

Board of Directors Meeting May 23 (moved from May 16), 2017 – 8:00am CareerSource Brevard Conference Room

(Teleconference 321.394.0707)

Attendees:

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

Agenda

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

Call to Order Introductions Public Comment (Financial Disclosure Forms) Presentations: A. Award of Career Center Services Contract Action Items: A. Nomination of Officers PY 16-17 B. Board Member Reappointments C. Contracts with Board Members D. PY17-18 Budget Approval E. Titusville Relocation F. Strategic Plan Consent Action Items: A. Board of Director's Meeting and Retreat Minutes – 2/14/17 B. Selection of Key Industries C. Regional Target Occupations List D. Guidelines for Formula Funding Mix Committee Chair Reports: A. Business Workforce Committee – 4/6/17 B. E – 3/9/17 C. Community Involvement Committee – 4/26/17 D. Workforce Operations Committee – 5/10/17 Information Items A. CareerSource Brevard Designation B. Meeting Schedule PY 2017-2018 C. Performance Funding Odel PY16-17 E. Growing the Resources of the Board A 1-4449	that are responsive to the employment needs	of Brevard County	
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Adjourn	

Meeting information is always available @ brevardworkforce.com For questions please call 321-394-0507 TTY: 711-321-394-0507

Upcoming Meetings:

All meetings are in the CSB Boardroom unless otherwise noted

<u>May 2017</u> 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

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

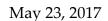
26th Industry Workforce Committee-8:30am 30th Executive Committee-4pm

May 2018

15th Board of Directors-8am

June 2018

14th Career Center Committee-8:30am





Action Brief

Nomination of Officers

Committee Request

Review and approve Executive Committee recommendations for Officer Nominations for CareerSource Brevard's Board of Directors.

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, modify or deny the slate of officers for Program Year 2017-2018 (beginning July 1, 2017) for CareerSource Brevard's Board of Directors.



May 23, 2017

Action Brief

WIOA/Re-Appointment of Board Members

Committee Request

Review Executive Committee recommendation for re-appointments of Board Members for CareerSource Brevard's Board of Directors. These board members will then have to be ratified by the Brevard County Board of Commissioners.

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

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

Action

Recommend approval of Daryl A. Bishop, Colleen Browne, William Chivers, Dale Coxwell, Robert L. Jordan, Jr., Paula Just, Dr. Linda Miedema, and Lynda Weatherman as CareerSource Brevard Board members to be ratified at the Brevard County Board of Commissioners meeting.



May 23, 2017

Action Brief

On the Job Training (OJT), Employed Worker Training (EWT), and Adult Work Experience (AWE) Contract with Board Members

Background

Florida Statute 445.007 and CareerSource Florida (CSF) Policy concerning regional workforce board contracting states that any contract between a regional workforce board and a member of that board who may benefit financially or that has any relationship with the contracting vendor must be approved at Board level and reported to CSF, and if over \$25,000 must be approved by CSF prior to executing the contract.

Recommendation

Recognizing that the board convenes on a quarterly basis, and to be able to meet business needs in a timely and efficient manner, staff has worked closely with the employer(s) listed below to identify their currently known and subsequently anticipated OJT, EWT and AWE training needs. Where there certainly may be other opportunities presented at future board meetings, by approving this request today, CareerSource Brevard (CSB) will be able to assist these business customers.

Staff recommends Board approval of the following work based training contracts:

Business Name: **Health First**Board Member: Paula Just
Total Not to Exceed: \$180,000

The maximum amount of training hours (1040 per person) for approximately 20 people was used to determine the maximum available funding. All funding is dependent upon Board approval, along with availability of funds. Training is for the following types of positions with annual salaries ranging from \$16,484 to \$100,000:

- Clerical Support
- Clinical Professional

- Facility Services
- Health First Health Plans
- Information Technology
- Patient / Nursing Support / Medical Coding and Billing
- Nursing CNA's, Medical Assistants, LPN's RN's
- And other positions as identified by the employer

Action

Approve or deny contract recommendations for Health First Health Plans, Inc., for work based training contracts as outlined by staff.





Action Brief

Proposed Budget for Program Year (PY) 2017-2018

Committee Request

Review the Executive Committee recommendation for Program Year 2017-2018 budget.

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 set philes (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 Executive Committee recommends approving the PY 2017-2018 budget at a level of \$8,450,000.

Action

Approve, modify or deny the Executive Committee recommendation to approve the Program Year 2017-2018 Budget and 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	FY 2018
	Approved	Proposed
	Budget	Budget
MANAGEMENT SERVICES (Board operations, Staff, Outreach, Finance		
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 Hard	dwara and Softwara)	
Salaries & Benefits	216,000	216,000
Operating Expenses	242,600	250,200
Total Technology Services	458,600	466,200
Total Totaliology Convices	100,000	100,200
BUSINESS SERVICES (Employer Outreach and Business Support State	ff)	
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
TO THE OTERNATION BODGET	1/00//100	1,000,000
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 ANALISI DUDOFT	40.000.000	0.450.000
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
- 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 (total of 9 years);
- Rent for the entirety of the 3 year 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 Executive Committee's recommendation to relocate the Titusville Career Center to 3880 S. Washington Avenue, Titusville.



May 23, 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.

Each CSB Committee will have a Goal attached to it. The Committees for 2017-18 are as follows:

Industry Workforce Committee (Combined E3 & Business Workforce Committees)
Career Center Committee (Workforce Operations Committee)
Executive Committee
(CIC Committee's Goal and Strategies are incorporated into all the Committees)

Action

Approve, modify or deny CareerSource Brevard's Strategic Plan 2017-2019.

CAREERSOURCE BREVARD'S STRATEGIC PLAN 2017-2019

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



John P. Metcalf, Workforce Systems Associates



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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:**

- o Effective implementation and outcomes in the Manufacturing Sector
- o Effective implementation and outcomes in the Healthcare Sector
- o 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
- o Effective implementation and outcomes in other Sectors

Objective 3: Develop and Implement Overall Initiatives in Sector Strategies **Strategies:**

- o Create more visible, accurate and timely data
- o 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:

- o Increase the skills needed in the labor force to meet the demands of local and regional businesses
- o 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
- o 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:

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

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

Strategies:

- o 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:

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

2017 CareerSource Brevard Board Retreat

 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.

CareerSource Brevard

Board of Directors Meeting

February 14, 2017

MINUTES

Members in Attendance: Shawn Beal, William Chivers, Dale Coxwell, Debra Greco (via teleconference), Robert Jordan (Chair), Paula Just, Jennifer Kenny, Traci Klinkbeil, Travis Mack, Mike Menyhart, Linda Miedema, Wayne Olson, Terry Schrumpf, Kevin Smith, Ronald Taibl, Venetta Valdengo.

Members Absent: Daryl Bishop, Desmond Blackburn, Colleen Browne, Susan Glasgow, Nancy Heller, Patricia Stratton, Lynda Weatherman.

Staff Present: Denise Biondi, Judy Blanchard, Jennifer Lasser, Don Lusk, Stephanie Mosedale, Marcy Murphy, Lyn Sevin, Jeff Witt.

Career Center Staff Present: Caroline Joseph-Paul, Thomas LaFlore, Jessica Mitchell, Bob Knippel, Julie Berrio.

Guests: Scott Amey, Cathy Beam, Ron Goss, Linda Brandt, Ryan Brandt, Danielle Jones, Trudy McCarthy, John Metcalf, Michael Murphy.

Call to Order: The CareerSource Brevard (CSB) Board Meeting was called to order at 8:06am by Robert Jordan.

Public Comment: There was no public comment.

Presentations:

Linda Brandt from Brandt Ronat shared a presentation on CSB's website redesign.

8:30 Venetta Valdengo joined the meeting

8:36 Linda Miedema joined the meeting

Jessica Mitchell shared a presentation on "Learning the Career Center".

Action Items:

Contracts with Board Members

Travis Mack identified a conflict of interest with Saalex Solutions and Saalex IT On the Job Training (OJT) Contracts. Motion to approve OJT contracts for Saalex Solutions and Saalex IT with a maximum reimbursement of \$100,000 made by Mike Menyhart and seconded by Dale Coxwell. Motion passed unanimously with Travis Mack abstaining.

Addendum to Comprehensive 4 Year Workforce Services Plan 2016-2020

Staff reviewed the 2016-2020 Comprehensive Plan and provided the Addendum for review. Motion to approve the Executive Committee recommendation to approve the Addendum to the Comprehensive Plan made by Travis Mack and seconded by Terry Schrumpf. The Addendum will be submitted to County Commissioners for approval. Motion passed unanimously.

Consent Action Items:

Motion to approve Board of Director meeting minutes for November 15, 2016 made by Mike Menyhart and seconded by Travis Mack. Motion passed unanimously.

Committee Chair Reports:

Marci Murphy gave a report on the Business Workforce Committee meeting held on January 12, 2017, the Community Involvement Committee meeting held on January 25, 2017, and the E³ Committee meeting held on December 8, 2016. Jennifer Kenny asked a question pertaining to the success story that was presented about a

19 year old that went to work in an Electrical Apprenticeship program at Grumman. She wanted to know if it was Miller Electric or did Grumman have an in-house apprenticeship program? Marci will get back to her with the answer.

Paula Just gave a report on the Workforce Operations Committee meeting held on February 1, 2017.

Information Items:

Information items included Performance Funding Model, Second Quarter Contractor Performance PY16-17, Adult Education Collaboration, EFSC Industry Advisory Councils, Healthcare Sector Strategy, America's Promise Grant, ITA Annual Vendor Evaluation, OJT Training, Growing the Resources of the Board, Financial Reports and Committee meeting minutes.

There being no further business, the meeting was adjourned at 9:00am.

Submitted by, Reviewed by,

(signature on file) 2/21/17 Lyn Sevin Date Robert Jordan Date

CareerSource Brevard Board of Directors Annual Retreat

February 14, 2017

MINUTES

Members in Attendance: Shawn Beal, William Chivers, Dale Coxwell, Robert Jordan, Paula Just, Jennifer Kenny, Traci Klinkbeil, Travis Mack, Mike Menyhart, Linda Miedema, Wayne Olson, Terry Schrumpf, Kevin Smith, Venetta Valdengo.

Committee Members/Guests in Attendance: Scott Amey, Cathy Beam, Linda Brandt, Danielle Jones, Trudy McCarthy, Michael Murphy,

Staff Present: Denise Biondi, Judy Blanchard, Caroline Joseph-Paul, Bob Knippel, Thomas LaFlore, Jennifer Lasser, Don Lusk, Jessica Mitchell, Stephanie Mosedale, Marci Murphy, Lyn Sevin, Jeff Witt.

Facilitator: John Metcalf

Call to Order: The CareerSource Brevard (CSB) Annual Board Retreat was called to order at 9:07am.

Public Comment: There was no public comment.

Welcome and Introductions:

Marci Murphy introduced John Metcalf of Workforce Systems Associates who facilitated the discussion.

Attendees broke into groups with discussion focused on core characteristics that matter for the board to succeed in its mission.

The groups reviewed the results of a board member survey which indicated the following:

- Workforce and community challenges:
 - 1.) Lack of a skilled workforce
 - 2.) Training services provided
 - 3.) Good paying jobs
 - 4.) Community needs
- Significance of each of the current goals:
 - 1.) Most Important Goal(s): 3) Enhance the E3 Concept, and 2) Strengthen Key Business Clusters
 - 2.) Least Important Goal(s): 1) Convene the Community and Conduct Community Awareness
 - 3.) Not Mentioned Goal: 4) Ensure CareerSource Brevard Career Centers Sustain Operations

The groups were tasked with creating new goals, strategies and possible actions based on the following focus area:

- Sector Strategies focus on talent pipeline development and career pathways in high demand industries (Crosswalks to original goals 2 and 3)
- CareerSource Brevard focus on sustaining successful outcomes for employers and career seekers (Crosswalks to goal 4)
- Communications Brought in-house to focus on strategic communications and policy position advocacy

Breakout session notes will be forwarded to John Metcalf.

There being no further business, the meeting was adjourned at 1:00pm

Submitted by, Reviewed by,





Consent Action Brief

Selection of Key Industries - Program Year (PY) 2017 - 2018

Background

CareerSource Brevard (CSB) periodically reviews Key Industries by researching and analyzing Labor Market Information (LMI) provided by various sources. The Business Workforce Committee (BWC) is provided this information in order to garner a business perspective on the Key Industry selection and to make recommendations to the CSB Board of Directors regarding any adjustments. The selection of Key Industries allows for CSB to deploy limited resources and social capital in a manner to optimize prospects for success. Most of the identified industries represent those which offer the best promise for overall economic growth by attracting and retaining high skill, high wage and value-added jobs. Key industries can also represent those that require our focus due to major workforce issues sector strategies, career pathways and other job-driven, industry focused initiatives. In addition, beginning PY 2017-18, Key Industries selected will be important to the State's Performance Model Funding (PFM) which results in performance funding for our county. A quick look at the workforce situation in Brevard will set the stage for reviewing Key Industry information.

Brevard County's jobless rate decreased to 4.9 % from 5.2% comparing December of 2016 to December of 2015. Brevard still has a slightly higher unemployment rate at 4.9% than the State of Florida rate of 4.7% and the U.S at 4.5%. Out of a labor force of 265,143 there were 14,639 unemployed residents in the region. The Palm Bay-Melbourne-Titusville MSA had the highest annual job growth compared to all the metro areas in the state in information (+300 jobs) in January 2017.

Another important trend which has developed over the last year has been the increased Labor Force Participation Rate (LFPR). LFPR is the estimate of the share of the population actively engaged in the labor market. Based on the February 2017, State of Florida DEO LMI Data Release, Brevard has saw an increase of 10,473 persons who have begun looking for a job compared to the same time in the previous year. This increase to the labor force can be attributed to an improving economy which leads to less persons being discouraged over the prospects of finding a job. Other factors can include improvements in health, reduction of personal barriers, changes in family responsibilities, decision to not continue with schooling and deferral of retirement

Discussion

The following tables contain the history and trends of employment growth by industry from 2014 through 2017 and the selected Key Industries over this time period. The following trends are noted:

~	Industry Trend Summary
1	Construction, Manufacturing, Information, Financial Activities and Leisure & Hospitality
→	Trade, Transportation, & Utilities, Government, Education & Health Services
Ψ	Professional & Business Services,

Employment by Industry Not Seasonally Adjusted / Over-the-Year Percent Change										
Industry		201	.4	20	2015		2016		2017	
,		Florida%	Brevar d%	Florida %	Brevard %	Florida %	Brevar d %	Florida %	Brevard %	
Construction	↑	8.3	10.5	1.5	3.0	6.8	-3.0	5.2	2.7	
Manufacturing	1	1.4	1.0	1.3	-1.0	2.8	2.0	2.7	2.8	
Trade, Transportation & Utilities	→	3.9	3.1	2.8	03	2.4	3.3	2.1	2.9	
Information	1	3.9	0.0	1.11	0.0	-1.4	-10.5	-0.3	10.0	
Financial Activities	1	2.5	2.6	2.5	0.0	2.5	1.3	3.8	4.2	
Professional & Business Svcs	Ψ	3.5	-2.0	4.3	0.0	4.3	3.0	3.2	-1.7	
Education & Health Svcs	→	1.5	1.8	2.4	2.1	3.8	5.3	4.1	2.6	
Leisure & Hospitality	1	2.4	-0.9	3.9	4.0	3.9	3.3	4.4	3.4	
Other Services*	Ψ	1.6	2.5	3.5	8.0	3.3	3.7	2.5	2.5	
Government	→	-0.2	0.7	0.4	0.7	-0.5	-1.7	1.1	0.0	

^{*} The Other Services (except Public Administration) sector comprises establishments engaged in providing services not specifically provided for elsewhere in the classification system. Establishments in this sector are primarily engaged in activities, such as equipment and machinery repairing, promoting or administering religious activities, grant making, advocacy, and providing drycleaning and laundry services, personal care services, death care services, pet care services, photofinishing services, temporary parking services, and dating services.

Selected Key	2014	2015	2016	2017
Industries for Brevard	● Aviation, Aerospace & Emerging Technology	● Aviation & Information Technology Manufacturing Logistics, Transportation & Construction ● Health Care, Propulation Business Service ● Leisure & Hosp	ortation Distribution, rofessional & s	See Last Page for Info.

The analysis includes a review of economic development priorities as required by DEO. This guidance requires alignment with the Florida Targeted and Infrastructure industries as well as other local economic development priorities. We have included the priorities of Enterprise Florida as well as local priorities from Space Florida and the Economic

Development Commission of Florida's Space Coast. Our analysis indicates that our key priorities are aligned with 85% of the state and local priorities.

Recommendation

The Business Workforce Committee has reviewed and recommends the following Key Industries for PY 2017-18.

High Skill High Wage					
Key Industry	Formal Sector Strategy	Rationale			
Manufacturing Aviation & Aerospace	Advancing in Manufacturing	 Aviation is a growing industry in Brevard. Convening of the AIM Sector Strategy Increased opportunities in Aerospace Local concern and statewide focus on advanced manufacturing 			
Information Technology	INFORMATION TECHNOLOGY SECTOR STRATEGY	 Ongoing needs of the STEM industries. Local concerns over availability of information technology workers. Focus of the IT Sector Strategy Centerpiece of the USDOL America's Promise Grant 			
Health Care	Health Care Sector Strategy	 Demand area for occupational training by CSB customers and Business Customers. Development of the Health Sector Strategy Long-range prediction models showing future needs 			

	Projected Growth
Key Industry	
Logistics, Transportation Distribution	 Reflects positive trend in Trade, Transportation & Utilities industries. Port Canaveral development of container and shipping industry and expanded cruise service. Maritime activity continues to develop
Construction	Expectation that construction activities will continue to increase.
Leisure & Hospitality	 Long term growth predicted through 2020. Identification of career ladders & wage projection within the industry. Tourism is a significant industry in Brevard County and based on local and State data, will continue to be a major jobs creation source.

Action

Review and approve Business Workforce Committee recommendation of the Key Industries for PY 2017-2018.



Consent Action Brief

Regional Targeted Occupations List for 2017-2018

Background

CareerSource Brevard (CSB) is required to produce and publish the Regional Targeted Occupations List (RTOL) on an annual basis. The process by which the RTOL is developed is based the 2016-20 Year Comprehensive Plan. This brief initiates the local activity required to create the 2017-2018 list. This includes the following:

REGIONAL TARGETED OCCUPATIONS LIST (RTOL) DEVELOPMENT PROCESS						
Step/ Time Line	Activity	Resources Used/Action Required				
1 Early March	Establish Draft Regional Targeted Occupations List	 Review Statewide/Regional TOL Internal Review by Industry Relations, Program Managers and Staffing Specialists Utilize Labor Market Information (LMI) from multiple sources. 				
2 Mid- March ✓	Key Partner & Training Vendor Filtering	Solicit Feedback from Training Vendors Space Coast EDC School District				
3 Late March ✓	Alignment with Economic Development Priorities	Determine how occupations fit with Region 13 Key Industry Analysis which include: Florida Targeted Industries Florida Infrastructure Industries Local Economic Development Priorities				
4 April	Business & Industry Filtering	 Solicit Feedback from the following groups: Business Workforce Committee (input and approval) Eastern Florida State College Business Advisory Groups Review by for-profit college(s) Training Vendors provide CIP to SOC crosswalk information when available and pertinent. 				
5 April ✓	Customization	Utilize the DEO Supply Demand Report to customize occupations into training categories.				
6 May/ June	Final Approval by the BWDB Board of Directors	Consent Action Item at the May BOD Meeting				
7 June	Final Actions	 Staff final review & technical corrections. Transmit RTOL to DEO Post final RTOL on website by June 30th. 				

[✓] Denotes competed activities

Recommendation

The Business Workforce Committee discussed the occupations that were suggested to be added to the RTOL by business, training vendors, staff and sector strategy groups at their April 6, 2017 meeting. The following charts summarize the changes to be included in a consent action item to the Board of Directors at their May 23, 2016 meeting. The PY 2017-18 RTOL is attached.

ADDITIONS TO 2017-18 RTOL

SOC	B/W Code	Occupation	Requested By	\$ Wage	Growth %
472061	2	Construction Laborers	Business Services (Rentry)	13.59	23.80
352014	2	Cooks, Restaurant	Business Services (Reentry)	11.21	17.80
291031	1	Dietitians and Nutritionists	Health Care Sector Strategy	29.43	19.80
517021	2	Furniture Finisher	Manufacturing Sector Strategy	13.40	9.10
373011	2	Landscapers & Grounds keeping Workers	Business Services (Reentry)	11.47	12.90
292011	1	Medical & Clinical Laboratory Technologists	Health Care Sector Strategy	28.25	16.1
319093	2	Medical Equipment Preparers	Health Care Sector Strategy	13.54	17.8
319094	2	Medical Transcriptionists	Health Care Sector Strategy	15.23	2.10
211023	2	Mental Health & Substance Abuse Social Wkrs.	Health Care Sector Strategy	18.99	19.20
292053	3	Psychiatric Technician	Health Care Sector Strategy	10.00	10.1
194099	2	Quality Control Analysts	Manufacturing Sector Strategy	11.90	14.0
291124	1	Radiation Therapists	Health Care Sector Strategy	37.29	14.90
516093	2	Upholsterers	Manufacturing Sector Strategy	10.00	16.0

CHANGED STATUS FROM 2016-17 TO 2017-18

173021	2	Aerospace Engineering & Operations Tech.	Eastern Florida State College	34.92	4.00
433031	2	Bookkeeping, Accounting, Auditing Clerks	School District	11.64	2.00

REVISED LANGAUGE FOR THE CUSTOMIZATION KEY

B/W Code	CUSTOMIZATION KEY					
1	IMMEDIATE EMPLOYMENT (SUPPLY GAP: 0 & Below)	GROWING NOW	Individual Training Account (ITA) PERMITTED			
2	PROJECTED TO RECOVER OR EMERGING OPPORTUNITIES (SUPPLY GAP: 1-131)	RECOVERY NEXT 2-3 YEARS OR EXPECTED TO GROW	ITA PERMITTED			
3	LIMITED OPPORTUNITY (SUPPLY GAP: 132+)	STATIC OR SHRINKING	ITA is <u>NOT</u> permitted unless designated as a career ladder occupation () when a path to self-sufficiency can be delineated in the participants Individual Employment Plan (IEP), <u>OR when included as part of a Sector Strategy project.</u>			

Action

Approve the attached RTOL and authorize staff to transmit to the State Department of Economic Opportunity.





	SOC	B/W Code 1	Occupation ² ³	Annual	Annual	2014 Hou	urly Wage	Training 4
13011 3 Administrative Services Managers		Code	Occupation	Percent Growth	Openings	\$ Entry	\$ Mean	Code 4
43011 2 Advertising Sales Agents 0.76 527 12.56 15.84 3 173021 2 Advertising Sales Agents 0.77 12.06 15.84 3 173021 2 Aerospace Engineering and Operations Technicians 0.97 11 19.05 23.01 23.02 30.02	132011	2	Accountants and Auditors	1.67	63	21.45	32.06	5
	113011	3	Administrative Services Managers	1.56	376	31.21	49.63	4
173011 2 Aerospace Engineers 358 349 3492 34	413011	2		0.76	537	12.56	15.94	3
	173021	2		4.0	28	34.92	34.92	XXX
	172011	1		0.51	30	37.63	50.63	5
	493011	2		0.47	11	19.63	29.71	3
	512011	2		N/R	N/R	14.29	21.90	3
	532022	2		N/R	N/R	15.00	25.00	4
291071	532011	2	' '	2.48	15	25.98	43.43	4
173011 2 Architectural and Civil Drafters 1.00 176 13.51 17.26 3 19041 2 Architectural and Engineering Managers 0.44 13 46.71 74.06 5 5 5 5 5 5 5 5 5	291071	1	·	N/R	N/R	24.62	41.67	5
19041 2 Architectural and Engineering Managers	173011			1.00	176	13.51	17.26	3
493021 2 Automotive Body and Related Repairers 1.51 11 13.78 21.54 3 3 3 3 3 3 3 3 2 Automotive Body and Related Repairers 1.51 11 13.78 21.54 3 3 3 3 3 3 3 3 3				0.44	13	46.71	74.06	5
2			, , ,	1.51	11	13.78	21.54	3
2								
19941 2 Biofuels/Biodiesel Technology Product Dev. Mgrs. 1.4 10 20.41 14.04 4 194021 2 Biological Technicians NR NR NR NR NR NR NR N								
194021 2 Biological Technicians								
172031 2 Biomedical Engineers (Includes Technician) 5 NR NR NR NR 4 4 4 4 4 4 4 4 4								
Bookkeeping, Accounting, and Auditing Clerks 2.0 68 11.64 16.04 4 439031 2 Brickmasons and Blockmasons 4.49 227 11.43 16.37 3 1490031 2 Bus & Truck Mechanics and Diesel Engine Specialists NR								
2			·					·
193031 2 Bus & Truck Mechanics and Diesel Engine Specialists NR NR 15.66 20.01 3 3 3 3 3 3 3 3 3						-		
2								
2								
17011 2 Cabinetmakers and Bench Carpenter NR NR NR NR 30.75 37.38 3 3 3 3 3 3 2 2 Cardiovascular Technologists and Technicians 2.70 255 12.75 22.50 3 3 3 3 3 3 3 3 3			Bus Driver, Transit & Intercity					
2 Captains, Mates, and Pilots of Water Vessels NR NR 30.75 37.38 3 3 3 3 3 3 3 3 3		2	Business Operations Specialists, All Other					
292031 2 Cardiovascular Technologists and Technicians 2.70 255 12.75 22.50 3 435011 2 Cargo and Freight Agents 2.20 413 12.08 20.64 3 3 472031 2 Carpenters 2.32 238 11.78 18.04 3 3 3 3 3 2 Cement Masons and Concrete Finishers 4.12 11 12.12 14.48 3 3 3 3 3 2 Chefs and Head Cooks N/R N/R N/R N/R 20.42 25.75 3 3 3 3 2 Chemical Technicians N/R N/R N/R N/R 14.67 19.19 4 4 4 4 4 5 4 4 5 4 4	517011	2	Cabinetmakers and Bench Carpenter	N/R			N/R	3
1	535021	2	Captains, Mates, and Pilots of Water Vessels	N/R	N/R	30.75	37.38	3
472031 2 Carpenters 2.32 238 11.78 18.04 3 3 3 3 3 1 1 1 1 1	292031	2	Cardiovascular Technologists and Technicians	2.70	255	12.75	22.50	3
A	435011	2	Cargo and Freight Agents	2.20	413	12.08	20.64	3
351011 2 Chefs and Head Cooks N/R N/R 20.42 25.75 3 3 3 3 2 Chemical Technicians N/R N/R N/R 14.67 19.19 4 4 4 4 4 4 5 4 4 4	472031	2	Carpenters	2.32	238	11.78	18.04	3
194031 2 Chemical Technicians N/R N/R 14.67 19.19 4	472051	2	Cement Masons and Concrete Finishers	4.12	11	12.12	14.48	3
111011 2 Chief Executives 0.65 11 42.43 80.81 5	351011	2	Chefs and Head Cooks	N/R	N/R	20.42	25.75	3
399011 3 Childcare Workers NR NR 10.67 11.28 3 3 3 3 2 Claims Adjusters, Examiners, and Investigators 1.97 10 24.12 37.22 5 5 131031 2 Claims Adjusters, Examiners, and Investigators NR NR 18.01 21.05 4 4 5 5 5 5 5 5 5	194031	2	Chemical Technicians	N/R	N/R	14.67	19.19	4
172051 1 Civil Engineers 1.97 10 24.12 37.22 5 131031 2 Claims Adjusters, Examiners, and Investigators 0.75 696 18.81 27.99 3 272022 2 Coaches and Scouts (Director of Athletics) N/R N/R 18.01 21.05 4 4 532012 1 Commercial Pilots 1.07 10 30.61 51.21 3 3 131041 2 Compliance Officers, Exc. Safety, Agri, Constr & Tranp. 17.25 28.41 3 3 3 3 3 3 3 3 3	111011	2	Chief Executives	0.65	11	42.43	80.81	5
172051 1	399011	3	Childran Workers	N/R	N/R	10.67	11.28	3
131031 2 Claims Adjusters, Examiners, and Investigators 0.75 696 18.81 27.99 3 272022 2 Coaches and Scouts (Director of Athletics) N/R N/R 18.01 21.05 4 4 532012 1 Commercial Pilots 1.07 10 30.61 51.21 3 3 3 3 3 3 3 3 3	172051	1		1.97	10	24.12	37.22	5
272022 2 Coaches and Scouts (Director of Athletics) N/R N/R 18.01 21.05 4 532012 1 Commercial Pilots 1.07 10 30.61 51.21 3 131041 2 Compliance Officers, Exc. Safety, Agri, Constr & Tranp. 1.79 389 17.25 28.41 3 113021 2 Computer and Information Systems Manager (Computer Cyber-Security Information Specialist) N/R N/R N/R 38.71 42.42 5 172061 1 Computer Hardware Engineers 0.03 10 32.98 45.91 5 151143 2 Computer Network Architects 1.67 17 20.25 31.08 3 151152 2 Computer Network Support Specialists 1.82 371 16.60 27.06 3 151199 3 Computer Occupations, All Other N/R N/R N/R 22.05 34.89 3 151151 2 Computer Systems Analysts 1.88 29 26.94 39.67 <td></td> <td></td> <td></td> <td>0.75</td> <td>696</td> <td>18.81</td> <td>27.99</td> <td>3</td>				0.75	696	18.81	27.99	3
131041 2 Compliance Officers, Exc. Safety, Agri, Constr & 1.79 389 17.25 28.41 3 3 3 3 3 3 3 3 3	272022	2		N/R	N/R	18.01	21.05	4
131041 2 Compliance Officers, Exc. Safety, Agri, Constr & Tranp. 1.79 389 17.25 28.41 3 113021 2 Computer and Information Systems Manager (Computer Cyber-Security Information Specialist) N/R N/R 38.71 42.42 5 172061 1 Computer Hardware Engineers 0.03 10 32.98 45.91 5 151143 2 Computer Network Architects 1.67 17 20.25 31.08 3 151152 2 Computer Network Support Specialists 1.82 371 16.60 27.06 3 151199 3 Computer Occupations, All Other N/R N/R 22.05 34.89 3 151131 2 Computer Programmers .96 34 30.04 43.20 3 151121 2 Computer Systems Analysts 1.88 29 26.94 39.67 4 151151 3 Computer User Support Specialists 0.29 34 20.96 26.09 3 492011 2 Computer, ATM, and Office Machine Repairers N/R N/R 12.32 14.75 3 514011 2 Computer-Controlled Machine Tool Operators Metal & 17.2 55 15.90 17.44 3	532012		,	1.07	10	30.61	51.21	3
Tranp. Tranp. Tranp. Tranp.	131041			1.79	389	17.25	28.41	3
113021 2 Computer and Information Systems Manager (Computer Cyber-Security Information Specialist) 172061 1 Computer Hardware Engineers 0.03 10 32.98 45.91 5 151143 2 Computer Network Architects 1.67 17 20.25 31.08 3 151152 2 Computer Network Support Specialists 1.82 371 16.60 27.06 3 151199 3 Computer Occupations, All Other N/R N/R 22.05 34.89 3 151131 2 Computer Programmers .96 34 30.04 43.20 3 151121 2 Computer Systems Analysts 1.88 29 26.94 39.67 4 151151 3 Computer User Support Specialists 0.29 34 20.96 26.09 3 492011 2 Computer, ATM, and Office Machine Repairers N/R N/R 12.32 14.75 3 14.011 2 Computer-Controlled Machine Tool Operators Metal & 17.2 55 15.90 17.44 3 3 17.24 3 3 3 3 3 3 3 3 3								
172061 1 Computer Hardware Engineers 0.03 10 32.98 45.91 5	113021	2		N/R	N/R	38.71	42.42	5
151143 2 Computer Network Architects 1.67 17 20.25 31.08 3 151152 2 Computer Network Support Specialists 1.82 371 16.60 27.06 3 151199 3 Computer Occupations, All Other N/R N/R 22.05 34.89 3 151131 2 Computer Programmers .96 34 30.04 43.20 3 151121 2 Computer Systems Analysts 1.88 29 26.94 39.67 4 151151 3 Computer User Support Specialists 0.29 34 20.96 26.09 3 492011 2 Computer, ATM, and Office Machine Repairers N/R N/R N/R 12.32 14.75 3 514011 2 Computer-Controlled Machine Tool Operators Metal & 17.2 55 15.90 17.44 3			(Computer Cyber-Security Information Specialist)					
151152 2 Computer Network Support Specialists 1.82 371 16.60 27.06 3 151199 3 Computer Occupations, All Other N/R N/R 22.05 34.89 3 151131 2 Computer Programmers .96 34 30.04 43.20 3 151121 2 Computer Systems Analysts 1.88 29 26.94 39.67 4 151151 3 Computer User Support Specialists 0.29 34 20.96 26.09 3 492011 2 Computer, ATM, and Office Machine Repairers N/R N/R N/R 12.32 14.75 3 514011 2 Computer-Controlled Machine Tool Operators Metal & 17.2 55 15.90 17.44 3	172061	1	Computer Hardware Engineers			32.98	45.91	5
151199 3 Computer Network Support Specialists N/R N/R 22.05 34.89 3 3 3 3 3 3 3 3 3	151143	2	Computer Network Architects	1.67			31.08	3
151131 2 Computer Programmers .96 34 30.04 43.20 3 151121 2 Computer Systems Analysts 1.88 29 26.94 39.67 4 151151 3 Computer User Support Specialists 0.29 34 20.96 26.09 3 492011 2 Computer, ATM, and Office Machine Repairers N/R N/R 12.32 14.75 3 514011 2 Computer-Controlled Machine Tool Operators Metal & 17.2 55 15.90 17.44 3	151152	2	Computer Network Support Specialists	1.82	371	16.60	27.06	3
151131 2 Computer Programmers .96 34 30.04 43.20 3 151121 2 Computer Systems Analysts 1.88 29 26.94 39.67 4 151151 3 Computer User Support Specialists 0.29 34 20.96 26.09 3 492011 2 Computer, ATM, and Office Machine Repairers N/R N/R 12.32 14.75 3 514011 2 Computer-Controlled Machine Tool Operators Metal & 17.2 55 15.90 17.44 3	151199	3	Computer Occupations, All Other	N/R	N/R	22.05	34.89	3
151121 2 Computer Systems Analysts 1.88 29 26.94 39.67 4 151151 3 Computer User Support Specialists 0.29 34 20.96 26.09 3 492011 2 Computer, ATM, and Office Machine Repairers N/R N/R 12.32 14.75 3 514011 2 Computer-Controlled Machine Tool Operators Metal & 17.2 55 15.90 17.44 3	151131	2			34	30.04	43.20	3
151151 3 Computer User Support Specialists 0.29 34 20.96 26.09 3 492011 2 Computer, ATM, and Office Machine Repairers N/R N/R 12.32 14.75 3 514011 2 Computer-Controlled Machine Tool Operators Metal & 17.2 55 15.90 17.44 3	151121	2			29	26.94	39.67	4
492011 2 Computer, ATM, and Office Machine Repairers N/R N/R 12.32 14.75 3 514011 2 Computer-Controlled Machine Tool Operators Metal & 17.2 55 15.90 17.44 3	151151	3		0.29	34	20.96	26.09	3
514011 2 Computer-Controlled Machine Tool Operators Metal & 17.2 55 15.90 17.44 3	492011	2		N/R	N/R	12.32	14.75	3
	514011	2	·	17.2	55	15.90	17.44	3
			·					





474011 2 Construction and Building Inspectors 2.28 472061 2 Construction Laborers 23.80 119021 2 Construction Managers 1.64 352014 2 Cooks, Restaurant 17.80	343 378	\$ Entry 17.71	\$ Mean 25.92	Code 4
472061 2 Construction Laborers 23.80 119021 2 Construction Managers 1.64 352014 2 Cooks, Restaurant 17.80	378	17.71	25.02	
119021 2 Construction Managers 1.64 352014 2 Cooks, Restaurant 17.80			23.92	3
352014 2 Cooks, Restaurant 17.80		13.59	XXX	3
2 Cooks, Restaurant	18	25.92	38.18	4
0770040	97	11.21	XXX	3
273043 2 Copy Writers (Web Content)	N/R	N/R	N/R	5
333012 2 Correctional Officers and Jailers .19	604	16.05	20.06	3
131051 1 Cost Estimators 4.46	16	16.34	24.77	3
537021 2 Crane and Tower Operators 0.39	12	21.23	39.63	3
151141 1 Database Administrators (Database Security Admin.) 2.93	10	22.65	36.31	4
	30	11.94	15.84	3
292021 2 Dental Hygienists 3.51	23	24.61	29.17	4
	N/R	20.42	24.65	3
	270	21.51	28.80	3
	N/R	10.87	13.98	3
	18.83	29.43	28.21	5
	N/R	13.54	17.29	3
,	11	11.52	15.03	3
Brywaii and Coming the inclaimere	N/R	N/R	N/R	3
···	21	17.25	24.19	3
Equip)				
173023 2 Electrical and Electronics Engineering Technicians	N/R	18.57	23.69	4
	36	34.56	45.23	5
	N/R	17.35	27.20	3
•	44	12.87	20.57	3
512023 2 Electromechanical Equipment Assemblers 0.69	15	18.25	27.89	3
Electronic on an Equipment / tecembere	152	11.04	16.24	3
and Repairers				
252021 2 Elementary School Teachers, Except Special 2.38	100	21.13	26.06	5
Education 119161 2 Emergency Management Directors N/R	N/R	32.12	47.00	4
Emergency Management Directors	11	12.53	15.88	4
2 Emergency Medical reclinicians and Farametrics	N/R	38.91	55.29	5
Engineers, All Other (Mechatronics)	11	18.63	28.79	5
Environmental ocientists a opecialists, molading		10.05	20.73	J
Health 3 Executive Secretaries and Administrative Asst. 1.25	33	15.79	20.99	3
LACCULIVE Secretaries and Administrative Asst.	N/R	12.50	14.84	3
1 iberglass Laminators and Labricators (Composites)	33	13.99	19.46	3
The righters	N/R	13.51	20.42	4
Workers				
471011 2 First-Line Supervisors of Constr. Trades and N/R	N/R	18.75	24.31	4
Extraction Workers 351012 1 First-Line Supervisors of Food Preparation & Serving NR	N/R	10.40	13.84	3
351012 1 First-Line Supervisors of Food Preparation & Serving Wkrs.		10.10	10.01	Ů
	27	22.38	30.94	3
and Repairers				
	21	18.75	36.31	3
391021 2 First-Line Supervisors of Personal Service Workers 1.12	13	12.71	19.88	3
	12	18.91	29.45	3
Operating Workers				
411011 1 First-Line Supervisors of Retail Sales Workers 1.14	111	13.13	20.23	3



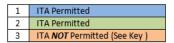


SOC	B/W Code ¹	Occupation ² ³	Annual Percent	Annual Openings	2014 Hou	urly Wage	Training Code 4
			Growth		\$ Entry	\$ Mean	
531031	1	First-Line Supervisors of Transportation and Material-Moving Machine and Vehicle Operators	N/R	N/R	18.60	25.71	3
371012	2	First-Line Supv. of Landscaping, Lawn Service, and Groundskeeping	1.74	567	13.08	19.75	3
119039	1	Fitness and Wellness Coordinators	2.63	97	30.43	37.64	5
119051	2	Food Service Managers	0.99	18	17.63	25.43	4
194092	2	Forensic Science Technicians	N/R	N/R	N/R	N/R	4
170329	2	Fuel Cell Technicians	N/R	N/R	18.56	29.97	3
119061	1	Funeral Service Managers	N/R	N/R	23.75	29.19	4
517021	2	Furniture Finisher	9.10	65	10.65	13.40	3
111021	2	General and Operations Managers	0.44	36	30.26	56.95	4
472121	2	Glaziers	5.36	293	11.59	16.71	3
271024	2	Graphic Designers	0.91	13	14.01	21.50	4
292099	2	Health Technologists and Technicians, All Other	2.11	215	13.48	21.13	3
319099	3	Healthcare Support Workers, All Other	N/R	N/R	N/R	N/R	3
499021	2	Heating, Air Cond. &Refrigeration Mechanics & Installers	3.38	27	15.14	19.96	3
533032	2	Heavy and Tractor-Trailer Truck Drivers	1.59	35	11.63	17.87	3
519198	2	HelpersProduction Workers (Forklift Operator and Dock Worker)	N/R	N/R	N/R	N/R	3
537041	2	Hoist and Winch Operators	N/R	N/R	N/R	N/R	3
131071	2	Human Resources Specialist	1.92	22	15.82	26.46	4
172112	1	Industrial Engineers (Human Factors & Ergonomics)	0.66	26	26.37	42.42	5
499041	2	Industrial Machinery Mechanics (Crane Maintenance Technician)	2.91	15	14.19	21.09	5
151122	1	Information Security Analysts (Cyber-security Specialist)	2.51	151	23.72	37.95	3
519061	2	Inspectors, Testers, Sorters, Samplers & Weighers	N/R	N/R	12.48	19.05	3
259031	2	Instructional Designers and Technologists	N/R	N/R	19.22	28.14	5
271025	2	Interior Designers	1.88	215	11.73	22.30	3
273091	2	Interpreters and Translators	3.76	162	11.22	19.97	4
373011	2	Landscapers & Grounds Keeping Workers	12.90	10.65	11.47	14.01	3
436012	2	Legal Secretaries	1.41	456	12.74	18.77	3
292061	2	Licensed Practical and Licensed Vocational Nurse	2.45	62	18.03	20.98	3
132072	1	Loan Officers	2.37	42	18.08	28.98	4
119081	2	Lodging Managers	N/R	N/R	16.96	18.98	4
131081	2	Logisticians	2.76	17	22.26	34.92	5
119199	3	Loss Prevention Manager	5.3	156	41.36	55.33	4
514041	2	Machinists	1.26	10	13.26	20.73	3
292035	1	Magnetic Resonance Imaging Technologists	2.53	152	23.61	29.64	3
372012	3	Maids & Houskeeping Cleaners (Environmental Services Aide)	8.0	1.636	10.87	13.36	N/R
499071	3	Maintenance and Repair Workers, General	1.14	70	10.87	16.07	3
131111	2	Management Analysts	1.92	49	29.61	44.98	5
173029	2	Manufacturing Production Technicians	N/R	N/R	24.02	33.16	4
	1	Marine Engineers & Naval Architects	N/R	N/R	15.85	25.88	5
172121			3.87	17	15.85	28.90	5
172121 131161	2	Market Research Analysts and Marketing Specialists	3.07	"			
		Specialists	8.5	2150	10.89	13.36	3
131161	2	Specialists Material Moving Workers, All Other			10.89	13.36 31.17	3
131161 537199	2	Specialists Material Moving Workers, All Other Mechanical Engineering Technicians	8.5	2150			
131161 537199 173027	2 2 2	Specialists Material Moving Workers, All Other	8.5 N/R	2150 N/R	21.13	31.17	4





SOC	B/W Code 1	Occupation ² 3		Annual	2014 Hourly Wage		Training 4
	occupation of		Percent Growth	Openings	\$ Entry	\$ Mean	Code ⁴
119111	2	Medical and Health Services Managers	2.27	13	31.30	51.12	5
319092	2	Medical Assistants	N/R	N/R	10.87	13.36	3
319093	2	Medical Equipment Preparers	17.8	N/R	13.54	16.55	3
499062	2	Medical Equipment Repairers	3.03	180	13.19	20.17	3
292071	2	Medical Records and Health Information Technicians	2.13	444	11.68	17.33	4
436013	3	Medical Secretaries	3.54	887	11.63	14.55	3
319094	2	Medical Transciptionists	2.0	N/R	13.68	15.23	3
131121	2	Meeting & Convention Planners	3.26	217	14.78	23.72	4
211023	2	Mental Health & Substance Abuse Social Wkrs.	19.20	N/R	18.99	21.07	5
252022	2	Middle School Teachers, Exc. Special & Voc. Educ.	2.40	30	20.49	25.60	5
493042	2	Mobile Heavy Equipment Mechanics, Except Eng.	2.06	12	15.92	21.81	3
514061	2	Model Makers, Metal and Plastic (Composites) ⁵	N/R	N/R	10.87	13.79	3
514072	1	Molding, Coremaking and Casting Machine Setters,	N/R	N/R	10.87	13.79	3
		Operators. Tenders, Metals and Plastic (Composites) ⁵					
493051	2	Motorboat Mechanics and Service Technicians	N/R	N/R	12.42	17.45	3
151142	2	Network and Computer Systems Architects and Administrators	2.12	14	23.21	36.45	4
311014	3	Nursing Assistant	N/R	N/R	10.87	11.36	3
299011	2	Occupational Health and Safety Specialists (Industrial Hygiene)		N/R	21.23	31.25	4
312011	2	Occupational Therapy Assistants	N/R	N/R	17.79	26.05	4
472073	2	Operating Engineers & Other Construction Equipment Oper.	2.38	12	13.61	19.23	3
292081	2	Opticians, Dispensing	1.75	158	12.24	18.08	4
472141	2	Painters, Construction and Maintenance	N/R	N/R	10.83	15.98	3
519122	2	Painters, Transportation Equipment	N/R	N/R	15.68	17.56	3
232011	1	Paralegals and Legal Assistants	241	11	15.13	18.71	3
292052	2	Pharmacy Technicians	N/R	N/R	10.75	13.61	3
319097	2	Phlebotomist	N/R	N/R	11.61	13.54	3
173029	2	Photonics Technicians	N/R	N/R	14.95	24.65	3
312021	1	Physical Therapist Assistants	3.65	242	21.40	28.00	4
472151	2	Pipelayers	2.75	282	11.89	16.68	3
472152	2	Plumbers, Pipefitters, and Steamfitters	2.32	27	15.28	21.76	3
333051	2	Police and Sheriff's Patrol Officers	1.07	44	17.78	21.52	3
435031	2	Police, Fire, and Ambulance Dispatchers	N/R	N/R	13.57	16.62	3
252011	3	Preschool Teachers, Except Special Education	N/R	N/R	8.47	10.79	4
435061	2	Production, Planning, and Expediting Clerks	N/R	N/R	N/R	N/R	2
119141	2	Property, Real Estate, and Community Assoc.Managers	0.34	14	14.23	23.07	3
292053	3	Psychiatric Technician	10.1	N/R	10.00	12.65	3
131023	2	Purchasing Agents, Except Wholesale, Retail, Farm	0.95	502	17.57	27.29	4
194099	2	Quality Control Analysts	14.0	N/R	11.90	13.65	3
113051	2	Quality Control Systems Managers (Industrial Production Mgr.)	N/R	N/R	39.15	47.92	4
291124	1	Radiation Therapists	14.90	N/R	37.29	26.74	3
292034	2	Radiologic Technologists	2.84	20	19.68	24.45	4
251193	2	Recreation and Fitness Studies Teachers. Post Secondary	N/R	N/R	22.78	31.36	5
291141	2	Registered Nurses	2.77	217	23.05	28.92	4





SOC	B/W Code 1	Occupation ² ³	Annual Percent	Annual Openings	2014 Hou	urly Wage	Training Code ⁴
		Coodpation	Growth	Operangs	\$ Entry	\$ Mean	Code
291126	2	Respiratory Therapists	2.51	331	20.99	26.34	4
472181	2	Roofers	1.21	17	14.43	18.08	3
535011	2	Sailors and Marine Oilers	N/R	N/R	10.46	12.53	3
112022	3	Sales Managers	1.08	12	35.78	65.56	5
414012	1	Sales Rep., Wholesale and Mfg, Non-tech.	1.03	62	14.32	26.74	3
414011	1	Sales Rep., Wholesale and Mfg, Technical & Scientific	0.66	29	22.92	39.06	3
151199	2	Search Marketing Strategists (Social Media Marketing)	N/R	N/R	23.93	33.93	3
252031	2	Secondary School Teachers, Exc. Special and Voc. Ed.	1.38	44	N/R	N/R	5
492098	2	Security and Fire Alarm Systems Installers	3.25	354	16.48	18.76	3
339032	3	Security Guard	1.42	2731	\$8.87	12.63	3
472211	2	Sheet Metal Workers	2.34	281	12.06	17.45	3
435071	2	Shipping, Receiving an Traffic Clerks	N/R	N/R	10.87	12.93	3
211093	2	Social and Human Service Assistants	1.22	400	12.00	14.44	3
151132	1	Software Developers, Applications	0.81	27	31.51	44.61	4
151133	1	Software Developers, Systems Software	1.42	29	37.59	53.14	5
472231	2	Solar Photovoltaic Installers		N/R	N/R	N/R	3
474099	2	Solar Thermal Installers & Technician	N/R	N/R	N/R	N/R	3
292055	2	Surgical Technologists	1.79	229	15.40	18.98	3
173031	2	Surveying and Mapping Technicians	1.85	191	12.08	18.90	3
537121	2	Tank Car, Truck, and Ship Loaders	N/R	N/R	N/R	N/R	3
259041	2	Teacher Assistants	N/R	N/R	10.87	11.22	3
512092	2	Team Assemblers	N/R	N/R	N/R	N/R	3
273042	2	Technical Writers	N/R	N/R	10.87	13.36	5
492022	2	Telecommunications Equip. Installers & Repairers	0.63	399	16.21	23.96	3
472044	2	Tile and Marble Setters	3.59	16	11.67	15.08	3
514111	2	Tool and Die Makers	N/R	N/R	15.79	23.81	3
131151	2	Training and Development Specialists	2.24	10	18.48	28.42	5
536061	2	Transportation Inspectors (Aviation)	N/R	N/R	N/R	N/R	3
113071	2	Transportation Managers	N/R	N/R	30.14	48.33	4
339093	2	Transportation Security Screeners	2.13	36	15.41	17.96	3
113071	2	Transportation, Storage and Distribution Managers	19.6	51	30.14	48.33	4
113071	2	Transportation, Storage, and Distribution Managers	2.76 16.0	10	22.26	34.65	4
516093	2	Upholsterers		N/R	10.00	11.65	3
292056	2	Veterinary Technologists and Technicians	N/R	N/R	11.75	14.72	4
251194	1	Vocational Education Teachers, Postsecondary	2.92	12	17.26	20.39	4
518031	2	Water and Wastewater Treat. Plant and Sys. Oper.	N/R	N/R	15.90	20.06	3
474099	2	Weatherization Installers and Technicians	2.9	10	10.87	12.62	3
151134	1	Web Developers	1.73	255	18.66	29.60	3
514121	2	Welders, Cutters, Solderers, and Braziers	1.23	19	12.80	18.27	3
517042	2	Woodworking Machine Setters, Operators, and Tenders	039	N/R	N/R	N/R	3

B/W	CUSTOMIZATION KEY
Code	COSTOWNEATION RET





1	IMMEDIATE EMPLOYMENT (SUPPLY GAP: 0 & Below)	GROWING NOW	Individual Training Account (ITA) PERMITTED
2	PROJECTED TO RECOVER OR EMERGING OPPORTUNITIES (SUPPLY GAP: 1-131)	RECOVERY NEXT 2-3 YEARS OR EXPECTED TO GROW	ITA PERMITTED
3	LIMITED OPPORTUNITY (SUPPLY GAP: 132+)	STATIC OR SHRINKING	ITA is <u>NOT</u> Permitted unless designated as a career ladder occupation () when a path to self-sufficiency can be delineated in the participants Individual Employment Plan (IEP) or when included as a part of a Sector Strategy Project.

¹ B/W Code is provided for those who do not have access to color prints of this document. Each B/W Code corresponds to the customization key below and in the header of this document.

² BOLDED Occupations denote High Skill High Wage (HSHW) designation by the Florida Department of Economic Opportunity.

³ ()This symbol denotes career ladder occupation for which Individual Training Accounts (ITA) are allowed when a career path to self-sufficiency can be delineated in the participants Indvidual Employment Plan (IEP).

⁴ Training Codes: 3 (Post-Secondary Adult Vocational Certificate), 4 (Community College Credit/Degree), or 5 (Bachelor's Degree)

⁵ (*Italics*) Denotes supplemental information requested by industry or business.



Consent Action Brief

Guidelines on Formula Funding Usage

Background

Training and Supportive Services Funds guidance are reviewed every year with the purpose of focusing on programs that are the most effective for businesses and the job seeker while considering the economic situation and funding availability for the program year being reviewed.

Program year 2016-2017 guidelines were set as follows:

- 70% Employer Based Training (i.e. OJTs, Work Experience, Employed Worker, Upgrade OJTs)
- 30% Individual Training Accounts (ITA's)

Recommendation

Staff recommends continuation of the 2016-2017 guidelines for 2017-2018.

On-the-Job Training (OJT) makes it easier for a business to hire someone that might not have the exact skills needed but can be trained. An OJT also requires the business to make a commitment to hire that individual at the completion of the training. This program supports business expansion while at the same time allows an unemployed person to receive training and a job or allows for an employed worker to get additional training to move up the career ladder.

Since we are experiencing significant lows in the unemployment rate, Employed Worker Training, Customized Training and Upgrade OJT's become more valuable to businesses to improve their productivity and upgrade the skill sets of their current workforce for retention and advancement. The focus on these tools will also provide more entry level vacancies that CSB can help fill.

ITA's are valuable to businesses and job seekers in occupations which require a credential such as health care and information technology. CSB focuses ITA training on degreed completers and industry recognized short-term credentials to support sector pathways and pipeline development.

<u>Action</u>

Review and approve the guidance on training funds investment mix to be utilized when spending training funds for PY 2017-2018.



Information Brief

Application for Subsequent Local Workforce Development Area Designation

Background

Based on the Workforce Innovation Opportunity Act (WIOA), Local Workforce Development Boards (LWDB) are required to submit information to the State Department of Economic Opportunity (DEO) indicating that the Chief Elected Official "certifies" that CareerSource Brevard (CSB) has performed successfully and sustained fiscal integrity for subsequent designation as an existing LWDB. Specifically, 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.

In Brevard County, which is LWDB 13 in the state workforce system, the Brevard County Board of County Commissioners serves as the Chief Elected Official. Staff received the designation form on behalf of the Board of County Commissioners executed by the County Manager. Staff submitted the form to DEO by the April 14, 2017 due date. Subsequent designation references the fact that WIOA allows for existing LWDB's to remain in place through June 30, 2017. The new designation is scheduled for approval by the CareerSource Board of Directors at their May 17th Board Meeting.

CSB Staff will schedule the designation form as an informational item before the Board of County Commissioners at their July 11, 2017 regular board meeting.

APPLICATION FOR SUBSEQUENT LOCAL WORKFORCE DEVELOPMENT AREA DESIGNATION

	Local Work	FORCE AREA INFORMATION				
Name of Local Area:	Brevard Workforce DBA CareerSource	Development Board, Inc. Brevard				
LWDB Number:	13					
DATE OF SUBMISSION:	04/13/2017					
CONTACT PERSON NAME		PHONE: 321-394-0700				
Marci Murphy, President EMAIL ADDRESS: mmurphy@careersourcebrevard.com						
PERFORMED SUCCESSFUI	LY					
EXCEEDED THE ADJUSTED LAST TWO CONSECUTIVE	LEVELS OF PERFORM YEARS FOR WHICH D	CANS THE LOCAL WORKFORCE DEVELOPMENT AREA MET OR MANCE FOR PRIMARY INDICATORS OF PERFORMANCE FOR THE DATA ARE AVAILABLE, AND THE LOCAL AREA HAS NOT FAILED TWO CONSECUTIVE PROGRAM YEARS.				
SUSTAINED FISCAL INTEG	RITY					
FORMAL DETERMINATION DETERMINATION REGAR	N, DURING EITHER RDING SUCH INTEG	MEANS THAT THE SECRETARY OF LABOR HAS NOT MADE A OF THE LAST TWO CONSECUTIVE YEARS PRECEDING THE RITY, THAT EITHER THE GRANT RECIPIENT OR THE SEXPENDED 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:	Mara Murphy								
DATE:	04/13/2017	OT ARABA							

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



May 23, 2017

Information Brief

Meeting Schedule Program Year 2017-2018

Background

The following information is provided to all board members, staff, contractors, stakeholders and interested parties. Updated meeting information is available at

www.careersourcebrevard.com

Meetings Scheduled <u>Full Board</u> - Meetings will be held in the CareerSource Brevard (CSB) Boardroom and are scheduled each quarter on Tuesdays starting at 8:00am. Dates are

August 22, 2017 November 14, 2017 February 13, 2018 [Annual Meeting and Retreat] May 15, 2018

The meeting of the Board of Directors will focus on the broad policy issues that support efforts to increase the labor pool participation, increase the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of Brevard.

Executive Committee - Meetings will be held in the CSB Boardroom and are scheduled quarterly on Mondays at 4:00pm. Dates are

July 31 2017 October 30, 2017 January 29, 2018 April 30, 2018

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

<u>Industry Workforce Committee</u> – Meetings will be held at the CSB Boardroom and are scheduled quarterly on fourth Thursday at 8:30am. Dates are

July 27, 2017 October 26, 2017 January 25, 2018 April 26, 2018

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

<u>Career Center Committee</u> – Meetings will be held at the CSB Boardroom and are scheduled quarterly on the second Thursday at 8:30am. Dates are

September 14, 2017 December 14, 2017 March 8, 2018 June 14, 2018

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



May 23, 2017

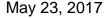
Information Brief

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 10% decrease in WIOA and 14% in TANF due to the low unemployment rate.





Information Brief

Performance Funding Model Watch Brief

Background

CareerSource Brevard (CSB) participates in the Performance Funding Model (PFM) developed by CareerSource Florida. The following information is tracked as an indicator as to anticipated performance on these measures. The measures have been revised and there are now seven (7) metrics being measured. Those measures include two (2) placement measures (Unemployed Placement Rate and Time to Earnings), three (3) exit measures (Cost per Employed at Exit, Average Earnings, and Earnings per Dollar Spent), and two (2) Business Measures (Business Engagement and Customer Satisfaction). Measures for PY 17-18 are still being discussed and may revise or totally change what we are tracking now.

These measures are new for PY 2016-17 and all processes, reporting formats, and results continue to be adjusted in order to provide the most accurate predictions of performance. CSB has an internal team who has been meeting for several months to understand the measures and determine how performance can be maximized. The group completed a full review of the PFM measures and have established 10 Strategies for Improvement currently being operationalized. Please note that the following predictions are based on very early data and will change as placement information becomes available. Until we have more information available this report should be thought of as a gauge rather than as an indicator of positive or negative performance.

A web-based tool is being developed at the state level that is stated to allow viewing of un-validated real time data. The tool was to be available in February but that date is now pushed back until at least May.

Placement Measures

Unemployed Placement Rate								
Minimum Threshold – 17.35%	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Year-to-Date			
Target – 23.14%	Jul. – Sep. 2016	Oct. – Dec. 2016	Jan. – Mar 2017	Apr. – Jun. 2017	July 2016 –June 2017			
Number of Participants with wages this quarter	705	766	2,140					
Number of Participants with Zero Wages the previous Quarter	3,079	3,391	6,713					
Performance Rate	22.9%	22.6%	31.9%*		22.74%			

Time to Earnings											
Minimum Threshold –	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Year-to-Date						
Target – 2.29	Jul. – Sep.	Oct. – Dec.	Jan. – Mar.	Apr. – Jun.	July 2016 – June						
	2016	2016	2017	2017	2017						
The number of quarters the participants in the denominator went without a job	5,404	5,087	N/A		10,491						
Number of Participants with Zero Wages the previous Quarter	3,079	3,391	N/A		6,470						
Performance Rate	1.76	1.50			1.62						

Exit Measures

LAIT WICASUICS					
Cost per Employe	ed Exit (ba	sed on an	nual data		
Minimum Threshold – \$381 Target – \$285	Quarter 1 Jul. – Sep. 2016	Quarter 2 Oct. – Dec. 2016	Quarter 3 Jan. – Mar. 2017	Quarter 4 Apr. – Jun. 2017	Year-to-Date July 2016 –June 2017
The number of Exiters who earned a wage the quarter they exited	2,805	2,493	2,140		5,298
All Formula Expenditures" (WIOA, WP, Welfare Transition) from "Annual CareerSource Florida Network Program Expenditure Report" produced by DE	1,506,285	1,505,772	N/A		3,012,057
Actual Performance Rate Based on PY 15-16 Expenditures	\$537	\$604			\$569
Ave	erage Earı	nings			
Minimum Threshold – \$2,693 Target – \$3,591	Quarter 1 Jul. – Sep. 2016	Quarter 2 Oct. – Dec. 2016	Quarter 3 Jan. – Mar. 2017	Quarter 4 Apr. – Jun. 2017	Year-to-Date July 2016 –June 2017
The number of exiters	2,805	2,403	N/A		
Total earnings of all exiters during the two quarters after their exit.	N/A	N/A	N/A		
Actual Performance Based on Limited Data	\$3,937				
Earnings per Dolla	r Spent (ba	ased on A	nnual Dat	a)	
Minimum Threshold – \$15.81 Target – \$21.08	Quarter 1 Jul. – Sep. 2016	Quarter 2 Oct. – Dec. 2016	Quarter 3 Jan. – Mar. 2017	Quarter 4 Apr. – Jun. 2017	Year-to-Date July 2016 –June 2017
Earnings by all exiters in a given program year	N/A	N/A	N/A		
All Formula Expenditures" (WIOA, WP, Welfare Transition) from "Annual CareerSource Florida Network Program Expenditure Report" produced by DE	N/A	N/A	N/A		
Actual Based on Limited Data Performance	\$22.24	N/A			

Business Services

Busin	ess Enga	gement			
Minimum Threshold – 590 Target –787	Quarter 1 Jul. – Sep. 2016	Quarter 2 Oct. – Dec. 2016	Quarter 3 Jan. – Mar 2017	Quarter 4 Apr. – Jun. 2017	Year-to-Date July 2016 – June 2017
Businesses served with an Intensive Service	180	244	186		610
Custo	mer Satis	faction			
Baseline – 76% (7.0) Target -9.52	Quarter 1 Jul. – Sep. 2016	Quarter 2 Oct. – Dec. 2016	Quarter 3 Jan. – Mar 2017	Quarter 4 Apr. – Jun. 2017	Year-to-Date July 2016 – June 2017
Satisfaction among businesses that received business engagement surveys	9.38	9.45	9.53		9.45

The funding that goes with these measures is not expected until March 2018. There are three ways to be paid, first is a flat amount if you meet Thresholds in all 7 measures. This is calculated on the percent of federal dollars allocated to the region. CareerSource Brevard's allocation is 2.54% and therefore, \$97,486 is the amount available for meeting minimum Thresholds. This year CareerSource Florida has increased the total performance funding award allocation to \$11.5M, up from \$5.65M last PY. Staff will continue to revise queries and attempt to predict performance as data becomes available. The following table shows the estimated amounts available:

Improve & Excel Statewide Rank									
Rank	FY15-16 Award	FY16-17 Award							
1	\$294,271	\$598,958							
2	\$277,455	\$564,732							
3	\$260,640	\$530,506							
4	\$243,824	\$496,280							
5	\$227,009	\$462,054							
6	\$210,193	\$427,827							
7	\$193,378	\$393,601							
8	\$176,563	\$359,375							



	Staff Lead	Don	James Watson	Jana Bauer	Tina Berger
	Status	This is the final year of our partnership on this grant which ends in September 2017.	Grant was extended until June 30, 2017. CSB has obligated 95% and expended 93% of the grant allocation. Staff expects to be able to expend all available dollars by grant expiration. All performance measures have been achieved.	We are currently in Wave 9 with a total of 24 in the Core group Year 3 for this grant began on March 1.	CSB has expended 56 % of the total AIM grant funding, and has used 54% of the AIM scholarship funds. CSB expects to be fully expended by end of an extended grant period. We have received verbal notification that this grant has been expanded an additional year.
	Grant Focus	CSB focus as a partner for this grant was social media campaigns and assisting with tracking student outcomes.	Dislocated Workers & UC Claimants Likely to Exhaust Benefits	Offering unemployed women information sessions; computer, financial literacy, and job skills training; coaching and job search assistance for women ages 50-64.	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.
	Amount Awarded	\$15,000	\$715,000	\$129,500	\$765,000
ve)	Amount Pending				
d Non-competiti	Funding Source	Federal - USDOL	Federal USDOL NEG via State – CSF	Social Innovation Fund (SIF) through AARP Foundation	USDOL through DEO
al Competitive an	Partners	Eastern Florida State College (EFSC)	Regions 11 (Flagler/ Volusia) & 9 (Alachua/ Bradford)	EFSC, Women's Center & Aging Matters in Brevard	DEO
GRANTS (Federal, State and Local Competitive and Non-competitive)	Grant Name	Cyber-Security Trade Adjustment Assistance Community College & Career Training Grant (TAACCCT) Time Frame: 10/1/13 to 9/30/17	Job- Driven Grant (JD-CD) Time Frame: 8/1/14 – 6/30/17	AARP Foundation Back to Work 50+ Women's Economic Stability Incentive Initiative (WESI) Time Frame: 3/1/15 – 2/28/18	Florida Sector Partnership National Emergency Grant Time Frame: 7/1/15-6/30/17



Updated 04/27/2017 McGuire Denise Biondi Implementation is under person is scheduled to sector strategy group and way for this grant that LWDB 12, & modification training on Social media includes: completion of the subrecipient agreement with A sector strategy staff recruiters are currently the site. Nearly 50% of of agreement with USDOL visits to employers' on building and strategy to CSB engineer landing engineers are coming began on 1/1/17. Current improve search engine individuals visited the attraction/recruitment multimedia campaign optimization (SEO) on support convening of from NewYork State and a total of 4,2031 targeting North and and website content 195 engineer email contacting and 247 Results-to-date for enrollment of trainees. North West states. 05/15/2017 CSB staff received March launch of addresses CSB ooth platforms. engineer In March: begin Activity This project will target high-LWDB Region 12 & 13 using a allocated based on our region size and growth jobs aligned with the industry is focused on strengthening business/job seekers to use business with talent and to outreach costs and support sector, ranging from entrybrand, connect communication action by Information Technology (IT) evel occupations to high-level management positions sector strategy approach. services, <u>.</u>2 IT-Related network funding ocal efforts. influencing CSB offset CSF and \$2.380,337 \$27,219 Peyser State Funding Wagner Level CareerSource Florida & **LWDB 12-**Commun-Florida Central ications Moore H-1B American Promise Cooperative Outreach CareerSource Florida Communications and Program with Moore 01/01/17 - 12/31/20Time Frame: Grant (APG)



Updated 04/27/2017

Grow the Resources of the Board Report

Watson Watson employing 60 recipients to help secure goals of the Governor's and CSB award is \$936,851 on helps CSB meet the and e-mail media to ROI to date, positive and extension of the grant up This grant is well as other locations occurred due to Hurricane was sent to CSB's 465 employment. This effort Early April launch of outreach campaign using social CSB's new website. increase in employer Currently persons. Staff is currently n discussion with DEO ō focusing on an array of and the wildlife refuge as A direct email campaign (series of 4 messages) launched end of April, feedback, projects in cities, county, CSB submitted a grant application on 4/25/17 for This included federal engagement on site. visits over access funds damage Reemployment. reemployment encourage multimedia .⊆ employee approximately customer there are 11/28/2016. to 1 year. regarding worksites additional \$882,268. Matthew. \$719,942 where and providing eligible The Brevard Reentry Project leverage our demolition, repair, renovation, facilities, and lands within the Work-Based temporary clean-up, destroyed public structures, actions designed to save lives, assistance-The purpose of this award is maintain human dignity and reconstruction suffering, affected communities. Į Humanitarian participants on: provide affected areas. (B-REP) will employment alleviate Projects expertise effective \$936,851 **Pending** \$882,268 \$2,576,356 USDOL via DEO **NSDOL** -ETA Community Partners Various None Hurricane Matthew Dislocated Time Frame (Anticipated): Reentry Project Grant 7/1/2017 - 06/30/2020 12/1/2016 - 9/31/2017 Worker Grant Time Frame:



Grow the Resources of the Board Report		Updated 04/27/2017
	Learning for job see	Learning for job seekers funding and \$216,625 in
	released from prison o	released from prison or jail leveraged funds. Award
	(within 180 days) with	(within 180 days) with the notices are expected in
	evidence-based Integrated June 2017.	ated June 2017.
	Reentry and Employment	nent
	Services (IRES) model to	_ to
	offer a holistic approach to	h to
	ex-offender workforce	orce
	services that overcomes	mes
	traditional systemic service	vice
	silos.	

	Staff	Lead	Judy	Blanchard										James	Watson						James	Watson			
S)	Status		Third year of a continuing	contract. Received	\$116,400 total to date.	Technology; Submitted employment	data on over 2,300	Technology; students, facilitated 45	industry councils held to	date and introduced new	Transportation, Logistics	& Maritime Industry	Council on Sept 15, 2016.	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.	Application Process	complete. CSB eligible to	receive referrals, 18 BSA	requests received to	date. For each referral
<u>UNRESTRICTED REVENUES</u> (Non-governmental funding, Fee for service, Foundation and Corporate giving programs)	Grant/Contract	Focus	Student data research and	Industry Advisory Councils contract.	include: Manufacturing &	Engineering Technology;	Computer Science &	Information Technology;	Business Administration &	Office Technology; and	Healthcare & Life Sciences			Focused on eligible TTW	customers who want to return	unsubsidized employment using	the Employment Network (EN).					who have found employment	and are currently receiving SSI	or SSDI. CSB will provide	Employment Network
ice, Foundati	Amount	Awarded	\$40,000/	Annually	starting	9/15/14								\$124,411											
Fee for serv	Amount	Pending																			Unknown				
ental funding,	Funding	Source	Eastern	Florida	State	College								Social	Security	Admin.					Social	Security	Admin.		
S (Non-governm	Partners		None											None							Vocational	Rehabilitation			
UNRESTRICTED REVENUE	Name of Funding	аде	Eastern Florida State	College Student	F Engagement/ Industry	Advisory Councils		Time Frame:	8/1/2013 - Indefinite					Ticket to Work (TTW)	Program			Time Frame: None			Florida Partnership Plus		Time Frame:	Indefinite	



Updated 04/27/2017 Carol Brooks Macrander Jana Bauer **t**‰ address the · Current Brevard pipeline of CNAs, LPNs and RNs does Retention of healthcare-Nursing month duration. (2) \$500 Committee structure in not produce enough talent Student recruitment has receive forms: (1) \$1000 for any SGA (Substantial Gainful completed by a certified Community Partner Work Coordinator received \$ 5,000 so far Healthcare meeting held on April 25th. Alignment of classroom technology with technology begun by the City of seven benefit summary analysis (BSA) Consortium varying to fill local employer needs Faculty to fill vacancies employed students participant exiting CSB Activity) for a written **Brevard County** .⊆ compensation The second environments Attraction Norkforce Palm Bay. olace to remains following: Incentive oriented required (CPWIC) this year. for Funds are reported as part of the coordinate SSA TTW program and our unrestricted. We have received payment for (4) four BSA to date. Employ a Healthcare Sector Healthcare Sector Strategy to workforce needs, projections for workforce issues over the next five years, and resources to meet both long and short Using a combination of \$ from school juniors the skills they facilitate solutions for current term goas as established by facilitate the "Juniors to Jobs" summer youth training program focusing on teaching 30 highmandatory follow up services. Palm Bay and USCM, CSB will need to obtain employment. he industry as a whole. Strategist Determined \$91,351 To Be \$27,000 Reimbur Monthly sement Cost Palm Bay USCM -Dollar Private Sector Grant Grant WI\$E Conference of Circles of Care, USCM), City 3PS-Career & Health Council of Palm Bay and additional stakeholders EDC, City of Educational Melbourne, Education, **BPS-Adult** Education, Industry, Technical and other yet to be Mayors identified. S City of Palm Bay – Juniors to Healthcare Sector Strategy 7/1/16 - 6/30/17Summer of 2017 Jobs Program Time Frame: Time Frame:



Updated 04/27/2017	Jana Bauer	Marina Stone	Jana Bauer
Updatec	Official student recruitment has begun by both CSB and the City of Cocoa. The City was able to place the application online in hopes of an easier userecruiting.	For Program Year 2015-2016, CareerSource Brevard has obtained \$14,925 in unrestricted funding, producing 478 referrals in Brevard County. A portion of the funds was expended on staff incentives and PY 15-16 All Staff Event. For PY 2016-17 we have earned \$6,224.50.	The official launch of the product occurred in January of 2017. The program is mandatory for NextGen young adults, but is also being utilized in other funding streams.
	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 Bureau of Tobacco Free Florida (BTFF) partners with Florida RWB's to promote the "3 Free and Easy Ways to Quir" 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.	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.
		\$22,425	\$8,500
ort	\$40,000		
oard Rep	City of Cocoa	Bureau of Tobacco Free Florida	Wells Fargo
es of the B	City of Cocoa	Florida Department of Health	Wells Fargo
Grow the Resources of the Board Rep	City of Cocoa – Youth Summer Employment Program Time Frame: Summer of 2017	Tobacco Free Florida Time Frame:	NextGen Traitify (formally Woofound) Assessment Project Timeframe: Jan 2017 – Jan 2018

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Information Brief

Analysis of Training Program Placement Data and OJT Effectiveness

Training Completion Table

WIOA Adult and Dislocated Worker Formula Funds							
July 1	L, 2016 through	March 31, 2017	7				
	Completers	Total Placed	% of Completers				
			Placed				
Training Services	141	107	75.9%				
ITA's*	50	29	58.0%				
OJT's*	82	69**	84.2%				
AWE*	1	1	100%				
EWT*	8	8	100%				

^{*} ITA = Individual Training Account

OJT = On the Job Training

AWE = Adult Work Experience

EWT = Employed Worker Training – Already Employed

Analysis

Taking a more detailed look at the different types of training activities available, the previous table indicates that OJT training performs better than ITA training as far as the percentage of completers that are placed in jobs following the completion of training. ITA training is typically longer term training than the OJT's. OJT's are also trained with a potential employer while ITA's are trained before finding the employer. AWE numbers are too small to yield any type of assumption. EWT's almost always show 100% placement rate because this training is specifically geared toward improving skills of existing workers. Please note this is only a snapshot and numbers will change throughout the year.

^{**} These are placements that occurred during the current program year regardless of the start date of the training.



Information Brief

State Employer Training Grants: FloridaFlex Funding

Background

CareerSource Florida (CSF) administers two training grant initiatives to help businesses and workers advance and maintain competitiveness and technological skills. Recently CSF branded both of these training grants as FloridaFlex.

Incumbent Worker Training for-profit businesses. Businesses applying for the Florida IWT's must be in operation for least, one full time employee, demonstrate financial viability and be current on all state tax obligations. Funding priority is given to businesses with 25 or fewer employees, located in distressed Rural, Urban Inner-City industries. proposals that represent a significant layoff avoidance strategy and an upgrade in employee skills.

Quick Response Training Incumbent Worker Training (IWT) provides Quick Response Training (QRT) provides funding for customized training for existing funding for customized training to new or **expanding businesses**. The goal of the program is to retain and attract businesses one year prior to the application date, have at creating new, high-quality jobs. These grants are structured to "respond quickly" to meet the business's training objectives. requirements include that new, existing or expanding Florida business produce an exportable good or service, create new, full-Areas or Enterprise Zones in qualified targeted time, permanent jobs in qualified target Priority is also given to grant industries, meet certain wage requirement and require training of less than 24 months. QRT grants must be done in coordination with a local training institution.

CareerSource Brevard (CSB) guides companies to both of these programs and tracks the notifications provided by CSF. CSB staff is instrumental in educating and/or guiding business organizations to/through the process. Local performance is reviewed regularly and presented as follows:

History:	History: Incumbent Worker Training Program Local Performance PY 2015-16 & PY 2016-17									
Program Year	# of Grants Awarded	# of Business Impacted	IWT Grant	Ranking by Grant \$ Awarded (24 RWB's)	Employer Contributi on (w/wages)	\$ Total	Number of Jobs Impacted			
i Gai	Awaited	Impacted	Ψ				impacted			
2015-2016	11	11	\$213,427	2	\$304,647	\$518,074	107			
2016-2017	8	8	121,301	1	186,329	307,630	555			

^{*3}rd Quarter YTD

This chart includes PY 2016-17 grant awards and Third Quarter IWT reports:

	Summary: Program Year 2016-2017 IWT Awards Received by Quarter									
Qtr.		\$ IWT Grant	\$ Employer Contributio	A-						
Rec'd	Business Name/Link	Assistance	n	\$ Total	Jobs					
1	Thales InFlyt Experience	30,000	30,000	60,000	507					
1	Ormantine U.S.A.,LTD., Inc.	22,112	33,295	55,407	4					
2	DRB Packaging, LLC	16,875	22,050	38,925	9					
2	Summation Research, Inc.	15,416	28,852	44,268	9					
2	Space Coast Intelligent Solutions,			38,500						
	Inc.	6,000	32,500		4					
2	IM Solutions, Inc.	10,000	19,345	29,345	4					
2	Vision Engineering Solutions	8,400	11,537	19,937	13					
3	Motions Control Services	12,498	8,750	21,248	5					
	Total	121,301	186,329	307,630	555					

BOLD - New since the last report

The following data reflects the status of PY 2015 & 2016 allocated funds and for the third quarter of PY 2016-2017. There were not new companies funded this quarter:

	Quick Response Training Awards in Brevard County PY 2015 & 2016									
	COMPANY	GRANT \$	COMMITTED		FUNDS					
PY		AMOUNT	TRAINEES	TRAINEES	USED \$					
2015	Stemtech International. Inc.	101,871	64	0	0					
2015	PODS	201,285	150	150	201,285					
2015	Harris Corporation	2,100,000	1,000	2,000	2,100,000					
2015	Northrop Grumman	1,837,500	250	250	1,837,500					
2016	Lockheed Martin Space Systems Company	341,250	130	130	341,250					

BOLD - New since the last report

1,648

Businesses SERVED PY 16-17

26,112

Career Seekers SERVED PY 16-17

However, the new CSB site launched 3/30/17 and user traffic is functionality, and more opportunities for the end user to reach expected to increase with an overall improved user experience Brevard's Unemployment Rate is now at a low 5%, which is reflected in a decrease in overall site traffic year over year. for career seekers, businesses and partners. Examples of website improvements include: more direct pathways to a CSB team member who can answer their questions. information, easy to read FAQs, improved calendar

Facebook Likes + 1.57% from Q2

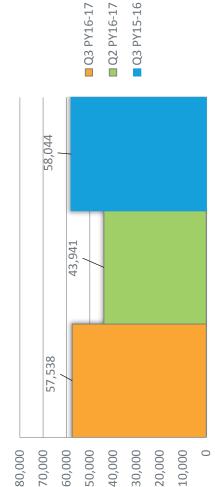




Know?

33,427 Users on CSB website 128,130 Pageviews 3:12 Avg. Session Duration 2.23 Pages / Session Hot Jobs downloaded 4,693 times

Website Traffic





Information Brief

Financial Reports

Background

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

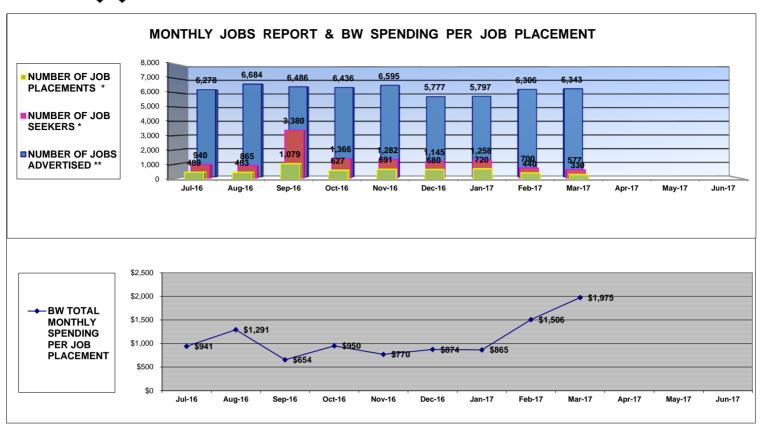
July 1, 2016 through March 31, 2017

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

	FY 2016	FY 2017	FY 2017	FY 2017	Percent of
	Actual	Approved	Y-T-D	Y-T-D	Budget
	Expense	Budget	Budget	Expense	Expended
MANAGEMENT SERVICES (Board Operations)	, Staff, Outreach, F	inancial 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, Maintena	nce, 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	r 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 an	d Business Suppor	t 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%
	FV 2247	EV 2047	EV 2017	FV 2047	0/ -5171
	FY 2016	FY 2017	FY 2017	FY 2017	% of ITA
*CUSTOMER ACTIVITY	Actual	Approved	Current	Y-T-D Exponso	Funds
	Expense	Budget	Obligations	Expense	Obligated
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%

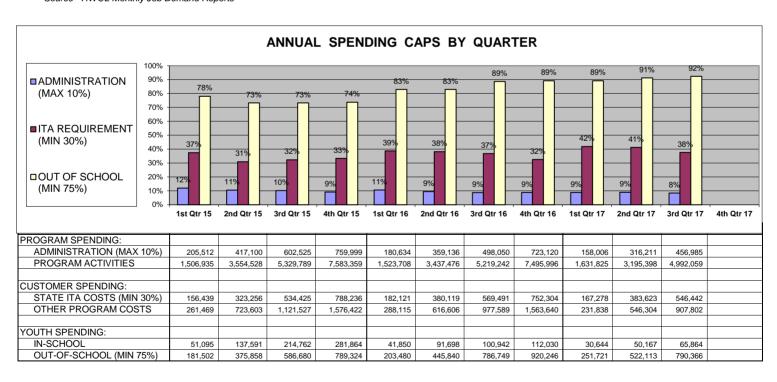
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FISCAL DASHBOARD INDICATORS - 3/31/17



^{*} Source - DEO Monthly Management Reports

^{**} Source - HWOL Monthly Job Demand Reports





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	
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Revenue		v	00	, ,	0/6		`	0/6			9/6		9/6		0/6
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		- 1	0.0	5,803	10.5		-	0.0	Г	-	0.0	-	0.0	5,803	3.0
Donated Revenue		-	0.0	-	0.0		-	0.0	Г	- 1	0.0	-	0.0	-	0.0
Charges For Services		-	0.0	-	0.0		52,119	100.0	Г	- 1	0.0	-	0.0	52,119	27.4
Website Licenses		-	0.0	-	0.0		-	0.0	Г	-	0.0	-	0.0	-	0.0
Interest Earnings		-	0.0	-	0.0		-	0.0	Г	-	0.0	41	0.5	41	0.0
Revenue from DWI		-	0.0	-	0.0		-	0.0	Г	-	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	5,824	75.4	\$ -	0.0	\$	-	0.0	\$	505	3.7	\$ -	0.0	\$ 46,329	24.3
Travel / Training	3	3,562	5.9	-	0.0		-	0.0	Г	-	0.0	30	0.4	3,592	1.9
Outreach	2	2,147	3.5	-	0.0		-	0.0	Г	- 1	0.0	1,778	20.8	3,925	2.1
Software		-	0.0	-	0.0		-	0.0	Г	-	0.0	-	0.0	-	0.0
Supplies		28	0.0	-	0.0		-	0.0	Г	- 1	0.0	309	3.6	337	0.2
Equipment		-	0.0	-	0.0		-	0.0	Г	-	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	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

CareerSource Brevard

E³ Committee March 9, 2017

Minutes

Members in Attendance:

Patty Stratton, Cathy Beam (via teleconference), Jennifer Hashagen, Travis Mack, Julie Song (via teleconference)

Members Absent:

Denise Devlin and Julie Thompson.

Staff in Attendance:

Marci Murphy, Don Lusk, Jana Bauer, and Lyn Sevin.

Guests in Attendance:

Crystal McQueen and Bob Knippel, CareerSource Brevard (CSB) Career Center, and Erika McLaren, Brevard Public Schools (BPS).

Call to Order:

Patty Stratton, Chair, called the meeting to order at 8:30 a.m.

Public Comment:

There was no public comment.

Presentation:

Presentation of Success Story

Staff presented NextGen success story, Kevin Jackman, who is a college graduate of Florida Tech but had found himself in legal issues after a mistake was made. He created a website called Stoopidnotes.com that turned into a small business for him. Kevin was able to secure an internship with LC Warren Group as an Administrative Assistant, and has been offered a full time position after working with staffing specialist, Crystal Durring-McQueen.

CAPE Presentation

Erika McLaren from BPS Career and Technical Education presented updated statistics on the CAPE Academy programs participation and industry certifications obtained. New and/or changing certificate programs were also introduced.

Traitify Demonstration

Staff provided an interactive PowerPoint demonstration of the newly launched personality assessment tool, Traitify. This tool is being utilized with all NextGen customers. The tool takes about 10 minutes to complete and provides guidance on the individual's personality, strengths and ideal work environments.

Action Item:

Approval of E³ Committee Meeting Minutes of December 8, 2016

A Motion to approve the Minutes from the December 8, 2016 E³ Committee meeting was made by Travis Mack and seconded by Jennifer Hashagen. Motion passed unanimously.

Discussion and Information Items

Committee Goal 3 Status Updates

Staff reviewed the strategies and updated the Committee on the current status of CSB Corporate Goal 3 "Enhance the E³ concept (Employment, Education and Economic Development) for the emerging and transitional workforce.

Measure 2D Talent Attraction for High Demand Occupations

Two key initiatives within CSB's PY16-17 communications plan includes focusing outreach efforts on attracting and recruiting the skilled talent Brevard's employers need and want while continuing to encourage Brevard's jobseekers to engage with CSB to receive the skills necessary to become employed or to secure a better job. With monetary support from the state and champion support from the Community Involvement Committee members, CSB staff has begun to execute these outreach initiatives to be completed in June, 2017.

Patty Stratton suggested contacting the March of Dimes who offer free materials for assisting Pregnant/Parenting Teens.

Growing the Business of the Board

A matrix of grants, unrestricted revenues and partnerships was shared to highlight ways in which CSB is growing the business of the Board.

Adjourn:

Patty Stratton, Chair, adjourned the meeting at 9:34 a.m.

Respectfully submitted, Reviewed by,

(Signature on file)03/17/17(Signature on file)03/17/17Lyn SevinDatePatty Stratton, ChairDate

CareerSource Brevard

Business Workforce Committee Meeting January 12, 2017

Minutes

Members in Attendance: Susan Glasgow (Chair), Daryl Bishop, Colleen Browne, Jennifer

Kenny and Travis Proctor

Members Absent: Terry Compton

Staff in Attendance: Marci Murphy, Judy Blanchard, Don Lusk, Carol Macrander, Stephanie

Mosedale, Michelle Jones and Marina Stone

Guests in Attendance: Caroline Joseph-Paul of CareerSource Brevard (CSB) Career Centers

Call to Order:

Susie Glasgow, called the meeting to order at 8:30 a.m. Introductions were made. There was no public comment.

Presentation:

Carol Macrander, Healthcare Sector Strategist with CareerSource Brevard shared a presentation on the Health Care Sector Strategy Inaugural Event held in December 2016, outcomes of the forum and next steps.

Action Items:

Approval of Business Workforce Committee Minutes of October 6, 2016

A motion to approve the minutes of the October 6, 2016 Business Workforce Committee Meeting was made by Colleen Browne and seconded by Travis Proctor. Motion passed unanimously.

Discussion/Information Items:

Individual Training Account (ITA) Vendor Evaluation

The annual vendor performance report was shared and staff recommendation is not to issue any corrective actions to training vendors. Discussion ensued.

Goal 2 Strategy Updates

Staff reviewed the strategies and measures for Goal 2, "Strengthen key business clusters by working with them to identify and solve workforce issues they face".

Measure 3A: Grow the Resources of the Board

A matrix was shared showing current and proposed grant opportunities outlining the status of each grant. This included unrestricted revenue projects and partnerships that CSB is pursuing to help grow the resources of the Board. Staff will send the Living Wage Report to Committee Members.

State Employer Training Grants: FloridaFle Updates presented included Incumbent Wo		ng and Quick Response Tra	ining.				
Adjourn:							
There being no further business, Susan Gl	asgow adjo	ourned the meeting at 9:17 a	m.				
Respectfully submitted,	Reviewed by,						
_{signature on file} Marina Stone Date	1/20/17	_{signature on file}_ Susan Glasgow, Chair	<u>1/20/17</u> Date				

CareerSource Brevard

Business Workforce Committee Meeting April 6, 2017

<u>Minutes</u>

Members in Attendance: Susan Glasgow (Chair), Daryl Bishop, Colleen Browne (via teleconference), Terry Compton (via teleconference), Jennifer Kenny and Travis Proctor

Members Absent: None

Staff in Attendance: Denise Biondi, Marci Murphy, Jennifer Lasser, Richard Lepre, Don Lusk,

Stephanie Mosedale, and Lyn Sevin

Guests in Attendance: Caroline Joseph-Paul of CareerSource Brevard (CSB) Career Center.

Call to Order:

Susan Glasgow, called the meeting to order at 8:30am. Introductions were made. There was no public comment.

Presentation:

Marci Murphy, shared a presentation about CSB's Advertising Strategy for the Engineer Recruitment Program.

Action Items:

Approval of Business Workforce Committee Minutes of January 12, 2017

A motion to approve the minutes of the January 12, 2017 Business Workforce Committee Meeting was made by Daryl Bishop and seconded by Travis Proctor. Motion passed unanimously.

Selection of Key Industries 2017-2018

Staff presented CSB's periodic review of Key Industries (sometimes referred to as Key Industry Clusters) and explained how Labor Market Information is obtained from various sources. The selection of Key Industries allows CSB to deploy limited resources and social capital in a manner to optimize prospects for success. There was brief discussion on the manufacturing and health care sector strategies. Motion was made by Travis Proctor to approve the staff recommendation for Key Industries for PY 2017-2018 as presented for inclusion in the consent agenda of the next Board of Directors meeting. Daryl Bishop seconded the motion. Motion passed unanimously.

Discussion/Information Items:

Goal 2 Strategy Updates

Staff reviewed the strategies and measures for Goal 2, "Strengthen key business clusters by working with them to identify and solve workforce issues they face".

Measure 1B: Regional Targeted Occupations List for 2017-2018

CSB is required to produce and publish the Regional Targeted Occupations List (TOL) on an annual basis. Occupations that were considered in the process and those that were added were shared. There was brief discussion on the TOL.

Measure 3A: Grow the Resources of the Board

A matrix was shared showing current and proposed grant opportunities outlining the status of each grant. This included unrestricted revenue projects and partnerships that CSB is pursuing to help grow the resources of the Board. There was discussion on the sector strategy programs.

State Employer Training Grants: FloridaFlex Funding

Updates presented included Incumbent Worker Training and Quick Response Training (QRT). It was noted that there are no new companies funded for QRT this quarter.

Adjourn: There being no further busin	ness, Susan Gla	asgow adjourned the meeting at	9:20 am.			
Respectfully submitted,		Reviewed by,				
(signature on file) Lyn Sevin	<u>4/20/17</u> Date	(signature on file) Susan Glasgow, Chair	<u>4/20/17</u> Date			

CareerSource Brevard

Community Involvement Committee January 25, 2017

Minutes

Members in Attendance: Rose Thron (Acting Chair) and Kristin Bakke

Members Absent: Terry Schrumpf, Debra Greco, Traci Klinkbeil, Kevin Smith, Venetta Valdengo

Staff in Attendance: Marci Murphy, Judy Blanchard, Don Lusk, Denise Biondi, Stephanie Mosedale, Marina Stone

Guests in Attendance: Caroline Joseph-Paul of CareerSource Brevard (CSB) Career Centers and Stephanie Bacon of Florida Institute of Technology, Director of Alumni Affairs

Call to Order: Rose Thron, called the meeting to order at 4:03pm in the CareerSource Brevard (CSB) Boardroom.

Public Comment: There was no public comment.

Action Items:

Approval of Community Involvement Committee Minutes

Motion to approve the minutes from the November 2, 2016 Community Involvement Committee meeting was made by Kristin Bakke and seconded by Rose Thron. The motion passed unanimously.

Information Items:

Committee Goal 1 Update

Staff reviewed the activities and updated the Committee on Goal 1 – 'Convene the community and conduct community awareness campaigns regarding workforce issues'.

Stephanie Bacon joined the meeting.

Measure 2C: Alumni Outreach Pilot Program

CIC committee members requested ways to participate in CSB's outreach efforts that support talent attraction and recruitment in Brevard County, with the goal of achieving measurable impact by establishing relationships with college alumni personnel who can help attract and facilitate employment of engineers between the ages of 28-35 with 5-8 years of work experience, into the Brevard County Workforce. The Committee selected the Alumni Outreach Pilot Program. Strategies were shared. Discussion ensued.

Presentations:

Stephanie Bacon shared ways the committee members can successfully communicate with their assigned alumni personnel to be successful. Alumni staffs' goal is engagement with the university. Make it easy for the alumni association and how you are connected to the university, using an alumni's name. Ideally, calls should be made in the late morning. Share with the career services advisory department at the university who may be able to query their database and send an email to the alumni who meet the specified criteria. Provide a post and a graphic to the alumni association so that it could easily be posted to their social media pages. Use subject driven emails. Perhaps sharing that this information is being shared with the local EDC. If you have an alumni, they can share/boost on their social networks as well. Bring to the call, flavor of the types of jobs, sunshine/climate and large employers. Sharing the good news.

Measure 2A: Website and Social Media Performance

A graphic was presented showing a snapshot of the website and social media data collected. Multi-media outreach support continues to help engage Brevard's businesses and career seekers like. With Brevard's Unemployment Rate at 5.2%, overall user traffic is expected to decline.

Measure 2A: New CSB Website

The current CSB website has only received content and branding updates over the past 10 years; it has never been fully redesigned. CSB is currently in the process of revamping the website. Staff has approved the new website structure and has begun the process of auditing existing content. The new site will paint a robust picture of Brevard's employment which aids CSB's talent attraction effort. New and improved features and the timeline were shared.

Measure 2C: Healthcare Sector Strategy

The Inaugural Brevard Healthcare Workforce Consortium was hosted by CareerSource Brevard on December 14, 2016. Thirty-seven healthcare organizations, educational partners, workforce and community stakeholder organizations were represented by 86 attendees to identify critical workforce needs and mechanisms to meet these needs. Included in the attendees were representatives from Florida Healthcare Workforce, CareerSource Central Florida and CareerSource Flagler/Volusia to identify replicable practices for local, regional and State initiatives. Outcomes from this event included the identification of five critical needs and the formation of subcommittees to develop measurable goals and outcomes with strategies to meet objectives.

Measure 4A: EFSC Industry Advisory Council

The existing contract CareerSource Brevard (CSB) has with Eastern Florida State College (EFSC) is to provide a broad range of specialized services including the development and facilitation of industry advisory councils was renewed for a 4th year beginning August, 2016. The purpose of the councils is to advise college administrators with respect to the development and maintenance of quality career and technical education programs which produce graduates who are prepared to enter the workforce.

CSB services concentrate on facilitating 5 major councils: Manufacturing & Engineering Technology; Computer Science & Information Technology; Business Administration & Office Technology; Healthcare & Life Sciences; and Logistics, Transportation & Maritime. Highlights and results of these councils were shared.

There being no other busine	ess Rose Thron	adjourned the meeting at 5:05pr	n.			
Submitted by,		Reviewed by,				
_{signature on file} Marina Stone	<u>3/31/17</u> Date	<pre>{signature on file} Rose Thron, Acting Chair</pre>	3/31/17 Date			

CareerSource Brevard

Community Involvement Committee April 26, 2017

Minutes

Members in Attendance: Kristin Bakke (via teleconference), Traci Klinkbeil, Venetta Valdengo (via teleconference).

Members Absent: Debra Greco, Rose Thron, Terry Schrumpf, Kevin Smith.

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

Guests in Attendance: Caroline Joseph-Paul of CareerSource Brevard (CSB) Career Centers and Ron Goss, Stanley Brizz and Jennifer Reaves of Eckerd.

Call to Order: The meeting was called to order at 4:05pm in the CareerSource Brevard (CSB) Boardroom.

Public Comment: There was no public comment.

Presentation:

Marci Murphy gave a presentation on the Talent Attraction Campaign.

Action Items:

Approval of Community Involvement Committee Minutes

Motion to approve the minutes from the January 25, 2017 Community Involvement Committee (CIC) meeting was made by Venetta Valdengo and seconded by Kristin Bakke. The motion passed unanimously.

Information Items:

Committee Goal 1 Update

Staff reviewed the activities and updated the Committee on Goal 1 – 'Convene the community and conduct community awareness campaigns regarding workforce issues'.

Measure 2C: Alumni Outreach Pilot Program

Staff reviewed the committee's participation in CSB's outreach efforts to support talent attraction and recruitment in Brevard County. Each member had agreed to contact alumni or career services personnel within three key universities selected by CSB with a goal to introduce each of them to Brevard's live/work/play attributes before connecting them to a recruitment team at CSB for follow on relations. Members were asked to report on their findings.

The Committee reported that the universities had been receptive to the information in their emails and follow-up telephone calls but felt that the schools were more interested in the careers of new graduates rather than alumni. There was some interest from the schools in meteorology and space and they also asked about security clearance requirements for international alumni. When asked if CSB should follow up with the schools there was mixed response, but most felt that the alumni do not use their university when job hunting and that this should not be a priority for CSB due to the challenges of speaking to the right person and the school's emphasis on new graduate placements. It was felt that focus should be on the College Career Services personnel contact list that deals with new graduates and was acquired at the 2017 Career Expo.

Measure 2A: Website and Social Media Performance

A graphic was presented showing a snapshot of the website and social media data collected. There was discussion on the new website, the ongoing Facebook campaign, Hurricane Matthew, sector strategies, regional collaboration, talent attraction, and the summer youth program.

Staff said that a new 3 Year Strategic Plan will be presented at the next Board meeting. The Plan will eliminate the CIC and members will be placed on one of the two new committees. Members were thanked for their service on the committee.

There being no other business the meeting adjourned at 5:00pm.

Submitted by, Reviewed by,

(signature on file) 5/3/17 (signature on file) 5/4/17 Lyn Sevin Date Krisin Bakke Date

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 Schrumpf, 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)

<u>5/18/17</u>

Lyn Sevin Date Robert Jordan Date

CareerSource Brevard

Workforce Operations Committee February 1, 2017

Minutes

Members in Attendance:

Paula Just (Chair), Shawn Beal, Dale Coxwell, Nancy Heller (via teleconference) Danielle Jones and Ron Taibl

Members Absent:

Amar Patel

Staff in Attendance:

Marci Murphy, Judy Blanchard, Don Lusk, Erma Shaver, Jana Bauer, Denise Biondi, Stephanie Mosedale and Marina Stone

Guests in Attendance:

Caroline Joseph-Paul of CareerSource Brevard (CSB) Career Centers, Scott Amey of Dynamic Workforce Solutions (via teleconference)

Call to Order:

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

Public Comment:

There was no public comment.

Action Items:

Approval of Workforce Operations Committee Minutes of November 9, 2016

Motion to approve the Minutes from the November 9, 2016 meeting was made by Ron Taibl. Shawn Beal seconded the motion. The motion passed unanimously.

Danielle Jones joined the meeting.

Presentation:

CSB Career Center Staff shared a presentation in a series of Learning Career Center Operations. The presentation covered the topics of shared career center resources, workshops and activities, processes, communities, case management services, career and skills assessments and workforce programs.

Discussion/Information Items:

Committee Goal 4 Status

CSB Corporate Goal 4 strategies and measures were reviewed.

Measure 1B – Identify and Improve Skills Gaps Summary Report

CareerSource Brevard (CSB) implemented a number of tools geared to the identification and improvement of skills gaps both educational and occupational. Staff will continue to track and

evaluate the usage of these tools to ensure that they are providing added value to our job seeker and business customers. Results for the Second Quarter of 2016-2017 were shared.

Measure 1C(1) - On-The-Job Training Brief

On-The-Job Training data and analysis completion and retention outcomes were shared. It was noted that the OJT program continues to provide positive results based data. Discussions regarding data provided on non-completed OJTs followed. Staff indicated that there are various factors that can be attributed to this beyond the control of the employer, yet, 78% of non-completers are employed when they exit the OJT. Members felt that the OJT success rate would likely continue to fall due to multiple reasons. An example given related to as the unemployment rate continues to fall and job market is more competitive, job seekers have more opportunities.

Measures 2A (2) – Tracking Veterans and Tracking Performance

Program Year 2016-2017 Second Quarter performance measures for targeting veterans was shared. This performance measure shows CSB's progress in our efforts to fulfil our obligations to support the men and women who have served our country.

Measure 3C(1)(a) - Performance Funding Model Watch Brief

CareerSource Brevard opted to participate in the Performance Funding Model developed by CareerSource Florida. Information was provided and will continue to be tracked and tweaked as new data is received. The measures have been revised and there are now seven (7) metrics being measured. Predictions of performance are based on very early data and will change as placement information becomes available.

Second Quarter Contractor Performance PY 2016-2017

The CSB contract with the contractor is cost reimbursement for direct program costs, however, corporate costs and profits are withheld from the Contractor until measurable performance outcomes are achieved. Payments of withheld costs are available to the Contractor to earn on a quarterly basis. To date, for PY 2016-2017 the Contractor succeeded in meeting or exceeding the performance criteria and was paid all withheld costs.

Local Customer Satisfaction Survey Results – Job Seekers

Staff shared results of the Customer Satisfaction Survey from October 1, 2016 through December 31, 2016. Surveys were completed by 974 respondents. Of the 974 respondents, 82.7% felt prepared to move forward with their goals after their visit. CSB has recently implemented some sit down stations and modified the dress code to be a little more relaxed.

Grow the Resources of the Board

A matrix was shared showing grant opportunities, unrestricted revenue projects and partnerships that CSB is pursuing to help grow the resources of the Board.

Adjourn:

There being no further discussion or business, Paula Just adjourned the meeting at 9:33 am.

Respectfully submitted	i,	Reviewed by,	
{signature on file}	03/15/17	<pre>{signature on file}</pre>	_ <u>3/15/17</u> _
Marina Stone	Date	Paula Just, Chair	Date