



**Executive Committee Meeting**  
**Monday, November 6, 2023 - 4:00pm**  
**CSB Boardroom or Virtually**

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

Or call in (audio only) [+1 561-486-1414,,296478109#](#) Phone Conference ID: 296 478 109#

Attendees: Lloyd Gregg (Chair), Mary Jane Brecklin, Colleen Browne, Pamela Reed, and 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**

*Lloyd Gregg*

**Roll Call**

*Holly Paschal*

**Public Comment:**

**Presentations:**

**Action Items:**

A. Approval of Executive Minutes for 08/02/2023

*Lloyd Gregg*

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**Discussion/Information Items:**

A. Finance Committee Report Out

*Colleen Browne*

B. Consolidation Update/President’s Report (no brief)

*Marci Murphy*

C. End of Year Letter Grade

*Marci Murphy/Erma Shaver*

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D. Grow the Resources of the Board

*Marci Murphy*

5 - 9

**Adjourn**

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

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

## Upcoming Meetings:

### November 2023

6th Finance Committee-3:30pm  
6th Executive Committee-4:00pm  
16h Board of Directors-8:30am

### December 2023

No meetings

### January 2024

16th Industry Workforce Committee-8:30am  
23rd Career Center Committee-8:30am

5th Executive Committee-4:00pm  
15th Board of Directors 8:30am

### March 2024

No meetings

### April 2024

9th Industry Workforce Committee-8:30am  
23rd Career Center Committee-8:30am

### June 2024

No meetings

### February 2024

5th Finance Committee-3:30pm

**CareerSource Brevard (CSB)**  
Executive Committee Meeting  
August 2, 2023

**MINUTES**

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

**Members Absent:** Colleen Browne and Nancy Heller.

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

**Guests:** None.

Lloyd Gregg called the meeting to order at 4:06pm.

**Roll Call:** Holly Paschal

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

**Presentations:**  
No Presentations.

**Action Items:**

Approval of Executive Committee Minutes

Motion to approve the Executive Committee minutes for May 1, 2023, made by Mike Menyhart and seconded by Mary Jane Brecklin. Motion passed unanimously.

Presentation of President's Completed Goals Program Year 2022-2023

Marci Murphy announced to the Committee that before we begin with the President's Goals for PY 22-23, she informed the committee that she will be on personal leave and gave the committee the dates. Ms. Murphy shared with the committee who the senior staff members are and their role in case of an emergency.

Marci Murphy presented the President's Completed Goals for the Program Year 2022-2023 and explained each of the four goals. Ms. Murphy explained the steps that were taken to successfully achieve each of the goals and the outcomes of each goal. Her goals were focused on Goal 1 - Letter Grades, Goal 2- alignment/stakeholder buy-in, Goal 3-the Florida Workforce Alliance Grant, and Goal 4-the diversification of CareerSource Brevard Board membership as dictated by the County Commission.

Per the President's Incentive Compensation Contract Language, it states, "Employee is eligible for incentive compensation. The incentive compensation fund is a percentage of the Employee's annual base salary at the beginning of the fiscal year. Actual payment of the incentive compensation is based upon attainment of pre-determined goals mutually established by the CSB Executive Committee and the Employee. The target incentive amount is 15%. Each goal is weighted and contains a Threshold Objective (75%), a Target Objective (100%), and a Superior Objective (150%). A Threshold Objective for a goal must be met in order to receive any kind of incentive compensation for that goal."

Please see the Incentive Table for Program Year 2022-2023 below that was shared with the committee.

## Incentive Table 22-23

	Goal 1 (27%)	Goal 2 (20%)	Goal 3 (33%)	Goal 4 (20%)	Total
Threshold 75%					
Target 100%	X				
Superior 150%		X	X	X	
Factor	1x27 = 27	20X1.5= 30	33X1.25=41.25	20X1.5=30	128.25%
Total Score = 128.25 of 15% = 19.24%					
Incentive (Salary X .1924) 133848 X .1924 = 25,752					



Motion to approve the President’s Completed Goals for PY 2022-2023 and Incentive Compensation of 19.24% of the President’s Annual Base Salary based on the President’s Incentive Contract Language, made by Mary Jane Brecklin, and seconded by Mike Menyhart. Motion passed unanimously.

### President’s Goals Program Year 2023-2024

Ms. Murphy presented the President’s Goals for the Program Year 2023-2024 as well as the “Threshold 75%” details, the “Target 100%” details, and the “Superior 150%” details. Ms. Murphy explained the first goal of “Letter Grade”, the second goal of “Florida’s Workforce Consolidation”, the third goal of “Manage the Florida Atlantic Workforce Alliance”, and the fourth and final goal of “Manage the Dwyer Project”. Ms. Murphy explained each goal in detail and the steps she will take to achieve each goal to include the steps that she’s already taken to begin to successfully achieve these goals to date. Mary Jane Brecklin stated that she has a concern regarding the fourth goal of “Manage the Dwyer Project” due to the competition for laborers in the healthcare industry. Ms. Murphy stated that she understands her concerns and agreed to address the details of the preassessment with Dwyer to dive deeper into this topic. Motion to approve the President’s Goals for PY 2023-2024 to be brought to the board for final approval, made by Mary Jane Brecklin and seconded by Mike Menyhart. Motion passed unanimously.

### **Discussion/Information Items:**

#### Finance Committee Report

Marci Murphy gave an update on the Finance Committee meeting items that were discussed by the Finance Committee which met earlier in the day. Ms. Murphy explained that we had an estimate for the budget at the last meeting of \$10,474,000 because we did not have the actual budget at the time of the last meeting, therefore, she shared the details of the actual budget for the Program Year 23/24 which is a total of \$10,678,500 which she states is an increase by 2% for this program year.

Presidents Report

Marci Murphy shared that Ernst & Young (EY) was awarded the contract for the advancement of Florida’s workforce system for approximately 2.33 million through June 2024. She states that the contract can be extended for six months and can also be renewed yearly for up to two renewals, and the first deliverable is the Project Plan and encompasses all three pillars (one of which is the consolidation). Ms. Murphy stated that she had two meetings last Wednesday with EY; one encompassed the whole state WF system and the other was for the ten counties affected by the consolidation. She added that EY is planning to have a one-on-one meeting with her on August 7th and another meeting with both she and Flagler/Volusia County President together, also on August 7th. Ms. Murphy informed the Committee that there will be a meeting on August 28, 2023, with EY, Brevard County Manager, the Assistant County Manager, Commissioner Rob Feltner, and Ms. Murphy to discuss the consolidation.

Marci Murphy informed the Committee that the Department of Economic Opportunity (DEO) has a new name and a new leader, and is now the Department of Commerce, and Alex Kelly, previously Governor DeSantis’s Chief of Staff, is the new Secretary of the Department of Commerce.

Ms. Murphy informed the Committee that during the next Board of Director’s meeting, there will be a panel on the apprenticeship process from Health First, Florida’s Apprenticeship arm and the fiduciary – our apprenticeship navigator, Melissa Byers, will be facilitating the process and discussion.

The Board Chair, Lloyd Gregg informed the board that he is in transition and no longer with ASRC and will give an update on his new employer and title once he has it.

Grow the Resources of the Board

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

**Adjournment:**

The meeting adjourned at 5:22pm.

Submitted by,

Reviewed by,

(Signature on file)  
Holly Paschal

8/08/2023  
Date

(Signature on file)  
Lloyd Gregg

8/08/2023  
Date



A+: ≥ 97	C+: 77 to < 80
A: 93 to < 97	C: 73 to < 77
A-: 90 to < 93	C-: 70 to < 73
B+: 87 to < 90	D: 60 to < 70
B: 83 to < 87	F: < 60
B-: 80 to < 83	

## Program Year 2022-2023 (End of Year)

B+

LETTER GRADE

88.5%

FINAL SCORE

Metric (Category)	Weight	Numerator	Denominator	Rate (%)	YOY Rate Difference	Target (%)	Target Met (%)	Weighted Performance (%)
Participants with Increased Earnings (Employment and Training Services, Self-Sufficiency)	.25	3,472	7,154	48.53		45.00	100.00	25.0
Reduction in Public Assistance (Employment and Training Services, Self-Sufficiency)	.25	1,436	3,196	44.93		35.00	100.00	25.00
Employment and Training Outcomes (Employment and Training Services)	.20	17	18	94.44		100.00	94.44	18.89
Participants in Work-Related Training (Training Services)	.10	571	6,158	9.27		25.00	37.08	3.71
Continued Repeat Business (Business Services)	.05	1,934	7,083	27.30		35.00	78.00	3.90
Year-Over-Year Business Penetration (Business Services)	.05				-4.65	100.00	40.00	2.00
PY 2020-2021 Business Penetration		3,166	15,164	20.88				
PY 2021-2022 Business Penetration		2,491	15,350	16.23				
Completion-to-Funding Ratio (Employment and Training Services)	.10	6.65	2.94	100.00		100.00	100.00	10.00
Exiters: Local Board (N)/Statewide (D)		5,341	80,318	6.65				
Budget: Local Board (N)/Statewide (D)		\$4,643,504	\$157,813,605	2.94				
Extra Credit: Serving Individuals on Public Assistance (Employment and Training Services, Self-Sufficiency)	Up to 0.05 points	2,019	5,322	37.94				0.00
<b>FINAL SCORE</b>								<b>88.5</b>



REVISED  
11/06/23

## Grow the Resources of the Board Report

**BOLD** Denotes  
Revisions or Additions

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
<p>Grant Name: FAWA - Florida Atlantic Workforce Alliance</p> <p>Timeframe: October 1, 2022 – September 30, 2024</p> <p>Funding Source: WIOA Statewide Funds</p>	\$3,000,000	<p>The purpose of this award is to provide funding for selected Local Workforce Development Boards to assist WIOA eligible participants with training, support services and placement in the offerings available from local school district career and technical education (CTE) programs, adult education providers, local Florida College System institutions, other training vendors and apprenticeship sponsors in support of aviation, aerospace, and defense / advanced manufacturing and cyber-security.</p>	<p><b>The first industry council meeting was held on September 27<sup>th</sup> to discuss potential areas of concern. A Manufacturing Technology bootcamp in partnership with Brevard Adult and Community Education, EFSC, and the EDC is still in the planning phase. An open house to introduce the bootcamp was held on October 2<sup>nd</sup>. More EFSC programs have been added to the ETPL. CodeCraft Works will train 12 cohorts for Northrop Grumman through customized virtual trainings. Our 1<sup>st</sup> cohort has 5 candidates enrolled and each have preliminary job offers that will become a formal offer upon completion of the training. An additional 17 WBTs and 9 ITAs have been written under the FAWA grant. Creation of our FAWA webpage is in progress. CSB sponsored the 2023 NASA Space Apps Challenge. More sponsorships and awareness events are in the works.</b></p>	Stephanie Robinson
<p>Grant Name: Substance Use Disorder (SUD) Navigator Grant</p> <p>Time Frame: 05/06/21-02/28/24</p> <p>Funding Source: DEO Wagner-Peyser 7 (b)</p> <p>Partner(s): Local agencies involved in SUD treatment &amp; services</p>	\$216,250	<p>This grant is provided to support hiring costs for a designated staff member to plan for and provide services for persons with Substance Use Disease (SUD). This person will utilize the funding to establish connections with existing local resources, as well as to address the stigma and barriers for persons with SUD. The overall goal is to assist in moving these customers to self-sufficient employment.</p>	<p>The Substance Use Disorder navigator grant which focuses on serving reentry, substance use, and others impacted by the opioid crisis. This grant provides workforce solutions to support businesses with hiring and retaining workers in recovery or with substance use disorders (SUD) and helps qualifying job seekers obtain employment leading to self-sufficiency. SUD Navigator is to conduct outreach to the local community partners and employers regarding the benefits of "hiring hidden talents."</p> <p><b>July – September 2023</b></p> <ul style="list-style-type: none"> <li><b>Facilitated 7 RISE workshops. Saw an</b></li> </ul>	Caroline Joseph-Paul

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

Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
			<p>increase in RISE workshop attendance in the month of August (34 job seekers attended the RISE onsite workshop in the Palm Bay office in August!)</p> <ul style="list-style-type: none"> <li>• Attended two monthly Brevard Recovery Festival Taskforce Committee Meetings</li> <li>• Attended the 2<sup>nd</sup> Annual Brevard Recovery Festival – Celebrate Recovery on 9/9/23 at Wickham Park – had a table and served as lead member of the Family Fun Zone</li> <li>• Attended the CoC General Membership Meeting</li> <li>• Attended the Central Florida Fentanyl Summit; discussed CSB services and RISE/BRW programs.</li> <li>• Completed outreach at Heritage Park Apartments &amp; Sober Treatment Center</li> <li>• Attended Melbourne Regional Chamber’s Non-Profit Organization meeting.</li> <li>• Participated in 2 recovery/reentry navigator meetings with Florida Commerce</li> <li>• Attended 3 Together in Partnership (TIP) meetings.</li> <li>• Attended 2 CAPTF Executive Committee meetings.</li> </ul>	
<p>Grant Name: “Get There Faster” Salesforce Academy Program Grant</p> <p>Time Frame: 10/01/21 – 09/30/23</p> <p>Funding Source: CareerSource Florida</p> <p>Partner(s): Brevard Public Schools Adult and Community Education, Brevard Public Schools Career and Technical Education, PepUp Tech</p>	<p>\$923,306</p>	<p>This grant is provided to support low-income returning adult learners and youth to connect them with industry-driven credentials. PepUp Tech is a training provider that will offer cohort-based training in Salesforce skill development, a highly desired skillset in the current workforce on a nationwide scale. The grant will fund up to 50 participants for training, work experience and supportive services.</p>	<p><b>Salesforce training to WIOA eligible adults and youth has completed its 5 Cohorts that produced a total of 53 graduates. While training has commenced, CSB continues to serve participants who are still seeking to gain employment.</b></p> <p><b>More notable stats are listed below.</b></p> <ul style="list-style-type: none"> <li>• 38 completed a paid hands-on experience.</li> <li>• 25 obtained an in-demand industry-recognized credential.</li> </ul>	<p>Amberstar Bush</p>



GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
			<ul style="list-style-type: none"> <li>• 23 obtained employment.</li> <li>• 7 closed out of SNAP/TANF due to employment.</li> <li>• \$20.03 avg wage after participation.</li> </ul>	
<p>Grant Name: Non-Custodial Parent Employment Program (NCPEP)</p> <p>Time Frame: 01/01/23 – <b>06/30/24</b></p> <p>Funding Source: State Funds</p> <p>Partner(s): Clerk of Courts, Department of Revenue</p>	\$149,860	<p>This grant is provided to support non-custodial parents who are unemployed or underemployed and have difficulty meeting child support obligations to obtain and retain self-sufficient employment and establish a successful pattern of paying child support. Funding supports core services and enhanced services/direct participant support.</p>	<p>C2 is the lead for this grant after exhibiting an excellent partnership already with the clerk of courts through the Crosswalk referral system.</p> <ul style="list-style-type: none"> <li>• <b>To date, a total of 79 participants have been enrolled, 19 gained full-time employment, with the average wage at placement of \$17.25 an hour.</b></li> <li>• <b>5 have successfully made payments towards their child support obligations. 2 met the criteria of paying 3 out of 6 months child support payments after placement.</b></li> <li>• <b>4 participants entered short term occupational skills training at TDI to obtain Commercial Driver's License (CDL). To date, 2 have successfully completed.</b></li> <li>• <b>A total of 56 participants received 1 or more forms of assistance to include, but not limited to, stipends, short-term training, supportive services, rental assistance, and uniform assistance.</b></li> </ul> <p><b>Monthly outreach efforts include communicating with customers via text messaging, emails via Employ Florida, social media, and attending various networking and community events.</b></p>	Caroline Joseph-Paul
Grant Name: Hurricane 2022 (Ian - Nicole)	\$6,398,150	Projects for clean-up, demolition, repair, renovation,	We received additional payments in July (\$800,000),	James Watson

<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>
Dislocated Worker Grant (DWG)  Time Frame: 09/24/2022 - 9/30/2024  Funding Source: USDOL through DOE DWG  Partner(s): NA		and reconstruction of destroyed public structures, facilities, and lands within the affected communities.	<b>August (\$700,000), September (\$232,150), October (\$2,500,000) totaling a \$4,232,150 increase during PY23-24.</b>  Current projects include: <ol style="list-style-type: none"> <li>1. <b>Brevard County Parks and Rec</b></li> <li>2. <b>Brevard County Public Works</b></li> <li>3. <b>Brevard County Mosquito Control</b></li> <li>4. <b>City of Palm Bay</b></li> <li>5. <b>City of Cocoa Beach</b></li> <li>6. <b>US Fish and Wildlife Dike Repair</b></li> <li>7. <b>US Fish and Wildlife Boardwalk Repair</b></li> <li>8. <b>Canaveral National Seashore</b></li> </ol> Participants to date: <b>72</b>	
<b>UNRESTRICTED REVENUES (Non-governmental funding, Fee for service, Foundation and Corporate giving programs)</b>				
<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>\$332,819</b> To Date	Focused on eligible TTW customers who want to return unsubsidized employment using the Employment Network (EN).	There were no new TTW participants in the 1st quarter PY 23-24.  Staff continue to collaborate with eligible customers who are interested in work or training. EN continues to progress at a modest pace	James Watson
Grant Name: Tobacco Free Florida  Time Frame: Indefinite  Funding Source: Bureau of Tobacco Free Florida  Partner(s): Florida Department of Health	<b>\$54,884</b> To Date	The Bureau of Tobacco Free Florida (BTFF) partners with Florida RWB's to promote the "3 Free and Easy Ways to Quit" program to help clients quit tobacco and improve their employability. While this program is available free to all Florida residents, the Department of Health targets workforce clients and reward LWDB's for each client referral.	This agreement provides unrestricted revenue.  Receipts for <b>PY23-24 first quarter- (07/1/23-09/30/23)</b> is <b>\$50.00.</b>	Marina Stone
Grant Name: AARP BTW50+  Time Frame: 12/14/2022 – 12/31/2023	\$60,000	This grant focuses on Increasing income and earnings for low-income 50+ individuals by creating connections between mature workers and employers in Brevard County through the	CareerSource Brevard (CSB) has hosted <b>6</b> cohorts with <b>86</b> registered in the Overview Workshop, Coached <b>53</b> people, and report employment for <b>33</b> people with an average wage of <b>\$16/hr. Our goal is</b> to coach 77	Amberstar Bush

<b>GRANTS</b> (Federal, State Local Competitive and Non-competitive)				
<b>Resource Information</b>	<b>Amount Awarded</b>	<b>Grant Focus</b>	<b>Current Status</b>	<b>Staff Lead</b>
Funding Sources: AARP Foundation		AARP Foundation's BACK TO WORK 50+ program by providing workshops, business learning events, job fairs, and additional support through career training, professional development, and community engagement.	people and report 35 employed <b>with an average wage of \$14/hr.</b>	