



# Board of Directors Annual Meeting and Retreat

February 20, 2020 – 8:00am

Space Coast Health Foundation

(Teleconference 321.394.0707)

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

## Agenda

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

<i>Call to Order</i>	<i>Susie Glasgow</i>	<u><i>Page No.</i></u>
<i>Introductions</i>		
<i>Public Comment</i>		
<i>Presentations:</i>		
A. DEO Performance Presentation		
<i>Action Items:</i>	<i>Susie Glasgow</i>	
A. Audit Report		1-2
B. Related Party Contract		3
C. WIOA 4 Year DOL/State Plan		4
<i>Consent Action Items:</i>		
A. Board of Directors Meeting Minutes – 11/21/19		5-6
<i>Committee Chair Reports:</i>		
A. Industry Workforce Committee	<i>Mike Menyhart</i>	
B. Career Center Committee	<i>Nancy Heller</i>	
C. Governance/Finance Committee	<i>Marci Murphy</i>	
<i>Information Items</i>	<i>Marci Murphy</i>	
A. IT Sector Strategy Update		7-8
B. Healthcare Sector Update		9-10
C. Multimedia Outreach Update		11-12
D. CAPE Certification Update		13-14
E. RISE Brevard Leadership Project		15-16
F. Business Use of CSB Business Services		17-18
G. Second Quarter Contractor Performance		19-21
H. Primary Indicators of Performance		22
I. CSB Fact Sheet PY 2019-2020		23
J. Grow the Resources of the Board		24-30
K. Financial Reports (Charts 1, 2, & 3)		31-35
L. Committee Meeting Minutes		

a. Executive Committee – 2/3/20	36-37
b. Governance/Finance Committee – 2/3/20	38-39
c. Industry Workforce Committee – 10/15/19 & 1/14/20	40-45
d. Career Center Committee – 10/29/19 & 1/28/20	46-51
e. Board Orientation – 1/15/20 & 1/30/20	52-58

*Adjourn*

**Board Retreat Agenda**  
**9:30am – 12:00pm**  
**The Future of Workforce: Laying the Groundwork**  
**Moderator: John Metcalf**

- A. Review Board Member and Staff Survey Results
- B. Impact of Technology on the Future of the Workforce
- C. Review Senior Staff Goal and Objective Recommendations
- D. Breakout Session
- E. Wrap Up and Next Steps

Adjourn

*Meeting information available @ [careersourcebrevard.com](http://careersourcebrevard.com)*

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise CareerSource Brevard at least 48 hours prior to the meeting by contacting Lyn Sevin at (321) 394-0507. Persons who are hearing or speech impaired can contact Lyn Sevin through the Florida Relay Service by dialing 7-1-1

**Upcoming Meetings:**

All meetings are in the CSB Boardroom unless otherwise noted

**April 2020**

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

**May 2020**

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



February 20, 2020

## *Action Brief*

### **Program Year 2018-2019 Audit Report**

#### Background

Grau and Associates has completed an audit of the financial position of Brevard Workforce Development Board, Inc. dba CareerSource Brevard for the fiscal year ended June 30, 2019. The audit was conducted in accordance with generally accepted auditing standards. In their opinion, the financial statements present fairly, in all material respects, CSB's financial position as of June 30, 2019, and the changes in its net assets and cash flows for the year then ended, in conformity with generally accepted accounting principles.

The auditors' report expresses an unmodified opinion on the financial statements of Brevard Workforce. The Schedule of Findings (attached) indicates that there were no reportable conditions in internal control, and no material instances of noncompliance. CSB was determined to be a low-risk auditee pursuant to the Uniform Guidance.

The audit team from Grau and Associates will present the audit report at the CSB Board of Directors meeting on February 20, 2020. The Governance/Finance Committee reviewed a draft of the audit report at its February 3 meeting.

#### Action

Recommend that the Board of Directors accept the Independent Auditor's Report on the financial statements of Brevard Workforce for the program year ended June 30, 2019.

**BREVARD WORKFORCE DEVELOPMENT BOARD, INC.  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

**A. SUMMARY OF AUDIT RESULTS**

1. The auditor's report expresses an unmodified opinion on the financial statements of the Brevard Workforce Development Board, Inc.
2. No significant deficiencies or material weaknesses relating to the audit of the financial statements are reported in the independent auditor's report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with *Government Auditing Standards*.
3. No instances of noncompliance material to the financial statements of Brevard Workforce Development Board, Inc. were disclosed during the audit.
4. No significant deficiencies or material weaknesses relating to the audit of the major federal award programs are reported in the independent auditor's report on compliance for each major program and on internal control over compliance required by the Uniform Guidance.
5. The independent auditor's report on compliance for each major federal awards program of Brevard Workforce Development Board, Inc. expresses an unmodified opinion.
6. There were no audit findings relative to the major federal awards tested for Brevard Workforce Development Board, Inc.
7. Dollar threshold for Type A programs was \$750,000. The programs tested as major programs include:

<u>Federal Program</u>	<u>CFDA</u>
WIOA National Emergency Grants	17.277
H-1B Job Training Program - America's Promise Grant	17.268
Temporary Assistance for Needy Families	93.558

8. Brevard Workforce Development Board, Inc. was determined to be a low-risk auditee pursuant to the Uniform Guidance.

**B. FINDINGS - FINANCIAL STATEMENTS AUDIT**

None

**C. FINDINGS AND QUESTIONED COSTS - MAJOR FEDERAL PROGRAMS**

None

**D. OTHER ISSUES**

No summary schedule of prior audit findings is required because there were no prior audit findings related to Federal awards programs.

No corrective action plan is required because there were no findings required to be reported under the Federal Single Audit Act.



February 20, 2020

## *Action Brief*

### **Quality Labor Management, LLC & Affiliated Companies, Staffing Agency Services**

#### **Background**

Florida Statute 445.007 and CareerSource Florida (CSF) Policy concerning regional workforce board contracting states that any contract between a regional workforce board and a member of that board or an employee of the board who may benefit financially or that has any relationship with the contracting vendor must be approved at Board level and reported to CSF, and if over \$25,000 must be approved by CSF prior to executing the contract.

#### **Recommendation**

Staff recommends Board approval of the following staffing services contract:

Business Name:           **Quality Labor Management, LLC & Affiliated Companies (QLM)**  
Board Member Staff:   **Jana Bauer**  
Total Not to Exceed:   **\$750,000**

When it is known that a board staff member may have a conflict or the perception of a conflict as it relates to a contracted vendor, CareerSource Brevard is required to follow the same processes and procedures as when a board member may have a conflict. This requires that the Board of Directors approve by a two-thirds vote when a quorum has been established. After Board of Directors approval CareerSource Florida must also review and approve.

This is the first time CSB has requested approval for a board employee. Jana Bauer has been an employee since 2015 and has not served on any selection committee related to staffing services. Moving forward, she will be precluded from being involved in any CSB business relating to QLM. QLM has been providing CSB staffing services including temporary workers for hurricane recovery since 2017. This request is necessary based on a review by our monitoring firm Taylor, Hall, Miller & Parker (THMP). Although the contract is with QLM Corporate in Sanford, Jana's mother is the local Brevard County operator for QLM.

#### **Action**

Approve or deny contract recommendations for QLM

## Action Brief

### CareerSource Brevard Workforce Innovation & Opportunity Act (WIOA) Plan 2020-2024

**Background**

CareerSource Florida, Inc. (CSF) issued instructions requesting that all Local Workforce Development (LWDB) Boards in Florida, including CareerSource Brevard (CSB) submit a revised four year plan by March 16, 2020. The request was for the time period of 2020 through 2024. This plan is necessary to meet the WIOA guidelines. The 2016 -2020 plan was updated in 2018. The most recent instructions varied only slightly from the 2018 Update. Included in this brief is a “Summary of Revisions” by plan section to help highlight the changes in this plan.

CSF required a 30 day comment period for the plan which will end on March 3, 2020. At this writing there have been no comments provided by the public. The plan can be viewed at the CareerSource Brevard website with this link: <https://careersourcebrevard.com/public-notice>

Once approved by the Board of Directors, the plan must be approved by the Board of County Commissioners who serves as the Chief Elected Official for CareerSource Brevard. The Board of County Commissioners will review and approve the plan at their April 7, 2020 Board Meeting. The Plan will be submitted to CSF by the due date of March 16, 2020 with the understanding that the Board of County Commissioners approval and documentation will come later.

SECTION of PLAN	REVISIONS SUMMARY
<b>TITLE PAGE</b>	<ul style="list-style-type: none"> <li>Update to Indicate 4 year time frame for planning document.</li> </ul>
<b>INTRODUCTION</b>	<ul style="list-style-type: none"> <li>Updated dates and job titles for staff.</li> </ul>
<b>KEY DATES</b>	<ul style="list-style-type: none"> <li>Provided the dates required to meet the deadlines.</li> </ul>
<b>PUBLIC COMMENT</b>	<ul style="list-style-type: none"> <li>Provided updated process based on the 2020 timeline</li> </ul>
<b>VISION</b>	<ul style="list-style-type: none"> <li>Deletion of reference to an outdated regional strategy</li> </ul>
<b>ORGANIZATIONAL STRUCTURE</b>	<ul style="list-style-type: none"> <li>Changed Chair of Board of County Commissioners, Board of Directors Chair and Vice Chair</li> <li>Updated explanation of bylaws</li> </ul>
<b>ANALYSIS OF NEED &amp; AVAILABLE RESOURCES</b>	<ul style="list-style-type: none"> <li>Key Industries Information and Tables</li> <li>Unemployment Data and Narrative</li> <li>Updated Basic Services to include Update Juniors to Job Information Updated TANF Summer Youth Jobs Program Information</li> </ul>
<b>WORKFORCE DEVELOPMENT AREA VISION AND STRATEGIC GOALS</b>	<ul style="list-style-type: none"> <li>Updated Committee Assignment Chart</li> <li>Updated Local Performance Level Negotiated Response Chart</li> </ul>
<b>COORDINATION OF SERVICES</b>	<ul style="list-style-type: none"> <li>Business to Jobs Model with Demand Driven Solution Based Model Description</li> <li>Deleted and revised entrepreneurial programs offered and partners participating.</li> <li>Updated information for Adult Education</li> <li>Revised Cooperative Agreements section to include current activities</li> </ul>
<b>DESCRIPTION OF THE LOCAL ONE-STOP SYSTEM</b>	<ul style="list-style-type: none"> <li>General Description was updated for the 2020 question which excluded the section of WIOA partners.</li> <li>Update Status of MOU with Required Partners</li> </ul>
<b>DESCRIPTION OF PROGRAM SERVICES</b>	<ul style="list-style-type: none"> <li>Updated Key Industries References</li> <li>Added New Charts for Top 15 Emerging Occupations as supplied by DEO</li> <li>Updated sector strategies language and terminology</li> <li>Updated the Section on Microenterprise and Entrepreneurial Training</li> </ul>

**Action**

It is recommended that the Board of Directors approve the “CareerSource Brevard Workforce WIOA Plan 2020-2024” and authorize staff to submit the plan to the Board of County Commissioners and CareerSource Florida for review and approval.

CareerSource Brevard  
**Board of Directors Meeting**  
November 21, 2019

**MINUTES**

**Members in Attendance:** Susan Glasgow (Chair), Shawn Beal (via teleconference), Daryl Bishop, Lynn Brockwell-Carey, Colleen Browne (via teleconference), Lloyd Gregg, Art Hoelke, Robert Jordan, Jennifer Kenny, Mike Menyhart, Linda Miedema, Mark Mullins (via teleconference), Amar Patel, Patricia Stratton (via teleconference).

**Members Absent:** Frank Abbate, William Chivers, Nancy Heller, Paula Just, Traci Klinkbeil, Travis Mack, Wayne Olson, Terry Schrupf, Lynda Weatherman.

**Staff Present:** Jennifer Berke, Denise Biondi, Judy Blanchard, Megan Cochran, Lisa Fitz-Coy, Linda Hadley, Clinton Hatcher, Caroline Joseph-Paul, Ryan King, Thomas LaFlore, Angela Londono, Don Lusk, Richard Meagher, Michele McAlpine, Jessica Mitchell, Marci Murphy, Lyn Sevin, Erma Shaver, Jeff Witt.

**Guests:** Kirsten Patchett, Theresa Romey.

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

**Public Comment:** Chakib Chehadi thanked the Board and said how much he appreciates the collaboration and partnership CSB has with C2 Global Professional Services.

**Presentations:**

Clinton Hatcher introduced Kirsten Patchett, VP of Human Resources USA and Executive Aviation who shared the successful relationship Embraer has with CSB.

Jana Bauer introduced Theresa Romey who is a graduate of CSB's AARP 50+ Program. Theresa has been offered employment with Northrup Grumman as an electrical engineer and starts her new career on December 9.

Jennifer Berke introduced Ryan King who is a graduate of CSB's America's Promise Grant and is currently employed by CSB.

**Action Items:**

**Consent Action Items**

Motion to approve Board of Director meeting minutes for August 15, 2019 made by Daryl Bishop and seconded by Lynn Brockwell-Carey. Motion passed unanimously.

Staff presented the Guidelines on Formula Funding Usage which had been approved by the Career Center Committee. Motion to approve the Career Center Committee recommendation for training funds usage mix for PY2019-2020 made by Robert Jordan and seconded by Amar Patel. Motion passed unanimously.

**Committee Chair Reports**

Mike Menyhart gave a report on the Industry Workforce Committee meeting held on October 15, 2019. There was discussion on tracking employment outcomes from recruiting events.

Jana Bauer gave a report on the Career Center Committee meeting held on October 29, 2019.

Marci Murphy gave a report of the Governance/Finance Committee meeting held on November 4, 2019.

**Presentations:**

Erma Shaver gave a presentation on New Measures and Performance.

Marci Murphy gave an overview of the status of her annual goals. There was discussion on the Opioid Grant and legislation around the Governor's Talent Development Council. Art Hoelke is a committee member of the Council.

**Information Items:**

Information items presented included FWDA Legislative Agenda, First Quarter Contract Performance, Primary Indicators of Performance, Career Center Standards, APG IT Sector, Healthcare Sector, Multi-Media Outreach, Grow the Resources of the Board, New Budget Format, Financial reports and Committee meeting minutes.

There was discussion on the FWDA legislative agenda. Art Hoelke is supporting a bill that addresses a change in language that would allow State Colleges to charge student tuition and fees on Apprenticeships. He asked board members to support the initiative.

There was also discussion on the additional funds received for Hurricane Irma and Hurricane Dorian.

**Other Business:**

- Board Members were reminded about the board training in January and asked to select one of the two dates offered.
- Ms. Murphy announced that board members Susie Glasgow and Linda Miedema had recently received Women on the Rise Awards from the Melbourne Chamber of Commerce.
- Ms. Murphy asked for a volunteer to serve as an Ex Officio member of the Melbourne Chamber.

There being no further business, the meeting was adjourned at 9:24am.

Submitted by,

Reviewed by,

(signature on file)  
Lyn Sevin

12/10/2019  
Date

(signature on file)  
Susie Glasgow

12/10/2019  
Date



## Information Brief

### APG IT Sector Strategy Updates

Sustainability and grant close out are the focus of the remainder of the America's Promise Grant. Employment outcome strategies continue to focus on the grants key target populations, unemployed or underemployed and those facing employment barriers. This includes low-income individuals who are underrepresented in the IT field, Youth and Young Adults, underemployed, unemployment or dislocated workers, and transitioning Veterans. Paramount to sustainability is uniting our partners, employers, education, trade / technical associations, civic organizations, EDC / Chambers, religious organizations, media and government agencies. We are establishing an ongoing commitment to communication and convention. With the Information Technology industry in such a state of change, having local knowledge experts continue to fuel the mentoring of our youth as they decide on their future occupations. This, along with our On the Job Training (OJT), Employed Worker Training (EWT) and an apprenticeship program, will establish a strong "Build an Employee" platform that serves our employers needs for "Effective Employee Development" and reduces what has become one of their biggest problems.

### Update of Current Activities

- Employment outcomes continue to improve from our CEO roundtable gatherings with 12 OJT's and 11 EWT's since July 10. Additionally our targeted "Help Desk" program which saw 71 of 77 participants completed training and received their certification, due in part to an orchestrated relationship between our education partner and our staff. Employment is at 44% for this group with a continued effort to promote these and all training graduates to employers.
- **EDC Partnership** is galvanizing with an OJT / EWT referral partnership and them hosting their members to a first quarter Cybersecurity gathering to help us promote hiring our APG trained graduates, continuing to share the message of "Build an Employee vs. Buy an Employee" and having a joint message to promote the Information Technology Field on their website. The "Build an Employee vs. Buy an Employee" (BEBE) presentation resonated so strongly in this area that our EDC asked that it be shared at their recent Board of Directors meeting. Our presentation of this message was piggybacked by the EDC's follow-up presentation at this gathering, emphasizing OJT's and EWT's and a partnering with CSB to make more of these happen.
- Our **November Consortium Gathering**, brought together 50+ of our partners to again revisit the workforce challenges to see if they've changed since the grants inception. Three Breakouts were in agreement that better communication between the partners related to the Information Technology field in this area, would reinforce our leadership in the US, as we

are faced with an increase cybersecurity attacks. Effective also training remains important with the addition of Scrum Master Certification being sought by local employers and added to the APG grant. It was here that we were presented the Congressional legislative proclamation in the form of a recognition in Congress of ours and our partner’s efforts to participate in the “National Cybersecurity Career Awareness Week”. The words written in this document were read by Congressman Posey, on the floor of congress and entered into the journal of its proceedings. An example of local activity for this was the High School’s assembly gathering and the discovery of an assessment to use for Cybersecurity occupations discovery.

- **Education Partners Involvement** – Strengthens as we discover greater interest by Florida Institute of Technology in our IT Apprenticeships, and our involvement in their Advisory Councils. Our APG Consortium employer partners are attractive to FIT as they look for more industry partners. Our support for the placement of an IT apprenticeship and cybersecurity academy in the Brevard Public Schools attracts them as it supports their mission to be more involved with the local STEM population and attracting them to their school.
- CompTIA remains consultative as they seek to bring their training into our schools, employers, and at the military bases. Their resources support CSB assessment efforts as we discover and counsel those desirous of an IT occupation.
- Networking in a broader way with Civic Groups and Chambers, continue to present opportunities for us to promote our APG Graduates. 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.

**Grant Performance to Date:**

<u>Performance Metric</u>	<u>Grant Required Outcome</u>	<u>Performance Data from most recent Quarterly Report 9/30/2019</u>
Total Participants Served	400	331
Total Participants Enrolled in Training Activities	317	307
Total Participants Completing Training Activities	360	187
Total Participants Completing Training and Receive a Degree or Credential	320	170
Total Participants who Complete Training and Obtain Employment	270	145

## Information Brief

### Healthcare Sector Strategy Grant Update:

Addendum 5 for the Healthcare Sector Strategy Grant was approved in late October 2019! Below is a chart containing the SMART goals for the grant extension. Results for Quarter 14 are listed underneath the goal, indicating the SMART goals were met.

Goal	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 & Employment	0 0	7	7	6	20
METCA – ECC Recruitment Fair	0 0	1	0	1	2
4 TABE Bootcamps and 2 TEAS Prep Courses	0 0	15	15	20	50
LCAN Stakeholder Recruitment	1 1	1	1	1	4
Incumbent Soft Skills Training	0 0	5	5	5	15

### Efforts made to fulfill the goals:

**Goal 1:** Develop a Home Health Aide (HHA) talent pipeline and connect 20 candidates to Home Health Aide training and employment by September 15, 2020.

- Work instructions are being finalized for CareerSource Brevard (CSB) Staff to identify suitable training candidates and process scholarships.
- Local training institutions to include Keiser University, Brevard Nursing Academy (BNA) and Eastern Florida State College (EFSC) have been notified regarding scholarship resources available for HHA training. It was determined that EFSC would likely not be able to offer HHA training by itself, since it is incorporated into their Patient Care Assistant program. Keiser is

open to customizing HHA training courses in partnership with CSB. BNA offers HHA training and has 6 classes scheduled in 2020 between January and August.

**Goal 2:** Macedonia Education Technology and Career Academy – Elderly Compassionate Care (METCA-ECC), collaborating with Brevard Healthcare Workforce Consortium (BHCWC) and CSB, will host 2 recruitment fairs to attract home health aide, nursing assistant and practical nursing training candidates by August 30, 2020.

- METCA-ECC will hold the Recruitment Fair on January 16, 2020 and advertising efforts are underway.

**Goal 3:** METCA-ECC, collaborating with BHCWC and CSB, will organize 4 TABE Bootcamps and 2 TEAS Prep Courses to serve 50 unique training candidates by September 30, 2020.

- METCA-ECC has developed a training cohort and recently completed TABE Bootcamp sessions in collaboration with Brevard Adult Education. In addition, they initiated a TEAS prep course for training candidates in early December.

**Goal 4:** Expand Brevard’s Local College Access Network (LCAN) by Recruiting 4 new stakeholders to join the Brevard Healthcare Workforce Consortium by September 15, 2020.

- CSB is partnering with Wells Fargo to develop a Workforce Round Table. A meeting was held on December 10th to iron out the collaboration. We will invite representatives from social services, faith community, workforce, education, government, industry and philanthropy to work together on helping our low income community members connect to meaningful employment by providing wrap-around services. This is very much in line with our current efforts to form an LCAN and it made sense to combine efforts. During this initial planning meeting, Wells Fargo verbally committed to being a stakeholder in this initiative.

**Goal 5:** Provide Soft Skills Training to 15 Incumbent Healthcare Workers by September 15, 2020.

- The Soft Skills Committee met on October 30, 2019 to develop a strategy to provide incumbent healthcare workers soft skills training. It was proposed training would be targeted to:
  - Entry-level employees to promote quality patient care and workforce retention
  - Supervisory-level employees to strengthen leadership skills in order to promote retention of subordinate workers
    - Committee members will facilitate a Business Learning Event, “The Keys to Talent Management: A Summary Talk,” on February 6, 2020
- In an effort to validate the soft skills needed in health care, the Soft Skills Committee discovered the Competency Model Clearinghouse, Fundamentals of Health Care Competency Model, <https://www.careeronestop.org/CompetencyModel/competency-models/fundamentals-of-health-care.aspx>. More information will be provided in the Competency Model Analysis presentation.



## Quarterly Multimedia Outreach (October – December 2019)

<p><b>Non-Paid Social Media Marketing &amp; Direct (Email) Marketing</b></p>	<p><b>Facebook, Twitter, LinkedIn, Constant Contact:</b> <i>a daily effort to share CSB’s workforce, economic, education, business and community partners’ news as well as educating and informing CSB’s followers about programs and services offered.</i></p> <ul style="list-style-type: none"> <li>• <b>Partner news shares:</b> LEAD Brevard event, Space Coast EDC CPT, EFSC training programs, Brevard Adult Ed training programs, United Way tax services, Brevard Public Libraries</li> <li>• <b>CSB events, programs &amp; services:</b> Daily hot jobs, ESOL, Aerospace Workforce Development Strategy Summit, IT Consortium, Paychecks for Patriots Veterans Job Fair, Recruiting events &amp; workshops</li> </ul>
<p><b>Media Relations &amp; Press Coverage</b></p>	<p><b>Local, Regional and State Multi-Media Relations:</b> <i>Ongoing effort to communicate timely and relevant workforce news to appropriate news outlets and be recognized as Brevard’s key resource for workforce development issues and trends.</i></p> <ul style="list-style-type: none"> <li>• <b>CSB events, programs and services:</b> Weekly digital and print news coverage with Brevard Business News (BBN), Florida Today, Spotlight Brevard, The Beach radio and more re: employer’s hot jobs, recruiting events &amp; workshops</li> <li>• <b>Quarterly digital and print news coverage:</b> Florida Today’s Sunday cover story on Manufacturing in Workforce, BBN cover on AeroFlex pre-apprenticeship program, Hometown News on Brevard Recovery Works and RISE programs, Space Coast Business on IT sector Strategy, CS Florida’s annual report on customer successes, Everything Brevard magazine on remaining employable, Space Coast Daily radio on resources available at CSB, Eau Gallie library FB kudos: How to Adult, Brevard Adult Ed Twitter kudos on Pre-apprentice program, Manufacturing Month-EDC-County Commissioners’ recognition, Embraer kudos</li> </ul>
<p><b>Community Partner Outreach Events/Programs</b></p>	<p><b>Additional outreach efforts not detailed in committee goals matrix:</b> <i>Ongoing collaboration with and sharing of, CSB’s Partner/Employer/Job seeker news and events.</i></p> <ul style="list-style-type: none"> <li>• <b>Lead Brevard Community and Conversation:</b> Event sponsor/panelist</li> <li>• <b>Space Coast EDC event:</b> Sponsor /speaker on ITS sector strategy APG grant program</li> </ul>
<p><b>Multimedia Promotions/Tactics</b></p>	<ul style="list-style-type: none"> <li>• <b>Brevard Business News (BBN):</b> Paid ads to inform the business community about Apprenticeships and workforce services to help recruit, hire, train, and retain talent</li> <li>• <b>Program collateral:</b> Ongoing creation of flyers, pocket cards, etc., to encourage jobseeker and referral partner engagement to support all CSB programs</li> <li>• <b>Multimedia outreach campaign</b> for Aero-flex Apprentice and Pre Apprentice Program, creative complete end December, employer campaign launch January with jobseeker campaign to follow</li> <li>• <b>Working for Brevard Fact Sheet:</b> Updated the CSB infographics-style flyer for multimedia use</li> <li>• <b>2018/19 Annual Report:</b> Digital version to launch February 1, 2020</li> </ul>
<p><b>Website</b></p>	<ul style="list-style-type: none"> <li>• <b>Content development and enhancements:</b> Ongoing updates to increase SEO through industry-relevant posts, ongoing fresh content (pages updates), ongoing refinements to highest performing keywords and messaging based upon analytics, ongoing ADA adjustments</li> <li>• <b>Quarterly program page enhancements:</b> AARP 50+, CSB Community Business Partner Program, Aero-Flex, Soft Skills, Events Calendar</li> </ul>
<p><b>State-Funded Multimedia Campaigns</b></p>	<p><b>Out-of-State Engineering Talent Attraction &amp; Recruitment Campaign:</b>          Now in our 5<sup>th</sup> year, this campaign will re-launch in the spring guided by past outcomes and using highest performing creative and targeting parameters as well as adding more information about CSB’s partner placement support to include and Aerospace/advanced manufacturing</p>

apprenticeship awareness programs. Goals include using additional state funds for employer support to increase campaign engagement, and CSB counselor engagement with engineer talent.

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

**Talent Attraction Campaign:**

Now in our 2<sup>nd</sup> year, this successful local campaign will re-launch in the spring guided by past outcomes and using highest performing creative and targeting parameters as well as adding information about Aerospace/advanced manufacturing pre apprentice and apprenticeship awareness. Goals include increased campaign engagement, CSB counselor engagement and walk-in traffic.

**Local Business Engagement/Introduction to Key Sector Services Campaign:**

Last reported \$10,400 was added to the state’s co-op grant for CSB to raise awareness of the AeroFlex pre-apprentice program and other key business services. In October, the state agreed boards could inject these funds into current campaigns if it offered a better ROI than creating a new campaign. This is what CSB will do.



February 20, 2020

## *Information Brief*

### CAPE Industry Certification Funding List

#### Background

The Florida Career and Professional Education (CAPE) Act was created to provide a statewide planning partnership between the business and education communities to attract, expand and retain targeted talent. The primary purpose of the Florida CAPE Act is to respond to Florida’s workforce needs by providing rigorous and relevant curriculum opportunities to middle and high schoolers, provide career-themed courses that articulate to postsecondary-level coursework and industry certifications, and provide residents with access to high-demand, high-wage careers. Each year, all recommendations by local workforce boards and school districts are reviewed by CareerSource Florida, the Florida Department of Education and the Department of Economic Opportunity. Reviewers consider academic rigor, within an industry that addresses a critical local or statewide economic need, linked to an occupation that is included in the workforce system’s targeted occupations list; or linked to an occupation that is identified as emerging. Department of Education reviews the list of recommendations and makes the final determination on certifications eligible for the CAPE Industry Certification Funding List. The list is published in August. Inclusion on this list means that career academies can be created or continued. For school districts, certifications on the funding list provide additional weights for FTE funding calculations and bonus funding to be provided to teachers whose instruction leads to industry certification attainment.

#### 2020-2021 Local Submissions

Annually, CareerSource Brevard partners with the Brevard Public Schools district Career and Technical Education Director for all submissions. For the upcoming 2020-2021 school year, all industry credentials (new and existing) had to be submitted for review and consideration. A total of 63 were submitted of which 51 were recommended. Of the 12 that were denied, 10 were previously funded. CSB and BPS are working together to state a case for each. The comprehensive list of Brevard County submissions is below.

Recommended	
Microsoft Office Specialist Associate	Autodesk Certified Professional - AutoCAD
Adobe Certified Associate - After Effects	Autodesk Certified Professional - Inventor
Adobe Certified Associate - InDesign	Autodesk Certified User - 3ds Max
Adobe Certified Associate - Photoshop	Autodesk Certified User - AutoCAD
	Autodesk Certified User - Inventor

Recommended	
<p>Adobe Certified Associate (ACA) - Dreamweaver</p> <p>Adobe Certified Associate (ACA) - Flash/Animate</p> <p>Adobe Certified Associate (ACA) - Illustrator</p> <p>Adobe Certified Associate (ACA) - Premiere Pro</p> <p>Aerospace/ Aircraft Assembly (AAA)</p> <p>ASE Auto Maintenance and Light Repair (G1)</p> <p>ASE Entry-level - Auto: Automatic Transmission/Transaxle (AT)</p> <p>ASE Entry-level - Auto: Automobile Service Technology (AS)</p> <p>ASE Entry-level - Auto: Brakes (BR)</p> <p>ASE Entry-level - Auto: Electrical/Electronic Systems (EE)</p> <p>ASE Entry-level - Auto: Engine Performance (EP)</p> <p>ASE Entry-level - Auto: Engine Repair (ER)</p> <p>ASE Entry-level - Auto: Heating and Air Conditioning (AC)</p> <p>ASE Entry-level - Auto: Manual Drive Train and Axles (MD)</p> <p>ASE Entry-level - Auto: Suspension and Steering (SS)</p> <p>ASE Entry-level - Collision: Mechanical and Electrical (ME)</p> <p>ASE Entry-level - Collision: Non-structural Analysis and Damage Repair (NS)</p> <p>ASE Entry-level - Collision: Painting and Refinishing (PR)</p> <p>ASE Entry-level - Collision: Structural Analysis and Damage Repair (SR)</p>	<p>Autodesk Certified User - Revit Architecture</p> <p>Certified Food Protection Manager (ServSafe)</p> <p>Certified Medical Administrative Assistant</p> <p>Certified Nursing Assistant (CNA)</p> <p>Chief Architect Certified Apprentice</p> <p>Child Development Associate (CDA)</p> <p>HVAC Excellence Employment Ready - Electrical</p> <p>HVAC Excellence Employment Ready - Heat Pump</p> <p>HVAC Excellence EmploymentReady - Air Conditioning</p> <p>Microsoft Office Specialist Expert</p> <p>Microsoft Technology Associate - HTML5 Application Development Fundamentals</p> <p>Microsoft Technology Associate - Intro to Programming using HTML and CSS</p> <p>Microsoft Technology Associate - Intro to Programming using JavaScript</p> <p>MSSC Certified Production Technician (CPT)</p> <p>NATEX001 Air Conditioning Service Technician</p> <p>NCATT Aerospace/Aircraft Assembly (AAA)</p> <p>Private Pilot Ground School</p> <p>QuickBooks Certified User</p> <p>Unity Certified Associate</p> <p>Unity Certified Associate</p> <p>Unity Certified User: Programmer</p> <p>Wastewater Treatment Plant Operator Level C</p> <p>Water Treatment Plant Operator</p>
Not Recommended	
<p>Certified Solidworks Associate – Academic*</p> <p>Certified Solidworks Associate – Academic*</p> <p>Certified SOLIDWORKS Professional – ACADEMIC*</p> <p>Emergency Medical Responder*</p> <p>Entrepreneurship and Small Business</p> <p>FANUC Certified Robot Operator - 1 (FCR-01)*</p> <p>Florida Automobile Dealers Association (FADA) Certified Technician*</p>	<p>Maritime Transportation Associate</p> <p>National ProStart Certificate of Achievement*</p> <p>NCCER HVAC - Level 1 (Secondary)*</p> <p>Pre-Apprenticeship Certificate Training (PACT), Building Construction Technology*</p> <p>UAS Safety Certification: Level 1*</p>

*\*Previously funded.*





February 20, 2020

## *Information Brief*

### **“R.I.S.E. Brevard” Leadership Action Project**

#### Background

CareerSource Brevard (CSB) submitted a proposal to LEAD Brevard for consideration in the class of 2020 Leadership Action Project (LAP) selection. The LAP’s are designed to allow participants to gain leadership experience while working together on a need identified by each community agency. Participants may use their knowledge, expertise, resources and/or time to assist. CSB’s project, titled “R.I.S.E. Brevard,” is focused on producing an image campaign in efforts to change or influence local employer’s perspectives on hiring an individual with a criminal background.

#### Project Specifics

#### Goals

As part of the project structure, goals have been laid out as a roadmap for the team. They include:

<b>Short-Term Goals</b>	<b>Intermediate Goals</b>	<b>Long-Term Goals</b>
<p>Gather relevant data, statistics and benefits available to employers who hire ex-offenders.</p> <p>Create intriguing and easy-to-understand collateral highlighting the potential benefits to employers and any relevant statistics/success stories in efforts to encourage employers to consider hiring someone with a background issue.</p>	<p>Increase awareness among Brevard County employers about the benefits of hiring ex-offenders.</p>	<p>Compile a list/database of Brevard employers willing to consider hiring ex-offenders.</p>

### **Task Teams**

The team of 10 has divided out into three (3) smaller tasks teams focused on each aspect of the project.

One team will be working on creating a video showcasing an employer who has hired an ex-offender, and the ex-offender employee themselves, to discuss their positive experience.

Another team will be working on creating a “myth-busting” calling card of sorts for CSB’s use. One side will highlight CSB’s overall programs and services, while the other side will work to dispel any myths or concerns employers may have about hiring ex-offenders.

Lastly, one team will be working on organizing an employer learning event to discuss the topic of hiring ex-offenders. The group is planning to tag onto an already existing chamber or SHRM meeting in Brevard. They are also going to work to have a panel including a member of law enforcement (seeking Sherriff Wayne Ivey) to discuss why employing ex-offenders is so important to help reduce recidivism in Brevard. The panel will also include an employer who has hired an ex-offender, an ex-offender who has successfully re-integrated to the community and the workplace, and a CSB staff member.

### **Current Progress**

Overall, the project is going very well. The team has created a survey for employers and tested it out on the current LEAD Brevard class. The survey will then be sent to CSB’s employer contacts.



February 20, 2020

## Discussion Brief

### **Business Use of CareerSource Brevard (CSB) Business Services**

#### **Background**

The CSB Strategic Plan contains the following goal regarding business use of services.

<b>Goal</b>	<b>Create a Career Center Model that is one of the top choices for career seekers and businesses in Brevard by offering quality workforce products and services.</b>
Objective	<b>Offer the highest quality of services to Businesses to meet their workforce needs.</b>
Strategies	Increase the Skills needed in the labor force to meet the demands of local and regional business.

Staff will bring this data for review on an annual basis to be used as a piece of the total analysis about the business use of CareerSource Brevard. Ultimately, the desire is to be cognizant of the usage trends of business services. The data contained in the attached tables shows the number of unique businesses who received a service and also the number of services those businesses used.

#### **Count of Employers That Received a Service**

This chart measures the number of individual businesses or employers that CSB serves. This shows the number of employers who received services from CSB. Services include but are not limited to: job orders, reduction in force services, salary information, labor market information, employed worker training, On-the-Job Training, job fairs, interview space resources, applicant pre-screening, etc.

EMPLOYERS THAT RECEIVED A SERVICE			
<u>Industry</u>	PY 17-18	<u>PY 18-19</u>	<u>% Change from PY 17-18</u>
Total All Industries	2,352	2,446	+3.99%
Construction	644	640	-0.62%
Health Care	583	633	+8.57%
General	1,115	1,159	+3.9%
Aerospace	88	99	+12.5%

For PY 2018-19, there was a 3.99% increase in the number businesses served across all industries. Within the individual communities served (Construction, Health Care, General and Aerospace), changes consisted of -0.62%, +8.57%, +3.9% and +12.5% respectively.

## **Count of All Services Received**

This chart measures and tracks the number of CSB services that a business uses. The services are broken into job orders and all other services (reduction in force services, salary information, labor market information, employed worker training, On-the-Job Training, job fairs, interview space resources, applicant pre-screening, etc.) . A business can use these services as much as needed and each use counts as a unit of service. The table also presents the data by industry areas that correspond to the “communities” that CSB uses to provide services to all customers. The 2018-19 Program Year results are as follows:

PY 18-19 ALL SERVICES RECEIVED				
<u>Industry</u>	<u>Job Orders</u>	<u>All Other Services</u>	<u>Total</u>	<u>% Change from PY 17-18</u>
Total All Industries	7,811	67,587	75,398	-9.8%
Construction	1,388	16,134	17,522	-25.5%
Health Care	2,492	14,208	16,700	+1.4%
General	3,931	37,193	41,124	-5.6%
Aerospace	529	2,083	2,612	-28 %

The number of services being provided to current business (total all industries) customers decreased by 9.8 percent under the previous year. Within the individual communities; Construction, Health Care, General and Aerospace saw changes of -25.5%, +1.4%, -5.6% and -28%, respectively.

## **Analysis**

The data presented in this brief is captured through our Employ Florida (EF) state database and only addresses part of the analysis. CSB’s focus and business model for addressing employer’s needs has taken a slight shift to sector strategy work, consortium meetings and subcommittee work, partner meetings, apprenticeship meetings, etc. These aren’t being captured in EF because there are no codes. CSB has forced some of the activities into the workshop code and have asked CareerSource Florida to add Support Service codes but there has been no movement on this yet. Additionally with the focus at the State level changing in 2014 from quantity to quality, CSB has followed that philosophy and believes a satisfied customer is the best advertisement for the services we provide.

With regard to the reductions in “All Services Received”, a portion of the reduction can be attributed to low unemployment rate which has made it more difficult to find and refer qualified candidates to job orders. While CSB is working on finding “hidden talent” to fill job openings, we are also doing less prescreening because many employers want to view every applicant’s resume.



February 20, 2020

## Information Brief

### Second Quarter Contractor Performance PY 2019-2020

#### Background

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

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

#### PY 2019-20 Performance Results

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

<b>Elements of Contractor Performance Earnings - PY 19-20</b>						
<b>Measures</b>						
<b>Objective/Criteria</b>			<b>1st Quarter</b>	<b>2<sup>nd</sup> Quarter</b>	<b>3<sup>rd</sup> Quarter</b>	<b>4<sup>th</sup> Quarter</b>
	<b>Minimum</b>	<b>Accelerated</b>				
Brand New Job Seekers with Extra Credit	1,800 per Qtr.	1,950 per Qtr.	Met (1,859)	Missed (1,643)		
Customer Engagement	75%	85%	Met (77%)	Met (79%)		
<b>Entered Employment Rate</b>						
Adults	90%	95%	Exceeded (%100)	Exceeded (%99)		
Dislocated Workers	90%	95%	Exceeded (%100)	Exceeded (%100)		
Welfare Transition	30%	35%				
Wagner Peyser	38%	42%	Exceeded (43%)	Met (41%)		
Short Term Veteran	38%	42%	Met (39%)	Met (40%)		
<b>Average Wage at Placement</b>						
Adult	\$17.01	\$17.73	Missed (\$16.64)	Missed (\$16.35)		
Dislocated Worker	\$18.59	\$19.31	Exceeded (\$22.80)	Exceeded (\$26.52)		
Welfare Transition	\$10.01	\$10.65				

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

Element A				
Met the minimum percentages set on 15 out of the 19 Performance Measures established in Attachment F	<b>Yes – Met Minimum on 16 of 18</b>			
Element B				
Met the accelerated percentages set on 9 out of the 19 Performance Measures established in Attachment F	<b>Yes – Met Accelerated on 12 of 18</b>			
Element C				
Met a minimum score of 75 or higher on the CSB performance evaluation related to the annual state programmatic monitoring results	<b>Not Measured until End of Year</b>			

## **Performance Measure Revisions for 2019-20**

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

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

- The New Job Seeker Measure is continuing to be analyzed and processes reviewed to ensure we are reaching the target populations.
- The Adult Average Wage at Placement is indicative of serving the hardest to serve customers that are resulting in more entry level jobs especially during the holiday season.

Staff will continue to monitor, analyze and report performance in all areas.

## 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 1st quarter of PY 2019-20. Also shown are our goals for PY 2019-20. All performance goals were met or exceeded for the 1st quarter.

#### July 2019-September 2019 Performance

Primary Performance Indicator (PPI)	Performance 2014-2015	Performance 2015-2016	Performance 2017-2018	PY19-20 Performance	PY19-20 Performance Goals
<b>Adults:</b>					
Entered Employment Rate (2 <sup>nd</sup> Qtr. after Exit)	86.9%	83.9%	92.6%	94.7%	86.2%
Employment Retention Rate (4 <sup>th</sup> Qtr. after Exit)	82.4%	83.6%	89.3%	91.5%	83.5%
Median Earnings (2 <sup>nd</sup> Qtr. after Exit)	\$6,650	\$6,993	\$7,496	\$8,272	\$7,200
Credential Attainment Rate	57.6%	58.7	N/A	90.6%	65.0%
<b>Dislocated Workers:</b>					
Entered Employment Rate (2 <sup>nd</sup> Qtr. after Exit)	87.8%	74.4%	85.7%	84.5%	83.2%
Employment Retention Rate (4 <sup>th</sup> Qtr. after Exit)	81.5%	76.1%	88.2%	86.4%	79.2%
Median Earnings (2 <sup>nd</sup> Qtr. after Exit)	\$6,312	\$7,621	\$6,432	\$8,320	\$6,850
Credential Attainment Rate	56.4%	43.2	N/A	77.80%	65.0%
<b>Youth Common Measures:</b>					
Entered Employment Rate (2 <sup>nd</sup> Qtr. after Exit)	63.8%	64.3%	79.2%	83.5%	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	74.7%	75.5%
Employment Retention Rate (4 <sup>th</sup> Qtr. after Exit)			78.3	82.8%	67.2%
<b>Wagner-Peyser:</b>					
Entered Employment Rate (2 <sup>nd</sup> Qtr. after Exit)	65.5%	63.8%	69.1%	63.8%	63.2%
Employment Retention Rate (4 <sup>th</sup> Qtr. after Exit)	60.8%	62.3%	70.7%	63.9%	64.2%
Median Earnings (2 <sup>nd</sup> Qtr. after Exit)	\$5,238	\$5,268	\$5,165	\$5,664	\$5,100
<b>Not Met (less than 90% of negotiated)</b>	<b>Met (90-100% of negotiated)</b>		<b>Exceeded (greater than 100% of negotiated)</b>		



## MEASURING SUCCESS

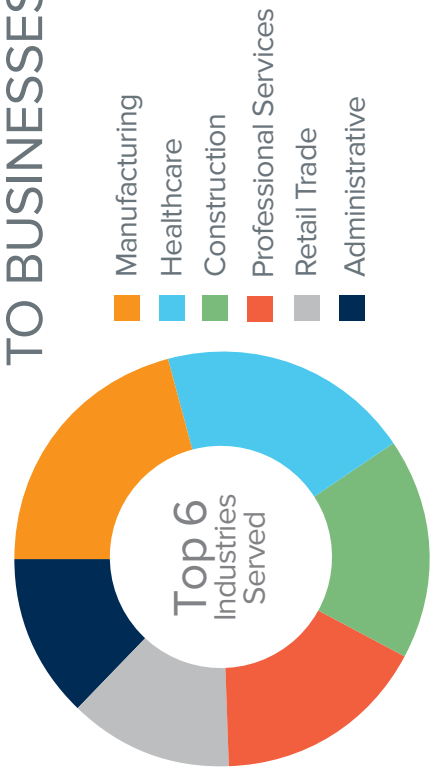


# 1,129

BUSINESSES SERVED

# 26,270

SERVICES PROVIDED TO BUSINESSES



# 2,525

PEOPLE PLACED IN JOBS

### UNEMPLOYMENT RATE

# 2.80%

BREVARD'S UNEMPLOYMENT RATE AS OF 11/1/2019



### ON-THE-JOB TRAINING

# 22

OJTS CREATED

FOR 19 BREVARD BUSINESSES

WITH \$150,888,740 IN OJT CONTRACTS WRITTEN

### RECRUITING EVENTS/ JOB FAIRS

# 113

Recruiting Events and Job Fairs

2,480 JOB SEEKERS ATTENDED

FOR 70 UNIQUE EMPLOYERS

### VETERANS SERVED

# 1,268

VETS

17,257 Personalized Services Received

FOR 271 VETERANS EMPLOYED



REVISED  
01/27/2020

## Grow the Resources of the Board Report

**BOLD** Denotes  
Revisions or Additions

<b>GRANTS</b> (Federal, State Local Competitive and Non-competitive)				
<b>Resource Information</b>	<b>Amount Awarded</b>	<b>Grant Focus</b>	<b>Current Status</b>	<b>Staff Lead</b>
Grant Name: Back to Work 50+ (BTW 50+)  Time Frame: 3/1/19 – 12/31/2020  Funding Source: AARP Foundation  Partner(s): NA	<b>\$110,000</b>	CSB was selected to submit a grant application & plan which was approved to begin the AARP 50+ Services in Brevard County. The current program focused on Women ends 02/2/2019. This program will focus on all persons 50+. It will allow us continued use of AARP Foundation Logo, outreach support and educational materials	<b>Final Metrics from the 2019 Grant Year include:</b> <ul style="list-style-type: none"> <li>• <b>Attended Workshops –204 (105% of goal)</b></li> <li>• <b>Enrolled in Coaching – 108 (120% of goal)</b></li> <li>• <b>Gained Employment – 80 (121% of goal)</b></li> </ul> <b>CSB has been granted funding for year 6 (Jan 1 – Dec 31, 2020). Goals have been slightly reduced to match the decrease in funding, resulting in the following for 2020:</b> <ul style="list-style-type: none"> <li>• <b>Attended Workshops – 126</b></li> <li>• <b>Started Coaching – 60</b></li> <li>• <b>Gained Employment – 60 (including participants carried over from the 2019)</b></li> <li>• <b>CSB will offer a total of 18 workshops funneling into 6 cohorts.</b></li> </ul>	Jana Bauer
Grant Name: H-1B American Promise Grant (APG)  Time Frame: 01/01/17 – 12/31/20  Funding Source: USDOL  Partner(s): LWDB 12 Central Florida	\$2,380,337	This project targets high-growth jobs aligned with the Information Technology (IT) and IT-Related industry sector, ranging from entry-level occupations to high-level management positions in LWDB Region 12 & 13 using a sector strategy approach.	CSB has enrolled <b>331</b> persons in the APG grant. Some additional updates include: <ul style="list-style-type: none"> <li>• <b>In addition to our current involvement on EFSC's and Keiser's Advisory Councils, we met with FIT to see if we can be admitted into their advisory council.</b></li> <li>• <b>New Horizons, continues to partner in improving resumes of graduates, groom participants with interviewing skills training, and creating employer interaction with their employer clients at our Meet and Greet events.</b></li> </ul>	Gary Sulski
Name: Cooperative Outreach Program with Moore Communications and CareerSource Florida  Time Frame: 10/01/19 – 06/31/20  Funding Source: Wagner Peyser State Level Funding	\$40,400	This funding is allocated based on our region size and is focused on strengthening CSF network brand, influencing action by business/job seekers to use CSB services, connect business with talent and to offset communication outreach costs and support local efforts.	<b>Now in our 5<sup>th</sup> year receiving these co-op dollars, CSB will implement the following:</b>  <b>5th Annual, Out-of-State Engineering Talent Attraction &amp; Recruitment Campaign:</b> 15+k campaign successfully ran for 4 years and will re-launch December-May 2020 using similar targeting parameters and most effective creative and	Denise Biondi

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
Partner(s): CareerSource Florida & Moore Communications			<p>messaging. Goals include increased reach, campaign engagement, and CSB counselor engagement.</p> <p><b>2<sup>nd</sup> Annual Local Unemployed/Underemployed/Introduction to key industry sectors -- talent attraction campaign:</b>  This 15+k campaign successfully ran in 2019 and will re-launch December-May 2020 using similar targeting parameters and most effective creative and messaging. Goals include increased reach, campaign engagement, and CSB counselor engagement plus walk-in traffic.</p> <p><b>Local Business Engagement/Introduction to Key Sector Services Campaign:</b>  Last reported \$10,400 was added to the state's co-op grant for CSB to raise awareness of the AeroFlex pre-apprentice program and other key business services. In October, the state agreed boards could inject these funds into current campaigns if it offered a better ROI than creating a new campaign. This is what CSB will do.</p>	
<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>		Jim Watson
Irma	\$13,500,000		<p><b>Extended until 9/30/2020 with the additional of \$7.5 Million.</b></p> <ul style="list-style-type: none"> <li>• Total 253 Participants Enrolled</li> <li>• 187 Receiving Services</li> <li>• 131 Employment at Exit</li> </ul>	Jim Watson
Dorian	\$1,300,000		<p><b>Providing support to National Seashore &amp; Wildlife Refuge. First projects will begin Late Jan 2020. No enrollment data until the next report</b></p>	Jim Watson

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
Maria	\$125,000		<p><b>Extended to 9/20/2020. Most CSB funds already obligated however grant is open in the event that DEO obligates additional funding.</b></p> <ul style="list-style-type: none"> <li>• Total 28 Participants Enrolled</li> <li>• 28 Receiving Services</li> <li>• 9 Employment at Exit</li> <li>• Remains open in the event that DEO allocates additional funding.</li> </ul>	Wendi Bost
Opioid/Brevard Recovery Works	\$2,000,000		<p><b>Grant activities to date include:</b></p> <ul style="list-style-type: none"> <li>• Total of 15 Participants Currently Enrolled</li> <li>• 15 Receiving Services</li> <li>• 2 Employed/not exited yet</li> <li>• 1 Employed in Humanitarian Services</li> </ul>	Wendi Bost
<p>Grant Name: <a href="#">Rebuild Florida</a></p> <p>Time Frame: 09/01/2018 – 06/30/2020</p> <p>Funding Source: DEO/ Community Development Block Grant – Disaster Recovery (CDBG-DR)</p> <p>Partner(s): Innovation Emergency Management (IEM)</p>	\$300,000	Rebuild Florida is a partnership of DEO and the U.S. Department of Housing and Urban Development (HUD), which approved funding to local communities for Florida's long-term recovery efforts after the 2017 hurricane season. Rebuild Florida Housing Repair funds will help eligible homeowners impacted by Hurricane Irma.	<p><b>CSB continues to work with the staff of IEM stationed in the Rockledge office. DEO has extended the grant through 06/30/2020 with the ability to draw down \$300,000. Based on the use and history of this program, actual funds collected are projected to be approximately \$200,000.</b></p>	<p>Jeff Witt</p> <p>Or</p> <p>Don Lusk</p>
<p>Grant Name: Department of Economic Opportunity Community Development Block Grant – Disaster Recovery (DR)</p> <p>Workforce Recovery Training Program</p> <p>Time Frame: 3/01/2020 – 06/30/2023</p> <p>Funding Source: DEO/ HUD/CDBG</p> <p>Partner(s): Listed in Grant</p>	\$1,997,000	CSB staff responded to the DEO request for information regarding a workforce training opportunity to address construction industry staffing needs. The training \$ amount has not been determined for Brevard. The target is low to moderate income individuals. Brevard is counties identified as impacted by Hurricane Irma designated to benefit from this funding.	<p><b>Staff responded to the DEO Request for Application by the 01/10/2020 due date. The application covers all of the construction occupations requested by DEO. Schedule indicates that we will be notified of the outcome of the grant by 1/30/2020.</b></p>	James Watson
<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 &amp; Technology</p>	\$125,000	This grant was submitted in support of Florida Makes grant submission to the U.S. Department of Commerce National Institute of Standards & Technology (NIST) to support the expansion of the AeroFlex Pre-apprenticeship Program in Brevard County.	<p><b>Sub-recipient contract has been executed and CSB program staff met with FloridaMakes to establish acceptable metrics, milestones and associated timelines. Program staff will meet bi-weekly with FloridaMakes to continue to report progress and status of defined metrics. Grant metrics are aligned with the performance outcomes of</b></p>	Judy Bianchi

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
Partner(s): Innovation Emergency Management (IEM)			<p>the state grant supporting this effort:</p> <ul style="list-style-type: none"> <li>Enrollment, training completed and employment of 12 jobseekers.</li> </ul>	
<p>Grant Name: Aero-Flex Pre-Apprenticeship Program Time Frame: 02/01//2019 - 08/331/2020</p> <p>Funding Source: CS Florida – Sector Strategies</p> <p>Partner(s): CareerSource Palm Beach, Tooling U, EDC, FloridaMakes, the Future's Center for Apprenticeship &amp; Work Based Learning, SpaceFlorida, ASRC, Brevard Adult Ed, Northrup Grumman, Lockheed Martin, South Bay Workforce Investment Board, Training Funding Partners.</p>	\$149,129	CareerSource Brevard (CSB) in partnership and collaboration with CareerSource Palm Beach (CSPB) will replicate a very successful, employer-driven pre-apprenticeship program that has been proven to support industry needs in California. The Aero-Flex Pre-Apprenticeship program will also meet the workforce development needs common to our region's aerospace and aviation manufacturing industry partners. This unique training program provides a customized layer within the framework to allow each employer to design or 'flex' its own program, meeting not only needs of the industry but each participating employer.	Grant support staff continue to meet bi-weekly with CS Palm Beach, and partnering agencies to discuss program progress and deliverables. Industry meetings continue to champion employer support of the program. The first cohort of trainees (3) have successfully completed training. <b>CSB Communications, in partnership with a contracted Marketing/Outreach firm, have created an extensive jobseeker and employer engagement campaign with associated support collateral. Meetings continue with local associated Registered Apprenticeship sponsors to map competencies for FDOE registration and credit for prior learning.</b>	Judy Blanchard & Clinton Hatcher
<p>Grant Name: Brevard Adult Education Pre-Apprenticeship Program Expansion Time Frame: 01/01/2019 - 08/31/2020</p> <p>Funding Source: CS Florida – Apprenticeship Expansion</p> <p>Partner(s): Brevard Adult Education, Brevard Air Conditioning Contractors Association (BACCA), ABO Apprenticeship (Coastal Mechanical), Southeast Power Corporation, 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:	<b>The first cohort for the Trades Pre-Apprenticeship program graduated on Dec 18, 2019. A tour was hosted with Ivey's Construction at Port Canaveral for a small group of students. A second cohort launched in October and approximately 17 students are actively engaged. CSB is currently coordinating additional industry tours and work experiences.</b>	Jana Bauer /Wendi Bost
<p>Grant Name: R.I.S.E. Brevard</p> <p>Time Frame: 01/01//2019 - 06/30/2020</p> <p>Funding Source: CS Florida – Pathways to Prosperity</p>	\$250,000	"R.I.S.E. Brevard" stands for Re-entry Intervention resulting in Successful Employment. This grant will target the Ex-Offender population from our partners who are in need of vocational training and career assistance.	This grant request was submitted to CareerSource Florida for \$379,005. An outcome of the planning grant is to train 36 persons. <b>CSB started enrolling customers on 4/17/19 as of 10/17/19 – 36 customers enrolled, 13 employed, 2 WBT, 1 Recidivism after completion</b>	Jim Watson

<b>GRANTS</b> (Federal, State Local Competitive and Non-competitive)				
<b>Resource Information</b>	<b>Amount Awarded</b>	<b>Grant Focus</b>	<b>Current Status</b>	<b>Staff Lead</b>
Partner(s): Brevard County Drug Court & Florida Department of Corrections				
Grant Name: Florida College Access Network – Seed Grant  Time Frame: 05/1/19-4/30/2020  Funding Source: Hosted by University of South Florida  Partner(s): Brevard Public Schools & METCA (Macedonia Education & Technology Academy)	\$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"> <li>• <b>Attended the Orlando area's LCAN UpLiftED Conference 11/4/19</b></li> <li>• <b>CSB was awarded a Workforce Round Table grant with Wells Fargo and discussed linking our strategies to help working age adults with training and employment on 12/10/19</b></li> <li>• <b>Confirmed receipt of grant funding on 1/6/20</b></li> </ul>	Megan Cochran

<b>UNRESTRICTED REVENUES</b> (Non-governmental funding, Fee for service, Foundation and Corporate giving programs)				
<b>Resource Information</b>	<b>Amount Awarded</b>	<b>Grant Focus</b>	<b>Current Status</b>	<b>Staff Lead</b>
Grant Name: Ticket to Work (TTW) Program  Time Frame: Indefinite  Funding Source: Social Security Administration  Partner(s): Vocational Rehabilitation	<b>\$260,556</b> To Date	Focused on eligible TTW customers who want to return unsubsidized employment using the Employment Network (EN).	Staff continue to work with eligible customers who are interested in work or training. EN continues to progress at a modest pace with <b>49</b> tickets being assigned. <b>Receipts for the first two quarters were \$14,139 for a cumulative total of \$260,556</b>	Jim Watson
Grant Name: Florida Partnership Plus  Time Frame: Indefinite Funding Source: Social Security Administration  Partner(s): Vocational Rehabilitation (VR)	\$11,500 To Date	Exiting Voc. Rehab participants who have found employment and are currently receiving SSI or SSDI. CSB will provide Employment Network mandatory follow up services. Funds are reported as part of the SSA TTW program and our unrestricted. CSB receives compensation in two forms: (1) \$1000 for any participant exiting that remains employed at SGA (Substantial Gainful Activity) for a seven month duration. (2) \$500 for written benefit summary analysis (BSA) completed by a certified Community Partner Work Incentive Coordinator (CPWIC).	CSB received \$ 10,000 in PY 16 -17 and 17-18, CSB received \$11,500. There was one newreferral for this program in PY 18-19 and no payment has been made to date. <b>Staff is working with Vocational Rehabilitation to determine whether program referrals can be increased.</b>	Jim Watson
Grant Name: Tobacco Free Florida	<b>\$49,775</b> To Date	The Bureau of Tobacco Free Florida (BTFF) partners with	This agreement provides unrestricted revenue.	Marina Stone

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

Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
<p>Time Frame: Indefinite</p> <p>Funding Source: Bureau of Tobacco Free Florida</p> <p>Partner(s): Florida Department of Health</p>		<p>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><b>Receipts for PY19-20 second quarter- (10/1/19-12/31/19) is \$1,500. Cumulative total of \$49,775.00</b></p>	
<p>Grant Name: Healthcare Sector Strategy</p> <p>Time Frame: 7/1/16 – 9/30/19</p> <p>Funding Source: Private Sector</p> <p>Partner(s): A variety of health care employers, training vendors and others.</p>	<p><b>\$530,170</b> To Date In 5<sup>th</sup> year</p>	<p>Employ a Healthcare Sector Strategist to coordinate Healthcare Sector Strategy to facilitate solutions for current workforce needs, projections for workforce issues over the next five years, and resources to meet both long and short term goals as established by the industry as a whole.</p>	<ul style="list-style-type: none"> <li>• <b>Received notification of the award for Addendum 5 in late October 2019</b></li> <li>• <b>Achieved the SMART Goals for Quarter 14</b></li> <li>• <b>Focused on getting the administrative process for the grant-funded Home Health Aide scholarships and Agreement with our partner Macedonia Education Technology and Career Academy in place</b></li> </ul>	<p>Megan Cochran</p>
<p>Grant Name: Wells Fargo AARP 50+ Support Services</p> <p>Time Frame: 10/01/2018 - 11/01/2019</p> <p>Funding Sources: Wells Fargo Bank</p> <p>Partners(s): NA</p>	<p>\$10,000</p>	<p>The focus of this grant is to assist participants in our program with support services needed to ensure successful job placement. Services can consist of transportation assistance, clothing to create a good first impression, and test preparation fees, etc.</p>	<p><b>To date, we have assisted 37 AARP BTW50+ participants with \$3,964 in services.</b> Services have included transportation, first impressions and certification/testing/licensing assistance.</p>	<p>Jana Bauer</p>
<p>Grant Name: Wells Fargo Supportive Services for Community Empowerment</p> <p>Time Frame: 10/01/2019- 11/01/2020</p> <p>Funding Sources: Wells Fargo Bank</p> <p>Partners(s): NA</p>	<p>\$10,000</p>	<p>The focus of this grant is to assist participants with supportive services that are not WIOA eligible. 75% of the funding will be to support the AARP Back to Work 50+ program, and the remaining 25% will be to support a two-week internship opportunity for Eau 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><b>Payments have been received and CSB AARP staff are working with customers to identify supportive service needs.</b></p> <p><b>In February, CSB will begin coordinating with the Eau Gallie high school Aviation program director to plan the process for summer funding.</b></p>	<p>Jana Bauer</p>

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

Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
<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>	<p>\$5,000</p>	<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><b>Two board staff have been assigned this project and have begun coordinating the date, facility and facilitator with the Wells Fargo representative. The roundtable is expected to occur late Spring 2020.</b></p>	<p>Jana Bauer</p>





February 20, 2020

## *Information Brief*

### **Financial Reports**

#### Background

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

#### Report Descriptions

##### **CSB BUDGET TO ACTUAL REPORT (ATTACHMENT 1)**

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

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

##### **CSB FISCAL DASHBOARD INDICATORS (ATTACHMENT 2)**

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

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

### **CSB FEE FOR SERVICE ACTIVITIES (ATTACHMENT 3)**

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



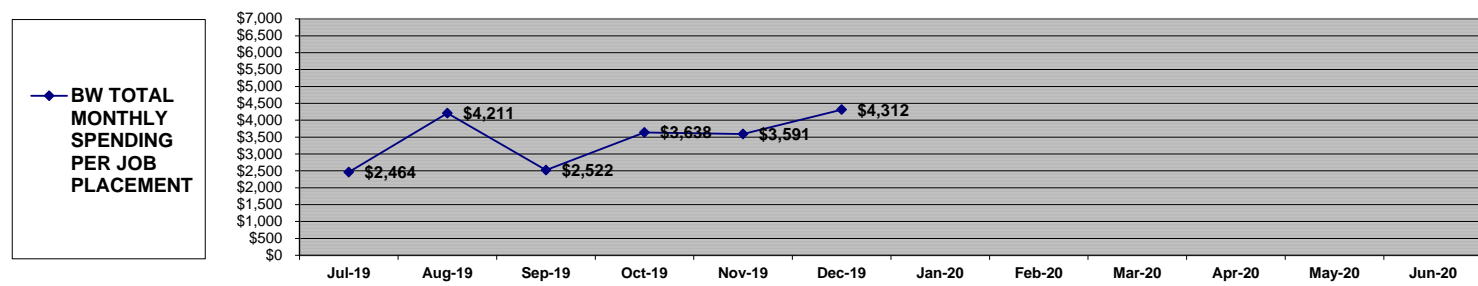
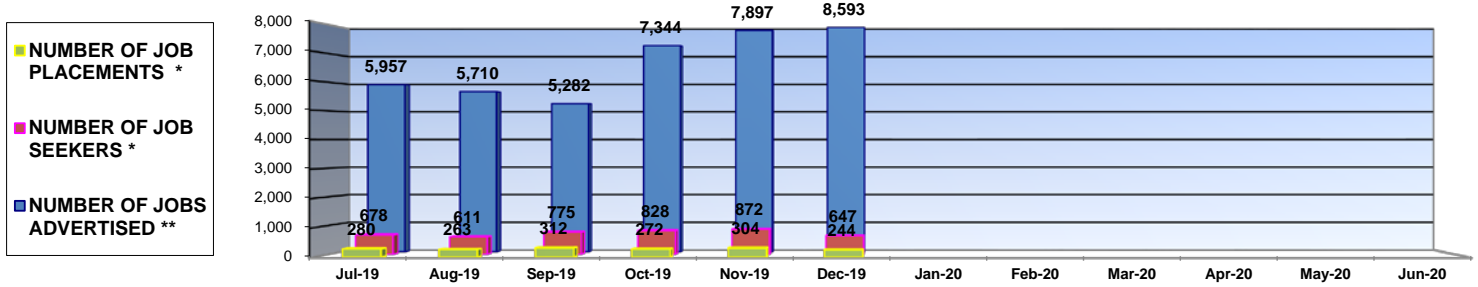
## Budget to Actual Report

As of December 31, 2019

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	1,302,252	765,412	400,000	95,269	3,707	-	37,864	
PY 19 - 20 Awards	18,913,860	1,049,467	788,551	1,101,376	1,307,535	11,400,076	3,266,855	
Award Total - Available Funds	20,216,112	1,814,879	1,188,551	1,196,645	1,311,242	11,400,076	3,304,719	
LESS planned Carryover For PY 20 - 21	(4,074,112)	(150,000)	-	(424,112)	-	(3,500,000)	-	
<b>Total Available Revenue</b>	<b>16,142,000</b>	<b>1,664,879</b>	<b>1,188,551</b>	<b>772,533</b>	<b>1,311,242</b>	<b>7,900,076</b>	<b>3,304,719</b>	
<b>Expenditures</b>								
Staff Salaries/Fringe Benefits	1,845,200	81,773	80,916	29,142	84,887	284,230	187,487	211,469
Program Operations/Business Services	1,838,200	82,260	81,399	29,315	85,392	285,922	188,603	55,279
Infrastructure/Maintenance Related Costs	900,700	35,775	35,400	12,750	37,138	124,349	82,025	11,990
IT Costs/Network Expenses	387,600	16,233	16,062	5,785	16,851	56,422	37,218	2,534
Contracted One-Stop Services	4,368,300	336,502	396,818	133,331	374,596	93,140	469,621	-
Customer Training Activities	5,200,000	229,083	41,740	114,774	32,649	1,017,736	64,029	-
Customer Support Services	300,000	17,999	15,413	2,440	20,539	15,340	3,014	-
Indirect Cost (16.86%)	1,302,000	74,088	40,040	30,848	41,456	209,420	77,441	(473,293)
<b>TOTAL EXPENDITURES</b>	<b>16,142,000</b>	<b>873,713</b>	<b>707,788</b>	<b>358,385</b>	<b>693,508</b>	<b>2,086,559</b>	<b>1,109,438</b>	<b>(192,021)</b>
<b>REMAINING AVAILABLE FUNDS</b>	<b>791,166</b>	<b>791,166</b>	<b>480,763</b>	<b>414,148</b>	<b>617,734</b>	<b>5,813,517</b>	<b>2,195,281</b>	
<b>% OF FUNDS EXPENDED BY GRANT THROUGH 12/31/19</b>	<b>52.5%</b>	<b>52.5%</b>	<b>59.6%</b>	<b>46.4%</b>	<b>52.9%</b>	<b>26.4%</b>	<b>33.6%</b>	

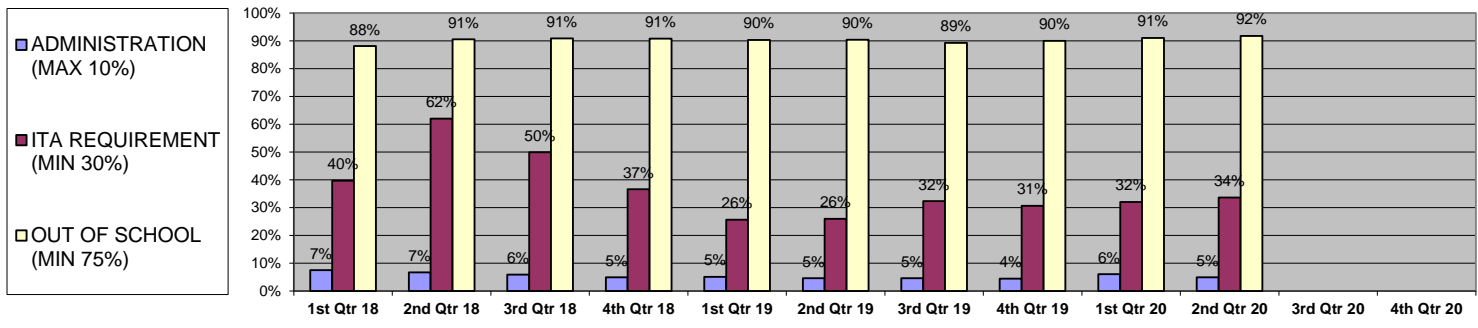
Total Expenditures - 12/31/19	% of Budget - 12/31/19
748,435	40.6%
752,891	41.0%
327,437	36.4%
148,571	38.3%
1,804,008	41.3%
1,500,011	28.8%
74,745	24.9%
473,293	36.4%
5,829,391	36.1%

## MONTHLY JOBS REPORT & BW SPENDING PER JOB PLACEMENT



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

## ANNUAL SPENDING CAPS BY QUARTER



PROGRAM SPENDING:											
ADMINISTRATION (MAX 10%)	137,070	269,784	421,291	559,072	153,830	282,216	419,576	572,973	156,767	281,964	
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	
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	
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	
YOUTH SPENDING:											
IN-SCHOOL	37,032	59,962	79,855	83,048	22,629	54,399	79,174	89,734	24,911	55,186	
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	



CURRENT YEAR FEE FOR SERVICE ACTIVITIES (7/1/2019 - 12/31/2019)

Unrestricted Balances: Cash on Hand \$238,837 Certificates of Deposit \$73,693 Total \$312,530

	Healthcare Ambassador Program		AARP BTW 50+ Program		Juniors to Jobs Program		Ticket to Work & TFF Programs		Foundation Grants & Other Fee for Service Activities		TOTALS	
		% of Revenue		% of Revenue		% of Revenue		% of Revenue		% of Revenue		% of Revenue
<b>Revenue</b>												
Grant Awards	\$ 48,320	100.0	\$ 34,924	100.0	\$ -	-	\$ -	0.0	\$ 15,000	87.8	\$ 98,244	85.2
Contract Revenue	-	0.0	-	0.0	-	-	900	6.0	-	0.0	900	0.8
Sponsorship Revenue	-	0.0	-	0.0	-	-	-	0.0	2,048	12.0	2,048	1.8
Donated Revenue	-	0.0	-	0.0	-	-	-	0.0	-	0.0	-	0.0
Charges For Services	-	0.0	-	0.0	-	-	14,139	94.0	-	0.0	14,139	12.3
Website Licenses	-	0.0	-	0.0	-	-	-	0.0	-	0.0	-	0.0
Interest Earnings	-	0.0	-	0.0	-	-	-	0.0	34	0.2	34	0.0
<b>Total Revenue</b>	<b>\$ 48,320</b>	<b>100.0</b>	<b>\$ 34,924</b>	<b>100.0</b>	<b>\$ -</b>	<b>-</b>	<b>\$ 15,039</b>	<b>100.0</b>	<b>\$ 17,082</b>	<b>100.0</b>	<b>\$ 115,365</b>	<b>100.0</b>
<b>Expenses</b>												
Personnel	\$ 40,499	83.8	\$ -	0.0	\$ -	-	\$ 485	3.2	\$ -	0.0	\$ 40,984	35.5
Travel / Training	-	0.0	578	1.7	-	-	-	0.0	-	0.0	578	0.5
Outreach	400	0.8	-	0.0	-	-	-	0.0	-	0.0	400	0.3
Software	-	0.0	-	0.0	-	-	-	0.0	-	0.0	-	0.0
Supplies	450	0.9	159	0.5	-	-	-	0.0	753	4.4	1,362	1.2
Equipment	-	0.0	-	0.0	-	-	-	0.0	-	0.0	-	0.0
Professional Services	-	0.0	27,972	80.1	-	-	24	0.2	680	4.0	28,676	24.9
Customer Wages	-	0.0	-	0.0	844	-	-	0.0	-	0.0	844	0.7
Customer Support	-	0.0	4,981	14.3	2,001	-	-	0.0	-	0.0	6,982	6.1
Indirect Costs	6,971	14.4	1,234	3.5	480	-	86	0.6	241	1.4	9,012	7.8
<b>Total Expenses</b>	<b>\$ 48,320</b>	<b>100.0</b>	<b>\$ 34,924</b>	<b>100.0</b>	<b>\$ 3,325</b>	<b>-</b>	<b>\$ 595</b>	<b>4.0</b>	<b>\$ 1,674</b>	<b>9.8</b>	<b>\$ 88,838</b>	<b>77.0</b>
<b>Net Profit (Loss)</b>	<b>\$ -</b>	<b>0.0</b>	<b>\$ -</b>	<b>0.0</b>	<b>\$ (3,325)</b>	<b>-</b>	<b>\$ 14,444</b>	<b>96.0</b>	<b>\$ 15,408</b>	<b>90.2</b>	<b>\$ 26,527</b>	<b>23.0</b>

**CareerSource Brevard (CSB)**  
Executive Committee Meeting  
February 3, 2020

**MINUTES**

**Members in Attendance:** Susie Glasgow (Chair), Lloyd Gregg, Nancy Heller (via teleconference), Paula Just (via teleconference).

**Members Absent:** Daryl Bishop, Mike Menyhart.

**Staff in Attendance:** Judy Blanchard, Don Lusk, Marci Murphy, Lyn Sevin, Lisa Fitz-Coy, Denise Biondi, Gary Sulski.

**Guests:** None

Susie Glasgow called the meeting to order at 4:04pm.

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

**Action Items:**

Approval of Executive Committee Minutes

Motion to approve the Executive Committee minutes for November 4, 2019 made by Lloyd Gregg and seconded by Paula Just. Motion passed unanimously.

**Presentations:**

Denise Biondi gave a presentation on a three month snap shot of Strategic Outreach and Awareness.

Gary Sulski gave a presentation on building an employee versus buying an employee.

Nancy Heller thanked the presenters and said she enjoyed the presentations.

**Discussion/Information Items:**

President's Report

Marci Murphy reported on the following:

Legislative Update – Marti Eubanks has been hired by the FWDA as a new Lobbyist. She has served in the State House of Representatives and has a strong relationship with the Governor's office. She is currently monitoring Statute 445, House Bill 1271 and Senate Bill 1244 which cover DEO's relationship with CSF. There is concern that CSF will be placed under DEO control. LWDBs do not think this is a good idea as it is feared that it will slow processes down. There is also a clause in the bill that states, "The chief elected official for the local workforce development board may remove a member of the local board, the executive director of the local board, or the designated person responsible for the operational and administrative functions of the local board for cause." It is thought that these changes arose from the problems recently encountered in Tampa/St. Pete.

Employee Related Party Contract process was discussed.

Governance/Finance Committee (GFC) Update

Marci Murphy gave an update on the GFC which had met earlier in the day. Items reviewed at the meeting included board member reappointments, new board member nominations, finance policies, audit preview, and financial reports.

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. Staff discussed the DEO Community Development Block Grant and said that they are scheduled to participate in a conference call this week to discuss the grant. The purpose of the grant is training for the construction industry.

**Adjournment:**

The meeting adjourned at 5:02pm.

Submitted by,

Reviewed by,

(signature on file)  
Lyn Sevin

2/5/2020  
Date

(signature on file)  
Susie Glasgow

2/5/2020  
Date

**CareerSource Brevard (CSB)**  
Governance/Finance Committee Meeting  
February 3, 2020

**MINUTES**

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

**Members Absent:** None

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

**Guests:** None

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

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

**Action Items:**

Approval of Governance/Finance Committee Minutes

Motion to approve the Governance/Finance Committee (GFC) minutes for November 4, 2019 made by William Chivers and seconded by Wayne Olson. Motion passed unanimously.

Board Member Re-Appointments

According to the CSB bylaws, Directors of the Board serve three year terms and prior to the end of their term, the Governance/Finance Committee reviews each member to determine which Board members should be asked to serve additional terms, subject to Board approval. The President asked for recommendations on the following members whose terms are ending:

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

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

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

**Robert Jordan** – President/CEO, Genesis VII, Inc.

**Paula Just** – Chief Human Resources Officer, Health First, Inc.

**Linda Miedema** – VP Academic Affairs, Eastern Florida State College

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

Attendance records were reviewed and Marci Murphy said that Linda Miedema had recently informed her that she will be retiring at the end of May. Linda should be removed from the list and her replacement will be recruited to the board.

Motion to recommend reappointment of the members listed, with the exception of Linda Miedema, and for staff to seek a nomination from ESFC for Linda's replacement made by William Chivers and seconded by Lloyd Gregg. Motion passed unanimously. After the members have confirmed their commitment, the names will be brought to the next Board of Directors for approval.

Board Member Nominations

Staff recommended Kirsten Patchett (Embreaer), Randy May (Port Canaveral), and Chris Hughes (Eau Gallie Electric) as candidates to fill a business seat vacated by Joe Angelastro.



Patty Stratton had recently informed staff that she retired on January 31, 2020. Staff asked for the Committee's guidance and recommendations. Discussion followed. Motion by Amar Patel to pursue the recommended candidates in the order written. Wayne Olson seconded and motion passed unanimously.

Marci Murphy said that if she is unable to secure two nominations she may have to call another meeting prior to the May Board meeting in order to ensure full board membership by July 1, 2020. She also said that CSB is required to have a representative from a small business. William Chivers and Lloyd Gregg said that both of their companies are considered small businesses.

**Discussion/Information Items:**

Policies

Staff reviewed changes to the Procurement Payment Payroll Policy and the Travel Training Policy. There was brief discussion on both policies.

Audit and Monitoring Activity

Staff gave a synopsis of the Independent Auditor's Report for PY 2018-2019 completed by Grau and Associates. The Schedule of Findings showed that there were no reportable findings and no instances of noncompliance. The final auditor's report will be presented for approval at the next meeting of the Board of Directors.

Financial Reports

Staff reviewed the financial activity for the fiscal period ending on December 31, 2019. There was discussion on hurricane training funds, monthly jobs report and fee for service. Members also suggested investing a majority of the \$238,000 unrestricted funds in an interest bearing account. Staff agreed to look into this and bring suggestions back to the committee.

Vendor Payment Report

Staff reviewed the Vendor Payment report from October 1, 2019 through December 31, 2019. There was discussion on getting an early payment discount for heavy equipment rentals and it was agreed to put a clause in the next RFP.

Other Business

Marci Murphy said that she will be bringing a related party contract with an employee to the next Board of Directors for approval. The contract will then be forwarded to CSF for approval and a firewall will be put in place between the company and the employee.

Several of the members thanked staff for the board training that was presented in January and said that it was helpful.

**Adjournment:**

The meeting adjourned at 3:49pm.

Submitted by,

Reviewed by,

(signature on file)  
Lyn Sevin

2/3/2020  
Date

(signature on file)  
Daryl Bishop

2/3/2020  
Date

# CareerSource Brevard

Industry Workforce Committee

October 15, 2019

## Minutes

**Members in Attendance:** Mike Menyhart (Chair), Colleen Brown, Rohit Ghosh (via teleconference), Art Hoelke, Elizabeth Huy (via teleconference), Jennifer Kenny, Traci Klinkbeil, Dr. Linda Miedema (via teleconference), Nancy Peltonen, Travis Proctor, Janice Scholz, and Patricia Stratton (via teleconference)

**Members Absent:** Kristen Bakke, Terry Schrumpf and Julie Song

**Staff in Attendance:** Jana Bauer, John Berardi, Denise Biondi, Judy Blanchard, Megan Cochran, Sheryl Cost, Lisa Fitz-Coy, Clinton Hatcher, Jennifer Lasser, Marci Murphy, Marina Stone, Gary Sulski and Grace Svitak

**Guests in Attendance:** Caroline Joseph-Paul from the Career Center

### Call to Order:

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

### Public Comment:

There was no public comment.

**Presentations:** Staff shared video clips from the Economic Development Commission of Florida's Space Coast manufacturing talent attraction campaign and a four month recap of CSB outreach efforts and outcomes. The committee asked if we had data showing how many individuals have come to Brevard as a result of the 5 year Engineering Talent Attraction state funded marketing campaign. Staff will check. Brevard County Schools suggested that the information obtained (even contact information) be added to marketing information stressing our area has A schools and many educational offerings to residents of Brevard County.

Nancy Peltonen, Denise Biondi and Lisa Fitz-Coy joined the meeting. Caroline Joseph-Paul and John Berardi left the meeting.

### Action Items:

Approval of Workforce Operations Committee Minutes of July 30, 2019

Motion to approve the Minutes from the July 30, 2019 meeting was made by Jennifer Kenny, Art Hoelke seconded the motion. The motion passed unanimously.

## **Discussion/Information Items:**

### Outcomes in Manufacturing Sector

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

### Healthcare Sector Strategy Grant Update

SMART goals were established for performance metrics. Goals were met, activities and results through September 30, 2019 were shared. The aggregate goal was exceeded. This was the final performance period of the grant but CSB has delivered a proposal to continue funding for another year and expect positive results very soon.

### APG IT Sector Strategy Update

The America's Promise Grant (APG), in partnership with local IT employers, is to understand the training needs necessary for their successful hires, identify a training partner, create a workforce partnership among cohorts and create increased opportunities to get career seekers gainful employment. CSB had an IT Job Fair in August with 15 employers and 136 jobseekers. Also, several meetings with industry partners and Brevard Public Schools for implementation and replication of a successful IT pre-apprenticeship program are underway, having learned about this best practice at a USDOL hosted workshop for other APG recipients.

### Aerospace Workforce Workshop

An Aerospace Workforce Workshop is being held October 17<sup>th</sup> in partnership with Space Florida, EDC and FloridaMakes. This summit is the kick-off effort of the aerospace sector strategy which will address industry workforce needs in the coming months. Several recruiting events for aerospace companies during the first quarter of the program year include SpaceX, Northrop Grumman, Embraer, Aerotek and STS MOD.

### Soft Skills Training Grant

A final report for the Soft Skills Training Grant was distributed to attendees.

### Regional Apprenticeship Activities

An update on the quarter's activities for the recently awarded Aerospace pre-apprenticeship grant (AeroFlex) and the pre-apprenticeship grant to support building and construction trades in partnership with Brevard Adult Education was provided.

### 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.

Multimedia Outreach

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

**Adjourn:**

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

Respectfully submitted,

Reviewed by,

{Signature on File}      11/18/19  
Marina Stone                      Date

{signature on file}      11/18/19  
Mike Menyhart, Chair              Date

# CareerSource Brevard

Industry Workforce Committee

January 14, 2020

## Minutes

**Members in Attendance:** Mike Menyhart (Chair), Art Hoelke, (via teleconference), Elizabeth Huy (via teleconference), Jennifer Kenny, Traci Klinkbeil (via teleconference), Nancy Peltonen, Janice Scholz, and Patricia Stratton (via teleconference)

**Members Absent:** Kristen Bakke, Colleen Brown, Rohit Ghosh, Dr. Linda Miedema, Travis Proctor, Terry Schruppf and Julie Song

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

**Guests in Attendance:** Caroline Joseph-Paul and Patrick Mele from the Career Center

### Call to Order:

Mike Menyhart (Chair) called the meeting to order at 8:34am at CareerSource Brevard (CSB). Introductions were made.

### Public Comment:

There was no public comment.

### Action Items:

Approval of Workforce Operations Committee Minutes of October 15, 2019

Motion to approve the Minutes from the October 15, 2019 meeting was made by Jennifer Kenny, Janice Scholz seconded the motion. The motion passed unanimously.

### Discussion/Information Items:

Outcomes in Manufacturing Sector

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

Manufacturing Supervisory Training Curriculum Review

Staff shared the proposed course curriculum developed by Eastern Florida State College (EFSC) for the industry requested Introduction to Supervisory Training Course. Please reach out to Lori Robinson to provide any input to be shared with EFSC. Janice Scholz asked for volunteers for the advisory board for Brevard Public Schools upcoming

welding program slated to open in the Fall of 2020 at Astronaut High School. This program will offer MIG and TIG certifications. Art Hoelke volunteered for the advisory board and shared that industry can help with supplies.

Nancy Peltonen joined the meeting.

#### Healthcare Sector Strategy Grant Update

SMART goals were established for performance metrics. Goals were met, activities and results through December 31, 2019 were shared. In October 2019, CSB received a grant extension of one year.

#### Competency Model Analysis Presentation

Staff shared a Competency Model Analysis on the clearinghouse, framework, gap analysis and models in action. This Model supports industry Career Pathway development.

#### 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. A CSB November Consortium gathering brought together 50+ of our partners to again revisit the workforce challenges and see if there were any changes since the grants inception. Ideas were shared and noted.

#### Building an Employee Presentation

Staff shared a presentation on the benefits of "Building an Employee" vs. "Buying an Employee". The presentation was also shared at the December Space Coast EDC meeting.

#### Aerospace Workforce Workshop Presentation

A presentation of the Aerospace Workforce Workshop held in October 2019, was shared, showing a recap and outcomes 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.

Marci Murphy introduced Thomas LaFlore as the new Industry Relations Manager.

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

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

Industry Relations Performance Infographic (PY 19-20/Q1 & Q2)

An infographic was shared showing the first two quarters of this program year's outcomes and successes from the Industry Relations Department.

**Adjourn:**

There being no further discussion or business, Mike Menyhart adjourned the meeting at 10:01 am.

Respectfully submitted,

Reviewed by,

{signature on file}      01/29/20  
Marina Stone                      Date

{signature on file}      01/29/20  
Mike Menyhart, Chair                      Date

# CareerSource Brevard

Career Center Committee

October 29, 2019

## Minutes

### **Members in Attendance:**

Nancy Heller (Chair), Jeff Arnott, Shawn Beal, Lynn Brockwell-Carey, Robert Gramolini, Juanita Jackson, Robert Jordan (via teleconference), Laura Koursaris, and Jennifer Sugarman

**Members Absent:** Marcia Gaedcke and Travis Mack

### **Staff in Attendance:**

Judy Blanchard, Jana Bauer, Denise Biondi, Lisa Fitz-Coy, Don Lusk, Erma Shaver and Marina Stone

### **Guests in Attendance:**

Caroline Joseph-Paul, Ahmanee Collins-Bandoo, Marvetta Gordon, Bob Knippel, Angie Londoño and Michelle McAlpin of CareerSource Brevard (CSB) Career Centers

### **Call to Order:**

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

### **Public Comment:**

There was no public comment.

### **Presentations:**

Jennifer Sugarman joined the meeting.

#### 2019 Summer Youth Employment Recap

A presentation showing the 2019 Palm Bay Junior to Jobs (J2J) Summer Youth Program with a video testimonial student was shared. The committee requested the presentation be sent to them.

Jeff Arnott joined the meeting.

#### Strategic Outreach and Awareness Plan

Staff shared a Powerpoint presentation of the last four month recap of CSB outreach efforts and outcomes along with photos of the collateral. The committee also requested this presentation be sent to them.

Robert Jordan joined the meeting via teleconference.



### 2019 – 2020 Measures and Performance Standards

A presentation was shown of the new 2019-2020 new measures and performance standards that the contractor and the region will be responsible for.

#### **Action Items:**

##### Approval of Career Center Committee Minutes of June 11, 2019

Motion to approve the Minutes from the June 11, 2019 meeting was made by Jennifer Sugarman. Shawn Beal seconded the motion. The motion passed unanimously.

##### Guidelines on Formula Funding Usage for PY 19-20

The guidelines for formula funding usage is reviewed every year with the purpose of ensuring that CareerSource Brevard (CSB) is focusing on programs that are the most effective for businesses and the job seekers. Staff recommended the Training Mix of 50% work-based training, 50% individual training accounts, and a Job Seeker Customer Mix of 60% unemployed, 30% underemployed and 10% employed worker training for PY 19-20. Shawn Beal made a motion to approve staff recommendation for the training funds usage mix. Robert Gramolini seconded the motion. Motion passed unanimously.

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

##### Career Center Standards Review

The Career Center Standards is a review instrument adopted by the Board to review our One-stop operator for compliance and is a piece of their performance payout in their contract. Specifically, criteria was established by the State and the Local Region that address effectiveness, physical and programmatic accessibility, and continuous improvement of one-stop centers. Each career center was rated in 5 key quality indicator areas. The overall rating for PY 18-19 was 99.6%. Current and historical data was shared.

##### Committee Goal Status

Staff reviewed the matrix of the Career Center Committee including the Goal, Objectives, Strategies, Actions, Timeframes and Status of each strategy. The committee requested the current ESOL schedule.

##### End of Year Contractor Performance Results

The CSB Workforce Operations contract is cost reimbursement for direct program costs, however, profit is withheld from the Contractor until measurable performance outcomes are achieved. Payments of withheld costs are available to the Contractor to earn on a quarterly basis. The Contractor succeeded in meeting or exceeding the performance criteria to be paid all withheld costs for the fourth and final quarter of PY2018-2019.

##### 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 4<sup>th</sup> quarter of PY18-19.

Jeff Arnott left the meeting.

First Quarter Contractor Performance PY2019-2020

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 and was paid all withheld costs for the first quarter of PY19-20. Data was shared.

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

Economic Community Impact Annual Report

An infographic entitled Economic and Community Impact Report was shared which shows that over \$11.6 million was invested in employment and training services which translates to a \$114 million infusion of wages in Brevard County.

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 9:51am.

Respectfully submitted,

Reviewed by,

{Signature on file}      11/07/19  
Marina Stone              Date

{signature on file}      11/07/19  
Nancy Heller (Chair)      Date

# CareerSource Brevard

Career Center Committee

January 28, 2020

## Minutes

### **Members in Attendance:**

Nancy Heller (Chair), Jeff Arnott, Shawn Beal (via teleconference), Lynn Brockwell-Carey, Robert Gramolini, Robert Jordan (via teleconference) and Laura Koursaris

**Members Absent:** Marcia Gaedcke, Juanita Jackson, Travis Mack, Jennifer Sugarman

### **Staff in Attendance:**

Marci Murphy, Wendi Bost, Judy Blanchard, Denise Biondi, Lisa Fitz-Coy, Thomas LaFlore, Don Lusk, Erma Shaver, Foy Staley, Marina Stone and Gary Sulski

### **Guests in Attendance:**

Caroline Joseph-Paul, Julie Berrio, Marvetta Gordon, Bob Knippel, Angie Londoño, Jessica Mitchell and Holly Paschal (via teleconference) of CareerSource Brevard (CSB) Career Centers

### **Call to Order:**

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

### **Public Comment:**

There was no public comment.

### **Presentations:**

#### Brevard Recovery Works

A presentation was shared detailing the Brevard Recovery Works program, facts about opioid substance use and addressing the resources and goals of the program.

#### Build an Employee vs. Buy an Employee

A presentation showing the concept of building vs. buying an employee was shared.

### **Action Items:**

#### Approval of Career Center Committee Minutes of October 28, 2019

Motion to approve the Minutes from the October 28, 2019 meeting was made by Robert Jordan. Robert Gramolini seconded the motion. The motion passed unanimously.

Thomas LaFlore joined the meeting.

## **Discussion/Information Items:**

Jeff Arnott noted that he thinks there could be a beneficial partnership with the Aeroflex grant and Brevard Public School's Adult Ed Pre-Apprenticeship. Judy Blanchard will follow up.

### CAPE Industry Certification Funding List

The Florida Career and Professional Education (CAPE) Act was created to provide a statewide planning partnership between the business and education communities to attract, expand and retain targeted talent. Each year, course recommendations by local workforce boards and school districts are reviewed by several State of Florida entities. This year each region had to submit their previous year's recommendations along with their new ones. For school districts, certifications on the funding list provide additional weights for FTE funding calculations and bonus funding to be provided to teachers whose instruction leads to industry certification attainment. The 2020-2021 local submission of recommended and not recommended courses were shared.

### Community Based Outreach

Jeff Arnott would like to participate in the Community Based Outreach Project as a referring partner. Staff will connect with Brevard Adult Education Center.

### "R.I.S.E. Brevard" Leadership Action Project

Lead Brevard's Class of 2020 Leadership Action Project (LAP) is designed to allow participants to gain leadership experience while working together on a need identified by a community agency. CSB's project, titled "R.I.S.E Brevard" was selected and is focused on producing an image campaign in an effort to change or influence local employer's perspectives on hiring individuals with a criminal background. Goals, tasks and progress to date was shared.

### Strategic Outreach and Awareness Plan

Staff shared a PowerPoint presentation of the 2<sup>nd</sup> Quarter highlights of CSB's outreach efforts and outcomes along with photos and collateral.

### Business Use of CSB Business Services Discussion

A year-over-year comparison of the number of employers served and the number of services received along with the "% changed" was shared. An analysis was provided. Discussion ensued and it was noted that several local business are hiring recruiters of their own and OJT's are a great way to see that employees 'fit' the position and culture of the company.

### Second 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 and missed only 2 of the 18 measures. Data was shared and C2GPS was paid all withheld costs for the second quarter of PY19-20. Measures for this program year have been reviewed and revised 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 1<sup>st</sup> quarter of PY19-20.

Working for Brevard Report Semiannual Report

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 Jeff Arnott would like a digital jpeg to share on Brevard Adult Ed website. The Communications Department will email a copy for sharing.

Quarterly Multimedia Outreach Matrix

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

Ms. Murphy shared that committee members will receive an invitation to the next Board of Directors meeting being held on February 20, 2020 which will include breakfast, and a facilitator who will lead exercises to help with CSB’s strategic plan and vision for the next 3 years. Please attend if you can.

**Adjourn:**

There being no further discussion or business, Nancy Heller (Chair) adjourned the meeting at 9:51am.

Respectfully submitted,

Reviewed by,

{signature on file}

01/30/20

{signature on file}

01/30/20

Marina Stone

Date

Nancy Heller (Chair)

Date

CareerSource Brevard  
**Board of Directors Orientation**  
January 15, 2020

**MINUTES**

**Members in Attendance:** Daryl Bishop, Lynn Brockwell-Carey, Colleen Browne, William Chivers, Lloyd Gregg, Nancy Heller, Art Hoelke, Jennifer Kenny, Traci Klinkbeil, Lynda Weatherman.

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

**Call to Order:** The CareerSource Brevard (CSB) Board Orientation was called to order at 11:45am by Marci Murphy.

**Public Comment:** Art Hoelke asked if there was any protected copyright information included in the handouts. Marci Murphy said that everything falls under the Sunshine Law and is open to the public.

**Presentation:**

**Chapter One: Introduction**

- Welcome—your impact
  - Setting strategic direction
    - Advocate for business and job seekers
    - Solutions to meet local workforce needs
  - Transparency & Ethics
- Structure of Workforce Development System
  - Purpose of system/What it does
  - Regulatory Environment
  - Structure
    - CSF
    - DEO
    - Local Boards
      - Services to businesses & job seekers
- Board Members
  - How Selected
  - Roles & Responsibilities
    - Appoints President/CEO
    - Strategic Plan
    - Performance Oversight
    - Fiscal Oversight
    - Transparency/Laws
    - Attending Meetings/Committees
    - Conflict-of-Interest

**Comment:** CSB does not have a Consortium because we only have one county. CSB uses the term welfare transition when referring to TANF.

**Questions:**

Q: Are rules and regulations becoming less stringent with the current administration?

A: We have to follow the Workforce Innovation & Opportunity Act (WIOA) and it cannot be changed unless the Act is changed. We will be able to give input when the Act comes up for reauthorization. We are able to modify policies and procedures at the Federal, State, and local level as long as we don't break WIOA regulations.

Q: Is the Act reauthorized every year?

A: No, usually every 5 years. It expires this year but legislators will probably do a continuing resolution as long as they can.

Q: Are you keeping a list of recommendation for changes to the Act?

A: The Conference of Mayors Workforce Group and the National Association of Workforce Boards are capturing this and it is reviewed on a regular basis.

## Chapter Two: Budget & Financial Responsibilities

- Federal/State funding
  - Process of pass-through
- Funding streams
  - WIOA, TANF, WP, SNAP
- Budget-to-actual oversight responsibilities
- Budget-to-actual format
  - Example budget/actual for Board members
  - Specific examples to focus on
  - Other measures
    - ITA expenditures
    - Admin costs

Comment: CSB has added a column to the Budget Report for hurricane grants. Line items on the example budget report in the training are different than our budget line items. CSB does not do services in-house, we contract with a service provider. Staff provided board members with copies of CSB's financials including the budget to show what actually gets reviewed at CSB's Board Meetings. An example to replicate the training was shared to demonstrate analysis of a budget – At the close of the first quarter, IT costs are currently low at 9.7% because CSB utilizes a lot of its costs in the 4<sup>th</sup> quarter for software renewal. CSB has an Individual Training Account (ITA) waiver with the State to reduce spending from 50% to 30%. Adult funds have the least restrictions and are spent the quickest.

### Questions:

Q: Are Veterans and Ticket to Work under Adult?

A: Veterans are WIOA funds and Ticket to Work is unrestricted funds. Page 3 of the Budget Report shows unrestricted funds. A lot of unrestricted funds are spent on summer youth and cities also give us money for youth.

Q: Does this budget exclude those?

A: No they show up in the "Other Grants" column. The Budget includes all of CSB's funds except unrestricted. Unrestricted funds are shown on another report.

## Chapter Three: Auditing & Monitoring

- Purpose/requirements
  - DEO fiscal and programmatic monitoring
  - Annual audit
  - Regional monitoring responsibilities
- Board oversight

### Questions:

Q: Do you have a one year contract with the auditors?

A: CSB has a 5 year contract and we must change vendors every 5 years. We are currently in the third year with our current contractor.

Q: Who are auditors?

A: Grau and Associates.

## Chapter Four: Performance Oversight

- State performance measures
  - WIOA common measures
- Expenditure metrics
  - ITA
  - Out-of-School Youth
  - Youth Work Experience
  - Admin
- Other local board measures

### Comment:

The measures referred to in chapter four are federal measures. We also have state and contractor measures. The measures are always brought to the Board of Directors for review along with contractor measures. Federal data lags behind about 6 months. Low performance shows in yellow. We do not want yellows for two quarters in a row for same line item. Beginning in July 2019 we have a new state measurement system and just this week we were given our benchmarks/goals for these measures. We will report them at the next board meeting.

**Chapter Five: Transparency & Ethics**

- CSF Ethics & Transparency Policy
- Sunshine Law
  - Meetings
  - Discussions/Gatherings
    - Email, text, social media
  - Exemptions
  - Public comment
- Public Records Law
  - Rule of thumb
  - Examples
- Ethics
  - Conflict of interest
    - CSF policy
    - Exemptions
  - Gifts

**Questions:**

Q: Does CSB get a copy of the financial disclosure submitted by Board Members?

A: No but we monitor the Florida Ethics website and monitor who has submitted.

Q: Was this training approved by DEO?

A: We purchased this training for \$5000 and hoped that DEO would cover it. DEO has not made a decision yet.

Q: Will new board members be offered the training?

A: Yes.

Q: Is the training renewable annually?

A: There will be a charge for renewal. Our monitors created this training and they are here this week. There will be a renewal cost but that hasn't been decided on yet. They monitor a lot of LWDBs and give us best practices and heads up and are well worth the money. They monitor twice a year, DEO monitor once a year (programmatic and financial), DOL monitors when we have a Federal grant.

Q: Do other states monitor their benchmarks?

A: CSB President didn't know this answer and will ask Texas just out of curiosity. CSB does a good job negotiating the local measures. DEO has to meet state measures that are rolled up from the local regions.

Q: Grau's fee was much higher than the previous Auditor, how does staff view their services?

A: They are doing a good job, just a little slower in completing the report. When we look for an auditing firm we check to see if they have audited other workforce boards.

Art Hoelke and Traci Klinkbeil requested a Certificate of Completion for the class.

**Course Materials**

- Policies
  - State and Local Workforce Development Board Contracting and Conflict of Interest Policy
  - CareerSource Florida Ethics and Transparency Policy
  - Conflict of Interest Policy Form
- Sunshine Law FAQ
- Example Budget-to-Actual Report
- Performance Measures

There being no further business, the meeting was adjourned at 1:07pm.

Submitted by,

Reviewed by,

(signature on file)  
Lyn Sevin

1/16/2020  
Date

(signature on file)  
Daryl Bishop

1/16/2020  
Date



CareerSource Brevard  
**Board of Directors Orientation**  
January 30, 2020

**MINUTES**

**Members in Attendance:** Shawn Beal, Susie Glasgow, Paula Just, Mike Menyhart, Wayne Olson, Amar Patel.

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

**Call to Order:** The CareerSource Brevard (CSB) Board Orientation was called to order at 8:30am by Marci Murphy.

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

**Presentation:**

**Chapter One: Introduction**

- Welcome—your impact
  - Setting strategic direction
    - Advocate for business and job seekers
    - Solutions to meet local workforce needs
  - Transparency & Ethics
- Structure of Workforce Development System
  - Purpose of system/What it does
  - Regulatory Environment
  - Structure
    - CSF
    - DEO
    - Local Boards
      - Services to businesses & job seekers
- Board Members
  - How Selected
  - Roles & Responsibilities
    - Appoints President/CEO
    - Strategic Plan
    - Performance Oversight
    - Fiscal Oversight
    - Transparency/Laws
    - Attending Meetings/Committees
    - Conflict-of-Interest

Q: What is a CEO?

A: CEO means Chief Elected Official. CSB's CEO is the County Commission which has oversight but not control of CSB's budget. DEO monitors CSB for budgetary compliance. If there are any disallowed costs with CSB the County is deemed responsible. Marci Murphy meets with the County Manager quarterly to review CSB's budget and action items. The yearly budget is approved by the CEO and any changes to the budget throughout the year are shared with the County Manager at the quarterly meetings.

Q: What do LWDB's with more than one county do?

A: They have a Consortium to approve actions and they each have a representative on that Consortium.

Q: Does the County Manager attend CSB's board meetings?

A: Yes

Q: Do we have an attorney?

A: Yes we have an attorney on retainer and bring him in if needed.

Q: What is the hierarchy of DEO and CSF?

A: CSF receives funds from DEO. CSF has a board of directors and their own staff. They plan the strategic direction of Florida's workforce. CSF serves at the pleasure of the Governor and the CEO is appointed by the Governor. The Executive Director of DEO is also appointed by the Governor and serves at the pleasure of the Governor.

Q: Does CSF decide where funds go?

A: CSF decides which grants are awarded with the pot of money they have be allocated by DEO.

Q: Does DOL monitor LWDBs?

A: Yes occasionally and if a local board has a direct DOL grant.

Q: Does DEO have staff turnover?

A: Yes, the high level positions change over most of the time when a new Governor is elected. DEO is responsible for some training.

Q: Will new board members have access to THMP training?

A: Yes. All board staff and new board members will receive this training.

## **Chapter Two: Budget & Financial Responsibilities**

- Federal/State funding
  - Process of pass-through
- Funding streams
  - WIOA, TANF, WP, SNAP
- Budget-to-actual oversight responsibilities
- Budget-to-actual format
  - Example budget/actual for Board members
  - Specific examples to focus on
  - Other measures
    - ITA expenditures
    - Admin costs

Q: Why are the line items on the example budget presented different to the line items on CSB's budget?

A: Salaries are higher on the sample because, in this example, the LWDB does not have a contractor and directly runs the career centers themselves. DOL prefers having a contractor run the career centers. The contractor is the first line of responsibility for payment of disallowed costs.

Q: What will happen if you do not spend all of the hurricane money?

A: DEO will usually grant an extension. They try to avoid sending money back.

Q: How is CSB spending the money from Hurricane Dorian?

A: Canals, Merritt Island Wildlife Refuge, Canaveral Seashore water erosion to name a few. CSB supplies tools, equipment rental, workers, and worker training. Upon completion of the projects workers are placed in a permanent job. The County is very happy because we can do the repairs that they don't have money to do, and would have taken them years to complete. We now only have Hurricane Irma and Dorian funds.

Q: Can you tell us how many people have been helped, also how much was spent on equipment, training and certifications?

A: Yes.

Q: Is Florida Rebuilds part of the Hurricane Irma Grant from the State?

A: No. It is HUD money that the State receives and uses to hire staff to help those with damage from Hurricane Irma whose resources have expired. They rent space from us but we have no expenditures.

Q: Why are we below where we should be in customer training and support services?

A: Additional Hurricane dollars were awarded later in the year so we have not yet had the time to spend them, that's why the percentage of dollars expended is lower. We will provide a break-down of hurricane funds and show the outcomes at the next Executive Committee meeting. DOL monitors us on hurricane grant expenditures and will give us money from other locations because we are efficient in spending the money. There are a lots of rules and paperwork involved and we have experience in both.

Q: Why don't other regions use our model for successfully expending Hurricane dollars?

A: We present a Best Practices Workshop at the Workforce Summit annually. We have also shared our process with other LWDBs after Hurricane Michael. We just attended a Disaster Conference and found that some locations no longer have the workforce needed to perform disaster clean-up because so many people left the area after the hurricane.

Q: Is there a way to see how many people we help through WIOA etc.?

A: Yes we track that.

Q: How do we compare to national or state averages when it comes to cost pers?

A: We can do some research and share that info.

Q: What are carryover funds?

A: Carryover funds are rolled forward for the next year. These funds have a life of 2 years and it helps when funding is cut. We also get performance awards that change every year.

Q: Do performance awards go directly to staff?

A: Not all. We divide it between keeping staff and awarding bonuses.

Q: Should the Indirect Pool be negative?

A: Yes we always want it to be negative, it shows a surplus of indirect cost. It will be trued at the end of the year. We have a large negative amount mainly because of the large amount of hurricane dollars we received after the indirect cost was awarded.

Q: What is ticket to work?

A: Ticket to Work serves people with disabilities and helps get them back to work. There are no strings attached and it is unrestricted funds. It's a lot of work for a little bit of money.

Q: Is the rent we get from Florida Rebuild unrestricted?

A: No, it has to be used as program dollars.

Q: Where is DVOP?

A: Under other grants column. The Governance/Finance Committee goes over the budget at each meeting and it is included on every board agenda.

### **Chapter Three: Auditing & Monitoring**

- Purpose/requirements
  - DEO fiscal and programmatic monitoring
  - Annual audit
  - Regional monitoring responsibilities
- Board oversight

**Comment:** DEO does program monitoring for us and there are always findings/observations. We had no findings in this year's Audit.

Q: What did Tampa do?

A: They were taking credit for placements that they did not achieve, they were spending inappropriately and money was not spent wisely.

Q: What raised the flag?

A: Tampa Bay Times uncovered the problems.

Q: Does CSB provide food?

A: Food is only paid for out of unrestricted funds.

Q: How much of CSB's budget is unrestricted?

A: \$312,530 is unrestricted.

Q: Is monitoring a good thing?

A: Yes. It finds potential problems and provides process improvement. The last monitoring showed problems in welfare transition but within three hours of meeting with the monitors the contractor had a corrective active plan in place.

### **Chapter Four: Performance Oversight**

- State performance measures
  - WIOA common measures
- Expenditure metrics
  - ITA

- Out-of-School Youth
- Youth Work Experience
- Admin
- Other local board measures

Q: Can you explain how performance measures are created?

A: We negotiate with the State using historical trends and data.

Q: When the economy is good and we get less dollars which results in less staff and less service, is it not acceptable to reduce goals?

A: Yes. We can negotiate less.

Q: Is there a performance measure for NEG funds?

A: Yes. There are measures in the grant that must be met.

Q: Does a job have to be full time to count towards a performance measure?

A: Grants sometimes ask for full time employment but usually they do not ask that information, they just want wages. Also we cannot get credit for GIG type jobs (1099).

Q: How do you follow 4<sup>th</sup> quarter after exit?

A: We do follow up and review Employ Florida.

### Chapter Five: Transparency & Ethics

- CSF Ethics & Transparency Policy
- Sunshine Law
  - Meetings
  - Discussions/Gatherings
    - Email, text, social media
  - Exemptions
  - Public comment
- Public Records Law
  - Rule of thumb
  - Examples
- Ethics
  - Conflict of interest
    - CSF policy
    - Exemptions
  - Gifts

**Comment:** We will be bringing a Related Party Contract involving an employee to the next board of directors.

Q: What will you do if CSF do not approve the Related Party Contract?

A: We would have to find another vendor.

There being no further business, the meeting was adjourned at 10:32am

Submitted by,

Reviewed by,

(signature on file)

Lyn Sevin

2/5/2020

Date

(signature on file)

Susie Glasgow

2/5/2020

Date