



# Board of Directors Meeting & Annual Retreat

February 14, 2017 – 8:00am

Rockledge Career Center Classroom

(Teleconference 321.394.0707)

**Attendees:** Robert Jordan (Chair), Shawn Beal, Daryl Bishop (Treasurer), Desmond Blackburn, Colleen Browne, William Chivers, Dale Coxwell, Susan Glasgow, Debra Greco, Nancy Heller, Paula Just, Jennifer Kenny, Traci Klinkbeil, Travis Mack, Mike Menyhart, Linda Miedema, Wayne Olson, Terry Schrumpf, Kevin Smith, Patricia Stratton, Ronald Tiabl, Lynda Weatherman, Venetta Valdengo.

## Board Agenda

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

### Page No.

#### **Call to Order**

**Robert Jordan (5 min)**

#### **Introductions**

#### **Public Comment**

#### **Presentations:**

A. Rollout of New Website Redesign

**Brandt Ronat**

B. Learning the Career Center – An overview presentation

**Jessica Mitchell**

#### **Action Items:**

A. Contracts with Board Members

**Robert Jordan**

1-2

B. Addendum to Comprehensive 4 year Workforce Services  
Plan 2016-2020

3-9

#### **Consent Action Items:**

A. Board of Director's Meeting Minutes – 11/15/2016

10-11

#### **Committee Chair Reports:**

A. Committee Chair Reports (2 min. each) (no briefs)

a. Business Workforce Committee – 1/12/17

**Susie Glasgow**

b. Community Involvement Committee – 1/25/17

**Marci Murphy**

c. E<sup>3</sup> - 12/8/16

**Marci Murphy**

d. Workforce Operations Committee – 2/1/17

**Paula Just**

#### **Information Items**

**Marci Murphy**

B. Performance Funding Model

12-13

C. Second Quarter Contractor Performance PY 2016-17

14-15

D. Adult Education Collaboration

16-17

E. EFSC Industry Advisory Councils

18-19

F. Healthcare Sector Strategy

20

G. America's Promise Grant

21

H. ITA Annual Vendor Evaluation

22-23

I. OJT Training

24-25

J. Growing the Resources of the Board	26-30
K. Financial Reports (Charts 1, 2, & 3)	31-35
L. Committee Meeting Minutes	
1. E3 Committee – 12/8/16	36-38
2. Business Workforce Committee – 10/18/16	39-40
3. Community Involvement Committee – 11/2/16	41-42
4. Executive Committee – 12/12/16 & 1/31/17	43-45
5. Workforce Operations Committee – 11/9/16	46-48

*Adjourn*

## Board Retreat Agenda

### 9:00am – 1:30pm (lunch provided)

- A. Welcome and Introductions
- B. 3 Year Strategic Planning Process

*Marci Murphy*  
*John Metcalf*

*Adjourn*

*Meeting information is always available @ [careersourcebrevard.com](http://careersourcebrevard.com)  
For questions please call 321-394-0507 TTY: 711-321-394-0507*

#### Upcoming Meetings:

**March 2017**

9<sup>th</sup> E<sup>3</sup> Committee-8:30am-CSB Boardroom

**April 2017**

6<sup>th</sup> Business Workforce Committee-8:30am-CSB Boardroom  
26<sup>th</sup> Community Involvement Committee-4:00pm-CSB Boardroom

**May 2017**

2<sup>nd</sup> Executive Committee-4:00pm-CSB Boardroom  
10<sup>th</sup> Workforce Operations Committee-8:30am-CSB Boardroom  
16<sup>th</sup> Board Meeting-8:00am-CSB Boardroom

**June 2017**

8<sup>th</sup> E<sup>3</sup> Committee-8:30am-CSB Boardroom



February 14, 2017

## **Action Brief**

### **On the Job Training (OJT), Employed Worker Training (EWT) Adult Work Experience (AWE), and other Contracts with Board Members**

#### **Background**

Florida Statute 445.007 and CareerSource Florida (CSF) Policy concerning regional workforce board contracting states that any contract between a regional workforce board and a member of that board who may benefit financially or that has any relationship with the contracting vendor must be approved at Board level and reported to CSF, and if over \$25,000 must be approved by CSF prior to executing the contract.

#### **Recommendation**

Recognizing that the board convenes on a quarterly basis, and to be able to meet business needs in a timely and efficient manner, staff has worked closely with the employer(s) listed below to identify their currently known and subsequently anticipated OJT, EWT and AWE training needs. Where there certainly may be other opportunities presented at future board meetings, by approving this request today, CareerSource Brevard (CSB) will be able to assist these business customers.

Staff recommends Board approval of the following work based training contracts:

Business Name:	Saalex Solutions Inc. and Saalex IT, LLC
Board Member:	Travis Mack
Total Not to Exceed:	\$100,000

The maximum amount of training hours (1040 per person) for approximately 10 people was used to determine the maximum available funding. All funding is dependent upon Board and WFI approval, along with availability of funds. Training is for the following types of positions with annual salaries ranging from \$16,848 to \$75,000:

- Business Development Manager
- Proposal Management
- Technical Writing and Editing
- IT Purchasing Assistant
- Jr. Systems Administrator

- Help Desk Technician
- Accounting Clerk
- Computer Network Support
- And other positions as identified by the employer

Action

Approve or deny contract recommendations for Saalex Solutions, Inc. and Saalex IT, LLC for work based training contract.

## **Action Brief**

### **Addendum to Comprehensive 4 Year Plan 2016-2020**

#### **Background**

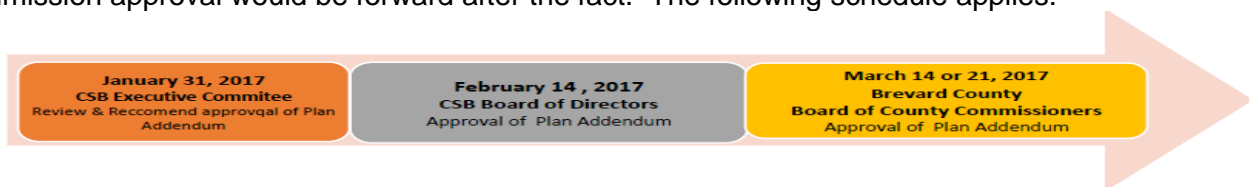
The State of Florida Department of Economic Opportunity (DEO) and CareerSource Florida, Inc. (CSF) issued instructions in November 2016, requesting that all Local Workforce Development (LWDB) Boards in Florida, including CareerSource Brevard (CSB) to submit an Addendum to the four year plan by November 30, 2016. The request was to address a list of items published by the United States Department of Labor (USDOL) Final Rule for the Workforce Innovation and Opportunity Act (WIOA). Specifically the request was to address the following:

1. If the entity selected as the fiscal agent/administrative entity is also identified as a one-stop operator or other direct provider of services, provide a description of the appropriate firewalls established to guard against any conflict of interest. (Page 6, Item (3)(C), Local Grant Sub-recipient)
2. Provide a description of any cooperative agreement between the Local Board and the designated local entity administering vocational rehabilitation activities under Title I of the Rehabilitation Act of 1973. (Page 9, Item 7, Cooperative Agreements)
3. Are each of the required WIOA partners included in the local one-stop system? Include a description of the roles and resource contributions of the local partners. (Page 11, Item 1, General System Description)
4. Provide a description of how participating one-stop partners use the principles of universal design in their operations. (Page 11, Item (2)(B), Customer Access)
5. Provide a description of the steps taken or that will be taken to ensure a competitive process for the selection of one-stop operators. (Page 11, Item 4, Competitive Selection of One Stop Operator)

Staff reviewed the 2016-2020 Comprehensive Plan and has provided the attached Addendum for review. The document indicates any revisions to the original plan language. Some sections that were requested to be revised were already in compliance with the final rules. In addition to the requested items, CSB requested a revision to the section of the plan regarding “how training services will be provided”. This section of the plan describes training agent contract agreement with the University of Central Florida which allows for “customer specific occupational training” that meets local and regional demand be added to the Eligible Training Provider List (ETPL). The amendment to the plan also allows Brevard Public School (BPS) training program to be added to the ETPL when the training meets local and regional demand.

This addendum also allows for training vendor/programs identified by sector strategies to be added to the ETPL. While DEO has the draft addendum, final approval comes after BOD and County Commission review and approve.

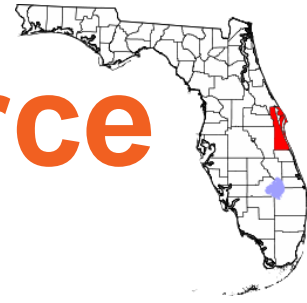
DEO did not require the public comment process for this addendum but request that the CSB Board of Directors and the Board of County Commissioners approve the addendum. The addendum was required to be submitted to DEO by November 30, 2016 with the understanding that the BOD and County Commission approval would be forward after the fact. The following schedule applies:



#### **Action**

Approve, modify, or deny the Executive Committee recommendation to approve the attached Addendum to the Comprehensive 4 Year Plan.

# CareerSource Brevard



## COMPREHENSIVE 4 YEAR PLAN

JULY 1, 2016 – JUNE 30, 2020

ADDENDUM #1

NOVEMBER 30, 2016

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LOCAL WORKFORCE DEVELOPMENT AREA 13 – BREVARD COUNTY

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**Telephone:** 321-394-0506  
**Fax:** 321-504-2065

297 Barnes Blvd.  
Rockledge, FL. 32955

[careersourcebrevard.com](http://careersourcebrevard.com)  
[dlusk@careersourcebrevard.com](mailto:dlusk@careersourcebrevard.com)

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**Date Submitted:** November 30, 2016

**Plan Contact:** Don Lusk, Vice President Operations

## INTRODUCTION

This document is required based on the State of Florida, the Department of Economic Opportunity (DEO) November 4, 2016 Memorandum requesting an addendum to the local plan in accordance with the CareerSource Florida Local Plan Instructions and based on final Department of Labor (USDOL) and Department of Education (USDOE) Workforce Innovation and Opportunity Act (WIOA) rules published on August 19, 2016. DEO further clarified their request on November 16, 2016 by indicating that the plan addendums must be approved by the Chief Elected Official (CEO). The Brevard County CEO is the Brevard County Board of County Commissioners. DEO indicated that the addendum must be submitted by November 30, 2016 and if the plan addendum cannot be executed prior to that date our document should indicate “the date that the addendum will be approved and signed by the CEO”. This addendum shall be considered a draft until such time the CEO executes the addendum.

The CareerSource Brevard (CSB) process for plan approval requires review by the Executive Committee, the CSB Board of Directors and then the CEO. The CEO has yet to approve a 2017 Board calendar, so the dates listed are tentative. The following chart provides the timeline for the approval process.



## DEO ADDENDUM REQUEST

DEO requested that CSB address the following items based on the USDOL and the USDOE WIOA Final Rules. The following format indicates the requested item to be addressed and any amendment necessary based on staff review:

#	DEO REQUEST	EXISTING PLAN LANGUAGE WITH <b>REVISIONS</b> & <b>NOTES</b>
1	If the entity selected as the fiscal agent/administrative entity is also identified as a one-stop operator or other direct provider of services, provide a description of the appropriate firewalls established to guard against any conflict of interest. (Page 6, Item (3)(C), Local Grant Subrecipient)	Item 3 (c) [Page 11] The Administrative Entity is also the local fiscal agent, local board staff and provides services to business and industry through CBS's Industry Relations Department. The one-stop or career center services are contracted to a vendor who was selected through a competitive process. <u>CSB as the fiscal agent/administrative entity is not a direct provider of one-stop operator services and as such, no firewalls to guard against conflict of interest are required.</u>
2	Provide a description of any cooperative agreement between the Local Board and the designated local entity administering vocational	Item 7 [Page 84] <del>CareerSource Brevard continues to work with one-stop career Center partners for the determination of infrastructure cost contributions. Florida Department of Education Vocational Rehabilitation infrastructure cost sharing will be determined by the</del>

#	DEO REQUEST	EXISTING PLAN LANGUAGE WITH REVISIONS & NOTES
	rehabilitation activities under Title I of the Rehabilitation Act of 1973. (Page 9, Item 7, Cooperative Agreements)	<p><del>Department of Education at the state level pursuant to WIOA requirements. There will be a delay in infrastructure cost sharing for Perkins Act funding as a result of federal reauthorization of the program. CareerSource has acted as the convener of community partners and their resources. We have entered Memorandums of Understanding (MOUs) with each partner that may be financial or service oriented (referral) in nature. CareerSource has many partnership MOUs which create relationships that provide a seamless continuum of services for the job seeker and reduce unnecessary redundant providers. While there are 14 required partners in the WIOA service delivery process, the Florida Model will not require all of those and the due date for the MOU's is July 2017. CareerSource will continue to work with all of the required entities to accomplish necessary MOU's.</del></p> <p><u>CareerSource Brevard has developed a cooperative agreement with local representatives of Vocational Rehabilitation. This agreement has been approved locally but is currently awaiting execution by State Department of Education (DOE), Vocational Rehabilitation officials. The agreement was developed using a preapproved DOE template. It covers coordination and provision of services, joint release of information, consent forms, use of space, infrastructure costs and other general items.</u></p>
3	Are each of the required WIOA partners included in the local one-stop system? Include a description of the roles and resource contributions of the local partners. (Page 11, Item 1, General System Description)	<p>Item 1 [Page 86-88]</p> <p>All of the required WIOA partners are included in the CareerSource Brevard one-stop delivery system <u>with the exception of programs that are not available. These include the Indian and Native American programs and the National Farmworkers Jobs programs.</u> CareerSource Brevard's system of Career Centers directly provides the full array of employment services and connects customers to work-related training and education. CareerSource Brevard provides high-quality career services, education and training, and supportive services customers need to get good jobs and stay employed, and to help businesses find skilled workers and access other supports, including education and training for their current workforce. CareerSource Brevard has established strong, robust and sustained partnerships with core programs. The local workforce development board provides guidance and oversight of a wide-range of core programs. Coordination is managed within a direct line of supervision with coordinated service delivery and accountability. (See charts included in plan on pages 86-88 for roles and resources of local partners. It is worth noting that CSB has an updated agreement with Division of Blind Services pending. This updated agreement should be executed in the next 30-60 days. No other revisions required)</p>
4	Provide a description of how participating one-stop partners use the principles of universal design in their operations. (Page 11, Item (2)(B), Customer Access)	<p>Item 2 (b) [Pages 91-93]</p> <p>CareerSource Brevard and its partner programs and entities that are jointly responsible for workforce and economic development, education, and other workforce programs already collaborate to create a seamless, customer-focused one-stop delivery system</p>



#	DEO REQUEST	EXISTING PLAN LANGUAGE WITH REVISIONS & NOTES
		that integrates service delivery across all programs and enhances access to the programs' services. This region's Career Centers and partners provide jobseekers, including individuals with barriers to employment, such as individuals with disabilities, with the skills and credentials necessary to secure and advance in employment with family-sustaining wages. The local workforce board promotes accessibility for all job seekers to our Career Centers and program services, and is fully compliant with accessibility requirements for individuals with disabilities within our centers. Career Centers in our local area assist job seekers with disabilities in all programs, and our region has annually assessed physical and programmatic accessibility. This includes, but is not limited to, ensuring assistive technology and materials are in place, and front-line staff members are trained in the use of this technology. In addition, CareerSource Brevard and its partners located within the Career Centers ascribe to the principles of universal design of the facility, materials, service delivery and technology whenever and wherever possible and practical, including the following seven core principles: (See Universal Design Principles Chart contained on pages 91-92 for application and use of universal design principles. No revisions required.)
5	Provide a description of the steps taken or that will be taken to ensure a competitive process for the selection of one-stop operators. (Page 11, Item 4, Competitive Selection of One Stop Operator)	<p>Item 4 [Pages 94-95] CareerSource Brevard is committed to open and competitive procurement of services in providing workforce development services in Brevard County. Through requests for qualifications, invitations to negotiate, requests for proposals and bids, providers within and outside the community have the opportunity to compete to meet the needs of CSB customers. Decisions on procurement are guided by our commitment to provide quality services and maintain high levels of customer satisfaction. This is done within the established federal and state regulations and policies governing procurement</p> <p><b>Request for Proposals (RFP)</b> A Request for Proposals (RFP) is used to solicit proposals for One-stop Operator Provider services. Public notice of the RFP is provided through the agency website, posting in the local newspaper and Florida Vendor Bid System as determined necessary. Upon receipt of proposals by the published deadline, a review team rates and ranks the proposals, and prepares recommendations for approval by Board of Directors. The review team consists of not less than 3 members comprised of CSB staff, board member or member of the community or combination thereof. Each team member is required to sign a code of conduct and conflict of interest statement. The evaluation criterion is kept on file for each procurement including the individual evaluation forms completed for each proposal submitted. A cost analysis is performed and documented. (See pages 93-94 of plan for description of the steps to ensure competitive process. No revisions required.)</p>

In addition to the previously listed DEO requested plan items, CSB wishes to amend the current plan to include arrangements to work more closely with the Brevard Public School system. The following format indicates the requested item to be addressed and the amendment necessary based on staff review:

#	CSB REQUEST	EXISTING PLAN LANGUAGE WITH REVISIONS &
1	(9) Training Services: Please describe how training services will be provided, including, if contracts for training services are to be used, how such contracts will be coordinated with the use of ITAs. WIOA §134(c)(1)(A)(v).	<p>Item 9 [Pages 107-110]</p> <p>Training services provided by CareerSource Brevard are directly linked to an in-demand industry sector or occupation in the local area or the planning region, or in another area to which an adult or dislocated worker receiving services is willing to relocate. CareerSource Brevard provides diversified job-driven training opportunities for individuals, including pre-vocational training, occupational skills training, work-based training, registered apprenticeships, internships, paid work experience, etc. Priority consideration is given to programs that lead to a recognized post-secondary credential and/or industry-recognized credential aligned with in-demand industry sectors or occupations.</p> <p>CareerSource Brevard has implemented innovative programs and strategies designed to meet the needs of employers, which may include employed worker training programs, customized training, on-the-job training, internships, paid work experience, sectoral and industry cluster strategies, implementation of industry or sector partnerships, career pathway programs, microenterprise and entrepreneurial training and layoff aversion strategies. CareerSource Brevard in coordination with Region 11 (Flagler/Volusia) and Region 10 (Citrus/Levy/Marion) have established the Training Agent Contract Agreement with the University of Central Florida (UCF) which extends to all UCF Regional Campuses, Colleges, Institutes, Incubators, Labs and Centers. This regional agreement allows for a customer with specific occupational training needs to have access to courses and programs leading to credentials and degrees that meet local and regional demand.</p> <p><u>CareerSource Brevard in cooperation with Brevard County Public Schools (BPS) which includes Adult and Community Education has established a partnership via agreement for technical, educational and vocational training which is designed to meet industry needs across various in demand occupations for adult learners and career seekers. The intent of this agreement allows a customer with specific occupational training needs to have access to courses and programs leading to credentials and degrees that meet local and regional demand.</u></p> <p><u>In order to develop, implement, and expand sector strategies with a focus on growth industries and to build a competitive workforce, CareerSource Brevard may enter into agreements with training vendors for programs that meet sector strategy training needs not available with existing ETPL. Such vendors must be able to provide data and outcomes which demonstrate provision of credential(s) leading to successful employment</u></p> <p>This authorizes University of Central Florida, <u>BPS and vendors who meet sector strategy needs</u> to be included on the Eligible Training Provider List. Training programs which meet local and regional demand criteria are made available based on funding availability.</p>

This addendum represents the best efforts of CareerSource Brevard to maximize the resources available under the various legislative funding sources establishing the One-Stop/Career Center System in Brevard County also known as Local Workforce Development Board 13. The addendum was electronically submitted as specified in the instructions by November 30, 2016 with the understanding the document must receive approval of the CSB Executive Board, Board of Directors and the Brevard County Board of County Commissioners (CEO) prior to becoming final.



CareerSource Brevard will operate in accordance with the approved four year plan, this addendum and applicable federal and state laws, rules, and regulations.



**Chief Elected Official (CEO)  
Brevard County Board of County Commissioners**

\_\_\_\_\_  
Curt Smith, Chair

Attest:

\_\_\_\_\_  
Date (As approved by the Board of \_\_\_\_\_) Scott Ellis, Clerk

**CareerSource Brevard**

\_\_\_\_\_  
Robert Jordan, Chair

\_\_\_\_\_  
Marci Murphy, President

\_\_\_\_\_  
Date

CareerSource Brevard  
**Board of Directors Meeting**  
November 15, 2016

**MINUTES**

**Members in Attendance:** Daryl Bishop, Colleen Browne (via teleconference), William Chivers, Susan Glasgow, Debra Greco (via teleconference), Nancy Heller, Robert Jordan (Chair), Traci Klinkbeil, Travis Mack, Wayne Olson, Terry Schrupf, Kevin Smith, Patricia Stratton, Ronald Taibl, Lynda Weatherman.

**Members Absent:** Shawn Beal, Desmond Blackburn, Dale Coxwell, Paula Just, Jennifer Kenny, Mike Menyhart, Linda Miedema, Venetta Valdengo.

**Staff Present:** Jana Bauer, Denise Biondi, Jennifer Lasser, Don Lusk, Carol Macrander, Richard Meagher, Stephanie Mosedale, Marci Murphy, Lyn Sevin, Erma Shaver (via teleconference), Val Williams, Jeff Witt, Al Yorston.

**Career Center Staff Present:** Scott Amey, Julie Berrio (via teleconference), Chris Berry (via teleconference), Linda Hadley, Caroline Joseph-Paul, Bob Knippel, Thomas LaFlore, Jessica Mitchell.

**Guests:** Scott Wilson (RSM), Jeff Gervase (RSM), Ron Goss (Eckerd)

**Call to Order:** The CareerSource Brevard (CSB) Board Meeting was called to order at 8:00am by Robert Jordan.

**Approval of Agenda:** Motion to approve Agenda made by Kevin Smith and seconded by Susie Glasgow and passed unanimously.

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

**Presentations:**

Winning at Work

Val Williams presented “Winning At Work” for the NextGen Program.

Staff Recognition

Jean Carvalho was recognized for 10 years of service to CSB.

**Action Items:**

PY 2015-2016 Audit

Scott Wilson and Jeffrey Gervase from RSM gave a presentation on the status of the audit. It was noted that CSB had a clean audit with no reportable conditions or findings. Motion to accept the Independent Auditor’s Report on the financial statements for the program year ending June 30, 2016 made by Daryl Bishop, seconded by Susie Glasgow and passed unanimously. Daryl Bishop congratulated the Finance Department on the successful audit.

Contracts with Board Members

It was noted that Board Member Linda Miedema was not present at the meeting; however, she had previously identified the need to abstain from discussion and voting prior to the meeting. Motion to recommend Department of Economic Opportunity approve Training Agency Agreement with Brevard Community College d/b/a Eastern Florida State College in an amount not to exceed \$50,000 annually made by Ron Taibl and seconded by Susie Glasgow. Motion passed unanimously.

Colleen Browne identified the need to abstain from discussion and voting prior to the meeting. Motion to approve Training Agency Agreement with Keiser University in an amount not to exceed \$20,000 annually made by Ron Taibl and seconded by Susie Glasgow. Motion passed unanimously with Colleen Browne abstaining.

Staff handed out a Brief outlining anticipated related party contracts for OJT training needs and requested board approval. Patricia Stratton identified the need to abstain from discussion and voting prior to the meeting. Motion to approve OJT contract with Abacus Technology, Inc. in an amount not to exceed \$24,000 made by Ron Taibl and seconded by Susie Glasgow. Motion passed unanimously with Patricia Stratton abstaining.

**Consent Action Items:**

Motion to approve Board of Director meeting minutes for 8/16/16 made by Kevin Smith and seconded by Daryl Bishop. Motion passed unanimously.

Marci Murphy reviewed the new career center opening hours recommended by the Executive Committee. Motion to approve the new career center hours as presented made by Travis Mack and seconded by Lynda Weatherman. Motion passed unanimously.

**Committee Chair Reports:**

Susie Glasgow gave a report on the Business Workforce Committee meeting held on October 8, 2016.

Patty Stratton gave a report on the E<sup>3</sup> Committee meeting held on September 15, 2016

Terry Schrupf gave a report on the Community Involvement Committee meeting held on November 2, 2016.

Marci Murphy gave a report on the Workforce Operations Committee meeting held on November 9, 2016.

Susie Glasgow left the meeting at 8:33am.

**Information Items:**

Information items presented included Career Center Standards, PY15-16 Success Data, Common Measures, Performance Funding Model, Governor's Reemployment Challenge, Customer Centered Design, Business Use of CSB Services, State Employer Training Grants, Total Talent Solution, Talent Attraction Objectives, Grown the Resources of the Board, Financial Reports and Committee meeting minutes. The Human Centered Design presentation which had been given to White House and DOL staff was reviewed. There was also discussion on the PY15-16 Success Data sheet and the Governor's Reemployment Challenge. LinkedIn was suggested as a tool to be used for the reemployment challenge.

**Other Business:**

There was discussion on the new Administration's effect on the space program.

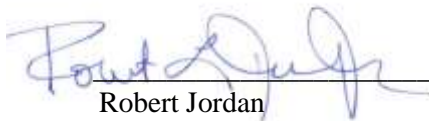
There being no further business, the meeting was adjourned at 9:07am.

Submitted by,

Reviewed by,

(signature on file)  
\_\_\_\_\_  
Lyn Sevin

11/17/16  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Robert Jordan

11/17/16\_\_\_\_\_  
Date

## Informational Brief

### Performance Funding Model Watch Brief

#### Background

CareerSource Brevard (CSB) participates in the Performance Funding Model (PFM) developed by CareerSource Florida. The following information is tracked as an indicator as to anticipated performance on these measures. The measures have been revised and there are now seven (7) metrics being measured. Those measures include two (2) placement measures (Unemployed Placement Rate and Time to Earnings), three (3) exit measures (Cost per Employed at Exit, Average Earnings, and Earnings per Dollar Spent), and two (2) Business Measures (Business Engagement and Customer Satisfaction).

These measures are new for PY 2016-17 and all processes, reporting formats, and results continue to be adjusted in order to provide the most accurate predictions of performance. CSB has an internal team who has been meeting for several months to understand the measures and determine how performance can be maximized. The group completed a full review of the PFM measures and have established *10 Strategies for Improvement* currently being operationalized. 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.

#### Placement Measures–

Unemployed Placement Rate					
Minimum Threshold – 17.35% Target – 23.14%	Quarter 1 Jul. – Sep. 2016	Quarter 2 Oct. – Dec. 2016	Quarter 3 Jan. – Mar. 2017	Quarter 4 Apr. – Jun. 2017	Year-to-Date July 2016 – June 2017
Number of Participants with wages this quarter	1,785*	1,892			
Number of Participants with Zero Wages the previous Quarter	6,282*	6,703			
Performance Rate	28.4%	28.2%			

Time to Earnings					
Minimum Threshold – .925 Target – .694	Quarter 1 Jul. – Sep. 2016	Quarter 2 Oct. – Dec. 2016	Quarter 3 Jan. – Mar. 2017	Quarter 4 Apr. – Jun. 2017	Year-to-Date July 2016 – June 2017
The number of quarters the participants in the denominator went without a job	N/A	N/A			
Number of Participants with Zero Wages the previous Quarter	N/A	N/A			
Performance Rate					

#### Exit Measures

Cost per Employed Exit (based on annual data)					
Minimum Threshold – \$381 Target – \$285	Quarter 1 Jul. – Sep. 2016	Quarter 2 Oct. – Dec. 2016	Quarter 3 Jan. – Mar. 2017	Quarter 4 Apr. – Jun. 2017	Year-to-Date July 2016 – June 2017
The number of Exiters who earned a wage the quarter they exited	N/A	N/A			
All Formula Expenditures” (WIOA, WP, Welfare Transition) from “Annual CareerSource Florida Network Program Expenditure Report” produced by DE	N/A	N/A			
Performance Rate					

Average Earnings					
Minimum Threshold – \$2,693 Target – \$3,591	Quarter 1 Jul. – Sep. 2016	Quarter 2 Oct. – Dec. 2016	Quarter 3 Jan. – Mar. 2017	Quarter 4 Apr. – Jun. 2017	Year-to-Date July 2016 – June 2017
The number of exiters	N/A	N/A			
Total earnings of all exiters during the two quarters after their exit.	N/A	N/A			
Earnings per Dollar Spent (based on Annual Data)					
Minimum Threshold – \$15.81 Target – \$21.08	Quarter 1 Jul. – Sep. 2016	Quarter 2 Oct. – Dec. 2016	Quarter 3 Jan. – Mar. 2017	Quarter 4 Apr. – Jun. 2017	Year-to-Date July 2016 – June 2017
Earnings by all exiters in a given program year	N/A	N/A			
All Formula Expenditures" (WIOA, WP, Welfare Transition) from "Annual CareerSource Florida Network Program Expenditure Report" produced by DE	N/A	N/A			
Performance Rate					

## Business Services

Business Engagement					
Minimum Threshold – 617 Target –823	Quarter 1 Jul. – Sep. 2016	Quarter 2 Oct. – Dec. 2016	Quarter 3 Jan. – Mar. 2017	Quarter 4 Apr. – Jun. 2017	Year-to-Date July 2016 – June 2017
Businesses served with an Intensive Service	180	424			424
Customer Satisfaction					
Baseline – 70% (7.0)	Quarter 1 Jul. – Sep. 2016	Quarter 2 Oct. – Dec. 2016	Quarter 3 Jan. – Mar. 2017	Quarter 4 Apr. – Jun. 2017	Year-to-Date July 2016 – June 2017
Satisfaction among businesses that received business engagement surveys	9.38	9.45			9.45

The funding that goes with these measures is not expected until March 2018. There are three ways to be paid, first is a flat amount if you meet Thresholds in all 7 measures. This is calculated on the percent of federal dollars allocated to the region. CareerSource Brevard's allocation is 2.54% and therefore, \$97,486 is the amount available for meeting minimum Thresholds. This year CareerSource Florida has increased the total performance funding award allocation to \$11.5M, up from \$5.65M last PY. Staff will continue to revise queries and attempt to predict performance as data becomes available. The following table shows the estimated amounts available:

Improve & Excel Statewide Rank		
Rank	FY15-16 Award	FY16-17 Award
1	\$294,271	\$598,958
2	\$277,455	\$564,732
3	\$260,640	\$530,506
4	\$243,824	\$496,280
5	\$227,009	\$462,054
6	\$210,193	\$427,827
7	\$193,378	\$393,601
8	\$176,563	\$359,375





February 14, 2017

## **Informational Brief**

### **Second Quarter Contractor Performance PY 2016-2017**

#### **Background**

The CSB Workforce Operations contract is cost reimbursement for direct program costs, however, corporate costs and profit are withheld from the Contractor until measurable performance outcomes are achieved. Payments of withheld costs are available to the Contractor to earn on a quarterly basis.

Payment of withheld profit uses a performance measurement model based on the following elements:

A) Meeting or exceeding 5 out of 9 measures as shown in the contract.

- ❖ Measures 1 through 7 - Rank at 13 or less on specific measures from the Monthly Management Report
- ❖ Measure 8 – Meet or exceed the minimum percentages set on 6 out of 8 Performance Standards established in Attachment F. **Table 1** shows the performance standards with the Minimum and Accelerated Goals for Contractor payments. The Performance Rate is shown with a red background if the minimum rate was missed and with a green background if the accelerated rate was met or exceeded. Performance that met the minimum but not accelerated is shown with a normal background.
- ❖ Measure 9 - Obtain an overall system score of 90% or higher on the Career Center Standards

B) Meet or exceed the accelerated percentages set on 5 out of the 8 Performance Measures established in Attachment F.

C) Meeting or exceeding a minimum score of 75 on a Board performance evaluation related to programmatic monitoring results.

#### **PY 2016-17 Performance Results**

The Contractor succeeded in meeting or exceeding the performance criteria and was paid according to the contract.



## Elements of Contractor Performance Earnings PY 16-17

Element A				
Objective/Criteria	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
Meet 5 out of 9 measures below				
Welfare Transition Entered Employment Rate (Rank between 1-13 on State Quarterly MMR)	Yes – Ranked 12	Yes – Ranked 17		
Welfare Transition Federal All Family Participation Rate (Rank between 1-13 on State Quarterly MMR)	No – Ranked 21	No – Ranked 19		
WIA Adult Employed Worker Outcome Rate (Rank between 1-13 on State Quarterly MMR)	Yes – Ranked 10	Yes – Ranked 9		
WIA Adult & Dislocated Worker Entered Employment Rate (Rank between 1-13 on State Quarterly MMR)	Yes – Ranked 1	Yes – Ranked 10		
Wagner-Peyser entered Employment Rate (Rank between 1-13 on State Quarterly MMR)	Yes – Ranked 8	Yes – Ranked 6		
Short Term Veterans Entered Employment Rate (Rank between 1-13 on State Quarterly MMR)	Yes – Ranked 8	Yes – Ranked 6		
Wagner-Peyser Percent of Job Openings Filled (Rank between 1-13 on State Quarterly MMR)	Yes – Ranked 7	Yes – Ranked 8		
Met the minimum percentages set on 6 out of 8 Performance Standards established in Attachment F.	YES – Met Minimum on 8 of 8	YES – Met Minimum on 8 of 8		
Obtained an overall system score of 90% or higher on the Career Center Standards	Yes – 100%			
Element B				
Met the accelerated percentages set on 5 out of the 8 Performance Measures established in Attachment F	YES – Met Accelerated on 5 of 8	YES – Met Accelerate d on 6 of 8		
Element C				
Met a minimum score of 75 or higher on the CSB performance evaluation related to the annual state programmatic monitoring results	Available at the end of the year			

## **Informational Brief**

### **Adult Education Collaboration**

#### **Background**

The Workforce Innovation and Opportunity Act (WIOA) requires that CareerSource Brevard (CSB) and Brevard Public Schools Adult Education (Adult Ed) continuously improve our partnership opportunities and results. During the PY 15-16 significant progress was made including entering into a new Memorandum of Understanding and establishing a regular schedule of meetings for coordination. The following status is also provided:

#### **Education of Services**

In April, CSB hosted twelve Adult Ed staff at the Rockledge Career Center for an Education of Services seminar. In order for the two entities to effectively collaborate, CSB felt it was important to provide an orientation to Adult Ed staff about CareerSource Brevard. There are no new updates for this at this time.

#### **On-Site Recruiting and Case Management**

CSB Youth Career Planning and Placement Specialists have been making frequent visits to each of the Adult Education Centers and conducting various partnership activities. Activities include hosting on-site job clubs, recruiting for NextGen, and conducting modified versions of the Dynamic Futures Training. Staff work with the students on registering in Employ Florida Marketplace, creating a resume, and provide daily job orders. It has been recognized by CSB staff that the attendance drops or becomes inconsistent when testing and school vacations are near. Staff will be meeting with the Principal and staff to determine how efforts can be further defined to ensure higher recruitment numbers, more on-site participation, and develop a more jointly-effective calendar.

#### **New Updates:**

- **Titusville** – recruitment session was held onsite Sept 21 and has follow up appointments have been occurring since. Holly is teaching students how to register and navigate Employ Florida Marketplace as the need arises.
- **Cocoa** – weekly Job Clubs continue. At the request of teachers, each student is recording their time in the class. Job Club covers a variety of topics such as; registration in EFM, resumes, upcoming recruiting events, targeted job listings, and seasonal jobs that suit them. They have the flexibility to address important topics as they arise, such as what to do with suspicious replies to job applications.
- **Palm Bay** - Adult Ed has started conducting classes onsite in the Career Center, allowing for full coordination between NextGen and Adult Ed staff.

### **Business Services**

In response to Adult Ed's request to help strengthen the relationship with their Business Services team, the current plan is to involve CSB's Youth Work-based Training Specialist in the periodic meetings to share information, techniques and service information. It's expected that the regular communication around business services will help strengthen relationship. There are no new updates at this time.

### **Building the Healthcare Pipeline**

CareerSource Brevard hosted a conference call with BayCare Health Systems located in Tampa on October 18, 2016 to receive an overview of their innovative talent development programs and how they may be applicable to local employers and career-seekers by developing career webs (multiple track career pathways) which begin at the most entry level positions in the hospital system. In addition, CareerSource Brevard Staff has shared information with the Director of Adult Education on an existing Adult Education Program in an adjoining county which teaches healthcare occupational skills within Adult Education curriculum leading to industry recognized occupational certifications upon completion giving students a direct link to employment upon GED attainment. The Healthcare Sector Strategist is focusing on linking the Director of Adult Education with healthcare employers who are willing to hire Adult Education Students while they are working to complete their GED.

#### **New Update:**

Brevard Public Schools Adult Education Staff have also been committed to attend the Healthcare Sector Strategy Inaugural Brevard Healthcare Workforce Consortium on December 14<sup>th</sup>.

### **Sharing our Success**

#### **New Update:**

In September, CSB partnered with Adult Ed to sponsor 4 students in the certified production class. The students completed a 4 day essential workplace skills class and were approved for training scholarships to pay for the training which will finish in December.



February 14, 2017

## **Informational Brief**

### **Eastern Florida State College (EFSC) Industry Advisory Councils**

#### **Background**

The existing contract CareerSource Brevard (CSB) has with Eastern Florida State College (EFSC) is to provide a broad range of specialized services including the development and facilitation of industry advisory councils was renewed for a 4<sup>th</sup> year beginning August, 2016. The purpose of the councils is to advise college administrators with respect to the development and maintenance of quality career and technical education programs which produce graduates who are prepared to enter the workforce.

Councils represent a unique opportunity to hear from key industry stakeholders about relevant workforce education topics in a format that is designed to inspire strategic planning and doing to meet industry need consistent with current and emerging trends.

CSB services concentrate on facilitating 5 major councils: Manufacturing & Engineering Technology; Computer Science & Information Technology; Business Administration & Office Technology; Healthcare & Life Sciences; and Logistics, Transportation & Maritime.

#### **Results**

To date, CSB has facilitated 45 industry councils. The councils have been successful in identifying crossover skill sets to match targeted occupations and defining career pathways. They have suggested and reviewed curriculum changes, as well as recommended areas for industry involvement with students.

The following highlights some of the actions that have occurred as a result of these council meetings:

- In coordination with Brevard Public Schools (BPS), several industry members, EFSC faculty, staff, and students have participated in the past 3 State-proclaimed "National Manufacturing Day" events that occur in October of each year. Council facilitation is being coordinated by the Advancing in Manufacturing (AIM) Sector Strategist.
- At the urging of the Business Administration and Information Technology industry members, EFSC conducted a business learning event to familiarize local

businesses about EFSC student internships and co-op opportunities across all EFSC programs and the value such programs offer. Plans are currently being made to develop another employer informational forum using alternative venues and delivery systems.

- The Healthcare and Life Sciences council facilitation is being coordinated in conjunction with the Healthcare Sector Strategist. An Inaugural Healthcare Workforce Consortium meeting was held on December 14, 2016 at the Bill Posey Conference Center at the Florida Department of Health offices in Viera. This was well attended and steps going forward are outlined in the Healthcare Sector Strategy brief.
- The Business Administration and Information Technology council provided input on aligning the curriculum with state standards that also met industry needs which resulted in the revision of 24 courses in the AS program that were reviewed and approved by the industry members prior to presenting it to the EFSC Cluster Committee in advance of submission for state approval.
- The Computer Science and Information Technology council added several software curriculum courses on the advice of the industry members, and will also be investigating the development of a quick response training mechanism to disseminate relevant, robust and timely information in this rapidly changing industry.
- The Logistics, Transportation & Maritime council convened their initial industry meeting in September of 2016. Council members are working with EFSC to recommend relevant industry certifications that may be incorporated into college course curriculum and alignment for potential career pathways. CSB staff is also working with the Melbourne Airport to facilitate a skill needs survey of all the airport's tenants for Council review and trainings consideration.
- All councils continue to provide annual recommendations to add/change/delete occupations on the Regional Targeted Occupation List. This list is integral to EFSC in deciding curricula to meet industry needs and to CSB for directing training funds.

Additional council meetings are currently scheduled for the five major programs during the next calendar quarter.

## **Informational Brief**

### **Healthcare Sector Strategy**

#### **Background**

The CSB Strategic Plan contains the following goal:

**Goal 1 - Convene the community and conduct *community awareness* regarding workforce issues**

As a tactic to meet this goal, CSB holds periodic strategic meetings with the business community to ascertain the skills and credentials employers need. All core program entity key staff will have access to this plan. All will be invited to participate in these strategic meetings and work with CareerSource Brevard to determine what changes, if any, are needed based on this input from local employers.

#### **Status Update:**

The Inaugural Brevard Healthcare Workforce Consortium was hosted by CareerSource Brevard on December 14, 2016 at the Bill Posey Convention Center. Thirty-seven healthcare organizations, educational partners, workforce and community stakeholder organizations were represented by 86 attendees to identify critical workforce needs and mechanisms to meet these needs. Included in the attendees were representatives from Florida Healthcare Workforce, CareerSource Central Florida and CareerSource Flagler/Volusia to identify replicable practices for local, regional and State initiatives. Outcomes from this event included the identification of five critical needs and the formation of subcommittees to develop measurable goals and outcomes with strategies to meet objectives. The following committees were formed with the number of current identified members:

1. Staffing – 15 members
2. Soft Skills (Employability Skills) - 14
3. Regulations - 5
4. Education, Training and Technology - 15
5. Community Resources and Funding Sources for Services and Education – 5

Committees should hold their first meetings no later than February 15<sup>th</sup>. A second consortium is anticipated in the second quarter of 2017 to refine goals, objective and strategies and to work on implementation.



February 14, 2017

## **Informational Brief**

### **U.S. DEPARTMENT OF LABOR'S AMERICA'S PROMISE GRANT AWARD**

The U.S. Department of Labor awarded 23 grants across the nation and CareerSource Brevard (CSB) is one of the recipients. Only two grants were awarded in Florida, Florida State College, Jacksonville will receive \$1.804 million; and CSB will receive \$2.38 million. America's Promise Grant is a four year grant that was awarded on January 2, 2017 to CSB in partnership with CareerSource Central Florida. CSB is the fiscal agent. CSB used approximately \$5,500 of unrestricted funds to pay for a grant writer.

#### **Summary and Outcomes ~~over four years~~:**

- Development of an IT Sector Strategy
- 400 people trained in IT related positions (CSB – 200; Central Florida – 200)
- OJTs, Classroom Training, Employed Worker Training

Letters of Support, which included commitments to hire participants, were received from the following Brevard companies:

- Modus Operandi, Inc.
- Saalex Information Technology, Inc.
- IM Solutions, Inc.
- ISS Global
- Craig Technologies
- Artemis IT
- Groundswell IT Incubator
- Space Coast Tech Council

CSB will be partnering with the EDC to hold several events in Brevard County to get business input on training and skills needed in the Information Technology sector.

## **Informational Brief**

### **ITA Annual Vendor Evaluation**

#### **Background**

This is the annual vendor performance report for Board's review. This brief is meant to help determine the success of training providers and to determine which courses are no longer in demand. It must be noted that this performance report is ONLY for CareerSource Brevard (CSB) funded students.

The information is taken from Employ Florida (EF) and shows information for Program Year (PY) 2015-16. The following key areas are shown for each program:

- Percent of customers exited who obtained employment.
- Percent of customers exited who obtained employment in a training related field.

When analyzing the data for corrective actions, staff focuses on the percentages for those areas. If any of the percentages is less than 60%, a closer look is taken to ensure the percentage represents a statistically valid number. We then look for extenuating circumstances, such as the current economy where customers are taking whatever jobs they can get without focusing on a training related job. If there are still concerns with the performance, corrective action is discussed.

The PY2015-16 report found the wage at placement to range from \$8 to \$29.00 per hour. The bottom rate was higher than the previous year's rate of \$7.50 per hour. The upper rate was lower than the previous year rate of \$33.68 per hour.

Included is Attachment A which shows the 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. If no dollars are listed it means that we have not expended funds during this program year, however the performance data does apply because of the timing of completing the training.

This year we have one vendor who have fell below the 60%; however, the low number does not allow a statistically valid analysis. Based on staff review the following is provided:

- **Florida Institute of Technology** – There were two customers enrolled at this provider. One remains active in training. The other did not complete training taking a job as a stock person at Walmart.



## Attachment A

ITA Vendor Evaluation PY 2015-16 Formula Funding					
Provider Name	Total Amount Paid	Successfully Completed	Placed in Employment	Placed in Training Related Employment	Average Hourly Placement Wage
Harris Casel Institute	\$106,025	94.7%	100%	60%	\$16.03
Eastern Florida State College	\$44,104	76.2%	87.9%	69%	\$14.08
Florida Institute of Technology*	---	100%	100%	0%	\$10.50
Florida Medical Training Institute*	---	0%	100%	100%	\$11.67
Keiser University*	\$29,362	50%	100%	100%	\$16.98
New Horizons Computer Learning Centers of Orlando	\$71,930	75%	100%	75%	\$11.20
Roadmaster Drivers School of Orlando, Inc.*	---	100%	100%	100%	\$10.10
Truck Driver Institute of Florida*	\$3,850	100%	100%	100%	\$12.00

\* 1-2 Participants Enrolled

## Informational Brief

### On-The-Job Training Brief

*Activities: Increase Total Employer Agreements (EWTs, OJTs) resulting in increased wages/benefits/hours and/or upgraded positions over the baseline established in Feb. 2009.*

### Background

Since 2012 staff has tracked and reported data for the On-the-Job Training (OJT) Program for the purpose of evaluating the success. Employed Worker Training (EWT) Agreements are no longer tracked as part of this brief. Meaningful reporting has been a challenge for all training programs but for OJTs, it can be difficult due to a variety of factors which include, the large number of employers with low numbers of trainees, training plans cross multiple program years and placement/follow up verification is delayed by up to 1 year. It is very challenging to get data for those who do not complete an OJT. CareerSource Brevard continues to allocate approximately 70% of available training funds to Employer Based Training which includes OJT.

DESCRIPTION	PY 10-11	PY 11-12	PY 12-13	PY 13-14	PY 14-15	PY 15-16	PY 16-17*
Total Served	33	46	143	156	86	131	116
Still In Training	0	0	0	0	0	5	42
Average Unemployment Rate	10.9	9.4	8.3	7.0	5.9	5.0	N/A
<b>SUCCESSFUL COMPLETIONS</b>							
Successfully Completed OJT	20	26	84	95	46	81	43
% Successfully Completed OJT	60.6%	56.5%	58.7%	60.9%	53.5%	64.3%	58.1%
Employed @ Exit	20	26	80	94	45	79	43
% Employed @ Exit	100.0%	100.0%	95.2%	98.9%	97.8%	97.5%	100.0%
Employed @ 6 mos	14	24	73	92	41	67	6
% Employed @ 6 mos	70.0%	92.3%	86.9%	96.8%	89.1%	82.7%	14.0%
Employed @ 12 mos	12	22	71	85	40	28	0
% Employed @ 12 mos	60.0%	84.6%	84.5%	89.5%	87.0%	34.6%	0.0%
<b>UNSUCCESSFUL COMPLETIONS</b>							
Unsuccessfully Completed OJT	13	20	59	61	40	45	31
% Unsuccessfully Completed OJT	39.4%	43.5%	41.3%	39.1%	46.5%	35.7%	41.9%
Employed @ Exit	13	12	52	50	27	32	16
% Employed @ Exit	100.0%	60.0%	88.1%	82.0%	67.5%	71.1%	51.6%
Employed @ 6 mos	12	11	40	40	20	20	---
% Employed @ 6 mos	92.3%	55.0%	67.8%	65.6%	50.0%	44.4%	---
Employed @ 12 mos	10	7	36	33	19	8	---
% Employed @ 12 mos	76.9%	35.0%	61.0%	54.1%	47.5%	17.8%	---

\* PY 16-17 data is for the first 6 months only and is not used in the analysis for this brief.

## **Analysis**

- The OJT program is a significant part of the array of services that CSB offers business and job seeking customers.
- The OJT program continues to provide positive results based data. Some important points regarding the averaged data for successful completions for last 6 years is as follows:
  - Average of 100 OJT trainees per Program Year (PY).
  - 60% have completed their OJT training
  - 98% are employed at exit
  - 86% are still employed at 6 months
  - 73% are still employed after 1 year
- Keeping in mind that an unsuccessful completion may be because a trainee left for other employment, some important points regarding the averaged data for unsuccessful completions for last 6 years is as follows:
  - Average of about 40 trainees do not successfully complete their training in a PY
  - 78% on the average are employed when they exit
  - 63% are still employed at 6 months
  - 49% are still employed after 1 year
- Rates are lower for those who do not successfully complete the training. It should be noted though that this could be attributed to the inability to locate the customer and verify data for those who did not complete training.
- Staff continuously reviews training program data and makes adjustments as necessary to ensure that businesses are getting good candidates and that the training is provided to ensure for a successful outcome.

## Grow the Resources of the Board Report

Updated 01/24/2017

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 (TAACCCCT) <b>Time Frame:</b> 10/1/13 to 9/30/17	Eastern Florida State College (EFSC)	Federal - USDOL		\$15,000	CSB focus as a partner for this grant was social media campaigns and assisting with tracking student outcomes.	This is the final year of our partnership on this grant which ends in September 2017.	Don Lusk
Job- Driven Grant (JD-CD) <b>Time Frame:</b> 8/1/14 – 6/30/17	Regions 11 (Flagler/ Volusia) & 9 (Alachua/ Bradford)	Federal USDOL NEG via State – CSF		\$715,000	Dislocated Workers & UC Claimants Likely to Exhaust Benefits	Grant was extended until June 30, 2017. CSB has obligated 95% and expended 93% of the grant allocation. Staff expects to be able to expend all available \$ by grant expiration.	James Watson
AARP Foundation Back to Work 50+ Women's Economic Stability Incentive Initiative (WESI) <b>Time Frame:</b> 3/1/15 – 2/28/19(?)	EFSC, Women's Center & Aging Matters in Brevard	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 are working with customers to achieve work and training goals. There are over 80 active cases within the total caseload. The next wave is scheduled for February 2017. <b>Year 3 is set to begin 3/1 and AARP Foundation recently revealed the availability of Year 4 funding.</b>	Jana Bauer
Florida Sector Partnership National Emergency Grant <b>Time Frame:</b> 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. Internally branded as Advancing in Manufacturing (AIM) for community identity and participation.	Staff continues to endeavor to work with manufacturing businesses to provide services which assist in meeting talent pipeline needs. CSB has obligated 22% and expended 20% of the funding. Staff expects funding to be fully expended by end of grant period.	Tina Berger

## Grow the Resources of the Board Report

Updated 01/24/2017

H-1B American Promise Grant (APG)	LWDB 12 - Central Florida	USDOL		\$2,380,337	This project will target high-growth jobs aligned with the Information Technology (IT) and IT-Related industry sector, ranging from entry-level occupations to high-level management positions in LWDB Region 12 & 13 using a sector strategy approach.	Grant announcement received on November 16 <sup>th</sup> , January 2017 is the official start date of this grant. Staff working on implementation plan.	Judy Blanchard
<b>Time Frame:</b> 01/01/17 – 12/31/20	Cooperative Outreach Program with Moore Communications and CareerSource Florida	Wagner Peyser State Level Funding		\$27,219	This funding is allocated based on our region size and is focused on strengthening CSF network brand, influencing action by business/job seekers to use CSB services, connect business with talent and to offset communication outreach costs and support local efforts.	Scope of work: Social media and website content strategy training for eight CSB staff, multimedia campaign to attract and recruit the engineers Brevard's businesses want and a multimedia campaign to meet the goals of the Governor's Reemployment Challenge.	Denise Biondi
<b>Hurricane Matthew Dislocated Worker Grant</b>  <b>Time Frame:</b> 12/1/2016 - 9/31/2017	None	USDOL via DEO	\$2,576,356	\$936,851	<b>The purpose of this award is to provide temporary employment to eligible participants on:</b> <ul style="list-style-type: none"> <li>Projects for clean-up, demolition, repair, renovation, and reconstruction of destroyed public structures, facilities, and lands within the affected communities, as well as private non-profit properties.</li> <li>Humanitarian assistance—actions designed to save lives, alleviate suffering, and maintain human dignity in affected areas.</li> </ul>	<b>CSB award \$936,851 on 11/28/2016. Depending on the expenditure of initial award, CSB may be able to receive supplemental awards for this grant. Project manager and career center staff have been hired for this grant. We currently have four work sites and eight individuals hired for cleanup, restoration and humanitarian aid due to the impact of hurricane Matthew.</b>	Jim Watson

## Grow the Resources of the Board Report

Updated 01/24/2017

UNRESTRICTED REVENUES (Non-governmental funding, Fee for service, Foundation and Corporate giving programs)							Staff Lead
Name of Funding	Partners	Funding Source	Amount Pending	Amount Awarded	Grant/Contract Focus	Status	
Eastern Florida State College Engagement/ Industry Advisory Councils <b>Time Frame:</b> 8/1/2013 - Indefinite	None	Eastern Florida State College		\$40,000/ Annually 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 <b>\$116,400</b> total to date. Submitted employment data on over 2,300 students, facilitated <b>45</b> industry councils held to date and introduced new Transportation, Logistics & Maritime Industry Council on Sept 15, 2016.	Judy Blanchard
Ticket to Work (TTW) Program <b>Time Frame:</b> None	None	Social Security Admin.		<b>\$119,122</b>	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 <b>41</b> tickets being assigned.	James Watson
Florida Partnership Plus <b>Time Frame:</b> 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. Funds are reported as part of the SSA TTW program and our unrestricted. We have received payment for (4) four BSA to date.	Application Process complete. CSB eligible to receive referrals, <b>14 BSA requests received to date</b> . 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 Partner Work Incentive Coordinator (CPWIC). CSB has received \$1,500 so far this year.	James Watson

## Grow the Resources of the Board Report

Updated 01/24/2017

Healthcare Sector Strategy  <b>Time Frame:</b> 7/1/16 – 6/30/17	Health First, EDC, City of Melbourne, BPS-Career & Technical Education, BPS-Adult Education, Circles of Care, Health Council, and additional Industry, Educational and other stakeholders yet to be identified.	Private Sector Grant	Monthly Cost Reimbursement	\$91,351	Employ a Healthcare Sector Strategist to coordinate Healthcare Sector Strategy to facilitate solutions for current workforce needs, projections for workforce issues over the next five years, and resources to meet both long and short term goals as established by the industry as a whole.	<b>The Sector Strategy kick off was held on 12/14/16 with excellent attendance by health care employers, training vendors and others with a stake in the outcome of this effort. The meeting included presentations of the survey data and an overview by Mary Lou Brunell of the Florida Healthcare Workforce efforts. Group work at the event resulted in a list of follow up actions and groups necessary to move the sector strategy forward.</b>	Carol Brooks Macrander
City of Palm Bay – Juniors to Jobs Program  <b>Time Frame:</b> Summer of 2017	US Conference of Mayors (USCM), City of Palm Bay	Palm Bay & USCM – Dollar WISE Grant	\$27,000	To Be Determined	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.	CSB will be responsible for conducting the Foundations Training for the 2017 program. Planning will begin in Spring of 2017. Palm Bay will be handling all student and internship recruitment.	Jana Bauer
City of Cocoa – Youth Employment Program  <b>Time Frame:</b> Summer of 2017	City of Cocoa	City of Cocoa	\$40,000		Using funding from the City of Cocoa, CSB will facilitate a summer youth training program focusing on teaching 22 high school juniors and seniors the skills they need to obtain employment. This includes a paid Work Experience piece with the City.	Cocoa and CSB have an agreement for year two in progress. This year the City will be the employer of record for the work experience component. <b>CSB delivered the contract to the City for review on 12/20. An initial planning meeting was held and all timelines have been developed for 2017.</b>	Jana Bauer



Tobacco Free Florida	Florida Department of Health	Bureau of Tobacco Free Florida	\$22,425	The Bureau of Tobacco Free Florida (BTFF) partners with Florida RWB's to promote the "3 Free and Easy Ways to Quit" program to help clients quit tobacco and improve their employability. While this program is available free to all Florida residents, the Department of Health targets workforce clients and reward LWDB's for each client referral.	For Program Year 2015-2016, CareerSource Brevard has obtained \$14,925 in unrestricted funding, producing 478 referrals in Brevard County. A portion of the funds was expended on staff incentives and PY 15-16 All Staff Event. For the first quarter PY 2016-17 we have earned <b>\$6,224.50.</b>	Marina Stone
NextGen Woodfound Assessment Project  <b>Timeframe:</b> Jan 2017 – Jan 2018	Wells Fargo	Wells Fargo	\$8,500	Using funding donated from Wells Fargo for program support to the NextGen program. Plans include the purchase of a personality and career interest assessment tool for all young adults, to be facilitated in the orientation.	Funding has been awarded as of 09/28/16 and funding was received on 11/1/16. Staff is currently working to launch the use of this new tool. <b>Staff will launch in January 2017. CSB is partnering with Junior Achievement to share the tool with BPS students.</b>	Jana Bauer





February 14, 2017

## **Informational 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, 2016 and ending on December 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 2016-17 FINANCIAL REPORT

July 1, 2016 through December 31, 2016

Current Funding Level	8,945,200
Current Annual Budget	8,945,200
Unobligated Funds	0

	FY 2016 Actual Expense	FY 2017 Approved Budget	FY 2017 Y-T-D Budget	FY 2017 Y-T-D Expense	Percent of Budget Expended
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### MANAGEMENT SERVICES *(Board Operations, Staff, Outreach, Financial Services)*

Salaries & Benefits	1,301,770	1,152,000	576,000	550,838	47.8%
Operating Expenses	199,988	282,100	141,100	86,992	30.8%
<b>Total Management Services</b>	<b>1,501,758</b>	<b>1,434,100</b>	<b>717,100</b>	<b>637,830</b>	<b>44.5%</b>

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

Brevard Workforce Facilities	727,510	787,700	393,900	357,782	45.4%
Operating Expenses	30,967	50,500	25,300	13,330	26.4%
<b>Total Infrastructure</b>	<b>758,477</b>	<b>838,200</b>	<b>419,200</b>	<b>371,112</b>	<b>44.3%</b>

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

Salaries & Benefits	222,394	216,000	108,000	104,225	48.3%
Operating Expenses	284,302	288,600	144,300	67,415	23.4%
<b>Total Technology Services</b>	<b>506,696</b>	<b>504,600</b>	<b>252,300</b>	<b>171,640</b>	<b>34.0%</b>

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

Salaries & Benefits	677,866	620,300	310,200	313,519	50.5%
Operating Expenses	12,305	9,600	4,800	5,599	58.3%
<b>Total Business Services</b>	<b>690,171</b>	<b>629,900</b>	<b>315,000</b>	<b>319,118</b>	<b>50.7%</b>

<b>GRANTS &amp; INCENTIVES</b>	<b>221,593</b>	<b>355,700</b>	<b>17,800</b>	<b>5,695</b>	<b>1.6%</b>
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<b>FEE FOR SERVICE ACTIVITIES</b>	<b>77,006</b>	<b>191,300</b>	<b>95,700</b>	<b>96,439</b>	<b>50.4%</b>
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<b>TOTAL OPERATING BUDGET</b>	<b>3,755,701</b>	<b>3,953,800</b>	<b>1,817,100</b>	<b>1,601,834</b>	<b>40.5%</b>
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### CONTRACTED SERVICES

General Contractor (DWFS)	3,108,321	2,692,100	1,346,100	1,104,818	41.0%
CEJA Services (DWFS)	57,191	12,100	6,100	16,886	139.6%
JD CD Services (DWFS)	54,432	65,600	32,800	46,271	70.5%
AARP BTW Services (DWFS)	71,784	58,000	29,000	26,742	46.1%
NEG AIM Services (DWFS)	5,283	15,000	7,500	4,468	29.8%
Career Jumpstart (Partner Regions)	23,899	58,600	29,300	58,513	99.9%
<b>Total Contracted Services</b>	<b>3,320,910</b>	<b>2,901,400</b>	<b>1,450,800</b>	<b>1,257,698</b>	<b>43.3%</b>

### CUSTOMER SERVICES

Formula Funds - Training Activities *	799,583	1,075,900	538,000	419,372	39.0%
Formula Funds - Support Services *	35,830	63,200	31,600	15,651	24.8%
Other Grants - Training Activities	296,340	832,500	416,300	213,408	25.6%
Other Grants - Support Services	10,753	118,400	59,200	3,646	3.1%
<b>Total Training Services</b>	<b>1,142,506</b>	<b>2,090,000</b>	<b>1,045,100</b>	<b>652,077</b>	<b>31.2%</b>

<b>TOTAL PROGRAM BUDGET</b>	<b>4,463,416</b>	<b>4,991,400</b>	<b>2,495,900</b>	<b>1,909,775</b>	<b>38.3%</b>
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<b>TOTAL ANNUAL BUDGET</b>	<b>8,219,117</b>	<b>8,945,200</b>	<b>4,313,000</b>	<b>3,511,609</b>	<b>39.3%</b>
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<b>STATE-LEVEL FUNDING</b>	<b>850,038</b>	<b>662,700</b>	<b>331,400</b>	<b>391,652</b>	<b>59.1%</b>
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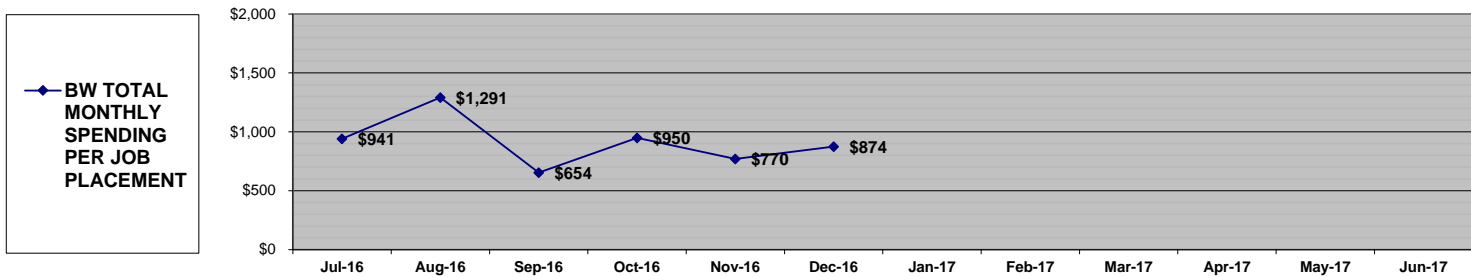
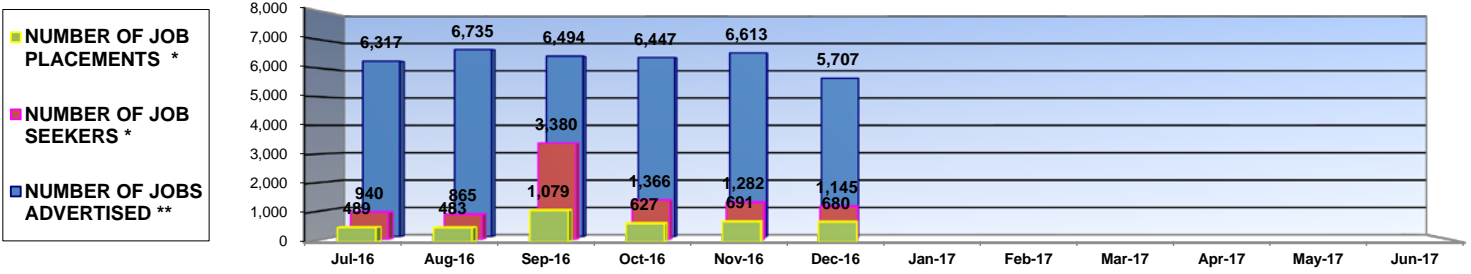
<b>TOTAL WORKFORCE BUDGET</b>	<b>9,069,155</b>	<b>9,607,900</b>	<b>4,644,400</b>	<b>3,903,261</b>	<b>40.6%</b>
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	FY 2016 Actual Expense	FY 2017 Approved Budget	FY 2017 Current Obligations	FY 2017 Y-T-D Expense	% of ITA Funds Obligated
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### \*CUSTOMER ACTIVITY

Job Seeker ITAs	238,774	274,500	244,758	111,296	89.2%
Employer OJT/AWE/EWT	554,514	801,800	533,466	308,076	66.5%
Incentives & Materials	42,125	62,800	31,947	15,651	50.9%
<b>Total Customer ITA Activity</b>	<b>835,413</b>	<b>1,139,100</b>	<b>810,171</b>	<b>435,023</b>	<b>71.1%</b>

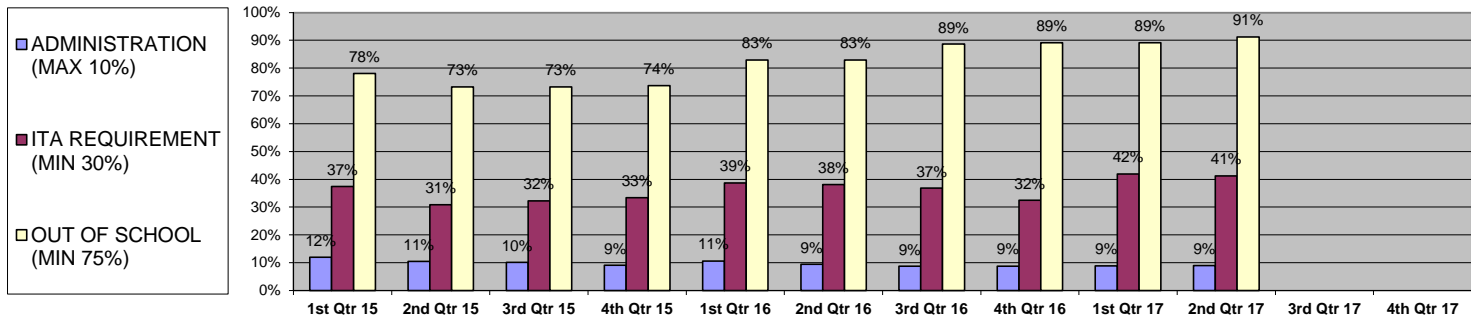
## MONTHLY JOBS REPORT & BW SPENDING PER JOB PLACEMENT



\* Source - DEO Monthly Management Reports

\*\* Source - HWOL Monthly Job Demand Reports

## ANNUAL SPENDING CAPS BY QUARTER



PROGRAM SPENDING:											
ADMINISTRATION (MAX 10%)	205,512	417,100	602,525	759,999	180,634	359,136	498,050	723,120	158,006	316,211	
PROGRAM ACTIVITIES	1,506,935	3,554,528	5,329,789	7,583,359	1,523,708	3,437,476	5,219,242	7,495,996	1,631,825	3,195,398	
CUSTOMER SPENDING:											
STATE ITA COSTS (MIN 30%)	156,439	323,256	534,425	788,236	182,121	380,119	569,491	752,304	167,278	383,623	
ALL OTHER COSTS	261,469	723,603	1,121,527	1,576,422	288,115	616,606	977,589	1,563,640	231,838	546,304	
YOUTH SPENDING:											
IN-SCHOOL	51,095	137,591	214,762	281,864	41,850	91,698	100,942	112,030	30,644	50,167	
OUT-OF-SCHOOL (MIN 75%)	181,502	375,858	586,680	789,324	203,480	445,840	786,749	920,246	251,721	522,113	



## CURRENT YEAR FEE FOR SERVICE ACTIVITIES (7/1/2016 - 12/31/2016)

Unrestricted Balances: Cash on Hand \$93,649 Certificates of Deposit \$70,804 Total \$164,453

	Healthcare Ambassador Program		% of Revenue		Juniors to Jobs Program		% of Revenue		Ticket to Work Program		% of Revenue		Tobacco Free Florida Program		% of Revenue		Foundation Grants & Other Fee for Service Activities		% of Revenue		TOTALS		% of Revenue	
Revenue																								
Grant Awards	\$	37,943	100.0	\$	-	0.0	\$	-	0.0	\$	11,250	100.0	\$	8,500	99.7	\$	57,693	63.9						
Sponsorship Revenue	-	0.0		5,803	100.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	5,803	6.4						
Donated Revenue	-	0.0		-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	-	0.0						
Charges For Services	-	0.0		-	0.0	26,751	100.0	-	0.0	-	0.0	-	0.0	-	0.0	-	26,751	29.6						
Website Licenses	-	0.0		-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	-	0.0						
Interest Earnings	-	0.0		-	0.0	-	0.0	-	0.0	-	0.0	28	0.3	28	0.0									
Revenue from DWI	-	0.0		-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	-	0.0						
Total Revenue	\$	37,943	100.0	\$	5,803	100.0	\$	26,751	100.0	\$	11,250	100.0	\$	8,528	100.0	\$	90,275	100.0						
Expenses																								
Personnel	\$	28,950	76.3	\$	-	0.0	\$	-	0.0	\$	-	0.0	\$	-	0.0	\$	28,950	32.1						
Travel / Training	1,246	3.3		-	0.0	-	0.0	-	0.0	-	0.0	6	0.1	1,252	1.4									
Outreach	1,668	4.4		-	0.0	-	0.0	-	0.0	-	0.0	1,060	12.4	2,728	3.0									
Software	-	0.0		-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	-	0.0						
Supplies	2	0.0		-	0.0	-	0.0	-	0.0	-	0.0	309	3.6	311	0.3									
Equipment	-	0.0		-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	-	0.0						
Professional Services	55	0.1		-	0.0	-	0.0	-	0.0	-	0.0	17,011	199.5	17,066	18.9									
Customer Wages	-	0.0		45,099	777.2	-	0.0	-	0.0	-	0.0	-	0.0	45,099	50.0									
Customer Support	-	0.0		580	10.0	-	0.0	-	0.0	-	0.0	453	5.3	1,033	1.1									
Indirect Costs	6,022	15.9		8,617	148.5	-	0.0	-	0.0	-	0.0	3,553	41.7	18,192	20.2									
Total Expenses	\$	37,943	100.0	\$	54,296	935.7	\$	-	0.0	\$	-	0.0	\$	22,392	262.6	\$	114,631	127.0						
Net Profit (Loss)	\$	-	0.0	\$	(48,493)	-835.7	\$	26,751	100.0	\$	11,250	100.0	\$	(13,864)	-162.6	\$	(24,356)	-27.0						

**CareerSource Brevard**  
E<sup>3</sup> Committee  
December 8, 2016

**Minutes**

**Members in Attendance:**

Patty Stratton (via teleconference), Cathy Beam, Jennifer Hashagen, Travis Mack, Julie Song (via teleconference)

**Members Absent:**

Denise Devlin and Julie Tookes

**Staff in Attendance:**

Marci Murphy, Don Lusk, Judy Blanchard, Jana Bauer, Denise Biondi and Marina Stone

**Guests in Attendance:**

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

**Call to Order:**

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

**Public Comment:**

There was no public comment.

**Presentation:**

Presentation of Success Story

Staff shared a success story about a NextGen participant who is a 19 year old, self-driven and career focused. Among other steps, the customer attended the EcoStruction program that CSB held and reviews from the trainers found the student was eager and willing to go above and beyond. The career seeker was ultimately hired by Northrup Grumman into an Electrical Apprenticeship Program at \$12.00 per hour with full benefits.

**Action Item:**

Approval of E<sup>3</sup> Committee Meeting Minutes of September 15, 2016

A Motion to approve the Minutes from the September 15, 2016 E<sup>3</sup> Committee meeting was made by Travis Mack and seconded by Jennifer Hashagen. 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 E<sup>3</sup> concept (Employment, Education and Economic Development) for the emerging and transitional workforce. Regarding Measure 3B, Julie Song shared that they are focused on the Community Read and Feed program to benefit the Powell community for 147 children in grades K-12.

#### Measure 1B EFSC Industry Advisory Councils

The existing contract CareerSource Brevard (CSB) has with Eastern Florida State College (EFSC) is to provide a broad range of specialized services including the development and facilitation of industry advisory councils was renewed for a 4<sup>th</sup> year beginning August, 2016. The purpose of the councils is to advise college administrators with respect to the development and maintenance of quality career and technical education programs which produce graduates who are prepared to enter the workforce. To date, CSB has facilitated 45 industry councils. The councils have been successful in identifying crossover skill sets to match targeted occupations and defining career pathways. They have suggested and reviewed curriculum changes, as well as recommended areas for industry involvement with students.

#### Measure 2D Developing a Total Talent Solution (Visual/Brief)

Ms. Murphy shared a visual graphic and explained the Total Talent Solution Strategy and Workforce Support for Targeted Industries relocating and expanding in Brevard. Today, skilled talent is among the highest priority for businesses. Economic growth and business sustainability increasingly depend on the availability of a skilled workforce, and the ability to upskill the capabilities of incumbent workers. Demonstrating that state and local workforce agencies can provide a total talent solution; an education and talent pipeline that delivers the skilled workforce a business needs now, as well as in the future is paramount to economic prosperity of a region. In order for workforce agencies to meet the talent needs of businesses, we must approach each company's needs with a holistic, customized approach. CSB considers the company's top three areas of concern; talent pipeline development, talent recruitment and talent relocation support. Using these items, the areas of focus were developed and shared along with an example of how CSB uses the Total Talent Solution.

#### Measure 2D Talent Attraction for High Demand Occupations

CSB received a monetary credit from CareerSource Florida for \$27,219 to support local outreach efforts. This credit is managed by the states' communications team: Moore Communications Group, Inc. The committee learned how CSB will allocate this credit. Additionally, the Community Involvement Committee members requested that CSB staff develop opportunities to increase their participation in CSB's outreach efforts that support talent attraction and recruitment in Brevard. The committee selected the "Alumni Outreach Pilot Project" program which entails Committee members reaching out to Alumni associations to gather feedback, best practices, and lessons learned. Staff will package necessary outreach materials and leverage outreach tools developed through the state co-op program to support their effort.

Caroline Joseph-Paul and Don Lusk left the meeting.

#### Measure 4E Adult Education Collaboration

Under the direction of the Workforce Innovation and Opportunity Act (WIOA), CareerSource Brevard (CSB) and Brevard Public Schools Adult Education (Adult Ed) have significantly strengthened their partnership during PY 15-16. In addition to bi-monthly strategic planning meetings, the two entities have entered into an MOU. Projects and initiatives were discussed and updates shared.

#### 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.

**Adjourn:**

Marci Murphy, on behalf of Patty Stratton, Chair, adjourned the meeting at 9:34 a.m.

Respectfully submitted,

Reviewed by,

{Signature on file}  
Marina Stone

01/16/17  
Date

{Signature on file}  
Patty Stratton, Chair

01/19/17  
Date



**CareerSource Brevard**  
Business Workforce Committee Meeting  
October 18, 2016

**Minutes**

**Members in Attendance:** Susan Glasgow (Chair), Colleen Browne, Jennifer Kenny, and Travis Proctor

**Members Absent:** Daryl Bishop, Terry Compton

**Staff in Attendance:** Marci Murphy, Judy Blanchard, Don Lusk, Al Yorston, Jana Bauer, Denise Biondi, Stephanie Mosedale and Marina Stone

**Guests in Attendance:** Thomas LaFlore of CareerSource Brevard (CSB) Career Centers

The meeting was rescheduled from October 6<sup>th</sup> to October 18<sup>th</sup> due to hurricane Matthew.

**Call to Order:**

Susie Glasgow, called the meeting to order at 8:33 a.m. Introductions were made. There was no public comment.

**Action Items:**

Approval of Business Workforce Committee Minutes of July 14, 2016

A motion to approve the minutes of the July 14, 2016 Business Workforce Committee Meeting was made by Travis Proctor and seconded by Jennifer Kenny. 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 1C: Business Use of CareerSource Brevard (CSB) Business Services

This committee requested staff to provide analytical data regarding the business use of CSB relative to Business Services to review on an annual basis. Data was presented on the count of all services rendered to businesses during PY 15/16 in addition to the count of employers that received a service. A lively discussion ensued, focused on how the State's Performance Funding Model and reward funds to regions is based on quality of services provided, not the quantity of services.

Colleen Brown joined the meeting.

Measure 3A: Grow the Resources of the Board

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

### Business Resources Report

A list of Business Resources for August 2016 along with updates was provided.

### Total Talent Solution Strategy

A visual collateral piece which graphically maps the process of CSB's support for a new or expanding business coming to Brevard County was shared. This collateral piece also shows the talent pipeline process for services that CSB provides to support the Total Talent Solution strategy for creating customized workforce solutions. The committee asked that this collateral piece be shared with local and state elected officials.

### Tri-Regional Business Summit

The Tri-Regional Business Summit was held at Daytona International Speedway on October 5, 2016. The event took place despite the impending hurricane to the Florida East Coast. CSB did not attend the event due to weather related planning.

### State Employer Training Grants: FloridaFlex Funding

Updates presented included Incumbent Worker Training and Quick Response Training.

The committee inquired about the Cyber Security grant commented that this type of training is in high demand for businesses with the upcoming mandated requirements for defense contractors. Eastern Florida State College (EFSC) is the lead recipient of the grant and CSB will have very little, if any input. For the TAACCCT Grant, CSB will be following up on additional information about performance.

### **Adjourn:**

There being no further business, Susan Glasgow adjourned the meeting at 9:12am.

Respectfully submitted,

Reviewed by,

{signature on file}  
Marina Stone

10/31/16  
Date

{signature on file}  
Susan Glasgow, Chair

10/31/16  
Date

CareerSource Brevard  
Community Involvement Committee  
November 2, 2016

**Minutes**

**Members in Attendance:** Terry Schrumpf (Chair), Kristin Bakke, Rose Thron

**Members Absent:** Debra Greco, Traci Klinkbeil, Venetta Valdengo.

**Staff in Attendance:** Jana Bauer, Tina Berger, Denise Biondi, Judy Blanchard, Caroline Joseph-Paul, Stephanie Mosedale, Marci Murphy, Lyn Sevin, Al Yorston

**Guests in Attendance:** None

**Call to Order:** Terry Schrumpf, called the meeting to order at 4:03pm in the CareerSource Brevard (CSB) Boardroom.

**Public Comment:** Kristine Bakke thanked CSB as a lead sponsor at Community Stakeholders Summit.

**Presentations:**

A YouTube video “Feeling Lost – Being Found” by Amanda Craig was presented. Staff handed out a print version of the presentation.

Denise Biondi presented CSB’s PY15-16 Success Data Sheet.

**Action Items:**

Approval of Community Involvement Committee minutes

Motion to approve the minutes from the July 27, 2016 meeting made by Rose Thron and seconded by Kristin Bakke. The motion passed unanimously.

**Information Items:**

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 1A: Business use of CSB Business Services

Staff reviewed the business use of CSB services. The data showed the number of businesses that received a service along with the number of services used. It was explained that PY15-16 shows a decrease in the number of businesses served because the focus was on quality, value added services and customer satisfaction. Staff also reported on the 77 recruiting events that have been held with 841 jobs seekers in attendance. The committee asked if staff could track how many hires resulted from the recruiting events.

#### Measure 2A: Website Social Media Performance

Staff reviewed the PY16-17 Outreach plan and said that CSB is currently working on talent attraction, a new website incorporating virtual case management services, and unemployed/ underemployed skills training. Other items reviewed were the workforce champion expanded program, the Governor's Reemployment challenge, the Customer Centered Design challenge, LEAD Brevard's Stakeholder Summit, and sector strategy efforts.

The Committee members suggested that on a regular basis, CSB look at sending data/information to Board members to use to promote CSB services.

#### Measure 2C: Talent Attraction Objectives

Internal meetings and a meeting with the EDC yielded several projects that were presented to CIC members for participation in talent attraction outreach efforts. The Committee was asked to select one. The two projects were focused on Colleges and were around either alumni outreach or career counselor outreach. After some discussion it was agreed that the alumni outreach would be the best option and Kristin Bakke agreed to reach out to Bino Campanini, who is the head of Florida Tech Alumni Association, to ask him to meet with CIC members to offer best strategies to reach alumni offices and how to identify the target market.

#### Total Talent Solution Strategy

Staff handed out a visual showing talent pipeline and explained CSB's process for producing a skilled workforce.

#### Total Talent Solution Regional Training

The Workforce Investment Opportunity Act has a strong emphasis on a regional approach to training and staff gave examples of the efforts underway by CareerSource Volusia-Flagler, CareerSource Central Florida and CareerSource Brevard to meet that requirement. Those efforts included the Tri-Regional business summit, Total Talent Solutions Training forum for EDOs, and a State Economic Development Council presentation. It was very successful with positive participant feedback. The VP of Industry Relations also gave an overview of Grumman's Total Talent Solution Strategy that is being currently implemented.

There being no other business Terry Schrumpf adjourned the meeting at 5:11pm.

Submitted by,

Reviewed by,

(signature on file)

11/15/2016

(signature on file)

11/15/2016

Lyn Sevin

Date

Terry Schrumpf

Date

**CareerSource Brevard (CSB)**  
Executive Committee Meeting  
December 12, 2016

**MINUTES**

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

**Members Absent:** Mike Menyhart.

**Staff in Attendance:** Marci Murphy, Lyn Sevin, Denise Biondi, Don Lusk.

**Guests:** None

Robert Jordan called the meeting to order at 4:00pm.

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

**Action Items:**

President's Program Year 2016-2017 Goals

Ms. Murphy presented her amended Annual Goals for Program Year 2016-2017. Motion to approved CSB President's goals for PY 2016-2017 made by Patty Stratton. Susie Glasgow seconded and the motion passed unanimously.

**Adjournment:**

Mr. Jordan adjourned the meeting at 4:05pm.

Submitted by,

Reviewed by,

(signature on file)  
Lyn Sevin

12/13/2016  
Date

(signature on file)  
Robert Jordan

12/13/2016  
Date

**CareerSource Brevard (CSB)**  
Executive Committee Meeting  
January 31, 2017

**MINUTES**

**Members in Attendance:** Robert Jordan (Chair), Susie Glasgow (via teleconference), Paula Just (via teleconference), Mike Menyhart, Terry Schrupf (via teleconference), Patty Stratton (via teleconference).

**Members Absent:** Daryl Bishop.

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

**Guests:** None

Robert Jordan called the meeting to order at 4:02pm.

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

**Action Items:**

Approval of Executive Committee minutes

Motion to approve the Executive Committee Minutes for November 1, 2016 made by Mike Menyhart and seconded by Patty Stratton. Motion passed unanimously.

Motion to approve the Executive Committee Minutes for December 12, 2016 made by Mike Menyhart and seconded by Patty Stratton. Motion passed unanimously.

Comprehensive 4 Year Plan 2016-2020

The State of Florida Department of Economic Opportunity and CareerSource Florida, Inc. issued instructions in November 2016 requesting that all Local Workforce Development Boards in Florida, including CSB submit an Addendum to the four year plan. Staff reviewed the proposed Addendum. Motion to approve the Addendum to the Comprehensive 4 Year Plan and forward to the next Board of Directors meeting for approval and submission to the Brevard County Board of County Commissioners for approval at their March 21, 2017 meeting made by Mike Menyhart and seconded by Patty Stratton. Motion passed unanimously.

Terry Schrupf joined the meeting at 4:05pm.

**Discussion/Information Items:**

Annual Board Retreat

The Agenda for the Annual Retreat being held on February 14<sup>th</sup> from 9:00am to 3:00pm was presented. John Metcalf will reside as the facilitator to help form the three year strategic plan. Staff said that Committee members will also be invited to the Retreat. It was suggested that, in order to conserve on time, a working lunch for the retreat might be beneficial. A comment was also made that asking members to stay for that length of time might not be looked upon as favorable as business leaders are very busy. Marci will take these comments to John Metcalf for further consideration.

America's Promise Grant

America's Promise Grant is a four year grant that was awarded on January 2, 2017. CSB and CareerSource Central Florida will partner on the grant with CSB being the fiscal agent. There was discussion on the sector strategy approach with industry driving the needs.

Paula Just joined the meeting at 4:15pm.

Financial Reports

Staff reviewed the financial activity for the fiscal period ending on December 31, 2016. There was discussion on Hurricane Matthew Grant requirements and actions.

Vendor Payment Report:

The Vendor Payment report from October 1, 2016 through December 32, 2016 was reviewed.

**Other business:**

Ms. Murphy spoke on the plans for CSB's expansion in the Titusville area, the new Center opening hours, and the Board Governance Workshop attended by Ms. Murphy and Mr. Jordan.

**Adjournment:**

Robert Jordan adjourned the meeting at 4:42pm.

Submitted by,

Reviewed by,

(signature on file)  
Lyn Sevin

02/02/2017  
Date

(signature on file)  
Robert Jordan

02/02/2017  
Date

**CareerSource Brevard**  
Workforce Operations Committee  
November 9, 2016

**Minutes**

**Members in Attendance:**

Paula Just (Chair), Shawn Beal, Nancy Heller, Danielle Jones, Amar Patel and Ron Taibl

**Members Absent:**

Dale Coxwell

**Staff in Attendance:**

Marci Murphy, Don Lusk, Erma Shaver, Jana Bauer, Al Yorston, Denise Biondi and Marina Stone

**Guests in Attendance:**

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

**Call to Order:**

Paula Just (Chair) called the meeting to order at 8:30 am at CareerSource Brevard (CSB). Introductions were made.

**Public Comment:**

There was no public comment.

**Action Items:**

Approval of Workforce Operations Committee Minutes of August 10, 2016

Motion to approve the Minutes from the August 10, 2016 meeting was made by Amar Patel. Nancy Heller seconded the motion. The motion passed unanimously.

PY 2016-2017 Career Center Standards Review

Motion to approve the Career Center Standards, which shows successful attainment of better than 90% contractor performance was made by Amar Patel. Ron Taibl seconded the motion. The motion passed unanimously.

**Discussion/Information Items:**

Committee Goal 4 Status

CSB Corporate Goal 4 strategies and measures were reviewed.

Measure 1B – Identify and Improve Skills Gaps Summary Report

CareerSource Brevard (CSB) implemented a number of tools geared to the identification and improvement of skills gaps both educational and occupational. Staff will continue to track and evaluate the usage of these tools to ensure that they are providing added value to our job seeker and business customers. Results for the First Quarter of 2016-2017 were shared. A committee member suggested adding “Number of Businesses using Prove-It” to the report.



#### Measures 2A (2) – Tracking Veterans and Tracking Performance

Program Year 2016-2017 First Quarter performance measures for targeting veterans was shared. This performance measure shows CSB's progress in our efforts to fulfil our obligations to support the men and women who have served our country.

#### Measure 2B (1&2) – Customer Centered Design Press Release

Ms. Murphy shared the press release regarding the Customer Centered Design which was presented at the White House. The CCD team will develop a referral process with other partners, conducting "Second Chance" job fairs and exploring ways to create a re-entry center that provides comprehensive services to expand employment opportunities.

Ron Taibl shared that in the interest of CSB that our organization needs to get out in front of how President Trump's agenda will affect us and the community.

#### Measure 3B (3) Partnering with Adult Ed

Innovation and Opportunity Act (WIOA) requires that CareerSource Brevard (CSB) and Brevard Public Schools Adult Education (Adult Ed) continuously improve our partnership opportunities and results. During the PY 15-16 significant progress was made including entering into a new Memorandum of Understanding and establishing a regular schedule of meetings for coordination. A status was provided.

#### Measure 3C(1)(a) – Performance Funding Model Watch Brief

CareerSource Brevard opted to participate in the Performance Funding Model developed by CareerSource Florida. Information was provided and will continue to be tracked and tweaked as new data is received. The measures have been revised and there are now seven (7) metrics being measured. Predictions of performance are based on very early data and will change as placement information becomes available.

#### Measure 3C(1)(b) – Common Measures Watch Brief

The Common Measures are required by WIA however, there are no incentive monies tied to meeting these common measures. There are sanctions if these measures are missed for two years in a row. Data was shared that shows past performance along with goals for PY 2015-2016. There is a significant data lag due to the type of information that is captured.

#### Measure 3C(2) – Contractor Performance Measures for PY 2016-2017

In support of on-going performance accountability, CareerSource Brevard staff reviewed historical data and existing state and federal measures to develop the Local Performance Measures which have been incorporated into the existing contract as "Attachment F" and will be used in conjunction with other performance elements to determine quarterly performance for contractor payments and to ensure the best possible provision of services for our customers.

#### First Quarter Contractor Performance PY 2016-2017

The CSB contract with the contractor is cost reimbursement for direct program costs, however, corporate costs and profits are withheld from the Contractor until measurable performance outcomes are achieved. Payments of withheld costs are available to the Contractor to earn on a quarterly basis. To date, for PY 2016-2017 the Contractor succeeded in meeting or exceeding the performance criteria and was paid all withheld costs.

Local Customer Satisfaction Survey Results – Job Seekers

Staff shared results of the Customer Satisfaction Survey from July 1, 2016 through September 30, 2016. Surveys were completed by 550 respondents. Of the 550 respondents, 88.0% felt prepared to move forward with their goals after their visit. CSB is currently assessing the configuration and costs associated with implementing sit down stations and changing the details of the dress code to be a little more relaxed but still professional attire.

Grow the Resources of the Board

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

Ms. Heller shared that for this region in AARP we are 4<sup>th</sup> in the nation in SCEP program.

Ms. Murphy shared that center and staff hours will change effective January 1, 2017.

**Adjourn:**

There being no further discussion or business, Paula Just adjourned the meeting at 9:27 am.

Respectfully submitted,

Reviewed by,

{signature on file}      1/10/17  
Marina Stone              Date

{signature on file}      1/10/17  
Paula Just, Chair              Date