



Executive Committee Meeting
Tuesday, January 31, 2017 - 4:00pm
CSB Boardroom
(Teleconference 321-394-0707)

Attendees: Robert Jordan, Paula Just, Daryl Bishop, Susie Glasgow,
Mike Menyhart, Terry Schrumpf, Patty Stratton.

Agenda

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

		<u>Page No.</u>
Call to Order	Robert Jordan	
Introductions		
Public Comment:		
Action Items:	Robert Jordan	
A. Approval of Executive Minutes for 11/1/16 & 12/12/16		1 – 3
B. Approval of Addendum to the Comprehensive 4 Year Plan 2016-2020		4- 10
Discussion/Information Items:	Marci Murphy	
A. Annual Board Retreat		11
B. America's Promise Grant		12
C. Financial Reports	Richard Meagher	13-17
D. Vendor Payment Reports		18
Adjourn		

*Meeting information is always available @ careersourcebrevard.com
For questions please call 321-394-0507 TTY: 711-321-394-0507*

Upcoming Meetings:

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

CareerSource Brevard (CSB)
Executive Committee Meeting
November 1, 2016

MINUTES

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

Members Absent: None

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

Guests: None

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

Public Comments: There was no public comment.

Action Items:

Approval of Executive Committee minutes

Motion to approve the Executive Committee Minutes for August 4, 2016 made by Terry Schrumpf and seconded by Daryl Bishop. Motion passed unanimously.

Susie Glasgow joined the meeting at 4:04pm

Coaching

Ms. Murphy reviewed her contract relating to coaching services and said she would like to utilize this service by bringing in a Strengths Based Coaching consultant to work with the Senior Management team utilizing the Gallup University Strength Based Management System. Discussion followed. Motion to approve CSB's President, Marci Murphy, attend the Accelerated Strengths Coaching course and share the training with senior staff upon her return made by Paula Just and seconded by Susie Glasgow. Motion passed unanimously

President's Program Year 2016-2017 Goals

Ms. Murphy presented her goals for Program Year 2016-2017. There was discussion on changing some of the goals and adding measurable outcomes. Motion to create new measureable goals using the Committee's input relating to securing grants, sector strategies, and talent development, and to bring back to the Executive Committee for approval made by Susie Glasgow and seconded by Mike Menyhart. Motion passed unanimously. The goals will be sent to the full Board of Directors for information.

New Center Hours

Ms. Murphy reported that after getting feedback from the community, other workforce regions, the Department of Economic Opportunity, and CareerSource Florida she was seeking approval to reopen CSB on Fridays. She recommended that starting in January 2017, Career Center staff will work nine hour days Monday through Thursday and Fridays from 8-12. The centers will be open to the public from 9-6 p.m. Monday through Thursday and from 8-12 noon on Fridays. The centers will be staffed from 8am-6pm with staggered lunch breaks.

Motion to approve the new Career Center hours as presented for approval at the next full Board of Directors Meeting made by Pattie Stratton and seconded by Daryl Bishop. Motion passed unanimously.

Discussion/Information Items:Hurricane Update

Ms. Murphy gave a report on Hurricane Matthew and said that Brevard County has been designated by the Federal Emergency Management Agency as an eligible entity for disaster recovery assistance funding available through the USDOL National Dislocated Worker Grant application process. She indicated that CSB has requested assistance based upon current identified post-storm recovery needs as well as historical data related to recovery efforts and assistance granted following major hurricane impacts occurring in 2004.

Paula Just left the meeting at 5:15pm.

Governor's Re-employment Challenge

Ms. Murphy reported on the Governor of Florida's one million dollar challenge to local workforce boards designed to quickly move individuals who are receiving reemployment assistance benefits back into jobs. She indicated that staff is currently reviewing the challenge with the intention of participating.

Audit Report

Staff reviewed the First Quarter FY 2016-2017 Audit and Monitoring Report which showed no reportable conditions and no instances of non-compliance. The audit report will be presented at the next full Board of Directors meeting for approval.

Financial Reports

Staff reviewed the financial activity for the fiscal period ending on September 30, 2016.

Vendor Payment Report:

The Vendor Payment report from July 1, 2016 through September 30, 2016 was reviewed.

Other business:

Ms. Glasgow requested information on CSB's plan for assisting OneWeb Satellites who are locating to a facility in Titusville.

Adjournment:

Robert Jordan adjourned the meeting at 5:30pm.

Submitted by,

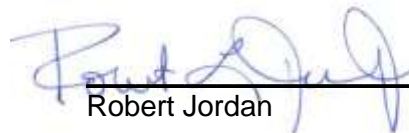
Reviewed by,

(signature on file)

Lyn Sevin

11/3/2016

Date



Robert Jordan

11/03/2016

Date

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

MINUTES

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

Members Absent: Mike Menyhart.

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

Guests: None

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

Public Comments: There was no public comment.

Action Items:

President's Program Year 2016-2017 Goals

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

Adjournment:

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

Submitted by,

Reviewed by,

(signature on file)
Lyn Sevin

12/13/2016
Date

(signature on file)
Robert Jordan

12/13/2016
Date

Action Brief

Addendum to Comprehensive 4 Year Plan 2016-2020

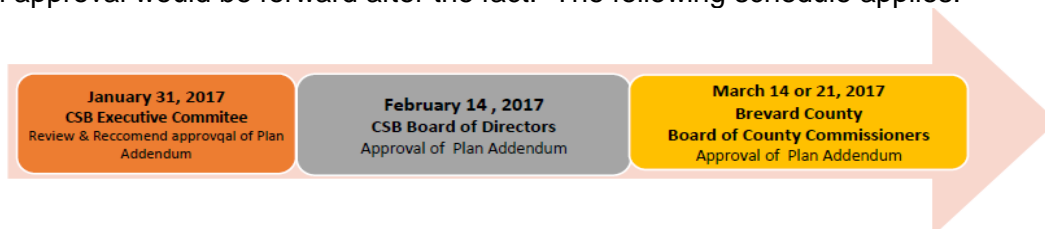
Background

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

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

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

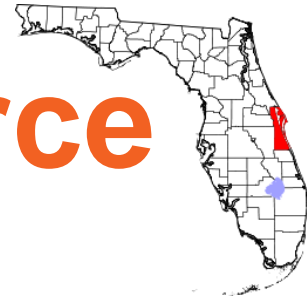
DEO did not require the public comment process for this addendum but request that the CSB Board of Directors and the Board of County Commissioners approve the addendum. The addendum was required to be submitted to DEO by November 30, 2016 with the understanding that the BOD and County Commission approval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



Action

It is recommended that the Executive Board approve the attached Addendum and forward to the Board of Directors for approval at their February 14, 2017 meeting. The addendum has been scheduled for the Brevard County Board of County Commissioner (BoCC) approval at their March 21, 2017 Regular Meeting.

CareerSource Brevard



COMPREHENSIVE 4 YEAR PLAN

JULY 1, 2016 – JUNE 30, 2020

ADDENDUM #1

NOVEMBER 30, 2016

LOCAL WORKFORCE DEVELOPMENT AREA 13 – BREVARD COUNTY

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

297 Barnes Blvd.
Rockledge, FL. 32955

careersourcebrevard.com
dlusk@careersourcebrevard.com

Date Submitted: November 30, 2016

Plan Contact: Don Lusk, Vice President Operations

INTRODUCTION

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

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



DEO ADDENDUM REQUEST

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

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

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

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

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

#	CSB REQUEST	EXISTING PLAN LANGUAGE WITH REVISIONS & NOTES
1	(9) Training Services: Please describe how training services will be provided, including, if contracts for training services are to be used, how such contracts will be coordinated with the use of ITAs. WIOA §134(c)(1)(A)(v).	<p>Item 9 [Pages 107-110]</p> <p>Training services provided by CareerSource Brevard are directly linked to an in-demand industry sector or occupation in the local area or the planning region, or in another area to which an adult or dislocated worker receiving services is willing to relocate. CareerSource Brevard provides diversified job-driven training opportunities for individuals, including pre-vocational training, occupational skills training, work-based training, registered apprenticeships, internships, paid work experience, etc. Priority consideration is given to programs that lead to a recognized post-secondary credential and/or industry-recognized credential aligned with in-demand industry sectors or occupations.</p> <p>CareerSource Brevard has implemented innovative programs and strategies designed to meet the needs of employers, which may include employed worker training programs, customized training, on-the-job training, internships, paid work experience, sectoral and industry cluster strategies, implementation of industry or sector partnerships, career pathway programs, microenterprise and entrepreneurial training and layoff aversion strategies. CareerSource Brevard in coordination with Region 11 (Flagler/Volusia) and Region 10 (Citrus/Levy/Marion) have established the Training Agent Contract Agreement with the University of Central Florida (UCF) which extends to all UCF Regional Campuses, Colleges, Institutes, Incubators, Labs and Centers. This regional agreement allows for a customer with specific occupational training needs to have access to courses and programs leading to credentials and degrees that meet local and regional demand.</p> <p><u>CareerSource Brevard in cooperation with Brevard County Public Schools (BPS) which includes Adult and Community Education has established a partnership via agreement for technical, educational and vocational training which is designed to meet industry needs across various in demand occupations for adult learners and career seekers. The intent of this agreement allows a customer with specific occupational training needs to have access to courses and programs leading to credentials and degrees that meet local and regional demand.</u></p> <p>This authorizes University of Central Florida <u>and BPS</u> to be included on the Eligible Training Provider List. Training programs which meet local and regional demand criteria are made available based on funding availability.</p>

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



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



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

Curt Smith, Chair

Attest:

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

CareerSource Brevard

Robert Jordan, Chair

Marci Murphy, President

Date

Informational Brief

Annual Board Retreat

At the Annual Retreat this year, board members and staff will be developing a new 3 year Strategic Plan that will be reviewed annually. John Metcalf, President of Workforce Systems Associates, will be the Facilitator.

John's work centers on workforce and education strategies to engage community stakeholders and bring about a new vision and a preferred future that others can buy into. John recently served on the White House-led Community and Regional Resilience Initiative where the focus was on building a community's capacity to build communities of choice and withstand and recover from natural and economic impacts.

John's other work has involved co-authoring North Carolina's (NC's) State of the Workforce Report that integrated economic and workforce strategies and identified NC's emerging sectors; work on the award winning Texoma Region Economic and Workforce Development Community Plan; designing and implementing NC's innovative allied health sector regional skills partnerships; co-authoring the Ft Bragg Comprehensive Regional Development Plan on Workforce Development focusing on specific sectors; and work with the NC Dept. of Public Instruction designing the Reinvention of Career and Technical Education. John was also part of the team that provided technical assistance to CSB during the Clean Energy Jobs Accelerator Grant.

John's other specialties include local and regional community strategic planning, organizational effectiveness, transformational and change management, executive coaching, and leadership development.

A high level agenda will include the following:

- Welcome and Introductions
- Icebreaker
- What Matters for Our Board to Succeed? – Breakout exercise
- The Board and WIOA
- Review Pre-Retreat Reading
- Review Board Member Survey Results
- Define New Goals and Focus
- Wrap Up and Next Steps



January 31, 2017

Informational Brief

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

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

Summary and Outcomes ~~over four years:~~

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

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

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

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



January 31, 2017

Information Brief

Financial Reports

Background

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

Report Descriptions

CSB FINANCIAL REPORT (CHART 1)

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

CSB FISCAL DASHBOARD INDICATORS (CHART 2)

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

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

FEE FOR SERVICE ACTIVITIES (CHART 3)

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



FY 2016-17 FINANCIAL REPORT

July 1, 2016 through December 31, 2016

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

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

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

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

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

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

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

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

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

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

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

CUSTOMER SERVICES

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

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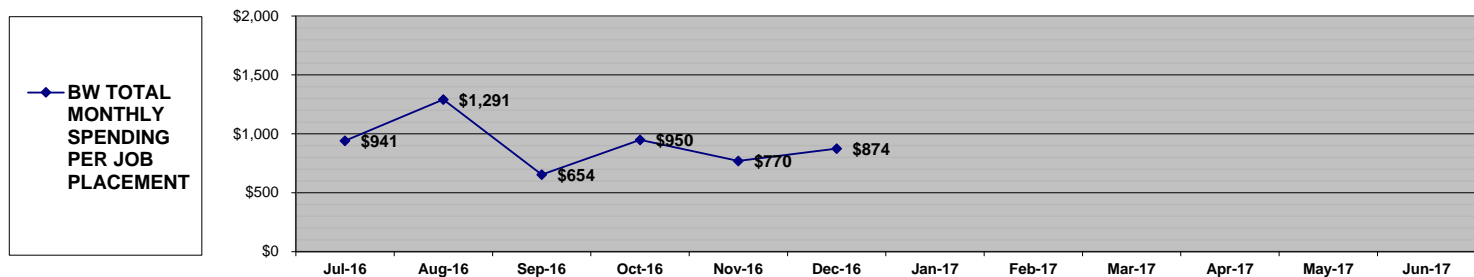
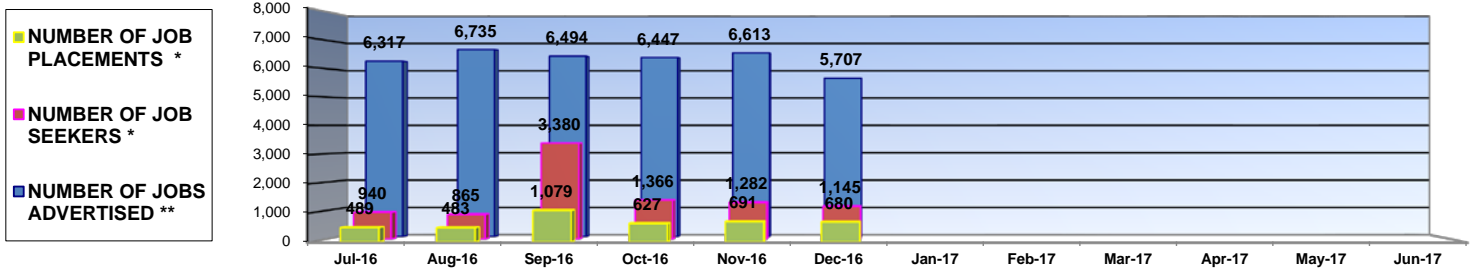
TOTAL WORKFORCE BUDGET	9,069,155	9,607,900	4,644,400	3,903,261	40.6%
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	FY 2016 Actual Expense	FY 2017 Approved Budget	FY 2017 Current Obligations	FY 2017 Y-T-D Expense	% of ITA Funds Obligated
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*CUSTOMER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

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

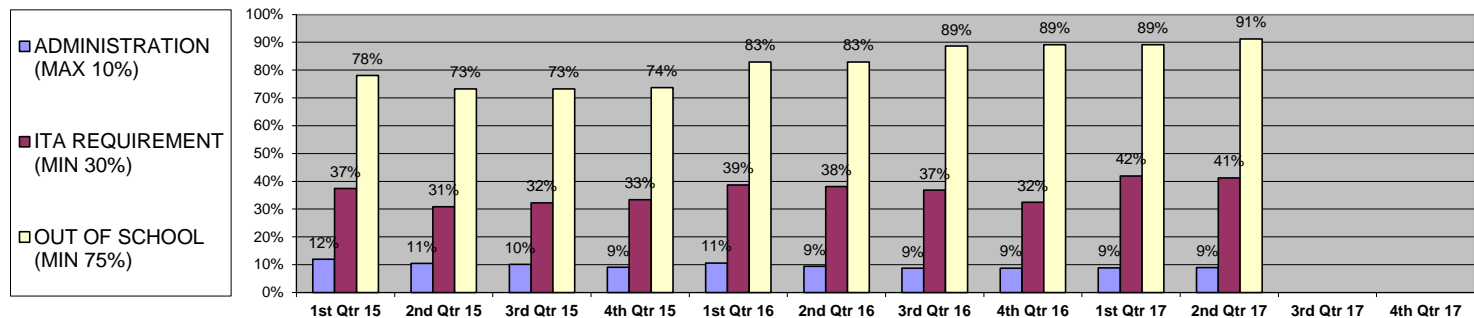
MONTHLY JOBS REPORT & BW SPENDING PER JOB PLACEMENT



* Source - DEO Monthly Management Reports

** Source - HWOL Monthly Job Demand Reports

ANNUAL SPENDING CAPS BY QUARTER



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



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

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

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

VENDOR PAYMENTS REPORTED FROM 10/1/16 - 12/31/16 (>\$1,500)

DATE	VENDOR	AMOUNT	PURPOSE
09/16/16	LEAD Brevard	6,000.00	Community Stakeholder Summit sponsorship
10/13/16	RSM US LLP	20,000.00	CSB annual financial audit - first payment
10/24/16	TALX Corporation	7,714.00	Work Number employment verification service
10/25/16	RSM US LLP	5,000.00	CSB annual financial audit - final payment
11/16/16	CDW-G	1,843.00	Digital signage system for Rockledge Career Center
11/29/16	Florida Workforce Development Assoc	3,004.00	Annual FWDA membership dues
11/30/16	Brandt Ronat and Company	5,344.00	CSB website redesign and creative development
11/30/16	Kaseya US Sales LLC	1,834.00	Kaseya antivirus software support annual renewal
11/30/16	KnowBe4	1,688.00	Security awareness training subscription for staff
11/30/16	Monster Government Solutions	7,000.00	Traitify personality assessment tool for customers
12/01/16	iHEART Media	2,910.00	JDCD outreach campaign - radio advertising
12/21/16	The Vernon Company	1,685.00	CSB logo shirts for Board & career center staff (82)
TOTAL		64,022.00	