



Executive Committee Meeting
Monday, July 31, 2017 - 4:00pm
CSB Boardroom
(Teleconference 321-394-0707)

Attendees: Susie Glasgow, Robert Jordan, Paula Just (Chair), Travis Mack,
Mike Menyhart, 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	Paula Just	
Introductions		
Public Comment:		
Action Items:		
A. Approval of Executive Minutes for 5/2/17 & 6/19/17		1 – 4
B. President's Proposed 2017-2018 Goals (Presentation)	Marci Murphy	
Discussion/Information Items:		
A. Executive Committee Duties	Marci Murphy	5
B. Grow the Resources of the Board		6 – 10
C. Financial Reports	Richard Meagher	11 – 15
D. Vendor Payment Report		16
Adjourn		

*Meeting information is always available @ careersourcebrevard.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

July 2017

27th Industry Workforce Committee-8:30am
31st Executive Committee-4pm

August 2017

22nd Board of Directors-8am

September 2017

14th Career Center Committee-8:30am

October 2017

26th Industry Workforce Committee-8:30am
30th Executive Committee-4pm

November 2017

14th Board of Directors-8am

December 2017

14th Career Center Committee-8:30am

January 2018

25th Industry Workforce Committee-8:30am

29th Executive Committee-4pm

February 2018

13th Board of Directors Annual Retreat-8am-Rockledge Career Center

March 2018

8th Career Center Committee-8:30am

April 2018

26th Industry Workforce Committee-8:30am

30th Executive Committee-4pm

May 2018

15th Board of Directors-8am

June 2018

14th Career Center Committee-8:30am

CareerSource Brevard (CSB)
Executive Committee Meeting
May 2, 2017

MINUTES

Members in Attendance: Daryl Bishop, Robert Jordan (Chair), Susie Glasgow (via teleconference), Mike Menyhart.

Members Absent: Paula Just, Terry Schruppf, Patty Stratton.

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

Guests: None

Robert Jordan 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 January 31, 2017 made by Daryl Bishop and seconded by Mike Menyhart. Motion passed unanimously.

Nomination of Officers

Motion to approve the nomination of Paula Just for Chair, Pattie Stratton for Vice Chair and Travis Mack for Treasurer for Program Year 2017-2018 for the next meeting of the full Board of Directors made by Mike Menyhart and seconded by Daryl Bishop. Motion passed unanimously.

Susie Glasgow joined the meeting at 4:14pm via teleconference.

Re-Appointment of Board Members

The following members have expressed interest in continuing their Board membership for reappointment effective July 1, 2017 for a term of three years: Daryl Bishop, Colleen Browne, William Chivers, Dale Coxwell, Robert Jordan, Paula Just, Linda Miedema and Lynda Weatherman. Mike Menyhart made a motion to recommend reappointment of these members to the full Board of Directors for ratification action by the Brevard County Commission. Daryl Bishop seconded the motion. Motion passed unanimously.

Proposed Budget for Program Year 2017-2018

The PY 2017-2018 budget was reviewed. Motion to approve proposed budget of \$8,450,000 and grant CSB's President the authority to add any currently unfunded options, or to increase the level of current items to the budget as additional funds become available throughout the program year to the next full Board of Directors made by Mike Menyhart. Motion seconded by Susie Glasgow. Motion passed unanimously.

Titusville Relocation

Staff reviewed the current location of the Career Center in Titusville and the need to support current businesses and residents but also the new and expanding businesses that have recently located to Titusville. It is estimated that over 2,600 jobs will be created requiring significant workforce support to connect these businesses to talent that meets their needs. Based on the current needs and project growth in North Brevard, staff has determined that there is a need to expand current services which requires relocating to a larger facility. Staff recommended returning to the previous center location and reviewed the lease options. There was discussion on costs and space requirements. Motion to approve the President's recommendation to relocate the Titusville Career Center to 3880 S. Washington Avenue for inclusion as an action item on the agenda of the next full Board of Directors made by Daryl Bishop, and seconded by Susie Glasgow. Motion passed unanimously.

Strategic Plan for 2017-2019

Ms. Murphy presented the Strategic Plan which had resulted from the discussions between board members and community partners during the Annual Retreat. Motion to approve CSB's Strategic Plan 2017-2017 for inclusion on the agenda of the next full Board of Directors meeting made by Mike Menyhart. Daryl Bishop seconded and the motion passed unanimously.

Discussion/Information Items:

Performance Funding PY15-16 Outcomes

Staff gave an update on CSB's participating in the Performance Funding Model developed by CareerSource Florida. It was noted that CSB scored the third highest monetary award in the State of Florida and the funds would be used for bonuses for staff that had previously been approved by the Board of Directors. Also, the remainder of the funds will be used to keep current budget levels as funding for next year is projected to decrease by 6%.

Region 13 Designation

The President presented to the executive committee the signed application by the county manager for CareerSource Brevard's WIOA area designation by the county as a workforce board. Due to the short timeframe by the State of Florida, this was acceptable. However, Staff plans on bringing the area designation before the next County Commission meeting for final approval. The document certifies that CSB has met or exceeded the adjusted levels of performance for primary indicators of performance for the last two consecutive years and the local area has not failed the same individual measure for the last two consecutive program years meaning that CSB has performed successfully and sustained fiscal integrity for subsequent designation of the existing local area.

Financial Reports

Staff reviewed the financial activity for the fiscal period ending on March 31, 2017. There was brief discussion on the Fee for Services report in particular Ticket to Work program.

Vendor Payment Report:

The Vendor Payment report from January 1, 2017 through March 31, 2017 was reviewed.

Other business:

Staff indicated that the Request for Proposal (RFP) for Contractor services is currently being reviewed by the Rating Team. The results will be voted on at the next full Board of Directors.

Staff also said that the RFP for monitoring and auditing services would be issued soon and will also be voted on at the next full Board of Directors.

Ms. Murphy said another meeting of the Executive Committee will be called in June to review her annual goals.

Adjournment:

Robert Jordan adjourned the meeting at 4:47pm.

Submitted by,

Reviewed by,

(signature on file)

5/8/17

(signature on file)

5/18/17

Lyn Sevin

Date

Robert Jordan

Date

CareerSource Brevard (CSB)
Executive Committee Meeting
June 19, 2017

MINUTES

Members in Attendance: Daryl Bishop, Susie Glasgow, Robert Jordan (Chair), Paula Just.

Members Absent: Mike Menyhart, Terry Schrumpf, Patty Stratton.

Staff in Attendance: Denise Biondi, Judy Blanchard, Don Lusk, Stephanie Mosedale, Marci Murphy, Lyn Sevin.

Guests: None

Robert Jordan called the meeting to order at 4:04pm.

Public Comments: There was no public comment.

Action Items:

Review of President's PY 2016-2017 Goals

Ms. Murphy gave a presentation on the accomplishments of her Annual Goals. The Executive Committee made comments and asked questions during the presentation. Motion to approve the President's compensation of 10% of annual base salary to be paid as a lump was made by Susie Glasgow and seconded by Paula Just. Motion passed unanimously. There was brief discussion on funding. Motion to approve an additional compensation of 5% of annual base salary to be paid as a lump sum was made by Daryl Bishop and seconded by Susie Glasgow. Robert Jordan praised Marci on her accomplishments. Motion passed unanimously.

Discussion/Information Items:

One-Stop Operator Contract

Staff gave an update on the new One-Stop Contractor and said that the base contract has been agreed upon and the contract is scheduled to be in place by July 1. The new Contractor has plans to be onsite for the rest of June and all of July. They have already discussed plans for implementing strategies for improving the center operations in the near future. Staff has been pleased with the actions of the new contractor and are looking forward to next year.

Accounting and Monitoring Contracts

The process for soliciting and rating proposals for accounting and monitoring firms was reviewed. Grau & Associates was selected for the Accounting Audit Services and Taylor, Lombardi, Hall & Wydra was selected for the Monitoring Services.

Adjournment:

Robert Jordan adjourned the meeting at 5:20pm.

Submitted by,

Reviewed by,

(signature on file)
Lyn Sevin

6/21/17
Date

(signature on file)
Robert Jordan

6/21/17
Date



July 31, 2017

Informational Brief

Executive Committee Duties

Background

Due to the new Strategic Plan for CareerSource Brevard, committee structures have changed. Instead of five committees, there are now three, Industry Workforce, Career Center and the Executive Committee.

The Executive Committee will continue to address the same items as previous years including authority to exercise certain powers of the Board which have been lawfully delegated and consistent with the Bylaws. Additional activities will be reviewed and shared with this committee to include but are not limited to the following:

- The development and implementation of advocacy plans at the local, state and federal levels to address workforce issues that will impact CareerSource Brevard and possibly CareerSource Florida.
- Any Regional activities that are planned and implemented, mainly with CareerSource Central Florida and CareerSource Flagler Volusia, but may include other entities or other workforce boards.
- Appointment of a Governance Ad-Hoc Committee that will:
 - Review and make recommendations to the By-laws
 - Recruit and make recommendations of new Board members. Recommendations will be vetted by this committee and contenders will go before the Executive committee for review and recommendation(s) to the Board for final approval.
 - Address Board training

Grow the Resources of the Board Report

Updated 07/24/2017

GRANTS (Federal, State and Local Competitive and Non-competitive)							
Grant Name	Partners	Funding Source	Amount Pending	Amount Awarded	Grant Focus	Status	Staff Lead
Cyber-Security Trade Adjustment Assistance Community College & Career Training Grant (TAACCTT) Time Frame: 10/1/13 to 9/30/17	Eastern Florida State College (EFSC)	Federal - USDOL		\$15,000	CSB focus as a partner for this grant was social media campaigns and assisting with tracking student outcomes.	This is the final year of our partnership on this grant which ends in September 2017.	Don Lusk
AARP Foundation Back to Work 50+ Women's Economic Stability Incentive Initiative (WESI) Time Frame: 3/1/15 – 2/28/18	EFSC, Women's Center & Aging Matters in Brevard	Social Innovation Fund (SIF) through AARP Foundation		\$129,500	Offering unemployed women information sessions; computer, financial literacy, and job skills training; coaching and job search assistance for women ages 50-64.	We are currently in the selection process for the Wave 10 candidates. The grant's third year began on March 1, 2017.	Jana Bauer
Florida Sector Partnership National Emergency Grant Time Frame: 7/1/15-6/30/18	DEO	USDOL through DEO		\$765,000 Plus additional \$50,000 from the state in 2017-18	Advanced in Manufacturing (AIM) utilizing a Sector Strategy approach to assist with relevant skills training and OJT training dollars to place dislocated workers in the manufacturing sector to fill the employment gaps.	This grant has been extended to June 30, 2018 and includes an expansion of Tina Berger's role in serving this grant on a statewide basis. CSB has expended 75 % of the total AIM grant funding, and has used 86 % of the AIM scholarship funds. CSB expects to be fully expended by end of an extended grant period. We have assisted 117 participants through grant funds as of June 30, 2017	Tina Berger
H-1B American Promise Grant (APG) Time Frame: 01/01/17 – 12/31/20	LWDB 12 - Central Florida	USDOL		\$2,380,337	This project will target high-growth jobs aligned with the Information Technology (IT) and IT-Related industry sector, ranging from entry-level occupations to high-level management positions in LWDB Region 12 & 13 using a sector strategy approach.	The Sector Strategy kick-off meeting is pending completion of the strategic plan. Agreement with Region 12 is in place and a second coordination meeting was conducted earlier this month.	James Watson

Grow the Resources of the Board Report

Updated 07/24/2017

Cooperative Outreach Program with Moore Communications and CareerSource Florida	CareerSource Florida & Moore Communications	Wagner Peyser State Level Funding	\$27,219	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.	CSB is awaiting information on the PY 2017-18 funding which should be slightly larger than 2016-17. Previous year's funding included the March launch of engineer attraction /recruitment multimedia campaign targeting North and North West states. CSB recruiters are currently contacting 195 engineers and there were 247 visits to employers' on the site. Nearly 50% of engineers are coming from New York State and a total of 4200 individuals visited the CSB engineer landing page.	Denise Biondi
Hurricane Matthew Dislocated Worker Grant Time Frame: 12/1/2016 - 9/31/2017	None	USDOL via DEO	\$936,851	The purpose of this award is to provide temporary employment to eligible participants on: •Projects for clean-up, demolition, repair, renovation, and reconstruction of destroyed public structures, facilities, and lands within the affected communities. •Humanitarian assistance—actions designed to save lives, alleviate suffering, and maintain human dignity in affected areas.	CSB award is \$936,851 on 11/28/2016. This grant is focusing on an array of projects in cities, county, and the wildlife refuge as well as other locations where damage has occurred. Brevard has received an additional \$783,149 funding for a total of \$1,720,000 Currently there are 2 worksites employing approximately 8 persons. Staff is currently in discussion with DEO regarding access of additional funds and extension of the grant up to 1 year.	Jim Watson
Reentry Project Grant Time Frame (Anticipated):	Various Community Partners	USDOL – ETA	Pending	The Brevard Reentry Project (B-REP) will leverage our expertise in providing effective Work-Based Learning for job	CSB submitted a grant application on 4/25/17 for \$882,268. This included \$719,942 in federal funding	Jim Watson

Grow the Resources of the Board Report

Updated 07/24/2017

7/1/2017 – 06/30/2020					seekers released from prison or jail (within 180 days) with the evidence-based Integrated Reentry and Employment Services (IRES) model to offer a holistic approach to ex-offender workforce services that overcomes traditional systemic service silos.	and \$216,625 in leveraged funds. Award notices are expected in June 2017. Brevard was not selected to receive this grant.	
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UNRESTRICTED REVENUES (Non-governmental funding, Fee for service, Foundation and Corporate giving programs)							Staff Lead
Name of Funding	Partners	Funding Source	Amount Pending	Amount Awarded	Grant/Contract Focus	Status	
Eastern Florida State College Student Industry Engagement/ Advisory Councils Time Frame: 8/1/2013 - Indefinite	None	Eastern Florida State College		\$40,000/Annually starting 9/15/14	Student data research and Industry Advisory Councils include: Manufacturing & Engineering Technology; Computer Science & Information Technology; Business Administration & Office Technology; and Healthcare & Life Sciences	We have begun our 4 th year of this activity. Submitted employment data on over 3,200 students, facilitated 58 industry councils held to date..	Judy Blanchard
Ticket to Work (TTW) Program Time Frame: None	None	Social Security Admin.		\$158,878	Focused on eligible TTW customers who want to return unsubsidized employment using the Employment Network (EN).	Staff continue to work with eligible customers are interested in work or training. EN continues to progress at a modest pace with 43 tickets being assigned.	James Watson
Florida Partnership Plus Time Frame: Indefinite	Vocational Rehabilitation	Social Security Admin.	Unknown		Exiting Voc. Rehab participants who have found employment and are currently receiving SSI or SSDI. CSB will provide Employment Network mandatory follow up services. Funds are reported as part of the SSA TTW program and our unrestricted. We have received payment for (4) four BSA to date.	Application Process complete. CSB eligible to receive referrals, 21 BSA requests received to date. For each referral CSB will receive compensation in two forms: (1) \$1000 for any participant exiting that remains employed at SGA (Substantial Gainful Activity) for a seven month duration. (2) \$500	James Watson

Grow the Resources of the Board Report

Updated 07/24/2017

						for written benefit summary analysis (BSA) completed by a certified Community Partner Work Incentive Coordinator (CPWIC). CSB has received \$ 10,000 in PY 16-17.	
Healthcare Sector Strategy Time Frame: 7/1/16 – 6/30/18	Health First, EDC, City of Melbourne, BPS-Career & Technical Education, BPS-Adult Education, Circles of Care, Health Council, and additional Industry, Educational and other stakeholders.	Private Sector Grant	Monthly Cost Reimbursement	\$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 <p>Next Consortium meeting is October 5, 2017.</p>	Megan Cochran
City of Palm Bay – Juniors to Jobs Program Time Frame: Summer of 2017	US Conference of Mayors (USCM), City of Palm Bay	Palm Bay & USCM – Dollar WISE Grant	\$27,000	To Be Determined	Using a combination of \$ from Palm Bay and USCM, CSB will facilitate the “Juniors to Jobs” summer youth training program focusing on teaching 30 high-school juniors the skills they need to obtain employment.	<p>The 2017 Juniors to Jobs class began with 21 students and will finish with 17. The students are currently in their fifth and final week of their internship. The City of Palm Bay took on 7 candidates this year, and all others are working in private businesses.</p>	Jana Bauer

Grow the Resources of the Board Report

Updated 07/24/2017

City of Cocoa – Youth Summer Employment Program Time Frame: Summer of 2017	City of Cocoa	City of Cocoa		\$40,000		Using funding from the City of Cocoa, CSB will facilitate a summer youth training program focusing on teaching 22 high school juniors and seniors the skills they need to obtain employment. This includes a paid Work Experience piece with the City.	The 2017 Cocoa Works class has 21 students in the program. As of the fifth and final week of the internship, all 21 students are still working within the City of Cocoa in departments such as; Public Works, Human Resources, Utilities, City Clerk, Customer Service, Public Relations, and several others.	Jana Bauer
Tobacco Free Florida Time Frame: Indefinite	Florida Department of Health	Bureau of Tobacco Free Florida	\$22,425			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.	For Program Year 2015-2016, CareerSource Brevard received \$14,925 in unrestricted funding. For PY 2016-17 we have earned \$9,974.50 .	Marina Stone
NextGen Traitify (formally Woodfound) Assessment Project Timeframe: Jan 2017 – Jan 2018	Wells Fargo	Wells Fargo	\$8,500			Using funding donated from Wells Fargo for program support to the NextGen program. Plans include the purchase of a personality and career interest assessment tool for all young adults, to be facilitated in the orientation.	The tool is currently being utilized by the NextGen program. As of 07.17.17, 160 customers have utilized the tool with a completion rate of 96%. Junior Achievement has been authorized and use is pending.	Jana Bauer



July 31, 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 June 30, 2017.

Report Descriptions

CSB FINANCIAL REPORT (CHART 1)

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

CSB FISCAL DASHBOARD INDICATORS (CHART 2)

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

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

FEE FOR SERVICE ACTIVITIES (CHART 3)

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



FY 2016-17 FINANCIAL REPORT

July 1, 2016 through June 30, 2017

Current Funding Level	9,543,400
Current Annual Budget	9,543,400
Unobligated Funds	0

	FY 2016 Actual Expense	FY 2017 Approved Budget	FY 2017 Y-T-D Budget	FY 2017 Y-T-D Expense	Percent of Budget Expended
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MANAGEMENT SERVICES *(Board Operations, Staff, Outreach, Financial Services)*

Salaries & Benefits	1,301,770	1,135,300	1,135,300	1,135,289	100.0%
Operating Expenses	199,988	294,800	294,800	211,451	71.7%
Total Management Services	1,501,758	1,430,100	1,430,100	1,346,740	94.2%

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

Brevard Workforce Facilities	727,510	789,500	789,500	744,484	94.3%
Operating Expenses	30,967	32,900	32,900	32,662	99.3%
Total Infrastructure	758,477	822,400	822,400	777,146	94.5%

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

Salaries & Benefits	222,394	222,500	222,500	222,410	100.0%
Operating Expenses	284,302	267,800	267,800	259,313	96.8%
Total Technology Services	506,696	490,300	490,300	481,723	98.3%

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

Salaries & Benefits	677,866	690,700	690,700	690,694	100.0%
Operating Expenses	12,305	18,400	18,400	12,790	69.5%
Total Business Services	690,171	709,100	709,100	703,484	99.2%

GRANTS & INCENTIVES	221,593	494,800	494,800	247,474	50.0%
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FEE FOR SERVICE ACTIVITIES	77,006	200,000	200,000	151,156	75.6%
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TOTAL OPERATING BUDGET	3,755,701	4,146,700	4,146,700	3,707,723	89.4%
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CONTRACTED SERVICES

General Contractor (DWFS)	3,107,879	2,741,800	2,741,800	2,690,656	98.1%
CEJA Services (DWFS)	57,191	18,000	18,000	16,887	93.8%
JD CD Services (DWFS)	54,432	51,900	51,900	51,423	99.1%
AARP BTW Services (DWFS)	71,784	58,000	58,000	57,573	99.3%
NEG AIM Services (DWFS)	5,283	15,100	15,100	15,038	99.6%
NEG Hurricane Matthew Services (DWFS)	0	65,000	65,000	62,367	95.9%
EFSC Excel-IT Services (DWFS)	442	2,500	2,500	2,471	98.8%
Career Jumpstart (Partner Regions)	23,899	58,600	58,600	58,513	99.9%
Total Contracted Services	3,320,910	3,010,900	3,010,900	2,954,928	98.1%

CUSTOMER SERVICES

Formula Funds - Training Activities *	799,583	1,075,900	1,075,900	829,249	77.1%
Formula Funds - Support Services *	35,830	63,200	63,200	36,891	58.4%
Other Grants - Training Activities	296,340	1,127,200	1,127,200	1,083,798	96.1%
Other Grants - Support Services	10,753	119,500	119,500	90,830	76.0%
Total Training Services	1,142,506	2,385,800	2,385,800	2,040,768	85.5%

TOTAL PROGRAM BUDGET	4,463,416	5,396,700	5,396,700	4,995,696	92.6%
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TOTAL ANNUAL BUDGET	8,219,117	9,543,400	9,543,400	8,703,419	91.2%
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STATE-LEVEL FUNDING	850,038	827,200	827,200	733,153	88.6%
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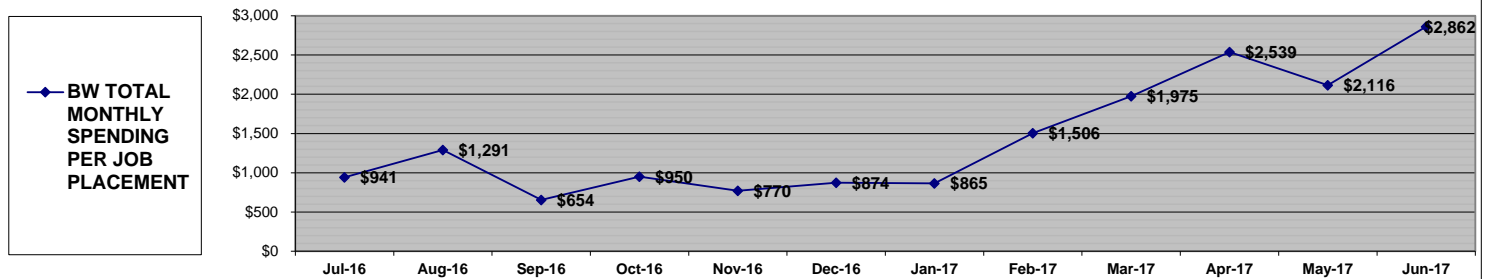
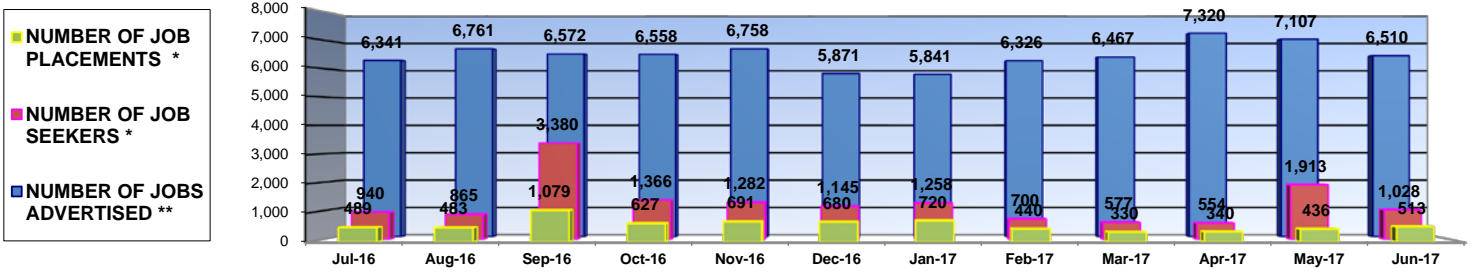
TOTAL WORKFORCE BUDGET	9,069,155	10,370,600	10,370,600	9,436,572	91.0%
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	FY 2016 Actual Expense	FY 2017 Approved Budget	FY 2017 Current Obligations	FY 2017 Y-T-D Expense	% of ITA Funds Obligated
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*CUSTOMER ACTIVITY

Job Seeker ITAs	238,774	274,500	321,119	267,021	117.0%
Employer OJT/AWE/EWT	554,514	801,800	612,492	562,228	76.4%
Incentives & Materials	42,125	62,800	36,891	36,891	58.7%
Total Customer ITA Activity	835,413	1,139,100	970,502	866,140	85.2%

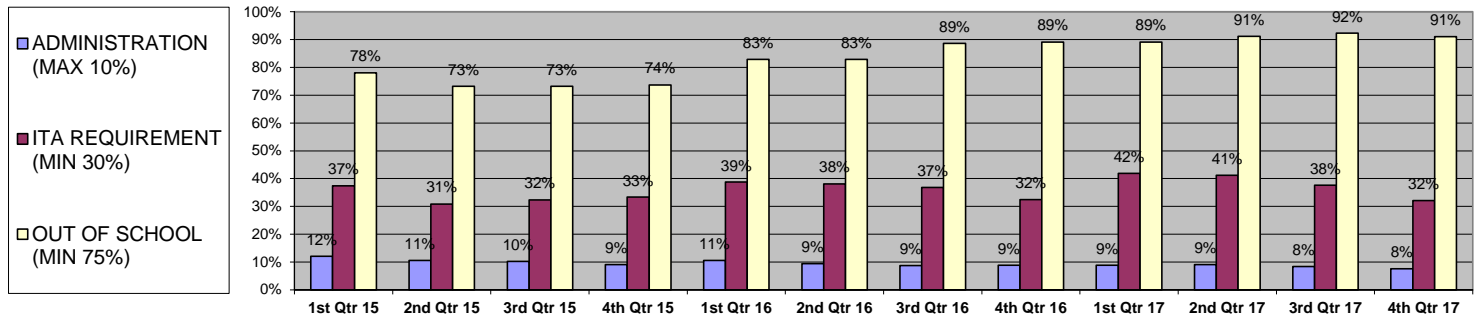
MONTHLY JOBS REPORT & BW SPENDING PER JOB PLACEMENT



* Source - DEO Monthly Management Reports

** Source - HWOL Monthly Job Demand Reports

ANNUAL SPENDING CAPS BY QUARTER



PROGRAM SPENDING:												
ADMINISTRATION (MAX 10%)	205,512	417,100	602,525	759,999	180,634	359,136	498,050	723,120	158,006	316,211	456,985	658,119
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	8,045,300
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	762,055
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	1,616,328
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	85,514
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	867,358



CURRENT YEAR FEE FOR SERVICE ACTIVITIES (7/1/2016 - 6/30/2017)

Unrestricted Balances:	Cash on Hand \$137,464	Certificates of Deposit \$71,092	Total \$208,556
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	Healthcare Ambassador Program		Juniors to Jobs Program		Ticket to Work Program		Tobacco Free Florida Program		Foundation Grants & Other Fee for Service Activities		TOTALS	
		% of Revenue		% of Revenue		% of Revenue		% of Revenue		% of Revenue		% of Revenue
Revenue												
Grant Awards	\$ 89,217	100.0	\$ 69,785	92.3	\$ -	0.0	\$ 16,388	100.0	\$ 8,500	45.8	\$ 183,890	70.7
Sponsorship Revenue	-	0.0	5,803	7.7	-	0.0	-	0.0	-	0.0	5,803	2.2
Donated Revenue	-	0.0	-	0.0	-	0.0	-	0.0	20	0.1	20	0.0
Charges For Services	-	0.0	-	0.0	60,218	100.0	-	0.0	-	0.0	60,218	23.2
Website Licenses	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Interest Earnings	-	0.0	-	0.0	-	0.0	-	0.0	54	0.3	54	0.0
Revenue from DWI	-	0.0	-	0.0	-	0.0	-	0.0	10,000	53.8	10,000	3.8
Total Revenue	\$ 89,217	100.0	\$ 75,588	100.0	\$ 60,218	100.0	\$ 16,388	100.0	\$ 18,574	100.0	\$ 259,985	100.0
Expenses												
Personnel	\$ 67,370	75.5	\$ -	0.0	\$ -	0.0	\$ 2,027	12.4	\$ -	0.0	\$ 69,397	26.7
Travel / Training	5,991	6.7	124	0.2	-	0.0	-	0.0	30	0.2	6,145	2.4
Outreach	4,770	5.3	528	0.7	-	0.0	-	0.0	1,847	9.9	7,145	2.7
Software	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Supplies	28	0.0	4,137	5.5	10	0.0	-	0.0	315	1.7	4,490	1.7
Equipment	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Professional Services	44	0.0	-	0.0	-	0.0	80	0.5	11,210	60.4	11,334	4.4
Customer Wages	-	0.0	45,099	59.7	-	0.0	-	0.0	325	1.7	45,424	17.5
Customer Support	-	0.0	6,064	8.0	-	0.0	-	0.0	1,018	5.5	7,082	2.7
Indirect Costs	11,014	12.3	7,880	10.4	1	0.0	297	1.8	2,076	11.2	21,268	8.2
Total Expenses	\$ 89,217	100.0	\$ 63,832	84.4	\$ 11	0.0	\$ 2,404	14.7	\$ 16,821	90.6	\$ 172,285	66.3
Net Profit (Loss)	\$ -	0.0	\$ 11,756	15.6	\$ 60,207	100.0	\$ 13,984	85.3	\$ 1,753	9.4	\$ 87,700	33.7

VENDOR PAYMENTS REPORTED FROM 4/1/17 - 6/30/17 (>\$1,500)

DATE	VENDOR	AMOUNT	PURPOSE
04/06/17	Dell Marketing LP	13,230.00	Dell Optiplex 7050 replacement PCs for Board staff (15)
04/18/17	Dell Marketing LP	3,261.00	Dell Mobile Precision Workstation for Hurricane Matthew
04/24/17	Neff Rental LLC	9,641.00	Rental of heavy equipment for Hurricane Matthew
04/25/17	Nonprofit Management Consulting LLC	5,108.00	Grant writing services for DOL Reentry Project
04/26/17	Neff Rental LLC	2,452.00	Rental of heavy equipment for Hurricane Matthew
04/26/17	SunTrust / Enterprise Rent-A-Car	22,366.00	Rental trucks for Hurricane Matthew cleanup
04/28/17	Neff Rental LLC	4,470.00	Rental of heavy equipment for Hurricane Matthew
04/30/17	Wright Express	6,644.00	Fuel for Hurricane Matthew rental vehicles
05/02/17	All-Star Equipment of Orlando	2,433.00	Wood chipper rental for Hurricane Matthew cleanup
05/02/17	Artemis International Tech	7,302.00	Nimble network storage array annual maintenance
05/02/17	Neff Rental LLC	2,452.00	Rental of heavy equipment for Hurricane Matthew
05/03/17	Microix	2,285.00	Microix software support annual renewal
05/04/17	Brandt Ronat and Company	3,427.00	Success story videos and outreach creative development
05/08/17	Neff Rental LLC	5,427.00	Rental of heavy equipment for Hurricane Matthew
05/09/17	CDW-G	1,843.00	Digital signage system for Titusville Career Center
05/09/17	Neff Rental LLC	9,912.00	Rental of heavy equipment for Hurricane Matthew
05/12/17	RSM US LLP	1,575.00	Preparation of CSB Form 990 tax return
05/14/17	Spherion Corporation	2,850.00	Drug screening for Hurricane Matthew workers
05/15/17	Dell Marketing LP	35,206.00	Dell Latitude 5580 laptops for Rockledge Career Center (32)
05/16/17	Brandt Ronat and Company	5,845.00	Hurricane Matthew & MFEA outreach creative development
05/19/17	Neff Rental LLC	7,263.00	Rental of heavy equipment for Hurricane Matthew
05/23/17	Neff Rental LLC	11,013.00	Rental of heavy equipment for Hurricane Matthew
05/24/17	LEAD Brevard	2,950.00	Leadership Brevard class for one employee
05/26/17	SunTrust / Enterprise Rent-A-Car	21,816.00	Rental trucks for Hurricane Matthew cleanup
05/29/17	Neff Rental LLC	5,176.00	Rental of heavy equipment for Hurricane Matthew
05/30/17	Neff Rental LLC	11,825.00	Rental of heavy equipment for Hurricane Matthew
05/31/17	Neff Rental LLC	3,609.00	Rental of heavy equipment for Hurricane Matthew
05/31/17	Sorensen Moving & Storage	3,055.00	Titusville Career Center relocation
05/31/17	Wright Express	7,777.00	Fuel for Hurricane Matthew rental vehicles
06/01/17	Brandt Ronat and Company	2,562.00	Video of CSB services and success stories
06/01/17	Kaseya US Sales LLC	5,904.00	Kaseya software support annual renewal
06/13/17	Brandt Ronat and Company	4,430.00	JDCD social media campaign & MFEA creative development
06/15/17	Taylor Lombardi Hall & Wydra PA	20,831.00	Financial and programmatic monitoring
06/16/17	ACCS	3,925.00	Network wiring for Titusville Career Center
06/16/17	Neff Rental LLC	11,028.00	Rental of heavy equipment for Hurricane Matthew
06/16/17	The Hartford	1,501.00	Liability coverage for Hurricane Matthew equipment rental
06/26/17	Dell Marketing LP	38,459.00	Dell Latitude laptops (32) & Dell Mobile Precision workstation
06/26/17	Kaseya US Sales LLC	5,938.00	Webroot anti-virus & anti-malware software subscription
06/26/17	SunTrust / Enterprise Rent-A-Car	26,685.00	Rental trucks for Hurricane Matthew cleanup
06/26/17	The Cat Rental Store	7,003.00	Rental of heavy equipment for Hurricane Matthew
06/27/17	Taylor Lombardi Hall & Wydra PA	1,718.00	Financial and programmatic monitoring
06/30/17	Brandt Ronat and Company	8,625.00	Website additions & outreach creative development
06/30/17	Wright Express	2,830.00	Fuel for Hurricane Matthew rental vehicles
TOTAL		363,652.00	