



Governance/Finance Committee Meeting

August 6, 2018 – 3:00pm

CSB Boardroom

(Teleconference 321-394-0707)

Attendees: Daryl Bishop (Chair), William Chivers, Travis Mack, Wayne Olson, Amar Patel.

Agenda

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

Page No.

Call to Order

Daryl Bishop

Introductions

Public Comment:

Action Items:

- | | |
|---|-------|
| A. Approval of Governance/Finance minutes for 4/30/18 | 1 – 2 |
| B. Board Member Training | 3 |
| C. Board Member Nomination | 4 |

Discussion/Information Items:

- | | |
|--|-------|
| A. Financial Reports | 5 – 9 |
| B. Vendor Payment Reports | 10 |
| C. PY 18-19 Budget Update (handout at meeting) | |
| D. Annual 990 Tax Return (handout at meeting) | |

Adjourn

Meeting information is always available @ careersourcebrevard.com

For questions please call 321-394-0507 TTY: 711-321-394-0507

Upcoming Meetings:

All meetings are in the CSB Boardroom unless otherwise noted

August 2018

6th Governance/Finance Committee-3:00pm

6th Executive Committee-4:00pm

16th Board of Directors-8:00am

September 2018

13th Career Center Committee-8:30am

October 2018

18th Industry Workforce Committee-8:30am

November 2018

5th Governance/Finance Committee-3:00pm

5th Executive Committee-4:00pm

15th Board of Directors-8:00am

December 2018

6th Career Center Committee-8:30am

January 2019

17th Industry Workforce Committee-8:30am

February 2019

4th Governance/Finance Committee-3:00pm

4th Executive Committee-4:00pm

14th Board of Directors-8:00am

March 2019

14th Career Center Committee-8:30am

April 2019

25th Industry Workforce Committee-8:30am

May 2019

6th Governance/Finance Committee-3:00pm

6th Executive Committee-4:00pm

16th Board of Directors-8:00am

June 2019

13th Career Center Committee-8:30am

CareerSource Brevard (CSB)
Governance/Finance Committee Meeting
April 30, 2018

MINUTES

Members in Attendance: Daryl Bishop (Chair), William Chivers, Wayne Olson, Amar Patel.

Members Absent: Travis Mack.

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

Guests: None

Daryl Bishop called the meeting to order at 3:00pm

Public Comments: There was no public comment.

Action Items:

Approval of Governance/Finance Committee Minutes

Motion to approve the Governance/Finance Committee minutes for February 9, 2018 made by Amar Patel and seconded by Wayne Olson. Motion passed unanimously.

Proposed Budget for Program Year 2018-2019

The PY 2018-2019 budget was handed out and reviewed. Discussion followed. Motion recommend approval of the proposed budget of \$9,739,700 with the addition of optional budget items of \$242,500 and to 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 William Chivers. Motion seconded by Amar Patel and passed unanimously.

Nomination of Officers

The following Officers had previously expressed their interest in continuing their appointment for a second term as follows:

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.
Past Chair – Robert Jordan, Genesis VII, Inc.

Motion to recommend approval of the slate of officers for Program Year 2018-2019 for inclusion on the agenda of the next full Board of Directors made by Amar Patel and seconded by Wayne Olson. Motion passed unanimously.

Re-Appointment of Board Members

The following members have previously expressed interest in continuing their Board membership for reappointment effective July 1, 2018 for a term of three years: Desmond Blackburn, Travis Mack, Mike Menyhart, and Wayne Olson. Debra Greco had indicated that she would be unable to continue as a board member. Motion to recommend reappointment of these

members to the full Board of Directors for ratification action by the Brevard County Commission made by William Chivers. Motion seconded by Amar Patel and passed unanimously.

Board Member Nominations

Marci Murphy handed out a brief recommending Lloyd Gregg and Joe Angelastro to fill two vacant business seats. She said that CSB is also in the process of recruiting two labor seats left vacant by Kevin Smith and Debra Greco through the AFL/CIO.

Motion to approve the nomination of Lloyd Gregg and Joe Angelastro to fill the vacant business seats to the next meeting of the full Board of Directors made by Amar Patel and seconded by Wayne Olson. Motion passed unanimously.

Discussion/Information Items:

Sunshine Law Training

CSB's board members are subject to Florida's Sunshine Law and, as such, it is important that members understand the requirements of the law and some of the nuances which can cause problems. The Governance/Finance Committee is responsible for choosing topics for board member training and this topic was chosen for Program Year 17-18. Staff have arranged for Shannon Wilson, Deputy County Attorney with the Brevard County Board of County Commission Attorney's Office to provide an overview and answer questions on Tuesday, June 12, 2018 at 9:00am in the CSB Board Room. All board members are invited to attend this one hour training session.

Financial Reports

Staff reviewed the financial activity for the fiscal period ending on March 31, 2018. There was discussion on reducing the gap between jobs advertised and job placements, grant carryover funds, and liability insurance for heavy vehicle operators. It was requested that staff consult with an attorney regarding CSB's liability for leasing heavy duty vehicles to be operated by contractor staff and report the outcome at the next meeting of the Board of Directors.

Vendor Payment Report:

The Vendor Payment report from January 1, 2018 through March 31, 2018 was reviewed.

Adjournment:

Daryl Bishop adjourned the meeting at 352pm.

Submitted by,

Reviewed by,

(Signature on file)
Lyn Sevin

5/3/2018
Date

(Signature on file)
Daryl Bishop

5/3/2018
Date



August 6, 2018

Action Brief

Board Member Training

Background

One of the duties of the Governance/Finance Committee (GFC) is selecting on-going board member training. Training was given on the Statement of Financial Interests in February 2018 and on the Florida Sunshine Laws in June 2018. Staff is requesting input from the Committee on the next training to be offered to board members.

The following topics are offered:

- Retention Toolkit – to include a live walk-through of CSB’s retention training offered to local businesses.
- Job Seeker Toolkit – to include a live walk-through of CSB’s social media tools that will be offered to Brevard’s Community Organizations. These include how to access and best utilize our Website, Facebook pages, Jobs mapping tool and Texting.
- Other suggestions from the Committee.

Action

Review the training offered and select the next topic for board member training.



August 6, 2018

Action Brief

Board Member Nomination

Committee Request

Review and approve or deny the nomination for Board Membership for the next full Board of Directors meeting.

Background

The following nomination would fill a mandatory seat.

Dr. Mark Mullins is recommended to replace Dr. Desmond Blackburn as an education seat. Dr. Mullins is the Superintendent of Brevard Public Schools.

Action

Recommend Dr. Mark Mullins for Board membership to the next full Board of Directors meeting and then to the Brevard Board of County Commissions for ratification.



August 6, 2018

Information Brief

Financial Reports

Background

The three financial reports that follow this brief will provide the Governance/Finance Committee with the status of CareerSource Brevard's (CSB) funding, budgets, and expenditures for the fiscal period beginning on July 1, 2017 and ending on June 30, 2018.

Report Descriptions

CSB FINANCIAL REPORT (CHART 1)

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

CSB FISCAL DASHBOARD INDICATORS (CHART 2)

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

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

FEE FOR SERVICE ACTIVITIES (CHART 3)

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



FY 2017-18 FINANCIAL REPORT

July 1, 2017 through June 30, 2018

Current Funding Level	12,412,400
Current Annual Budget	12,412,400
Unobligated Funds	0

	FY 2017 Actual Expense	FY 2018 Approved Budget	FY 2018 Y-T-D Budget	FY 2018 Y-T-D Expense	Percent of Budget Expended
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MANAGEMENT SERVICES *(Board Operations, Staff, Outreach, Financial Services)*

Salaries & Benefits	1,135,289	999,300	999,300	967,854	96.9%
Operating Expenses	211,451	313,900	313,900	156,117	49.7%
Total Management Services	1,346,740	1,313,200	1,313,200	1,123,971	85.6%

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

Brevard Workforce Facilities	744,484	869,300	869,300	831,787	95.7%
Operating Expenses	32,662	53,900	53,900	31,022	57.6%
Total Infrastructure	777,146	923,200	923,200	862,809	93.5%

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

Salaries & Benefits	222,410	216,000	216,000	214,888	99.5%
Operating Expenses	259,313	291,300	291,300	260,735	89.5%
Total Technology Services	481,723	507,300	507,300	475,623	93.8%

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

Salaries & Benefits	690,694	712,600	712,600	712,536	100.0%
Operating Expenses	12,790	23,400	23,400	13,444	57.5%
Total Business Services	703,484	736,000	736,000	725,980	98.6%

GRANTS & INCENTIVES	305,987	1,170,000	1,170,000	607,569	51.9%
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FEE FOR SERVICE ACTIVITIES	151,156	200,000	200,000	198,355	99.2%
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TOTAL OPERATING BUDGET	3,766,236	4,849,700	4,849,700	3,994,307	82.4%
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CONTRACTED SERVICES

General Contractor (C2 GPS)	2,761,437	2,880,200	2,880,200	2,812,012	97.6%
AARP BTW Services (C2 GPS)	57,573	89,400	89,400	83,231	93.1%
NEG AIM Services (C2 GPS)	15,038	8,300	8,300	8,106	97.7%
NEG Matthew Services (C2 GPS)	62,367	106,400	106,400	101,767	95.6%
NEG Irma Services (C2 GPS)	0	95,500	95,500	93,491	97.9%
Nursing Services (C2 GPS)	0	22,300	22,300	16,601	74.4%
Soft Skills Services (C2 GPS)	0	21,300	21,300	20,611	96.8%
America's Promise (CSCF)	0	206,500	206,500	206,482	100.0%
Total Contracted Services	2,896,415	3,429,900	3,429,900	3,342,301	97.4%

CUSTOMER SERVICES

Formula Funds - Training Activities *	829,249	930,000	930,000	755,973	81.3%
Formula Funds - Support Services *	36,891	70,000	70,000	69,297	99.0%
Other Grants - Training Activities	1,083,798	3,032,800	3,032,800	3,028,590	99.9%
Other Grants - Support Services	90,830	100,000	100,000	54,957	55.0%
Total Customer Services	2,040,768	4,132,800	4,132,800	3,908,817	94.6%

TOTAL PROGRAM BUDGET	4,937,183	7,562,700	7,562,700	7,251,118	95.9%
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TOTAL ANNUAL BUDGET	8,703,419	12,412,400	12,412,400	11,245,425	90.6%
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STATE-LEVEL FUNDING	733,153	846,400	846,400	814,706	96.3%
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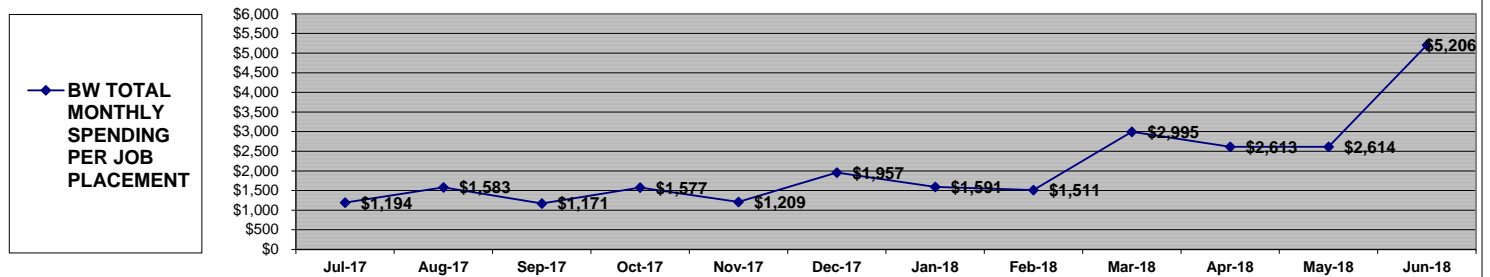
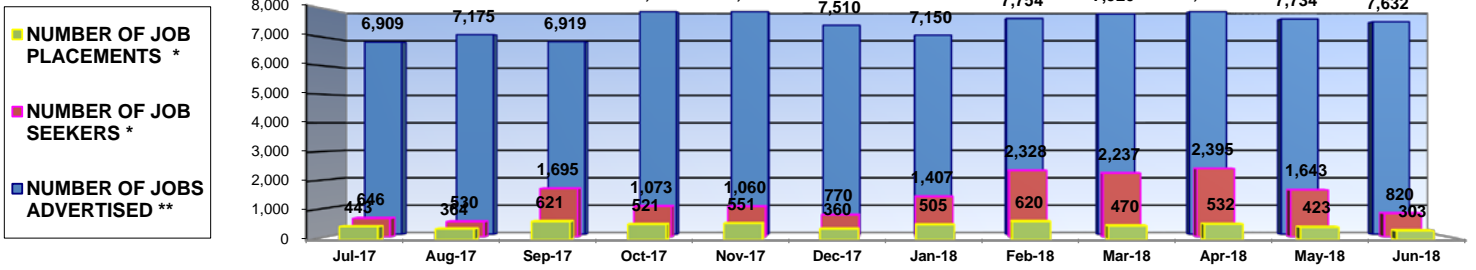
TOTAL WORKFORCE BUDGET	9,436,572	13,258,800	13,258,800	12,060,131	91.0%
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	FY 2017 Actual Expense	FY 2018 Approved Budget	FY 2018 Current Obligations	FY 2018 Y-T-D Expense	% of ITA Funds Obligated
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*CUSTOMER ACTIVITY

Job Seeker ITAs	267,021	265,000	331,324	330,257	125.0%
Employer OJT/AWE/EWT	562,228	665,000	425,716	425,716	64.0%
Incentives & Materials	36,891	70,000	69,297	69,297	99.0%
Total Customer ITA Activity	866,140	1,000,000	826,337	825,270	82.6%

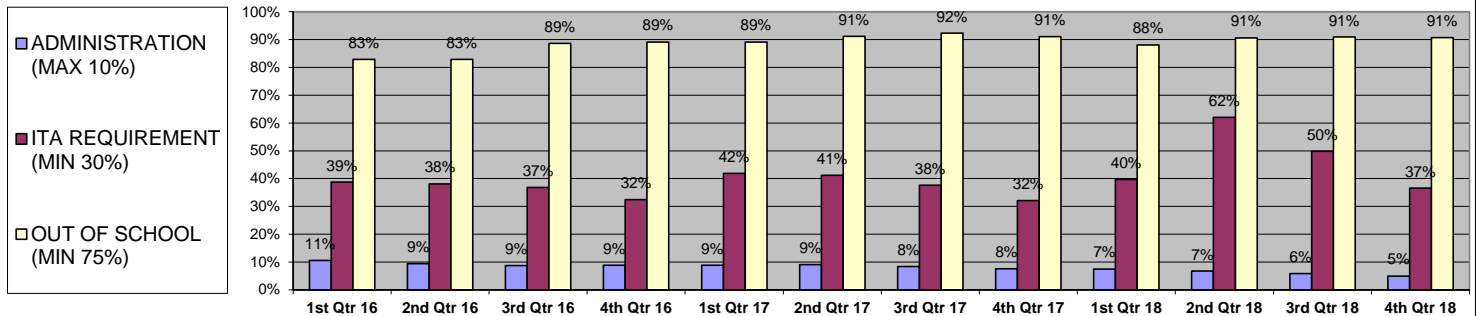
MONTHLY JOBS REPORT & BW SPENDING PER JOB PLACEMENT



* Source - DEO Monthly Management Reports

** Source - HWOL Monthly Job Demand Reports

ANNUAL SPENDING CAPS BY QUARTER



PROGRAM SPENDING:												
ADMINISTRATION (MAX 10%)	180,634	359,136	498,050	723,120	158,006	316,211	456,985	658,119	137,070	269,784	421,291	559,072
PROGRAM ACTIVITIES	1,523,708	3,437,476	5,219,242	7,495,996	1,631,825	3,195,398	4,992,059	8,045,300	1,695,133	3,754,384	6,751,105	10,686,353
CUSTOMER SPENDING:												
STATE ITA COSTS (MIN 30%)	182,121	380,119	569,491	752,304	167,278	383,623	546,442	762,055	183,637	405,170	558,597	708,028
OTHER PROGRAM COSTS	288,115	616,606	977,589	1,563,640	231,838	546,304	907,802	1,616,328	279,361	248,451	561,054	1,227,428
YOUTH SPENDING:												
IN-SCHOOL	41,850	91,698	100,942	112,030	30,644	50,167	65,864	85,514	37,032	59,962	79,855	83,048
OUT-OF-SCHOOL (MIN 75%)	203,480	445,840	786,749	920,246	251,721	522,113	790,366	867,358	274,370	576,159	798,546	816,160



CURRENT YEAR FEE FOR SERVICE ACTIVITIES (7/1/2017 - 6/30/2018)

Unrestricted Balances:	Cash on Hand \$244,165	Certificates of Deposit \$71,778	Total \$315,943
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	Healthcare Ambassador Program		% of Revenue		Juniors to Jobs Program		% of Revenue		Ticket to Work Program		% of Revenue		Tobacco Free Florida Program		% of Revenue		Foundation Grants & Other Fee for Service Activities		% of Revenue		TOTALS		% of Revenue	
Revenue																								
Grant Awards	\$	82,393	100.0	\$	14,713	100.0	\$	-	0.0	\$	11,850	100.0	\$	101,499	90.9	\$	210,455	73.8						
Contract Revenue		-	0.0		-	0.0		-	0.0		-	0.0		9,100	8.1		9,100	3.2						
Sponsorship Revenue		-	0.0		-	0.0		-	0.0		-	0.0		350	0.3		350	0.1						
Donated Revenue		-	0.0		-	0.0		-	0.0		-	0.0		-	0.0		-	0.0						
Charges For Services		-	0.0		-	0.0		64,420	100.0		-	0.0		-	0.0		64,420	22.6						
Website Licenses		-	0.0		-	0.0		-	0.0		-	0.0		-	0.0		-	0.0						
Interest Earnings		-	0.0		-	0.0		-	0.0		-	0.0		748	0.7		748	0.3						
Total Revenue	\$	82,393	100.0	\$	14,713	100.0	\$	64,420	100.0	\$	11,850	100.0	\$	111,697	100.0	\$	285,073	100.0						
Expenses																								
Personnel	\$	73,555	89.3	\$	-	0.0	\$	-	0.0	\$	1,880	15.9	\$	22,146	19.8	\$	97,581	34.2						
Travel / Training		1,096	1.3		120	0.8		-	0.0		-	0.0		3,901	3.5		5,117	1.8						
Outreach		-	0.0		620	4.2		-	0.0		-	0.0		317	0.3		937	0.3						
Software		-	0.0		-	0.0		-	0.0		-	0.0		-	0.0		-	0.0						
Supplies		1,148	1.4		2,298	15.6		-	0.0		-	0.0		2,264	2.0		5,710	2.0						
Equipment		-	0.0		-	0.0		-	0.0		-	0.0		-	0.0		-	0.0						
Professional Services		30	0.0		-	0.0		-	0.0		92	0.8		33,636	30.1		33,758	11.8						
Customer Wages		-	0.0		4,378	29.8		-	0.0		-	0.0		-	0.0		4,378	1.5						
Customer Support		-	0.0		3,696	25.1		-	0.0		-	0.0		-	0.0		3,696	1.3						
Indirect Costs		6,564	8.0		962	6.5		-	0.0		171	1.4		39,481	35.3		47,178	16.5						
Total Expenses	\$	82,393	100.0	\$	12,074	82.1	\$	-	0.0	\$	2,143	18.1	\$	101,745	91.1	\$	198,355	69.6						
Net Profit (Loss)	\$	-	0.0	\$	2,639	17.9	\$	64,420	100.0	\$	9,707	81.9	\$	9,952	8.9	\$	86,718	30.4						

VENDOR PAYMENTS REPORTED FROM 4/1/18 - 6/30/18 (>\$1,500)

DATE	VENDOR	AMOUNT	PURPOSE
04/02/18	Bates & Company	1,610.00	Annual administration of CSB 403(b) plan
04/05/18	Geographic Solutions	7,712.00	Custom Employ Florida data extract for APG
04/16/18	The Cat Rental Store	6,156.00	Heavy equipment for Hurricane Matthew cleanup
04/18/18	The Cat Rental Store	11,200.00	Heavy equipment for Hurricane Matthew cleanup
04/20/18	The Cat Rental Store	17,258.00	Heavy equipment for Hurricane Matthew cleanup
04/26/18	Suntrust / Enterprise Rent-A-Car	40,081.00	Rental trucks for Hurricane Matthew/Irma cleanup
04/26/18	Suntrust / Watkins Oil Company	5,534.00	Fuel for Hurricane Matthew heavy equipment
04/26/18	United Rentals	2,910.00	Utility vehicles for Hurricane Matthew cleanup
04/30/18	Graphic Press	3,194.00	Participant books for soft skills training (200)
04/30/18	Microix	2,285.00	Microix software support annual renewal
04/30/18	Wright Express	4,693.00	Fuel for Hurricane Matthew & Irma rental vehicles
05/04/18	Softchoice	19,272.00	Software/licensing/warranty for new Cisco phones
05/09/18	Radisson Resort at the Port	1,815.00	Room rental for CSB job fair at Port Canaveral
05/10/18	Softchoice	13,552.00	Cisco 7811 phone replacements for centers (120)
05/11/18	CDW-G	5,200.00	Commvault software support annual renewal
05/11/18	The Cat Rental Store	6,406.00	Heavy equipment for Hurricane Matthew cleanup
05/18/18	The Cat Rental Store	27,858.00	Heavy equipment for Hurricane Matthew cleanup
05/21/18	Macedonia Community Development Corp	2,000.00	Consulting for nursing career training grant
05/23/18	M & M Tile Warehouse	15,888.00	Remove/replace carpet at Palm Bay Career Center
05/24/18	Kemper Business Systems	4,830.00	Ricoh Aficio copier replacements for RCC/BW (2)
05/24/18	United Rentals	2,710.00	Utility vehicles for Hurricane Matthew cleanup
05/25/18	Artemis International Tech	7,095.00	Nimble network storage array annual maintenance
05/26/18	Dell Marketing LP	3,464.00	Dell Precision PC replacements for Finance (2)
05/26/18	SunTrust / Enterprise Rent-A-Car	9,788.00	Rental trucks for Hurricane Matthew cleanup
05/26/18	Suntrust / Watkins Oil Company	5,555.00	Fuel for Hurricane Matthew heavy equipment
05/28/18	Softchoice	4,835.00	Cisco 6000M phone server replacement
05/31/18	Wright Express	5,245.00	Fuel for Hurricane Matthew & Irma rental vehicles
06/01/18	Kaseya US Sales LLC	12,407.00	Kaseya software support annual renewal
06/06/18	G & J Miniwarehouse LLC	1,545.00	Storage unit for Titusville Career Center furniture
06/08/18	The Cat Rental Store	6,406.00	Heavy equipment for Hurricane Matthew cleanup
06/13/18	LEAD Brevard	5,900.00	Leadership Brevard class for two employees
06/13/18	Moore Communications	31,405.00	Healthcare/engineering talent attraction campaigns
06/13/18	United Rentals	2,926.00	Utility vehicles for Hurricane Matthew cleanup
06/14/18	Brandt Ronat and Company	7,750.00	Social media campaign for Soft Skills Grant
06/15/18	The Cat Rental Store	27,858.00	Heavy equipment for Hurricane Matthew cleanup
06/20/18	Urbander	5,828.00	Spanish welcome workshops for Hurricane Maria
06/21/18	Taylor Hall Miller Parker PA	4,062.00	Financial and programmatic monitoring
06/21/18	United Rentals	2,780.00	Utility vehicles for Hurricane Matthew cleanup
06/22/18	M & M Tile Warehouse	27,906.00	Remove/replace carpet at Palm Bay Career Center
06/25/18	Taylor Hall Miller Parker PA	19,423.00	Financial and programmatic monitoring
06/26/18	SunTrust / Enterprise Rent-A-Car	40,494.00	Rental trucks for Hurricane Matthew cleanup
06/26/18	Suntrust / Watkins Oil Company	4,651.00	Fuel for Hurricane Matthew heavy equipment
06/29/18	Atlantic Coast Painting	4,740.00	Rockledge CC building exterior cleaning/repainting
06/29/18	Dell Marketing LP	11,442.00	Dell Optiplex computer replacements for kiosks (12)
06/29/18	Merritt Island Air & Heat	3,960.00	Emergency A/C repairs at Rockledge Career Center
06/30/18	Irvine Mechanical	2,639.00	A/C system flush/treatment at Rockledge Center
06/30/18	Macedonia Community Development Corp	3,119.00	Consulting for nursing career training grant
06/30/18	TALX Corporation	4,142.00	Work Number employment verification service
06/30/18	Wright Express	4,308.00	Fuel for Hurricane Matthew & Irma rental vehicles
TOTAL		473,837.00	