	Missed (68%)
Entered Employment Rate						
Adults	90%	95%	Exceeded (%100)	Exceeded (%99)	Exceeded (98%)	Exceeded (98%)
Dislocated Workers	90%	95%	Exceeded (%100)	Exceeded (%100)	Exceeded (98%)	Exceeded (98%)
Welfare Transition	30%	35%	Exceeded (38%)	Exceeded (39%)	Exceeded (39%)*	Exceeded (37%)**
Wagner Peyser	38%	42%	Exceeded (43%)	Met (41%)	Met (41%)	Met (41%)**
Short Term Veteran	38%	42%	Met (39%)	Met (40%)	Exceeded (42%)	Exceeded (42%)**
Average Wage at Placement						
Adult	\$17.01	\$17.73	Missed (\$16.64)	Missed (\$16.35)	Missed (\$16.82)	Met (\$17.32)
Dislocated Worker	\$18.59	\$19.31	Exceeded (\$22.80)	Exceeded (\$26.52)	Exceeded (\$24.91)	Exceeded (\$25.28)

Elements of Contractor Performance Earnings - PY 19-20

Measures						
Objective/Criteria			1st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
	Minimum	Accelerated				
Welfare Transition	\$10.01	\$10.65	Exceeded (\$11.71)	Exceeded (\$14.66)	Exceeded (\$11.79)*	Exceeded (\$11.70)**
Wagner Peyser	\$11.44	\$12.15	Exceeded (\$12.80)	Exceeded (\$14.09)	Exceeded (\$13.60)	Exceeded (\$15.24)**
Retention at 12 Months						
Adult	80%	85%	Met (81%)	Met (81%)	Met (82%)	Met (82%)
Dislocated Worker	75%	80%	Exceeded (86%)	Exceeded (90%)	Exceeded (93%)	Exceeded (90%)
Youth	70%	73%	Exceeded (72%)	Exceeded (77%)	Exceeded (77%)	Met (70%)
Quality of Referrals						
Referral to Placement Ratio by Job Seeker	50%	55%	Missed (43%)	Met (54%)	Met (50%)	Met (50%)
Training Services						
PFM Career Training Services	55%	60%	Missed (68%)	Exceeded (67%)	Exceeded (71%)	Exceeded (72%)
WIOA Youth						
Positive Outcome Rate	90%	95%	Exceeded (100%)	Exceeded (100%)	Exceeded (100%)	Exceeded (99%)
Measurable Skills Gain	55%	60%	Exceeded (69%)	Exceeded (%73)	Exceeded (72%)	Exceeded (64%)
Measured Annually						
Performance on Special Projects and Grants	N/A	N/A	N/A	N/A	N/A	Missed (64%)

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

** The Data Store used to collect data for these measures at the state level is currently not working and it is not expected to be working again for a couple of months. The report reflects the data available for these measures as of April 30, 2020..

Element A				
Met the minimum percentages set on 14 out of the 18 (Q1-3) and 15 out of 19 (Q4) Performance Measures established in Attachment F	Yes – Met Minimum on 16 of 18	Yes – Met Minimum on 16 of 18	Yes – Met Minimum on 16 of 18	Yes – Met Minimum on 17 of 19
Element B				
Met the accelerated percentages set on 9 out of the 19 Performance Measures established in Attachment F	Yes – Met Accelerated on 12 of 18	Yes – Met Accelerated on 11 of 18	Yes – Met Accelerated on 13 of 18	Yes – Met Accelerated on 12 of 19
Element C				
Met a minimum score of 75 or higher on the CSB performance evaluation related to the annual state programmatic monitoring results	Yes-Met Minimum 75%			

Performance Measure Revisions for 2019-20

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

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

- The Contractor missed 2 of the first 18 measures applicable to the end of year performance. The influx of customers in quarter 3 and continuing into quarter 4 led to a decrease in the Customer Engagement performance causing that measure to be missed in quarter 3 and quarter 4. As seen in the following table the level of customer engagement (hands on staff assisted services) remained consistent throughout the year while the performance percentage dropped due to the number of incoming customers.

	Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4
New Customers	1,720	1,520	4,242	4,946
All Customers	4,510	3,981	6,316	6,272
Engaged Customers	3,460	3,310	3,847	3,771

Measure 19 is an annual measure which focuses on specific grant outcomes and the contractor did not meet the minimum criteria of 80% based performance for the American's Promise Grant, National Health Care Crisis (Opioid) Grant and Apprenticeship Referrals.

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

Information Brief

Continuous Improvement Performance Initiative (CIPI) formerly known as Performance Funding Model

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 prior year actual performance.

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 2019-June 2020 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	75.5%	71.19%	71.92%	69.22%
Actual	76.4%	N/A	N/A	N/A
Results	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	MET
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	MET

Information Brief

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

Background

Common Measures were established under Workforce Investment Act (WIA) and are still required by the Workforce Innovation and Opportunity Act (WIOA). While incentive monies will not be tied to meeting these common measures, there are sanctions tied to missing the same measure two years in a row to include completing a Performance Improvement Plan and not being eligible for the incentive dollars. New contractor measures have been designed to closely match most of the federal measures maintaining the focus on performance in these areas.

Below is the most recent report that shows past performance along with our actual performance through the 3rd quarter of PY 2019-20. Also shown are our goals for PY 2019-20. All performance goals were met or exceeded for the 3rd quarter.

July 2019-March 2020 Performance

Primary Performance Indicator (PPI)	Performance 2014-2015	Performance 2015-2016	Performance 2017-2018	PY19-20 3 rd Quarter Performance	PY19-20 Performance Goals
Adults:					
Entered Employment Rate (2 nd Qtr. after Exit)	86.9%	83.9%	92.6%	86.7%	86.2%
Employment Retention Rate (4 th Qtr. after Exit)	82.4%	83.6%	89.3%	91.2%	83.5%
Median Earnings (2 nd Qtr. after Exit)	\$6,650	\$6,993	\$7,496	\$8,789	\$7,200
Credential Attainment Rate	57.6%	58.7	N/A	83.3%	65.0%
Dislocated Workers:					
Entered Employment Rate (2 nd Qtr. after Exit)	87.8%	74.4%	85.7%	87.0%	83.2%
Employment Retention Rate(4 th Qtr. after Exit)	81.5%	76.1%	88.2%	87.9%	79.2%
Median Earnings (2 nd Qtr. after Exit)	\$6,312	\$7,621	\$6,432	\$9,960	\$6,850
Credential Attainment Rate	56.4%	43.2	N/A	65.5%	65.0%
Youth Common Measures:					
Entered Employment Rate (2 nd Qtr. after Exit)	63.8%	64.3%	79.2%	82.4%	72.0%
Attainment of a Degree or Certificate	56.2%	67.8%	N/A	N/A	N/A
Credential Attainment Rate	85.3%	76.5%	N/A	74.5%	75.5%
Employment Retention Rate (4 th Qtr. after Exit)			78.3	85.9%	67.2%
Wagner-Peyser:					
Entered Employment Rate (2 nd Qtr. after Exit)	65.5%	63.8%	69.1%	69.0%	63.2%
Employment Retention Rate(4 th Qtr. after Exit)	60.8%	62.3%	70.7%	64.4%	64.2%
Median Earnings (2 nd Qtr. after Exit)	\$5,238	\$5,268	\$5,165	\$5,457	\$5,100
Not Met (less than 90% of negotiated)	Met (90-100% of negotiated)		Exceeded (greater than 100% of negotiated)		



Quarterly Multimedia Outreach (April – June 2020)

<p>Non-Paid Social Media Marketing & Direct (Email) Marketing</p>	<p><u>Facebook, Twitter, LinkedIn, Constant Contact:</u> <i>a daily effort to share CSB’s workforce, economic, education, business and community partners’ news as well as educating and informing CSB’s followers about programs and services offered.</i></p> <ul style="list-style-type: none"> • <u>Partner news shares:</u> All Brevard County Chambers, Brevard’s Municipalities, EDC, Eastern State College, Brevard Achievement Center, Brevard 211, United Way, Love Center Church, Love INC, plus news from more than 15 local and regional and state, business community and workforce industry partners each week to share services and resources regarding the impact of COVID-19. • <u>CSB events, programs & services:</u> Daily hot jobs, Brevard Recovery Works, ESOL, IT Virtual Talent Fair, Virtual Job Fair, Recruiting Events & Workshops, Virtual Business Learning events, and Sector Strategy Events, COVID-19 Virtual Services outreach campaign, COVID-19 increased engagement with all paid and non-paid offering a public view of CSB’s resolution of customer concerns.
<p>Media Relations & Press Coverage</p>	<p><u>Local, Regional and State Multi-Media Relations:</u> <i>Ongoing effort to communicate timely and relevant workforce news to appropriate news outlets and be recognized as Brevard’s key resource for workforce development issues and trends.</i></p> <ul style="list-style-type: none"> • <u>CSB events, programs and services:</u> Weekly digital and print news coverage with Brevard Business News (BBN), Florida Today, Spotlight Brevard, Space Coast Daily, Hometown News, The Beach radio and Beachland Community spotlight radio show, and more. • <u>Other CSB brand digital and print news coverage:</u> CSB programs and services as well as COVID-19 services and resources shared by dozens of key community partners: • NY Times reporter received CSB data and links to resources to support story: COVID-19 Impacting Brevard’s Employers • Commissioner Isnardi social shares CSBs weekly e news. • City of Cocoa social shares CSB RA assistance and applications support • City of Palm Bay social shares CSB Brevard Recovery Works program • City of Cocoa Beach, City manager sends letter of CSB staff appreciation for Hurricane repair work. • North Merritt Island HOA reports CSBs role in storm water improvements and getting jobseekers trained and certified. • BBN gives cover story to CSB re: Construction Grant. • Florida Trends “people in the know” includes Marci Murphy • Space Coast Living/Business published Marci Murphy’s business article • Palm Bay Area Chamber of Commerce publishes CSB’s Brevard Recovery Works program and Job fair services to members. • Eckerd Connects community services newsletter mentions CSB services including resume builder.
<p>Community Partner Outreach Events/Programs</p>	<p><u>Additional outreach efforts not detailed in committee goals matrix:</u> <i>Ongoing collaboration with and sharing of, CSB’s Partner/Employer/Job seeker news and events.</i></p> <ul style="list-style-type: none"> • In response to COVID-19, CSB’s Industry Relations team designed and facilitated several well attended virtual workshops, business learning events, job fairs and recruitment events for Brevard’s employers. • Spotighting key community partners, including Take Stock in Children, Love Center Church, and Love INC.



Quarterly Multimedia Outreach (April – June 2020)

	<ul style="list-style-type: none"> • CareerSource Florida shares CSB’s customer success stories with their Board of Directors. • The State of Florida (DEO) Issues COVID-19 Updates and includes CSB’s messaging about resources offered.
Multimedia Promotions/ Tactics	<ul style="list-style-type: none"> • <u>Brevard Business News (BBN):</u> Ads to inform the business community about the Aero-Flex and Brevard Recovery Works programs. • <u>Program collateral:</u> RA assistance paper applications, MFEA pens for event support, updated web pages, flyers, etc... to support and encourage jobseeker and referral partner engagement in CSB programs. • <u>Multimedia outreach campaigns:</u> <ul style="list-style-type: none"> ○ Aero-flex Apprentice and Pre Apprentice Program, a campaign including paid Spotify and B to B ads was created and launched targeting employers, community partners, and jobseekers. Outcomes listed on PPT. ○ Brevard Recovery Works program, a campaign including paid Spotify and B to B ads was created and launched targeting employers, community partners, and jobseekers. Outcomes listed on PPT. ○ COVID-19 multimedia non-paid/earned income campaign
Website	<ul style="list-style-type: none"> • <u>Content development and enhancements:</u> Ongoing updates: increase SEO through industry-relevant posts, fresh content (pages updates), refinements to highest performing keywords and messaging based upon analytics • <u>Quarterly program page enhancements:</u> Dedicated COVID-19 information and resource page. Dedicated Hot Jobs page. For June, addition of 5-piece email campaign on auto send to all jobseekers completing CSB career services web page-- contact form. Web stats listed on PPT.
State-Funded Multimedia Campaigns	<p><u>Out-of-State Engineering Talent Attraction & Recruitment Campaign:</u> Now in its 5th year—this 30-day, May-June campaign launched with LinkedIn and Google Ad words which triggered a weekly email sequence to responders guiding them to a dedicated Engineer web page to request a call from CSB’s engineer recruiter.</p> <p>Outcomes-to-date: Recruiter is following up with responders</p> <ul style="list-style-type: none"> • 381,500 impressions (ad views) • 47 conversions (sharing their email address) • 1,613 visits to the engineer landing page from LinkedIn & Google ads • 8 engaged with CSB recruiter with 2 in EF now. • Additional results of the campaign will be presented at the October meeting. <p><u>Local Unemployed/Underemployed/Introduction to Key Industry Sectors – Talent Attraction Campaign:</u> Now in its 2nd year—this 30-day, May-June campaign launched with a series of Facebook ads which triggered a weekly email sequence to responders guiding them to the CSB Career Services web page contact form, and a call from CSB’s career team.</p> <p>Team is following up with responders-to-date.</p> <ul style="list-style-type: none"> • 710,300 impressions (ad views) • 3,448 traffic to career services page • 1,688 form completers who received email sequence • 75% of career services page traffic from paid ad, 25% from other outreach • Additional results of the campaign will be presented at the October meeting.

MEASURING SUCCESS



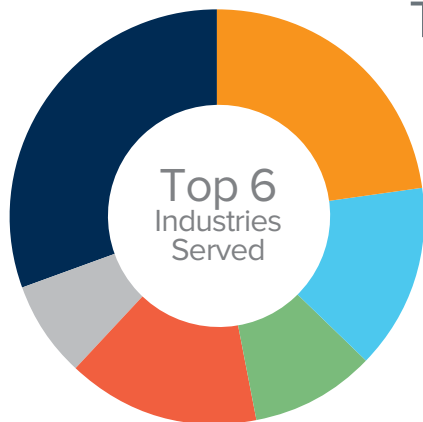
1,847

BUSINESSES SERVED

4,190 PEOPLE PLACED IN JOBS

47,006

SERVICES PROVIDED TO BUSINESSES



- Manufacturing
- Healthcare
- Construction
- Professional Services
- Information Technology
- Administrative

UNEMPLOYMENT RATE

12.6%

BREVARD'S UNEMPLOYMENT RATE
MAY 2020



ON-THE-JOB TRAINING

39 OJTs CREATED

FOR 27 BREVARD BUSINESSES

WITH

\$283,332.26

IN OJT CONTRACTS WRITTEN

RECRUITING EVENTS/ JOB FAIRS

170 Recruiting Events and Job Fairs

3,952 JOB SEEKERS ATTENDED

FOR 93 UNIQUE EMPLOYERS

VETERANS SERVED

2,348 VETS

30,347 Personalized Services Received

459

VETERANS EMPLOYED



REVISED
07/17/2020

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 – 12/31/20 Funding Source: USDOL Partner(s): LWDB 12 Central Florida	\$2,380,337	This project targets high-growth jobs aligned with the Information Technology (IT) and IT-Related industry sector, ranging from entry-level occupations to high-level management positions in LWDB Region 12 & 13 using a sector strategy approach.	CSB has enrolled 396 persons in the APG grant. Some additional updates include: <ul style="list-style-type: none"> • This grant ends 12/30/20. Staff has submitted a grant modification to USDOL that would allow for additional training funds for the APG efforts. Approval was granted on July 8, 2020. • Trained career center to staff to utilize the Optimal Resume Suite to produce “virtual portfolios” for job seekers. This has allowed job seekers to utilize the tools for virtual interviews with employers. 	Gary Sulski
Name: Cooperative Outreach Program with Moore Communications and CareerSource Florida Time Frame: 10/01/19 – 06/31/20 Funding Source: Wagner Peysner 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.	5th Annual Out-of-State Engineering Talent Attraction & Recruitment Campaign results-to-date: <ul style="list-style-type: none"> • May-June Run • LinkedIn Lead Generation Ads, Google Ads, Direct E-mail Message, dedication web page • Increase reach and engagement, lower cost per lead by leveraging assets and optimizing historical data. • 381,500 impressions (ad views) • 2,615 clicks (requested more information) • 47 conversions (sharing their email address) • 1,613 visits to the engineer landing page from LinkedIn & Google ads • 8 engaged with CSB recruiter with 2 in EF now. 2nd Annual Local Unemployed/Underemployed/ Introduction to Key Industry Sectors – Campaign results-to-date	Denise Biondi

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
			<ul style="list-style-type: none"> • Paid Facebook Ads & E-mail Message to contact form on career services page • Increase reach and engagement, lower cost per lead by leveraging assets and optimizing historical data. • 710,300 impressions (ad views) • 4,191 ad clicks-- driving target to career services page • 3,448 traffic to career services page • 1,688 form completers who received email sequence • 75% of career services page traffic from paid ad, 25% from other outreach 	
<p>Grant Name: Dislocated Worker Grants (DWG)</p> <p>Time Frame: Various Dates- 9/30/2020</p> <p>Funding Source: USDOL through DEO DWG</p> <p>Partner(s): NA</p>		<p>Projects for clean-up, demolition, repair, renovation, and reconstruction of destroyed public structures, facilities, and lands within the affected communities.</p> <p>Maria work is focused on evacuees from Puerto Rico.</p> <p>Brevard Recovery Works focused on persons impacted by the Opioid Crisis.</p> <p>COVID 19 relates to public health emergency and is focused on humanitarian projects and persons unemployed due to the pandemic.</p>		Jim Watson
Irma	\$13,500,000		<p>Grant expires 9/30/2020, however DEO is seeking a USDOL extension.</p> <p>Total:</p> <ul style="list-style-type: none"> • 282 Participants Enrolled • 187 Receiving Supportive Services • 145 Employment at Exit 	Jim Watson
Dorian	\$1,300,000		<p>Providing support to National Seashore & Wildlife Refuge. First projects started in Jan 2020.</p> <p>Totals</p> <ul style="list-style-type: none"> • 15 Participants Enrolled 	Jim 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"> 15 Receiving Supportive Service 0 Employment at Exit 	
Maria	\$125,000		Extended to 9/20/2020. Most CSB funds already obligated however grant is open in the event that DEO obligates additional funding. Total 28 Participants Enrolled, 27 Receiving Services & 9 Employment at Exit. Programming was scheduled for April 2020 was adjusted to an Online Platform 10 people registered and learned about living and working in Central Florida, 5 from Puerto. Remains open in the event that DEO allocates additional funding.	Wendi Bost
Opioid/Brevard Recovery Works	\$2,000,000		Grant activities to date include: <ul style="list-style-type: none"> Total of 56 Participants Currently Enrolled 56 Receiving Services 15 Entered Employment 6 are in training 2 Employed in Humanitarian Services 2 Business Learning Events 	Wendi Bost
Health Emergency Dislocated Worker Grants in Response to COVID-19 Outbreak	\$318,000		CSB received \$318,000 but could receive additional allocations later. Staff working with Brevard County, ELC, Aging Matters, and City of Palm Bay. Total: <ul style="list-style-type: none"> 4 Participants Enrolled – goal of 17 3 Receiving Services 0 Employment at Exit 	James Watson
Grant Name: Rebuild Florida Time Frame: 09/01/2018 – 06/30/2020 Funding Source: DEO/Community Development Block Grant – Disaster Recovery (CDBG-DR) Partner(s): Innovation Emergency Management (IEM)	\$255,615	Rebuild Florida is a partnership of DEO and the U.S. Department of Housing and Urban Development (HUD), which approved funding to local communities for Florida's long-term recovery efforts after the 2017 hurricane season. Rebuild Florida Housing Repair funds will help eligible homeowners impacted by Hurricane Irma.	The current NFA expired on 06/30/2020. IEM ended their occupancy by 06/30/2020 as their work in Brevard had been reduced over time. This ends the revenue provided by the use of our facilities in Rockledge.	Jeff Witt Or Don Lusk
Grant Name: Department of Economic Opportunity Community Development Block Grant – Disaster Recovery (DR)	\$2,049,784	The target is low to moderate income individuals. Brevard is counties identified as impacted by Hurricane Irma designated to benefit from this funding. The grant allows CSB expand	CSB was notified on 02/26/20 of the award of funding. CSB staff received a draft contract for review and approval on April 27, 2020. Staff reviewed and provided comments on the	James Watson

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
<p>Workforce Recovery Training Program Time Frame: 3/01/2020 – 06/30/2023</p> <p>Funding Source: DEO/ HUD/CDBG</p> <p>Partner(s): Listed in Grant</p>		<p>existing programs to provide training in construction trades, including roofing, masonry, carpentry, concrete finishing, plumbing, HVAC, electricity, heavy equipment operations, carpet laying, glass/window installation, plastering and welding.</p>	<p>contract and we are awaiting feedback. It is expected that programs and services will begin by September 2020.</p>	
<p>Grant Name: FloridaMakes - NIST</p> <p>Time Frame: 10/1/19 – 9/30/2020</p> <p>Funding Source: VIA Florida Makes U.S. Department of Commerce National Institute of Standards & Technology</p> <p>Partner(s): CareerSource West Palm Beach; FloridaMakes</p>	\$125,000	<p>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.</p>	<p>Program staff continue to meet frequently with FloridaMakes representative to provide grant updates, challenges related to COVID and identified solutions. Currently in agreement that a no cost extension to 3/31/21 will be requested with updated budget allocations in early August. Grant metrics are aligned with the performance outcomes of the state grant supporting this effort:</p> <ul style="list-style-type: none"> • Enrollment, training completed and employment of 12 jobseekers. To date: 11 enrolled, 3 completed and 2 employed. 10 additional in the preassessment process. 	Judy Blanchard
<p>Grant Name: Aero-Flex Pre-Apprenticeship Program Time Frame: 02/01//2019 - 12/31/2020</p> <p>Funding Source: CS Florida – Sector Strategies</p> <p>Partner(s): CareerSource Palm Beach, Tooling U, EDC, FloridaMakes, the Future’s Center for Apprenticeship & Work Based Learning, SpaceFlorida, ASRC, Brevard Adult Ed, Northrup Grumman, Lockheed Martin, South Bay Workforce Investment Board, Training Funding Partners.</p>	\$149,129	<p>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.</p>	<p>Grant support staff continue to meet bi-weekly with CS Palm Beach, and partnering agencies to discuss program progress and deliverables. Industry meetings continue to champion employer support of the program. The first cohort of trainees (3) have successfully completed training. With the interruption of business operations due to COVID-19, program staff requested, and received, a no cost performance period extension to 12/31/20. Strategic marketing/outreach collateral for both employers and jobseekers continues. Grant funded dedicated frontline Career Counselor continues to assess applicants for the program. Aerospace Business Liaison continues to educate industry for securing employer partners. A new strategic, direct mail campaign</p>	Judy Blanchard & Clinton Hatcher

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
			to employers was deployed in July.	
<p>Grant Name: Brevard Adult Education Pre-Apprenticeship Program Expansion Time Frame: 01/01/2019 - 08/31/2020 Funding Source: CS Florida Partner(s): Brevard Adult Education, Brevard Air Conditioning Contractors Association (BACCA), Coastal Mechanical, Southeast Power Corp., Brevard Electrical Apprenticeship Program, ABC Institute</p>	\$100,000	This collaboration with Brevard Adult Education Pre-apprenticeship Program to support Building & Construction trades. The following lists each of the apprenticeship partners for this grant and the Pre-Apprenticeship program:	<p>Currently, Cohort 2 and Cohort 3 are active and operating off of a virtual platform due to the pandemic. Both programs will have to push their graduation date as the hands-on performance evaluations have not been possible to complete. Cohort 2 has 7 active students, 6 of which have obtained their OSHA certification card. Cohort 3 has 10 active students, 5 of which have obtained their OSHA certification card. CSB Business Services have solidified (3) worksite agreements for work experiences. Currently, two of the companies are interviewing students. Adult Education will opened their offices to full staff on July 6, but it is currently unclear when the students will report back to campus.</p>	Jana Bauer /Wendi Bost
<p>Grant Name: R.I.S.E. Brevard Time Frame: 01/01//2019 - 08/30/2020 Funding Source: CS Florida Partner(s): Brevard County Drug Court & Florida Department of Corrections</p>	\$250,000	“R.I.S.E. Brevard” stands for Re-entry Intervention resulting in Successful Employment. This grant will target the Ex-Offender population from our partners who are in need of vocational training and career assistance.	<p>This grant request was submitted to CareerSource Florida for \$379,005. An outcome of the planning grant is to train 36 persons. CSB started enrolling customers on 4/17/19 as of 07/14/20 – 45 customers enrolled, 23 employed, 2 WBT, 2 Recidivism after completion. This grant ends on 8/30/20 and all funds have been expended. This will continue to be a program available to our jobseekers and employers.</p>	Jim Watson
<p>Grant Name: Florida College Access Network – Seed Grant Time Frame: 05/1/19- 9/30/2020 Funding Source: Hosted by University of South Florida Partner(s): Brevard Public Schools & METCA (Macedonia Education & Technology Academy)</p>	\$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, policies to address the systemic barriers that prevent access to postsecondary education.	<ul style="list-style-type: none"> • A Modification to the grant award was signed on May 26, 2020 which officially allowed for the extension of the grant until September 30, 2020. • The Workforce Round Table event planned for May was rescheduled due to COVID-19. Our Collaborative efforts with the Wells Fargo grant are still in discussion for a 	Megan Cochran

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
			possible virtual September event.	

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: Back to Work 50+ (BTW 50+) Time Frame: 3/1/19 – 12/31/2020 Funding Source: AARP Foundation Partner(s): NA	\$110,000	CSB was selected to submit a grant application & plan which was approved to begin the AARP 50+ Services in Brevard County. The current program focused on Women ends 02/2/2019. This program will focus on all persons 50+. It will allow us continued use of AARP Foundation Logo, outreach support and educational materials	CSB has been granted funding for year 6 (Jan 1 – Dec 31, 2020). Performance as of July 9th includes: <ul style="list-style-type: none"> • 12 workshops held, 125 attendees (of 126, 99% of goal) • Enrolled in Coaching – 55 (of 60, 92% of goal) • Gained Employment – 22 (of 60, 37% of goal) (including participants carried over from the 2019) • Upcoming Cohorts: Wave 34 – August 2020 Wave 35 – September 2020 	Jana Bauer
Grant Name: Ticket to Work (TTW) Program Time Frame: Indefinite Funding Source: Social Security Administration Partner(s): Vocational Rehabilitation	\$271,269 To Date	Focused on eligible TTW customers who want to return unsubsidized employment using the Employment Network (EN).	Staff continue to work with eligible customers who are interested in work or training. EN continues to progress at a modest pace with 49 tickets being assigned. Receipts for the PY 19-20 were \$24,842 for a cumulative total of \$271,269	Jim Watson
Grant Name: Florida Partnership Plus Time Frame: Indefinite Funding Source: Social Security Administration Partner(s): Vocational Rehabilitation (VR)	\$11,500 To Date	Exiting Voc. Rehab participants who have found employment and are currently receiving SSI or SSDI. CSB will provide Employment Network mandatory follow up services. Funds are reported as part of the SSA TTW program and are unrestricted. CSB receives compensation in two forms: (1) \$1000 for any participant exiting that remains employed at SGA (Substantial Gainful Activity) for a seven month duration. (2) \$500 for written benefit summary analysis (BSA) completed by a	CSB received \$ 10,000 in PY 16 -17 and 17-18, CSB received \$1,500. There was one newreferral for this program in PY 18-19 and no payment has been made to date. Despite efforts to increase program referrals none have been done. Staff will re-engage Voc. Rehab staff to determine if this is still a viable program.	Jim Watson

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

Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
		certified Community Partner Work Incentive Coordinator (CPWIC).		
<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>\$51,312.50 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 PY19-20 fourth quarter- (4/1/20-6/30/20) is \$75.00 Cumulative total of \$51,312.50</p>	<p>Marina Stone</p>
<p>Grant Name: Healthcare Sector Strategy</p> <p>Time Frame: 7/1/16 – 9/30/19</p> <p>Funding Source: Private Sector</p> <p>Partner(s): A variety of health care employers, training vendors and others.</p>	<p>\$530,170 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"> • Achieved two out of five SMART Goals for the quarter, but still on track to meet grant performance. • All the students from the first Home Health Aide (HHA) training are working and six new students received scholarships and entered training. • DOXA Academy became a Brevard Healthcare Workforce Consortium partner and is a new provider to help with HHA training. • Our grant partner Macedonia Education Technology and Career Academy helped us recruit Home Health Aide Candidates and arranged training orientations for candidates at vendor facilities, where candidates were able to complete scholarship paperwork while our career centers were closed due to COVID-19. They also facilitated a TEAS Prep course for fourteen candidates. • Held the virtual Brevard Healthcare Workforce Consortium meeting on June 24th to identify impacts of COVID-19 on 	<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
			workforce recruitment, retention and training.	
<p>Grant Name: Wells Fargo AARP 50+ Support Services</p> <p>Time Frame: 10/01/2018 - 11/01/2019</p> <p>Funding Sources: Wells Fargo Bank</p> <p>Partners(s): NA</p>	\$10,000	<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 111 AARP BTW50+ participants with \$10,459 in services. Services have included transportation, first impressions and certification/testing/licensing assistance. Due to additional funding received, all graduates of the AARP BTW50+ are now receiving \$100 in incentives automatically. These include \$50 for gas and \$50 to put towards clothing, first impressions or anything else that will enhance their employment opportunities.</p>	Jana Bauer
<p>Grant Name: Wells Fargo Supportive Services for Community Empowerment</p> <p>Time Frame: 10/01/2019-11/01/2020</p> <p>Funding Sources: Wells Fargo Bank</p> <p>Partners(s): NA</p>	\$10,000	<p>The focus of this grant is to assist participants with supportive services that are not WIOA eligible. 75% of the funding will be to support the AARP Back to Work 50+ program, and the remaining 25% will be to support a two-week internship opportunity for Eau Gallie high school students in the Aviation Fabrication and Assembly Program. A total of ten incoming seniors will be provided with a two-week internship, receiving a supportive service stipend for each day.</p>	<p>Due to additional funding received, all graduates of the AARP BTW50+ are now receiving \$100 in incentives automatically. These include \$50 for gas and \$50 to put towards clothing, first impressions or anything else that will enhance their employment opportunities.</p> <p>CSB will be rolling over the funding available to Eau Gallie to next summer 2021. The program was cancelled due to COVID-19.</p>	Jana Bauer
<p>Grant Name: Wells Fargo Workforce Roundtable</p> <p>Time Frame: 10/01/2019 – 11/01/2019</p> <p>Funding Sources: Wells Fargo Bank</p> <p>Partners(s): TBD</p>	\$5,000	<p>Funding will be utilized to create a workforce roundtable involving key partners which may include Goodwill, NeighborUp, Community Action, local school board and others to have a discussion around creating site-based programs to pilot to impact the movement of workforce in our low-to-moderate community.</p>	<p>CSB, Wells Fargo and an expert facilitator are reviewing options to bring this event into a virtual setting to provide flexibility should local venues not be fully functional in September.</p>	Jana Bauer

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: AARP Foundation (Non-Direct Service Outreach Grant)</p> <p>Time Frame: 07/01/2020 – 06/30/2022</p> <p>Funding Sources: AARP Foundation</p> <p>Partners(s): Senior Community Services Employment Program</p>	<p>\$300,000</p>	<p>This grant focuses on low-income (250% Poverty) seniors (50+) by focusing on business/industry to build talent pipelines. Businesses will be recruited and shown the advantages of hiring older workers. This grant provides \$150,000 yearly for two years. This grant will work in tandem with our existing AARP program.</p>	<p>CSB received notification on July 10th that we were not selected for this funding.</p>	<p>Jana Bauer</p>
<p>Grant Name: Brevard County Board of County Commissioners – CARES Act Grant</p> <p>Time Frame: 07/01/2020 – 12/30/2020</p> <p>Funding Sources: Coronavirus Aid, Relief, and Economic Security (CARES)</p> <p>Partners(s): None</p>	<p>\$750,000</p>	<p>To assist small businesses (for profit and non-profit) with 50 or less employees who have been impacted by COVID-19. CSB’s proposal included providing a employment program. The program focuses on using the work experience model to allow employers to hire back dislocated/furloughed staff for up to 16 weeks via use of staffing agencies.</p>	<p>A contract with Brevard County has been executed, program outreach collateral, business application, and worksite agreements have all been developed. Staffing Agencies are geared for support and roll out of the program began July 20th.</p>	<p>Judy Blanchard</p>



August 20, 2020

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, 2019 and ending on June 30, 2020.

Report Descriptions

CSB BUDGET TO ACTUAL REPORT (ATTACHMENT 1)

The report provides a comprehensive analysis of funding and spending in program year 2019-2020 as follows:

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

CSB FISCAL DASHBOARD INDICATORS (ATTACHMENT 2)

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

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

CSB FEE FOR SERVICE ACTIVITIES (ATTACHMENT 3)

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



Budget to Actual Report

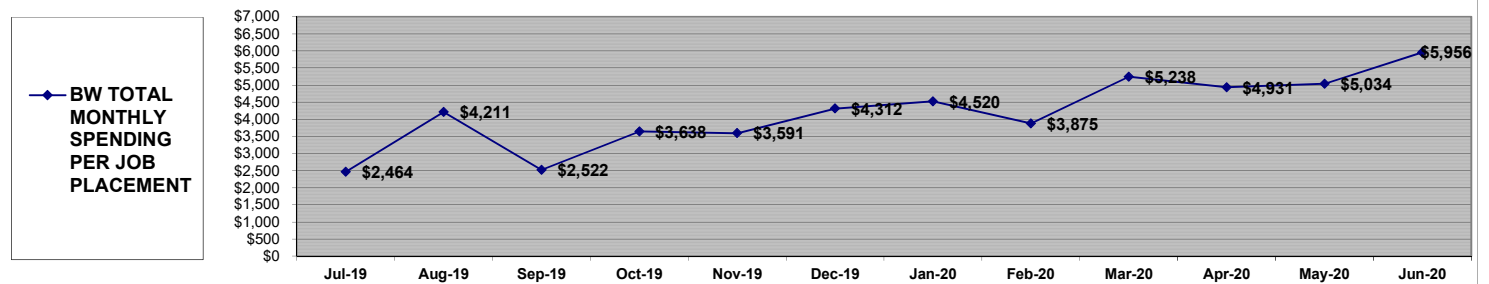
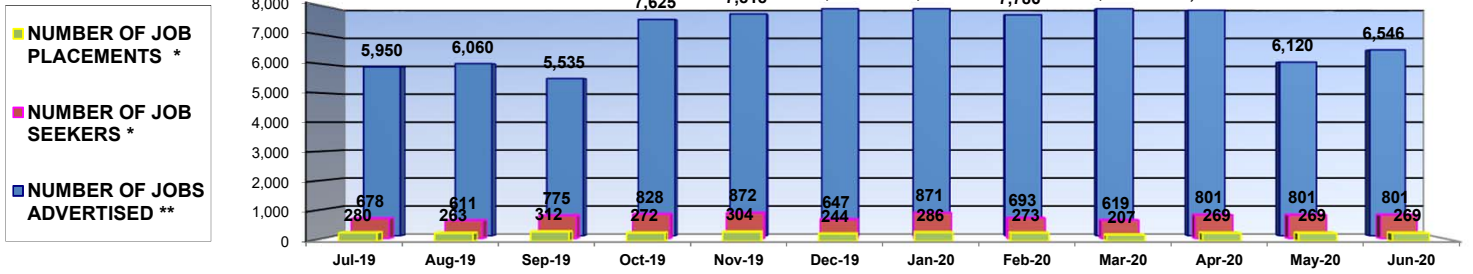
As of June 30, 2020

Revenue PY 2019 - 2020	Annual Budget	WIOA Adult	WIOA Youth	WIOA Disl Wkr	Welfare Transition	NEG Hurricanes	Other Grants	INDIRECT POOL
Carry In Funds From PY 18 - 19	736,224	599,384	-	95,269	3,707	-	37,864	
PY 19 - 20 Awards	14,617,676	2,050,531	955,296	497,625	1,426,482	6,149,992	3,537,750	
Award Total - Available Funds	15,353,900	2,649,915	955,296	592,894	1,430,189	6,149,992	3,575,614	
LESS planned Carryover For PY 20 - 21	(900,000)	(450,000)	-	-	-	-	(450,000)	
Total Available Revenue	14,453,900	2,199,915	955,296	592,894	1,430,189	6,149,992	3,125,614	

Expenditures								Total Expenditures - 6/30/20	% of Budget - 6/30/20	
Staff Salaries/Fringe Benefits	1,845,200	163,118	113,934	48,434	155,811	745,829	308,854	1,535,980	83.2%	425,786
Program Operations/Business Services	2,110,000	225,037	157,183	66,820	214,955	1,028,941	426,092	2,119,028	100.4%	97,432
Infrastructure/Maintenance Related Costs	900,700	72,517	50,651	21,532	69,268	331,572	137,307	682,847	75.8%	23,909
IT Costs/Network Expenses	387,600	40,356	28,187	11,983	38,548	184,519	76,410	380,003	98.0%	2,747
Contracted One-Stop Services	4,265,900	1,048,566	469,196	242,721	833,160	188,928	1,336,356	4,118,927	96.6%	-
Customer Training Activities	4,194,600	461,099	78,799	175,571	42,948	2,812,588	182,003	3,753,008	89.5%	-
Customer Support Services	200,000	24,920	22,660	745	35,315	42,983	7,935	134,558	67.3%	-
Indirect Cost (8.21%)	549,900	73,976	34,686	25,088	40,184	283,413	92,527	549,874	100.0%	(549,874)
TOTAL EXPENDITURES	14,453,900	2,109,589	955,296	592,894	1,430,189	5,618,773	2,567,484	13,274,225	91.8%	-

REMAINING AVAILABLE FUNDS		90,326	-	-	-	531,219	558,130			
% OF FUNDS EXPENDED BY GRANT THROUGH 6/30/20		95.9%	100.0%	100.0%	100.0%	91.4%	82.1%			

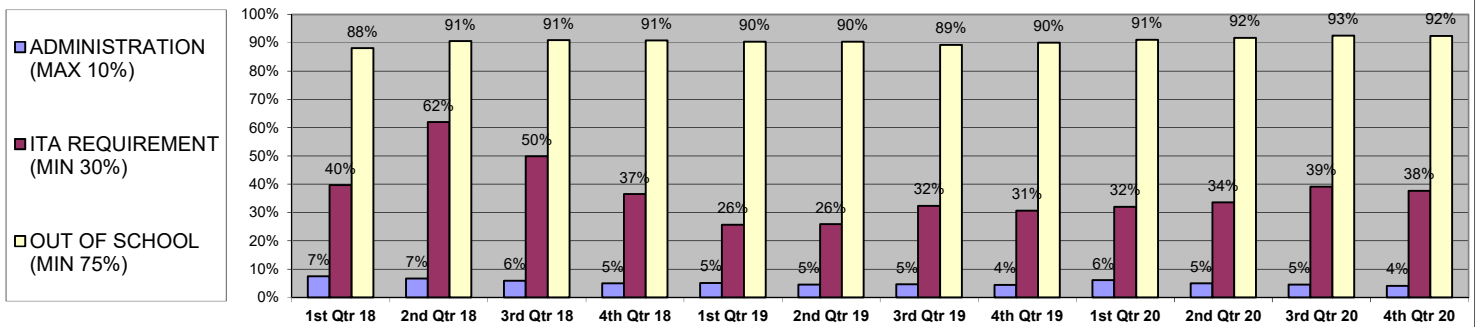
MONTHLY JOBS REPORT & BW SPENDING PER JOB PLACEMENT



* Source - DEO Monthly Management Reports (DEO has not released statistics for May and June 2020)

** Source - HWOL Monthly Job Demand Reports

ANNUAL SPENDING CAPS BY QUARTER



PROGRAM SPENDING:												
ADMINISTRATION (MAX 10%)	137,070	269,784	421,291	559,072	153,830	282,216	419,576	572,973	156,767	281,964	418,590	552,984
PROGRAM ACTIVITIES	1,695,133	3,754,384	6,751,105	10,686,353	2,858,106	5,891,543	8,701,681	12,401,410	2,427,239	5,435,230	8,733,631	12,881,996
CUSTOMER SPENDING:												
STATE ITA COSTS (MIN 30%)	183,637	405,170	558,597	708,028	89,847	224,104	467,221	775,951	169,810	379,150	573,734	723,452
OTHER PROGRAM COSTS	279,361	248,451	561,054	1,227,428	260,390	639,214	977,107	1,757,069	359,950	748,012	893,311	1,195,962
YOUTH SPENDING:												
IN-SCHOOL	37,032	59,962	79,855	83,048	22,629	54,399	79,174	89,734	24,911	55,186	54,328	69,794
OUT-OF-SCHOOL (MIN 75%)	274,370	576,159	798,546	816,160	211,740	512,905	659,071	809,910	252,848	612,562	673,673	850,816



CURRENT YEAR FEE FOR SERVICE ACTIVITIES (7/1/2019 - 6/30/2020)

Unrestricted Balances: Cash on Hand \$289,491 Certificates of Deposit \$74,466 Total \$363,957

	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	\$ 98,818	100.0	\$ 59,624	100.0	\$ -	-	\$ -	0.0	\$ 35,000	87.2	\$ 193,442	84.2
Contract Revenue	-	0.0	-	0.0	-	-	6,262	20.1	-	0.0	6,262	2.7
Sponsorship Revenue	-	0.0	-	0.0	-	-	-	0.0	5,072	12.6	5,072	2.2
Donated Revenue	-	0.0	-	0.0	-	-	-	0.0	-	0.0	-	0.0
Charges For Services	-	0.0	-	0.0	-	-	24,842	79.9	-	0.0	24,842	10.8
Website Licenses	-	0.0	-	0.0	-	-	-	0.0	-	0.0	-	0.0
Interest Earnings	-	0.0	-	0.0	-	-	-	0.0	88	0.2	88	0.0
Total Revenue	\$ 98,818	100.0	\$ 59,624	100.0	\$ -	-	\$ 31,104	100.0	\$ 40,160	100.0	\$ 229,706	100.0
Expenses												
Personnel	\$ 78,581	79.5	\$ -	0.0	\$ -	-	\$ 1,395	4.5	\$ -	0.0	\$ 79,976	34.8
Travel / Training	-	0.0	578	1.0	-	-	-	0.0	-	0.0	578	0.3
Outreach	650	0.7	-	0.0	-	-	-	0.0	349	0.9	999	0.4
Software	-	0.0	-	0.0	-	-	-	0.0	-	0.0	-	0.0
Supplies	450	0.5	681	1.1	-	-	-	0.0	2,649	6.6	3,780	1.6
Equipment	-	0.0	-	0.0	-	-	-	0.0	-	0.0	-	0.0
Professional Services	4,890	4.9	52,740	88.5	-	-	60	0.2	3,156	7.9	60,846	26.5
Customer Training	6,750	6.8	-	0.0	844	-	-	0.0	-	0.0	7,594	3.3
Customer Support	-	0.0	4,981	8.4	2,001	-	-	0.0	-	0.0	6,982	3.0
Indirect Costs	7,497	7.6	644	1.1	234	-	119	0.4	505	1.3	8,999	3.9
Total Expenses	\$ 98,818	100.0	\$ 59,624	100.0	\$ 3,079	-	\$ 1,574	5.1	\$ 6,659	16.6	\$ 169,754	73.9
Net Profit (Loss)	\$ -	0.0	\$ -	0.0	\$ (3,079)	-	\$ 29,530	94.9	\$ 33,501	83.4	\$ 59,952	26.1

CareerSource Brevard (CSB)
Executive Committee Meeting
July 9, 2020

MINUTES

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

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

Members Absent: Daryl Bishop

Staff in Attendance: Marci Murphy, Lyn Sevin.

Guests: None

Susie Glasgow called the meeting to order at 8:02am.

Public Comments: There was no public comment.

Discussion/Information Items:

Workforce Recovery Grant

Staff reviewed the \$40million CARES Act funds that have been awarded to the Board of County Commissioners and said that Commissioner Lober wanted to allocate \$750,000 to CSB if CSB had any programs that it could use to help small businesses.

CSB proposed a short-term, stop-gap employment program to assist small businesses with 50 or less employees to rehire the unemployed, underemployed, and furloughed workers who have been impacted by COVID-19. CSB proposed utilizing the work experience model which allows CSB, through the use of a staffing agency, to provided subsidized employees to businesses. This model provides needed resources to small businesses to be able to hire back their employees, while rebuilding their customer base, and giving a boost to the economic recovery in Brevard County. CSB sent a proposal to the County and it was approved at the June 30 County Commission meeting after the indirect costs were reduced. The program will available on a first come first served basis.

It was noted that Brevard County now has 46,000 who have filed for reemployment compensation.

There was discussion on number of employees per company, number of businesses and employees expected to be helped, salaries, the availability of additional funding, and outreach.

Other Business

Staff said that the County Commission had tabled approval of the Board of Director appointments and reappointments until they had more information on the membership process, including board member gender and ethnicity. Staff will provide them with the requested information and a vote will be taken at the next meeting on July 21. Staff said they would keep the Committee updated on the outcome.

Adjournment:

The meeting adjourned at 9:18am.

Submitted by,

Reviewed by,

(signature on file)
Lyn Sevin

7/14/2020
Date

(signature on file)
Susie Glasgow

7/14/2020
Date

CareerSource Brevard (CSB)
Executive Committee Meeting
August 3, 2020

MINUTES

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

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

Members Absent: Mike Menyhart

Staff in Attendance: Jana Bauer, Judy Blanchard, Wendi Bost, Don Lusk, Richard Meagher, Marci Murphy, Lyn Sevin.

Guests: None

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

Public Comments: There was no public comment.

Presentations:

Wendi Bost gave a presentation on the Brevard Recovery Works Grant.

Jana Bauer gave a presentation on Skill Up Brevard.

Action Items:

Approval of Executive Committee Minutes

Motion to approve the Executive Committee minutes for May 4, 2020 made by Nancy Heller and seconded by Daryl Bishop. Motion passed unanimously. Motion to approve the Executive Committee minutes for July 9, 2020 made by Nancy Heller and seconded by Daryl Bishop. Motion passed unanimously.

Board Member Nominations

Staff said that new board members and reappointed board members had been approved by the County Commission at their meeting on July 20, 2020.

Staff recommended Randall Fletcher, Vice President of Academic and Student Affairs, Eastern Florida State College to fill the seat vacated by Linda Miedema and David Stills, Chief Information Officer, Valco Network (formally Saalex) to fill the seat vacated by Travis Mack from Valco Network (formally Saalex). Motion to approve Randall Fletcher and David Stills to the next full Board of Directors for approval made by Daryl Bishop and seconded by Nancy Heller. Motion passed unanimously.

Marci Murphy said that the Board needs to fill a seat vacated by Robert Jordan and asked Committee members to refer potential nominations to her. Ms. Murphy said she is currently pursuing a recommended candidate, but will reach out to the local Chambers of Commerce for nominations if she is unsuccessful.

President's 2019-2020 Review

Marci Murphy gave a presentation on the accomplishments of her Annual Goals for PY19-20. Motion to approve the President's compensation of 15% of annual base salary to be paid as a lump sum made by Nancy Heller and seconded by Lloyd Gregg. Motion passed unanimously

President's 2020-2021 Proposed Goals

Marci Murphy presented her proposed Goals for Program Year 2020-2021. Motion to recommend approval of the President's goals for PY20-21 to the Consent Agenda of the next full Board of Directors made by Daryl Bishop and seconded by Nancy Heller. The motion passed unanimously.

Discussion/Information Items:

Executive Committee Duties

At the Annual Retreat CSB's Board of Directors created a new Strategic Plan for 2020-2022 which gives governance responsibility to the Executive Committee. The Executive Committee provide executive oversight and governance of all activities of CSB to include the following duties:

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

The Executive Committee can 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 Committee Update

Daryl Bishop gave an update on the Finance Committee which had met earlier in the day. Items reviewed at the meeting included financial reports, committee duties, monitoring, and budget updates.

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 loss of rent from Rebuild Florida moving out of the Career Center.

Quarterly Hurricane Report

Staff shared status and resources used for the Matthew, Irma and Dorian Hurricane Recovery Programs including grant status, restoration activities, program costs, and work based training and certifications. There was discussion on training, work experience and employment, and Hurricane Dorian expenditures.

Adjournment:

The meeting adjourned at 5:20pm.

Submitted by,

Reviewed by,

(Signature on file)
Lyn Sevin

8/10/2020
Date

(Signature on file)
Susie Glasgow

8/10/2020
Date

CareerSource Brevard (CSB)
Finance Committee Meeting
August 3, 2020

MINUTES

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

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

Members Absent: Amar Patel.

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

Guests: None

Daryl Bishop called the meeting to order at 3:32pm.

Public Comments: There was no public comment.

Action Items:

Approval of Governance/Finance Committee Minutes

Motion to approve the Governance/Finance Committee (GFC) minutes for May 4, 2020 made by William Chivers and seconded by Wayne Olson. Motion passed unanimously.

Discussion/Information Items:

Finance Committee Duties

At the Annual Retreat CSB's Board of Directors created a new Strategic Plan for 2020-2022 which necessitated moving the governance responsibility to the Executive Committee. The purpose of the Finance Committee is to assist the Board in discharging its responsibilities relating to independent oversight, financial reporting, budget, corporate controls and related matters. The committee is responsible for the following:

- 1) Ensuring the CSB audit selection process meets the required standards of state and federal policy.
- 2) Reviewing audit reports and ensuring findings are addressed appropriately.
- 3) Reviewing all monitoring reports.
- 4) Reviewing and recommending approval of the yearly budget to the Board of Directors
- 4) Reviewing Finance and budget reports
- 5) Reviewing any updates to financial policies and procedures

Monitoring Activity

Staff gave a synopsis of the Independent Monitor's Report for January 1, 2020 through May 30, 2020 completed by Taylor, Hall, Miller and Parker. The Schedule of Findings showed seven findings and eight observation which have all been resolved.

Budget Update

In May the CSB Board approved a budget of \$12,232,000 for PY 20-21. After completing the FY 2019-2020 closeout, CSB had \$899,683 in formula funding to carry forward into the FY 2020-2021 budget. In addition, DEO had increased formula funding for SNAP and Reemployment

Assistance programs by \$275,000, slightly exceeding the initial budget carry forward projection of \$1,161,400 and fully funding the budget at the approved level of \$12,232,000.

CSB also entered into a CARES Act contract with the Board of County Commissioners in the amount of \$750,000 to provide a work experience program for COVID-19 impacted businesses and individuals. This six month contract will supplement the operating budget by \$112,500 for staffing and indirect cost.

Staff said that CSB has also requested an additional \$2.2 million Hurricane Irma funding.

There was discussion on how CARES act funds will be used and staff said that CSB may request additional funds. CSB is also helping businesses through another CARES Act funding opportunity through the County.

Financial Reports

Staff reviewed the financial activity for the fiscal period ending on June 30, 2020. It was noted that CSB spent 92% of the budget and the remainder will be rolled into the current budget.

Vendor Payment Report

Staff reviewed the Vendor Payment report from April 1, 2020 through June 30, 2020.

Other Business

It was noted that Premier Virtual Job Fair will be reimbursing CSB's fees as the State has purchased this for all Local Workforce Boards.

Adjournment:

The meeting adjourned at 3:51pm.

Submitted by,

Reviewed by,

(signature on file)
Lyn Sevin

8/4/2020
Date

(signature on file)
Daryl Bishop

8/5/2020
Date

CareerSource Brevard

Industry Workforce Committee

April 14, 2020

Minutes

The meeting was held via teleconference for audio and Skype for Business utilizing the share screen feature for visual presentations during the COVID-19 pandemic.

Members in Attendance: Mike Menyhart (Chair), Colleen Brown, Art Hoelke, Elizabeth Huy, Jennifer Kenny, Nancy Peltonen, D. Travis Proctor and Janice Scholz

Members Absent: Kristen Bakke, Rohit Ghosh, Traci Klinkbeil, Dr. Linda Miedema, Terry Schrupf and Julie Song

Staff in Attendance: Jana Bauer, Denise Biondi, Judy Blanchard, Wendi Bost, Megan Cochran, Lisa Fitz-Coy, Clinton Hatcher, Thomas LaFlore, Don Lusk, Jonathan Michael, Marci Murphy, Lori Robinson, Marina Stone, Gary Sulski and Jeff Witt

Guests in Attendance: Chakib Chehadi, Ahmanee Collins-Bandoo, Marvetta Gordon, Linda Hadley, Caroline Joseph-Paul, Bob Knippel, Ramsey Olivarez and Holly Paschal from the Career Center

Call to Order:

Mike Menyhart (Chair) called the meeting to order at 8:32 am via teleconference. Introductions were made.

Public Comment:

The President shared that protocols and procedures to re-open CSB are being reviewed and exactly when and how will follow the guidance of the Governor, County and health officials.

Presentation:

A presentation of the Brevard Recovery Works Grant was shared. This grant identifies a National Emergency Health Crisis with Opioid Substance Use by the United States Department of Labor Grant. The grant focuses on serving those directly impacted and family members who have been affected by addiction and opioid substance use. A lively conversation ensued regarding employer liability.

Action Items:Approval of Workforce Operations Committee Minutes of January 14, 2020

Motion to approve the Minutes from the January 14, 2020 meeting was made by Colleen Browne, D. Travis Proctor seconded the motion. The motion passed unanimously.

Selection of Key Industries for Program Year 2020-2021

Staff presented data containing the history and trends of employment growth by industry from 2016 through 2020. The recommended key industries reviewed were aerospace/aviation, manufacturing, information technology, healthcare, logistics/transportation/distribution, construction, and leisure/hospitality. Members questioned if pre-apprenticeship programs would be on the RTOL and that it would be worthwhile to define essential careers (i.e. what will change for Information Technology, etc.). Motion to approve staff recommendation of the Key Industries for PY 2020-2021 be included on the consent agenda of the next Board of Directors meeting made by Colleen Browne, D. Travis Proctor seconded the motion and it passed unanimously.

Discussion/Information Items:Outcomes in Manufacturing Sector

Updates, activities, collaborations and partnerships in the Manufacturing Sector were shared. At the request of the EDC, the VP of Industry Relations recently served on a panel presenting regional manufacturing training and apprenticeship opportunities and where the Aero-Flex Pre-Apprenticeship Program is headed.

Healthcare Sector Strategy Grant Update

SMART goals were established for performance metrics. Goals were met, activities and results through March 31, 2020 were shared. CareerSource Florida is considering funding a research project in partnership with the Florida Center for Nursing on nurse supply and nurse education programs statewide and workforce region level. CareerSource Brevard was solicited and provided recommendations for this program.

APG IT Sector Strategy Updates

The America's Promise Grant (APG), in partnership with local IT employers, is to understand the training needs necessary for their successful hires, identify a training partner, create a workforce partnership among cohorts and create increased opportunities to get career seekers gainful employment. This grant's total serviced participant goal of 400 will be met early. This leaves securing employment which is currently at 75% of goal as the focus through the end of 2020 when the grant ends. Several past, current and ongoing activities and statuses were shared. Due to the COVID-19 disruption, a Reverse Job Fair planned in April was postponed until May 19 and will be a virtual recruitment event instead.

January Aerospace Workforce Workshop Presentation

A recap presentation of the Aerospace Workforce Workshop held on January 30, 2020, was shared, showing agenda items, strategic breakout sessions and next steps of the workshop.

Educate the Brevard Community of CSB Services and Sector/Industry Initiatives

Staff shared activities that took place in the last quarter to fulfill the strategies of Objective 3.

AeroFlex Business Learning Event Presentation

A presentation on the March 4, 2020 AeroFlex Pre-Apprenticeship Business Learning Event was shared. Learning Event Agenda and Next Steps were provided.

Conduct Outreach to Business Associations on Sector Strategies – Quarterly CSB Efforts & Outcomes Presentation and Multimedia Outreach Matrix

A visual presentation of social media, direct email marketing and paid advertising from the last quarter was shared. The Communications Department shared the vast support efforts of the COVID-19 pandemic which include multiple website resources and links along with weekly jobseeker and employer newsletters and virtual services outreach. Media relations and press coverage, collateral, website and state co-op programs were shared in the PowerPoint presentation.

Adjourn:

There being no further discussion or business, Mike Menyhart adjourned the meeting at 10:15 am.

Respectfully submitted,

Reviewed by,

{signature on file} 05/05/20
Marina Stone Date

{signature on file} 05/05/20
Mike Menyhart, Chair Date

CareerSource Brevard

Industry Workforce Committee

July 14, 2020

Minutes

The meeting was held via teleconference for audio and Skype for Business utilizing the share screen feature for visual presentations during the COVID-19 pandemic.

Members in Attendance: Mike Menyhart (Chair), Mary Jane Brecklin, Colleen Brown, Art Hoelke, Elizabeth Huy, Traci Klinkbeil, Kirsten Patchett, Nancy Peltonen, D. Travis Proctor, Janice Scholz and Terry Schrumpf

Members Absent: Kristen Bakke, Rohit Ghosh and Jennifer Kenny

Staff in Attendance: Jana Bauer, Denise Biondi, Judy Blanchard, Megan Cochran, Lisa Fitz-Coy, Thomas LaFlore, Don Lusk, Marci Murphy, Marina Stone and Gary Sulski

Guests in Attendance: via Skype and Presentations were Ahmanee Collins-Bandoo, Marvetta Gordon, Linda Hadley, Caroline Joseph-Paul, Bob Knippel, Sally Patterson and Aaron Smith from the Career Center

Call to Order:

Mike Menyhart (Chair) called the meeting to order at 8:32 am via teleconference. Roll call was taken and introductions were made.

Public Comment:

The President shared that Janice Scholz, Director of Career & Technical Education for Brevard Public Schools is retiring July 30, 2020 and thanked her for her partnership and collaboration with CSB for over 15 years and gave highlights of her devotion to CSB.

Action Items:

Approval of Workforce Operations Committee Minutes of April 14, 2020

Motion to approve the Minutes from the April 14, 2020 meeting was made by Terry Schrumpf, Art Hoelke seconded the motion. The motion passed unanimously.

Approval of PY 2020-2021 Goals, Objectives & Strategies

CSB Board members participated in an Annual Retreat in February 2020 to review the current three-year CSB Strategic Plan and recommend modifications to the plan. A matrix was shared with the changes to the IWC Goals and Objectives as well as the

associated Strategies and Actions. Motion to approve staff recommendation of the new IWC Strategies and Actions as presented for Program Years 2020/2021 through 2022/2023 made by D. Travis Proctor, Terry Schrupf seconded the motion and it passed unanimously.

Presentations:

IT Industry Virtual Recruiting Event

A Virtual IT Industry Recruiting Event was held beginning on May 22 and it ran online for 2 weeks for all IT employers and our IT trained job seekers in case management. 18 employers, 18 job seekers participated. As a Phase 2 of the recruiting event, Business Liaisons began connecting with employers June 8th to get feedback and assist with matching up some of the job seekers.

CSB Virtual Job Fair Platform

CSB researched and found a virtual platform to host job fairs which could be used during the COVID-19 pandemic. On May 1st, CSB contracted with Premier Virtual, a platform built by recruiters for recruiters. Since that time, CareerSource Florida has contracted with this vendor to make the virtual job fair available to all workforce boards in the State of Florida. The first Virtual Job Fair using the platform was held June 30th with 40 employers participating and 263 job seekers attended.

Quarterly (April – June) CSB Outreach Efforts & Outcomes

A visual presentation of social media, direct email marketing and paid advertising from the 4th quarter of PY 2019-2020 was shared. The Communications Department shared the vast support efforts of the COVID-19 pandemic which include multiple website resources and links along with weekly jobseeker and employer newsletters and virtual services outreach. Media relations and press coverage, collateral, website and state co-op programs were shared.

Discussion/Information Items:

Committee Goal Status

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

Outcomes in Aviation/Aerospace Sector

Recent activities to support the Aerospace/Aviation industry were provided. Aerospace Business Liaison has been working with regional industry partners to develop a Brevard County focused Aerospace Industry Career Pathways Plan. This is a need identified earlier this year by the Consortium members.

Healthcare Sector Strategy Grant Update

SMART goals were established for performance metrics. Goals were met, activities and results through June 30, 2020 were shared. Update on the performance metrics for the Nurse Training Grant and healthcare industry initiatives were provided. Brevard Workforce Consortium Virtual meeting was held on June 24, 2020 and was attended by 65 participants representing 32 organization.

APG IT Sector Strategy Updates

The America’s Promise Grant (APG), in partnership with local IT employers, is to understand the training needs necessary for their successful hires, identify a training partner, create a workforce partnership among cohorts and create increased opportunities to get career seekers gainful employment. Several ongoing activities and statuses of grant performance were shared.

Outcomes in Manufacturing Sector

Updates, activities, collaborations and partnerships in the Manufacturing Sector were shared.

Outcomes in Construction Sector

An update on the recent activities to support identifying the workforce needs in the Construction industry was also provided.

Outcomes in the Development and Support of Competency and Work Based Learning

Staff shared activities that took place in the last quarter to fulfill the strategies of Objective 2.

Industry Relations Fact Sheet PY 19-20/Working for Brevard Report Semiannual Report

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

Adjourn:

There being no further discussion or business, Mike Menyhart adjourned the meeting at 10:04 am.

Respectfully submitted,

Reviewed by,

<u>{signature on file}</u>	<u>08/04/20</u>	<u>{signature on file}</u>	<u>08/04/20</u>
Marina Stone	Date	Mike Menyhart, Chair	Date

CareerSource Brevard

Career Center Committee

April 28, 2020

Minutes

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

Members in Attendance:

Nancy Heller (Chair), Jeff Arnott, Shawn Beal, Lynn Brockwell-Carey, Marcia Gaedcke, Juanita Jackson, and Laura Koursaris, Travis Mack and Jennifer Sugarman

Members Absent: Robert Gramolini and Robert Jordan

Staff in Attendance:

Marci Murphy, Jana Bauer, Wendi Bost, Judy Blanchard, Denise Biondi, Thomas LaFlore, Don Lusk, Erma Shaver, Foy Staley and Marina Stone

Guests in Attendance:

Chakib Chehadi, Ahmanee Collins-Bandoo, Linda Hadley, Caroline Joseph-Paul, Bob Knippel Angie Londoño, Michele McAlpin, Jessica Mitchell, Sally Patterson and Kristine Wolff of CareerSource Brevard (CSB) Career Centers

Call to Order:

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

Public Comment:

The President shared that protocols and procedures to re-open CSB are being reviewed and exactly when and how will follow the guidance of the Governor, County and health officials.

Presentations:

CSB Transition to Virtual Services

A presentation was shared on CSB's Transition to Virtual Services due to the COVID-19 Pandemic, topics included the work completed in the various stages of planning, communication, technology, staff training, implementation and impact.

Building Community Based Partnerships

A presentation was given on the efforts of the Community-Based Outreach Program, where a dedicated staff member focuses on building relationships with local community organizations to attract hidden talent to CSB's doors. Program goals, visits, current performance, community impact and sample collateral from partners was shared. Committee members asked for a list of CSB's CBO partnerships so that they may be able to suggest some unidentified CBO's.

Action Items:

Approval of Career Center Committee Minutes of January 28, 2020

Motion to approve the Minutes from the January 28, 2020 meeting was made by Lynn Brockwell-Carey. Shawn Beal seconded the motion. The motion passed unanimously.

Regional Targeted Occupations List for 2020-2021

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. Lynn Brockwell-Carey made a motion to approve the staff recommendation for the RTOL for PY 2020-2021 as presented for inclusion in the consent agenda of the next Board of Directors meeting. Marcia Gaedcke 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.

MOU/IFA Agreements with Mandated Partners

Under the Code of Federal Regulations and WIOA, there is a requirement for the one-stop system to include mandated partners within the local area. WIOA also requires that these partners contribute to the infrastructure costs of CSB's overall budget proportionately based on the partner's representation within the centers (either on-site or direct linkage). The Partner Representation Schedule was provided to show what the new cost allocation methodology visually looks like, and the reconciliation process was discussed. Each partner is now receiving one agreement, encompassing the MOU and IFA.

Strategic Outreach and Awareness Plan Presentation

A visual presentation of social media, direct email marketing and paid advertising from the third quarter was shared. The Communications Department shared the vast support efforts of the COVID-19 pandemic which include multiple website resources and links along with weekly jobseeker and employer newsletters and virtual services outreach. Media relations and press coverage, collateral, website and state co-op programs were shared in the PowerPoint presentation.

Third Quarter Contractor Performance PY 2019-2020

The CSB/C2 GPS contract is cost reimbursement for direct program costs, however; profit is withheld from the Contractor until measurable performance outcomes are achieved. The Contractor succeeded in meeting or exceeding the performance criteria for the 18 measures. Data was shared and C2GPS was paid all withheld costs for the third quarter of PY19-20. Measures for this program year have been reviewed where necessary to ensure continuing improvement.

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. All performance goals were met or exceeded for the second quarter of PY19-20.

Quarterly Multimedia Outreach Matrix

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

Adjourn:

There being no further discussion or business, Nancy Heller (Chair) adjourned the meeting at 10:00 am.

Respectfully submitted,

Reviewed by,

{signature on file} 05/13/20
Marina Stone Date

{signature on file} 05/13/20
Nancy Heller (Chair) Date

CareerSource Brevard

Career Center Committee

July 28, 2020

Minutes

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

Members in Attendance:

Nancy Heller (Chair), Jeff Arnott, Shawn Beal, Lynn Brockwell-Carey, Marcia Gaedcke, Robert Gramolini, Brian Jaskiewicz, Laura Koursaris and Jennifer Sugarman

Members Absent: Juanita Jackson, Travis Mack

Staff in Attendance:

Marci Murphy, Jana Bauer, Wendi Bost, Judy Blanchard, Denise Biondi, Thomas LaFlore, Lisa Fitz-Coy, Don Lusk and Marina Stone

Guests in Attendance:

Chakib Chehadi, Ahmanee Collins-Bandoo, Julie Berrio, Linda Hadley, Caroline Joseph-Paul, Bob Knippel, Angie Londoño, Michele McAlpin, Jessica Mitchell, Ramsey Olivarez, Holly Paschal, Sally Patterson of CareerSource Brevard (CSB) Career Centers

Call to Order:

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

Public Comment:

There was no public comment.

Presentations:

SkillUp Brevard

A presentation was shared on CSB's SkillUp Brevard, a virtual online learning platform that offers 6000+ courses including prep courses for various industry certifications in IT, Healthcare, Manufacturing and Retail/Service. SkillUp Brevard was launched on May 11, 2020 and will assist customers with exploring career pathways, learning and finding employment. To date, 98 of 200 licenses were issued with average completions per active client. Of the 98 licenses issued, customers took an average of 5.4 courses and invested 7.1 hours each with 102 total course completions in June 2020. CSB is currently looking into Phase 2 with this project in which we can focus on an unlimited license model to allow for expansion of outreach efforts and partner with industries.

Action Items:

Approval of Career Center Committee Minutes of April 28, 2020

Motion to approve the Minutes from the April 28, 2020 meeting was made by Jennifer Sugarman. Marcia Gaedcke seconded the motion. The motion passed unanimously.

CCC Strategies and Actions for 2020-2023

CSB Board members participated in an Annual retreat in February 2020 to review the current three-year CSB Strategic Plan and recommend modifications to the plan. A matrix was shared with the changes to the CCC Goals and Objectives as well as the associated Strategies and Actions. Motion to approve staff recommendation of the new CCC Strategies and Actions as presented for Program Years 2020/2021 through 2022/2023 made by Jennifer Sugarman, Robert Gramolini seconded the motion and it passed unanimously.

Discussion/Information Items:

Committee Goal Status

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

ITA Annual Evaluation

The ITA Annual Vendor Evaluation was reviewed with the purpose to help determine the success of training providers and to make that performance data available to staff. Based on the review, it is recommended to not issue any corrective actions to existing training vendors.

Effectiveness of Training/Career Services

In Program Year 2018-19, CareerSource Brevard provided Workforce Innovation and Opportunity Act (WIOA) funded career and training services to 1,218 customers at an average cost per placement of \$5,282 for WIOA enrolled customers. Snapshots were shared. Both OJT's and ITA's contribute to high success rates, however ITA's have a higher cost and longer training period with average training length of 10 months for ITA's compared to average training length of 8 months for OJT's. Looking at the training services it is clear that some customers benefit more from ITA type training while others have fewer barriers and can move successfully through OJT training. The similar results for each program appear to indicate that career center staff are matching customers to the type of training that best suits the customer needs.

Career Center Operations

The COVID-19 pandemic caused CSB to shift modes of operations incredibly quickly to provide support and services to both job seekers and employers virtually. The majority of staff time was used fielding calls from impacted customers regarding how to apply for reemployment assistance, navigating DEO's Reemployment Assistance (RA) portal, providing information on local area community resources, assisting w/job search prep including one-on-one assistance and virtual and recorded job search workshops and case management.

Strategic Outreach and Awareness Plan Presentation

A visual presentation of social media, direct email marketing and paid advertising from the fourth quarter was shared. The Communications Department shared the vast support efforts of the COVID-19 pandemic which include multiple website resources and links along with weekly jobseeker and employer newsletters and virtual services outreach. Media relations and press coverage, collateral, website and state co-op programs were shared in the PowerPoint presentation.

End of Year Contractor Performance PY 2019-2020

The CSB/C2 GPS contract is cost reimbursement for direct program costs, however; profit is withheld from the Contractor until measurable performance outcomes are achieved. The Contractor succeeded in meeting or exceeding the performance criteria for 16 of the 18 measures. Data was shared and C2GPS was paid all withheld costs for PY19-20.

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. All performance goals were met or exceeded for the third quarter of PY19-20.

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. CSB wo;; receive a performance initiative of just over 2.35% for PY19-20.

Working for Brevard Infographic

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

Economic Impact Infographic

An infographic entitled Economic and Community Impact Report was shared which shows that over \$13.4 million was invested in employment and training services which translates to a \$141.8 million infusion of wages in Brevard County.

Quarterly Multimedia Outreach Matrix

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

Marci Murphy welcomed Brian Jaskiewicz to the committee.

Adjourn:

There being no further discussion or business, Nancy Heller (Chair) adjourned the meeting at 10:04 am.

Respectfully submitted,

Reviewed by,

{signature on file}
Marina Stone

08/05/20
Date

{signature on file}
Nancy Heller (Chair)

08/05/20
Date