



Board of Directors Meeting
May 16, 2019 – 8:00am
Space Coast Health Foundation
1100 N. Rockledge Blvd., Rockledge
(Teleconference 321-394-0707)

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

Agenda

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

| <i>Call to Order</i> | <i>Paula Just</i> | <u>Page No.</u> |
|---|------------------------|------------------------|
| <i>Introductions</i> | | |
| <i>Public Comment</i> | | |
| <i>Presentations:</i> | | |
| A. A Day in the life of a Jobseeker | | |
| B. Special Thanks to outgoing Board Officers | | |
| <i>Action Items:</i> | <i>Paula Just</i> | |
| A. Contract with Board Member | | 1 |
| B. Board Member Reappointments | | 2 |
| C. Nomination of Officers | | 3 |
| D. Board Member Nominations | | 4 |
| E. Budget Approval PY19-20 | <i>Richard Meagher</i> | 5-7 |
| F. Regional Targeted Occupations List for PY19-20 | <i>Don Lusk</i> | 8-15 |
| <i>Consent Action Items:</i> | <i>Paula Just</i> | |
| A. Board of Directors Meeting Minutes – 2/14/19 | | 16-17 |
| B. Selection of Key Industries for PY19-20 | | 18-21 |
| <i>Committee Chair Reports:</i> | | |
| A. Industry Workforce Committee | <i>Susie Glasgow</i> | |
| B. Career Center Committee | <i>Mike Menyhart</i> | |
| C. Governance/Finance Committee | <i>Daryl Bishop</i> | |
| D. NAWB Forum 2018 | <i>Amar Patel</i> | |
| <i>Information Items</i> | <i>Marci Murphy</i> | |
| A. Financial Disclosure Forms | | 22-28 |
| B. Meeting Dates | | 29-30 |
| C. Strategic Direction and Focus | | 31-32 |
| D. Multi Media Outreach | | 33-34 |

| | |
|---|-------|
| E. IT Sector Strategy Update | 35-36 |
| F. Healthcare Sector Strategy Update | 37-38 |
| G. Soft Skills Grant Update | 39-40 |
| H. Primary Indicators of Performance (formerly Common Measures) | 41 |
| I. Third Quarter Contractor Performance | 42-44 |
| J. Grow the Resources of the Board | 45-52 |
| K. Financial Reports (Charts 1, 2, & 3) | 53-57 |
| L. Committee Meeting Minutes | |
| a. Executive Committee – 2/4/19 | 58-59 |
| b. Governance/Finance Committee – 2/4/19 | 60-61 |

Adjourn

Board Retreat Agenda

9:45am – 12:00pm

9:45-10:30: Presentations

10:30-12:00 Breakout Sessions

Adjourn

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:

June 2019

11th Career Center Committee-8:30am
(see Meeting Dates brief for PY19-20 meeting dates)



May 16, 2019

Action Brief

Board Member Contract for Banking and Treasury Management 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 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.

SunTrust Bank has been providing CareerSource Brevard's banking and treasury management services since its incorporation in 1990. During the past four years, our average annual cost of banking has been \$9,079. Our current policies do not require competitive procurements below an annual purchasing threshold of \$10,000, however Daryl Bishop, a CSB board member and Vice President of Seacoast Bank, has offered to provide the same services currently provided by SunTrust at an annual cost of approximately \$2,200, representing a 75% savings to CSB.

Recommendation

The Governance/Finance Committee recommends Board approval of the following contract for banking and treasury management services in FY 2019-2020:

| | |
|----------------------|----------------------|
| Business Name: | Seacoast Bank |
| Board Member: | Daryl Bishop |
| Total Not to Exceed: | \$2,500.00 |

Action

Review and approve the contract recommendation for Seacoast Bank to provide banking and treasury management services for CareerSource Brevard in the 2019-2020 fiscal year at a cost not to exceed \$2,500. CSB Board Member Daryl Bishop is employed by Seacoast Bank who would benefit financially from this transaction.



May 16, 2019

Action Brief

Board Member Re-Appointments

Board Request

Review and approve or deny Board Member re-appointments. These board members will then be ratified by the Brevard County Board of Commissioners.

According to the CareerSource Brevard (CSB) bylaws, Article IV, para. E, "Directors of the Board shall serve a three (3) year term. One third of the board membership terms out each year. At the last meeting, the Governance/Finance Committee reviewed each soon-to-expire membership and recommended Board approval.

On June 30, 2019, the following Board of Directors' term will be expiring. All have agreed to serve another term, subject to Board approval.

Shawn Beal – Business Manager, IBEW 208

Jennifer Kenny – Organizer, IBEW 606

Traci Klinkbeil – Community Administrator, DCF

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

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

Susan Glasgow – President/CEO, Kegman Inc.

Frank Abbate – County Manager, Brevard County Management

Nancy Heller – Project Director, SCSEP

Action

Approve or deny the members for reappointment. Action by the full Board of Directors will result in requesting ratification action by the Brevard County Commission for the reappointments.



May 16, 2019

Action Brief

Nomination of Officers

Board Request

Review and approve, modify or deny Governance/Finance Committee nominations for Officers of CareerSource Brevard (CSB) Board of Directors for the next program year.

Background

According to the CSB bylaws, Article VI, para. C, "At the last regularly scheduled quarterly meeting prior to the end of the fiscal year, the Board shall elect the Chair, the Vice Chair, and the Treasurer from Directors serving from the Business Sector for the next year from a slate of officer candidates presented/recommended by the Governance/Finance Committee. All officers of the Board shall be elected for a period of one year, and may not be nominated and serve in the same office for more than two consecutive terms. In extenuating circumstances, the Board has the authority, through a majority vote, to modify the term limits of one or more of the officer positions. Officers take office at the first Board meeting following the new fiscal year".

Nominees:

The following board members have expressed their interest in the following positions:

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

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

Treasurer – Lloyd Gregg, VP/GM, ASRC Federal

Action

Approve the slate of officers for Program Year 2019-2020 (beginning July 1, 2019).



May 16 2019

Action Brief

Board Member Nominations

Board Request

Review Governance/Finance Committee (GFC) nominations for Board Membership.

Background

According to the CareerSource Brevard (CSB) bylaws, Article IV, para. C, All board member nominees are appointed by the Brevard Board of County Commissioners as recommended to them by the full Board of Directors. Nominations for appointment of Directors to fill vacancies on the Board are held throughout the year with nominations received and vetted through the Governance/Finance Committee (GFC). Nominees shall be voted on at Board meetings by a majority of Directors then holding office.

At the May meeting the GFC approved the following nominations:

Lynn Brockwell-Carey is recommended to fill the seat vacated by Debra Greco in a mandatory partner position. Ms. Brockwell-Carey is the Executive Director of Neighbor Up Brevard and will serve as the community-based organization representative serving employment, training or education needs of youth.

Art Hoelke is recommended to fill the seat vacated by Dale Coxwell. Mr. Hoelke will fulfill the requirement of two seats, the workforce-joint labor-management apprenticeship program representative and a business representative. Mr. Hoelke is the VP/GM/FSO of Knight's Armament Company.

Action

Approve recommendations from GFC to appoint Lynn Brockwell-Carey and Art Hoelke as Board members. Action by the full Board of Directors will result in requesting ratification action by the Brevard County Commission for the appointments.

Action Brief

Regional Targeted Occupations List for 2019-2020

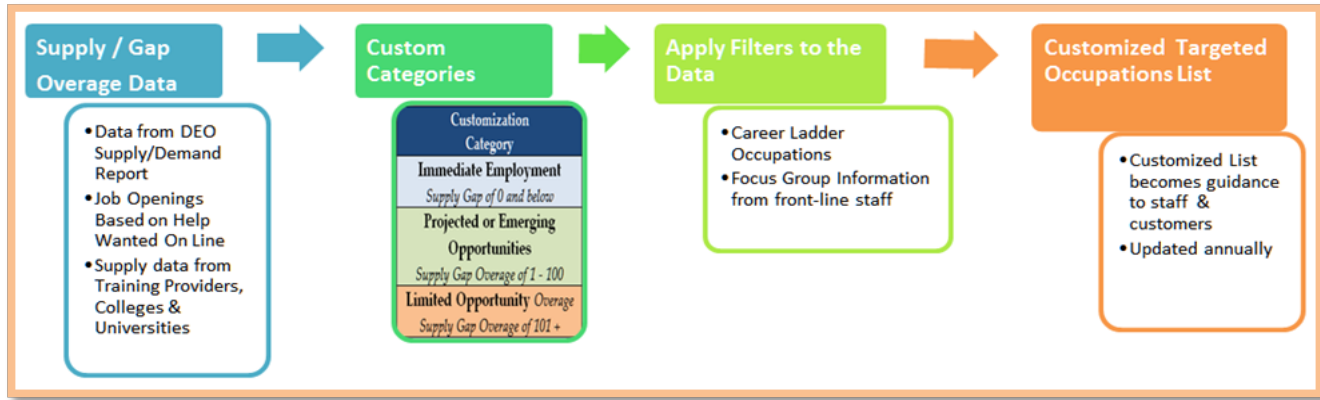
Background

CareerSource Brevard (CSB) is required to produce and publish the Regional Targeted Occupations List (RTOL) on an annual basis. The process by which the RTOL is developed is based the 2016-20 Year Comprehensive Plan which was updated April 2018. This brief completes the local activity required to create the list. This includes the following:

| REGIONAL TARGETED OCCUPATIONS LIST (RTOL) DEVELOPMENT PROCESS | | |
|--|--|---|
| Step/ Time Line | Activity | Resources Used/Action Required |
| 1 Early March <input checked="" type="checkbox"/> | Establish Draft Regional Targeted Occupations List | <ul style="list-style-type: none"> • Review Statewide/Regional TOL • Internal Review by Industry Relations, Program Managers and Staffing Specialists • Utilize Labor Market Information (LMI) from multiple sources. |
| 2 Mid- March <input checked="" type="checkbox"/> | Key Partner & Training Vendor Filtering | Solicit Feedback from <ul style="list-style-type: none"> • Training Vendors • School District • Other Economic & Business entities |
| 3 Late March <input checked="" type="checkbox"/> | Alignment with Economic Development Priorities | Determine how occupations fit with LWDB 13 Key Industry Analysis which include: <ul style="list-style-type: none"> • Florida Targeted Industries • Florida Infrastructure Industries • Local Economic Development Priorities |
| 4 April <input checked="" type="checkbox"/> | Business & Industry Filtering | Solicit Feedback from the following groups: <ul style="list-style-type: none"> • Eastern Florida State College Industry Councils • Training Vendors provide CIP to SOC crosswalk information when available and pertinent. |
| 5 April <input checked="" type="checkbox"/> | Customization | <ul style="list-style-type: none"> • See Section below for description of this process. |
| 6 May/ June | Final Approval by the CareerSource Brevard Board of Directors | <ul style="list-style-type: none"> • Consent Action Item at the May/June BOD Meeting |
| 7 June <input checked="" type="checkbox"/> | Final Actions | <ul style="list-style-type: none"> • Post final RTOL on website by June 30th. |

Denotes competed activities

The following chart shows the customization process used to create the RTOL.



Recommendation

The PY 2019-2020 RTOL is attached. Feedback from community partners, educators and staff was minimal this year. There are however a few changes to the RTOL based current employment trends and data. Four new occupations were added to Brevard’s list:

- Audio and Video Equipment Technicians
- Electronics and Engineer Except Computer
- Light Truck or Delivery Services Drivers
- Structural Iron and Steel Workers

In addition, based on immediate needs for occupations, 24 occupations went from green (projected emerging opportunities) to blue (immediate employment). In addition 3 occupations went from orange (limited opportunity) to green (projected emerging opportunities). Finally it should be noted that for clarification involving the “Brevard Recovery Works” grant, clarification was added to the Social and Human Service Assistant position so that job associated with the grant are clear as staff work to meet the deliverables. The clarification note was as follows:

- Social and Human Service Assistants (*Inclusive of CPS, CAC, CRSS, CRPS, CBHT**)

These acronyms relate to the various credentials offered by the Florida Certification Board for persons who work in addictions treatment and support. This includes Certified Prevention Specialist (CPS), Certified Addiction Counselor (CAC), Certified Recovery Support Specialist (CRSS), Certified Recovery Peer Specialist (CRPS), or a Certified Behavioral Health Technician (CBHT). These are career opportunities that are specifically mentioned in the National Health Emergency Disaster Recover Dislocated Worker Grant awarded.

This year we had no suggestions for deletions.

Action

Approve the attached RTOL and authorize staff to transmit to the State Department of Economic Opportunity.

| | |
|---|------------------------------|
| 1 | ITA Permitted |
| 2 | ITA Permitted |
| 3 | ITA NOT Permitted (See Key) |

2019-20 Draft RTOL



| SOC | B/W Code ¹ | Occupation ^{2 3} | Annual Percent Growth | Annual Openings | 2018 Hourly Wage | | Training Code ⁴ |
|--------|-----------------------|--|-----------------------|-----------------|------------------|---------|----------------------------|
| | | | | | \$ Entry | \$ Mean | |
| 132011 | 1 | Accountants and Auditors | 1.67 | 83 | 21.99 | 35.72 | 5 |
| 113011 | 3 | Administrative Services Managers | 1.56 | 376 | 31.21 | 49.63 | 4 |
| 413011 | 2 | Advertising Sales Agents | 0.76 | 537 | 13.30 | 27.95 | 3 |
| 173021 | 2 | Aerospace Engineering and Operations Technicians | 4.0 | 28 | 34.92 | 34.92 | 3 |
| 172011 | 1 | Aerospace Engineers | 0.51 | 30 | 37.63 | 52.95 | 5 |
| 493011 | 2 | Aircraft Mechanics and Service Technicians | 0.47 | 11 | 19.63 | 29.71 | 3 |
| 512011 | 2 | Aircraft Structure, Surfaces, Rigging, and Systems | N/R | N/R | 14.29 | 21.90 | 3 |
| 532022 | 2 | Airfield Operations Specialists | N/R | N/R | 15.00 | 25.00 | 4 |
| 532011 | 2 | Airline Pilots, Copilots, and Flight Engineers | 2.48 | 15 | 45.87 | 88.88 | 4 |
| 291071 | 1 | Anesthesiologist Assistants | N/R | N/R | 24.62 | 41.67 | 5 |
| 173011 | 2 | Architectural and Civil Drafters | 1.00 | 176 | 16.33 | 24.73 | 3 |
| 119041 | 1 | Architectural and Engineering Managers | 0.44 | 38 | 52.37 | 70.21 | 5 |
| 274011 | 1 | <i>Audio and Video Equipment Technicians</i> | 1.84 | 638 | 12.61 | 19.22 | 3 |
| 493021 | 1 | Automotive Body and Related Repairers | 1.51 | 21 | 13.78 | 21.54 | 3 |
| 493023 | 1 | Automotive Service Technicians and Mechanics | 1.25 | 62 | 11.99 | 17.95 | 3 |
| 492091 | 2 | Avionics Technicians | N/R | 14 | 20.41 | 26.98 | 3 |
| 119041 | 2 | Biofuels/Biodiesel Technology Product Dev. Mgrs. | 1.4 | 10 | 20.41 | 14.04 | 4 |
| 194021 | 2 | Biological Technicians | N/R | N/R | N/R | N/R | 4 |
| 172031 | 2 | Biomedical Engineers (<i>Includes Technician</i>) ⁵ | N/R | N/R | N/R | N/R | 4 |
| 433031 | 2 | Bookkeeping, Accounting, and Auditing Clerks | 2.0 | 68 | 11.64 | 16.04 | 4 |
| 472021 | 2 | Brickmasons and Blockmasons | 4.49 | 227 | 11.43 | 16.37 | 3 |
| 493031 | 1 | Bus & Truck Mechanics and Diesel Engine Specialists | 1.35 | 18 | 16.37 | 22.18 | 3 |
| 432031 | 2 | Bus Driver, Transit & Intercity | 1.38 | N/R | 14.32 | 19.01 | 3 |
| 131199 | 1 | Business Operations Specialists, All Other | 1.24 | 67 | 20.90 | 32.42 | 4 |
| 517011 | 2 | Cabinetmakers and Bench Carpenter | N/R | N/R | 13.06 | 20.66 | 3 |
| 535021 | 2 | Captains, Mates, and Pilots of Water Vessels | N/R | N/R | 30.75 | 37.38 | 3 |
| 292031 | 1 | Cardiovascular Technologists and Technicians | 2.70 | 17 | 13.12 | 22.50 | 3 |
| 435011 | 2 | Cargo and Freight Agents | 1.60 | 413 | 13.04 | 21.18 | 3 |
| 472031 | 2 | Carpenters | 2.32 | 238 | 11.78 | 18.04 | 3 |
| 472051 | 2 | Cement Masons and Concrete Finishers | 2.45 | 11 | 12.85 | 16.45 | 3 |
| 351011 | 2 | Chefs and Head Cooks | 1.42 | N/R | 20.42 | 25.75 | 3 |
| 194031 | 2 | Chemical Technicians | N/R | N/R | 14.67 | 19.19 | 4 |
| 111011 | 2 | Chief Executives | 0.65 | 11 | 42.43 | 80.81 | 5 |
| 399011 | 3 | Childcare Workers | N/R | N/R | 10.67 | 11.28 | 3 |
| 172051 | 1 | Civil Engineers | 1.27 | 10 | 26.71 | 39.96 | 5 |
| 131031 | 2 | Claims Adjusters, Examiners, and Investigators | 0.46 | 696 | 18.88 | 29.23 | 3 |
| 272022 | 2 | Coaches and Scouts (<i>Director of Athletics</i>) | N/R | N/R | 18.01 | 21.05 | 4 |
| 532012 | 1 | Commercial Pilots | 1.89 | 49 | 30.61 | 51.21 | 3 |
| 131041 | 2 | Compliance Officers, Exc. Safety, Agri, Constr & Tranp. | 1.21 | 389 | 17.25 | 29.94 | 3 |
| 113021 | 2 | Computer and Information Systems Manager (<i>Computer Cyber-Security Information Specialist</i>) | 0.85 | N/R | 46.48 | 67.73 | 5 |
| 172061 | 1 | Computer Hardware Engineers | 0.03 | 24 | 32.98 | 45.91 | 5 |
| 151143 | 2 | Computer Network Architects | 0.22 | 17 | 23.11 | 38.06 | 3 |
| 151152 | 2 | Computer Network Support Specialists | 0.26 | 371 | 19.17 | 25.56 | 3 |
| 151199 | 1 | Computer Occupations, All Other | N/R | 82 | 23.97 | 39.78 | 3 |
| 151131 | 2 | Computer Programmers | 0.96 | 34 | 30.04 | 43.20 | 3 |
| 151121 | 1 | Computer Systems Analysts | 0.68 | 34 | 27.18 | 42.26 | 4 |
| 151151 | 3 | Computer User Support Specialists | 0.29 | 34 | 20.96 | 26.09 | 3 |
| 492011 | 2 | Computer, ATM, and Office Machine Repairers | N/R | N/R | 12.32 | 14.75 | 3 |

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|---|------------------------------|
| 1 | ITA Permitted |
| 2 | ITA Permitted |
| 3 | ITA NOT Permitted (See Key) |

2019-20 Draft RTOL



| SOC | B/W Code ¹ | Occupation ^{2 3} | Annual Percent Growth | Annual Openings | 2018 Hourly Wage | | Training Code ⁴ |
|--------|-----------------------|--|-----------------------|-----------------|------------------|---------|----------------------------|
| | | | | | \$ Entry | \$ Mean | |
| 514011 | 2 | Computer-Controlled Machine Tool Operators Metal & Plastic | 17.2 | 55 | 15.90 | 17.44 | 3 |
| 474011 | 2 | Construction and Building Inspectors | 2.28 | 343 | 17.71 | 25.92 | 3 |
| 472061 | 2 | Construction Laborers | 23.80 | 378 | 13.59 | XXX | 3 |
| 119021 | 2 | Construction Managers | 1.51 | 18 | 25.92 | 42.47 | 4 |
| 352014 | 1 | Cooks, Restaurant | 17.80 | 97 | 9.53 | 13.79 | 3 |
| 273043 | 2 | Copy Writers (Web Content) | N/R | N/R | N/R | N/R | 5 |
| 333012 | 2 | Correctional Officers and Jailers | .18 | 62 | 16.54 | 21.33 | 3 |
| 131051 | 1 | Cost Estimators | 1.78 | 46 | 18.15 | 25.73 | 3 |
| 537021 | 2 | Crane and Tower Operators | 0.39 | 12 | 21.23 | 39.63 | 3 |
| 151141 | 1 | Database Administrators (Database Security Admin.) | 1.65 | 658 | 25.63 | 40.74 | 4 |
| 319091 | 2 | Dental Assistants | 1.91 | 30 | 12.99 | 17.53 | 3 |
| 292021 | 2 | Dental Hygienists | 2.21 | 23 | 24.61 | 30.31 | 4 |
| 333021 | 2 | Detectives and Criminal Investigators | N/R | N/R | 20.42 | 24.65 | 3 |
| 292032 | 2 | Diagnostic Medical Sonographers | 4.07 | 270 | 21.51 | 28.80 | 3 |
| 292051 | 2 | Dietetic Technicians | N/R | N/R | 10.87 | 13.98 | 3 |
| 291031 | 1 | Dietitians and Nutritionists | 19.80 | 18.83 | 29.43 | 28.21 | 5 |
| 173019 | 2 | Drafters, All Other | N/R | N/R | 13.54 | 17.29 | 3 |
| 472081 | 2 | Drywall and Ceiling Tile Installers | 2.88 | 11 | 11.52 | 15.03 | 3 |
| 512022 | 2 | Electrical and Electronic Equipment Assemblers | N/R | N/R | N/R | N/R | 3 |
| 492094 | 2 | Electrical and Electronic Repairers, (Commercial & Industrial Equip) | N/R | 21 | 17.25 | 24.19 | 3 |
| 173023 | 1 | Electrical and Electronics Engineering Technicians | 0.78 | 50 | 20.16 | 29.60 | 4 |
| 172071 | 1 | Electrical Engineers | 1.02 | 36 | 36.83 | 51.83 | 5 |
| 499051 | 2 | Electrical Power-Line Installers and Repairers | N/R | N/R | 17.35 | 27.20 | 3 |
| 472111 | 2 | Electricians | 2.09 | 44 | 12.87 | 20.57 | 3 |
| 512023 | 2 | Electromechanical Equipment Assemblers | 0.69 | 15 | 18.25 | 27.89 | 3 |
| 172072 | 1 | Electronic Engineers, Except Computers | .83 | 56 | 33.91 | 48.24 | 5 |
| 492097 | 2 | Electronic Home Entertainment Equipment Installers and Repairers | 1.90 | 152 | 11.04 | 16.24 | 3 |
| 252021 | 2 | Elementary School Teachers, Except Special Education | 1.23 | 177 | 21.50 | 26.96 | 5 |
| 119161 | 2 | Emergency Management Directors | N/R | N/R | 32.12 | 47.00 | 4 |
| 292041 | 2 | Emergency Medical Technicians and Paramedics | 2.30 | 11 | 12.53 | 15.88 | 4 |
| 172199 | 2 | Engineers, All Other (Mechatronics) | N/R | N/R | 38.91 | 55.29 | 5 |
| 192041 | 2 | Environmental Scientists & Specialists, Including Health | 2.40 | 11 | 18.63 | 28.79 | 5 |
| 436011 | 3 | Executive Secretaries and Administrative Asst. | 1.25 | 33 | 15.79 | 20.99 | 3 |
| 512091 | 2 | Fiberglass Laminators and Fabricators (Composites) | N/R | N/R | 12.50 | 14.84 | 3 |
| 332011 | 2 | Fire Fighters | 1.24 | 33 | 13.99 | 19.46 | 3 |
| 431011 | 1 | First-Line Superv. of Office and Admin. Support Workers | N/R | 32 | 16.36 | 24.60 | 4 |
| 471011 | 1 | First-Line Supervisors of Constr. Trades and Extraction Workers | N/R | N/R | 18.75 | 25.26 | 4 |
| 351012 | 1 | First-Line Supervisors of Food Preparation & Serving Wkrs. | N/R | 112 | 11.39 | 17.22 | 3 |
| 491011 | 1 | First-Line Supervisors of Mechanics, Installers, and Repairers | 1.46 | 27 | 22.38 | 30.94 | 3 |
| 411012 | 1 | First-Line Supervisors of Non-Retail Sales Wkrs. | 0.71 | 21 | 22.96 | 36.50 | 3 |
| 391021 | 2 | First-Line Supervisors of Personal Service Workers | 1.12 | 13 | 12.71 | 19.88 | 3 |
| 511011 | 2 | First-Line Supervisors of Production & Oper. Wkrs. | 0.10 | 12 | 18.91 | 29.45 | 3 |
| 411011 | 1 | First-Line Supervisors of Retail Sales Workers | 1.14 | 240 | 13.13 | 20.23 | 3 |

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|---|------------------------------|
| 1 | ITA Permitted |
| 2 | ITA Permitted |
| 3 | ITA NOT Permitted (See Key) |

2019-20 Draft RTOL



| SOC | B/W Code ¹ | Occupation ^{2 3} | Annual Percent Growth | Annual Openings | 2018 Hourly Wage | | Training Code ⁴ |
|--------|-----------------------|---|-----------------------|-----------------|------------------|---------|----------------------------|
| | | | | | \$ Entry | \$ Mean | |
| 531031 | 1 | First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators | N/R | N/R | 20.46 | 29.76 | 3 |
| 371012 | 2 | First-Line Supv. of Landscaping, Lawn Svc.& Groundskeeping | 1.74 | 567 | 13.08 | 19.75 | 3 |
| 119039 | 1 | Fitness and Wellness Coordinators | 2.63 | 97 | 30.43 | 37.64 | 5 |
| 119051 | 1 | Food Service Managers | 1.10 | 26 | 17.25 | 31.56 | 4 |
| 194092 | 2 | Forensic Science Technicians | N/R | N/R | N/R | N/R | 4 |
| 170329 | 2 | Fuel Cell Technicians | N/R | N/R | 18.56 | 29.97 | 3 |
| 119061 | 1 | Funeral Service Managers | N/R | N/R | 23.75 | 29.19 | 4 |
| 517021 | 2 | Furniture Finisher | 9.10 | 65 | 10.65 | 13.40 | 3 |
| 111021 | 2 | General and Operations Managers | 1.20 | 36 | 30.26 | 56.95 | 4 |
| 472121 | 2 | Glaziers | 1.96 | 293 | 13.89 | 17.80 | 3 |
| 271024 | 2 | Graphic Designers | 0.29 | 37 | 14.01 | 21.50 | 4 |
| 292099 | 2 | Health Technologists and Technicians, All Other | 2.11 | 215 | 13.48 | 21.13 | 3 |
| 319099 | 3 | Healthcare Support Workers, All Other | N/R | N/R | N/R | N/R | 3 |
| 499021 | 2 | Heating, Air Cond. & Refrigeration Mechanics & Installers | 1.48 | 27 | 15.14 | 19.96 | 3 |
| 533032 | 1 | Heavy and Tractor-Trailer Truck Drivers | 1.59 | 71 | 12.52 | 17.87 | 3 |
| 519198 | 2 | Helpers--Production Workers (<i>Forklift Operator and Dock Wkr.</i>) | N/R | N/R | N/R | N/R | 3 |
| 537041 | 2 | Hoist and Winch Operators | N/R | N/R | N/R | N/R | 3 |
| 131071 | 2 | Human Resources Specialist | 1.22 | 22 | 15.82 | 26.46 | 4 |
| 172112 | 1 | Industrial Engineers (<i>Human Factors & Ergonomics</i>) | 0.66 | 26 | 26.37 | 42.42 | 5 |
| 499041 | 2 | Industrial Machinery Mechanics (<i>Crane Maintenance Tech.</i>) | 2.91 | 15 | 14.19 | 21.09 | 5 |
| 151122 | 1 | Information Security Analysts (<i>Cyber-security Specialist</i>) | 2.51 | 151 | 23.72 | 37.95 | 3 |
| 519061 | 2 | Inspectors, Testers, Sorters, Samplers & Weighers | N/R | N/R | 12.48 | 19.05 | 3 |
| 259031 | 2 | Instructional Designers and Technologists | N/R | N/R | 19.22 | 28.14 | 5 |
| 271025 | 2 | Interior Designers | 1.88 | 215 | 11.73 | 22.30 | 3 |
| 273091 | 2 | Interpreters and Translators | 3.76 | 162 | 11.22 | 19.97 | 4 |
| 373011 | 2 | Landscapers & Grounds Keeping Workers | 12.90 | 10.65 | 11.47 | 14.01 | 3 |
| 436012 | 2 | Legal Secretaries | 1.41 | 456 | 12.74 | 18.77 | 3 |
| 292061 | 2 | Licensed Practical and Licensed Vocational Nurse | 2.45 | 62 | 18.03 | 20.98 | 3 |
| 533033 | 1 | <i>Light Truck or Delivery Services Drive</i> | N/R | 59 | 10.59 | 14.64 | 3 |
| 132072 | 1 | Loan Officers | 2.37 | 42 | 18.08 | 28.98 | 4 |
| 119081 | 2 | Lodging Managers | N/R | N/R | 16.96 | 18.98 | 4 |
| 131081 | 2 | Logisticians | 2.76 | 17 | 22.26 | 34.92 | 5 |
| 119199 | 3 | Loss Prevention Manager | 5.3 | 156 | 41.36 | 55.33 | 4 |
| 514041 | 2 | Machinists | 1.26 | 10 | 13.26 | 20.73 | 3 |
| 292035 | 1 | Magnetic Resonance Imaging Technologists | 2.53 | 152 | 23.61 | 29.64 | 3 |
| 372012 | 3 | Maids & Houskeeping Cleaners (<i>Environmental Services Aide</i>) | 8.0 | 1.636 | 10.87 | 13.36 | N/R |
| 499071 | 3 | Maintenance and Repair Workers, General | 1.14 | 70 | 10.87 | 16.07 | 3 |
| 131111 | 2 | Management Analysts | 1.92 | 49 | 29.61 | 44.98 | 5 |
| 173029 | 2 | Manufacturing Production Technicians | N/R | N/R | 24.02 | 33.16 | 4 |
| 172121 | 1 | Marine Engineers & Naval Architects | N/R | N/R | 15.85 | 25.88 | 5 |
| 131161 | 2 | Market Research Analysts and Marketing Specialists | 3.87 | 17 | 15.85 | 28.90 | 5 |
| 537199 | 2 | Material Moving Workers, All Other | 8.5 | 2150 | 10.89 | 13.36 | 3 |
| 173027 | 2 | Mechanical Engineering Technicians | N/R | N/R | 21.13 | 31.17 | 4 |
| 172141 | 1 | Mechanical Engineers | 0.27 | 27 | 26.95 | 41.01 | 5 |
| 292012 | 2 | Medical and Clinical Laboratory Technician | N/R | N/R | 11.40 | 15.75 | 4 |
| 292011 | 1 | Medical and Clinical Laboratory Technologists | 16.1 | N/R | 21.25 | 29.76 | 4 |
| 119111 | 1 | Medical and Health Services Managers | 2.27 | 69 | 36.17 | 70.20 | 5 |

| | |
|---|------------------------------|
| 1 | ITA Permitted |
| 2 | ITA Permitted |
| 3 | ITA NOT Permitted (See Key) |

2019-20 Draft RTOL



| SOC | B/W Code ¹ | Occupation ^{2 3} | Annual Percent Growth | Annual Openings | 2018 Hourly Wage | | Training Code ⁴ |
|--------|-----------------------|--|-----------------------|-----------------|------------------|---------|----------------------------|
| | | | | | \$ Entry | \$ Mean | |
| 319092 | 2 | Medical Assistants | N/R | N/R | 10.87 | 13.36 | 3 |
| 319093 | 2 | Medical Equipment Preparers | 17.8 | N/R | 13.54 | 16.55 | 3 |
| 499062 | 2 | Medical Equipment Repairers | 3.03 | 180 | 13.19 | 20.17 | 3 |
| 292071 | 2 | Medical Records and Health Information Technicians | 2.13 | 444 | 11.68 | 17.33 | 4 |
| 436013 | 2 | Medical Secretaries | 3.54 | 53 | 12.99 | 14.99 | 3 |
| 319094 | 2 | Medical Transcriptionists | 2.0 | N/R | 13.68 | 15.23 | 3 |
| 131121 | 2 | Meeting & Convention Planners | 3.26 | 217 | 14.78 | 23.72 | 4 |
| 211023 | 2 | Mental Health & Substance Abuse Social Wkrs. | 19.20 | N/R | 18.99 | 21.07 | 5 |
| 252022 | 1 | Middle School Teachers, Exc. Special & Voc. Educ. | 2.40 | 21 | 22.59 | 29.92 | 5 |
| 493042 | 2 | Mobile Heavy Equipment Mechanics, Except Eng. | 2.06 | 12 | 15.92 | 21.81 | 3 |
| 514061 | 2 | Model Makers, Metal and Plastic (<i>Composites</i>) ⁵ | N/R | N/R | 10.87 | 13.79 | 3 |
| 514072 | 1 | Molding, Coremaking and Casting Machine Setters, Operators. Tenders, Metals and Plastic (<i>Composites</i>) ⁵ | N/R | N/R | 10.87 | 13.79 | 3 |
| 493051 | 2 | Motorboat Mechanics and Service Technicians | N/R | N/R | 12.42 | 17.45 | 3 |
| 151142 | 1 | Network and Computer Systems Architects & Admin. | 2.12 | 41 | 24.23 | 36.45 | 4 |
| 311014 | 3 | Nursing Assistant | N/R | N/R | 10.87 | 11.36 | 3 |
| 299011 | 2 | Occupational Health and Safety Specialists (<i>Industrial Hygiene</i>) | N/R | N/R | 21.23 | 31.25 | 4 |
| 312011 | 2 | Occupational Therapy Assistants | N/R | N/R | 17.79 | 26.05 | 4 |
| 472073 | 2 | Operating Engineers & Other Construction Equipment Oper. | 2.38 | 12 | 13.61 | 19.23 | 3 |
| 292081 | 2 | Opticians, Dispensing | 1.75 | 158 | 12.24 | 18.08 | 4 |
| 472141 | 2 | Painters, Construction and Maintenance | N/R | N/R | 10.83 | 15.98 | 3 |
| 519122 | 2 | Painters, Transportation Equipment | N/R | N/R | 15.68 | 17.56 | 3 |
| 232011 | 1 | Paralegals and Legal Assistants | 2.41 | 11 | 15.13 | 18.71 | 3 |
| 292052 | 1 | Pharmacy Technicians | N/R | 29 | 11.94 | 15.42 | 3 |
| 319097 | 2 | Phlebotomist | N/R | N/R | 11.61 | 13.54 | 3 |
| 173029 | 2 | Photonics Technicians | N/R | N/R | 14.95 | 24.65 | 3 |
| 312021 | 1 | Physical Therapist Assistants | 3.65 | 242 | 21.40 | 28.00 | 4 |
| 472151 | 2 | Pipelayers | 2.75 | 282 | 11.89 | 16.68 | 3 |
| 472152 | 2 | Plumbers, Pipefitters, and Steamfitters | 2.32 | 27 | 15.28 | 21.76 | 3 |
| 333051 | 2 | Police and Sheriff's Patrol Officers | 1.03 | 91 | 17.78 | 23.08 | 3 |
| 435031 | 2 | Police, Fire, and Ambulance Dispatchers | 1.35 | N/R | 13.95 | 19.53 | 3 |
| 252011 | 3 | Preschool Teachers, Except Special Education | N/R | N/R | 8.47 | 10.79 | 4 |
| 435061 | 2 | Production, Planning, and Expediting Clerks | N/R | N/R | N/R | N/R | 2 |
| 119141 | 2 | Property, Real Estate, and Community Assoc.Managers | 0.34 | 14 | 14.23 | 23.07 | 3 |
| 292053 | 3 | Psychiatric Technician | 10.1 | N/R | 10.00 | 12.65 | 3 |
| 131023 | 1 | Purchasing Agents, Except Wholesale, Retail, Farm | 0.95 | 45 | 20.35 | 30.58 | 4 |
| 194099 | 2 | Quality Control Analysts | 14.0 | N/R | 11.90 | 13.65 | 3 |
| 113051 | 2 | Quality Control Systems Managers (<i>Industrial Prod. Mgr.</i>) | N/R | N/R | 39.15 | 47.92 | 4 |
| 291124 | 1 | Radiation Therapists | 14.90 | N/R | 37.29 | 26.74 | 3 |
| 292034 | 2 | Radiologic Technologists | 1.74 | 20 | 19.68 | 26.55 | 4 |
| 251193 | 2 | Recreation and Fitness Studies Teachers. Post Sec. | N/R | N/R | 22.78 | 31.36 | 5 |
| 291141 | 1 | Registered Nurses | 1.56 | 212 | 23.51 | 30.82 | 4 |
| 291126 | 2 | Respiratory Therapists | 2.60 | 331 | 22.61 | 27.58 | 4 |
| 472181 | 2 | Roofers | 2.18 | 17 | 14.43 | 18.08 | 3 |
| 535011 | 2 | Sailors and Marine Oilers | N/R | N/R | 10.46 | 12.53 | 3 |
| 112022 | 3 | Sales Managers | 1.08 | 12 | 35.78 | 65.56 | 5 |
| 414012 | 1 | Sales Rep., Wholesale and Mfg, Non-tech. | 1.03 | 62 | 14.32 | 27.89 | 3 |

| | |
|---|-------------------------------------|
| 1 | ITA Permitted |
| 2 | ITA Permitted |
| 3 | ITA NOT Permitted (See Key) |

2019-20 Draft RTOL



| SOC | B/W Code ¹ | Occupation ^{2 3} | Annual Percent Growth | Annual Openings | 2018 Hourly Wage | | Training Code ⁴ |
|--------|-----------------------|--|-----------------------|-----------------|------------------|---------|----------------------------|
| | | | | | \$ Entry | \$ Mean | |
| 414011 | 1 | Sales Rep., Wholesale and Mfg, Technical & Scientific | 0.80 | 29 | 22.92 | 46.88 | 3 |
| 151199 | 2 | Search Marketing Strategists <i>(Social Media Marketing)</i> | N/R | N/R | 23.93 | 33.93 | 3 |
| 252031 | 2 | Secondary School Teachers, Exc. Special & Voc. Ed. | 1.38 | 15 | 21.87 | 30.22 | 5 |
| 492098 | 2 | Security and Fire Alarm Systems Installers | 1.52 | 354 | 16.48 | 20.40 | 3 |
| 339032 | 2 | Security Guard | 1.42 | 57 | 9.36 | 12.63 | 3 |
| 472211 | 2 | Sheet Metal Workers | 1.49 | 281 | 13.19 | 18.70 | 3 |
| 435071 | 2 | Shipping, Receiving and Traffic Clerks | N/R | N/R | 10.87 | 12.93 | 3 |
| 211093 | 1 | Social and Human Service Assistants <i>(Inclusive of CPS, CAC, CRSS, CRPS, CBHT)</i> | 1.22 | 35 | 12.00 | 15.79 | 3 |
| 151132 | 1 | Software Developers, Applications | 1.96 | 148 | 32.95 | 47.53 | 4 |
| 151133 | 1 | Software Developers, Systems Software | 0.47 | 29 | 37.59 | 53.36 | 5 |
| 472231 | 2 | Solar Photovoltaic Installers | N/R | N/R | N/R | N/R | 3 |
| 474099 | 2 | Solar Thermal Installers & Technician | N/R | N/R | N/R | N/R | 3 |
| 472221 | 1 | Structural Iron and Steel Worker | 2.13 | 687 | 14.48 | 20.48 | 3 |
| 292055 | 2 | Surgical Technologists | 1.79 | 229 | 15.40 | 18.98 | 3 |
| 173031 | 2 | Surveying and Mapping Technicians | 1.85 | 191 | 13.37 | 19.30 | 3 |
| 537121 | 2 | Tank Car, Truck, and Ship Loaders | N/R | N/R | N/R | N/R | 3 |
| 259041 | 2 | Teacher Assistants | N/R | N/R | 10.87 | 11.22 | 3 |
| 512092 | 2 | Team Assemblers | N/R | N/R | N/R | N/R | 3 |
| 273042 | 2 | Technical Writers | N/R | N/R | 10.87 | 13.36 | 5 |
| 492022 | 2 | Telecommunications Equip. Installers & Repairers | 0.34 | 399 | 16.21 | 23.96 | 3 |
| 472044 | 2 | Tile and Marble Setters | 3.59 | 16 | 11.67 | 15.08 | 3 |
| 514111 | 2 | Tool and Die Makers | N/R | N/R | 15.79 | 23.81 | 3 |
| 131151 | 2 | Training and Development Specialists | 1.75 | 40 | 19.71 | 30.32 | 5 |
| 536061 | 2 | Transportation Inspectors (Aviation) | N/R | N/R | N/R | N/R | 3 |
| 113071 | 2 | Transportation Managers | N/R | N/R | 30.14 | 48.33 | 4 |
| 339093 | 2 | Transportation Security Screeners | 2.13 | 36 | 15.41 | 17.96 | 3 |
| 113071 | 2 | Transportation, Storage and Distribution Managers | 19.6 | 51 | 30.14 | 48.33 | 4 |
| 113071 | 2 | Transportation, Storage, and Distribution Managers | 2.76 | 10 | 22.26 | 34.65 | 4 |
| 516093 | 2 | Upholsterers | 16.0 | N/R | 10.00 | 11.65 | 3 |
| 292056 | 2 | Veterinary Technologists and Technicians | N/R | N/R | 11.75 | 14.72 | 4 |
| 251194 | 1 | Vocational Education Teachers, Postsecondary | 2.92 | 12 | 20.27 | 26.85 | 4 |
| 518031 | 2 | Water and Wastewater Treat. Plant and Sys. Oper. | N/R | N/R | 15.90 | 20.06 | 3 |
| 474099 | 2 | Weatherization Installers and Technicians | 2.9 | 10 | 10.87 | 12.62 | 3 |
| 151134 | 1 | Web Developers | 1.73 | 255 | 18.66 | 29.60 | 3 |
| 514121 | 2 | Welders, Cutters, Solderers, and Braziers | 1.23 | 19 | 12.80 | 18.27 | 3 |
| 517042 | 2 | Woodworking Machine Setters, Operators, and Tenders | 0.39 | N/R | N/R | N/R | 3 |

| B/W Code | CUSTOMIZATION KEY | | |
|----------|--|---|--|
| 1 | IMMEDIATE EMPLOYMENT <small>(SUPPLY GAP: 0 & Below)</small> | GROWING NOW | Individual Training Account (ITA) PERMITTED |
| 2 | PROJECTED TO RECOVER OR EMERGING OPPORTUNITIES <small>(SUPPLY GAP: 1-131)</small> | RECOVERY NEXT 2-3 YEARS OR EXPECTED TO GROW | ITA PERMITTED |
| 3 | LIMITED OPPORTUNITY <small>(SUPPLY GAP: 132+)</small> | STATIC OR SHRINKING | ITA is NOT Permitted unless designated as a career ladder occupation () when a path to self-sufficiency can be delineated in the participants Individual Employment Plan (IEP) or when included as a part of a Sector Strategy Project. |

| | |
|---|-------------------------------------|
| 1 | ITA Permitted |
| 2 | ITA Permitted |
| 3 | ITA NOT Permitted (See Key) |

2019-20 Draft RTOL



¹ B/W Code is provided for those who do not have access to color prints of this document. Each B/W Code corresponds to the customization key below and in the header of this document.

² **BOLDED** Occupations denote High Skill High Wage (HSHW) designation by the *Florida Department of Economic Opportunity*.

³ (/) This symbol denotes career ladder occupation.

⁴ Training Codes: 3 (Post-Secondary Adult Vocational Certificate), 4 (Community College Credit/Degree), or 5 (Bachelor's Degree)

⁵ (*Italics*) Denotes supplemental information requested by industry or business.



May 16, 2019

Action Brief

Proposed Budget for Program Year (PY) 2019-2020

Board Request

Review and approve the recommendations of the Governance/Finance Committee for the proposed Program Year 2019-2020 Budget.

Background

Preliminary FY 2019-2020 funding figures released from the U.S. Department of Labor and the Florida Department of Economic Opportunity (DEO) indicate only minimal reductions from our current year funding levels. Workforce Innovation and Opportunity Act (WIOA) programs are down by 6% in FY 2019-2020, however our Welfare (TANF) program funding is up by 14% and we are also carrying forward additional formula funds from the current program year. Wagner-Peyser and other DEO formula funded programs are projected to remain at about the same levels as this year.

Senior staff have reduced the operating budget by 3%, assuming a small reduction in formula funding. They have offset necessary increases in rent, insurance, utilities, etc. with cuts in other areas. There will be a 5% increase in funding for career center operations, and our pool of formula funds for customer training and support will remain at the same initial level as the current year to ensure we meet CareerSource Florida's Individual Training Account (ITA) spending requirement.

We have three current National Emergency Grants (Hurricanes Matthew, Irma and Maria) that will be ending in 2019-2020, so our initial pool of special grant funds is 30% of current program year funding. However, we have four new competitive grants to supplement the budget, and we are continually applying for new grants as they become available.

The budget is summarized in the right column of Attachment 1, and the funding categories are described as follows:

- 1) Management Services (\$1,367,700) – The total cost of workforce board operations, board staff and outreach, planning and financial services (represents 98% of current level).
- 2) Infrastructure Services (\$885,700) – The total cost of CSB facilities, including rent, telephones, utilities, maintenance and supplies (represents 95% of current level).
- 3) Technology Services (\$621,200) – The total cost of IT staff, telecommunications services, current computer hardware and software for the CSB system (represents 103% of current level).
- 4) Business Services (\$616,100) – The total cost of employer outreach and business support staff (represents 91% of current level).
- 5) Special Grants and Incentives (\$767,000) – The operating costs associated with competitive grants and performance incentives (represents 30% of current level).
- 6) Fee for Service Activities (\$200,000) – Local grants and initiatives, including our Healthcare Ambassador, AARP and Juniors to Jobs programs. (represents 100% of current level).
- 7) Career Center / Contracted Services (\$3,924,100) – The total cost of delivering career center services, including all contracted grant staffing (represents 105% of current formula funding and 61% of current grant funding levels).
- 8) Customer Training & Support (\$1,735,500) – Funding administered by the CSB Scholarship Unit for direct customer services (represents 100% of initial formula funding and 23% of current grant funding levels).

Recommendation

The GFC approved the President's recommended PY 2019-2020 budget at a level of \$10,117,300 based on preliminary funding estimates, with any funding modifications that are received prior to the full board meeting to be presented to the board.

Action

Review and approve the GFC's recommended Program Year 2019-2020 Budget. The motion should also grant the President the authority to add or increase budget items as additional funds become available throughout the program year.



Annual Budget Proposal

For the Program Year Ending June 30, 2020

| | |
|-----------------------------------|-------------------|
| Preliminary Funding Level | 10,117,300 |
| Proposed Annual Budget | 10,117,300 |
| Balance of Funds Available | 0 |

| | FY 2019 Approved Budget | FY 2020 Proposed Budget |
|--|-------------------------------|-------------------------------|
| MANAGEMENT SERVICES <i>(Board operations, Staff, Outreach, Financial Services)</i> | | |
| Salaries & Benefits | 1,054,200 | 1,034,500 |
| Operating Expenses | 334,500 | 333,200 |
| Total Management Services | 1,388,700 | 1,367,700 |
| INFRASTRUCTURE SERVICES <i>(Rent, Phone, Utilities, Maintenance, Supplies)</i> | | |
| Brevard Workforce Facilities | 876,800 | 831,800 |
| Operating Expenses | 53,900 | 53,900 |
| Total Infrastructure Services | 930,700 | 885,700 |
| TECHNOLOGY SERVICES <i>(IT Staff, Telecom Services, Computer Hardware and Software)</i> | | |
| Salaries & Benefits | 220,600 | 233,600 |
| Operating Expenses | 382,000 | 387,600 |
| Total Technology Services | 602,600 | 621,200 |
| BUSINESS SERVICES <i>(Employer Outreach and Business Support Staff)</i> | | |
| Salaries & Benefits | 642,200 | 577,100 |
| Operating Expenses | 38,800 | 39,000 |
| Total Business Services | 681,000 | 616,100 |
| TOTAL FORMULA OPERATING BUDGET | 3,603,000 | 3,490,700 |
| SPECIAL GRANTS & INCENTIVES | 2,556,800 | 767,000 |
| FEE FOR SERVICE ACTIVITIES | 200,000 | 200,000 |
| TOTAL OPERATING BUDGET | 6,359,800 | 4,457,700 |
| CONTRACTED SERVICES | | |
| General Contractor (C2GPS) | 3,310,400 | 3,474,100 |
| Special Grants (C2GPS & CSCF) | 737,200 | 450,000 |
| Total Contracted Services | 4,047,600 | 3,924,100 |
| CUSTOMER SERVICES | | |
| Training Activities | 1,200,000 | 950,000 |
| Support Services | 100,000 | 50,000 |
| Special Grants - Training Activities | 3,114,500 | 685,500 |
| Special Grants - Support Services | 100,000 | 50,000 |
| Total Customer Services | 4,514,500 | 1,735,500 |
| TOTAL PROGRAM BUDGET | 8,562,100 | 5,659,600 |
| TOTAL ANNUAL BUDGET | 14,921,900 | 10,117,300 |

CareerSource Brevard
Board of Directors Meeting
February 14, 2019

MINUTES

Members in Attendance: Paula Just (Chair), William Chivers, Susan Glasgow, Nancy Heller (via teleconference), Robert Jordan, Jennifer Kenny, Traci Klinkbeil, Mike Menyhart, Linda Miedema, (via teleconference), Wayne Olson, Amar Patel, Lynda Weatherman.

Members Absent: Frank Abbate, Joe Angelastro, Shawn Beal, Daryl Bishop, Colleen Browne, Dale Coxwell, Lloyd Gregg, Travis Mack, Mark Mullins, Terry Schruppf, Patty Stratton.

Staff Present: Jana Bauer, Denise Biondi, Judy Blanchard, Wendi Jo Bost, Don Lusk, Richard Meagher, Stephanie Mosedale, Marci Murphy, Lyn Sevin, Erma Shaver, Jeff Witt. **Career Center Staff Present:** Julie Berrio, Chakib Chehadi, Caroline Joseph-Paul, Thomas LaFlore, Michael Mijon (via Skype), Holly Paschal (via Skype), Kristine Wolff.

Guests: Casey Penn and Maureen Castano (DEO), S. Roberts (DEO) (via teleconference), Karen Vogt Kendrick (via Skype), Brian Jaskiewica.

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

Public Comment: There was no public comment.

Presentations:

Business Recognition

Holly Paschal and Michael Mijon presented Karen Vogt Kendrick who was recognized for her successful career path and CDL employment.

Paula introduced Casey Penn and Maureen Castano who gave an overview of CSB's Performance. Members requested a presentation before the Board on CareerSource Florida's future focus.

Judy Blanchard presented Brian Jaskiewicz from Space Coast Intelligent Solutions and spoke of their support of CSB programs and services, including work based training programs, the IT Consortium, and the IT Career Expo.

Action Items:

Contracts with Board Members

CSB Board Members Amar Patel identified the need to abstain from discussion and voting prior to the meeting. Motion to recommend the Department of Economic Opportunity approve Related Party Contract with Brevard Achievement Center in an amount not to exceed \$50,000, made by Robert Jordan and seconded by Mike Menyhart. Motion passed unanimously with Amar Patel abstaining.

Consent Action Items

Motion to approve the Board of Director meeting minutes for November 15, 2018 made by Susie Glasgow and seconded by Robert Jordan. The motion passed unanimously.

Committee Chair Reports

Susie Glasgow gave a report on the Industry Workforce Committee meeting held on January 17, 2019.

Mike Menyhart gave a report on the Career Center Committee meeting held on December 4, 2018.

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

Information Items:

Information items presented included updates on CSB’s Annual Report, Hidden Talent, the American Promise Grant, Business Use of CSB Services, Common Measures, Second Quarter Contractor Performance, Healthcare Sector, Soft Skills, Quarterly Multimedia Outreach, Grow the Resources of the Board, Financial Reports, and Committee meeting minutes. Staff handed out a U.S. Conference of Mayors Workforce Development Council Best Practices publication featuring CSB, and a copy of CSB’s engineer recruitment ad which will appear in the March Edition of Delta Sky Miles Magazine. Staff also shared information from CareerSource Florida’s recent meetings, Florida Workforce Development Association’s legislative agenda, Governor DeSantis’s Executive Order 19-31 and CSB’s Annual Report. There was discussion on Grow the Resources of the Board, and it was noted that CSB has been awarded the Pathways to Prosperity – Re-entry Intervention Resulting in Successful Employment (RISE) Grant, the Aero-Flex Pre-Apprenticeship Program Grant and the Brevard Adult Education Pre-Apprenticeship Grant. Robert Jordan asked if CSB was working with BIMDA on the Opioid Grant and staff agreed to check into it. Lynda Weatherman asked Marci Murphy to reach out to her when CSB gets notified about the Community Development Block Grant – Disaster Recovery Construction Industry Training Grant.

There being no further business, the meeting was adjourned at 9:16am.

Submitted by,

Reviewed by,

(signature on file)
Lyn Sevin

2/14/2019
Date

(signature on file)
Paula Just

2/14/2019
Date



May 16, 2019

Consent Action Brief

Selection of Key Industries - Program Year (PY) 2019 – 2020

Background

CareerSource Brevard (CSB) periodically reviews Key Industries by researching and analyzing Labor Market Information (LMI) provided by various sources. The Industry Workforce Committee (IWC) is provided this information in order to garner a business perspective on the Key Industry selection and to make recommendations to the CSB Board of Directors regarding any adjustments. The selection of Key Industries allows for CSB to deploy limited resources and social capital in a manner to optimize prospects for success. Most of the identified industries represent those which offer the best promise for overall economic growth by attracting and retaining high skill, high wage and value-added jobs. Key industries can also represent those that require our focus due to major workforce issues, sector strategies, career pathways and other job-driven, industry focused initiatives. A quick look at the workforce situation in Brevard will set the stage for reviewing Key Industry information.

Analysis

Brevard County’s jobless rate decreased to 3.5 % from 3.8% comparing February of 2019 to February of 2018. Brevard’s unemployment rate was equal to the state rate of 3.5%. Out of a labor force of 282,054 there were 9,830 unemployed residents in the region.

Another trend that has been watched closely is the increased Labor Force Participation Rate (LFPR). LFPR is the estimate of the share of the population actively engaged in the labor market. Based on the December 2018, State of Florida DEO LMI Data Release, Brevard has seen an increase of an additional 9,223 persons who have begun looking for a job compared to the same time in the previous year. This continues a 4 year trend in increased labor force. This increase to the labor force can be attributed to an improving economy which leads to less persons being discouraged over the prospects of finding a job. Other factors can include improvements in health, reduction of personal barriers, changes in family responsibilities, decision to not continue with schooling and deferral of retirement.

The following tables contain the history and trends of employment growth by industry from 2015 through 2019 and the selected Key Industries over this time period. The following trends are noted:

| Industry Trend Summary | |
|------------------------|---|
| ↑ | Manufacturing, Trade, Transportation, & Utilities, Professional & Business Services, Education & Health Services, |
| → | Construction, , Information, Financial Activities, Leisure & Hospitality, Other Services Government |
| ↓ | None |

Employment by Industry

Not Seasonally Adjusted / Over-the-Year Percent Change

| Industry | | 2015 | | 2016 | | 2017 | | 2018 | | 2019 | |
|-----------------------------------|---|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | | Florida % | Brevard % | Florida % | Brevard % | Florida % | Brevard % | Florida % | Brevard % | Florida % | Brevard % |
| Construction | → | 1.5 | 3.0 | 6.8 | -3.0 | 5.2 | 2.7 | 9.0 | 13.3 | 4.7 | 7.9 |
| Manufacturing | ↑ | 1.3 | -1.0 | 2.8 | 2.0 | 2.7 | 2.8 | 4.4 | 3.9 | 2.8 | 7.7 |
| Trade, Transportation & Utilities | ↑ | 2.8 | -0.3 | 2.4 | 3.3 | 2.1 | 2.9 | 1.7 | 1.3 | 1.7 | 3.8 |
| Information | → | 1.11 | 0.0 | -1.4 | -10.5 | -0.3 | 10.0 | 2.0 | 4.3 | 1.8 | 3.8 |
| Financial Activities | → | 2.5 | 0.0 | 2.5 | 1.3 | 3.8 | 4.2 | 2.4 | 2.6 | 2.9 | 2.4 |
| Professional & Business Svcs | ↑ | 4.3 | 0.0 | 4.3 | 3.0 | 3.2 | -1.7 | 4.3 | -2.9 | 4.4 | 6.1 |
| Education & Health Svcs | ↑ | 2.4 | 2.1 | 3.8 | 5.3 | 4.1 | 2.6 | 1.5 | -0.6 | 3.0 | 3.1 |
| Leisure & Hospitality | → | 3.9 | 4.0 | 3.9 | 3.3 | 4.4 | 3.4 | 1.0 | -1.9 | 1.9 | 1.1 |
| Other Services* | → | 3.5 | 8.0 | 3.3 | 3.7 | 2.5 | 2.5 | 4.1 | 2.3 | 2.5 | 3.5 |
| Government | → | 0.4 | 0.7 | -0.5 | -1.7 | 1.1 | 0.0 | 1.0 | 0.0 | 0.1 | 1.8 |

* The Other Services (except Public Administration) sector comprises establishments engaged in providing services not specifically provided for elsewhere in the classification system. Establishments in this sector are primarily engaged in activities, such as equipment and machinery repairing, promoting or administering religious activities, grant making, advocacy, and providing dry-cleaning and laundry services, personal care services, death care services, pet care services, photofinishing services, temporary parking services, and dating services.




Selected Key Industries for Brevard

| 2015-2016 | 2017-2018 | |
|--|--|--|
| <ul style="list-style-type: none"> ❶ Aviation & Information Technology ❷ Manufacturing Logistics, Transportation Distribution, Maritime & Construction ❸ Health Care, Professional & Business Services ❹ Leisure & Hospitality | <ul style="list-style-type: none"> ❶ Manufacturing Aviation & Aerospace ❷ Information Technology ❸ Health Care ❹ Logistics, Transportation Distribution ❺ Construction ❻ Leisure & Hospitality | <p>See Last Page for Info.</p>  |

The analysis includes a review of economic development priorities as required by DEO. This guidance requires alignment with the Florida Targeted and Infrastructure industries as well as other local economic development priorities. We have included the priorities of Enterprise Florida as well as local priorities from Space Florida and the Economic Development Commission of Florida's Space Coast. Our analysis indicates that our key priorities are aligned with 85% of the state and local priorities.

One area that staff will continue to monitor over the next year will be the Business and Professional Services Industry. This industry has seen some job growth and may warrant additional focus and attention in the future.

Recommendation

| Sector Initiatives | | |
|---|---|---|
| Key Industry | Sector Strategy | Rationale |
| Manufacturing Aviation & Aerospace |  | <ul style="list-style-type: none"> • Aviation is a growing industry in Brevard. • Increased opportunities and growth in Aerospace industry base • Local concern and statewide focus on advanced manufacturing • Brevard’s focus on Apprenticeship models, and talent pipeline development in the skilled trades • Development of the AeroFlex Pre-Apprenticeship program |
| Information Technology |  | <ul style="list-style-type: none"> • Ongoing needs of the STEM industries. • Local concerns over availability of information technology workers. • Focus of the IT Sector Strategy • Centerpiece of the USDOL America’s Promise Grant |
| Health Care |  | <ul style="list-style-type: none"> • Demand area for occupational training by CSB Job Seeker and Business Customers. • Continuation of the Health Care Sector Strategy • Long-range prediction models showing future needs |

| Other Key Industries | |
|---|--|
| Key Industry | Rationale |
| Logistics, Transportation Distribution | <ul style="list-style-type: none"> • Reflects positive trend in Trade, Transportation & Utilities industries. • Port Canaveral development of container and shipping industry and expanded cruise service. Maritime activity continues to develop • Career Ladders available for some Re-Entry customers and other special populations. |
| Construction | <ul style="list-style-type: none"> • Expectation that construction activities will continue to increase. • New housing communities, growth and repurposing of older buildings evident throughout Brevard County • The boom of the FL Space Coast forecasts a need for additional infrastructure to support occupants. • Career Ladders available for Re-Entry customers and other special populations. |
| Leisure & Hospitality | <ul style="list-style-type: none"> • Long term growth predicted. • Identification of career ladders & wage projection within the industry. • Tourism is a significant industry in Brevard County and based on local and State data, will continue to be a major jobs creation source. |

| Other Key Industries | |
|----------------------|---|
| Key Industry | Rationale |
| | <ul style="list-style-type: none"> • Good starting point for Re-Entry Customers and other special populations. |

Action

Approve the Industry Workforce Committee’s recommendation of the Key Industries for PY 2019-2020.



May 16, 2019

Information Brief

Financial Disclosure Reporting

Background

CareerSource Brevard (CSB) is considered a "Government in the Sunshine" Board requiring annual financial disclosures to be filed by all members. Initially, each local officer must file a Statement of Financial Interest with the Supervisor of Elections (SOE) of the county of residence within 30 days of the date of appointment, and by July 1 each calendar year in which they hold the position. Forms must be postmarked by September 1 or an automatic fine of \$25 for each day late will be imposed, up to a maximum penalty of \$1,500. (See Attachment A) When retiring from the board each member is required to file Form 1 for the previous year and Form 1F Final Disclosure, to be filed within 60 days of leaving office. CSB staff will remind you to do this.

When to file

At the end of May filers should receive a letter from their local SOE giving information on when and where to file. Form 1 can be emailed but is not considered accepted until an acknowledgement is received from the SOE office. Form 1 can also be handed in at the board meeting. All forms collected at the board meeting will be mailed to the SOE and staff will track receipt.

Where to file

For Brevard County residents the mailing address is Lori Scott, Supervisor of Elections, Government Center, 2725 Judge Fran Jamieson Way, Bldg. C, Viera, FL 32940 or via email at Form1@VoteBrevard.com. Non-Brevard County residents should contact their local Supervisor of Elections for the address. **DO NOT FILE YOUR FORM WITH THE FLORIDA COMMISSION ON ETHICS IN TALLAHASSEE.**

Who must file

Currently none of CSB's board members are listed as having filed their Form 1 for 2018. For more information of financial disclosures visit the Florida Ethics Website at <http://www.ethics.state.fl.us>

FORM 1

STATEMENT OF FINANCIAL INTERESTS

2018

Please print or type your name, mailing address, agency name, and position below:

FOR OFFICE USE ONLY:

LAST NAME -- FIRST NAME -- MIDDLE NAME :

MAILING ADDRESS :

CITY : ZIP : COUNTY :

NAME OF AGENCY :

NAME OF OFFICE OR POSITION HELD OR SOUGHT :

You are not limited to the space on the lines on this form. Attach additional sheets, if necessary.

CHECK ONLY IF CANDIDATE OR NEW EMPLOYEE OR APPOINTEE

****** BOTH PARTS OF THIS SECTION MUST BE COMPLETED ******

DISCLOSURE PERIOD:

THIS STATEMENT REFLECTS YOUR FINANCIAL INTERESTS FOR THE PRECEDING TAX YEAR, WHETHER BASED ON A CALENDAR YEAR OR ON A FISCAL YEAR. PLEASE STATE BELOW WHETHER THIS STATEMENT IS FOR THE PRECEDING TAX YEAR ENDING EITHER (must check one):

DECEMBER 31, 2018 OR SPECIFY TAX YEAR IF OTHER THAN THE CALENDAR YEAR: _____

MANNER OF CALCULATING REPORTABLE INTERESTS:

FILERS HAVE THE OPTION OF USING REPORTING THRESHOLDS THAT ARE ABSOLUTE DOLLAR VALUES, WHICH REQUIRES FEWER CALCULATIONS, OR USING COMPARATIVE THRESHOLDS, WHICH ARE USUALLY BASED ON PERCENTAGE VALUES (see instructions for further details). CHECK THE ONE YOU ARE USING (must check one):

COMPARATIVE (PERCENTAGE) THRESHOLDS OR **DOLLAR VALUE THRESHOLDS**

PART A -- PRIMARY SOURCES OF INCOME [Major sources of income to the reporting person - See instructions]

(If you have nothing to report, write "none" or "n/a")

| NAME OF SOURCE OF INCOME | SOURCE'S ADDRESS | DESCRIPTION OF THE SOURCE'S PRINCIPAL BUSINESS ACTIVITY |
|--------------------------|------------------|---|
| | | |
| | | |
| | | |
| | | |

PART B -- SECONDARY SOURCES OF INCOME

[Major customers, clients, and other sources of income to businesses owned by the reporting person - See instructions]

(If you have nothing to report, write "none" or "n/a")

| NAME OF BUSINESS ENTITY | NAME OF MAJOR SOURCES OF BUSINESS' INCOME | ADDRESS OF SOURCE | PRINCIPAL BUSINESS ACTIVITY OF SOURCE |
|-------------------------|---|-------------------|---------------------------------------|
| | | | |
| | | | |
| | | | |

PART C -- REAL PROPERTY [Land, buildings owned by the reporting person - See instructions]

(If you have nothing to report, write "none" or "n/a")

| |
|--|
| |
| |
| |

FILING INSTRUCTIONS for when and where to file this form are located at the bottom of page 2.

INSTRUCTIONS on who must file this form and how to fill it out begin on page 3.

PART D — INTANGIBLE PERSONAL PROPERTY [Stocks, bonds, certificates of deposit, etc. - See instructions]
 (If you have nothing to report, write "none" or "n/a")

| TYPE OF INTANGIBLE | BUSINESS ENTITY TO WHICH THE PROPERTY RELATES |
|--------------------|---|
| | |
| | |

PART E — LIABILITIES [Major debts - See instructions]
 (If you have nothing to report, write "none" or "n/a")

| NAME OF CREDITOR | ADDRESS OF CREDITOR |
|------------------|---------------------|
| | |
| | |

PART F — INTERESTS IN SPECIFIED BUSINESSES [Ownership or positions in certain types of businesses - See instructions]
 (If you have nothing to report, write "none" or "n/a")

| NAME OF BUSINESS ENTITY | BUSINESS ENTITY # 1 | BUSINESS ENTITY # 2 |
|---|---------------------|---------------------|
| | | |
| ADDRESS OF BUSINESS ENTITY | | |
| PRINCIPAL BUSINESS ACTIVITY | | |
| POSITION HELD WITH ENTITY | | |
| I OWN MORE THAN A 5% INTEREST IN THE BUSINESS | | |
| NATURE OF MY OWNERSHIP INTEREST | | |

PART G — TRAINING

For **elected municipal officers** required to complete annual ethics training pursuant to section 112.3142, F.S.

I CERTIFY THAT I HAVE COMPLETED THE REQUIRED TRAINING.

IF ANY OF PARTS A THROUGH G ARE CONTINUED ON A SEPARATE SHEET, PLEASE CHECK HERE

SIGNATURE OF FILER:

Signature:

Date Signed:

CPA or ATTORNEY SIGNATURE ONLY

If a certified public accountant licensed under Chapter 473, or attorney in good standing with the Florida Bar prepared this form for you, he or she must complete the following statement:

I, _____, prepared the CE Form 1 in accordance with Section 112.3145, Florida Statutes, and the instructions to the form. Upon my reasonable knowledge and belief, the disclosure herein is true and correct.

CPA/Attorney Signature: _____

Date Signed: _____

FILING INSTRUCTIONS:

If you were mailed the form by the Commission on Ethics or a County Supervisor of Elections for your annual disclosure filing, return the form to that location. To determine what category your position falls under, see page 3 of instructions.

Local officers/employees file with the Supervisor of Elections of the county in which they permanently reside. (If you do not permanently reside in Florida, file with the Supervisor of the county where your agency has its headquarters.) Form 1 filers who file with the Supervisor of Elections may file by mail or email. Contact your Supervisor of Elections for the mailing address or email address to use. Do not email your form to the Commission on Ethics, it will be returned.

State officers or specified state employees who file with the Commission on Ethics may file by mail or email. To file by mail, send the completed form to P.O. Drawer 15709, Tallahassee, FL 32317-5709; physical address: 325 John Knox Rd, Bldg E, Ste 200, Tallahassee, FL 32303. To file with the Commission by email, scan your completed form and any attachments as a pdf (do not use any other format) and send it to CEForm1@leg.state.fl.us. Do not file by both mail and email. Choose only one filing method. Form 6s will not be accepted via email.

Candidates file this form together with their filing papers.

MULTIPLE FILING UNNECESSARY: A candidate who files a Form 1 with a qualifying officer is not required to file with the Commission or Supervisor of Elections.

WHEN TO FILE: Initially, each local officer/employee, state officer, and specified state employee must file **within 30 days** of the date of his or her appointment or of the beginning of employment. Appointees who must be confirmed by the Senate must file prior to confirmation, even if that is less than 30 days from the date of their appointment.

Candidates must file at the same time they file their qualifying papers.

Thereafter, file by July 1 following each calendar year in which they hold their positions.

Finally, file a final disclosure form (Form 1F) within 60 days of leaving office or employment. Filing a CE Form 1F (Final Statement of Financial Interests) does not relieve the filer of filing a CE Form 1 if the filer was in his or her position on December 31, 2018.

NOTICE

Annual Statements of Financial Interests are due July 1. If the annual form is not filed or postmarked by September 1, an automatic fine of \$25 for each day late will be imposed, up to a maximum penalty of \$1,500. Failure to file also can result in removal from public office or employment. [s. 112.3145, F.S.]

In addition, failure to make any required disclosure constitutes grounds for and may be punished by one or more of the following: disqualification from being on the ballot, impeachment, removal or suspension from office or employment, demotion, reduction in salary, reprimand, or a civil penalty not exceeding \$10,000. [s. 112.317, F.S.]

WHO MUST FILE FORM 1:

1) Elected public officials not serving in a political subdivision of the state and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.

2) Appointed members of each board, commission, authority, or council having statewide jurisdiction, excluding members of solely advisory bodies, but including judicial nominating commission members; Directors of Enterprise Florida, Scripps Florida Funding Corporation, and Career Source Florida; and members of the Council on the Social Status of Black Men and Boys; the Executive Director, Governors, and senior managers of Citizens Property Insurance Corporation; Governors and senior managers of Florida Workers' Compensation Joint Underwriting Association; board members of the Northeast Fla. Regional Transportation Commission; board members of Triumph Gulf Coast, Inc; board members of Florida Is For Veterans, Inc.; and members of the Technology Advisory Council within the Agency for State Technology.

3) The Commissioner of Education, members of the State Board of Education, the Board of Governors, the local Boards of Trustees and Presidents of state universities, and the Florida Prepaid College Board.

4) Persons elected to office in any political subdivision (such as municipalities, counties, and special districts) and any person appointed to fill a vacancy in such office, unless required to file Form 6.

5) Appointed members of the following boards, councils, commissions, authorities, or other bodies of county, municipality, school district, independent special district, or other political subdivision: the governing body of the subdivision; community college or junior college district boards of trustees; boards having the power to enforce local code provisions; boards of adjustment; community redevelopment agencies; planning or zoning boards having the power to recommend, create, or modify land planning or zoning within a political subdivision, except for citizen advisory committees, technical coordinating committees, and similar groups who only have the power to make recommendations to planning or zoning boards, and except for representatives of a military installation acting on behalf of all military installations within that jurisdiction; pension or retirement boards empowered to invest pension or retirement funds or determine entitlement to or amount of pensions or other retirement benefits, and the Pinellas County Construction Licensing Board.

6) Any appointed member of a local government board who is required to file a statement of financial interests by the appointing authority or the enabling legislation, ordinance, or resolution creating the board.

7) Persons holding any of these positions in local government: mayor; county or city manager; chief administrative employee or finance

director of a county, municipality, or other political subdivision; county or municipal attorney; chief county or municipal building inspector; county or municipal water resources coordinator; county or municipal pollution control director; county or municipal environmental control director; county or municipal administrator with power to grant or deny a land development permit; chief of police; fire chief; municipal clerk; appointed district school superintendent; community college president; district medical examiner; purchasing agent (regardless of title) having the authority to make any purchase exceeding \$20,000 for the local governmental unit.

8) Officers and employees of entities serving as chief administrative officer of a political subdivision.

9) Members of governing boards of charter schools operated by a city or other public entity.

10) Employees in the office of the Governor or of a Cabinet member who are exempt from the Career Service System, excluding secretarial, clerical, and similar positions.

11) The following positions in each state department, commission, board, or council: Secretary, Assistant or Deputy Secretary, Executive Director, Assistant or Deputy Executive Director, and anyone having the power normally conferred upon such persons, regardless of title.

12) The following positions in each state department or division: Director, Assistant or Deputy Director, Bureau Chief, Assistant Bureau Chief, and any person having the power normally conferred upon such persons, regardless of title.

13) Assistant State Attorneys, Assistant Public Defenders, criminal conflict and civil regional counsel, and assistant criminal conflict and civil regional counsel, Public Counsel, full-time state employees serving as counsel or assistant counsel to a state agency, administrative law judges, and hearing officers.

14) The Superintendent or Director of a state mental health institute established for training and research in the mental health field, or any major state institution or facility established for corrections, training, treatment, or rehabilitation.

15) State agency Business Managers, Finance and Accounting Directors, Personnel Officers, Grant Coordinators, and purchasing agents (regardless of title) with power to make a purchase exceeding \$20,000.

16) The following positions in legislative branch agencies: each employee (other than those employed in maintenance, clerical, secretarial, or similar positions and legislative assistants exempted by the presiding officer of their house); and each employee of the Commission on Ethics.

INSTRUCTIONS FOR COMPLETING FORM 1:

INTRODUCTORY INFORMATION (Top of Form): If your name, mailing address, public agency, and position are already printed on the form, you do not need to provide this information unless it should be changed. To change any of this information, write the correct information on the form, and contact your agency's financial disclosure coordinator. You can find your coordinator on the Commission on Ethics website: www.ethics.state.fl.us.

NAME OF AGENCY: The name of the governmental unit which you serve or served, by which you are or were employed, or for which you are a candidate.

OFFICE OR POSITION HELD OR SOUGHT: The title of the office or position you hold, are seeking, or held during the disclosure period even if you have since left that position. If you are a candidate for office or are a new employee or appointee, check the appropriate box.

PUBLIC RECORD: The disclosure form and everything attached to it is a public record. Your Social Security Number is not required and you should redact it from any documents you file. If you are an active or former officer or employee listed in Section 119.071, F.S., whose home address is exempt from disclosure, the Commission will maintain that confidentiality if you submit a written request.

DISCLOSURE PERIOD: The tax year for most individuals is the calendar year (January 1 through December 31). If that is the case for you, then your financial interests should be reported for the calendar year 2018; check that box. If you file your IRS tax return based on a tax year that is not the calendar year, you should specify the dates of your tax year in this portion of the form and check the appropriate box. This is the "disclosure period" for your report.

MANNER OF CALCULATING REPORTABLE INTEREST

Filers have the option of reporting based on either thresholds that are comparative (usually, based on percentage values) or thresholds that are based on absolute dollar values. The instructions on the following pages specifically describe the different thresholds. Check the box that reflects the choice you have made. You must use the type of threshold you have chosen for each part of the form. In other words, if you choose to report based on absolute dollar value thresholds, you cannot use a percentage threshold on any part of the form.

IF YOU HAVE CHOSEN DOLLAR VALUE THRESHOLDS THE FOLLOWING INSTRUCTIONS APPLY

PART A — PRIMARY SOURCES OF INCOME

[Required by s. 112.3145(3)(b)1, F.S.]

Part A is intended to require the disclosure of your principal sources of income during the disclosure period. You do not have to disclose the amount of income received, and you need not list your public salary from serving in the position(s) which requires you to file this form. The income of your spouse need not be disclosed; however, if there is joint income to you and your spouse from property you own jointly (such as interest or dividends from a bank account or stocks), you should disclose the source of that income if it exceeded the threshold.

Please list in this part of the form the name, address, and principal business activity of each source of your income which exceeded \$2,500 of gross income received by you in your own name or by any other person for your use or benefit.

"Gross income" means the same as it does for income tax purposes, even if the income is not actually taxable, such as interest on tax-free bonds. Examples include: compensation for services, income from business, gains from property dealings, interest, rents, dividends, pensions, IRA distributions, social security, distributive share of partnership gross income, and alimony, but not child support.

Examples:

— If you were employed by a company that manufactures computers and received more than \$2,500, list the name of the company, its address, and its principal business activity (computer manufacturing).

— If you were a partner in a law firm and your distributive share of partnership gross income exceeded \$2,500, list the name of the firm, its address, and its principal business activity (practice of law).

— If you were the sole proprietor of a retail gift business and your gross income from the business exceeded \$2,500, list the name of the business, its address, and its principal business activity (retail gift sales).

— If you received income from investments in stocks and bonds, list each individual company from which you derived more than \$2,500. Do not aggregate all of your investment income.

— If more than \$2,500 of your gross income was gain from the sale of property (not just the selling price), list as a source of income the purchaser's name, address and principal business activity. If the purchaser's identity is unknown, such as where securities listed on an exchange are sold through a brokerage firm, the source of income should be listed as "sale of (name of company) stock," for example.

— If more than \$2,500 of your gross income was in the form of interest from one particular financial institution (aggregating interest from all CD's, accounts, etc., at that institution), list the name of the institution, its address, and its principal business activity.

PART B — SECONDARY SOURCES OF INCOME

[Required by s. 112.3145(3)(b)2, F.S.]

This part is intended to require the disclosure of major customers, clients, and other sources of income to businesses in which you own an interest. It is not for reporting income from second jobs. That kind of income should be reported in Part A "Primary Sources of Income," if it meets the reporting threshold. You will not have anything to report unless, during the disclosure period:

(1) You owned (either directly or indirectly in the form of an equitable or beneficial interest) more than 5% of the total assets or capital stock of

a business entity (a corporation, partnership, LLC, limited partnership, proprietorship, joint venture, trust, firm, etc., doing business in Florida); **and,**

(2) You received more than \$5,000 of your gross income during the disclosure period from that business entity.

If your interests and gross income exceeded these thresholds, then for that business entity you must list every source of income to the business entity which exceeded 10% of the business entity's gross income (computed on the basis of the business entity's most recently completed fiscal year), the source's address, and the source's principal business activity.

Examples:

— You are the sole proprietor of a dry cleaning business, from which you received more than \$5,000. If only one customer, a uniform rental company, provided more than 10% of your dry cleaning business, you must list the name of the uniform rental company, its address, and its principal business activity (uniform rentals).

— You are a 20% partner in a partnership that owns a shopping mall and your partnership income exceeded the above thresholds. List each tenant of the mall that provided more than 10% of the partnership's gross income and the tenant's address and principal business activity.

PART C — REAL PROPERTY

[Required by s. 112.3145(3)(b)3, F.S.]

In this part, list the location or description of all real property in Florida in which you owned directly or indirectly at any time during the disclosure period in excess of 5% of the property's value. You are not required to list your residences. You should list any vacation homes if you derive income from them.

Indirect ownership includes situations where you are a beneficiary of a trust that owns the property, as well as situations where you own more than 5% of a partnership or corporation that owns the property. The value of the property may be determined by the most recently assessed value for tax purposes, in the absence of a more current appraisal.

The location or description of the property should be sufficient to enable anyone who looks at the form to identify the property. A street address should be used, if one exists.

PART D — INTANGIBLE PERSONAL PROPERTY

[Required by s. 112.3145(3)(b)3, F.S.]

Describe any intangible personal property that, at any time during the disclosure period, was worth more than \$10,000 and state the business entity to which the property related. Intangible personal property includes things such as cash on hand, stocks, bonds, certificates of deposit, vehicle leases, interests in businesses, beneficial interests in trusts, money owed you, Deferred Retirement Option Program (DRO) accounts, the Florida Prepaid College Plan, and bank accounts. Intangible personal property also includes investment products held in IRAs, brokerage accounts, and the Florida College Investment Plan. Note that the product contained in a brokerage account, IRA, or the Florida College Investment Plan is your asset—not the account or plan itself. Things like automobiles and houses you own, jewelry, and paintings are not intangible property. Intangibles relating to the same business entity may be aggregated; for example, CDs and savings accounts with the same bank. Property owned as tenants by the entirety or as joint tenants with right of survivorship should be valued at 100%. The value of a leased vehicle is the vehicle's present value minus the lease residual (a number found on the lease document).

PART E — LIABILITIES

[Required by s. 112.3145(3)(b)4, F.S.]

List the name and address of each creditor to whom you owed more than \$10,000 at any time during the disclosure period. The amount of the liability of a vehicle lease is the sum of any past-due payments and all unpaid prospective lease payments. You are not required to list the amount of any debt. You do not have to disclose credit card and retail installment accounts, taxes owed (unless reduced to a judgment), indebtedness on a life insurance policy owed to the company of issuance, or contingent liabilities. A "contingent liability" is one that will become an actual liability only when one or more future events occur or fail to occur, such as where you are liable only as a guarantor, surety, or endorser on a promissory note. If you are a "co-maker" and are jointly liable or jointly and severally liable, then it is not a contingent liability.

PART F — INTERESTS IN SPECIFIED BUSINESSES

[Required by s. 112.3145(6), F.S.]

The types of businesses covered in this disclosure include: state and federally chartered banks; state and federal savings and loan associations; cemetery companies; insurance companies; mortgage companies; credit unions; small loan companies; alcoholic beverage licensees; pari-mutuel wagering companies, utility companies, entities controlled by the Public Service Commission; and entities granted a franchise to operate by either a city or a county government.

Disclose in this part the fact that you owned during the disclosure period an interest in, or held any of certain positions with the types of businesses listed above. You must make this disclosure if you own or owned (either directly or indirectly in the form of an equitable or beneficial interest) at any time during the disclosure period more than 5% of the total assets or capital stock of one of the types of business entities listed above. You also must complete this part of the form for each of these types of businesses for which you are, or were at any time during the disclosure period, an officer, director, partner, proprietor, or agent (other than a resident agent solely for service of process).

If you have or held such a position or ownership interest in one of these types of businesses, list the name of the business, its address and principal business activity, and the position held with the business (if any). If you own(ed) more than a 5% interest in the business, indicate that fact and describe the nature of your interest.

PART G — TRAINING CERTIFICATION

[Required by s. 112.3142, F.S.]

If you are a Constitutional or elected municipal officer whose service began before March 31 of the year for which you are filing, you are required to complete four hours of ethics training which addresses Article II, Section 8 of the Florida Constitution, the Code of Ethics for Public Officers and Employees, and the public records and open meetings laws of the state. You are required to certify on this form that you have taken such training.

(End of Dollar Value Thresholds Instructions.)

IF YOU HAVE CHOSEN COMPARATIVE (PERCENTAGE) THRESHOLDS THE FOLLOWING INSTRUCTIONS APPLY

PART A — PRIMARY SOURCES OF INCOME

[Required by s. 112.3145(3)(a)1, F.S.]

Part A is intended to require the disclosure of your principal sources of income during the disclosure period. You do not have to disclose the amount of income received, and you need not list your public salary received from serving in the position(s) which requires you to file this form, but this amount should be included when calculating your gross income for the disclosure period. The income of your spouse need not be disclosed; however, if there is joint income to you and your spouse from property you own jointly (such as interest or dividends from a bank account or stocks), you should include all of that income when calculating your gross income and disclose the source of that income if it exceeded the threshold.

Please list in this part of the form the name, address, and principal business activity of each source of your income which exceeded 5% of the gross income received by you in your own name or by any other person for your benefit or use during the disclosure period.

"Gross income" means the same as it does for income tax purposes, even if the income is not actually taxable, such as interest on tax-free bonds. Examples include: compensation for services, income from business, gains from property dealings, interest, rents, dividends, pensions, IRA distributions, social security, distributive share of partnership gross income, and alimony, but not child support.

Examples:

— If you were employed by a company that manufactures computers and received more than 5% of your gross income from the company, list the name of the company, its address, and its principal business activity (computer manufacturing).

— If you were a partner in a law firm and your distributive share of partnership gross income exceeded 5% of your gross income, then list the name of the firm, its address, and its principal business activity (practice of law).

— If you were the sole proprietor of a retail gift business and your gross income from the business exceeded 5% of your total gross income, list the name of the business, its address, and its principal business activity (retail gift sales).

— If you received income from investments in stocks and bonds, list each individual company from which you der

more than 5% of your gross income. Do not aggregate all of your investment income.

— If more than 5% of your gross income was gain from the sale of property (not just the selling price), list as a source of income the purchaser's name, address, and principal business activity. If the purchaser's identity is unknown, such as where securities listed on an exchange are sold through a brokerage firm, the source of income should be listed as "sale of (name of company) stock," for example.

— If more than 5% of your gross income was in the form of interest from one particular financial institution (aggregating interest from all CD's, accounts, etc., at that institution), list the name of the institution, its address, and its principal business activity.

PART B — SECONDARY SOURCES OF INCOME

[Required by s. 112.3145(3)(a)2, F.S.]

This part is intended to require the disclosure of major customers, clients, and other sources of income to businesses in which you own an interest. It is not for reporting income from second jobs. That kind of income should be reported in Part A, "Primary Sources of Income," if it meets the reporting threshold. You will **not** have anything to report **unless** during the disclosure period:

(1) You owned (either directly or indirectly in the form of an equitable or beneficial interest) more than 5% of the total assets or capital stock of a business entity (a corporation, partnership, LLC, limited partnership, proprietorship, joint venture, trust, firm, etc., doing business in Florida); **and**,

(2) You received more than 10% of your gross income from that business entity; **and**,

(3) You received more than \$1,500 in gross income from that business entity.

If your interests and gross income exceeded these thresholds, then for that business entity you must list every source of income to the business entity which exceeded 10% of the business entity's gross income (computed on the basis of the business entity's most recently completed fiscal year), the source's address, and the source's principal business activity.

Examples:

— You are the sole proprietor of a dry cleaning business, from which you received more than 10% of your gross income—an amount that was more than \$1,500. If only one customer, a uniform rental company, provided more than 10% of your dry cleaning business, you must list the name of the uniform rental company, its address, and its principal business activity (uniform rentals).

— You are a 20% partner in a partnership that owns a shopping mall and your partnership income exceeded the thresholds listed above. You should list each tenant of the mall that provided more than 10% of the partnership's gross income, and the tenant's address and principal business activity.

PART C — REAL PROPERTY

[Required by s. 112.3145(3)(a)3, F.S.]

In this part, list the location or description of all real property in Florida in which you owned directly or indirectly at any time during the disclosure period in excess of 5% of the property's value. You are not required to list your residences. You should list any vacation homes, if you derive income from them.

Indirect ownership includes situations where you are a beneficiary of a trust that owns the property, as well as situations where you own more than 5% of a partnership or corporation that owns the property. The value of the property may be determined by the most recently assessed value for tax purposes, in the absence of a more current appraisal.

The location or description of the property should be sufficient to enable anyone who looks at the form to identify the property. A street address should be used, if one exists.

PART D — INTANGIBLE PERSONAL PROPERTY

[Required by s. 112.3145(3)(a)3, F.S.]

Describe any intangible personal property that, at any time during the disclosure period, was worth more than 10% of your total assets, and state the business entity to which the property related. Intangible personal property includes things such as cash on hand, stocks, bonds, certificates of deposit, vehicle leases, interests in businesses, beneficial interests in trusts, money owed you, Deferred Retirement Option Program (DROP) accounts, the Florida Prepaid College Plan, and bank accounts. Intangible personal property also includes investment products held in IRAs, brokerage accounts, and the Florida College Investment Plan. Note that the product contained in a brokerage account, IRA, or the Florida College Investment Plan is your asset—not the account or plan itself. Things like automobiles and houses you own, jewelry, and paintings are not intangible property. Intangibles relating to the same business entity may be aggregated; for example, CD's and savings accounts with the same bank.

Calculations: To determine whether the intangible property exceeds 10% of your total assets, total the fair market value of all of your assets (including real property, intangible property, and tangible personal property such as jewelry, furniture, etc.). When making this calculation, do not subtract any liabilities (debts) that may relate to the property. Multiply the total figure by 10% to arrive at the disclosure threshold. List only the intangibles that exceed this threshold amount. The value of a leased vehicle is the vehicle's present value minus the lease residual (a number which can be found on the lease document). Property that is only jointly owned property should be valued according to the percentage of your joint ownership. Property owned as tenants by the entirety or as joint tenants with right of survivorship should be valued at 100%. None of your calculations or the value of the property have to be disclosed on the form.

Example: You own 50% of the stock of a small corporation that is worth \$100,000, the estimated fair market value of your home and other property (bank accounts, automobile, furniture, etc.) is \$200,000. As your total assets are worth \$250,000, you must disclose intangibles worth over \$25,000. Since the value of the stock exceeds this threshold, you should list "stock" and the name of the corporation. If your accounts with a particular bank exceed \$25,000, you should list "bank accounts" and bank's name.

PART E — LIABILITIES

[Required by s. 112.3145(3)(b)4, F.S.]

List the name and address of each creditor to whom you owed any amount that, at any time during the disclosure period, exceeded your net worth. You are not required to list the amount of any debt or your net worth. You do not have to disclose: credit card and retail installment accounts, taxes owed (unless reduced to a judgment), indebtedness on a life insurance policy owed to the company of issuance, or contingent liabilities. A "contingent liability" is one that will become an actual liability only when one or more future events occur or fail to occur, such as where you are liable only as a guarantor, surety, or endorser on a promissory note. If you are a "co-maker" and are jointly liable or jointly and severally liable, it is not a contingent liability.

Calculations: To determine whether the debt exceeds your net worth, total all of your liabilities (including promissory notes, mortgages, credit card debts, judgments against you, etc.). The amount of the liability of a vehicle lease is the sum of any past-due payments and all unpaid prospective lease payments. Subtract the sum total of your liabilities from the value of all your assets as calculated above for Part D. This is your "net worth." List each creditor to whom your debt exceeded this amount unless it is one of the types of indebtedness listed in the paragraph above (credit card and retail installment accounts, etc.). Joint liabilities with others for which you are "jointly and severally liable," meaning that you may be liable for either your part or the whole of the obligation, should be included in your calculations at 100% of the amount owed.

Example: You owe \$15,000 to a bank for student loans, \$5,000 for credit card debts, and \$60,000 (with spouse) to a savings and loan for a home mortgage. Your home (owned by you and your spouse) is worth \$80,000 and your other property is worth \$20,000. Since your net worth is \$20,000 (\$100,000 minus \$80,000), you must report only the name and address of the savings and loan.

PART F — INTERESTS IN SPECIFIED BUSINESSES

[Required by s. 112.3145, F.S.]

The types of businesses covered in this disclosure include: state and federally chartered banks; state and federal savings and loan associations; cemetery companies; insurance companies; mortgage companies; credit unions; small loan companies; alcoholic beverage licensees; pari-mutuel wagering companies, utility companies, entities controlled by the Public Service Commission; and entities granted a franchise to operate by either a city or a county government.

Disclose in this part the fact that you owned during the disclosure period an interest in, or held any of certain positions with, the types of businesses listed above. You are required to make this disclosure if you own or owned (either directly or indirectly in the form of an equitable or beneficial interest) at any time during the disclosure period more than 5% of the total assets or capital stock of one of the types of business entities listed above. You also must complete this part of the form for each of these types of businesses for which you are, or were at any time during the disclosure period, an officer, director, partner, proprietor, or agent (other than a resident agent solely for service of process).

If you have or held such a position or ownership interest in one of these types of businesses, list the name of the business, its address and principal business activity, and the position held with the business (if any). If you own(ed) more than a 5% interest in the business, indicate that fact and describe the nature of your interest.

PART G — TRAINING CERTIFICATION

[Required by s. 112.3142, F.S.]

If you are a Constitutional or elected municipal officer whose service began before March 31 of the year for which you are filing, you are required to complete four hours of ethics training which addresses Article II, Section 8 of the Florida Constitution, the Code of Ethics for Public Officers and Employees, and the public records and open meetings laws of the state. You are required to certify on this form that you have taken such training.

(End of Percentage Thresholds Instructions.)



May 16, 2019

Information Brief

Meeting Schedule Program Year 2019-2020

Background The following information is provided to all board members, staff, contractors, stakeholders and interested parties. Updated meeting information is available at www.careersourcebrevard.com

Meetings Scheduled **Full Board** - Meetings will be held in the CareerSource Brevard (CSB) Boardroom and are scheduled each quarter on the third Thursday starting at 8:00am. Dates are:

August 15, 2019

November 21, 2019

February 20, 2020

May 21, 2020 [Annual Meeting and Retreat]

The meeting of the Board of Directors will focus on the broad policy issues that support efforts to increase the labor pool participation, increase the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of Brevard.

Executive Committee - Meetings will be held in the CSB Boardroom and are scheduled quarterly on the first Monday at 4:00pm. Dates are:

August 5, 2019

November 4, 2019

February 3, 2020

May 4, 2020

Focus Area: Overall management of board activities to ensure work of the board aligns with CSB's vision and mission.

Goal: Provide executive oversight of CSB.

Governance/Finance Committee - Meetings will be held in the CSB Boardroom and are scheduled quarterly on the first Monday at 3:00pm. Dates are:

August 5, 2019

November 4, 2019

February 3, 2020

May 4, 2020

Focus Area: Bylaws, board member recruitment, board member training, financial reports, and annual budget.

Goal: Provide governance oversight of CSB.

Industry Workforce Committee – Meetings will be held at the CSB Boardroom and are scheduled quarterly on Tuesdays at 8:30am. Dates are:

July 16, 2019

October 15, 2019

January 14, 2020

April 14, 2020

Focus Area: Developing a talent pipeline and career pathways in high demand industries by: 1) implementing Sector Strategies in Key Industry Sectors; 2) supporting additional Key Industries through Sector Work; and, 3) developing and implementing overall initiatives in Sector Strategies.

Goal: Identify current and future workforce needs of the business community and create solutions to meet their needs.

Career Center Committee – Meetings will be held at the CSB Boardroom and are scheduled quarterly on the fourth Tuesday at 8:30am. Dates are:

July 30, 2019

October 29, 2019

January 28, 2020

April 28, 2020

Focus Area: Sustaining successful outcomes for employers and career seekers by: 1) offering the highest quality of services to career seekers; 2) offering the highest quality of services to businesses; 3) creating a data centered environment to measure the success of CSB's services; and, 4) developing and implementing Marketing & Outreach to businesses and career seekers so that they are aware of and utilize CSB's services.

Goal: Create a Career Center Model that is one of the top choices for career seekers and businesses in Brevard by offering quality workforce products and services.



May 16, 2019

Information Brief

PY 2019-2020 Strategic Focus

Background

With the unemployment rate at a 3.3% low in Brevard County, workforce is a top concern. The labor market is tight in almost all industries. CareerSource Brevard is a demand-driven, solutions-based company that will position itself, with the direction of its Board of Directors, to help the economy of Brevard County and its citizens address and solve workforce issues.

In PY 2019-2020, the staff at CareerSource Brevard will continue many of the same strategies put in place in PY2018-2019. Listed below will be the focus:

Continuation of the Sector Strategy Business Model

- Evidence continues to conclude that this model can simultaneously improve the competitiveness of industries and employment opportunities for job seekers
 - Business is at the Center
 - There is a formalized convener
 - Training Institutions and Community Partners/Stakeholders are also participants
 - CSB's Sector Initiatives are in Manufacturing, Information Technology, Healthcare, & Aerospace/Aviation
- Outcomes include:
 - Building the Talent Pipeline
 - Addressing Workforce Shortages
 - Developing Career Pathways
 - Facilitating the discovery and implementation of Industry-Driven training curriculums
 - Solving other Industry Specific Workforce Issues

Finding Hidden Talent

- Outreach to Community/Faith-Based Organizations to help their participants with their employment needs
- Find ways to attract job seekers to our Career Centers
- Increase our footprint with Special Populations

Retention Strategies for Businesses

Programs to facilitate business expansion

- On-the-Job Training
- Work Experience
- Employed Worker Training

Events to help with hiring needs

- Job Fairs
- Industry Learning Events
- Recruitment Events

Social Media Talent Attraction Campaigns

- Engineering, Unemployed, Underemployed



Quarterly Multimedia Outreach (January – April 2019)

| | |
|--|---|
| <p>Non-Paid Social Media Marketing & Direct (Email) Marketing</p> | <p><u>Facebook, Twitter, LinkedIn, Constant Contact</u> to share CSB’s economic, education, business and community partners’ news posts. To post and elicit feedback on CSB’s Partner/Employer/Job seeker news and events.</p> <p><u>General:</u> Jobseeker utilization of services survey, Local area employer’s hot jobs, CSB annual Report, media coverage in Delta Sky Miles magazine w/ an engineer ad & article.</p> <p><u>CSB & partner event collaboration:</u> Lead Brevard Community+ Conversation and Leadership Brevard class of 2019, Brevard Adult Ed pre apprenticeship training, Conference of Mayors meeting, City of Cocoa summer youth employment program, NAWB, Rebuild Florida, Income Tax services, Florida Ready to Work, Space Coast Health Foundation Free Dental Care, Stand Down for Vets and local area employer’s hot jobs.</p> <p><u>CSB-hosted events:</u> Healthcare Consortium, IT Consortium, IT Expo/Job Fair, ESOL classes, Hurricane Maria Welcome and Career workshops, AARP 50+ classes, Soft Skills training, Skilled Trades in Construction and Home Health job fair, Palm Bay area and Titusville area employer’s job fairs.</p> |
| <p>Paid Advertising</p> | <p><u>Delta Sky Miles, BBN, Facebook:</u> To share and elicit feedback on CSB’s Employer/Job seeker news and events.</p> <p><u>Out-of-area</u> engineer talent attraction/recruitment (See bottom for detail)</p> <p><u>Local area</u> unemployed/underemployed/IT & Sector Strategy talent attraction/recruitment, (See bottom for detail) Engineer recruitment both locally and regionally with Delta Sky miles, Soft Skills training, Hurricane Maria workshops, Business retention and total talent solutions employer services.</p> |
| <p>Media Relations & Press Coverage</p> | <p><u>Media Relations:</u> To share CSB’s Partner/Employer/Job seeker news and events.</p> <p><u>General:</u> Established media relations with Florida Today’s new executive editor, Mara Bellaby. Met with local journalists, members of the media at FPRA Media Summit.</p> <p><u>Radio, TV, Print, Online:</u> Florida Trend, Delta Sky Miles’ Space Coast special section, Florida Today, Hometown News, BBN, and 98.5 The Beach shares CSB general brand news: The trendline for Aerospace employment in Brevard, CSB and the services available to businesses/talent on the Space Coast, Local area employer’s hot jobs, CSB+ partner event collaboration and CSB-hosted events.</p> <p><u>CareerSource Florida outreach materials:</u> By request, more than a dozen jobseeker success stories were shared with CSF for inclusion in outreach materials.</p> <p><u>Workforce Development Council outreach materials:</u> By request, included CSB’s Best Practices on Employer Engagement.</p> |
| <p>Community Partner Outreach Programs</p> | <p><u>Additional outreach efforts not detailed in committee goals matrix :</u> Ongoing collaboration with and sharing of, CSB’s Partner/Employer/Job seeker news and events.</p> <p><u>Rebuild Florida,</u> traffic from this service brings awareness of CSB services.</p> <p><u>Income Tax services,</u> Each year, CSB partners to raise awareness and provide space for delivery of these services.</p> |



Quarterly Multimedia Outreach (January – April 2019)

| | |
|--|---|
| | <p><u>Space Coast Health Foundation Free Dental Care</u> CSB used outreach tactics to raise awareness of and secure participants for, this free dental service.</p> <p><u>WeVenture event:</u> Jenn Lasser was asked to introduce CSB services to 70 professionals in attendance.</p> <p><u>Women in Defense</u> Jenn Lasser was asked to introduce CSB services to more than 90 professionals in attendance.</p> <p><u>Titusville Chamber:</u> shares CSB’s programs/services, and partner placement materials in Chamber relocation packages.</p> <p><u>Hispanic Business Expo</u>— Wendi Jo Bost and Vanessa Pichardo introduced CSB services to more than 75 event attendees as well as local businesses.</p> <p><u>Brevard County Libraries</u> provides counter space for CSB services/program collateral.</p> <p><u>CSB and the Florida High Tech Corridor Council:</u> Talent Forum bringing recruiters from US colleges and universities to meet local employers to recruit talent to the region.</p> |
| <p>Print collateral/Event Support</p> | <p><u>Employer support volunteer sheet:</u> The many ways employers can engage with CSB and its audiences.</p> <p><u>Program collateral:</u> IT Sector Strategy print and electronic outreach and training program materials. Ex-Offender program RISE logo mark to promote Reentry to Employment services</p> |
| <p>Website</p> | <p><u>Content development and enhancements:</u> Ongoing updates to web blog include news about: Aerospace, State Apprenticeships, Company relocations, Unemployment rate, and Economic development. Page updates include: IT sector strategy initiatives.</p> |
| <p>State Co-Op Outreach Program</p> | <p><u>Out of State Engineering Talent Attraction & Recruitment campaign:</u> April launched CSB’s three month multi media campaign. CSB recruiters are ready to follow up with responders --as in years passed. Due to the electronic nature of the campaign, outreach has the ability to alter the campaign in response to actions/ behaviors that arise. Results of the campaign will be presented at the next meeting.</p> <p><u>Local Unemployed/Underemployed/Introduction to careers in Information Technology-- talent attraction campaign:</u> April launched CSB’s heavily saturated 2-month paid/non paid social media campaign to include new classes offered for careers in IT. CSB recruiters are ready to follow up with responders. Due to the electronic nature of the campaign, outreach has the ability to alter the campaign in response to actions/ behaviors that arise. Results of the campaign will be presented at the next meeting.</p> |



May 16, 2019

Information Brief

APG IT Sector Strategy Updates

With seven calendar quarters remaining on the America's Promise Grant, staff has developed a mid-grant strategic plan which includes some course corrections on addressing DOD Contractors with special Cybersecurity certifications. Our focus will concentrate on the small to medium companies versus the largest. Consideration to provide employer onsite participant eligibility and enrollment for this incumbent worker training to mitigate information security concerns is being discussed. Additionally, we are utilizing better assessment tools such as CompTIA's A+ to identify participant suitability which will help gauge success. And lastly, we are increasing internal staff knowledge by providing enhanced labor market information, industry intelligence, and role playing for jobseeker counseling to support increasing the number of grant participants along with reinforcing follow-up services after program employment.

Update of Current Activities

- Staff continues to participate in the EFSC Advisory Council meetings, speaking to their graduating classes about CSB program/services and APG certifications. This is something we're now doing at Keiser University and exploring with FIT and Webster. This will expose students to the needs of employers and the certifications and training needed for the current job openings.
- The fourth APG Consortium meeting was held on March 14th and had 50 attending partners. Highlights included membership validation of our Underemployed Training Pilot Program and discovering additional required certifications that the industry requires in their workforce. It was reported by each of the local colleges that they are stepping up efforts in Cybersecurity to meet the 14% growth in positions here in Brevard, many of which are going unfilled due to lack a skilled workforce locally, including recent college graduates. The Brevard School District announced the opening of a new Cyber Academy in 2020 and requested support from the Consortium members. We are opening up dialogue for this now, possibly an advisory meeting with them in the future. The key is understanding and

adding the right certifications to this program which meets local IT employers' skill needs and affords students the opportunity to move right into sustainable employment.

- The IT Career Expo and Job Fair was held on April 4th at the Space Coast Health Center for Collaboration and resulted in 120 attendees, 19 employer exhibitors and 5 breakout sessions focused on IT occupations and the skills and education required for each. Hot jobs and trends in the IT industry were also presented. There were 46 inquiries for the new Underemployed Training Pilot Program from this event alone.
- The Department of Labor (DOL), visited CSB the week of April 15th to complete a required monitoring of our APG grant. Outcomes of the visit will be addressed at the next committee meeting.

Grant Performance to Date:

| Performance Metric | Grant Required Outcome | Performance to Date |
|---|-------------------------------|----------------------------|
| Total Participants Served | 400 | 175 |
| Total Participants Enrolled in Training Activities | 400 | 164 |
| Total Participants Completing Training Activities | 360 | 105 |
| Total Participants Completing Training and Receive a Degree or Credential | 320 | 96 |
| Total Participants who Complete Training and Obtain Employment | 270 | 68 |



May 16, 2019

Information Brief

Healthcare Sector Strategy Update

Background

Healthcare Sector Strategy SMART goals were established for performance metrics for Quarter 11 (January 1, 2019- March 31, 2019). The aggregate goal was exceeded as indicated by the performance chart below.

| Training Program | Medical Assistant | CNA or PCA | LPN | Aggregate Total |
|--------------------|-------------------|------------|-----|-----------------|
| Total Grant Goals | 4 | 15 | 35 | 54 |
| Results to Date | 2 | 18 | 30 | 48 |
| Quarter 11 Goals | 1 | 4 | 6 | 11 |
| Quarter 11 Results | 0 | 2 | 12 | 14 |

Activities that Support the Sector Strategy Initiatives:

- CareerSource Brevard held the Brevard Healthcare Workforce Consortium meeting on February 5, 2019 at the Space Coast Health Foundation Center for Collaboration. The meeting was attended by 40 participants representing 31 organizations.
 - Mary Lou Brunell, RN, MSN with Healthcare Workforce Research Initiative introduced the, “Call to Action-Addressing Healthcare Workforce Shortages,” a position paper to point out a critical shortage of healthcare workers is a public health crisis. The paper can be used for healthcare workforce advocacy.
 - Kathy McDonald, Assistant Director of Network Partnerships, Florida College Access Network led a breakout on attracting talent through career discoveries and provided examples of how other communities are instituting career aspirations in students.
 - Jennifer Lasser, Industry Relations Manager presented with Sheryl Cost, Business Liaison on Creating a Culture for Effective Recruitment and Retention.
- Macedonia Education Technology and Career Academy Elderly Compassionate Care (METCA-ECC) program held a recruitment fair for CNA and LPN candidates on January 16, 2019. Currently, 10 CNA training candidates are being prepped for training scholarships with some participating in Brevard Adult Ed’s TABE boot camp. Candidates are also required to visit the training provider Keiser University for a

program tour, application and preliminary background check. CNA Training will begin in May. METCA is also preparing over 20 candidates seeking LPN training for fall training programs.

- Eastern Florida State College is updating nursing program entrance requirements and practices. One important change is to allow program applicants to attempt the TEAS test more than one time a year since TEAS prep resources are now available.
- Health First partnered with Keiser University's CNA training program to support clinical training. This has resulted in students being hired by Health First after certification attainment.

Local College Access Network Grant:

Florida College Access Network (FCAN) is Florida's first collaborative network committed to ensuring all Floridians have the opportunity to achieve an education beyond high school and prosper in Florida's dynamic economy. Their mission is to create and sustain statewide Local College Access Networks (LCANs) that catalyze and support communities to increase college and career preparation, access, and completion for all Florida students. Their vision for Florida is Goal 2025: For 60% of working-age Floridians to hold a high-quality postsecondary degree or credential by the year 2025.

CSB has demonstrated successful collaborations through the healthcare sector's Brevard Healthcare Workforce Consortium. As we delve deeper into talent pipeline development initiatives, we naturally evolve and better identify systemic issues that create barriers to individual access/completion of post-secondary credential attainment. Creating a formal LCAN allows for a broader collaborative approach to fix talent pipeline development systemic barriers that keep our working age adults and high school students from attaining post-secondary credentials. LCAN development will also increase the healthcare talent pipeline feeder, while creating self-sufficient employment opportunities for working-age residents.

CSB was awarded a grant to develop a LCAN for Brevard County. The seed grant will be used:

- To enhance the existing collaborative of industry, workforce development, and education, to include more stakeholders in philanthropy, faith based, social service organizations, government and community members
- To develop an asset map of service providers and resources that help eliminate barriers preventing access to or completion of post-secondary credential attainment and identify gaps
- To further industry involvement in Brevard Public Schools for the purpose of inspiring/mentoring/educating students on career pathway options in our community
- To develop shared goals using metrics and data provided by FCAN, create a strategic plan and put a working structure in place



May 16, 2019

Information Brief

Soft Skills Grant Update

Background

CSB received a grant from CareerSource Florida to operate a one-year soft skills training pilot program focused on competency-based and credentialed training to increase overall customer satisfaction, produce better hiring results and an increase in employee retention rates. This pilot will build credibility in our Sector Strategy initiatives by listening to the voice and concerns of industry and providing solutions to the talent challenges. CSB has committed to placing 500 career seekers through the training and to specifically provide measurable results of the soft skills training on the job and at the workplace.

Update of Training Activities

- In an effort to increase the rate of return of surveys completed by pilot-program candidates, and as part of the 90 day follow-up process for reporting employment outcomes and retention, CSB staff was provided with an updated Desk Guide. This Guide outlines more staff involvement with various tools to encourage and remind soft skills candidates to complete the surveys either online or by phone. The surveys monitor and track the impact of the training in the work place.
- CSB's Soft Skills training program participated in the Macedonia Education Technology & Career Academy (METCA) event on January 18, 2019. It was a good turn-out of young adults interested in the healthcare field. Eleven candidates showed an interest in the online and/or blended instruction training at the centers. Staff followed-up with these individuals for enrollment.
- In partnership with EFSC and to coincide with the celebration of Administrative Professionals week, CSB staff was invited to participate as a panel member on April 25th for students in the office administration department. There are 150 students expected to attend.

- CSB Healthcare Consortium Soft Skills Committee meeting convened on April 3, 2019. A Florida Ready to Work representative provided the committee with an overview of the two credentials now available for job seekers. CSB will implement a foundational employability credential and keep the existing soft skills credential in place. Employers may gain access to this training for their employees at no cost by registering for an introductory webinar at myfloridareadytowork.com.
- As of March 30, CareerSource Brevard has over 514 enrollees and of those, over 450 participants have completed the program and received their credential. This exceeds grant performance metrics.
- At the end of March, over 182 soft skilled candidates have obtained employment or retained employment in jobs through CSB and are part of the evaluation process.
- Currently, 48 soft skills candidates that are employed 90 days or more have completed surveys and 31 employers participated in the surveys. The vast majority of the surveys have shown that the pilot training program has provided benefit to both career seekers and employers.



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 it is unclear whether incentive monies will 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 2nd quarter of PY 2018-19. Also shown are our goals for PY 2018-19. All of the 2018-19 performance goals were met or exceeded for the 2nd quarter.

July 2018-December 2018 Performance

| Primary Performance Indicator (PPI) | Performance 2014-2015 | Performance 2015-2016 | Performance 2017-2018 | PY18-19 Performance | PY18-19 Performance Goals |
|---|------------------------------------|-----------------------|---|---------------------|---------------------------|
| Adults: | | | | | |
| Entered Employment Rate (2 nd Qtr. after Exit) | 86.9% | 83.9% | 92.6% | 92.6% | 86.0% |
| Employment Retention Rate (4 th Qtr. after Exit) | 82.4% | 83.6% | 89.3% | 89.6% | 83.0% |
| Median Earnings (2 nd Qtr. after Exit) | \$6,650 | \$6,993 | \$7,496 | \$7,354 | \$7,200 |
| Credential Attainment Rate | 57.6% | 58.7 | N/A | 88.2% | 62.0% |
| Dislocated Workers: | | | | | |
| Entered Employment Rate (2 nd Qtr. after Exit) | 87.8% | 74.4% | 85.7% | 83.3% | 83.0% |
| Employment Retention Rate(4 th Qtr. after Exit) | 81.5% | 76.1% | 88.2% | 86.6% | 79.0% |
| Median Earnings (2 nd Qtr. after Exit) | \$6,312 | \$7,621 | \$6,432 | \$8,571 | \$6,850 |
| Credential Attainment Rate | 56.4% | 43.2 | N/A | 83.3% | 60.0% |
| Youth Common Measures: | | | | | |
| Entered Employment Rate (2 nd Qtr. after Exit) | 63.8% | 64.3% | 79.2% | 81.5% | 70.0% |
| Attainment of a Degree or Certificate | 56.2% | 67.8% | N/A | N/A | N/A |
| Credential Attainment Rate | 85.3% | 76.5% | N/A | 74.9% | 75.2% |
| Employment Retention Rate (4 th Qtr. after Exit) | | | 78.3 | 80.0% | 67.0% |
| Wagner-Peyser: | | | | | |
| Entered Employment Rate (2 nd Qtr. after Exit) | 65.5% | 63.8% | 69.1% | 65.0% | 63.0% |
| Employment Retention Rate(4 th Qtr. after Exit) | 60.8% | 62.3% | 70.7% | 67.0% | 64.0% |
| Median Earnings (2 nd Qtr. after Exit) | \$5,238 | \$5,268 | \$5,165 | \$5,472 | \$5,100 |
| Not Met (less than 90% of negotiated) | Met (90-100% of negotiated) | | Exceeded (greater than 100% of negotiated) | | |



May 16, 2019

Information Brief

Third Quarter Contractor Performance PY 2018-2019

Background

The CSB Workforce Operations contract is cost reimbursement for direct program costs, however, profit is withheld from the Contractor until measurable performance outcomes are achieved. Payments of withheld costs are available to the Contractor to earn on a quarterly basis.

Payment of withheld profit uses a performance measurement model based on the following elements:

Element A: Contractor must meet minimum performance on 80% of the measures (15 of 19 for quarters 1-3 and 16 of 20 for quarter 4)

Element B: Contractor must meet accelerated performance on 50% of the measures (9 of 19 for quarters 1-3 and 10 of 20 for quarter 4)

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

PY 2018-19 Performance Results

The Contractor succeeded in meeting or exceeding the performance criteria to be paid all withheld costs.

Elements of Contractor Performance Earnings - PY 18-19

| Measures | | | | | | |
|--------------------------------|---------|-------------|-----------------|----------------|----------------|-------------|
| Objective/Criteria | Minimum | Accelerated | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter |
| New Job Seekers | 300 | 400 | Missed (-735) | Missed (-2255) | Missed (-3404) | |
| Customer Engagement | 75% | 85% | Met (76%) | Met (78%) | Met (78%) | |
| Entered Employment Rate | | | | | | |
| Adults | 90% | 95% | Exceeded (%100) | Met (94%) | Exceeded (96%) | |

| | | | | | | |
|---|---------|---------|-----------------------|-----------------------|-----------------------|--|
| Dislocated Workers | 90% | 95% | Exceeded (%100) | Exceeded (100%) | Exceeded (98%) | |
| Welfare Transition | 30% | 35% | Met (30%) | Exceeded (35%) | Met (33%) | |
| Wagner Peyser | 35% | 40% | Met (38%) | Exceeded (42%) | Exceeded (44%) | |
| Short Term Veteran | 35% | 40% | Exceeded (40%) | Exceeded (42%) | Exceeded (44%) | |
| Average Wage at Placement | | | | | | |
| Adult | \$17.01 | \$17.73 | Met (\$17.51) | Missed (\$16.73) | Met (\$17.56) | |
| Dislocated Worker | \$18.20 | \$18.90 | Missed (\$17.22) | Exceeded (\$19.38) | Exceeded (\$21.75) | |
| Welfare Transition | \$9.80 | \$10.65 | Exceeded (\$10.69) | Met (\$10.35) | Met (\$10.56) | |
| Wagner Peyser | \$11.44 | \$12.15 | Exceeded (\$13.80) | Missed (\$10.78) | Exceeded (\$13.12) | |
| Retention at 12 Months | | | | | | |
| Adult | 80% | 85% | Met (83%) | Exceeded (86%) | Exceeded (85%) | |
| Dislocated Worker | 80% | 85% | Missed (78%) | Met (84%) | Met (80%) | |
| Youth | 70% | 75% | Exceeded (83%) | Exceeded (89%) | Exceeded (84%) | |
| Quality of Referrals | | | | | | |
| Referral to Placement Ratio by Job Seeker | 25% | 30% | Exceeded (51%) | Exceeded (62%) | Exceeded (59%) | |
| Business Services | | | | | | |
| Repeat Business Customers | 85% | 90% | Missed (84%) | Missed (80.5%) | Missed (80%) | |
| Business Satisfaction Rate | 8.5 | 9.0 | Met (9.8) | Exceeded (9.40) | Exceeded 9.2 | |
| WIOA Youth | | | | | | |
| Positive Outcome Rate | 95% | 100% | Exceeded (100%) | Exceeded (100%) | Exceeded (100%) | |
| Educational Functioning Grade Level Gain Rates in Math and/or Reading and/or Language | 85% | 90% | Exceeded (100%) | Exceeded (98%) | Exceeded (96%) | |
| Measured Annually | | | | | | |
| Performance on Special Projects and Grants | N/A | N/A | 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 | Yes – Met Minimum on 15 of 19 | Yes – Met Minimum on 15 of 19 | Yes – Met Minimum on 15 of 19 | |

| Element B | | | | |
|---|---|--|--|--|
| Met the accelerated percentages set on 9 out of the 19 Performance Measures established in Attachment F | Yes – Met Accelerated on 9 of 19 | Yes – Met Accelerated on 10 of 19 | Yes – Met Accelerated on 10 of 19 | |

| Element C | | | | |
|---|----------------------------------|--|--|--|
| Met a minimum score of 75 or higher on the CSB performance evaluation related to the annual state programmatic monitoring results | Available at the end of the year | | | |

Staff continue to track, analyze and identify improvement opportunities for the performance on the New Job Seeker Measure. Efforts to improve include our activities around attracting hidden talent, targeted marketing and outreach collateral, new and improved collaborations with community based organizations and some new training opportunities being developed to target under employed workers.

The Repeat Business Customer measure is being reviewed to ensure that the definition and calculation method is not counterproductive to the provision of services to new businesses. We are still waiting on information as to how and if this item will be defined for federal measures and how the state plans to gauge performance.

Staff will continue monitoring the results on a monthly basis to ensure the highest quality of service to our customers.



REVISED
04/24/2019

Grow the Resources of the Board Report

BOLD Denotes
Revisions or Additions

| GRANTS (Federal, State Local Competitive and Non-competitive) | | | | |
|--|-----------------------|--|---|-------------------|
| Resource Information | Amount Awarded | Grant Focus | Current Status | Staff Lead |
| Grant Name: Back to Work 50+ (BTW 50+) Time Frame: 3/1/19 – 12/31/2020 Funding Source: AARP Foundation Partner(s): NA | \$110,000 | CSB was selected to submit a grant application & plan which was approved to begin the AARP 50+ Services in Brevard County. The current program focused on Women ends 02/2/2019. This program will focus on all persons 50+. It will allow us continued use of AARP Foundation Logo, outreach support and educational materials | Metrics from March 1 – April 22 efforts include: <ul style="list-style-type: none"> • Attended Workshops – 38 (19% of goal) • Started Coaching – 18 (20% of goal) • Gained Employment – 8 (12% of goal) • Average Wage - \$12.26 Upcoming Waves: Wave 24 – May 2019 Wave 25 – June 2019 Wave 26 – August 2019 | Jana Bauer |
| Grant Name: H-1B American Promise Grant (APG) Time Frame: 01/01/17 – 12/31/20 Funding Source: USDOL Partner(s): LWDB 12 Central Florida | \$2,380,337 | This project targets high-growth jobs aligned with the Information Technology (IT) and IT-Related industry sector, ranging from entry-level occupations to high-level management positions in LWDB Region 12 & 13 using a sector strategy approach. | Current grant activity includes continued meeting of subcommittees. We have enrolled 175 persons in the APG grant. Some additional updates include: <ul style="list-style-type: none"> • USDOL completed the APG monitoring on 4/18/19. During the visit CSB received technical assistance, resources and suggested improvements. A final report will be issued within 30 days. • On 4/4/19 the Cybersecurity Expo including Job Fair with industry CE Speakers. The activity resulted in 120 total jobseekers, 29 were Veterans and 19 businesses and 4 educational partners • CSB recently launched a focused training for Microsoft Office Specialists and IT Help Desk (CompTia A+ & Fundamentals). | Gary Sulski |
| Name: Cooperative Outreach Program with Moore Communications and CareerSource Florida Time Frame: 10/01/18 – 06/31/20 Funding Source: Wagner Peyser State Level Funding | \$31,406 | This funding is allocated based on our region size and is focused on strengthening CSF network brand, influencing action by business/job seekers to use CSB services, connect business with talent and to offset communication outreach costs and support local efforts. | April-June duration of the out of state engineer talent attraction/recruitment multi media campaign, will yield a database of talent CSB recruiters will provide services to. April-May duration of the local un & underemployed plus IT-talent-potentials' attraction/recruitment multi media campaign will yield | 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 | | | database of talent CSB recruiters will provide general services plus new MOS and CompTIA A+ training. Campaign outcomes will be reported in June. | |
| Grant Name: Hurricane Matthew Dislocated Worker Grant (DWG) Time Frame: 12/1/2016 - 9/30/2019 Funding Source: USDOL through DOE DWG Partner(s): NA | \$6,013,500 | Projects for clean-up, demolition, repair, renovation, and reconstruction of destroyed public structures, facilities, and lands within the affected communities. | CSB received an additional \$1,490,408 in funding for a total of \$6,013,500 and an extension of time until 09/30/2019. This grant is focusing on an array of projects in cities, county, and the wildlife refuge as well as other locations where damage occurred. We are on track to complete planned repairs and reconstruction projects on or before the 30 Sept 2019 expiration of this grant. | Jim Watson |
| Hurricane Irma Dislocated Worker Grant (DWG) Time Frame: 09/07/2017 - 9/30/2019 Funding Source: USDOL through DEO (DWG) Partners: NA | \$4,000,000 | Projects for clean-up, demolition, repair, renovation, and reconstruction of destroyed public structures, facilities, and lands within the affected communities. Grant allows for the expenditure of training funds to support DWG workers transitioning out of the temporary work. | CSB received an extension until 09/30/2019. This grant is focusing on an array of projects in cities, county, and the wildlife refuge as well as other locations where damage occurred. Funding will be exhausted by July 2019. We have requested additional funding along with a grant extension to 30 Sept 2020 | Jim Watson |
| Grant Name: Governors Challenge Time Frame: 01/01/2018 – 12/31/2019 Funding Source: DEO using WIOA Funding Partners(s): None | \$20,000 | The focus of this grant is provide assistance to individuals who have relocated from Puerto Rico and the Virgin Islands due to Hurricane Maria. Allowable activities include: outreach to targeted populations, assessment of needs, and the provision of WIOA services to help eligible participants regain employment. | CSB has focused the funding for this grant to attract and provide services to evacuees from Puerto Rico. Working in partnership with Brevard Adult Education CSB continues to be to provide English as Second Language (ESOL) classes for those who have relocated to Brevard County. These classes are provided two days a week at all three CSB locations. ESOL is a big draw for this population and has allowed individuals to find CSB as a resource for assistance with work and living on the mainland. Nineteen individuals from Puerto Rico have taken advantage of these classes and five have entered employment. | Wendi Bost |
| Grant Name: Maria Evacuees Time Frame: 10/01/2017 – 09/30/2019 | \$125,000 | The focus of this grant funding is for persons who have relocated from Puerto Rico and the Virgin Islands due to Hurricane Maria. Funds can | The Phase I & II of the Welcome Workshops/Talleres de Bienvenida (teaching about living and working in Brevard as well as cultural competency | Wendi Bost |

| GRANTS (Federal, State Local Competitive and Non-competitive) | | | | |
|--|-----------------------|---|--|-------------------|
| Resource Information | Amount Awarded | Grant Focus | Current Status | Staff Lead |
| <p>Funding Source: USDOL through DEO (DWG)</p> <p>Partners(s): None</p> | | <p>be used for a variety of services to assist in training & employment. The plan for this grant is to focus on creating a series of “Welcome Workshops for Latino Newcomers”.</p> | <p>training) were completed with 85+ participants. CSB offered a workshop in a Hispanic Church, Jornada al Cielo on March 19 in Melbourne which hosted 24 people, including the faith-based community. Also during the Phase II implementation, which began January 2019, additional workshops were offered called Activa Tu Carrer, or Activate Your Career. These workshops, also designed as outreach to the Hispanic Community, teach interviewing preparation as well as understanding workplace expectations. Fifteen individuals attended these workshops. Twenty five individuals have participated in this grant and 11 have entered employment.</p> | |
| <p>Grant Name: Soft Skills Pilot Grant</p> <p>Time Frame:07/01/2017 - 06/302019</p> <p>Funding Source: CS Florida- SS Initiatives Grant</p> <p>Partners: SHRM, AARP, EDC</p> | \$267,968 | <p>Pilot program to build on our Sector Strategy initiatives by listening to the voice and concerns of industry. In Phase One we will offer 500 participants basic soft skills training thru a national partner that is practical, self-paced, credentialed and credible to employers and monitor hiring and retention patterns for positive results.</p> | <p>The soft skills pilot program goals has been achieved as of 2/15/19. To date there are 514 enrollees and 451 of those have received their credential. The “FL Ready to Work” Initiative is being utilized now at all 3 centers and offers job seekers the opportunity to obtain 2 credentials: keeping the existing soft skills program in place at no cost and a foundational employability credential. To measure the employee retention rates and monitor soft skills application in the work-place, surveys continue to be sent at the 90 day mark for both employer and employee that completed the training. Activities over the last several months include:</p> <ul style="list-style-type: none"> -Participated in the Macedonia Education Technical & Career Academy (METCA) Event on January 18th. -Invited to be on board and panel to represent the soft skills pgm at CSB for the EFSC Office Admin event on April 25th. | Foy Staley |
| <p>Grant Name: Nursing Career Pathways Training Proposal</p> | \$350,387 | <p>Focused on filling training program vacancies with a talent pipeline to address the</p> | <p>CSB met the enrollment goal to enroll 23 candidates for LPN training and has exceeded the</p> | Megan Cochran |

GRANTS (Federal, State Local Competitive and Non-competitive)

| Resource Information | Amount Awarded | Grant Focus | Current Status | Staff Lead |
|---|-------------------------|--|--|--------------------------------------|
| <p>Time Frame: 11/01/2017 - 06/30/2019</p> <p>Funding Source: CS Florida – SS Initiatives Grant</p> <p>Partner(s): Macedonia Community Development Corp. (MCDC)</p> | | <p>nursing shortage. Contracting services for pipeline recruiting efforts through Macedonia Community Development Corporation (MCDC) to recruit 300 prospects for healthcare training as part of an enrollment funnel for 23 LPN trainees, 20 CNA or PCA trainees to enter training programs by 6/30/2019. One Staffing Specialist position is also funded through the grant.</p> | <p>CNA training goal by 10. Additional candidates are being prepped for a CNA training class in May. Employment has been verified for 17 training completers.</p> <p>-Macedonia Education Technology and Career Academy Elderly Compassionate Care program held a recruitment fair for CNA and LPN candidates on January 16, 2019. Currently, 10 CNA training candidates are being prepped for training scholarships with some participating in Brevard Adult Ed’s TABE boot camp. 20+ LPN candidates are being prepped for training for PY 19-20.</p> | |
| <p>Grant Name: Florida Department of Economic Opportunity (DEO)/ National Health Emergency Opioid Dislocated Worker Demonstration Grant</p> <p>Time Frame: TBA</p> <p>Funding Source: USDOL Disaster Worker Grant (DWG)</p> <p>Partner(s): Eckerd Connects & Brevard Opioid Task Force.</p> | <p>(\$2,500,000)</p> | <p>This grant has two targets: (1) Servicing dislocated workers, new entrants into the workforce, directly impacted by or residing in a community heavily impacted by the opioid crisis. (2) Building the capacity of the workforce in occupations that can help address the opioid crisis; and assisting workers seeking to enter professions that could help in addressing the opioid crisis and its causes. States are the only eligible entities for these grants. Unlike the Round 1 grants, this opportunity was written to mirror the traditional DWG grants.</p> | <p>On 4/11/19 CSB received notification from the Governor and DEO that the Florida grant had been approved for \$2.5 Million. Brevard will receive approximately \$2Million to be used over the next two years to address our local opioid issues. Staff is currently analyzing the final approved document submitted by DEO to determine our local implementation plan. CSB expects that portions of the grant activities will be up and running in the next 45 days.</p> | <p>Wendi Bost</p> |
| <p>Grant Name: Rebuild Florida</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> | <p>\$133,650</p> | <p>Rebuild Florida is a partnership of DEO and the U.S. Department of Housing and Urban Development (HUD), which approved funding to local communities for Florida’s long-term recovery efforts after the 2017 hurricane season. Rebuild Florida Housing Repair funds will help eligible homeowners impacted by Hurricane Irma and individuals and families from Puerto Rico and the Virgin Islands displaced by Hurricane Maria. Rebuild Florida will repair and rebuild damaged homes across the</p> | <p>The funding for the first 6 months of the use of space. Innovative Emergency Management (IEM) is DEO’s vendor for the program expired on 03/31/2019. DEO has extended the grant through 06/30/2020 but we are awaiting final word of payment for the extension period.</p> | <p>Jeff Witt Or Don Lusk</p> |

| GRANTS (Federal, State Local Competitive and Non-competitive) | | | | |
|---|----------------|--|---|----------------------------------|
| Resource Information | Amount Awarded | Grant Focus | Current Status | Staff Lead |
| | | hardest-hit communities of our state. CSB's role at the request of DEO is to provide space for the up to 12 staff. | | |
| <p>Grant Name: Department of Economic Opportunity Community Development Block Grant – Disaster Recovery (DR) Construction Industry Training</p> <p>Time Frame: Unknown</p> <p>Funding Source: DEO/ Community Development Block Grant – Disaster Recovery (CDBG-DR)</p> <p>Partner(s): Unknown</p> | Unknown | CSB staff responded to the DEO request for information regarding a workforce training opportunity to address construction industry staffing needs. The training \$ amount has not been determined. The target is low to moderate income individuals. Brevard is one of 10 counties identified as impacted by Hurricane Irma designated to benefit from this funding. | Staff is awaiting further instructions regarding establishing a training program focused on the construction industry. Meanwhile staff is researching data and information necessary to roll out a program to meet business and job seeker needs. No Change | James Watson |
| <p>Grant Name: FloridaMakes - NIST</p> <p>Time Frame: TBA</p> <p>Funding Source: VIA Florida Makes U.S. Department of Commerce National Institute of Standards & Technology</p> <p>Partner(s): Innovation Emergency Management (IEM)</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. | CSB will support this grant by providing a dedicated program manager to oversee efforts. This will include developing innovative outreach collateral for industry partners and job seekers. CSB will provide assessments, career advising, training funds and support services via WIOA formula funding. CSB is still awaiting notification of this grant outcome. | Judy Blanchard |
| <p>Grant Name: Aero-Flex Pre-Apprenticeship Program</p> <p>Time Frame: 01/01//2019 - 06/30/2020</p> <p>Funding Source: CS Florida – Sector Strategies</p> <p>Partner(s): CareerSource Palm Beach, Tooling U, EDC, FloridaMakes, the Future's Center for Apprenticeship & Work Based Learning, SpaceFlorida, ASRC, Brevard Adult Ed, Northrup Grumman, Lockheed Martin, South Bay Workforce Investment Board, Training Funding Partners.</p> | \$149,129 | CareerSource Brevard (CSB) in partnership and collaboration with CareerSource Palm Beach (CSPB) intend to replicate a very successful, employer-driven pre-apprenticeship program that has been proven to support industry needs in California. The Aero-Flex Pre-Apprenticeship program will also meet the workforce development needs common to our region's aerospace and aviation manufacturing industry partners. This unique training program provides a customized layer within the framework to allow each employer to design or 'flex' its own program, meeting not only needs of the industry but each participating employer. | This grant request was submitted to CareerSource Florida for \$149,129 with a leveraged local funds of \$189,125 for a total of \$338,254. This is a planning grant that is being coordinated with the NIST grant listed above. An outcome of the planning grant is to train 12 persons. We were notified on 01/17/2019 that we received this grant. Staff is currently working with a consultant and local employers to implement the AeroFlex program in Brevard. | Judy Blanchard & Clinton Hatcher |

| GRANTS (Federal, State Local Competitive and Non-competitive) | | | | |
|---|---|---|--|--------------------------|
| Resource Information | Amount Awarded | Grant Focus | Current Status | Staff Lead |
| <p>Grant Name: Brevard Adult Education Pre-Apprenticeship Program Expansion Time Frame: 01/01/2019 - 06/30/2020</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 | <p>CareerSource Brevard and the Brevard County School District's Adult Education program has been coordinating with existing Registered Apprenticeship (RA) programs in the Local Workforce Development Board (LWDB) Area 13 for the last 12 months to expand the number of participants who select and succeed in apprenticeships. This effort's focus is to minimize working in silos and to maximize collaboration. This collaboration has assisted in creating the Brevard Adult Education Pre-apprenticeship Program to support Building & Construction trades. The following lists each of the apprenticeship partners for this grant and the Pre-Apprenticeship program:</p> | <p>This grant request was submitted to CareerSource Florida for \$100,000 with a leveraged local funds of \$30,580 for a total of \$130,580. This grant will train 20 persons.</p> <p>We were notified of this grant approval on 01/17/2019. CSB and Adult Ed staff are working to recruit students for the first cohort scheduled to begin on May 6. Classes will run three nights per week. A second cohort will be added in January if necessary to meet grant requirements.</p> | Jana Bauer Wendi Bost |
| <p>Grant Name: R.I.S.E. Brevard Time Frame: 01/01//2019 - 06/30/2020</p> <p>Funding Source: CS Florida – Pathways to Prosperity</p> <p>Partner(s): Brevard County Drug Court & Florida Department of Corrections</p> | \$250,000 | <p>"R.I.S.E. Brevard" stands for Re-entry Intervention resulting in Successful Employment. This grant will target the Ex-Offender population from our partners who are in need of vocational training and career assistance.</p> | <p>This grant request was submitted to CareerSource Florida for \$379,005. An outcome of the planning grant is to train 36 persons. CSB received notification of approval on 1/17/2019 for \$250,000. CSB will be augmenting this grant with additional training dollars. This grant began enrolling the first job seeking customers on 04/17/2019.</p> | Jim Watson |
| <p>Grant Name: Florida College Access Network – Seed Grant</p> <p>Time Frame: 05/1/19-4/30/2020</p> <p>Funding Source: Hosted by University of South Florida</p> <p>Partner(s): Brevard Public Schools & METCA (Macedonia Education & Technology Academy</p> | \$20,000 (Includes \$10,000 CSB Match) | <p>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.</p> | <p>The approval for this grant was received on 03/15/2019. Staff will begin to assemble the requisite partners and schedule the communication/meeting structure in order to establish our local network.</p> | Megan Cochran |

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: Ticket to Work (TTW) Program</p> <p>Time Frame: Indefinite</p> <p>Funding Source: Social Security Administration</p> <p>Partner(s): Vocational Rehabilitation</p> | <p>\$232,583 To Date</p> | <p>Focused on eligible TTW customers who want to return unsubsidized employment using the Employment Network (EN).</p> | <p>Staff continue to work with eligible customers who are interested in work or training. EN continues to progress at a modest pace with 46 tickets being assigned. Receipts for the first 3 quarters of the year (7/1/18-03/31/19) are \$9,285 for a cumulative total of \$232,583.</p> | <p>Jim Watson</p> |
| <p>Grant Name: Florida Partnership Plus</p> <p>Time Frame: Indefinite</p> <p>Funding Source: Social Security Administration</p> <p>Partner(s): Vocational Rehabilitation (VR)</p> | <p>\$11,500 To Date</p> | <p>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).</p> | <p>CSB received \$ 10,000 in PY 16 -17 and 17-18, CSB received \$11,500. The number of referrals for this service have steadily declined. There are no new referrals this quarter.</p> | <p>Jim Watson</p> |
| <p>Grant Name: Tobacco Free Florida</p> <p>Time Frame: Indefinite</p> <p>Funding Source: Bureau of Tobacco Free Florida</p> <p>Partner(s): Florida Department of Health</p> | <p>\$44,975 To Date</p> | <p>The Bureau of Tobacco Free Florida (BTFF) partners with Florida RWB's to promote the "3 Free and Easy Ways to Quit" program to help clients quit tobacco and improve their employability. While this program is available free to all Florida residents, the Department of Health targets workforce clients and reward LWDB's for each client referral.</p> | <p>This agreement provides unrestricted revenue.</p> <p>Receipts for PY18-19 first quarter- (7/1/18-9/30/18) is \$2,775, second quarter (10/1/18-12/31/18) is \$1,800 and the third quarter (1/1/19-3/31/19) is \$2062.50. Cumulative total of \$44,975.00</p> | <p>Marina Stone</p> |
| <p>Grant Name: Healthcare Sector Strategy</p> <p>Time Frame: 7/1/16 – 9/30/19</p> | <p>\$308,000 To Date</p> | <p>Employ a Healthcare Sector Strategist to coordinate Healthcare Sector Strategy to facilitate solutions for current workforce needs, projections for workforce</p> | <ul style="list-style-type: none"> • Exceeded aggregate goals for Quarter 11, January – March 2019. • CareerSource Brevard held the Brevard Healthcare Workforce Consortium meeting on 2/5/19. The | <p>Megan Cochran</p> |

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

| Resource Information | Amount Awarded | Grant Focus | Current Status | Staff Lead |
|--|-------------------|---|---|-------------------|
| <p>Funding Source: Private Sector</p> <p>Partner(s): A variety of health care employers, training vendors and others.</p> | | <p>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> | <p>meeting was attended by 40 participants representing 31 organizations.</p> <p>•Health First partnered with Keiser University to offer clinicals for CNA trainees scholarshiped by CSB. The partnership has resulted in selected students being hired by Health First after certification attainment.</p> | |
| <p>Grant Name: City of Palm Bay – Juniors to Jobs Program</p> <p>Time Frame: June – August 2019</p> <p>Funding Source: City of Palm Bay</p> <p>Partner(s): US Conference of Mayors</p> | <p>TBD</p> | <p>Using a combination of \$ from Palm Bay and USCM, CSB will facilitate the “Juniors to Jobs” summer youth training program focusing on teaching 25 high-school juniors the skills they need to obtain employment.</p> | <p>Planning has begun for the 2019 program. All dates have been set and outreach has begun. The Foundations Training will be condensed down from 4 half days to two full days.</p> | <p>Jana Bauer</p> |
| <p>Grant Name: City of Cocoa Youth Summer Employment Program</p> <p>Time Frame: June – August 2019</p> <p>Funding Source(s): City of Cocoa</p> <p>Partner(s): NA</p> | <p>TBD</p> | <p>Using funding from the City of Cocoa, CSB will facilitate a summer youth training program focusing on teaching 22 high school juniors and seniors the skills they need to obtain employment. This includes a paid Work Experience piece with the City.</p> | <p>Recruitment has begun for the 2019 program and the program will be accepting 20 students. The Foundations Training will be condensed down from 4 half days to two full days.</p> | <p>Jana Bauer</p> |
| <p>Grant Name: Wells Fargo AARP 50+ Support Services</p> <p>Time Frame: 10/01/2018 - 02/28/2019</p> <p>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>To date, we have assisted AARP BTW50+ participants with \$3,079 in services. Services have included transportation, first impressions and certification/testing/licensing assistance.</p> | <p>Jana Bauer</p> |



May 16, 2019

Information Brief

Financial Reports

Background

The three financial reports that follow this brief will provide the status of CareerSource Brevard's (CSB) funding, budgets, and expenditures for the fiscal period beginning on July 1, 2018 and ending on March 31, 2019.

Report Descriptions

CSB FINANCIAL REPORT (CHART 1)

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

CSB FISCAL DASHBOARD INDICATORS (CHART 2)

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

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

FEE FOR SERVICE ACTIVITIES (CHART 3)

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



FY 2018-19 FINANCIAL REPORT

July 1, 2018 through March 31, 2019

| | |
|------------------------------|-------------------|
| Current Funding Level | 14,921,900 |
| Current Annual Budget | 14,921,900 |
| Unobligated Funds | 0 |

| | FY 2018 Actual Expense | FY 2019 Approved Budget | FY 2019 Y-T-D Budget | FY 2019 Y-T-D Expense | Percent of Budget Expended |
|--|------------------------------|-------------------------------|----------------------------|-----------------------------|----------------------------------|
|--|------------------------------|-------------------------------|----------------------------|-----------------------------|----------------------------------|

MANAGEMENT SERVICES *(Board Operations, Staff, Outreach, Financial Services)*

| | | | | | |
|----------------------------------|------------------|------------------|------------------|----------------|--------------|
| Salaries & Benefits | 967,854 | 1,054,200 | 790,700 | 722,227 | 68.5% |
| Operating Expenses | 156,117 | 334,500 | 250,900 | 182,493 | 54.6% |
| Total Management Services | 1,123,971 | 1,388,700 | 1,041,600 | 904,720 | 65.1% |

INFRASTRUCTURE SERVICES *(Rent, Phone, Utilities, Maintenance, Supplies)*

| | | | | | |
|------------------------------|----------------|----------------|----------------|----------------|--------------|
| Brevard Workforce Facilities | 831,787 | 876,800 | 657,600 | 521,589 | 59.5% |
| Operating Expenses | 31,022 | 53,900 | 40,400 | 18,017 | 33.4% |
| Total Infrastructure | 862,809 | 930,700 | 698,000 | 539,606 | 58.0% |

TECHNOLOGY SERVICES *(IT Staff, Telecom Services, Computer Hardware and Software)*

| | | | | | |
|----------------------------------|----------------|----------------|----------------|----------------|--------------|
| Salaries & Benefits | 214,888 | 220,600 | 165,500 | 170,374 | 77.2% |
| Operating Expenses | 260,735 | 382,000 | 286,500 | 225,108 | 58.9% |
| Total Technology Services | 475,623 | 602,600 | 452,000 | 395,482 | 65.6% |

BUSINESS SERVICES *(Employer Outreach and Business Support Staff)*

| | | | | | |
|--------------------------------|----------------|----------------|----------------|----------------|--------------|
| Salaries & Benefits | 712,536 | 642,200 | 481,700 | 496,963 | 77.4% |
| Operating Expenses | 13,444 | 38,800 | 29,100 | 16,098 | 41.5% |
| Total Business Services | 725,980 | 681,000 | 510,800 | 513,061 | 75.3% |

| | | | | | |
|--------------------------------|----------------|------------------|------------------|----------------|--------------|
| GRANTS & INCENTIVES | 607,569 | 2,556,800 | 1,917,600 | 792,769 | 31.0% |
|--------------------------------|----------------|------------------|------------------|----------------|--------------|

| | | | | | |
|-----------------------------------|----------------|----------------|----------------|----------------|--------------|
| FEE FOR SERVICE ACTIVITIES | 198,355 | 200,000 | 150,000 | 106,443 | 53.2% |
|-----------------------------------|----------------|----------------|----------------|----------------|--------------|

| | | | | | |
|-------------------------------|------------------|------------------|------------------|------------------|--------------|
| TOTAL OPERATING BUDGET | 3,994,307 | 6,359,800 | 4,770,000 | 3,252,081 | 51.1% |
|-------------------------------|------------------|------------------|------------------|------------------|--------------|

CONTRACTED SERVICES

| | | | | | |
|----------------------------------|------------------|------------------|------------------|------------------|--------------|
| General Contractor (C2 GPS) | 2,820,118 | 3,310,400 | 2,482,800 | 2,210,444 | 66.8% |
| AARP BTW Services (C2 GPS) | 83,231 | 94,000 | 70,500 | 73,998 | 78.7% |
| NEG Matthew Services (C2 GPS) | 101,767 | 115,400 | 86,600 | 80,979 | 70.2% |
| NEG Irma Services (C2 GPS) | 93,491 | 172,600 | 129,500 | 111,593 | 64.7% |
| Nursing Services (C2 GPS) | 16,601 | 40,600 | 30,500 | 29,588 | 72.9% |
| Soft Skills Services (C2 GPS) | 20,611 | 48,500 | 36,400 | 37,009 | 76.3% |
| Pathways to Prosperity (C2 GPS) | 0 | 16,100 | 0 | 0 | 0.0% |
| America's Promise (CSCF) | 206,482 | 250,000 | 187,500 | 236,294 | 94.5% |
| Total Contracted Services | 3,342,301 | 4,047,600 | 3,023,800 | 2,779,905 | 68.7% |

CUSTOMER SERVICES

| | | | | | |
|---------------------------------------|------------------|------------------|------------------|------------------|--------------|
| Formula Funds - Training Activities * | 755,973 | 1,200,000 | 900,000 | 473,955 | 39.5% |
| Formula Funds - Support Services * | 69,297 | 100,000 | 75,000 | 58,973 | 59.0% |
| Other Grants - Training Activities | 3,028,590 | 3,114,500 | 2,335,900 | 2,533,059 | 81.3% |
| Other Grants - Support Services | 54,957 | 100,000 | 75,000 | 23,284 | 23.3% |
| Total Customer Services | 3,908,817 | 4,514,500 | 3,385,900 | 3,089,271 | 68.4% |

| | | | | | |
|-----------------------------|------------------|------------------|------------------|------------------|--------------|
| TOTAL PROGRAM BUDGET | 7,251,118 | 8,562,100 | 6,409,700 | 5,869,176 | 68.5% |
|-----------------------------|------------------|------------------|------------------|------------------|--------------|

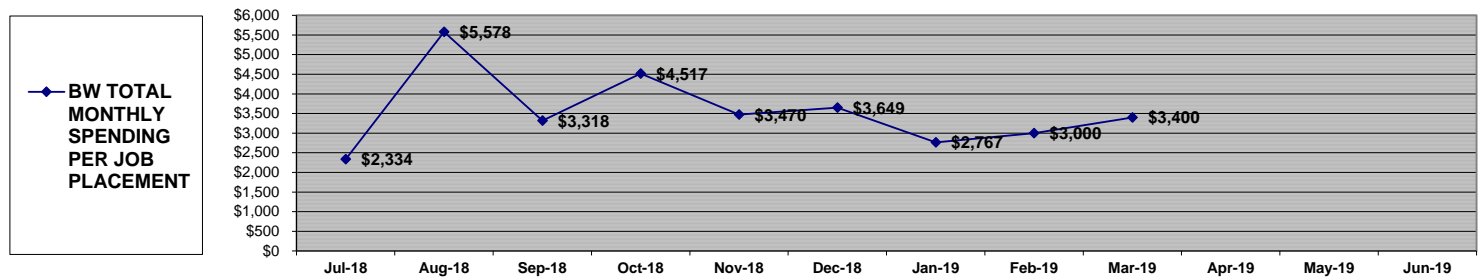
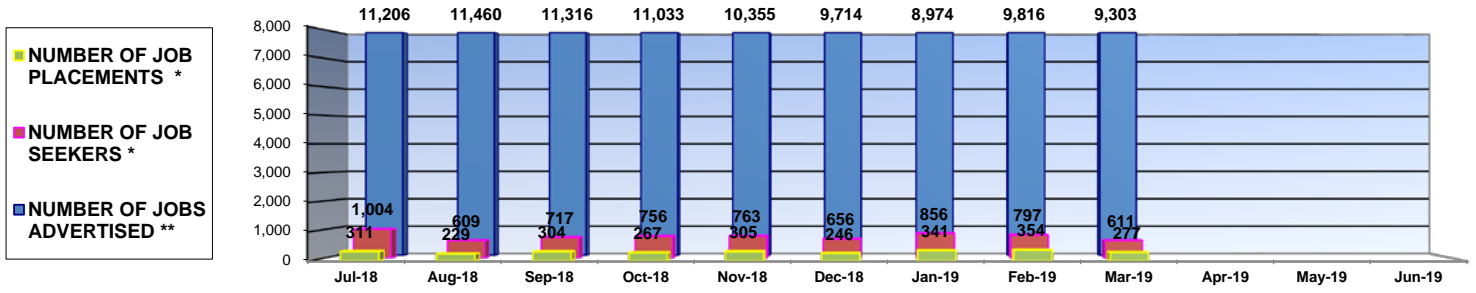
| | | | | | |
|----------------------------|-------------------|-------------------|-------------------|------------------|--------------|
| TOTAL ANNUAL BUDGET | 11,245,425 | 14,921,900 | 11,179,700 | 9,121,257 | 61.1% |
|----------------------------|-------------------|-------------------|-------------------|------------------|--------------|

| | | | | | |
|----------------------------|----------------|----------------|----------------|----------------|--------------|
| STATE-LEVEL FUNDING | 814,706 | 834,900 | 626,200 | 594,585 | 71.2% |
|----------------------------|----------------|----------------|----------------|----------------|--------------|

| | | | | | |
|-------------------------------|-------------------|-------------------|-------------------|------------------|--------------|
| TOTAL WORKFORCE BUDGET | 12,060,131 | 15,756,800 | 11,805,900 | 9,715,842 | 61.7% |
|-------------------------------|-------------------|-------------------|-------------------|------------------|--------------|

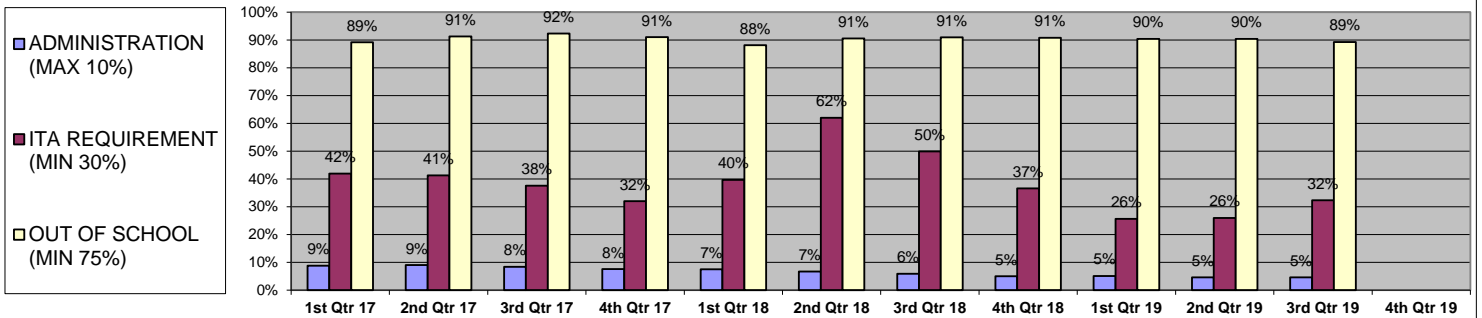
| | FY 2018 Actual Expense | FY 2019 Approved Budget | FY 2019 Current Obligations | FY 2019 Y-T-D Expense | % of ITA Funds Obligated |
|------------------------------------|------------------------------|-------------------------------|-----------------------------------|-----------------------------|--------------------------------|
| *CUSTOMER ACTIVITY | | | | | |
| Job Seeker ITAs | 330,257 | 600,000 | 497,871 | 325,854 | 83.0% |
| Employer OJT/AWE/EWT | 425,716 | 600,000 | 324,147 | 148,100 | 54.0% |
| Incentives & Materials | 69,297 | 100,000 | 77,275 | 58,974 | 77.3% |
| Total Customer ITA Activity | 825,270 | 1,300,000 | 899,293 | 532,928 | 69.2% |

MONTHLY JOBS REPORT & BW SPENDING PER JOB PLACEMENT



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

ANNUAL SPENDING CAPS BY QUARTER



| Category | 1st Qtr 17 | 2nd Qtr 17 | 3rd Qtr 17 | 4th Qtr 17 | 1st Qtr 18 | 2nd Qtr 18 | 3rd Qtr 18 | 4th Qtr 18 | 1st Qtr 19 | 2nd Qtr 19 | 3rd Qtr 19 | 4th Qtr 19 |
|---------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| PROGRAM SPENDING: | | | | | | | | | | | | |
| ADMINISTRATION (MAX 10%) | 158,006 | 316,211 | 456,985 | 658,119 | 137,070 | 269,784 | 421,291 | 559,072 | 153,830 | 282,216 | 419,576 | |
| PROGRAM ACTIVITIES | 1,631,825 | 3,195,398 | 4,992,059 | 8,045,300 | 1,695,133 | 3,754,384 | 6,751,105 | 10,686,353 | 2,858,106 | 5,891,543 | 8,701,681 | |
| CUSTOMER SPENDING: | | | | | | | | | | | | |
| STATE ITA COSTS (MIN 30%) | 167,278 | 383,623 | 546,442 | 762,055 | 183,637 | 405,170 | 558,597 | 708,028 | 89,847 | 224,104 | 467,221 | |
| OTHER PROGRAM COSTS | 231,838 | 546,304 | 907,802 | 1,616,328 | 279,361 | 248,451 | 561,054 | 1,227,428 | 260,390 | 639,214 | 977,107 | |
| YOUTH SPENDING: | | | | | | | | | | | | |
| IN-SCHOOL | 30,644 | 50,167 | 65,864 | 85,514 | 37,032 | 59,962 | 79,855 | 83,048 | 22,629 | 54,399 | 79,174 | |
| OUT-OF-SCHOOL (MIN 75%) | 251,721 | 522,113 | 790,366 | 867,358 | 274,370 | 576,159 | 798,546 | 816,160 | 211,740 | 512,905 | 659,071 | |



CURRENT YEAR FEE FOR SERVICE ACTIVITIES (7/1/2018 - 3/31/2019)

Unrestricted Balances: Cash on Hand \$237,796 Certificates of Deposit \$72,564 Total \$310,360

| | Healthcare Ambassador Program % of Revenue | | AARP BTW 50+ Program % of Revenue | | Juniors to Jobs Program % of Revenue | | Ticket to Work & TFF Programs % of Revenue | | Foundation Grants & Other Fee for Service Activities % of Revenue | | TOTALS % of Revenue | |
|--------------------------|---|--------------|--------------------------------------|--------------|---|--------------|---|--------------|--|--------------|------------------------|--------------|
| Revenue | | | | | | | | | | | | |
| Grant Awards | \$ 74,978 | 100.0 | \$ 68,275 | 100.0 | \$ 2,751 | 100.0 | \$ 6,525 | 41.3 | \$ 10,000 | 99.3 | \$ 162,529 | 94.6 |
| Contract Revenue | - | 0.0 | - | 0.0 | - | 0.0 | - | 0.0 | - | 0.0 | - | 0.0 |
| Sponsorship Revenue | - | 0.0 | - | 0.0 | - | 0.0 | - | 0.0 | - | 0.0 | - | 0.0 |
| Donated Revenue | - | 0.0 | - | 0.0 | - | 0.0 | - | 0.0 | - | 0.0 | - | 0.0 |
| Charges For Services | - | 0.0 | - | 0.0 | - | 0.0 | 9,285 | 58.7 | - | 0.0 | 9,285 | 5.4 |
| Website Licenses | - | 0.0 | - | 0.0 | - | 0.0 | - | 0.0 | - | 0.0 | - | 0.0 |
| Interest Earnings | - | 0.0 | - | 0.0 | - | 0.0 | - | 0.0 | 71 | 0.7 | 71 | 0.0 |
| Total Revenue | \$ 74,978 | 100.0 | \$ 68,275 | 100.0 | \$ 2,751 | 100.0 | \$ 15,810 | 100.0 | \$ 10,071 | 100.0 | \$ 171,885 | 100.0 |
| Expenses | | | | | | | | | | | | |
| Personnel | \$ 56,839 | 75.8 | \$ 20,257 | 29.7 | \$ - | 0.0 | \$ 1,092 | 6.9 | \$ 997 | 9.9 | \$ 79,185 | 46.1 |
| Travel / Training | 1,161 | 1.5 | 959 | 1.4 | - | 0.0 | - | 0.0 | 218 | 2.2 | 2,338 | 1.4 |
| Outreach | 3,184 | 4.2 | 169 | 0.2 | - | 0.0 | - | 0.0 | 3,090 | 30.7 | 6,443 | 3.7 |
| Software | - | 0.0 | - | 0.0 | - | 0.0 | - | 0.0 | - | 0.0 | - | 0.0 |
| Supplies | 820 | 1.1 | 250 | 0.4 | 35 | 1.3 | - | 0.0 | 603 | 6.0 | 1,708 | 1.0 |
| Equipment | - | 0.0 | - | 0.0 | - | 0.0 | - | 0.0 | - | 0.0 | - | 0.0 |
| Professional Services | 3,720 | 5.0 | 40,319 | 59.1 | - | 0.0 | 44 | 0.3 | 4,495 | 44.6 | 48,578 | 28.3 |
| Customer Wages | - | 0.0 | - | 0.0 | 2,377 | 86.4 | - | 0.0 | - | 0.0 | 2,377 | 1.4 |
| Customer Support | - | 0.0 | - | 0.0 | - | 0.0 | - | 0.0 | 6,133 | 60.9 | 6,133 | 3.6 |
| Indirect Costs | 9,254 | 12.3 | 6,321 | 9.3 | 339 | 12.3 | 160 | 1.0 | 2,187 | 21.7 | 18,261 | 10.6 |
| Total Expenses | \$ 74,978 | 100.0 | \$ 68,275 | 100.0 | \$ 2,751 | 100.0 | \$ 1,296 | 8.2 | \$ 17,723 | 176.0 | \$ 165,023 | 96.0 |
| Net Profit (Loss) | \$ - | 0.0 | \$ - | 0.0 | \$ - | 0.0 | \$ 14,514 | 91.8 | \$ (7,652) | -76.0 | \$ 6,862 | 4.0 |

CareerSource Brevard (CSB)
Executive Committee Meeting
February 4, 2019

MINUTES

Members in Attendance: Paula Just (Chair), Daryl Bishop (via teleconference), Susie Glasgow (via teleconference), Mike Menyhart.

Members Absent: Robert Jordan, Travis Mack, Patty Stratton.

Staff in Attendance: Denise Biondi, Jennifer Lasser, Don Lusk, Marci Murphy, Richard Meagher, Stephanie Mosedale, Lyn Sevin.

Guests: None

Paula Just called the meeting to order at 4:00pm.

Public Comments: There was no public comment.

Action Items:

Approval of Executive Committee Minutes

Motion to approve the Executive Committee minutes for November 5, 2018 made by Mike Menyhart and seconded by Susie Glasgow. Motion passed unanimously.

Discussion/Information Items:

President Update

The President reported on the following

1. Conference of Mayors
2. Workforce Development Council's Best Practices (handout)
3. CSB's advertisement targeting engineers that will appear in the March edition of Delta Sky Miles magazine (handout)
4. Adult Ed Newsletter featuring CSB
5. Brevard Business News article featuring CSB's Business Services team.

Staff gave the following presentations:

1. CareerSource Florida's (CSF) Annual Report
2. CSB's Annual Report

Ms. Murphy said that the Board Retreat has been moved to May and will be held at the Center for Collaboration - Space Coast Health Foundation. A training video titled "Tour of the Career Center" will be shown at that meeting. She also said that staff would be attending CSF meetings in Tallahassee in February, and the County Commission will be reviewing the Local Workforce Development Area Designation in March.

Board members were offered use of a Conflict Resolution training video which will be available in March.

Governance/Finance Committee Update

Daryl Bishop gave an update on the Governance/Finance Committee which had met earlier in the day. He said that Lyn Brockwell-Carey has agreed to join the board and he noted that all board positions are currently filled. He said that the Committee had reviewed CSB's financial records and he talked about the plan to replace outgoing officers.

Hidden Talent Update

Staff reported that Brevard's unemployment rate is hovering around 3.3%, and there is a shortage of workforce talent across every industry. Staff updated the Committee on CSB's strategies to address the workforce shortages by finding Brevard's hidden talent.

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.

Adjournment:

The meeting adjourned at 4:47pm.

Submitted by,

Reviewed by,

(signature on file)
Lyn Sevin

2/14/2019
Date

(signature on file)
Paula Just

2/14/2019
Date

CareerSource Brevard (CSB)
Governance/Finance Committee Meeting
February 4, 2019

MINUTES

Members in Attendance: Daryl Bishop (Chair), Amar Patel (via teleconference), Wayne Olson.

Members Absent: William Chivers, Travis Mack.

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

Guests: None

Daryl Bishop called the meeting to order at 10:03am

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 8, 2018 made by Wayne Olson and seconded by Amar Patel. Motion passed unanimously.

Discussion/Information Items:

Officers and Board Member Reappointments

According to the CSB bylaws the Board elects the Chair, the Vice Chair, and the Treasurer from Directors serving from the Business Sector for the next year from a slate of officer candidates presented/recommended by the Governance/Finance Committee.

All current Officers of the Board are approaching the end of their second consecutive term and the president requested input from the Committee on nominations for the PY 2019-2020 one year term. The current Board Member Roster was reviewed and the following recommendations were made:

Chair – Susie Glasgow was recommended for this position. Staff will reach out to Ms. Glasgow.

Vice Chair – Daryl Bishop agreed to the nomination.

Treasurer – Amar Patel and Colleen Browne were recommended. Mr. Patel said he would consider this position after reviewing the duties.

Board Member Reappointments

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

Shawn Beal – Business Manager, IBEW 208

Jennifer Kenny – Organizer, IBEW 606

Traci Klinkbeil – Community Administrator, DCF

Patricia Stratton – VP & IMCS Program Manager, Abacus Technology Corp.
Terry Schrupf – President/CEO, Florida Sports & Spinal Rehab
Susan Glasgow – President/CEO, Kegman Inc.
Frank Abbate – County Manager, Brevard County Management
Nancy Heller – Project Director, SCSEP

After reviewing the attendance records the Committee agreed that staff should reach out to each of the above to determine if they can commit to another term. It was also agreed that staff reach out to Susie Glasgow to determine if she is willing to Chair the Board and, should Ms. Glasgow accept, reach out to Nancy Heller to Chair the Industry Workforce Committee.

Ms. Murphy said that Lynn Brockwell-Carey has agreed to join the board in May 2019 and would like to be assigned to the Career Center Committee.

Financial Reports

Staff reviewed the financial activity for the fiscal period ending on December 31, 2018. There was brief discussion on OJT/AEW/EWT spending.

Vendor Payment Report:

The Vendor Payment report from October 1, 2018 through December 31, 2018 was reviewed.

Adjournment:

Motion to adjourn made by Amar Patel and seconded by Wayne Olson. Daryl Bishop adjourned the meeting at 10:25am.

Submitted by,

Reviewed by,

(signature on file)

Lyn Sevin

2/19/2019

Date

(signature on file)

Daryl Bishop

2/19/2019

Date