



Board of Directors Meeting
February 14, 2019 – 8:00am
CareerSource Brevard Boardroom
(Teleconference 321.394.0707)

Attendees: Paula Just (Chair), Frank Abbate, Joe Angelastro, Shawn Beal, Daryl Bishop, Colleen Browne, William Chivers, Dale Coxwell, 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 Schrupf, Patricia Stratton, Lynda Weatherman.

Agenda

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

<i>Call to Order</i>	<i>Paula Just</i>	<u><i>Page No.</i></u>
<i>Introductions</i>		
<i>Public Comment</i>		
<i>Presentations:</i>		
A. Job Seeker Recognition – Karen Vogt Kendrick		
B. Business Recognition – Space Coast Intelligent Solutions		
C. DEO Annual Performance		
<i>Action Items:</i>		
A. Contracts with Board Members	<i>Paula Just</i>	1-2
<i>Consent Action Items:</i>	<i>Paula Just</i>	
A. Board of Director’s Meeting Minutes – 11/15/18		3-4
<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>Marci Murphy</i>	
<i>Information Items</i>	<i>Marci Murphy</i>	
A. Outreach Update (handout)		
B. Annual Report (presentation)		
C. Hidden Talent		5-6
D. APG IT Sector Update		7-8
E. Business Use of CSB Services		9-10
F. Common Measures		11
G. Second Quarter Contractor Performance		12-14
H. Healthcare Sector Update		15-16
I. Soft Skills Grant Update		17-18
J. Quarterly Multimedia Outreach		19-20
K. Grow the Resources of the Board		21-29
L. Financial Reports (Charts 1, 2, & 3)		30-34

M. Committee Meeting Minutes

a. Executive Committee – 11/5/18	35-36
b. Governance/Finance Committee – 11/8/18	37-38
c. Industry Workforce Committee – 10/18/18 and 1/17/19	39-43
d. Career Center Committee – 9/13/18 and 12/4/18	44-49

Adjourn

Meeting information is always available @ careersourcebrevard.com

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

Upcoming Meetings:

All meetings are in the CSB Boardroom unless otherwise noted

March 2019

12th Career Center Committee-8:30am

April 2019

25th Industry Workforce Committee-8:30am

May 2019

6th Governance/Finance Committee-3:00pm

6th Executive Committee-4:00pm

16th Board of Directors Annual Meeting and Retreat-8:00am – The Center for Collaboration Community Room, Rockledge

June 2019

11th Career Center Committee-8:30am



February 14, 2019

Action Brief

On the Job Training (OJT), Employed Worker Training (EWT) Adult Work Experience (AWE), and other Contracts with Board Members

Background

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

Recommendation

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

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

Business Name:	Brevard Achievement Center
Board Member:	Amar Patel
Total Not to Exceed:	\$50,000

The maximum amount of training hours (1040 hours per person) for approximately 6 people was used to determine the maximum available funding. All funding is dependent upon Board and CSF approval, along with availability of funds. Training is for the following types of positions with annual salaries ranging from \$17,600 to \$85,000

- Housekeeper/Custodian
- Maintenance
- Project Manager
- Business Developer
- Education Specialist
- Clerical and Administrative
- Information Technology staff training

- Other positions as identified by Brevard Achievement Center

Action

Approve or deny contract recommendations for Brevard Achievement Center for work based training contracts.

CareerSource Brevard
Board of Directors Meeting
November 15, 2018

MINUTES

Members in Attendance: Paula Just (Chair) (via teleconference), Frank Abbate (via teleconference), Shawn Beal, Daryl Bishop, Colleen Browne (via teleconference), William Chivers (via teleconference), Susan Glasgow, Robert Jordan, Jennifer Kenny, Mike Menyhart, Mark Mullins, Wayne Olson (via teleconference), Terry Schrumph (via teleconference), Patty Stratton (via teleconference), Lynda Weatherman.

Members Absent: Joe Angelastro, Dale Coxwell, Lloyd Gregg, Nancy Heller, Traci Klinkbeil, Travis Mack, Linda Miedema,

Staff Present: Denise Biondi, Judy Blanchard, Wendi Jo Bost, Clinton Hatcher, Jennifer Lasser, Don Lusk, Richard Meagher, Marci Murphy, Lyn Sevin, Jeff Witt. **Career Center Staff Present:** Julie Berrio, Caroline Joseph-Paul, Bob Knippel, Patrick Mele.

Guests: Jeff Arnott (Adult Ed), Karen Spurlock and Sandy Handfield (EFSC), Racquel McIntosh (Grau & Associates), David Steels (Saalex), Anita Richardson (DEO).

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

Public Comment: There was no public comment.

Presentations:

Business Recognition

Megan Cochran presented Karen Spurlock from Eastern Florida State College who was recognized for her own successful career path and her help in placing CSB clients on nursing scholarships with EFSC.

Caroline Joseph-Paul General Manager of C2GPS presented a Partnership Award to Jeff Arnott, Director of Adult Ed and an Employer of Excellence Award to David Steels of Saalex Solutions for their collaboration and support of CSB programs.

Action Items:

Program Year 2017-2018 Audit Report

Ms. Racquel McIntosh from Grau & Associates gave a presentation on the status of the audit. Ms. McIntosh noted CSB had a clean audit with no findings and remains a low risk audit. There was brief discussion. Motion to accept the Independent Auditor's Report on the financial statements for the program year ending June 30, 2018 was made by Susie Glasgow, seconded by Lynda Weatherman and passed unanimously.

Paula Just left the meeting at 8:27am.

Contracts with Board Members

CSB Board Members Paula Just, Frank Abbate, Mark Mullins and Linda Miedema identified the need to abstain from discussion and voting prior to the meeting. It was noted that Board Member Linda Miedema was not present at the meeting; however she would have a conflict of interest with the provision of worked based contracts as outlined.

Motion to recommend the Department of Economic Opportunity approve Related Party Contract with Health First in an amount not to exceed \$200,000, made by Robert Jordan and seconded by Susie Glasgow. Motion passed unanimously. Board member Paula Just was not present.

Motion to approve Related Party Contracts with Brevard County Management in an amount not to exceed \$24,900, made by Robert Jordan and seconded by Mike Menyhart. Motion passed unanimously with Frank Abbate abstaining.

Motion to approve Related Party Contracts with Brevard Public Schools in an amount not to exceed \$24,900, made by Robert Jordan and seconded by Mike Menyhart. Motion passed unanimously with Mark Mullins abstaining.

Motion to approve Related Party Contracts with Eastern Florida State College and Eastern Florida State College Foundation in an amount not to exceed \$24,900, made by Robert Jordan and seconded by Mike Menyhart. Motion passed unanimously. Board Member Linda Miedema was not present at the meeting.

Board Member Nominations

Motion to approve prospective Board member Amar Patel to fill the seat vacated by Kevin Smith and to be sent to the Brevard County Board of County Commissioners for ratification was made by Robert Jordan and seconded by Daryl Bishop. Motion passed unanimously.

Consent Action Items

Motion to approve the Board of Director meeting minutes for August 16, 2018 made by Daryl Bishop and seconded by Mike Menyhart. The motion passed unanimously.

Committee Chair Reports

Susie Glasgow gave a report on the Industry Workforce Committee meeting held on October 18, 2018.

Mike Menyhart gave a report on the Career Center Committee meeting held on September 13, 2018.

Daryl Bishop gave a report of the Governance/Finance Committee meeting held on November 8, 2018.

Information Items:

Information items presented included updates on Career Center Standards, New Contractor Performance Measures, First Quarter Contractor Performance, Healthcare Sector Strategy, APG IT Sector Strategy, Soft Skills Grant, Quarterly Multimedia Outreach, Rebuild Florida, Grow the Resources of the Board, Financial Reports and Committee meeting minutes. There was brief discussion on the new contractor performance measures, the multimedia outreach plan, Rebuild Florida and Grow the Resources of the Board.

Other Business:

Ms. Marci Murphy said that the CSB Annual Report is almost finished and will be sent to board members via email.

It was noted that board member Ms. Susie Glasgow had been awarded the DOL Hire A Vet Platinum Award. Ms. Glasgow stated that 70% of Kegman employees are veterans.

Ms. Glasgow said she is also chairing the Juvenile Diabetes Walk and asked board members to participate.

Mr. Robert Jordan invited board members to attend his swearing in ceremony at Titusville City Council on November 27 at 11am.

There being no further business, the meeting was adjourned at 9:07am.

Submitted by,

Reviewed by,

(signature on file)

11/15/2018

(signature on file)

11/16/2018

Lyn Sevin

Date

Paula Just

Date

Information Brief

Hidden Talent Update

Background

With Brevard's unemployment rate hovering around 3.3%, there is a shortage of workforce talent across every industry. CSB is concentrating on this challenge. Committee strategies, actions and the President's goals have been focused on addressing the workforce shortages. One area of focus has been finding Hidden Talent. For CSB, Hidden Talent refers to persons who exist in our community who may have not associated themselves with our services and programs. They can be persons who have great potential to meet employer needs with some encouragement, connecting or assistance such as skills retooling. CSB has implemented several Task Teams with strategies in place to find and bring more talent into the Career Centers and in our Employ Florida Database where businesses can find the talent they need.

Below are the strategies being addressed company-wide and in CSB's Task Teams, along with an update on processes and ideas that are being implemented.

Find ways to attract job seekers to our Career Centers.

- Basic Computer Lab created for job seekers
- Welcome packets for new customers
- Process in place to update TV Monitors
- Adult Ed in Career Centers for ESOL training and Customer Service & Sales training
- Brevard Achievement Center housed in our Titusville Career Center
- Voc. Rehab. in our Rockledge Career Center for partial day
- Exploring a workshop/Job Club for the underemployed
- Hosting an evening hour job fair in May 2019 for job seekers currently employed, but looking to transition to other employment

Finds ways to outreach to the community to bring in more job seekers.

- Faith-based focus group to discover what congregations are looking for with regard to workforce services
- Company-wide listing of all the CBO's (Community Based Organizations) CSB has reached out to in the last four months of 2018.
- Developing CBO presentation of CSB services to be delivered to selected organizations (from list stated above), creating referral processes, developing relationships and feedback loops in order to outreach to their customers on a regular basis with regards to workforce services.

- General Manager of Career Centers joined the Brevard Re-entry Task Force and is chairing the Employment Committee
- Business Liaisons attending community and business networking events to get the word out about CareerSource Brevard and the services available.

Focus on finding the hidden talent through working with special populations.

- Applied for and received a \$250,000 grant to work with the ex-offender population. CSB will call the program "R.I.S.E. Brevard" which stands for Re-entry Intervention resulting in Successful Employment
- Expungement training for staff along with a resource sheet to help job seekers
- Department of Corrections Job Fair
- Surveys to ex-offenders to find out what they need
- Work Readiness workshops specifically designed for ex-offenders, mature workers, and the Latino populations
- New funding from AARP on March 1 for \$110,000 to help 50+ job seekers
- Continued funding through September to focus on the Hurricane Maria participants and the Latino population.
- Underemployed pilot program with focus on low wage earners upskilling in Information Technology (IT) for employment. Will contain an outreach campaign leveraged with our America's Promise Grant training dollars
- Working in coordination with METCA (Macedonia Education Technology and Career Academy) to assist with outreach in low-income communities for our health care training programs.

CSB continues to focus on and prioritize services to Military Veterans as well as Military Families, Out of School Youth and other special groups with specific funding allocations.

Information Brief

American Promise Grant (APG) Update

Background

Moving into the 3rd year of the grant, ending December 31, 2020, gives us cause for continued analysis and tweaking to attain our performance numbers, provide the strengthening of our consortium and reinforce the branding for both the CSB and APG.

Update of Training Activities

- November & December saw the beginning of intense training for our Career Counselors (CC) and Business Liaisons (BL). This included one on one role playing to polish up our assessment of APG participants for career counseling. Sector Strategy (SS) Program Manager has gathered and created better tools to help understand the IT Fields and the Occupations within each sector so that BL's can better guide and coach HR representatives at our local IT companies. This instruction will help fill their open positions and identifying their employees that need additional IT Certification Training. This "IT Bootcamp" will be part of an ongoing monthly meeting with our C2 staff, consisting of systematic training that includes role playing that utilizes one or more of the new training tools we have disseminated. SS Program Manager and IT BL will jointly coach frontline staff.
- CompTIA, one of the Nation's premier IT Certification institutions has provided us their IT Assessment tools to evaluate as an additional resource for our Career Counselors to evaluate potential APG Participants. The results are more accurate than the CareerScope and TABE assessment tools that CSB currently uses, related to more accurately identifying the right IT occupation job seeker.
- In order to better serve our selected APG candidates staff is working to add two more certification training institutions, EFSC and Keiser University. This will bring the number to four education partners, giving job seekers more flexible and timely options for completing their IT certification.
- Timely IT partnerships strengthen the APG Consortium and our exposure to potential employed workers which are a part of our target market for the grant.



At a recent International Cybersecurity Summit held at the Kennedy Space Center. CSB attended and met with cyber experts from around the world, including those from the EU, NATO, FBI and Homeland Security. An announcement was made of the newly formed partnership between CSB/APG with the host organizations, the International Association of Certified ISAOs (IACI). They are a Global Association of Cyber Threat Analysis and Intelligence Organizations headquartered here at KSC. The goal is to introduce our local IT professionals to involvement in this Association and the further strengthening of our local IT community and its exposure to the world.

- Planning began for April 2019 Cybersecurity Expo including Job Fair with industry Continuing Education credit Speakers. This will be the premier event for jobseekers interested in the IT profession. IT will include local hiring IT / Cybersecurity companies with set top display space, local chapters of national IT Associations and an educational area that will provide insights to specific IT occupations and industries, training and knowledge of the IT industry. All of our local private and public Education partners will be included.

Performance Metric	Grant Required Outcome	Performance to Date
Total Participants Served	400	104
Total Participants Enrolled in Training Activities	400	100
Total Participants Completing Training Activities	360	65
Total Participants Completing Training and Receive a Degree or Credential	320	64
Total Participants who Complete Training and Obtain Employment	270	37



February 14, 2019

Information Brief

Business Use of CareerSource Brevard (CSB) Business Services

Background

The CSB Strategic Plan contains the following goal regarding business use of 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
Objective	Offer the highest quality of services to Businesses to meet their workforce needs.
Strategies	Increase the Skills needed in the labor force to meet the demands of local and regional business.

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

Count of Employers That Received a Service

This chart measures the number of individual business or employers that CSB serves. This shows the number of employers who placed job orders and received other services from CSB.

PY 17-18 EMPLOYERS THAT RECEIVED A SERVICE				
<u>Industry</u>	<u>Job Orders</u>	<u>All Other Ser vices</u>	<u>Total</u>	<u>% Change from PY 16-17</u>
Total All Industries	1,235	2,333	3,486	+2.4%
Construction	347	635	982	+1.87%
Health Care	203	582	785	+2.35%
General	578	1,106	1,684	+1.94%
Aerospace	46	86	132	-12.0%

For PY 2017-18, there was a 2.4% increase in the number businesses served across all industries. Within the individual communities which comprise the B2J model, Construction, Health Care, General and Aerospace saw changes consisting of +1.87%, 2.35%, +1.94% and -12.0% respectively.

Count of All Services Received

This chart measures and tracks the number of CSB services that a business uses. The services are broken into job orders and all other services. All other services can include reduction in

force services, salary information, labor market information, employed worker training, On-The-Job Training, job fairs, interview space resources and applicant pre-screening, etc. A business can use these services as much as needed and each use counts as a unit of service. The table also presents the data by industry areas that correspond to the “communities” that CSB uses as a part of the Business to Jobs (B2J) model. The 2017-18 Program Year results are as follows:

PY 17-18 ALL SERVICES RECEIVED				
<u>Industry</u>	<u>Job Orders</u>	<u>All Other Services</u>	<u>Total</u>	<u>% Change from PY 16-17</u>
Total All Industries	8,057	41,811	49,868	-12.26%
Construction	1,811	12,043	13,851	-12.53%
Health Care	2,592	8,742	11,334	+2.95%
General	3,854	21,004	24,858	-14.56%
Aerospace	665	2,358	3,023	-12.40%

The number of services being provided to current business (total all industries) customers decreased by 12.26% under the previous year. Within the individual communities which comprise the B2J model, Construction, Health Care, General and Aerospace saw changes of -12.53%, +2.95%, -14.56% and -12.4%, respectively.

Analysis

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

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



Information Brief

Measure 3C (1) (b) – Primary Indicators of Performance (formerly known as Common Measures) Watch Brief

Background

Common Measures were established under 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 1st quarter of PY 2018-19. Also shown are our goals for PY 2018-19. The 2018-19 performance goals were met or exceeded for the 1st quarter.

July 2018-September 2018 Performance

Primary Performance Indicator (PPI)	Performance 2015-2016	Performance 2017-2018	PY18-19 Performance	PY18-19 Performance Goals
Adults:				
Entered Employment Rate (2 nd Qtr. after Exit)	83.9%	92.6%	90.8%	86.0%
Employment Retention Rate (4 th Qtr. after Exit)	83.6%	89.3%	90.8%	83.0%
Median Earnings (2 nd Qtr. after Exit)	\$6,993	\$7,496	\$7,342	\$7,200
Credential Attainment Rate	58.7	N/A	89.2%	62.0%
Dislocated Workers:				
Entered Employment Rate (2 nd Qtr. after Exit)	74.4%	85.7%	80.7%	83.0%
Employment Retention Rate(4 th Qtr. after Exit)	76.1%	88.2%	88.0%	79.0%
Median Earnings (2 nd Qtr. after Exit)	\$7,621	\$6,432	\$7,372	\$6,850
Credential Attainment Rate	43.2	N/A	90.9%	60.0%
Youth Common Measures:				
Entered Employment Rate (2 nd Qtr. after Exit)	64.3%	79.2%	79.3%	70.0%
Attainment of a Degree or Certificate	67.8%	N/A	N/A	N/A
Credential Attainment Rate	76.5%	N/A	82.8%	75.2%
Employment Retention Rate (4 th Qtr. after Exit)		78.3	79.1	67.0%
Wagner-Peyser:				
Entered Employment Rate (2 nd Qtr. after Exit)	63.8%	69.1%	68.7%	63.0%
Employment Retention Rate(4 th Qtr. after Exit)	62.3%	70.7%	68.5%	64.0%
Median Earnings (2 nd Qtr. after Exit)	\$5,268	\$5,165	\$5,297	\$5,100
Not Met (less than 90% of negotiated)				
Exceeded (greater than 100% of negotiated)				



February 14, 2019

Information Brief

Second 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			1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	Minimum	Accelerated				
New Job Seekers	300	400	Missed (-735)	Missed		

				(-2255)		
Customer Engagement	75%	85%	Met (76%)	Met (78%)		
Entered Employment Rate						
Adults	90%	95%	Exceeded (%100)	Met (94%)		
Dislocated Workers	90%	95%	Exceeded (%100)	Exceeded (100%)		
Welfare Transition	30%	35%	Met (30%)	Exceeded (35%)		
Wagner Peyser	35%	40%	Met (38%)	Exceeded (42%)		
Short Term Veteran	35%	40%	Exceeded (40%)	Exceeded (42%)		
Average Wage at Placement						
Adult	\$17.01	\$17.73	Met (\$17.51)	Missed (\$16.73)		
Dislocated Worker	\$18.20	\$18.90	Missed (\$17.22)	Exceeded (\$19.38)		
Welfare Transition	\$9.80	\$10.65	Exceeded (\$10.69)	Met (\$10.35)		
Wagner Peyser	\$11.44	\$12.15	Exceeded (\$13.80)	Missed (\$10.78)		
Retention at 12 Months						
Adult	80%	85%	Met (83%)	Exceeded (86%)		
Dislocated Worker	80%	85%	Missed (78%)	Met (84%)		
Youth	70%	75%	Exceeded (83%)	Exceeded (89%)		
Quality of Referrals						
Referral to Placement Ratio by Job Seeker	25%	30%	Exceeded (51%)	Exceeded (62%)		
Business Services						
Repeat Business Customers	85%	90%	Missed (84%)	Missed (80.5%)		
Business Satisfaction Rate	8.5	9.0	Met (9.8)	Exceeded (9.40)		
WIOA Youth						
Positive Outcome Rate	95%	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%)		
Measured Annually						
Performance on Special Projects and Grants	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		

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		

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			

There are several performance criteria that the staff is working to improve. These include number of new job seekers and average wage at placement for Adults and Wagner Peyser customers. All of these measures have been impacted by the low unemployment rate and availability of jobs. 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.

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



February 14, 2019

Information Brief

Healthcare Sector Strategy Update

Background

CareerSource Brevard was awarded a grant funding extension for a staff position to support the Healthcare Sector Strategy through September 30, 2019. SMART goals were established for performance metrics for Quarter 10 (October 1, 2018 – December 31, 2018). 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	16	18	36
Quarter 10 Goals	1	3	10	14
Quarter 10 Results	2	14	1	17

Activities that Support the Sector Strategy Initiatives:

- CSB Career Counselors focused on preparing Medical Assistant and Certified Nursing Assistant (CNA) candidates for scholarship and training. In addition, with the cancelation of Harris Casel’s Practical Nursing (PN) program, Counselors focused their attention on transitioning existing PN scholarship recipients to other training alternatives.
- CSB in partnership with Brevard Adult Education and METCA held two TABE Boot Camps, one for 16 CNA training candidates and the other for 15 LPN candidates.
 - The Boot Camp for CNAs resulted in a significantly reduced remediation time frame for several candidates. The Boot Camp began on September 17th and 6 of the attendees were ready to start training on October 29th. Past cohorts took almost six months of self-remediation before meeting the required TABE scores. In addition, the Boot Camp removed any stigma associated with not initially meeting the required 9th grade reading, language and math TABE scores, which promoted program retention.
 - The subsequent Boot Camp for LPNs had a similar result, however, individuals who speak other languages (ESOL - English is a second language) did not perform as well and a longer term remediation solution is needed. These

candidates were referred to Brevard Community Adult Education's Adult Basic Education and ESOL classes.

- A TEAS Prep Academy was created to further prepare Practical Nursing Candidates for program eligibility. Based on their TABE Boot Camp scores, 10 were deemed ready to participate in the six week TEAS Prep Academy. The prep program was completed at the end of December.
- With Harris Casel closing, Brevard's regional Prometric test site for CNA certification will also close. Closure would mean test challengers would need to travel out of county to test. To keep a regional test site, Brevard Nursing Academy applied and was approved by Prometric to become Brevard's new regional test location. CSB donated 6 computers to Brevard Nursing Academy to support the accessibility of Brevard's regional Prometric test location.

Practical Nursing Training Provider Issue Update:

On September 6, 2018, CSB received notification from Harris Casel Institute they would not be able to hold their Fall Practical Nursing (PN) class, and they made a decision to close the school in December. There were 17 candidates who received scholarship assistance for their PN program. CareerSource Brevard took action to provide alternative training options for the scholarship recipients.

- CSB contacted Eastern Florida State College (EFSC) Practical Nursing Program Manager to see if their January PN program application could be extended for candidates interested in pursuing their training program. A community courtesy application deadline extension was offered and 5 out of 10 candidates who applied were accepted into their PN program.
- The owner of Harris Casel Institute created a partnership with a newer local healthcare training provider, Brevard Nursing Academy to strengthen their PN program offering. With the partnership in place and Brevard Nursing Academy's Florida Board of Nursing approval, CSB was able to approve their Individual Training Account (ITA) vendor application. Since Brevard Nursing Academy was approved to receive scholarships, 11 out of 12 remaining scholarship recipients applied and were approved for their PN program. Classes began in November. The remaining scholarship recipient is weighing options at this time.
- Anticipated Practical Nursing class offerings for 2019 includes a February 2019 class through Brevard Nursing Academy. Keiser University is hoping to start a class sometime in the Spring of 2019 and Eastern Florida State College is considering offering a mid-year class should enough candidates apply.

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

- Project Lead has been working with C2 staff to review and fine-tune the 90 day post-employment follow up process with the employers and the employee/trainees. An integral part of this evaluation grant is obtaining and analyzing employment retention data to determine if the soft skills training had an impact in the work place. Going forward, Project Lead will be focused on gathering and analyzing the data collected for grant end reporting.
- The Employer/Space Coast Human Resources Management “Guest Spots” during the Essentials Training (blended, classroom/on-line training) continue to gain employer support. The feedback from the facilitators indicates that the participants are acknowledging the value of the training principles when they can hear how it relates to real-life workplace application.
- CSB Healthcare Consortium Soft Skills Committee meeting convened on October 25th and there was a robust discussion on new strategies for participant outreach efforts. The recruiter for Health First has invited CSB staff to participate in their upcoming job fairs as a guest speaker for soft -skills.
- The Melbourne Chamber of Commerce, Small Businesses Council meeting was hosted by CSB on November 6. An update and highlights of the soft skills training program was presented. It was a good opportunity to network with



Brevard employers as part of making them aware of what credential CSB's career seekers will have after completion of soft skills training.

- Staff manned a Soft Skills booth at CSB's *Paychecks for Patriots Job Fair* held on November 8th. Over fifteen veterans/career seekers expressed interesting in the training. Staff is following up with for each to facilitate enrollment into the training.
- CSB's Soft Skills training program participated in the Central Area Adult Education Apprenticeship Event on November 15th. It was a good turn-out of 18+ years of age adults. Approximately fifteen of them showed an interest in the online and/or blended instruction training at the centers. Staff will be following-up with these individuals as well.
- As of December 2018, CareerSource Brevard has over 430 enrollees and of those, over 370 participants have completed the program and received their credential.
- At of the end of December, over 115 soft skilled candidates have obtained employment or retained employment in jobs through CSB and are part of the evaluation process.



Quarterly Multimedia Outreach (October - December 2018)

<p>Non-Paid Social Media Marketing</p>	<p>Facebook, Twitter, LinkedIn to share economic, education, business and community partner social news, and CSB’s Employer/Job seeker events, Hot Jobs, Veteran Job fair, Veterans Day resources, Healthcare Career Fair and Consortium event, Manufacturing Month Job Fair, IT Consortium event, IT live chat & virtual tour, ESOL classes, AARP 50+, Soft Skills training, Rebuild Florida, National Disability Awareness Month, Income tax services.</p>
<p>Direct (Email) Marketing</p>	<p>Constant Contact, email marketing: Employer/Job seeker events, Hot Jobs, Veteran Job fair, Veteran’s Day resources, Healthcare Career Fair and Consortium event, Manufacturing Month: Job Fair, IT Consortium event, IT live chat & virtual tour, ESOL classes, AARP 50+, Soft Skills training, Rebuild Florida, EFSC survey support, National Disability Awareness Month, Income tax services.</p>
<p>Paid Advertising</p>	<p>BBN, Facebook, Al Dia Today: Promoting HealthCare Sector Strategy, Soft Skills training, Hurricane Maria workshops, Business retention and Total talent solutions B to B ads.</p>
<p>Media Relations & Press Coverage (Radio, TV, Print, Online)</p>	<p>Board and Contractor Media Training: Spokespersons for CSB, engaged in an on-site, all day, media training session that included techniques to improve and control the on-air delivery of stakeholder-relevant, intentional, and workforce-critical talk points. Marilyn Waters, APR, Consultant & Media Coach, facilitated the training.</p> <p>BBN Feature story: CSB Business Services team: the topic of business services from high to low unemployment.</p> <p>Bloomberg News and World Report: Jenn Lasser, Jana Bauer on the hiring of talent over 50 in the food service/restaurant industry, the solutions re: hidden talent.</p> <p>Highlight in CareerSource Florida annual report: Two jobseeker success stories from the Hurricane Maria and Healthcare Sector Strategy programs will be viewed by the Governor and legislative leaders.</p> <p>News coverage in Florida Today and Hometown news, Orlando Sentinel, BBN, Channel 13, NPR (WOCS), WFIT 89.5FM, Al Dia Today digital and print: Unemployment rate quotes, Hots Jobs, International Student employment, Veteran Job fair, Healthcare consortium and career fair, Soft Skills training, Hurricane Maria workshops/ ESOL classes, Employer/Job seeker events. Manufacturing Month Job Fair, IT Consortium event, IT live chat & virtual tour, AARP 50+.</p> <p>Governor Scott’s campaign outreach: Ann Scott toured CSB’s Airman and Family Readiness Center. Staff shared the services we provide to support military families.</p>
<p>Community Partner Outreach Programs</p>	<p>CSB and AARP Foundation: Program manager, Jana Bauer, had her Back to Work 50+ program video featured during AARP’s monthly national conference call.</p> <p>CSB and Titusville Chamber: President Marcia Gaedcke and CSB’s Sheryl Cost add CSB’s programs/services, and partner placement materials to Chamber relocation packages.</p> <p>CSB and The City of Cocoa’s EDC: CSB provided state- level workforce speaker for EDC’s annual meeting. Michelle Dennard, President and CEO, CareerSource Florida, was a speaker at the EDC’s annual meeting.</p> <p>Brevard County Libraries host soft skills training, and provides counter space for CSB services/program collateral.</p>



Quarterly Multimedia Outreach (October - December 2018)

	<p><u>CSB and the Space Coast EDC:</u> The CSB IT Sector Strategy program initiative will be included on the EDC's website within their "Live Big" talent attraction pages.</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>Annual Report and program collateral:</u> 2017-18 Annual report data and outcomes delivered in a new way -- Infographics, which create easy to absorb, share and present program outcomes. Soft Skills Program workbooks, Healthcare Sector Strategy invites, Hurricane Maria program outreach materials.</p>
<p>Website</p>	<p><u>Content development and enhancements:</u> ADA compliance updates, mobile enhancements to home page</p>
<p>State Co-Op Outreach program</p>	<p><u>Out of State Engineering Talent Attraction & Recruitment campaign:</u> Preparing to launch third annual March-June multi media campaign to collected leads from experienced engineers potentially DOD cleared. Paid LinkedIn and Google Ad words with a series of timed direct emailed messages. Tested and proven campaign content/parts remain the same with the addition of companies hiring engineers to the landing page, currently joined by: Boeing, Northrup Grumman, Harris, Embraer, Lockheed Martin, Nuance, Craig Technologies.</p> <p><u>Local Underemployed/Unemployed talent attraction & Recruitment campaign:</u> Preparing to launch now, a heavily saturated 2-month paid/non paid social media campaign with Facebook and Google Ads followed by an email marketing sequence of 3-4 messages. Rotating messages with photos covering many industries such as: No matter where you are on your career journey, our services can help at no cost to you. Get the training you need in the field you want. It's not where you start, it's where you end up, we believe in your journey, start your career path now. Provide your family with a sense of security. The feeling is priceless. Don't spend any more time on a job you don't enjoy. Get the training you need to advance in your career.</p>



REVISED
01//28/2019

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
<p>Grant Name: AARP Foundation Back to Work 50+ Women's Economic Stability Incentive Initiative (WESI)</p> <p>Time Frame: 3/1/15 – 02/28/2019</p> <p>Funding Source: Social Innovation Fund (SIF) & AARP Foundation.</p> <p>Partner(s): NA</p>	\$263,936	Offering unemployed women information sessions; computer, financial literacy, and job skills training; coaching and job search assistance for women ages 50-64.	<p>We are currently wrapping up with our final cohort, Wave 22, of this project. Metrics from Jan 1, 2018 – Jan 22, 2019 efforts include:</p> <ul style="list-style-type: none"> • # Attended 7 Smart Strategy Workshops – 315 (125% of goal) • # started coaching program – 185 (123% of goal) • # Hired – 104 (157% of goal) • Average hourly wage - \$15.06 <p>All metrics are final with the exception of # hired. This will continue to increase til the grant ends in Feb 2019.</p>	Jana Bauer
<p>Grant Name: Back to Work 50+ (BTW 50+)</p> <p>Time Frame: 3/1/19 – 12/31/2019</p> <p>Funding Source: AARP Foundation</p> <p>Partner(s): NA</p>	\$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	<p>Funding was awarded for efforts from March 1, 2019 – December 31, 2020. Funding will support 1 FTE staff to conduct all workshops and additional expenses necessary to conduct 5 waves per year. Case management will be integrated into the career centers and offered countywide.</p>	Jana Bauer
<p>Grant Name: H-1B American Promise Grant (APG)</p> <p>Time Frame: 01/01/17 – 12/31/20</p> <p>Funding Source: USDOL</p> <p>Partner(s): LWDB 12 Central Florida</p>	\$2,380,337	This project will target 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.	<p>Current grant activity includes continued meeting of subcommittees. Some notable activities include:</p> <ul style="list-style-type: none"> -Intense training for our centers Career Counselors (CC) and Business Liaisons. This included role playing, assessment of APG participants and use of new tools to help understand the IT Fields and the Occupations. - CompTIA, Nation's premier IT Certification institutions provided us their IT Assessment tools to evaluate APG Participants. -Working on adding two more certification training institutions, EFSC and Keiser University. This improves 	

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

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			<p>compliance by giving job seekers more flexible and timely options for completing their IT certification.</p> <ul style="list-style-type: none"> - Influential partnership was developed at recent International Cybersecurity Summit held at the Kennedy Space Center. Announcement was made of the newly formed partnership between CSB/APG with the host organizations, the International Association of Certified ISAOs (IACI). - Planning 4/4/19 Cybersecurity Expo including Job Fair with industry CE Speakers. -Performance as of 12/31/2018 <table border="1" data-bbox="1062 747 1458 1171"> <thead> <tr> <th>Performance Metric</th> <th>Grant Outcome</th> <th>Performance as of 12/31</th> </tr> </thead> <tbody> <tr> <td>Participants Served</td> <td>400</td> <td>131</td> </tr> <tr> <td>Participants Enrolled</td> <td>400</td> <td>128</td> </tr> <tr> <td>Participants Completing Training</td> <td>360</td> <td>77</td> </tr> <tr> <td>Participants Completing Training and Receive Credential</td> <td>320</td> <td>57</td> </tr> <tr> <td>Obtain Employment</td> <td>270</td> <td>49</td> </tr> </tbody> </table>	Performance Metric	Grant Outcome	Performance as of 12/31	Participants Served	400	131	Participants Enrolled	400	128	Participants Completing Training	360	77	Participants Completing Training and Receive Credential	320	57	Obtain Employment	270	49	
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<p>Name: Cooperative Outreach Program with Moore Communications and CareerSource Florida</p> <p>Time Frame: 10/01/18 – 06/31/20</p> <p>Funding Source: Wagner Peyser State Level Funding</p> <p>Partner(s): CareerSource Florida & Moore Communications</p>	<p>\$31,406</p>	<p>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.</p>	<p>Two talent attraction/recruitment campaign creative began November, 2018.</p> <p>Updates to the existing Engineer Recruitment campaign include updated economic stats and added partner placement information. Paid social ads launch 2/1/19 followed by direct mail sequence.</p> <p>The second multimedia campaign targets reaching underemployed talent poised for a career in IT. Paid social ads launch 3/15/19 followed by direct mail sequence.</p>	<p>Denise Biondi</p>																		

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

Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
<p>Grant Name: Hurricane Matthew Dislocated Worker Grant (DWG)</p> <p>Time Frame: 12/1/2016 - 9/31/2019</p> <p>Funding Source: USDOL through DOE DWG</p> <p>Partner(s): NA</p>	<p>\$6,013,500</p>	<p>Projects for clean-up, demolition, repair, renovation, and reconstruction of destroyed public structures, facilities, and lands within the affected communities.</p>	<p>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. Some projects on federal lands have been suspended until the shutdown is resolved.</p>	<p>Jim Watson</p>
<p>Hurricane Irma Dislocated Worker Grant (DWG)</p> <p>Time Frame: 09/07/2017 - 9/30/2019</p> <p>Funding Source: USDOL through DEO (DWG)</p> <p>Partners: NA</p>	<p>\$4,000,000</p>	<p>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.</p>	<p>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. Some projects on federal lands have been suspended until the shutdown is resolved.</p>	<p>Jim Watson</p>
<p>Grant Name: Governors Challenge</p> <p>Time Frame: 01/01/2018 – 12/31/2018</p> <p>Funding Source: DEO using WIOA Funding</p> <p>Partners(s): None</p>	<p>\$20,000</p>	<p>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.</p>	<p>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 times a week at all three CSB locations. These offerings have allowed individuals to find CSB based on the need to speak English for work and living on the mainland. Eighteen individuals from Puerto Rico have taken advantage of these classes and four have entered employment.</p>	<p>Wendi Bost</p>
<p>Grant Name: Maria Evacuees</p> <p>Time Frame: 10/01/2017 – 09/30/2019</p> <p>Funding Source: USDOL through DEO (DWG)</p> <p>Partners(s): None</p>	<p>\$125,000</p>	<p>The focus of this grant funding is for persons who have relocated from Puerto Rico and the Virgin Islands due to Hurricane Maria. Funds can be used for a variety of services to assist in training & employment. The plan for this grant is to focus on creating a series of “Welcome Workshops for Latino Newcomers”.</p>	<p>The Phase I workshops have been completed with approximately 70 participants. Phase II implementation started in January 2019. Workshops are currently being offered in Spanish to assist with understanding the interviewing process and as well as understanding employer expectations. An outreach campaign has been developed to connect CSB</p>	<p>Wendi Bost</p>

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

Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
			<p>services to the Hispanic Community called “Activa tu Carrera” which can continue beyond life of this grant.</p> <p>Staff arranged our contractor Urbander, a Webinar on 01/17/2019 for other LWDB on “Harnessing Latino Impact: Cultural Drivers that Boost Latino Engagement.”</p>	
<p>Grant Name: Soft Skills Pilot Grant</p> <p>Time Frame: 07/01/2017 - 06/30/2019</p> <p>Funding Source: CS Florida- SS Initiatives Grant</p> <p>Partners: SHRM, AARP, EDC</p>	<p>\$267,968</p>	<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 Department of Economic Opportunity began offering the same soft skills online program as part of their “Ready to Work” Initiative. This soft skills program is now available to employers and job seekers free of charge. Even with this change CSB will complete the grant requirements and focus on the follow up activities which will demonstrate to DEO and others - the value of soft skills training. CSB has served 430 of the 500 planned for the grant effort. 370 have completed the program and 115 are employed after the training. Activities over the last several months include:</p> <ul style="list-style-type: none"> -Participated in the Central Area Adult Education Apprenticeship Event on November 15th. -Manned a Soft Skills booth at CSB’s Paychecks for Patriots Job Fair held on November 8th. -The Melbourne Chamber of Commerce, Small Businesses Council meeting was hosted by CSB on November 6. Soft Skills information was a part of that event. 	<p>Foy Staley</p>
<p>Grant Name: Nursing Career Pathways Training Proposal</p> <p>Time Frame: 11/01/2017 - 06/30/2019</p> <p>Funding Source: CS Florida – SS Initiatives Grant</p> <p>Partner(s): Macedonia Community Development Corp. (MCDC)</p>	<p>\$350,387</p>	<p>Focused on filling training program vacancies with a talent pipeline to address the nursing shortage. Contracting services for pipeline recruiting efforts through Macedonia Community Development Corporation (MCDC) to recruit 300 prospects for healthcare training as part of an enrollment funnel for 23 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>To date, 30 CNA/PCA trainees have been enrolled, exceeding the goal by 10. Also, 21 LPN trainees have been enrolled leaving 2 enrollments to meet the goal. Recent activities to support the grant:</p> <ul style="list-style-type: none"> - With Harris Casel closing, Brevard County lost its regional Prometric test site for CNA certification. - Brevard Nursing Academy (BNA) applied and was approved to become the new regional Prometric site. 	<p>Megan Cochran</p>

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

Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
			<p>-Since BNA is a start up, CSB donated 6 computer stations to be used for testing that were available due to system upgrade.</p>	
<p>Grant Name: Florida Department of Economic Opportunity (DEO)/ National Health Emergency Opioid Dislocated Worker Demonstration Grant ROUND 2</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>(\$2,000,000)</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>For Round 2 CSB was one of 2 workforce boards that expressed an interest in the funding. DEO received questions from USDOL about the Round 2 submission which have been answered. We are awaiting a final answer from USDOL.</p>	<p>Wendi Bost</p>
<p>Grant Name: Rebuild Florida</p> <p>Time Frame: 09/01/2018 – 03/31/2019</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 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>	<p>The funding is for the first 6 months of the use of space. Innovative Emergency Management (IEM) is DEO's vendor for the program. This funding will be used to offset the cost of contractor staff who are present during the hours that the building is open.</p> <p>CSB plans to use some of the excess funding from this grant to support other staff needs identified in the Career Center for those persons with mental and substance use barriers.</p>	<p>Jeff Witt or Don Lusk</p>
<p>Grant Name: Department of Economic Opportunity Community Development Block Grant – Disaster Recovery (DR) Construction Industry Training</p> <p>Time Frame: Unknown</p>	<p>Unknown</p>	<p>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</p>	<p>Staff is awaiting further instructions regarding establishing a training program focused on the construction industry.</p>	<p>James Watson</p>

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

Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
<p>Funding Source: DEO/ Community Development Block Grant – Disaster Recovery (CDBG-DR)</p> <p>Partner(s): Unknown</p>		<p>Irma designated to benefit from this funding.</p>		
<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>	<p>(\$125,000)</p>	<p>This grant was submitted in support of Florida Makes grant submission to the U.S. Department of Commerce National Institute of Standards & Technology (NIST) to support the expansion of the AeroFlex Pre-apprenticeship Program in Brevard County.</p>	<p>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. Delay has been attributed to the federal shutdown.</p>	<p>TBA</p>
<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>	<p>\$149,129</p>	<p>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.</p>	<p>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.</p> <p>We were notified on 01/17/2019 that we received this grant. Staff is currently working on the plans to implement the AeroFlex program in Brevard.</p>	<p>TBA</p>
<p>Grant Name: Brevard Adult Education Pre-Apprenticeship Program Expansion</p> <p>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</p>	<p>\$100,000</p>	<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</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. An outcome of the planning grant is to train 20 persons.</p> <p>We were notified of this grant approval on 01/17/2019.</p>	<p>TBA</p>

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Conditioning Contractors Association (BACCA), ABO Apprenticeship (Coastal Mechanical), Southeast Power Corporation, Brevard Electrical Apprenticeship Program, ABC Institute		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:		
Grant Name: R.I.S.E. Brevard Time Frame: 01/01//2019 - 06/30/2020 Funding Source: CS Florida – Pathways to Prosperity Partner(s): Brevard County Drug Court & Florida Department of Corrections	\$250,000	“R.I.S.E. Brevard” stands for Re-entry Intervention resulting in Successful Employment. This grant will target the Ex-Offender population from our partners who are in need of vocational training and career assistance.	This grant request was submitted to CareerSource Florida for \$379,005. An outcome of the planning grant is to train 36 persons. CSB received notification of approval on 1/17/2019 for \$250,000. CSB will be augmenting this grant with additional training dollars.	Jim Watson

UNRESTRICTED REVENUES (Non-governmental funding, Fee for service, Foundation and Corporate giving programs)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
Grant Name: Ticket to Work (TTW) Program Time Frame: Indefinite Funding Source: Social Security Administration Partner(s): Vocational Rehabilitation	\$228,776 To Date	Focused on eligible TTW customers who want to return unsubsidized employment using the Employment Network (EN).	Staff continue to work with eligible customers who are interested in work or training. EN continues to progress at a modest pace with 46 tickets being assigned. Receipts for the first half of the year (7/1/18-12/31/18) are \$5,478 for a cumulative total of \$228,776.	Jim Watson
Grant Name: Florida Partnership Plus Time Frame: Indefinite Funding Source: Social Security Administration Partner(s): Vocational Rehabilitation (VR)	\$11,500 To Date	Exiting Voc. Rehab participants who have found employment and are currently receiving SSI or SSDI. CSB will provide Employment Network mandatory follow up services. Funds are reported as part of the SSA TTW program and our unrestricted. CSB receives compensation in two forms: (1) \$1000 for any participant exiting that remains employed at SGA (Substantial Gainful Activity) for a seven month duration. (2) \$500 for written benefit summary analysis (BSA)	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. No new referrals this quarter. Staff is reaching out to Vocational Rehabilitation to determined if this is still a viable program and worth our participation.	Jim Watson

UNRESTRICTED REVENUES (Non-governmental funding, Fee for service, Foundation and Corporate giving programs)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
		completed by a certified Community Partner Work Incentive Coordinator (CPWIC).		
<p>Grant Name: Tobacco Free Florida</p> <p>Time Frame: Indefinite</p> <p>Funding Source: Bureau of Tobacco Free Florida</p> <p>Partner(s): Florida Department of Health</p>	\$42,912.50 To Date	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>This agreement provides unrestricted revenue.</p> <p>Receipts for the first quarter of the year (7/1/18-9/30/18) are \$2,775 and \$1,800 for the second quarter. Cumulative total of \$42,912.50.</p>	
<p>Grant Name: Healthcare Sector Strategy</p> <p>Time Frame: 7/1/16 – 9/30/19</p> <p>Funding Source: Private Sector</p> <p>Partner(s): A variety of health care employers, training vendors and others.</p>	\$308,000 To Date	Employ a Healthcare Sector Strategist to coordinate Healthcare Sector Strategy to facilitate solutions for current workforce needs, projections for workforce issues over the next five years, and resources to meet both long and short term goals as established by the industry as a whole.	<ul style="list-style-type: none"> • Exceeded aggregate goals for Quarter 10, October–December 2018 • In partnership with Macedonia Community Development Corp. (MCDC – METCA- ECC), and Brevard Adult Education, TABE Boot Camps were held for CNA and LPN training candidates to facilitate a faster remediation time frame and confidence building for adult learners. Results reduced training program entry time frame by four months for CNAs. LPN completers achieving higher grade scores were given access to a TEAS test prep course. • The next Brevard Healthcare Workforce Consortium meeting was moved from January and will be held February 5, 2019. 	Megan Cochran
<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>	TBD	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.	Planning has begun for the 2019 program. All dates have been set and student outreach will begin next month. The Foundations Training will be condensed down from 4 half days to two full days.	Jana Bauer

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

Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
<p>Grant Name: 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>Planning will occur in February for the 2019 program. All indications so far is that Cocoa would like to continue the program.</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 18 AARP BTW50+ participants with \$2,204 in services. Services have included transportation, first impressions and certification/testing/licensing assistance.</p>	<p>Jana Bauer</p>



February 14, 2019

Information Brief

Financial Reports

Background

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

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 December 31, 2018

Current Funding Level	13,745,900
Current Annual Budget	13,745,900
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
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MANAGEMENT SERVICES *(Board Operations, Staff, Outreach, Financial Services)*

Salaries & Benefits	967,854	1,054,200	527,100	480,591	45.6%
Operating Expenses	156,117	334,500	167,300	114,519	34.2%
Total Management Services	1,123,971	1,388,700	694,400	595,110	42.9%

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

Brevard Workforce Facilities	831,787	876,800	438,400	394,585	45.0%
Operating Expenses	31,022	53,900	27,000	12,031	22.3%
Total Infrastructure	862,809	930,700	465,400	406,616	43.7%

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

Salaries & Benefits	214,888	220,600	110,300	115,911	52.5%
Operating Expenses	260,735	372,000	186,000	182,168	49.0%
Total Technology Services	475,623	592,600	296,300	298,079	50.3%

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

Salaries & Benefits	712,536	642,200	321,100	319,402	49.7%
Operating Expenses	13,444	38,800	19,400	10,539	27.2%
Total Business Services	725,980	681,000	340,500	329,941	48.4%

GRANTS & INCENTIVES	607,569	1,509,100	754,600	547,484	36.3%
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FEE FOR SERVICE ACTIVITIES	198,355	200,000	100,000	76,083	38.0%
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TOTAL OPERATING BUDGET	3,994,307	5,302,100	2,651,200	2,253,313	42.5%
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CONTRACTED SERVICES

General Contractor (C2 GPS)	2,820,118	3,236,500	1,618,300	1,492,708	46.1%
AARP BTW Services (C2 GPS)	83,231	79,900	40,000	51,619	64.6%
NEG Matthew Services (C2 GPS)	101,767	115,400	57,700	63,154	54.7%
NEG Irma Services (C2 GPS)	93,491	172,600	86,300	63,971	37.1%
Nursing Services (C2 GPS)	16,601	50,000	25,000	23,533	47.1%
Soft Skills Services (C2 GPS)	20,611	24,900	12,500	26,361	105.9%
America's Promise (CSCF)	206,482	250,000	125,000	90,657	36.3%
Total Contracted Services	3,342,301	3,929,300	1,964,800	1,812,003	46.1%

CUSTOMER SERVICES

Formula Funds - Training Activities *	755,973	1,200,000	600,000	233,101	19.4%
Formula Funds - Support Services *	69,297	100,000	50,000	38,707	38.7%
Other Grants - Training Activities	3,028,590	3,114,500	1,557,300	1,815,038	58.3%
Other Grants - Support Services	54,957	100,000	50,000	21,597	21.6%
Total Customer Services	3,908,817	4,514,500	2,257,300	2,108,443	46.7%

TOTAL PROGRAM BUDGET	7,251,118	8,443,800	4,222,100	3,920,446	46.4%
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TOTAL ANNUAL BUDGET	11,245,425	13,745,900	6,873,300	6,173,759	44.9%
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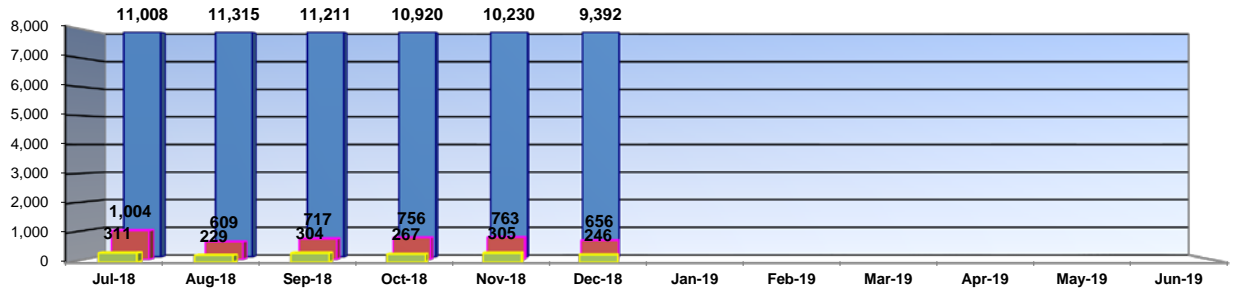
STATE-LEVEL FUNDING	814,706	834,900	417,500	391,514	46.9%
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TOTAL WORKFORCE BUDGET	12,060,131	14,580,800	7,290,800	6,565,273	45.0%
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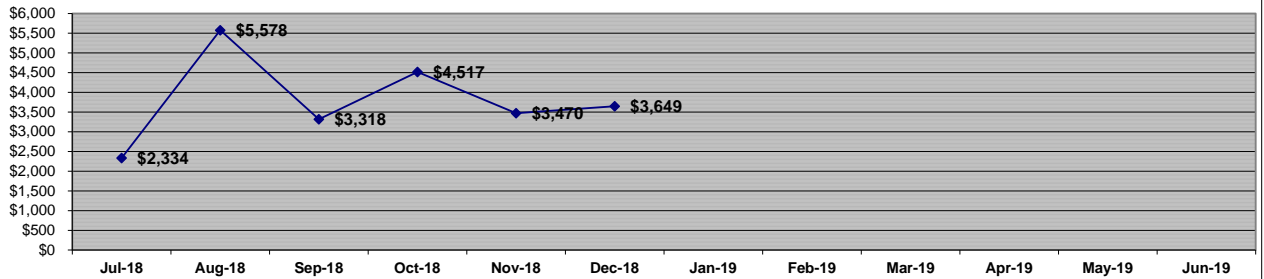
	FY 2018 Actual Expense	FY 2019 Approved Budget	FY 2019 Current Obligations	FY 2019 Y-T-D Expense	% of ITA Funds Obligated
*CUSTOMER ACTIVITY					
Job Seeker ITAs	330,257	600,000	347,602	146,648	57.9%
Employer OJT/AWE/EWT	425,716	600,000	175,690	86,453	29.3%
Incentives & Materials	69,297	100,000	56,311	38,707	56.3%
Total Customer ITA Activity	825,270	1,300,000	579,603	271,808	44.6%

MONTHLY JOBS REPORT & BW SPENDING PER JOB PLACEMENT

- NUMBER OF JOB PLACEMENTS *
- NUMBER OF JOB SEEKERS *
- NUMBER OF JOBS ADVERTISED **



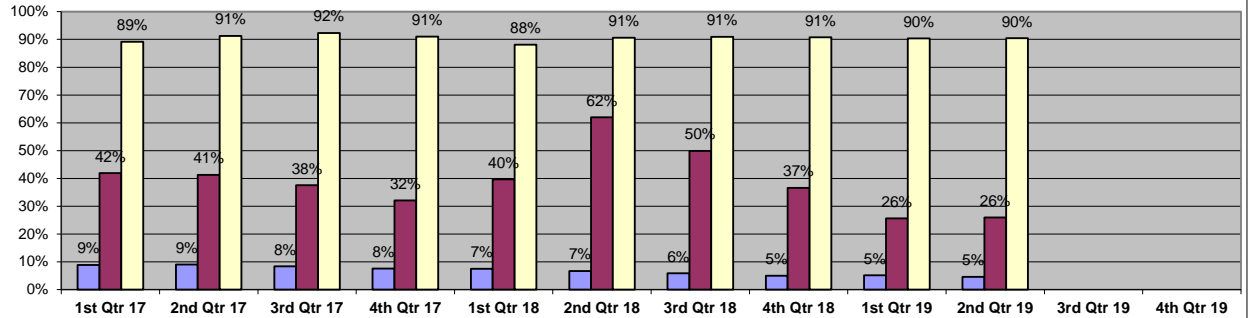
- ◆ BW TOTAL MONTHLY SPENDING PER JOB PLACEMENT



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

ANNUAL SPENDING CAPS BY QUARTER

- ADMINISTRATION (MAX 10%)
- ITA REQUIREMENT (MIN 30%)
- OUT OF SCHOOL (MIN 75%)



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	
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	
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	
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	
YOUTH SPENDING:											
IN-SCHOOL	30,644	50,167	65,864	85,514	37,032	59,962	79,855	83,048	22,629	54,399	
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	



CURRENT YEAR FEE FOR SERVICE ACTIVITIES (7/1/2018 - 12/31/2018)

Unrestricted Balances: Cash on Hand \$189,432 Certificates of Deposit \$72,305 Total \$261,737

	Healthcare Ambassador Program		Juniors to Jobs Program		Ticket to Work Program		Tobacco Free Florida Program		Foundation Grants & Other Fee for Service Activities		TOTALS	
		% of Revenue		% of Revenue		% of Revenue		% of Revenue		% of Revenue		% of Revenue
Revenue												
Grant Awards	\$ 48,830	100.0	\$ 2,751	100.0	\$ -	0.0	\$ 4,725	100.0	\$ 58,751	99.9	\$ 115,057	95.4
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	5,478	100.0	-	0.0	-	0.0	5,478	4.5
Website Licenses	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Interest Earnings	-	0.0	-	0.0	-	0.0	-	0.0	47	0.1	47	0.0
Total Revenue	\$ 48,830	100.0	\$ 2,751	100.0	\$ 5,478	100.0	\$ 4,725	100.0	\$ 58,798	100.0	\$ 120,582	100.0
Expenses												
Personnel	\$ 36,893	75.6	\$ -	0.0	\$ -	0.0	\$ 496	10.5	\$ 16,199	27.6	\$ 53,588	44.4
Travel / Training	728	1.5	-	0.0	-	0.0	-	0.0	396	0.7	1,124	0.9
Outreach	1,624	3.3	-	0.0	-	0.0	-	0.0	3,215	5.5	4,839	4.0
Software	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Supplies	400	0.8	35	1.3	-	0.0	-	0.0	602	1.0	1,037	0.9
Equipment	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Professional Services	3,158	6.5	-	0.0	-	0.0	20	0.4	29,656	50.4	32,834	27.2
Customer Wages	-	0.0	2,377	86.4	-	0.0	-	0.0	-	0.0	2,377	2.0
Customer Support	-	0.0	-	0.0	-	0.0	-	0.0	6,093	10.4	6,093	5.1
Indirect Costs	6,027	12.3	339	12.3	-	0.0	73	1.5	9,527	16.2	15,966	13.2
Total Expenses	\$ 48,830	100.0	\$ 2,751	100.0	\$ -	0.0	\$ 589	12.5	\$ 65,688	111.7	\$ 117,858	97.7
Net Profit (Loss)	\$ -	0.0	\$ -	0.0	\$ 5,478	100.0	\$ 4,136	87.5	\$ (6,890)	-11.7	\$ 2,724	2.3

CareerSource Brevard (CSB)
Executive Committee Meeting
November 5, 2018

MINUTES

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

Members Absent: Robert Jordan.

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

Guests: None

Paula Just called the meeting to order at 4:02pm.

Public Comments: There was no public comment.

Action Items:

Approval of Executive Committee Minutes

Motion to approve the Executive Committee minutes for August 9, 2018 made by Daryl Bishop and seconded by Mike Menyhart. Motion passed unanimously.

Discussion/Information Items:

Rebuild Florida

Staff gave an overview of the Rebuilding Florida partnership and the funding received by CareerSource Brevard to support local operations of the program. The impact to the Rockledge Career Center was also reviewed. There was discussion on how the funds would be utilized.

Patty Stratton joined the meeting at 4:07pm

THMP Card Processing Report

Staff presented recommendations resulting from a Taylor, Hall, Miller & Parker (THMP) audit following inconsistencies in handling of customer support cards. The recommendations included reimbursement from C2 for the missing support cards and modifying the Customer Support Card process to ensure adequate internal controls and proper accountability. Staff reviewed process changes CSB will put into place to prevent future mishandling of support cards.

Susie Glasgow joined the meeting at 4:19pm.

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.

Paula Just left the meeting at 4:23pm.

President Update

Ms. Murphy gave updates on the FBI investigation into the Tampa/St. Petersburg Local Workforce Boards, the two vacant Board seats which CSB is in the process of recruiting from community based organizations, the Workforce Summit held in Orlando, and C2's annual meeting held in Texas.

Adjournment:

The meeting adjourned at 4:35pm.

Submitted by,

Reviewed by,

(signature on file) 11/9/2018
Lyn Sevin Date

(signature on file) 11/9/2018
Paula Just Date

CareerSource Brevard (CSB)
Governance/Finance Committee Meeting
November 8, 2018

MINUTES

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

Members Absent: Travis Mack.

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

Guests: None

Daryl Bishop called the meeting to order at 9:03am

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 August 6, 2018 made by Amar Patel and seconded by Wayne Olson. Motion passed unanimously.

Board Member Nomination

Staff asked to defer discussion on this action item until a quorum is met.

Discussion/Information Items:

THMP Card Processing Report

Staff presented recommendations resulting from a Taylor, Hall, Miller & Parker (THMP) audit following inconsistencies in staff handling of customer support cards. The recommendations included C2 reimbursing CSB for the missing support cards and modifying the Customer Support Card process to ensure adequate internal controls and proper accountability which will be implemented.

William Chivers joined the meeting via teleconference at 9:10am.

Board Member Nomination

Daryl Bishop and William Chivers recommended Amar Patel to replace Kevin Smith. As Executive Director of the Brevard Achievement Mr. Patel will bring input and insight to the employment needs of individuals with barriers to employment. Mr. Patel had previously indicated to the CSB President that he would be interested in filling the vacant seat. Motion to recommend approval of the nomination of Amar Patel to the next meeting of the full Board of Directors, and then ratified by the Brevard Board of County Commissioners was made by William Chivers and seconded by Wayne Olson, with Amar Patel abstaining. Motion passed unanimously.

Staff presented options for candidates to fill the seat vacated by Debra Greco. After discussion it was requested that Ms. Murphy meet with Lynn Brockwell-Carey to discuss her interest in

board membership and if she declines, Ms. Murphy will follow through with the other possible recommendations presented in the brief.

Discussion/Information Items:

Audit and Monitoring Activity

Staff gave a synopsis of the Independent Auditor’s Report for the first quarter of PY 2018-2019 completed by Grau and Associates. The Schedule of Findings showed that there were no reportable audit findings or non-compliance and CSB was considered to be low-risk. The final auditor’s report will be presented for approval at the next meeting of the Board of Directors. Staff also gave a synopsis for the DEO Financial Compliance Report. No findings or issues of non-compliance were identified. There was one observation relating to missing contract clauses in the auditor’s engagement letter which will be corrected next time a letter is submitted. Members asked to review the audit prior to the board meeting. Staff agreed to email copies of the draft audit report, DEO Financial Compliance Report and the THMP Card Processing Report to the committee members prior to the board meeting.

Financial Reports

Staff reviewed the financial activity for the fiscal period ending on September 30, 2018.

Vendor Payment Report:

The Vendor Payment report from July 1, 2018 through September 30, 2018 was reviewed.

Adjournment:

Daryl Bishop adjourned the meeting at 9:38am.

Submitted by,

Reviewed by,

(signature on file) 11/15/2018
Lyn Sevin Date

(signature on file) 11/15/2018
Daryl Bishop Date

CareerSource Brevard
Industry Workforce Committee
October 18, 2018

Minutes

Members in Attendance: Susan Glasgow (Chair) (via teleconference), Kristen Bakke, Colleen Brown, Lloyd Gregg, Elizabeth Huy, Jennifer Kenny, Traci Klinkbeil (via teleconference), Dr. Linda Miedema (via teleconference), Travis Proctor, and Janice Scholz

Members Absent: Daryl Bishop, Terry Schrupf, Julie Song

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

Guests in Attendance: Caroline Joseph-Paul (via teleconference), Bob Knippel, of Career Center Staff, Ramsey Oliverrez (via teleconference), Aaron Smith (via teleconference), Gabriel Garza from C2 GPS (via teleconference)

Call to Order:

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

Public Comment:

There was no public comment.

Action Items:

Approval of Workforce Operations Committee Minutes of July 26, 2018

Motion to approve the Minutes from the July 26, 2018 meeting was made by Colleen Brown. Travis Proctor seconded the motion. The motion passed unanimously.

Discussion/Presentations/Information Items:

Outcomes in Manufacturing Sector

Updates, activities, collaborations and partnerships in the Manufacturing Sector were shared including a very successful Job Fair held in partnership with the EDC on October 10th in the Rockledge Career Center. Seventeen employers and 134 jobseekers attended.

Stephanie Mosedale, Elizabeth Huy and Lloyd Gregg joined the meeting.

Healthcare Sector Strategy Grant Update

CareerSource Brevard was awarded grant funding for a staff position to support the Healthcare Sector Strategy. SMART goals were established for performance metrics. Goals were met and activities, along with results through September 30, 2018 were shared. A healthcare Career Fair

was held on September 19th with 22 businesses, 3 training providers and 138 candidates attended the event. Colleen Brown shared that Keiser University will begin a LPN Program in January 2019. Dr. Miedema mentioned that EFSC has teams looking at math requirements which might be a barrier to people getting post-secondary training.

APG IT Sector Strategy Update

The America’s Promise Grant (APG), in partnership with local IT employers, is to understand the training needs necessary for their successful hires, identify a training partner, create a workforce partnership among cohorts and create increased opportunities to get career seekers gainful employment. In the four years, 270 participants must be identified, vetted, groomed and placed in job openings, using the grant. Activities related to the America’s Promise Grant were reviewed. Lloyd Gregg will meet with Gary Sulski to look at future collaborations.

Outcomes in the Aerospace/Aviation Sector

The latest activities were shared about the Aerospace and Aviation Sectors. A new Business Liaison to support this industry was hired and scheduled to join the team on October 29, 2018.

Soft Skills Training Grant Updates

Updates of the activities to date related to the Soft Skills Training grant were shared. CSB received a no-cost extension of the Soft Skills training program performance period until June 30, 2019. To date 317 participants have completed the training and received their credential. Over 35 have been placed into employment through CSB. As of July 1st Florida Ready to Work announced that at no cost to the job-seekers and students statewide there is open registration to the same soft skills training program WIN Learning. We are working closely with Ready to Work to ensure we capture our needed participants and grant outcomes. Ready to Work information was asked to be shared with Travis Proctor and other committee members.

Regional Apprenticeship Activities

Regional apprenticeship activities and grant submissions were shared.

Quarterly Multimedia Outreach

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

Adjourn:

There being no further discussion or business, Marci Murphy adjourned the meeting at 10:02 am.

Respectfully submitted,

Reviewed by,

{signature on file}
Marina Stone

11/01/18
Date

{signature on file}
Susan Glasgow, Chair

11/01/18
Date

CareerSource Brevard

Industry Workforce Committee

January 17, 2019

Minutes

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

Members Absent: Kristen Bakke, Colleen Brown, Lloyd Gregg and Terry Schrumpf

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

Guests in Attendance: Caroline Joseph-Paul, Career Center Staff and Chakib Chehadi from C2 GPS

Call to Order:

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

Public Comment:

There was no public comment.

Action Items:

Approval of Workforce Operations Committee Minutes of October 18, 2018

Motion to approve the Minutes from the October 18, 2018 meeting was made by Travis Proctor. Jennifer Kenny seconded the motion. The motion passed unanimously.

Discussion/Presentations/Information Items:

Outcomes in Manufacturing Sector

Updates, activities, collaborations and partnerships in the Manufacturing Sector were shared. Brevard Public School's goal is to have 25 CPT graduates this year.

Lori Robinson and Elizabeth Huy joined the meeting.

Healthcare Sector Strategy Grant Update

CareerSource Brevard was awarded grant funding for a staff position to support the Healthcare Sector Strategy. SMART goals were established for performance metrics.

Goals were met and activities, along with results through December 31, 2018 were shared. The aggregate goal was exceeded.

APG IT Sector Strategy Update

The America's Promise Grant (APG), in partnership with local IT employers, is to understand the training needs necessary for their successful hires, identify a training partner, create a workforce partnership among cohorts and create increased opportunities to get career seekers gainful employment. In the four years, 270 participants must be identified, vetted, groomed and placed in job openings, using the grant. Activities related to the America's Promise Grant were reviewed. The committee requested that recently developed staff resources for career advising that were shared during the meeting be sent electronically.

Outcomes in the Aerospace/Aviation Sector

The latest activities were shared about the Aerospace and Aviation Sectors.

Soft Skills Training Grant Updates

Updates of the activities to date related to the Soft Skills Training grant were shared. CSB received a no-cost extension of the Soft Skills training program performance period until June 30, 2019. As of December 2018, 370 participants have completed the training and received their credential. Over 115 have been placed into employment through CSB. Discussion ensued about various issues including generational differences, career expectation differences, such as IT soft skills vs. medical soft skills. Suggestion is to have a Business Learning Event, Train the Trainer with Soft Skills as the topic.

Regional Apprenticeship Activities

Regional apprenticeship activities and grant submissions were shared. A request for \$100K to assist in the creation of a Pre-apprenticeship program for Brevard's existing skilled trades apprenticeships in partnership with Brevard Public School's Adult Ed was submitted along with a request for \$149K in planning funds to replicate the California Aerospace Pre-Apprenticeship – AeroFlex – in Brevard.

Quarterly Multimedia Outreach

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

Industry Relations PY 18-19 First and Second Quarter Performance Infographic

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

Adjourn:

There being no further discussion or business, Susan Glasgow adjourned the meeting at 10:05 am.

Respectfully submitted,

Reviewed by,

{signature on file} 01/28/19
Marina Stone Date

{signature on file} 01/28/19
Susan Glasgow, Chair Date

CareerSource Brevard

Career Center Committee

September 13, 2018

Minutes

Members in Attendance:

Mike Menyhart (Chair) (via teleconference), Joe Angelastro, Shawn Beal, Robert Gramolini (for Amar Patel), Juanita Jackson (for Jerry Visco) and Nancy Heller (via teleconference)

Members Absent:

Stephanie Archer, Dale Coxwell and Laura Koursaris

Staff in Attendance:

Marci Murphy, Jana Bauer, Denise Biondi, Don Lusk, Gary Sulski, Erma Shaver, Stephanie Mosedale and Marina Stone

Guests in Attendance:

Caroline Joseph-Paul, Bob Knippel, Angie Londono, Jessica Mitchell, Holly Paschal (via teleconference) and Stephanie Brown of CareerSource Brevard (CSB) Career Centers

Call to Order:

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

Public Comment:

There was no public comment.

Action Items:

Approval of Career Center Committee Minutes of June 14, 2018

Motion to approve the Minutes from the June 14, 2018 meeting was made by Shawn Beal. Nancy Heller seconded the motion. The motion passed unanimously.

Mike Menyhart left the meeting.

Presentations:

Soft Skills, Career Center Application

A presentation was shared about the Soft Skills Program including information about the modules, testing points and follow-up from the businesses and the job seekers.

Stephanie Mosedale joined the meeting.

Stephanie Brown left the meeting.

2018 Summer Youth Employment Recap

A presentation of CSB's youth programs was shared highlighting the City of Cocoa (CocoaWorks!) and the City of Palm Bay (Juniors to Jobs) summer 2018 programs, each program had a foundations and an internship module. Additionally, CSB successfully hosted its own Summer Youth Program entitled 'Summer Earn and Learn' Program and the AIM Manufacturing Summer Internships, these programs were also highlighted.

Discussion/Information Items:

Career Center Standards Review

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

Committee Goal Status

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

Demo of Available Talent and Job Order/Job Seeker Match

Staff designed and is using a "Talent Mapping Database". This database identifies available talent based on the active jobseeker customer's employment history and desired job. Staff can quickly see the customers who match the occupation of the job opening and allows them to, after further evaluation, reach out to those customers who are the best potential candidates. This can also be used by staff developing grants to target specific occupations or industries and identify surplus or needed in our county.

America's Promise Grant IT Training Partnership Discussion

Highlights of the APG grant, certifications funded and Key IT occupations were shared along with participant target groups and some of the partnerships the APG has developed. One partnership was discusses that involved Harris Corp., the ASIS association and the discovery that DOD contractors are required to have the 8570 DOD Cybersecurity certification course. This course has been added to the grant, a local education partner to provide the training has been found and we're using it to forge stronger relationships by offering the funding to local DOD contractors like Harris, Lockheed Martin, Northrop Grumman and Raytheon.

End of Year Contractor Performance PY17-18

The CSB/C2 GPS contract is cost reimbursement for direct program costs, however; profit is withheld from the Contractor until measurable performance outcomes are achieved. The Contractor succeeded in meeting or exceeding the performance criteria and was paid all withheld costs for the second quarter of PY17-18. Data was shared.

New Contractor Performance Measures PY 18-19

The C2 GPS Contractor contract is cost reimbursement for direct program costs, however, profit is withheld from the Contractor until measurable performance outcomes are achieved. Staff developed new measures for the coming year that more closely mirror those measures defined in the Federal Common Measures now known as the Primary Performance Indicators (PPI). These measures have been reviewed with contractor and performance goals have been negotiated and agreed upon by contractor and board staff.

Common Measures Watch Brief

Common Measures were established under WIA and are still required by the Workforce Innovation and Opportunity Act (WIOA). There are sanctions tied to missing the same measure two years in a row to include completing a Performance Improvement Plan and not being eligible for the incentive dollars. Data was shared showing past performance and actual performance. CSB is meeting or exceeding our Common Measures for PY17-18.

Working for Brevard Semiannual Report

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

Economic Community Impact Annual Reports

An infographic entitled Economic and Community Impact Report was shared which shows that over \$11.2 million was invested in employment and training services which translates to a \$251 million infusion of wages in Brevard County.

Local Customer Satisfaction Survey Results

The Customer Satisfaction Survey instrument in use in our career centers appears on computer stations and on the Workforce Specialist Services and Transition Specialist Services computers. During the final quarter, April 1, 2018 through July 31, 2018, 845 surveys were received. Year to Date 3,305 customers have completed surveys with an overall customer satisfaction rate of 94%.

Quarterly Multimedia Outreach Matrix

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

Adjourn:

There being no further discussion or business, Marci Murphy adjourned the meeting at 9:44 am.

Respectfully submitted,

Reviewed by,

{signature on file} 09/18/18
Marina Stone Date

{signature on file} 09/18/18
Mike Menyhart, Chair Date

CareerSource Brevard

Career Center Committee

December 4, 2018

Minutes

Members in Attendance:

Mike Menyhart (Chair), Joe Angelastro, Robert Gramolini, Juanita Jackson, and Nancy Heller

Members Absent:

Stephanie Archer, Shawn Beal, Dale Coxwell and Laura Koursaris

Staff in Attendance:

Marci Murphy, Jana Bauer, Denise Biondi, Don Lusk, Erma Shaver, Wendi Bost, and Marina Stone

Guests in Attendance:

Caroline Joseph-Paul, Ahmanee Collins-Bandoo, Jessica Mitchell (via teleconference), Holly Paschal (via teleconference) and Marvetta Gordon (via teleconference) of CareerSource Brevard (CSB) Career Centers and Aaron Smith of C2 GPS

Call to Order:

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

Public Comment:

There was no public comment.

Presentation:

AARP Back to Work 50+

A presentation was shared about the AARP Back to Work 50+ highlighting statistics from the program over the last four years, and covered changes in the program's model for March 1, 2019 – December 31, 2020. The presentation will be sent to committee members at their request.

Action Items:

Approval of Career Center Committee Minutes of September 13, 2018

Motion to approve the Minutes from the September 13, 2018 meeting was made by Robert Gramolini. Nancy Heller seconded the motion. The motion passed unanimously.

Discussion/Information Items:

ReBuild Florida

Information on the Rebuild Florida Program, in partnership with DEO and HUD, were shared. 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 hardest-hit communities of our state, with priority funding for those low-income residents who are most vulnerable, including the elderly, those with disabilities and families with children aged five and younger. Brevard County is one of the counties who qualify for such assistance. A team of Rebuild Florida staff will share our Rockledge Career Center office space.

Committee Goal Status

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

Business Use of CareerSource Brevard Services

Data was presented showing employers that received services for Program Year 17-18. This information will be shared on an annual basis. The Committee would like to see manufacturing broken out separately for all services received. The disabled population should be another non-traditional population that should be targeted.

First Quarter Contractor Performance PY18-19

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

Common Measures Watch Brief

Common Measures were established under WIA and are still required by the Workforce Innovation and Opportunity Act (WIOA). There are sanctions tied to missing the same measure two years in a row to include completing a Performance Improvement Plan and not being eligible for the incentive dollars. Data was shared showing past performance and actual performance. CSB is meeting or exceeding our Common Measures for PY17-18.

Local Customer Satisfaction Survey Results

The Customer Satisfaction Survey instrument in use in our career centers appears on computer stations and on the Workforce Specialist Services and Transition Specialist Services computers. During the first quarter, July 1, 2018 through September 30, 2018, 798 surveys were received with an overall customer satisfaction rate of 91%.

Quarterly Multimedia Outreach Matrix

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

Joe Angelastro left the meeting.

Adjourn:

There being no further discussion or business, Marci Murphy adjourned the meeting at 9:51 am.

Respectfully submitted,

Reviewed by,

{signature on file} 01/16/19
Marina Stone Date

{signature on file} 01/16/19
Mike Menyhart, Chair Date