



**Executive Committee Meeting**  
**Monday, November 1, 2021 - 4:00pm**  
**CSB Conference, Rockledge**

*(Teleconference if unable to attend in person: 321-394-0707)*

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>
<b>Call to Order</b>	Lloyd Gregg	
<b>Roll Call</b>		
<b>Public Comment:</b>		
<b>Presentations:</b>		
A. Developing for the Future: Business & Employee Resources	Melissa Byers	1 – 5
B. HUD Construction Grant	Jana Bauer	6 – 9
<b>Action Items:</b>		
A. Approval of Executive Minutes for 8/2/21	Lloyd Gregg	10 – 11
<b>Discussion/Information Items:</b>		
A. President’s Report (no brief)	Marci Murphy	
B. Finance Committee Report (no brief)	Colleen Browne	
C. Grow the Resources of the Board		12 - 16
<b>Adjourn</b>		

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

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

## Upcoming Meetings:

### **August 2021**

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

### **October 2021**

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

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

### **November 2021**

1<sup>st</sup> Finance Committee-3:30pm

1<sup>st</sup> Executive Committee-4:00pm

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

### **January 2022**

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

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

### **February 2022**

7<sup>th</sup> Finance Committee-3:30pm

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

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

### **April 2022**

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

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

### **May 2022**

2<sup>nd</sup> Finance Committee-3:30pm

2<sup>nd</sup> Executive Committee-4:00pm

19<sup>th</sup> Board of Directors Retreat-8:00am-12pm (TBD)

# Developing for the Future: Business & Employee Resources

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## Meeting the Needs of Brevard Businesses



Recruiting  
Services



Employee  
Training



Retention



Workforce  
Planning



Consulting  
Services



Labor Market  
Analysis



Grant  
Opportunities

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# Employ Florida [www.employflorida.com](http://www.employflorida.com)

## Post Job Vacancies

- Send us a completed job order form

## Source Talent

- Our recruiters search our data base to meet job qualifications

## Resume Screening

- Sending only qualified candidates

## Host and Promote Recruiting Events

- We send email blast invitations through Employ Florida



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# Work Based Training Opportunities

## On The Job Training (OJT)

- Employer wants to train a new hire

## Incumbent Worker Training (IWT)

- Employer identifies a current staff member(s) missing a skill or requirement
- Retention or promotion is catalyst for training

## Work Experience (WE)

- Used to provide experience to jobseekers learning new field
- CANDIDATE DRIVEN



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# Online Metrix Learning- SkillUp Brevard

## Provelt Assessments

- Timed tests to determine a candidate's knowledge, skills and abilities on specified material.

## SkillSoft Courses

- Retain employees by bridging skill gaps
- 6,000+ courses
- 120+ skill tracks

### WHY SKILLUP?

- Learn about different career paths that interest you.
- Identify the skills you need to pursue your chosen path and create a plan.
- Complete interactive courses at your own pace and retake courses as needed.
- Show off your new skills to employers with certificates of completion.

### SIGN UP FOR SKILLUP FOR FREE:

1. You must have an EmployFlorida account to participate in Skill-Up. Visit [www.employflorida.com](http://www.employflorida.com) to register.
2. Then, visit [brevard.skillupamerica.org/job-seekers.cfm](http://brevard.skillupamerica.org/job-seekers.cfm).
3. Scroll down, and click on Register for Free.
4. Click on Sign Up Now.
5. Complete the Registration Form.
6. You will receive an e-mail from [support@metrixlearning.com](mailto:support@metrixlearning.com) granting you access to take courses.

Questions? E-mail [SkillUpBrevard@careersourcebrevard.com](mailto:SkillUpBrevard@careersourcebrevard.com) for help.



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# Labor Market Analysis

Wage Surveys

Labor Projections

Industry Trends

Research and Statistics



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# HOSPITALITY INDUSTRY OVERVIEW

## Brevard County

### Key Metrics

Job Postings  
Last 12 Months

Average Demand  
**1,066**

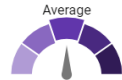
Unemployment Rate  
Apr 2021

**5.7%**

Projected Growth  
10 Years

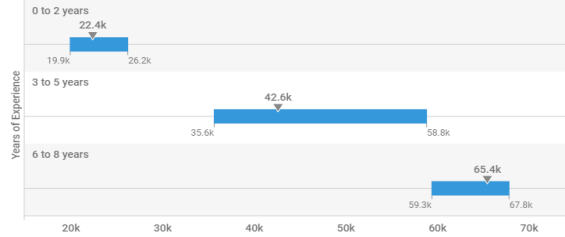
**+27%**

Location Quotient



### Salary

By Experience



Salary distribution is not shown for experience levels with insufficient sample size

### Gender Breakdown

Sex	This Industry in Selected Location	All Industries in Selected Location
Female	15,296 (54.6%)	299,686 (51.2%)
Male	12,722 (45.4%)	285,590 (48.8%)

Data sourced from  
[Laborinsight.Burning-Glass.com](https://laborinsight.burning-glass.com)



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# HOSPITALITY INDUSTRY OVERVIEW

## Brevard County

### Top Requested Occupations

Maid / Housekeeping Staff
Hotel Desk Clerk
Building and General Maintenance Technician
Hotel Manager
Waiter / Waitress
Laundry Worker
Night Auditor
Busser / Banquet Worker / Cafeteria Attendant
Bartender
Host / Hostess

### Top Requested Skills

#### Specialized Skills

Cleaning
Guest Services
Housekeeping
Laundry
Customer Service
Repair
Scheduling
Front Office
Sales
Budgeting

#### Baseline Skills

Physical Abilities
English
Communication Skills
Teamwork / Collaboration
Multi-Tasking
Organizational Skills
Writing
Computer Literacy
Detail-Oriented
Leadership



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# Hospitality Occupations Breakdown by Department:

## GUEST SERVICES

Occupation	Occupation Family	Job Postings (#) Last 12 Months	Job Postings (%) Last 12 Months	Projected Growth 10 Years	Salary Range 25th-75th percentile	Risk of Automation	Location Quotient
Hotel Desk Clerk	Customer and Client Support	187	17.9%	+5.3%	\$20 - 24k	High Risk	1.4
Customer Service Representative	Customer and Client Support	5	0.5%	+6.8%	\$34 - 36k	Medium Risk	0.9
Bell Person / Baggage Attendant	Hospitality, Food, and Tourism	4	0.4%	+3.5%	\$24 - 27k	Medium Risk	0.8
Concierge	Hospitality, Food, and Tourism	16	1.5%	+20.6%	\$22 - 25k	Low Risk	0.6

## HOUSEKEEPING

Occupation	Occupation Family	Job Postings (#) Last 12 Months	Job Postings (%) Last 12 Months	Projected Growth 10 Years	Salary Range 25th-75th percentile	Risk of Automation	Location Quotient
Maid / Housekeeping Staff	Hospitality, Food, and Tourism	208	19.9%	+10.7%	\$19 - 23k	Medium Risk	1.4
Laundry Worker	Personal Services	31	3%	+8.1%	\$19 - 21k	Medium Risk	1.5
Housekeeping / Environmental Services Supervisor	Hospitality, Food, and Tourism	19	1.8%	+10.6%	\$25 - 32k	High Risk	0.8



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# Questions?



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# Community Development Block Grant *Disaster Recovery*

Executive Committee Meeting  
November 1, 2021

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CareerSource Brevard  
Grant Amount \$2,049,784  
Award Date: February 26, 2020



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# Construction Trades Training

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# Participants

## Top 4 Participant Eligibility Requirements

- **Must be 18 or over**
- **Be authorized to work in the U.S.**
- **Provide documentation establishing proof of identity**
- **Income verification (pay stubs, recent tax return, 1099, SSA, VA, TANF, Pension, etc.)**

**90**

Participants  
To Be Served

**55**

at least of Participants  
Employed at Exit

At least

**51%**

Of participants to be  
low- and moderate-  
income persons

## FY 2021 INCOME LIMITS DOCUMENTATION SYSTEM

[HUD.gov HUD User Home Data Sets Fair Market Rents Section 8 Income Limits MTSP Income Limits HUD LHMTC Database](#)

### FY 2021 Income Limits Summary

Selecting any of the buttons labeled "Explanation" will display detailed calculation steps for each of the various parameters.

FY 2021 Income Limit Area	Median Family Income	FY 2021 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Palm Bay-Melbourne-Titusville, FL MSA	\$77,900	Very Low (50%) Income Limits (\$)	25,450	29,050	32,700	<b>36,300</b>	39,250	42,150	45,050	47,950
		Explanation								
		Extremely Low Income Limits (60%)	15,300	17,450	21,960	<b>26,500</b>	31,040	35,500	40,120	44,660
Explanation										
		Low (80%) Income Limits (\$)	40,700	46,500	52,300	<b>58,100</b>	62,750	67,400	72,050	76,700
Explanation										

**70%**

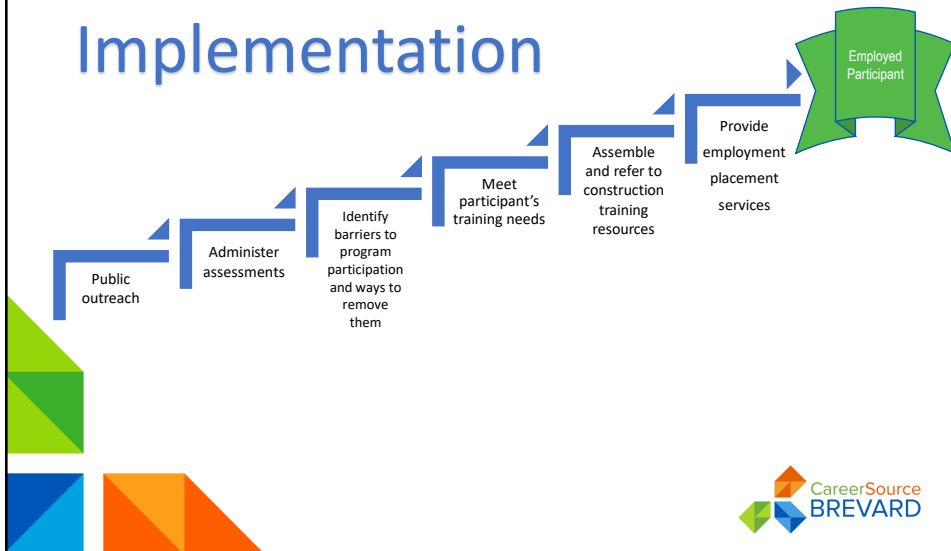
of funds must benefits such persons



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# Grant Action Plan Elements

## Implementation



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## Grant Activity Milestones

- 3/10/2021** Grant agreement fully executed
- 3/29/2021** DEO on-boarding completed
- 4/19/2021** Project Coordinator on-boarded
- 5/4/2021 - 5/7/2021** Initial implementation documents submitted to DEO for approval
- 5/10/2021 to Present** DEO review and approval of CSB's submissions
- 7/23/2021** All CSB's reporting requirements are current
- 8/1/2021** Participant application processing target date\*
- 9/1/2023** Grant expenditure deadline

\*Requires DEO prior approval



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Thank You



**CareerSource Brevard (CSB)**  
Executive Committee Meeting  
August 2, 2021

**MINUTES**

The meeting was held via teleconference during the COVID-19 pandemic.

**Members in Attendance:** Lloyd Gregg (Chair), Colleen Browne, Mike Menyhart, Susie Glasgow.

**Members Absent:** Mary Jane Brecklin, Nancy Heller.

**Staff in Attendance:** Marci Murphy, Lyn Sevin, Jeff Witt.

**Guests:** None

Lloyd Gregg called the meeting to order at 4:00pm.

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

**Action Items:**

Approval of Executive Committee Minutes

Motion to approve the Executive Committee minutes for May 3, 2021 made by Susie Glasgow and seconded by Mike Menyhart. Motion passed unanimously.

Bylaws Revisions

Staff explained the Bylaws approval process said that CareerSource Florida has updated Administrative Policy Number 091 Local Workforce Development Board Composition and Certification, and Administrative Policy Number 110 Local Workforce Development Area and Board Governance, necessitating changes to CSB's current Bylaws. Staff presented a summary of the changes which included updates to the purpose and responsibilities of local boards, changes in the nomination and composition of Directors, term limits for board members, additional training and record keeping requirements, and expanded the duties of the Chair.

Penny Binkly joined the meeting at 4:06pm and explained that Mary Jane Brecklin was unable to join the meeting due to critical duties at Health First.

Motion to recommend the Board of Directors approve the Bylaws revisions made by Colleen Browne and seconded by Susie Glasgow. Motion passed unanimously. The changes will be sent to the Board of Directors for approval and the Brevard Board of County Commissioners for ratification.

President's 2020-2021 Goals

Marci Murphy gave a presentation on the accomplishments of her Annual Goals for PY20-21. There was discussion on the training offered with Florida Makes and the Aero-flex grant. Motion to approve the President's compensation of 15% of annual base salary to be paid as a lump sum made by Mike Menyhart and seconded by Susie Glasgow. Motion passed unanimously.

President's 2021-2022 Goals

Marci Murphy presented her proposed Goals for PY21-22. Motion to recommend approval of the President's goals for PY21-22 to the Consent Agenda of the next full Board of Directors made by Colleen Browne and seconded by Susie Glasgow. The motion passed unanimously.

**Discussion/Information Items:**

Executive Committee Duties

Staff reviewed the Executive Committee's roles and responsibilities and said that the purpose of the Executive Committee is to provide executive oversight and governance of all activities of CSB. The Executive Committee consists of the Chair of the Board, Vice Chair of the Board, Treasurer of the Board, Past Chair of the Board, and Chair of any standing committee. The Executive Committee is responsible for the Governance process to include making recommendations to the Full Board of Directors on Bylaws, Recruitment of board members, board member training, and supervision and compensation of CSB's President. The Committee suggested updating this brief for future reference to include the review and accomplishments of the Presidents yearly goals and authorization of incentive compensation.

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. There was brief discussion on Hurricane Erma, Hurricane Dorian, and the Opioid and COVID grants.

Hurricane Report

Staff shared status and resources used for the Irma and Dorian Hurricane Recovery Programs including grant status, restoration activities, program costs, and work-based training and certifications.

Finance Committee Report

Colleen Browne gave an update on the Finance Committee which had met earlier in the day. Items reviewed at the meeting included Succession Planning, the committee's role, and monitoring reports.

Ms. Murphy welcomed Lloyd Gregg as the new Chairperson of the Board and said she was looking forward to working with him.

**Adjournment:**

The meeting adjourned at 5:14pm.

Submitted by,

Reviewed by,

(signature on file)      8/9/2021  
Lyn Sevin                      Date

(signature on file)      8/4/2021  
Lloyd Gregg                      Date



REVISED  
11/01/2021

*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>
Opioid/Brevard Recovery Works	\$1,500,000		Grant extended until 3/31/22. <b>Activities include (as of September 30<sup>th</sup>):</b> <ul style="list-style-type: none"> <li>• <b>158</b> Participants Enrolled (<b>actual goal achieved</b>)</li> <li>• <b>158</b> Receiving Services (<b>actual goal achieved</b>)</li> <li>• <b>88</b> Entered Employment (<b>actual goal achieved</b>)</li> <li>• <b>20</b> are in training</li> <li>• 4 obtained credentials</li> <li>• 4 Humanitarian Services</li> <li>• <b>3</b> Business Learning Events (<b>event occurred in July 2021</b>)</li> </ul>	Beatrice Boursiquot
Health Emergency Dislocated Worker Grants in Response to COVID-19 Outbreak	\$1,867,263		<b>Additional funding was received bringing total to \$1,867,263.</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>64</b> Participants Enrolled</li> <li>• <b>7</b> Employment at Exit</li> <li>• <b>Grant Expires 3/31/2022</b></li> </ul>	James Watson
Grant Name: Department of Economic Opportunity Community Development Block Grant – Disaster Recovery (DR)  Workforce Recovery Training Program	\$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,	<b>CSB has received approval to expend funding and has moved forward on scheduling the first construction training class on November 29, 2021, in partnership with United Academy. The program will focus on safety, OSHA 10, Earth Moving Equipment, Mobile Elevated Work</b>	James Watson

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
<p>Time Frame: 3/01/2020 – 06/30/2023</p> <p>Funding Source: DEO/ HUD/CDBG</p> <p>Partner(s): Listed in Grant</p>		<p>glass/window installation, plastering and welding.</p>	<p><b>Platforms, Forklift, and Fall Protection. Future trainings will begin January 2022.</b></p>	
<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>	<p>40 ToolingU Licenses and \$20K for Administration</p>	<p>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></p>	<p>CSB currently has access (at no cost) to 40 additional Aero-Flex training licenses from ToolingU. A Subrecipient Agreement with our CA workforce partners was executed in March 2021 to continue to train jobseekers in the Aero-Flex Program.</p>	<p>Thomas LaFlora</p>
<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>	<p>\$156,520 (Projected)</p>	<p>This grant is provided to support hiring costs for a designated staff member to plan for and provide services for persons with Substance Use Disease (SUD). This person will utilize the funding to establish connections with existing local resources, as well as to address the stigma and barriers for persons with SUD. The overall goal is to assist in moving these customers to self-sufficient employment.</p>	<ul style="list-style-type: none"> <li>• <b>Grant expenditures are expected to begin in the next 45 days.</b></li> <li>• <b>Implementation will focus on blending the Opioid grant activities into the SUD work plan.</b></li> <li>• <b>The focus will continue to serve reentry, SUD and others impacted by the Opioid Crisis.</b></li> </ul>	<p>Beatrice Boursiquot</p>
<p>Grant Name: “Get There Faster” Launch IT Program Grant</p> <p>Time Frame: 10/01/21 – 09/30/23</p> <p>Funding Source: CareerSource Florida</p> <p>Partner(s): Brevard Achievement Center, CareerSource</p>	<p>\$1,319,363 (Proposed)</p>	<p>This grant is provided to support veterans, military spouses and dependents, adults and disabled with a customized educational program (called LaunchIT) that trains individuals in IT-specific two certification tracks. The grant will fund a minimum of 40 participants for training, work experience and supportive services.</p>	<p>CSB submitted the grant proposal to CareerSource Florida on October 4, 2021. No final awards have been announced yet.</p>	<p>Jana Bauer</p>

<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>
Central Florida, CodeCraft Works				
<p>Grant Name: "Get There Faster" Salesforce Academy Program Grant</p> <p>Time Frame: 10/01/21 – 09/30/23</p> <p>Funding Source: CareerSource Florida</p> <p>Partner(s): Brevard Public Schools Adult and Community Education, Brevard Public Schools Career and Technical Education, PepUp Tech</p>	<b>\$923,305.97 (Proposed)</b>	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.	CSB submitted the grant proposal to CareerSource Florida on October 4, 2021. No final awards have been announced yet.	Jana Bauer

<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>Grant Name: Ticket to Work (TTW) Program</p> <p>Time Frame: Indefinite</p> <p>Funding Source: Social Security Administration</p> <p>Partner(s): Vocational Rehabilitation</p>	<b>\$314,622 To Date</b>	Focused on eligible TTW customers who want to return unsubsidized employment using the Employment Network (EN).	<b>There were no new TTW receipts in the first quarter PY 21-22. We received payments of \$1,743 in the 1<sup>st</sup> Qtr. 21-22 for a cumulative total of \$314,362.</b> Staff continue to work with eligible customers who are interested in work or training. EN continues to progress at a modest pace.	James Watson
<p>Grant Name: Tobacco Free Florida</p> <p>Time Frame: Indefinite</p> <p>Funding Source: Bureau of Tobacco Free Florida</p> <p>Partner(s): Florida Department of Health</p>	<b>\$53,824.50 To Date</b>	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.	This agreement provides unrestricted revenue.  <b>Receipts for PY21-22 first quarter- (7/1/21-9/30/21) is \$262.50.</b>	Marina Stone
<p>Grant Name: Healthcare Sector Strategy</p> <p>Time Frame: 7/1/16 – 9/30/2021</p> <p>Funding Source: Private Sector</p>	<b>\$632,362 To Date In 5<sup>th</sup> year</b>	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	• <b>Despite this quarter's CNA multi-media and community outreach training campaign yielding one hundred training inquiries, this resulted in only two CNA training completions. The performance measure was not met.</b>	Megan Cochran



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

Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
<p>Partner(s): A variety of health care employers, training vendors and others.</p>		<p>term goals as established by the industry as a whole.</p>	<ul style="list-style-type: none"> <li>• METCA-ECC held their recruitment fair on September 9<sup>th</sup>, attracting six CNA training candidates, meeting both our quarter and grant performance measure.</li> <li>• METCA-ECC held the TABE Boot Camp for four CNA candidates this quarter and two successfully completed and were referred to CSB for scholarship resources. With twenty candidates served, the performance measure was met.</li> <li>• With the passing of Marty Ward, CSB modified the agreement with Confidence Builds Success Academy which allowed us to offer the CARE Maximize Your Performance training on demand. Four teachers took the course for a total of 28, but we were unable to achieve the forty needed for performance measure.</li> <li>• TEAS Prep Academy was not offered this quarter so having served five out of ten candidates, the performance goal was not met.</li> <li>• Even though we were unable to achieve all of our performance measures with Addendum 6, we learned and evolved our talent development strategy to support employer based training initiatives, which will strengthen the workforce and promote worker retention. This proposal for Addendum 7 was submitted for consideration and subsequently approved.</li> </ul>	
<p>Grant Name: Wells Fargo Supportive Services for Community Empowerment</p> <p>Time Frame: 10/01/2018 - 11/01/2021</p> <p>Funding Sources: Wells Fargo</p> <p>Partners(s): NA</p>	<p>\$20,000</p>	<p>The focus of this grant is to assist participants in our program with support services needed to ensure successful job placement. Services can consist of transportation assistance, clothing to create a good first impression, and test preparation fees, etc.</p>	<p>CSB has moved to a reloadable cash card tracking system for these incentives. To date, \$8,500 remain in available funds for incentives.</p>	<p>Jana Bauer</p>

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

Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
<p>Grant Name: AARP BTW50+ Skill Development Program Enhancement Funding</p> <p>Time Frame: 7/1/2021 – 12/15/2021</p> <p>Funding Sources: AARP Foundation</p> <p>Training Partner: Brevard Adult Education</p>	<p>\$10,000</p>	<p>This grant focuses on the enhancement of current BTW50+ coaching experiences by improving access to an existing advanced digital skills training needed for local in-demand jobs. Based on Department of Labor data, employers have released 7,000 job postings that focused on the need of Microsoft Office proficiencies. Funds will be provided to support instruction of Microsoft Office, Word, Excel and Powerpoint to AARP BTW50+ participants.</p>	<p><b>CSB has hosted the Microsoft Digital Literacy Training Seminars in July, September and October for Back to Work 50+ program CORE Workshop graduates, and will conclude in November. A total of 34 participants have completed through October. Instruction is being provided by Brevard Adult Education. Partial funding was allocated to serve as a scholarship for 2 July seminar participants to pursue a MOS certification through New Horizons with funding braided through WIOA. A quarterly report regarding the seminars' performance was provided to AARP and positive feedback was received. Grant funding expires on December 15<sup>th</sup> and we are currently on track to spend all of the funds by then.</b></p>	<p>Deidre McVay-Schulmeister</p>