



# Governance/Finance Committee Meeting

## August 5, 2019 – 3:00pm

### CSB Boardroom

*(Teleconference 321-394-0707)*

Attendees: Daryl Bishop (Chair), William Chivers, Lloyd Gregg, Wayne Olson, Amar Patel

## 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>	<i>Daryl Bishop</i>
<b>Introductions</b>	
<b>Public Comment:</b>	
<b>Action Items:</b>	
A. Approval of Governance/Finance minutes for 5/16/19	1 – 3
B. Board Member Training	4 – 7
<b>Discussion/Information Items:</b>	
C. Budget Update	<i>Richard Meagher</i> 8 - 9
D. Financial Reports	10 – 14
E. Vendor Payment Report	15
<b>Adjourn</b>	

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:

*All meetings are in the CSB Boardroom unless otherwise note*

#### July 2019

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

#### 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>th</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)**  
Governance/Finance Committee Meeting  
May 6, 2019

**MINUTES**

**Members in Attendance:** Daryl Bishop (Chair), William Chivers (via teleconference), Wayne Olson, Travis Mack (via teleconference), Amar Patel.

**Members Absent:** none

**Staff in Attendance:** Marci Murphy, Richard Meagher, Lyn Sevin.

**Guests:** None

Daryl Bishop called the meeting to order at 3:00pm

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

**Action Items:**

Approval of Governance/Finance Committee Minutes

Motion to approve the Governance/Finance Committee (GFC) minutes for February 4, 2019 made by Wayne Olson and seconded by Travis Mack. Motion passed unanimously.

Board Member Nominations

The Committee reviewed applications from Lynn Brockwell-Carey, Executive Director of Neighbor Up Brevard to fill the vacant seat for community-based organizations representing youth, and Art Hoelke, VP/GM/FSO of Knight's Armament Company to fill the seat vacated by Dale Coxwell representing business and joint labor management apprenticeships. Motion to approve the nominations to the next meeting of the full Board of Directors made by Wayne Olson and seconded by William Chivers. Motion passed unanimously.

Board Member Reappointments

According to the CSB bylaws Directors of the Board serve one, three year term and prior to the end of their term, the Governance/Finance Committee reviews each member to determine which Board members should be asked to serve additional terms. The following have agreed to serve another term, subject to Board approval:

Shawn Beal – Business Manager, IBEW 208

Jennifer Kenny – Organizer, IBEW 606

Traci Klinkbeil – Community Administrator, DCF

Patricia Stratton – VP & IMCS Program Manager, Abacus Technology Corp.

Terry Schrupf – President/CEO, Florida Sports & Spinal Rehab

Susan Glasgow – President/CEO, Kegman Inc.

Frank Abbate – County Manager, Brevard County Management

Nancy Heller – Project Director, SCSEP

Wayne Olson made a motion to recommend reappointment of these members to the full Board of Directors for ratification action by the Brevard County Commission. Travis Mack seconded the motion and Motion passed unanimously.

### Nomination of Officers

All officer terms are up this year and the Committee reviewed the following nominations:

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

**Vice Chair** – Daryl Bishop, VP Commercial Banker, Seacoast National Bank

**Treasurer** – Lloyd Gregg, VP/GM, ASRC Federal

Motion to approve the nomination of Susie Glasgow for Chair, Daryl Bishop for Vice Chair and Lloyd Gregg for Treasurer for Program Year 2019-2020 to the next meeting of the full Board of Directors made by Wayne Olson and seconded by Travis Mack. Motion passed unanimously with Daryl Bishop abstaining.

It was noted that Mike Menyhart will Chair the Industry Workforce Committee and Nancy Heller will Chair the Career Center Committee.

### Program Year 2019-2020 Budget

Staff handed out proposed budget for PY2019-2020 and said that preliminary funding figures released from the U.S. Department of Labor and the Florida Department of Economic Opportunity (DEO) indicated only minimal reductions from current year funding levels. The CSB operating budget has been reduced by 3%, there will be a 5% increase in funding for career center operations, and funds for customer training and support will remain at the same initial level as the current year to ensure CareerSource Florida's Individual Training Account (ITA) spending requirements are met. Three current National Emergency Grants (Hurricanes Matthew, Irma and Maria) will be ending in 2019-2020, so the initial pool of special grant funds is 30% of current program year funding. However, four new competitive grants have been secured to supplement the budget. Staff said that the reduction in funding would have a minimal affect on CSB's programs.

Motion to recommend approval of the PY 2019-2020 budget of \$10,117,300 based on preliminary funding estimates to the full Board of Directors for approval made by Travis Mack. Motion seconded by William Chivers and Motion passed unanimously.

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

#### Procurement Policy Changes

On January 31, 2019 the U.S. Department of Labor released a memorandum authorizing grantees to increase their threshold for micro-purchases from \$3,500 to \$10,000 for procurement actions initiated on or after October 1, 2018. CSB's procurement policy was updated accordingly and presented for review.

#### Financial Reports

Staff reviewed the financial activity for the fiscal period ending on March 31, 2019.

Amar Patel joined the meeting at 3:20pm

#### Vendor Payment Report:

Staff handed out the Vendor Payment report from January 1, 2019 through March 31, 2019.

**Adjournment:**

Daryl Bishop adjourned the meeting at 3:22pm.

Submitted by,

Reviewed by,

(signature on file)  
Lyn Sevin

5/8/2019  
Date

(signature on file)  
Daryl Bishop

5/8/2019  
Date



August 5, 2019

## *Action Brief*

### **Board Member Training**

#### Background

One of the duties of the Governance/Finance Committee (GFC) is selecting on-going board member training. Staff is requesting input from the Committee on the next training to be offered to board members.

The following topic is presented as a possible training activity:

- Career Center Job Shadowing – for the program year PY19-20, each board member will spend approximately 1-2 hours job shadowing an employee of their choice that works in the Career Center. The Executive Assistant to the President, Lyn Sevin, will work with each Board Member to ensure scheduling and job shadow position requests are met. Below is a brief description of each position:
  - **Career Counselor:** primary point of contact to employers to provide them with quality candidate. Provides career counseling and ongoing case management to customers. Within existing rules, provides appropriate level of services that are customized to meet the individual needs of the customers.
  - **Customer Solutions Lead:** responsible for the efficient and effective delivery of workforce services in the center and the assistance of supervision of workforce staff. Prioritizes assignments, recognizes the need to adjust or adapt service delivery and acts to meet the needs of center customers. Directs and oversees all workforce activities and services under their responsibility, are provided with a focus on customer employment and self-sufficiency. Ensures compliance with workforce development requirements and that resources and materials are

used appropriately for the benefit of the customers. Ensures workforce customers are seen in a timely manner and provides accurate information for customers to make informed choices. Emphasizes customer service to ensure customer satisfaction and accountability to meet performance goals. May provide direct services to job-seeker or employer customers if needed.

- **Customer Solutions Facilitator:** provides exceptional customer service, conducts workshops, orientations and other duties as assigned that provide assistance to universal and program participants.
- **Job Developer:** point of contact between the Workforce system programs and Employers. Provides career counseling and specialized job search assistance and job development to individual workforce system customers. Provide exceptional customer service to all workforce system users.
- **Career Center Manager:** oversees all the operations and the service delivery system of the Career Center and provides guidance to staff on the implementation of workforce development programs. The position ensures that staff provide quality customer service, facilitates the provision of programmatic services, and provides executive, managerial and administrative leadership to carry out directives. The position is responsible for all career center performance, the proper implementation of procedures and activities and the overall effective operation of the career center in compliance with all applicable Federal, State, and Local standards. The position develops solutions, makes recommendations for improvement, participates in problem resolution and is accountable for all system and staff performance. The position is responsible for the career center budget, customer and staff safety and the proper accounting of all assets and records.
- **Data Analysis, Reporting and Quality Assurance Manager:** responsible for collecting, compiling and analyzing performance data for the organization. The information must be collected from all data resources and related information systems. The information must be accessible to all management staff, actionable and practical

for performance purposes. The individual must be able to provide technical assistance and training to a wide audience including front line staff and management, individually or in a group setting. The individual must be able to assist management in making operational decisions that positively impact customer service and performance. Provides center staff technical assistance to identify workforce system improvement opportunities as well as training needs.

- **Managing Director:** responsible for the overall management of the contract and directing the day to day operations of the Career Centers to achieve company goals and objectives and meet all contractual obligations.
- **Program Manager-WT/SNAP:** manages programmatic requirements of Workforce Investment Act, Welfare Transition, SNAP, or targeted programs to achieve and/or exceed goals established. Oversees, collects, compiles, analyzes, and interprets workforce data and information data for the workforce systems, management and staff.
- **Job Order Control:** supports the performance, business customer tracking including job order follow-up and data entry. Provides technical support and information to career center staff as it relates to business customers job orders. Creates and generates reports to indicate the performance of the system.
- **Program Support:** supports the performance, customer tracking and performance activities of the career center staff, including follow-up and retention; provides technical support and information to single points of contact for Job Seekers. Creates and generates reports to indicate the performance of the system.
- **Recruiter:** responsible for: working collaboratively with Business Service Unit to establish and maintain business partnerships with local employers; solicit job orders; and work with Career Center staff to fill job orders. As applicable, acts as primary point of contact to the business community to ensure hiring needs are met. Coordinates employers' events for job fairs and layoffs, among others.

- **Career Center Supervisor:** responsible for the efficient and effective delivery of career center services and the supervision of staff. The position prioritizes assignments, recognizes the need to adjust or adapt service delivery to meet the needs of employers and customers. Directs and oversees all activities in the career center and/or departments; ensures compliance with program requirements and that resources and materials are used appropriately for the benefit of the customers. Ensures customers are seen in a timely manner and provides accurate information for customers to make informed choices. Emphasizes customer service to ensure customer satisfaction and accountability to meet career center performance measures and benchmarks and system goals.
- **Business Liaison:** delivers workforce services that exceed business expectations.

#### Discussion

Is this a topic the committee would like to pursue or is there another topic of interest to bring forward for Board Training for PY2019-2020?

#### Action

Approve the training decided upon to be presented at the next Board of Directors meeting.





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>



August 5, 2019

## *Information Brief*

### **Financial Reports**

#### Background

The three financial reports that follow this brief will provide the Governance/Finance Committee with the status of CareerSource Brevard's (CSB) funding, budgets, and expenditures for the fiscal period beginning on July 1, 2018 and ending on June 30, 2019.

#### Report Descriptions

##### **CSB FINANCIAL REPORT (CHART 1)**

- Displays final expenditures for the prior year, the current approved budget figures, and a comparison of year-to-date budget figures and actual year-to-date expenditures. The percentage of each line-item budget that has been expended to date is displayed in the final column of the report.
- The report is summarized into seven major categories: (1) management services; (2) infrastructure services; (3) technology services; (4) business services; (5) special grants and incentives; (6) fee for service activities; (7) contracted service providers; and (8) direct customer costs.
- Funding that is retained by the Department of Economic Opportunity (DEO) to pay personnel costs of State employees working in our one-stop system is added to the CSB annual budget to arrive at the total workforce budget for Brevard.
- Scholarship Unit customer Individual Training Account (ITA) activity is analyzed at the bottom of the report, including current budgets, obligations, expenses, and the % of each budget item that is obligated.

##### **CSB FISCAL DASHBOARD INDICATORS (CHART 2)**

- Displays the number of individuals identified as placed in EFM or found in Department of Revenue New Hire data, as reported on the DEO Monthly Management Report.

- Displays the number of job seekers in EFM who have not received a reportable service in the last 90 days, as reported on the DEO Monthly Management Report.
- Displays the total number of advertised occupations for each month, as reported on the Help Wanted OnLine Monthly Job Demand Report.
- Calculates the CSB total monthly spending per job placement (total monthly expenditures divided by total monthly job placements).
- Displays the quarterly calculations for required spending caps:
  - 1) Administration – limited to 10% of expenditures at year-end
  - 2) ITA Spending – minimum of 30% of expenditures at year-end
  - 3) Youth Spending – minimum of 75% for out-of-school youth

### **FEE FOR SERVICE ACTIVITIES (CHART 3)**

- Reports current balance of unrestricted funds available.
- Displays revenue, expenses and the resulting profit or loss for each Fee for Service project in the current year (since July 1).
- Calculates each revenue and expense category as a percentage of total revenue earned for each revenue and expense category.



# FY 2018-19 FINANCIAL REPORT

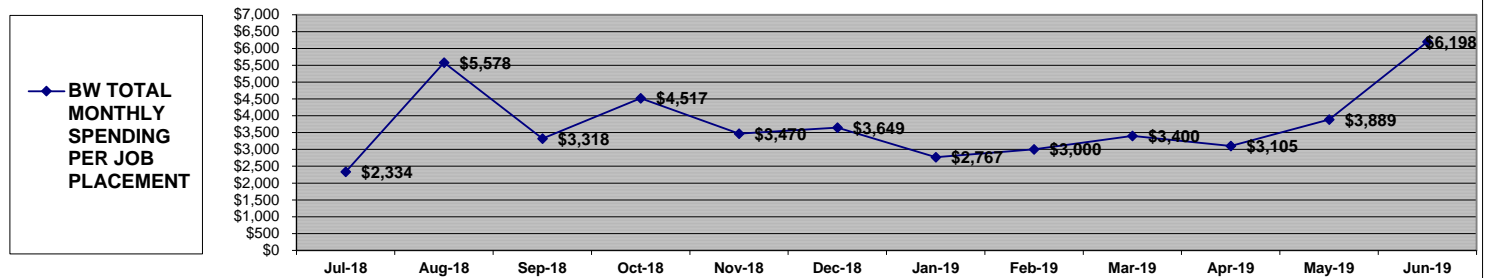
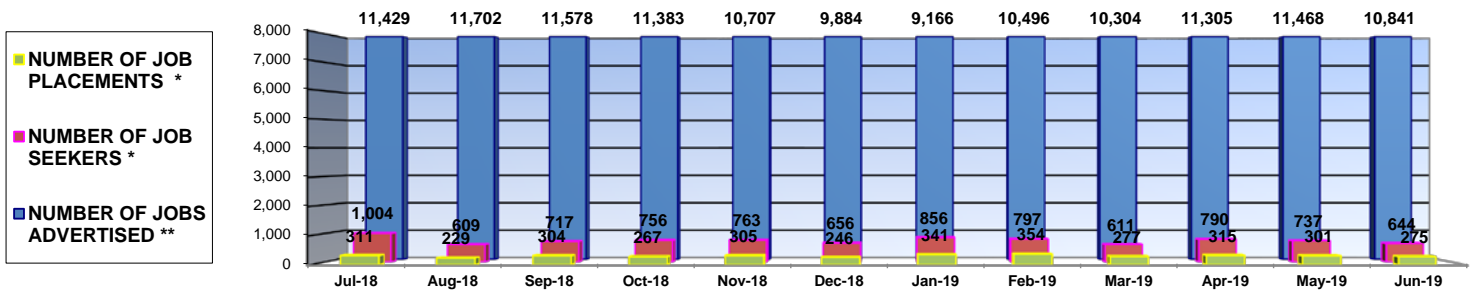
July 1, 2018 through June 30, 2019

<b>Current Funding Level</b>	<b>14,356,000</b>
<b>Current Annual Budget</b>	<b>14,356,000</b>
<b>Unobligated Funds</b>	<b>0</b>

	FY 2018 Actual Expense	FY 2019 Approved Budget	FY 2019 Y-T-D Budget	FY 2019 Y-T-D Expense	Percent of Budget Expended
<b>MANAGEMENT SERVICES</b> <i>(Board Operations, Staff, Outreach, Financial Services)</i>					
Salaries & Benefits	967,854	1,006,000	1,006,000	974,310	96.8%
Operating Expenses	156,117	334,500	334,500	244,303	73.0%
<b>Total Management Services</b>	<b>1,123,971</b>	<b>1,340,500</b>	<b>1,340,500</b>	<b>1,218,613</b>	<b>90.9%</b>
<b>INFRASTRUCTURE SERVICES</b> <i>(Rent, Phone, Utilities, Maintenance, Supplies)</i>					
Brevard Workforce Facilities	831,787	876,800	876,800	704,714	80.4%
Operating Expenses	31,022	53,900	53,900	24,435	45.3%
<b>Total Infrastructure</b>	<b>862,809</b>	<b>930,700</b>	<b>930,700</b>	<b>729,149</b>	<b>78.3%</b>
<b>TECHNOLOGY SERVICES</b> <i>(IT Staff, Telecom Services, Computer Hardware and Software)</i>					
Salaries & Benefits	214,888	228,000	228,000	227,582	99.8%
Operating Expenses	260,735	413,500	413,500	393,449	95.2%
<b>Total Technology Services</b>	<b>475,623</b>	<b>641,500</b>	<b>641,500</b>	<b>621,031</b>	<b>96.8%</b>
<b>BUSINESS SERVICES</b> <i>(Employer Outreach and Business Support Staff)</i>					
Salaries & Benefits	712,536	683,000	683,000	682,610	99.9%
Operating Expenses	13,444	38,800	38,800	29,537	76.1%
<b>Total Business Services</b>	<b>725,980</b>	<b>721,800</b>	<b>721,800</b>	<b>712,147</b>	<b>98.7%</b>
<b>GRANTS &amp; INCENTIVES</b>	<b>607,569</b>	<b>1,473,900</b>	<b>1,473,900</b>	<b>1,122,257</b>	<b>76.1%</b>
<b>FEE FOR SERVICE ACTIVITIES</b>	<b>198,355</b>	<b>200,000</b>	<b>200,000</b>	<b>149,385</b>	<b>74.7%</b>
<b>TOTAL OPERATING BUDGET</b>	<b>3,994,307</b>	<b>5,308,400</b>	<b>5,308,400</b>	<b>4,552,582</b>	<b>85.8%</b>
<b>CONTRACTED SERVICES</b>					
General Contractor (C2 GPS)	2,820,118	3,310,400	3,310,400	3,185,678	96.2%
AARP BTW Services (C2 GPS)	83,231	94,000	94,000	92,990	98.9%
NEG Matthew Services (C2 GPS)	101,767	115,400	115,400	111,672	96.8%
NEG Irma Services (C2 GPS)	93,491	172,600	172,600	161,644	93.7%
Nursing Services (C2 GPS)	16,601	40,600	40,600	34,143	84.1%
Soft Skills Services (C2 GPS)	20,611	48,500	48,500	48,122	99.2%
Pathways to Prosperity (C2 GPS)	0	16,100	16,100	11,589	72.0%
America's Promise (CSCF)	206,482	250,000	250,000	236,294	94.5%
<b>Total Contracted Services</b>	<b>3,342,301</b>	<b>4,047,600</b>	<b>4,047,600</b>	<b>3,882,132</b>	<b>95.9%</b>
<b>CUSTOMER SERVICES</b>					
Formula Funds - Training Activities *	755,973	1,150,000	1,150,000	839,594	73.0%
Formula Funds - Support Services *	69,297	150,000	150,000	126,519	84.3%
Other Grants - Training Activities	3,028,590	3,600,000	3,600,000	3,537,515	98.3%
Other Grants - Support Services	54,957	100,000	100,000	36,041	36.0%
<b>Total Customer Services</b>	<b>3,908,817</b>	<b>5,000,000</b>	<b>5,000,000</b>	<b>4,539,669</b>	<b>90.8%</b>
<b>TOTAL PROGRAM BUDGET</b>	<b>7,251,118</b>	<b>9,047,600</b>	<b>9,047,600</b>	<b>8,421,801</b>	<b>93.1%</b>
<b>TOTAL ANNUAL BUDGET</b>	<b>11,245,425</b>	<b>14,356,000</b>	<b>14,356,000</b>	<b>12,974,383</b>	<b>90.4%</b>
<b>STATE-LEVEL FUNDING</b>	<b>814,706</b>	<b>873,800</b>	<b>873,800</b>	<b>804,658</b>	<b>92.1%</b>
<b>TOTAL WORKFORCE BUDGET</b>	<b>12,060,131</b>	<b>15,229,800</b>	<b>15,229,800</b>	<b>13,779,041</b>	<b>90.5%</b>

	FY 2018 Actual Expense	FY 2019 Approved Budget	FY 2019 Current Obligations	FY 2019 Y-T-D Expense	% of ITA Funds Obligated
<b>*CUSTOMER ACTIVITY</b>					
Job Seeker ITAs	330,257	575,000	578,050	500,427	100.5%
Employer OJT/AWE/EWT	425,716	575,000	400,239	339,167	69.6%
Incentives & Materials	69,297	150,000	177,403	126,519	118.3%
<b>Total Customer ITA Activity</b>	<b>825,270</b>	<b>1,300,000</b>	<b>1,155,692</b>	<b>966,113</b>	<b>88.9%</b>

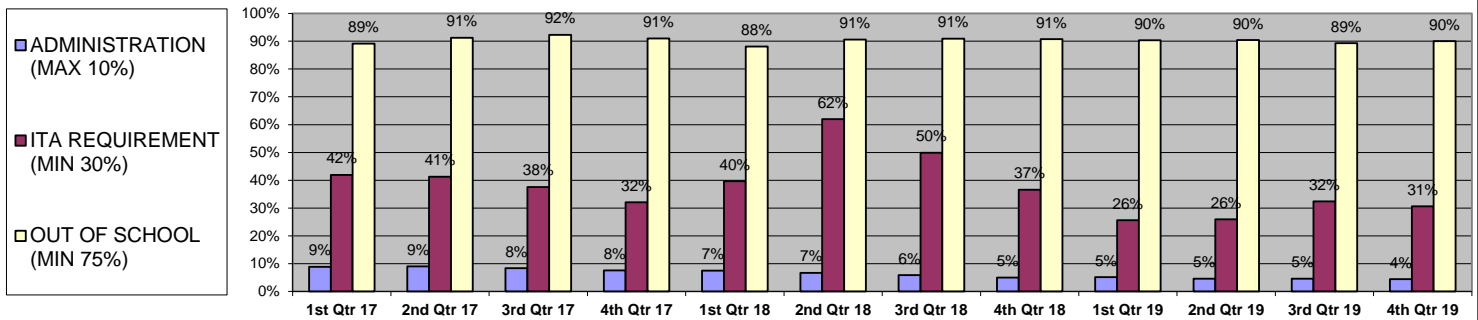
## MONTHLY JOBS REPORT & BW SPENDING PER JOB PLACEMENT



\* Source - DEO Monthly Management Reports

\*\* Source - HWOL Monthly Job Demand Reports

## ANNUAL SPENDING CAPS BY QUARTER



Category	1st Qtr 17	2nd Qtr 17	3rd Qtr 17	4th Qtr 17	1st Qtr 18	2nd Qtr 18	3rd Qtr 18	4th Qtr 18	1st Qtr 19	2nd Qtr 19	3rd Qtr 19	4th Qtr 19
<b>PROGRAM SPENDING:</b>												
ADMINISTRATION (MAX 10%)	158,006	316,211	456,985	658,119	137,070	269,784	421,291	559,072	153,830	282,216	419,576	572,973
PROGRAM ACTIVITIES	1,631,825	3,195,398	4,992,059	8,045,300	1,695,133	3,754,384	6,751,105	10,686,353	2,858,106	5,891,543	8,701,681	12,401,410
<b>CUSTOMER SPENDING:</b>												
STATE ITA COSTS (MIN 30%)	167,278	383,623	546,442	762,055	183,637	405,170	558,597	708,028	89,847	224,104	467,221	775,951
OTHER PROGRAM COSTS	231,838	546,304	907,802	1,616,328	279,361	248,451	561,054	1,227,428	260,390	639,214	977,107	1,757,069
<b>YOUTH SPENDING:</b>												
IN-SCHOOL	30,644	50,167	65,864	85,514	37,032	59,962	79,855	83,048	22,629	54,399	79,174	89,734
OUT-OF-SCHOOL (MIN 75%)	251,721	522,113	790,366	867,358	274,370	576,159	798,546	816,160	211,740	512,905	659,071	809,910



CURRENT YEAR FEE FOR SERVICE ACTIVITIES (7/1/2018 - 6/30/2019)

Unrestricted Balances: Cash on Hand \$245,234 Certificates of Deposit \$72,897 Total \$318,131

	Healthcare Ambassador Program		AARP BTW 50+ Program		Juniors to Jobs Program		Ticket to Work & TFF Programs		Foundation Grants & Other Fee for Service Activities		TOTALS	
		% of Revenue		% of Revenue		% of Revenue		% of Revenue		% of Revenue		% of Revenue
<b>Revenue</b>												
Grant Awards	\$ 92,523	100.0	\$ 84,573	100.0	\$ 12,420	100.0	\$ 8,588	27.1	\$ 10,000	99.0	\$ 208,104	90.0
Contract Revenue	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Sponsorship Revenue	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Donated Revenue	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Charges For Services	-	0.0	-	0.0	-	0.0	23,119	72.9	-	0.0	23,119	10.0
Website Licenses	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Interest Earnings	-	0.0	-	0.0	-	0.0	-	0.0	96	1.0	96	0.0
<b>Total Revenue</b>	<b>\$ 92,523</b>	<b>100.0</b>	<b>\$ 84,573</b>	<b>100.0</b>	<b>\$ 12,420</b>	<b>100.0</b>	<b>\$ 31,707</b>	<b>100.0</b>	<b>\$ 10,096</b>	<b>100.0</b>	<b>\$ 231,319</b>	<b>100.0</b>
<b>Expenses</b>												
Personnel	\$ 76,993	83.2	\$ 21,041	24.9	\$ 605	4.9	\$ 1,831	5.8	\$ 1,644	16.3	\$ 102,114	44.1
Travel / Training	1,242	1.3	959	1.1	-	0.0	-	0.0	3,849	38.1	6,050	2.6
Outreach	3,184	3.4	169	0.2	869	7.0	-	0.0	3,090	30.6	7,312	3.2
Software	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Supplies	820	0.9	814	1.0	799	6.4	-	0.0	6,253	61.9	8,686	3.8
Equipment	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Professional Services	3,720	4.0	59,774	70.7	24	0.2	80	0.3	6,497	64.4	70,095	30.3
Customer Wages	-	0.0	-	0.0	5,469	44.0	-	0.0	-	0.0	5,469	2.4
Customer Support	-	0.0	-	0.0	2,501	20.1	-	0.0	6,133	60.7	8,634	3.7
Indirect Costs	6,564	7.1	1,816	2.1	784	6.3	146	0.5	2,097	20.8	11,407	4.9
<b>Total Expenses</b>	<b>\$ 92,523</b>	<b>100.0</b>	<b>\$ 84,573</b>	<b>100.0</b>	<b>\$ 11,051</b>	<b>89.0</b>	<b>\$ 2,057</b>	<b>6.5</b>	<b>\$ 29,563</b>	<b>292.8</b>	<b>\$ 219,767</b>	<b>95.0</b>
<b>Net Profit (Loss)</b>	<b>\$ -</b>	<b>0.0</b>	<b>\$ -</b>	<b>0.0</b>	<b>\$ 1,369</b>	<b>11.0</b>	<b>\$ 29,650</b>	<b>93.5</b>	<b>\$ (19,467)</b>	<b>-192.8</b>	<b>\$ 11,552</b>	<b>5.0</b>

**VENDOR PAYMENTS REPORTED FROM 4/1/19 - 6/30/19 (>\$1,500)**

DATE	VENDOR	AMOUNT	PURPOSE
04/01/19	LinkedIn Corporation	9,999.00	LinkedIn Recruiter Lite annual subscription
04/03/19	Sunbelt Rentals	3,090.00	Heavy equipment for Hurricane Irma cleanup
04/06/19	Sunbelt Rentals	7,315.00	Heavy equipment for Hurricane Irma cleanup
04/06/19	United Rentals	2,337.00	Utility vehicles for Hurricane Irma cleanup
04/08/19	The Cat Rental Store	10,600.00	Heavy equipment for Hurricane Irma cleanup
04/09/19	Bates & Company	1,580.00	Annual administration of CSB 403(b) plan
04/09/19	Sunbelt Rentals	1,866.00	Heavy equipment for Hurricane Irma cleanup
04/11/19	Tropic Fleet Services	1,860.00	Fuel for Hurricane Irma heavy equipment
04/12/19	Softchoice	1,503.00	Sonicwall NSA 2600 Support & Security Suite
04/12/19	The Cat Rental Store	6,156.00	Heavy equipment for Hurricane Irma cleanup
04/17/19	Macedonia Community Development Corp	2,000.00	Consulting for nursing career training grant
04/22/19	The Cat Rental Store	18,059.00	Heavy equipment for Hurricane Irma cleanup
04/24/19	CDW-G	5,430.00	Commvault software support annual renewal
04/24/19	The Cat Rental Store	10,600.00	Heavy equipment for Hurricane Irma cleanup
04/24/19	Tropic Fleet Services	1,591.00	Fuel for Hurricane Irma heavy equipment
04/26/19	Suntrust / Enterprise Rent-A-Car	28,155.00	Rental trucks for Hurricane Matthew/Irma cleanup
04/30/19	Training Funding Partners	1,599.00	Consulting for Aeroflex sector strategies grant
04/30/19	Wright Express	2,565.00	Fuel for Hurricane Matthew & Irma rental vehicles
05/01/19	Tropic Fleet Services	1,928.00	Fuel for Hurricane Irma heavy equipment
05/02/19	Brevard Zoo	2,079.00	Lunch & refreshments for CSB all-staff training
05/02/19	Green Turtle Market	1,553.00	Breakfast & snacks for CSB all-staff training
05/03/19	Game On Nation LLC	3,829.00	Facilitator for CSB all-staff training
05/04/19	Sunbelt Rentals	14,186.00	Heavy equipment for Hurricane Irma cleanup
05/07/19	Sunbelt Rentals	1,866.00	Heavy equipment for Hurricane Irma cleanup
05/10/19	Artemis International Tech	6,156.00	Nimble network storage array annual maintenance
05/13/19	The Cat Rental Store	6,156.00	Heavy equipment for Hurricane Irma cleanup
05/13/19	Urbander	7,920.00	Spanish welcome workshops for Hurricane Maria
05/15/19	LEAD Brevard	3,050.00	Leadership Brevard class for a CSB employee
05/17/19	Tropic Fleet Services	1,819.00	Fuel for Hurricane Irma heavy equipment
05/20/19	The Cat Rental Store	27,559.00	Heavy equipment for Hurricane Irma cleanup
05/22/19	Dell Marketing LP	6,300.00	Dell Optiplex PC replacements for career centers (12)
05/23/19	Microix	2,285.00	Microix purchasing software maintenance renewal
05/26/19	Suntrust / Enterprise Rent-A-Car	17,193.00	Rental trucks for Hurricane Matthew/Irma cleanup
05/28/19	Dell Marketing LP	8,646.00	Dell Optiplex PC replacements for career centers (11)
05/30/19	Sunbelt Rentals	3,926.00	Heavy equipment for Hurricane Irma cleanup
05/31/19	Wright Express	2,387.00	Fuel for Hurricane Matthew & Irma rental vehicles
06/01/19	EAN Services Damage Recovery Unit	2,256.00	Repairs to Hurricane Irma rental trucks
06/01/19	Kaseya US Sales LLC	12,407.00	Kaseya software support annual renewal
06/01/19	Sunbelt Rentals	13,956.00	Heavy equipment for Hurricane Irma cleanup
06/03/19	Tropic Fleet Services	1,914.00	Fuel for Hurricane Irma heavy equipment
06/04/19	Sunbelt Rentals	1,866.00	Heavy equipment for Hurricane Irma cleanup
06/07/19	The Cat Rental Store	6,156.00	Heavy equipment for Hurricane Irma cleanup
06/10/19	The Cat Rental Store	10,600.00	Heavy equipment for Hurricane Irma cleanup
06/12/19	Radisson Resort at the Port	1,815.00	Room rental for CSB job fair at Port Canaveral
06/13/19	The Cat Rental Store	10,900.00	Heavy equipment for Hurricane Irma cleanup
06/14/19	Tropic Fleet Services	1,533.00	Fuel for Hurricane Irma heavy equipment
06/17/19	The Cat Rental Store	6,059.00	Heavy equipment for Hurricane Irma cleanup
06/18/19	G & J Miniwarehouse LLC	1,545.00	Storage unit for Titusville Career Center furniture
06/21/19	Tropic Fleet Services	1,835.00	Fuel for Hurricane Irma heavy equipment
06/24/19	EAN Services Damage Recovery Unit	7,519.00	Repairs to Hurricane Irma rental trucks
06/25/19	Taylor Hall Miller Parker PA	19,526.00	Financial and programmatic monitoring
06/26/19	Sunbelt Rentals	4,264.00	Heavy equipment for Hurricane Irma cleanup
06/26/19	Suntrust / Enterprise Rent-A-Car	19,642.00	Rental trucks for Hurricane Matthew/Irma cleanup
06/27/19	Macedonia Community Development Corp	2,840.00	Consulting for nursing career training grant
06/28/19	Softchoice	21,880.00	Cisco SMARTnet phone software renewal
06/28/19	Taylor Hall Miller Parker PA	3,973.00	Financial and programmatic monitoring
06/28/19	Training Funding Partners	2,625.00	Consulting for Aeroflex sector strategies grant
06/29/19	Sunbelt Rentals	13,952.00	Heavy equipment for Hurricane Irma cleanup
06/30/19	CDW-G	5,488.00	Windows server core licenses (4)
06/30/19	Dell Marketing LP	35,355.00	Dell PowerEdge server replacements (4)
06/30/19	Sunbelt Rentals	1,866.00	Heavy equipment for Hurricane Irma cleanup
06/30/19	The Integration Factory	31,249.00	CSB boardroom audio/video system replacement
06/30/19	Wright Express	1,754.00	Fuel for Hurricane Matthew & Irma rental vehicles
<b>TOTAL</b>		<b>479,918.00</b>	