



Board of Directors Meeting

August 16, 2016 – 8:00am
CareerSource Brevard Conference Room
(Teleconference 321.394.0707)

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

Agenda

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

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Call to Order	Robert Jordan
Introductions	
Public Comment	
Presentations:	
A. Business Recognition – City of Cocoa	
B. Customer Recognition – Jessica Powers	
C. Staff Recognition – Denise Biondi	
D. DEO's Annual Performance Presentation (Tony Carter)	
Action Items:	Robert Jordan
A. President's Contract	1-10
B. Board Member Nominations	11
C. Contracts with Board Members	12-14
Consent Action Items:	Robert Jordan
A. Board of Director's Meeting Minutes – 5/17/16, 7/15/16 & 7/28/16	15-20
Information Items	Marci Brilley
A. Budget Update PY 16-17	21-22
B. Performance Funding Model	23-24
C. End of Year Contractor Performance PY 15-16	25-30
D. State Employer Training Grants	31-32
E. Growing the Resources of the Board	33-38
F. Healthcare Sector Strategy	39-40
G. Volunteer Income Tax Assistance Outcomes	41
H. Financial Reports (Charts 1, 2, & 3)	42-46
I. Committee Meeting Minutes	
1. E3 Committee – 6/9/16	47-49
2. Business Workforce Committee – 7/14/16	50-51
3. Community Involvement Committee – 4/27/16 & 7/27/16	52-55
4. Executive Committee – 5/3/16, 5/31/16 & 6/30/16	56-60

5. Workforce Operations Committee – 5/11/16
J. Board Attendance

61-63
64-65

Adjourn

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

Upcoming Meetings:

July 2016

14th Business Workforce Committee-8:30am-CSB Boardroom
27th Community Involvement Committee-4:00pm-CSB Boardroom

August 2016

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

September 2016

15th E³ Committee-8:30am-CSB Boardroom

October 2016

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

November 2016

1st Executive Committee-4:00pm-CSB Boardroom
9th Workforce Operations Committee-8:30am-CSB Boardroom
15th Board Meeting-8:00am-CSB Boardroom

December 2016

8th E³ Committee-8:30am-CSB Boardroom

January 2017

12th Business Workforce Committee-8:30am-CSB Boardroom
25th Community Involvement Committee-4:00pm-CSB Boardroom

February 2017

7th Executive Committee-4:00pm-CSB Boardroom
8th Workforce Operations Committee-8:30am-CSB Boardroom
14th Board Meeting & Retreat-8:00am-12:00pm-RCC

March 2017

9th E³ Committee-8:30am-CSB Boardroom

April 2017

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

May 2017

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

June 2017

8th E³ Committee-8:30am-CSB Boardroom



August 16, 2016

Action Brief

Ratification of the President's Salary and Contract

Board Request

Ratification of President's salary and contract

Background

At the July 28, 2016 Board Meeting, the Board voted to proceed with offering the CSB President position to Marci Murphy. There was a discussion on the benefits package to be offered and the Board authorized CSB's Chair to negotiate an offer package and bring it to the next full Board of Directors for approval.

The Board Chair negotiated a salary of \$117, 000 and all other items negotiated are enclosed in the attached contract.

Action

Approve, deny or modify the Board Chair's negotiated package for President of CareerSource Brevard with Marci Murphy.

This Employment Contract ("Contract") is made effective as of: August 16, 2016 (the "Effective Date", regardless of the date of Board approval), by and between Brevard Workforce Development Board, Inc. ("**BW**"), of 297 Barnes Blvd, Rockledge, Florida, 32955 and Marci Murphy ("**Employee**"), of 201 Plantation Club Drive #217, Melbourne, FL.

A. BW is engaged in the business of providing workforce services to businesses and job seekers for Brevard County, FL. The Employee will primarily perform the job duties at the following location: 297 Barnes Blvd, Rockledge, Florida. Employee reports to the Board of Directors ("**Board**") and will assist the Board in developing and implementing BW's ongoing business strategy and objectives. Employee shall have such duties, authority and responsibilities that are commensurate with being the BW's most senior executive officer, including, but not limited to, being responsible for the general management and operation of BW, and such additional powers and duties as are prescribed from time to time by the Board.

B. BW desires to have the services of Employee.

C. Employee is willing to be employed by BW

Therefore, the parties agree as follows:

1. EMPLOYMENT. BW shall employ Employee as BW President pending Board approval. During such time as the Board considers approval, Employee shall be employed by BW as Interim President and shall be afforded all rights, authority, privileges and consideration afforded the President as set forth on the effective date of this Contract. As such, Employee shall serve as BW's Chief Executive Officer, reporting directly to BW's Board of Directors. Employee shall perform all functions and duties from time to time assigned to her by BW's Board, including, but not limited to the services described on the attached Exhibit A, which is made a part of this Contract by this reference. Employee accepts and agrees to such employment, and agrees to be subject to the general supervision, advice and direction of the BW Board of Directors, specifically the BW Board Chair. Employee shall also perform (i) such other duties as are customarily performed by an employee in a similar position, and (ii) such other and unrelated services and duties as may be assigned to Employee from time to time by BW. Employee agrees to follow and abide by all of BW's personnel policies and rules of conduct, the terms of which are incorporated herein by reference as terms of this Contract.

2. BEST EFFORTS OF EMPLOYEE. Employee agrees to perform faithfully, industriously, and to the best of Employee's ability, experience, and talents, all of the duties that may be required by the express and implicit terms of this Contract, to the reasonable satisfaction of BW all things considered. Such duties shall be provided at such place(s) as the needs, business, or opportunities of BW may require from time to time. The Employee is prohibited to search for other employment while using BW equipment or during working hours.

3. OWNERSHIP OF SOCIAL MEDIA CONTACTS. Any social media contacts, including "followers" or "friends," that are acquired through accounts (including, but not limited to BW email addresses, blogs, Twitter, Facebook, You Tube, or other social media networks) used or created on behalf of Brevard Workforce Development Board are the property of Brevard Workforce Development Board.

4. COMPENSATION OF EMPLOYEE. As compensation for the services provided by Employee under this Contract, BW will pay Employee an annual base salary payable on Friday of every other week. The Employee will be responsible for the tax impact of the compensation provided under this Contract, subject to the BW's obligations to make social security contributions and other legally required contributions, benefits payments, withholdings and deductions.

This section of the Contract is included only for accounting and payroll purposes and should not be construed as establishing a minimum or the definite term of employment.

In consideration of services to be rendered by Employee to BW, beginning August 16, 2016 the Employee shall be paid an annual base salary with an annual increase as determined by the BW Executive Committee in June of each year.

5. INCENTIVE COMPENSATION. Employee is eligible for incentive compensation. The incentive compensation fund is equal to up to 10% of the Employee's annual Base Salary at the beginning of the fiscal year, which may be reviewed and increased up to an additional 5% that can be negotiated yearly with the Executive Committee and ratified by the full board, contingent upon available funding. Actual payment of the incentive compensation is based upon attainment of pre-determined goals mutually established by the BW Executive Committee and the Employee. The payment of the incentive compensation will occur with the final pay period of the fiscal year. BW reserves the right to modify, amend or discontinue the Incentive Compensation at any time, and as mutually agreed to, upon thirty (30) days written notice to the Employee specifying the effective date of the modification, amendment or discontinuance, and tendered in accordance with Paragraph 20 – NOTICES.

6. EXPENSE REIMBURSEMENT. Employee shall submit to the BW any requests for reimbursement of business expenses, with supporting vouchers or expense statements that satisfactorily and reasonably evidence such expenses, which BW shall consider for reimbursement in accordance with BW's policies.

7. RECOMMENDATIONS FOR IMPROVING OPERATIONS. Employee shall provide BW with all information, suggestions, and recommendations regarding BW's business, of which Employee has knowledge, which will be of benefit to BW.

8. MANAGEMENT. It is in the best interests of both BW and the Employee

to provide for the Employee's exclusive authority over engaging, advancing, compensating, assigning, and terminating all other employees so long as budget and legal restraints are observed.

9. BENEFITS. Employee shall be entitled to employment benefits as indicated:

- (a) Holidays, health insurance, life insurance, disability insurance, and wellness program in accordance with BW's policies;
- (b) Paid Time Off at an accrual rate in accordance with BW policy;
- (c) Paid Time Off maximum carry over is set at 160 hours annually;
- (d) Tuition Reimbursement in accordance with PER 07-01 Continuing Education for President Policy; -
- (e) Retirement contribution to 403 (b) in accordance with benefits available to all other BW employees;
- (f) Executive Coaching Services as determined necessary by the Employee for up to 60 hours annually; and
- (g) Computer hardware, software and IT support for home office to enable telecommuting as determined necessary by Employee. Computer will be upgraded every three years, unless it becomes unusable before this time, and not considered a tagged asset. All IT work will be conducted by BW IT employees.

10. CONFLICTS OF INTEREST. No volunteer who is, or might become, a candidate for the President position may participate in negotiating the Employee contract, setting the Employee's compensation, establishing goals, appraising the Employee's performance, or otherwise affecting termination without cause.

11. TERM. Subject to the provisions for termination as hereinafter provided, the term of this Contract shall be for a period of three (3) years, commencing on the Effective Date stated herein unless otherwise terminated in accordance with the Terms and Conditions set forth in this Contract. The Term may be extended on an annual basis thereafter upon the mutual consent of BW and Employee. In the event BW does not exercise the option to extend the Contract term, this action shall be deemed a Termination of Contract by BW Without Cause and the decision shall be rendered in accordance with the Terms and Conditions set forth in the Contract,

12. TERMINATION OF CONTRACT BY BW FOR CAUSE.

(a) In addition to any right of termination, rescission or action for breach that BW has in law or equity, BW shall have the right to terminate this Contract immediately upon the occurrence of any of the following events, which shall be considered "cause" for termination:

- (i) Death of Employee or Employee's inability, for any reason, to

perform his duties on a full-time basis for thirty (30) days in any consecutive six (6) month period, after the exhaustion of accrued Paid Time Off leave;

(ii) Employee's conviction, guilty plea, or no contest plea;

(iii) Employee's dependency on alcohol and/or drugs, as determined within the reasonable discretion of the BW;

(iv) Failure of the Employee to begin performing the services and other obligations under this Contract on the Commencement Date;

(v) Any breach of the obligations and duties of Employee under this Contract, and in accordance with BW policies including any deficiency in performance determined within the reasonable discretion of the BW, or any breach of Employee's fiduciary duties to BW.

(b) A termination for cause notice shall be tendered in accordance with Paragraph 20 – NOTICES and specify the date of termination. .

(c) Upon any termination of this Contract by BW for cause, Employee shall be entitled to receive the compensation and benefits described in Paragraph 4 then accrued, but unpaid, as of the date of termination. No other compensation, such as unused PTO, will be paid to the Employee following the date of a termination for cause.

(d) Unless otherwise specifically stated in this Contract, as of the effective date of a termination for cause, all obligations under this Contract shall cease, save and except the provisions of Paragraphs 15, 17 and 18, which shall survive Employee's termination.

13. TERMINATION OF CONTRACT BY BW WITHOUT CAUSE.

(a) BW may terminate this Contract at any time without cause upon written notice of ninety (90) days.

(b)

. The termination notice shall be tendered in accordance with Paragraph 20 – NOTICES and specify the date of termination, which shall be at least ninety (90) days from the date of delivery.

(c) Upon any expiration or termination of this Contract by BW without cause, Employee shall be entitled to receive the compensation and benefits, including Paid Time Off, described in Paragraph 4 then accrued, but unpaid, as of the date of termination.

(d) In the event of expiration or termination of this Contract by BW without cause, the BW shall pay to the Employee, as severance pay, an amount equivalent to six (6) months of the Employee's then current annual Base Salary. Such severance payments may be paid in the same manner and at the same time that Base Salary

would have been paid had this Contract continued. To the extent permitted under applicable law and terms of such policies, the BW also agrees to continue to provide such employee benefits listed in subparagraphs 9(a) through 9(e) to Employee, to the same extent that such benefits continue to be made available to active employees and staff members of the BW, throughout such time as the Employee is receiving severance payments under this provision of this Contract, or until such time as the Employee is eligible to participate in a subsequent employer's substantially equivalent benefits program, whichever is sooner. The terms and provisions of any BW-sponsored employee benefit program shall control.

(e) Unless otherwise specifically stated in this Contract, as of the effective date of an extermination or termination without cause, all obligations under this Contract shall cease, save and except the provisions of Paragraphs 15, 17 and 18, which shall survive Employee's termination.

14. TERMINATION OF CONTRACT BY RESIGNATION OF EMPLOYEE.

(a) Employee may terminate this Contract upon ninety (90) days written notice of resignation to BW.

(b) The resignation notice shall be submitted in accordance with Paragraph 20 – NOTICES and specify the date of resignation, which shall be at least sixty (60) days from the date of delivery.

(c) Employee shall continue to carry out all of his duties and responsibilities required hereunder, and receive all compensation and benefits described in Paragraph 4, until the date of resignation. As of the date of resignation, Employee shall be entitled to receive the compensation and benefits described in Paragraph 4 then accrued, but unpaid.

(d) Unless otherwise specifically stated in this Contract, as of the effective date of a resignation, all obligations under this Contract shall cease, save and except the provisions of Paragraphs 15, 17 and 18, which shall survive Employee's resignation.

15. OBLIGATIONS SUBSEQUENT TO TERMINATION. Upon the expiration or termination of this Contract, Employee shall perform the following obligations:

(a) Employee shall reasonably cooperate with BW in all matters relating to the completion of Employee's pending work on behalf of BW and the orderly transfer of such work to other employees of the Corporation.

(b) Employee shall, upon reasonable notice and without further payment or consideration from BW, furnish such information and proper assistance of BW as may be reasonably required by BW in connection with any litigation involving the acts or

omissions of Employee under this Contract in which BW is, or may become, a party, at any time, following expiration or termination of this Contract.

(c) Employee shall not make independent announcement of the expiration or termination of this Contract except as agreed by the BW Board Chair. The BW Board Chair may cause all persons and others interested in the business of BW to be notified of the dissociation of Employee with BW.

(d) Any compensation benefits due or payable to Employee under this Contract subsequent to the expiration or termination of this Contract, shall be subject to Employee's compliance with the provisions of this Contract.

(e) If subsequent to the expiration or termination of this Contract, BW receives any correspondence addressed to Employee which BW reasonably believes in good faith relates to any aspect of services rendered by Employee while employed by BW, Employee authorizes BW to inspect such correspondence to determine its contents and to retain the original of such correspondence if it relates to such services, and send a copy to Employee, or, if it is unrelated to such services, BW shall forward the original to Employee. Upon expiration or termination of this Contract, Employee shall not deliver a notice of change of business address to the United States Postal Service or to any third party without advance notice to BW.

16. COMPLIANCE WITH EMPLOYER'S RULES. Employee agrees to comply with all of the policies, rules and regulations of BW.

17. CONFIDENTIALITY. The Employee hereby acknowledges that, as an employee of the BW, she will be making use of, acquiring and adding to Confidential Information (as defined below) of a special and unique nature and value relating to the BW and its strategic plan and financial operations. The Employee further recognizes and acknowledges that all Confidential Information that by law is not subject to public disclosure under Article 1, Section 24 of the Florida Constitution and section 119.07, F.S. pursuant to Florida Statutes: 443.171; 443.1715; 445.010(2); 414.295; and in accordance with 29 CFR Part 71; 20 CFR 617.57 (b); and 45 CFR 205.50 is the exclusive property of BW, is material and confidential, and is critical to the successful conduct of the business of the BW.

(a) Accordingly, the Employee hereby covenants and agrees that she will use Confidential Information for the benefit of the BW only and shall not at any time, directly or indirectly during the Period of Employment, or thereafter, divulge, reveal or communicate any Confidential Information to any person, firm, corporation, or entity whatsoever, or use any Confidential Information for his own benefit or for the benefit of others without consent of the Board. "Confidential Information" means any confidential, proprietary or trade secret information, whether or not marked or otherwise designated as confidential, whether in document, electronic or some other form, and includes, without limitation, information that is not publicly known regarding the BW's finances, legal matters, business and

Marketing plans, proposals, projections, forecasts, employees and compensation, research plans and market studies.

(b) The parties recognize that the foregoing provisions concerning confidentiality are reasonable and necessary for the protection of legitimate interests of the BW and that the BW will be irreparably harmed if these provisions are not specifically enforced. Accordingly, the foregoing provision may be enforced by the BW as an independent covenant by means of a temporary, preliminary or permanent injunction, without prejudice to such damage rights as may exist, and Employee and BW specifically waive the necessity that any bond be posted to obtain such relief. The failure of BW to insist in any one or more instances upon performance of the foregoing provision regarding confidentiality shall in no way be construed as a waiver of any such provisions or affect the BW's right to enforce such covenant.

18. Mandatory Arbitration Contract. Employee and BW agree that any claim, dispute or controversy between them, including any claim, dispute or controversy between the employees or assigns of the other, including any disputes regarding the scope and enforceability of this provision and the validity of the entire Contract, shall be resolved exclusively by binding arbitration by the American Arbitration Association under its National Rules for the Resolution of Employment Disputes. The Parties understand that they would have had a right or opportunity to litigate disputes in court and have a judge or jury decide their case, but instead, they have chosen to have any such disputes decided through arbitration, and agree that neither party shall initiate any law suit against the other, except to confirm an arbitration award. Damages for breach of this provision shall include all costs and fees incurred to obtain an order staying any civil action and compelling arbitration, which shall be part of any subsequent arbitration award.

(a) Claims subject to arbitration include (i) claims for discrimination (including, but limited to, age, disability, marital status, medical condition, national origin, race, retaliation, sex, sexual harassment or sexual orientation); (ii) claims for breach of any contract or covenant (express or implied); (iii) claims for violation of any federal, state or other governmental law, statute, regulation or ordinance; and (iv) tort claims (including, but not limited to, negligent or intentional injury, defamation and termination of employment in violation of public policy).

(b) The following claims are not subject to arbitration, (i) claims by Employee for workers' compensation or unemployment insurance (an exclusive government created remedy exists for these claims); and (ii) claims by either party for emergency injunctive relief (requiring a court's rapid injunctive power).

(c) The arbitrator shall have the authority to award all relief otherwise available in a court of law, including permanent injunctive relief.

(d) Any award entered by the arbitrator, including injunctive relief, shall be final and binding, and judgment may be entered thereon by any party in any court of competent jurisdiction.

(e) Each party shall pay for its own fees and expenses of arbitration, unless otherwise ordered by the arbitrator.

19. RETURN OF PROPERTY. Upon termination of this Contract, Employee shall deliver to BW all property which is BW's property or related to BW's business that is in Employee's possession or under Employee's control.

20. NOTICES. All notices required or permitted under this Contract shall be in writing and shall be deemed delivered when delivered in person or on the third day after being deposited in the United States mail, postage paid, addressed and with a return receipt as follows:

Employer:
Brevard Workforce Development Board, Inc.
Chairman of the Board
297 Barnes Blvd.
Rockledge, Florida 32955

Employee:

Marci Murphy
201 Plantation Club Drive #217
Melbourne, FL

Such addresses may be changed from time to time by either party by providing written notice in the manner set forth above.

21. ENTIRE CONTRACT. This Contract contains the entire Contract of the parties and there are no other promises or conditions in any other Contract whether oral or written. This Contract supersedes any prior written or oral Contracts between the parties.

22. AMENDMENT. This Contract may be modified or amended, if the amendment is made in writing and is signed by both parties.

23. SEVERABILITY. If any provisions of this Contract shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it would become valid or enforceable,

...

then such provision shall be deemed to be written, construed, and enforced as so limited.

24. WAIVER OF CONTRACTUAL RIGHT. The failure of either party to enforce any provision of this Contract shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Contract.

25. APPLICABLE LAW. This Contract shall be governed by the laws of the State of Florida.

AGREED TO AND ACCEPTED.

EMPLOYER:
Brevard Workforce Development Board, Inc.
Robert Jordan, Chairman of the Board

Signature

Date: _____

EMPLOYEE:
Marci Murphy

Signature: _____

Date: _____



August 16, 2016

Action Brief

Board Member Nominations

Committee Request

Review and approve Executive Committee nominations for Board Membership.

Background

The following nominations recommended by Claudie Pouncey, President of the Space Coast AFL-CIO would fill mandatory labor seats.

Kevin Smith is the President of the Transport Workers Union Local 525.

Shawn Beal is the Business Manager for IBEW 2088.

Jennifer Kenny is on staff with IBEW Local 606.

Action

Approve, deny or modify the Executive Committee recommendations for Kevin Smith, Shawn Beal and Jennifer Kenny as Board members to the Brevard County Board of Commissioners for ratification.



August 16, 2016

Action Brief

On the Job Training (OJT), Employed Worker Training (EWT), Adult Work Experience (AWE), and Contract 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:	Genesis VII, Inc.
Board Member:	Robert Jordan
Total Not to Exceed:	\$24,000

The maximum amount of training hours (1040 per person) for approximately 3 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 \$18,720 to \$52,000:

- Delivery/Expediter Drive, Administrative Assistant, Buyer, Accounts Receivable, Accounts Payable, Control Tech.
- And other positions as identified by the employer

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

Business Name: **Florida Sports and Spinal Rehab**
Board Member: **Terry Schrumpf**
Total Not to Exceed: **\$24,000.00**

The maximum amount of training hours (1040 per person) for approximately 4 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 \$12.50 to \$26.00:

- Physical Therapy Technician
- Physical Therapist Assistant
- Front Desk with computer proficiency

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

Business Name: **Kegman, Inc.**
Board Member: **Susie Glasgow**
Total Not to Exceed: **\$75,000**

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 \$40,000 to \$100,000:

- Field Engineers
- System Engineers
- Contracting Staff
- Administrative
- And other positions as identified by the employer

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

Business Name: **Structural Composites**
Board Member: **Ron Taibl**
Total Not to Exceed: **\$55,000**

The maximum amount of training hours (1040 per person) for approximately 7 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 \$29,000 to \$42,000:

- Office Manager
- Manufacturing Engineer
- Production Technician

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

Business Name: **Compsys**
Board Member: Ron Taibl
Total Not to Exceed: \$ 100,000

The maximum amount of training hours (1040 per person) for approximately 15 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 \$27,000 to \$40,000:

- Tooling Technician
- Maintenance Technician
- Production Technician
- Production Planner & Scheduler
- HR Manager

Staff also recommends Board approval to renew the annual employee health insurance contract: CareerSource Brevard's (CSB) annual employee health insurance premium with Health First Health Plans ("Health First") is due for renewal for the term November 1, 2016 – October 31, 2017. CSB Board Member Paula Just is the Health First Chief Human Resource Officer whose company would benefit financially from this transaction.

Business Name: **Health First Health Plans, Inc.**
Board Member: **Paula Just**
Total Not to Exceed: **\$175,000**

Action

Approve or deny contract recommendations for Genesis VII, Inc., Florida Sports and Spinal Rehab, Kegman, Inc., Structural Composites, and Compsys for work based training contracts, and Health First for annual employee health insurance contract.

CareerSource Brevard
Board of Directors Meeting
May 17, 2016

MINUTES

Members in Attendance: Daryl Bishop, William Chivers, Tereasa Compton (via teleconference), Dale Coxwell, Susan Glasgow, Debra Greco (via teleconference), Nancy Heller (via teleconference), Robert Jordan (via teleconference), Traci Klinkbeil, Mike Menyhart (Chair), Linda Miedema, Wayne Olson (via teleconference), Terry Schrumpf, and Ronald Taibl.

Members Absent: Michael Bean, Desmond Blackburn, Colleen Browne, Carol Craig, Paula Just, Travis Mack, Amar Patel, Dan Raymond, Patricia Stratton, Venetta Valdengo, and Lynda Weatherman

Staff Present: *Board Staff:* Marci Brilley, Jana Bauer, Sandi Briles, Erica Lemp, Richard Meagher, Stephanie Mosedale, Lisa Rice, Lyn Sevin, Jim Watson, Jeff Witt, and Al Yorston.

Career Center Staff: Chris Berry, Caroline Joseph-Paul, Jessica Mitchell, Crystal Post and Levola Williams.

Guests: Michael Frederick and Susan Reynolds-Gunther.

Call to Order: The CareerSource Brevard (CSB) Board Meeting was called to order at 8:04am by Mike Menyhart.

Public Comment: There was no public comment.

Presentations:

Business Recognition

Crystal Post introduced Michael Frederick who is the Branch Manager of Wells Fargo Brevard County. Wells Fargo was recognized for their financial/volunteer support for the military youth programs.

Levola Williams introduced Susan Reynolds-Gunther who was recognized for her success with the AARP WESI program. Ms. Reynolds-Gunther also said that her son had received assistance through Veteran's Services who helped him obtain employment. She said the assistance from CSB staff has proven to be uplifting and life changing.

Action Items:

Nomination of Officers PY16-17

Motion to approve the Executive Committee's recommendation for the slate of Officers for Program Year 2016-2017 (listed below) was made by Susie Glasgow and seconded by Terry Schrumpf.

Chair – Robert Jordan, President, Genesis VII

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

Treasurer – Daryl Bishop, Area President, Seacoast National Bank

There was no further discussion and motion passed unanimously.

WIOA Board Member Appointments/Reappointments

A revised brief was handed out and staff reviewed the Workforce Innovation and Opportunity Act which calls for several board membership changes that were reviewed at the last Executive Committee meeting. WIOA allows adding optional members to the Board and Board members may fill more than

one seat as long as they qualify for both seats. Debra Greco indicated that she is also involved in the apprenticeship program and would be available as needed.

Motion to approve the recommendation of CSB's President to add three optional mandatory seats to the Board effective July 1, 2016, and to request approval by the Board of County Commissioners made by Susie Glasgow. Ron Taibl seconded the motion. Motion passed unanimously.

Motion to approve the Executive Committee recommendation for membership renewal for Susie Glasgow, Terry Schrumpf, Ron Taibl and Patty Stratton effective July 1, 2016 for a term of three years and to notify the Board of County Commissioners made by Daryl Bishop and seconded by William Chivers. Motion passed unanimously.

Proposed Budget for PY16-17

The Executive Committee's review of the projected budget and proposed cuts in operating costs were presented. Motion to approve Executive Committee recommendation to approve the PY16-17 budget at a level of \$7,398,200 and grant the President of CSB the authority to add any currently unfunded options, or to increase/decrease the level of current items of the budget as additional funds become available throughout the program year made by Terry Schrumpf. Motion seconded by Daryl Bishop. Discussion followed on unrestricted funds and performance funds. It was suggested that the public be informed about the Titusville relocation and how they can access services. Motion passed unanimously.

Career Center Operations for PY16-17

The Workforce Operations Committee has reviewed career center operations, determined that performance has been very good, and recommends to the full Board that Kaiser Group, Inc. d/b/a Dynamic Workforce Solutions (DWS) continues to provide One-Stop Operator services for PY 2016-17. As a result, the Workforce Operations Committee recommends exercising Option 4 to extend the period of performance of Contract BW13-002-001 through June 30, 2017 in the amount of \$2,701,400 for these services. Motion to approve the Workforce Operations Committee recommendation was made by Susie Glasgow and seconded by Ron Taibl. Motion passed unanimously.

Consent Action Items:

Consent action items presented included Board of Directors minutes for February 23, and March 22, 2016, Selection of Key Industries PY 16-17, Regional Targeted Occupations List, Individual Training Vendor Procurement, and Guideline on Formula Funding Mix. Staff reviewed CSB's dress code in response to a question from Ron Taibl. Motion to approve consent action items made by Dale Coxwell and seconded by Susie Glasgow. Motion passed unanimously.

Information Items:

Information items presented included PY16-17 Meeting Schedule, Performance Funding Model, Common Measures, Human Centered Design, State Employer Training Grants, Growing the Resources of the Board, Training versus OJT Effectiveness, Financial Reports and Committee meeting minutes. There was brief discussion on Human Centered Design Initiatives and the State Employer Training grants.

Other Business:

Financial Disclosure Forms were handed out and staff explained that all members must complete this form annually. Forms that were filled out and handed to staff at the end of the meeting will be mailed directly to the Supervisor of Elections. A link to the Florida Ethics website will be sent to those attending via teleconference and to absent members so that they can complete their forms online. It was noted that the forms must be sent to the Supervisory of Elections by July 1 to avoid penalties.

Staff handed out a flyer requesting panelists for the Cocoa Works Program. Susie Glasgow and Ron Taibl volunteered for the June 9 panel, and Linda Miedema said she would be available for any date. The flyer will be sent to all those not in attendance and a response is requested by May 26.

Board members were invited to let Lyn Sevin know if they wished to attend any County Commissioner meetings that are currently being scheduled.

There being no further business, the meeting was adjourned at 9:26am.

Submitted by,

Reviewed by,

(signature on file)
Lyn Sevin

5/24/2016
Date

(signature on file)
Mike Menyhart

5/24/2016
Date

CareerSource Brevard
Board of Directors Meeting
July 15, 2016

MINUTES

Members in Attendance via teleconference: Colleen Browne, William Chivers, Susan Glasgow, Debra Greco, Nancy Heller, Robert Jordan (Chair), Paula Just, Traci Klinkbeil, Mike Menyhart, Linda Miedema, Terry Schrumpf, Patricia Stratton, Ronald Taibl

Members Absent: Desmond Blackburn, Daryl Bishop, Dale Coxwell, Travis Mack, Wayne Olson, Venetta Valdengo, Lynda Weatherman.

Staff Present: Lisa Rice, Lyn Sevin,

Guests: None

Call to Order: The CareerSource Brevard (CSB) Board Meeting was called to order at 8:04am by Robert Jordan.

Public Comment: There was no public comment.

Action Items:

Nomination of President

Mr. Jordan presented the Executive Search Committee's recommendation for a replacement for the President of CSB. Motion to approve the Executive Committee's recommendation to approve Mildred Coyne for the position of President of CSB was made by Mike Menyhart and seconded by Ron Taibl for discussion. Lengthy discussion followed. Mike Menyhart withdrew the motion.

Motion to have all information provided by the top two candidates sent to the Board, and to convene the full Board of Directors to see the presentations from the candidates selected by the Executive Search Committee was made by Susie Glasgow and seconded by Colleen Browne. Discussion followed. Motion passed with Mr. Jordan dissenting.

There being no further business, the meeting was adjourned at 9:04am.

Submitted by,

Reviewed by,

(signature on file)_____
Lyn Sevin

7/26/16_____
Date

(signature on file)_____
Robert Jordan

7/26/16_____
Date

CareerSource Brevard
Board of Directors Meeting
July 28, 2016

MINUTES

Members in Attendance via teleconference: Desmond Blackburn (via teleconference), Daryl Bishop, Colleen Browne (via teleconference), William Chivers, Dale Coxwell, Susan Glasgow (via teleconference), Debra Greco (via teleconference), Nancy Heller (via teleconference), Robert Jordan (Chair), Paula Just, Traci Klinkbeil (via teleconference), Travis Mack, Mike Menyhart, Linda Miedema, Terry Schruppf (via teleconference), Patricia Stratton (via teleconference), Ronald Taibl, Venetta Valdengo (via teleconference).

Members Absent: Wayne Olson, Lynda Weatherman.

Staff Present: Marci Brilley-Murphy, Caroline Joseph-Paul, Thomas LaFlore, Jessica Mitchell, Lyn Sevin.

Guests: None

Call to Order: The CareerSource Brevard (CSB) Board Meeting was called to order at 8:01am by Robert Jordan.

Public Comment: There was no public comment.

Presentation:

Robert Jordan, Chair, reviewed the process that the Executive Selection Committee had used for hiring a new CSB President.

Action Items:

Next Steps

The floor was opened up for discussion and options were considered. Motion to proceed with offering the CSB President position to the second candidate, Marci Brilley-Murphy, made by Ron Taibl. Motion seconded by Mike Menyhart and passed unanimously.

Marci Brilley-Murphy left the meeting.

There was discussion on the benefits package to be offered. Motion to authorize CSB's Chair to negotiate an offer package with a salary range of \$114,000 to \$120,000, plus a 10% performance bonus, along with all other CSB employment benefits, and to bring to the next full Board of Directors for approval made by William Chivers. Motion seconded by Daryl Bishop and passed unanimously with Mr. Jordan dissenting.

Interim President

There was discussion on selecting an Interim President. Motion to approve Marci Brilley-Murphy to act as Interim President until the position is filled made by Ron Taibl and seconded by Travis Mack. Discussion followed. Motion passed unanimously.

There being no further business, the meeting was adjourned at 9:26am.

Submitted by,

Reviewed by,

(signature on file)
Lyn Sevin

7/28/16
Date

(signature on file)
Robert Jordan

7/28/16
Date



August 16, 2016

Information Brief

Budget Update for Program Year (PY) 2016-2017

Background

In May the CSB Board approved a budget of \$7,398,200 for PY 16-17 (see Attachment 1). In addition, the budget included nine unfunded options totaling \$232,100 to be added to the budget as funding became available. The Board motion also granted the president the authority to increase funding for existing items subject to additional funding.

Current Status

Due to various cost savings and program under expenditures, the PY 15-16 year-end close out provided additional unobligated funds of \$260,600 for the PY 16-17 budget. As a result, all optional budget items (with the exception of year-end staff performance bonuses) can now be restored to this year's budget. We are also able to restore two career center staff positions for \$100,000 and add \$41,400 in staff incentives for the JDCCD program. The FY 2016-17 budget is now fully funded at a level of \$7,645,300.

This information will be shared with the County Manager in August.



FY 2016-2017 FUNDING OPTIONS WORKSHEET

Attachment 1

Revised 08/02/16

	FY 2015-2016 FINAL BUDGET	FY 2016-2017 APPROVED BUDGET	OPTIONAL BUDGET ITEMS	FY 2016-2017 REVISED BUDGET
BASE MANAGEMENT SERVICES (Board Operations)	1,586,700	1,404,000		1,404,000
Option 1: End of Year Incentive Bonus Pool (3%)*			45,400	
Option 2: Employee & Family Assistance Program			2,500	2,500
Option 3: Second Monitoring Visit			22,600	22,600
Option 4: Staff Conference Travel			10,000	10,000
Option 5: NAWB Conference for Board Members			2,600	2,600
Option 6: CSB Advertising			20,000	20,000
Option 7: Professional Memberships			8,000	8,000
BASE INFRASTRUCTURE SERVICES (Facilities)	890,300	831,900		831,900
BASE TECHNOLOGY SERVICES (IT Support)	563,000	408,400		408,400
Option 8: PC & Copier Replacements			40,000	40,000
BASE BUSINESS SERVICES (Employer Support)	692,000	565,700		565,700
GRANTS / INCENTIVES / FEE FOR SERVICE	676,500	216,800		216,800
CAREER CENTER OPERATIONS (DWFS)	3,376,400	2,701,400		2,701,400
Option 9: End of Year Incentive Bonus Pool (3%)*			81,000	
Additional Career Center Staffing & JDCD Incentives				141,400
CUSTOMER TRAINING & SUPPORT (35% ITA Reserve)	1,821,000	1,270,000		1,270,000
TOTAL FUNDS BUDGETED	9,605,900	7,398,200	232,100	7,645,300
FY 2016-2017 FUNDING LEVEL		7,398,200		7,658,800
UNOBLIGATED FUNDS		0		13,500

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

Information Brief

Performance Funding Model Watch Brief

Background

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

Short Horizon Measures–

Placement Rate – How successful are we at placing people in jobs?					
Minimum Threshold – 15% Target – 20%	Quarter 1 Jul. – Sep. 2015	Quarter 2 Oct. – Dec. 2015	Quarter 3 Jan. – Mar. 2016	Quarter 4 Apr. – Jun. 2016	Year-to-Date July 2015 – June 2016
Entered System without a Job	4,899	4,344	4,570	4369	18,182
Earnings in Next Quarter	2,180	1,858	1,405	725	6,168
Performance Rate	44.5%	42.8%	30.7%	16.6%	33.9%
Time to Earnings – How long does it take to get people employed?					
Minimum Threshold – 2.19 Target – 1.64	Quarter 1 Jul. – Sep. 2015	Quarter 2 Oct. – Dec. 2015	Quarter 3 Jan. – Mar. 2016	Quarter 4 Apr. – Jun. 2016	Year-to-Date July 2015 – June 2016
Time in Quarters between entry and job placement	2,722	1,885	1,097	316	6,020
# with Earnings in Next Quarter	2,180	1,858	1,405	725	6,168
Performance Rate	.801	1.014	0.781	.435	.976
Cost per Employed Exit (Calculated Annually) How much on average is spent to get people employed?					
Minimum Threshold – \$679 Target – \$509	Quarter 1 Jul. – Sep. 2015	Quarter 2 Oct. – Dec. 2015	Quarter 3 Jan. – Mar. 2016	Quarter 4 Apr. – Jun. 2016	Year-to-Date July 2015 – June 2016
All Expenditures	\$921,899	\$775,877	\$1,200,096	\$775,301	\$3,673,173
Customers Exiting with earnings during quarter of exit.	2,180	1,858	1,405	725	6,168
Performance Rate	\$ 452.35	\$ 490.13	\$1,444.16	\$1,069.38	\$595.52

Business Engagement – How many businesses are engaged with an intensive service?					
Minimum Threshold – 500 Target – 667	Quarter 1 Jul. – Sep. 2015	Quarter 2 Oct. – Dec. 2015	Quarter 3 Jan. – Mar 2016	Quarter 4 Apr. – Jun. 2016	Year-to-Date July 2015 – June 2016
Businesses served with an Intensive Service	56	227	241	254	778

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

The performance for Improved and Excelled have not been released yet and the methods of calculating the measures are still being tweaked by the state. Staff will continue to revise queries and attempt to predict performance as data becomes available.

The following table shows the amounts potentially available.

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



August 16, 2016

Information Brief

End of Year Contractor Performance PY 2015-2016

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 7 out of 9 Performance Standards established in Attachment F. As of January 1, 2016 this measure was changed to read: 4 out of 5. **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 9 Performance Measures established in Attachment F. As of January 1, 2016 this measure was changed to read: 3 out of 5

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

PY 2015-16 Performance Results

The Contractor succeeded in meeting or exceeding the performance criteria and was paid all withheld costs.

Elements of Contractor Performance Earnings

PY 15-16

Element A				
Objective/Criteria	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Meet or exceed 5 out of 9 measures as listed in the contract (7 from the Monthly Management Report (MMR))				
Welfare Transition Entered Employment Rate (Rank between 1-13 on State Quarterly MMR)	No – Ranked 15	Yes – Ranked 11	Yes – Ranked 11	Yes – Ranked 10
Welfare Transition Federal All Family Participation Rate (Rank between 1-13 on State Quarterly MMR)	No – Ranked 19	No – Ranked 18	No – Ranked 17	No – Ranked 17
WIA Adult Employed Worker Outcome Rate (Rank between 1-13 on State Quarterly MMR)	Yes – Ranked 1	Yes – Ranked 9	Yes – Ranked 9	Yes – Ranked 8
WIA Adult & Dislocated Worker Entered Employment Rate (Rank between 1-13 on State Quarterly MMR)	Yes – Ranked 1	Yes – Ranked 1	Yes – Ranked 1	Yes – Ranked 10
Wagner-Peyser entered Employment Rate (Rank between 1-13 on State Quarterly MMR)	Yes – Ranked 12	Yes - Ranked 10	Yes - Ranked 8	Yes – Ranked 11
Short Term Veterans Entered Employment Rate (Rank between 1-13 on State Quarterly MMR)	Yes – Ranked 10	Yes – Ranked 8	Yes – Ranked 8	Yes – Ranked 8
Wagner-Peyser Percent of Job Openings Filled (Rank between 1-13 on State Quarterly MMR)	Yes – Ranked 10	Yes – Ranked 9	Yes – Ranked 11	Yes – Ranked 9
Meet or exceed the minimum percentages set on 7 out of 9 Performance Standards established in Attachment F. As of January 1, 2016 this measure was changed to read: 4 out of 5.	Yes - Met/Exceeded 7 out of 9	Yes – Met/Exceeded 9 out of 9	Yes – Met/Exceeded 5 out of 5	Yes – Met/Exceeded 5 out of 5

1 based on Obtain an overall system score of 90% or higher on the Career Center Standards	Yes - Compiled Rating of 99.6%
Met 8 of the 9 Performance Elements	

Element B				
Meet or exceed the accelerated percentages set on 5 out of the 9 Performance Measures established in Attachment F As of January 1, 2016 this measure was changed to read: 3 out of 5	No - Met/Exceeded 3 out of 9	Yes – Met/Exceeded 8 out of 9	Yes – Met/Exceeded 4 out of 5	Yes – Met/Exceeded 4 out of 5
Element C				
Meet or exceed a minimum score of 75 or higher on the CSB performance evaluation related to the annual state programmatic monitoring results	Yes – Results 80			

				Quarter 4									
	Measure	Definition	Calculation (all calculations are year to date unless otherwise stipulated)	Minimum	Accelerated	Jan-16	Feb-16	Mar-16	Q3	Apr-16	May-16	Jun-16	Q4
1	Performance Funding Model Placement Rate	The percentage of customers registered during the preceding quarter who were placed by the end of the current report quarter.	The numerator is the number of customers with an application date during the preceding quarter. The denominator is the number of customers in the numerator with a placement service dated on or before the end date of the current report quarter.			1503/6227	1685/6226	1919/6227	1919/6227	1293/6498	1602/6348	1718/6348	1718/6348
				20%	20%	24.1%	27.1%	30.8%	30.8%	19.9%	25.2%	27.1%	27.1%
2	Performance Funding Model Business Engagment/Satisfaction Survey	The number of businesses engaged with an Intensive Service.	The numerator is the number of those businesses who were sent a Customer Satisfaction Survey during the current reporting period. The denominator is the pro-rated number of the businesses who should receive a survey in order to meet the minimum (600) and target (800) goals established in the Performance Funding Model			120	120	62	524	96	114	44	778
				600	800	120	120	62	524	96	114	44	778
3	Referral/placement ratio by industry	The percentage of staff referrals given within a business cluster in which the job seeker became employed.	The numerator is the number of those jobseekers who received a staff referral that actually became employed in that position. The denominator is a count of all staff referrals recorded in EFM during the reporting period. Reported overall and tracked by industry cluster.			83/427	51/414	99/260	1249/4710	110/592	98/456	84/301	1526/5744
				22%	26%	19.4%	12.3%	38.1%	27%	18.6%	21.5%	27.9%	27%
						16/16	14/14	7/7	124/124	10/10	18/18	48/49	200/201

				Quarter 4									
	Measure	Definition	Calculation (all calculations are year to date unless otherwise stipulated)	Minimum	Accelerated	Jan-16	Feb-16	Mar-16	Q3	Apr-16	May-16	Jun-16	Q4
4	WIOA Youth Positive Outcome Rate	The percentage of WIOA Youth who enter unsubsidized employment, military, a qualified apprenticeship program(s), post-secondary education, advanced training, or receives a HS diploma or equivalent, or obtains a post-secondary credential or industry-recognized certification by closure	The number of WIOA Youth closures with a positive outcome divided by the number of WIOA Youth closures	90%	95%	100.0%	100.0%	100.0%	100%	100.0%	100.0%	98.0%	100%

	Measure	Definition	Calculation (all calculations are year to date unless otherwise stipulated)	Quarter 4		Jan-16	Feb-16	Mar-16	Q3	Apr-16	May-16	Jun-16	Q4
				Minimum	Accelerated								
5*	WIOA Youth Educational Functioning Grade Level Gain Rates in Math and/or Reading and/or Language	The percentage of WIOA Youth who are assessed as basic skills deficient at registration who achieve at least one educational functioning grade level gain in math and/or reading and/or language on or before the anniversary of the program participation date and/or closure date.	The # of WIOA Youth assessed as basic skills deficient at registration who achieve at least one educational functioning grade level gain in math and/or reading and/or language on or before the anniversary of the program participation date, as measured by either TABE raw scores or GAIN assessments, divided by the # of WIA Youth assessed as basic skills deficient at registration who achieve at least one educational functioning grade level gain in math and/or reading and/or language on or before the anniversary of the program participation date, as measured by either TABE raw scores or GAIN assessments, plus the # of youth who remain in the program past the anniversary of their program participation date, plus the # of youth who are closed or exited from the program prior to the anniversary of their program participation date.	70%	75%	3/4	4/5	4/5	49/56	4/4	4/7	5/11	72/87
									88%	100.0%	57.1%	45.5%	83%
	Module Number	# of Measures	80% of Measures										
	1-Kaiser	5	4										
	TABLE ASSUMPTIONS:												
	Table calculations are based on the assumption that no measures have been removed from this attachment.												
	Table calculations are based on the following rounding rules: Round Up for .6 through .9, Round Down for .1 through .5												
	* Measure 5 will be removed July 1, 2016												

Information Brief

State Employer Training Grants: Incumbent Worker & FloridaFlex

Background

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

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

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

History: Incumbent Worker Training Program Local Performance							
Program Year	# of Grants Awarded	# of Business Impacted	IWT Grant Awarded \$	Ranking by Grant \$ Awarded (24 RWB's)	Employer Contribution (w/wages)	\$ Total	Number of Jobs Impacted
2008-2009	10	10	\$178,890	5	\$738,780	\$917,670	391
2009-2010	6	6	\$113,733	13	\$232,489	\$346,222	244
2010-2011	13	13	\$307,930	7	\$1,215,736	\$1,523,666	363
2011-2012	21	27	\$475,455	5	\$9,350,776	\$10,077,226	771
2012-2013	11	11	\$645,124	4	\$4,394,758	\$5,039,882	759
2013-2014	7	7	\$184,551	6	\$1,921,363	\$2,105,914	157
2014-2015	10	10	\$565,124	2	\$1,890,361	\$2,455,485	275
2015-2016	11	11	\$213,427	2	\$304,647	\$518,074	107

*4th Quarter YTD

Summary: Program Year 2015-2016 IWT Awards Received by Quarter					
Qtr. Rec'd	Business Name/Link	\$ IWT Grant Assistance	\$ Employer Contribution	\$ Total	Jobs
1	J. Aquinaldo Group, Inc.	\$3,000	\$5,430	\$8,430	2
1	CPA Wealth Management Services, PA // DBA FirstWave Financial	\$15,008	\$10,003	\$25,011	5
2	Atlantic Wire & Rigging, Inc.	\$5,000	\$2,043	\$7,043	2
1	CVG Strategy, LLC	\$5,000	\$14,964	\$19,964	2
1	Hallcraft Machining, Inc.	\$6,750	\$8,612	\$15,362	1
2	Harris Corporation	\$115,739	\$103,342	\$219,081	59
2	AGTeck, Inc.	\$4,500	\$6,000	\$10,500	9
2	NDT Host, LLC	\$21,942	\$27,947	\$49,889	11
3	Wire and Cable Specialties, Inc.	\$9,375	\$60,988	\$70,363	5
3	Renzetti, Inc.	\$14,625	\$28,375	\$43,000	6
4	ADVANCED DESIGN SERVICES, INC.	\$12,488	\$36,943	\$49,431	5

BOLD – New since the last report

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

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

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

BOLD – New since the last report

GRANTS (Federal, State and Local Competitive and Non-competitive)							
Grant Name	Partners	Funding Source	Amount Pending	Amount Awarded	Grant Focus	Status	Staff Lead
Cyber-Security Trade Adjustment Assistance Community College & Career Training Grant (TAACCCT) Time Frame: 10/1/13 to 9/30/17	Eastern Florida State College (EFSC)	Federal - USDOL		\$135,000	CSB will conduct 6 social media campaigns for EFSC	Third year of a 4year agreement. Have received \$15,000 to date.	Sandi Briles
Job- Driven Grant (JD-CD) Time Frame: 8/1/14 – 9/30/16	Regions 11 (Flagler/ Volusia) & 9 (Alachua/Bradford)	Federal USDOL NEG via State – CSF		\$715,000	Dislocated Workers & UC Claimants Likely to Exhaust Benefits	Staff working with DEO to request an extension until 30 June 2017. We anticipate an answer mid-September 74% of the training funding has been obligated and 70% of the total funding is spent. The State is requesting a no cost extension through June 30, 2017.	James Watson
State Workforce Innovation Grant - Career Jump Start for Florida's Military Youth Time Frame: 8/1/14-12/31/16	Regions 1 (Escarosa), 2 (Okaloosa/Walton)	DEO – Innovative Regional Grant		\$234,498 + leverage= \$326,008	Development of “Tool Kit” and train the trainer for other regional workforce boards with military populations for Career Jump Start for Military Youth. This is a 3 year grant.	Providing tech. asst. to Region 1 & 2 for PY 2016. Region 1 has exceeded its deliverable of 20 participants over the course of the grant by serving 22 participants. Region 2 is on target to meet deliverables by serving 33 of 40 participants. Region 2 has requested and been granted the ability to pilot this program through offering an additional class to military dependents of any age. A maximum of 8 participants will be served. This will be in	Carol Brooks Macrander /Erica Lemp

						addition to current deliverables.	
AARP Foundation Back to Work 50+ Women's Economic Stability Incentive Initiative (WESI) Time Frame: 3/1/15 – 2/28/17	EFSC, Women's Center & Aging Matters, Inc.	Social Innovation Fund (SIF) through AARP Foundation		\$129,500	Offering unemployed women information sessions; computer, financial literacy, and job skills training; coaching and job search assistance for women ages 50-64.	Coaches at EFSC and CSB working with customers to achieve work and training goals. A second year flat budget was obtained in late Feb. The AARP Project Team has completed 5 waves thus far and have two more waves scheduled before 2017 (September and October). As of August 3, 2016, there are over 80 active cases within the total caseload.	Jana Bauer
Florida Sector Partnership National Emergency Grant Time Frame: 7/1/15-6/30/17	DEO	USDOL through DEO		\$765,000	Advanced Manufacturing utilizing a Sector Strategy approach to assist with relevant skills training and OJT training dollars to place dislocated workers in the manufacturing sector to fill the employment gaps. Internally branded as Advancing in Manufacturing (AIM) for community identity and participation.	Meetings continue between AIM Committee members, EFSC and Brevard Public Schools regarding current renovation projects and curriculums at their manufacturing training facilities. AIM Committee members are assisting with price negotiation on equipment etc. 4 summer Interns finished the Youth Summer Internship Program, with one being offered a full time job. Tina Berger was a panelist on the Mfg. Sector Strategies Best Practices Panel at a statewide Institute hosted by CS Florida. Apprenticeship Subcommittee is a new work group and will include SCMAP Board members as well as Employers to research accelerated hybrid models that may be more	Tina Berger

						relevant to Adv. Mfg needs. We <i>have</i> 9 students enrolled in the CNC Production Training class that started 7/11. Working with the EDC on CPT promotion campaigns.	
H-1B American Promise Grant (APG) Time Frame: 7/15/16 – 5/31/20 (est.)	We are partnering with Region 12 - Central Florida	USDOL	Awards can range from 1-6 Million	TBA	Midway through the planning stages. Between 1.5 – 2.5 million is the amount we plan to apply for. Must have a sector based strategy- focus is: <ul style="list-style-type: none"> - Unemployed, underemployed and incumbent workers - Increase opportunities for all Americans; - Expand Employer engagement; - Use evidence-based design; and - Leverage and align additional resources - Support well-paying, middle- and high-skilled IT and IT related jobs - Develop the expansion of Regional workforce partnerships; - Employer engagement in sector strategies - Customer-centered design and excellence in customer service 	Grant due 25 August.	James Watson

UNRESTRICTED REVENUES (Non-governmental funding, Fee for service, Foundation and Corporate giving programs)							
Name of Funding	Partners	Funding Source	Amount Pending	Amount Awarded	Grant/Contract Focus	Status	Staff Lead
Eastern Florida State College Student Engagement/ Industry Advisory Councils Time Frame: 8/1/2013 - Indefinite	None	Eastern Florida State College		\$40,000/ Annually	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 \$106,400 total to date. Submitted employment data on over 2300 students and facilitated 41 industry councils to date.	Sandi Briles
Ticket to Work (TTW) Program Time Frame: None	None	Social Security Admin.		\$98,660	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 40 tickets being assigned.	James Watson
Florida Partnership Plus Time Frame: Indefinite	Vocational Rehabilitation	Social Security Admin.	Unknown		Exiting Voc. Rehab participants who have found employment and are currently receiving SSI or SSDI. CSB will provide Employment Network mandatory follow up services.	Application Process complete. CSB eligible to receive referrals eight (8) BSA request received to date. For each referral CSB will receive compensation in two forms: (1) \$1000 for any participant exiting that remains employed at SGA (Substantial Gainful Activity) for a seven month duration. (2) \$500 for written benefit summary analysis (BSA) completed by a certified community work incentive coordinator (CWIC)	James Watson
City of Palm Bay – Juniors to Jobs Program	US Conference of	Palm Bay &	\$27,000		Using a combination of \$ from Palm Bay and USCM, CSB will	A total of 23 students were successfully trained	Jana Bauer

UNRESTRICTED REVENUES (Non-governmental funding, Fee for service, Foundation and Corporate giving programs)							
Name of Funding	Partners	Funding Source	Amount Pending	Amount Awarded	Grant/Contract Focus	Status	Staff Lead
Time Frame: Summer of 2016	Mayors (USCM), City of Palm Bay	USCM – Dollar WISE Grant			facilitate the “Juniors to Jobs” summer youth training program focusing on teaching 30 high-school juniors the skills they need to obtain employment.	through CSB’s week-long Foundations Training program. All 23 students have received internships and began working on Monday, June 27. Students are working in internships within the City of Palm Bay, local engineering firms, restaurants, and health facilities.	
City of Cocoa – Youth Summer Employment Program Time Frame: Summer of 2016	City of Cocoa	City of Cocoa	\$40,000		Using funding from the City of Cocoa, CSB will facilitate a summer youth training 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.	A total of 20 students were successfully trained through CSB’s week-long Foundations Training program. All 20 students received internships within the City of Cocoa and began working on Monday, June 20. Students are working in areas such as; Human Resources, Finance, IT, Public Works, Utilities, City Clerk’s Office, City Manager’s Office and many more. Students were recognized at a City Council meeting as part of “graduation” on July 26, 2016, and the city is working to approve the program again for next year.	Jana Bauer
Tobacco Free Florida	Florida Department of Health	Bureau of Tobacco Free Florida		\$14,925	The Bureau of Tobacco Free Florida (BTFF) partners with Florida’s Regional Workforce Boards to promote the “3 Free and Easy Ways to Quit”	For Program Year 2015-2016, CareerSource Brevard has obtained \$14,925 in unrestricted funding, producing 478	Marina Stone

UNRESTRICTED REVENUES (Non-governmental funding, Fee for service, Foundation and Corporate giving programs)							
Name of Funding	Partners	Funding Source	Amount Pending	Amount Awarded	Grant/Contract Focus	Status	Staff Lead
					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 rewards Local Boards for each client referral.	referrals in Brevard County. A portion of the funds have been expended on staff incentives and the PY 15-16 All Staff Event.	
Healthcare Sector Strategy Time Frame: 7/1/16 – 6/3017	Health First, Aging Matters, and additional Industry, Educational, and other stakeholders yet to be identified.	Private Sector Grant	\$91,351	\$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.	Healthcare Sector Strategist in place as of 7/1/2016. First 90 day goals have been established and in process of being executed. Draft Supply/Demand Report, Guiding Principles and Vision and draft Interview Questions for Healthcare Employers regarding industry needs have been created. Attended the Florida Sector Strategies Institute on July 20 – 21 and the East Central Regional Council of the Florida Healthcare Workforce on August 3. Meeting with EDC on August 4. Scheduled to present at the EFSC Healthcare Industry Council on 8/10. Will start meeting with employers during the week of 8/8 or 8/15 as soon as Questionnaire is finalized.	Carol Brooks Macrander

Information Brief

Healthcare Sector Strategy

Background

The Healthcare Industry is one of the largest industry sectors in Brevard County. As of January 2016, 19,910 individuals were employed in healthcare occupations. Local healthcare employers continually post open positions and in some fields have difficulty attracting talent with the required skills to fill open positions. With the continued aging of the population and expected growth of the County, the Healthcare industry is anticipated to continue local expansion. In order to support sustainable growth associated with the Healthcare Industry, CareerSource Brevard will initiate a strategic planning process to understand and meet both current and projected Healthcare Industry workforce needs.

In order to ensure that focused, comprehensive and sustained workforce support is provided to the Brevard County's Healthcare Industry, CareerSource Brevard has secured private sponsorship for a full-time CareerSource Brevard position, Healthcare Sector Strategist, to project manage all workforce sector strategy activities associated with the Healthcare Industry.

Status

In alignment with the established First 90 Day Goals for the position, the Healthcare Sector Strategist position was filled with a start date of July 1, 2016.

The Scope of Work of the Healthcare Sector Strategist may include but is not limited to:

- Consultation with target businesses regarding the state of current and projected workforce needs to determine gaps - Initiation of this function within first 90 days
- Convening targeted businesses to facilitate the development of a sector strategy approach that provides: 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.- Planning for convening of this group is initiated within the first 90 days
- Provide information to businesses on available training grants, placement services or reduction in force support and, where needed, provision of such services to employers

- Implementation and coordination of industry specific recruitment events as required
- Consultation with target businesses and education system regarding talent pipeline development (includes serving as liaison with the K-20 educational entities on curriculum changes, additions, delivery methods, etc. that are identified by the Healthcare Industry as necessary for talent pipeline development)
- Participation in industry groups or professional associations to gather information on industry needs and trends
- Coordination of or participation in working groups associated with talent pipeline development
- Participation in the Healthcare Sector Strategy Planning Process (including logistics, facilitation of process, subject matter experts, etc.) – Initiated within the first 90 days
- Implementation, via a variety of methods and partnerships, of initiatives identified in the Healthcare Sector Strategy Plan
- Collaboration to secure needed funding to provide solutions for workforce needs or talent pipelines
- Coordinating all logistics for industry meetings focused on strategic planning, recruitment events, etc. using CareerSource Brevard facilities or facilities provided by targeted industry partners

It is important to note – CSB will not be developing a Sector Strategy for Brevard County, rather CSB is facilitating the process. The Sector Strategy will be developed and implemented based on the input provided by businesses and industry experts regarding critical workforce needs.

Anticipated Outcomes

- Enhanced responsiveness to employer workforce needs resulting in increased healthcare support activities, employer satisfaction and opportunities for growth
- Comprehensive workforce strategic plan based on industry input to meet current and projected healthcare workforce needs to ensure that a sustainable talent pipeline is developed as allowable within available funding parameters
- Unification of “voice” when communicating with stakeholders to ensure that workforce needs are clearly stated in context of sustainable healthcare industry growth
- Increased visibility of the critical economic impact role of the Healthcare Industry in Brevard County
- K-20 educational awareness of, and responsiveness to, healthcare workforce needs

Information Brief

Volunteer Income Tax Assistance (VITA)

Background

In partnership with the United Way of Brevard (UW), VITA is a program that helps low-to-moderate income workers earning less than \$53,000 by providing free tax preparation assistance and electronic filing. CareerSource Brevard supplies office space and coordination for these services to be conducted in the CSB Career Centers located in Rockledge and Palm Bay. United Way volunteers prepared tax returns for low-to-moderate income workers saving them the cost of tax preparation and helping them claim all the tax credits for which they are eligible. The purpose of this brief is to provide information about the program and outcomes provided for Brevard County residents.

Program Outcomes

Information provided in 2016 is for the calendar tax year ending on December 31, 2015. Per UW, "VITA" volunteers prepared 3,145 tax returns compared to 2,317 returns prepared in 2015. These efforts resulted in saving taxpayers a total of \$786,250 in tax preparation fees. (Reported by UW) At the CSB locations, the volunteers were able to prepare a total of 912 federal tax returns (637 in Palm Bay & 275 in Rockledge). Below is a chart showing the total number of tax returns prepared for the past three years along with financial and economic impacts for those tax filers.

<u>VITA TAX PROGRAMS</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
FED RETURNS ACCEPTED	607	747	912
AVERAGE EITC:	\$1,269	\$1,251	\$1,098
TOTAL EITC:	\$218,315	\$212,761	\$220,711
CHILD TAX CREDIT TOTAL	\$104,463	\$107,648	\$115,585
EDUCATION CREDIT TOTAL	\$9,663	\$3,169	\$11,253
DIRECT DEPOSIT:	335	370	440
AVERAGE ADJ. GROSS INCOME	\$19,438	\$19,997	\$20,261
REFUND AMOUNT:	\$655,111	\$690,510	\$799,715
60+ FILERS	340	421	543
TOTAL PREP FEES SAVED	Unknown	\$186,750	\$228,000



August 16, 2016

Information Brief

Financial Reports

Background

The three financial reports that follow this brief will provide the status of CareerSource Brevard's (CSB) funding, budgets, and expenditures for the fiscal period beginning on July 1, 2015 and ending on June 30, 2016.

Report Descriptions

CSB FINANCIAL REPORT (CHART 1)

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

CSB FISCAL DASHBOARD INDICATORS (CHART 2)

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

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

FEE FOR SERVICE ACTIVITIES (CHART 3)

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



FY 2015-16 FINANCIAL REPORT

July 1, 2015 through June 30, 2016

Current Funding Level	9,605,900
Current Annual Budget	9,605,900
Unobligated Funds	0

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

Salaries & Benefits	1,150,212	1,302,000	1,302,000	1,301,770	100.0%
Operating Expenses	266,070	284,700	284,700	199,988	70.2%
Total Management Services	1,416,282	1,586,700	1,586,700	1,501,758	94.6%

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

Brevard Workforce Facilities	747,694	836,800	836,800	727,510	86.9%
Operating Expenses	50,093	53,500	53,500	30,967	57.9%
Total Infrastructure	797,787	890,300	890,300	758,477	85.2%

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

Salaries & Benefits	211,952	223,000	223,000	222,394	99.7%
Operating Expenses	231,686	340,000	340,000	284,302	83.6%
Total Technology Services	443,638	563,000	563,000	506,696	90.0%

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

Salaries & Benefits	713,975	678,000	678,000	677,866	100.0%
Operating Expenses	12,371	14,000	14,000	12,305	87.9%
Total Business Services	726,346	692,000	692,000	690,171	99.7%

GRANTS & INCENTIVES	176,489	538,300	538,300	221,593	41.2%
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FEE FOR SERVICE ACTIVITIES	121,354	100,000	100,000	77,006	77.0%
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TOTAL OPERATING BUDGET	3,681,896	4,370,300	4,370,300	3,755,701	85.9%
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CONTRACTED SERVICES

General Contractor (DWFS)	3,337,224	3,058,100	3,058,100	3,047,369	99.6%
CEJA Services (DWFS)	80,048	60,300	60,300	57,191	94.8%
Startup Quest Services (DWFS)	53,746	63,600	63,600	60,510	95.1%
JD CD Services (DWFS)	5,354	114,000	114,000	54,432	47.7%
AARP BTW Services (DWFS)	9,785	71,700	71,700	71,784	100.1%
NEG AIM Services (DWFS)	0	8,000	8,000	5,283	66.0%
EFSC Excel-IT Services (DWFS)	0	700	700	442	63.1%
Career Jumpstart (Partner Regions)	6,972	38,200	38,200	23,899	62.6%
Total Contracted Services	3,493,129	3,414,600	3,414,600	3,320,910	97.3%

CUSTOMER SERVICES

Formula Funds - Training Activities *	744,461	1,068,100	1,068,100	799,583	74.9%
Formula Funds - Support Services *	106,800	56,200	56,200	35,830	63.8%
Other Grants - Training Activities	347,043	569,700	569,700	296,340	52.0%
Other Grants - Support Services	91,383	127,000	127,000	10,753	8.5%
Total Training Services	1,289,687	1,821,000	1,821,000	1,142,506	62.7%

TOTAL PROGRAM BUDGET	4,782,816	5,235,600	5,235,600	4,463,416	85.3%
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TOTAL ANNUAL BUDGET	8,464,712	9,605,900	9,605,900	8,219,117	85.6%
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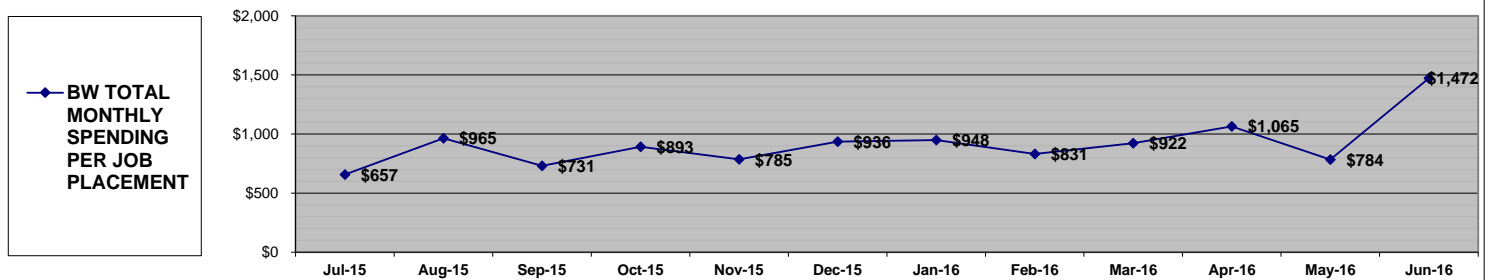
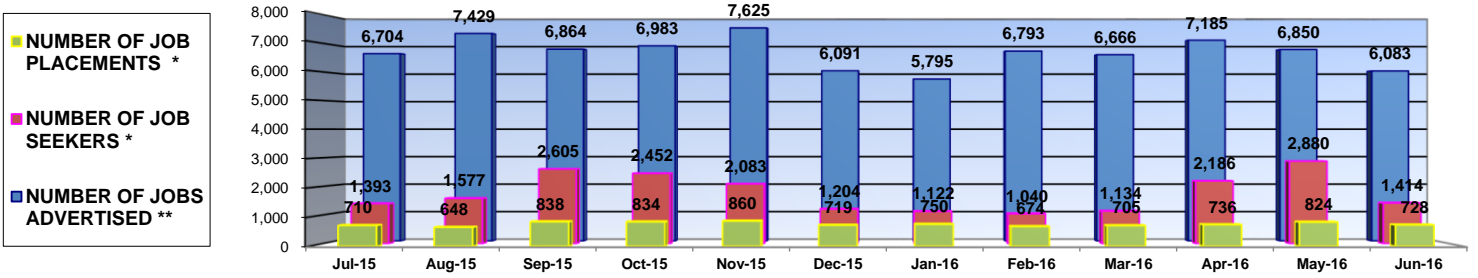
STATE-LEVEL FUNDING	753,960	872,900	872,900	850,038	97.4%
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TOTAL WORKFORCE BUDGET	9,218,672	10,478,800	10,478,800	9,069,155	86.5%
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*CUSTOMER ACTIVITY	FY 2015 Actual Expense	FY 2016 Approved Budget	FY 2016 Current Obligations	FY 2016 Y-T-D Expense	% of ITA Funds Obligated
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Job Seeker ITAs	357,788	266,100	251,916	238,774	94.7%
Employer OJT/AWE/EWT	380,463	792,900	710,469	554,514	89.6%
Incentives & Materials	113,010	65,300	42,312	42,125	64.8%
Total Customer ITA Activity	851,261	1,124,300	1,004,697	835,413	89.4%

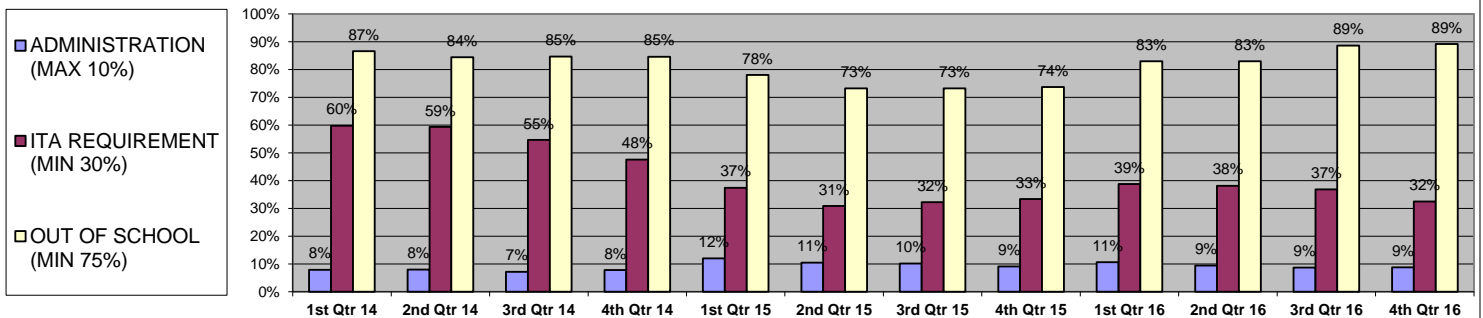
MONTHLY JOBS REPORT & BW SPENDING PER JOB PLACEMENT



* Source - DEO Monthly Management Reports

** Source - HWOL Monthly Job Demand Reports

ANNUAL SPENDING CAPS BY QUARTER



PROGRAM SPENDING:												
ADMINISTRATION (MAX 10%)	215,968	454,338	627,791	953,545	205,512	417,100	602,525	759,999	180,634	359,136	498,050	723,120
PROGRAM ACTIVITIES	2,517,022	5,260,044	8,143,680	11,308,686	1,506,935	3,554,528	5,329,789	7,583,359	1,523,708	3,437,476	5,219,242	7,495,996
CUSTOMER SPENDING:												
STATE ITA COSTS (MIN 30%)	564,760	1,131,602	1,408,146	1,675,877	156,439	323,256	534,425	788,236	182,121	380,119	569,491	752,304
ALL OTHER COSTS	380,441	776,549	1,170,315	1,846,803	261,469	723,603	1,121,527	1,576,422	288,115	616,606	977,589	1,563,640
YOUTH SPENDING:												
IN-SCHOOL	19,561	50,728	81,348	166,863	51,095	137,591	214,762	281,864	41,850	91,698	100,942	112,030
OUT-OF-SCHOOL (MIN 75%)	125,963	275,100	449,644	914,251	181,502	375,858	586,680	789,324	203,480	445,840	786,749	920,246



CURRENT YEAR FEE FOR SERVICE ACTIVITIES (7/1/2015 - 6/30/2016)

Unrestricted Balances: **Cash on Hand \$137,636** **Certificates of Deposit \$70,514** **Total \$208,150**

	Foundation Grants		Juniors to Jobs Program		Ticket to Work Program		Other Fee For Service Activities		TOTALS	
		% of Revenue		% of Revenue		% of Revenue		% of Revenue		% of Revenue
Revenue										
Grant Awards	\$ 8,500	100.0	\$ 40,000	74.0	\$ -	0.0	\$ 8,925	47.1	\$ 57,425	46.6
Sponsorship Revenue	-	0.0	14,080	26.0	-	0.0	-	0.0	14,080	11.4
Donated Revenue	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Charges For Services	-	0.0	-	0.0	41,682	100.0	-	0.0	41,682	33.8
Website Licenses	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Interest Earnings	-	0.0	-	0.0	-	0.0	38	0.2	38	0.0
Revenue from DWI	-	0.0	-	0.0	-	0.0	10,000	52.7	10,000	8.1
Total Revenue	\$ 8,500	100.0	\$ 54,080	100.0	\$ 41,682	100.0	\$ 18,963	100.0	\$ 123,225	100.0
Expenses										
Personnel	\$ -	0.0	\$ 244	0.5	\$ -	0.0	\$ 4,215	22.2	\$ 4,459	3.6
Travel	-	0.0	305	0.6	-	0.0	-	0.0	305	0.2
Outreach	-	0.0	481	0.9	-	0.0	23	0.1	504	0.4
Software	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Supplies	5,479	64.5	4,066	7.5	-	0.0	588	3.1	10,133	8.2
Equipment	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Professional Services	-	0.0	188	0.3	-	0.0	24,870	131.2	25,058	20.3
Customer Wages	-	0.0	19,483	36.0	-	0.0	1,499	7.9	20,982	17.0
Customer Support	4,000	47.1	1,276	2.4	-	0.0	1,309	6.9	6,585	5.3
Indirect Costs	2,166	25.5	4,233	7.8	-	0.0	1,980	10.4	8,980	7.3
Total Expenses	\$ 11,645	137.0	\$ 30,276	56.0	\$ -	0.0	\$ 34,484	181.8	\$ 77,006	62.5
Net Profit (Loss)	\$ (3,145)	-37.0	\$ 23,804	44.0	\$ 41,682	100.0	\$ (15,521)	-81.8	\$ 46,219	37.5

CareerSource Brevard

E³ Committee

June 9, 2016

Minutes

Members in Attendance:

Patty Stratton (via teleconference), Cathy Beam, Jennifer Hashagen, Julie Song (via teleconference) and Julie Tookes (Acting Chair)

Members Absent:

Denise Devlin and Travis Mack

Staff in Attendance:

Marci Brille, Jana Bauer, Stephanie Mosedale, Val Williams, Erica Lemp and Marina Stone

Guests in Attendance:

Susan Goltz with Jacobs Technology, Frank Margiotta with Eastern Florida State College, Jeff Arnott with Brevard Adult Education Centers, Michelle McDermott and Bob Knippel of CareerSource Brevard (CSB) Career Centers

Call to Order:

Julie Tookes, Acting Chair, called the meeting to order at 8:31a.m.

Public Comment:

There was no public comment.

Presentations

Presentation of 5 Steps Success Story

Susan Goltz, a 5 Steps graduate shared her story. She is now employed as a Project Manager III with Jacobs Technology at KSC on the Commercial Crew Contract.

Presentation of Adult Education Partnership

Mr. Jeff Arnott shared his history and the partnership between Brevard Adult Education and CSB. In accordance with the new WIOA regulations, we currently have an MOU in place and will share costs, services and space together. (i.e. all students will have to register in EFM, sharing of TABE scores, providing Adult Ed and ESOL classes and employability services to integrate with CSB's NextGen program. Adult Ed is also rebranding their name. Brevard Adult Education is building a model not to simply be a typical GED center, but rather a career pathway center for young adults including offering some PSAV courses from Eastern Florida to their menu of services which will, when combined with CSB services provide the community with a young skilled workers.

Discussion and Information Items

Measure 3C Startup Quest

The Startup Quest Program was created in Gainesville, FL in 2011. It was born from the partnership of FloridaWorks, the University of Florida's office of Technology Licensing, the Gainesville Area Chamber of Commerce and several key business partners. The pilot program was so successful that in 2012 FloridaWorks joined together with 7 other Local Workforce

Investment Boards (LWIBs) in the state of Florida to create the Business Advocacy and Self-Employment Consortium (BASEC). Outcomes over 3 years were shared. The program has been completed and follow ups will be done by June 30, 2016.

Measure 3B Biz Launch

BizLaunch is a networking and skill building program for aspiring entrepreneurs and small businesses looking to grow which started in 2011, during the height of the Aerospace Transition. Currently, Biz Launch is revamping due to participation levels decreasing as the unemployment rate drops. Details of the revamp were shared.

Action Item

Approval of E³ Committee Meeting Minutes of March 10, 2016

A Motion to approve the Minutes from the March 10, 2016 E³ Committee meeting was made by Cathy Beam and seconded by Jennifer Hashnagen. Motion passed unanimously.

Presentations

Career and Professional Education

Frank Margiotta shared an overview of the FAA approved Aviation Maintenance Technician School (ATMS). They currently run a full time cohort program which consists of 21 months at a cost of \$14,000, \$1,200 of which are tools the students take into the field with them. Students are taught airframe (excluding engines), and power plant (engines) with the ability to also get an AS degree in Aviation Management and an A&P Certification Exam Preparation Course. Prerequisites are that students must be 18 years old and complete an application. The first cohort began January 18, 2016. There will be 3 cohorts beginning in 2016 for a maximum student capacity of 75 per year.

Presentation of the NextGen Program

Staff shared the NextGen program and its successes in the last quarter that include social media connection, work experiences, job placements and community outreach.

Discussion and Information Items

Committee Goal 3 Status Updates

Staff reviewed the strategies and updated the Committee on the current status of CSB Corporate Goal 3 "Enhance the E³ concept (Employment, Education and Economic Development) for the emerging and transitional workforce.

Measure 4D NextGen Program Enrollment

CSB is modifying the NextGen Youth Program to meet the requirements of the new WIOA requirements. The program is committed to serving 350 young adults through this program year. A snapshot of the program enrollments through January 31, 2016 was shared. Through the remainder of Program Year 2015-2016, CSB needs to serve 50 participants.

Measure 4E WIOA 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 in the earlier presentation.

Workforce Talent Discussion (CIC Goal)

The CSB Community Involvement Committee (CIC) is looking into having an event in the Fall to include workforce talent discussions and highlight talent shortages in industries and bringing the talent of young professionals to Brevard County.

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:

Julie Tookes, Acting Chair, adjourned the meeting at 9:57a.m.

Respectfully submitted,

Reviewed by,

{signature on file}
Marina Stone

06/10/16
Date

{signature on file}
Julie Tookes, Acting Chair

06/10/16
Date

CareerSource Brevard
Business Workforce Committee Meeting
July 14, 2016

Minutes

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

Members Absent: Daryl Bishop, Terry Compton and Lauren Miller

Staff in Attendance: Lisa Rice, Marci Murphy-Brilley, Al Yorston and Lyn Sevin

Guests in Attendance: Caroline Joseph-Paul, Angelina Londoño of CareerSource Brevard (CSB) Career Centers

Call to Order:

Susie Glasgow, called the meeting to order at 8:30 a.m. Introductions were made. There was no public comment.

Action Items:

Approval of Business Workforce Committee Minutes of April 14, 2016

A motion to approve the minutes of the April 14, 2016 Business Workforce Committee Meeting was made by Travis Proctor and seconded by Colleen Browne. Motion passed unanimously.

Discussion/Information Items:

Eligible Training Provider List Continued Eligibility

Staff reviewed CareerSource Florida's Policy regarding requirements for the Eligible Training Provider List (ETPL) which requires all local boards to establish a local ETPL policy. Staff also reviewed CSB's process for eligibility.

Volunteer Income Tax Assistance

Staff reviewed CSB's Volunteer Income Tax Assistance partnership with the United Way of Brevard that helps low-to-moderate income workers by providing free tax preparation assistance and electronic filing.

Healthcare Sector Strategy

CSB's healthcare sector strategy was presented. A staff person has been hired and the 90 day goals, scope of work and anticipated outcomes were reviewed.

2016 Strategic Foresight Event

The Community Involvement Committee (CIC) is looking into hosting a "State of the Workforce" event to re-energize the community about workforce issues. This event will be discussed in detail at the next CIC meeting on July 27. CSB Board members are encourage to attend.

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”. Updates presented included grant tracking and the community resources report. Susie Glasgow requested more information from staff regarding the Tobacco Free Florida grant and how she could get possibly inform her staff about it.

AIM Sector Strategy

Staff gave an update on the EFSC/AIM Sector Strategy meeting held on May 4 and presented the next steps.

Employer Training Grants

Updates presented included Incumbent Worker Training and FloridaFlex Training.

Adjourn:

There being no further business, Susan Glasgow adjourned the meeting at 9:19 am.

Respectfully submitted,

Reviewed by,

(signature on file) _____
Lyn Sevin

08/01/16
Date

(signature on file) _____
Susan Glasgow, Chair

08/01/16
Date

CareerSource Brevard
Community Involvement Committee
April 27, 2016

Minutes

Members in Attendance: Terry Schrumpf (Chair), Kristin Bakke, Traci Klinkbeil (via teleconference), Rose Thron, and Venetta Valdengo.

Members Absent: Carol Craig, Debra Greco and Catherine Mallozzi.

Staff in Attendance: Denise Biondi, Caroline Joseph-Paul, Stephanie Mosedale, Lisa Rice, Lyn Sevin and Al Yorston

Guests in Attendance: None

Call to Order: Terry Schrumpf, called the meeting to order at 4:05pm in the CareerSource Brevard (CSB) Boardroom.

Public Comment: There was no public comment

Success Stories: Staff shared CSB success stories.

Action Items:

Approval of Community Involvement Committee minutes

Motion to approve the minutes from the January 27, 2016 meeting made by Venetta Valdengo and seconded by Rose Thron. The motion passed unanimously.

Information Items:

ASU/GSV Summit

Ms. Rice said that she was one of 10 workforce board directors from a pool of over 550 invited by the National Association of Workforce Boards to attend the Arizona State University's Global Silicon Valley Summit. She reviewed some of the innovative workshops and keynote speakers she heard from, including Jim Collins. She talked about the concept of a Big Hairy Audacious Goal (BHAG) and requested the Committee think about what their BHAG could/should be. Committee discussed what it would take for them to help the community become more engaged in CareerSource Brevard's messages. The following goals were suggested:

- Get the community excited by messages/stories that really "stick" in the minds of people about CSB's programs and services by CSB identifying and sharing key message points with members that include stats/successes on CSB leadership, partnerships, visionary work,

businesses and career seekers helped, and add the human interest stories/success stories to statistics and projects on the horizon. Also helps to right misperceptions.

- Hosting an event that highlights the workforce talent shortage in all industries and what is needed to fill the gap. Members discussed the Rebecca Ryan report that was done over 10 years ago as a means to draw more young professionals to the area, and agreed it was time to re-do that effort. CIC members agreed to review staff proposal for the event, provide input, and to help with tasks where possible (i.e. suggesting people to invite, reviewing outline of event, securing sponsorships).

The committee identified other steps that can be taken over the next year:

1. Staff to determine what jobs are on the horizon and bring back to committee for discussion at next CIC surrounding the jobs coming and what it will take to attract/retain talent.
2. Discussing the mature worker and re-entry to tech jobs needs.
3. Connect with Library to re-introduce staff to CSB services. Venetta offered assistance with connecting to Assistant Library Director. (Discussing virtual recruiters)
4. Connect with Sharing Centers to retrain staff. Caroline Joseph-Paul offered to do this.
5. Connect Venetta Valdengo with Tina Berger for Makers Space and the efforts of the library around manufacturing.
6. Venetta Valdengo to connect CSB with Transit One (SCAT and RE Think) for millennials who demand better commuter options.
7. Staff to begin sharing sound bites, simple cocktail stories to engage businesses.
8. Re engineering the CIC committee -- moving from reporting only to engaging and empowering members to action.
9. Discussing hot spot coverage for the whole county and what could be done to make this a reality as part of the workforce talent event.

There being no other business Terry Schrumpf adjourned the meeting at 5:50pm.

Submitted by,

Reviewed by,

(signature on file) 5/17/2016
Lyn Sevin Date

(signature on file) 5/17/2016
Terry Schrumpf Date

CareerSource Brevard
Community Involvement Committee
July 27, 2016

Minutes

Members in Attendance: Terry Schrumpf (Chair), Kristin Bakke, Traci Klinkbeil, Rose Thron, and Venetta Valdengo (via teleconference).

Members Absent: Debra Greco.

Staff in Attendance: Denise Biondi, Caroline Joseph-Paul, Erica Lemp, Stephanie Mosedale, Lyn Sevin and Al Yorston

Guests in Attendance: Josh Field, Frank Margiotta, Julie Roslin.

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

Public Comment: There was no public comment

Action Items:

Approval of Community Involvement Committee minutes

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

Discussion Items:

Presentation:

Rebecca Ryan, Next Generation Consulting gave a presentation on the proposed State of the Workforce event.

Strategic Foresight Event

The information presented by Ms. Ryan was discussed. Staff were asked to bring back to the Committee ideas on what CSB's five areas of focus should be along with a proposed timeline. It was also suggested that EFSC, the EDC, and CSB collaborate on this event.

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:

Website and Social Media

This item was not reviewed due to time constraints but Committee members were asked to review the brief.

Success Stories

This item was not reviewed due to time constraints but Committee members were asked to review the brief.

Volunteer Income Tax Assistance (VITA)

This item was not reviewed due to time constraints but Committee members were asked to review the brief.

There being no other business Terry Schrumpf adjourned the meeting at 5:05pm.

Submitted by,

Reviewed by,

(signature on file) 8/3/2016
Lyn Sevin Date

(signature on file) 8/4/2016
Terry Schrumpf Date

CareerSource Brevard
Executive Committee Meeting
May 3, 2016

MINUTES

Members in Attendance: Mike Menyhart (Chair), Daryl Bishop, William Chivers, Robert Jordan (via teleconference) and Terry Schrumpf

Members Absent: Paula Just and Patty Stratton

Staff in Attendance: Lisa Rice, Marci Brilley, Richard Meagher, Denise Biondi and Marina Stone.

Guests: None

Mike Menyhart called the meeting to order at 4:01pm.

Public Comments: There was no public comment.

Action Items:

Approval of Executive Committee minutes

Motion to approve the Executive Committee Minutes for February 1, 2016, March 22, 2016 and April 14, 2016 was made by Daryl Bishop, seconded by Terry Schrumpf and passed unanimously.

Nomination of Officers

Motion to approve the nomination of Robert Jordan for Chair, Paula Just for Vice Chair and Daryl Bishop for Treasurer for Program Year 2016-2017 for the next meeting of the full Board of Directors made by William Chivers and seconded by Terry Schrumpf. Motion passed unanimously.

Robert Jordan joined the meeting.

WIOA/Re-Appointment of Board Members

In accordance with the WIOA changes and CSB bylaws staff presented discussion points for the Executive Committee to consider relating to reappointments and new appointments for the May Board of Directors meeting. The following board members have expressed interest in continuing their board membership effective July 1, 2016: Susie Glasgow, Terry Schrumpf, Ron Taibl, and Patty Stratton. Daryl Bishop made a motion to recommend reappointment of the above members to the full Board of Directors and for ratification action by the Brevard County Commission contingent. William Chivers seconded the motion. Motion passed unanimously. After a lively discussion, William Chivers made a motion to approve optional seats: TANF/DCF, Disabilities representative, SCSEP representative, County representative, Military Liaison representative and to keep the people currently in these positions (Traci Klinkbeil, Amar Patel, Nancy Heller, Vanetta Valdengo and Teri Compton respectively) for the next full Board of Directors meeting. The committee agreed to allow the Housing Authority term to expire naturally on June 30, 2016. Robert Jordan seconded the motion. Motion passed unanimously.

Proposed Budget for Program Year 2016-2017

The PY 2016-2017 budget and funding options handout were reviewed. Staff reviewed the cost savings due to the implementation of 4 day work weeks. The analysis shows 18 months ago, CSB was saving about 21% annually; however, the current savings is at an approximate 31% level

compared to before the 4 day work week. Additionally, the personal leave time/vacation time level was reviewed which remains in compliance with the requirement to not carry forward more than 160 hours per year and to use at least ½ of the hours accrued per year. There is no indication that staff is taking less time off or that personal leave hours are accruing to a higher level. Motion to approve proposed budget of \$7,398,200 and grant CSB's President the authority to add any currently unfunded options, or to increase the level of current items to the budget as additional funds become available throughout the program year to the next full Board of Directors made by William Chivers. Motion seconded by Robert Jordan. Motion passed unanimously.

Discussion/Information Items:

Board Governance Review

Staff reviewed CSB's governance fact sheet and determined to take the following actions: utilize a self-assessment questionnaire with all board members (provided by Robert Jordan); perform a bylaws review; and review the CSB Mission statement for revisions at the August 2016 meeting.

Review for Board Meeting Discussion

Staff presented discussion items for review prior to the next CSB Board of Directors meeting regarding the EDC's receipt of \$300,000 for a CPT pilot and image attraction campaign. Discussion ensued on the alignment of activities with the current AIM grant. Robert Jordan made a motion for staff to solicit the EDC to present at the May 2016 Board of Directors meeting the EDC's plans in regard to these specific efforts and help the Board understand how our various initiatives fit together, from the EDC's perspective. It was noted, the understanding will help ensure the organizations are working together at the most optimum levels, avoiding duplication of services and making the most effective progress for the community. The Committee specifically was interested in what programs, strategic actions, outcomes, etc. is the EDC expecting to engage in with the \$300,000 legislative budget coming in July; what does program alignment with the AIM manufacturing grant look like with regards to this new funding; and what types of collaboration is envisioned with CSB and EDC around the new program. Terry Schrupf seconded the motion. Motion passed.

Financial Reports

Staff reviewed the financial activity for the fiscal period ending on March 31, 2016. There was brief discussion on having to add the 20% on Youth Work Experience to watch on future reports.

Vendor Payment Report:

The Vendor Payment report from January 1, 2016 through March 31, 2016 was reviewed.

Adjournment:

Mike Menyhart adjourned the meeting at 5:32pm.

Submitted by,

Reviewed by,

{signature on file}
Marina Stone

05/18/16
Date

{signature on file}
Mike Menyhart

05/18/16
Date

CareerSource Brevard
Executive Committee Meeting
May 31, 2016

MINUTES

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

Members Absent: Patty Stratton.

Staff in Attendance: Denise Biondi, Judy Blanchard, Marci Brilley, Lisa Rice, Lyn Sevin, Jeff Witt.

Guests: None

Mike Menyhart called the meeting to order at 5:30pm.

Public Comments: There was no public comment.

Action Items:

President Resignation and Succession Plan

CareerSource Brevard (CSB) President submitted her resignation effective July 28, 2016 and indicated that the Board of Directors would be responsible for governance functions; setting policy for management and operations, and delegating the responsibility for management and operations to the next President of CSB. Ms. Rice handed out CSB's Succession Plan. Discussion followed. Motion to approve the Search Committee be made up of the Executive Committee plus Stockton Whitten, County Manager, made by Daryl Bishop and seconded by Terry Schrumpf. Motion passed unanimously. Ms. Rice agreed to contact Mr. Whitten to invite him to join the Search Committee.

The Committee reviewed CSB's Succession Plan and agreed on the following:

- CSB's Mission/Vision and Bylaws will be reviewed by the Search Committee.
- A press release will be issued by June 6.
- Job postings will be placed on the sites recommend by Ms. Rice, with the addition of NAWB.org.
- The Search Committee/Board will plan a farewell event at the end of June – beginning of July to inform the community and show support for the transition.
- Ms. Rice will manage the transition process, with staff screening applications and final review by Ms. Rice.
- The resume application deadline will be June 23.
- Follow up meetings were scheduled for June 6, June 14, June 21, July 5.
- Interviews would be scheduled on July 7 and July 13.
- Recommendations to full board of directors will be made on July 15 or 22.
- CSB's Chair will negotiate salary and benefits with selected candidate.

The Committee agreed that the dates may need to change dependent upon resumes that are coming in and other logistics.

Discussion/Information Items:

Members express their thanks to Ms. Rice for her work at CSB and expressed their appreciation for the knowledge she has shared with them. They also said they have enjoyed working with her and recognized that she has made a huge impact on the organization and the community and that she will not easily be replaced.

Adjournment:

Mike Menyhart adjourned the meeting at 6:45pm.

Submitted by,

Reviewed by,

(signature on file)
Lyn Sevin

6/7/2016
Date

(signature on file)
Mike Menyhart

6/7/2016
Date

CareerSource Brevard
Executive Committee Meeting
June 30, 2016
CSB Boardroom

MINUTES

Members in Attendance (via teleconference): Mike Menyhart (Chair), William Chivers, Robert Jordan, Terry Schrumpf.

Members Absent: Daryl Bishop, Paula Just, Patty Stratton.

Staff in Attendance: Lisa Rice and Lyn Sevin.

Guests: None.

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

Public Comments: There was no public comment.

Action Items:

Approval of President PY 2015-2016 Goals

Ms. Rice gave a presentation on the status of her Annual Goals. Motion to approve the President's compensation of \$20,200 to be paid as a lump was made by Robert Jordan and seconded by William Chivers. Brief discussion on funding. Motion passed unanimously.

Other Business:

Ms. Rice made a request that she be allowed to keep her office desk chair which cost \$589 to purchase 5 years ago and is listed as an asset by CSB. Robert Jordan made a motion to gift the desk chair to Ms. Rice. William Chivers seconded the motion and it passed unanimously.

Adjournment:

Mr. Menyhart adjourned the meeting at 5:07pm.

Submitted by,

Reviewed by,

(signature on file)

Lyn Sevin

7/16/2016

Date

(signature on file)

Mike Menyhart

7/6/2016

Date

CareerSource Brevard
Workforce Operations Committee
May 11, 2016

Minutes

Members in Attendance:

Paula Just (Chair), Fran Heaston, Nancy Heller, and Danielle Jones, Amar Patel, Dan Raymond and Ron Taibl (via teleconference)

Members Absent:

Dale Coxwell

Staff in Attendance:

Lisa Rice, Marci Brilley, Erma Shaver Al Yorston and Marina Stone

Call to Order:

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

Public Comment:

There was no public comment.

Action Items:

Approval of Workforce Operations Committee Minutes of February 10, 2016

Motion to approve the Minutes from the February 10, 2016 meeting was made by Amar Patel. Danielle Jones seconded the motion. The motion passed unanimously.

Dan Raymond joined the meeting.

Contract Renewal – Career Center Operations PY 2016-2017

Motion to approve Option 4 of the Career Center Operations Contract for PY 2016-2017 which extends the period of performance through June 30, 2017 and to submit this recommendation to the consent agenda for the next full Board of Directors Meeting was made by Amar Patel. Danielle Jones seconded the motion. The motion passed unanimously.

Guidelines on Formula Funding Usage

Training and supportive services funds guidance were reviewed with the purpose of focusing on programs that are the most effective for business and the job seeker while considering the economic situation and funding availability for program year PY 2016-2017. Dan Raymond made a motion to approve a 70% Employer Based Training (i.e. OJTs, Work Experience, Employed Worker, Upgrade OJTs) and 30% Individual Training Accounts for PY 2016-2017 and include this item on the Consent Agenda of the next full Board of Directors meeting. Nancy Heller seconded the motion. Motion passed unanimously.

Discussion/Information Items:

Committee Goal 4 Status

CSB Corporate Goal 4 strategies and measures were reviewed.

Measure 1A (1) – Effectiveness of Training vs. Career Services

A snapshot was shared for PY 2015-2016 that WIOA customers in training continue to yield a higher placement rate than those receiving only career services.

Measure 1A (2) – Analysis of Training Program Placement Data and OJT Effectiveness

An analysis of training program placement data and OJT effectiveness was shared showing the percent of completers placed in ITA's, OJT's and EWT's. Overall 77.7% of completers were placed.

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. Several of these tools and their PY 15-16 usage were shared.

Measures 2A (2) – Increasing Services to Veterans and Tracking Performance

In August 2015, Florida Department of Labor Veteran's Employment and Training Service (DVET) Representatives visited CSB with the intent to monitor the Jobs for Veterans State Grant Program and provide suggestions for improvement. As a result, a corrective action plan was created, followed by implementation and progress tracking. Results and improvements were also shared.

Measure 2A (5) – Targeting RESEA Customers – Pilot Program

CSB rolled out a new process for career seekers in late February which focuses on putting dislocated workers from our RESEA program (job seekers that the state deems are at the highest risk of exhausting their reemployment benefits before finding new employment) in OJT's. Features of the new process were shared. After several months of evaluation, staff has discovered that only about 4% of the RESEA population is interested in one-on-one assistance/participation in the program. A suggestion by the committee was made to reach out again to RESEA people at the 14 week mark. A new 'Qualified Lead' process was also implemented which allows Staffing Specialists to qualify business leads for OJT's which are then handed to a Business Liaison to contact and work with.

Measure 2B (1&2) – Implementing Human Centered Design Process with Ex-Offender and Persons with Disabilities

The new WIOA regulations requires partners to collaborate to support seamless customer-focused service delivery networks. USDOL believes that using a Human/Customer Centered Design (HCD) strategy may be key to addressing innovation solutions in the workforce's service delivery processes. CSB is addressing two design challenges, the ex-offender population and the disabled youth population. Each team will apply ideas generated and insights gained during the class to conduct experiments within CSB's programs and delivery strategies.

Measure 3B (1)(a) Community Resources Workshops

Community Resources Workshops for July 1 – March 31, 2016 were shared.

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. 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 along with actual performance as of December 31, 2015. There is a significant data lag due to the type of information that is captured.

Local Customer Satisfaction Survey Results – Job Seekers

Staff shared results of the Customer Satisfaction Survey from January 1, 2016 through March 31, 2016. Surveys were completed by 713 respondents. Of the 713 respondents, 53.9% felt prepared to move forward with their goals after their visit.

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.

Dan Raymond shared that he has accepted a position at LVX as Vice President which is an innovative “green” lighting technology implementing Light Visually X-Transceiving that provides energy-efficient lighting while delivering more secure broadband communications and wireless network services.

Adjourn:

There being no further discussion or business, Paula Just adjourned the meeting at 9:49 am.

Respectfully submitted,

Reviewed by,

{signature on file} 06/07/16
Marina Stone Date

{signature on file} 06/07/16
Paula Just, Chair Date



Board of Directors
Meeting Attendance Record PY 2015-2016

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

[Click for Roster](#)



Board of Directors
Meeting Attendance Record PY 2016-2017

	BOARD MEMBER	JUL 15	JUL 28	AUG	NOV	FEB Annual Meeting & Retreat	MAR	MAY
1	Blackburn, Desmond	A	P					
2	Bishop, Daryl	A	P					
3	Browne, Colleen	P	P					
4	Chivers, William	P	P					
5	Coxwell, Dale	A	P					
6	Glasgow, Susan	P	P					
7	Greco, Debra	P	P					
8	Heller, Nancy	P	P					
9	Jordan, Robert	P	P					
10	Just, Paula	P	P					
11	Klinkbeil, Traci	P	P					
12	Mack, Travis	A	P					
13	Menyhart, Mike	P	P					
14	Miedema, Linda	P	P					
15	Olson, Wayne	A	A					
16	Schrumpf, Terry	P	P					
17	Stratton, Patricia	P	P					
18	Taibl, Ronald	P	P					
19	Weatherman, Lynda	A	A					
20	Venetia Valdengo	A	P					
Total attendance		13		0		0	0	0

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