



Executive Committee Meeting
Monday, May 3, 2016 - 4:00pm
CSB Boardroom
(Teleconference 321-394-0707)

Attendees: Mike Menyhart, Daryl Bishop, William Chivers, Paula Just, Patty Stratton, Terry Schruppf, Robert Jordan

Agenda

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

Call to Order Mike Menyhart

Introductions

Public Comment:

Action Items: Mike Menyhart

- | | |
|--|---------|
| A. Approval of Executive Minutes for 2/1/16, 3/22/16,
and 4/14/16 | 1 - 4 |
| B. Nomination of Officers | 5 |
| C. WIOA/Re-Appointment of Board Members | 6 - 10 |
| D. PY 16-17 Budget and Options (Handout) | 11 - 14 |

Discussion/Information Items: Lisa Rice

- | | |
|--|---------|
| A. Board Governance Review | 15 |
| B. Review for Board Meeting Discussion | 16 |
| C. Financial Reports | 17 - 21 |
| D. Vendor Payments | 22 |
| E. Attendance Roster | 23 |

Adjourn

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

Upcoming Meetings:

May 2016

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

June 2016

9th E3 Committee-8:30am-CSB Boardroom

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

CareerSource Brevard
Executive Committee Meeting
February 1, 2016
CSB Boardroom

MINUTES

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

Members Absent: William Chivers and Robert Jordan

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

Guests: Travis Proctor.

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

Public Comments: There was no public comment.

Action Items:

Approval of Executive Committee minutes

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

Continuing Education Request for 2016

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

Discussion/Information Items:

Presentation

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

Talent Asset Map

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

Advancing In Manufacturing (AIM) Update

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

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

Mr. Proctor left the meeting at 5:40pm

Financial Reports

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

Vendor Payments Reports

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

Adjournment:

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

Submitted by,

Reviewed by,

(signature on file)

Lyn Sevin

2/22/16

Date

(signature on file)

Mike Menyhart

2/23/16

Date

CareerSource Brevard
Executive Committee Meeting
March 22, 2016
CSB Boardroom

MINUTES

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

Members Absent:

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

Guests: None

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

Public Comments: There was no public comment.

Discussion Items:

Economic Development Commission of Florida's Space Coast

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

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

The members agreed on the following steps:

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

Adjournment:

Mr. Menyhart adjourned the meeting at 9:00am

Submitted by,

Reviewed by,

(signature on file)
Lyn Sevin

4/25/2016
Date

(signature on file)
Mike Menyhart

4/25/2016
Date

CareerSource Brevard
Executive Committee Teleconference Meeting
April 14, 2016

MINUTES

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

Members Absent: William Chivers and Mike Menyhart.

Staff in Attendance: Lisa Rice, and Lyn Sevin.

Guests: None

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

Public Comments: There was no public comment.

Action Items:

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

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

Adjournment:

Mr. Jordan adjourned the meeting at 4:36pm

Submitted by,

Reviewed by,

(signature on file)
Lyn Sevin

4/28/2016
Date

(signature on file)
Robert Jordan

4/28/2016
Date



May 3, 2016

Action Brief

Nomination of Officers

Committee Request

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

Nominees:

Chair – Robert Jordan, President, Genesis VII

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

Treasurer – Daryl Bishop, Area President, BankFirst

Action

Approve the slate of officers for Program Year 2016-2017 (beginning July 1, 2016) for inclusion on agenda of the next full Board of Directors meeting.



May 3, 2016

Action Brief

WIOA/Re-Appointment of Board Members

Committee Request

Review and approve re-appointments for the next full Board of Directors meeting.

Background

According to the CareerSource Brevard (CSB) bylaws, Article III, paragraph E, "Directors of the Board shall serve three (3) year terms, with one-third (1/3) of the Director's terms terminating each year. Board Directors may choose to serve additional term(s) upon the expiration of their term, subject to Board approval".

With WIOA changes there are several board members whose terms are expiring and as such they may not be asked to continue their membership to align CSB with the new WIOA changes unless optional members are added to the Board. Additionally, last year CSB agreed to keep several board members on for one additional year to see how the changes might be interpreted or revised by Florida law and CareerSource Florida. These appointments are part of the discussion below. It is important to note that Board members can fill more than one seat as long as they qualify for both seats.

The following are discussion points for the Executive Committee to consider which relate to the reappointment or new appointments for the May Board meeting.

First, WIOA requires 51% of the board to be business seats (with specific criteria of C Level executives, and in a key industry in the area). With the WIOA changes the board membership currently stands at 66% business seats. While this is allowable, WIOA says the Board may include other individuals or representatives of the entities as the Chief Elected Official of the area determines to be appropriate. If the Executive Committee wants to recommend the higher level of business seats to the full Board in May, then the Board of County Commissioners would also be asked to approve the higher level. However, if optional members are added, then the business membership level changes

with each addition. To help with the conversation, the attached matrix shows the impact of adding business and other seats.

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

WIOA requires 20% of the board membership to be Labor representatives. Right now the board needs to have someone that represents an apprenticeship program in the area to meet the requirement. The recommended person for this seat is Dale Coxwell since he is Treasurer of the Space Coast Machine Apprenticeship Program. Dale's term is not up until 6/30/17 so no action is needed other than the President making him aware he would be fulfilling this seat requirement till the end of his term. Additionally, whether additional seats are added or not, one more Labor seat is required to meet the 20% requirement.

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

For the following seats, WIOA says the Board may have representation, but will need to have approval by the Board of County Commissioners to add them. Adding the seats may require more Business and/or Labor seats as well.

- A governmental representative that administers public assistance. This would allow Tracy Klinkbeil, DCF Regional Director, to remain on the Board.
- A community-based organization that has experience in addressing the employment needs of individuals with disabilities. This would allow the Board to continue having Amar Patel – President, Brevard Achievement Center, on CSB Board.
- A representative of senior work programs (SCSEP via AARP). This would allow the Board to continue having Nancy Heller, President of AARP of Brevard, to remain on the board.
- A representative of the County. This would allow Vanetta Valdengo, Deputy County Manager, to remain on the board.
- A representative of the housing authority or transportation. Michael Bean is the current Housing Authority seat. He agreed to stay on the board for this past year

because there was not clear information on whether the position would be mandatory or not.

- The Florida Statute requirement for an ex-officio seat on the board if there is a military base in the area has been removed from the board membership requirements. Currently, Terry Compton (Patrick Air Force Base, Military Base Liaison) sits on the board. It is definitely a valuable partnership to have with PAFB.

The following Business Board members have expressed their interest in continuing their Board membership, in accordance with WIOA, for reappointment effective July 1, 2015:

Susie Glasgow – President/CEO, Kegman Inc

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

Ron Taibl – Executive VP, CompSys

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

Action

Approve or deny the business members for reappointment to the CSB Board of Directors and place on the next full Board of Directors Consent Agenda. Action by the full Board of Directors will result in requesting ratification action by the Brevard County Commission for the reappointments.

Depending on any additional optional seats, approve, modify or deny moving to a higher percentage business led board for inclusion on the next Board of Directors Agenda. Action by the full Board of Directors will result in requesting approval for such an increase in business membership by the Brevard County Commission.

Approve or deny the inclusion of a representative of TANF, DCF for the next full Board of Directors Agenda. Action by the full Board of Directors will result in requesting approval for such an increase membership by the Brevard County Commission.

Approve or deny the inclusion of a representative of a community-based organization that has experience in addressing the employment needs of individuals with disabilities for the next full Board of Directors Agenda. Action by the full Board of Directors will result in requesting approval for such an increase in membership by the Brevard County Commission.

Approve or deny the inclusion of a SCSEP representative for the next full Board of Directors Agenda. Action by the full Board of Directors will result in requesting approval for such an increase in membership by the Brevard County Commission.

Approve or deny the inclusion of a County representative for the next full Board of Directors Agenda. Action by the full Board of Directors will result in requesting approval for such an increase in membership by the Brevard County Commission.

Approve or deny the inclusion of the housing authority for the next full Board of Directors Agenda. Action by the full Board of Directors will result in requesting approval for such an increase in membership by the Brevard County Commission.

Approve or deny the inclusion of an ex-officio military liaison representative for the next full Board of Directors Agenda. Action by the full Board of Directors will result in requesting approval for such an increase in membership by the Brevard County Commission.

1. Business Seats (currently at 66%)		Current Business Seats	
Variable	Required to meet 51%		
2. Education (mandatory)		1 Bishop 1 Chivers 1 Coxwell 1 Craig 1 Glasgow 1 Jordan 1 Just 1 Mack 1 Menyhart 1 Schrumpf 1 Stratton 1 Taibl 1 Weatherman 12 Total	
1 Community College	Miedema		
1 Private Training Provider (Kaiser)	Browne		
1 Adult Ed	Blackburn		
3. Labor (20% of board membership required)			
1 Labor	Raymond		
1 Labor	Greco		
0 Labor/Apprenticeship	Coxwell		
Vacant (currently needed for 20%)	Vacant		
4. Economic Development (may count as business seat)			
1 EDC	Weatherman		
5. Mandatory One-Stop Partners			
1 Vocation Rehab	W. Olson		
6. Optional Members (require Chief Elected Official Approval)		Impact of Optional Members	
1 TANF	Klinkbeil	Add all 6 Optional Add 1 Business Seat to meet 51% Need to add 2 Labor seats Can add up to 5 optional seats before you need to increase Business or Labor seats.	24 members
1 Disabilities	Patel		
1 Senior Community Service employment	Heller		
1 County Representative	Valdengo		
1 Housing Authority	Bean		
1 Military Installations	Compton		
CURRENT STATUS (Need to add Labor seat to meet 20%)			
6 Total Mandatory			
12 Total Business (currently represents 66%)			
18 Total Membership			
OPTIONAL Members			
1 TANF	Klinkbeil		
1 Disabilities	Patel		
1 Senior Community Service employment	Heller		
1 County Representative	Valdengo		
1 Housing Authority	Bean		
1 Military Liaison	Compton		
6 Total Optional Members			



May 3, 2016

Action Brief

Proposed Budget for Program Year (PY) 2016-2017

Committee Request

Review budget options and make a recommendation to the full Board of Directors for approval of the Program Year 2016-2017 budget.

Background

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

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

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

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

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

Staff has identified nine budget “options” totaling \$232,100 on Attachment 2 that the committee should consider for its total budget package, subject to final available funding.

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

Recommendation

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

Action

Review the proposed budget options and propose a Program Year 2016-2017 budget to the full Board of Directors for approval. The motion should also grant the 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.

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

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



FY 2016-2017 FUNDING OPTIONS WORKSHEET

Attachment 2

Revised 05/02/16

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

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



May 3, 2016

Discussion Brief

Board Governance Review

Background

Recently there have been some questions on whether CSB has certain board governance items in place. The President felt this discussion would be good for all Executive Committee members to know where CSB stands with items and to review whether action should be taken on a few specific items.

Discussion

Q: Is there a strategic plan for CSB?

A: Yes, the Corporate Goals serve as CSB's actionable strategic plan. It is reviewed every 3 – 5 years. Next review is February 2017. There are strategies and measures to the goals. The 4 committees of the board are set up to these goals and therefore items are reviewed and acted upon each quarter.

Q: Is there a governance committee? Have bylaws been reviewed in past two years?

A: Yes, the Executive Committee is the governance committee. No, bylaws review was held off the past 2 years because of WIOA changes. It is however time to review and align with WIOA. This is one of the action items that the Executive Committee should take with the August meetings.

Q: Does the Executive Committee develop or approve the agenda for board meetings?

A: No. The agendas are developed by the President and shared with the Chair for input. However, this is one of the items the President is seeking input on for any changes that might be desired.

Q: Does CSB have structured partnerships with other organizations sharing space?

A: Yes, each partner has a written agreement with CSB for the use of the space. They are reviewed by Sr. Staff for any changes approximately every 2 – 3 years.

Q: Has the board done an independent self-assessment of its own performance and role?

A: Not recently. The last one was conducted in 2006. This is one of the items the President is seeking input on for any changes that might be desired.

Q: Did CSB do an independent investigation of CSB actions in the recent criminal charges (later dropped) against an organization that received funds from CSB?

A: No. The FBI did a thorough investigation of both CSB and the charged organization. CSB was the prime witness for the FBI case.

Q: Has the board reviewed its mission statement to see if it needs revision?

A: No. This is another item the President seeks input on. (current mission statement: Facilitate and be the catalyst for workforce development services that are responsive to the employment needs of Brevard County.



May 3, 2016

Discussion Brief

Review for Board Meeting Discussion

Background

A recent site location article was sent to the Board of Directors on behalf of the EDC. Additionally, there is a large article in the May Space Coast Business magazine that is all about 'Turning on the Talent Pipeline' and features the EDC actions.

Discussion

In November of 2012 the Board had a presentation by the EDC on the plans to do workforce training in the form of the CPT. There were no questions from the Board members which led the EDC to believe there were no problems with them engaging in workforce training.

Similarly these two new articles are now out in public and without asking questions the CSB Board will be perceived as being in agreement with the actions of the EDC. Additionally, the EDC has received \$300,000 for CPT pilot and an image attraction campaign. These funds should coincide with the actions of the manufacturing grant; however, there is no information being provided by the EDC regarding the plans for the funds.

The CSB Board meeting could have a discussion around the direction of the EDC and questions regarding the roles, partnerships, new funding plans, etc. and what CSB Board members think is the best partnership, collaboration, etc.



May 3, 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, 2015 and ending on March 31, 2016.

Report Descriptions

CSB FINANCIAL REPORT (CHART 1)

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

CSB FISCAL DASHBOARD INDICATORS (CHART 2)

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

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

FEE FOR SERVICE ACTIVITIES (CHART 3)

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



FY 2015-16 FINANCIAL REPORT

July 1, 2015 through March 31, 2016

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

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

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

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

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

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

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

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

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

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

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

CUSTOMER SERVICES

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

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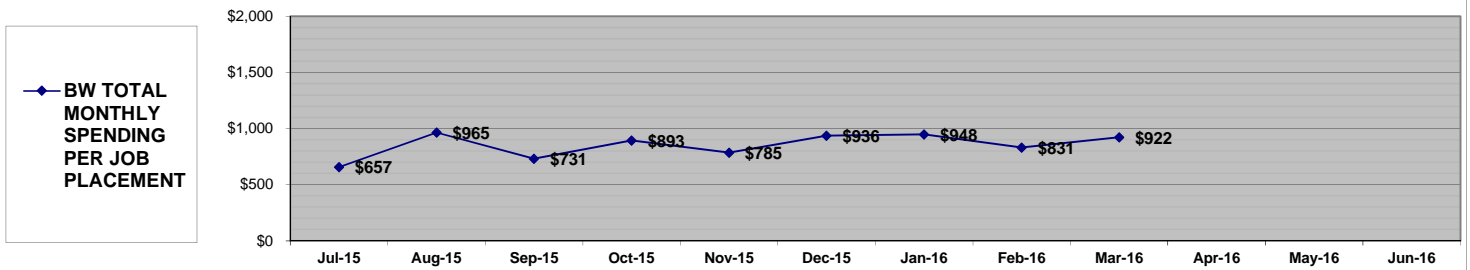
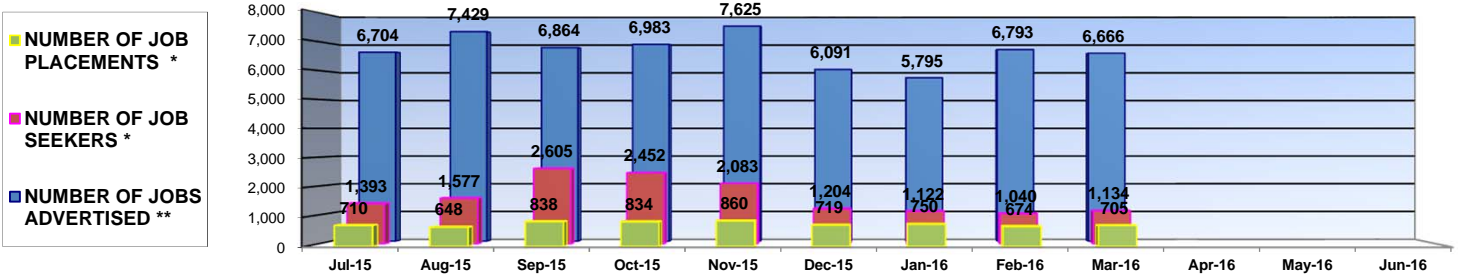
TOTAL ANNUAL BUDGET	8,464,712	9,388,400	7,041,700	5,767,100	61.4%
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STATE-LEVEL FUNDING	753,960	891,800	668,900	639,375	71.7%
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TOTAL WORKFORCE BUDGET	9,218,672	10,280,200	7,710,600	6,406,475	62.3%
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

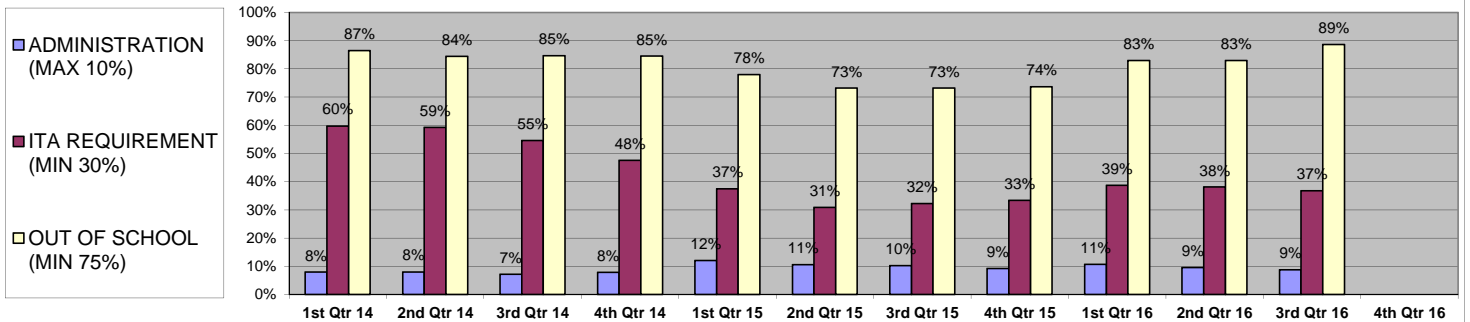
MONTHLY JOBS REPORT & BW SPENDING PER JOB PLACEMENT



* Source - DEO Monthly Management Reports

** Source - HWOL Monthly Job Demand Reports

ANNUAL SPENDING CAPS BY QUARTER



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



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

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

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

VENDOR PAYMENTS REPORTED FROM 1/1/16 - 3/31/16 (>\$1,500)

DATE	VENDOR	AMOUNT	PURPOSE
01/05/16	RSM US LLP	3,600.00	CSB annual financial audit - final payment
01/06/16	Brandt Ronat and Company	4,618.00	JDCD monthly outreach campaign
01/07/15	Brandt Ronat and Company	4,150.00	JDCD outreach campaign - media buys
01/18/16	Brandt Ronat and Company	5,000.00	Sector Strategy outreach campaign & editorial writing
01/19/16	Brandt Ronat and Company	4,906.00	JDCD outreach campaign development
01/25/16	Brandt Ronat and Company	2,562.00	SFTI talent recruitment video production
01/26/16	Suntrust Bankcard / Cisco	7,950.00	Cisco replacement routers for career centers (3)
01/27/16	Florida Workforce Development Assoc	3,048.00	Annual FWDA membership dues
01/31/16	Artemis International Tech	8,780.00	Dell Poweredge replacement servers (2)
01/31/16	Brandt Ronat and Company	2,276.00	JDCD outreach campaign - media buys
01/31/16	Regionerate LLC	4,577.00	Sector Strategy manufacturing meeting facilitation
01/31/16	TALX Corporation	1,911.00	Work Number employment verification service
02/01/16	Employee Services	2,500.00	Annual employee assistance program renewal
02/03/16	International Business Machines Corp	3,089.00	Prove IT! assessment software annual renewal
02/10/16	Brandt Ronat and Company	5,625.00	JDCD outreach campaign development
02/15/16	Taylor Lombardi Hall & Wydra PA	6,851.00	Financial monitoring services
02/19/16	Brandt Ronat and Company	6,822.00	Sector Strategy web development & SFTI video
02/25/16	Brandt Ronat and Company	4,618.00	JDCD outreach campaign - media buys
02/28/16	Brandt Ronat and Company	1,572.00	JDCD outreach campaign - media buys
02/29/16	Brandt Ronat and Company	8,352.00	JDCD outreach campaign - media buys
02/29/16	Regionerate LLC	1,600.00	Sector Strategy manufacturing meeting facilitation
02/29/16	Taylor Lombardi Hall & Wydra PA	7,256.00	Financial monitoring services
03/14/16	Brandt Ronat and Company	4,618.00	JDCD outreach campaign - media buys
03/15/16	Brandt Ronat and Company	2,406.00	JDCD outreach campaign production
03/22/16	Brandt Ronat and Company	5,305.00	Website maintenance & MFEA campaign media
03/31/16	Brandt Ronat and Company	4,591.00	JDCD outreach campaign - media buys
TOTAL		118,583.00	



Executive Committee

Meeting Attendance Record PY 2015-2016

	BOARD MEMBER	AUG	NOV	FEB	MAR	APR	MAY
1	Bishop, Daryl	P	P	P	P	P	
2	Chivers, William	P	P	A	P	A	
3	Jordan, Robert	P	P	A	P	P	
4	Just, Paula	P	P	P	P	P	
5	Menyhart, Mike	P	P	P	P	A	
6	Schrumpf, Terry	P	P	P	P	P	
7	Stratton, Patricia	A	P	P	P	P	