



# Board of Directors Meeting

November 14, 2017 – 8:00am  
 CareerSource Brevard Conference Room  
 (Teleconference 321.394.0707)

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

## 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>
<b>Call to Order</b>	Paula Just	
<b>Introductions</b>		
<b>Public Comment</b>		
<b>Presentations:</b>		
A. Audit Report	Marci Murphy	
B. DEO Presentation		
<b>Action Items:</b>	Marci Murphy	1-12
A. Bylaws		
<b>Consent Action Items:</b>	Paula Just	
A. Board of Director's Meeting Minutes – 8/22/17		13-14
<b>Committee Chair Reports:</b>		
A. Industry Workforce Committee – 10/19/17	Susie Glasgow	
B. Career Center Committee – 9/14/17	Mike Menyhart	
C. Governance/Finance Committee – 10/30/17	Daryl Bishop	
<b>Information Items</b>	Marci Murphy	
A. Governance/Finance Committee Structure		15-16
B. Hurricane Updates		17-18
C. WESH Channel 2 Update		19-20
D. Economic Community Impact Report		21
E. Attracting Hidden Talent through CBO Partnerships		22-24
F. Career Center Standards		25-26
G. Grow the Resources of the Board		27-35
H. Financial Reports (Charts 1, 2, & 3)		36-40
I. Committee Meeting Minutes		
a. Executive Committee – 7/31/17 and 10/30/17		41-44
b. Industry Workforce Committee – 8/3/17		45-46
c. Governance/Finance Committee – 10/17/17 and 10/30/17		47-49

## *Adjourn*

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

### **Upcoming Meetings:**

All meetings are in the CSB Boardroom unless otherwise noted

#### **November 2017**

14<sup>th</sup> Board of Directors-8am

#### **December 2017**

14<sup>th</sup> Career Center Committee-8:30am

#### **January 2018**

25<sup>th</sup> Industry Workforce Committee-8:30am

29<sup>th</sup> Executive Committee-4pm

#### **February 2018**

13<sup>th</sup> Board of Directors Annual Retreat-8am-Rockledge Career Center

#### **March 2018**

8<sup>th</sup> Career Center Committee-8:30am

#### **April 2018**

26<sup>th</sup> Industry Workforce Committee-8:30am

30<sup>th</sup> Executive Committee-4pm

#### **May 2018**

15<sup>th</sup> Board of Directors-8am

#### **June 2018**

14<sup>th</sup> Career Center Committee-8:30am

November 14, 2017

## **Action Brief**

### **Bylaws Review and Modification**

#### **Background**

CareerSource Brevard's (CSB) Bylaws were last modified in 2012. It is now the responsibility of the new Governance/Finance Committee to review and modify the Bylaws. The Committee met on October 17 and October 30, 2017 for this purpose and compared side-by-side input from two other Workforce Boards (Orlando and Ocala) and recommendations from John Byron who is a Brevard County resident who specializes in helping non-profit boards develop strategic plans and bylaws. The Governance/Finance Committee is recommending the Board of Directors approve the recommended changes to CSB's Bylaws (Attached).

#### **Summary of High Level Changes**

- Addition of three new committees: Governance/Finance, Industry Workforce, Career Center
- Oversight of financials by the Governance/Finance Committee
- Selection of new Directors, selection of Officers, and review of additional term limits are now the responsibility of the Governance/Finance Committee
- New name – CareerSource Brevard
- Conflict of Interest regulations at the State Level changed
- Addition of Nondiscrimination Clause
- More details in certain areas, less in others

#### **Action**

Approve the Bylaw modifications recommended by the Governance/Finance Committee and the Board of Directors contingent upon review and approval by Stephen Lacey of the Rossway Swan law firm. Bylaws to be ratified by the Brevard Board of County Commissioners.

BREVARD WORKFORCE DEVELOPMENT BOARD, INC.

BYLAWS

As Amended November 14~~6~~, 2017~~2~~

**ARTICLE I. NAME, SERVICE AREA, OFFICE LOCATION**

**A. NAME**

Doing business as CareerSource Brevard (CSB), this organization's legal name is Brevard Workforce Development Board, Inc. The legal name of the organization shall be the Brevard Workforce Development Board Inc. however, it shall conduct business as Brevard Workforce (BW), hereinafter referred to as the Corporation.

**B. SERVICE AREA**

The Corporation shall serve Brevard County, Florida, also known as Region 13.

**ARTICLE II. PURPOSE MISSION**

The Corporation shall facilitate and be the catalyst for workforce development activities that are responsive to the employment and training needs of businesses and job seekers.

**ARTICLE III GOVERNING STATUTES**

**POWERS OF THE CORP**

**General Powers:**

Except as limited by the Articles or these Bylaws, the Corp will have and exercise all rights and powers in furtherance of its purpose now or hereafter conferred on not-for-profit corporations under the laws of the state of Florida.

**Workforce Powers:**

The Corp will have and exercise all rights and powers granted to regional workforce boards under the laws of the state of Florida and workforce investment boards under Public Law No. 105-220, Title I, Section 117(b) United States Code, and all other applicable federal and state workforce laws, regulations and directors.

**ARTICLE IV~~H~~. BOARD OF DIRECTORS**

**A. DUTIES**

The business and affairs of the Corporation shall be the responsibility of the Board of Directors, herein referred to as the Board.

Responsibilities and Authorities:

Manages and directs the affairs of CSB, protects its interest, determines its direction, advances its mission, goals, and strategies, and supports its programs.

Ensures effective planning and adequate resources, managing resources efficiently.

Authorizes an approved budget through Board action.

Ensures ethical and legal behavior.

Elects CSB officers.

Hires and fires the President.

Approves and oversees execution of the strategic plan.

Exercises emergency powers allowed by law. The emergency board may adopt bylaws making all provisions necessary for managing the CSB during the emergency. All provisions of the regular Bylaws not affected by the emergency remain in effect and the emergency bylaws are not effective after the emergency ends.

## **B. NOMINATION AND COMPOSITION OF DIRECTORS**

Individuals shall be nominated to serve on the Board in accordance with governing legislation and policy direction of the Corporation's funders, and ~~BW~~ CSB procedures. Composition of the Board shall reflect requirements of governing legislation and local charter requirements as amended from time to time. Specifically, business representatives shall represent companies with five (5) or more employees and meet all state and federal requirements. The Corporation will have a minimum of 51% business representation. In the event of conflict among different funders, federal funding requirements shall prevail.

## **C. APPOINTMENT- OF DIRECTORS**

The governing legislation and policy direction of the Corporation's funders determine the manner in which Directors are made members of the Board. All board member nominees are appointed by the Brevard Board of County Commissioners as recommended to them by the full Board of Directors. Nominations for appointment of Directors to fill vacancies on the Board or to be vetted to serve another term or to increase the number of Directors on the Board shall be held throughout the year with nominations received and vetted through the Governance/Finance Committee and voted on at Board meetings by a majority of Directors then holding office, including those Directors whose term shall expire at such meeting.

## **D. MEMBERSHIP ON OTHER COMMITTEES -**

The Board Chair (or the President as directed by the Board Chair) shall appoint Directors of the Board to a committee assignment based on Board need and Director interest. At the discretion of the Board Chair, non-Board members may serve on ~~BW~~ CSB committees, with the exception of the Executive Committee. Only Directors can chair committees. Such non-Board members are not required to file State Financial Disclosures. All Directors or their designated appointee are expected to serve on one committee.

## **E. TERM OF DIRECTORSHIP**

Directors of the Board shall serve three (3) year terms, with one-third (1/3) of the Director's terms terminating each year. Prior to expiration of their term, the Governance/Finance Committee will review each membership and may ask one or several Board Directors ~~may choose~~ to serve additional term(s) upon the expiration of their term, subject to Board approval.

## **F. CONFLICT OF INTEREST**

No Director ~~may shall~~ cast a vote, ~~nor~~ participate in discussion, relating to any procurement ~~or~~ provision of services by that Director ~~for by~~ any organization ~~which~~ that the Director represents or is affiliated with, ~~nor~~ vote on any matter which would

provide financial benefit to that Director, ~~its the Director's~~ employer or members of ~~its the Director's~~ immediate family. If the procurement (contract) is with an organization or individual represented on the board of directors, the contract must be approved by a two-thirds vote of the board when a quorum has been established and the board member who could benefit financially from the transaction must abstain from voting on the contract before the vote.

All such procurements must follow this requirement, except for those where the State Workforce Board has allowed other alternatives to be used.

Each Director ~~is shall be~~ subject to the provisions of the governing legislation and policy direction of the ~~Corporation's CareerSource Brevard's~~ funders.

~~As per Florida Statutes 445.007, if a procurement (contract) is with an organization or individual represented on the board of directors, the contract must be approved by a two-thirds vote of the entire board membership and the board member who could benefit financially from the transaction must abstain from voting on the contract. All such procurements must follow this requirement, except for those where the State Workforce Board has allowed other alternatives to be used.~~

Unless otherwise stated by the State Workforce Board, all multiple year contracts with a board member or their organization shall be considered approved for all renewal options as indicated with the initial vote on the contract; excluding any breach or withdrawal from the contract under normal contract terms.

Upon appointment to the Board, each Director ~~(except ex-Officio Directors)~~ shall be required to annually sign a Financial and Organizational Disclosure Statement as required by state law.

## **G. RESIGNATION**

~~A Director who If no longer representing the constituency, from which he or she was nominated to represent appointed, a Director is required to, shall notify the President and or Chair of the Board, in writing and resign from the Board. A prospective replacement is recommended by the Governance/Finance Committee, and a nomination is brought to the Board for approval, and presented to the County Commission for ratification. , and the President or Chair shall initiate nomination procedures to replace said Director. The Director may continue to serve on the Board pending nomination and election of his or her replacement.~~

A Director may resign at any time by giving written ~~notice~~ notice with an effective date to the President ~~and or~~ Chair of the Board. The resigning Director may continue to serve on the Board pending nomination and election of his or her replacement. A prospective replacement is recommended by the Governance/Finance Committee. A nomination is brought to the Board for approval, and presented to the County Commission for ratification. Board vacancies occurring for other reasons follow these same rules.

~~The A Director who replace the resigning a Director who has left the Board shall serve~~ s the remainder of the term of office of the ~~resigning departed~~ Director.

## H. REMOVAL FOR CAUSE

The Board may remove a Director whenever, in its judgment, the best interest of the Corporation would be served. Removal shall be affected by two-thirds (2/3) vote of the Directors attending a called meeting for this purpose.

It is expected that all Directors will attend all scheduled Board and relevant committee meetings. Unless otherwise required by statute, Directors who fail to attend a majority of regularly scheduled meetings based on the annual program year will be subject to removal from the Board unless extenuating circumstances are found and ~~accepted by the Executive Committee reported to the Board.~~ At Board meetings, Designees of Directors shall not be considered as the Director having been in attendance.

## I. VACANCIES

When vacancies occur on the Board, the Governance/Finance Committee will bring recommendations to the full Board for candidate approval. Nominations from the floor are permitted. When filling a vacancy, the Executive Committee and/or the President shall seek, or cause to be sought, appropriate candidate recommendations. ~~When filling a vacancy, the Executive Governance/Finance Committee shall at all times follow the guidelines set forth in the governing legislation and policy direction of the Corporation's funders.~~

# ARTICLE IV. MEETINGS

## A. NUMBER AND INTERVAL

The Board will hold an annual meeting during each the calendar year followed by quarterly meetings. ~~as determined by the Chair, and at least one regular meeting during each quarter of the year.~~ The ~~Chair shall~~President determines the date, time and place for the meetings.

## B. NOTIFICATION OF MEETINGS

The ~~Chair via the~~ President ~~shall notify~~esy all Directors of scheduled and special meetings by ~~mail, email or by facsimile~~ at least five (5) days in advance, specifying the date, time, and location of the meeting and its agenda. ~~This notification shall contain the date, time and place of the meeting and identify the agenda items.~~ The President develops and the Board Chair is entitled to attend all Board and committee meetings and shall be notified of reviews and approves the agenda of all meetings of the Board, and will assure that ~~meetings are~~ the President properly notices all meetings ~~d~~ in compliance with Florida Government in the Sunshine Law.

## C. SPECIAL MEETINGS

A special meeting may be called by tThe Chair, President or any written request of three Directors in compliance with the Florida Government in the Sunshine Law. ~~may call special meetings. Upon written request for a meeting by three or more Directors, the Chair shall notify all Board Directors in writing as to the date, time, place and purpose of such a meeting. Notification of the meeting shall be mailed, emailed or furnished by facsimile not less than five (5) days prior to the meeting.~~

## D. PROCEDURES

Business will be conducted to the extent feasible in accordance with Robert's Rules of Order, Newly Revised, as long as ~~shall apply in all instances in which~~ they are applicable and not inconsistent with these Bylaws.



## E. QUORUM

A quorum is required for all Board of Directors and Standing Committee Meetings when conducting official business that requires an action. A majority of the number of active Directors in good standing shall constitute a quorum for the transaction of business at the Board of Directors and Executive Committee meeting-of-the Board meetings. Designees of CSB Directors who are in attendance at any Board or Executive Committee meeting shall not be considered in establishing a quorum, nor shall exercise a vote. Designees of Directors and non-board members that members of the Governance/Finance, Career Center, and Industry Workforce Committees are considered for a Quorum.

Directors and Committee members are able to participate via teleconference and will count for the quorum and for voting. ~~No Director of the Board shall be entitled to more than one (1) vote.~~

## ARTICLE VI. OFFICERS OF THE BOARD

### A. ~~NUMBER AND DESCRIPTION, ELECTION, TERM, SUCCESSION~~

~~—The Board shall elect the following officers of the Board of Directors:~~CareerSource Brevard's Officers are:

Chair  
Vice Chair  
Treasurer

At the conclusion of the Chairman's term, he or she will serve as immediate Past Chair on the Executive Committee.

1. Only Directors may serve as Chair, Vice Chair, or Treasurer.
2. At the regular quarterly meeting just prior to yearend, the current Board elects Board officers for the next year from a slate proposed by the Governance/Finance Committee, permitting nominations from the floor. The Board Chair conducts the election, counts the votes, and announces the results.
3. The term of office for officers is one year. None may serve in the same office for more than two consecutive terms.
- 4.4. Officers take office at the first Board meeting following the new fiscal year. If a vacancy occurs, the Governance/Finance Committee nominates a Director to fill the vacant seat and the Board votes to approve the individual to fill the remainder of the term, nominations from the floor permitted.

### B. DUTIES

Duties of the Chairman:

The Chair ~~shall will:~~

- a. ~~preside~~ Preside over at all meetings of the Board of Directors and review the agenda for all Board meetings in consultation with the President.
- b. Make all committee appointments
- c. Will not be assigned to any Committee other than the Executive Committee
- a.—d. Perform all other duties assigned to the Cchairman under these Bylaws and those usually pertaining to the office of the Chairman. The Chair is responsible for providing leadership to the Board in carrying out its collective responsibility to develop broad community-based voluntary support and cooperation in delivering the objectives of the Corporation.



Duties of tThe Vice Chair:

- a. Preside at all meetings of the Board in the absence of the Chairman
- b. Be a member of the Executive Committee
- c. Assist the Chairman, when requested, in the performance of the Chairman's duties
- d. Perform all such other duties usually pertaining to the office of Vice Chairman, including acting as the Chairman during the absence or disability of the Chairman.

~~a. shall preside over meetings of the Board in the absence of the Chair, shall assist the Chair as directed and shall perform the duties of the Chair when the Chair is absent or unable to act.~~

Duties of tThe Treasurer:

- a. Performs the duties incident to the office and other duties as assigned by the Chair and mutually agreed
- b. Serves on the Governance/Finance Committee
- ~~a.c. shall, in general, perform the duties incident to the office, and other such duties as assigned by the Chair.~~

**C. ELECTION OF OFFICERS OF THE BOARD**

~~At one of the quarterly meeting just prior to the end of the fiscal year, the Board elects the Chair, the Vice Chair, and the Treasurer from the Business Sector board members for the next year from a slate of officer candidates presented/recommended by the Governance/Finance Committee. s of the Board of Directors, the Executive Committee, or its delegate, shall present recommended candidates representing the business sector for acceptance by the Board. Nominations Nominations from the floor will be accepted. The election of the officers of the Board shall be consistent with the governing legislation and policy direction of the Corporation's funders. Election shall be by public vote. The Chair shall conducts the election, counts the votes and announce the results to the full Board.~~

All officers of the Board shall be elected for a period of one (1) year, and may not be nominated and serve in the same office for more than two (2) consecutive terms. In extenuating circumstances, the Board has the authority, through a majority vote, to modify the term limits of one or more of the officer positions.

**ARTICLE VII. OFFICERS OF THE CORPORATION**

**A. NUMBER AND DESCRIPTION**

The Officers of the Corporation shall be:

President  
Secretary

**B. DUTIES**

The position of President of the Corporation shall be nominated by the Executive Committee and confirmed hired by the Board of Directors, ~~and shall serve at the pleasure of the Board of Directors.~~ The President will be a full-time employee of the Corporation and not a member of the Board of Directors. The President will be reviewed annually by the Executive Committee and the President's salary and bonuses will be set by the Executive Committee. The President may only be terminated upon the recommendation of a majority of the members of the Executive Committee and a majority vote of the Board of Directors. The President will be the

chief executive officer of the Corporation and will be responsible for the general and active management of the business and affairs of the Corporation, subject to the direction of the Executive Committee and the Board of Directors.

~~The President shall be employed as a paid staff executive and shall be responsible for the general supervision and control of the organization's operation and administration.~~

In the event the President of the Corporation is unable to perform his or her duties as assigned by these Bylaws due to absence, illness or other infirmity, the Executive Committee shall have the authority to designate and appoint an Acting President to serve in a temporary capacity so long as the President remains unable or unavailable to perform his or her duties. The designation and appointment by the Executive Committee shall be ratified by the full Board of Directors by majority vote of a quorum. ~~at the first regularly scheduled or specially called meeting of the Board following the action by the Executive Committee. In the event the President will not return to full service of the Corporation, this appointment shall be on an acting basis until a full open search can be conducted.~~

The Secretary of the Corporation shall be appointed by the President with concurrence of the Executive Committee and shall accurately record all meetings and official proceedings of the Board and serve as custodian of Board records, files, and records of the Corporation. The records of the Corporation shall be maintained at the main corporate offices.

## **ARTICLE VIII. COMMITTEES**

### **A. STANDING COMMITTEES**

The Chair shall appoint members to the Board's committees, according to Board needs and member interest. At the [Board](#) Chair's discretion, non-Board members may be appointed to a committee.

The standing committees of the Board shall consist of:

Executive  
[Governance/Finance](#)  
[Industry Workforce](#)  
[Career Center](#)

Additional standing committees will be formed by the Chair [of the Board](#) in response to governing legislation and policy direction of the Corporation's funders, or the needs of the Corporation.

~~The Board shall, from time to time, define and adopt Committee Mission Statements for each standing committee established by these Bylaws. The Committee Mission Statements may be attached to the Bylaws for reference but shall not be considered as a part of these Bylaws.~~

### **~~B. EXECUTIVE COMMITTEE~~**

The Executive Committee shall consist of the following:  
Chair of the Board of Directors

Vice Chair of the Board of Directors

Treasurer of the Board of Directors

Past Chair of the Board of Directors

Chair of any standing committee created in response to governing legislation and policy direction of the Corporation's funders, or the needs of the Corporation.

The Executive Committee shall have the authority to exercise those powers of the Board, which may be lawfully delegated and consistent with these Bylaws. The Chair of the Board shall preside over the Executive Committee. A majority of the Executive Committee shall constitute a quorum.

The Executive Committee shall have and may exercise all authority of the Board, except for the following prohibitions:

- May not remove existing officers or Board Directors or elect new officers.
- May not adopt, repeal, or amend these Bylaws or Articles of Incorporation.
- May not adopt or amend the budget or adopt programs except when time requirements clearly do not permit action by the full Board without unduly restricting needed services to the constituency it serves. Under those circumstances, in the discretion of the Chair, the Executive Committee may approve or amend the budget, adopt programs and approve contractors for competitively bid funds from federal, state and local governments, from foundations, and from sector sources. In such cases the Executive Committee shall report its actions and recommendations at the next Board meeting for ratification.

The Executive Committee shall meet, with reasonable notice, at the call of the Chair, the President or upon receipt of written request by any three Directors of the Executive Committee.

### **GOVERNANCE/FINANCE**

The Governance/Finance Committee will be chaired by the Director appointed by the Chair of the Board of Directors and will consist of members appointed by the Chair of the Board. At the ~~Chair of the Board~~ Chair's discretion, non-board members may be appointed to this committee. The Treasurer can chair this committee, but at a minimum must reside as a member on this committee. The Governance/Finance Committee will review and make recommendations to the Board of Directors on the following:

- 1) Bylaws
- 2) Recruitment of new board members, recommendations of additional terms by existing directors and nominations of officers to the board
- 3) Board Training
- 4) Periodic reports on the financial activities of the corporation. Issues may be directed to the Executive Committee first before taken to the Board.

### **INDUSTRY WORKFORCE**

The Industry Workforce Committee will be chaired by a Director appointed by the Chair of the Board and will consist of members appointed by the Chair of the Board. At the Board Chair's discretion, non-board members may be appointed to this committee. The Industry Workforce Committee will identify current and future workforce needs of the business community and create solutions to meet their needs.

## **CAREER CENTER**

The Career Center Committee will be chaired by the Director appointed by the Chair of the Board and will consist of members appointed by the Chair of the Board. At the Board Chair's discretion, non-board members may be appointed to this committee. The Career Center Committee will work to create a Career Center Model that is one of the top choices for career seekers and businesses in Brevard by offering quality workforce products and services.

### **C. AD HOC COMMITTEES**

The Chair of the Board may appoint ad hoc committees on an as-needed basis. Members may include non-Board members.

## **ARTICLE ~~VIII~~ IX. FINANCE**

### **A. FISCAL YEAR**

The fiscal year of the Corporation shall begin on the first (1<sup>st</sup>) day of July and end on the thirtieth (30<sup>th</sup>) day of the month of June of the next calendar year.

### **B. FINANCIAL ACCOUNTS**

All financial records and statements shall be prepared in compliance with generally accepted governmental accounting principles as set forth in Federal and Florida Statutes and funding program guidelines, and as may be required by the governing legislation and policy direction of the Corporation's funders. The financial records shall comply with all contractual or statutory requirements applicable to the Corporation.

### **C. NEGOTIABLE INSTRUMENTS**

The Chair or the President (or his or her designee(s), in writing) shall sign all checks, drafts or other orders for the payment of money.

### **D. CONTRACTS**

All contracts of the Corporation shall be signed by the President, who may from time to time, as needed, and in writing, designate another staff member to enter into any contracts or agreements.

### **E. LOANS**

No loan or evidence of indebtedness or promise to pay shall be contracted on behalf of the Corporation unless authorized by a resolution of the Board of Directors. Such authority may be general or specific.

## **ARTICLE ~~IX~~. AGENTS, CONSULTANTS, PROFESSIONAL SERVICES**

Persons or firms other than officers of the Corporation may from time to time be engaged or employed to assist the Corporation in carrying out its programs and purposes.

## **ARTICLE ~~XI~~. STAFF**

The Corporation may employ staff necessary to carry out the functions and purposes of the Corporation. The President shall be solely responsible for the selection, hiring, general management, supervision, termination and separation of all staff.

## **ARTICLE XII. INVESTMENTS**

All investment of funds of the Corporation in financial instruments shall be reviewed and approved by the ~~Executive~~ Governance/Finance Committee prior to action by the Board.

## **ARTICLE XIII. AUDITS**

### **A. AUDITS BY PUBLIC AGENCIES**

The Board shall cause to be made available all books and records of the Corporation for examination as required by governing legislation and policy direction of the Corporation's funders

## **ARTICLE XIV. INDEMNIFICATION**

### **A. VOLUNTEER PROTECTION ACT**

The Corporation shall indemnify the Directors, officers and employees to the full extent permitted by the Florida Statutes;

### **B. INDEMNIFICATION NOT EXCLUSIVE**

The foregoing indemnification shall not be deemed exclusive of any other right to which one indemnification may be entitled, both as to action in another capacity while holding such office, and shall inure to the benefit of the heirs, executors and administrators of any such person.

### **C. INSURANCE AND OTHER INDEMNIFICATION**

The Board shall have the power to purchase and maintain such fidelity and bond insurance on such officers, Directors, staff and on behalf of others, to the extent power to do so has been or may be granted by statute and give other indemnification to the extent not prohibited by statute.

## **ARTICLE XV. AMENDMENT OF BYLAWS**

These Bylaws may be altered, amended or repealed by the Board at any meeting of the Board after seven (7) days written notice that such action is a stated purpose of the meeting. Alteration, amendment or repeal of the Bylaws shall require a majority vote of a quorum of Directors in attendance at the meeting.

## **ARTICLE XVI. ENACTMENT PROVISION**

These Bylaws shall become effective upon approval by a majority vote of the Directors voting thereon.

### **Nondiscrimination**

All actions taken by the board shall be made without regard to age, sex, race, religion, national origin, political affiliation, marital status, other prohibited bases under applicable law or handicap.

~~Adopted by the Board of Directors on this 16<sup>th</sup> day of November, 2012.~~

CareerSource Brevard  
**Board of Directors Meeting**  
August 22, 2017

**MINUTES**

**Members in Attendance:** Paula Just (Chair), Daryl Bishop, Desmond Blackburn, Colleen Browne (via teleconference), William Chivers, Dale Coxwell, Susan Glasgow, Nancy Heller (via teleconference), Robert Jordan, Mike Menyhart, Wayne Olson, Terry Schrumpf, Ronald Taibl.

**Members Absent:** Shawn Beal, Debra Greco, Jennifer Kenny, Traci Klinkbeil, Travis Mack, Linda Miedema, Kevin Smith, Patricia Stratton, Lynda Weatherman.

**Staff Present:** Jana Bauer, Denise Biondi, Judy Blanchard, Rick Lepre, Donald Lusk, Richard Meagher, Marci Murphy, Lyn Sevin, Jeff Witt.

**Career Center Staff Present:** Thomas LaFlore, Omar Torino, Kristine Wolff.

**Guests:** Jeff Arnott, Paulette Howell, Yuri Marino, Kristofer Smith.

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

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

**Presentations:**

Customer Recognition

Jana Bauer introduced Yuri Marino, Summer Youth Intern, and Kris Smith from the City of Cocoa. Yuri was recognized for her success with the City of Cocoa Summer Jobs Program.

Staff Recognition

Eric Hutchins, Jon Michael and Stephanie Mosedale were recognized for 5 years of service to CSB. Judy Blanchard and Lyn Sevin were recognized for 10 years of service to CSB.

Labor Market Information

Jennifer Lasser reviewed labor market information.

**Action Items:**

Contract with Board Member

Paula Just identified the need to abstain from discussion and voting on this item prior to the meeting. Motion to recommend Department of Economic Opportunity approve renewal of the annual employee health insurance contract with Health First Health Plans, Inc. in an amount not to exceed \$200,000 made by Daryl Bishop and seconded by Susie Glasgow. Motion passed unanimously with Paula Just abstaining.

**Consent Action Items:**

Paula Just opened the floor for discussion and approval on the consent agenda items:

1. Board of Director meeting and retreat minutes for May 23, 2017
2. President 2017-2018 Goals

Motion to approve the Consent Action Items made by Robert Jordan and seconded by Mike Menyhart. Motion passed unanimously.

**Committee Chair Reports:**

Susie Glasgow gave a report on the Industry Workforce Committee meeting held on August 3, 2017.



**Information Items:**

Information items included Committee Structure, EFSC Industry Advisory Councils, End of Year Contractor Performance, Titusville Career Center, Grow the Resources of the Board, Financial Reports, and Committee Meeting minutes. There was brief discussion on Grow the Resources of the Board and it was noted that the Hurricane Matthew Grant’s additional funding was extended to 9/31/18 and not 9/31/17 as indicated in the report. Richard Meagher reported on the status of the financial reports and there was discussion on the fiscal dashboard administration rate, the summer youth program, and apprenticeship funding.

There being no further business, the meeting was adjourned at 8:52am.

Submitted by,

Reviewed by,

(signature on file)  
Lyn Sevin

8/24/17  
Date

(signature on file)  
Paula Just

8/24/17  
Date

## **Information Brief**

### **New Governance/Finance Committee Processes and Tasks**

#### **Background**

A new Standing Committee has been formed to address processes of the Board of Directors and more financial oversight. This Committee is the Governance/Finance Committee and below are the tasks associated with the committee.

#### **Financial Reporting**

One of the new requirements of the Governance/Finance (GF) Committee will be to review various CSB financial reports to maintain fiscal oversight. If there are any financial issues that need to be discussed/resolved, the Treasurer and/or Chair of this Committee will bring these to the Executive Committee and full Board as necessary. Please note that moving forward, financials will no longer be addressed at the Executive Committee unless there is an issue or decision that needs to be reviewed/approved. The GF Committee will only have approval authority for the Annual Budget which would then go before the Board for final approval and then to the County Commission for ratification. The Annual Audit Report will be reviewed by this committee and approved by the full Board of Directors. The Quarterly Financial Reports, Quarterly Fiscal Dashboard Indicators Report, and the Quarterly Fee for Service Activities will be reviewed by this committee and the Board of Directors. The Annual Tax Return, Periodic Monitoring Reports and Quarterly Vendor Payment Reports will be reviewed by this committee only.

#### **Board Training**

Yearly Board Training topics will be decided upon and rolled out to the full Board. The trainings this year will be Florida Sunshine Laws and Financial Interest Form completion process.

#### **New Board Membership**

The process for new board membership will entail the following: An email will be sent to all Board members, giving the parameters for board membership and asking for submissions of qualified candidates. Recommended candidates from board and staff will be vetted by staff for meeting the minimum qualifications and validated of their interest in board membership. This committee will then choose candidates for Board vote and approval. Approved board members will then go to the County Commission for ratification. This committee will also be responsible for recommendations of additional terms by existing directors as their term limit ends and nominations of officers to the board.

## **Bylaws Update**

The Bylaws have not been modified since 2012 so this committee will do a total review, modification and approval of the bylaws which will be reviewed by CSB's lawyer with final approval by the Board of Directors and ratification by the County Commission.

## **Information Brief**

### **Hurricane Process Overview**

#### **Background**

When a Hurricane strikes, or any other declared disaster in Brevard County, there are actions that CareerSource Brevard is required to take. These actions depend upon declarations made by the Federal, State, and Local Governments. Each disaster is unique, but, based upon the fact that most of the disasters we have faced in the past have been hurricanes, CSB can predict similar processes to occur. It is important that the Directors of the Board of CareerSource Brevard, being the face of CSB, understand and are cognizant of these actions and impacts. Below is a high level description of some of the services we do and have done in the past, dependent upon the level of severity, the need in the community, and the funding associated.

#### **Disaster Unemployment Compensation**

This comes from the Federal government through the State of Florida and it helps people that can't go back to work after a disaster because the business they worked at is not open due to the disaster. The benefit is for either permanent loss of work or temporary loss of work while the business was closed. We are required to help people file for this almost immediately after a hurricane passes and we have a safe place to operate. Sometimes, even if computers are not available, we have to manually supply the forms and send them in.

#### **Disaster Recovery Centers (DRC)**

These are set up by FEMA and usually have FEMA & State employees available and CSB is required to staff these centers. Centers also include local agencies such as 211 Brevard, United Way, Salvation Army and Red Cross. The centers are open 7 days a week and are designed to connect impacted citizens with everything from the Blue Roof Program and Temporary Housing to information about local food pantries. Depending upon the severity of the hurricane, the locations can be within a building or outside using a tent. At this writing the Brevard DRC, located at the County Agricultural Center in Cocoa is still open and still serving customers.

#### **Disaster Supplemental Nutritional Assistance Program (DSNAP)**

When Brevard is issued DSNAP (disaster food stamps), DCF is able to administer programs to assist thousands of people. This means hiring staff to administer the issuance of food stamps in a very short timeframe. For Hurricane Irma, CSB was asked to hire as many people as possible in one week (up to 100) and they all had to pass Level 2 background checks. CSB was able to provide 65 workers to support this effort. For hurricane Irma, approximately 48,000 Brevard individuals and families were processed as part of DCF's DSNAP program.

### **Dislocated Worker Grants (DWG) (formerly National Emergency Grants)**

The U.S. Department of Labor can issue these grants through the State of Florida to help place unemployed people in jobs that help restore a community that has been damaged by a hurricane. These jobs can include projects like, hiring a case manager for United Way, staffing 2-1-1, clean up of parks and beaches, debris pick-up and replacing signage. Workers can only be provided for non-profits and governmental agencies like the county, cities or special districts to assist with clean up, recovery and humanitarian efforts. CSB manages the projects which entails hiring temporary workers through staffing agencies, establishing worksite agreements and procuring (buy or lease) tools and equipment necessary to accomplish the work. Currently CSB has funds still available from Hurricane Matthew. We received an initial allotment for Hurricane Irma and are in the process of providing the state of Florida with a budget through September 2018. To-date CSB has received grants totaling \$4.9 Million for both hurricanes, with an opportunity for additional funds. Based on the number of evacuees from Puerto Rico due to Hurricane Maria who may elect to establish themselves in Brevard, we may receive DWG funding for those individuals and families.

### **Support to Business & Industry**

Staff ensures that information that will be beneficial to business and industry is available through CSB's web portal, e-mail and social media. This includes information about programs such as the Small Business Administration Economic Injury Disaster Loans, Emergency Bridge Loans, and the Florida SERT (State Emergency Response Team) situation reports for business and industry. CSB ensures that our business/industry customers are apprised of available resources for hurricane impact and assist in fielding questions from those businesses.

### **Other Activities**

After a hurricane, there are other items that need to be addressed. With three facilities, it is important that damage is assessed, repairs are scheduled and made, and decisions on the safety of staff from one end of the county to the other are weighed with regards to returning to work. There are daily conference calls with the State of Florida and all of Florida's workforce boards. While existing staff manage DWG grants, additional temporary staff are hired to assist CSB in managing the program and processing additional customers.

## **Information Brief**

### **Channel 2 News**

#### **Background**

In August, CareerSource Brevard (CSB) received a media inquiry from the Executive Producer of Channel 2 news regarding the renaissance of the Brevard County's Space Coast after the retirement of the shuttle program. The story will become a 60 minute news chronicle that takes a local, topical, strong trend angle. It is scheduled to air in the fall on prime time (8pm to 9 pm) on NBC, their national affiliate partner.

#### **Status**

The Executive Producer reached out to Tina Berger, CSB's Manufacturing Sector Strategist, from information she gathered on CSB's Trending in Brevard section of the CSB website. Her interest is featuring Brevard as a model community on economic redevelopment and specifically the work CSB is doing and the success stories posted there regarding its partners in the AIM grant. Partners such as MC Assembly and their story of the efforts and activities addressing the challenges of the manufacturing renaissance.

CSB included its community partners in the story to paint an accurate picture of collaboration and long term planning that spurred the economic growth we see today and will continue to see, by supporting the development and sustainability of business and industry.

Questions asked include: How is CSB and its partners collectively addressing the regional challenges and the renaissance of the Space Coast since the ending of the Shuttle program? How is CSB filling the talent pipeline for Brevard's rapid economic expansion and growth in the manufacturing industry? Can you share success stories of how CSB and its partners have worked together to solicit new businesses to the area, addressed education and talent needs and planned for sustainability of the workforce to support the economic expansion in Brevard?

Story partners include:

- CareerSource Brevard- AIM Grant
- Economic Development Commission of Florida's Space Coast
- Brevard Public Schools- Bayside Manufacturing Academy

- Eastern Florida State College- Renovation of the Advanced Manufacturing Training Center and adding curriculum to meet the needs of industry
- Florida Institute of Technology- Center for Advanced Manufacturing and Innovative Design (CAMID)
- Space Florida
- Other relevant companies and Institutions for filming success stories

### **Next Steps**

- Partners are providing background materials, compelling stories and filming opportunities directly to Channel 2.
- Channel 2 is creating a storyline and filming timeline.
- Filming was scheduled for mid-September but has been rescheduled due to Hurricane Irma's impact on local businesses.
- WESH is negotiating a prime time slot with their NBC parent company for a fall time slot.
- CSB is in close contact with Channel 2 to be sure the story is revived.



**\$8.62M = \$317M**

**Invested** in employment and training services

**Infusion** of Wages in Brevard County

**In PY 2016-2017, CareerSource Brevard's Workforce System Provided:**



**1,829**

Brevard  
businesses served



**34,112**

Brevard residents provided  
with employment services



**11,077**

Brevard residents  
placed in jobs

**\$36.80**

Earnings Per  
Dollar Spent

## Business Services

We are focused on the present and the future needs of Brevard County and the people who live and work here.



Providing businesses  
the right candidates



Recruitment services  
to meet all levels of  
the businesses need



Employee training  
solutions that keep  
businesses prosperous



Complimentary  
human resource  
outsourced support

## Career Services

We use a sector strategy approach to talent development. We help our workforce in gaining the skills necessary to advance their careers or re-enter the workforce quickly.



Provide in person  
access to  
local businesses



Training resources  
to support  
in-demand industries



Targeted résumé and  
interview preparation



Effective online  
career search support

**1.321.504.7600 | [careersourcebrevard.com](http://careersourcebrevard.com)**

CareerSource Brevard is an equal opportunity employer/program. Call 321.504.7600 for . Auxiliary aids and services are available upon request to individuals with disabilities.

All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. Disponible en Español.

## **Information Brief**

### **Attracting Hidden Talent through Community Partnerships**

#### **Background**

Brevard County's unemployment rate is currently at a low rate of 4.4% which causes a paradigm shift in the strategies used to recruit talent for open jobs. CareerSource Brevard (CSB) and companies within the county are forced to get creative on finding talent. Below are partnerships and new processes that will enable CSB to attract and utilize the hidden talent that is vital to the success of Brevard's employers.

#### **Department of Juvenile Justice – Incarcerated Youth**

CareerSource Brevard serves as a member of the re-entry team to assist youth being released from commitment facilities. Initiatives for serving incarcerated youth customers include;

- Monthly participation on re-entry conference calls with Department of Juvenile Justice (DJJ), the commitment facility, Project Bridge, Brevard Public Schools (BPS) and others to let youth and their family know what services are available when they return to Brevard.
- Youth who work with CSB are evaluated for the skills they have learned while at the facility – of which can be applied towards employment in those hard-to-fill entry jobs.

#### **Brevard Achievement Center – Customers with Disabilities**

Brevard Achievement Center (BAC) trains and provides work experience for adults with disabilities. They also partner with Brevard Public Schools to help students with disabilities plan for their future. Initiatives for serving customers with disabilities include;

- Partnering on a Business Learning Event with CSB to educate businesses on hiring candidates with disabilities. Topics included hiring candidates with disabilities and requirements for accommodations for people with disabilities. An employer panel was also present.
- CSB Staff attends staff meetings with BAC Case Managers to introduce Employ Florida, Prove It testing and to discuss how Business Services and Case Managers can effectively work together.
- BAC currently sits on one of CSB's Industry Advisory Councils as a company representative.
- The President/CEO of BAC sits on the Career Center Committee and Governance/Finance Committee, which allows for dissemination and transfer of information between both organizations.

- CSB staff provides information about Florida Unique Abilities program and marketing information from the State of Florida.
- Both organizations partnered on a Disability Job Fair held in July 2017 in the Palm Bay office.

### **Ex-Offenders**

CareerSource Brevard serves as a member of the Brevard County Re-Entry Task Force, which focuses on services for ex-offenders and those re-entering the community after serving sentences in jail or prison. Initiatives for serving ex-offender customers include;

- A direct referral process from Department of Corrections. Everyone on probation is referred to CSB for job search services. As of June, 82 referrals have been made from DOC, with 17 obtaining employment after being referred to CSB.
- An ex-offender letter is issued to customers which detail the Work Opportunity Tax Credit (WOTC) and Federal Bonding, and invite employers to contact us for assistance. As of June, staff have issued 45 letters, with 16 of the customers obtaining employment after receiving the letters.
- An ex-offender job fair in partnership with Department of Corrections is currently being planned.

### **Brevard Adult Education**

Under the WIOA requirement of fostering and building a strong partnership, CareerSource Brevard and Brevard Adult Education (BAE) entered into an MOU in PY 15-16. Initiatives for serving adult education customers include;

- A direct referral process from Brevard Adult Education. BAE staff have been trained on Employ Florida (EF) and complete an EF registration with their students prior to graduation.
- CSB NextGen host on-site recruiting events, job clubs and case management with current and future clients. CSB staff engage with students as they are nearing completion of obtaining their GED.
- BAE and CSB staff meet bi-monthly to discuss any upcoming funding opportunities, process improvements, new workforce initiatives, curriculum adjustments, etc. Members of each organization also sit on each other's various committees.
- BAE is provided space within the CSB career centers to host GED, ESOL and short-term certification courses. CSB customers are invited to participate in these courses.
- The partnership between CSB and BAE has been recognized state-wide by CareerSource Florida as a "best practice" model.

### **AARP SCSEP Program**

AARP's Senior Community Service Employment Program (SCSEP) provides temporary work experience assignments for participants aged 55 and older to sharpen their skills in preparation of returning to the workforce. SCSEP screens mature applicants for businesses in Brevard County.

- SCSEP staff work out of each of CSB's centers, allowing a seamless transition of

services offered to clients.

- SCSEP works in partnership with CSB's AARP Back to Work 50+ program, acting as a cross-referral source for participants based on their needs.
- The local project director is a member of CSB's Career Center Committee.

### **Vocational Rehabilitation**

Vocational Rehabilitation (VR) is a federal-state program that helps people who have physical or mental disabilities get or keep a job. VR is committed to helping people with disabilities find meaningful careers and integral to finding "hidden talent".

- VR works in partnership with our career center staff and our coordinator for the Social Security Administration Ticket-To-Work (TTW) program.
- VR is a WIOA mandatory partner for the one-stop career center concept and is able to assist with youth. Deaf, Hard of Hearing, and Deaf-Blind Services, supported employment, independent living and mental health programs and various assistive services/technology.
- VR holds a seat on the Board of Directors and works cooperatively to maximize services to persons with disabilities.
- CSB assists with the Florida Partnership Plus follow up services for exiting VR participants as well as performing "benefit summary analysis" (BSA) completed by our certified Community Partner Work Incentive Coordinator (CPWIC).

### **Division of Blind Services**

The Florida Division of Blind Services (DBS) assists blind and visually impaired individuals maximize independence and self-direction through a variety of programs and services.

- DBS works with CSB through their vocational rehabilitation services designed to visually impaired persons seeking employment. Services can include training, job placement, On-the-Job Training, job modification and adaptive technology and well as career guidance and counseling. DBS is a WIOA mandated partner.

November 14, 2017

## **Information Brief**

### **PY 17-18 Career Center Standards Review**

#### **Background**

The Career Center Standards is a review instrument adopted by the Board to review our One-stop operator for compliance and is a piece of their performance payout in their contract. The new Workforce Innovation and Opportunity Act (WIOA) has incorporated criteria that requires changes to the Career Center Standards in order to make the region eligible for infrastructure funding. Specifically, criteria was established by the State and the Local Region that address effectiveness, physical and programmatic accessibility, and continuous improvement of one-stop centers. Those changes were incorporated into the tool used for the current review

#### **Discussion**

Overall Rating – PY 17-18 Rating is 100%. Each Career Center was rated in five (5) key quality indicator areas:

- **Poster & Signage** verifies that all Federal and State required posters are properly displayed.
- **Job Seeker Services** verifies that available services, tools and other resources are properly identified and readily available to job seeker.
- **General Services** verifies that options are available for customers (job seeker and employer) to receive the full range of services identified by regulation.
- **Employer Services** verifies that employers receive personalized access to available services such as recruitment, referral, candidate screening, follow-up, etc.
- **General Staff & Operations** verifies that staff has the tools necessary to perform their assigned duties, including training, regular communication and a positive operational environment that encourages team work. This includes verification that proper logos are used in all internal/external communications.

The contractor continues to demonstrate commitment to provide all-inclusive, consistent services across all centers. This is evident in the perfect review at all three centers for the second consecutive year. Staff appeared professional and attentive to customer needs.

Contractor should continue to monitor the quality and dates on all flyers and ensure appropriate signage to help guide customers through the centers.

The contract requires an overall rating of 90% or higher to qualify for a performance payment. Since the contractor has attained a rating of 100% overall performance, they are eligible to receive the payout amount based on this measure, staff recommends such performance payment.

## **Results Summary Current and Historical**

### **PY 2017-18**

	Overall	Palm Bay	Rockledge	Titusville
Total Rating	100.0%	100.0%	100.0%	100.0%
	Overall	Palm Bay	Rockledge	Titusville
Posters & Signage	100.0%	100.0%	100.0%	100.0%
Job Seeker Services	100.0%	100.0%	100.0%	100.0%
General Services	100.0%	100.0%	100.0%	100.0%
Employer Services	100.0%	100.0%	100.0%	100.0%
General Staff & Operations	100.0%	100.0%	100.0%	100.0%

### **PY 2016-17**

	Overall	Palm Bay	Rockledge	Titusville
Total Rating	100.0%	100.0%	100.0%	100.0%
	Overall	Palm Bay	Rockledge	Titusville
Posters & Signage	100.0%	100.0%	100.0%	100.0%
Job Seeker Services	100.0%	100.0%	100.0%	100.0%
General Services	100.0%	100.0%	100.0%	100.0%
Employer Services	100.0%	100.0%	100.0%	100.0%
General Staff & Operations	100.0%	100.0%	100.0%	100.0%

### **PY 2015-16**

	Overall	Palm Bay	Rockledge	Titusville
Total Rating	99.6%	99.3%	100.0%	99.6%
	Overall	Palm Bay	Rockledge	Titusville
Posters & Signage	100.0%	100.0%	100.0%	100.0%
Job Seeker Services	100.0%	100.0%	100.0%	100.0%
General Services	100.0%	100.0%	100.0%	100.0%
Employer Services	100.0%	94.4%	100.0%	100.0%
General Staff & Operations	98.7%	100.0%	100.0%	98.1%

### **PY 2014-15**

	Overall	Palm Bay	Rockledge	Titusville
Total Rating	99.5%	98.8%	100.0%	99.6%
	Overall	Palm Bay	Rockledge	Titusville
Posters & Signage	100.0%	100.0%	100.0%	100.0%
Job Seeker Services	99.3%	98.0%	100.0%	100.0%
General Services	99.3%	100.0%	100.0%	98.0%
Employer Services	100.0%	100.0%	100.0%	100.0%
General Staff & Operations	98.7%	96.0%	100.0%	100.0%

### **PY 2013-14**

	Overall	Palm Bay	Rockledge	Titusville
Total Rating	99.7%	99.3%	100%	99.7%
	Overall	Palm Bay	Rockledge	Titusville
Posters & Signage	100%	100%	100%	100%
Job Seeker Services	98.8%	97.5%	100%	98.8%
General Services	100%	100%	100%	100%
Employer Services	100%	100%	100%	100%
General Staff & Operations	100%	100%	100%	100%

## Grow the Resources of the Board Report

Updated 10/19/2017

GRANTS (Federal, State and Local Competitive and Non-competitive)							Status	Staff Lead
Grant Name	Partners	Funding Source	Amount Pending	Amount Awarded	Grant Focus			
AARP Foundation Back to Work 50+ Women's Economic Stability Incentive Initiative (WESI)  <b>Time Frame:</b> 3/1/15 – 2/28/18	EFSC, Women's Center & Aging Matters in Brevard	Social Innovation Fund (SIF) through AARP Foundation		\$129,500	Offering unemployed women information sessions; computer, financial literacy, and job skills training; coaching and job search assistance for women ages 50-64.		<b>This program has assisted approximately 100 person to find employment. The next Info Session is scheduled for 10/25. AARP Foundation has given verbal approval and CSB is awaiting final budget numbers regarding the provision of a Year 4 grant directly to CSB. EFSC passed on the Year 4 Opportunity.</b>	Jana Bauer
Florida Sector Partnership National Emergency Grant  <b>Time Frame:</b> 7/1/15-6/30/18	DEO	USDOL through DEO		\$765,000 Plus additional \$50,000 from the state in 2017-18	Advanced in Manufacturing (AIM) utilizing a Sector Strategy approach to assist with relevant skills training and OJT training dollars to place dislocated workers in the manufacturing sector to fill the employment gaps.		We plan to ask DEO for additional training funds as the state has a sizable unspent balance. 89% of CSB AIM scholarship funds have been expended (\$27K remains). CSB has expended 20% of the PY budget as of 8/31 and expects to be fully expended by end of an extended grant period. We have assisted 125 participants through grant funds as of 8/31/2017	Tina Berger



H-1B American Promise Grant (APG)  <div>Time Frame: 01/01/17 – 12/31/20</div>	LWDB 12 - Central Florida	USDOL		\$2,380,337	This project will target high-growth jobs aligned with the Information Technology (IT) and IT-Related industry sector, ranging from entry-level occupations to high-level management positions in LWDB Region 12 & 13 using a sector strategy approach.	The Sector Strategy kickoff meeting was conducted on 8/28/2017. Since the meeting kickoff Industry Relations has assisted IT businesses with 4 Work Based Training grants with additional opportunities in the pipeline. CSB selected Gary Sulski as the IT Sector Strategist to assist us in moving the sector activities forward.	James Watson/ Gary Sulski
Cooperative Outreach Program with Moore Communications and CareerSource Florida	CareerSource Florida & Moore Communications	Wagner Peyser State Level Funding		\$27,219 <b>PY17-18: \$31,406</b>	This funding is allocated based on our region size and is focused on strengthening CSF network brand, influencing action by business/job seekers to use CSB services, connect business with talent and to offset communication outreach costs and support local efforts.	Two six month talent recruitment campaigns have been planned for a January launch.  1. Engineer Recruitment: this campaign builds upon the data gathered from CSB's first engineer campaign. Targeting 3-5 year-experienced, Systems, Mechanical and Electrical, engineers from cities outside of Florida that yielded the most interest in Brevard's employers.  2. Recruitment: this multimedia campaign is a first for CSB. The	Denise Biondi

						<p>outreach tactics and methodology are similar to the engineer campaign, but target experienced Registered Nurses, and all levels of Medical Assistants, and Licensed Practical Nurses.</p> <p>Expected outcomes include contact information from more than 300 interested/relevant jobseeker that CSB's recruitment team will engage, support and provide connections with Brevard's hiring managers.</p> <p>In February and again in March, data from the paid media portion of both campaigns will be available for review, and recalibration as needed.</p>	Jim Watson
Hurricane Matthew Dislocated Worker Grant <b>Time Frame:</b> 12/1/2016 - 9/31/2018	None	USDOL via DEO	\$2,576,356	<b>\$4,523,092</b>	Projects for clean-up, demolition, repair, renovation, and reconstruction of destroyed public structures, facilities, and lands within the affected communities.	The total CSB award for Phase I was <b>\$1,723,092</b> and has been obligated. This grant is focusing on an array of projects in cities, county, and the wildlife refuge as well as other locations where damage has	

								occurred. Brevard has received an additional \$2,800,000 funding and an extension until 9/31/18 for Phase II.	
Hurricane Irma Dislocated Worker Grant <b>Time Frame:</b> 09/07/2017 - 9/31/2018	None	USDOL via DEO		\$800,000	Projects for clean-up, demolition, repair, and renovation, reconstruction of destroyed public structures, facilities, and lands within the affected communities.			The initial CSB award for Phase I was \$800,000 for the first 60 days. Staff is currently putting together the Phase II budget which is estimated at \$5 million. As a part of this Phase II process, DEO may approve funding for persons from Puerto Rico who have relocated to Brevard County. That budget is not determined at this time.	Jim Watson
Disability Employment Initiative Grant (DEI) <b>Time Frame (Anticipated):</b> 10/01/17 – 9/31/20	LWDB Regions 6,7,8,13 & 24	USDOL- ETA & DEO	\$2.5 Million Statewide	TBA	The purpose of this grant is to provide funding to expand the capacity of One-Stop Centers, to promote the use of existing career pathways to serve youth (ages 14-24) with visible, non-visible, and significant disabilities, including those who have chronic health conditions.			This grant was submitted by the State DEO on 07/31/17 and LWDB 13 was included as one of the covered counties in this grant. The expected announcement date was 9/15/17. We learned on 10/19/2017 that the State did not receive this award.	Jim Watson
Soft Skills Pilot Grant <b>Time Frame:</b> TBD	None	CS Florida- SS Initiatives Grant	\$267,968		Pilot program to build on our Sector Strategy initiatives by listening to the voice and concerns of industry. In Phase One we will offer 500 participants basic soft skills training thru a national partner that			Grant is pending and in review process with CS Florida.	Tina Berger

## Grow the Resources of the Board Report

Updated 10/19/2017

<p><b>Nursing Career Pathways Training Proposal</b></p> <p><b>Time Frame:</b> TBD</p>	<p>Macedonia Community Development Corp. (MCDC) &amp; Others TBD</p>	<p>CS Florida – SS Initiatives Grant</p>	<p>\$350,387</p>		<p>is practical, self-paced, credentialled and credible to employers and monitor hiring and retention patterns for positive results.</p> <p>Focused on filling training program vacancies with a talent pipeline to address the nursing shortage in Brevard County. Contracting services for pipeline recruiting efforts through Macedonia Community Development Corporation (MCDC) to recruit 300 prospects for healthcare training as part of an enrollment funnel for 20 LPN trainees, 20 CNA or PCT trainees to enter training programs by 6/30/2018.</p>	<p>Grant is pending and in review process with CS Florida</p> <p>Megan Cochran</p>
<p><b>Jobs Wall Pilot Grant</b></p> <p><b>Time Frame:</b> TBD</p>	<p>TBD</p>	<p>CS Florida – SS Initiatives Grant</p>	<p>\$152,028</p>		<p>Focus will be on digitally expanding the jobseeker services footprint through the utilization of technology and leveraging local community partnerships. The grant would bring the critical pieces of the career center to targeted community locations accessible to the customers. A minimum of 900 unique customers</p>	<p>Grant is pending and in review process with CS Florida</p> <p>Jana Bauer</p>

						would be served. Technology would consist of three components; the Jobs Wall, Job Search and Video Chat. Utilizing the capability of a large smart television or all-in-one-computer system, each of these components would operate off of the same hardware placed in centralized areas of the targeted community.		
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UNRESTRICTED REVENUES (Non-governmental funding, Fee for service, Foundation and Corporate giving programs)							
Name of Funding	Partners	Funding Source	Amount Pending	Amount Awarded	Grant/Contract Focus	Status	Staff Lead
Eastern Florida State College Student Engagement/ Industry Advisory Councils  <b>Time Frame:</b> 8/1/2013 - Indefinite	None	Eastern Florida State College		<b>To Date:</b> <b>\$156,400</b>	Student data research and Industry Advisory Councils include: Manufacturing & Engineering Technology; Computer Science & Information Technology; Business Administration & Office Technology; Transportation, Logistics & Maritime; Healthcare & Life Sciences	We have begun our 5 <sup>th</sup> year of this activity. Submitted employment data on over 3,200 students, facilitated <b>58</b> industry councils held to date..	Judy Blanchard
Ticket to Work (TTW) Program  <b>Time Frame:</b> None	None	Social Security Admin.		<b>\$173,010</b>	Focused on eligible customers who want to return unsubsidized employment using the Employment Network (EN).	Staff continue to work with eligible customers are interested in work or training. EN continues to progress at a modest pace with <b>45</b> tickets being assigned.	James Watson

## Grow the Resources of the Board Report

Updated 10/19/2017

<p>Florida Partnership Plus</p> <p><b>Time Frame:</b> Indefinite</p>	Vocational Rehabilitation	Social Security Admin.		<b>\$11,500</b>	<p>Exiting Voc. Rehab participants who have found employment and are currently receiving SSI or SSDI. CSB will provide Employment Network mandatory follow up services. Funds are reported as part of the SSA TTW program and our unrestricted. We have received payment for (4) four BSA to date.</p>	<p>Application Process complete. CSB eligible to receive referrals, <b>24 BSA requests received to date.</b> For each referral CSB will receive compensation in two forms: (1) \$1000 for any participant exiting that remains employed at SGA (Substantial Gainful Activity) for a seven month duration. (2) \$500 for written benefit summary analysis (BSA) completed by a certified Community Partner Work Incentive Coordinator (CPWIC). CSB received \$10,000 in PY 16-17. To date for 17-18, CSB received \$1,500.</p>	James Watson
<p>Healthcare Sector Strategy</p> <p><b>Time Frame:</b> 7/1/16 – 6/30/18</p>	<p>Health First, EDC, City of Melbourne, BPS-Career &amp; Technical Education, BPS-Adult Education, Circles of Care, Health Council, and additional Industry, Educational</p>	Private Sector Grant	Monthly Cost Reimbursement	\$91,351	<p>Employ a Healthcare Sector Strategist to coordinate Healthcare Sector Strategy to facilitate solutions for current workforce needs, projections for workforce issues over the next five years, and resources to meet both long and short term goals as established by the industry as a whole.</p>	<p>The grant has been extended to June 30, 2018.</p> <p>Consortium Committees are addressing:</p> <ul style="list-style-type: none"> <li>• Current Brevard pipeline of CNAs, LPNs and RNs does not produce enough talent to fill local employer needs</li> <li>• Soft Skills are lacking in pipeline/workforce</li> </ul>	Megan Cochran

## Grow the Resources of the Board Report

Updated 10/19/2017

	and other stakeholders					<ul style="list-style-type: none"> <li>• Filling education training programs</li> <li>• Retention of healthcare-oriented students in Brevard County</li> <li>• Attraction of Nursing Faculty to fill vacancies</li> <li>• Consortium meeting was held on 10/5/17 and action outcomes will be used to guide efforts going forward with a heavy focus on apprenticeships.</li> </ul>	
City of Palm Bay – Juniors to Jobs Program <b>Time Frame:</b> Summer of 2017	US Conference of Mayors (USCM), City of Palm Bay	Palm Bay & USCM – Dollar WISE Grant	\$27,000	To Be Determined	Using a combination of \$ from Palm Bay and USCM, CSB will facilitate the “Juniors to Jobs” summer youth training program focusing on teaching 30 high-school juniors the skills they need to obtain employment.	The 2017 Juniors to Jobs class began with 21 students and will finish with 17. The City of Palm Bay took on 7 candidates this year, and all others are working in private businesses.	Jana Bauer
City of Cocoa – Youth Summer Employment Program <b>Time Frame:</b> Summer of 2017	City of Cocoa	City of Cocoa	\$40,000		Using funding from the City of Cocoa, CSB will facilitate a summer youth training program focusing on teaching 22 high school juniors and seniors the skills they need to obtain employment. This includes a paid Work Experience piece with the City.	The 2017 Cocoa Works class had 21 students in the program. All 21 graduated and completed their internships. The City of Cocoa provided internships in departments such as; Public Works, Human Resources, Utilities, City Clerk, Customer	Jana Bauer



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November 14, 2017

## **Information Brief**

### **Financial Reports**

#### **Background**

The three financial reports that follow this brief will provide the Board of Directors with the status of CareerSource Brevard's (CSB) funding, budgets, and expenditures for the fiscal period beginning on July 1, 2017 and ending on September 30, 2017.

#### **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 2017-18 FINANCIAL REPORT

July 1, 2017 through September 30, 2017

Current Funding Level	11,641,500
Current Annual Budget	11,641,500
Unobligated Funds	0

	FY 2017 Actual Expense	FY 2018 Approved Budget	FY 2018 Y-T-D Budget	FY 2018 Y-T-D Expense	Percent of Budget Expended
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### MANAGEMENT SERVICES *(Board Operations, Staff, Outreach, Financial Services)*

Salaries & Benefits	1,135,289	999,300	249,800	251,116	25.1%
Operating Expenses	211,451	310,100	77,500	38,347	12.4%
<b>Total Management Services</b>	<b>1,346,740</b>	<b>1,309,400</b>	<b>327,300</b>	<b>289,463</b>	<b>22.1%</b>

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

Brevard Workforce Facilities	744,484	829,300	207,300	199,378	24.0%
Operating Expenses	32,662	53,900	13,500	6,352	11.8%
<b>Total Infrastructure</b>	<b>777,146</b>	<b>883,200</b>	<b>220,800</b>	<b>205,730</b>	<b>23.3%</b>

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

Salaries & Benefits	222,410	216,000	54,000	61,132	28.3%
Operating Expenses	259,313	251,300	62,800	28,609	11.4%
<b>Total Technology Services</b>	<b>481,723</b>	<b>467,300</b>	<b>116,800</b>	<b>89,741</b>	<b>19.2%</b>

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

Salaries & Benefits	690,694	620,300	155,100	173,387	28.0%
Operating Expenses	12,790	22,400	5,600	4,317	19.3%
<b>Total Business Services</b>	<b>703,484</b>	<b>642,700</b>	<b>160,700</b>	<b>177,704</b>	<b>27.6%</b>

<b>GRANTS &amp; INCENTIVES</b>	<b>305,987</b>	<b>2,463,000</b>	<b>615,800</b>	<b>32,246</b>	<b>1.3%</b>
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<b>FEE FOR SERVICE ACTIVITIES</b>	<b>151,156</b>	<b>200,000</b>	<b>50,000</b>	<b>21,809</b>	<b>10.9%</b>
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<b>TOTAL OPERATING BUDGET</b>	<b>3,766,236</b>	<b>5,965,600</b>	<b>1,491,400</b>	<b>816,693</b>	<b>13.7%</b>
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### CONTRACTED SERVICES

General Contractor (C2 GPS)	2,761,437	2,800,000	700,000	614,383	21.9%
AARP BTW Services (C2 GPS)	57,573	38,900	9,700	14,638	37.6%
NEG AIM Services (C2 GPS)	15,038	13,800	3,500	987	7.2%
NEG Matthew Services (C2 GPS)	62,367	131,700	32,900	11,259	8.5%
NEG Irma Services (C2 GPS)	0	77,800	0	0	0.0%
America's Promise (CSCF)	0	163,700	40,900	0	0.0%
<b>Total Contracted Services</b>	<b>2,896,415</b>	<b>3,225,900</b>	<b>787,000</b>	<b>641,267</b>	<b>19.9%</b>

### CUSTOMER SERVICES

Formula Funds - Training Activities *	829,249	962,500	240,600	191,240	19.9%
Formula Funds - Support Services *	36,891	37,500	9,400	11,275	30.1%
Other Grants - Training Activities	1,083,798	1,350,000	675,000	171,004	12.7%
Other Grants - Support Services	90,830	100,000	50,000	724	0.7%
<b>Total Training Services</b>	<b>2,040,768</b>	<b>2,450,000</b>	<b>975,000</b>	<b>374,243</b>	<b>15.3%</b>

<b>TOTAL PROGRAM BUDGET</b>	<b>4,937,183</b>	<b>5,675,900</b>	<b>1,762,000</b>	<b>1,015,510</b>	<b>17.9%</b>
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<b>TOTAL ANNUAL BUDGET</b>	<b>8,703,419</b>	<b>11,641,500</b>	<b>3,253,400</b>	<b>1,832,203</b>	<b>15.7%</b>
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<b>STATE-LEVEL FUNDING</b>	<b>733,153</b>	<b>504,671</b>	<b>126,200</b>	<b>198,383</b>	<b>39.3%</b>
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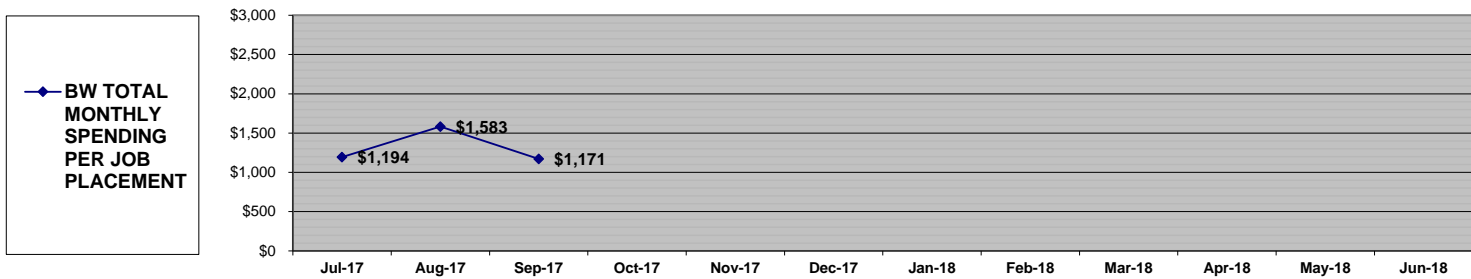
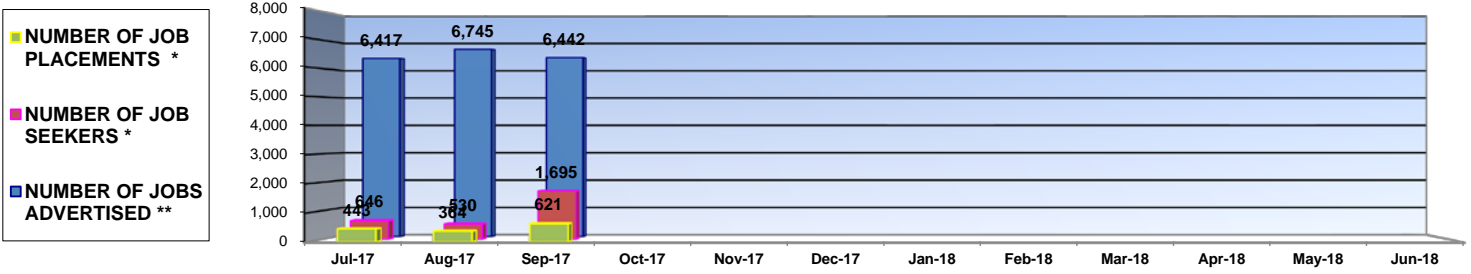
<b>TOTAL WORKFORCE BUDGET</b>	<b>9,436,572</b>	<b>12,146,171</b>	<b>3,379,600</b>	<b>2,030,586</b>	<b>16.7%</b>
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	FY 2017 Actual Expense	FY 2018 Approved Budget	FY 2018 Current Obligations	FY 2018 Y-T-D Expense	% of ITA Funds Obligated
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### \*CUSTOMER ACTIVITY

Job Seeker ITAs	267,021	248,100	223,673	65,722	90.2%
Employer OJT/AWE/EWT	562,228	709,000	394,511	119,941	55.6%
Incentives & Materials	36,891	42,900	52,053	16,852	121.3%
<b>Total Customer ITA Activity</b>	<b>866,140</b>	<b>1,000,000</b>	<b>670,237</b>	<b>202,515</b>	<b>67.0%</b>

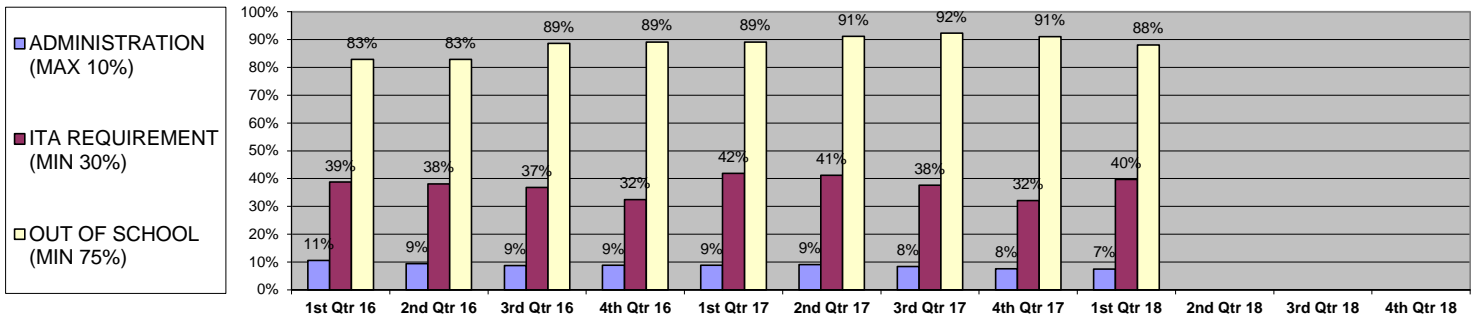
## MONTHLY JOBS REPORT & BW SPENDING PER JOB PLACEMENT



\* Source - DEO Monthly Management Reports

\*\* Source - HWOL Monthly Job Demand Reports

## ANNUAL SPENDING CAPS BY QUARTER



PROGRAM SPENDING:											
ADMINISTRATION (MAX 10%)	180,634	359,136	498,050	723,120	158,006	316,211	456,985	658,119	137,070		
PROGRAM ACTIVITIES	1,523,708	3,437,476	5,219,242	7,495,996	1,631,825	3,195,398	4,992,059	8,045,300	1,695,133		
CUSTOMER SPENDING:											
STATE ITA COSTS (MIN 30%)	182,121	380,119	569,491	752,304	167,278	383,623	546,442	762,055	183,637		
OTHER PROGRAM COSTS	288,115	616,606	977,589	1,563,640	231,838	546,304	907,802	1,616,328	279,361		
YOUTH SPENDING:											
IN-SCHOOL	41,850	91,698	100,942	112,030	30,644	50,167	65,864	85,514	37,032		
OUT-OF-SCHOOL (MIN 75%)	203,480	445,840	786,749	920,246	251,721	522,113	790,366	867,358	274,370		

# CURRENT YEAR FEE FOR SERVICE ACTIVITIES (7/1/2017 - 9/30/2017)

**Unrestricted Balances:    Cash on Hand \$160,588    Certificates of Deposit \$71,238    Total \$231,826**

	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	\$	21,949	100.0	\$	-	-	\$	-	0.0	\$	3,750	100.0	\$	-	0.0	\$	25,699	58.9						
Sponsorship Revenue	-	0.0	-	-	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0						
Donated Revenue	-	0.0	-	-	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0						
Charges For Services	-	0.0	-	-	17,884	100.0	-	0.0	-	0.0	-	0.0	17,884	41.0										
Website Licenses	-	0.0	-	-	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0						
Interest Earnings	-	0.0	-	-	-	0.0	-	0.0	14	100.0	14	0.0												
Revenue from DWI	-	0.0	-	-	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0						
Total Revenue	\$	21,949	100.0	\$	-	-	\$	17,884	100.0	\$	3,750	100.0	\$	14	100.0	\$	43,597	100.0						
Expenses																								
Personnel	\$	18,361	83.7	\$	-	-	\$	-	0.0	\$	(20)	-0.5	\$	-	0.0	\$	18,341	42.1						
Travel / Training	200	0.9	-	-	-	0.0	-	0.0	-	0.0	-	0.0	200	0.5										
Outreach	-	0.0	-	-	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0										
Software	-	0.0	-	-	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0										
Supplies	10	0.0	-	-	-	0.0	-	0.0	-	0.0	-	0.0	10	0.0										
Equipment	-	0.0	-	-	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0										
Professional Services	30	0.1	-	-	-	0.0	-	0.0	3,228	23057.1	3,258	7.5												
Customer Wages	-	0.0	-	-	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0										
Customer Support	-	0.0	-	-	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0										
Indirect Costs	3,348	15.3	-	-	-	0.0	(4)	-0.1	581	4150.0	3,925	9.0												
Total Expenses	\$	21,949	100.0	\$	-	-	\$	-	0.0	\$	(24)	-0.6	\$	3,809	27207.1	\$	25,734	59.0						
Net Profit (Loss)	\$	-	0.0	\$	-	-	\$	17,884	100.0	\$	3,774	100.6	\$	(3,795)	-27107.1	\$	17,863	41.0						

## **CareerSource Brevard (CSB)**

Executive Committee Meeting

July 31, 2017

### **MINUTES**

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

**Members Absent:** None.

**Staff in Attendance:** Marci Murphy, Denise Biondi, Judy Blanchard, Don Lusk, Richard Meagher, Marina Stone

**Guests:** None

Paula Just called the meeting to order at 4:02 pm.

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

#### **Action Items:**

##### Approval of Executive Committee minutes

Motion to approve the Executive Committee Minutes for May 2, 2017 and June 16, 2017 was made by Robert Jordan, seconded by Mike Menyhart, and passed unanimously

Patty Stratton joined the meeting.

##### President's Proposed PY 2017-2018 Goals

Motion to approve the President's goals for PY 2017-2018 to the next full Board of Directors made by Susan Glasgow. After discussion Susan Glasgow modified the motion to approve the President's goals for PY 2017-2018 to the next full Board of Directors with the following changes: Goal 1 (Sector Strategy) to 'develop and present 4' instead of 3 or 4 and modify Goal 3 (New One-Stop Operator) remove the words 'by receiving 100% of their profit'. On the bonus portion, Goal 2 Measure, add the word 'new' to read, 'one new grant by June 2018'. Travis Proctor seconded and the motion passed unanimously.

**Discussion/Information Items:**Executive Committee Duties

Due to the new Strategic Plan for CareerSource Brevard, committee structures have changed. Instead of five committees, there are now three, Industry Workforce, Career Center and the Executive Committee. The Executive Committee will continue to address the same items as previous years including authority to exercise certain powers of the Board which have been lawfully delegated and consistent with the Bylaws. Additional activities were reviewed and shared with the committee.

Grow the Resources of the Board

The Grow the Resources of the Board report was reviewed.

Financial Reports

Staff reviewed financial activity for the fiscal period beginning on July 1, 2016 and ending on June 30, 2017.

Vendor Payment Report:

The Vendor Payment report from April 1, 2017 through June 30, 2017 was reviewed.

**Adjournment:**

Paula Just adjourned the meeting at 4:55 pm.

Submitted by,

Reviewed by,

{signature on file}    8/30/17

Marina Stone    Date

{signature on file}    8/30/17

Paula Just    Date



**CareerSource Brevard (CSB)**  
Executive Committee Meeting  
October 30, 2017

**MINUTES**

**Members in Attendance:** Daryl Bishop, Robert Jordan (via teleconference), Paula Just (Chair), Patty Stratton (via teleconference), Travis Mack (via teleconference), Mike Menyhart.

**Members Absent:** Susie Glasgow

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

**Guests:** None

Paula Just 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 July 31, 2017 made by Mike Menyhart and seconded by Robert Jordan. Motion passed unanimously.

**Discussion/Information Items:**

Hurricane Process Overview

The President gave an overview of the actions that CSB is required to take when a Hurricane strikes. These actions depend upon declarations made by the Federal, State, and Local Governments and the services include helping residents file for disaster unemployment compensation, staffing disaster recovery centers, hiring staff to administer the food stamps program, placing the unemployed in jobs to restore the community damaged by a hurricane, and support for businesses through social media campaigns. It was noted that CSB worked with DCF to hire 65 workers to assist 127,000 individuals receive disaster food stamps in Brevard County after Hurricane Irma. Other activities following a hurricane included assessing and repairing damage to the three CSB facilities. CSB was recognized recently at the State level for the speed at which each center was up and running and for the assistance given to DCF for hiring workers to assist in the disaster food stamp process.

President's Goals

The President presented updates on her annual goals approved at the August 2017 Board Meeting. These included sector strategies, legislative advocacy One-Stop Operator services and the Marketing Plan. Ms. Murphy asked for feedback on the status of her goals and the committee said that she was making good progress on her goals and they had no issues with her outcomes thus far.

Governance/Finance Committee

The President reviewed the new Governance/Finance (GF) Committee's responsibilities which are as follows:

- Review CSB financial reports to maintain fiscal oversight. Financials will no longer be addressed at the Executive Committee unless there is an issue or decision that needs review or approval.
- Select Board of Director training. This year's training will be Florida Sunshine Laws and Financial Interest Forms.
- Select candidates for board membership prior to Board approval.
- Review the Bylaws. It was noted that the Bylaws have already been reviewed by the GF Committee and, after legal review, will be sent to the Board of Directors for approval and the County Commission for ratification.

#### Grow the Resources of the Board

A matrix was shared showing grant opportunities, unrestricted revenue projects and partnerships that CSB is pursuing to help grow the resources of the Board. There was brief discussion on various grants and the President said that three grants were pending. They are the Soft Skills Pilot Grant, the Nursing Career Pathways Training Proposal, and the Jobs Wall Pilot Grant.

#### Financial Reports

Staff reviewed the financial activity for the fiscal period ending on December 31, 2016. There was discussion on sending staff to Colorado to train other workforce staff as a fee for service.

#### Vendor Payment Report:

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

#### **Other Business:**

##### Workforce Summit

The President said that Jeff Arnott, Brevard County Schools, received the Partner of the Year Award at this year's Summit. Staff member Nancy Waldhour received the workforce Professional Champion Award and the Workforce Advocate Award. CSB was also recognized for its efforts during the recent hurricanes.

#### Media

WESH channel 2 will be interviewing Marci Murphy, Lynda Weatherman, and Frank Dibello for a story on how Brevard County bounced back after shuttle retirement.

#### **Adjournment:**

Paula Just adjourned the meeting at 4:54pm.

Submitted by,

Reviewed by,

(signature on file)  
Lyn Sevin

11/3/2017  
Date

(signature on file)  
Paula Just

11/3/2017  
Date

**CareerSource Brevard**  
Industry Workforce Committee  
August 3, 2017

**Minutes**

**Members in Attendance:**

Susan Glasgow (Chair), Daryl Bishop, Colleen Browne, Elizabeth Huy (for Jennifer Hashagen), Jennifer Kenny, Traci Klinkbeil, Linda Miedema, D. Travis Proctor, Terry Schrumph, Julie Song (via teleconference)

**Members Absent:**

Kristin Bakke, Desmond Blackburn, Kevin Smith

**Staff in Attendance:**

Marci Murphy, Tina Berger, Denise Biondi, Judy Blanchard, Megan Cochran, Jenn Lasser, Don Lusk, Rick Lepre, Stephanie Mosedale and Marina Stone

**Guests in Attendance:**

Chakib Chehadi, Caroline Joseph-Paul, Jessica Mitchell, Bob Knippel, Julie Berrio and Thomas LaFlore of CareerSource Brevard (CSB) Career Centers, Linda Brandt of Brandt Ronat

**Call to Order:**

Susan Glasgow (Chair) called the meeting to order at 8:32am at CareerSource Brevard (CSB). Introductions were made.

**Public Comment:**

There was no public comment.

**Action Items:**

Approval of Workforce Operations Committee Minutes of April 6, 2017

Motion to approve the Minutes from the April 6, 2017 meeting was made by Colleen Browne. Terry Schrumph seconded the motion. The motion passed unanimously.

**Discussion/Presentations/Information Items:**

Objective 1

Staff reviewed the matrix of Objective 1 and presentations in the IT Sector, HealthCare Sector and Manufacturing Sector were shared.

Objective 2:

Staff reviewed the matrix of Objective 2 and a presentation in the Aerospace/Aviation Sector was shared.

### Engineering Talent Attraction and Recruitment Campaign

Results were shared on the CSB Engineering Talent Attraction and Recruitment Campaign.

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

CSB services to EFSC concentrate on facilitating five major councils; Manufacturing & Engineering Technology, Computer Science & Information Technology; Business Administration & Office Technology, Healthcare & Life Sciences and Logistics and the Transportation & Maritime councils. Highlights of some of the actions that occurred as a result of these councils were shared.

### Objective 3:

Staff reviewed the matrix of Objective 3.

### Data Portal: Using Data for Consensus-Based Decision Making to Identify Target Industries

Sector strategy success depends on making informed data-driven decisions and requires a deep understanding of particular industries, occupations, populations of workers, and regional labor markets to identify needs and formulate effective solutions. CSB is currently preparing a concept paper on the feasibility and possible options of housing a Data Portal to provide stakeholders will collective, relevant and accessible data that can be used to make better decisions. Benefits to CSB Board of Directors were outlined.

### Industry Relations PY 16-17 Performance Infographic

An infographic was shared showing the outcomes and successes from the Industry Relations Department. CSB wants to have an infographic for each sector by the next committee meeting.

### **Adjourn:**

There being no further discussion or business, Susan Glasgow adjourned the meeting at 9:48 am.

Respectfully submitted,

Reviewed by,

{signature on file}      9/15/17  
Marina Stone              Date

{signature on file}      9/15/17  
Susan Glasgow, Chair      Date

**CareerSource Brevard (CSB)**  
Governance/Finance Committee Meeting  
October 17, 2017

**MINUTES**

**Members in Attendance:** Daryl Bishop, Travis Mack (via teleconference), Amar Patel.

**Members Absent:** None.

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

**Guests:** None

Daryl Bishop called the meeting to order at 2:32pm.

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

**Discussion/Information Items:**

Board Training

Staff explained that one of the duties of the Governance/Finance Committee (GFC) will be assisting with on-going board member training. The following training was recommended:

- Florida Sunshine Laws
- Video training on the financial interest requirements

The Committee also recommended that the following be a part of the new board member orientation:

- Acronyms
- Funding streams
- Role of board members
- Direction of the board
- Advocacy

A review of the current board member orientation will be a future agenda item on the GFC.

Board Member Recruitment

Another duty of the new GFC will be recruiting new board members. Staff reviewed the proposed process and members suggested removing the Executive Committee review and bringing the candidates directly to the Board of Directors for approval. It was requested that an email be sent to all board members asking for potential candidates and explaining membership parameters. Recommendations from members should be validated by staff and then brought to the GFC who will choose candidates for Board approval.

Finance Review Process

One of the new requirements of the GFC will be to review various CSB financial reports to maintain fiscal oversight. If there are any financial issues that need to be discussed/resolved, the Treasurer and/or Chair of the GFC will bring these to the Executive Committee and full Board as necessary. After some discussion, it was decided that the GFC would have approval

authority only for the Annual Budget which would then go before the Board for final approval and then to the County Commission for ratification. The Annual Audit Report will be reviewed by the GFC and approved by the full Board of Directors. The Quarterly Financial Reports, Quarterly Fiscal Dashboard Indicators Report, and the Quarterly Fee for Service Activities will be reviewed by the GFC and the Board of Directors. The Annual Tax Return, Periodic Monitoring Reports and Quarterly Vendor Payment Reports will be reviewed by the GFC only.

#### Bylaws

Staff presented a working document showing side-by-side comparisons of bylaws from various sources. The committee reviewed part of the document and agreed to table to rest until the next meeting of the Committee. It was agreed that the final document will be approved by the GFC, reviewed by CSB's lawyer, and final approval at the Board of Directors meeting with ratification by the County Commission. The next meeting will be held on Monday October 30, 2017 at 3pm.

#### **Adjournment:**

Daryl Bishop adjourned the meeting at 4:08pm.

Submitted by,

Reviewed by,

(signature on file)

Lyn Sevin

10/19/2017

Date

(signature on file)

Daryl Bishop

10/19/2017

Date

**CareerSource Brevard (CSB)**  
Governance/Finance Committee Meeting  
October 30, 2017

**MINUTES**

**Members in Attendance:** Daryl Bishop (Chair), Travis Mack (via teleconference), Amar Patel.

**Members Absent:** None.

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

**Guests:** None

Daryl Bishop called the meeting to order at 3:04pm.

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

**Discussion/Information Items:**

Bylaws

Staff presented the working document showing side-by-side comparisons of CSB Bylaws and Bylaws from various sources. Part of the document had been reviewed at the previous meeting and the remainder was reviewed and suggestions made to update the Bylaws. Motion to recommend the Bylaw changes, contingent upon legal review, be submitted to the next Board of Directors for approval and ratification action by the Brevard County Commission made by Amar Patel. Travis Mack seconded and motion passed unanimously.

The members suggested adding two more people to the Governance/Finance Committee.

**Adjournment:**

Daryl Bishop adjourned the meeting at 4pm.

Submitted by,

Reviewed by,

(signature on file)  
Lyn Sevin

11/2/2017  
Date

(signature on file)  
Daryl Bishop

11/2/2017  
Date