



**Executive Committee Meeting**  
**Monday, August 5, 2019 - 4:00pm**  
**CSB Boardroom**  
*(Teleconference 321-394-0707)*

Attendees: Susie Glasgow (Chair), Daryl Bishop, Lloyd Gregg, Paula Just,  
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*

*Page No.*

***Call to Order***

***Introductions***

***Public Comment:***

***Action Items:***

- |   |                      |         |
|---|----------------------|---------|
| A. Approval of Executive Minutes for 5/16/19                  | <i>Susie Glasgow</i> | 1 – 2   |
| B. President's Contract Renewal                               |                      | 3 – 12  |
| C. President's Goals for PY 2018-2019                         | <i>Marci Murphy</i>  | 13 – 22 |
| D. President's Goals for PY 2019-2020 ( <i>presentation</i> ) |                      |         |

***Discussion/Information Items:***

- |  |                        |         |
|--|------------------------|---------|
| A. Annual 990 Tax Return ( <i>handout</i> )                | <i>Richard Meagher</i> |         |
| B. Budget Update   | <i>Richard Meagher</i> | 23 - 24 |
| C. Governance/Finance Committee Update ( <i>no brief</i> ) | <i>Daryl Bishop</i>    |         |
| D. Grow the Resources of the Board                         |                        | 25 - 33 |

***Adjourn***

## UPCOMING MEETINGS 2019-2020

All meetings are in the CSB Boardroom unless otherwise noted

### July 2019

30<sup>th</sup> Industry Workforce Committee-8:30am (moved from 16<sup>th</sup>)

### August 2019

5<sup>th</sup> Governance/Finance Committee-3:00pm

5<sup>th</sup> Executive Committee-4:00pm

15<sup>th</sup> Board of Directors-8:00am

### October 2019

15<sup>th</sup> Industry Workforce Committee-8:30am

29<sup>th</sup> Career Center Committee-8:30am

### November 2019

4<sup>th</sup> Governance/Finance Committee-3:00pm

4<sup>th</sup> Executive Committee-4:00pm

21<sup>st</sup> Board of Directors-8:00am

### January 2020

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

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

### February 2020

3<sup>rd</sup> Governance/Finance Committee-3:00pm

3<sup>rd</sup> Executive Committee-4:00pm

20<sup>st</sup> Board of Directors-8:00am

### April 2020

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

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

### May 2020

4<sup>th</sup> Governance/Finance Committee-3:00pm

4<sup>th</sup> Executive Committee-4:00pm

21<sup>st</sup> Board of Directors Retreat-8:00am-TBD

**CareerSource Brevard (CSB)**  
Executive Committee Meeting  
May 6, 2019

**MINUTES**

**Members in Attendance:** Paula Just (Chair) (via teleconference), Daryl Bishop, Mike Menyhart (via teleconference), Patty Stratton (via teleconference), Robert Jordan (via teleconference).

**Members Absent:** Susie Glasgow, Travis Mack.

**Staff in Attendance:** Judy Blanchard, Don Lusk, Richard Meagher, Marci Murphy, Lyn Sevin.

**Guests:** None

Paula Just called the meeting to order at 4:05pm.

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

**Action Items:**

Approval of Executive Committee Minutes

Motion to approve the Executive Committee minutes for February 4, 2019 made by Daryl Bishop and seconded by Patty Stratton. Motion passed unanimously.

Contracts with Board Members

CSB Board Member Daryl Bishop identified the need to abstain from discussion and voting as he is employed by Seacoast Bank who would benefit financially from this transaction. SunTrust Bank has been providing CareerSource Brevard's banking and treasury management services since its incorporation in 1990. During the past four years, CSB's average annual cost for banking services has been \$9,079. Current policies do not require competitive procurements below an annual purchasing threshold of \$10,000, however, Daryl Bishop, a CSB board member and Vice President of Seacoast Bank, offered to provide the same services currently provided by SunTrust at an annual cost of approximately \$2,200, representing a 75% savings to CSB. Motion to recommend the Board of Directors approve Related Party Contract with Seacoast Bank in an amount not to exceed \$2,500 annually, made by Patty Stratton and seconded by Mike Menyhart. Motion passed unanimously with Daryl Bishop abstaining.

Memorandum of Understanding (MOU) - Brevard Board of County Commissioners

The Brevard Board of County Commissioners serve as the Chief Elected Official and CSB is required by the Workforce Innovation and Opportunity Act (WIOA) to enter into a MOU with them. This MOU sets out the required local control for public workforce accountability, appointment of Board Members, fiscal agent designation, planning, Career Center (One-Stop) performance measures and other required or agreed upon roles and responsibilities. This agreement has been in place for many years but was last updated in 2012. With the passage of WIOA in 2014 and other changes, it is necessary to update the document. An updated MOU was presented for review.

Ms. Murphy explained that the MOU was updated to clarify the County's liability. The changes have already been discussed with the County Manager and the County's Attorneys are

reviewing the MOU. There was discussion on disallowed costs and the sequence of liability and it was noted that CSB carries Errors and Omissions Insurance for \$1M.

Motion to recommend approval of the Modifications to the Brevard County MOU, contingent upon modifications received from the County, to the next full Board of Directors made by Mike Menyhart and seconded by Daryl Bishop. Motion passed unanimously.

**Discussion/Information Items:**

PY 2019-2020 Strategic Focus

Ms. Murphy discussed Brevard's low unemployment rate and said that workforce is a top concern in a tight labor market. She discussed the continuation of the sector strategy business model, finding hidden talent, retention strategies for businesses, events to help with hiring needs, and the social media talent attraction campaign, and requested input from the Committee. Mike Menyhart said that Volusia County were utilizing Boys and Girls Club to help get the word out on manufacturing.

Robert Jordan joined the meeting.

Governance/Finance Committee (GFC) Update

Daryl Bishop gave an update on the GFC which had met earlier in the day. He said that the GFC had approved two new board members, reappointed eight board members, approved three officer nominations, and approved the PY19-20 budget. All action items will be sent to the full Board of Directors for approval.

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. Items discussed included grant funded projects, Rebuild Florida's extension, and the Aerospace Summit being held in June.

Committee Organizational Chart for PY 2019-2020

Ms. Murphy presented the Committee Organizational Chart. Contingent upon board approval Mike Menyhart will Chair the Industry Workforce Committee and Nancy Heller will Chair the Career Center Committee. Lloyd Gregg will be asked to Chair the Governance/Finance Committee.

**Adjournment:**

The meeting adjourned at 4:40pm.

Submitted by,

Reviewed by,

(signature on file)  
Lyn Sevin

5/16/2019  
Date

(signature on file)  
Paula Just

5/14/2019  
Date



August 5, 2019

## *Action Brief*

### **Renewal of President's Contract**

#### Committee Request

Review President's employment contract.

#### Background

On August 16, 2016 the Executive Committee entered into a contractual agreement with Marci Murphy as the President of Brevard Workforce Development Board, Inc. (BW). The term of the contract was for a period of three (3) years with an optional extension on an annual basis thereafter. In lieu of extending the existing contract for one year, the President is requesting a new contract with the changes outlined in the attached document.

#### Action

Approve, deny, or amend the President's revised contract for a period of three (3) years with the option to extend the contract on an annual basis thereafter.

**BREVARD WORKFORCE DEVELOPMENT BOARD, INC.  
PRESIDENT EMPLOYMENT CONTRACT**

This Employment Contract ("Contract") is made effective as of: August 16, 2016 (the "Effective Date", regardless of the date of Board approval), by and between Brevard Workforce Development Board, Inc. ("**BW**"), of 297 Barnes Blvd, Rockledge, Florida, 32955 and Marci Murphy ("**Employee**"), of ~~201 Plantation Club Drive #2174266 Montreaux Avenue~~, Melbourne, FL.

A. BW is engaged in the business of providing workforce services to businesses and job seekers for Brevard County, FL. The Employee will primarily perform the job duties at the following location: 297 Barnes Blvd, Rockledge, Florida. Employee reports to the Board of Directors ("**Board**") and will assist the Board in developing and implementing BW's ongoing business strategy and objectives. Employee shall have such duties, authority and responsibilities that are commensurate with being the BW's most senior executive officer, including, but not limited to, being responsible for the general management and operation of BW, and such additional powers and duties as are prescribed from time to time by the Board.

B. BW desires to have the services of Employee.

C. Employee is willing to be employed by BW.

Therefore, the parties agree as follows:

1. **EMPLOYMENT.** BW shall employ Employee as BW President, ~~pending Board approval. During such time as the Board considers approval, Employee shall be employed by BW as Interim President and shall be afforded all rights, authority, privileges and consideration afforded the President as set forth on the effective date of this Contract.~~ As such, Employee shall serve as BW's Chief Executive Officer, reporting directly to BW's Board of Directors. Employee shall perform all functions and duties from time to time assigned to her by BW's Board, including, but not limited to the services described on the attached Exhibit A, which is made a part of this Contract by this reference. Employee accepts and agrees to such employment, and agrees to be subject to the general supervision, advice and direction of the BW Board of Directors, specifically the BW Board Chair. Employee shall also perform (i) such other duties as are customarily performed by an employee in a similar position, and (ii) such other and unrelated services and duties as may be assigned to Employee from time to time by BW. Employee agrees to follow and abide by all of BW's personnel policies and rules of conduct, the terms of which are incorporated herein by reference as terms of this Contract.

2. **BEST EFFORTS OF EMPLOYEE.** Employee agrees to perform faithfully, industriously, and to the best of Employee's ability, experience, and talents, all of the duties that may be required by the express and implicit terms of this Contract, to the reasonable satisfaction of BW all things considered. Such duties shall be provided at such place(s) as the needs, business, or opportunities of BW may require from time to time. The Employee is prohibited to search for other employment while using BW equipment or during working hours.

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3. OWNERSHIP OF SOCIAL MEDIA CONTACTS. Any social media contacts, including "followers" or "friends," that are acquired through accounts (including, but not limited to BW email addresses, blogs, Twitter, Facebook, YouTube, or other social media networks) used or created on behalf of Brevard Workforce Development Board are the property of Brevard Workforce Development Board.

4. COMPENSATION OF EMPLOYEE. As compensation for the services provided by Employee under this Contract, BW will pay Employee an annual base salary payable on Friday of every other week. The Employee will be responsible for the tax impact of the compensation provided under this Contract, subject to the BW's obligations to make social security contributions and other legally required contributions, benefits payments, withholdings and deductions.

This section of the Contract is included only for accounting and payroll purposes and should not be construed as establishing a minimum or the definite term of employment.

In consideration of services to be rendered by Employee to BW, beginning August 16, ~~2016-2019~~ the Employee shall be paid an annual base salary with an annual increase as determined by the BW Executive Committee in ~~June~~ August of each year.

5. INCENTIVE COMPENSATION. Employee is eligible for incentive compensation. The incentive compensation fund is equal to up to ~~40~~15% of the Employee's annual Base Salary at the beginning of the fiscal year, ~~which may be reviewed and increased up to an additional 5% that can be negotiated yearly with the Executive Committee and ratified by the full board, contingent upon available funding.~~ Actual payment of the incentive compensation is based upon attainment of pre-determined goals mutually established by the BW Executive Committee and the Employee. The payment of the incentive compensation will occur in the first pay period following approval by the BW Executive Committee, with the final pay period of the fiscal year. BW reserves the right to modify, amend or discontinue the Incentive Compensation at any time, and as mutually agreed to, upon thirty (30) days written notice to the Employee specifying the effective date of the modification, amendment or discontinuance, and tendered in accordance with Paragraph 20 – NOTICES.

6. EXPENSE REIMBURSEMENT. Employee shall submit to the BW any requests for reimbursement of business expenses, with supporting vouchers or expense statements that satisfactorily and reasonably evidence such expenses, which BW shall consider for reimbursement in accordance with BW's policies.

7. RECOMMENDATIONS FOR IMPROVING OPERATIONS. Employee shall provide BW with all information, suggestions, and recommendations regarding BW's business, of which Employee has knowledge, which will be of benefit to BW.

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8. MANAGEMENT. It is in the best interests of both BW and the Employee to provide for the Employee's exclusive authority over engaging, advancing, compensating, assigning, and terminating all other employees so long as budget and legal restraints are observed.
9. BENEFITS. Employee shall be entitled to employment benefits as indicated:
- (a) Holidays, health insurance, life insurance, disability insurance, and wellness program in accordance with BW's policies;
  - (b) Paid Time Off at an accrual rate in accordance with BW policy;
  - (c) Paid Time Off maximum carry over is set at 160 hours annually;
  - (d) Tuition Reimbursement in accordance with PER 07-01 Continuing Education for President Policy; -
  - (e) Retirement contribution to 403 (b) in accordance with benefits available to all other BW employees;
  - (f) Executive Coaching Services as determined necessary by the Employee for up to 60 hours annually; and
  - (g) Computer hardware, software and IT support for home office to enable telecommuting as determined necessary by Employee. Computer will be upgraded every three years, unless it becomes unusable before this time, and not considered a tagged asset. All IT work will be conducted by BW IT employees.
10. CONFLICTS OF INTEREST. No volunteer who is, or might become, a candidate for the President position may participate in negotiating the Employee contract, setting the Employee's compensation, establishing goals, appraising the Employee's performance, or otherwise affecting termination without cause.
11. TERM. Subject to the provisions for termination as hereinafter provided, the term of this Contract shall be for a period of three (3) years, commencing on the Effective Date stated herein unless otherwise terminated in accordance with the Terms and Conditions set forth in this Contract. The Term may be extended on an annual basis thereafter upon the mutual consent of BW and Employee. In the event BW does not exercise the option to extend the Contract term, this action shall be deemed a Termination of Contract by BW Without Cause and the decision shall be rendered in accordance with the Terms and Conditions set forth in the Contract,
12. TERMINATION OF CONTRACT BY BW FOR CAUSE.
- (a) In addition to any right of termination, rescission or action for breach that BW has in law or equity, BW shall have the right to terminate this Contract immediately upon the occurrence of any of the following events, which shall be considered "cause" for termination:



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(i) Death of Employee or Employee's inability, for any reason, to perform his duties on a full-time basis for thirty (30) days in any consecutive six (6) month period, after the exhaustion of accrued Paid Time Off leave;

(ii) Employee's conviction, guilty plea, or no contest plea;

(iii) Employee's dependency on alcohol and/or drugs, as determined within the reasonable discretion of the BW;

(iv) Failure of the Employee to begin performing the services and other obligations under this Contract on the Commencement Date;

(v) Any breach of the obligations and duties of Employee under this Contract, and in accordance with BW policies including any deficiency in performance determined within the reasonable discretion of the BW, or any breach of Employee's fiduciary duties to BW.

(b) A termination for cause notice shall be tendered in accordance with Paragraph 20 – NOTICES and specify the date of termination. .

(c) Upon any termination of this Contract by BW for cause, Employee shall be entitled to receive the compensation and benefits described in Paragraph 4 then accrued, but unpaid, as of the date of termination. No other compensation, such as unused PTO, will be paid to the Employee following the date of a termination for cause.

(d) Unless otherwise specifically stated in this Contract, as of the effective date of a termination for cause, all obligations under this Contract shall cease, save and except the provisions of Paragraphs 15, 17 and 18, which shall survive Employee's termination.

13. TERMINATION OF CONTRACT BY BW WITHOUT CAUSE.

(a) BW may terminate this Contract at any time without cause upon written notice of ninety (90) days.

(b)

.-The termination notice shall be tendered in accordance with Paragraph 20 – NOTICES and specify the date of termination, which shall be at least ninety (90) days from the date of delivery.

(c) Upon any expiration or termination of this Contract by BW without cause, Employee shall be entitled to receive the compensation and benefits, including Paid Time Off, described in Paragraph 4 then accrued, but unpaid, as of the date of termination.

(d) In the event of expiration or termination of this Contract by BW without cause, the BW shall pay to the Employee, as severance pay, an amount equivalent to six (6) months of the Employee's then current annual Base Salary. Such severance

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payments may be paid in the same manner and at the same time that Base Salary would have been paid had this Contract continued. To the extent permitted under applicable law and terms of such policies, the BW also agrees to continue to provide such employee benefits listed in subparagraphs 9(a) through 9(e) to Employee, to the same extent that such benefits continue to be made available to active employees and staff members of the BW, throughout such time as the Employee is receiving severance payments under this provision of this Contract, or until such time as the Employee is eligible to participate in a subsequent employer's substantially equivalent benefits program, whichever is sooner. The terms and provisions of any BW-sponsored employee benefit program shall control.

(e) Unless otherwise specifically stated in this Contract, as of the effective date of an extermination or termination without cause, all obligations under this Contract shall cease, save and except the provisions of Paragraphs 15, 17 and 18, which shall survive Employee's termination.

14. TERMINATION OF CONTRACT BY RESIGNATION OF EMPLOYEE.

(a) Employee may terminate this Contract upon ninety (90) days written notice of resignation to BW.

(b) The resignation notice shall be submitted in accordance with Paragraph 20 – NOTICES and specify the date of resignation, which shall be at least sixty (60) days from the date of delivery.

(c) Employee shall continue to carry out all of his duties and responsibilities required hereunder, and receive all compensation and benefits described in Paragraph 4, until the date of resignation. As of the date of resignation, Employee shall be entitled to receive the compensation and benefits described in Paragraph 4 then accrued, but unpaid.

(d) Unless otherwise specifically stated in this Contract, as of the effective date of a resignation, all obligations under this Contract shall cease, save and except the provisions of Paragraphs 15, 17 and 18, which shall survive Employee's resignation.

15. OBLIGATIONS SUBSEQUENT TO TERMINATION. Upon the expiration or termination of this Contract, Employee shall perform the following obligations:

(a) Employee shall reasonably cooperate with BW in all matters relating to the completion of Employee's pending work on behalf of BW and the orderly transfer of such work to other employees of the Corporation.

(b) Employee shall, upon reasonable notice and without further payment or consideration from BW, furnish such information and proper assistance of BW as may be reasonably required by BW in connection with any litigation involving the acts or

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omissions of Employee under this Contract in which BW is, or may become, a party, at any time, following expiration or termination of this Contract.

(c) Employee shall not make independent announcement of the expiration or termination of this Contract except as agreed by the BW Board Chair. The BW Board Chair may cause all persons and others interested in the business of BW to be notified of the dissociation of Employee with BW.

(d) Any compensation benefits due or payable to Employee under this Contract subsequent to the expiration or termination of this Contract, shall be subject to Employee's compliance with the provisions of this Contract.

(e) If subsequent to the expiration or termination of this Contract, BW receives any correspondence addressed to Employee which BW reasonably believes in good faith relates to any aspect of services rendered by Employee while employed by BW, Employee authorizes BW to inspect such correspondence to determine its contents and to retain the original of such correspondence if it relates to such services, and send a copy to Employee, or, if it is unrelated to such services, BW shall forward the original to Employee. Upon expiration or termination of this Contract, Employee shall not deliver a notice of change of business address to the United States Postal Service or to any third party without advance notice to BW.

16. COMPLIANCE WITH EMPLOYER'S RULES. Employee agrees to comply with all of the policies, rules and regulations of BW.

17. CONFIDENTIALITY. The Employee hereby acknowledges that, as an employee of the BW, she will be making use of, acquiring and adding to Confidential Information (as defined below) of a special and unique nature and value relating to the BW and its strategic plan and financial operations. The Employee further recognizes and acknowledges that all Confidential Information that by law is not subject to public disclosure under Article 1, Section 24 of the Florida Constitution and section 119.07, F.S. pursuant to Florida Statutes: 443.171; 443.1715; 445.010(2); 414.295; and in accordance with 29 CFR Part 71; 20 CFR 617.57 (b); and 45 CFR 205.50 is the exclusive property of BW, is material and confidential, and is critical to the successful conduct of the business of the BW.

(a) Accordingly, the Employee hereby covenants and agrees that she will use Confidential Information for the benefit of the BW only and shall not at any time, directly or indirectly during the Period of Employment, or thereafter, divulge, reveal or communicate any Confidential Information to any person, firm, corporation, or entity whatsoever, or use any Confidential Information for ~~his~~-her own benefit or for the benefit of others without consent of the Board. "Confidential Information" means any confidential, proprietary or trade secret information, whether or not marked or otherwise designated as confidential, whether in document, electronic or some other form, and includes, without limitation, information that is not publicly known regarding the BW's finances, legal matters, business and

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Marketing plans, proposals, projections, forecasts, employees and compensation, research plans and market studies.

(b) The parties recognize that the foregoing provisions concerning confidentiality are reasonable and necessary for the protection of legitimate interests of the BW and that the BW will be irreparably harmed if these provisions are not specifically enforced. Accordingly, the foregoing provision may be enforced by the BW as an independent covenant by means of a temporary, preliminary or permanent injunction, without prejudice to such damage rights as may exist, and Employee and BW specifically waive the necessity that any bond be posted to obtain such relief. The failure of BW to insist in any one or more instances upon performance of the foregoing provision regarding confidentiality shall in no way be construed as a waiver of any such provisions or affect the BW's right to enforce such covenant.

18. Mandatory Arbitration Contract. Employee and BW agree that any claim, dispute or controversy between them, including any claim, dispute or controversy between the employees or assigns of the other, including any disputes regarding the scope and enforceability of this provision and the validity of the entire Contract, shall be resolved exclusively by binding arbitration by the American Arbitration Association under its National Rules for the Resolution of Employment Disputes. The Parties understand that they would have had a right or opportunity to litigate disputes in court and have a judge or jury decide their case, but instead, they have chosen to have any such disputes decided through arbitration, and agree that neither party shall initiate any law suit against the other, except to confirm an arbitration award. Damages for breach of this provision shall include all costs and fees incurred to obtain an order staying any civil action and compelling arbitration, which shall be part of any subsequent arbitration award.

(a) Claims subject to arbitration include (i) claims for discrimination (including, but limited to, age, disability, marital status, medical condition, national origin, race, retaliation, sex, sexual harassment or sexual orientation); (ii) claims for breach of any contract or covenant (express or implied); (iii) claims for violation of any federal, state or other governmental law, statute, regulation or ordinance; and (iv) tort claims (including, but not limited to, negligent or intentional injury, defamation and termination of employment in violation of public policy).

(b) The following claims are not subject to arbitration, (i) claims by Employee for workers' compensation or unemployment insurance (an exclusive government created remedy exists for these claims); and (ii) claims by either party for emergency injunctive relief (requiring a court's rapid injunctive power).

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(c) The arbitrator shall have the authority to award all relief otherwise available in a court of law, including permanent injunctive relief.

(d) Any award entered by the arbitrator, including injunctive relief, shall be final and binding, and judgment may be entered thereon by any party in any court of competent jurisdiction.

(e) Each party shall pay for its own fees and expenses of arbitration, unless otherwise ordered by the arbitrator.

19. RETURN OF PROPERTY. Upon termination of this Contract, Employee shall deliver to BW all property which is BW's property or related to BW's business that is in Employee's possession or under Employee's control.

20. NOTICES. All notices required or permitted under this Contract shall be in writing and shall be deemed delivered when delivered in person or on the third day after being deposited in the United States mail, postage paid, addressed and with a return receipt as follows:

Employer:  
Brevard Workforce Development Board, Inc.  
Chairman of the Board  
297 Barnes Blvd.  
Rockledge, Florida 32955

Employee:

Marci Murphy  
~~201 Plantation Club Drive #217~~  
4266 Montreaux Avenue  
Melbourne, FL

Such addresses may be changed from time to time by either party by providing written notice in the manner set forth above.

21. ENTIRE CONTRACT. This Contract contains the entire Contract of the parties and there are no other promises or conditions in any other Contract whether oral or written. This Contract supersedes any prior written or oral Contracts between the parties.

22. AMENDMENT. This Contract may be modified or amended, if the amendment is made in writing and is signed by both parties.

23. SEVERABILITY. If any provisions of this Contract shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it would become valid or enforceable,

....

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then such provision shall be deemed to be written, construed, and enforced as so limited.

24. WAIVER OF CONTRACTUAL RIGHT. The failure of either party to enforce any provision of this Contract shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Contract.

25. APPLICABLE LAW. This Contract shall be governed by the laws of the State of Florida.

AGREED TO AND ACCEPTED.

EMPLOYER:

Brevard Workforce Development Board, Inc.,  
~~Robert Jordan~~ Susan Glasgow, Chairman of  
the Board

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

EMPLOYEE:

Marci Murphy

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## PY18-19 Presidents Completed Goals

### Goal

Develop processes and strategies to outreach to the community to bring in more job seekers.

**Measure:** Set up referral processes/collaborations with six new Brevard organizations.

<b>Organizations</b>	<b>Date of Referral Establishment/# of Referrals (as of July 22, 2019)</b>
My Community Cares	April 2019 – no referrals yet
Space Coast Recovery	April 2019 – 5 referrals
The Women’s Center	February 2019 – 10 referrals
FDC – Office 18-2 Cocoa Probation Office	April 2019 - 8 referrals
Brevard Cares	April 2019 - 1 referral
Goodwill Industries, Inc.	Feb. 2019 –Director left in March – no referrals yet
Housing Authority – ROSS Program	July 2018 – 1 referral
Brevard Homeless Coalition	June 2019 – no referrals yet
Brevard County Housing & Human Services	Feb 2019/June 2019 - no referrals yet
Circles of Care	Oct. 2018 – 3 referrals
Clear Pond Estates (Housing Authority Entity)	February 2019 – 1 referral
Peace Club (rehab facility for Opioid Use Disorder)	February 2019 – 4 referrals
Housing Authority of the City of Titusville	Oct. 2018 – no referrals yet
South Brevard Sharing Center	Aug 2018 – Director left – no referrals

### Goal

Create/Host Events/workshops/classes to attract job seekers to our Career Centers. Find ways to make our Career Center more customer friendly and inviting.

**Measure:** Develop four new ideas to be implemented in the Career Centers to increase traffic

- Basic Computer Lab created for job seekers – training available at every Center
- Welcome packets for new customers
- Adult Ed in Career Centers for ESOL training at every Center
- Brevard Achievement Center housed in our Titusville Career Center
- Voc. Rehab. in our Rockledge Career Center for partial day
- Underemployed worker workshop was presented in Palm Bay on April 30 dealing with how to improve your employment as well as how to tactfully look for new employment while you already have an employer

## **Goal**

Create Task Teams to develop plans to outreach to certain special populations:

**Measure:** Develop Task Teams around three of the five groups and implement nine process improvements.

### **Ex-Offender Process Improvements**

1. Expungement training for all staff – December 2018 – An attorney came to our staff meetings to teach staff about the expungement process, what is expungable, how to get a record expunged, as well as give materials and training presentation that we have uploaded to our Sharepoint for staff/customer use.
2. Piloted Federal Bonding Workshop at Florida Department of Corrections (FDC) Career and Resource Fair – March 2019 – developed and facilitated the first Federal Bonding workshop at the FDC Career and Resource Fair; have continued to do a Federal Bonding workshop at each FDC resource fair since and will be doing one at our upcoming Second Chance Career and Resource fair in August
3. Developed and facilitated ex-offender workshop at Rockledge Career Center – March 2019 - had over 25 attendees; will continue to do this workshop at least once per quarter in the various centers (Titusville is doing their first on August 21<sup>st</sup>)
4. Created Federal Bonding Animaker video for ex-offender customers – have utilized this video in workshops and in RISE workshop
5. Created Federal Bonding & Work Opportunity Tax Credit video for employer customers – have showcased this video at board meetings, etc. last program year and will be using these videos during employer learning events this program year.
6. Wrote, awarded, and began RISE (Re-Entry Intervention resulting in Successful Employment) Grant (April 2019) – last program year, 13 customers were enrolled in the grant and completed the RISE workshop – 5 customers obtained employment last program year after completing RISE workshop
7. Acquired a criminal matrix tool for business services staff to use with employers willing to consider hiring ex-offenders (allows employers to specify what types of crimes, convictions, etc. they will and will not consider hiring, etc.
8. Established a partnership with Brevard County Jail; we go monthly to the jail to visit the women's pod and the Veteran's pod to speak with inmates who are within 30 days or less of release to inform them about CSB programs & services, educate them about Federal Bonding/WOTC, answer employment related questions, etc. Began this partnership in June 2019 and did our first visit June 26<sup>th</sup>. Next visit schedule for July 31<sup>st</sup>.

### **Mature Worker Process Improvements**

1. Staff restructure – dedicated workshop trainer to host more frequent information sessions, raising attendance and creating more flexibility for participants



2. Added an outreach component to the trainer's job duties. In three months, the trainer established relationships with 18 new organizations to market our program to their mature worker populations.
3. Case management has been incorporated into normal business processes expanding from 1 to 6 staff working this population. With this change, pre-screening interviews and first coaching sessions are occurring at a much faster pace, resulting in more people joining cohorts of the BTW50+ program.

### **Hispanics**

1. Incorporated ESOL classes in all three Career Centers
2. Addition of more bilingual Spanish speaking staff – Currently 13 staff (from 10)

### **Underemployed**

1. Creation of the IT underemployed Pilot Project with two tracks – Microsoft Office Specialist (MOS) and CompTIA Fundamentals A+ - analyzing training and placement results for incorporation into CSB's course offerings
2. First time implementation of a local social media outreach campaign targeted for the unemployed and underemployed. Metrics were successful with CSB incorporating these campaigns in the coming year.
3. Process has been established to help underemployed individuals with a bachelor's degree to become certified as a Brevard Public School teacher.
4. Hosted an evening hour job fair in June 2019 for job seekers currently employed, but looking to transition to other employment
  - a. 551 total jobseekers in attendance
  - b. 114 Veteran customers
  - c. 57 Companies attended

## **Baseline Measure: 7,827 New Customers in System for PY18-19**

### **Goal**

Develop a Marketing Outreach Plan for Moore Communications to implement utilizing the State dollars awarded to us.

Measure: Complete a plan around finding hidden talent and present three outcomes of the marketing campaign.

See Attachment A for formal Campaign Outreach Plan

## **2019 Out-of-State Engineer Talent Recruitment & Acquisition Campaign & Outcomes (Launched April 11 and ran for 7 weeks)**

## Target

- DOD clearance, 5-10 yrs experience, and specific engineer degrees
- States with a concentration of engineers and with “change drivers” such as: contracts coming to completion, high cost of living, poor education system, poor climate and poor STEM support. Also focused on cities/states with top engineering schools and tech hubs.

## Plan

- Paid ad campaigns: 6 LinkedIn and 9 Google Search ad variations directed target to an engineer-specific landing page on CSN home site. Those who shared their email address, received a set of direct e-mails and a call from CSB engineer recruiter.

## Results:

- 574,031 engineers reached across the country (Impressions)
- Software engineers responded more than others: electrical, mechanical, systems, aerospace, etc.
- 120 shared their email address by completing the contact form (conversions are the goal)
- Top performing states for actions taken in order: Dallas & Fort Worth, Texas, San Francisco Bay area & Los Angeles, California, and Greater NYC area. However: Los Angeles, California had the most conversions!
- As of July 1, CSB recruiters currently engaged with 15 engineers
- Brevard County (logo) partners received a 258 total visits to their websites.
  - Boeing (72)
  - Embraer (28)
  - Lockheed Martin (28)
  - Northrup Grumman (21)
  - Nuance (20)
  - Harris (25)
  - Novel (14)
  - Craig (18)
  - Saalex (17)
- Over the past 3 campaign years, we’ve gathered and sent monthly outreach messages to 603 engineers who showed interest in moving to Brevard County.

## **2019 Unemployed/Underemployed local talent recruitment campaign (Launched in April and ran for 6 weeks)**

### Plan

- Paid Facebook and Google search ads followed by 4 permission-based weekly direct emailers

### Results

- 297,289 local people were reached
- 396 respondents left email addresses
- 30% were new to CareerSource Brevard
- 93% responded from their mobile phones
- Most were employed and considered themselves underemployed
- 15 are currently utilizing our services

**Goal**

Increase funding through grants

**Measure:** Be awarded new funding or increase existing funding with two grants.

<b>New Grants Awarded PY18-19</b>	<b>Amount</b>
AARP Back to Work 50+	\$110,000
DEO National Health Emergency Opioid Dislocated Worker Demonstration Grant	\$536,910 (with the possibility of receiving a total of \$2Million)
Aero-flex Pre-Apprenticeship Program	\$149,129
Adult Education Pre-Apprenticeship Program	\$100,000
Re-Entry (R.I.S.E.) grant	\$250,000
Florida College Access Network Seed Grant	\$20,000
Wells Fargo Grant (support services AARP)	\$10,000
<b>Increase in Existing Funding due to Successful Negotiations/Outcomes</b>	<b>Amount</b>
Hurricane Matthew Dislocated Worker Grant	Additional \$1,490,408
Healthcare Sector Strategist grant	Awarded another year \$97,500

June 2019 - CSB was awarded the highest amount of money of Workforce Boards in the State of Florida for the PY2017-18 Performance Funding Model, \$261 ,071

**Goal**

Legislative Advocacy

**Measure:** Schedule and attend six legislative visits

Meetings with 5 County Commissioners the first few weeks of March 2019.

Meeting with Marco Rubio’s Staff – March 25, Washington DC

CareerSource Brevard (CSB) hosted a Legislative Workshop on June 4, 2019 with the goal of developing a plan to cultivate stronger relationships with Elected Officials.

The following offices were represented:

Senator Tom Wright & Staff  
Congressman Posey's Office  
Representative Randy Fine's Office  
County Commissioner Curt Smith's Office

Positive post-workshop outcomes include Senator Wright participating on a legislative panel the following week at the CSB hosted Aerospace Workforce Workshop. Senator Wright also carried the panel participation request directly to Representative Tyler Sirois' office on CSB's behalf and advocated for his involvement. Both Senator Wright and Representative Sirois have committed to continue their office's involvement with CSB's aerospace sector efforts going forward.

Meeting at CareerSource Brevard with Representative Placencia on July 9, 2019.

Scheduled meeting with Representative Sirois on August 9, 2019.

## PROGRAM OF WORK

**TO: CareerSource Brevard  
Marci Murphy, President**

**FROM: Moore, Inc.  
Terrie Ard, APR, CPRC, President**

**DATE: October 16, 2018**

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This Program of Work is established between Moore Communications Group, Inc., (dba Moore, Inc. hereinafter referred to as Moore) and CareerSource Brevard, effective on October 16, 2018. Moore is CareerSource Florida's vendor and is working on behalf of CareerSource Florida through its existing contract. This was a competitively procured contract for expert communications support to deliver on-demand statewide communications outreach.

The following outlines the terms of this Program of Work:

### Scope of Work

Moore will provide the following services to CareerSource Brevard:

#### Engineer Recruitment

- Landing Page
  - Utilize landing page that was updated in FY 17-18
- National Advertising
  - Google AdWords (Search) and LinkedIn
  - Set-up
    - Establish targeting and location parameters
    - Establish UTM codes
    - Keyword research
    - Build out ads
    - Confirm pixels on landing page (to measure conversions, retarget and to develop custom audiences)
    - Establish key performance indicators
  - Creative development of assets – leverage assets developed in FY 2017-18
  - Management of ad campaign
    - Google AdWords: 90 days
    - LinkedIn: 60 days
  - Final report
- Update Email Copy and Design
  - Update emails developed FY 17-18 with new statistics and imagery

#### Underemployed & Unemployed Outreach

- Local Advertising Flight Plan Development, Placement and Management
  - Includes research development of advertising flight plan, creative development of assets, placement of digital advertising, on-going management and real-time optimization of the digital advertising buy
    - Moore will work with the CareerSource Brevard team to set targeting parameters

- Email Marketing
  - Recommendations for email sequence of 3-4 emails
  - Draft sequence content
  - Design and layout emails

**Credit Usage**

The following provides an outline of how the monetary credit of \$31,406 as provided by CareerSource Florida to CareerSource Brevard will be allocated:

**Engineer Recruitment**

- Landing Page Updates \$540
- National Advertising
  - Advertising Hard Costs \$6,265
  - Creative Development, Ad Buy Management and Optimization, Reporting \$4,725
- Update Email Copy and Design \$270

**Underemployed & Unemployed Outreach**

- Local Advertising
  - Advertising Placement Spend \$10,000
  - Ad Flight Plan Development, Creative Development, Management, Optimization and Reporting \$7,725
- Email Marketing \$4,500

The above total is more than the co-op credit amount by \$2,619. The CareerSource Florida piggyback clause enables CareerSource Brevard to cover the cost above and beyond the credit amount.

Co-Op Credit: \$31,406

CareerSource Brevard: \$2,619

Any additional services outside the deliverables outlined in the scope of work can be added onto this agreement, but will be paid through funds beyond the credit amount provided by CareerSource Florida. are considered a separate service and would require a fully executed letter of agreement between Moore and CareerSource Brevard and would be subject to either a project fee or Moore’s standard hourly rates of:

- Account servicing and website development: \$135/hour
- Graphics & website design: \$105/hour
- Crisis communication: \$250/hour

Hourly fees incurred are billed in quarter hour increments; partial increments are rounded to the nearest quarter hour for all services and production time for all Moore staff.

Graphic design and digital services are subject to specific timeframes that are mutually acceptable to MOORE and CareerSource Brevard related to the project. Graphic design services have a minimum turnaround time of 10 business days.

**Representations**

CareerSource Brevard unconditionally represents and warrants that any elements of text, graphics, photos, designs, trademarks, trade names, copyrights, or other art work furnished to Moore by CareerSource Brevard for inclusion in the scope of work are owned by CareerSource Brevard, that CareerSource Brevard has permission from the rightful owner to use each of these elements, and will hold Moore harmless, protect, indemnify and defend Moore and its successors and assigns from any liability arising from the use of such

elements furnished by CareerSource Brevard, and from any claim or suit, threatened or actual, including attorney fees and court costs.

**Ownership of Materials Produced**

The client becomes the owner of graphic design, copywriting and other materials produced by Moore upon payment of all related invoices. Stock photography may not be reused or reproduced for any purpose other than the product that was produced by Moore. The client may use original photographs produced by Moore for any purpose once Moore has been paid for the photographs and photography services. Moore retains a license to use any materials produced for the client for the purpose of award entries, business development activities and other marketing activities subject to written consent of the client.

**Authority**

For purposes of this agreement, authority to perform any act on behalf of CareerSource Brevard may be granted only by that person or those persons listed below or such persons as may be identified from time to time by any person listed below:

- Marci Murphy, President
- Denise Biondi, Communications Director

**Point of Contact**

The points of contact include:

- CareerSource Brevard:
  - Denise Biondi, Communications Director
  - Stephanie Mosedale, Public Relations Specialist
- Moore:
  - Abby Davis, Director, Co-Op Project Manager
  - Emily Read, Associate Managing Director
  - Wes Barker, Senior Director

**Term of the Agreement**

This Program of Work is valid upon the signing of both parties, and CareerSource Florida, for the period beginning October 16, 2018 and ending at the close of business on June 30, 2019.

**Any changes to this Agreement must be provided and approved in writing. The signatures below indicate understanding and agreement with the terms as stated.**

**Moore, Inc.**  
**Terrie Ard, President**

**CareerSource Brevard**  
**Marci Murphy, President**

\_\_\_\_\_  
**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Date:** \_\_\_\_\_

**CareerSource Florida**  
**Victoria Heller, Communications Director**

\_\_\_\_\_  
**Date:** \_\_\_\_\_

*The CareerSource Florida Network Cooperative Outreach Program is not a procurement for services by local workforce development boards. CareerSource Florida's vendor, Moore, is working on behalf of CareerSource Florida through its existing contract. This was a competitively procured contract for expert communications support to deliver on-demand statewide communications outreach.*





August 5, 2019

## *Information Brief*

### **Budget Update for Program Year (PY) 2019-2020**

#### Background

In May the CSB Board approved a budget of \$10,117,300 for PY 19-20 (see Attachment 1). The Board motion also granted the President the authority to add or increase budget items as additional funds become available throughout the program year.

#### Current Status

In June CSB was awarded \$261,071 in incentive funding from CareerSource Florida. Also, the Department of Economic Opportunity (DEO) recently informed CSB of its intent to extend its rental agreement with CSB for the Florida Rebuilds disaster intake center at our Rockledge Career Center through June 30, 2020, resulting in additional revenue of \$192,000. As a result of these changes, our current PY 19-20 funding has increased to a level of \$10,570,400.

The President wants to inform the Governance/Finance Committee on the projected placement of these funds. The following items have been identified for funding:

- Additional Customer Training and Supportive Services
- Facility & Technology Upgrades (listed in the IT 3 Year Plan)
- Unobligated Funds Reserved for Unexpected Expenses



## FY 2019-2020 Annual Budget

For the Program Year Ending June 30, 2020

<b>Revised Funding Level</b>	<b>10,570,400</b>
<b>Current Annual Budget</b>	<b>10,117,300</b>
<b>Balance of Funds Available</b>	<b>453,100</b>

	FY 2019 Final Budget	FY 2020 Current Budget
<b>MANAGEMENT SERVICES</b> <i>(Board operations, Staff, Outreach, Financial Services)</i>		
Salaries & Benefits	1,006,000	1,034,500
Operating Expenses	334,500	333,200
<b>Total Management Services</b>	<b>1,340,500</b>	<b>1,367,700</b>
<b>INFRASTRUCTURE SERVICES</b> <i>(Rent, Phone, Utilities, Maintenance, Supplies)</i>		
Brevard Workforce Facilities	876,800	831,800
Operating Expenses	53,900	53,900
<b>Total Infrastructure Services</b>	<b>930,700</b>	<b>885,700</b>
<b>TECHNOLOGY SERVICES</b> <i>(IT Staff, Telecom Services, Computer Hardware and Software)</i>		
Salaries & Benefits	228,000	233,600
Operating Expenses	413,500	387,600
<b>Total Technology Services</b>	<b>641,500</b>	<b>621,200</b>
<b>BUSINESS SERVICES</b> <i>(Employer Outreach and Business Support Staff)</i>		
Salaries & Benefits	683,000	577,100
Operating Expenses	38,800	39,000
<b>Total Business Services</b>	<b>721,800</b>	<b>616,100</b>
<b>TOTAL FORMULA OPERATING BUDGET</b>	<b>3,634,500</b>	<b>3,490,700</b>
<b>SPECIAL GRANTS &amp; INCENTIVES</b>	<b>1,473,900</b>	<b>767,000</b>
<b>FEE FOR SERVICE ACTIVITIES</b>	<b>200,000</b>	<b>200,000</b>
<b>TOTAL OPERATING BUDGET</b>	<b>5,308,400</b>	<b>4,457,700</b>
<b>CONTRACTED SERVICES</b>		
General Contractor (C2GPS)	3,310,400	3,474,100
Special Grants (C2GPS & CSCF)	737,200	450,000
<b>Total Contracted Services</b>	<b>4,047,600</b>	<b>3,924,100</b>
<b>CUSTOMER SERVICES</b>		
Training Activities	1,150,000	950,000
Support Services	150,000	50,000
Special Grants - Training Activities	3,600,000	685,500
Special Grants - Support Services	100,000	50,000
<b>Total Customer Services</b>	<b>5,000,000</b>	<b>1,735,500</b>
<b>TOTAL PROGRAM BUDGET</b>	<b>9,047,600</b>	<b>5,659,600</b>
<b>TOTAL ANNUAL BUDGET</b>	<b>14,356,000</b>	<b>10,117,300</b>



REVISED  
07/29/2019

## 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>
Grant Name: Back to Work 50+ (BTW 50+)  Time Frame: 3/1/19 – 12/31/2020  Funding Source: AARP Foundation  Partner(s): NA	<b>\$110,000</b>	CSB was selected to submit a grant application & plan which was approved to begin the AARP 50+ Services in Brevard County. The current program focused on Women ends 02/2/2019. This program will focus on all persons 50+. It will allow us continued use of AARP Foundation Logo, outreach support and educational materials	<b>Metrics from March 1 – July 21 efforts include:</b> <ul style="list-style-type: none"> <li>• <b>Attended Workshops – 109 (56% of goal)</b></li> <li>• <b>Started Coaching – 57 (63% of goal)</b></li> <li>• <b>Gained Employment – 29 (44% of goal)</b></li> <li>• <b>Average Wage - \$15.36</b></li> </ul> <b>Upcoming Waves:</b> <b>Wave 26 – August/Sept 2019</b> <b>Wave 27 – Sept / October 2019</b>	Jana Bauer
Grant Name: H-1B American Promise Grant (APG)  Time Frame: 01/01/17 – 12/31/20  Funding Source: USDOL  Partner(s): LWDB 12 Central Florida	\$2,380,337	This project targets high-growth jobs aligned with the Information Technology (IT) and IT-Related industry sector, ranging from entry-level occupations to high-level management positions in LWDB Region 12 & 13 using a sector strategy approach.	Current grant activity includes continued meeting of subcommittees. We have enrolled 289 persons in the APG grant. Some additional updates include: <ul style="list-style-type: none"> <li>• <b>USDOL's 4/18/19 APG monitoring resulted in some findings. A corrective action plan was submitted.</b></li> <li>• <b>Training for Microsoft Office Specialists and IT Help Desk (CompTia A+ &amp; Fundamentals) resulted in over 90 participants approved for training with now 65 of those completing training. Business Services has structured a series of employer "Meet &amp; Greets", IT Job Fairs, OJT along with targeted placements.</b></li> <li>• <b>A registered IT Apprenticeship program has been identified as being customized for our region. Working with partners and sponsors to bring it to Brevard.</b></li> </ul>	Gary Sulski
Name: Cooperative Outreach Program with Moore Communications and CareerSource Florida  Time Frame: 10/01/18 – 06/31/19  Funding Source: Wagner Peyser State Level Funding	\$31,406	This funding is allocated based on our region size and is focused on strengthening CSF network brand, influencing action by business/job seekers to use CSB services, connect business with talent and to offset communication	<ul style="list-style-type: none"> <li>• <b>Talent Attraction &amp; Recruitment Campaign RESULTS</b></li> <li>• <b>Out-of-State Engineers: 120 responded, 15 engaged with CSB, Mostly: Texas, Tenn., NYC-area, CA (LA), male, software engineers, 25-46 yrs.</b></li> </ul>	Denise Biondi

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
Partner(s): CareerSource Florida & Moore Communications		outreach costs and support local efforts.	<ul style="list-style-type: none"> <li>Local Unemp/Underemployed: 396 responded, 150 re-engaged, 15 active with CSB, Mostly: middle low/ low income across Brevard, female, 46-64 yrs.</li> </ul>	
<p>Grant Name: Hurricane Matthew Dislocated Worker Grant (DWG)</p> <p>Time Frame: 12/1/2016 - 9/30/2019</p> <p>Funding Source: USDOL through DOE DWG</p> <p>Partner(s): NA</p>	\$6,013,500	Projects for clean-up, demolition, repair, renovation, and reconstruction of destroyed public structures, facilities, and lands within the affected communities.	CSB received an additional \$1,490,408 in funding for a total of \$6,013,500 and an extension of time until 09/30/2019. This grant is focusing on an array of projects in cities, county, and the wildlife refuge as well as other locations where damage occurred. <b>We completed all repairs and expended all funding as of 30 June 2019</b>	Jim Watson
<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>	\$4,000,000	Projects for clean-up, demolition, repair, renovation, and reconstruction of destroyed public structures, facilities, and lands within the affected communities. Grant allows for the expenditure of training funds to support DWG workers transitioning out of the temporary work.	CSB received an extension until 09/30/2019. This grant is focusing on an array of projects in cities, county, and the wildlife refuge as well as other locations where damage occurred. <b>Received 1.5 million in additional funding in PY18-19. We have requested additional funding along with a grant extension to 30 Sept 2020. Response expected in mid August.</b>	Jim Watson
<p>Grant Name: Governors Challenge</p> <p>Time Frame: 01/01/2018 – 12/31/2019</p> <p>Funding Source: DEO using WIOA Funding</p> <p>Partners(s): None</p>	\$20,000	The focus of this grant is provide assistance to individuals who have relocated from Puerto Rico and the Virgin Islands due to Hurricane Maria. Allowable activities include: outreach to targeted populations, assessment of needs, and the provision of WIOA services to help eligible participants regain employment.	<b>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 provide English as Second Language (ESOL) classes for those who have relocated to Brevard County. These classes are provided two days a week at all three CSB locations. ESOL is a big draw for this population and has allowed individuals to find CSB as a resource for assistance with work and living on the mainland. Nineteen individuals from Puerto Rico have taken advantage of these classes and six have entered employment.</b>	Wendi Bost

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
<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>	\$125,000	<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 &amp; employment. The plan for this grant is to focus on creating a series of “Welcome Workshops for Latino Newcomers”.</p>	<p>The Phase I &amp; II of the Welcome Workshops/Talleres de Bienvenida (teaching about living and working in Brevard as well as cultural competency training) were completed with 85+ participants. CSB offered a workshop in a Hispanic Church, Jornada al Cielo on March 19 in Melbourne which hosted 24 people, including the faith-based community. Also during the Phase II implementation, which began January 2019, additional workshops were offered called Activa Tu Carrer, or Activate Your Career. These workshops, also designed as outreach to the Hispanic Community, teach interviewing preparation as well as understanding workplace expectations. Fifteen individuals attended these workshops. <b>Twenty Seven individuals have participated in this grant and 13 have entered employment.</b></p>	Wendi Bost
<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>	\$267,968	<p>Pilot program to build on our Sector Strategy initiatives by listening to the voice and concerns of industry. In Phase One we will offer 500 participants basic soft skills training thru a national partner that is practical, self-paced, credentialed and credible to employers and monitor hiring and retention patterns for positive results.</p>	<p><b>As of 6/30/19, there are 515 enrollees and 453 of those have received their credential. To monitor retention, surveys continued to be sent out to both employer and employee at the 90 day mark. Now that the grant has ended, the final phase of organizing and collecting data has begun and a written narrative metrics report will be finalized by the end of August. The “FL Ready to Work” introduced a new soft skills courseware that allows more streamlined interaction for participants and proctors.</b></p>	Foy Staley
<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>	\$350,387	<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</p>	<p><b>The grant ended June 30<sup>th</sup> and here are the results. CSB enrolled three more CNA training candidates for a total of thirty four, exceeding our goal to enroll twenty students. Of the remaining thirty one CNA training completers, twenty are certified and twenty nine are working. Of the twenty three LPN students, fourteen are</b></p>	Megan Cochran

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
		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><b>currently in training, seven LPN students graduated and are working and six of them have attained their LPN license.</b></p> <p><b>With established partnerships in place, our goal is to sustain best practices beyond the conclusion of the nursing grant. In June, Macedonia Education, Technology and Career Academy (METCA) put together another TABE Boot Camp and TEAS Prep course for LPN training candidates currently in the pipeline. In addition, CSB will partner with METCA on their next training recruitment fair scheduled in August and in preparation a set-aside of WIOA scholarship funds dedicated to healthcare training will be used to fund new training candidates.</b></p>	
<p>Grant Name: Florida Department of Economic Opportunity (DEO)/ National Health Emergency Opioid Dislocated Worker Demonstration Grant</p> <p>Time Frame: TBA</p> <p>Funding Source: USDOL Disaster Worker Grant (DWG)</p> <p>Partner(s): Eckerd Connects &amp; Brevard Opioid Task Force.</p>	(\$2,500,000)	<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><b>On 4/11/19 CSB received notification from the Governor and DEO that the Florida grant had been approved for \$2.5 Million. Brevard will receive approximately \$2 Million to be used over the next two years to address our local opioid issues. Staff is currently analyzing the final approved document submitted by DEO to determine our local implementation plan. CSB expects that portions of the grant activities will be up and running in the next 45 days.</b></p>	Wendi Bost
<p>Grant Name: <a href="#">Rebuild Florida</a></p> <p>Time Frame: 09/01/2018 – 06/30/2020</p> <p>Funding Source: DEO/ Community Development Block Grant – Disaster Recovery (CDBG-DR)</p>	\$300,000	<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</p>	<p><b>The funding for the first 6 months of the use of space. Innovative Emergency Management (IEM) is DEO's vendor for the program expired on 03/31/2019. DEO has extended the grant through 06/30/2020. We have collected \$110,359 thru 6/30/2019.</b></p>	Jeff Witt Or Don Lusk

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
Partner(s): Innovation Emergency Management (IEM)		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.		
Grant Name: Department of Economic Opportunity Community Development Block Grant – Disaster Recovery (DR) Construction Industry Training  Time Frame: Unknown  Funding Source: DEO/ Community Development Block Grant – Disaster Recovery (CDBG-DR)  Partner(s): Unknown	Unknown	CSB staff responded to the DEO request for information regarding a workforce training opportunity to address construction industry staffing needs. The training \$ amount has not been determined. The target is low to moderate income individuals. Brevard is one of 10 counties identified as impacted by Hurricane Irma designated to benefit from this funding.	Staff is awaiting further instructions regarding establishing a training program focused on the construction industry. Meanwhile staff is researching data and information necessary to roll out a program to meet business and job seeker needs. <b>No Change</b>	James Watson
Grant Name: FloridaMakes - NIST  Time Frame: TBA  Funding Source: VIA Florida Makes U.S. Department of Commerce National Institute of Standards & Technology  Partner(s): Innovation Emergency Management (IEM)	(\$125,000)	This grant was submitted in support of Florida Makes grant submission to the U.S. Department of Commerce National Institute of Standards & Technology (NIST) to support the expansion of the AeroFlex Pre-apprenticeship Program in Brevard County.	CSB will support this grant by providing a dedicated program manager to oversee efforts. This will include developing innovative outreach collateral for industry partners and job seekers. CSB will provide assessments, career advising, training funds and support services via WIOA formula funding. <b>CSB is still awaiting notification of this grant outcome.</b>	Judy Blanchard
Grant Name: Aero-Flex Pre-Apprenticeship Program Time Frame: 01/01//2019 - 06/30/2020  Funding Source: CS Florida – Sector Strategies  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	\$149,129	CareerSource Brevard (CSB) in partnership and collaboration with CareerSource Palm Beach (CSPB) intend to replicate a very successful, employer-driven pre-apprenticeship program that has been proven to support industry needs in California. The Aero-Flex Pre-Apprenticeship program will also meet the workforce development needs common to our region's aerospace and aviation manufacturing industry partners. This unique training program	This grant request was submitted to CareerSource Florida for \$149,129 with a leveraged local funds of \$189,125 for a total of \$338,254. This is a planning grant that is being coordinated with the NIST grant listed above. An outcome of the planning grant is to train 12 persons. We were notified on 01/17/2019 that we received this grant.  <b>We were notified of this grant approval on 01/17/2019. CSB and Adult Ed staff are working to recruit students for the first cohort scheduled to begin on</b>	Judy Blanchard & Clinton Hatcher

<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>
Investment Board, Training Funding Partners.		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.	<b>May 6. Classes will run three nights per week. A second cohort will be added in January if necessary to meet grant requirements.</b>	
Grant Name: Brevard Adult Education Pre-Apprenticeship Program Expansion Time Frame: 01/01/2019 - 06/30/2020  Funding Source: CS Florida – Apprenticeship Expansion  Partner(s): Brevard Adult Education, Brevard Air Conditioning Contractors Association (BACCA), ABO Apprenticeship (Coastal Mechanical), Southeast Power Corporation, Brevard Electrical Apprenticeship Program, ABC Institute	\$100,000	CareerSource Brevard and the Brevard County School District's Adult Education program has been coordinating with existing Registered Apprenticeship (RA) programs in the Local Workforce Development Board (LWDB) Area 13 for the last 12 months to expand the number of participants who select and succeed in apprenticeships. This effort's focus is to minimize working in silos and to maximize collaboration. This collaboration has assisted in creating the Brevard Adult Education Pre-apprenticeship Program to support Building & Construction trades. The following lists each of the apprenticeship partners for this grant and the Pre-Apprenticeship program:	<b>Classes kicked off the second week in May and will commence by mid-November. Classes are held in the evenings, twice per week. A total of 49 applications were received, with 23 enrolling into the program. Of the 23, 18 are WIOA eligible. The average age of the participants is 35, and the majority are currently employed and interested in electrical. A second cohort may be added in the Fall of 2019 due to community interest.</b>	Jana Bauer /Wendi Bost
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	<b>\$250,000</b>	"R.I.S.E. Brevard" stands for Re-entry Intervention resulting in Successful Employment. This grant will target the Ex-Offender population from our partners who are in need of vocational training and career assistance.	This grant request was submitted to CareerSource Florida for \$379,005. An outcome of the planning grant is to train 36 persons. <b>CSB started enrolling customers on 4/17/19 and as of 7/24/19, 16 customers have been enrolled, 6 are employed, 1 had completed training and 1 has been dual enrolled in the Hurricane DWG program. CSB continues to work with the remainder of the enrollees.</b>	Jim Watson
Grant Name: Florida College Access Network – Seed Grant  Time Frame: 05/1/19- 4/30/2020	<b>\$20,000 (Includes \$10,000 CSB Match)</b>	<b>The focus of this grant is to develop a Local College Access Network (LCAN). These are strategic alliances focused on increasing college and career readiness, access and completion for</b>	<b>Two meetings were held with Brevard Public Schools and METCA to put the frame work in place. * Two priority populations of focus include BPS students from 7<sup>th</sup> to 12<sup>th</sup> grade and low income adults.</b>	Megan Cochran



<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>
Funding Source: Hosted by University of South Florida  Partner(s): Brevard Public Schools & METCA (Macedonia Education & Technology Academy)		<b>students. This includes expanding programs, services, recourses, policies to address the systemic barris that prevent access to postsecondary education.</b>	<b>* Shared metrics will include the goal 54% of BPS seniors will complete a Free Application for Federal Student Financial Aid (FASFA) application. In addition, a goal for post-secondary credential attainment will be defined if a way to measure progress over time is identified.</b> <b>* A list of potential partner organizations is being developed to include with the LCAN.</b> <b>* LCAN initiatives will be the focus of the September Brevard Healthcare Workforce Consortium meeting.</b>	

<b>UNRESTRICTED REVENUES</b> (Non-governmental funding, Fee for service, Foundation and Corporate giving programs)				
<b>Resource Information</b>	<b>Amount Awarded</b>	<b>Grant Focus</b>	<b>Current Status</b>	<b>Staff Lead</b>
Grant Name: Ticket to Work (TTW) Program  Time Frame: Indefinite  Funding Source: Social Security Administration  Partner(s): Vocational Rehabilitation	<b>\$238,994</b> To Date	Focused on eligible TTW customers who want to return unsubsidized employment using the Employment Network (EN).	Staff continue to work with eligible customers who are interested in work or training. EN continues to progress at a modest pace with 46 tickets being assigned. <b>Receipts for the first 4 quarters of the year (7/1/18-06/30/19) are \$10,363 for a cumulative total of \$238,994.</b>	Jim Watson
Grant Name: Florida Partnership Plus  Time Frame: Indefinite  Funding Source: Social Security Administration  Partner(s): Vocational Rehabilitation (VR)	\$11,500 To Date	Exiting Voc. Rehab participants who have found employment and are currently receiving SSI or SSDI. CSB will provide Employment Network mandatory follow up services. Funds are reported as part of the SSA TTW program and our unrestricted. CSB receives compensation in two forms: (1) \$1000 for any participant exiting that remains employed at SGA (Substantial Gainful Activity) for a seven month duration. (2) \$500 for written benefit summary analysis (BSA) completed by a certified Community Partner Work Incentive Coordinator (CPWIC).	CSB received \$ 10,000 in PY 16 -17 and 17-18, CSB received \$11,500. <b>There was one new referral for this program in PY 18-19 and no payment has been made to date.</b>	Jim Watson
Grant Name: Tobacco Free Florida	<b>\$45,875</b> To Date	The Bureau of Tobacco Free Florida (BTFF) partners with Florida RWB's to promote the	This agreement provides unrestricted revenue.	Marina Stone

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

Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
<p>Time Frame: Indefinite</p> <p>Funding Source: Bureau of Tobacco Free Florida</p> <p>Partner(s): Florida Department of Health</p>		<p>"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>Receipts for PY18-19 first quarter- (7/1/18-9/30/18) is \$2,775, second quarter (10/1/18-12/31/18) is \$1,800 , the third quarter (1/1/19-3/31/19) is \$2062.50 <b>and the fourth quarter (4/1/19 – 6/30/19) is \$900.</b> Cumulative total of <b>\$45,875.00</b></p>	
<p>Grant Name: Healthcare Sector Strategy</p> <p>Time Frame: 7/1/16 – 9/30/19</p> <p>Funding Source: Private Sector</p> <p>Partner(s): A variety of health care employers, training vendors and others.</p>	<p>\$308,000 To Date</p>	<p>Employ a Healthcare Sector Strategist to coordinate Healthcare Sector Strategy to facilitate solutions for current workforce needs, projections for workforce issues over the next five years, and resources to meet both long and short term goals as established by the industry as a whole.</p>	<ul style="list-style-type: none"> <li>• <b>Exceeded aggregate goals for Quarter 12, April – June 2019 and have one quarter remaining.</b></li> <li>• <b>The Brevard Healthcare Workforce Consortium committees met and updated goals for the 2019-2020 PY. Based on Educational Capacity VS Enrollments, LPN, CNA and Pharmacy Tech (new) trainee recruitment will be a priority. We are also looking how to support soft skills development for the incumbent healthcare workforce.</b></li> </ul>	<p>Megan Cochran</p>
<p>Grant Name: City of Palm Bay – Juniors to Jobs Program</p> <p>Time Frame: June – August 2019</p> <p>Funding Source: City of Palm Bay</p> <p>Partner(s): US Conference of Mayors</p>	<p><b>\$6,200</b></p>	<p>Using a combination of \$ from Palm Bay and USCM, CSB will facilitate the "Juniors to Jobs" summer youth training program focusing on teaching 25 high-school juniors the skills they need to obtain employment.</p>	<p><b>The 2019 program accepted 16 students, with all 16 completing the work experience. Students will graduate in front of City Council on Thursday, August 1.</b></p>	<p>Jana Bauer</p>
<p>Grant Name: City of Cocoa Youth Summer Employment Program</p> <p>Time Frame: June – August 2019</p> <p>Funding Source(s): City of Cocoa</p> <p>Partner(s): NA</p>	<p><b>\$7,000</b></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><b>The 2019 program accepted 14 students, with 13 students completing the work experience. The students graduated in front of City Council on Wednesday, July 24.</b></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>\$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</p>	<p><b>To date, we have assisted AARP BTW50+ participants with \$3,539 in services.</b> Services have included transportation, first impressions</p>	<p>Jana Bauer</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>
Funding Sources: Wells Fargo Bank Partners(s): NA		consist of transportation assistance, clothing to create a good first impression, and test preparation fees, etc.	and certification/testing/licensing assistance.	