



Board of Directors Meeting

August 16 , 2018 – 8:00am
 CareerSource Brevard Conference Room
 (Teleconference 321.394.0707)

Attendees: Paula Just (Chair), Frank Abbate, Joe Angelastro, Shawn Beal, Daryl Bishop, Colleen Browne, William Chivers, Dale Coxwell, Susan Glasgow, Nancy Heller, Robert Jordan, Jennifer Kenny, Traci Klinkbeil, Gregg Lloyd, Travis Mack, Mike Menyhart, Linda Miedema, Wayne Olson, Terry Schrumpf, Patricia Stratton, Lynda Weatherman.

Agenda

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

Call to Order	Paula Just	<u>Page #</u>
Introductions		
Public Comment		
Presentations:		
A. Job Seeker Recognition – Hurricane Maria and AARP		
B. Staff Recognitions – J. Lasser, B. Knippel, L. Hadley		
Action Items:	Paula Just	
A. Contracts with Board Members		1 – 2
B. Board Member Nomination		3
C. Strategic Plan		4
D. Guidelines on Formula Funding Usage		5 – 6
Consent Action Items:	Paula Just	
A. Board of Director's Meeting Minutes – 5/15/18 & 6/12/18		7 – 12
B. President's PY18-19 Annual Goals		13 – 15
Committee Chair Reports:		
A. Industry Workforce Committee	Susie Glasgow	
B. Career Center Committee	Mike Menyhart	
C. Governance/Finance Committee	Daryl Bishop	
Information Items	Marci Murphy	
A. Manufacturing Grant Report (no brief)		
B. Healthcare Sector Strategy Update		16 – 17
C. IT Sector Strategy Update		18 – 19
D. Softs Skills Grant Update		20 – 21
E. Moore Communications Marketing Plan Update		22 – 23
F. Contractor Performance 4 th Quarter PY 17-19		24 – 26
G. Board Member Training		27
H. Industry Relations PY 17-18 Performance Infographic		28
I. Community Impact Report PY 17-18		29

J. Grow the Resources of the Board	30 – 38
K. Financial Reports (Charts 1, 2, & 3)	39 – 43
L. Committee Meeting Minutes	
1. Career Center Committee – 3/8/18 & 6/14/18	44 – 50
2. Governance/Finance Committee – 8/6/18	51 - 52

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

July 2018

26th Industry Workforce Committee-8:30am

August 2018

6th Governance/Finance Committee-3:00pm

6th 9th 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



August 16, 2018

Action Brief

On the Job Training (OJT), Employed Worker Training (EWT) Adult Work Experience (AWE), and other Contracts 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 contract to extend as long as the below business and Board Member remain on the CareerSource Brevard Board of Directors:

Business Name:	ASRC Federal
Board Member:	Lloyd Gregg
Total Not to Exceed:	\$100,000.00

The maximum amount of training hours (1040 hours per person) for approximately 20-25 people was used to determine the maximum available funding. All funding is dependent upon Board and CSF approval, along with availability of funds. Training is for the following types of positions with annual salaries ranging from \$40,000 to \$80,000

- Aerospace Technician
- Logistics
- Admin
- Engineer

Business Name: **Migrandy Corporation**
Board Member: **Mike Menyhart**
Total Not to Exceed: **\$19,000.00**

The maximum amount of training hours (1040 hours per person) for approximately 3 people was used to determine the maximum available funding. All funding is dependent upon Board and CSF approval, along with availability of funds. Training is for the following types of positions with annual salaries ranging from \$20,000 to \$70,000

- Manufacturing
- Other supporting occupations

Business Name: **Genesis VII**
Board Member: **Robert Jordan**
Total Not to Exceed: **\$24,000.00**

The maximum amount of training hours (1040 hours per person) for approximately 5 people was used to determine the maximum available funding. All funding is dependent upon Board and CSF approval, along with availability of funds. Training is for the following types of positions with annual salaries ranging from \$20,000 to \$70,000

- Aerospace & Engineering
- Other supporting occupations

Action

Approve or deny contract recommendations for ASRC Federal, Migrandy Corporation, and Genesis VII for work based training contracts as outlined by staff.



August 16, 2018

Action Brief

Board Member Nomination

Committee Request

Review Governance/Finance Committee (GFC) nomination for Board Membership.

Background

According to the CareerSource Brevard (CSB) bylaws, Article IV, para. C, "All board member nominees are appointed by the Brevard Board of County Commissioners as recommended to them by the full Board of Directors. Nominations for appointment of Directors to fill vacancies on the Board shall be held throughout the year with nominations received and vetted through the Governance/Finance Committee. Nominees shall be voted on at Board meetings by a majority of Directors then holding office."

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

Approve, amend or deny recommendations from the GFC to appoint Mark Mullins as Board member. Action by the full Board of Directors will result in requesting ratification action by the Brevard County Commission for the appointments.

Action Brief

PY18-19 New Objective/Strategic Focus

Background

With Brevard's unemployment rate hovering around 3.4%, finding workforce talent needed for businesses across every industry is becoming more difficult. CSB is continuing to focus on this challenge and committee strategies, actions and the President's goals will center around this in the following year. CSB has already put into place processes and initiatives that are helping to address the workforce shortage. In addition, an overarching theme will be added..."**Finding Hidden Talent and bringing more people into the Career Centers and into the Employ Florida Database, where businesses can find the talent they need.**"

A company-wide brainstorming exercise was completed and many outstanding strategies were discovered. The list was reviewed and prioritized by the Senior Management Team. The next step involved reviewing the ideas and grouping them into strategies and actions for Committee review, input and status.

Recommendation

Staff has suggested to add the following to the Career Center Committee goal matrix.

Career Center Committee			
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.			
New Objective: Finding Hidden Talent for Brevard's Businesses in a competitive employer job market.			
Strategies	Actions	Timeframes	Status
Develop processes and strategies to outreach to the community to bring in more job seekers.			
Create/Host events/workshops/classes that attract job seekers to our Career Centers. Find ways to make our Career Center more customer friendly and inviting.			
Create a Task Force to develop plans to increase our footprint with the following Special Populations: Hispanic Ex-Offenders Mature Workers Under Employed Recovering Substance Abuse			

Action

Review and approve the recommendation from the Career Center Committee to add the new Objective and Strategies surrounding finding Hidden Talent to the Goal Matrix.

Action Brief

Guidelines on Formula Funding Usage

Background

The training and supportive services funds guidance is reviewed every year with the purpose of ensuring that CareerSource Brevard is focusing on programs that are the most effective for businesses and the job seekers. This review considers the unemployment rate, other economic factors and funding availability for the program year.

For the 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)

The 2016-17 guideline focuses on the type of training or training mix offered. This training mix has been in effect since the 2014-15 Program Year. Prior to 2014-15, the guideline centered on the job seeker customer mix which was segmented into categories for unemployed, underemployed and employed workers. The following chart shows the job seeker customer mix by Program Year (PY) and the average based on type of job seeker from 2008-2014.

PY	Unemployed %	Underemployed %	Employed %
08-09	40	20	40
09-10	70	20	10
10-11	75	20	5
11-12	90	5	5
12-13	75	20	5
13-14	70	20	10
Average	84	21	15

For the current PY 2017-18, our projected year end expenditure will likely be 50 % each for Work-based Training and Individual Training Accounts. The actual expenditure depends on a variety of factors and depends on business needs, the needs & barriers of job seeking customers and our LWDB performance goals.

For PY 2018-19 we are projecting continued low unemployment along with development of new programs to assist in attracting hidden talent to assist business and industry with their recruiting and talent attraction efforts. It is felt that there must be a focus on the underemployed workers. It is believed that some unemployed workers will need ITA

and others may need work-based training such as incumbent worker training or an upgrade OJT. With unemployment in Brevard being low, the tides have shifted and focus needs to be on offering short-term occupational skills training opportunities to the job seekers, particularly adults with barriers including those with no to low technical/occupational skills. The goal is to retool these individuals so that they are in a much better position to align themselves with the business needs. By doing so, CSB can continue to earnestly build the pipeline for businesses hiring in the demand/emerging industries. Skilled and mostly skilled individuals are for the most part – employed or underemployed. Work-based training opportunities work well for the “mostly skilled” individuals who are in need of “just enough” employer specific skills. Work-based training does not work as well for the “no & low skilled” individuals who are often, individuals who do not have any formalized education and/or industry specific training.

As such, 2018-19 recommendation which follows provides for guidelines which support the *Training Mix* and the *Job Seeker Customer Mix*.

Recommendation

Staff recommends the following for the *Training Mix* PY 2018-19:

- 50% Work-based Training (i.e. OJTs, Work Experience, Employed Worker, Upgrade OJTs)
- 50% Individual Training Accounts (ITA's)

Staff also recommends the following for the *Job Seeker Customer Mix* for 2018-19:

- 40% on unemployed workers
- 40% on the underemployed (working poor)
- 20% on employed worker training

Action

Review and approve the Career Center Committee's recommendations for the training funds investment mix for PY 2018-2019.

CareerSource Brevard
Board of Directors Meeting
May 15, 2018

MINUTES

Members in Attendance via teleconference: Paula Just (Chair), Frank Abbate, Daryl Bishop, Colleen Browne (via teleconference), William Chivers, Dale Coxwell, Susan Glasgow (via teleconference), Robert Jordan (via teleconference), Traci Klinkbeil, Mike Menyhart, Wayne Olson, Patricia Stratton (via teleconference).

Members Absent: Shawn Beal, Desmond Blackburn, Debra Greco, Nancy Heller, Jennifer Kenny, Travis Mack, Linda Miedema, Terry Schruppf, Lynda Weatherman.

Staff Present: Jana Bauer, Judy Blanchard, Jennifer Lasser, Don Lusk, Richard Meagher, Marci Murphy, Lyn Sevin, Jeff Witt. **C2 Staff Present:** Caroline Joseph Paul, Aaron Smith, Allan Chehadi.

Guests: Jeff Arnott

Call to Order: The CareerSource Brevard (CSB) Annual Board Meeting was called to order at 8:00am by Paula Just.

Public Comment: There was no public comment.

Presentations:

Staff gave a presentation on CSB's organizational structure and funding hierarchy.

Action Items:

Proposed Budget for PY 2018-2019

Staff reviewed the Governance/Finance Committee's proposed budget for Program Year 2018-2019. Motion to approve the Governance/Finance Committee's proposed budget for PY 2018-2019 and grant the President the authority to add any currently unfunded options to the budget and/or replace items cut as additional funds become available throughout the Program Year made by Daryl Bishop. Motion seconded by Mike Menyhart and passed unanimously.

Nomination of CSB Officers

Motion to approve the Governance/Finance Committee's recommendation for continuing the following Officers for a second term for Program Year 2018-2019 was made by William Chivers and seconded by Wayne Olson. Motion passed unanimously.

Chair – Paula Just, Chief Human Resources Officer, Health First
Vice Chair – Patricia Stratton, VP & IMCS Program Manager, Abacus Technology
Treasurer – Travis Mack, Saalex Solutions\
Past Chair – Robert Jordan, President & CEO, Genesis VII

Board Member Reappointments

Motion to approve Governance/Finance Committee recommendations for Board membership renewal for Travis Mack, Mike Menyhart and Wayne Olson for a term of three years and to notify the Brevard County Commission for ratification action made by Frank Abbate and seconded by Daryl Bishop. Motion passed unanimously. It was noted that Desmond Blackburn has resigned from his position of Superintendent of Brevard County Schools with an effective date of July 31, 2018.

Board Member Nominations

Motion to approve prospective Board members Lloyd Gregg and Joe Angelastro to fill vacant business seats be sent to the Brevard County Board of County Commissioners for ratification was made by Mike Menyhart. Motion seconded by Dale Coxwell and passed unanimously.

On the Job Training (OJT) Contract with Board Member

CSB Board Member Travis Mack identified the need to abstain from discussion and voting prior to the meeting. Motion to recommend Department of Economic Opportunity approve OJT contract with Travis Mack in an amount not to exceed \$120,000 made by Daryl Bishop and seconded by Mike Menyhart. Motion passed unanimously. Board Member Travis Mack was not present at the meeting.

Consent Action Items

Paula Just opened the floor for discussion and approval on the consent agenda items:

1. Board of Director Meeting Minutes for 2/20/18 and 3/27/18
2. Selection of Key Industries PY 2018-2019
3. Regional Target Occupations List PY 2018-2019

Motion to approve the Consent Action Items made by Dale Coxwell and seconded by Wayne Olson. The motion passed unanimously.

Committee Chair Reports

Susie Glasgow gave a report on the Industry Workforce Committee meeting held on April 26, 2018.

Mike Menyhart gave a report on the Career Center Committee meeting held on March 8, 2018.

Daryl Bishop gave a report of the Governance/Finance Committee meeting held on April 30, 2018.

Information Items:

Information items presented included Contractor Performance, Legislative Workshop, Meeting Schedule, Sunshine Law Training, Grow the Resources of the Board, Financial Reports, and Committee Meeting Minutes. There was discussion on the summer intern program, and staff reviewed the financial reports.

There was discussion on emerging technology and the gig economy and the anticipated effects on the future workforce.

There being no further business, the meeting was adjourned at 8:55am.

Submitted by,

Reviewed by,

(signature on file)

Lyn Sevin

5/21/2018

Date

(signature on file)

Paula Just

5/21/2018

Date

CareerSource Brevard (CSB)
Board of Directors
Sunshine Law Training
June 12, 2018

MINUTES

Members in Attendance: Daryl Bishop (Acting Chair), Joe Angelastro, Colleen Browne, Susan Glasgow (via teleconference), Nancy Heller, Traci Klinkbeil, Mike Menyhart, Wayne Olson.

Members Absent: Frank Abbate, Shawn Beal, Desmond Blackburn, William Chivers, Dale Coxwell, Robert Jordan, Paula Just, Jennifer Kenny, Travis Mack, Linda Miedema, Terry Schrupf, Patricia Stratton, Lynda Weatherman.

Staff Present: Judy Blanchard, Don Lusk, Marci Murphy, Lyn Sevin.

Presentation: Shannon Wilson, Deputy County Attorney with Brevard County Board of County Commissioner Attorney's Office presented an overview of the Sunshine Law as it pertains to CSB board members as follows:

Florida's Government in the Sunshine
Sunshine Law

I. Sunshine Law - the broad concept (Generally F.S. 286.011)

- A. Provides all people a right to be present at governmental meetings at state and local level.
 - 1. Applies to elected and appointed boards - any board or commission of the state, county, municipalities, and their advisory boards.
 - 2. Any meeting of two or more members of same board to discuss some matter which will foreseeably come before that board for action.
 - 3. Can apply to advisory committees appointed by a single public official.
e.g., advisory board appointed by City Manager to screen applications and make recommendation on police chief.
 - 4. Collective bargaining negotiations - between public employer and bargaining agent (not to meetings of staff to prepare for collective bargaining negotiations with a bargaining unit/agent).
 - 5. Members-elect.

II. Meeting Requirements

- A. Meetings open to public.
- B. Reasonable notice of meeting - not specifically defined.
- C. Minutes kept - does not need to be tape recorded (however, this is recommended); available to public
- D. ADA - Reasonable accommodation notice.
- E. Prohibited from holding meetings at any facility or location which discriminates on the basis of sex, age, race, creed, color, origin, or economic status or which operates in such a manner as to unreasonably restrict public access to such a facility.
- F. Votes cannot be secret
- G. Public comment (other than at workshops) - in 2013 the legislature enacted Fla. Stat 286.0114 providing what many boards subject to the Sunshine allow (some did not); the public shall be given a reasonable opportunity to be heard on a proposition before a board; that opportunity does not have to occur at the same meeting at which the board takes official action on the proposition as long as the opportunity occurs at a meeting that is during the decision-making process and is within reasonable proximity in time before the meeting at which the board or commission takes the official action.

Circuit Court has jurisdiction to enforce the opportunity to be heard by issuing injunction upon citizen of the state filing for such relief; attorney's fees can be awarded.

Policies/procedures for public comment:

- 1. The amount of time an individual has to address the board or commission;

2. For allowing representatives of groups or factions on a proposition to address the board or commission, rather than all members of such groups or factions, at meetings in which a large number of individuals wish to be heard;
 3. Forms for an individual to use in order to inform the board or commission of a desire to be heard; to indicate his or her support, opposition, or neutrality on a proposition; and to indicate his or her designation of a representative to speak for him or her or his or her group on a proposition if he or she so chooses; or
 4. Designate a specified period of time for public comment.
- H. Exception to public comment - An official act that must be taken to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with the requirements would cause an unreasonable delay in the ability of the board or commission to act; ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations; meeting that is exempt from s. 286.011; or meeting during which the board or commission is acting in a quasi-judicial capacity.

III. Voting - Fla. Stat. 286.021

"A member of a commission who is present at a meeting of any such body at which an official decision, ruling, or other official act is to be taken or adopted may not abstain from voting in regard to any such decision, ruling, or act; and a vote shall be recorded or counted for each such member present, unless, with respect to any such member, there is, or appears to be, a possible conflict of interest under s. 112.311, s. 112.313, s. 112.3143, or additional or more stringent standards of conduct, if any, adopted pursuant to s. 112.326. If there is, or appears to be, a possible conflict under s. 112.311, s. 112.313, or s. 112.3143, the member shall comply with the disclosure requirements of s. 112.3143. If the only conflict or possible conflict is one arising from the additional or more stringent standards adopted pursuant to s. 112.326, the member shall comply with any disclosure requirements adopted pursuant to s. 112.326. If the official decision, ruling, or act occurs in the context of a quasi-judicial proceeding, a member may abstain from voting on such matter if the abstention is to assure a fair proceeding free from potential bias or prejudice."

IV. Exception to Sunshine law

- A. Does not apply to meetings of staff.
- B. Does not apply to meeting of staff and a single public official (however, cannot use staff as conduit).
- C. Note: When staff member is appointed to a committee or board which is delegated authority to make recommendations to Board, the staff member is no longer working just as staff; therefore, meeting between staff board member and board member is covered by Sunshine.
- D. Committee established for sole purpose of fact finding - not subject to Sunshine.
- E. Candidate forums - as long as only discuss philosophies, etc. and not issues likely to come before them.
- F. Does not apply to meeting of a public official from one agency and public official from another agency (e.g., member of a City Council meets with member of County Commission): caveat unless they are members of another board subject to Sunshine.

V. Written correspondence

- A. Use of written report/memo/email by one board/committee member to advise other members of a matter to be discussed at public meeting is acceptable - presuming there is no further interaction related to the report among members.
 1. If report is circulated among members for comments, and the comments are being passed on to other members, this constitutes interaction and violates Sunshine.

VI. Telephone/email/text conversations

- A. Cannot use phone/email /texting contact to circumvent meeting requirement.
- B. Re: Meetings: As long as a quorum of a board is physically present at the meeting location, electronic media can be used to allow a physically absent member to attend; however, the absent member must be able to hear all other members and the public and vice versa.

VII. Delegation of Authority to Individual

- A. No exception if delegated.

B. Examples:

1. Short listing in evaluating proposals - can't send in individual written evaluation for one individual to tally and rank; short listing is formal action required at public meeting.
2. Single member of board delegated authority to act on behalf of board in negotiating lease – the meeting between the single board member and the other party must be in Sunshine.

C. Note: If single member only authorized to gather information or determine facts, Sunshine not applicable.

VIII. Miscellaneous

- A. Staff cannot be used as conduit - cannot poll board members
- B. Applies to any gathering - informal discussions, workshops.
- C. No exemption from Sunshine to discuss confidential material; any exception from Sunshine must be expressly provided by statute.

IX. Express exceptions -types of meetings not subject to Sunshine

- A. F.S. 286.011(8) - board or commission, chief administrative or executive officer of the governmental entity may meet in private with the entity's attorney to discuss pending litigation to which the entity is presently a party before a court or administrative agency.
 1. Attorney shall advise entity at public meeting he wants advice on litigation;
 2. Subject matter at meeting shall be limited to settlement negotiations or strategy sessions related to litigation expenditures;
 3. Entire session recorded by court reporter (takes time begun and ended, persons present; fully transcribed and filed with entity's clerk);
 4. Entity gives reasonable public notice of time and date of meeting, names of persons attending;
 5. Transcript becomes public record at conclusion of litigation;
 6. Such meeting not need to finalize action; per statute, settlements of \$5,000 or above.
- B. That portion of a meeting that would discuss a security system or plan
- C. Any portion of a meeting of staff/individuals, established by an agency for the purpose of conducting negotiations as part of a competitive solicitation, at which negotiation strategies are discussed; any portion of a meeting at which a negotiation with a vendor is conducted pursuant to a competitive solicitation (bids, proposals, replies), at which a vendor makes an oral presentation as part of a competitive solicitation, or at which a vendor answers questions as part of a competitive solicitation. F.S. 286.0113.

Note -a complete recording of these exempt portions of the meeting must be kept; the recording and records presented during such exempt meetings are only exempt until the agency provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever occurs earlier.
- D. F.S. 447.605 -All discussions between the chief executive officer of the public employer or his/her representative, and the legislative body/public employer relative to collective bargaining shall be closed and exempt.

X. Violations of Sunshine

- A. A board member who knowingly violates the Sunshine law by attending a meeting subject to the Sunshine law, but is not held in accordance with the meetings requirements may be prosecuted for a misdemeanor of the second degree -punishable by up to 60 days in jail and a \$500 fine.
- B. Attorney's fees may be assessed against a party found in violation if a civil action is brought to enforce the law.
- C. If action is brought by a private individual to enforce the law and the action is found to be frivolous, the court may assess reasonable attorney's fees against the private individual.

References: Government in the Sunshine Manual (published annually) -covers Sunshine and Public Records laws <http://www.myfloridalegal.com/sun.nsf/sumnannual>

Attorney General's Office – FAQ - http://myfloridalegal.com/pages.nsf/Main/32_1B47083D80C4CD8525791B006A54E3

The following questions were addressed:

The CSB Board staff will ensure compliance with the Sunshine Law as it pertains to CSB meetings.

Two or more members cannot discuss board matters but a board member may send an email to another board member as long as there is no discussion on a topic to be addressed at a board meeting. Members can also send an email to another member requesting items to be added to an agenda but it is recommended that the request be sent directly to staff. Staff and board members cannot act as a conduit for information that would impact a discussion or vote coming before the board of directors.

If a person is on more than one board, and each board is discussing the same topic, then all of the meetings must follow the public notice requirements.

All meetings must be open to the public and public comments must be allowed at each meeting but the timing can be regulated. It was suggested that this be added to CSB's Bylaws. It was also noted that a citizen must be a Florida resident in order to file a legal complaint against public comment restrictions.

Telephone voting was discussed and it was determined that CSB is allowed to use those members calling in via teleconference to meet the quorum.

A member may not abstain from voting unless there is a conflict of interest.

Sunshine Law applies to Committees created to select high level CSB staff.

It was suggested that the organization purchase a copy of the updated Sunshine Manual each year.

There being no further business, the meeting was adjourned at 9:55am.

Submitted by,

Reviewed by,

(signature on file)
Lyn Sevin

6/14/2018
Date

(signature on file)
Daryl Bishop

6/14/2018
Date



August 16, 2018

Action Brief

President's Goals for PY18-19

Below are the President's goals for PY18-19. Table 1 identifies goals for a 10% bonus and Table 2 identifies goals for an additional 5%.

Table 1 Hidden Talent Initiatives

Goal	%	Measure
Develop processes and strategies to outreach to the community to bring in more job seekers	40% (4%)	<ul style="list-style-type: none">Set up referral processes/collaborations with six new Brevard organizations.
Create/Host Events/workshops/classes to attract job seekers to our Career Centers. Find ways to make our Career Center more customer friendly and inviting.	30% (3%)	<ul style="list-style-type: none">Develop four new ideas to be implemented in the Career Centers.
Create Task Teams to develop plans to outreach to certain special populations: Underemployed Ex-offenders	30% (3%)	<ul style="list-style-type: none">Develop Task Teams around three of the five groups and implement nine process improvements.

Mature Workers Hispanic Population Recovering substance abuse		
Measure of Success		<ul style="list-style-type: none"> Number of new customers in system (Employ Florida and walking through doors) as a result of Hidden Talent initiatives.

Table 2

Goal	%	Measure
Develop a Marketing Outreach Plan for Moore Communications to implement utilizing the State dollars awarded to us.	1%	<ul style="list-style-type: none"> Complete a plan around finding Hidden talent and present three outcomes of the marketing campaign.
Increase Funding through Grants	2%	Be awarded new funding or increase existing funding with two grants
Legislative Advocacy	2%	<ul style="list-style-type: none"> Schedule and attend six legislative visits with politicians in Brevard's legislative delegation.

Action

Approve or Modify the Executive Committee's recommendations for the President's goals for PY18-19.



August 16, 2018

Information Brief

Healthcare Sector Strategy Grant

Background

CareerSource Brevard was awarded grant funding for a staff position to support the Healthcare Sector Strategy. SMART goals were established for performance metrics. Listed below are the goals and results through June 30, 2018. The goals were met and the grant was extended through September 30, 2019.

SMART Goals 2017-2018

A 5% aggregate increase in enrollment in Consortium Partner CNA/Patient Care Assistant Programs (must be CSB Approved Vendor Programs to be counted), Practical Nursing Programs, Dental Assisting Program, Respiratory Care Therapist Program and Surgical Technician Program by June 30, 2018.

Efforts made by CSB to achieve goals for quarter 8:

- Career Counselors helped candidates with TABE remediation and wrote 11 scholarships for Nursing Assistant training for classes held between April and June of 2018 (a total of 18 year to date).
- A waiver process was created to mitigate TABE scores from preventing otherwise suitable and eligible Nursing Assistant candidates from moving into training if their scores were close to meeting the requirement after remediation and three test attempts.

Collaborative efforts made by Consortium members:

- A Healthcare Career Exploration event was held at the Titusville CareerSource Brevard location in partnership with training providers and consortium employer partners. 14 career seekers attended and 6 are pursuing Nursing Assistant or Practical Nursing training scholarships.

SMART Goals Final Results:

CSB and Healthcare Sector members increased enrollments by 6%, exceeding their goal of an aggregate 5% capacity increase.

New Grant Goals through September 30, 2019:

New performance metrics have been established around CSB training scholarships instead of training vendor class enrollments as CSB has more control over scholarships offered. The goal will be an increase in the number of scholarships offered over last year's numbers, for a total of 54 CSB Scholarships, a 31.7% aggregate increase. Training scholarships will be written for Medical Assistant, Nursing Assistant/Patient Care Assistant, and Practical Nursing during this time frame, with the performance outcome to be measured in the final quarter. Listed below is the breakout of these outcomes.

Training Program	CSB PY 17-18 Scholarships	% Increase 7/1/18 – 9/30/19 Quarters 9-13	Total Scholarships 7/1/18 – 9/30/19 Quarters 9-13	CareerSource Brevard Potential Investment
Medical Assistant	0	400%	4	\$28,000
Nursing Assistant (CNA or PCA)	11	36%	15	\$22,500
Practical Nursing (LPN)	30	16.6%	35	\$297,500
Aggregate Total	41	31.7%	54	\$348,000

Information Brief

APG IT Sector Strategy Update

Background

One of the deliverables for The America's Promise Grant (APG) is, in partnership with Local Employers to understand the training needs necessary for their successful hires, identify a training partner, create a workforce partnership among cohorts and create increased opportunities to get career seekers gainful employment. In the four years, 200 participants must be identified, vetted, groomed and placed in job openings, using the APG.

At the onset, several dozen IT Industry and Educational partners were selected to represent our IT core. Besides committing IT job opening projections in support of the APG funding, they additionally identified the IT Workforce Challenges and establishing a region wide IT consortium.

In partnership with four area Chambers of Commerce, the Economic Development Commission of Space Coast, the Florida High Tech Corridor, the local press, The Brevard School District and others, details of the APG went out to the community.

Results

The initial February APG Consortium attended by over 50, garnered over 200 workforce challenge items. At an April follow-up consortium attended by 40 partners we further narrowed these findings and two committees were formed related to either Staffing or Education/Training. 19 attendees made commitments to continue collaboration in an effort to come up with solutions that seek an end to these workforce challenges. August meetings are planned for these two groups to meet and layout their plan of action. These open discussions always include our IT industry partners, academia (K-12 and post-secondary institutions) and government. Additional outcomes include:

- The Economic Development Commission of Space Coast's partnership with CSB will include a deeper joint effort to illustrate the benefits of moving or growing IT companies in this area. Creation of a more robust web presence in the IT industry and a link to the CareerSource Brevard website will serve to demonstrate our deeper knowledge of the IT industry and our prowess in this sector.
- Chambers are incorporating speakers from CSB to share our services and the APG training, into their regular membership gatherings.
- Ongoing consultation with our Career Counselors to improve APG participant selection and job placement outcomes.
- Engagement with National IT/Cybersecurity association and their local chapters to uncover additional IT certifications and occupations for the grant as well as partnership opportunities for CSB at a deeper level. This includes for example a request to co-host a Security career fair, including Continuing Education Credit lectures with national speakers and a hiring event.
- Discovery of additional certification needs like the Department of Defense's recent 8570 Cybersecurity requirements, were gleaned from and gave us a foray into our larger multinational IT employers. This served to balance our efforts with not just the small to medium IT companies.
- APG partners have agreed to share their experiences and knowledge of the IT occupations/industry. They continue to step forward for our virtual and live IT Career Exploration Workshops targeted towards our eligible candidates. We have had several to date, with attendances averaging around 40 per CSB Center.

Moving into our second year we are ramping up efforts to fine tune our processes, become knowledge experts in the Information Technology industry and create a more employable workforce.

Information Brief

Soft Skills Grant Updates

Grant Amount Received: \$268,000

Background

Soon after the WIN soft skills training program began in April online, the blended instruction program (Essentials Soft Skills Training) was launched at all 3 Career Centers. By mid-April an outreach action plan to target career seekers was formed and put into place by Project Lead and C2 staff. Several locations were identified, including faith-based and veteran organizations, libraries, and Brevard Adult Education. Partnership with Adult Ed was established immediately, and at two locations informational presentations were conducted. Specific school faculty received online access to the WIN program to familiarize themselves with the program. Plans are set for August and September to follow up with the two locations and the other locations throughout Brevard when enrollment increases and school resumes after summer break. Throughout the last three months, the employer/employee 90 day evaluation/survey tools were revised with assistance from SHRM members, WIN partners, Healthcare Workforce Committee and C2 managerial staff. The purpose of these tools are to record the results of the impact of the soft skills training in the workforce.

Update of Soft Skills Training

- Recruiting and outreach efforts including, Job Fairs in Cocoa and the Radisson in May, provided more candidates to sign up for both on line and blended instruction.
- Kicking off June, the AARP-SCSEP was brought on board with the soft skills program and they are recruiting individuals to participate.
- Several locations accepted fliers and literature on the soft skills program including : Brevard Health Alliance, Eckerd's, Brevard Sharing Center and Easter Seals
- In June, evaluation tools (via Survey Monkey) have been finalized and will be implemented.

- By the end of June, the goal of 100 participants completing soft skills training & receiving their credentials were met. Currently over 150 are now complete with 169 enrolled- accomplished partly by influx of Hurricane grant participants and Healthcare Workforce individuals. (Blended and online training almost “even” participation.)
- Reselling of program to employers: Written agreement was revised as of mid-June to reflect CSB may resell the program to their business /employer partners at \$20 price per user for the life of the grant. If they are interested in adopting the program for their business, the business must purchase a minimum of 50 seats or more of the program. CSB will not ask for any commission on the proctored assessment and that will be handled by WIN.
- Making Essentials Training more dynamic-SHRM and employer guest spots during the classroom training portion here at CSB.
- Bringing Soft Skills to the Community: 3 Brevard Libraries, Soft Skills Information Sessions begins 7/23-7/24 with 7/30 & 7/31 follow up proctored assessments. Action plan to do again Aug/Sept.
- Veteran’s organization(s) is the next on agenda to provide soft skills training.



August 16, 2018

Information Brief

Moore Communications Group Marketing Plan PY17-18 Results

Background

The Florida Department of Economic Opportunity (DEO) has contracted for the third year with Moore Communications Group and has offered CareerSource Brevard \$31,406 for outreach services. Listed below is the scope of work and results Moore has accomplished for PY17-18.

Healthcare Recruitment

- Landing Page Development
- National Advertising
 - Google AdWords (Search), Facebook and LinkedIn
- Develop Email Marketing Sequence

The Healthcare Recruitment Campaign will begin in January and will run through June. However, the paid ad portion of the campaign will run for three month, January through March 2018. The three main occupations/job titles being targeted outside of Florida, are:

1. Register Nurses (RN)
2. Medical Assistants (MA)
3. Licensed Practical Nurse (LPN)

Engineer Recruitment

- Update Landing Page
- National Advertising
 - Google AdWords (Search) and LinkedIn
- Update Email Marketing Sequence

The Engineer Recruitment Campaign will begin in January and will run through June. However, the paid ad portion of the campaign will run for three month, January

through March 2018. The three main occupations/job titles being targeted outside of Florida, are:

1. Systems Engineers
2. Mechanical Engineers Focus on DOD clearance.
3. Electrical Engineers

Outcomes

- # of targeted population reached
 - Healthcare – LinkedIn 42.1K; Google Ads 35.5K
 - Engineering – LinkedIn 134.4K; Google Ads 32.4K
- # that clicked on the Ads
 - Healthcare – LinkedIn 558; Google Ads 1.3K
 - Engineering – LinkedIn 776; Google Ads 657
- # that took the next step and asked for more information from recruiter (series of emails)
 - Healthcare – 220
 - Engineering - 105
- # of hits to company websites that we are showcasing through our landing page
 - Healthcare
 - PSA Healthcare 19
 - HealthFirst 17
 - Visiting Angels 15
 - Rockledge Regional 12
 - Engineering
 - Boeing 74
 - Northrop Grumman 47
 - Harris 44
 - Embraer 39
 - Lockheed Martin 38
 - Nuance 36
 - Craig 24



August 16, 2018

Information Brief

End of Year Contractor Performance PY 2017-2018

Background

The CSB Workforce Operations contract is cost reimbursement for direct program costs, however, profit is 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.

Payment of withheld profit uses a performance measurement model based on the following elements:

A) Meeting or exceeding 5 out of 9 measures as shown in the contract.

- ❖ Measures 1 through 7 - Rank at 13 or less on specific measures from the Monthly Management Report
- ❖ Measure 8 – Meet or exceed the minimum percentages set on 5 out of 8 Performance Standards established in the contract.
- ❖ Measure 9 - Obtain an overall system score of 90% or higher on the Career Center Standards

B) Meet or exceed the accelerated percentages set on 5 out of the 8 Performance Measures established in the contract.

C) Meeting or exceeding a minimum score of 75 on a Board performance evaluation related to programmatic monitoring results.

PY 2017-18 Performance Results

The Contractor succeeded in meeting or exceeding the performance criteria and was paid all withheld costs.

Elements of Contractor Performance Earnings PY 17-18

Element A				
Objective/Criteria	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Meet 5 out of 9 measures below				
Welfare Transition Entered Employment Rate (Rank between 1-13 on State Quarterly MMR)	No – Ranked 22	No – Ranked 20	No – Ranked 18	No - Ranked 20
Welfare Transition Federal All Family Participation Rate (Rank between 1-13 on State Quarterly MMR)	No – Ranked 21	No – Ranked 20	No – Ranked 20	No – Ranked 19
WIA Adult Employed Worker Outcome Rate (Rank between 1-13 on State Quarterly MMR)	Yes – Ranked 6	Yes – Ranked 1	Yes – Ranked 6	Yes – Ranked 5
WIA Adult & Dislocated Worker Entered Employment Rate (Rank between 1-13 on State Quarterly MMR)	Yes – Ranked 1	Yes – Ranked 1	Yes – Ranked 1	Yes – Ranked 6
Wagner-Peyser entered Employment Rate (Rank between 1-13 on State Quarterly MMR)	Yes – Ranked 6	Yes – Ranked 4	Yes – Ranked 9	No - Ranked 17
Short Term Veterans Entered Employment Rate (Rank between 1-13 on State Quarterly MMR)	Yes – Ranked 3	Yes – Ranked 3	Yes – Ranked 11	No – Ranked 15
Wagner-Peyser Percent of Job Openings Filled (Rank between 1-13 on State Quarterly MMR)	Yes – Ranked 9	Yes – Ranked 4	Yes – Ranked 11	Yes – Ranked 2
Met the minimum percentages set on 5 out of 8 Performance Standards established in Attachment F.	Yes – Met Minimum on 7 of 8	Yes – Met Minimum on 7 of 8	Yes – Met Minimum on 7 of 8	Yes – Met Minimum on 7 of 8
Obtained an overall system score of 90% or higher on the Career Center Standards	Yes – 100%			

Element B				
Met the accelerated percentages set on 5 out of the 8 Performance Measures established in Attachment F	Yes – Met Accelerated on 5 of 8	Yes – Met Accelerated on 6 of 8	Yes – Met Accelerated on 6 of 8	Yes – Met Accelerated on 5 of 8
Element C				
Met a minimum score of 75 or higher on the CSB performance evaluation related to the annual state programmatic monitoring results	Yes – Met Score of 80			

The one measure not met was a new measure for increasing the number of customers being served by the Career Centers. The 4th Quarter goal was to reach 26,977 customers and there were actually 24,507 reached. Contributing factors include Hurricane Irma, upgrades to EFM that have caused several problems with registering customers in the system, and low unemployment rates.



August 16, 2018

Information 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 were 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.

Results

The GFC selected “A Day in the Life of a Job Seeker” as the next board training.

MEASURING SUCCESS



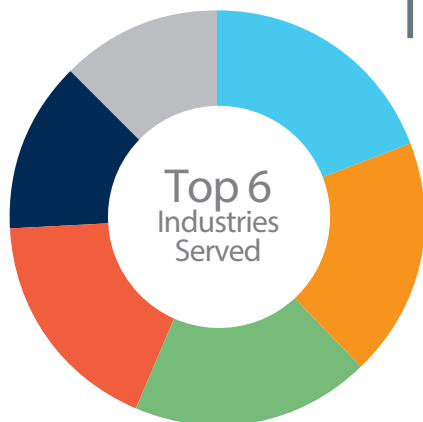
2,004

BUSINESSES SERVED



88,132

SERVICES PROVIDED TO BUSINESSES



- Construction
- Health Care
- Manufacturing
- Professional Services
- Administrative
- Retail Trade



8,490

PEOPLE PLACED IN JOBS

UNEMPLOYMENT RATE

3.4%

BREVARD'S UNEMPLOYMENT RATE

AS OF 7/1/2018



ON-THE-JOB TRAINING

55 OJTs CREATED
FOR 28 BREVARD BUSINESSES
WITH \$330,353.07
IN OJT CONTRACTS WRITTEN

RECRUITING EVENTS/ JOB FAIRS

261 Recruiting Events and Job Fairs
4,342 JOB SEEKERS ATTENDED
FOR 152 UNIQUE EMPLOYERS

VETERANS SERVED

3,304 VETS
48,298 Personalized Services Received
904 VETERANS EMPLOYED

\$11.2M = \$215M

Invested in employment and training services

Infusion of Wages in Brevard County

In PY 2017-2018, CareerSource Brevard's Workforce System Provided:



2,004

Brevard
businesses served



32,167

Brevard residents provided
with employment services



8,490

Brevard residents
placed in jobs

\$19.12 Earnings Per
Dollar Spent

Business Services

We are focused on the present and the future needs of Brevard County and the people who live and work here.



Providing businesses
the right candidates



Recruitment services
to meet all levels of
the businesses need



Employee training
solutions that keep
businesses prosperous



Complimentary
human resource
outsourced support

Career Services

We use a sector strategy approach to talent development. We help our workforce in gaining the skills necessary to advance their careers or re-enter the workforce quickly.



Provide in person
access to
local businesses



Training resources
to support
in-demand industries



Targeted résumé and
interview preparation



Effective online
career search support

1.321.504.7600 | careersourcebrevard.com

CareerSource Brevard is an equal opportunity employer/program. Call 321.504.7600 for . Auxiliary aids and services are available upon request to individuals with disabilities.

All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711. Disponible en Español.

REVISED
08/06/18

Grow the Resources of the Board Report

BOLD denotes
Revisions or Additions

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
<p>Grant Name: AARP Foundation Back to Work 50+ Women's Economic Stability Incentive Initiative (WESI)</p> <p>Time Frame: 3/1/15 – 02/28/2019</p> <p>Funding Source: Social Innovation Fund (SIF) & AARP Foundation.</p> <p>Partner(s): NA</p>	\$263,936	Offering unemployed women information sessions; computer, financial literacy, and job skills training; coaching and job search assistance for women ages 50-64.	<p>We are currently 50% of the way through year four of this grant. Current metrics through July 2018 for year 4 efforts include:</p> <ul style="list-style-type: none"> • # Attended 7 Smart Strategy Workshops – 205 (81% of goal) • # started coaching program – 105 (70% of goal) • # Hired – 34 (52% of goal) • Average hourly wage - \$17.55 <p>Upcoming cohorts:</p> <ul style="list-style-type: none"> • Wave 18 –August 2018 • Wave 19 – October 2018 	Jana Bauer
<p>Grant Name: Florida Sector Partnership National Emergency Grant</p> <p>Time Frame: 7/1/15-6/30/18</p> <p>Funding Source: USDOL through DEO</p> <p>Partner(s): NA</p>	\$865,000	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.	<p>The grant funding for this program ended on 6/30/2018. Sector initiatives will be sustained through continued relationships with BPS, BAE MASC and EFSC through our Business Service's team. CSB assisted 151 participants which met the grant performance outcomes</p>	Tina Berger
<p>Grant Name: H-1B American Promise Grant (APG)</p> <p>Time Frame: 01/01/17 – 12/31/20</p> <p>Funding Source: USDOL</p> <p>Partner(s): LWDB 12 Central Florida</p>	\$2,380,337	This project will target high-growth jobs aligned with the Information Technology (IT) and IT-Related industry sector, ranging from entry-level occupations to high-level management positions in LWDB Region 12 & 13 using a sector strategy approach.	<p>Follow-up to the APG Kickoff had 40 attendees participating in roundtable discussion of the Feb 2 breakout sessions. This resulted in 2 committees. Education and Training & Staffing. Nineteen attendees agreed to participate ongoing meetings. Workforce challenge discussions related to these 2 groups will occur at periodic meetings, facilitated by our lead partners. Results from ongoing skills gap study grows with each new partner that joins us. We're probing Employ Florida databases to more aggressively identify employer/employee matches for APG participants to become employed. IT Sector Strategy findings have increased by networking with key associations. This has resulted in identifications of</p>	Gary Sulski

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
			additional IT certifications, created a broader reach to larger IT corporations and opened up an opportunity for CSB and the APG to potentially co-host a Career fair.	
<p>Name: Cooperative Outreach Program with Moore Communications and CareerSource Florida</p> <p>Time Frame: 01/01/17 – 12/31/20</p> <p>Funding Source: Wagner Peyser State Level Funding</p> <p>Partner(s): CareerSource Florida & Moore Communications</p>	<p>\$31,406</p> <p>(The PY 18-19 funds have not yet been revealed.)</p>	<p>This funding is allocated based on our region size and is focused on strengthening CSF network brand, influencing action by business/job seekers to use CSB services, connect business with talent and to offset communication outreach costs and support local efforts.</p>	<p>Two six month talent attraction and recruitment campaigns ended in June.</p> <p>Engineer Recruitment campaign: Targeting 5-10 year-experienced Systems, Mechanical and Electrical, engineers from high yield cities such as: NYC, Wichita, select cities in TX and CA. To date, CSB recruiters reported that Houston should be added due to layoffs. As a result spending was re-routed to this area to seize engineers. Other respondents are building relations with our recruiters to get them hired locally. We have seen a few engineers that are not US citizens. The campaign is likely being shared with friends and family.</p> <p>The new Healthcare Recruitment Campaign for LinkedIn and Google ads were launched on 4/25. The campaign tactics are the same as the engineer campaign, in that respondents will share their email address for more information. Direct mail sequence and a landing page are part of the multi media campaign. Goal: target Registered Nurses, and all levels of Medical Assistants, and Licensed Practical Nurses, Nurse educators, and IT</p> <p>As of 7/19, we received 220 Healthcare leads and 105 engineering leads. CSB's recruitment team is currently embarking on follow through with each respondent to provide career support and connections with Brevard's hiring managers. Both campaigns email tool</p>	Denise Biondi

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
			exceeded their industry's average "open rates" and in both campaigns, Google search performed better than LinkedIn.	
<p>Grant Name: Hurricane Matthew Dislocated Worker Grant</p> <p>Time Frame: 12/1/2016 - 9/31/2018</p> <p>Funding Source: USDOL through DOE <u>(DWG)</u></p> <p>Partner(s): NA</p>	\$4,523,092	Projects for clean-up, demolition, repair, renovation, and reconstruction of destroyed public structures, facilities, and lands within the affected communities.	This grant is focusing on an array of projects in cities, county, and the wildlife refuge as well as other locations where damage occurred. Brevard has received an additional \$2,800,000 funding and an extension until 9/31/18 for Phase II. This grant and our projects were reviewed by DEO and USDOL during the week of 4/12. The review was good and an additional \$1.7 remaining in the statewide pool of available money may be dedicated to Brevard.	Jim Watson
<p>Hurricane Irma Dislocated Worker Grant</p> <p>Time Frame: 09/07/2017 - 9/31/2018</p> <p>Funding Source: USDOL through DEO <u>(DWG)</u></p> <p>Partners: NA</p>	\$4,000,000	Projects for clean-up, demolition, repair, renovation, and reconstruction of destroyed public structures, facilities, and lands within the affected communities. Grant allows for the expenditure of training funds to support DWG workers transitioning out of the temporary work.	CSB has received several increases to Irma funding totals based on expenditures and local needs. Staff is currently working with DEO to find additional funding to continue current and potential lists of projects. CSB received an additional 2.4 million bring our total to 4 million	Jim Watson
<p>Grant Name: Governors Challenge</p> <p>Time Frame: 01/01/2018 – 12/31/2018</p> <p>Funding Source: DEO <u>using</u> WIOA Funding</p> <p>Partners(s): None</p>	\$20,000	The focus of this grant is provide assistance to individuals who have relocated from Puerto Rico and the Virgin Islands due to Hurricane Maria. Allowable activities include: outreach to targeted populations, assessment of needs, and the provision of WIOA services to help eligible participants regain employment.	<p>The current plan for this grant is to focus on establishing English as Second Language (ESOL) classes for those who have relocated to Brevard County. Staff is working with Adult Education staff to provide both individual and group sessions as needed to serve the target population. CSB recently added an additional temporary Project Manager to implement services.</p> <p>CareerSource Brevard began offering English as Second Language (ESOL), to the target audience, in two Centers over the summer in partnership with Brevard Adult Education. These group classes have a maximum capacity of twelve. There are six evacuees from Puerto Rico attending classes at this time and we have allowed others, in need, to claim available seats.</p>	Wendi Bost

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
			The Palm Bay classes are full, demonstrating a community need. The summer classes had a short lead time for promotion, two weeks. Staff have just solidified additional classes for the fall semester, at all three centers, and believe with longer lead time there could be increased attendance of the target audience.	
<p>Grant Name: Maria Evacuees</p> <p>Time Frame: 10/01/2017 – 09/30/2018</p> <p>Funding Source: USDOL through DEO (DWG)</p> <p>Partners(s): None</p>	\$125,000	The priority focus of this grant funding is also for persons who have relocated from Puerto Rico and the Virgin Islands due to Hurricane Maria. Funds can be used for a variety of services to assist in training & employment. The plan for this grant is to focus on creating a series of workshops currently being modeled in Central Florida for “Welcome Workshops for Latino Newcomers”. This community orientation process will be linked with career preparation services	<p>There are currently 8 evacuees being individually served by this grant in different ways from On The Job Training to credential seeking enrollment, to classes including Soft Skills and ESOL. Efforts have been promoted in the community by attending a variety of meetings, reaching out to community partners, posting literature in high traffic targeted areas, engaging in social media/email blasts and presenting on the radio via WFIT 89.5 FM as guests on two shows, <i>Coastal Connection</i> and <i>On the Latin Side</i>. A contract has been signed to present Welcome Workshops with the selected vendor, Urbander. Dates have been established, July 24th in Titusville, August 1st in Palm Bay and August 14th in Rockledge, as we search for 4th venue in the community to hold the final workshop. An ad has been developed for the July 2018 issue of <i>Al Dia Today</i>, the local bilingual paper, to promote the workshops. Information has also been shared with <i>FL Today</i>. Welcome Workshops/Talleres De Bienvenida are taught in Spanish and are divided into two strategic segments. The first segment is “Life in Brevard County,” focusing on a broad overall perspective including employment, housing, health resources and the educational system. The second part focuses on “The</p>	Wendi Bost

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
			American Way,” also known as, cultural competency as it relates to entering the American workplace.	
<p>Grant Name: Soft Skills Pilot Grant</p> <p>Time Frame: 07/01/2017 - 10/31/2018</p> <p>Funding Source: CS Florida- SS Initiatives Grant</p> <p>Partners: SHRM, AARP, EDC</p>	\$267,968	Pilot program to build on our Sector Strategy initiatives by listening to the voice and concerns of industry. In Phase One we will offer 500 participants basic soft skills training thru a national partner that is practical, self-paced, credentialed and credible to employers and monitor hiring and retention patterns for positive results.	<p>The soft skills online training and blended instruction are being offered at all 3 centers. Due to lack of resources, outreach is targeting several organizations with hidden talent in bringing the training to them including; Adult Ed, the libraries and possibly veteran organizations. Info sessions begin 7/23, 7/24 at Eau Gallie Library, CC BCH, CC libraries and tentative dates are set in Sept. Goals were met in June/July of over 160 participants completing training & receiving credentials. Evaluation tools for both employer/employee were finalized for 90 day follow up. Agreement for reselling WIN program @ a \$20 rate per person to businesses, requires 50+ seats for the life of the grant. SHRM members will be making guests visits to Essentials Training at centers to speak about Soft Skills to participants in an effort to make classes more dynamic.</p>	Foy Staley
<p>Grant Name: Nursing Career Pathways Training Proposal</p> <p>Time Frame: 11/01/2017 - 04/30/2019</p> <p>Funding Source: CS Florida – SS Initiatives Grant</p> <p>Partner(s): Macedonia Community Development Corp. (MCDC)</p>	\$350,387	Focused on filling training program vacancies with a talent pipeline to address the nursing shortage. Contracting services for pipeline recruiting efforts through Macedonia Community Development Corporation (MCDC) to recruit 300 prospects for healthcare training as part of an enrollment funnel for 23 LPN trainees, 20 CNA or PCA trainees to enter training programs by 4/30/2019. One Staffing Specialist position is also funded through the grant.	<p>To date, 8 LPN trainees and 13 CNA/PCA trainees have been enrolled.</p> <p>Future activities to support the initiative includes: METCA-ECC Recruitment Fair 8/9/18 Healthcare Virtual Chat 8/22/19 Healthcare Job/Career Fair 9/19/18</p>	Megan Cochran
<p>Grant Name: Apprenticeship FLA</p> <p>Time Frame: 04/30/2018 - 04/30/2019</p>	\$107,970	CSB in partnership with Brevard Adult Education plans to create a Registered Pre-Apprenticeship program that would provide foundational skills for all trade occupations that have existing Registered	Staff applied for this grant on 03/20/2018 and received word that the CSB submission was not approved.	Tina Berger

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
<p>Funding Source: CS Florida</p> <p>Partner(s): Adult Basic Education; Various Apprenticeship Programs</p>		<p>Apprenticeship programs. Partners include:</p> <ul style="list-style-type: none"> -Space Coast Machinist Apprenticeship Program, Inc. (SCMAP), -Brevard Air Conditioning Contractors Association (BACCA), - ABO Apprenticeship (Coastal Mechanical), -Machine Training Solutions (MTS) 	<p>Subsequently, we may be approved in a round 2" opportunity this Fall.</p>	
<p>Grant Name: Florida Department of Economic Opportunity (DEO)/ National Health Emergency Opioid Dislocated Worker Demonstration Grant</p> <p>Time Frame: 10/01/2017 - 09/31/2019</p> <p>Funding Source: USDOL Disaster Worker Grant (DWG)</p> <p>Partner(s): Eckerd Connects, Brevard Achievement Center, Florida Certification Board, Circles of Care, Brevard Opioid Task Force</p>	<p>(\$1,335,000)</p>	<p>This grant has two targets: (1) Servicing dislocated workers, new entrants into the workforce, or incumbent workers directly impacted by or residing in a community heavily impacted by the opioid crisis, or who can otherwise demonstrate job loss because of the opioid crisis. (2) Building the capacity of the workforce in occupations that can help address the opioid crisis; and assisting workers seeking to enter professions that could help in addressing the opioid crisis and its causes.</p>	<p>States are the only eligible entities for these grant funds and Florida must compete with the other states for funding. CSB is one of 5 workforce boards that expressed an interest in the funding. CSB responded to two separate requests for data and information by DEO. DEO submitted the grant on 7/31 and USDOL is expected to make their decisions by 9/30.</p>	<p>TBA</p>

UNRESTRICTED REVENUES (Non-governmental funding, Fee for service, Foundation and Corporate giving programs)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
<p>Grant Name: Eastern Florida State College (EFSC) Student Engagement/ Industry Advisory Councils</p> <p>Time Frame: 8/1/2013 - Indefinite</p> <p>Funding Source: EFSC</p> <p>Partner(s): NA</p>	<p>\$186,400 To Date</p>	<p>Student data research and Industry Advisory Councils include: Manufacturing & Engineering Technology; Computer Science & Information Technology; Business Administration & Office Technology; Transportation, Logistics & Maritime; Healthcare & Life Sciences. The councils are comprised of groups of industry and technical leaders in the field to advise the college administrators and faculty on development of quality career</p>	<p>We are in our 5th year of this activity. CSB has facilitated 65 industry councils held to date.</p> <p>Due to budget constraints, EFSC has canceled CSB's contract to facilitate their Advisory Councils. CSB will continue to actively participate in meetings, identify industry partners for participation, host meetings when asked and support Council efforts.</p>	<p>Michelle Jones</p>

UNRESTRICTED REVENUES (Non-governmental funding, Fee for service, Foundation and Corporate giving programs)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
		and technical education programs.		
<p>Grant Name: Ticket to Work (TTW) Program</p> <p>Time Frame: Indefinite</p> <p>Funding Source: Social Security Administration</p> <p>Partner(s): Vocational Rehabilitation</p>	<p>\$223,298 To Date</p>	<p>Focused on eligible TTW customers who want to return unsubsidized employment using the Employment Network (EN).</p>	<p>Staff continue to work with eligible customers who are interested in work or training. EN continues to progress at a modest pace with 46 tickets being assigned. Receipts through 6/30/18 are \$64,420; cumulative total of \$223,298.</p>	<p>Jim Watson</p>
<p>Grant Name: Florida Partnership Plus</p> <p>Time Frame: Indefinite</p> <p>Funding Source: Social Security Administration</p> <p>Partner(s): Vocational Rehabilitation</p>	<p>\$11,500 To Date</p>	<p>Exiting Voc. Rehab participants who have found employment and are currently receiving SSI or SSDI. CSB will provide Employment Network mandatory follow up services. Funds are reported as part of the SSA TTW program and our unrestricted.</p>	<p>Application Process complete. CSB eligible to receive referrals, 24 BSA requests received to date. For each referral CSB will receive compensation in two forms: (1) \$1000 for any participant exiting that remains employed at SGA (Substantial Gainful Activity) for a seven month duration. (2) \$500 for written benefit summary analysis (BSA) completed by a certified Community Partner Work Incentive Coordinator (CPWIC). CSB received \$ 10,000 in PY 16-17 and \$11,500 in 17-18, The number of referrals for this service have steadily declined.</p>	<p>Jim Watson</p>
<p>Grant Name: Tobacco Free Florida</p> <p>Time Frame: Indefinite</p> <p>Funding Source: Bureau of Tobacco Free Florida</p> <p>Partner(s): Florida Department of Health</p>	<p>\$38,437.50 To Date</p>	<p>The Bureau of Tobacco Free Florida (BTFF) partners with Florida RWB's to promote the "3 Free and Easy Ways to Quit" program to help clients quit tobacco and improve their employability. While this program is available free to all Florida residents, the Department of Health targets workforce clients</p>	<p>Program Year 2015-2016, CSB received \$14,925 in unrestricted funding, Program Year 2016-2017 CSB received \$12,637.50. For PY 2017-2018 CSB earned \$10,875.00.</p>	<p>Marina Stone</p>

UNRESTRICTED REVENUES (Non-governmental funding, Fee for service, Foundation and Corporate giving programs)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
		and reward LWDB's for each client referral.		
<p>Grant Name: Healthcare Sector Strategy</p> <p>Time Frame: 7/1/16 – 9/30/19</p> <p>Funding Source: Private Sector</p> <p>Partner(s): A variety of health care employers, training vendors and others.</p>	\$115,000 (\$299,000 to date)	Employ a Healthcare Sector Strategist to coordinate Healthcare Sector Strategy to facilitate solutions for current workforce needs, projections for workforce issues over the next five years, and resources to meet both long and short term goals as established by the industry as a whole.	<p>The grant has been extended to September 30, 2019. Consortium Committees are addressing:</p> <ul style="list-style-type: none"> • Current Brevard pipeline of CNAs, LPNs and RNs does not produce enough talent to fill local employer needs • Soft Skills are lacking in pipeline/workforce • Filling education training programs • SMART Goals for grant established includes a 31.7% aggregate increase or 54 scholarships written for CNA, LPN, MA over period 7/1/18-9/30/19 • Next Brevard Healthcare Workforce Consortium meeting is August 28, 2018. 	Megan Cochran
<p>Grant Name: City of Palm Bay – Juniors to Jobs Program</p> <p>Time Frame: June – July 2018</p> <p>Funding Source: City of Palm Bay</p> <p>Partner(s): US Conference of Mayors</p>	\$27,000	Using a combination of \$ from Palm Bay and USCM, CSB will facilitate the "Juniors to Jobs" summer youth training program focusing on teaching 25 high-school juniors the skills they need to obtain employment.	The 2018 program hosted 17 students, working in various areas of the City of Palm Bay and private sector companies throughout the West Melbourne and Palm Bay locations. Students graduated at the City Council meeting on July 19.	Jana Bauer
<p>Grant Name: City of Cocoa Youth Summer Employment Program</p> <p>Time Frame: Summer 2018</p> <p>Funding Source(s): City of Cocoa</p> <p>Partner(s): NA</p>	\$5,500	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 2018 program hosted 14 students, working in various areas of the City of Cocoa. Students graduated at the City Council meeting on July 24.	Jana Bauer
<p>Grant Name: AIM Manufacturing Summer Internship Program</p> <p>Time Frame: Summer 2018</p> <p>Funding Sources: Brevard County Manufacturing Companies</p>	\$15,000	Using funding from local manufacturers, CSB will facilitate a summer youth training program focusing on teaching 10 high school juniors and seniors the skills they need to obtain employment. This includes a paid Work Experience	2018 AIM Summer Internship Program has five companies sponsoring six intern positions starting June 25-Aug 6. (MC Assembly, Knights, Hydronit, MTC Engineering, DRB Packaging). Several sponsors dropped out of the program near the end of	Tina Berger & Jana Bauer

UNRESTRICTED REVENUES (Non-governmental funding, Fee for service, Foundation and Corporate giving programs)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
Partners(s): Brevard Public Schools		piece in a local manufacturing company.	the process due to internal issues.	



August 16, 2018

Information Brief

Financial Reports

Background

The three financial reports that follow this brief will provide 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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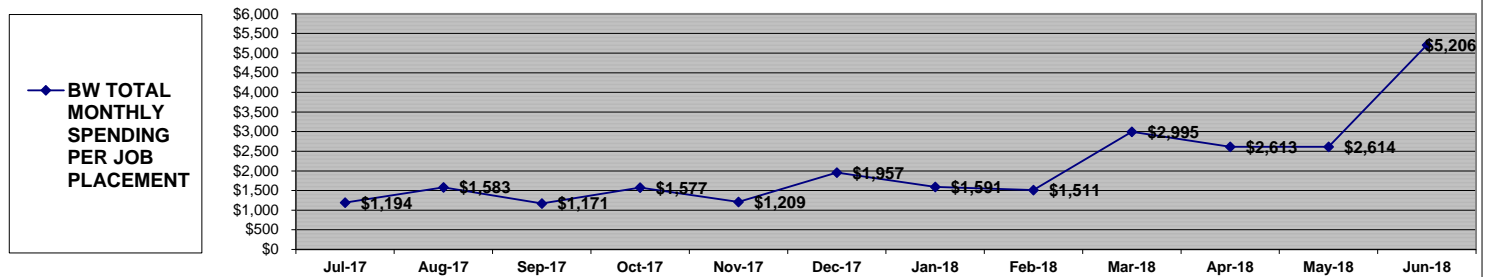
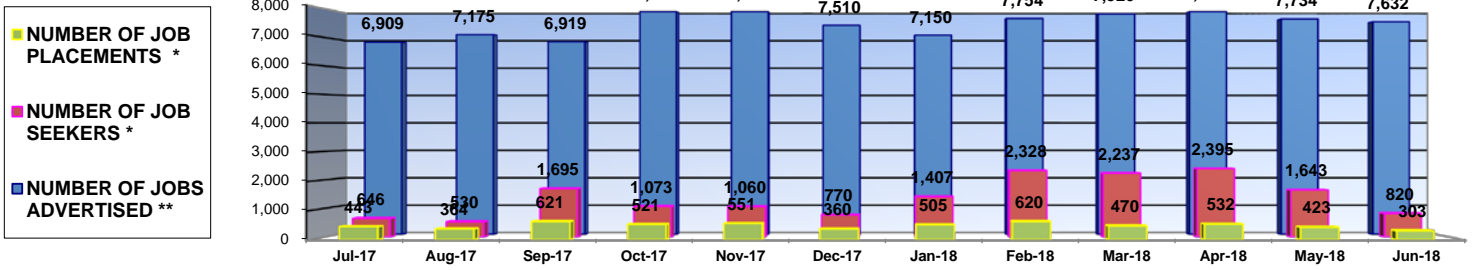
TOTAL ANNUAL BUDGET	8,703,419	12,412,400	12,412,400	11,245,425	90.6%
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STATE-LEVEL FUNDING	733,153	846,400	846,400	814,706	96.3%
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TOTAL WORKFORCE BUDGET	9,436,572	13,258,800	13,258,800	12,060,131	91.0%
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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
*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%

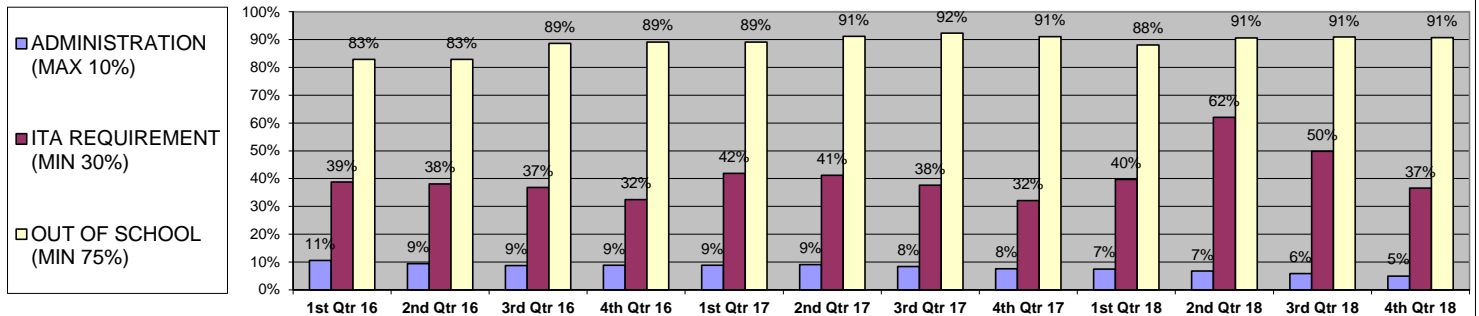
MONTHLY JOBS REPORT & BW SPENDING PER JOB PLACEMENT



* 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		-	0.0		64,420	22.6				
Website Licenses	-	0.0		-	0.0		-	0.0		-	0.0		-	0.0		-	0.0		-	0.0				
Interest Earnings	-	0.0		-	0.0		-	0.0		-	0.0		-	0.0		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		-	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		-	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		-	0.0		4,378	1.5				
Customer Support	-	0.0		3,696	25.1		-	0.0		-	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						

CareerSource Brevard

Career Center Committee

March 8, 2018

Minutes

Members in Attendance:

Mike Menyhart (via teleconference), Stephanie Archer, Shawn Beal (via teleconference), Nancy Heller (Acting Chair)

Members Absent:

Frank Abbate, Dale Coxwell, Debra Greco, Amar Patel and Rose Thron

Staff in Attendance:

Marci Murphy, Don Lusk, Jana Bauer, Denise Biondi, Jenn Lasser, Erma Shaver and Marina Stone

Guests in Attendance:

Caroline Joseph-Paul and Stephanie Brown of CareerSource Brevard (CSB) Career Centers

Call to Order:

Nancy Heller (Acting Chair) called the meeting to order at 8:30 am at CareerSource Brevard (CSB). Introductions were made.

Public Comment:

Nancy Heller shared that these Career Center Committee meetings are incredibly beneficial and encourages everyone to attend.

Presentations:

MAPS Program

Staff presented the new MAPS training that is utilized in the centers for WT, SNAP and NextGen customers. This is the new “work readiness/foundations training” designed by the contractor. The presentation highlighted an overview of the program, and dove deeper into what is offered all four days.

AARP Back to Work 50+ Grant Presentation

Staff presented on the AARP Back to Work 50+ program. This grant is in its fourth year and CSB is the grant recipient this year. The presentation walked the committee through the overall program initiative, the BTW50+ network and research piece, and the process flow for candidates.

Action Items:

Approval of Career Center Committee Minutes of December 14, 2017

Motion to approve the Minutes from the December 14, 2017 meeting was made by Mike Menyhart. Shawn Beal seconded the motion. The motion passed unanimously.

Discussion/Information Items:

Committee Goal Status

Staff reviewed the matrix of the Career Center Committee including the Goal, Objectives, Strategies, Actions, Timeframes a Status of each strategy.

Aerospace Industries Association (AIA) Aerospace Workforce Summit

In April 2017 AIA made the decision to hold a Summit in Florida (first convening in the state) the following November. Career Source Brevard was asked to be a part of the Planning Committee. While early results indicate that addressing the time and cost for sponsoring Security Clearances and available funds for paid internships for university students are critical, these challenges and suggested action plans are being compiled and prioritized for review by the Planning Committee. CSB will have active participation at the Sub-Committee level for moving resolutions forward. We were also able to forge new relationships and rekindle old ones through the networking opportunities at the event.

Continuous Improvement Initiatives

In July 2017, CSB officially switched to a new one-stop career operator contractor, C2 Global Professional Services. During transition, C2 worked with CSB Board to identify various areas for improvement. In particular, C2's strengths in technology helped to identify core initiatives that would help the organization attract hidden talent and increase awareness within the community. Many initiatives have been/are being implemented such as virtual industry tours, career advising training, texting campaigns, Jobs321 Facebook page and a jobs map. .

Second Quarter Contractor Performance PY 17-18

The CSB/C2 GPS contract is cost reimbursement for direct program costs, however; profit is withheld from the Contractor until measurable performance outcomes are achieved. The Contractor succeeded in meeting or exceeding the performance criteria and was paid all withheld costs for the second quarter of PY17-18. Data was shared.

Working for Brevard Semiannual Report

An infographics was presented, entitled "Working for Brevard" which showed businesses served, services provided to businesses and measuring successes, along with the unemployment rate, on-the-job training, veterans served and recruiting events

Local Customer Satisfaction Survey Results

The Customer Satisfaction Survey instrument in use in our career centers appears on computer stations and on the Workforce Specialist Services and Transition Specialist Services computers. Signage, pop-up reminders and staff engagement have been used to encourage participation. As of July 1, 2017, the Customer Satisfaction Survey transitioned to the new contractor. During the second quarter, October 1, 2017 through December 30, 2017, 973 surveys were received. Year to Date 1,667 customers have completed surveys with an overall customer satisfaction rate of 92.9%.

Website and Social Media Analytics

Ai infographic was shared about the CSB Website and the use of CSB's Social Media which shows website traffic along with website, Facebook and Twitter statistics.

Adjourn:

There being no further discussion or business, Nancy Heller adjourned the meeting at 9:44am.

Respectfully submitted,

Reviewed by,

{Signature On File} 03/14/18
Marina Stone Date

{Signature on File} 03/14/18
Nancy Heller, Acting Chair Date

CareerSource Brevard

Career Center Committee

June 14, 2018

Minutes

Members in Attendance:

Mike Menyhart (via teleconference), Stephanie Archer, Robert Gramolini, Nancy Heller (Acting Chair) and Laura Koursaris

Members Absent:

Joe Angelastro, Shawn Beal, Dale Coxwell, Rose Thron and Jerry Visco

Staff in Attendance:

Marci Murphy, Jana Bauer, Denise Biondi, Judy Blanchard, Wendi Jo Bost, Jenn Lasser, Don Lusk, Erma Shaver, and Marina Stone

Guests in Attendance:

Caroline Joseph-Paul, Ramsey Olivarez (via teleconference), Julie Berrio, Thomas LaFlore, Michelle McAlpin, Jessica Mitchell and Holly Paschal (via teleconference) of CareerSource Brevard (CSB) Career Centers

Call to Order:

Nancy Heller (Acting Chair) called the meeting to order at 8:30 am at CareerSource Brevard (CSB). Introductions were made.

Public Comment:

There was no public comment,

Presentations:

New Customer Experience Flow

A new Customer Experience Flow has been rolled-out in CSB Career Centers. After signing in, customers are sent directly to the community of their interest, they can search computers to get a job referral on the first day, connect with Career Counselors and Employer Representatives; they now have direct connections to workforce services and training opportunities. This model makes the centers more career seeker friendly.

Action Items:

Approval of Career Center Committee Minutes of March 8, 2018

Motion to approve the Minutes from the March 8, 2018 meeting was made by Mike Menyhart. Nancy Heller seconded the motion. The motion passed unanimously.

Guidelines on Formula Funding Usage

The training and supportive services funds guidance is reviewed every year with the purpose of ensuring that CareerSource Brevard is focusing on programs that are the most effective for businesses and the career seekers. This review considers the unemployment rate, other economic factors and funding availability for the program year. For *Training Mix* PY2018-19, staff recommends 50% Work-based Training (i.e. OJTs, Work Experience, Employed Worker, Upgrade OJTs) and 50% Individual Training Accounts (ITA's). For the *Job Seeker Customer Mix* for 2018-19, staff recommends 70% on unemployed workers, 20% on the underemployed and 10 % on employed worker training. Stephanie Archer made a motion to approve the guidance on training funds investment mix to be utilized in obligating and expending training funds for PY 2018-2019. Mike Menyhart seconded the motion. Motion passed unanimously.

PY18-19 New Objective – Strategic Focus

With Brevard's unemployment rate hovering around 3.4%, finding workforce talent needed for businesses across every industry is becoming more difficult. A theme has been identified; **"Finding Hidden Talent and bringing more people into the Career Centers and into the Employ Florida Database, where businesses can find the talent they need."** Staff recommends adding a new goal, objective and strategies to this theme. Staff has suggested to add the following to the Career Center Committee goal matrix.

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.
New Objective: Finding Hidden Talent for Brevard's Businesses in a competitive employer job market.
Strategies
Develop processes and strategies to outreach to the community to bring in more career seekers.
Create/Host events/workshops/classes that attract career seekers to our Career Centers. Find ways to make our Career Center more customer friendly and inviting.
Create a Task Force to develop plans to increase our footprint with the following Special Populations: Latino, Ex-Offenders, Mature Workers, Under Employed and Recovering Substance Abuse

Mike Menyhart made a motion to approve to add the new Objective and Strategies surrounding finding Hidden Talent to the Goal Matrix for PY2018-19. Robert Gramolini seconded the motion. Motion passed unanimously.

Discussion/Information Items:

Committee Goal Status

Staff reviewed the matrix of the Career Center Committee including the Goal, Objectives, Strategies, Actions, Timeframes a Status of each strategy.

ITA Vendor Evaluation

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

Effectiveness of Training/Career Services

Data was shared showing CSB staff are continuing to track and analyze the performance of career services compared to training services and to evaluate the effectiveness of the trainings offered as well as the performance of training vendors and the programs they offer.

Sector Strategy Updates

CareerSource Brevard currently employs three full-time Sector Strategy Program Managers to focus on Healthcare, IT, and Manufacturing industries, along with a part time staff for the Aerospace/Aviation industry. Much of the responsibility of the sector strategists is to convene workforce, education and industry to form partnerships to help identify the training needs of local businesses. Skills gaps and talent pipeline issues are also addressed. Updates in each of the Sector Strategies were shared.

Soft Skills Program Overview

Employers have identified a large and growing “soft skills” gap that is negatively impacting both job placement and retention rates. CSB solicited and won a grant from CareerSource Florida in the amount of \$267,968 to develop and operate a pilot program through October 31, 2018. Career seekers will complete the Win Soft Skills Series, which consists of four modules, relating to professionalism, communication, teamwork and critical thinking, career seekers earn a credentialed certificate by taking a proctored test that measures learning gains. CSB’s goal is 500 participants by the end of the grant.

Continuous Improvement Initiatives

In July 2017, CSB officially switched to a new one-stop career operator contractor, C2 Global Professional Services. During transition, C2 worked with CSB Board to identify various areas for improvement. In particular, C2’s strengths in technology helped to identify core initiatives that would help the organization attract hidden talent and increase awareness within the community. Many initiatives have been/are being implemented such as virtual industry tours, career advising training, texting campaigns, Jobs321 Facebook page and a jobs map. An update on these initiatives was shared.

Retention Toolkit

The Employee Retention Toolkit has been designed for businesses and includes titles such as job description, links to local data, onboarding, compensation, what makes a workplace, managers, appreciation, encouragement, employee surveys and multiple calculators and much more is available at the careersourcebrevard.com website, business services, retention.

Third Quarter Contractor Performance PY 17-18

The CSB/C2 GPS contract is cost reimbursement for direct program costs, however; profit is withheld from the Contractor until measurable performance outcomes are achieved. The Contractor succeeded in meeting or exceeding the performance criteria and was paid all withheld costs for the third quarter of PY17-18.

Local Customer Satisfaction Survey Results

The Customer Satisfaction Survey instrument in use in our career centers appears on computer stations and on the Workforce Specialist Services and Transition Specialist Services computers. Signage, pop-up reminders and staff engagement have been used to encourage participation. As of July 1, 2017, the Customer Satisfaction Survey transitioned to the new contractor. During the third quarter, January 1,, 2018 through March 31, 2018, 793 surveys were received. Year to Date 2,460 customers have completed surveys with an overall customer satisfaction rate of 94%.

Nursing Campaign Overview

A presentation was shared showing the evolution and webpages, along with digital performance progress to date in the Nursing Campaigns.

Website and Social Media Analytics

An infographic was shared about the CSB Website and the use of CSB's Social Media which shows website traffic along with website, Facebook and Twitter statistics.

Adjourn:

There being no further discussion or business, Nancy Heller adjourned the meeting at 10:03 am.

Respectfully submitted,

Reviewed by,

{signature on file} 07/20/18
Marina Stone Date

{signature on file} 07/20/18
Nancy Heller, Acting Chair Date

CareerSource Brevard (CSB)
Governance/Finance Committee Meeting
August 6, 2018

MINUTES

Members in Attendance: Daryl Bishop (Chair), William Chivers (via teleconference), Amar Patel.

Members Absent: Travis Mack, Wayne Olson.

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

Guests: None

Daryl Bishop called the meeting to order at 3:07pm

Public Comments: There was no public comment.

Action Items:

Approval of Governance/Finance Committee Minutes

Motion to approve the Governance/Finance Committee (GFC) minutes for April 30, 2018 made by William Chivers and seconded by Amar Patel. Motion passed unanimously.

Board Member Training

It is the responsibility of the GFC to select on-going board member training and staff offered two topics for possible training. There was brief discussion on the desired outcome of board training. Motion to approve "A Day in the life of a Jobseeker" as the next topic for board member training made by Amar Patel and seconded by William Chivers. Motion passed unanimously.

Board Member Nomination

Marci Murphy recommended Dr. Mark Mullins, Superintendent of Brevard Public Schools, to fill the vacant mandatory education seat. Motion to recommend approval of the nomination of Mark Mullins to the next meeting of the full Board of Directors, and then ratified by the Brevard Board of County Commissioners was made by Amar Patel and seconded by William Chivers. Motion passed unanimously.

Ms. Murphy asked if the nomination should go to the Executive Committee or be sent directly to the Board of Directors for approval. It was agreed that as the GFC is charged with the responsibilities of board recruitment the nomination can go directly to the Board for approval.

Discussion/Information Items:

Financial Reports

Staff reviewed the financial activity for the fiscal period ending on June 30, 2018.

Vendor Payment Report:

The Vendor Payment report from April 1, 2018 through June 30, 2018 was reviewed.

Budget Update

Staff handed out Budget Update for Program Year 2018-2019. There was brief discussion on the additional funding received.

Annual 990 Tax return

Staff handed out Form 990 Income Tax Return prepared by Grau and Associates for PY 2016-2017. It was determined that future tax returns should go before the Executive Committee so that the Board Chair can review and sign.

Adjournment:

Daryl Bishop adjourned the meeting at 3:32pm.

Submitted by,

Reviewed by,

(signature on file)
Lyn Sevin

8/8/2018
Date

(signature on file)
Daryl Bishop

8/8/2018
Date