



Board of Directors Meeting

November 15, 2018 – 8:00am

CareerSource Brevard Conference Room

(Teleconference 321.394.0707)

Attendees: Paula Just (Chair), Frank Abbate, Shawn Beal, Daryl Bishop, Desmond Blackburn, Colleen Browne, William Chivers, Dale Coxwell, Susan Glasgow, Debra Greco, Nancy Heller, Robert Jordan, Jennifer Kenny, Traci Klinkbeil, Travis Mack, Mike Menyhart, Linda Miedema, Wayne Olson, Terry Schruppf, 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 No.</u>
Introductions		
Public Comment		
Presentations:		
A. Business Recognition – Eastern Florida State College		
B. C2 Recognitions		
Action Items:	Paula Just	
A. Audit Report		1 – 2
B. Contracts with Board Members		3 – 5
C. Board Member Nominations		6
Consent Action Items:	Paula Just	
A. Board of Director's Meeting Minutes – 8/16/18		7 – 8
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. Career Center Standards		9 – 10
B. New Contractor Performance Measures PY18-19		11 – 13
C. First Quarter Contractor Performance		14 – 16
D. Healthcare Sector Strategy Update		17 – 19
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K. Committee Meeting Minutes		

- a. Executive Committee – 8/9/18
- b. Career Center Committee - 9/13/18

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Adjourn

Meeting information is always available @ brevardworkforce.com

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise CareerSource Brevard at least 48 hours prior to the meeting by contacting Lyn Sevin at (321) 394-0507. Persons who are hearing or speech impaired can contact Lyn Sevin through the Florida Relay Service by dialing 7-1-1

Upcoming Meetings:

All meetings are in the CSB Boardroom unless otherwise noted

December 2018

4th 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

12th 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

11th Career Center Committee-8:30am



November 15, 2018

Action Brief

Program Year 2017-2018 Audit Report

Background

Grau and Associates has completed an audit of the financial position of Brevard Workforce Development Board, Inc. dba CareerSource Brevard for the fiscal year ended June 30, 2018. The audit was conducted in accordance with generally accepted auditing standards. In their opinion, the financial statements present fairly, in all material respects, CSB's financial position as of June 30, 2018, and the changes in its net assets and cash flows for the year then ended, in conformity with generally accepted accounting principles.

The auditors' report expresses an unmodified opinion on the financial statements of Brevard Workforce. The Schedule of Findings (attached) indicates that there were no reportable conditions in internal control, and no material instances of noncompliance. CSB was determined to be a low-risk auditee pursuant to the Uniform Guidance.

The audit team from Grau and Associates will present the audit report at the CSB Board of Directors meeting on November 15, 2018. The Governance/Finance Committee reviewed a draft of the audit report at its November 8 meeting.

Action

Recommend that the Board of Directors accept the Independent Auditor's Report on the financial statements of Brevard Workforce for the program year ended June 30, 2018.

**BREVARD WORKFORCE DEVELOPMENT BOARD, INC.
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

A. SUMMARY OF AUDIT RESULTS

1. The auditor's report expresses an unmodified opinion on the financial statements of the Brevard Workforce Development Board, Inc.
2. No significant deficiencies or material weaknesses relating to the audit of the financial statements are reported in the independent auditor's report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with *Government Auditing Standards*.
3. No instances of noncompliance material to the financial statements of Brevard Workforce Development Board, Inc. were disclosed during the audit.
4. No significant deficiencies or material weaknesses relating to the audit of the major federal award programs are reported in the independent auditor's report on compliance for each major program and on internal control over compliance required by the Uniform Guidance.
5. The independent auditor's report on compliance for each major federal awards program of Brevard Workforce Development Board, Inc. expresses an unmodified opinion.
6. There were no audit findings relative to the major federal awards tested for Brevard Workforce Development Board, Inc.
7. Dollar threshold for Type A programs was \$750,000. The programs tested as major programs include:

<u>Federal Program</u>	<u>CFDA no.</u>
WIOA Cluster: Adult, Youth, and Disclocated Worker	17.258, 17.259, 17.278
Unemployment Insurance	17.225

8. Brevard Workforce Development Board, Inc. was determined to be a low-risk auditee pursuant to the Uniform Guidance.

B. FINDINGS - FINANCIAL STATEMENTS AUDIT

None

C. FINDINGS AND QUESTIONED COSTS - MAJOR FEDERAL PROGRAMS

None

D. OTHER ISSUES

No summary schedule of prior audit findings is required because there were no prior audit findings related to Federal awards programs.

No corrective action plan is required because there were no findings required to be reported under the Federal Single Audit Act.



November 15, 2018

Action Brief

Contract with Board Member

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 listed below to identify the contracted relationship. 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 this business customer as needed.

1. Staff recommends Board approval to renew the annual employee health insurance contract. CSB's annual employee health insurance premium with Health First Health Plans is due for renewal for the term January 1, 2019 – December 31, 2019. CSB Board Member Paula Just is employed by Health First who would benefit financially from this transaction.

Business Name:	Health First Health Plans, Inc.
Board Member:	Paula Just
Total Not to Exceed:	\$200,000

Action

Approve the contract with Health First for annual employee health insurance for submission to CSF for approval.

2. Staff recommends Board approval of the following work based training contract. CSB Board Member Frank Abbate is employed by Brevard County who would benefit financially from this transaction:

Business Name: **Brevard County**
Board Member: **Frank Abbate**
Total Not to Exceed: **\$24,900**

The maximum amount of training hours (1040 per person) for approximately 3 people was used to determine the maximum available funding. All funding is dependent upon Board approval, along with availability of funds. Training is for the following types of positions with annual salaries ranging from \$17,160 to \$52,000:

- Library Assistant
- System Analyst
- Maintenance Worker
- SCAT Vehicle Driver
- Technicians
- Administrative
- Firefighter
- Water Treatment Plant Operator/ Trainee
- Other positions as identified by Brevard County

Action

Approve contract recommendations for Brevard County for work based training contracts which will be sent to CSF for informational purposes.

3. Staff recommends Board approval of the following work based training contract. CSB Board Member Mark Mullins is employed by Brevard Public Schools who would benefit financially from this transaction:

Business Name: **Brevard Public Schools**
Board Member: **Dr. Mark Mullins**
Total Not to Exceed: **\$24,900**

The maximum amount of training hours (1040 per person) for approximately 2 people was used to determine the maximum available funding. All funding is dependent upon Board approval, along with availability of funds. Training is for the following types of positions with annual salaries ranging from \$17,160 to \$75,000:

- Administrative and Resource
- Support
- Instructional

- Bus Drivers
- Project Managers & Specialists
- Training & Development Specialist
- Energy / Resource Conservation Specialist
- HVAC Technician
- Other positions as identified by Brevard Public Schools

Action

Approve contract recommendation for Brevard Public Schools for work based training contracts which will be sent to CSF for informational purposes.

4. Staff recommends Board approval of the following work based training contract. CSB Board Member Linda Miedema is employed by Eastern Florida State College who would benefit financially from this transaction:

Business Name: **Eastern Florida State College and Eastern Florida State College Foundation**
 Board Member: **Dr. Linda Miedema**
 Total Not to Exceed: **\$24,900**

The maximum amount of training hours (1040 per person) for approximately 3 people was used to determine the maximum available funding. All funding is dependent upon Board approval, along with availability of funds. Training is for the following types of positions with annual salaries ranging from \$17,160 to 50,000:

- Administrative
- Clerical
- Accounting
- Groundskeeper
- Other positions as identified by Eastern Florida State College

Action

Approve contract recommendation for Eastern Florida State College/Eastern Florida State Foundation for work based training contracts which will be sent to CSF for informational purposes.



November 15, 2018

Action Brief

Board Member Nomination

Committee Request

Review and approve or deny the Governance/Finance Committee 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 workforce-labor seat:

Amar Patel, is recommended fill a seat vacated by 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.

Action

Recommend Amar Patel as Board member to the Brevard County Board of Commissioners for ratification.

CareerSource Brevard
Board of Directors Meeting
August 16, 2018

MINUTES

Members in Attendance: Paula Just (Chair), Frank Abbate (via teleconference), Joe Angelastro, Shawn Beal, Daryl Bishop, Colleen Browne (via teleconference), Susan Glasgow, Lloyd Gregg, Nancy Heller (via teleconference), Jennifer Kenny, Traci Klinkbeil (via teleconference), Mike Menyhart, Wayne Olson.

Members Absent: William Chivers, Dale Coxwell, Robert Jordan, Travis Mack, Linda Miedema, Terry Schrumpf, Patricia Stratton, Lynda Weatherman.

Staff Present: Jana Bauer, Denise Biondi, Judy Blanchard, Wendi Jo Bost, Sheryl Cost, Jennifer Lasser, Don Lusk, Richard Meagher, Stephanie Mosedale, Marci Murphy, Lyn Sevin, Jeff Witt. **Career Center Staff Present:** Joan Belmonte, Julie Berrio, Chakib Chehadi, Linda Hadley, Caroline Joseph-Paul (via teleconference), Bob Knippel, Angie Londono, Jessica Mitchell, Kristine Wolff.

Guests: Terri Mermis, Mark Mullins, Francisco Rodriguez.

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

Public Comment: There was no public comment.

Presentations:

Job Seeker Recognition

Jana Bauer introduce Terri Mermis who was recognized for her success with CSB through our AARP 50+ program.

Jessica Mitchell introduced Francisco Rodriguez, an evacuee from Puerto Rico, who was recognized for his success with CSB through our Hurricane Maria grant.

Staff Recognitions

Marci Murphy recognized J. Lasser for 10 years of services with CSB.

Marci Murphy recognized Department of Economic Opportunity staff Linda Hadley and Bob Knippel for 26 years of service at the CSB Career Center.

Action Items:

Work Based Training Contracts with Board Members

CSB Board Members Lloyd Gregg and Mike Menyhart, identified the need to abstain from discussion and voting prior to the meeting. It was noted that Board Member Robert Jordan was not present at the meeting; however he would have a conflict of interest with the provision of worked based contracts as outlined.

Motion to recommend the Department of Economic Opportunity approve Related Party Contracts with ASRC in an amount not to exceed \$100,000, made by Susie Glasgow and seconded by Daryl Bishop. Motion passed unanimously with Lloyd Gregg abstaining.

Motion to approve Related Party Contracts with Migrandy Corporation in an amount not to exceed \$19,000, and Genesis VII in an amount not to exceed \$24,000 made by Susie Glasgow and seconded by Daryl Bishop. Motion passed unanimously with Mike Migrandy abstaining. Robert Jordan was not present at the meeting.

Board Member Nominations

Motion to approve prospective Board members Mark Mullins to fill the vacant education seat and to be sent to the Brevard County Board of County Commissioners for ratification was made by Mike Menyhart and seconded by Susie Glasgow. Motion passed unanimously.

Strategic Plan

The Career Center Committee presented a request to add Hidden Talent Strategies under a new board objective. The new objective for finding hidden talent was reviewed. Motion to approve the recommendation of the Career Center Committee to add the new objective and strategies surrounding finding Hidden Talent to the Goal Matrix made by Susie Glasgow and seconded by Jennifer Kenny. Motion passed unanimously.

Guidelines on Formula Finding Usage

Staff presented a request from the Career Center Committee to approve the following formula funding allocation for training for PY 2018-2019:

- Training Mix: 50% work based training and 50% individual training
- Job Seeker Mix: 70% unemployed workers training, 20% underemployed workers training, and 10% employed workers training.

Motion to approve the recommended 50/50 training mix and the 70/20/10 job seeker mix made by Daryl Bishop. Susie Glasgow seconded the motion and Motion passed unanimously.

Consent Action Items

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

1. Board of Director Meeting Minutes for 5/15/18 and 6/12/18
2. President's PY18-19 Annual Goals

Motion to approve the Board of Director meeting minutes for 5/15/18 and 6/12/18 made by Wayne Olson and seconded by Susie Glasgow. The motion passed unanimously.

Motion to approve the President's PY18-19 Annual Goals made by Wayne Olson and seconded by Mike Menyhart. The motion passed unanimously.

Committee Chair Reports

Susie Glasgow gave a report on the Industry Workforce Committee meeting held on July 26, 2018. Lloyd Gregg requested information on the AIM program.

Mike Menyhart gave a report on the Career Center Committee meeting held on June 14, 2018.

Daryl Bishop gave a report of the Governance/Finance Committee meeting held on August 6, 2018. There was brief discussion on how CSB plans to spend the additional funds received.

Information Items:

Staff gave a presentation on the AIM grant outcomes and sustainability.

Information items presented included updates on healthcare, IT, soft skills, Moore Communications Marketing Plan, end of year contractor performance, board member training, performance infographics, community impact report, growing the resources of the board, financial reports, and committee meeting minutes.

Staff agreed to send the Performance Infographic and Community Impact Report to members directly.

There being no further business, the meeting was adjourned at 9:04am.

Submitted by,

Reviewed by,

(signature on file)
Lyn Sevin

8/20/2018
Date

(signature on file)
Paula Just

8/20/2018
Date

Information Brief

PY 18-19 Career Center Standards Review

Background

The Career Center Standards is a review instrument adopted by the Board to review our One-stop operator for compliance and is a piece of their performance payout in their contract. The new Workforce Innovation and Opportunity Act (WIOA) has incorporated criteria that requires changes to the Career Center Standards in order to make the region eligible for infrastructure funding. Specifically, criteria was established by the State and the Local Region that address effectiveness, physical and programmatic accessibility, and continuous improvement of one-stop centers. Those changes were incorporated into the tool used for the current review

Discussion

Overall Rating – PY 18-19 Rating is 99.6%. Each Career Center was rated in five (5) key quality indicator areas:

- **Poster & Signage** verifies that all Federal and State required posters are properly displayed.
- **Job Seeker Services** verifies that available services, tools and other resources are properly identified and readily available to job seeker.
- **General Services** verifies that options are available for customers (job seeker and employer) to receive the full range of services identified by regulation.
- **Employer Services** verifies that employers receive personalized access to available services such as recruitment, referral, candidate screening, follow-up, etc.
- **General Staff & Operations** verifies that staff has the tools necessary to perform their assigned duties, including training, regular communication and a positive operational environment that encourages team work. This includes verification that proper logos are used in all internal/external communications.

The contractor continues to demonstrate a strong commitment to provide all-inclusive, consistent services across all centers. This is evident in the near perfect review at all three centers. Staff appeared professional and attentive to customer needs. Flyers and handouts were in good condition. A variety of workshops were being provided to assist job seekers.

Contractor should continue to monitor and ensure appropriate posting of the Mission and Vision Statements for CareerSource Brevard.

The PY 18-19 performance measures do not include a measure for Career Center Standards so there is no money attached to the performance on this review. The review is conducted annually to comply with state requirements and presented for committee information only.

Results Summary Current and Historical

PY 2018-2019

	Overall	Palm Bay	Rockledge	Titusville
Total Rating	99.6%	100.0%	100.0%	100.0%
	Overall	Palm Bay	Rockledge	Titusville
Posters & Signage	98.7%	98.3%	98.3%	100.0%
Job Seeker Services	100.0%	100.0%	100.0%	100.0%
General Services	99.7%	100.0%	100.0%	98.5%
Employer Services	100.0%	100.0%	100.0%	100.0%
General Staff & Operations	100.0%	100.0%	100.0%	100.0%

PY 2017-18

	Overall	Palm Bay	Rockledge	Titusville
Total Rating	100.0%	100.0%	100.0%	100.0%
	Overall	Palm Bay	Rockledge	Titusville
Posters & Signage	100.0%	100.0%	100.0%	100.0%
Job Seeker Services	100.0%	100.0%	100.0%	100.0%
General Services	100.0%	100.0%	100.0%	100.0%
Employer Services	100.0%	100.0%	100.0%	100.0%
General Staff & Operations	100.0%	100.0%	100.0%	100.0%

PY 2016-17

	Overall	Palm Bay	Rockledge	Titusville
Total Rating	100.0%	100.0%	100.0%	100.0%
	Overall	Palm Bay	Rockledge	Titusville
Posters & Signage	100.0%	100.0%	100.0%	100.0%
Job Seeker Services	100.0%	100.0%	100.0%	100.0%
General Services	100.0%	100.0%	100.0%	100.0%
Employer Services	100.0%	100.0%	100.0%	100.0%
General Staff & Operations	100.0%	100.0%	100.0%	100.0%

PY 2015-16

	Overall	Palm Bay	Rockledge	Titusville
Total Rating	99.6%	99.3%	100.0%	99.6%
	Overall	Palm Bay	Rockledge	Titusville
Posters & Signage	100.0%	100.0%	100.0%	100.0%
Job Seeker Services	100.0%	100.0%	100.0%	100.0%
General Services	100.0%	100.0%	100.0%	100.0%
Employer Services	100.0%	94.4%	100.0%	100.0%
General Staff & Operations	98.7%	100.0%	100.0%	98.1%



November 15, 2018

Information Brief

New Contractor Performance Measures for PY 2018-2019

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.

Staff developed new measures for the coming year that more closely mirror those measures defined in the Federal Common Measures now known as the Primary Performance Indicators (PPI). See list of measures on next page.

These measures have been reviewed with contractor and performance goals have been negotiated and agreed upon by contractor and board staff.

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

Element A: Contractor must meet minimum performance on 80% of the measures (15 of 19 for quarters 1-3 and 16 of 20 for quarter 4)

Element B: Contractor must meet accelerated performance on 50% of the measures (9 of 19 for quarters 1-3 and 10 of 20 for quarter 4)

Element C: Remains the same - Meet a minimum score of 75 or higher on the CSB performance evaluation related to the annual state programmatic monitoring results. Available at the end of the year.

Negotiated Performance Measures for PY 2018-2019

- 1) **New Job Seekers** – Count of new customers receiving services.
- 2) **Customer Engagement** – Percentage of New Job Seekers receiving a staff assisted service.

Indicators for the Federal PPI Entered Employment Rate 2nd Qtr. After Exit

- 3) **Adult Entered Employment Rate** – Percentage of WIOA Adults entering employment upon exit.
- 4) **Dislocated Worker Entered Employment Rate** – Percentage of Dislocated Workers entering employment upon exit.
- 5) **Welfare Transition Entered Employment Rate** – Percentage of Closed TANF cases that were closed due to employment.
- 6) **Wagner Peyser Entered Employment Rate** – Percentage of Wagner Peyser customers obtaining employment.
- 7) **Short Term Veteran Entered Employment Rate** – Percentage of Short Term Veteran customers obtaining employment.

Indicators for the Federal PPI Median Earnings 2nd Qtr. After Exit

- 8) **Adult Average Wage at Placement** – Average of the wages received by WIOA Adults upon entering employment.
- 9) **Dislocated Average Wage at Placement** - Average of the wages received by WIOA Dislocated Workers upon entering employment.
- 10) **Welfare Transition Average Wage at Placement** – Average of the wages received by Welfare Transition customers upon entering employment.
- 11) **Wagner Peyser Average Wage at Placement** – Average of the wages received by Wagner Peyser customers upon entering employment.

Indicators for the Federal PPI Employment Retention 4th Qtr. After Exit

- 12) **Adult Retention at 12 Months** – Percentage of WIOA Adults who entered employment at exit and were found still employed at the time of the 12 month follow-up.
- 13) **Dislocated Worker Retention at 12 Months** – Percentage of WIOA Dislocated Workers who entered employment at exit and were found still employed at the time of the 12 month follow-up.

- 14) **Youth Retention at 12 Months** – Percentage of WIOA Youth who entered employment at exit and were found still employed at the time of the 12 month follow-up.
- 15) **Referral to Placement Ratio by Job Seeker** – Measures the number of referrals needed for a job seeker to obtain employment.
- 16) **Repeat Business Customers** – The percentage of Business Customers receiving services who also received a service(s) in the 3 prior program years.
- 17) **Business Satisfaction Rate** – The average rating (on a scale of 1-10) for Level of Satisfaction and Likely to Refer from businesses who receive and return a satisfaction survey.
- 18) **WIOA Youth Positive Outcome Rate** – The percentage of WIOA youth who obtain a positive outcome. Positive outcomes for youth include employment, GED/HS Diploma/Post Secondary Credential/Industry Recognized Certification, entering Higher Education, entering Military, or entering an Apprenticeship.
- 19) **WIOA Youth Educational Functioning Grade Level Gain Rates in Math and/or Reading and/or Language** – The percentage of WIOA Youth who were below 9th grade in Reading, Math, and/or Language at the time of entry who achieved a minimum of one functioning grade level in one or more of the deficient areas.
- 20) **Performance on Special Projects and Grants** – Measure 20 is evaluated at the end of the program year and looks at contractor performance on grants and special projects throughout the year.



November 15, 2018

Information Brief

First Quarter Contractor Performance PY 2018-2019

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:

Element A: Contractor must meet minimum performance on 80% of the measures (15 of 19 for quarters 1-3 and 16 of 20 for quarter 4)

Element B: Contractor must meet accelerated performance on 50% of the measures (9 of 19 for quarters 1-3 and 10 of 20 for quarter 4)

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

PY 2018-19 Performance Results

The Contractor succeeded in meeting or exceeding the performance criteria and was paid all withheld costs for the first quarter of PY18-19.

Elements of Contractor Performance Earnings - PY 18-19

Measures						
Objective/Criteria			1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	Minimum	Accelerated				
New Job Seekers	300	400	Missed (-735)			
Customer Engagement	75%	85%	Met (76%)			
Entered Employment Rate						
Adults	90%	95%	Exceeded (%100)			
Dislocated Workers	90%	95%	Exceeded (%100)			
Welfare Transition	30%	35%	Met (30%)			
Wagner Peyser	35%	40%	Met (38%)			
Short Term Veteran	35%	40%	Exceeded (40%)			
Average Wage at Placement						
Adult	\$17.01	\$17.73	Met (\$17.51)			
Dislocated Worker	\$18.20	\$18.90	Missed (\$17.22)			
Welfare Transition	\$9.80	\$10.65	Exceeded (\$10.69)			
Wagner Peyser	\$11.44	\$12.15	Exceeded (\$13.80)			
Retention at 12 Months						
Adult	80%	85%	Met (83%)			
Dislocated Worker	80%	85%	Missed (78%)			
Youth	70%	75%	Exceeded (83%)			
Quality of Referrals						
Referral to Placement Ratio by Job Seeker	25%	30%	Exceeded (51%)			
Business Services						
Repeat Business Customers	85%	90%	Missed (84%)			
Business Satisfaction Rate	8.5	9.0	Met (9.8)			
WIOA Youth						
Positive Outcome Rate	95%	100%	Exceeded (100%)			
Educational Functioning Grade Level Gain Rates in Math and/or Reading and/or Language	85%	90%	Exceeded (100%)			
Measured Annually						
Performance on Special Projects and Grants	N/A	N/A	N/A			

Element A				
Met the minimum percentages set on 15 out of the 19 Performance Measures established in Attachment F	Yes – Met Minimum on 15 of 19			

Element B				
Met the accelerated percentages set on 9 out of the 19 Performance Measures established in Attachment F	Yes – Met Accelerated on 9 of 19			

Element C	
Met a minimum score of 75 or higher on the CSB performance evaluation related to the annual state programmatic monitoring results	Available at the end of the year

This was the first performance quarter that utilized the new measures and their goals. Staff carefully monitored results to ensure performance goals were achievable and appropriately set. Missed measures included New Job Seekers, Dislocated Worker Wage at Placement, Dislocated Worker Retention, and Repeat Business Customers. It was noted that the Dislocated Worker customer count the first quarter was low, therefore, a slight change of one person would impact percentages and change an outcome from “missed” to “achieving accelerated”. Also noted was the fact that it’s not unusual to see lower numbers and missed measures at the beginning of the year when outcome numbers are low. Staff will be monitoring the results on a monthly basis to ensure the highest quality of service to our customers.

Information Brief

Healthcare Sector Strategy Update

Background

CareerSource Brevard was awarded a grant funding extension for a staff position to support the Healthcare Sector Strategy through September 30, 2019. SMART goals were established for performance metrics for Quarter 9 (July 1, 2018 – September 30, 2018). The goals were met as indicated by the performance chart below.

Training Program	<u>Medical Assistant</u>	<u>CNA or PCA</u>	<u>LPN</u>	<u>Aggregate Total</u>	<u>Aggregate % of Goal</u>
Quarter 9 Goals	1	3	10	14	26%
Quarter 9 Results	0	2	17	19	35%

Activities that Support the Sector Strategy Initiatives:

- Macedonia Education Technology and Career Academy (METCA) Elderly Compassionate Care program held a recruitment fair for CNA and LPN candidates on August 10, 2018. 60 applicants submitted their information to be considered for CNA or LPN scholarships. 20 CAN and 26 LPN training candidates have been vetted and referred to Career Counselors for scholarship eligibility and suitability determination.
- A Healthcare Virtual Chat was held on August 22, 2018 in partnership with Health First Private Duty Liaison, Richard Rossell. Richard provided career information, what employers look for in candidates and tips on applying for positions and interviewing. All three CSB Career Center attendees (14 total) were able to view the event live and ask questions.
- The Brevard Healthcare Workforce Consortium meeting was held on August 28, 2018. The event was attended by 39 individuals representing 23 organizations. 9 attendees expressed interest in participating on committees.
- The Inaugural TABE Boot Camp for CNA candidates began on September 19, 2018 with 16 candidates attending classes through October 4, 2018 in order to meet or

exceed the minimum TABE requirements. This is being held by Community Adult Education in collaboration with METCA-ECC and CSB.

- CSB hosted a Healthcare Career Fair on September 19, 2018. Consortium partner employers and training providers participated (22 businesses and 3 training providers) and 139 candidates attended the event. The event was marketed to both skilled professionals for employment opportunities and individuals considering training for career entry or advancement. CSB promoted career services and scholarship resources and 25 attendees signed up for training assistance.
 - We have reached outside the normal advertising mediums to find job seekers we may not have reached before to include Spotlight Magazine and Senior Scene. The Senior Scene ad cost was shared with the AARP program and an example is provided below:

HEALTHCARE CAREER FAIR:
MEDICAL PROFESSIONALS WANTED
Looking for a career in Healthcare?

Meet 20 hiring managers ready to recruit YOU!
• Medical Assistants
• Certified Nursing Assistants
• Licensed Practical Nurses
• Registered Nurses
• Home Health Aides and more.
Seeking training & scholarships?
Meet with Brevard's training providers and CareerSource Brevard staff to discuss YOUR options!

JOIN US! SEPTEMBER 19 3PM-6PM
CareerSource Brevard
295 Barnes Blvd Rockledge
Contact: healthcare@careersourcebrevard.com or call (321) 394-0543

Brevard Healthcare Workforce Consortium
TRAINING PARTNERS IN HEALTHCARE
A Program of CareerSource Brevard

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Titusville Career Center	Palm Bay Career Center	Rockledge Career Center
October 3, 2018 9 - 11 am 3880 S. Washington Ave Ste 214	October 3, 2018 3 - 5 pm 5275 Babcock St NE, Ste. 8b	October 4, 2018 9 - 11 am 295 Barnes Blvd

AARP Foundation

CareerSource Brevard is an Equal Opportunity Employer/Program.
Auxiliary aids and services are available upon request to individuals with disabilities.
All voice telephone numbers on this website may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

- CSB was a table sponsor for the September 22nd Walk to End Alzheimer's. Healthcare training resources and career services were promoted. We also networked with the other table sponsors who were mostly healthcare providers. 6 individuals provided their contact information for training assistance.

Practical Nursing Training Provider Issue:

On September 6, 2018, CSB received notification from Harris Casel Institute they would not be able to hold their Fall Practical Nursing class, and would be closing their institution. In response, CSB reached out to Eastern Florida State College (EFSC) and Keiser University for assistance in addressing this concern. EFSC extended a community courtesy opportunity for scholarship recipients to apply to their LPN program. 10 out of 17 expressed interest and those with completed applications will be reviewed for program eligibility and acceptance. Keiser University is building a LPN program to meet community needs which should be up and operational in January and other developments are in the works.

Meet ALICE:

In response to Travis Proctor's feedback regarding a scholarship recipient turning down the help due to fear of loss of benefits, we are trying to get a better understanding of this issue and looking at ways to mitigate barriers that prevent individuals from completing meaningful post-secondary training. The United Way has conducted research on ALICE – Asset Limited, Income Constrained, Employed. Many of the individuals served by United Way community resources fall in this category (<https://www.unitedwayalice.org/home>).

During our 2018 Workforce Summit, we learned about the Florida College Access Networks, whose single goal is to increase the proportion of residents holding a high-quality postsecondary degree or credential, contributing to Florida's postsecondary attainment goal of 60% by the year 2025 (<http://floridacollegeaccess.org/local-college-access-networks/>). We believe our sector work is in alignment with this initiative and are exploring how we can better position our consortium membership to develop strategies and locate resources to better promote credential attainment that translates to career pathways to self-sufficiency.

Information Brief

APG IT Sector Strategy Updates

Background

The America's Promise Grant (APG) is tasked with gathering data that will help guide and improve the IT workforce from everyone's perspective, our Employers, Job seekers and Education and Community Partners. Collaboratively we craft tools that will affect this workforce growth for now and in the future. To do this we not only need everyone's buy in but also their involvement in finding these solutions. The IT industry, as a technology, is an ever changing field. This requires the unselfish trust to continue to participate in our common goals. We have knowledge experts here that are the best in the world. Seeing them selflessly dedicate themselves in the fulfillment of this APG. Competitors sitting side by side working towards the common good.

Discovery will be a lifelong part of the APG efforts. Recent findings are addressing real and immediate needs. Collaboration with many will enhance the opportunities made available to us far beyond the efforts of just a few.

Apple computers has come knocking. The Department of Defense is adding additional requirements and unforeseen expectations on our local contractors that strains their resources. Our partners struggle to accurately guide our local Job Seekers, which forces employers to hire from outside the area. Without the APG Consortiums efforts our successes might be diminished.

Results

We're tackling this one discovery at a time:

- Anyone counseling career seekers, Colleges and Universities, Post-Secondary Schools, Parents, and Employers, all struggle to find tools to help advance those investigating a career in I.T. Each has created something slanted to their own level of understanding towards the industry that is ever changing. Each understands this industry from a different and limited perspective. Our APG Subcommittee, devised of volunteers from all IT sector participants has undertaken the task of creating a definitive Occupation Pathway reference guide. It will identify the top IT occupations, at levels ranging from Introductory, to Mid-level to Advanced, for each occupation. It will include the certifications and training necessary for a job seeker to reach each level and be all inclusive as to reflect the desires of the Employer, Educator and Employee. This roadmap will demystify these occupations so that clear goals can be set by the student as they embark on career in IT.

- Apple Computers has recognized their shortcomings related to cell phone applications development mindshare versus those devoted to the Android applications development their direct competition. They have selected this area along with five others in the US to implement an Apple Development training program which will be launch through Continuing Ed at the Brevard School District. The APG Consortium will partner to bring together our knowledge experts, Entrepreneurs and community partners to unite support the success of this program for a giant in the industry. The long term effects of this will be putting Brevard County on the map and perhaps create another recognized IT certification that the APG can add to the grant.
- While working with a local Chapter of ASIS an I.T. association we discovered the DOD 8570 Cybersecurity CISSP certification requirement now required by all DOD contractors. This unexpected mandate became a financial burden when looking at putting hundreds and for some, upwards of a thousand employees through a program costing around \$3K each. In discovering this the APG was able to add this I.T. certification to the grant, fund some of it for many of our largest and smallest employers. It additionally gave us an opportunity to strengthen CSB's relationship as an organization with them. Further, an opportunity was discovered where we could co-host an Education and Job Expo for this association.

Performance Metric (Grant ends 12/31/2020)	Grant Required Outcome	Performance to Date
Total Participants Served	400	59
Total Participants Enrolled in Training Activities	400	56
Total Participants Completing Training Activities	360	34
Total Participants Completing Training and Receive a Degree or Credential	320	27
Total Participants who Complete Training and Obtain Employment	270	13

Information Brief

Soft Skills Grant Update

Background

CareerSource Brevard (CSB) received a grant from CareerSource Florida to operate a one-year soft skills training pilot program focused on competency-based and credentialed training to increase overall customer satisfaction, produce better hiring results and an increase in employee retention rates. This pilot will build credibility in our Sector Strategy initiatives by listening to the voice and concerns of industry and providing solutions to the talent changes. CSB has committed to placing 500 career seekers through the training and to specifically provide measurable results of the soft skills training on the job and at the workplace.

Update of Training Activities

- Mid-July was the beginning of preparing for the soft skills information sessions at a select few of the Brevard County libraries. This targeted career seekers that did not have feasible transportation to and from the centers and did not have easy access to computers. Bringing the online soft skills training program to them is part of a jobseeker outreach plan that would be developed in the following few months.
- The Employer/SHRM (volunteer) "Guest Spots" were incorporated into the Essentials Training beginning with the Titusville center, toward the end of July. The president of the local SHRM chapter spoke to the class about conflict resolution and dealing with difficult people in the workplace. This topic went hand in hand with the soft skill topic of the day-Teamwork. In August and September, a SHRM consultant visited all three centers and did "guest spots". The feedback from the participants has been regarding the Guest Spots has been favorable.
- On August 9th, the Macedonia Educational Technical & Career Academy (METCA) event was a successful recruitment for soft skills candidates. Over 20 interested individuals signed up. F. Staley, Project Lead, followed up with an

email to interested candidates and the center managers to assign them to career counselors.

- As of August, along with their certificate of completion, participants will also receive a packet of thank you note cards to give to their interviewers as a follow up, a pen, and a reminder card for Acing their Interview. The immediate feedback survey was also finalized and has been given out to participants on the day they pass the proctored assessment. All of the surveys that have come back are positive and participants are responsive to the soft skills training program.
- Officially in August, *Florida Ready to Work* announced that at no cost to the job-seekers and students statewide there is open registration for career readiness training that includes the same soft skills training program WIN Learning and the ability to earn two state endorsed credentials. We are working closely with *Ready to Work* to ensure we capture our needed participants and grant outcomes.
- The Brevard Healthcare Workforce Consortium took place on August 28, an update and highlights of the soft skills training program was presented by the Project-Lead, F. Staley.
- The first employer/employee evaluation tool was sent out in mid-August, for 90 day follow up. It was completed and returned by both parties and the soft skills training program scored high in all categories. Evaluations will continue to be sent as participants hit their 90-day employment mark. Staff is analyzing the evaluations for program process improvement.
- CSB was notified in August that our no-cost request to extend the soft skills training program performance period until June 30, 2019 was approved. This extension allows for additional participants to complete the training as well as for staff to place them into employment and receipt of the 90-day evaluation.
- CSB participated in 'Innovation Alley' at Florida's Workforce Professional Development Summit in Orlando, September 24-26, manning a table/booth highlighting the program and offering participants information on this training program.
- As of late October, CareerSource Brevard has 378 enrollees and of those, 322 participants have completed the program and received their credential.
- As of late October, over 60 soft skilled candidates have been placed in jobs through CSB and are part of the evaluation process.



Quarterly Multimedia Outreach (July – September 2018)

Non-Paid Social Media Marketing	<u>Employer/Job seeker events, Manufacturing Job Fair, IT Live Chat and Virtual Tour, Soft Skills training, Hurricane Maria, Healthcare sector, AARP 50+; Facebook, Twitter, LinkedIn</u>																								
Direct (Email) Marketing	<u>Employer/Job seeker events, Manufacturing Job Fair, IT Live Chat and Virtual Tour, Soft Skills training, Hurricane Maria workshops and ESOL classes, Healthcare Consortium; Constant Contact</u>																								
Paid Advertising	<u>Healthcare Sector Strategy, AARP 50+, Soft Skills, Hurricane Maria workshops, Business Retention; Ad in: Spotlight Brevard, Senior Scene, BBN, Facebook, SHRM, Al Dia Today</u>																								
Media Relations & Press Coverage (Radio, TV, Print, Online)	<p><u>Marci Murphy on the economics of business</u> w/ EDC's Lynda Weatherman and Commissioner Rita Pritchett. Metro Center Outlook show: WUCF TV, Airs following 9/4/ interview: Sunday, 9 a.m.</p> <p><u>Marci Murphy, Judy Blanchard on how the area has bounced back in recent years thanks to the growth of the private space industry.</u> 8/29/ interview with Orlando Sentinel.</p> <p><u>Hots Jobs, Healthcare consortium, Soft Skills, Hurricane Maria, Employer/Job seeker events:</u> Orlando Sentinel, BBN, Florida Today, Channel 13, NPR (WQCS), Al Dia Today</p>																								
Community Partner Outreach Programs	<p><u>CSB and the EDC:</u> The CSB IT Sector Strategy program initiative will be included on the EDC's website within their "Live Big" talent attraction pages.</p> <p><u>Brevard County libraries</u> host soft skills training, and provides counter space for CSB services/program collateral.</p>																								
Print collateral/Event Support	<u>Soft Skills Program, Healthcare Sector Strategy:</u> Mobile banners, print collateral, ad specialties; NextGen brochures																								
Website	<u>Content development and enhancements:</u> Soft skills Training, Hurricane Maria, and more																								
State Co-Op Outreach program	<p><u>State Engineering Recruitment campaign</u> -Collected 105 leads that included a higher rate of experienced engineers potentially DOD cleared. The 77% email open rate far exceeding the industry (govt. services) 23% average.</p> <table border="0"> <tr> <td><i>LinkedIn ads:</i></td> <td><i>Google ads:</i></td> </tr> <tr> <td># of targeted population reached -- 134.4k</td> <td># of targeted population reached -- 32.4k</td> </tr> <tr> <td># that clicked on the Ads -- 776</td> <td># that clicked on the Ads -- 657.0</td> </tr> </table> <p>Local businesses showcased on the landing page received hits to their website:</p> <table border="0"> <tr> <td>• Boeing – 74</td> <td>• Lockheed Martin – 38</td> </tr> <tr> <td>• Northrup Grumman – 47</td> <td>• Nuance – 36</td> </tr> <tr> <td>• Harris – 44</td> <td>• Craig Technologies – 24</td> </tr> <tr> <td>• Embraer – 39</td> <td></td> </tr> </table> <p><u>State Healthcare Recruitment campaign</u>- Collected 220 leads. The 67% email open rate far exceeding the industry (govt. services) 23% average.</p> <table border="0"> <tr> <td><i>LinkedIn ads:</i></td> <td><i>Google ads:</i></td> </tr> <tr> <td># of targeted population reached -- 42.1k</td> <td># of targeted population reached -- 35.5kk</td> </tr> <tr> <td># that clicked on the Ads -- 558</td> <td># that clicked on the Ads -- 1.3k</td> </tr> </table> <p>Local businesses showcased on the landing page received hits to their website:</p> <table border="0"> <tr> <td>• PSA Healthcare – 19</td> <td>• Visiting Angels – 15</td> </tr> <tr> <td>• Health First – 17</td> <td>• Rockledge Regional – 12</td> </tr> </table> <p><u>Relaunching engineer talent recruitment campaign and producing a new multi-media campaign to reach the underemployed.</u></p>	<i>LinkedIn ads:</i>	<i>Google ads:</i>	# of targeted population reached -- 134.4k	# of targeted population reached -- 32.4k	# that clicked on the Ads -- 776	# that clicked on the Ads -- 657.0	• Boeing – 74	• Lockheed Martin – 38	• Northrup Grumman – 47	• Nuance – 36	• Harris – 44	• Craig Technologies – 24	• Embraer – 39		<i>LinkedIn ads:</i>	<i>Google ads:</i>	# of targeted population reached -- 42.1k	# of targeted population reached -- 35.5kk	# that clicked on the Ads -- 558	# that clicked on the Ads -- 1.3k	• PSA Healthcare – 19	• Visiting Angels – 15	• Health First – 17	• Rockledge Regional – 12
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Information Brief

Rebuild Florida

Background

[Rebuild Florida](#) is a partnership of Department of Economic Opportunity (DEO) and the U.S. Department of Housing and Urban Development (HUD), which approved funding to local communities for Florida's long-term recovery efforts after the 2017 hurricane season. Rebuild Florida Housing Repair funds will help eligible homeowners impacted by Hurricane Irma and individuals and families from Puerto Rico and the Virgin Islands displaced by Hurricane Maria. Rebuild Florida will repair and rebuild damaged homes across the hardest-hit communities of our state, with priority funding for those low-income residents who are most vulnerable, including the elderly, those with disabilities and families with children aged five and younger. Brevard County is one of the counties who qualify for such assistance. (See chart)

CareerSource Brevard has received \$133,650 funding to provide office space to support local operations of this program. This funding is for the first 6 months of the use of space. Innovative Emergency Management (IEM) is DEO's vendor for the program. Currently the Rockledge Career Center is housing approximately 12 IEM staff. The Rebuild Florida program operates Monday through Saturday and part of this funding will be used to offset the cost of contractor staff who are present during the hours that the building is open.

LWDB	COUNTIES
8	Bradford [zip code 32091]
8	Clay [zip codes 32091 and 32068]
8	Duval
11	Flagler [zip code 32136]
11	Volusia
12	Orange
13	Brevard
17	Polk
22	Broward
23	Miami-Dade
23	Monroe
24	Collier
24	Lee

Rebuild Florida's Housing Repair application process ends in December 2019 but this space will be needed for implementation of the actual repair process. IEM's Rebuild Florida work in Brevard includes more than the Housing Repair program and could last upwards to three years. Other programs funded through this grant include a construction workforce training program and small business assistance program.

Rockledge Career Center Impact

The following are impacts to the Rockledge Career Center with Rebuild Florida:

- Media/Press coverage. There was also an opening event.
- Suspension of specific child-friendly hours. Children are allowed anytime during IEM's stay
- Center is open for Rebuild Florida Friday afternoons and all day Saturday
- Security Guard hired by IEM for the Rockledge Career Center
- Traffic so far from Rebuild Florida has been slow. Most are signing up via on-line. Traffic should pick up as more people come in for their appointments.

REVISED
10/29/2019

Grow the Resources of the Board Report

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 75% of the way through year four of this grant. Current metrics through October 2018 for year 4 efforts include:</p> <ul style="list-style-type: none"> • # Attended 7 Smart Strategy Workshops – 293 (116% of goal) • # started coaching program – 167 (111% of goal) • # Hired – 64 (96% of goal) • Average hourly wage - \$16.45 <p>All cohorts have been completed for this calendar year. An additional cohort may be added in January. The final quarter will be focused on employment and training assistance.</p>	Jana Bauer
<p>✓ Grant Name: Back to Work 50+ (BTW 50+)</p> <p>Time Frame: 3/1/19 – 12/31/2019</p> <p>Funding Source: AARP Foundation</p> <p>Partner(s): NA</p>	\$65,000	CSB was selected to submit a grant application & plan which was approved to begin the AARP 50+ Services in Brevard County. The current program focused on Women ends 02/2/2019. This program will focus on all persons 50+. It will allow us continued use of AARP Foundation Logo, outreach support and educational materials	This grant will allow CSB to continue to offer some level of service for 50+ customers until 12/31/2019, with the potential for additional funding after 2019. Funding will support 1 FTE staff to conduct all workshops and additional expenses necessary to conduct 5 waves. Case management will be integrated into the career centers and offered countywide.	Jana Bauer
<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>Current grant activity includes continued meeting of subcommittees. Some notable activities include:</p> <ul style="list-style-type: none"> • Creation of a definitive Occupational Reference Guide for IT Occupations. • Working with Apple Computers Brevard has been selected to implement a development program for mobile apps. • Working with local Chapter of ASIS an I.T. Association, to implement training required for Department of 	Gary Sulski

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
			Defense (DOD) contractors to implement the DOD 8570 Cybersecurity CISSP certification requirements.	
<p>Name: Cooperative Outreach Program with Moore Communications and CareerSource Florida</p> <p>Time Frame: 10/01/18 – 06/31/20</p> <p>Funding Source: Wagner Peyser State Level Funding</p> <p>Partner(s): CareerSource Florida & Moore Communications</p>	\$31,406	<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 multi-media talent attraction and recruitment campaigns will begin in November:</p> <p>For the third year, CSB will launch an 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. More focus will be placed on partner placement services.</p> <p>New this year, CSB will launch an underemployed talent recruitment campaign targeting the underutilized labor force.</p>	Denise Biondi
<p>Grant Name: Hurricane Matthew Dislocated Worker Grant (DWG)</p> <p>Time Frame: 12/1/2016 - 9/31/2019</p> <p>Funding Source: USDOL through DOE DWG</p> <p>Partner(s): NA</p>	\$6,013,500	<p>Projects for clean-up, demolition, repair, renovation, and reconstruction of destroyed public structures, facilities, and lands within the affected communities.</p>	<p>CSB received an additional \$1,490,408 in funding for a total of \$6,013,500 and an extension of time until 09/30/2019. This grant is focusing on an array of projects in cities, county, and the wildlife refuge as well as other locations where damage occurred</p>	Jim Watson
<p>Hurricane Irma Dislocated Worker Grant (DWG)</p> <p>Time Frame: 09/07/2017 - 9/30/2019</p> <p>Funding Source: USDOL through DEO (DWG)</p> <p>Partners: NA</p>	\$4,000,000	<p>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.</p>	<p>CSB received an extension until 09/30/2019. This grant is focusing on an array of projects in cities, county, and the wildlife refuge as well as other locations where damage occurred</p>	Jim Watson

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
<p>Grant Name: Governors Challenge</p> <p>Time Frame: 01/01/2018 – 12/31/2018</p> <p>Funding Source: DEO using 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.	The focus for this grant as a English as Second Language (ESOL) classes for those who have relocated to Brevard County. Staff is working with Adult Education staff to provide sessions as needed to serve the target population.	Wendi Bost
<p>Grant Name: Maria Evacuees</p> <p>Time Frame: 10/01/2017 – 09/30/2019</p> <p>Funding Source: USDOL through DEO (DWG)</p> <p>Partners(s): None</p>	\$125,000	The focus of this grant funding is 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 “Welcome Workshops for Latino Newcomers”.	CSB received a one year extension to 9/30/2019. Phase I of the activities for the target population have been completed. These activities included welcome workshops designed to assist Latino newcomers to acclimate themselves to employment on the mainland. The Phase I workshop had approximately 70 participants. Phase II planning is underway to continue efforts to serve the Latino population with career preparation services.	Wendi Bost
<p>Grant Name: Soft Skills Pilot Grant</p> <p>Time Frame: 07/01/2017 - 06/30/2019</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.	This grant has been extended until 6/30/2019. CSB has served 380 of the 500 planned for the grant effort. 325 have completed the program and 65 are employed after the training. The Department of Economic Opportunity began offering the same soft skills online program as part of their “Ready to Work” Initiative. This soft skills program is now available to employers and job seekers free of charge. Even with this change CSB will complete the grant requirements and focus on the follow up activities which will demonstrate to DEO and others the value of soft skills training.	Foy Staley
<p>Grant Name: Nursing Career Pathways Training Proposal</p> <p>Time Frame: 11/01/2017 - 06/30/2019</p> <p>Funding Source: CS Florida – SS Initiatives Grant</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	This grant was extended an additional two months to 6/30/2019. To date, 15 LPN trainees and 18 CNA/PCA trainees have been enrolled. -We lost one LPN training provider (Harris Casel) and EFSC allowed scholarship recipients to apply to their LPN	Megan Cochran

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
Partner(s): Macedonia Community Development Corp. (MCDC)		training as part of an enrollment funnel for 23 LPN trainees, 20 CNA or PCA trainees to enter training programs by 6/30/2019. One Staffing Specialist position is also funded through the grant.	<p>program. Brevard Nursing Academy's LPN program was also recently added to the ITA vendor list, where both opportunities have captured most of the LPN enrollees.</p> <p>Recent activities to support the grant: METCA-ECC Recruitment Fair 8/9/18 Healthcare Virtual Chat 8/22/18 Healthcare Job/Career Fair 9/19/18 Walk to End Alzheimer's 9/22/18</p>	
<p>Grant Name: Florida Department of Economic Opportunity (DEO)/ National Health Emergency Opioid Dislocated Worker Demonstration Grant ROUND 1</p> <p>Time Frame: 10/01/2017 - 09/31/2019</p> <p>Funding Source: USDOL Disaster Worker Grant (DWG)</p> <p>Partner(s):</p>	(\$1,335,000)	This grant has two targets: (1) Servicing dislocated workers, new entrants into the workforce, directly impacted by or residing in a community heavily impacted by 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. States are the only eligible entities for these grants.	<p>For Round 1 CSB was one of 5 workforce boards that expressed an interest in the funding. CSB responded to two separate requests for data and information by DEO.</p> <p>Florida did not get this Round I grant but USDOL has announced a second round of funding. CSB has submitted responses to DEO for Phase II funding. See Round 2 below.</p>	TBA
<p>✓ Grant Name: Florida Department of Economic Opportunity (DEO)/ National Health Emergency Opioid Dislocated Worker Demonstration Grant ROUND 2</p> <p>Time Frame: TBA</p> <p>Funding Source: USDOL Disaster Worker Grant (DWG)</p> <p>Partner(s): Eckerd Connects & Brevard Opioid Task Force.</p>	(\$2,000,000)	This grant has two targets: (1) Servicing dislocated workers, new entrants into the workforce, directly impacted by or residing in a community heavily impacted by 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. States are the only eligible entities for these grants. Unlike the Round 1 grants, this opportunity was written to mirror the traditional DWG grants.	For Round 2 CSB was one of 2 workforce boards that expressed an interest in the funding. CSB has responded to the initial request by DEO for information. CSB has responded to a second set budgetary questions necessary for DEO to submit the grant request to the USDOL.	TBA
✓ Grant Name: Rebuild Florida	\$133,650 (Estimated)	Rebuild Florida is a partnership of DEO and the U.S. Department of Housing and Urban Development	The funding is for the first 6 months of the use of space. Innovative Emergency Management (IEM) is DEO's	<p>Jeff Witt</p> <p>Or</p> <p>Don Lusk</p>

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
<p>Time Frame: 09/01/2018 – 03/31/2019</p> <p>Funding Source: DEO/ Community Development Block Grant – Disaster Recovery (CDBG-DR)</p> <p>Partner(s): Innovation Emergency Management (IEM)</p>		<p>(HUD), which approved funding to local communities for Florida's long-term recovery efforts after the 2017 hurricane season. Rebuild Florida Housing Repair funds will help eligible homeowners impacted by Hurricane Irma and individuals and families from Puerto Rico and the Virgin Islands displaced by Hurricane Maria. Rebuild Florida will repair and rebuild damaged homes across the hardest-hit communities of our state, with priority funding for those low-income residents who are most vulnerable, including the elderly, those with disabilities and families with children aged five and younger. CSB's role at the request of DEO is to provide space for the program.</p>	<p>vendor for the program. Currently the Rockledge Career Center is housing approximately 12 IEM staff. The Rebuild Florida program operates Monday through Saturday and part of this funding will be used to offset the cost of contractor staff who are present during the hours that the building is open.</p>	
<p>✓ Grant Name: Department of Economic Opportunity Community Development Block Grant – Disaster Recovery (DR) Construction Industry Training</p> <p>Time Frame: Unknown</p> <p>Funding Source: DEO/ Community Development Block Grant – Disaster Recovery (CDBG-DR)</p> <p>Partner(s): Unknown</p>	Unknown	<p>CSB staff responded to the DEO request for information regarding a workforce training opportunity to address construction industry staffing needs. The training \$ amount has not been determined. The target is low to moderate income individuals. Brevard is one of 10 counties identified as impacted by Hurricane Irma designated to benefit from this funding.</p>	<p>Staff is awaiting further instructions regarding establishing a training program focused on the construction industry.</p>	James Watson
<p>✓ Grant Name: FloridaMakes - NIST</p> <p>Time Frame: TBA</p> <p>Funding Source: VIA Florida Makes U.S. Department of Commerce National Institute of Standards & Technology</p> <p>Partner(s): Innovation Emergency Management (IEM)</p>	(\$125,000)	<p>This grant was submitted in support of Florida Makes grant submission to the U.S. Department of Commerce National Institute of Standards & Technology (NIST) to support the expansion of the AeroFlex Pre-apprenticeship Program in Brevard County.</p>	<p>CSB will support this grant by providing a dedicated program manager to oversee implementation of this program. This will include developing innovative outreach collateral for industry partners and job seekers. CSB will provide assessments, career advising, training funds and support services via WIOA formula funding. CSB expects to be notified of the outcome by 12/31/2018.</p>	TBA

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
<p>✓ Grant Name: Aero-Flex Pre-Apprenticeship Program Time Frame: 01/01//2019 - 06/30/2020</p> <p>Funding Source: CS Florida – Sector Strategies</p> <p>Partner(s): CareerSource Palm Beach, Tooling U, EDC, FloridaMakes, the Future’s Center for Apprenticeship & Work Based Learning, SpaceFlorida, ASRC, Brevard Adult Ed, Northrup Grumman, Lockheed Martin, South Bay Workforce Investment Board, Training Funding Partners.</p>	(\$149,129)	<p>CareerSource Brevard (CSB) in partnership and collaboration with CareerSource Palm Beach (CSPB) intend to replicate a very successful, employer-driven pre-apprenticeship program that has been proven to support industry needs in California. The Aero-Flex Pre-Apprenticeship program will also meet the workforce development needs common to our region’s aerospace and aviation manufacturing industry partners. This unique training program provides a customized layer within the framework to allow each employer to design or ‘flex’ its own program, meeting not only needs of the industry but each participating employer.</p>	<p>This grant request was submitted to CareerSource Florida for \$149,129 with a leveraged local funds of \$189,125 for a total of \$338,254. This is a planning grant that is being coordinated with the NIST grant listed above. An outcome of the planning grant is to train 12 persons.</p> <p>Grant applications were due by 10/19/18. CSF indicates that notifications of award will be received by 11/30/2018.</p>	TBA
<p>✓ Grant Name: Brevard Adult Education Pre-Apprenticeship Program Expansion Time Frame: 01/01/2019 - 06/30/2020</p> <p>Funding Source: CS Florida – Apprenticeship Expansion</p> <p>Partner(s): Brevard Adult Education, Brevard Air Conditioning Contractors Association (BACCA), ABO Apprenticeship (Coastal Mechanical), Southeast Power Corporation, Brevard Electrical Apprenticeship Program, ABC Institute</p>	(\$100,000)	<p>CareerSource Brevard and the Brevard County School District’s Adult Education program has been coordinating with existing Registered Apprenticeship (RA) programs in the Local Workforce Development Board (LWDB) Area 13 for the last 12 months to expand the number of participants who select and succeed in apprenticeships. This effort’s focus is to minimize working in silos and to maximize collaboration. This collaboration has assisted in creating the Brevard Adult Education Pre-apprenticeship Program to support Building & Construction trades. The following lists each of the apprenticeship partners for this grant and the Pre-Apprenticeship program:</p>	<p>This grant request was submitted to CareerSource Florida for \$100,000 with a leveraged local funds of \$30,580 for a total of \$130,580. An outcome of the planning grant is to train 24 persons.</p> <p>Grant applications were due by 10/19/18. CSF indicates that notifications of award will be received by 11/30/2018.</p>	TBA
<p>✓ Grant Name: R.I.S.E. Brevard Time Frame: 01/01//2019 - 06/30/2020</p>	(\$379,005)	<p>“R.I.S.E. Brevard” stands for Re-entry Intervention resulting in Successful Employment. This grant will target the Ex-Offender</p>	<p>This grant request was submitted to CareerSource Florida for \$379,005 with a leveraged local funds of \$184,340 for a total of \$563,345.</p>	TBA

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
Funding Source: CS Florida – Pathways to Prosperity Partner(s): Brevard County Drug Court & Florida Department of Corrections		population from our partners who are in need of vocational training and career assistance.	An outcome of the planning grant is to train 24 persons. Grant applications were due by 10/19/18. CSF indicates that notifications of award will be received by 11/30/2018.	

UNRESTRICTED REVENUES (Non-governmental funding, Fee for service, Foundation and Corporate giving programs)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
Grant Name: Ticket to Work (TTW) Program Time Frame: Indefinite Funding Source: Social Security Administration Partner(s): Vocational Rehabilitation	\$228,776 To Date	Focused on eligible TTW customers who want to return unsubsidized employment using the Employment Network (EN).	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 for the first quarter of the year (7/1/18-9/30/18) are \$5,478; cumulative total of \$228,776.	Jim Watson
Grant Name: Florida Partnership Plus Time Frame: Indefinite Funding Source: Social Security Administration Partner(s): Vocational Rehabilitation	\$11,500 To Date	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.	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 17-18, CSB received \$11,500. The number of referrals for this service have steadily declined.	Jim Watson
Grant Name: Tobacco Free Florida Time Frame: Indefinite Funding Source: Bureau of Tobacco Free Florida Partner(s): Florida Department of Health	\$41,212.50 To Date	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	This agreement provides unrestricted revenue. Receipts for the first quarter of the year (7/1/18-9/30/18) are \$2,775; cumulative total of \$41,212.50.	Marina Stone

UNRESTRICTED REVENUES (Non-governmental funding, Fee for service, Foundation and Corporate giving programs)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
		targets workforce clients 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>	\$308,000 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.	<ul style="list-style-type: none"> • The Consortium meeting that was held on 8/28/18 was attended by 39 representing 23 organizations. • Exceeded goals for Quarter 9, July – September 2018 • Next Brevard Healthcare Workforce Consortium meeting to be held in January 2019. 	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> <p>Partners(s): Brevard Public Schools</p>	\$8,946	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 piece in a local manufacturing company.	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 the process due to internal issues.	Jana Bauer & Lori Goodwin
<p>✓ Grant Name: Wells Fargo AARP 50+ Support Services</p>	\$10,000	The focus of this grant is to assist participants in our program with support services needed to ensure	This grant was approved on 09/04/2018. Funding was received on 09/28/2018.	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
Time Frame: 10/01/2018 - 02/28/2019 Funding Sources: Wells Fargo Bank Partners(s): NA		successful job placement. Services can consist of transportation assistance, clothing to create a good first impression, and test preparation fees, etc.		



November 15, 2018

Information Brief

Financial Reports

Background

The three financial reports that follow this brief provide the 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%
Total Management Services	1,123,971	1,387,300	346,900	321,829	23.2%

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%
Total Infrastructure	862,809	930,700	232,700	196,570	21.1%

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%
Total Technology Services	475,623	592,600	148,200	109,252	18.4%

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%
Total Business Services	725,980	681,000	170,300	178,556	26.2%

GRANTS & INCENTIVES	607,569	1,875,800	469,000	269,748	14.4%
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FEE FOR SERVICE ACTIVITIES	198,355	200,000	50,000	40,868	20.4%
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TOTAL OPERATING BUDGET	3,994,307	5,667,400	1,417,100	1,116,823	19.7%
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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%
Total Contracted Services	3,342,301	3,929,300	982,400	768,659	19.6%

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%
Total Customer Services	3,908,817	4,214,500	1,053,600	1,126,455	26.7%

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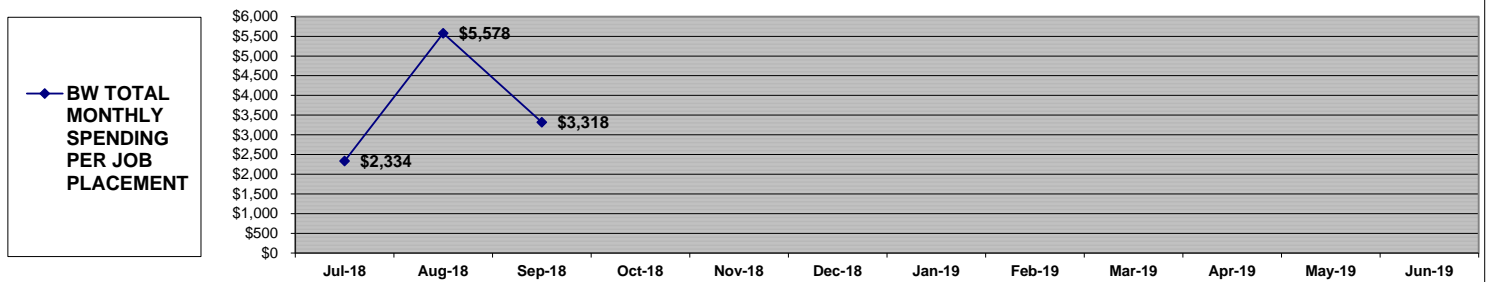
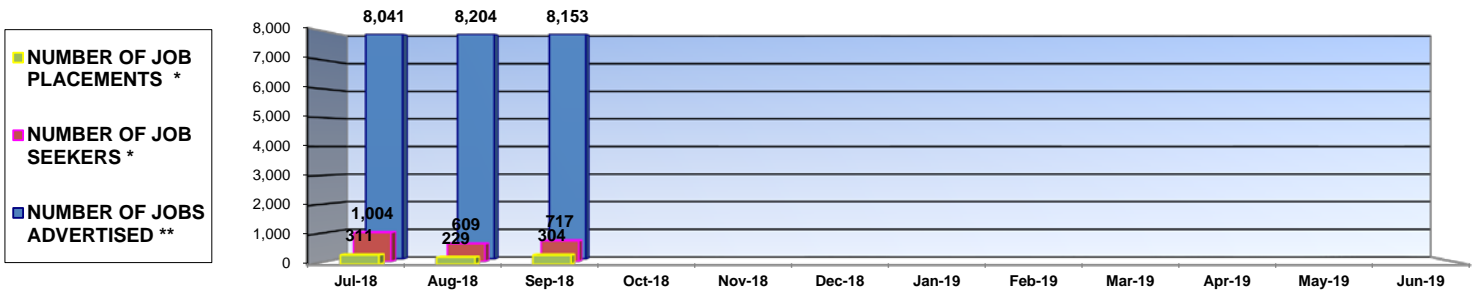
STATE-LEVEL FUNDING	814,706	972,400	243,100	200,569	20.6%
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TOTAL WORKFORCE BUDGET	12,060,131	14,783,600	3,696,200	3,212,506	21.7%
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*CUSTOMER ACTIVITY

	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%
Total Customer ITA Activity	825,270	1,000,000	389,499	123,640	38.9%

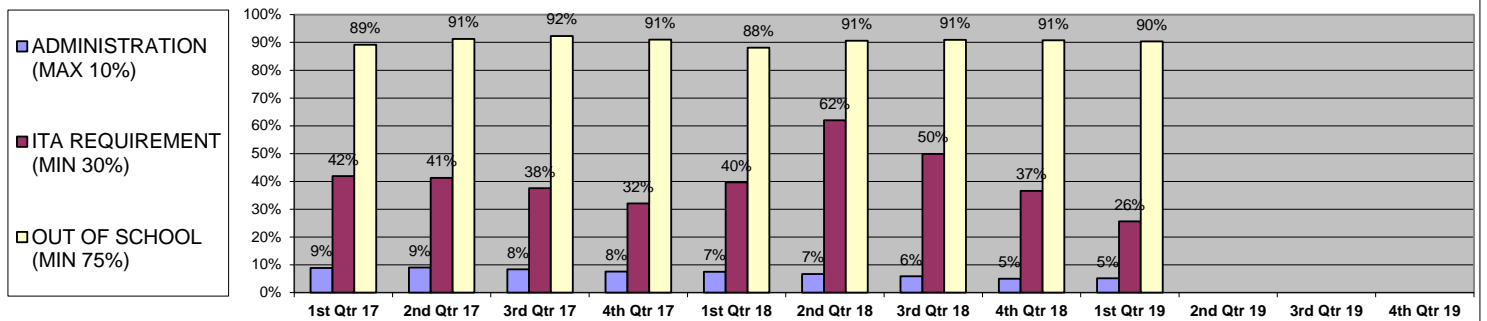
MONTHLY JOBS REPORT & BW SPENDING PER JOB PLACEMENT



* 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												

CareerSource Brevard (CSB)
Executive Committee Meeting
August 9, 2018

MINUTES

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

Members Absent: Patty Stratton

Staff in Attendance: Marci Murphy, Lyn Sevin.

Guests: None

Paula Just called the meeting to order at 4:00pm.

Public Comments: There was no public comment.

Action Items:

Approval of Executive Committee Minutes

Motion to approve the Executive Committee minutes for April 30, 2018 made by Robert Jordan and seconded by Daryl Bishop. Motion passed unanimously.

Review of President's PY17-18 Review

Marci Murphy gave a presentation on the accomplishments of her Annual Goals for PY17-18. The Executive Committee made comments and asked questions during the presentation. Motion to approve the President's compensation of 15% of annual base salary to be paid as a lump sum made by Susie Glasgow and seconded by Robert Jordan. Motion passed unanimously.

Paula Just opened the floor for discussion on the President's salary. Ms. Murphy agreed to step out of the room during discussion. Ms. Just said that she had reviewed market data which indicated that the CSB President is compensated at the second lowest of the medium sized regions in Florida. Discussion followed. Motion to award a 4% raise to bring the President's annual salary to \$121,680 made by Susie Glasgow and seconded by Daryl Bishop. Motion passed unanimously.

President's PY18-19 Proposed Goals

Ms. Murphy presented her Annual Goals for Program Year 2018-2019. There was discussion on legislative and engineering outreach. Motion to recommend approval of the President's goals for PY 2018-2019 to the next full Board of Directors made by Robert Jordan and seconded by Mike Menyhart. The motion passed unanimously.

Discussion/Information Items:

PY 18-19 Budget Update

Staff handed out budget update and identified the additional items to be funded. There was discussion on manufacturing via customer training and the Wish List.

Mike Menyhart left the meeting at 5:02pm.

Governance/Finance Meeting Report

Daryl Bishop gave a report on the Governance/Finance meeting held on August 6, 2018. Board training was discussed and Susie Glasgow offered her assistant up as a secret shopper.

Grow the Resources of the Board

A matrix was shared showing grant opportunities, unrestricted revenue projects and partnerships that CSB is pursuing to help grow the resources of the Board. There was discussion on the grant extensions for Hurricane Maria and the Soft Skills Pilot. There was also discussion on the National Health Emergency Opioid Dislocation Worker Grant and the EFSC advisory councils.

Adjournment:

Paula Just adjourned the meeting at 5:08pm.

Submitted by,

Reviewed by,

(signature on file)
Lyn Sevin

8/16/18
Date

(signature on file)
Paula Just

8/16/18
Date

CareerSource Brevard

Career Center Committee

September 13, 2018

Minutes

Members in Attendance:

Mike Menyhart (Chair) (via teleconference), Joe Angelastro, Shawn Beal, Robert Gramolini (for Amar Patel), Juanita Jackson (for Jerry Visco) and Nancy Heller (via teleconference)

Members Absent:

Stephanie Archer, Dale Coxwell and Laura Koursaris

Staff in Attendance:

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

Guests in Attendance:

Caroline Joseph-Paul, Bob Knippel, Angie Londono, Jessica Mitchell, Holly Paschal (via teleconference) and Stephanie Brown of CareerSource Brevard (CSB) Career Centers

Call to Order:

Mike Menyhart (Chair) called the meeting to order at 8:31 am at CareerSource Brevard (CSB). Introductions were made.

Public Comment:

There was no public comment.

Action Items:

Approval of Career Center Committee Minutes of June 14, 2018

Motion to approve the Minutes from the June 14, 2018 meeting was made by Shawn Beal. Nancy Heller seconded the motion. The motion passed unanimously.

Mike Menyhart left the meeting.

Presentations:

Soft Skills, Career Center Application

A presentation was shared about the Soft Skills Program including information about the modules, testing points and follow-up from the businesses and the job seekers.

Stephanie Mosedale joined the meeting.

Stephanie Brown left the meeting.

2018 Summer Youth Employment Recap

A presentation of CSB's youth programs was shared highlighting the City of Cocoa (CocoaWorks!) and the City of Palm Bay (Juniors to Jobs) summer 2018 programs, each program had a foundations and an internship module. Additionally, CSB successfully hosted its own Summer Youth Program entitled 'Summer Earn and Learn' Program and the AIM Manufacturing Summer Internships, these programs were also highlighted.

Discussion/Information Items:

Career Center Standards Review

The Career Center Standards is a review instrument adopted by the Board to review our One-stop operator for compliance and is a piece of their performance payout in their contract. Specifically, criteria was established by the State and the Local Region that address effectiveness, physical and programmatic accessibility, and continuous improvement of one-stop centers. Each career center was rated in 5 key quality indicator areas. The overall rating for PY 18-19 was 99.6%. Current and historical data was shared.

Committee Goal Status

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

Demo of Available Talent and Job Order/Job Seeker Match

Staff designed and is using a "Talent Mapping Database". This database identifies available talent based on the active jobseeker customer's employment history and desired job. Staff can quickly see the customers who match the occupation of the job opening and allows them to, after further evaluation, reach out to those customers who are the best potential candidates. This can also be used by staff developing grants to target specific occupations or industries and identify surplus or needed in our county.

America's Promise Grant IT Training Partnership Discussion

Highlights of the APG grant, certifications funded and Key IT occupations were shared along with participant target groups and some of the partnerships the APG has developed. One partnership was discusses that involved Harris Corp., the ASIS association and the discovery that DOD contractors are required to have the 8570 DOD Cybersecurity certification course. This course has been added to the grant, a local education partner to provide the training has been found and we're using it to forge stronger relationships by offering the funding to local DOD contractors like Harris, Lockheed Martin, Northrop Grumman and Raytheon.

End of Year Contractor Performance PY17-18

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.

New Contractor Performance Measures PY 18-19

The C2 GPS Contractor contract is cost reimbursement for direct program costs, however, profit is withheld from the Contractor until measurable performance outcomes are achieved. Staff developed new measures for the coming year that more closely mirror those measures defined in the Federal Common Measures now known as the Primary Performance Indicators (PPI). These measures have been reviewed with contractor and performance goals have been negotiated and agreed upon by contractor and board staff.

Common Measures Watch Brief

Common Measures were established under WIA and are still required by the Workforce Innovation and Opportunity Act (WIOA). There are sanctions tied to missing the same measure two years in a row to include completing a Performance Improvement Plan and not being eligible for the incentive dollars. Data was shared showing past performance and actual performance. CSB is meeting or exceeding our Common Measures for PY17-18.

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

Economic Community Impact Annual Reports

An infographic entitled Economic and Community Impact Report was shared which shows that over \$11.2 million was invested in employment and training services which translates to a \$251 million infusion of wages in Brevard County.

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. During the final quarter, April 1, 2018 through July 31, 2018, 845 surveys were received. Year to Date 3,305 customers have completed surveys with an overall customer satisfaction rate of 94%.

Quarterly Multimedia Outreach Matrix

A chart showing the quarterly activities of the Outreach Department was shared.

Adjourn:

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

Respectfully submitted,

Reviewed by,

{signature on file} 09/18/18
Marina Stone Date

{signature on file} 09/18/18
Mike Menyhart, Chair Date