



Executive Committee Meeting
Monday, October 30, 2017 - 4:00pm
CSB Boardroom
(Teleconference 321-394-0707)

Attendees: Susie Glasgow, Robert Jordan, Paula Just, 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	<i>Paula Just</i>
Introductions	
Public Comment:	
Action Items:	
A. Approval of Executive Minutes for 7/31/17	1 – 2
Discussion/Information Items:	
A. Hurricane Process Overview	<i>Marci Murphy</i> 3 – 4
B. President’s Goals	5
C. Governance/Finance Committee	6 – 7
B. Grow the Resources of the Board	8 – 16
C. Financial Reports	<i>Richard Meagher</i> 17 – 21
D. Vendor Payment Report	22
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

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

July 31, 2017

MINUTES

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

Members Absent: None.

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

Guests: None

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

Public Comments: There was no public comment.

Action Items:

Approval of Executive Committee minutes

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

Patty Stratton joined the meeting.

President's Proposed PY 2017-2018 Goals

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

Discussion/Information Items:

Executive Committee Duties

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

Grow the Resources of the Board

The Grow the Resources of the Board report was reviewed.

Financial Reports

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

Vendor Payment Report:

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

Adjournment:

Paula Just adjourned the meeting at 4:55 pm.

Submitted by,

Reviewed by,

{signature on file} 8/30/17

Marina Stone Date

{signature on file} 8/30/17

Paula Just Date

Informational Brief

Hurricane Process Overview

Background

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

Disaster Unemployment Compensation

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

Disaster Recovery Centers (DRC)

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

Disaster Supplemental Nutritional Assistance Program (DSNAP)

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

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

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

Support to Business & Industry

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

Other Activities

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



October 30, 2017

Informational Brief

Presidents Goals

Background

The President of CareerSource Brevard's PY17-18 goals were approved by the Board of Directors at the August 2017 Board Meeting. Some of the outcomes are scheduled to be presented to the Executive Committee Meeting on October 30, 2017. Below are the outcomes that will be reported out by the Presidents at this meeting.

Sector Strategies

Develop and Present four Measures for each of the four Sectors at the Executive Committee Meeting on October 30, 2017.

Legislative Advocacy

Develop a State and Federal Advocacy Plan and present at the October 30, 2017 Executive Committee Meeting.

New One-Stop Operator, C2 Global Professional Services

Quarterly reports on C2's progress on successfully meeting performance measures in their contract.

Present four continuous improvement process improvements from C2 by October 2017.

Marketing

Present Moore Communications Marketing Plan by October 2017.



October 30, 2017

Informational Brief

New Governance/Finance Committee Processes and Tasks

Background

Although the Executive Committee was briefed at the August 2017 meeting about the tasks the new Governance/Finance (GF) Committee would be responsible for, now that the committee has met, a more in-depth description of the outcomes are presented below.

Financial Reporting

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

Board Training

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

New Board Membership

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

Bylaws Update

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

Grow the Resources of the Board Report

Updated 10/19/2017

GRANTS (Federal, State and Local Competitive and Non-competitive)							
Grant Name	Partners	Funding Source	Amount Pending	Amount Awarded	Grant Focus	Status	
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.	This program has assisted approximately 100 person to find employment. The next Info Session is scheduled for 10/25. AARP Foundation has given verbal approval and CSB is awaiting final budget numbers regarding the provision of a Year 4 grant directly to CSB. EFSC passed on the Year 4 Opportunity.	Jana Bauer Staff Lead
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.	We plan to ask DEO for additional training funds as the state has a sizable unspent balance. 89% of CSB AIM scholarship funds have been expended (\$27K remains). CSB has expended 20% of the PY budget as of 8/31 and expects to be fully expended by end of an extended grant period. We have assisted 125 participants through grant funds as of 8/31/2017	Tina Berger Staff Lead



Grow the Resources of the Board Report

Updated 10/19/2017

<p>H-1B American Promise Grant (APG)</p> <p>Time Frame: 01/01/17 – 12/31/20</p>	<p>LWDB 12 - Central Florida</p>	<p>USDOL</p>	<p>\$2,380,337</p>	<p>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.</p>	<p>The Sector Strategy kickoff meeting was conducted on 8/28/2017. Since the meeting kickoff Industry Relations has assisted IT businesses with 4 Work Based Training grants with additional opportunities in the pipeline. CSB selected Gary Sulski as the IT Sector Strategist assist us in moving the sector activities forward.</p>	<p>James Watson/ Gary Sulski</p>
<p>Cooperative Outreach Program with Moore Communications and CareerSource Florida</p>	<p>CareerSource Florida & Moore Communications</p>	<p>Wagner Peyser State Level Funding</p>	<p>\$27,219 PY17-18: \$31,406</p>	<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 been planned for a January launch.</p> <p>1. Engineer Recruitment: this campaign builds upon the data gathered from CSB's first engineer campaign. Targeting 3-5 year-experienced, Systems, Mechanical and Electrical, engineers from cities outside of Florida that yielded the most interest in Brevard's employers.</p> <p>2. Healthcare this multimedia campaign is a first for CSB. The</p>	<p>Denise Biondi</p>



Grow the Resources of the Board Report

Updated 10/19/2017

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



Grow the Resources of the Board Report

Updated 10/19/2017

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



Grow the Resources of the Board Report

Updated 10/19/2017

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



Grow the Resources of the Board Report

Updated 10/19/2017

							would be served. Technology would consist of three components; the Jobs Wall, Job Search and Video Chat. Utilizing the capability of a large smart television or all-in-one-computer system, each of these components would operate off of the same hardware placed in centralized areas of the targeted community.	
--	--	--	--	--	--	--	---	--

UNRESTRICTED REVENUES (Non-governmental funding, Fee for service, Foundation and Corporate giving programs)							
Name of Funding	Partners	Funding Source	Amount Pending	Amount Awarded	Grant/Contract Focus	Status	Staff Lead
Eastern Florida State College Student Engagement/ Industry Advisory Councils Time Frame: 8/1/2013 - Indefinite	None	Eastern Florida State College		To Date: \$156,400	Student data research and Industry Advisory Councils include: Manufacturing & Engineering Technology; Computer Science & Information Technology; Business Administration & Office Technology; Transportation, Logistics & Maritime; Healthcare & Life Sciences	We have begun our 5 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.		\$173,010	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 45 tickets being assigned.	James Watson

<p>Florida Partnership Plus</p> <p>Time Frame: Indefinite</p>	<p>Vocational Rehabilitation</p>	<p>Social Security Admin.</p>		<p>\$11,500</p>	<p>Exiting Voc. Rehab participants who have found employment and are currently receiving SSI or SSDI. CSB will provide Employment Network mandatory follow up services. Funds are reported as part of the SSA TTW program and our unrestricted. We have received payment for (4) four BSA to date.</p>	<p>Application Process complete. CSB eligible to receive referrals, 24 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 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>James Watson</p>
<p>Healthcare Sector Strategy</p> <p>Time Frame: 7/1/16 – 6/30/18</p>	<p>Health First, EDC, City of Melbourne, BPS-Career & Technical Education, BPS-Adult Education, Circles of Care, Health Council, and additional Industry, Educational</p>	<p>Private Sector Grant</p>	<p>Monthly Cost Reimbursement</p>	<p>\$91,351</p>	<p>Employ a Healthcare Sector Strategist to coordinate Healthcare Sector Strategy to facilitate solutions for current workforce needs, projections for workforce issues over the next five years, and resources to meet both long and short term goals as established by the industry as a whole.</p>	<p>The grant has been extended to June 30, 2018. Consortium Committees are addressing: <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 </p>	<p>Megan Cochran</p>

	<p>and other stakeholders</p>	<p>US Conference of Mayors (USCM), City of Palm Bay</p>	<p>Palm Bay & USCM – Dollar WISE Grant</p>	<p>\$27,000</p>	<p>To Be Determined</p>	<p>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>	<p>• Filling education training programs • Retention of healthcare-oriented students in Brevard County • Attraction of Nursing Faculty to fill vacancies • Consortium meeting was held on 10/5/17 and action outcomes will be used to guide efforts going forward with a heavy focus on apprenticeships.</p>	<p>Jana Bauer</p>
<p>City of Palm Bay – Juniors to Jobs Program Time Frame: Summer of 2017</p>	<p>City of Cocoa</p>	<p>City of Cocoa</p>	<p>\$40,000</p>		<p>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.</p>	<p>The 2017 Cocoa Works class had 21 students in the program. All 21 graduated and completed their internships. The City of Cocoa provided internships in departments such as; Public Works, Human Resources, Utilities, City Clerk, Customer</p>	<p>Jana Bauer</p>	
<p>City of Cocoa – Youth Summer Employment Program Time Frame: Summer of 2017</p>								

<p>Tobacco Free Florida</p> <p>Time Frame: Indefinite</p>	<p>Florida Department of Health</p>	<p>Bureau of Tobacco Free Florida</p>	<p>\$30,450</p>	<p>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>	<p>Service, Relations, and several others.</p> <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 \$2,887.50 to date.</p>	<p>Marina Stone</p>
<p>NextGen Traitify (formally Woodfound) Assessment Project</p> <p>Timeframe: Jan 2017 – Jan 2018</p>	<p>Wells Fargo</p>	<p>Wells Fargo</p>	<p>\$8,500</p>	<p>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.</p>	<p>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.</p>	<p>Jana Bauer</p>



October 30, 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, 2017 and ending on September 30, 2017.

Report Descriptions

CSB FINANCIAL REPORT (CHART 1)

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

CSB FISCAL DASHBOARD INDICATORS (CHART 2)

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

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

FEE FOR SERVICE ACTIVITIES (CHART 3)

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



FY 2017-18 FINANCIAL REPORT

July 1, 2017 through September 30, 2017

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

FY 2017 Actual Expense	FY 2018 Approved Budget	FY 2018 Y-T-D Budget	FY 2018 Y-T-D Expense	Percent of Budget Expended
------------------------	-------------------------	----------------------	-----------------------	----------------------------

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

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

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

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

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

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

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

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

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

CONTRACTED SERVICES

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

CUSTOMER SERVICES

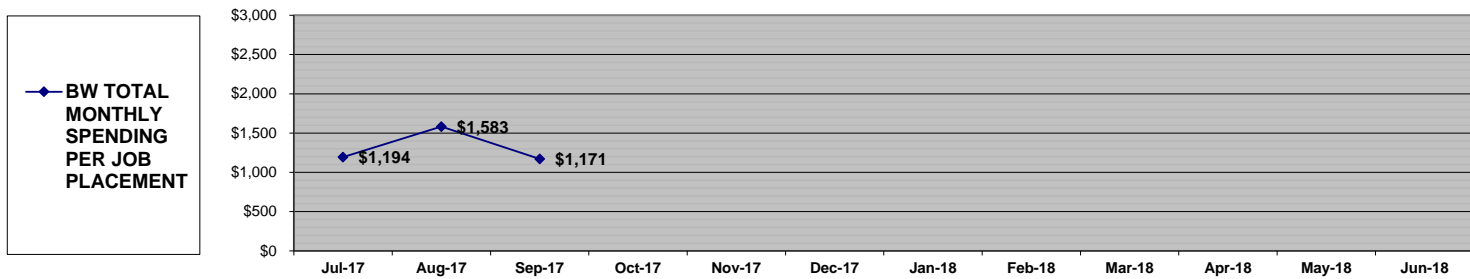
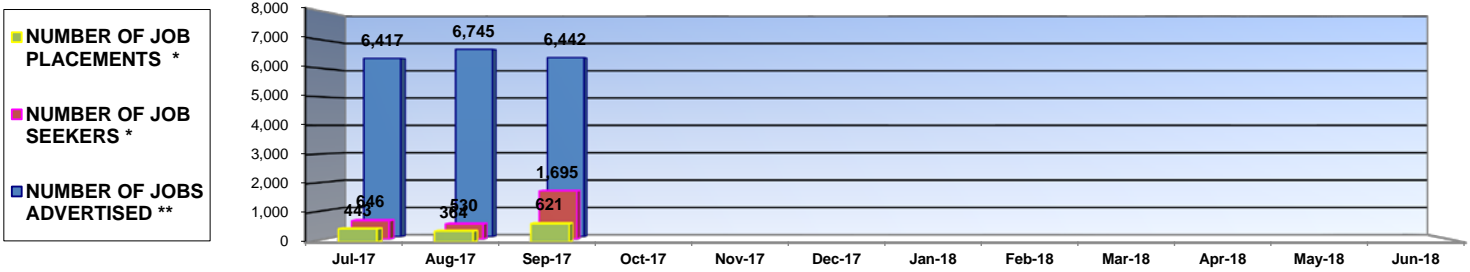
Formula Funds - Training Activities *	829,249	962,500	240,600	191,240	19.9%
Formula Funds - Support Services *	36,891	37,500	9,400	11,275	30.1%
Other Grants - Training Activities	1,083,798	1,350,000	675,000	171,004	12.7%
Other Grants - Support Services	90,830	100,000	50,000	724	0.7%
Total Training Services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

TOTAL PROGRAM BUDGET	4,937,183	5,675,900	1,762,000	1,015,510	17.9%
TOTAL ANNUAL BUDGET	8,703,419	11,641,500	3,253,400	1,832,203	15.7%
STATE-LEVEL FUNDING	733,153	504,671	126,200	198,383	39.3%
TOTAL WORKFORCE BUDGET	9,436,572	12,146,171	3,379,600	2,030,586	16.7%

***CUSTOMER ACTIVITY**

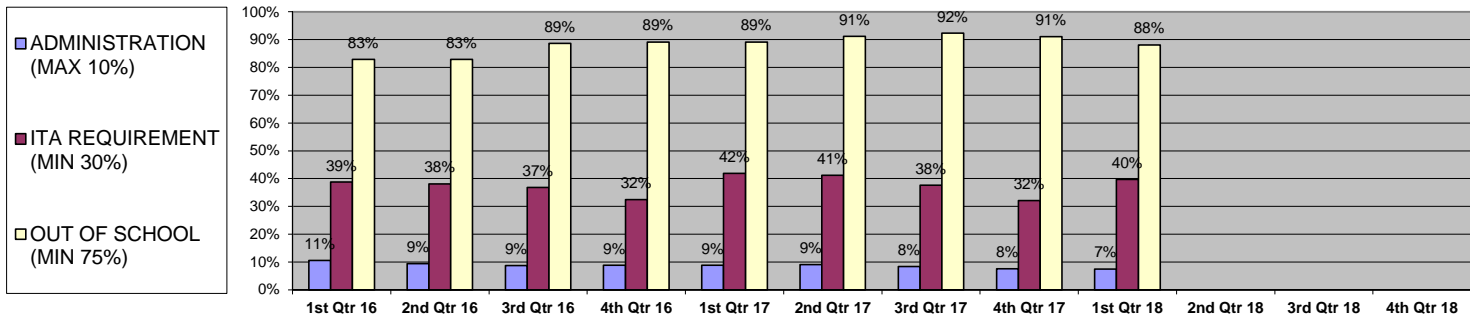
	FY 2017 Actual Expense	FY 2018 Approved Budget	FY 2018 Current Obligations	FY 2018 Y-T-D Expense	% of ITA Funds Obligated
Job Seeker ITAs	267,021	248,100	223,673	65,722	90.2%
Employer OJT/AWE/EWT	562,228	709,000	394,511	119,941	55.6%
Incentives & Materials	36,891	42,900	52,053	16,852	121.3%
Total Customer ITA Activity	866,140	1,000,000	670,237	202,515	67.0%

MONTHLY JOBS REPORT & BW SPENDING PER JOB PLACEMENT



* Source - DEO Monthly Management Reports
 ** Source - HWOL Monthly Job Demand Reports

ANNUAL SPENDING CAPS BY QUARTER



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



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

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

	Healthcare Ambassador Program % of Revenue		Juniors to Jobs Program % of Revenue		Ticket to Work Program % of Revenue		Tobacco Free Florida Program % of Revenue		Foundation Grants & Other Fee for Service Activities % of Revenue		TOTALS % of Revenue	
Revenue												
Grant Awards	\$ 21,949	100.0	\$ -	-	\$ -	0.0	\$ 3,750	100.0	\$ -	0.0	\$ 25,699	58.9
Sponsorship Revenue	-	0.0	-	-	-	0.0	-	0.0	-	0.0	-	0.0
Donated Revenue	-	0.0	-	-	-	0.0	-	0.0	-	0.0	-	0.0
Charges For Services	-	0.0	-	-	17,884	100.0	-	0.0	-	0.0	17,884	41.0
Website Licenses	-	0.0	-	-	-	0.0	-	0.0	-	0.0	-	0.0
Interest Earnings	-	0.0	-	-	-	0.0	-	0.0	14	100.0	14	0.0
Revenue from DWI	-	0.0	-	-	-	0.0	-	0.0	-	0.0	-	0.0
Total Revenue	\$ 21,949	100.0	\$ -	-	\$ 17,884	100.0	\$ 3,750	100.0	\$ 14	100.0	\$ 43,597	100.0
Expenses												
Personnel	\$ 18,361	83.7	\$ -	-	\$ -	0.0	\$ (20)	-0.5	\$ -	0.0	\$ 18,341	42.1
Travel / Training	200	0.9	-	-	-	0.0	-	0.0	-	0.0	200	0.5
Outreach	-	0.0	-	-	-	0.0	-	0.0	-	0.0	-	0.0
Software	-	0.0	-	-	-	0.0	-	0.0	-	0.0	-	0.0
Supplies	10	0.0	-	-	-	0.0	-	0.0	-	0.0	10	0.0
Equipment	-	0.0	-	-	-	0.0	-	0.0	-	0.0	-	0.0
Professional Services	30	0.1	-	-	-	0.0	-	0.0	3,228	23057.1	3,258	7.5
Customer Wages	-	0.0	-	-	-	0.0	-	0.0	-	0.0	-	0.0
Customer Support	-	0.0	-	-	-	0.0	-	0.0	-	0.0	-	0.0
Indirect Costs	3,348	15.3	-	-	-	0.0	(4)	-0.1	581	4150.0	3,925	9.0
Total Expenses	\$ 21,949	100.0	\$ -	-	\$ -	0.0	\$ (24)	-0.6	\$ 3,809	27207.1	\$ 25,734	59.0
Net Profit (Loss)	\$ -	0.0	\$ -	-	\$ 17,884	100.0	\$ 3,774	100.6	\$ (3,795)	-27107.1	\$ 17,863	41.0

VENDOR PAYMENTS REPORTED FROM 7/1/17 - 9/30/17 (>\$1,500)

DATE	VENDOR	AMOUNT	PURPOSE
07/26/17	SunTrust / California Workforce Assoc	5,300.00	Management bootcamp for two senior staff
07/26/17	SunTrust / Enterprise Rent-A-Car	11,074.00	Rental trucks for Hurricane Matthew cleanup
08/01/17	Vocational Research Institute	2,250.00	CareerScope assessment software renewal
08/02/17	Enterprise Rent-A-Car Damage Recovery	2,578.00	Repairs to Hurricane Matthew rental vehicles
08/15/17	Economic Development Commission	6,000.00	Annual corporate membership renewal
08/15/17	Sage Software	2,325.00	Annual fixed assets software support renewal
08/22/17	Florida Workforce Development Assoc	3,004.00	Annual FWDA membership dues
08/24/17	Economic Development Commission	2,500.00	EDC Investor Update Meeting sponsorship
08/26/17	SunTrust / Enterprise Rent-A-Car	2,857.00	Rental trucks for Hurricane Matthew cleanup
09/01/17	Grau and Associates	6,000.00	CSB annual financial audit - first payment
09/26/17	Merritt Island Air & Heat	1,795.00	Emergency A/C repairs for Rockledge Center
09/26/17	SunTrust / Enterprise Rent-A-Car	4,105.00	Rental trucks for Hurricane Matthew cleanup
TOTAL		49,788.00	