



Executive Committee Meeting
Tuesday, November 1, 2016 - 4:00pm
CSB Boardroom
(Teleconference 321-394-0707)

Attendees: Robert Jordan (Chair), Daryl Bishop, Susan Glasgow, Paula Just,
Mike Menyhart, Terry Schruppf, Patty Stratton.

Agenda

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

Page No.

Call to Order

Robert Jordan

Introductions

Public Comment:

Action Items:

Robert Jordan

- | | |
|--|-------|
| A. Approval of Executive Minutes for 8/4/16 | 1 – 2 |
| B. Approval of Coaching Training | 3 |
| C. Approval of President's Goals PY 16-17 (presentation) | |
| D. Approval of New Center Hours | 4 |

Discussion/Information Items:

Marci Brilley

- | | |
|---------------------------------------|--------|
| A. Hurricane Update | 5 |
| B. Governor's Re-employment Challenge | 6 |
| C. Audit Report | 7 |
| D. Financial Reports | 8 – 12 |
| E. Vendor Payment Reports | 13 |
| F. Attendance Roster | 14 |

Adjourn

Upcoming Meetings:

November 2016

1st Executive Committee-4:00pm-CSB Boardroom
2nd Community Involvement 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

CareerSource Brevard
Executive Committee Meeting
August 4, 2016

MINUTES

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

Members Absent: None

Staff in Attendance: Marci Brilley, Richard Meagher, Lyn Sevin.

Guests: None

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

Public Comments: There was no public comment.

Action Items:

Approval of Executive Committee minutes

Motion to approve the Executive Committee Minutes for May 3, 2016 made by Daryl Bishop and seconded by Susie Glasgow. Motion passed unanimously.

Motion to approve the Executive Committee Minutes for May 31, 2016 made by Mike Menyhart and seconded by Susie Glasgow. Motion passed unanimously.

Motion to approve the Executive Committee Minutes for June 30, 2016 made by Terry Schruppf and seconded by Paula Just. Motion passed unanimously.

Board Member Nominations

The Space Coast AFL-CIO is recommending Kevin Smith, Shawn Beal, and Jennifer Kenny to fill mandatory labor seats. Motion to recommend approval of Kevin Smith, Shawn Beal, and Jennifer Kenny to fill the vacant labor seats to the next meeting of the full Board of Directors made by Susie Glasgow and seconded by Mike Menyhart. Motion passed unanimously.

Discussion/Information Items:

Financial Reports

Staff reviewed the financial activity for the fiscal period ending on June 30, 2016. Staff also handed out a Budget Update for Program Year 2016-2017 and said that CSB has a balanced budget. There was brief discussion on grant roll-overs and Customer Incentives & Materials. Staff were asked to report back on the Incentives & Materials expenditures.

Vendor Payment Report:

The Vendor Payment report from April 1, 2016 through June 30, 2016 was reviewed. There was discussion on the Content Central software. Staff were asked to bring an update on the maintenance fee for Content Central to the next meeting.

Other business:

Mr. Jordan reported that he was close to agreement on the President's contract and it would be voted on at the next full Board of Directors.

Adjournment:

Robert Jordan adjourned the meeting at 4:45pm.

Submitted by,

Reviewed by,

(signature on file)
Lyn Sevin

8/16/16
Date

(signature on file)
Robert Jordan

8/16/16
Date



November 1, 2016

Action Brief

Coaching Services

CareerSource Brevard's President's contract as per Section 9 (f) states that "Executive Coaching Services are available as determined necessary by the Employee for up to 60 hours annually."

The President would like to utilize this service by bringing in a Strengths Based Coaching consultant to work with the Senior Management utilizing the Gallup University Strength Based Management System.

Strengths Based management has been used at CareerSource Brevard for the past eleven years and most senior level management have a strong knowledge base in this area. This asset can be built upon by additional coaching training. This training will give the President and Senior Management more tools and skills to coach their employees.

Action

Review and approve, deny or modify the President's request for Strength's Based Coaching for all Senior Level Management for an amount not to exceed 60 hours and \$20,000.



November 1, 2016

Action Brief

Approval of New Center Hours

Due to feedback from the Brevard Community, getting input from other workforce regions, Department of Economic Opportunity and CareerSource Florida, the President believes it's in the best interest of CareerSource Brevard that we reopen our doors on Fridays. We are currently the only CareerSource Region closed on Fridays in the State of Florida. There are several regions in Florida that are open half days on Friday and that's what is being recommended.

Starting January 3, 2017, Career Center staff will be working nine hour days Monday – 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.

Action

Recommend the new Career Center hours as presented for approval at the next full Board of Directors Meeting.



November 1, 2016

Informational Brief

Hurricane Matthew

Background

Brevard County, Florida, has been designated by the Federal Emergency Management Agency (FEMA) as an eligible entity for disaster recovery assistance funding available through the USDOL National Dislocated Worker Grant application process.

CareerSource Brevard (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.

CSB is estimating 96 temporary workers engaged in a total of 99,840 employment hours may be required to serve recovery efforts, humanitarian, public assistance and mitigation needs. Workers will be employed in areas including but not limited to: general labor, debris removal, monitoring of debris removal, restoration, repair and maintenance work; administrative accounting and case management coordination for assistance; and technical, mechanical, and skilled operations required as part of overall recovery efforts.

Requests so far are for the following:

- United Way of Brevard – 2 Caseworkers to assist with 272 impacted families
- Brevard County Solid Waste – 10 Debris Removal Monitors
- Brevard 211 – Citizen Information Specialist for additional call volume



November 1, 2016

Informational Brief

Governor Rick Scott Reemployment Challenge

Background

The Governor of Florida recently issued a one million dollar challenge to local workforce boards designed to quickly move individuals who are receiving reemployment assistance benefits back into jobs.

The pool of customers that will be evaluated are those that received their first reemployment check between October – December 2016. Three measures will be looked at:

- 1) Days to Employment – The goal of this challenge is to decrease the average number of days it takes for a reemployment assistance claimant to get back into a job.
- 2) Placement Rate – The goal of this challenge is to increase the number of reemployment assistance claimants who get a new job in the time period tracked.
- 3) Engagement Rate – The goal of this challenge is to increase the engagement rate of the local workforce boards with claimants. Increasing this engagement will drive higher placement rates and fewer days to employment.

There are also thresholds that have to be met just to be considered for these awards. Each measure is worth \$333,333 and there is only one award for each measure. CSB would have until June 30, 2017 to work this pool of claimants.

Senior Staff is currently reviewing the challenge and barring any show-stoppers, planning on participating.

Tuesday, November 1, 2016
Executive Committee Report
Audit and Monitoring Activity
1st Quarter FY 2016-2017

AUDITOR MONITOR	DATE	REVIEW COVERED	COMMENTS
RSM US LLP	On Site 9/6/16 - 9/15/16	Last Fiscal Year	<p>Annual financial and compliance audit.</p> <p>The report expresses an unqualified opinion on the financial statements of CSB, with no reportable conditions and no instances of noncompliance.</p> <p>Auditors will present their report to the full board at its November 15 meeting.</p>
DEO Financial Compliance Monitors	Report Issued 9/30/16	Last Fiscal Year	<p>The Bureau of Financial Monitoring and Accountability performed financial monitoring procedures based on the DEO 2015-16 Financial Monitoring Tool.</p> <p>The monitors tested CSB's financial management systems and its internal control environment, as well as areas of purchasing, contracting, cash management, cost allocation, prepaids, disbursements, travel, payroll, subrecipient monitoring, reporting and property management.</p> <p>No findings or issues or non-compliance were identified during the monitoring period.</p>

This is an executive summary of monitoring and auditing activities for this quarter. Full documentation of each activity is available upon request, and will be available for review at the Executive Committee meeting.



November 1, 2016

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 September 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 2016-17 FINANCIAL REPORT

July 1, 2016 through September 30, 2016

Current Funding Level	8,045,500
Current Annual Budget	8,045,500
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	288,000	288,004	25.0%
Operating Expenses	199,988	282,100	70,500	33,020	11.7%
Total Management Services	1,501,758	1,434,100	358,500	321,024	22.4%

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

Brevard Workforce Facilities	727,510	787,700	196,900	181,067	23.0%
Operating Expenses	30,967	50,500	12,600	6,180	12.2%
Total Infrastructure	758,477	838,200	209,500	187,247	22.3%

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

Salaries & Benefits	222,394	216,000	54,000	58,214	27.0%
Operating Expenses	284,302	288,600	72,200	41,787	14.5%
Total Technology Services	506,696	504,600	126,200	100,001	19.8%

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

Salaries & Benefits	677,866	620,300	155,100	170,535	27.5%
Operating Expenses	12,305	9,600	2,400	1,401	14.6%
Total Business Services	690,171	629,900	157,500	171,936	27.3%

GRANTS & INCENTIVES	221,593	18,500	4,600	1,116	6.0%
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FEE FOR SERVICE ACTIVITIES	77,006	191,300	47,800	68,781	36.0%
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TOTAL OPERATING BUDGET	3,755,701	3,616,600	904,100	850,105	23.5%
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CONTRACTED SERVICES

General Contractor (DWFS)	3,108,321	2,692,100	673,000	486,696	18.1%
CEJA Services (DWFS)	57,191	12,100	12,100	16,886	139.6%
JD CD Services (DWFS)	54,432	65,600	16,400	7,622	11.6%
AARP BTW Services (DWFS)	71,784	58,000	14,500	11,669	20.1%
NEG AIM Services (DWFS)	5,283	15,000	3,800	2,084	13.9%
Career Jumpstart (Partner Regions)	23,899	52,600	52,600	46,848	89.1%
Total Contracted Services	3,320,910	2,895,400	772,400	571,805	19.7%

CUSTOMER SERVICES

Formula Funds - Training Activities *	799,583	1,075,900	269,000	180,342	16.8%
Formula Funds - Support Services *	35,830	63,200	15,800	6,608	10.5%
Other Grants - Training Activities	296,340	382,400	191,200	178,625	46.7%
Other Grants - Support Services	10,753	12,000	6,000	2,346	19.6%
Total Training Services	1,142,506	1,533,500	482,000	367,921	24.0%

TOTAL PROGRAM BUDGET	4,463,416	4,428,900	1,254,400	939,726	21.2%
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TOTAL ANNUAL BUDGET	8,219,117	8,045,500	2,158,500	1,789,831	22.2%
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STATE-LEVEL FUNDING	850,038	929,600	232,400	210,451	22.6%
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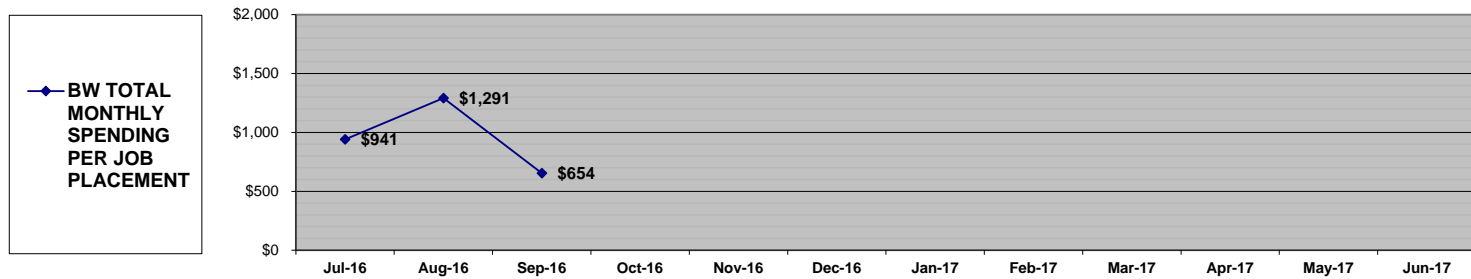
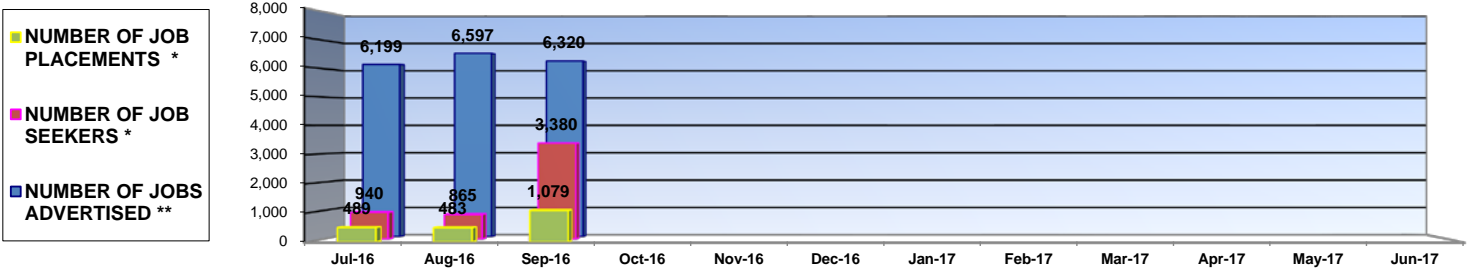
TOTAL WORKFORCE BUDGET	9,069,155	8,975,100	2,390,900	2,000,282	22.3%
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	FY 2016 Actual Expense	FY 2017 Approved Budget	FY 2017 Current Obligations	FY 2017 Y-T-D Expense	% of ITA Funds Obligated
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*CUSTOMER ACTIVITY

Job Seeker ITAs	238,774	274,500	171,139	48,889	62.3%
Employer OJT/AWE/EWT	554,514	801,800	438,044	131,453	54.6%
Incentives & Materials	42,125	62,800	28,074	6,608	44.7%
Total Customer ITA Activity	835,413	1,139,100	637,257	186,950	55.9%

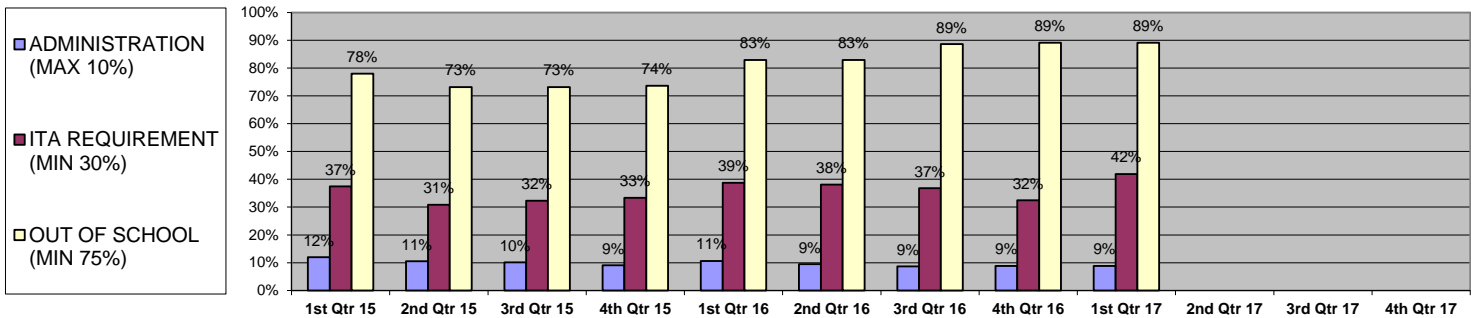
MONTHLY JOBS REPORT & BW SPENDING PER JOB PLACEMENT



* 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		
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		
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		
ALL OTHER COSTS	261,469	723,603	1,121,527	1,576,422	288,115	616,606	977,589	1,563,640	231,838		
YOUTH SPENDING:											
IN-SCHOOL	51,095	137,591	214,762	281,864	41,850	91,698	100,942	112,030	30,644		
OUT-OF-SCHOOL (MIN 75%)	181,502	375,858	586,680	789,324	203,480	445,840	786,749	920,246	251,721		

CURRENT YEAR FEE FOR SERVICE ACTIVITIES (7/1/2016 - 9/30/2016)

Unrestricted Balances:	Cash on Hand \$75,647	Certificates of Deposit \$70,659	Total \$146,306
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	Healthcare Ambassador Program		Juniors to Jobs Program		Ticket to Work Program		Tobacco Free Florida Program		Other Fee For Service Activities		TOTALS	
		% of Revenue		% of Revenue		% of Revenue		% of Revenue		% of Revenue		% of Revenue
Revenue												
Grant Awards	\$ 18,433	100.0	\$ -	0.0	\$ -	0.0	\$ 7,500	100.0	\$ -	0.0	\$ 25,933	51.6
Sponsorship Revenue	-	0.0	5,803	100.0	-	0.0	-	0.0	-	0.0	5,803	11.6
Donated Revenue	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Charges For Services	-	0.0	-	0.0	18,462	100.0	-	0.0	-	0.0	18,462	36.8
Website Licenses	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Interest Earnings	-	0.0	-	0.0	-	0.0	-	0.0	14	100.0	14	0.0
Revenue from DWI	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Total Revenue	\$ 18,433	100.0	\$ 5,803	100.0	\$ 18,462	100.0	\$ 7,500	100.0	\$ 14	100.0	\$ 50,212	100.0
Expenses												
Personnel	\$ 14,450	78.4	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ 14,450	28.8
Travel / Training	552	3.0	-	0.0	-	0.0	-	0.0	-	0.0	552	1.1
Outreach	-	0.0	-	0.0	-	0.0	-	0.0	970	6928.6	970	1.9
Software	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Supplies	2	0.0	-	0.0	-	0.0	-	0.0	308	2200.0	310	0.6
Equipment	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Professional Services	-	0.0	-	0.0	-	0.0	-	0.0	6,766	48328.6	6,766	13.5
Customer Wages	-	0.0	45,099	777.2	-	0.0	-	0.0	-	0.0	45,099	89.8
Customer Support	-	0.0	580	10.0	-	0.0	-	0.0	53	378.6	633	1.3
Indirect Costs	3,429	18.6	10,438	179.9	-	0.0	-	0.0	1,538	10985.7	15,405	30.7
Total Expenses	\$ 18,433	100.0	\$ 56,117	967.0	\$ -	0.0	\$ -	0.0	\$ 9,635	68821.4	\$ 84,185	167.7
Net Profit (Loss)	\$ -	0.0	\$ (50,314)	-867.0	\$ 18,462	100.0	\$ 7,500	100.0	\$ (9,621)	-68721.4	\$ (33,973)	-67.7

VENDOR PAYMENTS REPORTED FROM 7/1/16 - 9/30/16 (>\$1,500)

DATE	VENDOR	AMOUNT	PURPOSE
07/06/16	Vocational Research Institute	2,250.00	CareerScope assessment software renewal
07/11/16	Duran Golf Club	3,198.00	Community gathering of regional partners
07/26/16	SunTrust Bankcard / Constant Contact	2,478.00	Constant Contact mass email tool renewal
08/01/16	LEAD Brevard	2,700.00	Leadership Brevard class for one employee
08/23/16	Nonprofit Management Consulting LLC	6,548.00	Grant writing services for American Promise grant
08/27/16	Sage Software	2,214.00	Annual fixed assets software support renewal
08/30/16	TNT Computers	4,130.00	Barracuda web & spam filter update
09/01/16	Abila	4,345.00	MIP fund accounting annual software support fee
09/01/16	Economic Development Commission	5,000.00	Annual corporate membership renewal
09/01/16	National Assoc of Workforce Boards	1,700.00	Annual NAWB membership dues
09/21/16	CDW-G	3,287.00	Cisco SMARTnet annual maintance renewal
09/25/16	Dell Marketing LP	4,164.00	Sonicwall NSA 2600 firewall replacement units
TOTAL		42,014.00	



Executive Committee

Meeting Attendance Record PY 2016-2017

	BOARD MEMBER	AUG	NOV	FEB	MAY		
1	Bishop, Daryl	P					
2	Glasgow, Susie	P					
3	Jordan, Robert	P					
4	Just, Paula	P					
5	Menyhart, Mike	P					
6	Schrumpf, Terry	P					
7	Stratton, Patricia	P					