



**Executive Committee Meeting**  
**Monday, May 1, 2023 - 4:00pm**  
**Teams Meeting**

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Attendees: Lloyd Gregg (Chair), Mary Jane Brecklin, Colleen Browne, Nancy Heller, and Mike Menyhart

### Agenda

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

		<u>Page No.</u>
<b>Call to Order</b>	Lloyd Gregg	
<b>Roll Call</b>		
<b>Public Comment:</b>		
<b>Presentations:</b>		
<b>Action Items:</b>		
A. Approval of Executive Minutes for 2/6/23 & 3/8/23	Lloyd Gregg	1-5
B. By-Laws	Marci Murphy	6-17
<b>Discussion/Information Items:</b>		
A. Finance Committee Report Out	Colleen Browne	
B. PY 2023-2024 Proposed Budget Review	Marci Murphy	18
C. President’s Report (no brief)	Marci Murphy	
D. Grow the Resources of the Board	Marci Murphy	19-23
<b>Adjourn</b>		

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

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

#### Upcoming Meetings:

**May 2023**

1st Executive Committee-4:00pm  
18<sup>th</sup> Board of Directors-8:30am-12pm

**June 2023**

No meetings

**CareerSource Brevard (CSB)**  
Executive Committee Meeting  
February 6, 2023

**MINUTES**

**Members in Attendance:** Lloyd Gregg (Chair), Colleen Browne, Mary Jane Brecklin (virtually), Nancy Heller (virtually), Mike Menyhart (virtually).

**Members Absent:**

**Staff in Attendance:** Jana Bauer, Thomas LaFlore, Marci Murphy, Holly Paschal, and Jeff Witt.

**Guests:** None

Lloyd Gregg called the meeting to order at 4:02pm.

**Roll Call:** Holly Paschal

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

**Presentations:**

Jana Bauer gave a presentation on Show Me the Money. Ms. Bauer shared the background of the AARP program and that CSB was originally a sub-contractor and is now a "Legacy Partner". She informed the committee of the many new grants CSB has received and the specifics of each grant.

Lloyd Gregg applauded one of the CSB Business Service team member, Business Liaison, Clinton Hatcher for winning the award for the Young Professional of the Year and gave kudos to the Vice President of Business Services, Thomas LaFlore for this success.

Thomas LaFlore gave a presentation on Business Services, At Work in Brevard. Mr. LaFlore shared a job seeker success video with the committee. Miki was the job seeker and 8-KOI was the employer who was highlighted in the video. The video generated a committee discussion on how the apprenticeship program works and how it is used to upskill employees to different positions. Marci Murphy shared with the committee that she is working on having an apprenticeship panel discussion soon and believes it will help the board to better understand the program.

Lloyd Gregg shared that he will be presenting at Astronaut High School.

**Action Items:**

Approval of Executive Committee Minutes

Motion to approve the Executive Committee minutes for November 7, 2022, made by Colleen Browne and seconded by Mike Menyhart. Motion passed unanimously.

## **Discussion/Information Items:**

### Finance Committee Report Out

The Finance Committee Chair, Colleen Browne reported that the audit was shared, and the committee voted to approve the recommendation for the board to accept the Independent Auditor's Report on the financial statements of Brevard Workforce for the program year ending on June 30, 2022.

### Presidents Report

Marci Murphy reported on the unemployment rate in Brevard County at 2.2% which is down from 2.6% as reported in November.

An overview of the FAWA Grant was discussed and Ms. Murphy stated that she will be sharing more of the plan and progress to develop and expand the talent pipeline in Brevard for Aerospace and Advanced Manufacturing in the coming months.

Ms. Murphy told the committee about changes in Florida's workforce system which includes the Director at DEO, Dane Eagle, and the Director of CareerSource Florida. Michelle Dennard resigning. She states on February 7th, Adrienne Johnston is expected to be voted in to replace Michelle Dennard. She also informed that the Governor is expected to give his recommendation regarding the workforce alignment by the week of February 20<sup>th</sup>.

Ms. Murphy informed the Committee that CSB is in beginning stages of developing a relationship with a non-profit organization based in Maryland, also doing business in Texas, named Dwyer Workforce Development which is like CSB they focus on the healthcare pipeline except on a much smaller scale. Like CSB, they also pay for training and case management for disadvantaged people who want to become a CNA. Their students then go work in their facility and other facilities like them in Brevard (assisted living/ nursing homes, etc.) Dwyer Workforce Development also gives scholarships for additional training for LPN's. They are doing some really great things including mentoring the students along the way which equates to an unbelievable retention rate for this profession (97%).

Marci Murphy asked the committee if they had any ideas of topics that they think would be beneficial to present to the board and asked the committee to think about it and get back to her with their ideas.

Lastly,

### Grow the Resources of the Board

A matrix was shared showing grant opportunities, unrestricted revenue projects and partnerships that CSB is pursuing to help grow the resources of the Board.

## **Adjournment:**

The meeting adjourned at 4:59pm.

Submitted by,

Reviewed by,

(Signature on file) 02/08/2023  
Holly Paschal

(Signature on file) 02/08/2023  
Lloyd Gregg

**CareerSource Brevard (CSB)**  
Executive Committee Meeting  
March 8, 2023

**MINUTES**

**Members in Attendance:** Lloyd Gregg (Chair) (virtually), Colleen Browne (virtually), Mary Jane Brecklin (virtually), Nancy Heller (virtually), and Mike Menyhart (virtually).

**Members Absent:** None.

**Staff in Attendance:** Marci Murphy and Holly Paschal.

**Guests:** None

Lloyd Gregg called the meeting to order at 4:36pm.

**Roll Call:** Holly Paschal

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

**Discussion/Information Items:**

Realignment

Marci Murphy shared the Ernst & Young “Future State Options Report” on the realignment of the Florida Workforce Boards and informed the committee that there are ten boards that are being affected. Ms. Murphy states she is embracing this change and welcomes the realignment. Ms. Murphy explained the commuting patterns and industries of both region 11 and 13 with the committee, and states that in order for the realignment to be successful, she wants to focus on all of us to continuing to do a good job as we have been doing, while paying special attention to the FAWA grant and ensuring successful outcomes.

Mike Menyhart asked if the realignment is allocation of resources rather than a cost savings. Ms. Murphy concurred the realignment is not focused on cost savings.

Ms. Murphy informed the committee that at the May board meeting, she would like to modify the Bylaws to follow the Florida Statutes that states the Board officers may serve up to eight years, and asked the committee what their thoughts are regarding these term limits and the committee officers all stated they agreed with extending these term limits.

Mike Menyhart asked if our current board would dissolve after the realignment, and Ms. Murphy confirmed that it will. Ms. Murphy explained the process of how we will work with the other regions regarding the interlocal agreement.

Marci Murphy informed the committee that she met with two of the career centers and will be meeting with the third tomorrow and has shared what she knows about the realignment.

Ms. Murphy asked the committee if they had any further questions, and Mike Menyhart asked if CSB would have more say since CSB brings in more revenue; Ms. Murphy states that she does not believe so. Ms. Murphy states she is committed to staying positive and thanked the committee for their commitment throughout this realignment.

Mike Menyhart stated that the committee will be there for CSB for anything they are needed for and will support the realignment in any way they can.

**Adjournment:**

The meeting adjourned at 5:19pm.

Submitted by,

Reviewed by,

(Signature on file) 03/21/2023  
Holly Paschal

(Signature on file) 03/21/2023  
Lloyd Gregg



May 1, 2023

## *Action Brief*

### **Board Officers Terms & Board Re-Appointments**

#### **Background**

As we move into the merger with Region 11, CareerSource Flagler/Volusia, and the creation of a new board, there are several areas that need addressing. The timeline for creation of a new board is estimated at occurring within 12-24 months. Election of new officers and appointments/re-appointments of the existing board members must fall in line with CareerSource Brevard's by-laws.

Per CSB's by-laws, Section C. Election of Officers of the Board, 2<sup>nd</sup> paragraph, it states, "In extenuating circumstances, the Board has the authority, through a majority vote, to modify the term limits of one or more of the officer positions." Due to the merger, the President is requesting that instead of electing new officers starting July 1, 2023, the officers that are currently elected remain in their positions for another 2-year term or until the board dissolves whichever comes first. As a sidenote: Florida Statute allows for the chairman to serve for 4 years.

Per CSB's by-laws, Section E. Term of Directorship, it states that Directors shall serve 3-year terms and can be re-appointed subject to Board approval and may serve no more than 8 consecutive years. The President is requesting modification to the by-laws to align with Florida Statute 445.007(2)(a) which does not require a 3-year term limit allowing board members to stay until the board dissolves. See Attachment A.

#### **Actions**

Approve the President's recommendation to keep the remaining CSB Officers for another 2-year term or until the board dissolves whichever comes first. This action will result in inclusion on the agenda of the next Board of Directors meeting for a majority vote.

Approve the modification of the by-laws to align with Florida Statutes 445.007(2)(a). This action will result in inclusion on the agenda of the next Board of Directors meeting for a majority vote. Modification to the by-laws will go before the county commission for final approval.

BREVARD WORKFORCE DEVELOPMENT BOARD, INC.

BYLAWS

As Amended August 19, 2021

**ARTICLE I. NAME, SERVICE AREA, OFFICE LOCATION**

**A. NAME**

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

**B. SERVICE AREA**

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

**ARTICLE II. MISSION**

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

**ARTICLE III. GOVERNING STATUTES**

**POWERS OF THE CORPORATION**

**General Powers**

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

**Workforce Powers**

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

**Authority**

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

**Purpose and Responsibilities (Functions)**

The purpose of the LWDB (or Corporation) is to set policy and establish oversight of the local workforce development system. The local board has the responsibility to provide strategic and operational oversight, assist in achievement of the State’s strategic and operation vision and



goals, and maximizes and continues to improve quality of services, customer satisfaction, and effectiveness of services provided.

**ARTICLE IV. BOARD OF DIRECTORS**

**A. DUTIES**

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

Responsibilities and Authorities:

The Board shall:

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

Further the Board may

Exercise emergency powers allowed by law.

**B. NOMINATION AND COMPOSITION OF DIRECTORS**

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

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

Documentation supporting the recruitment, vetting and nomination process, including names of nominating organizations and names of all candidates and their qualifications, must be retained for not less than five (5) years. See CareerSource Florida Administrative Policy Number 091 Local Workforce Development Board Composition and Certification.

**C. APPOINTMENT OF DIRECTORS**

These Bylaws, the governing statutes and legislation, and policy direction of the Corporation's funders determine the manner in which Directors are nominated and appointed to the Board. All board member nominees are appointed by the Brevard Board of County Commissioners as recommended to them by the full Board of

Directors. Nominations for appointment of Directors to (1) fill vacancies on the Board (2) to serve another term or (3) to increase the number of Directors on the Board shall be held throughout the year with nominations received and vetted through the Executive Committee. Nominees shall be voted on at Board meetings by a majority of Directors then holding office, including those Directors whose term shall expire at such meeting. The Brevard Board of County Commissioners have final approval.

#### **D. MEMBERSHIP ON OTHER COMMITTEES**

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

#### **E. TERM OF DIRECTORSHIP**

~~Directors of the Board shall serve three (3) year terms. Prior to expiration of their term, the Executive Committee will review each membership and may ask one or more Board Directors to serve additional term(s) upon the expiration of their current term, subject to Board approval.~~ LWDB members shall serve staggered terms and may not serve for more than eight (8) consecutive years, unless the member is a representative of a government entity. Service in a term of office which commenced before July 1, 2021, does not count toward the 8-year limitation. [Ref. Fla. Stat. 445.007\(2\)\(a\).](#)

#### **F. CONFLICT OF INTEREST**

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

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

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

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

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

#### **G. RESIGNATION**

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

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

#### **H. REMOVAL FOR CAUSE**

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

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

#### **I. VACANCIES**

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

#### **J. BOARD MEMBER ORIENTATION AND TRAINING**

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

### **ARTICLE V. MEETINGS**

#### **A. NUMBER AND INTERVAL**

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

## **B. NOTIFICATION OF MEETINGS**

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

## **C. SPECIAL MEETINGS**

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

## **D. PROCEDURES**

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

## **E. QUORUM**

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

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

## **F. RECORD KEEPING**

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

# **ARTICLE VI. OFFICERS OF THE BOARD**

## **A. DESCRIPTION OF BOARD OFFICERS**

CareerSource Brevard's Officers are:

- Chair
- Vice Chair
- Treasurer
- Past Chair

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

## **B. DUTIES**

Duties of the Chair:

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

- a. Presiding at all meetings of the Board and reviewing the agenda for all Board meetings in consultation with the President.
- b. Making all committee appointments
- c. Leading the board to develop a guiding vision that aligns with the state's priorities;
- d. Acting as the lead strategic convener to promote and broker effective relationships between CLEOs and economic development, education, and workforce partners in the local area;
- e. Leading an executive committee to guide the work of the board, and ensure that committees or task forces have necessary leadership and membership to perform the work of the board; and
- f. Leading the agenda setting process for the year and guide meetings to ensure both tactical and strategic work is completed in all meetings
- g. Perform all other duties assigned to the Chair under these Bylaws and those usually pertaining to the office of the Chair.

The chairperson will not be assigned to any Committee other than the leading the Executive Committee.

Duties of the Vice Chair:

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

Duties of the Treasurer:

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

## **C. ELECTION OF OFFICERS OF THE BOARD**

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

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

nominates a Director to fill the vacant seat and the Board votes to approve the individual to fill the remainder of the term, nominations from the floor permitted.

**ARTICLE VII.                    OFFICERS OF THE CORPORATION**

**A. NUMBER AND DESCRIPTION**

The Officers of the Corporation shall be:

- President
- Secretary

**B. DUTIES**

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

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

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

**ARTICLE VIII.                    COMMITTEES**

**A. STANDING COMMITTEES**

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

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

- Executive
- Finance
- Industry Workforce
- Career Center

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

### **EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the following:

Chair of the Board

Vice Chair of the Board

Treasurer of the Board

Past Chair of the Board

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

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

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

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

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

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

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

### **FINANCE**

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

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

### **INDUSTRY WORKFORCE**

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

### **CAREER CENTER**

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

### **B. AD HOC COMMITTEES**

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

## **ARTICLE IX. FINANCE**

### **A. FISCAL YEAR**

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

### **B. FINANCIAL ACCOUNTS**

All financial records and statements shall be prepared in compliance with generally accepted governmental accounting principles as set forth in Federal and Florida Statutes and funding program guidelines, and as may be required by the governing legislation and policy direction of the Corporation's funders. The financial records shall comply with all contractual or statutory requirements applicable to the Corporation.

### **C. NEGOTIABLE INSTRUMENTS**

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

### **D. CONTRACTS**

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



## **E. LOANS**

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

## **ARTICLE X. AGENTS, CONSULTANTS, PROFESSIONAL SERVICES**

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

## **ARTICLE XI. STAFF**

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

## **ARTICLE XII. INVESTMENTS**

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

## **ARTICLE XIII. AUDITS**

### **A. AUDITS BY PUBLIC AGENCIES**

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

## **ARTICLE XIV. INDEMNIFICATION**

### **A. VOLUNTEER PROTECTION ACT**

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

### **B. INDEMNIFICATION NOT EXCLUSIVE**

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

### **C. INSURANCE AND OTHER INDEMNIFICATION**

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

**ARTICLE XV. AMENDMENT OF BYLAWS**

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

**ARTICLE XVI. ENACTMENT PROVISION**

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

**Nondiscrimination**

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



**Annual Budget Proposal**  
For the Program Year Ending June 30, 2024

<b>Projected Revenue PY 2023 - 2024</b>	<b>Annual Budget</b>	<b>WIOA Adult</b>	<b>WIOA Youth</b>	<b>WIOA Disl Wkr</b>	<b>Welfare Transition</b>	<b>NEG Grants</b>	<b>Other Grants</b>
Carry In Funds From PY 22 - 23	5,441,300	150,000	100,000	150,000	350,000	1,000,000	3,691,300
PY 23 - 24 Base Awards	4,382,363	695,588	599,743	593,366	1,259,647	-	1,234,019
PY 23 - 24 Supplements / Transfers	650,337	650,000	-	(449,663)	450,000	-	-
<b>Award Total - Available Funds</b>	<b>10,474,000</b>	<b>1,495,588</b>	<b>699,743</b>	<b>293,703</b>	<b>2,059,647</b>	<b>1,000,000</b>	<b>4,925,319</b>
LESS planned Carryover For PY 24 - 25	-	-	-	-	-	-	-
<b>Projected Annual Revenue</b>	<b>10,474,000</b>	<b>1,495,588</b>	<b>699,743</b>	<b>293,703</b>	<b>2,059,647</b>	<b>1,000,000</b>	<b>4,925,319</b>

<b>Proposed Annual Budget</b>							
<b>Staff Salaries/Fringe Benefits</b>	1,401,800	151,536	51,549	27,780	297,979	24,315	848,640
<b>Program Operations/Business Services</b>	592,900	64,092	21,803	11,749	126,032	10,284	358,940
<b>Infrastructure/Maintenance Related Costs</b>	919,900	99,442	33,828	18,230	195,542	15,956	556,902
<b>IT Costs/Network Expenses</b>	407,000	43,997	14,967	8,066	86,515	7,060	246,395
<b>Contracted One-Stop Services</b>	3,798,400	489,417	495,612	136,293	1,139,908	342,320	1,194,850
<b>Customer Training Activities</b>	2,521,500	559,363	39,093	75,559	38,085	550,000	1,259,400
<b>Customer Support Services</b>	100,000	8,557	15,954	1,510	19,879	37,359	16,741
<b>Indirect Cost (Budgeted at 7% of Direct)</b>	732,500	79,184	26,937	14,516	155,707	12,706	443,451
<b>TOTAL ANNUAL BUDGET</b>	<b>10,474,000</b>	<b>1,495,588</b>	<b>699,743</b>	<b>293,703</b>	<b>2,059,647</b>	<b>1,000,000</b>	<b>4,925,319</b>



REVISED  
05/01/23

*Grow the Resources of the Board Report*

**BOLD** Denotes  
Revisions or Additions

<b>GRANTS (Federal, State Local Competitive and Non-competitive)</b>				
<b>Resource Information</b>	<b>Amount Awarded</b>	<b>Grant Focus</b>	<b>Current Status</b>	<b>Staff Lead</b>
<p>Grant Name: Health Emergency Dislocated Worker Grants in Response to COVID-19 Outbreak</p> <p>Time Frame: 04/13/20 – 03/31/23</p> <p>Funding Source: USDOL / National Dislocated Worker</p>	<b>\$4,249,999</b>		<p>This grant is <b>complete</b>.</p> <p>Agencies assisted were Aging Matters, Early Learning Coalition, Second Harvest Food Bank, City of Palm Bay Housing Dept., Daily Bread, Central Brevard Sharing Center, Catholic Charities of Central Florida, City of Melbourne Housing &amp; Urban Improvement, Macedonia Community Development, Brevard County Housing and Human Services Department, Community of Hope, Brevard Neighborhood Development Coalition, Habitat for Humanity of Brevard Inc.</p> <p>Total activity:  <ul style="list-style-type: none"> <li>• <b>115 Participants Enrolled</b></li> <li>• <b>64 Employment at Exit</b></li> </ul> </p>	James Watson
<p>Grant Name: Department of Economic Opportunity Community Development Block Grant – Disaster Recovery (DR)</p> <p>Workforce Recovery Training Program Time Frame: 3/01/2020 – 06/30/2023</p> <p>Funding Source: DEO/ HUD/CDBG</p> <p>Partner(s): Listed in Grant</p>	\$2,049,784	The target is low to moderate income individuals. The grant allows CSB expand existing programs to provide training in construction trades, including roofing, masonry, carpentry, concrete finishing, plumbing, HVAC, electricity, heavy equipment operations, carpet laying, glass/window installation, plastering and welding.	<p>RebuildFL United Academy Heavy Equipment and Safety Training Program is currently in its <b>11th session</b> with a total of 101 participants. Classes are averaging between 9-10 participants each month. The program focuses on Nationally recognized certifications for Earth Moving Equipment, Mobile Elevated Work Platforms, Forklifts, and safety training, including OSHA 10 and Fall Protection. Since its first training cohort in August, the program has had <b>101 participants with a graduation rate of 91%</b> and training continues to be held on a monthly basis.</p>	James Watson
Grant Name: USDOL Apprenticeship	40 ToolingU Licenses and	CareerSource Brevard (CSB) in partnership and collaboration	CSB has access to 40 Aero-Flex training licenses from	Thomas LaFlore

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
<p>Expansion Grant – Growing Advanced Manufacturing Apprenticeship Across America (GAMAAA)</p> <p>Time Frame: July 15, 2019 – July 15, 2023</p> <p>Funding Source: HIB Funds; Subrecipient of West LA (CA) Workforce Investment Board</p> <p>Enroll and train 40 jobseekers into AeroFlex Pre-Apprenticeship Program</p>	\$20K for Administration	<p>with the West LA (CA) WIB will continue to train jobseekers in a very successful, employer-driven pre-apprenticeship program that has been proven to support industry needs in California and Florida. The Aero-Flex Pre-Apprenticeship program meets the workforce development needs common to our region’s aerospace and aviation manufacturing industry partners. This unique training program provides a Soft Skills component, Core technical learning and Real-World employment via an On-the-Job training option.</p>	<p>ToolingU SME and has expended 35 of them. A Subrecipient Agreement with the South Bay Workforce Investment Board was executed in March 2021 to continue to train jobseekers in the Aero-Flex Program. <b>As of January 30<sup>th</sup>, we have enrolled 35 jobseekers, 17of them have completed the online training, and 13 have received the CMFGA Certification. We are well on track to reach our goal.</b></p>	
<p>Grant Name: Substance Use Disorder (SUD) Navigator Grant</p> <p>Time Frame: 05/06/21-02/28/24</p> <p>Funding Source: DEO Wagner-Peyser 7 (b)</p> <p>Partner(s): Local agencies involved in SUD treatment &amp; services</p>	\$216,250	<p>This grant is provided to support hiring costs for a designated staff member to plan for and provide services for persons with Substance Use Disease (SUD). This person will utilize the funding to establish connections with existing local resources, as well as to address the stigma and barriers for persons with SUD. The overall goal is to assist in moving these customers to self-sufficient employment.</p>	<p>The Substance Use Disorder navigator grant which focuses on serving reentry, substance use, and others impacted by the opioid crisis. This grant provides workforce solutions to support businesses with hiring and retaining workers in recovery or with substance use disorders (SUD) and helps qualifying job seekers obtain employment leading to self-sufficiency. SUD Navigator is to conduct outreach to the local community partners and employers regarding the benefits of “hiring hidden talents.” <b>The grant has been extended to closeout by 02/28/2024, with CSB receiving an additional \$60,000 award.</b></p> <p><b>January – March 2023</b></p> <ul style="list-style-type: none"> <li>• <b>2 Business Learning events</b></li> <li>• <b>5 Job Readiness Workshops</b></li> <li>• <b>1 Informational tour for Sustainability Workforce Alliance (Operation Career Launch)</b></li> <li>• <b>2 Staff Trainings “Serving Ex-</b></li> </ul>	Beatrice Boursiquot

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
			<b>Offenders &amp; Individuals impacted by substance use disorder</b> <ul style="list-style-type: none"> <li>• 3 Recovery/Reentry Navigator Events</li> <li>• 1 Circuit 18 Reentry Simulation (State Attorneys; Probation Office, Law Enforcement)</li> <li>• 7 New Community Organization partnerships</li> <li>• 4 Brevard Recovery Taskforce Committee meetings</li> </ul>	
<p>Grant Name: "Get There Faster" Salesforce Academy Program Grant</p> <p>Time Frame: 10/01/21 – 09/30/23</p> <p>Funding Source: CareerSource Florida</p> <p>Partner(s): Brevard Public Schools Adult and Community Education, Brevard Public Schools Career and Technical Education, PepUp Tech</p>	\$923,305.97	<p>This grant is provided to support low-income returning adult learners and youth to connect them with industry-driven credentials. PepUp Tech is a training provider that will offer cohort-based training in Salesforce skill development, a highly desired skillset in the current workforce on a nationwide scale. The grant will fund up to 50 participants for training, work experience and supportive services.</p>	<p>Salesforce training to WIOA eligible adults and youth has held <b>5</b> Cohorts with a total of <b>55</b> Enrolled and <b>44</b> Graduated. Participants can choose to attend courses virtually at their residence or under supervision of an instructional aide at Brevard Adult &amp; Community Education's South Area Educational Center in Melbourne. Additionally, students are paired with projects to be completed for Employer Worksites, providing the student with up to 240hrs of hands-on experience at \$17hr.</p> <p><b>To date, 15 have completed their hands-on experience, 9 are currently in their hands-on experience, 8 are scheduled to start their hands-on experience, 5 have transitioned into Full-Time Employment, and 19 have obtained industry recognized certifications.</b></p> <p><b>Information sessions about this grant program have ended and all focused efforts have pivoted to employment connections.</b></p>	Amberstar Bush

<b>GRANTS</b> (Federal, State Local Competitive and Non-competitive)				
<b>Resource Information</b>	<b>Amount Awarded</b>	<b>Grant Focus</b>	<b>Current Status</b>	<b>Staff Lead</b>
<p><b>Grant Name: Non-Custodial Parent Employment Program (NCPEP)</b></p> <p><b>Time Frame:</b> 01/01/23 – 07/31/23</p> <p><b>Funding Source:</b> State Funds</p> <p><b>Partner(s):</b> Clerk of Courts, Department of Revenue</p>	\$1,49,860	This grant is provided to support non-custodial parents who are unemployed or underemployed and have difficulty meeting child support obligations to obtain and retain self-sufficient employment and establish a successful pattern of paying child support. Funding supports core services and enhanced services/direct participant support.	C2 is the lead for this grant after exhibiting an excellent partnership already with the clerk of courts through the Crosswalk referral system. C2 has hired 4 career advisors, 1 job developer and 1 special projects coordinator to support this grant. As of 04/24/23, there are 24 individuals enrolled in the NCPEP program. The state plans to seek an extension.	Caroline Joseph-Paul
<p><b>Grant Name: Hurricane 2022 (Ian - Nicole Dislocated Worker Grant (DWG))</b></p> <p><b>Time Frame:</b> 09/24/2022 - 9/30/2024</p> <p><b>Funding Source:</b> USDOL through DOE DWG</p> <p><b>Partner(s):</b> NA</p>	\$1,800,000	Projects for clean-up, demolition, repair, renovation, and reconstruction of destroyed public structures, facilities, and lands within the affected communities.	<p>Current projects include:</p> <ol style="list-style-type: none"> <li>1. Brevard Co.</li> <li>2. City of Palm Bay</li> <li>3. City of Cocoa Beach</li> <li>4. US Fish and Wildlife</li> </ol> <p>Participants to date:</p> <ol style="list-style-type: none"> <li>1. Current = 33</li> </ol> <p>To date = 31</p>	James Watson

<b>UNRESTRICTED REVENUES</b> (Non-governmental funding, Fee for service, Foundation and Corporate giving programs)				
<b>Resource Information</b>	<b>Amount Awarded</b>	<b>Grant Focus</b>	<b>Current Status</b>	<b>Staff Lead</b>
<p><b>Grant Name:</b> Ticket to Work (TTW) Program</p> <p><b>Time Frame:</b> Indefinite</p> <p><b>Funding Source:</b> Social Security Administration</p> <p><b>Partner(s):</b> Vocational Rehabilitation</p>	\$322,357 To Date	Focused on eligible TTW customers who want to return unsubsidized employment using the Employment Network (EN).	<p>There <b>were no</b> new TTW participants in the 4<sup>th</sup> quarter PY 21-22. We received payments of <b>\$4,374</b> for 22-23 for a cumulative total of <b>\$332,819</b>.</p> <p>Staff continue to collaborate with eligible customers who are interested in work or training. EN continues to progress at a modest pace.</p>	James Watson

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

Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
<p>Grant Name: Tobacco Free Florida</p> <p>Time Frame: Indefinite</p> <p>Funding Source: Bureau of Tobacco Free Florida</p> <p>Partner(s): Florida Department of Health</p>	<p><b>\$54,271.50</b> To Date</p>	<p>The Bureau of Tobacco Free Florida (BTFF) partners with Florida RWB's to promote the "3 Free and Easy Ways to Quit" program to help clients quit tobacco and improve their employability. While this program is available free to all Florida residents, the Department of Health targets workforce clients and reward LWDB's for each client referral.</p>	<p>This agreement provides unrestricted revenue.</p> <p>Receipts for PY22-23 third quarter- (07/1/22-09/30/22) is <b>\$0.00</b>.</p>	<p>Marina Stone</p>
<p>Grant Name: Wells Fargo Supportive Services for Community Empowerment</p> <p>Time Frame: 10/01/2018 - 11/01/2021</p> <p>Funding Sources: Wells Fargo</p> <p>Partners(s): NA</p>	<p>\$20,000</p>	<p>The focus of this grant is to assist participants in our program with support services needed to ensure successful job placement. Services can consist of transportation assistance, clothing to create a good first impression, and test preparation fees, etc.</p>	<p>CSB has moved to a reloadable cash card tracking system for these incentives. <b>As of February 2023, all Wells Fargo supportive service funds have been expended.</b></p>	<p>Jana Bauer</p>
<p>Grant Name: AARP BTW50+</p> <p>Time Frame: <b>12/14/2022 – 12/31/2023</b></p> <p>Funding Sources: AARP Foundation</p>	<p><b>\$60,000</b></p>	<p><b>This grant focuses on increasing income and earnings for low-income 50+ individuals by creating connections between mature workers and employers in Brevard County through the AARP Foundation's BACK TO WORK 50+ program by providing workshops, business learning events, job fairs, and additional support through career training, professional development, and community engagement.</b></p>	<p><b>CareerSource Brevard (CSB) has hosted 3 cohorts with 34 registered in the Overview Workshop, Coached 31 people, and report employment for 7 people with an average wage of \$14/hr. In total, we plan to coach 77 people and report 35 people employed.</b></p>	<p>Amberstar Bush</p>