



**Executive Committee Meeting**  
**Monday, May 2, 2022 - 4:00pm**  
**Teams Meeting**

Join on your computer or mobile app [Click here to join the meeting](#)

Or call in (audio only) [+1 561-486-1414,,353435441#](#) Phone Conference ID: 353 435 441#

Attendees: Lloyd Gregg (Chair), Mary Jane Brecklin, Colleen Browne, Susie Glasgow, Nancy Heller, 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>
<i>Call to Order</i>	<i>Lloyd Gregg</i>
<i>Roll Call</i>	
<i>Public Comment:</i>	
<i>Presentations:</i>	
<i>Action Items:</i>	
A. Approval of Executive Minutes for 02/3/2022	<i>Lloyd Gregg</i> 1 - 2
B. Board Member Reappointments	<i>Marci Murphy</i> 3
C. Board Member Nominations	<i>Marci Murphy</i> 4
<i>Discussion/Information Items:</i>	
A. Budget Discussion	<i>Richard Meagher/Lynn Hudson</i>
B. President's Report (no brief)	<i>Marci Murphy</i>
C. Grow the Resources of the Board	<i>Marci Murphy</i> 5 - 9

*Adjourn*

*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 2022**

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

**June 2022**

No meetings

**July 2022**

12<sup>th</sup> Industry Workforce Committee-8:30am  
26<sup>th</sup> Career Center Committee-8:30am

**August 2022**

1<sup>st</sup> Finance Committee-3:30pm  
1<sup>st</sup> Executive Committee-4:00pm  
18<sup>th</sup> Board of Directors-8:30am

**September 2022**

No meetings

**October 2022**

11<sup>th</sup> Industry Workforce Committee-8:30am  
25<sup>th</sup> Career Center Committee-8:30am

**November 2022**

7<sup>th</sup> Finance Committee-3:30pm  
7<sup>th</sup> Executive Committee-4:00pm  
17<sup>th</sup> Board of Directors-8:30am

**December 2022**

No meetings

**January 2023**

10<sup>th</sup> Industry Workforce Committee-8:30am  
24<sup>th</sup> Career Center Committee-8:30am

**February 2023**

6<sup>th</sup> Finance Committee-3:30pm  
6<sup>th</sup> Executive Committee-4:00pm  
18<sup>th</sup> Board of Directors-8:00am -12:00pm (Annual Meeting and Retreat)

**March 2023**

No meetings

**April 2023**

11<sup>th</sup> Industry Workforce Committee-8:30am  
25<sup>th</sup> Career Center Committee-8:30am

**May 2023**

1<sup>st</sup> Finance Committee-3:30pm  
1<sup>st</sup> Executive Committee-4:00pm  
18<sup>th</sup> Board of Directors Retreat-8:00am-12pm (TBD)

**June 2023**

No meetings

**CareerSource Brevard (CSB)**  
Executive Committee Meeting  
February 3, 2022

**MINUTES**

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

**Members Absent:** Colleen Browne

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

**Guests:** None

Lloyd Gregg called the meeting to order at 4:11pm.

**Roll Call:** Holly Paschal

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

**Presentations:**

Jana Bauer gave a presentation on New Grant and Funding Opportunities.

Jana Bauer explained Salesforce Academy in greater detail to the committee. Jana Bauer also explained the need to increase the skills of the AARP customers to become more competitive in the labor market. Nancy Heller explained the need of increased computer skills for the AARP population to be successful in the workforce.

**Action Items:**

Approval of Executive Committee Minutes

Motion to approve the Executive Committee minutes for November 1, 2021, made by Susan Glasgow and seconded by Mike Menyhart. Motion passed unanimously.

The committee discussed various strategies for market analysis for CSB board staff and president's salary. Motion to approve the CSB President's Contract made by Mary Jane Brecklin and seconded by Susan Glasgow. Motion passed unanimously.

**Discussion/Information Items:**

Presidents Report

Ms. Murphy reported on the Audit update, Labor Market, and Lead Brevard sponsorship. Marci Murphy gave the committee a hardcopy of the Talent Playbook, Strategies for Workforce System Staff Retention, and Sansdemic Solutions and informed the committee that these three documents will be shared via email after this meeting. She also reported "Good News in Brevard" with Florida experiencing 20 consecutive months of job growth and 14 consecutive months of labor force increases while the state's unemployment rate continues to decrease. Ms. Murphy reminded everyone that CSB will be focusing on short-term and long-term strategies to help with labor shortages. Ms. Murphy reported that EMSI Burning Glass', Dr. Chris Laney will

be giving a presentation at our next board meeting, and she discussed how EMSI Burning Glass' Skills Gap Analysis product is a new way to view job seeker skillsets.

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 5:21pm.

Submitted by,

Reviewed by,

(Signature on file)

(Signature on file)

\_\_\_\_\_  
Holly Paschal                      2/9/2022  
Date

\_\_\_\_\_  
Lloyd Gregg                      2/9/2022  
Date



May 2, 2022

## *Action Brief*

### **Board Member Re-Appointments**

#### Committee Request

Review re-appointments for program year 2022-2023 and recommended candidates to the next full Board of Directors.

#### Background

According to CareerSource Brevard bylaws, Article IV, paragraph 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 members to serve additional term(s) upon the expiration of their current term, subject to Board approval.

#### Nominees

The following Board members have been asked to serve an additional term and are recommended for reappointment effective July 1, 2022.

**Frank Abbate** – Brevard County Manager

**Shawn Beal** – Business Manager, IBEW 208

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

**Nancy Heller** – Project Director, SCSEP

**Art Hoelke** – GM/Vice President, Knight's Armament Company

**Jennifer Kenny** – Organizer, IBEW 606

**Traci Klinkbeil** – Community Administrator, Department of Children & Families

**Terry Schrumpf** – President/CEO, Florida Sports & Spinal Rehab

#### Action

Review and approve (or modify) the recommended reappointments for inclusion on the Agenda of the next full Board of Directors meeting. Action by the Board of Directors will result in requesting ratification action by the Brevard County Commission.



May 2, 2022

## *Action Brief*

### **Board Member Nomination**

#### Background

According to the CareerSource Brevard (CSB) bylaws, Article IV, para. C, "All board member nominees are appointed by the Brevard Board of County Commissioners as recommended to them by the full Board of Directors. Nominations for appointment of Directors to fill vacancies on the Board 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."

The nomination below would fill the seat vacated by Lynn Brockwell-Carey.

Potential members for this position must meet the following criteria:

- Be a business owner, chief executive officer, chief operating officer, or other individual with optimum policymaking or hiring authority;
- have five or more employees; and
- An organization with experience and expertise in addressing the employment, training, or education needs of eligible youth

Possible recommendations for discussion and consideration are the following:

1. Karen Locke, Crosswinds Youth Services – Karen is the Chief Operating Officer
2. Terrance Levell, AMI Kids – Terrance is the Executive Director
3. Ellena Little, Club Esteem – Ellena is the Executive Director

Board Members may be solicited to accompany the President in attending the first-interest meeting. The selected potential board member will be brought forth at the next Board of Directors meeting for approval. Action by the full Board of Directors will result in requesting ratification action by the Brevard County Commission for the appointment.

#### Discussion

Are there any other nominations the Committee would like the president to pursue? What order should the president use to solicit interest?

#### Action

Recommend CSB President to reach out to prospective board members in Committee-recommended order to solicit interest, then bring selected candidate to the CareerSource Brevard Board of Directors for final approval.



REVISED  
05/02/22

## *Grow the Resources of the Board Report*

**BOLD** Denotes  
Revisions or Additions

<b>GRANTS</b> (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
Grant Name: Opioid/Brevard Recovery Works  Time Frame: 04/01/19 – 03/31/22  Funding Source: USDOL / National Dislocated Worker  Partner(s): Listed in Grant	\$1,230,137		CSB received notification that the Brevard Recovery Works grant will not be extended and has expired on March 31, 2022.  <b>Activities as of March 31, 2022 include:</b> <ul style="list-style-type: none"> <li>• <b>167</b> Participants Enrolled (<b>actual goal achieved</b>)</li> <li>• <b>167</b> Receiving Services (<b>actual goal achieved</b>)</li> <li>• <b>113</b> Entered Employment (<b>actual goal achieved</b>)</li> <li>• <b>24</b> are in training;</li> <li>• <b>12</b> completed training</li> <li>• <b>6</b> obtained credentials</li> <li>• <b>4</b> Humanitarian Services</li> <li>• <b>4</b> Business Learning Events (events occurred in July 2021 and February 2022)</li> </ul>	Beatrice Boursiquot
Grant Name: Health Emergency Dislocated Worker Grants in Response to COVID-19 Outbreak  Time Frame: 04/13/20 – 03/31/23  Funding Source: USDOL / National Dislocated Worker	\$2,749,981		<b>Additional funding was received bringing total to \$2,749,981. This grant is extended until 31 March 2023 and additional funds are being requested in support of the extension.</b>  Staff are working with 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 & 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.  <b>Total activity:</b> <ul style="list-style-type: none"> <li>• <b>87</b> Participants Enrolled</li> <li>• <b>27</b> Employment at Exit</li> </ul>	James Watson

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
<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.	<b>RebuildFL United Academy Heavy Equipment and Safety Training Program is currently in its 4<sup>th</sup> session consisting of its largest class yet with 10 participants. 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 November, the program has had 18 graduates and will hold its next session in May. Training continues to be held on a monthly basis.</b>	Amberstar Bush
<p>Grant Name: USDOL Apprenticeship 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>	40 ToolingU Licenses and \$20K for Administration	CareerSource Brevard (CSB) in partnership and collaboration 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 <b>Soft Skills component, Core technical learning and Real-World employment via an On-the-Job training option.</b>	<b>CSB currently has utilized 8 Aero-Flex training licenses from ToolingU at no cost out of 40 that were made available. A Subrecipient Agreement with California workforce partners was executed in March 2021 to continue to train jobseekers in the Aero-Flex Program; a one year no-cost extension has been submitted to DOL. From previous marketing efforts, 32 customers have expressed interested in participating in the grant program. of those 32 customers that were interested, 9 have begun training, 3 customers have completed training, and 1 customer has received their CMFGA Certification.</b>	Thomas LaFlore
<p>Grant Name: Substance Use Disorder (SUD) Navigator Grant</p> <p>Time Frame: 05/06/21-08/31/23</p> <p>Funding Source: DEO Wagner-Peyser 7 (b)</p> <p>Partner(s): Local agencies involved in SUD treatment &amp; services</p>	\$156,520	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	<b>The focus of the Substance Use Disorder (SUD) Navigator grant is to serve reentry, substance use and others impacted by the opioid crisis. After the expiration of the previous ex-offender and opioid-focused grants, this grant offers the ability for dedicated staff to conduct community outreach and educational programming for employers and job seekers.</b>	Beatrice Boursiquot



<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>
		customers to self-sufficient employment.		
<p><b>Grant Name: "Get There Faster" Salesforce Academy Program Grant</b></p> <p><b>Time Frame: 10/01/21 – 09/30/23</b></p> <p><b>Funding Source: CareerSource Florida</b></p> <p><b>Partner(s): Brevard Public Schools Adult and Community Education, Brevard Public Schools Career and Technical Education, PepUp Tech</b></p>	<b>\$923,305.97</b>	<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>Planning is currently underway to begin offering Salesforce training opportunities to WIOA eligible adults and youth. Information sessions about this grant program are in the process of being scheduled. Tentative start date for training will be on June 13<sup>th</sup> and will be hosted for 10-weeks. 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.</p>	Jana Bauer / Deidre McVay- Schulmeister

<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: Ticket to Work (TTW) Program</b></p> <p><b>Time Frame: Indefinite</b></p> <p><b>Funding Source: Social Security Administration</b></p> <p><b>Partner(s): Vocational Rehabilitation</b></p>	<b>\$316,241</b> To Date	<p>Focused on eligible TTW customers who want to return unsubsidized employment using the Employment Network (EN).</p>	<p><b>There were no new TTW participants in the second quarter PY 21-22. We received payments of \$1,121 in the 3<sup>rd</sup> Qtr. 21-22 for a cumulative total of \$316,241.</b></p> <p>Staff continue to work with eligible customers who are interested in work or training. EN continues to progress at a modest pace.</p>	James Watson
<p><b>Grant Name: Tobacco Free Florida</b></p> <p><b>Time Frame: Indefinite</b></p> <p><b>Funding Source: Bureau of Tobacco Free Florida</b></p> <p><b>Partner(s): Florida Department of Health</b></p>	<b>\$53,974.50</b> To Date	<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><b>Receipts for PY21-22 third quarter- (01/1/22-03/31/22) is \$0.00.</b></p>	Marina Stone

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

Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
<p>Grant Name: Healthcare Sector Strategy</p> <p>Time Frame: 7/1/16 – 9/30/2021</p> <p>Funding Source: Private Sector</p> <p>Partner(s): A variety of health care employers, training vendors and others.</p>	<p><b>\$728,962</b> To Date In 6<sup>th</sup> year</p>	<p>Employ a Healthcare Sector Strategist to coordinate Healthcare Sector Strategy to facilitate solutions for current workforce needs, projections for workforce issues over the next five years, and resources to meet both long and short term goals as established by the industry as a whole.</p>	<p><b>Progress made to Addendum 7 grant goals:</b></p> <ul style="list-style-type: none"> <li>• <b>A Nursing Faculty talent attraction tool kit was developed. Next step is to decide on the timeline and medium to implement the campaign.</b></li> <li>• <b>7 competitive scholarships were awarded to Educare Envision College of Nursing students.</b></li> <li>• <b>The Upfront Tuition Match application was updated and the Business Liaison contacted several healthcare organizations to promote this opportunity.</b></li> </ul> <p><b>A presentation on workforce services highlighting work based training and Upfront Tuition Match was given to the Brevard Community Healthcare Coalition.</b></p>	<p>Megan Cochran</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><b>CSB has moved to a reloadable cash card tracking system for these incentives. To date, \$1,500 remain in available funds for incentives.</b></p>	<p>Jana Bauer</p>
<p>Grant Name: AARP BTW50+ Skill Accelerator 50+ Workforce Initiative</p> <p>Time Frame: 12/16/2021 – 7/31/2022</p> <p>Funding Sources: AARP Foundation</p> <p>Training Partner: PepUp Tech</p>	<p>\$30,000</p>	<p>This grant focuses on providing skills training for BTW50+ participants and alumni by creating a certification focused short-term training program to help them get on the pathway to high quality, in-demand jobs. According to 10K, the established market demand growth for Salesforce talent grew by 328% for North America, from 2020 to 2021. Funds will be provided to support instructional costs for BTW50+ participants and alumni to gain valuable digital skills training, through SkillUp Brevard, as a precursor to entering a small, exclusive cohort-style Salesforce System</p>	<p><b>CSB acquired 23 participants for the program's Phase 1, SkillUp Brevard, and chose 10 people to move onto Phase 2, Salesforce Academy based on the scores earned from the pre-selected required courses chosen in collaboration with PepUp Tech and Metrix Learning. The 10 chosen participants are currently taking online courses with a certified Salesforce Administrator. Completion of the course should occur around June 5<sup>th</sup>, depending on summer holidays and workshop schedules. PepUp Tech will help participants be paired for paid internship/work experience opportunities. CSB</b></p>	<p>Deidre McVay-Schulmeister</p>

**UNRESTRICTED REVENUES** (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>
		Administrator Training Program operated by PepUp Tech.	<b>has agreed to utilize WIOA funding to support 6 of the 10 participants' with a work experience opportunity.</b>	