



Board of Directors Meeting

Tuesday, May 17, 2016 – 8:00am
 CareerSource Brevard Conference Room
 (Teleconference 321.394.0707)

Attendees: Michael Bean, Daryl Bishop (Treasurer), Desmond Blackburn, Colleen Browne, William Chivers, Tereasa Compton, Dale Coxwell, Carol Craig, Susan Glasgow, Debra Greco, Nancy Heller, Robert Jordan (Vice Chair), Paula Just, Traci Klinkbeil, Travis Mack, Mike Menyhart (Chair), Linda Miedema, Wayne Olson, Amar Patel, Dan Raymond, Terry Schruppf, Patricia Stratton, Ronald Tiabl, Lynda Weatherman, Venetta Valdengo.

Agenda

*To facilitate and be the catalyst for workforce development services
 that are responsive to the employment needs of Brevard County*

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Call to Order	Mike Menyhart
Introductions	
Public Comment	
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A. Business Recognition – Michael Fredrick, Wells Fargo	
B. Customer Recognition -	
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B. WIOA Board Member Appointments/ Reappointment	2-5
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1. E3 Committee – 12/10/15, 3/10/16	

2. Business Workforce Committee – 1/7/16, 4/14/16
3. Community Involvement Committee – 1/27/16
4. Executive Committee – 2/1/16, 3/22/16, 4/14/16

J. Board Attendance

79

Adjourn

*Meeting information is always available @ brevardworkforce.com – Choose “Calendar”
For questions please call 321-394-0507 TTY: 711-321-394-0507*

Upcoming Meetings:

February 2016

2nd Executive Committee-4:00pm-CSB Boardroom
10th Workforce Operations Committee-8:30am-CSB Boardroom
23rd Board Meeting & Retreat-8:00am-12:00pm-RCC

March 2016

10th E³ Committee-8:30am-CSB Boardroom

April 2016

7th Business Workforce Committee-8:30am-CSB Boardroom
27th Community Involvement Committee-4:00pm-CSB Boardroom

May 2016

3rd Executive Committee-4:00pm-CSB Boardroom
11th Workforce Operations Committee-8:30am-CSB Boardroom
17th Board Meeting-8:00am-CSB Boardroom

June 2016

9th E³ Committee-8:30am-CSB Boardroom



May 17, 2016

Action Brief

Nomination of Officers

Board Request

Review and approve, modify or deny the Executive Committee Officer Nominations for CareerSource Brevard (CSB) Board for the next full Board of Directors meeting.

Nominees:

Chair – Robert Jordan, President, Genesis VII

Vice Chair – Paula Just, Chief Human Resources Officer, Health First

Treasurer – Daryl Bishop, Area President, Seacoast National Bank

Action

Approve, modify or deny, the slate of officers for Program Year 2016-2017 (beginning July 1, 2016).



May 17, 2016

Action Brief

WIOA/Re-Appointment of Board Members

Board Request

Review and approve Executive Committee recommendations for WIOA membership/re-appointments.

Background

With WIOA changes there are several board membership changes that the Executive Committee has reviewed. WIOA does allow some leeway with membership, including adding optional members to the Board. It is important to note that WIOA allows Board members to fill more than one seat as long as they qualify for both seats.

The following are recommendations from the Executive Committee which relate to the reappointment or new appointment of Board members to align with WIOA changes.

First, WIOA requires 51% of the board to be business seats (with specific criteria of C Level executives, and in a key industry in the area). With the WIOA changes the board membership currently stands at 66% business seats. While this is allowable, WIOA says the Board may include other individuals or representatives of the entities as the Chief Elected Official of the area determines to be appropriate. The Executive Committee recommends remaining at the 51% business seat level for now. (Please note, if optional members are added, then the business membership level changes with each addition. To help with the conversation, the attached matrix shows the impact of adding seats.)

With regard to Education seats, WIOA requires a representative of Adult Education, which Superintendent Blackburn can serve in that role. Higher education, including community colleges, is required. Additionally, Florida has added that a private education provider is required. Currently Kaiser University is represented by Colleen Browne. However, WIOA requires the Board solicit nominations from all private education providers in the area. This has not been done at this time, but will be done and available for a full Board decision at the August meeting.

WIOA requires 20% of the board membership to be Labor representatives. Right now the board needs to have someone that represents an apprenticeship program in the area to meet the requirement. The Executive Committee recommends Dale Coxwell for this seat since he is Treasurer of the Space Coast Machine Apprenticeship Program. Dale's term is not up until 6/30/17 so no action is needed. Additionally, whether additional seats are added or not, one more Labor seat is required to meet the 20% requirement. The AFL-CIO will be contacted for recommendations with the intent to add this seat in August.

WIOA requires an economic development entity, and a Vocational Rehabilitation representative. Both of these are already on the CSB Board.

For the following seats, WIOA says the Board may have representation, but will need to have approval by the Board of County Commissioners to add them. The Executive Committee recommends adding all five optional seats listed.

- A governmental representative that administers public assistance. This would allow Tracy Klinkbeil, DCF Regional Director, to remain on the Board.
- A community-based organization that has experience in addressing the employment needs of individuals with disabilities. This would allow the Board to continue having Amar Patel – President, Brevard Achievement Center, on CSB Board.
- A representative of senior work programs (SCSEP via AARP). This would allow the Board to continue having Nancy Heller, President of AARP of Brevard, to remain on the board.
- A representative of the County. This would allow Vanetta Valdengo, Deputy County Manager, to remain on the board.
- The Florida Statute requirement for an ex-officio military liaison seat on the board, has been removed from the board membership requirements. Currently, Terry Compton (Patrick Air Force Base, Military Base Liaison) sits on the board and provides a valuable link to the military activities CSB engages in regularly with PAFB.

The following Business Board members have expressed their interest in continuing their Board membership, in accordance with WIOA, and the Executive Committee recommends them for reappointment effective July 1, 2016:

Susie Glasgow – President/CEO, Kegman Inc

Terry Schrumph – President/CEO, Florida Sports and Spinal Rehab

Ron Taibl – Executive VP, CompSys

Patty Stratton – VP & IMCS Program Manager, Abacus Technology Corp

Action

Approve, deny or modify, the recommendation of the Executive Committee to add the following five optional seats, which will result in requesting the Board of County Commissioners for approval of the seats:

1. Representative of TANF/DCF.
2. Representative of a community-based organization that has experience in addressing the employment needs of individuals with disabilities.
3. Representative of SCSEP
4. Brevard County representative
5. Ex-officio military liaison representative

Approve, modify or deny, the Executive Committee recommendation for reappointment effective July 1, 2016:

Susie Glasgow – President/CEO, Kegman Inc

Terry Schrumpf – President/CEO, Florida Sports and Spinal Rehab

Ron Taibl – Executive VP, CompSys

Patty Stratton – VP & IMCS Program Manager, Abacus Technology Corp

1. Business Seats (currently at 66%)		Current Business Seats	
Variable	Required to meet 51%		
2. Education (mandatory)		1 Bishop	
1 Community College	Miedema	1 Chivers	
1 Private Training Provider (Kaiser)	Browne	1 Coxwell	
1 Adult Ed	Blackburn	1 Craig	
3. Labor (20% of board membership required)		1 Glasgow	
1 Labor	Raymond	1 Jordan	
1 Labor	Greco	1 Just	
0 Labor/Apprenticeship	Coxwell	1 Mack	
Vacant (currently needed for 20%)	Vacant	1 Menyhart	
4. Economic Development (may count as business seat)		1 Schrumpf	
1 EDC	Weatherman	1 Stratton	
5. Mandatory One-Stop Partners		1 Taibl	12 Total
1 Vocation Rehab	W. Olson	1 Weatherman	
6. Optional Members (require Chief Elected Official Approval)			
1 TANF	Klinkbeil		
1 Disabilities	Patel		
1 Senior Community Service employment	Heller		
1 County Representative	Valdengo		
1 Military Installations	Compton		
5 Total Optional Members			
Current Status (Need to add Labor seat for 20%)			
6 Total Mandatory			
12 Total Business (currently represents 66%)			
18 Total Membership			
		Impact of Optional Members	
		Add all 5 Optional	Total # 23 members
		Need to add 2 Labor seats	



May 17, 2016

Action Brief

Proposed Budget for Program Year (PY) 2016-2017

Board Request

Review Executive committee budget recommendation and budget options for approval of the Program Year 2016-2017 budget.

Background

For the fourth consecutive year, CSB has been impacted by significant cuts in funding. Several large competitive grants, including JDCD, Career Jumpstart, CEJA and Startup Quest are ending. Workforce Innovation and Opportunity Act (WIOA) programs are up by 3% from \$3,512,444 in FY 2015-2016 to \$3,626,111 in FY 2016-2017, however the pool of carryforward funds has significantly decreased. Wagner-Peyser funding has increased slightly from \$337,207 to \$337,853, and Welfare (TANF) funding projections are down by 22% from \$1,511,152 to \$1,175,540. The overall result is a 21% budget reduction, from \$9,388,431 in FY 2015-2016 to \$7,398,195 in FY 2016-2017 (see Attachment 1).

To address these funding reductions, senior staff cut \$356,700 in operating costs that will have the following impact: downsizing of the Titusville facility; less external monitoring; reduced outreach including website work, social media and campaign production; elimination of most staff travel and training; reduction in our facility repairs & maintenance fund; reduced advertising; fewer office supplies and publications; and cancellation of several professional memberships for CSB staff. Career center operations will also be significantly impacted with a 20% cut in funding.

The initial pool of customer training and support funds is reduced from \$1,821,000 to \$1,270,000, with the assumption that CareerSource Florida will lower our Individual Training Account (ITA) spending requirement from 50% to 30%, using the same regional budget reduction criteria they adopted for FY 2015-2016. Our proposed funding level of \$1,270,000 will assure at least a 35% ITA expenditure rate.

To assist Board members with funding decisions, staff has assembled related budget items into either base funding packages (core to our service delivery system) or optional service components (See Attachment 2). Base funding packages are described as follows:

- 1) Management Services (\$1,404,000) – The total cost of workforce board operations, board staff and outreach, planning and financial services (represents 94% of current level).
- 2) Infrastructure Services (\$831,900) – The total cost of CSB facilities, including rent, telephones, utilities, maintenance and supplies (represents 94% of current level).
- 3) Technology Services (\$408,400) – The total cost of IT staff, telecommunications services, current computer hardware and software for the SCB system (represents 74% of current level).
- 4) Business Services (\$565,700) – The total cost of employer outreach and business support staff (represents 87% of current level).
- 5) Special Grants and Incentives (\$216,800) – The operating costs associated with competitive grants and performance incentives (represents 35% of current level).
- 6) Career Center Operations (\$2,701,400) – The total cost of delivering career center services, including all contract staffing (represents 80% of current level).
- 7) Customer Training & Support (\$1,270,000) – Funding administered by the CSB Scholarship Unit for direct customer services (represents 70% of current level).

Staff has identified nine budget “options” totaling \$232,100 on Attachment 2 that the Executive Committee reviewed and considers as part of the total budget package, subject to final available funding.

It should also be noted that the Performance Funding Model will yield some level of funding for CSB in March 2017. The majority of those funds are proposed as carry-forward funds for PY 17-18 as a means of retaining staff and services in the Career Centers. However, a portion of those funds is proposed to cover the bonus pool option listed on the options sheet.

Recommendation

The Executive Committee recommends approving the PY 2016-2017 budget at a level of \$7,398,200 which includes all the base funding packages. Optional items will be added to the budget as additional funds become available.

Action

Approve, modify or deny the Executive Committee recommendation to approve the PY 2016-2017 budget at a level of \$7,398,200 and grant the President the authority to add any currently unfunded options, or to increase/decrease the level of current items, of the budget as additional funds become available throughout the program year.

	FY 14-15 FINAL	FY 15-16 CURRENT	FY 16-17 PROPOSED	% INCREASE
WIOA ADULT				
PRIOR YEAR CARRYFORWARD	256,116	726,215	383,759	-47%
BASE ALLOCATION	1,088,846	1,050,629	1,126,441	7%
TRANSFER FROM DISLOCATED WORKER	900,000	900,000	900,000	0%
MILITARY FAMILY EMPLOYMENT GRANT	108,081	108,081	108,081	0%
DISABILITY EMPLOYMENT INITIATIVE	29,072	0	0	0%
TOTAL WIA ADULT FUNDS	2,382,115	2,784,925	2,518,281	-10%
WIOA YOUTH				
PRIOR YEAR CARRYFORWARD	354,807	162,632	95,741	-41%
BASE ALLOCATION	984,154	957,412	1,036,132	8%
CAREER JUMPSTART MILITARY YOUTH	111,000	172,800	59,200	-66%
TOTAL WIA YOUTH FUNDS	1,449,961	1,292,844	1,191,073	-8%
WIOA DISLOCATED WORKER				
PRIOR YEAR CARRYFORWARD	88,031	72,182	60,225	-17%
BASE ALLOCATION	1,227,869	1,504,403	1,463,538	-3%
SUPPLEMENTAL ALLOCATION	502,193	0	0	0%
TRANSFER TO ADULT	(900,000)	(900,000)	(900,000)	0%
JOB DRIVEN NEG	269,300	672,239	89,400	-87%
SECTOR PARTNERSHIP NEG	0	387,700	377,300	100%
TRADE ADJUSTMENT ASSISTANCE	39,600	0	0	0%
CSB RAPID RESPONSE	50,000	0	0	0%
TOTAL WIA DISLOCATED WORKER FUNDS	1,276,993	1,736,524	1,090,463	-37%
WELFARE TRANSITION				
PRIOR YEAR CARRYFORWARD	0	0	0	0%
BASE ALLOCATION	1,446,191	1,511,152	1,175,540	-22%
TOTAL WELFARE TRANSITION FUNDS	1,446,191	1,511,152	1,175,540	-22%
DEO FUNDS				
WAGNER PEYSER CARRYFORWARD	209,328	13,221	0	-100%
WAGNER PEYSER PASS-THROUGH	474,046	337,207	337,853	0%
DVOP PASS-THROUGH	140,834	133,312	133,312	0%
LVER PASS-THROUGH	146,218	117,840	117,840	0%
SNAP PASS-THROUGH	294,100	249,023	249,023	0%
RA PASS-THROUGH	94,456	53,810	53,810	0%
RA REA PASS-THROUGH	228,379	296,900	296,900	0%
TOTAL DEO FUNDS	1,587,361	1,201,313	1,188,738	-1%
INCENTIVE AWARDS				
WIA INCENTIVE AWARD	0	16,667	0	-100%
WAGNER PEYSER INCENTIVE AWARD	235,003	24,827	0	-100%
TOTAL INCENTIVE AWARDS	235,003	41,494	0	0%
OTHER FUNDS				
CLEAN ENERGY JOBS ACCELERATOR	390,000	308,435	128,000	-59%
AARP BTW 50+ GRANT	35,000	157,184	106,100	-32%
STARTUP QUEST PROGRAM	120,000	93,252	0	-100%
TAACCCT EFSC GRANT	33,750	33,750	0	-100%
USDOL NEG AEROSPACE INITIATIVE	720,731	0	0	0%
SPACE FLORIDA CONTRACT	307,710	127,558	0	-100%
FEE FOR SERVICE ACTIVITIES	125,000	100,000	0	-100%
TOTAL OTHER FUNDS	1,732,191	820,179	234,100	-71%
SUMMARY OF ALL BWDB FUNDS				
TOTAL FUNDS AVAILABLE	10,109,815	9,388,431	7,398,195	-21%

OTHER WORKFORCE INVESTMENTS				
DEO STATE-LEVEL FUNDING FOR BREVARD	762,200	891,800	891,800	0%
SUMMARY OF ALL WORKFORCE FUNDS				
TOTAL WORKFORCE FUNDS AVAILABLE	10,872,015	10,280,231	8,289,995	-19%



FY 2016-2017 FUNDING OPTIONS WORKSHEET

Attachment 2

Revised 05/02/16

	CURRENT BUDGET	PROPOSED BASE COST	OPTION COST	RECOMMENDED BUDGET
BASE MANAGEMENT SERVICES (Board Operations)	1,486,300	1,404,000		1,404,000
<input type="checkbox"/> Option 1: End of Year Incentive Bonus Pool (3%)*			45,400	
<input type="checkbox"/> Option 2: Employee & Family Assistance Program			2,500	
<input type="checkbox"/> Option 3: Second Monitoring Visit			22,600	
<input type="checkbox"/> Option 4: Staff Conference Travel			10,000	
<input type="checkbox"/> Option 5: NAWB Conference for Board Members			2,600	
<input type="checkbox"/> Option 6: CSB Advertising			20,000	
<input type="checkbox"/> Option 7: Professional Memberships			8,000	
BASE INFRASTRUCTURE SERVICES (Facilities)	880,900	831,900		831,900
BASE TECHNOLOGY SERVICES (IT Support)	550,800	408,400		408,400
<input type="checkbox"/> Option 8: PC & Copier Replacements			40,000	
BASE BUSINESS SERVICES (Employer Support)	648,700	565,700		565,700
GRANTS / INCENTIVES / FEE FOR SERVICE	624,300	216,800		216,800
CAREER CENTER OPERATIONS (DWFS)	3,376,400	2,701,400		2,701,400
<input type="checkbox"/> Option 9: End of Year Incentive Bonus Pool (3%)*			81,000	
CUSTOMER TRAINING & SUPPORT (35% ITA Reserve)	1,821,000	1,270,000		1,270,000
TOTAL FUNDS BUDGETED	9,388,400	7,398,200	232,100	
PRELIMINARY FY 2016-2017 FUNDING LEVEL		7,398,200		7,398,200
UNOBLIGATED FUNDS		0		

* To be funded with potential performance incentive funds of \$535,900 to be awarded by DEO in March 2017.

Action Brief

Contract Renewal – Career Center Operations PY 2016-2017

Background

Initial funding levels for PY 2016-2017 show a 21% decrease in funding that should be manageable through \$356,700 in reduced expenses that senior staff has already identified and an approximate cut of \$675,000 to One-Stop Operator Services for the contractor for next year. Additionally, options of \$232,100 have been proposed to the full Board as able to be funded when money becomes available throughout the year.

The Workforce Operations Committee has reviewed career center operations, determined that performance has been very good, and recommends that Kaiser Group, Inc. d/b/a Dynamic Workforce Solutions (DWS) continues to provide One-Stop Operator services for PY 2016-17.

As a result, the Workforce Operations Committee recommends exercising Option 4 to extend the period of performance of Contract BW13-002-001 through June 30, 2017 in the amount of \$2,701,400 for these services.

Please note: funding levels may change based upon notification of final funds awarded by the state or grant applications and the President has authority to act upon such funding level changes to allow for rapid response to program funding. All approved funding and other contract changes will be executed through contract modifications.

Action

Approve, modify or deny, the Workforce Operations Committee recommendation to exercise Option 4 of Contract BW13-002-001 extending the period of performance through June 30, 2017 in the amount of \$2,701,400.

CareerSource Brevard
Board of Directors Meeting
February 23, 2016

MINUTES

Members in Attendance: Daryl Bishop, Desmond Blackburn, Colleen Browne (via teleconference), William Chivers, Tereasa Compton, Susan Glasgow, Nancy Heller, Robert Jordan, Paula Just, Traci Klinkbeil, Travis Mack, Mike Menyhart, Wayne Olson, Amar Patel, Terry Schrupf, Venetta Valdengo, and Lynda Weatherman.

Members Absent: Michael Bean, Dale Coxwell, Carol Craig, Debra Greco, Dan Raymond, Patricia Stratton, and Ronald Taibl.

Staff Present: *Board Staff:* Marci Brilley, Jana Bauer, Denise Biondi, Judy Blanchard, Sandi Briles, Erica Lemp, Don Lusk, Carol Macrander, Richard Meagher, Lisa Rice, Lyn Sevin, Jim Watson, Jeff Witt, and Al Yorston, ,

Career Center Staff: Latisha Ali-Ramlogan and Jessica Mitchell.

Guests: Pam Jordan, Trina Biasini, Cathy Beam, Chris Brown, Robin King, Ann Luke, Vinnie Taranto, Mark Judge, Janice Scholtz, Jeff Schiff, Fran Heaston, Danielle Jones, Linda Brandt, Ryan Brandt, Wanda Vasquez, Catherine Mallozzi, Raul Ortega, Len Della Ricco, Chet Wisniewski, Jenna Bliehler, Jeannette Kraar, Jeffery Arnott, Pam Gillespie, Troy Post, Pam Gillespie

Call to Order: The CareerSource Brevard (CSB) Board Meeting was called to order at 8:11am by Mike Menyhart.

Public Comment: There was no public comment.

Presentations:

Staff Recognition

Erica Lemp was recognized for 5 years of service to CareerSource Brevard.

Videos

Staff shared the Talent Attraction Video which has been utilized by Northrup Grumman and is now available for release.

Action Items:

2016-2020 Local Workforce Services Plan

The State of Florida Department of Economic Opportunity and CareerSource Florida, Inc. have issued instructions which require all Regional Workforce Boards in Florida to submit a four year plan (2016-2020) by April 30, 2016. Staff reviewed the status of the planning requirements and the next steps. Due to the timing and requirements for public comment, approval by CSB, and approval by the Brevard County Board of County Commissioners, staff requested the Executive Committee be given the authority to approve the plan in lieu of the full Board of Directors. The Executive Committee will be given the full plan and an executive summary for review and approval on April 18, 2016. The plan will be sent to the County Commissioners for approval at their meeting on April 19, 2016 and CSB's Board will be informed of the approval and a link to the final plan will be provided. Motion to give the Executive Committee authorization to approve the 2016-2020 Local Plan made by Robert Jordan and seconded by Susie Glasgow. Motion passed unanimously.

Consent Action Items:

Board of Directors minutes of November 17, 2015

A motion to approve the November 17, 2015 Board of Directors meeting was made by Robert Jordan and seconded by Susie Glasgow. Motion passed unanimously.

Lisa Rice introduced Robin King from CareerSource Flagler/Volusia.

Information Items:

Information items presented included AIM Sector Strategy updates, Talent Asset Map, Performance Funding Model, State Employer Training Grants, Grow the Resources of the Board, Financial Reports and Committee meeting minutes. There was brief discussion on the AIM Sector Strategy and the financial reports.

There being no further business, the meeting was adjourned at 8:47am.

Submitted by,

Reviewed by,

(signature on file)
Lyn Sevin

4/25/2016
Date

(signature on file)
Mike Menyhart

4/25/2016
Date

CareerSource Brevard
Board of Directors Annual Retreat
February 23, 2016

MINUTES

Members in Attendance:

Committee Members in Attendance:

Members Absent:

Staff Present:

Guests: None

Call to Order: The CareerSource Brevard (CSB) Annual Board Retreat was called to order at 8:58am by Mike Menyhart.

Public Comment: There was no public comment.

Presentations:

WIOA Overview

Lisa Rice gave a presentation on The Workforce Innovation and Opportunity Act. By July 1 2016 the number of business seats will be reduced to 19. It will be mandatory for members and 51% business seats.

Discussion Groups:

Visioning of Services: (Carol – Facilitator / Lyn – Scribe)

Priority of Service is mostly meant for training funds that CSB provides for people to obtain industry relevant training. As a reminder, the order of priority of service is Veterans and spouses who are also recipients of public assistance, low income or have a basic skills deficiency; people in the priority group (meaning recipients of public assistance, low income or basic skills deficient; Veterans and spouses not in priority group; all others outside the priority group.

The focus on business needs may not completely align with the priority of service. However, tapping into the first group – VETERANS and SPOUSES who are also one of the other items we listed, would probably be one of the best connections for businesses. The following questions are designed to uncover areas of concern if CSB targets this first priority group for training funds/and or limits the funds to just this priority group.

What is the perception of hiring a Veteran or hiring a spouse of Veteran?

Comments:

- It's a double edged sword-sometime Vets have an unrealistic expectation
- They have great skills, especially technical skills
- Will hire all the vets possible
- They have great work ethic
- Program with hiring spouses is the fear of transfer
- PTSD
- Retired vets are highly organized and have risen quickly to supervisor positions at Voc Rehab
- Good/hard working/leadership skills
- Not positive in retail – difficulty acclimating to management style
- Scheduling due to Reserve training
- English skills for spouses is a barrier
- How do you identify a spouse?

- Fear of being forced to hire a Vet as opposed to hiring the perfect candidate
- We have Champions in community for vets, i.e. Carol Craig
- Disciplined/respectful/have character
- Cannot teach character but can teach skill
- Incentives not needed
- Very high (DOD contractor)
- Good attitude, complete the task no matter how long it takes
- They have a lot of training in HR/have life training/overall positive experience
- Security clearance
- Challenges: finance
- Love vets, reliable, team oriented, good soft skills, understand chain of command
- Negative: none after you have hired one
- PTSD
- Spouses may transfer/be skills deficient
- Better equipped/disciplined/issues with PTSD/ positive
- Entry level mgrs. From officer level
- Enlisted ranks have discipline/will show up/have soft skills
- Stability/transfers even after they retire
- Turnover – workforce in general is more mobile, not just military
- More education needed/not all vets have been in combat
- Must meet qualifications
- They are good workers who give 100%
- Challenges: education community on why there is a vet preference
- Recognize skills of vet
- Preference may give a negative perception
- Good work ethic
- No challenges
- Not just hiring because they are a vet – need skills plus they have all other vet skills.

What is the biggest barrier for Veterans and/or spouses to obtain employment at a local business?

Comments:

- Risk of transfer
- Lack of civilian experience
- HR not understanding what MOS (?) entails
- HR are happy to hire someone with military experience
- Vets need to civilianize their resumes
- Military project managers and not really civilian project managers
- Big difference between 4 years of military experience and 4 years of avionics school
- How do you find vets? - Carol: ask to speak to a Vet Rep or LVERS
- LVERS should meet with first sergeants at Patrick Air Force Base
- Would like a list of who is near retirement – hard to get this information but Lynda Weatherman has freedom of information details. LW and Terri Compton will talk off line
- Hired someone from the Wounded Warrior Project and they got transferred
- Reserves have high chance of transfer-but this is not happening so much now due to Reduction in Force
- Make sure vets needs are met. Find out what they are passionate about
- If you have served for 20 years it is hard to start over at a lower pay grade
- Need more federal/government jobs for vets
- Voc Rehab are having opposite experience because they have full retirement
- Scheduling concerns/transfers with spouses
- Insurance – VA access
- Do not ask prior to hiring “are you a vet”
- Treated as any other potential employee

- So no barriers – community is vet friendly
- Can you ask “are you a spouse of a vet”?
- Training dollars for injured vets
- Can CSB refer vets and spouses to businesses and let them know if they are eligible for special services
- Consider skills before vet status
- Where do you start to hire a vet – have had no exposure, LVRS need to visit businesses (Terry Schrupp said this)
- Not understanding skill sets
- Talk up soft skills, talk up vet skills
- State of CA has database for employers (like EFM) – that send notices of people available, i.e. number of vets, nurses, IT, to businesses (Travis Mack comment)
- Get LVER/BL to Travis Mack
- Vets don’t do all steps to reach vet preference at end of application – DCF comment
- Vet preference is included but have to be able to explain how skills fill job description
- Create automated system for saying skills available-applicant pool-alert
- A proactive approach versus reactive
- LVRS need to go into system and pull skills in system, put numbers out weekly
- Top candidates needed (like Hot Jobs) - Spotlight
- Skills/training for difficult lifestyle
- Are they employable if discharged anything other than honorable
- Boots to business – how many vets in that program?
- Ask partner programs what barriers they are facing
- Business education
- PTSD issues – counseling/management of health
- Age
- Spouse who is going to be transferred
- Need to educate that all population is mobile – not just military
- Translate military jobs to civilian jobs/skill sets/tailor resume
- Be better at interviewing/explaining skills
- Get civilian certifications
- Military exist plan
- DOD civilians are paid lower than military
- Homeless vets/need to be flexible/generational differences
- Proximity to PAFB makes area aware of military community – more opportunities for vets here
- Pathways internships
- Lifestyle/military to civilian challenges

What would be the impact for businesses of hiring more Veterans and/or spouses? What would encourage businesses to do this?

Comments:

- Positive due to previous experience
- Accept lower salary, i.e. government and non-profit
- Information
- Vets may be willing to volunteer
- Issue is having to hire a vet before looking at their skills
- Vets cannot articulate their skills
- Resume issues – i.e. identifying their skills in civilian language
- Help vets with interview skills
- Vet thinks only being a vet is important – have to be taught differently
- Vets and spouses don’t have special skills
- How do we support spouse skills
- Disciplined

- Any incentives/financial or tax/bid preferences/education on incentives/education on skills sets/competencies or training already completed needed
- Things change so quickly – businesses are looking for advantages
- Vets can mentor youth
- More entry level help programs – skills & transition assistance prior to exit
- Is there high population of vets unemployed – yes depending on age (18-24 and female are high)
- Encourage/Vet a Vet/Prove-It/they come with a CSB recommendation that they are “work ready”, i.e. 5 steps
- Education on CSB’s 5 steps program
- There is no upside to hiring a vet – what would it take to get this – a change in perception to positive, specify their training (identify it), translate it to civilian world
- Show their adaptability/flexibility
- OJT dollars/tax incentives/empower vets/stats on PTSD
- Tax breaks/veterans 100
- More education of tax incentives and other programs available
- Financial incentives
- Educating vets on what they can bring to an employee

What are your thoughts about limiting individual training funds to just Veterans and eligible spouses? (Please note this is not OJT or customized training)

Comments:

- Don’t do it, there is other funding available for vets.
- As an employer I would want to hire a person who is right for the business regardless of being a vet or not
- No, not a lot of vets need this much. They have a lot of benefits through VA already
- VA can handle that population
- No
- This is a CSB decision
- Military can already get assistance
- Should be needs based
- No – serve all populations
- Depends on the demand
- Follow Priority of Service
- Prioritize not limit
- OJT would give funds to train a vet
- No – how does that help everyone?

What are your thoughts about limiting OJT funding to Veterans and eligible spouses?

Comments:

- No – need to serve the whole community
- Share
- Give priority to vets but don’t limit to vents only
- Vets are work ready if not skills ready
- OJTs may be a vehicle to help vets get hired at small and medium sized businesses.
- Avionics technicians are ready but Vet with MOS(?) would benefit from OJT
- OJTs are beneficial to small businesses
- Small business don’t want to train someone for a year then they get transferred as they hire with the intent of keeping them more than 1-2 years. How can we stop this and make it worthwhile for employers.
- Should be open to all
- Why are we talking about limiting, we should be talking about prioritizing.
- No
- Have had 3 successes with OJT – one was a vet but OJT for all is best tool
- What is cost of unemployment versus training and employment dollars

- Follow Priority of Service
- No – serve entire population
- Priority not limitation
- Does it affect performance reporting?
- If you prioritize a single group you would probably have to change your name.

Technology Plan (Jeff – Facilitator / Richard – Scribe)

Another aspect of visioning services for CSB Career Centers is the technology use that must increase to provide services with less staff and less bricks and mortar locations. Last year, the board discussed this issue and came to the following conclusions from that discussion:

- Digital Literacy needs to be further defined and Brevard should be known as the most digitally literate county in FL.
- Need to have digital literacy training outside of Career Center services – BPS, EFSC, free training, library involvement, etc. should be focused on this.
- Look at virtual case management and more interactive social media to provide services

This year we would like to hear from you on the following with regards to technology:

To enhance service provision should CSB go to a Virtual Case Management system that would reduce the need for people to come to Career Centers for assistance? If so, what impact do you think such a system would have on businesses or job seekers? If not, why not?

Comments:

- Smaller footprint is acceptable with customized content
- Some prefer no personal interaction. Should be digitally engaged.
- Scale services to more virtual but some need personal service.
- Many customers don't have access to computers
- Transportation challenged customers/body language is important
- New generation more technically competent
- Evolve services, always some push back if options not available
- Personal attention and soft skills still required
- Virtual counseling may be an option as a hybrid solution (Afterhours?)
- Virtual case management is less personal
- Customers want to talk to someone
- Market defined by walk-ins and human contact
- Mentoring and counseling is still required/skills assessment
- Both options are required/integrate virtual
- Gradually raise technology confidence
- Technology should look like what employer has
- As unemployment goes down, customers less proficient
- Helps serve customers but makes them lazy
- Blended model – some need access to technology
- Many need hands-on one-to-one instruction
- Older workers resist technology
- Partial transition is good but need public setting
- Professional interaction is essential
- Based on comfort level/hybrid approach
- Virtual case management should be an option
- Perhaps as an after-hours approach for 24/7 access
- Easy to navigate/online mentoring/qualify for virtual use
- Center interaction is very important
- Apps are replacing websites
- Increase virtual presence but physical presence is needed
- Online option is needed for after hours

How would you define digital literacy?

Comments:

- Basic skills that lead to business specific skills
- Varies from survival skills to digital specialists
- Able to know basics ... work, Excel, Email, etc.
- Negotiate the internet
- A moving target as technology keeps growing
- Not one size fits all for virtual world
- Smartphone/Mobile device literate
- Pc literate/linkedin profile/fill out web applications
- Desktop spreadsheets and higher level tools
- Experience in job specific systems with specific training
- Depends on what employer needs
- Authentic to particular job
- Digital tools/basic skills proficiency/Microsoft
- Emailing and google search as minimum
- Must know business technology ethics
- Able to use youtube (as baseline) for proficiency
- How comfortable sitting in front of computer
- Google searches as minimum for literacy
- Putting words/thoughts in an email
- Basic IT terminology/basic skills assessment (levels)
- Basic computer skills/Linkedin
- Employer will teach job specific skills
- Newer generations more proficient

What would you like to see CSB's interactive social media provide to you?

Comments:

- Subject matter expertise by CSB
- Organic vs. community specific targeting
- Send message in a variety of ways for difference generations
- Customers should know how to manage social media
- Pages should be engaging
- CSB should be more engaged in Instagram
- Diverse success stories from various industries
- Information on available programs and services
- Develop an app instead of browser (drive content)
- Currently ton of content no one knows about
- Schedule content with more brand analysis (systematic)
- More education on our social media is needed
- Should have app rather than blasting emails
- Quick and informative social media

If technology allows us to reduce the number of brick and mortar buildings we use, what kind of impact do you see if there are only 2 centers? Only 1 center? What should be considered in going to this reduced center level?

Comments:

- Negative impact due to transportation issues
- Gradual transition from brick & motor (like banking)
- Study traffic trends of customers
- Perhaps move to smaller outposts/shared facilities
- Opportunity to partner with other organizations
- Because of county layout, can't have one central location
- Transportation limitations

- Smaller satellite offices with a central hub
- Partner at various access points
- Centers required for human interaction
- North/Central/South presence but smaller footprint
- Loss of staff jobs
- Like-minded work at various communities (targeting)
- County is too long/need presence in each area
- People choose based on proximity (like banks)
- Three different demographics (North/Central/South)
- Reduce staff instead of locations
- Doesn't send right message to have fewer than 3 locations
- Keep presence but reduced size with more technology
- Virtual services on Fridays because of closure

And as an open question – what services do you feel CSB should be providing to businesses? To career seekers?

Comments:

- Services on Friday and maybe on Saturday
- Losing on Sick and Vacation Time
- Earn the trust of businesses
- Teach customers to market themselves as employees
- Listen to business needs/specialized skills
- Partner with employers/customized training
- Train for the needs/community forums
- CSB has made great strides with service strategy
- Prove-It is great service for employers to pre-quality
- Five steps and start-up Quest are very positive

Regional Coordination (Marci – Facilitator / Sandi – Scribe)

WIOA puts a heavy emphasis on regional planning areas (which combine multiple local areas) as a means of establishing regional service strategies, finding efficiencies in service delivery and administrative functions, and coordinating regional economic development services. As you heard efforts are underway with both the workforce regionalism and economic development conversations at a regional level. Last year this topic was also discussed and here are the main points from that discussion:

- Share on resources that the 3 workforce Executive Directors think are most prudent, i.e. printing; HR, accounting, outreach efforts; grant writing; office supplies to buy in bulk
- Work on talent pipeline together for key industries that have been selected (manufacturing, healthcare, IT, transportation/logistics/construction)
- Look for a third party (like Central FL Partnership) to help gather the economic development collaboration that is needed. May also need EFI to play a role statewide with the WIOA regional economic development component.
- Connect the sector strategy work in each region so there is knowledge about skills needed with various businesses. This could also be a way to connect with larger businesses like Disney, Siemens, Harris to show that the 3 regions are able to combine their services to assist them.

This year we would like to hear from you on the following with regards to regional coordination:

What does successful regional collaboration among the workforce boards look like in 2 years?

Comments:

- Sharing best practices
- What is ROI for us to engage – don't just collaborate for the sake of it
- Outreach efforts made regional

- Uniformity of training
- Training providers work together
- Collaborate on EDC
- Pooling money to leverage case management or service delivery – put money in a pot for all to use/share
- Shared contingency plans for disaster and key personnel
- Helping get talent for different areas understand of what talent is available.
- Each region has a map, sector strategy implanted on regional level
- Partner across regions to share and collaborate training (i.e. specialized shared clinical sites)
- Outreach done regionally to attract talent by sector strategy.
- Spot trends in advance and allow us to evaluate how it may or may not affect us
- Problem identification and solving
- Education – sharing training vendors
- Combining marketing funds
- Board share each region represented on board “foreign exchange”.
- Peer review system – credentialing swap
- Share best practices
- Back office functions combines
- Virtual case management
- Talent attraction
- More local is better (Jeff Arnott)
- Power buying is okay
- Share facilities with WIB’s if we have to meet job seeker
- Shared training vendors
- Share funding on OJT’s
- OJT’s based on sector strength
- Need to realize we are always a salesman for the county
- Decide who/how boards get credit for hires (example: Siemens)
- Regular regional summaries/surveys
- Develop regional OJT process
- More connections travel-wise, need to erase ‘borders’
- Telecommuters OJT’s many of big companies going this way

What does successful coordination of regional economic development services look like in 2 years?

Comments:

- How would it help
- Need to have “all” work together local and regional.
- Could see emerging trends
- Help with long term plans
- Help economic growth
- Help expansion plans
- Help education needs
- Not enough development of existing businesses mostly targeted on bringing in businesses want to know what the capabilities of other similar businesses have. Possible to contract with them for needs.
- Difficult to bring regional EDC’s together
- How can we get them to collaborate
- Regional tax incentives/abatement
- Talent attraction – blended marketing
- EDC focus on what business are already here in region and what they have to offer
- Shared services and how should we share databases
- Can brand lead to structural change

- Simulation getting big – might consider as regional focus on common ground they would not compete on
- “sell” amenities of the region
- “This is how close to each other and this is what whole region has to offer”
- \$1M invested in Facebook Instagram (Linda Brandt)
- Boils down to personal interaction with clients

In what manner would you like to be involved with regional workforce or economic development services collaboration?

Comments:

- Central Florida School Board Association
- Schools all over the State of Florida
- Using certifications/for career paths
- Existing east central regional healthcare
- Existing statewide health care
- Invite was given to group to EDC’s CPT committee
- Collaborate on /volunteer
- Image campaign on manufacturing
- Yes interest in knowing what we’re doing with ED

How would you like to hear about the progress of regional workforce collaboration or economic development services coordination?

Comments:

- Yes, helpful
- This is something we’re working on, make sure ID if collaboration
- Tri-regional business services group being developed with/by Judi
- Would be nice if local EDC’s would participate
- Share information (our BL is part of Paula’s group)
- Would like to know at board meeting level
- Tap into website
- Email link to our website
- Board meetings
- Newsletter
- Website

Youth Services Expansion (Judy – Facilitator / Jana – Scribe)

As indicated earlier Adult Education and Literacy is now a core program partner with CSB under WIOA. As such, access for eligible individuals within the program, and shared performance indicators (entered employment, wages, and retention) will be a focus for the local plan. Co-location is encouraged and there will be infrastructure agreements set at the state level for such activities. Many of the requirements are administrative in nature – how will you refer people, how will you ensure access to services, etc. Last year, the Board looked at this discussion at a higher level and the main points from that discussion were:

- Grow the partnership by co-mingling/cross training staff, sharing resources and information
- Look at ways to take GED graduates immediately from school to work in work experience or OJT situations
- Offer industry certifications with the GED

The Adult Education program has changed and continues to change. They have focused on getting industry certifications paired with the GED so students are ready for work. The CSB partnership means that almost all of the GED students are in the NextGen program and therefore are the target customers for work experiences. Today we’d like you to discuss the Youth Services Expansion from a slightly different angle:

What does the Talent pipeline look like for the industry you work in?

Comments:

- Initiative and problem solving skills
- Communication skills
- Basic writing
- Aptitude (IT, Travis Mack)
- Identifying, interest
- Soft Skills, interaction, etc.
- Technology – customer service certificate is a huge plus. Must be computer literate (finance as well)
- Healthcare – interest, customer service is everything, employment goals
- Basics of professionalism
- Certifications carry value
- Customer service important to each industry
- Business are judged by our customer service
- Soft skills and realistic expectations
- Understanding the culture of working
- Most people can be trained up
- Finance – cash handling
- Google certs, ad words, google certified supplier (Marketing/Advertising)
- Security Clearance, financial stability. Electronics are learned
- Hire entry level and their responsible for growing to appropriate level, customer service (PAFB)
- Brevard County offers classes? Low cost? Continuing education menu
- Continuing Education, AutoCad, SolidWorks, Auto Desk
- Basic math (Manufacturing)
- Read blueprints
- Retention of skills learned in the classroom
- Ability to pass simple tests
- Daily behaviors and interactions with each other. Realistic work expectations
- Customer service
- Conflict resolution
- Team focus, training on reasonable expectations.
- Social interaction courses (especially with disabilities) design curriculum based on need
- What we are doing with AIM grant as far as asking what industry looks for is helpful
- Examining soft skills. Describe what we are training
- My industry is headed for a labor crisis - Construction
- We have 3 vocational certifications at BPS

If you could do one thing to improve the Talent pipeline for your industry what would it be?

Comments:

- Attitude, entitlement factor
- Story of connecting kids to understand what success looks like
- Understand reality of working your way up
- Technology – access to individuals to bring into their sector and match to job efforts. How can CSB match up to small business to funnel individuals?
- Career shadow
- Expose youth to many different industries
- Have face time
- Exposure to your industries
- Workforce we're trying to influence doesn't know what's out there (Electric, Utility Industries)
- Bring in specialists to talk to kids and parents
- Finding mentorships
- Communication Skills
- Communication skills, good writing, attitude, work ethic
- More people who have sales understanding and new business vision

- Be able to leave home at home
- Coping skills, attitude need to problem solve, conflict resolution
- All for mentoring
- Math skills
- Certificate of soft skill, work ethics, etc.
- Address lack of fundamental math and reading
- Should TABE or equivalent, test everyone. Workforce test everyone regardless of cost. Ready to work certificate.
- BTW, certificates carry a lot of value
- Students with family issues, how do we handle
- Homeless group .. one week survival training idea, need to make curriculum fun
- Math skills not necessary
- Use entrepreneur course to address soft skills
- Training needed for managers who employ youth
- Attention to detail
- Work Ethic
- Caring perspective
- Hire character, teach skill

Apprenticeships are changing and becoming more of a work and learn setting, where the employee is given hands on experience at work but is also going to school at least 3 hours a week on the employers time. If such a work and learn setting was to be successful in your company, what would it take?

Comments:

- Technology access to candidates
- People need to know how apprenticeship works
- Monthly email x amount of the students available for x y z apprenticeships
- Explain how this process works
- Healthcare – need to provide clarity between interns and apprenticeships
- Could train someone in 3-4 months
- 6 months to 2 years – duration suggestion
- Brevard machine apprentice, 4 year program but have to be employed before start
- Apprenticeship below work based training but not have to be on our payroll
- Employer has to have huge role in selection process if Health first needed to hire them
- Need to meet culture
- Professional organizations need more students as members, CSB partner with associations and build student aspect.
- Shorter apprenticeship
- Make schedule consistent.
- DOE drives curriculum
- Need clarity on apprenticeships, what's my benefit
- 3 year internship program
- Research other states to see what's working best
- Connect with Tallahassee to speed up process

With Adult Education there are many students who are over 24 and have English as a second language. What additional services should Adult Ed and CSB consider providing to these customers before presenting them as viable employees to employers?

Comments:

- Technology – identify job sectors where language barriers aren't relevant
- Look at traits and strengths that would prefer to take ESL students
- Determine if barrier is written, verbal or cognitive
- Encourage use of google app to help ESL communicate

- Official provider for English classes in region (i.e if hospitals need English classes, adult ed can send teacher to the location)
- FICAPS allows ESL students to earn industry certifications
- Adult education tests ESL students to determine their track
- Streamline adult education referral
- Adult Education committed to getting a teacher to CSBN to teach Rosetta Stone
- ELI program expanding into Central areas.

Disabilities and Business Needs (Denise – Facilitator / Jim – Scribe)

Last year the board discussed the CSB/Voc Rehab partnership and these are the main topics that came from that discussion:

- Jointly develop a marketing campaign to break barriers to hiring people with a disability. Show the employers what they can do. And educate employers on what Voc Rehab services can offer to businesses
- Ensure that VR is teaching technical skills to customers
- Look at asking Legislature for a tax credit for hiring a person with a disability similar to WOTC which is a tax credit for a business that hires a Welfare Transition customer.

This year we would like for you to focus on the following:

What services are you aware of that Voc Rehab provides to businesses when they are hiring a person with a disability?

Comments:

- People don't know about SVR.
- Spend the money on the participant when it needs to be on admin.
- VR breaks down the barriers such as transportation.
- Who tells them to go to connect to SVR.
- The connection to SVR is broken.
- More outreach is needed.
- What is SVR? SVR is an in and out process.
- Provides services someone with a disability.
- Show a need get a service.
- Need more marketing.
- Businesses need incentives.
- Business don't know why they should hire someone with a disability.
- When can they provide a services outside of the job?
- Where can a business get help with accommodations?
- Need WOTC.
- Who is the target market from the business perspective?
- Not focusing on this.
- Teaching business on how it helps their bottom line.
- SVR can provide an untapped resource.
- Dispel the myth of the cost of accommodations.
- Expect HR to know these things.
- Small business search this out with Google.
- Who are they? I don't know who they are or what they do?
- Fear of liability when working with VR?
- More education about this.
- Workshop on the benefits of hiring PWD.

What perceptions need to be broken about hiring a person with a disability?

Comments:

- Preconceived ideas of what a PWD is and what they can do.
- Employers believe that can't because...

- Employers not focus abilities, but even then that look at worse case.
- Employer said liability is an issue i.e. Back issues not disclosed, then they go down.
- Many with developmental disabilities can do the job and are very physical capable and loyal.
- SVR not commuting to the public.
- Concerns over legal issues.
- Accommodation is real.
- Are employers willing to accommodate? Are persons with disabilities more loyal? How to find the right person with a disabilities and match them to the right job
- Medium size businesses say it's too much effort.
- VR and CSB can help with educate them.
- Their mind is closed.
- Liability is the biggest concern.
- Cost is always a factor real and perceive.
- Assistive Technology is confusing.
- Define it for business they don't know what it is.
- Are there requirements for someone with a disability?
- What is a disability? What people have disabilities?
- Will they be off work more?
- What accommodations will be needed?
- Will they cost me money.
- What are the legal issues?
- Will they fit in my culture?
- Need a matrix to tell an employer what the requirements?
- Tech has made it easier for employers to accommodate PWD
- How can we generalize this?
- The scope is too broad to not consider many as disabilities.
- Worried that they can't do the work.
- Unrealistic expectations.
- Many can and many can't and too often we say everybody can and conversely everybody can't.
- When can they be successful?
- Hiring someone because they have a disability.
- Supported employment with coaches.

There are several initiatives going on in Brevard that are establishing businesses with the majority of the workers being those with a disability. (i.e. Promise of Brevard, BAC's Teriyaki Madness in Orlando) How should CSB/VR support or partner with these and other efforts?

Comments:

- Need certifications to be successful.
- How do we get them to those with a disability?
- How do limits like Tabe effect these efforts?
- More funding needed.
- Run out of money and there is a back log of candidates.
- Isn't the intent of one stop to serve all .. should VR be there also?
- Avoid duplication of services. Find out who does it best and support them.
- Possible to provide specialized funds from CSB.
- Support service contracts that provide a service instead of employees that complete a specific task.
- More marketing that highlights PWD's.
- Use third party vendors to find talent.
- Employers have too many concerns.
- How will it impact my organizations culture?
- Project Search is a best practice.
- The schools should be involved and CSB needs to work with them.

- Need to establish disability awareness group.
- Private consultation when hiring someone with a disability.
- Help them educate business on the offerings.
- Increase the partnership with other organizations.
- Need a collective effort, CSB should lead this effort.
- ICB is the Champion of this and CSB should provide direct support.

There being no further business, the meeting was adjourned at 11:30am.

Submitted by,

Reviewed by,

(signature on file)
Lyn Sevin

4/25/2016
Date

(signature on file)
Mike Menyhart

4/25/2016
Date

CareerSource Brevard
Board of Directors Meeting
March 22, 2016

MINUTES

Members in Attendance: Michael Bean, William Chivers, Susan Glasgow, Debra Greco, Nancy Heller, Robert Jordan, Paula Just, Traci Klinkbeil, Mike Menyhart, Linda Miedema, Dan Raymond, Terry Schrumphf, and Ronald Taibl.

Members Absent: Desmond Blackburn, Daryl Bishop, Colleen Browne, Tereasa Compton, Dale Coxwell, Carol Craig, Travis Mack, Wayne Olson, Amar Patel, Patricia Stratton, Venetta Valdengo, and Lynda Weatherman.

Staff Present: Denise Biondi, Lisa Rice and Lyn Sevin

Guests: None

Call to Order: The CareerSource Brevard (CSB) Board Meeting was called to order at 9:07am by Mike Menyhart.

Public Comment: There was no public comment.

Presentations: None

Action Items:

Titusville Facility PY 2016-2017

Staff had emailed a brief outlining a recommendation for relocation of the Titusville Career Center to members the night before. President confirmed it had been received by those on the phone and in the room. CSB Board Member Robert Jordan identified the need to abstain from discussion and voting prior to the meeting due to a conflict of interest. Staff reported that CSB's preliminary budget figures indicate a decrease of just over \$1million in federal funds for PY 2016-2017. To reach this new level staff is working on reducing infrastructure, travel, staffing and the contractor budget. One of the areas for savings is to reduce the footprint of the Titusville location. The North Brevard Economic Development Zone (NBEDZ) has a suitable space and can house 5 staff members. The cost is \$5,000 for the year. This will ensure that case management services are still provided in Titusville. If this facility is approved, the center would be an appointment only facility with the intent to move to a virtual case management and service delivery pilot in the Titusville area. As things progress, the President and General Manager of Dynamic Workforce Solutions will assess if other community space is needed for group orientations and advise the Board if any other operational changes are needed. Staff indicated there would be no space available for current partners and suggested they contact the NBEDZ to move into the same location.

Motion by Terry Schumpf to approve the President's recommendation to end the current lease in Titusville and move to the proposed facility space available through the NBEDZ. The motion was seconded by Paula Just and passed unanimously.

There being no further business, the meeting was adjourned at 9:15am.

Submitted by,

Reviewed by,

(signature on file)
Lyn Sevin

4/25/2016
Date

(signature on file)
Mike Menyhart

4/25/2016
Date

Consent Action Brief

Measure 1A: Selection of Key Industries - Program Year 2016 – 2017

Background

CareerSource Brevard (CSB) periodically reviews Key Industries (sometimes referred to as Key Industry Clusters) by researching and analyzing Labor Market Information (LMI) provided by various sources. The Business Workforce Committee (BWC), at their April 14, 2016 meeting, reviewed this information in order to garner a business perspective on the Key Industry selection and recommends approval by the CSB Board of Directors.

The selection of Key Industries allows for CSB to deploy limited resources and social capital in a manner to optimize prospects for success. Most of the identified industries represent those which offer the best promise for overall economic growth by attracting and retaining high skill, high wage and value-added jobs. Key industries can also represent those that require our focus due to major workforce issues (i.e. Space Shuttle retirement). As the new Workforce Innovation and Opportunity Act (WIOA) is implemented, these key industries will be important when implementing sector strategies, career pathways and other job-driven, industry focused initiatives. A quick look at the workforce situation in Brevard will set the stage for reviewing Key Industry information.


Brevard County's jobless rate decreased to 5.2% from 6.0% comparing December of 2015 to December of 2014 and is the 9th highest in the state (down from 8th in 2014) based on Metropolitan Statistical Areas (MSA). The MSA's for Punta Gorda and Port St. Lucie tie for 9th place along with Palm Bay-Melbourne-Titusville. Brevard unemployment ranks 26rd highest based on a 67 county by county comparison. This is the second year in a row Brevard ranks at 26. Brevard still has a slightly higher unemployment rate at 5.2% than the State of Florida rate of 4.8%. Labor force participation rate declines (those working or looking for work) in Florida and Brevard continues to be a concern as workers stop looking for employment. A debate has been raging in Florida and nationwide over how many of those labor force dropouts are aging baby boomers who have retired, how many are discouraged job seekers and how many will re-enter the labor market someday, making competition for jobs even more fierce. In Brevard we have seen a drop of 950 in the labor force from December 2014 to 2015.

The following tables contain the history and trends of employment growth by industry from 2009 through 2015 and the selected Key Industries over this time period. The following trends are noted:

Industry Trend Summary	
↑	Manufacturing, Trade Transportation & Utilities, Education & Health Services Financial Activities, Leisure and Hospitality, Professional and Business Services and Other industries are showing positive growth trends.
→	Financial Activities and Government are industries showing some leveling.
↓	Information. Construction are showing a downturn.

Employment by Industry Not Seasonally Adjusted / Over-the-Year Percent Change													
Industry		2009		2011		2013		2014		2015		2016	
		Florida %	Brevard %	Florida %	Brevard %	Florida %	Brevard %	Florida %	Brevard %	Florida %	Brevard %	Florida %	Brevard %
Construction	↓	-17.5	-11.4	-5.0	-4.8	-1.9	-1.3	8.3	10.5	1.5	3.0	6.8	-3.0
Manufacturing	↑	-11.1	-6.3	-2.2	-5.2	0.4	0.5	1.4	1.0	1.3	-1.0	2.8	2.0
Trade, Transportation & Utilities	↑	-5.4	-5.3	-0.5	-0.3	1.4	2.3	3.9	3.1	2.8	-0.3	2.4	3.3
Information	↓	-7.0	3.6	-3.4	-6.9	-3.3	-4.3	3.9	0.0	1.11	0.0	-1.4	-10.5
Financial Activities	→	-4.4	-11.0	-1.2	0.0	-0.8	1.4	2.5	2.6	2.5	0.0	2.5	1.3
Professional & Business Svcs	↑	-8.2	-3.2	1.0	-2.8	2.2	4.8	3.5	-2.0	4.3	0.0	4.3	3.0
Education & Health Svcs	↑	0.6	-0.7	1.9	3.2	1.4	2.1	1.5	1.8	2.4	2.1	3.8	5.3
Leisure & Hospitality	↑	-5.8	-10.6	3.5	2.4	3.1	4.1	2.4	-0.9	3.9	4.0	3.9	3.3
Other Services*	↑	-4.6	-1.2	-0.5	5.5	-1.2	0.0	1.6	2.5	3.5	8.0	3.3	3.7
Government	→	-1.1	-2.7	-0.2	-2.4	-0.8	0.0	-0.2	0.7	0.4	0.7	-0.5	-1.7

* The Other Services (except Public Administration) sector comprises establishments engaged in providing services not specifically provided for elsewhere in the classification system. Establishments in this sector are primarily engaged in activities, such as equipment and machinery repairing, promoting or administering religious activities, grant making, advocacy, and providing dry-cleaning and laundry services, personal care services, death care services, pet care services, photofinishing services, temporary parking services, and dating services.

Selected Key Industries for Brevard	2009	2011	2013	2014	2015	2016
	<ul style="list-style-type: none"> ① Healthcare, ② Aerospace, ③ Manufacturing & Commercial Construction 	<ul style="list-style-type: none"> ① Health Care ② Aerospace & Aviation ③ Manufacturing & Technology 	<ul style="list-style-type: none"> ① Aviation, Aerospace & Technology ② Manufacturing, & Logistics ③ Health Care, Professional & Business Services ④ Leisure & Hospitality 	<ul style="list-style-type: none"> ① Aviation, Aerospace & Emerging Technology ② Manufacturing, Logistics & Construction ③ Health Care, Professional & Business Services ④ Leisure & Hospitality 	<ul style="list-style-type: none"> ① Aviation & Information Technology ② Manufacturing Logistics, Transportation Distribution, Maritime & Construction ③ Health Care, Professional & Business Services ④ Leisure & Hospitality 	See Last Page for Info. 

Below are “Focus” areas that are emerging technologies in Brevard and can be good opportunities to “crosswalk” our dislocated workers:

- **Cyber-Security:** The word “cyber” is a reference to cyberspace and the virtual world that computers operate in. This actually relates more to information security as applied to computers and networks. The objective of computer security includes protection of information and property from theft, corruption, or natural disaster, while allowing the information and property to remain accessible and productive to its intended users. This is a field of special interest to government entities such as

Homeland Security, Department of the Treasury, and Department of Defense. Also of great interest to business as documented cases of cyber-espionage is on the rise. In addition CSB has recently been working with Eastern Florida State College in the Trade Adjustment Assistance Community College & Career Training (TAACCCT) grant involving cyber security.

- **Transportation & Logistics:** Refers to management of the flow of goods and services between the point of origin and the point of consumption in order to meet the requirements of customers. Logistics involves the integration of information, transportation, inventory, warehousing, material handling, and packaging, and security. Technology is helping to improve and optimize logistics by use of modeling and simulation. Based on several of the Port Canaveral planning documents (Master Plan 2007-2027, Development Plan 2012 & Economic Impact Study) the port provides for a direct employment benefit of 42,000 jobs in the State and 13,000 in Brevard County. With current expansion plans related to the cruise, cargo, land use, restaurant and retail, the job growth impact of the port is expected to increase in the future. The current expansion plans are estimated to create 5,000 to 6,000 jobs over the next 5 years.
- **Medical Device Manufacturing:** Taken as a whole, Florida has a large medical device sector and ranks 2nd in the U.S. for the number of FDA registered medical establishments. Brevard's proximity to the I-4 area associated with current industries and the availability of the aerospace workforce makes this a good focus area.
- **STEM Education:** This is the acronym for Science, Technology, Engineering and Mathematics and are considered the core underpinnings of our technological society. STEM education references efforts by public education institutions, and workforce systems, to improve outcomes and provide trained and educated workers to enhance the industries that need such talent. Based on the Brookings Institute study of the "Hidden STEM Economy" the Palm Bay-Melbourne MSA showed that 26.7% of workers are in STEM occupations. This places Palm Bay-Melbourne 7th out of the top twenty STEM Job areas in the United States.
- **Laser & Photonics:** This includes optical communications, imaging, data storage, detectors and lasers to provide a wide array of health, entertainment, defense and business applications used in everyday life.
- **Water Resources & Technology:** Is based on the growing concerns over water scarcity and the technologies developing around this concept.
- **Digital Media:** Is a form of electronic media where data is stored in digital form. This can include technical aspects of storage and transmission of information or to the "end product", such as creative digital arts, science, technology and business which allows for human expression, social interaction and education.
- **Entrepreneurial & Self-employment:** Small businesses are a vital part of our economy as they represent 99.7% of the nation's employer businesses, pay 44% of the U.S. private payroll and generated 64% of net new jobs over the past 15 years. Development of new small business is an important strategy in accelerating our economic recovery. CSB continues to see a strong interest in customers who would like to explore Entrepreneurial & Self-employment opportunities.


The analysis includes a review of economic development priorities as required by DEO. This guidance requires alignment with the Florida Targeted and Infrastructure industries as well as other local economic development priorities. We have included the priorities of Enterprise Florida as well as local priorities from Space Florida, Orlando Economic Development Commission and the Economic Development Commission of Florida's Space Coast. From the total of 29 priorities/industries listed, the Key Industries include

23 or 79% of those listed. This indicates that our key priorities are aligned with state and local priorities.

The attached chart also shows the development of our Sector Strategies.

Recommendation

Staff and the Business Workforce Committee recommend the following Key Industries and “Preferred Areas of Focus”.

2016-17 KEY INDUSTRIES											
Key Industry	Sector Strategy	Rationale	Preferred Areas of Focus in Key Industries								
Aviation, Aerospace & Information Technology	Pending Planes to Ports	<ul style="list-style-type: none">Aviation is a growing industry in Brevard.Industry focus for Space Florida & Economic Development Commission of Florida's Space Coast.Ongoing needs of the STEM industries.Local concerns over availability of information technology workers.	<table><tr><td>Cyber-Security</td></tr><tr><td>Transportation, Distribution & Logistics</td></tr><tr><td>Medical Device Manufacturing</td></tr><tr><td>Science, Information Technology, Engineering & Mathematics (STEM) Education Occupations</td></tr><tr><td>Laser & Photonics</td></tr><tr><td>Digital Media</td></tr><tr><td>Entrepreneurial & Self-Employment</td></tr><tr><td>Water Resources & Technology</td></tr></table>	Cyber-Security	Transportation, Distribution & Logistics	Medical Device Manufacturing	Science, Information Technology, Engineering & Mathematics (STEM) Education Occupations	Laser & Photonics	Digital Media	Entrepreneurial & Self-Employment	Water Resources & Technology
Cyber-Security											
Transportation, Distribution & Logistics											
Medical Device Manufacturing											
Science, Information Technology, Engineering & Mathematics (STEM) Education Occupations											
Laser & Photonics											
Digital Media											
Entrepreneurial & Self-Employment											
Water Resources & Technology											
Manufacturing, Logistics, Transportation Distribution, Maritime & Construction		<ul style="list-style-type: none">"Advanced Manufacturing & Technology" is the focus of a CSB Sector strategy.Emerging technologies need to be nurtured to assist in creating new jobsReflects positive trend in Trade, Transportation & Utilities industries.Expectation that construction activities will continue to increase.Local concern and statewide focus on advanced manufacturing.Port Canaveral development of container and shipping industry and expanded cruise service. (This would be conducted under the Planes to Port sector strategy).									
Health Care, Professional & Business Services	Under Review	<ul style="list-style-type: none">Local LMI shows strengthening in Education, Health Services, Professional, Business Services and Financial Activities.Demand area for occupational training by CSB customers and Business Customers.									
Leisure & Hospitality	Under Review	<ul style="list-style-type: none">Long term growth predicted through 2020.Identification of career ladders & wage projection within the industry.Tourism is a significant industry in Brevard County and based on local and State data, will continue to be a major jobs creation source.									

2016-17 Key Industries have a 79% alignment with required state and local industry and priorities.

Action

Review and approve Business Workforce Committee recommendation of the Key Industries & “Preferred Areas of Focus” for PY 2016-2017.

Consent Action Brief

Measure 1B: Regional Targeted Occupations List for 2016-2017

Background

CareerSource Brevard (CSB) is required to produce and publish the Regional Targeted Occupations List (RTOL) on an annual basis. The process by which the RTOL is developed is based on the approved "Addendum 2012-2016 Local Workforce Services Plan". This brief initiates the local activity required to create the 2016-2017 list. This includes the following:

REGIONAL TARGETED OCCUPATIONS LIST (RTOL) DEVELOPMENT PROCESS		
Step/ Time Line	Activity	Resources Used/Action Required
1 Early March <input checked="" type="checkbox"/>	Establish Draft Regional Targeted Occupations List	<ul style="list-style-type: none"> Review Statewide/Regional TOL Internal Review by Industry Relations, Program Managers and Staffing Specialists Utilize Labor Market Information (LMI) from multiple sources.
2 Mid- March <input checked="" type="checkbox"/>	Key Partner & Training Vendor Filtering	Solicit Feedback from <ul style="list-style-type: none"> Training Vendors Space Coast EDC School District
3 Late March <input checked="" type="checkbox"/>	Alignment with Economic Development Priorities	Determine how occupations fit with Region 13 Key Industry Analysis which include: <ul style="list-style-type: none"> Florida Targeted Industries Florida Infrastructure Industries Local Economic Development Priorities
4 April <input checked="" type="checkbox"/>	Business & Industry Filtering	Solicit Feedback from the following groups: <ul style="list-style-type: none"> Business Workforce Committee (input and approval) Eastern Florida State College Business Advisory Groups Review by for-profit college(s) Training Vendors provide CIP to SOC crosswalk information when available and pertinent.
5 April <input checked="" type="checkbox"/>	Customization	<ul style="list-style-type: none"> Utilize the DEO Supply Demand Report to customize occupations into training categories.
6 May/ June	Final Approval by the BWDB Board of Directors	<ul style="list-style-type: none"> Consent Action Item at the May BOD Meeting
7 June	Final Actions	<ul style="list-style-type: none"> Staff final review & technical corrections. Transmit RTOL to DEO Post final RTOL on website by June 30th.

☒ Denotes completed activities

Attached are the 2016-2017 occupations that were considered and those that will be added.

ADDITIONS

SOC	B/W Cod	Occupation
333021	2	Criminal Investigations & Special Agents
119039	2	Fitness & Wellness Coordinators
232011	2	Paralegals and Legal Assistants
119199	2	Loss Prevention Managers

REQUESTED BUT NOT ADDED

SOC	B/W Code	Occupation	Reason
194092	NA	Crime Scene Technologist	Forensic Science Tech. Already On
172111	NA	Industrial Hygiene	Occupational Health and Safety Specialists (Industrial Hygiene) Already On
395094	NA	Medical Esthetician (Skincare Specialists)	Commission Based
399031	NA	Fitness Trainers & Aerobics Instructors	Wages Low, Commission Based

B/W Code	CUSTOMIZATION KEY		
1	IMMEDIATE EMPLOYMENT (SUPPLY GAP: 0 & Below)	GROWING NOW	Individual Training Account (ITA) PERMITTED
2	PROJECTED TO RECOVER OR EMERGING OPPORTUNITIES (SUPPLY GAP: 1-113)	RECOVERY NEXT 2-3 YEARS OR EXPECTED TO GROW	ITA PERMITTED
3	LIMITED OPPORTUNITY (SUPPLY GAP: 114+)	STATIC OR SHRINKING	ITA is NOT Permitted unless designated as a career ladder occupation () when a path to self-sufficiency can be delineated in the participants Individual Employment Plan (IEP).

Action

Review and approve Business Workforce Committee recommendation of the Regional Targeted Occupations List (RTOL) for PY 2016-2017.

SOC	B/W Code ¹	Occupation ² 3 	Annual Percent Growth	Annual Openings	2014 Hourly Wage		Training Code ⁴
					\$ Entry	\$ Mean	
132011	2	Accountants and Auditors	1.67	63	21.45	32.06	5
113011	3	Administrative Services Managers	1.56	376	31.21	49.63	4
413011	2	Advertising Sales Agents	0.76	537	12.56	15.94	3
173021	3	Aerospace Engineering and Operations Technicians	N/R ⁵	28	N/R	N/R	4
172011	1	Aerospace Engineers	0.51	30	37.63	50.63	5
493011	2	Aircraft Mechanics and Service Technicians	0.47	11	19.63	29.71	3
512011	2	Aircraft Structure, Surfaces, Rigging, and Systems	N/R	N/R	14.29	21.90	3
532022	2	Airfield Operations Specialists	N/R	N/R	15.00	25.00	4
532011	2	Airline Pilots, Copilots, and Flight Engineers	2.48	15	25.98	43.43	4
291071	1	Anesthesiologist Assistants	N/R	N/R	24.62	41.67	5
173011	2	Architectural and Civil Drafters	1.00	176	13.51	17.26	3
119041	2	Architectural and Engineering Managers	0.44	13	46.71	74.06	5
493021	2	Automotive Body and Related Repairers	1.51	11	13.78	21.54	3
493023	2	Automotive Service Technicians and Mechanics	1.25	16	11.19	17.95	3
492091	2	Avionics Technicians	N/R	14	20.41	26.98	3
119041	2	Biofuels/Biodiesel Technology Product Dev. Mgrs.	1.4	10	20.41	14.04	4
194021	2	Biological Technicians	N/R	N/R	N/R	N/R	4
172031	2	Biomedical Engineers <i>(Includes Technician)</i> ⁶	N/R	N/R	N/R	N/R	4
433031	3	Bookkeeping, Accounting, and Auditing Clerks	1.31	68	11.64	16.04	4
472021	2	Brickmasons and Blockmasons	4.49	227	11.43	16.37	3
493031	2	Bus & Truck Mechanics and Diesel Engine Specialists	N/R	N/R	15.68	20.01	3
432031	2	Bus Driver, Transit & Intercity	N/R	N/R	14.32	19.01	3
131199	2	Business Operations Specialists, All Other	1.24	75	17.72	31.50	4
517011	2	Cabinetmakers and Bench Carpenter	N/R	N/R	N/R	N/R	3
535021	2	Captains, Mates, and Pilots of Water Vessels	N/R	N/R	30.75	37.38	3
292031	2	Cardiovascular Technologists and Technicians	2.70	255	12.75	22.50	3
435011	2	Cargo and Freight Agents	2.20	413	12.08	20.64	3
472031	2	Carpenters	2.32	238	11.78	18.04	3
472051	2	Cement Masons and Concrete Finishers	4.12	11	12.12	14.48	3
351011	2	Chefs and Head Cooks	N/R	N/R	20.42	25.75	3
194031	2	Chemical Technicians	N/R	N/R	14.67	19.19	4
111011	2	Chief Executives	0.65	11	42.43	80.81	5
399011	3	Childcare Workers 	N/R	N/R	10.67	11.28	3
172051	1	Civil Engineers	1.97	10	24.12	37.22	5
131031	2	Claims Adjusters, Examiners, and Investigators	0.75	696	18.81	27.99	3
272022	2	Coaches and Scouts <i>(Director of Athletics)</i>	N/R	N/R	18.01	21.05	4
532012	1	Commercial Pilots	1.07	10	30.61	51.21	3
131041	2	Compliance Officers, Exc. Safety, Agri, Constr & Tranp.	1.79	389	17.25	28.41	3
113021	2	Computer and Information Systems Manager <i>(Computer Cyber-Security Information Specialist)</i>	N/R	N/R	38.71	42.42	5
172061	1	Computer Hardware Engineers	0.03	10	32.98	45.91	5
151143	2	Computer Network Architects	1.67	17	20.25	31.08	3
151152	2	Computer Network Support Specialists	1.82	371	16.60	27.06	3
151199	3	Computer Occupations, All Other	N/R	N/R	22.05	34.89	3
151131	2	Computer Programmers	.96	34	30.04	43.20	3
151121	2	Computer Systems Analysts	1.88	29	26.94	39.67	4
151151	3	Computer User Support Specialists	0.29	34	20.96	26.09	3
492011	2	Computer, ATM, and Office Machine Repairers	N/R	N/R	12.32	14.75	3
514011	2	Computer-Controlled Machine Tool Operators Metal & Plastic	17.2	55	15.90	17.44	3

SOC	B/W Code ¹	Occupation ² 	Annual Percent Growth	Annual Openings	2014 Hourly Wage		Training Code ⁴
					\$ Entry	\$ Mean	
474011	2	Construction and Building Inspectors	2.28	343	17.71	25.92	3
119021	2	Construction Managers	1.64	18	25.92	38.18	4
273043	2	Copy Writers (Web Content)	N/R	N/R	N/R	N/R	5
333012	2	Correctional Officers and Jailers	.19	604	16.05	20.06	3
131051	1	Cost Estimators	4.46	16	16.34	24.77	3
537021	2	Crane and Tower Operators	0.39	12	21.23	39.63	3
151141	1	Database Administrators (Database Security Admin.)	2.93	10	22.65	36.31	4
319091	2	Dental Assistants	2.85	30	11.94	15.84	3
292021	2	Dental Hygienists	3.51	23	24.61	29.17	4
333021	2	Detectives and Criminal Investigators	N/R	N/R	20.42	24.65	3
292032	2	Diagnostic Medical Sonographers	4.07	270	21.51	28.80	3
292051	2	Dietetic Technicians	N/R	N/R	10.87	13.98	3
173019	2	Drafters, All Other	N/R	N/R	13.54	17.29	3
472081	2	Drywall and Ceiling Tile Installers	2.88	11	11.52	15.03	3
512022	2	Electrical and Electronic Equipment Assemblers	N/R	N/R	N/R	N/R	3
492094	2	Electrical and Electronic Repairers, <i>(Commercial & Industrial Equip)</i>	N/R	21	17.25	24.19	3
173023	2	Electrical and Electronics Engineering Technicians	N/R	N/R	18.57	23.69	4
172071	1	Electrical Engineers	0.46	36	34.56	45.23	5
499051	2	Electrical Power-Line Installers and Repairers	N/R	N/R	17.35	27.20	3
472111	2	Electricians	2.09	44	12.87	20.57	3
512023	2	Electromechanical Equipment Assemblers	0.69	15	18.25	27.89	3
492097	2	Electronic Home Entertainment Equipment Installers and Repairers	1.90	152	11.04	16.24	3
252021	2	Elementary School Teachers, Except Special Education	2.38	100	21.13	26.06	5
119161	2	Emergency Management Directors	N/R	N/R	32.12	47.00	4
292041	2	Emergency Medical Technicians and Paramedics	2.30	11	12.53	15.88	4
172199	2	Engineers, All Other <i>(Mechatronics)</i>	N/R	N/R	38.91	55.29	5
192041	2	Environmental Scientists & Specialists, Including Health	2.40	11	18.63	28.79	5
436011	3	Executive Secretaries and Administrative Asst.	1.25	33	15.79	20.99	3
512091	2	Fiberglass Laminators and Fabricators <i>(Composites)</i>	N/R	N/R	12.50	14.84	3
332011	2	Fire Fighters	1.24	33	13.99	19.46	3
431011	2	First-Line Superv. of Office and Admin. Support Workers	N/R	N/R	13.51	20.42	4
471011	2	First-Line Supervisors of Constr. Trades and Extraction Workers	N/R	N/R	18.75	24.31	4
351012	1	First-Line Supervisors of Food Preparation & Serving Wkrs.	N/R	N/R	10.40	13.84	3
491011	2	First-Line Supervisors of Mechanics, Installers, and Repairers	1.46	27	22.38	30.94	3
411012	1	First-Line Supervisors of Non-Retail Sales Wkrs.	0.71	21	18.75	36.31	3
391021	2	First-Line Supervisors of Personal Service Workers	1.12	13	12.71	19.88	3
511011	2	First-Line Supervisors of Production and Operating Workers	0.10	12	18.91	29.45	3
411011	1	First-Line Supervisors of Retail Sales Workers	1.14	111	13.13	20.23	3
531031	1	First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators	N/R	N/R	18.60	25.71	3

SOC	B/W Code ¹	Occupation ^{2 3}	Annual Percent Growth	Annual Openings	2014 Hourly Wage		Training Code ⁴
					\$ Entry	\$ Mean	
371012	2	First-Line Supv. of Landscaping, Lawn Service, and Groundskeeping	1.74	567	13.08	19.75	3
119039	1	Fitness and Wellness Coordinators	2.63	97	30.43	37.64	5
119051	2	Food Service Managers	0.99	18	17.63	25.43	4
194092	2	Forensic Science Technicians	N/R	N/R	N/R	N/R	4
170329	2	Fuel Cell Technicians	N/R	N/R	18.56	29.97	3
119061	1	Funeral Service Managers	N/R	N/R	23.75	29.19	4
111021	2	General and Operations Managers	0.44	36	30.26	56.95	4
472121	2	Glaziers	5.36	293	11.59	16.71	3
271024	2	Graphic Designers	0.91	13	14.01	21.50	4
292099	2	Health Technologists and Technicians, All Other	2.11	215	13.48	21.13	3
319099	3	Healthcare Support Workers, All Other	N/R	N/R	N/R	N/R	3
499021	2	Heating, Air Cond. & Refrigeration Mechanics and Installers	3.38	27	15.14	19.96	3
533032	2	Heavy and Tractor-Trailer Truck Drivers	1.59	35	11.63	17.87	3
519198	2	Helpers--Production Workers (<i>Forklift Operator and Dock Worker</i>)	N/R	N/R	N/R	N/R	3
537041	2	Hoist and Winch Operators	N/R	N/R	N/R	N/R	3
131071	2	Human Resources Specialist	1.92	22	15.82	26.46	4
172112	1	Industrial Engineers (<i>Human Factors & Ergonomics</i>)	0.66	26	26.37	42.42	5
499041	2	Industrial Machinery Mechanics (<i>Crane Maintenance Technician</i>)	2.91	15	14.19	21.09	5
151122	1	Information Security Analysts (<i>Cyber-security Specialist</i>)	2.51	151	23.72	37.95	3
519061	2	Inspectors, Testers, Sorters, Samplers & Weighers XX	N/R	N/R	12.48	19.05	3
259031	2	Instructional Designers and Technologists	N/R	N/R	19.22	28.14	5
271025	2	Interior Designers	1.88	215	11.73	22.30	3
273091	2	Interpreters and Translators	3.76	162	11.22	19.97	4
436012	2	Legal Secretaries	1.41	456	12.74	18.77	3
292061	2	Licensed Practical and Licensed Vocational Nurse	2.45	62	18.03	20.98	3
132072	1	Loan Officers	2.37	42	18.08	28.98	4
119081	2	Lodging Managers	N/R	N/R	16.96	18.98	4
131081	2	Logisticians	2.76	17	22.26	34.92	5
119199	3	Loss Prevention Manager	5.3	156	41.36	55.33	4
514041	2	Machinists	1.26	10	13.26	20.73	3
292035	1	Magnetic Resonance Imaging Technologists	2.53	152	23.61	29.64	3
372012	3	Maids & Houskeeping Cleaners (<i>Environmental Services Aide</i>)	8.0	1,636	10.87	13.36	N/R
499071	3	Maintenance and Repair Workers, General	1.14	70	10.87	16.07	3
131111	2	Management Analysts	1.92	49	29.61	44.98	5
173029	2	Manufacturing Production Technicians	N/R	N/R	24.02	33.16	4
172121	1	Marine Engineers & Naval Architects	N/R	N/R	15.85	25.88	5
131161	2	Market Research Analysts and Marketing Specialists	3.87	17	15.85	28.90	5
537199	2	Material Moving Workers, All Other	8.5	2150	10.89	13.36	3
173027	2	Mechanical Engineering Technicians	N/R	N/R	21.13	31.17	4
172141	1	Mechanical Engineers	0.27	27	26.95	41.01	5
292012	2	Medical and Clinical Laboratory Technician	N/R	N/R	11.40	15.75	4
119111	2	Medical and Health Services Managers	2.27	13	31.30	51.12	5
319092	2	Medical Assistants	N/R	N/R	10.87	13.36	3
499062	2	Medical Equipment Repairers	3.03	180	13.19	20.17	3
292071	2	Medical Records and Health Information Technicians	2.13	444	11.68	17.33	4

SOC	B/W Code ¹	Occupation ² 3 	Annual Percent Growth	Annual Openings	2014 Hourly Wage		Training Code ⁴
					\$ Entry	\$ Mean	
436013	3	Medical Secretaries	3.54	887	11.63	14.55	3
131121	2	Meeting & Convention Planners	3.26	217	14.78	23.72	4
252022	2	Middle School Teachers, Exc. Special & Voc. Educ.	2.40	30	20.49	25.60	5
493042	2	Mobile Heavy Equipment Mechanics, Except Eng.	2.06	12	15.92	21.81	3
514061	2	Model Makers, Metal and Plastic (Composites) ⁵	N/R	N/R	10.87	13.79	3
514072	1	Molding, Coremaking and Casting Machine Setters, Operators. Tenders, Metals and Plastic (Composites) ⁵	N/R	N/R	10.87	13.79	3
493051	2	Motorboat Mechanics and Service Technicians	N/R	N/R	12.42	17.45	3
151142	2	Network and Computer Systems Architects and Administrators	2.12	14	23.21	36.45	4
311014	3	Nursing Assistant 	N/R	N/R	10.87	11.36	3
299011	2	Occupational Health and Safety Specialists (Industrial Hygiene)	N/R	N/R	21.23	31.25	4
312011	2	Occupational Therapy Assistants	N/R	N/R	17.79	26.05	4
472073	2	Operating Engineers & Other Construction Equipment Oper.	2.38	12	13.61	19.23	3
292081	2	Opticians, Dispensing	1.75	158	12.24	18.08	4
472141	2	Painters, Construction and Maintenance	N/R	N/R	10.83	15.98	3
519122	2	Painters, Transportation Equipment	N/R	N/R	15.68	17.56	3
232011	1	Paralegals and Legal Assistants	2.41	11	15.13	18.71	3
292052	2	Pharmacy Technicians	N/R	N/R	10.75	13.61	3
319097	2	Phlebotomist	N/R	N/R	11.61	13.54	3
173029	2	Photonics Technicians	N/R	N/R	14.95	24.65	3
312021	1	Physical Therapist Assistants	3.65	242	21.40	28.00	4
472151	2	Pipelayers	2.75	282	11.89	16.68	3
472152	2	Plumbers, Pipefitters, and Steamfitters	2.32	27	15.28	21.76	3
333051	2	Police and Sheriff's Patrol Officers	1.07	44	17.78	21.52	3
435031	2	Police, Fire, and Ambulance Dispatchers	N/R	N/R	13.57	16.62	3
252011	3	Preschool Teachers, Except Special Education 	N/R	N/R	8.47	10.79	4
435061	2	Production, Planning, and Expediting Clerks	N/R	N/R	N/R	N/R	2
119141	2	Property, Real Estate, and Community Assoc.Managers	0.34	14	14.23	23.07	3
131023	2	Purchasing Agents, Except Wholesale, Retail, Farm	0.95	502	17.57	27.29	4
113051	2	Quality Control Systems Managers (Industrial Production Mgr.)	N/R	N/R	39.15	47.92	4
292034	2	Radiologic Technologists	2.84	20	19.68	24.45	4
251193	2	Recreation and Fitness Studies Teachers. Post Secondary	N/R	N/R	22.78	31.36	5
291141	2	Registered Nurses	2.77	217	23.05	28.92	4
291126	2	Respiratory Therapists	2.51	331	20.99	26.34	4
472181	2	Roofers	1.21	17	14.43	18.08	3
535011	2	Sailors and Marine Oilers	N/R	N/R	10.46	12.53	3
112022	3	Sales Managers	1.08	12	35.78	65.56	5
414012	1	Sales Rep., Wholesale and Mfg, Non-tech.	1.03	62	14.32	26.74	3
414011	1	Sales Rep., Wholesale and Mfg, Technical & Scientific	0.66	29	22.92	39.06	3
151199	2	Search Marketing Strategists (Social Media Marketing)	N/R	N/R	23.93	33.93	3
252031	2	Secondary School Teachers, Exc. Special and Voc. Ed.	1.38	44	N/R	N/R	5
492098	2	Security and Fire Alarm Systems Installers	3.25	354	16.48	18.76	3

SOC	B/W Code ¹	Occupation ^{2 3}	Annual Percent Growth	Annual Openings	2014 Hourly Wage		Training Code ⁴
					\$ Entry	\$ Mean	
339032	3	Security Guard	1.42	2731	\$8.87	12.63	3
472211	2	Sheet Metal Workers	2.34	281	12.06	17.45	3
435071	2	Shipping, Receiving and Traffic Clerks	N/R	N/R	10.87	12.93	3
211093	2	Social and Human Service Assistants	1.22	400	12.00	14.44	3
151132	1	Software Developers, Applications	0.81	27	31.51	44.61	4
151133	1	Software Developers, Systems Software	1.42	29	37.59	53.14	5
472231	2	Solar Photovoltaic Installers	N/R	N/R	N/R	N/R	3
474099	2	Solar Thermal Installers & Technician	N/R	N/R	N/R	N/R	3
292055	2	Surgical Technologists	1.79	229	15.40	18.98	3
173031	2	Surveying and Mapping Technicians	1.85	191	12.08	18.90	3
537121	2	Tank Car, Truck, and Ship Loaders	N/R	N/R	N/R	N/R	3
259041	2	Teacher Assistants	N/R	N/R	10.87	11.22	3
512092	2	Team Assemblers	N/R	N/R	N/R	N/R	3
273042	2	Technical Writers	N/R	N/R	10.87	13.36	5
492022	2	Telecommunications Equip. Installers & Repairers	0.63	399	16.21	23.96	3
472044	2	Tile and Marble Setters	3.59	16	11.67	15.08	3
514111	2	Tool and Die Makers	N/R	N/R	15.79	23.81	3
131151	2	Training and Development Specialists	2.24	10	18.48	28.42	5
536061	2	Transportation Inspectors (Aviation)	N/R	N/R	N/R	N/R	3
113071	2	Transportation Managers	N/R	N/R	30.14	48.33	4
339093	2	Transportation Security Screeners	2.13	36	15.41	17.96	3
113071	2	Transportation, Storage and Distribution Managers	19.6	51	30.14	48.33	4
113071	2	Transportation, Storage, and Distribution Managers	2.76	10	22.26	34.65	4
292056	2	Veterinary Technologists and Technicians	N/R	N/R	11.75	14.72	4
251194	1	Vocational Education Teachers, Postsecondary	2.92	12	17.26	20.39	4
518031	2	Water and Wastewater Treat. Plant and Sys. Oper.	N/R	N/R	15.90	20.06	3
474099	2	Weatherization Installers and Technicians	2.9	10	10.87	12.62	3
151134	1	Web Developers	1.73	255	18.66	29.60	3
514121	2	Welders, Cutters, Solderers, and Braziers	1.23	19	12.80	18.27	3
517042	2	Woodworking Machine Setters, Operators, and Tenders	039	N/R	N/R	N/R	3

Issued 07/1/2016

B/W Code	CUSTOMIZATION KEY		
1	IMMEDIATE EMPLOYMENT (SUPPLY GAP: 0 & Below)	GROWING NOW	Individual Training Account (ITA) PERMITTED
2	PROJECTED TO RECOVER OR EMERGING OPPORTUNITIES (SUPPLY GAP: 1-131)	RECOVERY NEXT 2-3 YEARS OR EXPECTED TO GROW	ITA PERMITTED
3	LIMITED OPPORTUNITY (SUPPLY GAP: 132+)	STATIC OR SHRINKING	ITA is NOT Permitted unless designated as a career ladder occupation () when a path to self-sufficiency can be delineated in the participants Individual Employment Plan (IEP).

¹ B/W Code is provided for those who do not have access to color prints of this document. Each B/W Code corresponds to the customization key below and in the header of this document.

² **BOLDED** Occupations denote High Skill High Wage (HSHW) designation by the Florida Department of Economic Opportunity.

³ () This symbol denotes career ladder occupation for which Individual Training Accounts (ITA) are allowed when a career path to self-sufficiency can be delineated in the participants Individual Employment Plan (IEP).

⁴ Training Codes: 3 (Post-Secondary Adult Vocational Certificate), 4 (Community College Credit/Degree), or 5 (Bachelor's Degree)

⁵ N/R Denotes that Labor Market Information was not available for this occupation.

⁶ (Italics) Denotes supplemental information requested by industry or business.

Action Brief

Individual Training Account Vendor Procurement

Background

The Workforce Innovation Opportunity Act (WIOA) requires interested training providers to participate in an evaluative procurement process to be placed on the CareerSource Brevard (CSB) list of training vendors (ITA Vendors List). Training is provided through an Individual Training Account (ITA). This process allows for WIOA required customer choice for training vendors. This action brief is provided to inform Board members on new programs that have been included on the ETPL. For the PY 2015-2016 3rd Quarter, one vendor submitted 1 program. Staff evaluated all of the information submitted and the following will be added to the Region 13 ETPL:

Training Vendor	Orlando Medical Institute (OMI)
Training Program	Associates Degree in Nursing
Customized TOL Occupation	Registered Nurse
Wage Tier/Entry Level Wage	High / \$15.00 +
Program Costs	\$ 19,840
Program Description: This program prepares students to practice the profession of nursing, which requires specialized knowledge, good judgment and nursing skills based upon applied principles of biological, physical, psychological and social sciences. The profession of nursing requires assessment, diagnosis, planning and intervention of care as well as health education and counseling of individuals who may be sick or injured. OMI also has a transitional program for Registered State of Florida LPN's and Paramedics to obtain their Nursing AA which suspends one term of study and a decrease in tuition to \$15,095. Currently there is no waiting list for this program.	

THRESHOLDS FOR ALLOWABLE ITA INVESTMENT		
<u>Tier</u>	<u>Average Entry Wage</u>	<u>Maximum Investment</u>
Entry	\$9.99 or Less	\$3,000
Bridge	\$10.00 - \$14.99	\$5,500
High	\$15.00 and Up	\$7,500

Action

Approve the Business Workforce Committee recommendation to add Orlando Medical Institute to the Eligible Training Providers List.

REVIEW SHEET FOR PROPOSED TRAINING PROGRAMS

VENDOR: Orlando Medical Institute (OMI) PROGRAM: Associates Degree in Nursing

PROGRAM TYPE AA POTENTIAL JOB: Registered Nurse (RN) TOL ENTRY WAGE: \$ \$23.05

Brief Program Description:

This program prepares students to practice the profession of nursing, which requires specialized knowledge, good judgment and nursing skills based upon applied principles of biological, physical, psychological and social sciences. The profession of nursing requires assessment, diagnosis, planning and intervention of care as well as health education and counseling of individuals who may be sick or injured. OMI also has a transitional program for Registered State of Florida LPN's and Paramedics to obtain their Nursing AA which suspends one term of study and a decrease in tuition to \$15,095. Currently there is no waiting list for this program.

Evaluation Criteria	Comments	Sources	Meets
1. Training for Targeted Occupations			
Training in Demand for Local/Regional Market <ul style="list-style-type: none"> 10 Open Job Orders/ Employer Documented Support (EDS) Training for Occupations projected to recover (Example of No is: Negative projected growth, no job openings or no Employer Documented Support) 	FL LMI data shows 2.77% increase and 217 Annual Openings Listed as 'Hot Job' in R.13	Labor Market Information	Yes
2. Quality of Training Facility			
Adequacy of Training Facility/Current Technology & Equipment <ul style="list-style-type: none"> Facilities are conducive to a good learning environment Up to Date audio/visual equipment Meets ADA requirements Instructor qualifications verified 	Site Visit Completed March 24, 2016	Site Visit Required for New Vendors Only	Yes
3. Online Program Offerings			
Industry typically requires Hands-On training, Clinical or Internship Component? If so, is this provided as part of the Program Curriculum and part of the cost?	Not an Online Program		N/A
Is online training from a Third Party Vendor? If yes, what institution is listed on the certificate or diploma?	Not an Online Program		NA
4. Quality of Program Offering			
<ul style="list-style-type: none"> Percentage of Students Who Complete Program Upon completion of Program, Percentage of Students Who Obtain Jobs in Field of Study 	83.3% of Students Complete Program 100% Obtain Jobs in Field of Study	Application	Yes
All letters must be dated within the past 12 months <ul style="list-style-type: none"> 1 letter from a local area employer specifically stating that they have hired one of the graduates for the proposed occupation and that the graduate's skills/training met their industry standards and were an integral part of obtaining employment OR 2 letters from local businesses stating that they would employ a graduate with the certificate/diploma proposed 	<ul style="list-style-type: none"> Letter from Cornerstone Hospice and Palliative Care stating that Cornerstone is a clinical site and they have hired several graduates from OMI. 	Application	Yes
Is there a nationally recognized industry certification test offered for this program?	Yes, NCLEX	Application	Yes
5. Cost of Training			
Scholarships/Waivers Available <ul style="list-style-type: none"> Special discounted pricing for CareerSource Brevard enrollees and/or Vendor has defined waivers and scholarships. 	No	Application	No
If applicable, is a nationally recognized industry certification test included in tuition rates?	No	Application	No
6. Cost Analysis			
Is Cost reasonable based on a high level staff analysis? i.e. Program Length, Cost Comparison of other similar programs, Entry Wage, Nationally Recognized Certificate, etc.	86 Weeks; 72 Credit Hours, \$19,840 2 Years, 72 Credit Hours, \$10,836 (EFSC) 96 Weeks, 72 Credit Hours, \$47,874 (Keiser)	Application and Current ITA Vendor Database	Yes

Date: 3/24/16

OVERALL RECOMMENDATION
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Approve

Consent Action Brief

Guidelines on Formula Funding Usage

Background

Training and Supportive Services Funds guidance are reviewed every year with the purpose of focusing on programs that are the most effective for businesses and the job seeker while considering the economic situation and funding availability for the program year being reviewed.

Program year 2015-2016 guidelines were set as follows:

- 70% Employer Based Training (i.e. OJTs, Work Experience, Employed Worker, Upgrade OJTs)
- 30% Individual Training Accounts

Recommendation

The Workforce Operations Committee recommends continuation of the 2015-2016 guidelines for 2016-2017.

On-the-Job Training (OJT) makes it easier for a business to hire someone that might not have the exact skills needed but can be trained. An OJT also requires the business to make a commitment to hire that individual at the completion of the training. This program supports business expansion while at the same time allows an unemployed person to receive training and a job or allows for an employed worker to get additional training to move up the career ladder.

Additionally, as the unemployment rate drops Employed Worker Training, Customized Training and Upgrade OJT's become more valuable to businesses to improve their productivity. The focus on these tools will also provide more entry level vacancies that CSB can help fill.

With the new Workforce Innovation and Opportunity Act (WIOA) there are some significant changes to the youth funding requirements. Workforce Boards will be responsible for allocating 20% of Youth funds to work experiences or OJT contracts. Currently approximately 80% of the funds are used to pay for staff. So basically, all of our youth training funds (the remaining 20%) will be used for work experience/OJT contracts.

Action

Review and approve, or modify, the guidance on training funds investment mix.



May 17, 2016

Information Brief

Meeting Schedule Program Year 2016-2017

Background The following information is provided to all board members, staff, contractors, stakeholders and interested parties. Updated meeting information is available at www.careersourcebrevard.com

Meetings Scheduled **Full Board** - Meetings will be held in the CareerSource Brevard (CSB) Boardroom and are scheduled each quarter on the third Tuesday starting at 8:00am. Dates are

August 16, 2016

November 15, 2016

February 14, 2017 [Annual Meeting and Retreat]

May 16, 2017

The meeting of the Board of Directors will focus on the broad policy issues that support efforts to increase the labor pool participation, increase the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of Brevard.

Executive Committee - Meetings will be held in the CSB Boardroom and are scheduled quarterly on the first Tuesday at 4:00pm. Dates are

August 2, 2016

November 1, 2016

February 7, 2017

May 2, 2017

Comprised of the chair, past chair, officers and all committee chairs. The executive committee will serve as the Board's nominating committee, board recruitment, retention and development, be assigned to strategic stakeholders, and serve as the voice of workforce investments through public speaking and appearances. This committee also oversees the budget, the monitoring and audit reports of CSB activities, property and insurance requirements. This committee will also provide the President review and conduct board self review.

Community Involvement Committee - Meetings will be held in the CSB Boardroom and scheduled quarterly for the fourth Wednesday at 4:00pm. Dates are

July 27, 2016

October 26, 2016

January 25, 2017

April 26, 2017

This committee will address Corporate Goal 1 - *Convene the community and conduct community awareness campaigns regarding workforce issues*. To this end they will:

- Conduct community awareness campaigns (marketing) regarding workforce issues, (i.e. the connection between skills, jobs and other environmental factors) and services
- Convene multi-region planning initiatives with other workforce boards
- Provide educational material to multiple partners (i.e. EDC, County, municipalities, Chambers) that will increase community understanding of: industry specific issues, E3 concept and workforce services
- Through awareness campaign and educational materials, increase awareness that improved skills lead to a better job and increase overall participation in the Brevard County Labor Force.

Business Workforce Committee – Meetings will be held at the CSB Boardroom and are scheduled quarterly on first Thursday at 8:30am. Dates are

July 14, 2016

October 6, 2016

January 12, 2017

April 6, 2017

This committee will focus its work on Corporate Goal 2 – *Strengthen key business clusters by working with them to identify and solve workforce issues they face*. To this end they will:

- Understand industry data from Business Services Unit and other sources to use in strategic planning purposes, including identifying industry trends, needs and potential solutions
- Participate with other organizations in conducting industry roundtable discussions for strategic planning purposes (i.e. planning, analysis, action strategies and pilot programs relevant to that industry)
- Increase awareness of and use of CSB Career Center business services
- Develop and implement as necessary, cluster-based initiatives to relieve worker shortages in key industries

Additionally, the committee will identify occupations for the Targeted Occupations List and select eligible training providers.

E3 Committee – Meetings will be held in the CSB Boardroom and are scheduled quarterly on the second Thursday at 8:30am on the following dates:

September 15, 2016

December 8, 2016

March 9, 2017

June 8, 2017

This committee will focus on Corporate Goal 3 - *Enhance the E3 concept (Employment, Education and Economic Development) for the emerging and transitional workforce.* To this end they will:

- Work with education and business to create quality programs for students choosing to enter the workplace or technical school upon high school graduation
- Educate parents on careers other than 4-year degrees
- Create business partnerships to sustain workforce initiatives
- Partner with stakeholders in K-14 to increase awareness of careers and career paths of the emerging workforce
- Strengthen the economic development factor in the E3 concept
- Partner with business, economic development organizations and young professionals groups to attract and retain more young professionals to Brevard

Workforce Operations Committee – Meetings will be held at the CSB Boardroom and are scheduled quarterly on the second Wednesday at 8:30am. Dates are

August 10, 2016

November 9, 2016

February 8, 2017

May 10, 2017

This committee will work on Corporate Goal 4 – *Ensure CSB Centers sustain the successful operations for employers and job seekers.* To this end it will:

- Identify skill gaps for incumbent workers and job seekers and facilitate education and training solutions to fill gaps
- Facilitate the entry of older workers, transitioning military personnel and their families, workers with disabilities and other target populations into the workforce
- Maintain high quality staff, services, easy access and performance standards
- Provide overall support for the attainment of Goal 2 strategies and actions
- Increase awareness of BJL services to businesses

Additionally, this committee will identify chartering requirements for Brevard Job Link operations; review performance outcomes and customer satisfaction; and recommend actions for continuous improvement.

Information Brief

Performance Funding Model Watch Brief

Background

CareerSource Brevard has opted to participate in the Performance Funding Model developed by CareerSource Florida. The following information will be tracked as an indicator as to anticipated performance on these measures. Please note that these measures are new and all processes, reporting formats, and results continue to be tweaked in order to provide the most accurate predictions of performance using the data sources available. Please note that the following predictions are based on very early data and will change as placement information becomes available. Until we have more information available this information should be thought of as a gauge rather than as an indicator of positive or negative performance.

Short Horizon Measures–

Placement Rate – How successful are we at placing people in jobs?					
Minimum Threshold – 15% Target – 20%	Quarter 1 Jul. – Sep. 2015	Quarter 2 Oct. – Dec. 2015	Quarter 3 Jan. – Mar. 2016	Quarter 4 Apr. – Jun. 2016	Year-to-Date July 2015 – Mar 2016
Entered System without a Job	4,899	4,344	4,570	N/A	13,813
Earnings in Next Quarter	2,038	1,583	831	N/A	4,452
Performance Rate	41.6%	36.4%	18.1%	N/A	32.2%
Time to Earnings – How long does it take to get people employed?					
Minimum Threshold – 2.19 Target – 1.64	Quarter 1 Jul. – Sep. 2015	Quarter 2 Oct. – Dec. 2015	Quarter 3 Jan. – Mar. 2016	Quarter 4 Apr. – Jun. 2016	Year-to-Date July 2015 – Mar 2016
Time in Quarters between entry and job placement	2078.1	1232.2	411.98	N/A	3722.28
# with Earnings in Next Quarter	2,038	1,583	831	N/A	4,452
Performance Rate	1.02	0.778	0.495	N/A	.836
Cost per Employed Exit (Calculated Annually) How much on average is spent to get people employed?					
Minimum Threshold – \$679 Target – \$509	Quarter 1 Jul. – Sep. 2015	Quarter 2 Oct. – Dec. 2015	Quarter 3 Jan. – Mar. 2016	Quarter 4 Apr. – Jun. 2016	Year-to-Date July 2015 – Mar 2016
All Expenditures	\$921,899	\$775,877	\$1,200,096	N/A	\$2,897,872
Customers Exiting with earnings during quarter of exit.	2,038	1,583	831	N/A	4,452
Performance Rate	\$ 452.35	\$ 490.13	\$1,444.16	N/A	\$650.91

Business Engagement – How many businesses are engaged with an intensive service?					
Minimum Threshold – 600 Target – 800	Quarter 1 Jul. – Sep. 2015	Quarter 2 Oct. – Dec. 2015	Quarter 3 Jan. – Mar 2016	Quarter 4 Apr. – Jun. 2016	Year-to-Date July 2015 – Mar 2016
Businesses served with an Intensive Service	56	227	241	N/A	524

The funding that goes with these measures is not expected until March 2017. There are three ways to be paid, first is a flat amount if you meet Thresholds in all 4 measures. This is calculated on the percent of federal dollars allocated to the region. CareerSource Brevard's allocation is 2.6% and therefore, \$48,265 is the amount available for meeting minimum Thresholds.

The second and third performance rewards are based on the top 8 performing regions. With 2nd Quarter information, CSB was placing 3rd Most Excellent Region and 5th Most Improved Region. CSB's numbers for 3rd Quarter have improved, however, the complete 24 region data is not available until the first of June. If we remain where we were at 2nd Quarter, CSB has the potential to earn over \$534,000 through all 3 funding areas.

Improve and Excel Dollars		
Statewide Rank		
1	\$	294,271
2	\$	277,455
3	\$	260,640
4	\$	243,824
5	\$	227,009
6	\$	210,193
7	\$	193,378
8	\$	176,563

Information Brief

Common Measures Watch Brief

Background

Common Measures were established and are required by the Workforce Investment Act (WIA) and also are a requirement of the Workforce Innovation and Opportunity Act (WIOA) with some slight modifications. While there is no incentive monies tied to meeting these common measures, there are sanctions tied to missing them if they are missed two years in a row. Some of the measures are close in definition to the State's Performance Funding Model so maintaining the focus on them through tracking makes sense. Below is the most current report that shows past performance along with our goals for PY 2015-16 and our actual performance as of December 31, 2015. There is a significant data lag due to the type of information that is captured.

July 1, 2015 - December 31, 2015 Outcomes

Common Measures	Performance 2014-2015	Performance 2015-2016 - 2nd Quarter	PY 2015-2016 Performance Goals	% of PY 2015- 2016 Performance Goal Met
Adults:				
Entered Employment Rate	86.75%	82.11%	89.50%	91.74%
Employment Retention Rate	90.63%	91.47%	96.80%	94.49%
Average 6-Months Earnings	\$14,760.35	\$14,658.03	\$17,000.00	86.22%
Dislocated Workers:				
Entered Employment Rate	90.94%	85.26%	86.94%	98.07%
Employment Retention Rate	95.77%	92.89%	93.30%	99.56%
Average 6-Months Earnings	\$15,395.28	\$15,367.42	\$15,279.90	100.57%
Youth Common Measures:				
Placement in Employment or Education	63.79%	61.54%	57.30%	107.40%
Attainment of a Degree or Certificate	86.26%	88.21%	72.80%	121.18%
Literacy and Numeracy Gains	79.07%	72.22%	67.85%	106.44%
Not Met (less than 80% of negotiated)				
Met (80-100% of negotiated)				
Exceeded (greater than 100% of negotiated)				



May 17, 2016

Information Brief

Human Centered Design Initiatives

Background

The new Workforce Investment and Opportunity Act (WIOA) regulations requires partners to collaborate to support a seamless **customer-focused** service delivery network. The United States Department of Labor (USDOL) believes that using a Human/Customer Centered Design (HCD) strategy might be key to addressing innovative solutions in workforce's service delivery processes. They are soliciting Workforce Boards across the nation to participate in this opportunity. CareerSource Brevard (CSB) has agreed to take on two of the six design challenges offered and has put together two separate teams addressing the following:

- How might we help formerly incarcerated individuals obtain employment and education, develop healthy relationships, and make positive decisions?
- How might we design services that are physically and programmatically accessible to individuals with disabilities?

Team members will consist of CSB Staff, community partners and customers.

What is Human Centered Design?

Simplistically, it's designing services with the customer in mind. It requires a team that works together to research, synthesize patterns, brainstorm, prototype and test.

Each team member will participate in a 7 week Online Class focused on their challenge.

Each team will have support from a knowledgeable coach. The next phase will consist of a 5 week experiment and prototype phase. Teams will meet weekly during the 12 week total process. A learning exchange and celebration at the White House will be held with selected teams invited to participate. As part of this process, your team may be asked to participate in an on-going peer mentoring effort in your region.

Benefits

As part of this HCD strategy, each team will apply ideas generated and insights gained during the class to conduct experiments within CSB's programs and service delivery strategies. Throughout this phase, teams will be talking to other teams, discussing with coaches, learning and adjusting, getting feedback from customers, and deciding with innovations to bring to scale.

Outlier benefits include:

- Becoming knowledgeable of HCD so staff can utilize this strategy when looking at any future processes
- Future USDOL grants will have HCD interwoven in their proposals
- Becoming a cohesive team with other community partners so that future partnerships including collaborating on grants will be a smooth transition
- Possible national recognition

Information Brief

State Employer Training Grants: Incumbent Worker & FloridaFlex

Background

CareerSource Florida (CSF) administers two [training grant](#) initiatives to help businesses and workers advance and maintain competitiveness and technological skills.

Incumbent Worker Training	FloridaFlex Training
Incumbent Worker Training (IWT) provides funding for customized training for existing for-profit businesses . Businesses applying for the Florida IWT's must be in operation for one year prior to the application date, have at least, one full time employee, demonstrate financial viability and be current on all state tax obligations. Funding priority is given to businesses with 25 or fewer employees, located in distressed Rural, Urban Inner-City Areas or Enterprise Zones in qualified targeted industries. Priority is also given to grant proposals that represent a significant layoff avoidance strategy and an upgrade in employee skills.	FloridaFlex, formerly known as Quick Response Training (QRT) provides funding for customized training to new or expanding businesses . The goal of the program is to retain and attract businesses creating new, high-quality jobs. These grants are structured to "respond quickly" to meet the business's training objectives. Program requirements include that new, existing or expanding Florida business produce an exportable good or service, create new, full-time, permanent jobs in qualified target industries, meet certain wage requirement and require training of less than 24 months. QRT grants must be done in coordination with a local training institution.

CareerSource Brevard (CSB) guides companies to both of these programs and tracks the notifications provided by CSF. CSB staff is instrumental in educating and/or guiding business organizations to/through the process. Local performance is reviewed regularly and presented as follows:

History: Incumbent Worker Training Program Local Performance							
Program Year	# of Grants Awarded	# of Business Impacted	IWT Grant Awarded \$	Ranking by Grant \$ Awarded (24 RWB's)	Employer Contribution (w/wages)	\$ Total	Number of Jobs Impacted
2008-2009	10	10	\$178,890	5	\$738,780	\$917,670	391
2009-2010	6	6	\$113,733	13	\$232,489	\$346,222	244
2010-2011	13	13	\$307,930	7	\$1,215,736	\$1,523,666	363
2011-2012	21	27	\$475,455	5	\$9,350,776	\$10,077,226	771
2012-2013	11	11	\$645,124	4	\$4,394,758	\$5,039,882	759
2013-2014	7	7	\$184,551	6	\$1,921,363	\$2,105,914	157
2014-2015	10	10	\$565,124	2	\$1,890,361	\$2,455,485	275
2015-2016	6	6	\$176,939	1	\$178,341	\$355,280	91

*3rd Quarter YTD

Summary: Program Year 2015-2016 IWT Awards Received by Quarter					
Qtr. Rec'd	Business Name/Link	\$ IWT Grant Assistance	\$ Employer Contribution	\$ Total	Jobs
1	J. Aquinaldo Group, Inc.	\$3,000	\$5,430	\$8,430	2
1	CPA Wealth Management Services, PA DBA FirstWave Financial	\$15,008	\$10,003	\$25,011	5
2	Atlantic Wire & Rigging, Inc.	\$5,000	\$2,043	\$7,043	2
1	CVG Strategy, LLC	\$5,000	\$14,964	\$19,964	2
1	Hallcraft Machining, Inc.	\$6,750	\$8,612	\$15,362	1
2	Harris Corporation	\$115,739	\$103,342	\$219,081	59
2	AGTeck, Inc.	\$4,500	\$6,000	\$10,500	9
2	NDT Host, LLC	\$21,942	\$27,947	\$49,889	11

BOLD – New since the last report

This report includes both First and Second Quarter IWT reports. First Quarter Reports were not available for the October 2015 meeting.

DEO indicates that for PY 2015-2016, \$12 Million was once again budgeted for the FloridaFlex program. All of the current PY funds have been committed. Employers can still complete applications but it will be July 2016 before training could be conducted. The following data reflects the status for the third quarter 2015-2016.

FLORIDAFLEX Awards in Brevard County 2002-2016					
PY	COMPANY	GRANT \$ AMOUNT	COMMITTED TRAINEES	ACTUAL TRAINEES	FUNDS USED \$
2002	The Boeing Co.	197,610	110	71	55,293.89
2004	WAMU	372,068	410	351	318,525.47
2004	Med Solutions	110,437	108	208	110,437.00
2004	Confluent	173,313	100	16	16,539.09
2006	Med Solutions	109,683	163	79	37,283.88
2010	Info. Sys. & Global Solutions	142,254	110	164	142,254.00
2010	Embraer Aircraft	183,326	103	102	159,043.50
2010	AAR Airlift Group, Inc.	498,750	300	375	467,766.92
2012	Harris Corporation	2,000,250	2000	3795	2,000,250.00
2013	Harris Corporation	2,052,750	2000	0	0
2014	Northrup Grumman	1,596,420	800	0	0
2014	Vision Systems of North America	31,920	20	0	0
2015	Stemtech International. Inc.	101,871	64	0	0
2015	PODS	201,285	150	150	201,285
2015	Harris Corporation	2,100,000	1,000	2,000	2,100,000
2015	Northrop Grumman	1,837,500	250	250	1,837,500
	TOTALS	11,709,437	7688	7561	7,446,178.75

BOLD – New since the last report

GRANTS (Federal, State and Local Competitive and Non-competitive)							
Grant Name	Partners	Funding Source	Amount Pending	Amount Awarded	Grant Focus	Status	Staff Lead
Cyber-Security Trade Adjustment Assistance Community College & Career Training Grant (TAACCCT) Time Frame: 10/1/13 to 9/30/17	Eastern Florida State College (EFSC)	Federal - USDOL		\$135,000	CSB will conduct 6 social media campaigns for EFSC	Third year of a 4year agreement. Have received \$15,000 to date.	Sandi Briles
Job- Driven Grant (JD-CD) Time Frame: 8/1/14 – 9/30/16	Regions 11 (Flagler/ Volusia) & 9 (Alachua/Bradford)	Federal USDOL NEG via State – CSF		\$715,000	Dislocated Workers & UC Claimants Likely to Exhaust Benefits	Staff working with contractor staff to improve enrollments, expenditure of training funds to maximize performance. 37 % of the training funding has been obligated and 28% of the total funding is spent.	James Watson
State Workforce Innovation Grant - Career Jump Start for Florida's Military Youth Time Frame: 8/1/14-12/31/16	Regions 1 (Escarosa), 2 (Okaloosa/Walton)	DEO – Innovative Regional Grant		\$234,498 + leverage= \$326,008	Development of "Tool Kit" and train the trainer for other regional workforce boards with military populations for Career Jump Start for Military Youth. This is a 3 year grant.	Providing tech. asst. to Region 1 & 2 for PY 2016. Region 2 first program delivery for PY is scheduled for April 11 – 12. Region 1 program delivery for PY is scheduled in June.	Carol Brooks Macrander
AARP Foundation Back to Work 50+ Women's Economic Stability Incentive Initiative (WESI) Time Frame: 3/1/15 – 2/28/17	EFSC, Women's Center & Aging Matters, Inc.	Social Innovation Fund (SIF) through AARP Foundation		\$129,500	Offering unemployed women information sessions; computer, financial literacy, and job skills training; coaching and job search assistance for women ages 50-64.	Coaches at EFSC and CSB working with customers to achieve work and training goals. A second year flat budget was obtained in late Feb. The 4th Wave of participants will occur in June 2016. CSB is currently focusing efforts on strengthening the employer engagement connection with the 50+ jobseeker participants.	Jana Bauer

GRANTS (Federal, State and Local Competitive and Non-competitive)							
Grant Name	Partners	Funding Source	Amount Pending	Amount Awarded	Grant Focus	Status	Staff Lead
Florida Sector Partnership National Emergency Grant Time Frame: 7/1/15-6/30/17	DEO	USDOL through DEO		\$765,000	Advanced Manufacturing utilizing a Sector Strategy approach to assist with relevant skills training and OJT training dollars to place dislocated workers in the manufacturing sector to fill the employment gaps.	37 participants- 6 EWT waiting on approval. The Spring AIM Sector Strategy will be held on May 4 at EFSC.	Tina Berger
H-1B TechHire Partnership Grant Time Frame: 6/1/16 – 5/31/20	Region 12 - Central Florida, Region 11 – Flagler/ Volusia	USDOL	Awards can range from 2-5 Million	TBA	<ul style="list-style-type: none"> •Train information technology skills •Expand access to accelerated learning options and competency-based programs •Training for IT occupations for H-1B industries such as IT, healthcare, advanced manufacturing, financial services, and broadband •Focus is on: <ul style="list-style-type: none"> ○ Youth and young adults who are out of secondary school, age 17-29 with barriers to employment ○ Special populations: individuals with disabilities, individuals with limited English proficiency, individuals with criminal records with barriers to training an employment •May serve a limited number of other unemployed, underemployed, and/or incumbent workers that don't meet the required focus criteria 	Grant was not submitted correctly by CSCF lead. The submission was rejected.	James Watson

UNRESTRICTED REVENUES (Non-governmental funding, Fee for service, Foundation and Corporate giving programs)							
Name of Funding	Partners	Funding Source	Amount Pending	Amount Awarded	Grant/Contract Focus	Status	Staff Lead
Eastern Florida State College Student Engagement/ Industry Advisory Councils Time Frame: 8/1/2013 - Indefinite	None	Eastern Florida State College		\$40,000/ Annually charged starting 9/15/14	Student data research and Industry Advisory Councils include: Manufacturing & Engineering Technology; Computer Science & Information Technology; Business Administration & Office Technology; and Healthcare & Life Sciences	Third year of a continuing contract. Received \$86,400 total to date. Submitted employment data on over 2300 students and facilitated 37 industry councils to date.	Sandi Briles
Wells Fargo: Career Jump Start for Military Youth Time Frame: Completed March 24, 2016	Patrick AFB	Wells Fargo		\$8,500	Provide services military youth/spouses/dependents ages 16-24. Includes transitioning member dependents.	Delivered March 22 – 24. The class was at maximum capacity of 16 participants with all 16 graduating.	Carol Brooks Macrander
Ticket to Work (TTW) Program Time Frame: None	None	Social Security Admin.		\$91,348	Focused on eligible TTW customers who want to return unsubsidized employment using the Employment Network (EN).	Staff continue to work with eligible customers are interested in work or training. EN continues to progress at a modest pace with 39 tickets being assigned.	James Watson
Florida Partnership Plus Time Frame: Indefinite	Vocational Rehabilitation	Social Security Admin.	Unknown		Exiting Voc. Rehab participants who have found employment and are currently receiving SSI or SSDI. CSB will provide Employment Network mandatory follow up services.	Application Process complete. CSB eligible to receive referrals. For each referral CSB will receive 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 work incentive coordinator (CWIC)	James Watson

UNRESTRICTED REVENUES (Non-governmental funding, Fee for service, Foundation and Corporate giving programs)							
Name of Funding	Partners	Funding Source	Amount Pending	Amount Awarded	Grant/Contract Focus	Status	Staff Lead
City of Palm Bay – Juniors to Jobs Program Time Frame: Summer of 2016	US Conference of Mayors (USCM), City of Palm Bay	Palm Bay & USCM – Dollar WISE Grant	\$27,000		Using a combination of \$ from Palm Bay and USCM, CSB will facilitate the “Juniors to Jobs” summer youth training program focusing on teaching 30 high-school juniors the skills they need to obtain employment.	Student interest is beginning to peak and applications for the program have started being received. The City of Palm Bay is recruiting businesses for sponsorships. Nine Work Experience positions have been secured	Jana Bauer
City of Cocoa – Youth Summer Employment Program Time Frame: Summer of 2016	City of Cocoa	City of Cocoa	\$40,000		Using funding from the City of Cocoa, CSB will facilitate a summer youth training/jobs program focusing on teaching 22 Cocoa high school juniors and seniors the skills they need to obtain employment. This includes a paid Work Experience piece with the City.	A proposal submitted to the City of Cocoa was officially accepted in March and a contract is currently being drafted. The program will begin in June of 2016.	Jana Bauer

Informational Brief

Analysis of Training Program Placement Data and OJT Effectiveness

Training Completion Table

WIOA Adult and Dislocated Worker Formula Funds			
	Completers	Total Placed	% of Completers Placed
Training Services	148	115	77.7%
ITA's*	57	38	66.6%
OJT's*	82	69**	84.1%
AWE*	1	0	N/A
EWT*	8	8	100%

* ITA = Individual Training Account

OJT = On the Job Training

AWE = Adult Work Experience

EWT = Employed Worker Training – Already Employed

** These are placements that occurred during the current program year regardless of the start date of the training.

Analysis

Taking a more detailed look at the different types of training activities available, the previous table indicates that OJT training performs better than ITA training as far as the percentage of completers that are placed in jobs following the completion of training. ITA training is typically longer term training than the OJT's. AWE numbers are too small to yield any type of assumption. EWT's almost always show 100% placement rate because this training is specifically geared toward improving skills of existing workers. Please note this is only a snapshot and numbers will change throughout the year.



May 17, 2016

Information Brief

Financial Reports

Background

The three financial reports that follow this brief will provide the status of CareerSource Brevard's (CSB) funding, budgets, and expenditures for the fiscal period beginning on July 1, 2015 and ending on March 31, 2016.

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 2015-16 FINANCIAL REPORT

July 1, 2015 through March 31, 2016

Current Funding Level	9,388,400
Current Annual Budget	9,388,400
Unobligated Funds	0

	FY 2015 Actual Expense	FY 2016 Approved Budget	FY 2016 Y-T-D Budget	FY 2016 Y-T-D Expense	Percent of Budget Expended
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MANAGEMENT SERVICES *(Board Operations, Staff, Outreach, Financial Services)*

Salaries & Benefits	1,150,212	1,201,600	901,200	888,699	74.0%
Operating Expenses	266,070	284,700	213,500	154,660	54.3%
Total Management Services	1,416,282	1,486,300	1,114,700	1,043,359	70.2%

INFRASTRUCTURE SERVICES *(Rent, Phone, Utilities, Maintenance, Supplies)*

Brevard Workforce Facilities	747,694	827,400	620,600	556,992	67.3%
Operating Expenses	50,093	53,500	40,100	22,507	42.1%
Total Infrastructure	797,787	880,900	660,700	579,499	65.8%

TECHNOLOGY SERVICES *(IT Staff, Telecom Services, Computer Hardware and Software)*

Salaries & Benefits	211,952	201,400	151,100	154,206	76.6%
Operating Expenses	231,686	349,400	262,100	191,276	54.7%
Total Technology Services	443,638	550,800	413,200	345,482	62.7%

BUSINESS SERVICES *(Employer Outreach and Business Support Staff)*

Salaries & Benefits	713,975	637,300	478,000	453,233	71.1%
Operating Expenses	12,371	11,400	8,600	8,070	70.8%
Total Business Services	726,346	648,700	486,600	461,303	71.1%

GRANTS & INCENTIVES	176,489	486,100	364,600	115,166	23.7%
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FEE FOR SERVICE ACTIVITIES	121,354	100,000	75,000	49,808	49.8%
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TOTAL OPERATING BUDGET	3,681,896	4,152,800	3,114,800	2,594,617	62.5%
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CONTRACTED SERVICES

General Contractor (DWFS)	3,337,224	3,058,100	2,293,600	2,159,004	70.6%
CEJA Services (DWFS)	80,048	60,300	45,200	35,398	58.7%
Startup Quest Services (DWFS)	53,746	63,600	47,700	42,546	66.9%
JD CD Services (DWFS)	5,354	114,000	85,500	32,237	28.3%
AARP BTW Services (DWFS)	9,785	71,700	53,800	62,872	87.7%
NEG AIM Services (DWFS)	0	8,000	6,000	3,383	42.3%
EFSC Excel-IT Services (DWFS)	0	700	500	0	0.0%
Career Jumpstart (Partner Regions)	6,972	38,200	28,700	6,109	16.0%
Total Contracted Services	3,493,129	3,414,600	2,561,000	2,341,549	68.6%

CUSTOMER SERVICES

Formula Funds - Training Activities *	744,461	1,068,100	801,100	570,387	53.4%
Formula Funds - Support Services *	106,800	56,200	42,200	26,115	46.5%
Other Grants - Training Activities	347,043	569,700	427,300	223,927	39.3%
Other Grants - Support Services	91,383	127,000	95,300	10,505	8.3%
Total Training Services	1,289,687	1,821,000	1,365,900	830,934	45.6%

TOTAL PROGRAM BUDGET	4,782,816	5,235,600	3,926,900	3,172,483	60.6%
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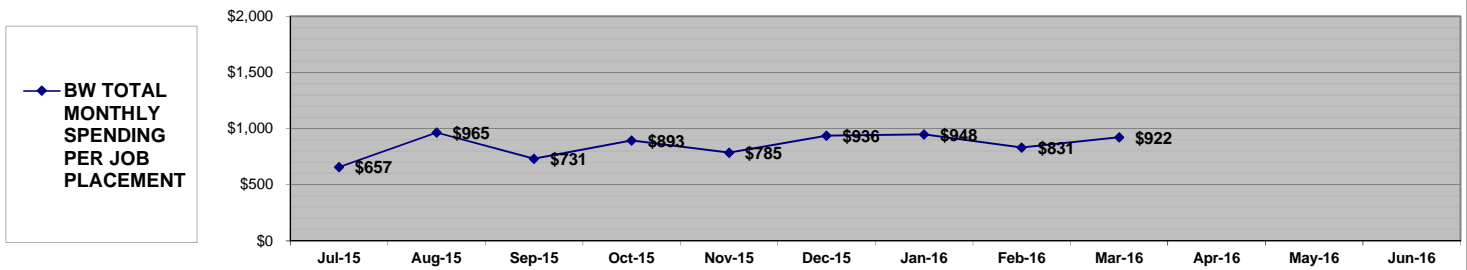
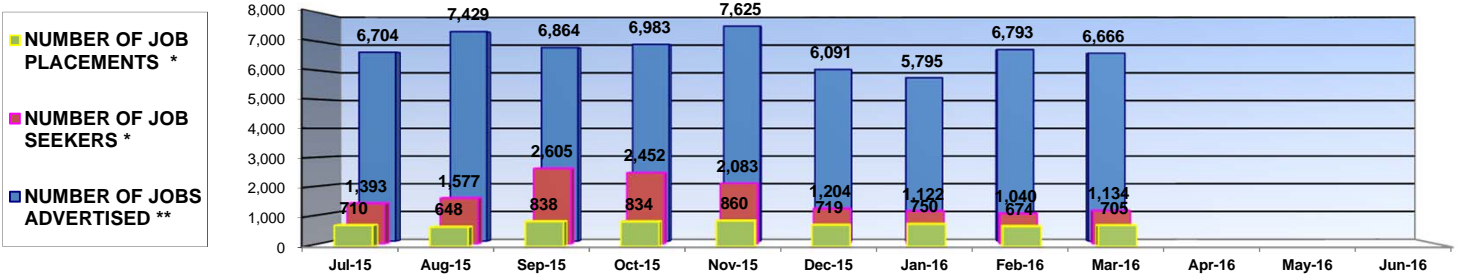
TOTAL ANNUAL BUDGET	8,464,712	9,388,400	7,041,700	5,767,100	61.4%
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STATE-LEVEL FUNDING	753,960	891,800	668,900	639,375	71.7%
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TOTAL WORKFORCE BUDGET	9,218,672	10,280,200	7,710,600	6,406,475	62.3%
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	FY 2015 Actual Expense	FY 2016 Approved Budget	FY 2016 Current Obligations	FY 2016 Y-T-D Expense	% of ITA Funds Obligated
*CUSTOMER ACTIVITY					
Job Seeker ITAs	357,788	266,100	286,920	195,038	107.8%
Employer OJT/AWE/EWT	380,463	792,900	593,217	369,053	74.8%
Incentives & Materials	113,010	65,300	36,999	32,411	56.7%
Total Customer ITA Activity	851,261	1,124,300	917,136	596,502	81.6%

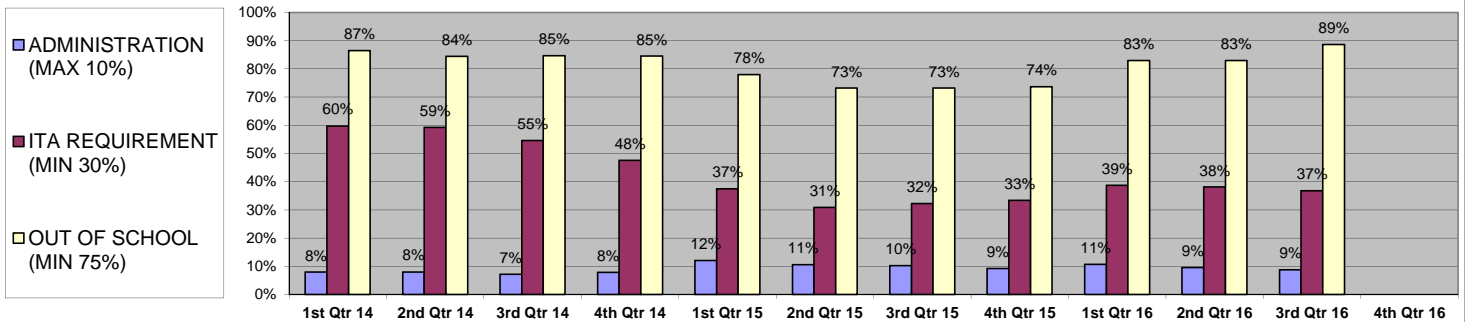
MONTHLY JOBS REPORT & BW SPENDING PER JOB PLACEMENT



* Source - DEO Monthly Management Reports

** Source - HWOL Monthly Job Demand Reports

ANNUAL SPENDING CAPS BY QUARTER



PROGRAM SPENDING:											
ADMINISTRATION (MAX 10%)	215,968	454,338	627,791	953,545	205,512	417,100	602,525	759,999	180,634	359,136	498,050
PROGRAM ACTIVITIES	2,517,022	5,260,044	8,143,680	11,308,686	1,506,935	3,554,528	5,329,789	7,583,359	1,523,708	3,437,476	5,219,242
CUSTOMER SPENDING:											
STATE ITA COSTS (MIN 30%)	564,760	1,131,602	1,408,146	1,675,877	156,439	323,256	534,425	788,236	182,121	380,119	569,491
ALL OTHER COSTS	380,441	776,549	1,170,315	1,846,803	261,469	723,603	1,121,527	1,576,422	288,115	616,606	977,589
YOUTH SPENDING:											
IN-SCHOOL	19,561	50,728	81,348	166,863	51,095	137,591	214,762	281,864	41,850	91,698	100,942
OUT-OF-SCHOOL (MIN 75%)	125,963	275,100	449,644	914,251	181,502	375,858	586,680	789,324	203,480	445,840	786,749



CURRENT YEAR FEE FOR SERVICE ACTIVITIES (7/1/2015 - 3/31/2016)

Unrestricted Balances: **Cash on Hand \$89,654** **Certificates of Deposit \$70,388** **Total \$160,042**

	Private Foundation Grants		Ticket to Work Program		Business Events		Other Fee For Service Activities		TOTALS	
		% of Revenue		% of Revenue		% of Revenue		% of Revenue		% of Revenue
Revenue										
Grant Awards	\$ 8,500	100.0	\$ -	0.0	\$ -	-	\$ 3,600	26.4	\$ 12,100	21.4
Sponsorship Revenue	-	0.0	-	0.0	-	-	-	0.0	-	0.0
Donated Revenue	-	0.0	-	0.0	-	-	-	0.0	-	0.0
Charges For Services	-	0.0	34,370	100.0	-	-	-	0.0	34,370	60.8
Website Licenses	-	0.0	-	0.0	-	-	-	0.0	-	0.0
Interest Earnings	-	0.0	-	0.0	-	-	27	0.2	27	0.0
Revenue from DWI	-	0.0	-	0.0	-	-	10,000	73.4	10,000	17.7
Total Revenue	\$ 8,500	100.0	\$ 34,370	100.0	\$ -	-	\$ 13,627	100.0	\$ 56,497	100.0
Expenses										
Personnel	\$ 244	2.9	\$ -	0.0	\$ -	-	\$ 1,300	9.5	\$ 1,544	2.7
Travel	66	0.8	-	0.0	-	-	-	0.0	66	0.1
Outreach	-	0.0	-	0.0	-	-	-	0.0	-	0.0
Software	-	0.0	-	0.0	-	-	-	0.0	-	0.0
Supplies	5,466	64.3	-	0.0	-	-	146	1.1	5,612	9.9
Equipment	-	0.0	-	0.0	-	-	-	0.0	-	0.0
Professional Services	-	0.0	-	0.0	-	-	22,929	168.3	22,929	40.6
Customer Wages	14,903	175.3	-	0.0	-	-	-	0.0	14,903	26.4
Customer Support	3,925	46.2	-	0.0	-	-	829	6.1	4,754	8.4
Total Expenses	\$ 24,604	289.5	\$ -	0.0	\$ -	-	\$ 25,204	185.0	\$ 49,808	88.2
Net Profit (Loss)	\$ (16,104)	-189.5	\$ 34,370	100.0	\$ -	-	\$ (11,577)	-85.0	\$ 6,689	11.8

CareerSource Brevard

E³ Committee

December 10, 2015

Minutes

Members in Attendance:

Julie Tookes (Acting Chair), Cathy Beam (via teleconference), Michael Bean (via teleconference), Jennifer Hashagen, Travis Mack and Julie Song (via teleconference)

Members Absent:

Patty Stratton, Denise Devlin

Staff in Attendance:

Marci Brilley, Jana Bauer, Erica Lemp, Sandi Briles, Stephanie Mosedale and Marina Stone

Guests in Attendance:

Caroline Joseph-Paul of CareerSource Brevard (CSB) Career Centers

Call to Order:

Julie Tookes, Acting Chair, called the meeting to order at 8:30 a.m.

Public Comment:

There was no public comment.

Presentation

Erica Lemp presented a Business Learning Event Six Month plan for 2016. Julie Song shared that she is the Treasurer of Space Coast Human Resource and she can have CSB's Business Learning events added to the Associations website to engage local business members.

A success story about Emily Phillips, a 2015 Junior to Jobs student who is still employed, was shared.

Action Items

Approval of E³ Committee Meeting Minutes of September 10, 2015

A Motion to approve the Minutes from the September 10, 2015 E³ Committee meeting was made by Travis Mack and seconded by Julie Song. Motion passed unanimously.

Discussion and Information Items

Committee Goal 3 Status Updates

Staff reviewed the strategies and updated the Committee on the current status of CSB Corporate Goal 3 "Enhance the E³ concept (Employment, Education and Economic Development) for the emerging and transitional workforce. Julie Song shared that the Dough Raiser event was a success and last year there were 1,200 homeless veterans; this

year, there are over 300 homeless veterans, showing that this program is truly assisting the local Veterans.

Measure 1B EFSC Industry Advisory Councils

Staff highlighted some of the actions that have occurred as a result of the Eastern Florida State College Industry Advisory Councils. To date, CSB has facilitated 35 industry councils which have been successful in identifying crossover skill sets to match targeted occupation and defining career pathways. The EFSC industry councils have suggested and reviewed curriculum changes as well as recommended areas for industry involvement with students.

Measure 2C Regional Business Summit

This year CareerSource Central Florida, along with CareerSource Brevard and CareerSource Flagler Volusia, hosted the second annual Regional Business Summit and Regional Executive Committee meeting at the Florida Hotel and Conference Center in Orlando. Jason Guy, Co-Anchor for WESH 2 News moderated the event to an audience of more than 200 CEO's, HR Executives and students, workforce professionals, business owners, community leaders and elected officials. The event was a success and Jason Guy agreed to moderate future events. Christ Hart, President of CareerSource Florida was impressed with the event as well.

Measure 4D WIOA Young Adult Experience Activities

With the recent implementation of the Workforce Innovation and Opportunity Act (WIOA), CareerSource Brevard (CSB) has developed an ongoing plan which was shared that will develop and strengthen relationships with key community partners to effectively reach and serve specific groups of young adults. Dawn Hamilton will contact Saalex Solutions to reach out to them and to explain our AWEs's.

Measure 4D NextGen Program Enrollment

CSB is modifying the NextGen Youth Program to meet the requirements of the new WIOA requirements. The program is committed to serving 350 young adults through this program year. A snapshot of the program enrollments through October 31, 2015 was shared. Additionally, there are seven young adults in work-based training and thirty-four young adult cases were closed with employment.

Growing the Business of the Board

A matrix of grants, unrestricted revenues and partnerships was shared to highlight ways in which CSB is growing the business of the Board.

Jana Bauer will send information about the Juniors 2 Jobs program to the committee.

Adjourn:

Julie Tookes, Acting, Chair, adjourned the meeting at 9:30 a.m.

Respectfully submitted,

Reviewed by,

{signature on file}
Marina Stone

01/25/16
Date

{signature on file}
Julie Tookes, Acting Chair

01/25/16
Date

CareerSource Brevard
E³ Committee
March 10, 2016

Minutes

Members in Attendance:

Patty Stratton (Chair), Cathy Beam, Jennifer Hashagen, Travis Mack and Julie Song

Members Absent:

Michael Bean, Denise Devlin and Julie Tookes

Staff in Attendance:

Lisa Rice, Marci Brilley, Jana Bauer, Al Yorston, Stephanie Mosedale and Marina Stone

Guests in Attendance:

Erika McLaren from Brevard County Schools and Caroline Joseph-Paul and Bob Knippel of CareerSource Brevard (CSB) Career Centers

Call to Order:

Patty Stratton, Chair, called the meeting to order at 8:31 a.m.

Public Comment:

There was no public comment.

Presentation

Career and Professional Education

Erika McLaren shared the Brevard Public Schools CAPE Act Update for School Year 2014-2015 and the upcoming 2016-2017 along with a snapshot of the industry certification results for the past 5 years.

Presentation of Success Story

Staff shared a success story of a young mother of two who was enrolled in the NextGen program who was working in the fast food industry and living with relatives. In a matter of six months, the customer paid for her own CNA program and CSB assisted with funds for the State Exam. She also obtained her own housing and is currently working one full time job and one on-call job. Ms. Stratton shared that clothes tend to help applicants in interviews with self-esteem. Ms. Rice shared that we partner with EFSC with Joshua's closet. Staff will follow up since this item has surfaced in the AARP program as well.

Action Items

Approval of E³ Committee Meeting Minutes of December 10, 2015

A Motion to approve the Minutes from the December 10, 2015 E³ Committee meeting was made by Cathy Beam and seconded by Travis Mack. Motion passed unanimously.

Discussion and Information Items

2016-2020 Local Workforce Services Plan

The State of Florida Department of Economic Opportunity (DEO) and CareerSource Florida, Inc. (CSF) have issued instructions which require all Regional Workforce Boards in Florida, including CareerSource Brevard (CSB) to submit a four year plan (2016-2020) by April 30, 2016. This local planning requirement is critical for the State of Florida to be in compliance with the new United States Department of Labor (USDOL) Workforce Innovation Opportunity Act (WIOA) regulations and to receive federal funding. A lively discussion and ideas were exchanged around a variety of topics. The following captures the concepts that were addressed.

What would the regional economic development coordination look like?

Collaborative partnership regionally with EDC's working together and identifying the key skills needed to move forward to attract businesses to the region and present information to CSB to gather the talents required so that EDC can see that locally and regionally, we have qualified workers ready to work.

Regionally, CSB should find out what key skills are required regionally to move forward.

Enterprise Florida keeps regional EDC's separate. Identifying the common ground between regions, perhaps retention and expansion is common ground.

Should CSB invest time in pursuing the knowledge of other EDC's?

Volusia has Aviation, Orlando has Biomedical and Simulation, and locally we have Manufacturing and Healthcare. Try to be non-controversial, talk about their needs and how we can help.

Suggestion to find one common area and market the regional resources. In order to save money, try shared services, procurement which allows greater buying power. An example would be a regional office supply company that has 'outposts' to service the local area which focuses on customer service, saves money and creates jobs. Travis Mack suggested looking at small to mid-size office supply companies instead of the big hitters, i.e. Staples/Office Depot.

According to the new WIOA laws workforce boards are allowed to pay fifty percent of a registered apprenticeship's On the Job Training. (Currently we have Manufacturing, Electrical, Heating and A/C) The committee recommended that CSB obtain information on how to become a registered apprenticeship and share it with businesses.

Committee Goal 3 Status Updates

Staff reviewed the strategies and updated the Committee on the current status of CSB Corporate Goal 3 "Enhance the E³ concept (Employment, Education and Economic Development) for the emerging and transitional workforce. Suggestion shared to talk to Human Resources Directors at companies to see how they are changing their interview process and if they are gravitating to a team method, such as a white paper, presentation and interview process.

Measure 2A Dislocated Worker Top Candidate Process

CareerSource Brevard (CSB) rolled out a new process for Career Seekers on February 29, 2016. The new process focuses on putting our Dislocated Workers in On-the-Job training. Features of the new process include working with recently laid off participants, skills crosswalks, heavy resume coaching, mock interviews and inclusion on a top candidate list that will be worked with businesses for On-the-Job Training (OJT) opportunities. On the business side, a new qualified lead process along with a team approach with businesses was rolled out.

Measure 4B AIM Summer Internship Program

The Advancing In Manufacturing (AIM) Sector Strategy is actively working with the regional educators, community leaders and manufacturers to work together toward a common goal and a unified vision of how to fill the skills gap in manufacturing sector. A subcommittee developed a plan to create an 8-week, full-time paid summer internship program for the manufacturing industry. Young adults interested in manufacturing careers will receive work readiness training before interviewing with local manufacturers. Eligibility requirements, training and successful completion were reviewed. The internships will run from June 7 – August 5, 2016 with the goal of the program is to successfully train and place ten candidates into the internship program. Suggestion to add Drafting Certification to the Targeted Occupations List if it's not on there.

Measure 4D NextGen Program Enrollment

CSB is modifying the NextGen Youth Program to meet the requirements of the new WIOA requirements. The program is committed to serving 350 young adults through this program year. A snapshot of the program enrollments through January 31, 2016 was shared. Through the remainder of Program Year 2015-2016, CSB needs to enroll and serve 125 participants.

Travis Mack left the meeting.

Growing the Business of the Board

A matrix of grants, unrestricted revenues and partnerships was shared to highlight ways in which CSB is growing the business of the Board. Staff agreed next time to share "How many employed" for the AARP grant.

Adjourn:

Patty Stratton, Chair, adjourned the meeting at 9:45 a.m.

Respectfully submitted,

Reviewed by,

{signature on file}
Marina Stone

03/17/16
Date

{signature on file}
Patty Stratton, Chair

03/17/16
Date

CareerSource Brevard
Business Workforce Committee Meeting
January 7, 2016

Minutes

Members in Attendance: Colleen Browne, Terry Compton, Susan Glasgow, Robert Jordan (Chair) (via teleconference) and Travis Proctor

Members Absent:

Daryl Bishop and Lauren Miller

Staff in Attendance: Lisa Rice, Marci Brilley, Don Lusk, Tina Berger, Jim Watson, Sandi Briles, Stephanie Mosedale, Erma Shaver (via teleconference) and Marina Stone

Guests in Attendance: Paul Dunn, Caroline Joseph-Paul and Bob Knippel of CareerSource Brevard (CSB) Career Centers

Call to Order:

Robert Jordan (Chair), called the meeting to order at 8:30 a.m. Introductions were made. There was no public comment.

Action Items:

Approval of Business Workforce Committee Minutes of October 1, 2015

A motion to approve the minutes of the October 1, 2015 Business Workforce Committee Meeting was made by Colleen Browne and seconded by Suzie Glasgow. Motion passed unanimously.

Discussion/Information Items

Terry Compton joined the meeting.

ITA Annual Vendor Evaluation

The Annual Vendor Performance Report was shared showing amounts paid to each provider along with the percentage of those exiting the program(s) who became employed, the percentage of those employed who obtained jobs in areas related to the training they received, and the average hourly wage at placement. No corrective actions of training vendors were recommended. The Committee would like to have a column added to show the number of people represented for the percentages.

2016-2020 Local Workforce Services Plan

The State of Florida Department of Economic Opportunity (DEO) and CareerSource Florida, Inc. (CSF) have issued instructions which require all Regional Workforce Boards in Florida, including CareerSource Brevard (CSB) to submit a four year plan (2016-2020) by April 30, 2016. This local planning requirement is critical for the State of Florida to be in compliance with the new United States Department of Labor (USDOL) Workforce Innovation Opportunity Act (WIOA) regulations and to receive federal funding. Planning focus areas and common themes were shared. A lively discussion and ideas were exchanged around a variety of topics. The following

captures the concepts that were addressed. IT, Healthcare and Planes to Port, all 3 are rapidly growing. Planes and Port initiatives are most likely the most quickly needed. A Maritime Program has began at EFSC. According to the committee's opinion, Planes to Port would be first, IT would be second in demand and Healthcare would be the third most in demand. It was suggested to try not to narrow the focus too much as you can alienate community partners. Other EDC engines and Chambers and the Tourism industry all need to be involved as stakeholders and should be standardly included in the sector strategy efforts. Continue with the branding of CSB using news articles, and flyers. CSB staff should try to be at all local events even if it's just slightly relevant so they can be speaking to groups about what CSB does, including EDC meetings or have at least a table at events. Keep information short. Smart Choices discussion included a piece about employers participating in job shadow programs.

Goal 2 Strategy Updates

Staff reviewed the strategies and measures for Goal 2, "Strengthen key business clusters by working with them to identify and solve workforce issues they face".

Measure 3A: Grow the Resources of the Board/Grant Tracking Matrix

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

Measure 3A Community Resources Report

A list of CSB Community Resources Workshops for November 2015 along with highlights from the Community Services staff was shared.

Measure 4B: Advanced Manufacturing Employment Now (AIM) Sector Strategy

The Advancing in Manufacturing (AIM) Sector Strategy is actively working with the regional educators, community leaders and manufacturers to work together towards a common goal and unified vision of how we can fill the skills gap in manufacturing. The kick off meeting in October was attended by 60 manufacturers, 10 education institutions and 10 supporting community organizations.

State Employer Training Grants

Florida businesses are served through Employed Worker Training grants (EWT) and Incumbent Worker Training grants (IWT). This program provides customized training for existing for-profit businesses which meet established criteria as outlined by the State of Florida. QRT grants, administered by CareerSource Florida, Inc. (CSF) provide funding for customized training to a new or expanding business. The history of the program, summary of the grants and current businesses that were awarded the funding were shared with the committee.

Adjourn:

There being no further business, Robert Jordan adjourned the meeting at 9:41 am.

Respectfully submitted,

Reviewed by,

{signature on file}
Marina Stone

03/10/16
Date

{signature on file}
Robert Jordan, Chair

03/10/16
Date

CareerSource Brevard
Business Workforce Committee Meeting
April 14, 2016

Minutes

Members in Attendance: Daryl Bishop, Colleen Browne, Susan Glasgow, Robert Jordan (Chair), and Travis Proctor

Members Absent: Terry Compton and Lauren Miller

Staff in Attendance: Lisa Rice, Marci Brilley, Al Yorston and Marina Stone

Guests in Attendance: Abigail Martinez from Orlando Medical Institute, Caroline Joseph-Paul, Bob Knippel and Elaine Livolsi of CareerSource Brevard (CSB) Career Centers

Call to Order:

Robert Jordan (Chair), called the meeting to order at 8:30 a.m. Introductions were made. There was no public comment.

Action Items:

Approval of Business Workforce Committee Minutes of January 7, 2016

A motion to approve the minutes of the January 7, 2016 Business Workforce Committee Meeting was made by Susan Glasgow and seconded by Colleen Browne. Motion passed unanimously.

Individual Training Account Vendor Procurement

Orlando Medical Institute (OMI) submitted an Associates Degree in Nursing program for evaluation. Staff completed a review of the application and conducted a site visit of the facility and determined that OMI meets all the appropriate criteria and recommends approval for inclusion of the Region 13 ETPL. Susan Glasgow made a motion to approve OMI's Associates Degree in Nursing program for inclusion on the Region 13 ETPL and to move this item to the consent agenda of the next full Board of Director's meeting. Daryl Bishop seconded the motion. Motion passed unanimously.

Measure 1A: Selection of Key Industries Program Year 2016-2017

CareerSource Brevard (CSB) periodically reviews Key Industries (sometimes referred to as Key Industry Clusters) by researching and analyzing Labor Market Information (LMI) provided by various sources. The selection of Key Industries allows for CSB to deploy limited resources and social capital in a manner to optimize prospects for success. A correction was noted that the total of 29 priorities/industries listed, the Key Industries include 23 or 79% of those listed. A motion was made by Susan Glasgow to approve Aviation, Aerospace and Information Technology, Manufacturing, Logistics, Transportation Distribution, Maritime and Construction, Healthcare, Professional and Business Services and Leisure and Hospitality as PY 2016-PY 2017 Key Industries. Also included were Cyber-Security, Transportation, Distribution & Logistics, Medical Device Manufacturing, Science, Information Technology, Engineering and Mathematics (STEM) Education Occupations, Laser and Photonics, Digital Media,

Entrepreneurial & Self Employment, Water Resources and Technology as Preferred Areas of Focus for PY 2016-PY 2017 to be included on the consent agenda of the next full Board of Directors Meeting. Daryl Bishop seconded the motion. Motion passed unanimously.

Discussion/Information Items

Goal 2 Strategy Updates

Staff reviewed the strategies and measures for Goal 2, "Strengthen key business clusters by working with them to identify and solve workforce issues they face".

Measure 1B Regional Targeted Occupations list for PY 2016-PY 2017

CareerSource Brevard (CSB) is required to produce and publish the Regional Targeted Occupations List (RTOL) on an annual basis. Occupations that were considered in the process and those that were added were shared. A lively discussion ensued.

Measure 3A: Grow the Resources of the Board/Grant Tracking Matrix

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

Measure 3A Community Resources Report

A list of CSB Community Resources Workshops for January 2016 along with highlights from the Community Services staff was shared.

Measure 4B: Advanced Manufacturing Employment (AIM) Sector Strategy

The Advancing in Manufacturing (AIM) Sector Strategy is actively working with the regional educators, community leaders and manufacturers to work together towards a common goal and unified vision of how we can fill the skills gap in manufacturing. A status update, additional results and next steps were shared. Committee member Susan Glasgow shared her interest in the possibility of acquiring an intern for the summer.

State Employer Training Grants

Florida businesses are served through Employed Worker Training grants (EWT) and Incumbent Worker Training grants (IWT). This program provides customized training for existing for-profit businesses which meet established criteria as outlined by the State of Florida. QRT grants, administered by CareerSource Florida, Inc. (CSF) provide funding for customized training to a new or expanding business. The history of the program, summary of the grants and current businesses that were awarded the funding were shared with the committee.

Adjourn:

There being no further business, Robert Jordan adjourned the meeting at 9:21 am.

Respectfully submitted,

Reviewed by,

{signature on file}
Marina Stone

04/20/16
Date

{signature on file}
Robert Jordan, Chair

04/20/16
Date

CareerSource Brevard
Community Involvement Committee
January 27, 2016

Minutes

Members in Attendance: Terry Schrumpf (Chair), Kristin Bakke, Debra Greco (via teleconference), Traci Klinkbeil, Catherine Mallozzi, and Rose Thron.

Members Absent: Carol Craig and Venetta Valdengo.

Staff in Attendance: Denise Biondi, Judy Blanchard, Caroline Joseph-Paul, Stephanie Mosedale, Lisa Rice and Lyn Sevin.

Guests in Attendance: None

Call to Order: Terry Schrumpf, called the meeting to order at 4:00pm in the CareerSource Brevard (CSB) Boardroom.

Public Comment: There was no public comment

Success Stories: Staff shared a CSB success story.

Action Items:

Approval of Community Involvement Committee minutes

Motion to approve the minutes from the October 28, 2015 meeting made by Rose Thron and seconded by Kristin Bakke. The motion passed unanimously.

Information Items:

Local Workforce Services Plan

The State of Florida Department of Economic Opportunity and CareerSource Florida have issued instructions which require all Regional Workforce Boards in Florida to submit a four year plan by April 30, 2016. This local planning requirement is critical for the State of Florida to be in compliance with the new United States Department of Labor Workforce Innovation Opportunity Act (WIOA) regulations and to receive federal funding. WIOA encourages an enhanced, integrated system by including new core programs in its planning and performance requirements.

Staff reviewed the steps CSB is taking to comply with the State's four year plan requirement and requested input from the Committee on CSB's focus areas, recognizing that manufacturing is

considered the first priority for sector strategy work.

The Committee responded to staff questions as follows:

When asked which sector strategy takes priority, they said that because healthcare is already established and IT runs the risk of candidates being lured away by bigger salaries in larger metro areas, staff should focus on the Planes to Port sector. They said the port is positioned to expand in the near future but its needs are currently unknown. It has the potential to become a boom sector and it would possibly have the biggest impact on the County.

When asked what other stakeholders should be included the response was staffing agencies and local elected officials.

When asked how should sector strategy information be shared they suggested videos for schools and organizations.

When asked what would regional economic development coordination look like to Brevard they suggested a SWOT analysis be done for each region to discover the similarities, to find out what each is lacking, and to share best practices. They said it is important to become involved in every industry regardless of which county is affected by that industry.

Committee Goal 1 Update

Staff reviewed the activities and updated the Committee on *Goal 1 – ‘Convene the community and conduct community awareness campaigns regarding workforce issues’* as follows:

Measure 2A: Outreach Plan Update

Staff gave updates on the Jumpstart Outreach Plan, the Social Media Plan, and the Website performance for October-December 2015. Staff handed out “Mapping the Talent in Brevard” which will be handed out to businesses. The form had previously been presented to CareerSource Florida who said that every workforce board should be using one. The data will be updated twice per year.

Measure 4B: Advancing In Manufacturing (AIM) Sector Strategy

The AIM Sector Strategy is actively working with regional educators, community leaders and manufacturers to work together towards a common goal and unified vision of how to fill the skills gap in manufacturing. Initial meetings have been held and 30 volunteer members are actively working on the framework to address the key issues facing this region. Subcommittee reports and next steps were reviewed. It was noted that the Education Mapping and Training Subcommittee and the Youth Summer Internships Subcommittee had joined together and that

six local businesses had volunteered to offer their facilities as training sites. Staff said that Senator Altman had agreed to sponsor the Senate Legislative Budget Request for \$3.25 million and members asked how they could support the budget request. CSB staff agreed to send the Committee information to share with friends/colleagues. It was also suggested that the Brevard Business Voice (formerly a Melbourne Chamber group) would probably support the legislation. It was noted that Catherine Ridloff is the staff person and Travis Proctor and Wayne Cooper are members of the group.

There being no other business Terry Schrumpf adjourned the meeting at 5:10pm.

Submitted by,

Reviewed by,

(signature on file) 2/21/16
Lyn Sevin Date

(signature on file) 2/23/16
Terry Schrumpf Date

CareerSource Brevard
Executive Committee Meeting
February 1, 2016
CSB Boardroom

MINUTES

Members in Attendance: Mike Menyhart (Chair), Daryl Bishop, Paula Just, Terry Schrumpf (via teleconference), and Patty Stratton (via teleconference).

Members Absent: William Chivers and Robert Jordan

Staff in Attendance: Richard Meagher, Lisa Rice, and Lyn Sevin.

Guests: Travis Proctor.

Mike Menyhart called the meeting to order at 4:30pm.

Public Comments: There was no public comment.

Action Items:

Approval of Executive Committee minutes

Motion to approve the Executive Committee Minutes for November 3, 2015 was made by Paula Just, seconded by Terri Schrumpf, and passed unanimously.

Continuing Education Request for 2016

The President of CSB is required to engage in continuing education each year per Policy # PER 07-01. Ms. Rice presented a request for National Veterans Training Institute's Leadership for the Implementation of Veteran Services training. All costs are reimbursed by the Veterans Administration. Motion to approve the Continuing Education request presented by Ms. Rice made by Daryl Bishop and seconded by Paula Just. Motion passed unanimously.

Discussion/Information Items:

Presentation

Staff shared the latest version of the Talent Attraction Video which will be presented at the next Board of Directors meeting. The video will be available for use by anyone.

Talent Asset Map

Staff reviewed the Mapping the Talent in Brevard tool which is a snapshot in time from registrants in EmployFlorida.com who have self-reported their work experience. This will be presented to businesses and will be updated every 6 months. The form had previously been presented to CareerSource Florida who asked CSB to train other workforce boards on how to collect this data. The data covers manufacturing occupations and will be updated twice per year. There are plans to create another Talent Map for healthcare and then IT.

Advancing In Manufacturing (AIM) Update

Lisa Rice introduced Travis Proctor from ArtemisIT who had been invited to join the discussion on this item. Discussion followed on the subcommittee outcomes, next steps, and emerging common themes.

Mr. Proctor said that he would be Chairing the EDC's image and marketing committee and looked forward to collaboration between CSB and EDC.

Mr. Proctor left the meeting at 5:40pm

Financial Reports

Staff reviewed the financial activity for the fiscal period ending on December 31, 2015. There was discussion on the accountant's termination and an audit being conducted as a result of that termination. Results of the audit will be presented to the next meeting of the Executive Committee. There was also discussion on the AARP grant supplemental costs which will also be brought to the next Executive Committee.

Vendor Payments Reports

The Vendor Payment report from 10/1/15 to 12/31/15 was reviewed.

Adjournment:

Mr. Menyhart adjourned the meeting at 5:46pm.

Submitted by,

Reviewed by,

(signature on file)

Lyn Sevin

2/22/16

Date

(signature on file)

Mike Menyhart

2/23/16

Date

CareerSource Brevard
Executive Committee Meeting
March 22, 2016
CSB Boardroom

MINUTES

Members in Attendance: Mike Menyhart (Chair), Daryl Bishop, William Chivers (via teleconference), Paula Just, Robert Jordan, Terry Schrupf, and Patty Stratton.

Members Absent:

Staff in Attendance: Denise Biondi, Lisa Rice, and Lyn Sevin.

Guests: None

Mike Menyhart called the meeting to order at 9:00am.

Public Comments: There was no public comment.

Discussion Items:

Economic Development Commission of Florida's Space Coast

Lisa Rice gave a presentation on the EDC CPT program, timeline of other events and numerous requests for funds and asked for guidance.

Pattie Stratton joined meeting at 8:09am. Paula Just joined the meeting at 8:15am.

The members agreed on the following steps:

1. Create a communication plan and educate Board Officers on the plan.
2. Schedule meeting between officers of the EDC and CSB to discuss funding regulations and how to avoid duplication of services.
3. Schedule meetings with County Commissioners, Lisa Rice, and CSB Officers.
4. Robert Jordan to schedule a meeting with the Pastors' Community Alliance group, to include Lisa Rice.
5. Mike Menyhart to schedule a meeting with Phil Hayes of the EDC.

Adjournment:

Mr. Menyhart adjourned the meeting at 9:00am

Submitted by,

Reviewed by,

(signature on file)
Lyn Sevin

4/25/2016
Date

(signature on file)
Mike Menyhart

4/25/2016
Date

CareerSource Brevard
Executive Committee Teleconference Meeting
April 14, 2016

MINUTES

Members in Attendance (via teleconference): Daryl Bishop, Paula Just, Robert Jordan, Terry Schrumpf, and Patty Stratton.

Members Absent: William Chivers and Mike Menyhart.

Staff in Attendance: Lisa Rice, and Lyn Sevin.

Guests: None

Robert Jordan called the meeting to order at 4:33pm.

Public Comments: There was no public comment.

Action Items:

The State of Florida Department of Economic Opportunity (DEO) and CareerSource Florida, Inc. (CSF) have issued instructions which require all Regional Workforce Boards in Florida to submit a four year plan (2016-2020) by April 30, 2016. Staff outlined how CareerSource Brevard (CSB) will coordinate service delivery with the new core programs and enhanced areas which are critical for the State of Florida to be in compliance with the new United States Department of Labor (USDOL) Workforce Innovation Opportunity Act (WIOA) regulations and to receive federal funding. The Board of Directors, at the February 23, 2016 meeting, authorized the Executive Committee to issue final CSB approval for the 2016-2020 Local Plan. The plan will be reviewed by the Brevard County Board of County Commissioner (BoCC) on April 19, 2016 with final submission to DEO no later than April 30, 2016.

Daryl Bishop made a motion to approve CSB's Local Plan for BoCC approval and submission to DEO. Motion seconded by Terry Schrumpf and passed unanimously.

Adjournment:

Mr. Jordan adjourned the meeting at 4:36pm

Submitted by,

Reviewed by,

(signature on file)
Lyn Sevin

4/28/2016
Date

(signature on file)
Robert Jordan

4/28/2016
Date



Board of Directors
Meeting Attendance Record PY 2015-2016

	BOARD MEMBER	AUG	NOV	FEB Annual Meeting & Retreat	MAR	MAY
1	Bean, Michael	P	P	A	P	
2	Blackburn, Desmond			P	A	
3	Bishop, Daryl	P	P	P	A	
4	Browne, Colleen	P	P	P	A	
5	Chivers, William	P	P	P	P	
6	Compton, Teri (ex officio)	P	P	P	A	
7	Coxwell, Dale	P	A	A	A	
8	Craig, Carol	A	A	A	A	
9	Glasgow, Susan	P	P	P	P	
10	Greco, Debra	P	P	A	P	
11	Heller, Nancy	P	P	P	P	
12	Jordan, Robert	P	P	P	P	
13	Just, Paula	A	P	P	P	
14	Klinkbeil, Traci			P	P	
15	Mack, Travis	N/A	P	P	A	
16	Menyhart, Mike	P	P	P	P	
17	Miedema, Linda	P	P	A	P	
18	Olson, Wayne	P	P	P	A	
19	Patel, Amar	P	P	P	A	
20	Raymond, Dan	P	P	A	P	
21	Schrumpf, Terry	P	P	P	P	
22	Stratton, Patricia	A	P	A	A	
23	Taibl, Ronald	P	P	A	P	
24	Weatherman, Lynda	P	P	P	A	
25	Venetta Valdengo	P	A	P	A	
	Total attendance	19	20	17	13	0

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