



Executive Committee Meeting
Tuesday, May 2, 2017 - 4:00pm
CSB Boardroom
(Teleconference 321-394-0707)

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

Agenda

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

		<u>Page No.</u>
Call to Order	Robert Jordan	
Introductions		
Public Comment:		
Action Items:		
A. Approval of Executive Minutes for 1/31/2017	Robert Jordan	1 – 2
B. Nomination of Officers	Marci Murphy	3
C. Re-appointment of Board Members	Marci Murphy	4
D. PY 17-18 Budget Approval	Marci Murphy	5 – 7
E. Titusville Relocation	Marci Murphy	8 - 9
F. Strategic Plan	Marci Murphy	10 - 18
Discussion/Information Items:		
A. PFM PY15-16 Outcomes	Marci Murphy	19
B. Region 13 Designation	Marci Murphy	20
C. Financial Reports	Richard Meagher	21 – 25
D. Vendor Payment Report	Richard Meagher	26
Adjourn		

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

May 2017

2nd Executive Committee-4:00pm-CSB Boardroom
10th Workforce Operations Committee-8:30am-CSB Boardroom
16th Board Meeting-8:00am-CSB Boardroom

June 2017

8th E³ Committee-8:30am-CSB Boardroom

CareerSource Brevard (CSB)
Executive Committee Meeting
January 31, 2017

MINUTES

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

Members Absent: Daryl Bishop.

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

Guests: None

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

Public Comments: There was no public comment.

Action Items:

Approval of Executive Committee minutes

Motion to approve the Executive Committee Minutes for November 1, 2016 made by Mike Menyhart and seconded by Patty Stratton. Motion passed unanimously.

Motion to approve the Executive Committee Minutes for December 12, 2016 made by Mike Menyhart and seconded by Patty Stratton. Motion passed unanimously.

Comprehensive 4 Year Plan 2016-2020

The State of Florida Department of Economic Opportunity and CareerSource Florida, Inc. issued instructions in November 2016 requesting that all Local Workforce Development Boards in Florida, including CSB submit an Addendum to the four year plan. Staff reviewed the proposed Addendum. Motion to approve the Addendum to the Comprehensive 4 Year Plan and forward to the next Board of Directors meeting for approval and submission to the Brevard County Board of County Commissioners for approval at their March 21, 2017 meeting made by Mike Menyhart and seconded by Patty Stratton. Motion passed unanimously.

Terry Schrupf joined the meeting at 4:05pm.

Discussion/Information Items:

Annual Board Retreat

The Agenda for the Annual Retreat being held on February 14th from 9:00am to 3:00pm was presented. John Metcalf will reside as the facilitator to help form the three year strategic plan. Staff said that Committee members will also be invited to the Retreat. It was suggested that, in order to conserve on time, a working lunch for the retreat might be beneficial. A comment was also made that asking members to stay for that length of time might not be looked upon as favorable as business leaders are very busy. Marci will take these comments to John Metcalf for further consideration.

America's Promise Grant

America's Promise Grant is a four year grant that was awarded on January 2, 2017. CSB and CareerSource Central Florida will partner on the grant with CSB being the fiscal agent. There was discussion on the sector strategy approach with industry driving the needs.

Paula Just joined the meeting at 4:15pm.

Financial Reports

Staff reviewed the financial activity for the fiscal period ending on December 31, 2016. There was discussion on Hurricane Matthew Grant requirements and actions.

Vendor Payment Report:

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

Other business:

Ms. Murphy spoke on the plans for CSB's expansion in the Titusville area, the new Center opening hours, and the Board Governance Workshop attended by Ms. Murphy and Mr. Jordan.

Adjournment:

Robert Jordan adjourned the meeting at 4:42pm.

Submitted by,

Reviewed by,

(signature on file)
Lyn Sevin

02/02/2017
Date

(signature on file)
Robert Jordan

02/02/2017
Date



May 2, 2017

Action Brief

Nomination of Officers

Committee Request

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

Nominees:

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

Vice Chair – Patricia Stratton, VP & IMCS Program Manager, Abacus Technology Corp.

Treasurer – Travis Mack, Saalex Solutions, Inc.

Action

Approve the slate of officers for Program Year 2017-2018 (beginning July 1, 2017) for inclusion on the agenda of the next full Board of Directors meeting.



May 2, 2017

Action Brief

WIOA/Re-Appointment of Board Members

Committee Request

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

Background

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

The following Board members have expressed their interest in continuing their Board membership, in accordance with WIOA, for reappointment effective July 1, 2017:

Daryl A. Bishop – VP Commercial Banker – Seacoast National Bank

Colleen Browne – Campus President – Keiser University

William Chivers – President, RUSH Construction, Inc.

Dale Coxwell – VP, Coastal Steel, Inc.

Robert L. Jordan, Jr. – President/CEO, Genesis VII, Inc.

Paula Just – Chief Human Resources Officer, Health First, Inc.

Dr. Linda Miedema - VP Academic Affairs, Eastern Florida State College

Linda Weatherman – President, EDC of Florida's Space Coast

Action

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



May 2, 2017

Action Brief

Proposed Budget for Program Year (PY) 2017-2018

Committee Request

Review the proposed Program Year 2017-2018 Budget and make a recommendation to the full Board of Directors for approval.

Background

Preliminary FY 2017-2018 funding figures released from the U.S. Department of Labor and the Florida Department of Economic Opportunity (DEO) indicate only minimal reductions from our current year funding levels. Workforce Innovation and Opportunity Act (WIOA) programs are down by 6% in FY 2017-2018, however we plan to offset this reduction with performance incentive funding that we are carrying forward to the new program year. Wagner-Peyser, Welfare (TANF) and other DEO formula funded programs are projected to remain at about the same levels as this year.

Senior staff have prepared a balanced operating budget, assuming the same level of formula funding as the current year. They offset necessary increases in rent, insurance, utilities, etc. with similar cuts in other areas. There will be no change in funding for career center operations, and our initial pool of formula funds for customer training and support funds will remain at the same level to ensure we meet CareerSource Florida's Individual Training Account (ITA) spending requirement.

We have three current National Emergency Grants (Job Driven NEG, Sector Partnership NEG, and Hurricane Matthew NEG) that are ending, so our initial pool of grant funds is 58% less than in the current program year. However, we are continually applying for new grants and we will add additional awards to the budget as they become available.

The budget is summarized on Attachment 1 and the funding categories are described as follows:

- 1) Management Services (\$1,290,100) – The total cost of workforce board operations, board staff and outreach, planning and financial services (represents 95% of current level).
- 2) Infrastructure Services (\$900,600) – The total cost of CSB facilities, including rent, telephones, utilities, maintenance and supplies (represents 106% of current level).

- 3) Technology Services (\$466,200) – The total cost of IT staff, telecommunications services, current computer hardware and software for the SCB system (represents 102% of current level).
- 4) Business Services (\$642,700) – The total cost of employer outreach and business support staff (represents 101% of current level).
- 5) Special Grants and Incentives (\$880,900) – The operating costs associated with competitive grants and performance incentives (represents 66% of current level).
- 6) Fee for Service Activities (\$200,000) – Local grants and initiatives, including our Healthcare Ambassador and Juniors to Jobs programs. (represents 100% of current level).
- 7) Career Center Operations (\$2,800,000) – The total cost of delivering career center services, including all contract staffing (represents 100% of current formula funding and 39% of current grant funding levels).
- 8) Customer Training & Support (\$1,269,500) – Funding administered by the CSB Scholarship Unit for direct customer services (represents 100% of current formula funding and 12% of current grant funding levels).

Recommendation

The President recommends approving the PY 2017-2018 budget at a level of \$8,450,000.

Action

Review the President's recommended Program Year 2017-2018 Budget and propose a budget to the full Board of Directors for approval. The motion should also grant the President the authority to add or increase budget items as additional funds become available throughout the program year.



Annual Budget Proposal

For the Program Year Ending June 30, 2018

Preliminary Funding Level	8,450,000
Proposed Annual Budget	8,450,000
Balance of Funds Available	0

FY 2017 Approved Budget	FY 2018 Proposed Budget
-------------------------------	-------------------------------

MANAGEMENT SERVICES *(Board operations, Staff, Outreach, Financial Services)*

Salaries & Benefits	1,060,200	999,300
Operating Expenses	294,800	290,800
Total Management Services	1,355,000	1,290,100

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

Brevard Workforce Facilities	793,700	846,700
Operating Expenses	53,600	53,900
Total Infrastructure Services	847,300	900,600

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

Salaries & Benefits	216,000	216,000
Operating Expenses	242,600	250,200
Total Technology Services	458,600	466,200

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

Salaries & Benefits	620,300	620,300
Operating Expenses	18,400	22,400
Total Aerospace Services	638,700	642,700

TOTAL FORMULA OPERATING BUDGET	3,299,600	3,299,600
---------------------------------------	------------------	------------------

SPECIAL GRANTS & INCENTIVES	1,339,500	880,900
--	------------------	----------------

FEE FOR SERVICE ACTIVITIES	200,000	200,000
-----------------------------------	----------------	----------------

TOTAL OPERATING BUDGET	4,839,100	4,380,500
-------------------------------	------------------	------------------

CONTRACTED SERVICES

General Contractor	2,690,300	2,690,300
Special Grants	282,000	109,700
Total Contracted Services	2,972,300	2,800,000

CUSTOMER SERVICES

Training Activities	1,075,900	1,075,900
Support Services	63,200	63,200
Special Grants - Training Activities	956,400	120,000
Special Grants - Support Services	118,400	10,400
Total Customer Services	2,213,900	1,269,500

TOTAL PROGRAM BUDGET	5,186,200	4,069,500
-----------------------------	------------------	------------------

TOTAL ANNUAL BUDGET	10,025,300	8,450,000
----------------------------	-------------------	------------------

Action Brief

Titusville Relocation

Background

Beginning July 1, 2016, CareerSource Brevard (CSB) began operation of the Titusville office using reduced office space and staffing. The current Titusville Career Center is co-located with COlaunch at 2323 S. Washington Ave. The center has five (5) staff PCs, and is approximately 600 square feet in size. The current location is appointment only and does not have public PCs available for job searching or any other walk-in services. There is also no space for business recruiting events and workforce training.

Currently there are over 2,100 businesses in Titusville representing 25,457 employees and a residential population of over 45,000. There is a significant need to not only support the current businesses and residents but also the new and expanding businesses that have recently located to Titusville. Some of the companies that are expanding or relocating and their projected jobs impact estimated over the next 3 years are as follows:

- Embraer Manufacturing Facility – 600 jobs
- Lockheed Martin – 300 jobs
- RUAG – 70 jobs
- One Web – 250 jobs
- Blue Origin- 330 jobs
- Port Logistics Center - 255 jobs
- Titus Landing Retail Mall – 800 jobs

The creation of over 2,600 jobs will require significant workforce support to connect these businesses quickly to talent that meet their needs. CSB plans on providing assistance to the above companies through recruiting events, job fairs, and training assistance to upskill the current and future workforce. Based on the current needs and projected growth of business and jobs in North Brevard, staff has determined that there is a need to expand current services which requires relocating to a larger facility.

Recommendation

A new location for the Titusville Career Center has been identified. This facility is located at 3880 S. Washington Ave. and was the previous center location from June 2011 through June 30, 2016. Though the lease defines the rentable area as 5,000 square feet, the actual suite is just under 6,000 square feet. The location is move-in ready. The terms of the lease are:

- Three year lease with two options for three year renewals;

- Rent for the entirety of the lease is a flat rate at \$3,333.34 (annually \$40,000);
- CAM covers all utilities (including power) and is based upon a proportionate share at a 12.79%;
- CSB has negotiated that the CAM be included in the lease for the entirety of the lease and options. Projected CAM rate is \$16,000.00 per year;
- Cost per for 5000 sq ft is \$8.00 and for 6000 sq ft is \$6.66.

Action

Approve or deny the President's recommendation to relocate the Titusville Career Center to 3880 S. Washington Ave. for inclusion as an action item on the agenda of the next full Board of Directors meeting.



May 2, 2017

Action Brief

Strategic Plan for 2017 - 2019

Background

CareerSource Brevard held its annual retreat on February 14, 2017 to get input from Board Members and Community Partners on the critical challenges in Brevard County with regards to workforce and to discuss strategic direction for the organization in the next three years. John Metcalf, President of Workforce Systems Associates, was the Facilitator. John's work centers on workforce and education strategies to engage community stakeholders and bring about a new vision and a preferred future that others can buy into. His other specialties include local and regional community strategic planning, organizational effectiveness, transformational and change management, executive coaching, and leadership development.

Below is the high level plan for CSB over the next three years. Many strategies discussed at the retreat will end up being strategies and actions that will accompany CSB's Focus Areas, Goals, and Objectives.

Action

Approve CareerSource Brevard's Strategic Plan 2017-2019 for inclusion on the agenda of the next full Board of Directors meeting.

A Comprehensive Guide For Developing The Workforce



Vision

*A highly competitive
workforce for Brevard
County*

Mission

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

- A. Focus Area:** Sector Strategies – focus on talent pipeline development and career pathways in high demand industries

Goal: Identify current and future workforce needs of the business community and create solutions to meet their needs

Objective 1: Implement Sector Strategies in Key Industry Sectors

Objective 2: Support Additional Key Industries through Sector Work

Objective 3: Develop and Implement Overall Initiatives in Sector Strategies

- B. Focus Area:** CareerSource Brevard – focus on sustaining successful outcomes for employers and career seekers

Goal: 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.

Objective 1: Offer the highest quality of services to Career Seekers to enable them to become the talent that the businesses need

Objective 2: Offer the highest quality of services to Businesses to meet their workforce needs

Objective 3: Create a data centered environment to measure the success of CareerSource Brevard's services

Objective 4: Develop & implement Marketing & Outreach to businesses and career Seekers so that they are aware & utilize CSB's services

- C. Focus Area:** Executive Administration – focus on overall management of board activities to ensure work of the board aligns to its vision and mission

Goal: Provide Executive oversight and governance of CareerSource Brevard

2017 CareerSource Brevard Board Retreat

John P. Metcalf, Workforce Systems Associates



Table of Contents

<u>BACKGROUND</u>	<u>4</u>
<u>VISION AND MISSION</u>	<u>4</u>
<u>SURVEY RESULTS</u>	<u>5</u>
<u>WHAT MATTERS FOR OUR BOARD TO SUCCEED</u>	<u>5</u>
<u>WORKGROUP OUTPUT – DRIVING THE BOARD’S STRATEGIC PLANNING</u>	<u>6</u>

Background

The CareerSource Brevard Workforce Development Board (board) held its annual retreat on February 14, 2017.

The board is considered a leader amongst workforce development boards in both Florida and nationally because of its strategic point of view that is ahead of most trends and forecasts. Workforce development is at the center of their thinking and actions, where workforce development is the strategic transformation of available human capital. And is focused on skills-development that supports regional business and industry to encourage economic growth and competitiveness. The regional workforce system is comprised of a variety of organizations and agencies that provide: income supports to current and potential workers and job training and placement services that meet the staffing needs of regional businesses. The CareerSource Brevard board and their stakeholders are the facilitators and conveners of the workforce system and, as such, encourage a comprehensive approach to workforce development in the region.

The contents of this document will help those who were there to be more highly focused; and for those who were not there, the opportunity to both understand the retreat's conversation and support its conclusions.

Vision and Mission

The board holds its vision and mission statements in high regard and believe that all of the board's work is in alignment with the statement's intent. This viewpoint helps to stay focused on the board's commitment to work.

Vision

A highly competitive workforce for Brevard County

Mission

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

Survey Results

In a pre-treat assignment, board members completed a survey that asked what they felt were the critical challenges in their community. Their responses indicated that the following were at the top of the list:

Lack of a skilled workforce

Good paying jobs

Training services provided

Community needs

What Matters for Our Board to Succeed

Additionally, members were asked, in a facilitated session, “what matters for our board to succeed?” Their responses give clear input to board members what they must focus on in both policy development and strategic actions to succeed in the eyes of their stakeholders and the community at large. The following represents their view of what matters:

- A. Ensure our career centers are viewed as an added value asset to both businesses and career seekers
- B. Improve board participation with passion and enthusiasm in our work
- C. Become data driven in all of our decisions and policy development
- D. Incorporate proactive and futuristic visioning to our work
- E. Embrace innovative thinking
- F. Convene the right partners and form strategic alliances to succeed
- G. Build a skilled and work-ready workforce
- H. Increase board awareness and focus on representing diversity of the board, the community, and businesses
- I. Continuously assess employment barriers and educate board members on them so we can seek solutions
- J. Have clear mission and actionable goals with key indicators and measures of success
- K. Leverage board member expertise and strengths by knowing their passion for the board’s work
- L. Mission positivity – identify community needs; identify skill needs; incorporate relevant and worthwhile work
- M. Ensure operational and fiscal accountability and integrity
- N. Ensure responsive and accessible services to our community’s businesses and career seekers

Workgroup Output – Driving the Board’s Strategic Planning

During the one-day retreat, the board members and staff had time to work through a number of questions and scenarios that would prepare them for the creation of the strategic plan’s focus, goals, objectives, and strategies.

The board took the opportunity to plan their work for the next 36 months in work groups that focused on what would drive the board’s work.

- A. Focus Area:** Sector Strategies – focus on talent pipeline development and career pathways in high demand industries
Goal: Identify current and future workforce needs of the business community and create solutions to meet their needs
Objective 1: Implement Sector Strategies in Key Industry Sectors
Strategies:
- Effective implementation and outcomes in the Manufacturing Sector
 - Effective implementation and outcomes in the Healthcare Sector
 - Effective implementation and outcomes in the IT Sector
- Objective 2:** Support Additional Key Industries through Sector Work
Strategies:
- Effective implementation and outcomes in the Aerospace and Aviation Sector
 - Effective implementation and outcomes in other Sectors
- Objective 3:** Develop and Implement Overall Initiatives in Sector Strategies
Strategies:
- Create more visible, accurate and timely data
 - Educate and recruit critical partners for Sector Strategies
- B. Focus Area:** CareerSource Brevard – focus on sustaining successful outcomes for employers and career seekers
Goal: 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.
Objective 1: Offer the highest quality of services to Career Seekers to enable them to become the talent that the businesses need
Strategies:
- Increase the skills needed in the labor force to meet the demands of local and regional businesses
 - Improve the lives of Brevard County’s Youth & Young Adult population by offering services & programs that benefit this population & prepare them for the workforce

- Work with other Workforce Boards and Organizations to find innovative processes/ collaborations around Career Seekers that can be shared
- Ensure that measureable continuous improvement is being utilized throughout the CareerSource Brevard organization
- Work to find and employ hidden talent in a low unemployment environment

Objective 2: Offer the highest quality of services to Businesses to meet their workforce needs

Strategies:

- Track & improve Business engagement Activities
- Work with other Regional Workforce Boards and Organizations to find innovative processes/ collaborations around Business Services
- Help Businesses Train and Retain their workforce

Objective 3: Create a data centered environment to measure the success of CareerSource Brevard's services

Strategies:

- Create a method to display CSB's Federal, State and Career Center Contract measures in a simplistic, easy to understand snap shot
- Create a method to measure CSB's value to the Brevard Community as a source that is used by career seekers and businesses
- Measure the Customer Satisfaction of both Career Seekers and Employers

Objective 4: Develop & implement Marketing & Outreach to businesses and career Seekers so that they are aware & utilize CSB's services

Strategies:

- Develop a comprehensive portrait around CSB's career seeker's services (includes special grants that might work with targeted populations/events)
- Develop a comprehensive portrait of CSB's business services (includes special grants that might target certain industry sectors/events)

C. Focus Area: Executive Administration – focus on overall management of board activities to ensure work of the board aligns to its vision and mission

Goal: Provide Executive oversight and governance of CareerSource Brevard

Strategies:

- Grow the Resources of the Board
- Develop and Implement Federal, State and Local Advocacy Plans
- Implement Board Governance Activities

- Create Regional Board Administration Strategies Seizing the Opportunity to Lead

There is a unique opportunity for the board and other community partners to come together in conversations about the workforce and community challenges in the region. The need for action is made clear if you look at the consequences the Brevard communities might face if there is not a change in the current workforce landscape:

- There is a risk of significant labor shortages if there is not attraction, retention, and local development of a skilled workforce.
- If wages are not impacted, poverty will continue to have adverse influences on educational attainment, quality of life, the health of citizens, the health of the economy, and the viability of communities.
- There is a possibility if there is a continued loss of talented young people with leadership potential that the region will need in the future.

The CareerSource Brevard Workforce Development Board will seek to provide a base of leadership in the region for workforce, education and economic development solutions.

As the board refines goals and strategies, and develop goal implementation methods, the board will reach out to the community to form partnerships to leverage resources and expertise.



May 2, 2017

Informational Brief

Performance Funding PY15-16 Outcomes

Background


CareerSource Brevard (CSB) participates in the Performance Funding Model (PFM) developed by CareerSource Florida (CSF). CSF allocates dollars to the model every year and modifies the measures on a yearly basis.

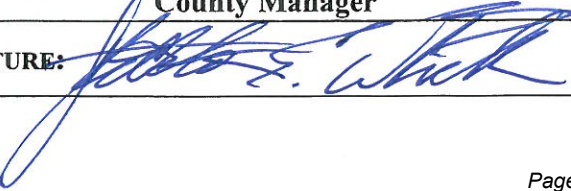
In fiscal year 2015-16, CSF allocated \$5.65 Million to the performance model. Staff was able to track how we were doing throughout the year because the state gave us raw data which we were able to use to calculate a rough estimate on our performance. In late February, the state released the results of each local region's performance for PY15-16. We received the third highest monetary award in the state of Florida, \$519,098! This is a tribute to the hard work staff had put in to exceed our performance. The formula for the funding is very complicated but we were able to track where we were and where we were headed most of the year. Last year the Board approved \$126,400 of these funds to be used for staff bonuses. The rest will be carried over to be used in next year's budget to keep it level as there is expected to be a 6% decrease due to the low unemployment rate.

APPLICATION FOR SUBSEQUENT LOCAL WORKFORCE DEVELOPMENT AREA DESIGNATION

LOCAL WORKFORCE AREA INFORMATION	
NAME OF LOCAL AREA: Brevard Workforce Development Board, Inc. DBA CareerSource Brevard	
LWDB NUMBER: 13	
DATE OF SUBMISSION: 04/13/2017	
CONTACT PERSON NAME: Marci Murphy, President	PHONE: 321-394-0700 EMAIL ADDRESS: mmurphy@careersourcebrevard.com
PERFORMED SUCCESSFULLY	
THE TERM "PERFORMED SUCCESSFULLY" MEANS THE LOCAL WORKFORCE DEVELOPMENT AREA MET OR EXCEEDED THE ADJUSTED LEVELS OF PERFORMANCE FOR PRIMARY INDICATORS OF PERFORMANCE FOR THE LAST TWO CONSECUTIVE YEARS FOR WHICH DATA ARE AVAILABLE, AND THE LOCAL AREA HAS NOT FAILED THE SAME INDIVIDUAL MEASURE FOR THE LAST TWO CONSECUTIVE PROGRAM YEARS.	
SUSTAINED FISCAL INTEGRITY	
THE TERM "SUSTAINED FISCAL INTEGRITY" MEANS THAT THE SECRETARY OF LABOR HAS NOT MADE A FORMAL DETERMINATION, DURING EITHER OF THE LAST TWO CONSECUTIVE YEARS PRECEDING THE DETERMINATION REGARDING SUCH INTEGRITY, THAT EITHER THE GRANT RECIPIENT OR THE ADMINISTRATIVE ENTITY OF THE AREA HAS MISEXPENDED FUNDS PROVIDED.	

BY SIGNING BELOW, THE LOCAL CHIEF ELECTED OFFICIAL AND THE LOCAL WORKFORCE BOARD EXECUTIVE DIRECTOR CERTIFY THAT THE LOCAL AREA HAS PERFORMED SUCCESSFULLY AND SUSTAINED FISCAL INTEGRITY FOR SUBSEQUENT DESIGNATION OF THE EXISTING LOCAL AREA.

LOCAL WORKFORCE BOARD EXECUTIVE DIRECTOR	
NAME:	Marci Murphy
SIGNATURE:	
DATE:	04/13/2017

LOCAL CHIEF ELECTED OFFICIAL	
NAME AND TITLE: Stockton Whitten, County Manager	COUNTY: Brevard County Board of County Commissioners
SIGNATURE: 	DATE: 04/13/2016



May 2, 2017

Information Brief

Financial Reports

Background

The three financial reports that follow this brief will provide the Executive Committee with the status of CareerSource Brevard's (CSB) funding, budgets, and expenditures for the fiscal period beginning on July 1, 2016 and ending on March 31, 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 2016-17 FINANCIAL REPORT

July 1, 2016 through March 31, 2017

Current Funding Level	10,025,300
Current Annual Budget	10,025,300
Unobligated Funds	0

	FY 2016 Actual Expense	FY 2017 Approved Budget	FY 2017 Y-T-D Budget	FY 2017 Y-T-D Expense	Percent of Budget Expended
--	------------------------------	-------------------------------	----------------------------	-----------------------------	----------------------------------

MANAGEMENT SERVICES *(Board Operations, Staff, Outreach, Financial Services)*

Salaries & Benefits	1,301,770	1,060,200	795,200	807,730	76.2%
Operating Expenses	199,988	294,800	221,100	167,841	56.9%
Total Management Services	1,501,758	1,355,000	1,016,300	975,571	72.0%

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

Brevard Workforce Facilities	727,510	793,700	595,300	548,942	69.2%
Operating Expenses	30,967	53,600	40,200	20,094	37.5%
Total Infrastructure	758,477	847,300	635,500	569,036	67.2%

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

Salaries & Benefits	222,394	216,000	162,000	157,354	72.8%
Operating Expenses	284,302	242,600	182,000	114,458	47.2%
Total Technology Services	506,696	458,600	344,000	271,812	59.3%

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

Salaries & Benefits	677,866	620,300	465,200	479,082	77.2%
Operating Expenses	12,305	18,400	13,800	9,511	51.7%
Total Business Services	690,171	638,700	479,000	488,593	76.5%

GRANTS & INCENTIVES	221,593	1,339,500	67,000	25,362	1.9%
--------------------------------	----------------	------------------	---------------	---------------	-------------

FEE FOR SERVICE ACTIVITIES	77,006	200,000	150,000	119,041	59.5%
-----------------------------------	---------------	----------------	----------------	----------------	--------------

TOTAL OPERATING BUDGET	3,755,701	4,839,100	2,691,800	2,449,415	50.6%
-------------------------------	------------------	------------------	------------------	------------------	--------------

CONTRACTED SERVICES

General Contractor (DWFS)	3,107,879	2,690,300	2,017,700	1,773,715	65.9%
CEJA Services (DWFS)	57,191	18,000	18,000	16,886	93.8%
JD CD Services (DWFS)	54,432	65,600	49,200	49,415	75.3%
AARP BTW Services (DWFS)	71,784	58,000	43,500	40,255	69.4%
NEG AIM Services (DWFS)	5,283	15,000	11,300	12,347	82.3%
NEG Hurricane Matthew Services (DWFS)	0	65,000	48,800	22,161	34.1%
EFSC Excel-IT Services (DWFS)	442	1,800	1,400	1,171	65.1%
Career Jumpstart (Partner Regions)	23,899	58,600	58,600	58,513	99.9%
Total Contracted Services	3,320,910	2,972,300	2,248,500	1,974,463	66.4%

CUSTOMER SERVICES

Formula Funds - Training Activities *	799,583	1,075,900	806,900	598,190	55.6%
Formula Funds - Support Services *	35,830	63,200	47,400	23,931	37.9%
Other Grants - Training Activities	296,340	956,400	717,300	348,178	36.4%
Other Grants - Support Services	10,753	118,400	88,800	54,868	46.3%
Total Training Services	1,142,506	2,213,900	1,660,400	1,025,167	46.3%

TOTAL PROGRAM BUDGET	4,463,416	5,186,200	3,908,900	2,999,630	57.8%
-----------------------------	------------------	------------------	------------------	------------------	--------------

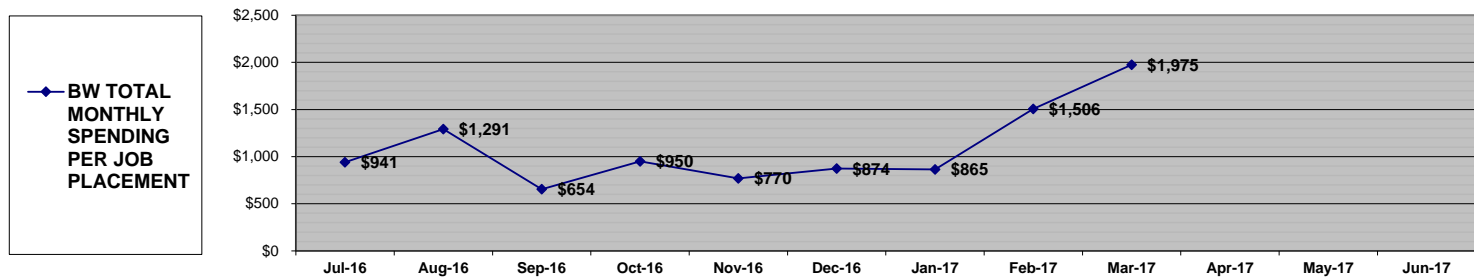
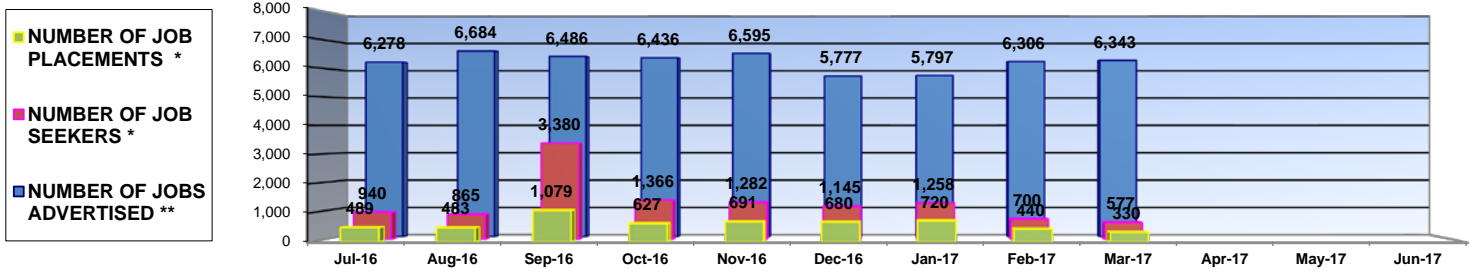
TOTAL ANNUAL BUDGET	8,219,117	10,025,300	6,600,700	5,449,045	54.4%
----------------------------	------------------	-------------------	------------------	------------------	--------------

STATE-LEVEL FUNDING	850,038	729,400	547,100	558,765	76.6%
----------------------------	----------------	----------------	----------------	----------------	--------------

TOTAL WORKFORCE BUDGET	9,069,155	10,754,700	7,147,800	6,007,810	55.9%
-------------------------------	------------------	-------------------	------------------	------------------	--------------

	FY 2016 Actual Expense	FY 2017 Approved Budget	FY 2017 Current Obligations	FY 2017 Y-T-D Expense	% of ITA Funds Obligated
*CUSTOMER ACTIVITY					
Job Seeker ITAs	238,774	274,500	274,029	170,024	99.8%
Employer OJT/AWE/EWT	554,514	801,800	637,875	428,166	79.6%
Incentives & Materials	42,125	62,800	32,856	23,931	52.3%
Total Customer ITA Activity	835,413	1,139,100	944,760	622,121	82.9%

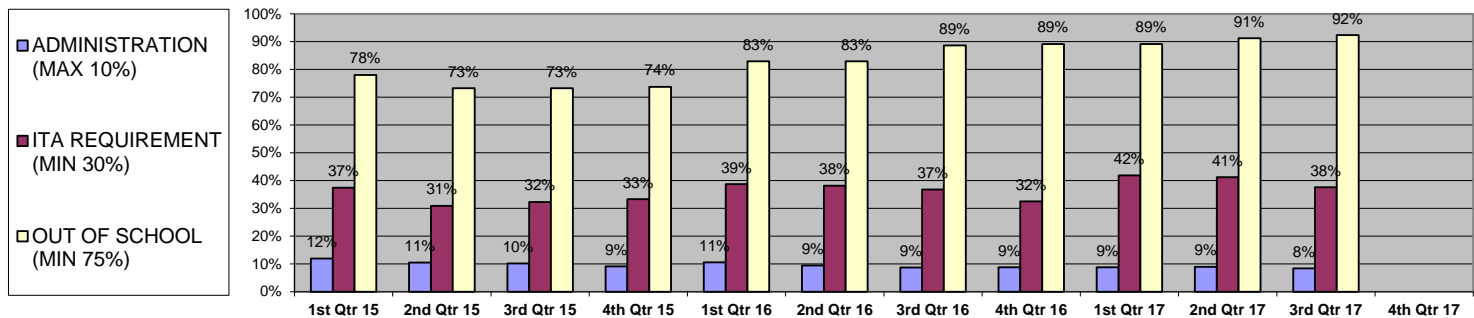
MONTHLY JOBS REPORT & BW SPENDING PER JOB PLACEMENT



* Source - DEO Monthly Management Reports

** Source - HWOL Monthly Job Demand Reports

ANNUAL SPENDING CAPS BY QUARTER



PROGRAM SPENDING:												
ADMINISTRATION (MAX 10%)	205,512	417,100	602,525	759,999	180,634	359,136	498,050	723,120	158,006	316,211	456,985	
PROGRAM ACTIVITIES	1,506,935	3,554,528	5,329,789	7,583,359	1,523,708	3,437,476	5,219,242	7,495,996	1,631,825	3,195,398	4,992,059	
CUSTOMER SPENDING:												
STATE ITA COSTS (MIN 30%)	156,439	323,256	534,425	788,236	182,121	380,119	569,491	752,304	167,278	383,623	546,442	
OTHER PROGRAM COSTS	261,469	723,603	1,121,527	1,576,422	288,115	616,606	977,589	1,563,640	231,838	546,304	907,802	
YOUTH SPENDING:												
IN-SCHOOL	51,095	137,591	214,762	281,864	41,850	91,698	100,942	112,030	30,644	50,167	65,864	
OUT-OF-SCHOOL (MIN 75%)	181,502	375,858	586,680	789,324	203,480	445,840	786,749	920,246	251,721	522,113	790,366	

CURRENT YEAR FEE FOR SERVICE ACTIVITIES (7/1/2016 - 3/31/2017)

Unrestricted Balances:	Cash on Hand \$110,100	Certificates of Deposit \$70,947	Total \$181,047
-------------------------------	-------------------------------	---	------------------------

	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	\$	60,773	100.0	\$	49,517	89.5	\$	-	0.0	\$	13,725	100.0	\$	8,500	99.5	\$	132,515	69.6						
Sponsorship Revenue	-	0.0		5,803	10.5	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0		5,803	3.0						
Donated Revenue	-	0.0		-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0		-	0.0						
Charges For Services	-	0.0		-	0.0	52,119	100.0	-	0.0	-	0.0	-	0.0	-	0.0		52,119	27.4						
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	-	0.0		41	0.5		41	0.0							
Revenue from DWI	-	0.0		-	0.0	-	0.0	-	0.0	-	0.0		-	0.0		-	0.0							
Total Revenue	\$	60,773	100.0	\$	55,320	100.0	\$	52,119	100.0	\$	13,725	100.0	\$	8,541	100.0	\$	190,478	100.0						
Expenses																								
Personnel	\$	45,824	75.4	\$	-	0.0	\$	-	0.0	\$	505	3.7	\$	-	0.0	\$	46,329	24.3						
Travel / Training		3,562	5.9		-	0.0		-	0.0		-	0.0		30	0.4		3,592	1.9						
Outreach		2,147	3.5		-	0.0		-	0.0		-	0.0		1,778	20.8		3,925	2.1						
Software		-	0.0		-	0.0		-	0.0		-	0.0		-	0.0		-	0.0						
Supplies		28	0.0		-	0.0		-	0.0		-	0.0		309	3.6		337	0.2						
Equipment		-	0.0		-	0.0		-	0.0		-	0.0		-	0.0		-	0.0						
Professional Services		55	0.1		-	0.0		-	0.0		28	0.2		17,533	205.3		17,616	9.2						
Customer Wages		-	0.0		45,099	81.5		-	0.0		-	0.0		325	3.8		45,424	23.8						
Customer Support		-	0.0		580	1.0		-	0.0		-	0.0		1,238	14.5		1,818	1.0						
Indirect Costs		9,157	15.1		8,103	14.6		-	0.0		95	0.7		3,763	44.1		21,118	11.1						
Total Expenses	\$	60,773	100.0	\$	53,782	97.2	\$	-	0.0	\$	628	4.6	\$	24,976	292.4	\$	140,159	73.6						
Net Profit (Loss)	\$	-	0.0	\$	1,538	2.8	\$	52,119	100.0	\$	13,097	95.4	\$	(16,435)	-192.4	\$	50,319	26.4						

VENDOR PAYMENTS REPORTED FROM 1/1/17 - 3/31/17 (>\$1,500)

DATE	VENDOR	AMOUNT	PURPOSE
01/26/17	UCF Research Foundation	2,500.00	Florida High Tech Corridor Career Expo sponsorship
01/31/17	Brandt Ronat and Company	7,969.00	CSB website redesign to include virtual services
02/01/17	Talevation LLC	3,182.00	Prove-IT! Assessment software annual renewal
02/02/17	Taylor Lombardi Hall & Wydra PA	21,814.00	Financial and programmatic monitoring
02/06/17	Mowlco Trailers of Brevard	4,577.00	Trailers for Hurricane Matthew cleanup (2)
02/15/17	Enterprise Rent-A-Car	3,305.00	Car and truck rentals for Hurricane Matthew cleanup
02/17/17	John P Metcalf	2,650.00	Facilitation fee for CSB annual board retreat
02/28/17	Brandt Ronat and Company	5,469.00	Website redesign / video production / media buys
03/02/17	CareerBuilder Government Solutions	1,600.00	CareerBuilder.com resume database subscription
03/06/17	The Gallup Organization	7,500.00	Strengths coaching for CSB President
03/12/17	Brandt Ronat and Company	2,344.00	Outreach creative development
03/30/17	IPCelerate	2,375.00	Telephone paging system renewal
03/31/17	Brandt Ronat and Company	8,391.00	Videos of CSB services and success stories
TOTAL		73,676.00	