



Board of Directors Meeting & Annual Retreat

February 20, 2018 – 8:00am

Rockledge Career Center

(Teleconference 321.394.0707)

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

Agenda

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

Call to Order	<i>Paula Just</i>	<u>Page No.</u>
Introductions		
Public Comment		
Presentations:		
Message from the Chair	<i>Paula Just</i>	
Action Items:	<i>Paula Just</i>	
A. Approval of Bylaws		1-10
B. Approval of PY 16-17 Audit		11-12
C. Contracts with Board Members		13
Consent Action Items:	<i>Paula Just</i>	
A. Board of Director's Meeting Minutes – 11/14/17		14-15
Committee Chair Reports:		
A. Industry Workforce Committee – 1/25/18	<i>Susie Glasgow</i>	
B. Career Center Committee – 12/14/17	<i>Mike Menyhart</i>	
C. Governance/Finance Committee – 2/5/18	<i>Daryl Bishop</i>	
Information Items	<i>Marci Murphy</i>	
A. Relocation Analysis		16-17
B. Contractor Performance 2 nd Quarter		18-20
C. Grow the Resources of the Board		21-26
D. Financial Reports (Charts 1, 2, & 3)		27-31
E. Committee Meeting Minutes		
1. Executive Committee – 2/5/18		32-33
2. Career Center Committee – 9/14/17		34-36
3. Industry Workforce Committee – 10/19/17		37-38
Adjourn		

Board Retreat Agenda

9am – 10am

- A. Conflict of Interest Training
- B. Year in Review

Adjourn

*Meeting information is always available @ 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

March 2018

8th Career Center Committee-8:30am

April 2018

26th Industry Workforce Committee-8:30am

30th Governance/Finance Committee-3pm

30th Executive Committee-4pm

May 2018

15th Board of Directors-8am

June 2018

14th Career Center Committee-8:30am



February 20, 2018

Action Brief

Bylaws Review and Modification

Background

CareerSource Brevard's (CSB) Bylaws were last modified in 2012. It is the responsibility of the new Governance/Finance Committee to review and modify the Bylaws. The Committee met, made modifications and presented the changes to the Board of Directors on November 14, 2017. No issues were addressed, however, the board did not want to approve the changes until there was a legal review. The Governance/Finance Committee reviewed the legal modifications on February 9, 2018 and is recommending the Board of Directors approve the recommended changes to CSB's Bylaws (Attached).

Summary

- Clause added that states that government statutes override Bylaws if there is a difference.
- Past chair was added to the Officers of the Board.
- Annual budget review was added to the Governance/Finance Committee responsibilities.
- Added that any Ad Hoc Committees shall be chaired by a Director.
- Grammatical changes.

Action

Approve the Bylaw modifications recommended by the Governance/Finance Committee and the Rossway Swan law firm. The Bylaws will be ratified by the Brevard Board of County Commissioners.

BREVARD WORKFORCE DEVELOPMENT BOARD, INC.

BYLAWS

As Amended February 20, 2018

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.

B. SERVICE AREA

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

ARTICLE II. 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 Corporation 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 Corporation 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. The Corporation shall always exercise its rights and powers in compliance with all state and deferral governing statutes. To the extent that any provision of the Articles or these Bylaws violate such governing statutes, such provision of all Articles or Bylaws shall be deemed removed from such and the Corporation shall act in accord with the governing statutes.

ARTICLE IV. 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:

The Board shall:

Manage and direct the affairs of CSB, protect its interest, determine its direction, advance its mission, goals, and strategies, and supports its programs;

Ensure effective planning and adequate resources, managing resources efficiently;
Authorize an approved budget through Board action;
Ensure ethical and legal behavior;
Elect CSB officers;
Hire and fire the President; and
Approve and oversee execution of the strategic plan.

Further the Board may

Exercise emergency powers allowed by law.

B. NOMINATION AND COMPOSITION OF DIRECTORS

Individuals shall be nominated to serve as Directors on the Board in accordance with governing legislation and policy direction of the Corporation's funders, and 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

These Bylaws, the governing statutes and legislation, and policy direction of the Corporation's funders determine the manner in which Directors are nominated and appointed to 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 (1) fill vacancies on the Board (2) to serve another term or (3) 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. Nominees shall be 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 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. Prior to expiration of their term, the Governance/Finance Committee will review each membership and may ask one or more Board Directors to serve additional term(s) upon the expiration of their current term, subject to Board approval.

F. CONFLICT OF INTEREST

No Director shall cast a vote, or participate in discussion, relating to any procurement or provision of services by that Director or by any organization that the Director represents or is affiliated. Further, no Director shall vote on any matter which would

provide financial benefit to that Director, the Director's employer or members of 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 subject to the provisions of the governing legislation and policy direction of the CareerSource Brevard's funders.

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 shall be required to annually sign a Financial and Organizational Disclosure Statement as required by state law.

G. RESIGNATION

If no longer representing the constituency, from which appointed, a Director shall notify the President and Chair of the Board, in writing and resign from the Board. A prospective replacement shall be recommended by the Governance/Finance Committee, and such nomination shall be brought to the Board for approval. Board approved nominations shall be presented to the County Commission for ratification.

A Director may resign at any time by giving written notice with an effective date to the President and 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 shall be recommended by the Governance/Finance Committee and such nomination shall be brought to the Board for approval. Board approved nominations shall be presented to the County Commission for ratification. Board vacancies occurring for other reasons follow these same rules.

A Director replacing a Director who has left the Board serves the remainder of the term of office of the 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 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 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 V. MEETINGS

A. NUMBER AND INTERVAL

The Board will hold an annual meeting each calendar year followed by quarterly meetings. The President determines the date, time and place for the meetings.

B. NOTIFICATION OF MEETINGS

The President notifies all Directors of scheduled and special meetings by email at least five (5) days in advance, specifying the date, time, and location of the meeting and its agenda. The President develops and the Board Chair reviews and approves the agenda of all meetings of the Board. The Board shall assure that the Corporation properly notices all meetings in compliance with Florida Government in the Sunshine Law.

C. SPECIAL MEETINGS

A special meeting may be called by the Chair, President or any written request of three Directors in compliance with the Florida Government in the Sunshine Law.

D. PROCEDURES

Business will be conducted to the extent feasible in accordance with Robert's Rules of Order, Newly Revised, as long as 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 meetings. Designees of Directors who are in attendance at any Board or Executive Committee meeting shall not be considered in establishing a quorum, nor shall such Designees exercise a vote. Designees of Directors and non-board members that serve as members of the Governance/Finance, Career Center, Industry Workforce Committees and other Ad Hoc 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.

ARTICLE VI. OFFICERS OF THE BOARD

A. DESCRIPTION OF BOARD OFFICERS

CareerSource Brevard's Officers are:

Chair
Vice Chair
Treasurer

Past Chair

The term of office for officers is one year. None may serve in the same office for more than two consecutive terms. At the conclusion of the Chair's term, he or she shall serve as immediate Past Chair on the Executive Committee.

B. DUTIES

Duties of the Chair:

The Chair will:

- a. Preside at all meetings of the Board 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
- d. Perform all other duties assigned to the Chair under these Bylaws and those usually pertaining to the office of the Chair.

Duties of the Vice Chair:

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

Duties of the 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

C. ELECTION OF OFFICERS OF THE BOARD

At the last regularly scheduled quarterly meeting prior to the end of the fiscal year, the Board shall elect the Chair, the Vice Chair, and the Treasurer from Directors serving from the Business Sector for the next year from a slate of officer candidates presented/recommended by the Governance/Finance Committee. Nominations from the floor will be accepted. The Chair conducts the election, counts the votes and announce the results to the 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. 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.

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 by 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.

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.

The Secretary of the Corporation shall be appointed by the President with approval 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.

EXECUTIVE COMMITTEE

The Executive Committee shall consist of the following:

- Chair of the Board
- Vice Chair of the Board
- Treasurer of the Board
- Past Chair of the Board

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 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.
- 5) Review a yearly budget for Board approval prepared by staff.

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.

B. AD HOC COMMITTEES

The Chair of the Board may appoint ad hoc committees on an as-needed basis. Members may include non-Board members, but such ad hoc committees shall be chaired by a Director appointed by the Chair.

ARTICLE IX. FINANCE

A. FISCAL YEAR

The fiscal year of the Corporation shall begin on the first (1st) day of July and end on the thirtieth (30th) 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 X. 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 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.



February 20, 2018

Action Brief

Program Year 2016-2017 Audit Report

Background

Grau and Associates has completed an audit of the financial position of Brevard Workforce Development Board, Inc. dba CareerSource Brevard for the fiscal year ended June 30, 2017. The audit was conducted in accordance with generally accepted auditing standards. In their opinion, the financial statements present fairly, in all material respects, CSB's financial position as of June 30, 2017, and the changes in its net assets and cash flows for the year then ended, in conformity with generally accepted accounting principles.

The auditors' report expresses an unmodified opinion on the financial statements of Brevard Workforce. The Schedule of Findings (attached) indicates that there were no reportable conditions in internal control, and no material instances of noncompliance. CSB was determined to be a low-risk auditee pursuant to the Uniform Guidance.

The audit team from Grau and Associates presented their draft audit report at the CSB Board of Directors meeting on November 14, 2017, and the final report was unchanged. The Governance/Finance Committee reviewed the final audit report at its February 9 meeting.

Action

Recommend that the Board of Directors accept the Independent Auditor's Report on the financial statements of Brevard Workforce for the program year ended June 30, 2017.

BREVARD WORKFORCE DEVELOPMENT BOARD, INC.
SCHEDULE OF FINDINGS
FOR THE FISCAL YEAR ENDED JUNE 30, 2017

A. SUMMARY OF AUDIT RESULTS

1. The auditor's report expresses an unmodified opinion on the financial statements of the Brevard Workforce Development Board, Inc.
2. No significant deficiencies or material weaknesses relating to the audit of the financial statements are reported in the independent auditor's report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with *Government Auditing Standards*.
3. No instances of noncompliance material to the financial statements of Brevard Workforce Development Board, Inc. were disclosed during the audit.
4. No significant deficiencies or material weaknesses relating to the audit of the major federal award programs are reported in the independent auditor's report on compliance for each major program and on internal control over compliance required by the Uniform Guidance.
5. The independent auditor's report on compliance for each major federal awards program of Brevard Workforce Development Board, Inc. expresses an unmodified opinion.
6. There were no audit findings relative to the major federal awards tested for Brevard Workforce Development Board, Inc.
7. Dollar threshold for Type A programs was \$750,000. The programs tested as major programs include:

<u>Federal Program</u>	<u>CFDA No.</u>
Supplemental Nutrition Assistance Program	10.561
Temporary Assistance for Needy Families	93.558
National Dislocated Worker Grants / WIA	
National Emergency Grants	17.277

8. Brevard Workforce Development Board, Inc. was determined to be a low-risk auditee pursuant to the Uniform Guidance.

B. FINDINGS - FINANCIAL STATEMENTS AUDIT

None

C. FINDINGS AND QUESTIONED COSTS - MAJOR FEDERAL PROGRAMS

None

D. OTHER ISSUES

No summary schedule of prior audit findings is required because there were no prior audit findings related to Federal awards programs.

No corrective action plan is required because there were no findings required to be reported under the Federal Single Audit Act.



February 20, 2018

Action Brief

Contracts with Board Members

Public Schools/Universities/Colleges Training Agreements

Background

Florida Statute 445.007 and CareerSource Florida (CSF) policy concerning regional workforce board contracting prohibits a workforce board from entering into a contract with one of its own board members, with an organization represented by its own board member, or with any entity where a board member has any relationship with the contracting vendor. The CSF policy does allow that at a board's discretion when a contract with an agency (i.e. public schools, community colleges, state universities, etc.) is represented by a board member and said member does not personally benefit financially from such contracts, the agency may be exempted from the general prohibition. Keiser University is a member of the CSB Board of Directors and may be exempted from the general prohibition. The policy goes further and states that the vendor which is exempted from the general prohibition must be approved at Board level, and if over \$25,000, by CSF.

Recommendation

Recognizing the Board convenes on a quarterly basis, and to be able to meet the training and educational needs of individuals in a timely and efficient manner, staff has reviewed historical educational and training expenditures and anticipated training requirements with the following agencies and recommends approval of the following Training Agency Agreements:

Business Name: **Keiser University**
Board Member: **Colleen Brown**
Total Not to Exceed: **\$70,000/ annually through 6/30/19**

Action

Approve or deny Training Agent Agreement recommendation for Keiser University.

CareerSource Brevard
Board of Directors Meeting
November 14, 2017

MINUTES

Members in Attendance: Patricia Stratton (Chair), Daryl Bishop, Colleen Browne (via teleconference), William Chivers, Dale Coxwell (via teleconference), Susan Glasgow, Nancy Heller, Robert Jordan, Traci Klinkbeil (via teleconference), Travis Mack, Mike Menyhart, Linda Miedema (via teleconference), Wayne Olson (via teleconference), Ronald Taibl.

Members Absent: Shawn Beal, Desmond Blackburn, Debra Greco, Paula Just, Jennifer Kenny, Terry Schrumpf, Kevin Smith, Lynda Weatherman.

Staff Present: Jana Bauer, Denise Biondi, Judy Blanchard, Jennifer Lasser, Rick Lepre, Don Lusk, Richard Meagher, Stephanie Mosedale, Marci Murphy, Lyn Sevin, James Watson, Jeff Witt.

Career Center Staff Present: Caroline Joseph-Paul, Bob Knippel, Jessica Mitchell, Aaron Smith, Kristine Wolff.

Guests: James Finch, DEO (via teleconference), Racquel McIntosh, Grau & Associates.

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

Public Comment: There was no public comment.

Presentations:

Program Year 2016-2017 Audit Report

Racquel McIntosh from Grau & Associates gave a presentation on the status of the audit. Ms. McIntosh noted CSB had a clean audit with no findings and remains a low risk audit. Approval of the Audit was tabled to the next meeting of the Board of Directors when a final copy will be presented.

DEO Annual Review

James Finch from Department of Economic Opportunity gave a presentation on CSB's performance for Program Year 2016-2017. There was brief discussion on CSB's standing compared to other regions. It was suggested that the President send a link from DEO on the Economic Security Report.

Action Items:

Bylaws

Changes to CSB's Bylaws as recommended by the new Governance/Finance Committee were presented. Mike Menyhart made a motion to approve the changes contingent on legal review. After discussion the motion was withdrawn and voting tabled until the final copy of the Bylaws with legal approvals are presented for approval at the next board meeting.

Consent Action Items:

Patricia Stratton opened the floor for discussion and approval on the Board of Director meeting minutes. Motion to approve the Board of Director meeting minutes for August 22, 2017 made by Robert Jordan and seconded by Susie Glasgow. Motion passed unanimously.

Committee Chair Reports:

Susie Glasgow gave a report on the Industry Workforce Committee meeting held on October 19, 2017.

Mike Menyhart gave a report on the Career Center Committee meeting held on September 14, 2017.

Daryl Bishop gave a report of the Governance/Finance Committee meeting held on October 30, 2017.

Information Items:

Information items included the Governance/Finance Committee structure, hurricane updates, Channel 2 news update, economic community impact, attracting hidden talent, career center standards, grow the resources of the board, financial reports and committee meeting minutes. There was discussion on the hurricane recovery process and members requested a list of hurricane projects currently underway. Staff said that CSB had not been awarded the Disability Employment Initiative Grant but was awarded the Soft Skills Pilot Grant and the Nursing Career Pathways Training Grant. There was also discussion on the Titusville Career Center and suggestions on reaching out to local universities. Members were also informed that they will be receiving CSB's Annual Report via email.

Other Business;

Ms. Murphy reported that staff member Nancy Waldhour had received the Champion Award and Advocate of the Year Award at the recent Florida Workforce Summit. The Partner of the Year Award went to Jeff Arnott with Brevard Adult Education.

Robert Jordan expressed his appreciation to CSB staff for their service to the community, and he also thanked the board members for their willingness to provide input at board meetings.

William Chivers was congratulated on being awarded Business Leader of the Year.

There being no further business, the meeting was adjourned at 9:38am.

Submitted by,

Reviewed by,

(signature on file)
Lyn Sevin

12/11/2017
Date

(signature on file)
Patricia Stratton

11/27/2017
Date

February 20, 2018

Informational Brief

Facilities Plan Analysis

Background

One of the President's Goals for PY 17-18 is to research and analyze facility costs to ensure CSB is in line with the Brevard market and getting the best ROI for the company. The focus of our analysis was the Rockledge Office since it is the largest facility and square footage is more than is needed by approx. 5500 square ft. The Rockledge facility currently has one year remaining on the current lease which is set to expire in February 2019. The Rockledge Facility consists of 27,492 sq. feet at a lease rate is \$7.75 per sq. foot plus \$3.00 per sq. foot for Common Area Maintenance (CAM) with annual lease rate increases of \$.25 per square foot. In addition to the facility lease, there is an adjacent parking lot lease for \$1950 per month. The Rockledge Facility has a total annual cost of \$318,939.

The following were established as requirements for a centrally located facility:

- Overall annual cost below current cost.
- Located between SR 528 and Pineda Causeway
- Single location with approximately 22,000 sq.ft. OR
- Two locations
 - One location approximately 5,500 sq.ft.
 - One location approximately 17,000 sq.ft.

Results

Staff worked with several realtors and leasing agents to evaluate properties that were available or would become available within the established parameters. There was only one location, in Merritt Island, that met most of the parameters but the square footage was higher than we needed and the build out costs were estimated at \$300,000 - \$500,000, so it was not a viable option. What we did learn was that we are paying a fair market value for our facility costs.

In an effort to reduce the current costs, staff engaged the landlord for the Rockledge location in conversations aimed at possible changes that would be of advantage to CSB. In those discussions the following were offered:

- The current parking lot lease was reduced 10.5% percent to \$1,750 per month. This will result in an annual savings of \$2400.
- The current five year lease renewal effective after the current lease expires will allow for the rate to remain flat for the first three years of the renewal period. This will result in an annual saving of \$6873.

- Pending Air Conditioning repair costing \$51,000 which would have been part of the CAM will be covered by the landlord.

Over the course of the next three years, there will be an \$81,000 savings to CSB when these changes are made.

Conclusion

The facilities analysis resulted in the following conclusions:

- The amount of facilities costs we are paying in Rockledge is fair market value
- There are not any properties within our requirements that could reduce our costs
- Staff was able to negotiate additional cost savings with the current landlord.



February 20, 2018

Information Brief

Second Quarter Contractor Performance PY 2017-2018

Background

The CSB Workforce Operations contract is cost reimbursement for direct program costs, however, profit is withheld from the Contractor until measurable performance outcomes are achieved. Payments of withheld costs are available to the Contractor to earn on a quarterly basis.

Payment of withheld profit uses a performance measurement model based on the following elements:

A) Meeting or exceeding 5 out of 9 measures as shown in the contract.

- ❖ Measures 1 through 7 - Rank at 13 or less on specific measures from the Monthly Management Report
- ❖ Measure 8 – Meet or exceed the minimum percentages set on 5 out of 8 Performance Standards established in the contract.
- ❖ Measure 9 - Obtain an overall system score of 90% or higher on the Career Center Standards

B) Meet or exceed the accelerated percentages set on 5 out of the 8 Performance Measures established in the contract.

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

PY 2017-18 Performance Results

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

Elements of Contractor Performance Earnings PY 17-18

Element A				
Objective/Criteria	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Meet 5 out of 9 measures below				
Welfare Transition Entered Employment Rate (Rank between 1-13 on State Quarterly MMR)	No – Ranked 22	No – Ranked *		
Welfare Transition Federal All Family Participation Rate (Rank between 1-13 on State Quarterly MMR)	No – Ranked 21	No – Ranked *		
WIA Adult Employed Worker Outcome Rate (Rank between 1-13 on State Quarterly MMR)	Yes – Ranked 6	Yes – Ranked 1		
WIA Adult & Dislocated Worker Entered Employment Rate (Rank between 1-13 on State Quarterly MMR)	Yes – Ranked 1	Yes – Ranked 1		
Wagner-Peyser entered Employment Rate (Rank between 1-13 on State Quarterly MMR)	Yes – Ranked 6	Yes – Ranked 4		
Short Term Veterans Entered Employment Rate (Rank between 1-13 on State Quarterly MMR)	Yes – Ranked 3	Yes – Ranked 3		
Wagner-Peyser Percent of Job Openings Filled (Rank between 1-13 on State Quarterly MMR)	Yes – Ranked 9	Yes – Ranked 4		
Met the minimum percentages set on 5 out of 8 Performance Standards established in Attachment F.	Yes – Met Minimum on 7 of 8	Yes – Met Minimum on 7 of 8		
Obtained an overall system score of 90% or higher on the Career Center Standards	Yes – 100%			
* Updated Welfare Transition Measure Results were not available at the time of this report.				
Element B				
Met the accelerated percentages set on 5 out of the 8 Performance Measures established in Attachment F	Yes – Met Accelerated on 5 of 8	Yes – Met Accelerated on 6 of 8		

Element C	
Met a minimum score of 75 or higher on the CSB performance evaluation related to the annual state programmatic monitoring results	Available at the end of the year

The one measure not met was a new measure for increasing the number of customers being served by the Career Centers. The goal was to reach 13,412 customers and there were actually 12,686 reached. Contributing factors include Hurricane Irma and upgrades to EFM that have caused several problems with registering customers in the system (including password reset issues, SSN verification issues, email notifications, and others).

REVISED
01/25/2017

Grow the Resources of the Board Report

BOLD denotes
Revisions or Additions

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
<p>Grant Name: AARP Foundation Back to Work 50+ Women's Economic Stability Incentive Initiative (WESI)</p> <p>Time Frame: 3/1/15 – 12/31/18</p> <p>Funding Source: Social Innovation Fund (SIF) & AARP Foundation.</p> <p>Partner(s): NA</p>	\$263,936	Offering unemployed women information sessions; computer, financial literacy, and job skills training; coaching and job search assistance for women ages 50-64.	This program has been fully transitioned from Eastern Florida State College to CSB. The new year 4 grant began on 12/1/2017. The transition now includes direct AARP Foundation funding and SIF. The net increase in funding to CSB was \$134,786. The program has been extended until 12/31/18. The first Year 4. Information sessions for the first "Wave" of 2018 were conducted during the week of 1/10/18. Over 70 interested persons attended and over 40 were selected to attend the "core" workshop.	Jana Bauer
<p>Grant Name: Florida Sector Partnership National Emergency Grant</p> <p>Time Frame: 7/1/15-6/30/18</p> <p>Funding Source: USDOL through DEO</p> <p>Partner(s): NA</p>	\$865,000	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.	This program has been extended until 6/30/2018 and been allotted an additional \$50,000 for manufacturing & health care skills training for dislocated workers and employed worker training. CSB has assisted 131 participants with this program to date.	Tina Berger
<p>Grant Name: H-1B American Promise Grant (APG)</p> <p>Time Frame: 01/01/17 – 12/31/20</p> <p>Funding Source: USDOL</p> <p>Partner(s): LWDB 12 Central Florida</p>	\$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.	Community Kick off with APG partners is 2/1/18. EFSC IT Advisory Board meetings continue to garner feedback and interaction between IT Industry & education partners. The Sector Strategy is supported with regular one-on-one meetings discovering additional education and industry partners and sharing the benefits of the APG. Gary Sulski is in full swing with John Berardi IT Sector Business Liaison's assistance with moving the sector activities forward.	Gary Sulski

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
<p>Name: Cooperative Outreach Program with Moore Communications and CareerSource Florida</p> <p>Time Frame: 01/01/17 – 12/31/20</p> <p>Funding Source: Wagner Peyser State Level Funding</p> <p>Partner(s): CareerSource Florida & Moore Communications</p>	\$31,406	<p>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.</p>	<p>Two six month talent recruitment campaigns have launched:</p> <p>Engineer Recruitment campaign: Updates are being made to 2017 campaign that include new employers, testimonials, video links, and demographical updates to target 5-10 year-experienced Systems, Mechanical and Electrical, engineers from high yield cities such as: NYC, Wichita, select cities in TX and CA.</p> <p>Healthcare Recruitment campaign: developing copy, and content with sector partner help and searching “change drivers for city/states to target Registered Nurses, and all levels of Medical Assistants, and Licensed Practical Nurses.</p> <p>Expecting more than 300 jobseeker leads per campaign for CSB’s recruitment team to 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>	Denise Biondi
<p>Grant Name: Hurricane Matthew Dislocated Worker Grant</p> <p>Time Frame: 12/1/2016 - 9/31/2018</p> <p>Funding Source: USDOL through DOE</p> <p>Partner(s): NA</p>	\$4,523,092	<p>Projects for clean-up, demolition, repair, renovation, and reconstruction of destroyed public structures, facilities, and lands within the affected communities.</p>	<p>The total CSB award for Phase I was \$1,723,092 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 occurred. Brevard has received an additional \$2,800,000 funding and an extension until 9/31/18 for Phase II.</p>	Jim Watson
<p>Hurricane Irma Dislocated Worker Grant</p> <p>Time Frame: 09/07/2017 - 9/31/2018</p> <p>Funding Source: USDOL through DEO</p>	\$900,000	<p>Projects for clean-up, demolition, repair, renovation, and reconstruction of destroyed public structures, facilities, and lands within the affected communities. Grant allows for the expenditure of</p>	<p>The initial CSB award for Phase I was \$400,000 for the first 60 days. Staff submitted a Phase II budget for approximately \$5 million. As a part of this Phase II process, DEO may approve funding for persons from Puerto Rico who</p>	Jim Watson

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
Partners: NA		training funds to support DWG workers transitioning out of the temporary work.	have relocated to Brevard County. That budget is still pending at this time. CSB received an additional \$500,000 on 1/10/18 for a total of \$900,000 to date.	
Grant Name: Governors Challenge Time Frame: 01/01/2018 – 12/31/2018 Funding Source: DEO Partners(s): None	\$20,000	The focus of this grant is provide assistance to individuals who have relocated from Puerto Rico and the Virgin Islands due to Hurricane Maria. Allowable activities include: outreach to targeted populations, assessment of needs, and the provision of WIOA services to help eligible participants [re]gain employment.	The current plan for this grant is to focus on establishing English as Second Language (ESOL) classes for those who have relocated to Brevard County. Staff is working the Adult Education staff to provide both individual and group sessions as needed to serve the target population.	TBD
Grant Name: Soft Skills Pilot Grant Time Frame: 11/01/2017 - 10/31/2018 Funding Source: CS Florida- SS Initiatives Grant Partners: SHRM, AARP, EDC	\$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 is practical, self-paced, credentialed and credible to employers and monitor hiring and retention patterns for positive results.	Grant has been approved. Foy Staley has been hired as the Program Manager started on 1/8. We will provide 500 career seekers with behavioral based competency tested soft skills certifications. The goal is to improve employee retention rates by 20%. This is a one year grant with a plan for future expansion of the program into specific sector skills.	Tina Berger
Grant Name: Nursing Career Pathways Training Proposal Time Frame: 11/01/2017 - 08/31/2019 Funding Source: CS Florida – SS Initiatives Grant Partner(s): Macedonia Community Development Corp. (MCDC)	\$350,387	Focused on filling training program vacancies with a talent pipeline to address the nursing shortage. 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 23 LPN trainees, 20 CNA or PCT trainees to enter training programs by 4/30/2018. One Staffing Specialist position is also funded through the grant.	Grant was awarded and is effective November 1, 2017 thru April 30, 2019. <ul style="list-style-type: none"> • MCDC agreement executed on 12/18/17 • Staffing Specialist anticipated start date 1/22/18 • 4 approved LPN scholarship submissions as of 1/18/18 • MCDC held recruiting events on 11/20/17 and 1/17/18 • CSB staff also recruiting candidates. 	Megan Cochran

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
Grant Name: Jobs Wall Pilot Grant Time Frame: Funding Source: CS Florida – SS Initiatives Grant Partner(s): NA	\$152,028	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 would be served.	This grant was <u>not</u> funded in the first round of approvals. Follow up with CSF indicated the likelihood of receiving approval is very low as CSF was reticent to fund equipment. The grant fund source is not fully expended and staff will continue to monitor and hope that the grant does receive funding.	Jana Bauer

UNRESTRICTED REVENUES (Non-governmental funding, Fee for service, Foundation and Corporate giving programs)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
Grant Name: Eastern Florida State College (EFSC) Student Engagement/ Industry Advisory Councils Time Frame: 8/1/2013 - Indefinite Funding Source: EFSC Partner(s): NA	\$166,400 As of 12/31/2017	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. The councils are comprised of groups of industry and technical leaders in the field to advise the college administrators and faculty on development of quality career and technical education programs.	We are in our 5th year of this activity. CSB has facilitated 61 industry councils held to date.	Michelle Jones
Grant Name: Ticket to Work (TTW) Program Time Frame: Indefinite Funding Source: Social Security Administration Partner(s): Vocational Rehabilitation	\$206,746 To Date	Focused on eligible TTW customers who want to return unsubsidized employment using the Employment Network (EN).	Staff continue to work with eligible customers who are interested in work or training. EN continues to progress at a modest pace with 45 tickets being assigned. Receipts through 6/30/17 are \$158,878; year-to-date this year \$47,868; cumulative total of \$206,746.	Jim Watson
Grant Name: Florida Partnership Plus Time Frame: Indefinite	\$11,500 To Date	Exiting Voc. Rehab participants who have found employment and are currently receiving SSI or	Application Process complete. CSB eligible to receive referrals, 24 BSA requests received to date. For each referral CSB will receive	Jim Watson

UNRESTRICTED REVENUES (Non-governmental funding, Fee for service, Foundation and Corporate giving programs)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
<p>Funding Source: Social Security Administration</p> <p>Partner(s): Vocational Rehabilitation</p>		SSDI. CSB will provide Employment Network mandatory follow up services. Funds are reported as part of the SSA TTW program and our unrestricted.	<p>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>	
<p>Grant Name: Tobacco Free Florida</p> <p>Time Frame: Indefinite</p> <p>Funding Source: Bureau of Tobacco Free Florida</p> <p>Partner(s): Florida Department of Health</p>	\$32,512.50 To Date	The Bureau of Tobacco Free Florida (BTFF) partners with Florida RWB's to promote the "3 Free and Easy Ways to Quit" program to help clients quit tobacco and improve their employability. While this program is available free to all Florida residents, the Department of Health targets workforce clients and reward LWDB's for each client referral	<p>Program Year 2015-2016, CSB received \$14,925 in unrestricted funding, Program Year 2016-2017 CSB received \$12,637.50. For PY 2017-2018 we have earned \$4,950.00 to date.</p>	Marina Stone
<p>Grant Name: Healthcare Sector Strategy</p> <p>Time Frame: 7/1/16 – 6/30/18</p> <p>Funding Source: Private Sector</p> <p>Partner(s): A variety of health care employers, training vendors and others.</p>	\$91,351	Employ a Healthcare Sector Strategist to coordinate Healthcare Sector Strategy to facilitate solutions for current workforce needs, projections for workforce issues over the next five years, and resources to meet both long and short term goals as established by the industry as a whole.	<p>The grant has been extended to June 30, 2018. Consortium Committees are addressing:</p> <ul style="list-style-type: none"> • Current Brevard pipeline of CNAs, LPNs and RNs does not produce enough talent to fill local employer needs • Soft Skills are lacking in pipeline/workforce • Filling education training programs • Retention of healthcare-oriented students in Brevard County • Attraction of Nursing Faculty to fill vacancies • Next Brevard Healthcare Workforce Consortium meeting is March 7, 2018. 	Megan Cochran

UNRESTRICTED REVENUES (Non-governmental funding, Fee for service, Foundation and Corporate giving programs)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
<p>Grant Name: City of Palm Bay – Juniors to Jobs Program</p> <p>Time Frame: Summer 2018</p> <p>Funding Source: City of Palm Bay</p> <p>Partner(s): US Conference of Mayors</p>	\$27,000	Using a combination of \$ from Palm Bay and USCM, CSB will facilitate the “Juniors to Jobs” summer youth training program focusing on teaching 25 high-school juniors the skills they need to obtain employment.	Dates have been set for the 2018 Juniors to Jobs program. Training will be held June 4 – June 8.	Jana Bauer
<p>Grant Name: City of Cocoa Youth Summer Employment Program</p> <p>Time Frame: Summer 2018</p> <p>Funding Source(s): City of Cocoa</p> <p>Partner(s): NA</p>	\$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 City of Cocoa has verbally committed to a third year of Cocoa Works, but no further planning has been done.	Jana Bauer
<p>Grant Name: AIM Manufacturing Summer Internship Program</p> <p>Time Frame: Summer 2018</p> <p>Funding Sources: Brevard County Manufacturing Companies</p> <p>Partners(s): Brevard Public Schools</p>	\$25,000	Using funding from local manufacturers, CSB will facilitate a summer youth training program focusing on teaching 10 high school juniors and seniors the skills they need to obtain employment. This includes a paid Work Experience piece in a local manufacturing company.	Dates have been set for the 2018 AIM Summer Internship Program. Students will have 2.5 days of essential workforce skills training, followed by a six week internship from June 25 – Aug 3. The goal is to have 10 interns this year. BPS CTE office will be hand-selecting those students within the CTE programs to invite them to participate in the program. Manufacturers will sponsor the students, and will determine the positions and PT or FT available.	Tina Berger & Jana Bauer



February 20, 2018

Information Brief

Financial Reports

Background

At the February 9, 2018 meeting of the Governance/Finance Committee, various financial reports on the status of CareerSource Brevard's (CSB) funding, budgets, and expenditures for the fiscal period ending December 31, 2017 were reviewed and discussed by committee members. Three of these reports have also been included in this agenda package for review by the Board of Directors, and they are described below.

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 December 31, 2017

Current Funding Level	12,541,000
Current Annual Budget	12,541,000
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	499,700	474,538	47.5%
Operating Expenses	211,451	310,100	155,100	59,508	19.2%
Total Management Services	1,346,740	1,309,400	654,800	534,046	40.8%

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

Brevard Workforce Facilities	744,484	829,300	414,700	386,878	46.7%
Operating Expenses	32,662	53,900	27,000	18,186	33.7%
Total Infrastructure	777,146	883,200	441,700	405,064	45.9%

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

Salaries & Benefits	222,410	216,000	108,000	107,647	49.8%
Operating Expenses	259,313	251,300	125,700	74,602	29.7%
Total Technology Services	481,723	467,300	233,700	182,249	39.0%

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

Salaries & Benefits	690,694	620,300	310,200	332,911	53.7%
Operating Expenses	12,790	22,400	11,200	9,081	40.5%
Total Business Services	703,484	642,700	321,400	341,992	53.2%

GRANTS & INCENTIVES	305,987	2,861,900	715,500	114,544	4.0%
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FEE FOR SERVICE ACTIVITIES	151,156	200,000	100,000	49,510	24.8%
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TOTAL OPERATING BUDGET	3,766,236	6,364,500	2,467,100	1,627,405	25.6%
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CONTRACTED SERVICES

General Contractor (C2 GPS)	2,761,437	2,800,000	1,400,000	1,322,672	47.2%
AARP BTW Services (C2 GPS)	57,573	38,900	19,500	31,140	80.1%
NEG AIM Services (C2 GPS)	15,038	13,800	6,900	3,597	26.1%
NEG Matthew Services (C2 GPS)	62,367	131,700	65,900	28,610	21.7%
NEG Irma Services (C2 GPS)	0	77,800	38,900	39,163	50.3%
America's Promise (CSCF)	0	163,700	81,900	52,314	32.0%
Total Contracted Services	2,896,415	3,225,900	1,613,100	1,477,496	45.8%

CUSTOMER SERVICES

Formula Funds - Training Activities *	829,249	962,500	481,300	418,700	43.5%
Formula Funds - Support Services *	36,891	37,500	18,800	21,421	57.1%
Other Grants - Training Activities	1,083,798	1,850,600	462,700	447,138	24.2%
Other Grants - Support Services	90,830	100,000	25,000	32,008	32.0%
Total Training Services	2,040,768	2,950,600	987,800	919,267	31.2%

TOTAL PROGRAM BUDGET	4,937,183	6,176,500	2,600,900	2,396,763	38.8%
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TOTAL ANNUAL BUDGET	8,703,419	12,541,000	5,068,000	4,024,168	32.1%
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STATE-LEVEL FUNDING	733,153	684,100	342,100	399,929	58.5%
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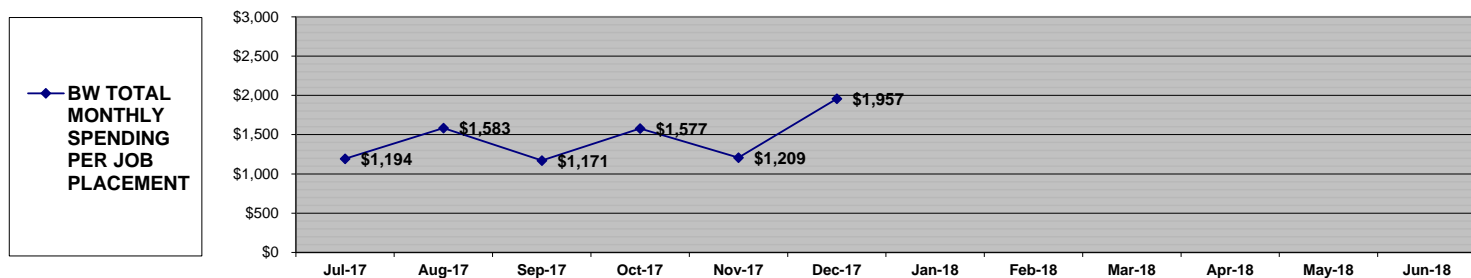
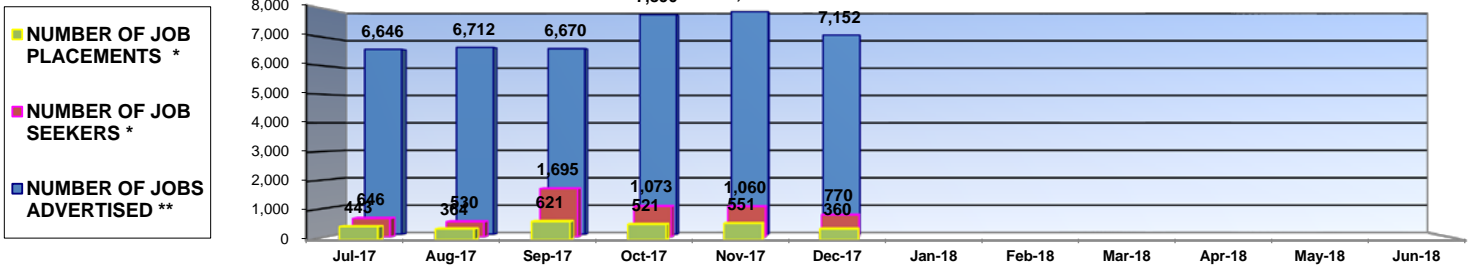
TOTAL WORKFORCE BUDGET	9,436,572	13,225,100	5,410,100	4,424,097	33.5%
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	FY 2017 Actual Expense	FY 2018 Approved Budget	FY 2018 Current Obligations	FY 2018 Y-T-D Expense	% of ITA Funds Obligated
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*CUSTOMER ACTIVITY

Job Seeker ITAs	267,021	288,800	339,030	144,060	117.4%
Employer OJT/AWE/EWT	562,228	668,300	389,944	274,640	58.3%
Incentives & Materials	36,891	42,900	53,180	29,448	124.0%
Total Customer ITA Activity	866,140	1,000,000	782,154	448,148	78.2%

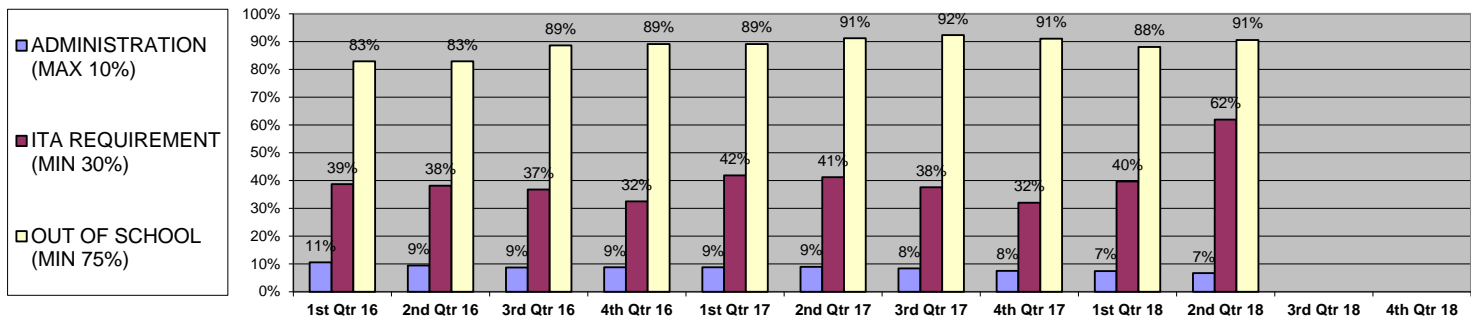
MONTHLY JOBS REPORT & BW SPENDING PER JOB PLACEMENT



* 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	269,784	
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	3,754,384	
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	405,170	
OTHER PROGRAM COSTS	288,115	616,606	977,589	1,563,640	231,838	546,304	907,802	1,616,328	279,361	248,451	
YOUTH SPENDING:											
IN-SCHOOL	41,850	91,698	100,942	112,030	30,644	50,167	65,864	85,514	37,032	59,962	
OUT-OF-SCHOOL (MIN 75%)	203,480	445,840	786,749	920,246	251,721	522,113	790,366	867,358	274,370	576,159	



CURRENT YEAR FEE FOR SERVICE ACTIVITIES (7/1/2017 - 12/31/2017)

Unrestricted Balances: Cash on Hand \$181,155 Certificates of Deposit \$71,396 Total \$252,551

	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	\$	41,599	100.0	\$	-	-	\$	-	0.0	\$	6,638	100.0	\$	-	0.0	\$	48,237	50.8						
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	-	-	46,611	100.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	46,611	49.1						
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	-	0.0	26	100.0	26	0.0	-	0.0	26	0.0						
Revenue from DWI	-	0.0	-	-	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0						
Total Revenue	\$	41,599	100.0	\$	-	-	\$	46,611	100.0	\$	6,638	100.0	\$	26	100.0	\$	94,874	100.0						
Expenses																								
Personnel	\$	33,735	81.1	\$	-	-	\$	-	0.0	\$	425	6.4	\$	2,035	7826.9	\$	36,195	38.2						
Travel / Training	922	2.2	-	-	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	922	1.0						
Outreach	-	0.0	-	-	-	0.0	-	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	-	0.0	-	0.0						
Supplies	567	1.4	-	-	-	0.0	-	0.0	-	0.0	62	238.5	629	0.7	-	0.0	-	0.0						
Equipment	-	0.0	-	-	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0						
Professional Services	30	0.1	-	-	-	0.0	16	0.2	6,829	26265.4	6,875	7.2	-	0.0	-	0.0	-	0.0						
Customer Wages	-	0.0	-	-	-	0.0	-	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	-	0.0	-	0.0						
Indirect Costs	6,345	15.3	-	-	-	0.0	79	1.2	6,437	24757.7	12,861	13.6	-	0.0	-	0.0	-	0.0						
Total Expenses	\$	41,599	100.0	\$	-	-	\$	-	0.0	\$	520	7.8	\$	15,363	59088.5	\$	57,482	60.6						
Net Profit (Loss)	\$	-	0.0	\$	-	-	\$	46,611	100.0	\$	6,118	92.2	\$	(15,337)	-58988.5	\$	37,392	39.4						

CareerSource Brevard (CSB)
Executive Committee Meeting
February 5, 2018

MINUTES

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

Members Absent: Daryl Bishop, Robert Jordan.

Staff in Attendance: Judy Blanchard, Don Lusk, Richard Meagher, Marci Murphy, Lyn Sevin, Jeff Witt.

Guests: None

Paula Just called the meeting to order at 4:06pm.

Public Comments: There was no public comment.

Action Items:

Approval of Executive Committee Minutes

Motion to approve the Executive Committee minutes for October 30, 2017 made by Susie Glasgow and seconded by Mike Menyhart. Motion passed unanimously.

Discussion/Information Items:

Rockledge Relocation Analysis

Staff reviewed the analysis to determine cost savings to relocate the Rockledge center versus remaining in the current location when the lease expires in February 2019. Staff developed requirements to use when looking at other locations to include a reduction in annual costs and location. Working with several realtors, one location was found that met most of the parameters required by CSB. Unfortunately the square footage was higher than needed and the build out costs were estimated at \$300,000-\$500,000. In an effort to reduce current costs, staff negotiated with the current landlord to reduce costs by \$81,000 over three years. The facilities analysis resulted in the following conclusions: 1) The amount of facilities costs we are paying in Rockledge is fair market value 2) There are not any properties within our requirements that could reduce our costs 3) Staff was able to negotiate additional cost savings with the current landlord.

Annual Board Retreat

Ms. Murphy gave an overview of the Agenda for the Annual Retreat on February 20. She said that breakfast will be served at 8:00am and the Board meeting will begin at 8:30am. The meeting is expected to end by 10:30am. Year in Review presentation and training on the requirements of Form 1: Statement of Financial Disclosure will be given. Ms. Murphy encouraged attendance as the Audit and Bylaws will be presented for approval.

Contractor Performance Report

Ms. Murphy explained that the CSB Workforce Operations contract is cost reimbursement for direct program costs, however, profit is withheld from the Contractor until measurable performance outcomes are achieved. Payment of withheld profit uses a performance measurement model. She said that the Contractor had succeeded in meeting or exceeding the performance criteria and was paid all withheld costs. She also discussed her pleasure in working with the new contractor. They are innovative, have a large presence locally, give good feedback and are easy to work with.

Media Update

Ms. Murphy gave an update on the job placement issues from Regions 14 and 15 reported in the news media. She said that the Department of Economic Opportunity (DEO) and CareerSource Florida (CSF) are currently auditing those Workforce Boards and, in the meantime, CSF has created a task force to determine steps needed to prevent this happening again. She reassured members that CSB contracts with an independent monitoring firm, along with monitoring by DEO. There was discussion on monitoring and addressing media enquiries.

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.

Adjournment:

Paula Just adjourned the meeting at 4:46pm.

Submitted by,

Reviewed by,

(signature on file)
Lyn Sevin

2/7/2018
Date

(signature on file)
Paula Just

(2/7/2018)
Date

CareerSource Brevard

Career Center Committee

September 14, 2017

Minutes

Members in Attendance:

Mike Menyhart (Chair), Shawn Beal (via teleconference), Nancy Heller, Danielle Jones, Amar Patel, Ron Taibl, Rose Thron

Members Absent:

William Chivers, Dale Coxwell and Debra Greco

Staff in Attendance:

Marci Murphy, Don Lusk, Judy Blanchard, Jana Bauer, Denise Biondi, Rick Lepre, Erma Shaver, John Berardi, Marina Stone

Guests in Attendance:

Caroline Joseph-Paul, Ramsey Olivarez and Helen Ortiz of CareerSource Brevard (CSB) Career Centers

Call to Order:

Mike Menyhart (Chair) called the meeting to order at 8:31am at CareerSource Brevard (CSB). Introductions were made.

Public Comment:

There was no public comment.

Presentations:

Stephanie Smith is a NextGen customer who came into our centers seeking career advising assistance. Through assessments and career researching with staff, Stephanie was able to obtain a work experience with Saalex Solutions as a data entry clerk. She has outperformed their expectations and has been promoted to a Proposal Coordinator under the CSB On-The-Job Training program. Staff also shared a presentation of the Summer Youth Programs that CSB coordinated with The City of Cocoa and The City of Palm Bay.

Ron Taibl joined the meeting.

Action Items:

Approval of Workforce Operations Committee Minutes of May 11, 2017

Motion to approve the Minutes from the May 11, 2017 meeting was made by Ron Taibl. Nancy Heller seconded the motion. The motion passed unanimously.

Discussion/Presentations/Information Items:

Committee Goal Status

Staff reviewed the matrix of the Career Center Committee including the Goal, Objectives, Strategies, Actions, Timeframes a Status of each strategy. Staff shared that WESH2 approached CSB to do a community story about the manufacturing industry in the Space Coast area. We are currently working with WESH2 and several educational partners to give the station plenty of information for the story, which should be aired by the end of 2017.

Bayside Manufacturing Academy

The Bayside Manufacturing Academy is entering its second year of course offerings. There were 80 students enrolled last program year. So far this year, there are 137 students enrolled. This program offers hands-on trade skills training labs in the machining center. The Academy is working with Junior Achievement to create an industry mentoring program for students.

NextGen Program Enrollment

Under WIOA, CSB's NextGen program is required to serve a maximum of 25% on In-School Youth and a minimum of 74% on Out-of-School Youth. The program is committed to serving a minimum of 350 young adults throughout Program Year PY 2017-2018. Data was shared from the PY 2016-2017 and the first month of PY 2017-2018.

Attracting Hidden Talent in a Low Unemployment Environment

Brevard County's unemployment rate is currently at 4.4% which causes a paradigm shift in the strategies used to recruit talent for open jobs. Partnerships and new processes which enable CSB to attract and utilize hidden talent that is vital to the success of Brevard employers was shared.

Website and Social Media Snapshot

An infographic was shared showing the website and social media traffic, businesses and career seekers served and statistics about both.

Regional Workforce Board Collaboration

Career Source Brevard (CSB), CareerSource Flagler/Volusia and CareerSource Central Florida have formed a strong partnership under the requirement of WIOA to address regional workforce issues. CareerSource Flagler/Volusia is utilizing a tool that geographically displays job data within Employ Florida. On a monthly basis, the communications teams from the tri-regional boards gather for strategic discussions.

End of Year Contractor Performance PY 16-17

The CSB/Dynamic Workforce Solutions (previous contractor) contract is cost reimbursement for direct program costs, however; profit is withheld from the Contractor until measurable performance outcomes are achieved. The Contractor succeeded in meeting or exceeding the performance criteria and was paid all withheld costs for PY 2016-2017. Data was shared.

Local Customer Satisfaction Survey Results

The customer Satisfaction Survey used in our career centers has been used for years by career seekers. During the fourth quarter, April 1, 2017 through June 30, 2017, 850 surveys and 453 comments were received. The majority, 90.8% were either very satisfied or satisfied with staff. Of 15 services provided, the 5 highest rated were resume development, job search assistance, employment workshops, skills assessments and skills and interest.

Marci shared an infographic showing how much money CSB has infused into wages of Brevard County residents in PY16-17.

Adjourn:

There being no further discussion or business, Mike Menyhart adjourned the meeting at 9:36 am.

Respectfully submitted,

Reviewed by,

{signature on file} 10/03/17
Marina Stone Date

{signature on file} 10/03/17
Mike Menyhart, Chair Date

CareerSource Brevard
Industry Workforce Committee
October 19, 2017

Minutes

Members in Attendance:

Susan Glasgow (Chair), Kristin Bakke, Daryl Bishop, Colleen Browne (via teleconference), Elizabeth Huy, Jennifer Kenny, Traci Klinkbeil (via teleconference), Linda Miedema, Julie Song (via teleconference)

Members Absent:

Desmond Blackburn, D. Travis Proctor, Terry Schrumph, Kevin Smith

Staff in Attendance:

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

Guests in Attendance:

Caroline Joseph-Paul, Julie Berrio, Jessica Mitchell and Kristine Wolff of CareerSource Brevard (CSB) Career Centers, Dr. Aaron Schmerbeck, Chief Economist from CareerSource Florida

Call to Order:

Susan Glasgow (Chair) called the meeting to order at 8:31am at CareerSource Brevard (CSB). Introductions were made.

Public Comment:

There was no public comment.

Action Items:

Approval of Workforce Operations Committee Minutes of August 3, 2017

Motion to approve the Minutes from the August 3, 2017 meeting was made by Daryl Bishop. Kristin Bakke seconded the motion. The motion passed unanimously.

Discussion/Presentations/Information Items:

Objective 1

Dr. Aaron Schmerbeck, Chief Economist of CareerSource Florida, via Skype, shared a presentation focused on the industry growth in Brevard County, current supply and demand analysis and how the educational institutions in the region are aligned to meet the skills demand in the Advanced Manufacturing Industry and associated Gap Analysis for Brevard County.

Staff reviewed the matrix of Objective 1 and Sector Strategy Program Managers provided an update on the activities of the sector strategy initiatives for the first quarter of the program year. Sectors included Manufacturing, Health Care and IT.

Objective 2:

Staff reviewed the matrix of Objective 2 in addition to the Soft Skills Training Initiative Grant proposal from CareerSource Florida.

Engineering Talent Attraction and Recruitment Campaign

Results were shared on the CSB Engineering Talent Attraction and Recruitment Campaign. CSB will receive additional state outreach dollars this year to launch Phase 2.

Objective 3

Staff reviewed the matrix of Objective 3 and a presentation was shared about CSB's Sector Strategy outreach initiatives that provide industry and stakeholder sector education and awareness, trends in Brevard County along with the takeaimbrevard.com website.

WESH 2 News Segment Brief

Staff shared that Channel 2 News (WESH) story is currently being developed. This hour-long segment will air during prime time in December featuring Brevard as a model community on economic redevelopment and specifically the work CSB is doing around the success of the AIM manufacturing grant. WESH discovered this movement by visiting the Trending in Brevard section of the CSB website.

Industry Relations PY 17-18 First Quarter Performance Infographic

An infographic was shared showing the first quarter of this program year's outcomes and successes from the Industry Relations Department.

Economic/Community Impact Report

Ms. Murphy shared an infographic report on CSB's economic and community impact for Program Year 16/17.

Dr. Miedema indicated that there needs to be a shared responsibility between the sponsoring organizations and the education partners to offset the cost of apprenticeships.

Ms. Murphy shared that the Workforce Professional Development Summit is next week. Jeff Arnott will be awarded the Florida Partner of the Year from the State of Florida.

Adjourn:

There being no further discussion or business, Susan Glasgow adjourned the meeting at 9:53am.

Respectfully submitted,

Reviewed by,

{signature on file}
Marina Stone

12/05/17
Date

{signature on file}
Susan Glasgow, Chair

12/05/17
Date