



## Governance/Finance Committee Meeting

November 5, 2018 – 3:00pm

CSB Boardroom

(Teleconference 321-394-0707)

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

### Agenda

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

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**Call to Order**

Daryl Bishop

**Introductions**

**Public Comment:**

#### **Action Items:**

- |  |              |     |
|--|--------------|-----|
| A. Approval of Governance/Finance minutes for 8/6/18 |              | 1-2 |
| B. Board Member Nominations                          | Marci Murphy | 3-4 |

#### **Discussion/Information Items:**

- |                                  |                 |      |
|----------------------------------|-----------------|------|
| A. THMP Card Processing Report   | Marci/Richard   | 5-6  |
| B. Audit and Monitoring Activity | Richard Meagher | 7    |
| C. Financial Reports             |                 | 8-12 |
| D. Vendor Payments               |                 | 13   |

**Adjourn**

*Meeting information is always available @ [careersourcebrevard.com](http://careersourcebrevard.com)*

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

#### **Upcoming Meetings:**

##### November 2018

5<sup>th</sup> Executive Committee-4:00pm

15<sup>th</sup> Board of Directors-8:00am

##### December 2018

6<sup>th</sup> Career Center Committee-8:30am

##### January 2019

17<sup>th</sup> Industry Workforce Committee-8:30am

##### February 2019

4<sup>th</sup> Governance/Finance Committee-3:00pm

4<sup>th</sup> Executive Committee-4:00pm

14<sup>th</sup> Board of Directors-8:00am

##### March 2019

14<sup>th</sup> Career Center Committee-8:30am

##### April 2019

25<sup>th</sup> Industry Workforce Committee-8:30am

##### May 2019

6<sup>th</sup> Governance/Finance Committee-3:00pm

6<sup>th</sup> Executive Committee-4:00pm

16<sup>th</sup> Board of Directors-8:00am

##### June 2019

13<sup>th</sup> Career Center Committee-8:30am

**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



November 5, 2018

## *Action Brief*

### **Board Member Nomination**

#### Committee Request

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

#### 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 workforce-labor seat which allows for organizations that have demonstrated experience and expertise in addressing employment, training or education needs of eligible youth OR employment needs of individuals with barriers to employment:

**Amar Patel**, is recommended by Daryl Bishop, William Chivers to replace Kevin Smith. Mr. Patel is the Executive Director of the Brevard Achievement and will bring input and insight to the employment needs of individuals with barriers to employment. CSB President has discussed membership with Mr. Patel, and he would be interested in filling the vacant seat.

For the seat vacated by Debra Greco, Daryl Bishop and Amar Patel have recommended Lynn Brockwell-Carey, Neighbor Up Brevard (formerly Brevard Neighborhood Development Coalition). This organization oversees the Evans Center which has a

youth job training program embedded in the Center. The Evans Center is located within Palm Bay's Enterprise Zone (A Hub Zone historically is a underutilized business zone created to create incentives for the U.S. federal government to do contracting with businesses that operate and create jobs in communities with statistically proven economic needs).

CSB President is requesting approval to inquire about board membership interest with Lynn Brockwell-Carey and the other organizations listed below for membership if Ms. Brockwell-Carey is not interested. A board membership interested candidate will be brought to the next Governance/Finance Committee meeting for authorization to be brought before the Board for approval:

Staff also recommends the following organizations for consideration by the Committee:

1. Tara Pagliarini, Executive Director of Family Promise – Working with Homeless Families including employment.
2. Melbourne Salvation Army – works with homeless women with children to help them transition into the workplace
3. Goodwill Industries – managed from Orlando

#### Action

Recommend Amar Patel as Board member to the next full Board of Directors agenda and request CSB President to meet with potential board members listed, starting with Lynn Brockwell-Carey, to discuss board membership, and after Governance/Finance Committee approval, be brought forth to the full Board of Directors for approval. Action by the full Board of Directors will result in requesting ratification action by the Brevard County Commission for the appointment.

November 5, 2018

## **Information Brief**

### **Customer Support Cards**

#### **Background**

Due to inconsistencies with handling of customer support cards causing a pending police investigation of a former C2 Global Professional Services (C2) employee, CareerSource Brevard's (CSB) President authorized Taylor, Hall, Miller & Parker (THMP), the company's external monitoring firm, to conduct a monitoring of CSB's Customer Support Card system. The report recommends the following: 1) The contractor, C2, pay CSB, the amount associated with the support cards listed in this report, for Program Year 2017-2018, that did not have a signed customer receipt form. 2) CSB modify their Customer Support Card process to ensure adequate internal controls and proper accountability. The THMP report will be available for review at the meeting.

#### **Analysis**

Following THMP card monitoring, staff examined two recommended modifications to the Customer Support Card process: (1) Improve current controls on preloaded gas and incentive cards by centralizing the card inventory in each career center; and (2) replacing the preloaded cards with reloadable debit cards that have no value until they are issued to customers and funds are downloaded onto the cards by the Finance Department.

Under the first option, the Finance Department would log new purchases of preloaded cards into the CSB Prepaid Card Tracking System (PCTS) and then transfer blocks of cards to center managers or their designee for secure safekeeping until they are distributed directly to customers. Career Counselors would prepare customer receipt forms but would not have access to the card inventory.

Under the second option, Career Counselors would issue a reloadable debit card with no initial value to customers requiring transportation assistance and/or incentives. They would prepare a support voucher request in the CSB Microix online purchasing system and retain a signed copy in their files. Each week the Finance Department would activate any new cards distributed to customers and download dollars to each debit card based on approved support voucher amounts.

Staff visited CareerSource Central Florida to observe their reloadable debit card system and also received input from CareerSource Okaloosa Walton, both use Global Cash Cards. The system eliminates having prepaid cards on hand, eliminates the need for inventories of physical cards, eliminates the need for a PCTS, and eliminates the reordering of cards. They pay no card fees or maintenance fees.

**Outcomes**

When CSB's current inventory of preloaded cards is exhausted in two to three months, staff is considering replacing with reloadable debit cards for future customer support payments.

C2 has issued a check for the dollars associated with the unsigned customer receipt forms.

**Monday, November 5, 2018**  
**Governance/Finance Committee Report**  
**Audit and Monitoring Activity**  
**1st Quarter FY 2018-2019**

<b>AUDITOR MONITOR</b>	<b>DATE</b>	<b>REVIEW COVERED</b>	<b>COMMENTS</b>
Grau & Associates	On Site 9/4/18 - 9/7/18	Last Fiscal Year	<p>Annual financial and compliance audit.</p> <p>The report expresses an unqualified opinion on the financial statements of CSB, with no reportable conditions and no instances of noncompliance.</p> <p>Auditors will present their report to the full board at its November 15 meeting.</p>
DEO Financial Compliance Monitors	Report Issued 9/19/18	Last Fiscal Year	<p>The Bureau of Financial Monitoring and Accountability performed financial monitoring procedures based on the DEO 2017-18 Financial Monitoring Tool.</p> <p>The monitors tested CSB's financial management systems and its internal control environment, as well as areas of purchasing, contracting, cash management, cost allocation, prepaids, disbursements, travel, payroll, subrecipient monitoring, reporting and property management.</p> <p>No findings or issues of non-compliance were identified during the monitoring period. There was one observation relating to a missing termination clause in our auditor's engagement letter and it will be corrected when the next letter is issued.</p>

This is an executive summary of monitoring and auditing activities for the fiscal quarter. The complete reports and associated documentation will be available for review at the Governance/Finance Committee meeting.





November 5, 2018

## *Information Brief*

### **Financial Reports**

#### Background

The three financial reports that follow this brief will provide the Governance/Finance Committee with the status of CareerSource Brevard's (CSB) funding, budgets, and expenditures for the fiscal period beginning on July 1, 2018 and ending on September 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 2018-19 FINANCIAL REPORT

July 1, 2018 through September 30, 2018

Current Funding Level	13,811,200
Current Annual Budget	13,811,200
Unobligated Funds	0

FY 2018 Actual Expense	FY 2019 Approved Budget	FY 2019 Y-T-D Budget	FY 2019 Y-T-D Expense	Percent of Budget Expended
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### MANAGEMENT SERVICES *(Board Operations, Staff, Outreach, Financial Services)*

Salaries & Benefits	967,854	1,054,200	263,600	273,715	26.0%
Operating Expenses	156,117	333,100	83,300	48,114	14.4%
<b>Total Management Services</b>	<b>1,123,971</b>	<b>1,387,300</b>	<b>346,900</b>	<b>321,829</b>	<b>23.2%</b>

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

Brevard Workforce Facilities	831,787	876,800	219,200	190,888	21.8%
Operating Expenses	31,022	53,900	13,500	5,682	10.5%
<b>Total Infrastructure</b>	<b>862,809</b>	<b>930,700</b>	<b>232,700</b>	<b>196,570</b>	<b>21.1%</b>

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

Salaries & Benefits	214,888	220,600	55,200	68,949	31.3%
Operating Expenses	260,735	372,000	93,000	40,303	10.8%
<b>Total Technology Services</b>	<b>475,623</b>	<b>592,600</b>	<b>148,200</b>	<b>109,252</b>	<b>18.4%</b>

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

Salaries & Benefits	712,536	642,200	160,600	175,873	27.4%
Operating Expenses	13,444	38,800	9,700	2,683	6.9%
<b>Total Business Services</b>	<b>725,980</b>	<b>681,000</b>	<b>170,300</b>	<b>178,556</b>	<b>26.2%</b>

<b>GRANTS &amp; INCENTIVES</b>	<b>607,569</b>	<b>1,875,800</b>	<b>469,000</b>	<b>269,748</b>	<b>14.4%</b>
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<b>FEE FOR SERVICE ACTIVITIES</b>	<b>198,355</b>	<b>200,000</b>	<b>50,000</b>	<b>40,868</b>	<b>20.4%</b>
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<b>TOTAL OPERATING BUDGET</b>	<b>3,994,307</b>	<b>5,667,400</b>	<b>1,417,100</b>	<b>1,116,823</b>	<b>19.7%</b>
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### CONTRACTED SERVICES

General Contractor (C2 GPS)	2,820,118	3,236,500	809,100	629,015	19.4%
AARP BTW Services (C2 GPS)	83,231	79,900	20,000	22,787	28.5%
NEG Matthew Services (C2 GPS)	101,767	115,400	28,900	28,435	24.6%
NEG Irma Services (C2 GPS)	93,491	172,600	43,200	30,611	17.7%
Nursing Services (C2 GPS)	16,601	50,000	12,500	9,872	19.7%
Soft Skills Services (C2 GPS)	20,611	24,900	6,200	11,764	47.2%
America's Promise (CSCF)	206,482	250,000	62,500	36,175	14.5%
<b>Total Contracted Services</b>	<b>3,342,301</b>	<b>3,929,300</b>	<b>982,400</b>	<b>768,659</b>	<b>19.6%</b>

### CUSTOMER SERVICES

Formula Funds - Training Activities *	755,973	950,000	237,500	106,971	11.3%
Formula Funds - Support Services *	69,297	50,000	12,500	16,669	33.3%
Other Grants - Training Activities	3,028,590	3,114,500	778,600	991,243	31.8%
Other Grants - Support Services	54,957	100,000	25,000	11,572	11.6%
<b>Total Customer Services</b>	<b>3,908,817</b>	<b>4,214,500</b>	<b>1,053,600</b>	<b>1,126,455</b>	<b>26.7%</b>

<b>TOTAL PROGRAM BUDGET</b>	<b>7,251,118</b>	<b>8,143,800</b>	<b>2,036,000</b>	<b>1,895,114</b>	<b>23.3%</b>
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<b>TOTAL ANNUAL BUDGET</b>	<b>11,245,425</b>	<b>13,811,200</b>	<b>3,453,100</b>	<b>3,011,937</b>	<b>21.8%</b>
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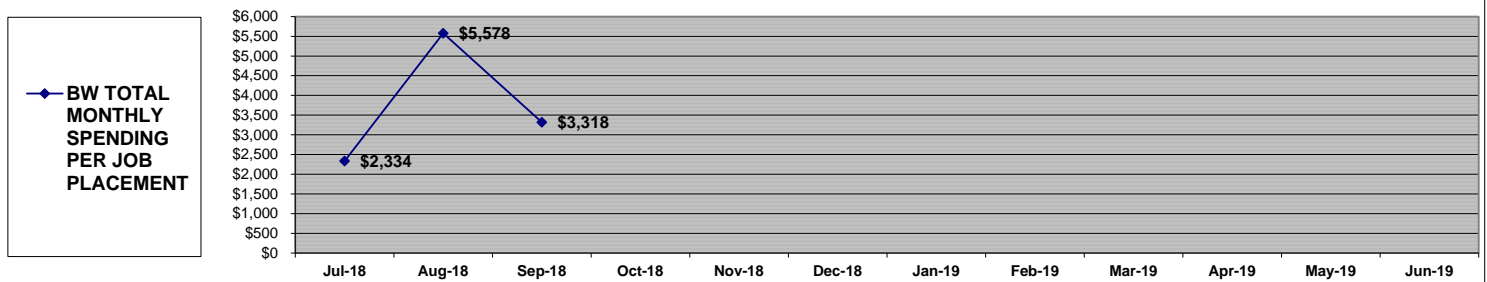
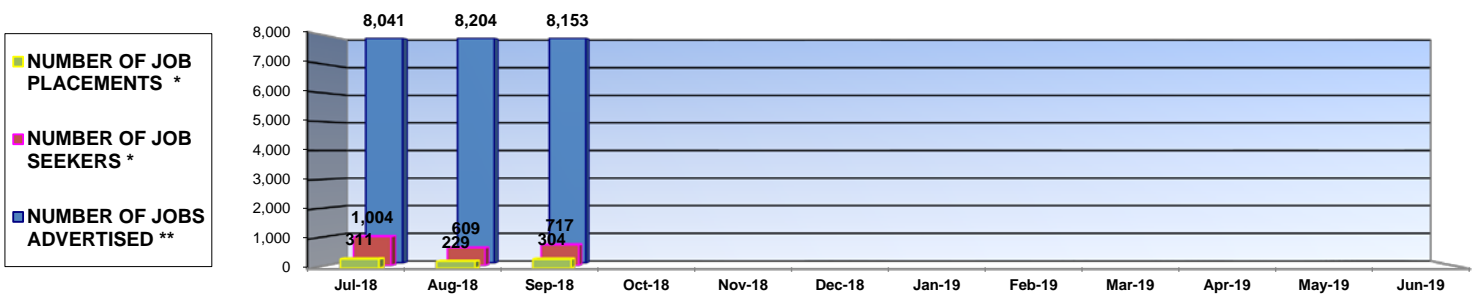
<b>STATE-LEVEL FUNDING</b>	<b>814,706</b>	<b>972,400</b>	<b>243,100</b>	<b>200,569</b>	<b>20.6%</b>
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<b>TOTAL WORKFORCE BUDGET</b>	<b>12,060,131</b>	<b>14,783,600</b>	<b>3,696,200</b>	<b>3,212,506</b>	<b>21.7%</b>
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### \*CUSTOMER ACTIVITY

	FY 2017 Actual Expense	FY 2018 Approved Budget	FY 2018 Current Obligations	FY 2018 Y-T-D Expense	% of ITA Funds Obligated
Job Seeker ITAs	330,257	475,000	244,047	52,431	51.4%
Employer OJT/AWE/EWT	425,716	475,000	102,165	54,540	21.5%
Incentives & Materials	69,297	50,000	43,287	16,669	86.6%
<b>Total Customer ITA Activity</b>	<b>825,270</b>	<b>1,000,000</b>	<b>389,499</b>	<b>123,640</b>	<b>38.9%</b>

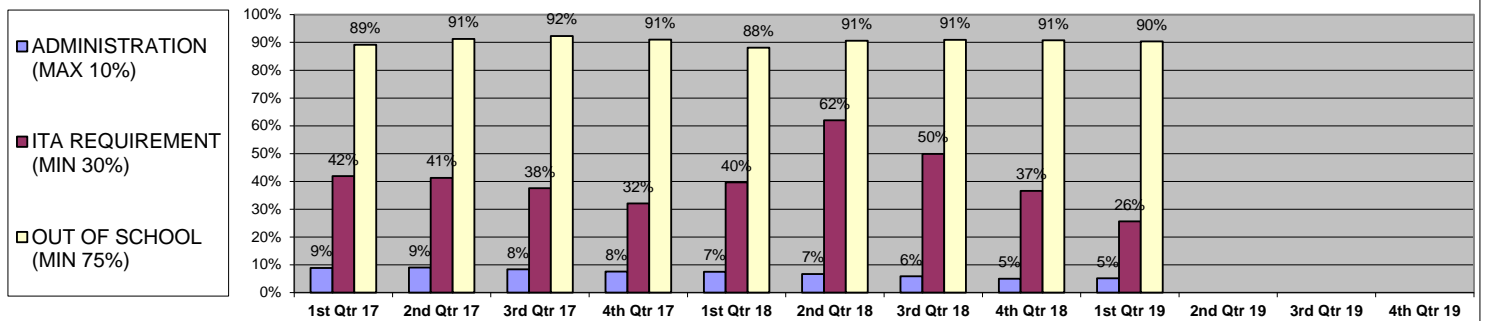
## MONTHLY JOBS REPORT & BW SPENDING PER JOB PLACEMENT



\* Source - DEO Monthly Management Reports

\*\* Source - HWOL Monthly Job Demand Reports

## ANNUAL SPENDING CAPS BY QUARTER



PROGRAM SPENDING:										
ADMINISTRATION (MAX 10%)	158,006	316,211	456,985	658,119	137,070	269,784	421,291	559,072	153,830	
PROGRAM ACTIVITIES	1,631,825	3,195,398	4,992,059	8,045,300	1,695,133	3,754,384	6,751,105	10,686,353	2,858,106	
CUSTOMER SPENDING:										
STATE ITA COSTS (MIN 30%)	167,278	383,623	546,442	762,055	183,637	405,170	558,597	708,028	89,847	
OTHER PROGRAM COSTS	231,838	546,304	907,802	1,616,328	279,361	248,451	561,054	1,227,428	260,390	
YOUTH SPENDING:										
IN-SCHOOL	30,644	50,167	65,864	85,514	37,032	59,962	79,855	83,048	22,629	
OUT-OF-SCHOOL (MIN 75%)	251,721	522,113	790,366	867,358	274,370	576,159	798,546	816,160	211,740	



## CURRENT YEAR FEE FOR SERVICE ACTIVITIES (7/1/2018 - 9/30/2018)

Unrestricted Balances: Cash on Hand \$226,915 Certificates of Deposit \$72,041 Total \$298,956

	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	\$ 23,174	100.0	\$ 2,751	100.0	\$ -	0.0	\$ 2,775	100.0	\$ 36,762	99.9	\$ 65,462	92.2												
Contract Revenue	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0												
Sponsorship Revenue	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0												
Donated Revenue	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0												
Charges For Services	-	0.0	-	0.0	5,478	100.0	-	0.0	-	0.0	-	0.0	5,478	7.7										
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	25	0.1	25	0.0										
Total Revenue	\$ 23,174	100.0	\$ 2,751	100.0	\$ 5,478	100.0	\$ 2,775	100.0	\$ 36,787	100.0	\$ 70,965	100.0												
Expenses																								
Personnel	\$ 19,665	84.9	\$ -	0.0	\$ -	0.0	\$ -	0.0	\$ 11,123	30.2	\$ 30,788	43.4												
Travel / Training	249	1.1	-	0.0	-	0.0	-	0.0	180	0.5	429	0.6												
Outreach	-	0.0	-	0.0	-	0.0	-	0.0	3,215	8.7	3,215	4.5												
Software	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0												
Supplies	400	1.7	35	1.3	-	0.0	-	0.0	534	1.5	969	1.4												
Equipment	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0												
Professional Services	-	0.0	-	0.0	-	0.0	-	0.0	14,483	39.4	14,483	20.4												
Customer Wages	-	0.0	2,377	86.4	-	0.0	-	0.0	-	0.0	2,377	3.3												
Customer Support	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0												
Indirect Costs	2,860	12.3	339	12.3	-	0.0	-	0.0	14,887	40.5	18,086	25.5												
Total Expenses	\$ 23,174	100.0	\$ 2,751	100.0	\$ -	0.0	\$ -	0.0	\$ 44,422	120.8	\$ 70,347	99.1												
Net Profit (Loss)	\$ -	0.0	\$ -	0.0	\$ 5,478	100.0	\$ 2,775	100.0	\$ (7,635)	-20.8	\$ 618	0.9												

## VENDOR PAYMENTS REPORTED FROM 7/1/18 - 9/30/18 (>\$1,500)

DATE	VENDOR	AMOUNT	PURPOSE
07/01/18	CareerBuilder Government Solutions LLC	5,400.00	CareerBuilder.com resume database subscription
07/01/18	Florida Workforce Development Assoc	2,819.00	Annual FWDA membership dues
07/02/18	Vocational Research Institute	2,250.00	CareerScope assessment software renewal
07/06/18	The Cat Rental Store	6,156.00	Heavy equipment for Hurricane Matthew cleanup
07/09/18	Sage Software	2,441.00	Annual fixed assets software support renewal
07/10/18	The Cat Rental Store	10,600.00	Heavy equipment for Hurricane Matthew cleanup
07/13/18	The Cat Rental Store	17,258.00	Heavy equipment for Hurricane Matthew cleanup
07/18/18	Watkins Oil Company	1,522.00	Fuel for Hurricane Matthew heavy equipment
07/26/18	SunTrust / Enterprise Rent-A-Car	22,142.00	Rental trucks for Hurricane Matthew/Irma cleanup
07/26/18	SunTrust / TechSoup	2,240.00	Cisco replacement network switches (4)
07/27/18	Urbander	4,372.00	Spanish welcome workshops for Hurricane Maria
07/31/18	Sunbelt Rentals	2,571.00	Heavy equipment for Hurricane Matthew cleanup
07/31/18	Wright Express	4,122.00	Fuel for Hurricane Matthew & Irma rental vehicles
08/01/18	All Brevard Storage LLC	1,788.00	Annual renewal of IT storage unit
08/01/18	TALX Corporation	2,920.00	Work Number employment verification service
08/01/18	Urbander	4,372.00	Spanish welcome workshops for Hurricane Maria
08/03/18	The Cat Rental Store	6,156.00	Heavy equipment for Hurricane Matthew cleanup
08/03/18	Watkins Oil Company	1,616.00	Fuel for Hurricane Matthew heavy equipment
08/10/18	Macedonia Community Development Corp	2,000.00	Consulting for nursing career training grant
08/13/18	The Cat Rental Store	17,258.00	Heavy equipment for Hurricane Matthew cleanup
08/14/18	Urbander	4,372.00	Spanish welcome workshops for Hurricane Maria
08/15/18	Economic Development Commission	6,000.00	Annual corporate membership renewal
08/15/18	The Cat Rental Store	10,600.00	Heavy equipment for Hurricane Matthew cleanup
08/22/18	Sunbelt Rentals	2,217.00	Heavy equipment for Hurricane Matthew cleanup
08/26/18	SunTrust / Constant Contact	1,974.00	Annual renewal of Constant Contact email tool
08/26/18	SunTrust / Workforce Summit	3,000.00	Sponsor booth at Workforce Professional Summit
08/26/18	SunTrust / Enterprise Rent-A-Car	12,284.00	Rental trucks for Hurricane Matthew/Irma cleanup
08/26/18	SunTrust / Workforce Summit	3,875.00	Registrations for staff to attend Workforce Summit
08/30/18	Taylor Hall Miller Parker PA	7,750.00	Workforce Academy online & onsite WT training
08/30/18	United Way of Brevard County	2,500.00	United Way SunDay FunDay event sponsorship
08/31/18	Tropic Fleet Services	4,017.00	Fuel for Hurricane Matthew heavy equipment
08/31/18	Wright Express	3,838.00	Fuel for Hurricane Matthew & Irma rental vehicles
09/04/18	Grau and Associates	6,000.00	CSB annual financial audit - first payment
09/04/18	Sunbelt Rentals	2,465.00	Heavy equipment for Hurricane Matthew cleanup
09/06/18	Urbander	6,368.00	Spanish welcome workshops for Hurricane Maria
09/07/18	Tropic Fleet Services	1,657.00	Fuel for Hurricane Matthew heavy equipment
09/11/18	The Cat Rental Store	6,156.00	Heavy equipment for Hurricane Matthew cleanup
09/14/18	Tropic Fleet Services	1,679.00	Fuel for Hurricane Matthew heavy equipment
09/18/18	The Cat Rental Store	17,258.00	Heavy equipment for Hurricane Matthew cleanup
09/19/18	Sunbelt Rentals	1,973.00	Heavy equipment for Hurricane Matthew cleanup
09/20/18	Sunbelt Rentals	2,164.00	Heavy equipment for Hurricane Matthew cleanup
09/26/18	SunTrust / Enterprise Rent-A-Car	22,390.00	Rental trucks for Hurricane Matthew/Irma cleanup
09/28/18	Dell Marketing LP	3,280.00	Dell Latitude 5590 replacement laptops for staff (3)
09/28/18	The Cat Rental Store	6,156.00	Heavy equipment for Hurricane Matthew cleanup
09/28/18	Tropic Fleet Services	1,692.00	Fuel for Hurricane Matthew heavy equipment
09/30/18	Wright Express	3,589.00	Fuel for Hurricane Matthew & Irma rental vehicles
<b>TOTAL</b>		<b>265,257.00</b>	