



# Governance/Finance Committee Meeting

February 4, 2019 – 10:00am (new time)

CSB Boardroom

(Teleconference 321-394-0707)

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

## Agenda

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

	<u>Page No.</u>
<b>Call to Order</b>	Daryl Bishop
<b>Introductions</b>	
<b>Public Comment:</b>	
<b>Action Items:</b>	
A. Approval of Governance/Finance minutes for 11/8/18	1 - 2
<b>Discussion/Information Items:</b>	
A. Officers and Board Member Re-appointments	Marci Murphy 3 – 8
B. Financial Reports	Richard Meagher 9 – 13
C. Vendor Payment Report	14
<b>Adjourn</b>	

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

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

### Upcoming Meetings:

All meetings are in the CSB Boardroom unless otherwise noted

#### February 2019

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

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

#### March 2019

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

#### April 2019

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

#### May 2019

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

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

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

#### June 2019

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

**CareerSource Brevard (CSB)**  
Governance/Finance Committee Meeting  
November 8, 2018

**MINUTES**

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

**Members Absent:** Travis Mack.

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

**Guests:** None

Daryl Bishop called the meeting to order at 9:03am

**Public Comments:** There was no public comment.

**Action Items:**

Approval of Governance/Finance Committee Minutes

Motion to approve the Governance/Finance Committee (GFC) minutes for August 6, 2018 made by Amar Patel and seconded by Wayne Olson. Motion passed unanimously.

Board Member Nomination

Staff asked to defer discussion on this action item until a quorum is met.

**Discussion/Information Items:**

THMP Card Processing Report

Staff presented recommendations resulting from a Taylor, Hall, Miller & Parker (THMP) audit following inconsistencies in staff handling of customer support cards. The recommendations included C2 reimbursing CSB for the missing support cards and modifying the Customer Support Card process to ensure adequate internal controls and proper accountability which will be implemented.

William Chivers joined the meeting via teleconference at 9:10am.

Board Member Nomination

Daryl Bishop and William Chivers recommended Amar Patel to replace Kevin Smith. As Executive Director of the Brevard Achievement Mr. Patel will bring input and insight to the employment needs of individuals with barriers to employment. Mr. Patel had previously indicated to the CSB President that he would be interested in filling the vacant seat. Motion to recommend approval of the nomination of Amar Patel to the next meeting of the full Board of Directors, and then ratified by the Brevard Board of County Commissioners was made by William Chivers and seconded by Wayne Olson, with Amar Patel abstaining. Motion passed unanimously.

Staff presented options for candidates to fill the seat vacated by Debra Greco. After discussion it was requested that Ms. Murphy meet with Lynn Brockwell-Carey to discuss her interest in

board membership and if she declines, Ms. Murphy will follow through with the other possible recommendations presented in the brief.

**Discussion/Information Items:**

Audit and Monitoring Activity

Staff gave a synopsis of the Independent Auditor’s Report for the first quarter of PY 2018-2019 completed by Grau and Associates. The Schedule of Findings showed that there were no reportable audit findings or non-compliance and CSB was considered to be low-risk. The final auditor’s report will be presented for approval at the next meeting of the Board of Directors. Staff also gave a synopsis for the DEO Financial Compliance Report. No findings or issues of non-compliance were identified. There was one observation relating to missing contract clauses in the auditor’s engagement letter which will be corrected next time a letter is submitted. Members asked to review the audit prior to the board meeting. Staff agreed to email copies of the draft audit report, DEO Financial Compliance Report and the THMP Card Processing Report to the committee members prior to the board meeting.

Financial Reports

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

Vendor Payment Report:

The Vendor Payment report from July 1, 2018 through September 30, 2018 was reviewed.

**Adjournment:**

Daryl Bishop adjourned the meeting at 9:38am.

Submitted by,

Reviewed by,

(signature on file) 11/15/2018  
Lyn Sevin Date

(signature on file) 11/15/2018  
Daryl Bishop Date



February 4, 2019

## *Discussion Brief*

### Next Year's Officers

#### Background

According to the CSB bylaws, Article VII, para. C, "At the last regularly scheduled quarterly meeting prior to the end of the fiscal year, the Board shall elect the Chair, the Vice Chair, and the Treasurer from Directors serving from the Business Sector for the next year from a slate of officer candidates presented/recommended by the Governance/Finance Committee. All officers of the Board shall be elected for a period of one year, and may not be nominated and serve in the same office for more than two consecutive terms. In extenuating circumstances, the Board has the authority, through a majority vote, to modify the term limits of one or more of the officer positions. Officers take office at the first Board meeting following the new fiscal year".

All Officers are approaching the end of their second consecutive term. The president is requesting input from the committee on officer nominations for the PY 2019-2020 one year term. Attached is the current roster of board members (Attachment A).

#### Nominees:

The following board members are in-line or have expressed their interest in the following positions:

**Chair** – Patricia Stratton, VP & IMCS Program Manager, Abacus Technology Corp.

**Treasurer** – Daryl Bishop, VP Commercial Banker, Seacoast National Bank

**Past Chair** – Paula Just, Chief Human Resources Officer, Health First

#### Discussion

Does the committee have additional nominees they want the president to pursue?  
Potential Vice-Chair nominations?

## **Board Member Re-Appointments**

According to the CareerSource Brevard (CSB) bylaws, Article IV, para. E, "Directors of the Board shall serve three (3) year terms. Prior to expiration of their term, the Governance/Finance Committee will review each membership and may ask one or more Board Directors to serve additional term(s) upon the expiration of their current term, subject to Board approval".

On June 30, 2019, the following Board of Directors' term will be expiring.

**Shawn Beal** – Business Manager, IBEW 208

**Jennifer Kenny** – Organizer, IBEW 606

**Traci Klinkbeil** – Community Administrator, DCF

**Patricia Stratton** – VP & IMCS Program Manager, Abacus Technology Corp.

**Terry Schrumpf** – President/CEO, Florida Sports & Spinal Rehab

**Susan Glasgow** – President/CEO, Kegman Inc.

**Frank Abbate** – County Manager, Brevard County Management

**Nancy Heller** – Project Director, SCSEP

Attached is a matrix showing mandatory/non-mandatory members (attachment B) and their attendance record for the past three years (attachment C).

## **Discussion**

Does the committee want the president to ask these members if they would be interested in serving an additional term?

Are there any other nominations the committee would like the president to pursue?

# Board of Directors Program Year 2018-2019

1. Frank Abbate  
County Manager  
Brevard County Management  
2725 Judge Fran Jamieson Way  
Building C  
Viera, Florida 32940  
(321) 633-2155  
[Frank.abbate@brevardfl.gov](mailto:Frank.abbate@brevardfl.gov)

2. Joe Angelastro  
General Manager  
Walmart Stores, Inc.  
4505 State Road 524  
Cocoa, FL 32926  
[Joseph.angelastro@walmart.com](mailto:Joseph.angelastro@walmart.com)

3. Shawn Beal  
Business Manager  
IBEW 208  
2395 N. Courtenay Pky, Ste 103  
Merritt Island, FL 32953  
321-759-0754  
[spbeal2088@aol.com](mailto:spbeal2088@aol.com)

4. Daryl A. Bishop  
Vice President-Commercial Banker  
Seacoast National Bank  
300 S. Harbor City Blvd.  
Melbourne, FL 32901-6419  
(321) 953-2265  
[Daryl.bishop@seacoastnational.com](mailto:Daryl.bishop@seacoastnational.com)

5. Colleen Browne  
Campus President  
Keiser University  
900 S. Babcock Street  
Melbourne, FL 32901-1230  
(321) 409-4800  
[cbrowne@keiseruniversity.edu](mailto:cbrowne@keiseruniversity.edu)

6. William Chivers  
President  
RUSH Construction, Inc.  
6285 Vector Space Boulevard  
Titusville, FL 32780-8040  
(321) 267-8100  
[wchivers@rushinc.com](mailto:wchivers@rushinc.com)

7. Dale Coxwell  
Vice President  
Coastal Steel, Inc.  
870 Cidco Road  
Cocoa, FL 32926-5354  
(321) 632-8228  
[dcoxwell@coastalsteel.com](mailto:dcoxwell@coastalsteel.com)

8. Susan Glasgow  
President/CEO  
Kegman Inc.  
3070 Venture Lane, Suite 104  
Melbourne, FL 32934-8181  
(321) 242-9874  
[Susan.glasgow@kegmaninc.com](mailto:Susan.glasgow@kegmaninc.com)

9. Lloyd Gregg  
VP/GM Spaceflight Support Svcs  
ASRC Federal  
150 Cocoa Isles Blvd, Suite 401  
Cocoa Beach, FL 32931  
[lgregg@asrcfederal.com](mailto:lgregg@asrcfederal.com)

10. Nancy Heller  
Project Director  
SCSEP  
17 E. Hibiscus Blvd, Ste 216  
Melbourne, FL 32901  
(321) 956-1444  
[nheller@aarp.org](mailto:nheller@aarp.org)

11. Robert L. Jordan, Jr  
President & CEO  
Genesis VII, Inc.  
1605 White Drive  
Titusville, FL 32780  
(321) 383-4813  
[Robert.jordan@genesisvii.com](mailto:Robert.jordan@genesisvii.com)

12. **Paula Just - Chair**  
Chief Human Resources Officer  
Health First, Inc.  
6450 U.S. Highway 1  
Suntree, FL 32940  
(321) 434-4251  
[Paula.just@health-first.org](mailto:Paula.just@health-first.org)

13. Jennifer Kenny  
Organizer  
IBEW 606  
1990 W New Haven Ave, Suite 103  
Melbourne FL 32904  
(321) 277 9385  
[jkenny@ibew606.org](mailto:jkenny@ibew606.org)

14. Traci Klinkbeil  
Community Administrator  
Department of Children & Families  
375 Commerce Parkway, Ste 101  
Rockledge, FL 32955  
(407) 409.0050  
[Traci.klinkbeil@myffamilies.com](mailto:Traci.klinkbeil@myffamilies.com)

15. **Travis Mack-Treasurer**  
President/CEO  
Saalex Solutions, Inc.  
1006 Pathfinder Way  
Rockledge, FL 32940  
(805) 890 6303  
[Travis.mack@saalex.com](mailto:Travis.mack@saalex.com)

16. Mike Menyhart  
President of Operations  
Migrandy Corp.  
675 Cypress Drive  
Merritt Island, FL 32952  
(321) 459-0044  
[mike@migrandy.com](mailto:mike@migrandy.com)

17. Linda Miedema  
VP Academic Affairs  
Eastern Florida State College  
1519 Clearlake Road  
Cocoa, FL 32922  
(321) 433-7380  
[miedemal@easternflorida.edu](mailto:miedemal@easternflorida.edu)

18. Mark Mullins  
Superintendent  
Brevard Public Schools  
2700 Judge Fran Jamieson Way  
Viera, FL 32940-6601  
(321) 631-1911, x-1402  
[mullins.mark@brevardschools.org](mailto:mullins.mark@brevardschools.org)

19. Wayne Olson  
Area 3 Director  
Vocational Rehabilitation  
3555 Maguire Blvd., Suite 205  
Orlando, FL 32803  
(407) 897-2725  
[Wayne.olson@vr.fldoe.org](mailto:Wayne.olson@vr.fldoe.org)

20. Amar Patel  
Executive Director  
Brevard Achievement Center  
1845 Cogswell Street  
Rockledge, FL 32955  
(321) 632-8610  
[apatel@bacbrevard.com](mailto:apatel@bacbrevard.com)

21. Terry Schruppf  
President/CEO  
Florida Sports & Spinal Rehab  
6300 N. Wickham Rd, Ste 116  
Melbourne, FL 32940  
(321) 757-6899  
[tschrumpf@gmail.com](mailto:tschrumpf@gmail.com)

22. **Patricia Stratton-Vice Chair**  
VP & IMCS Program Mgr  
Abacus Technology Corp.  
8550 Astronaut Blvd.  
Cape Canaveral, FL 32920-4304  
(321) 861-3894  
[Patricia.j.stratton@nasa.gov](mailto:Patricia.j.stratton@nasa.gov)

23. Lynda Weatherman  
President  
EDC of Florida's Space Coast  
597 Haverty Court, Suite 40  
Rockledge, FL 32955  
(321) 638-2000  
[LWeatherman@SpaceCoastEDC.org](mailto:LWeatherman@SpaceCoastEDC.org)

24. VACANT – Labor/CBO

Brevard Workforce Development Board (dba CareerSource Brevard)

Region 13

**MEMBERS TERM EXPIRATION  
REGIONAL WORKFORCE DEVELOPMENT BOARD**

	WFDB MEMBERNAME, ADDRESS & ORGANIZATION	CATEGORY	NOMINATING ORGANIZATION	DEMOGRAPHICS	TERM OF APPOINTMENT
1	Frank Abbate County Manager Brevard County Management 2725 Judge Fram Jamieson Way, Bld C Viera, FL 32940	Mandatory Government (GRO)	Brevard County Board of County Commissioners	FW	1/2/18 through 6/30/19
2	Shawn Beal Business Manager IBEW 2395 N. Courtenay Parkway Suite 103 Merritt Island, FL 32953	Mandatory Organized Labor (WOLO)	Space Coast AFL-CIO	MW	6/16/16 through 6/30/19
3	Susan Glasgow President/CEO Kegman Inc. 3070 Venture Lane, Suite 104 Melbourne, FL 32934-8181	Business (BU)	EDC of Florida's Space Coast	FW	6/26/16 through 6/30/19
4	Nancy Heller Project Director SCSEP 17E. Hibiscus Blvd, Ste 216 Melbourne, FL 32901	Mandatory Community (GRES)	SCSEP A program of AARP under Title V	FW	5/26/16 through 6/30/19
5	Traci Klinkbeil Community Administrator Department of Children & Families 375 Commerce Parkway, Ste 101 Rockledge, FL 32955	Mandatory Community	Brevard County board of County Commissioners	FW	5/26/16 through 6/30/19

Attachment B

6	Jennifer Kenny Organizer, IBEW 606 1990 West New Haven Ave, Suite 103 Melbourne, FL 32904	Mandatory Organized Labor (WOLO)	Space Coast AFL-CIO	FW	6/16/16 through 6/30/19
7	Terry Schrupf President/CEO Florida Sports & Spinal Rehab 6300 N Wickham Road, Ste 116 Melbourne, FL 32940	Business (BU)	Melbourne Regional Chamber of East Central Florida	MW	5/26/16 through 6/30/19
8	Patricia Stratton VP & IMCS Program Manager Abacus Technology Corp 8550 Astronaut Blvd. Cape Canaveral, FL 32920-4304	Business (BU)	Cocoa Beach Area Chamber of Commerce	FW	5/26/16 through 6/30/19



## ATTENDANCE 2015 to 2019

		Board of Directors	Executive Committee	Governance/ Finance Committee	E3 Committee	Community Involvement Committee	Workforce Operations Committee	Business Workforce Committee	Industry Workforce Committee	Career Center Committee
1	Frank Abbate	3 of 5								
2	Shawn Beal	5 of 10								3 of 6
3	Susan Glasgow	17 of 18	5 of 6					8 of 8	6 of 7	
4	Nancy Heller	15 of 18					7 of 8			5 of 6
5	Traci Klinkbeil	15 of 16				6 of 8			6 of 7	
6	Jennifer Kenny	5 of 10						3 of 4	5 of 7	
7	Terry Schrupf	11 of 18	12 of 14			5 of 8			1 of 7	
8	Patricia Stratton	8 of 18	13 of 20		6 of 7					



February 4, 2019

## *Information Brief*

### **Financial Reports**

#### Background

The three financial reports that follow this brief will provide the Governance/Finance Committee with the status of CareerSource Brevard's (CSB) funding, budgets, and expenditures for the fiscal period beginning on July 1, 2018 and ending on December 31, 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 December 31, 2018

<b>Current Funding Level</b>	<b>13,745,900</b>
<b>Current Annual Budget</b>	<b>13,745,900</b>
<b>Unobligated Funds</b>	<b>0</b>

	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	527,100	480,591	45.6%
Operating Expenses	156,117	334,500	167,300	114,519	34.2%
<b>Total Management Services</b>	<b>1,123,971</b>	<b>1,388,700</b>	<b>694,400</b>	<b>595,110</b>	<b>42.9%</b>

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

Brevard Workforce Facilities	831,787	876,800	438,400	394,585	45.0%
Operating Expenses	31,022	53,900	27,000	12,031	22.3%
<b>Total Infrastructure</b>	<b>862,809</b>	<b>930,700</b>	<b>465,400</b>	<b>406,616</b>	<b>43.7%</b>

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

Salaries & Benefits	214,888	220,600	110,300	115,911	52.5%
Operating Expenses	260,735	372,000	186,000	182,168	49.0%
<b>Total Technology Services</b>	<b>475,623</b>	<b>592,600</b>	<b>296,300</b>	<b>298,079</b>	<b>50.3%</b>

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

Salaries & Benefits	712,536	642,200	321,100	319,402	49.7%
Operating Expenses	13,444	38,800	19,400	10,539	27.2%
<b>Total Business Services</b>	<b>725,980</b>	<b>681,000</b>	<b>340,500</b>	<b>329,941</b>	<b>48.4%</b>

<b>GRANTS &amp; INCENTIVES</b>	<b>607,569</b>	<b>1,509,100</b>	<b>754,600</b>	<b>547,484</b>	<b>36.3%</b>
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<b>FEE FOR SERVICE ACTIVITIES</b>	<b>198,355</b>	<b>200,000</b>	<b>100,000</b>	<b>76,083</b>	<b>38.0%</b>
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<b>TOTAL OPERATING BUDGET</b>	<b>3,994,307</b>	<b>5,302,100</b>	<b>2,651,200</b>	<b>2,253,313</b>	<b>42.5%</b>
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### CONTRACTED SERVICES

General Contractor (C2 GPS)	2,820,118	3,236,500	1,618,300	1,492,708	46.1%
AARP BTW Services (C2 GPS)	83,231	79,900	40,000	51,619	64.6%
NEG Matthew Services (C2 GPS)	101,767	115,400	57,700	63,154	54.7%
NEG Irma Services (C2 GPS)	93,491	172,600	86,300	63,971	37.1%
Nursing Services (C2 GPS)	16,601	50,000	25,000	23,533	47.1%
Soft Skills Services (C2 GPS)	20,611	24,900	12,500	26,361	105.9%
America's Promise (CSCF)	206,482	250,000	125,000	90,657	36.3%
<b>Total Contracted Services</b>	<b>3,342,301</b>	<b>3,929,300</b>	<b>1,964,800</b>	<b>1,812,003</b>	<b>46.1%</b>

### CUSTOMER SERVICES

Formula Funds - Training Activities *	755,973	1,200,000	600,000	233,101	19.4%
Formula Funds - Support Services *	69,297	100,000	50,000	38,707	38.7%
Other Grants - Training Activities	3,028,590	3,114,500	1,557,300	1,815,038	58.3%
Other Grants - Support Services	54,957	100,000	50,000	21,597	21.6%
<b>Total Customer Services</b>	<b>3,908,817</b>	<b>4,514,500</b>	<b>2,257,300</b>	<b>2,108,443</b>	<b>46.7%</b>

<b>TOTAL PROGRAM BUDGET</b>	<b>7,251,118</b>	<b>8,443,800</b>	<b>4,222,100</b>	<b>3,920,446</b>	<b>46.4%</b>
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<b>TOTAL ANNUAL BUDGET</b>	<b>11,245,425</b>	<b>13,745,900</b>	<b>6,873,300</b>	<b>6,173,759</b>	<b>44.9%</b>
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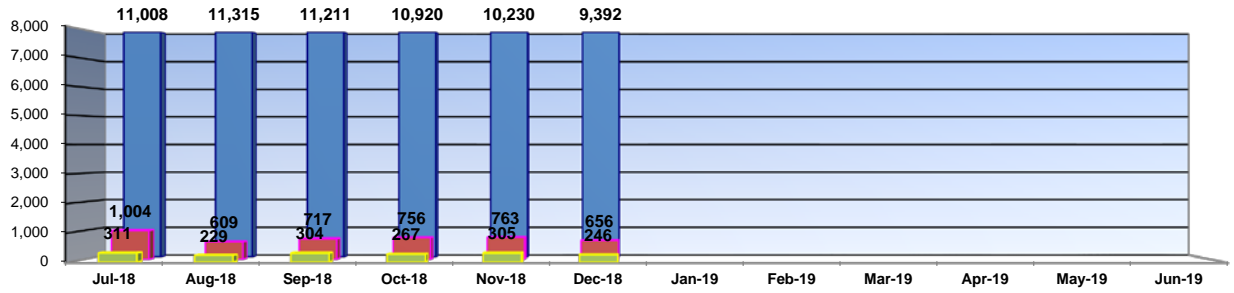
<b>STATE-LEVEL FUNDING</b>	<b>814,706</b>	<b>834,900</b>	<b>417,500</b>	<b>391,514</b>	<b>46.9%</b>
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<b>TOTAL WORKFORCE BUDGET</b>	<b>12,060,131</b>	<b>14,580,800</b>	<b>7,290,800</b>	<b>6,565,273</b>	<b>45.0%</b>
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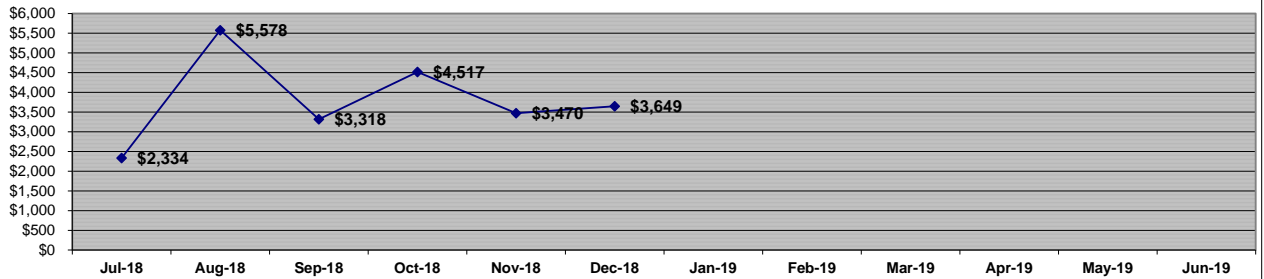
	FY 2018 Actual Expense	FY 2019 Approved Budget	FY 2019 Current Obligations	FY 2019 Y-T-D Expense	% of ITA Funds Obligated
<b>*CUSTOMER ACTIVITY</b>					
Job Seeker ITAs	330,257	600,000	347,602	146,648	57.9%
Employer OJT/AWE/EWT	425,716	600,000	175,690	86,453	29.3%
Incentives & Materials	69,297	100,000	56,311	38,707	56.3%
<b>Total Customer ITA Activity</b>	<b>825,270</b>	<b>1,300,000</b>	<b>579,603</b>	<b>271,808</b>	<b>44.6%</b>

## MONTHLY JOBS REPORT & BW SPENDING PER JOB PLACEMENT

- NUMBER OF JOB PLACEMENTS \*
- NUMBER OF JOB SEEKERS \*
- NUMBER OF JOBS ADVERTISED \*\*



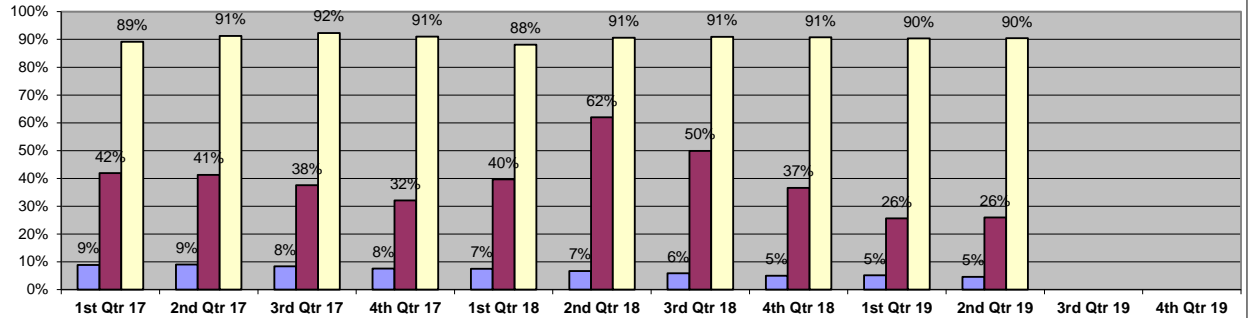
- ◆ BW TOTAL MONTHLY SPENDING PER JOB PLACEMENT



\* Source - DEO Monthly Management Reports  
 \*\* Source - HWOL Monthly Job Demand Reports

## ANNUAL SPENDING CAPS BY QUARTER

- ADMINISTRATION (MAX 10%)
- ITA REQUIREMENT (MIN 30%)
- OUT OF SCHOOL (MIN 75%)



<b>PROGRAM SPENDING:</b>											
ADMINISTRATION (MAX 10%)	158,006	316,211	456,985	658,119	137,070	269,784	421,291	559,072	153,830	282,216	
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	5,891,543	
<b>CUSTOMER SPENDING:</b>											
STATE ITA COSTS (MIN 30%)	167,278	383,623	546,442	762,055	183,637	405,170	558,597	708,028	89,847	224,104	
OTHER PROGRAM COSTS	231,838	546,304	907,802	1,616,328	279,361	248,451	561,054	1,227,428	260,390	639,214	
<b>YOUTH SPENDING:</b>											
IN-SCHOOL	30,644	50,167	65,864	85,514	37,032	59,962	79,855	83,048	22,629	54,399	
OUT-OF-SCHOOL (MIN 75%)	251,721	522,113	790,366	867,358	274,370	576,159	798,546	816,160	211,740	512,905	



CURRENT YEAR FEE FOR SERVICE ACTIVITIES (7/1/2018 - 12/31/2018)

Unrestricted Balances: Cash on Hand \$189,432 Certificates of Deposit \$72,305 Total \$261,737

	Healthcare Ambassador Program		Juniors to Jobs Program		Ticket to Work Program		Tobacco Free Florida Program		Foundation Grants & Other Fee for Service Activities		TOTALS	
		% of Revenue		% of Revenue		% of Revenue		% of Revenue		% of Revenue		% of Revenue
<b>Revenue</b>												
Grant Awards	\$ 48,830	100.0	\$ 2,751	100.0	\$ -	0.0	\$ 4,725	100.0	\$ 58,751	99.9	\$ 115,057	95.4
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	5,478	4.5
Website Licenses	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Interest Earnings	-	0.0	-	0.0	-	0.0	-	0.0	47	0.1	47	0.0
<b>Total Revenue</b>	<b>\$ 48,830</b>	<b>100.0</b>	<b>\$ 2,751</b>	<b>100.0</b>	<b>\$ 5,478</b>	<b>100.0</b>	<b>\$ 4,725</b>	<b>100.0</b>	<b>\$ 58,798</b>	<b>100.0</b>	<b>\$ 120,582</b>	<b>100.0</b>
<b>Expenses</b>												
Personnel	\$ 36,893	75.6	\$ -	0.0	\$ -	0.0	\$ 496	10.5	\$ 16,199	27.6	\$ 53,588	44.4
Travel / Training	728	1.5	-	0.0	-	0.0	-	0.0	396	0.7	1,124	0.9
Outreach	1,624	3.3	-	0.0	-	0.0	-	0.0	3,215	5.5	4,839	4.0
Software	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Supplies	400	0.8	35	1.3	-	0.0	-	0.0	602	1.0	1,037	0.9
Equipment	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0	-	0.0
Professional Services	3,158	6.5	-	0.0	-	0.0	20	0.4	29,656	50.4	32,834	27.2
Customer Wages	-	0.0	2,377	86.4	-	0.0	-	0.0	-	0.0	2,377	2.0
Customer Support	-	0.0	-	0.0	-	0.0	-	0.0	6,093	10.4	6,093	5.1
Indirect Costs	6,027	12.3	339	12.3	-	0.0	73	1.5	9,527	16.2	15,966	13.2
<b>Total Expenses</b>	<b>\$ 48,830</b>	<b>100.0</b>	<b>\$ 2,751</b>	<b>100.0</b>	<b>\$ -</b>	<b>0.0</b>	<b>\$ 589</b>	<b>12.5</b>	<b>\$ 65,688</b>	<b>111.7</b>	<b>\$ 117,858</b>	<b>97.7</b>
<b>Net Profit (Loss)</b>	<b>\$ -</b>	<b>0.0</b>	<b>\$ -</b>	<b>0.0</b>	<b>\$ 5,478</b>	<b>100.0</b>	<b>\$ 4,136</b>	<b>87.5</b>	<b>\$ (6,890)</b>	<b>-11.7</b>	<b>\$ 2,724</b>	<b>2.3</b>

**VENDOR PAYMENTS REPORTED FROM 10/1/18 - 12/31/18 (>\$1,500)**

<b>DATE</b>	<b>VENDOR</b>	<b>AMOUNT</b>	<b>PURPOSE</b>
10/01/18	Grau and Associates	14,000.00	CSB annual financial audit - second payment
10/04/18	The Cat Rental Store	10,600.00	Heavy equipment for Hurricane Matthew cleanup
10/04/18	Tropic Fleet Services	1,571.00	Fuel for Hurricane Matthew heavy equipment
10/05/18	Taylor Hall Miller Parker PA	9,650.00	Prepaid card monitoring & best practices
10/05/18	The Cat Rental Store	17,258.00	Heavy equipment for Hurricane Matthew cleanup
10/12/18	Tropic Fleet Services	1,952.00	Fuel for Hurricane Matthew heavy equipment
10/15/18	Proforma Arrow Solutions	3,076.00	Slide charts & badge ribbons for Soft Skills Grant
10/21/18	Sunbelt Rentals	2,617.00	Heavy equipment for Hurricane Matthew cleanup
10/23/18	Brandt Ronat and Company	1,875.00	Graphic design / creative development / outreach
10/23/18	TNT Computers	1,962.00	Barracuda email & web filter update
10/26/18	Softchoice Corporation	3,004.00	Epson PowerLite laser projector for Titusville CC
10/26/18	SunTrust / Enterprise Rent-A-Car	20,099.00	Rental trucks for Hurricane Matthew/Irma cleanup
10/26/18	The Cat Rental Store	6,156.00	Heavy equipment for Hurricane Matthew cleanup
10/26/18	Tropic Fleet Services	1,535.00	Fuel for Hurricane Matthew heavy equipment
10/30/18	Dell Marketing LP	89,000.00	Dell Optiplex Computers for Career Centers (100)
10/31/18	The Cat Rental Store	10,600.00	Heavy equipment for Hurricane Matthew cleanup
10/31/18	Wright Express	3,686.00	Fuel for Hurricane Matthew & Irma rental vehicles
11/02/18	Tropic Fleet Services	1,716.00	Fuel for Hurricane Matthew heavy equipment
11/05/18	Grau and Associates	2,500.00	CSB annual financial audit - final payment
11/07/18	Sunbelt Rentals	2,385.00	Heavy equipment for Hurricane Matthew cleanup
11/09/18	Graphic Press	4,693.00	Participant books for soft skills training (250)
11/12/18	Macedonia Community Development Corp	2,000.00	Consulting for nursing career training grant
11/13/18	EAN Services Damage Recovery Unit	3,785.00	Repairs to Hurricane Irma Rental Vehicles
11/13/18	The Cat Rental Store	17,258.00	Heavy equipment for Hurricane Matthew cleanup
11/17/18	Sunbelt Rentals	2,086.00	Heavy equipment for Hurricane Irma cleanup
11/17/18	United Rentals	2,337.00	Utility vehicles for Hurricane Irma cleanup
11/20/18	Abila	4,741.00	Annual fund accounting software support renewal
11/20/18	CDW-G	1,641.00	HP Color LaserJet printer for BW admin office
11/21/18	Softchoice Corporation	3,185.00	Cisco SMARTnet annual maintenace renewal
11/21/18	University of Central Florida	2,500.00	Florida High Tech Corridor Talent Forum Sponsorship
11/26/18	SunTrust / Enterprise Rent-A-Car	36,827.00	Rental trucks for Hurricane Matthew/Irma cleanup
11/26/18	SunTrust / GEI Works	2,107.00	Floating turbidity curtains for Hurricane Matthew
11/28/18	The Cat Rental Store	11,288.00	Heavy equipment for Hurricane Matthew cleanup
11/29/18	Tropic Fleet Services	2,018.00	Fuel for Hurricane Matthew heavy equipment
11/30/18	Sunbelt Rentals	7,186.00	Heavy equipment for Hurricane Matthew cleanup
11/30/18	Wright Express	3,027.00	Fuel for Hurricane Matthew & Irma rental vehicles
12/01/18	John Calkins	1,800.00	Design of CSB PY 17-18 Annual Report
12/04/18	The Cat Rental Store	6,156.00	Heavy equipment for Hurricane Matthew cleanup
12/05/18	Mike Erdman Toyota	41,900.00	2019 Toyota Sienna Company Van
12/11/18	Macedonia Community Development Corp	3,158.00	Consulting for nursing career training grant
12/11/18	The Cat Rental Store	17,258.00	Heavy equipment for Hurricane Matthew cleanup
12/12/18	Sunbelt Rentals	4,377.00	Heavy equipment for Hurricane Irma cleanup
12/12/18	Watermark Strategic Communications	5,000.00	Crisis/Issue Management Executive Training
12/14/18	Sunbelt Rentals	1,979.00	Heavy equipment for Hurricane Matthew cleanup
12/15/18	United Rentals	2,337.00	Utility vehicles for Hurricane Irma cleanup
12/17/18	OptimalResume.com	7,245.00	Annual Optimal Resume support renewal
12/18/18	Talevation LLC	3,182.00	Annual Prove-IT! assessment software renewal
12/26/18	SunTrust / Enterprise Rent-A-Car	11,181.00	Rental trucks for Hurricane Matthew/Irma cleanup
12/26/18	Suntrust / National Assoc of Workforce Bd	7,350.00	Registration Fees for NAWB Forum (7)
12/28/18	Sunbelt Rentals	6,629.00	Heavy equipment for Hurricane Matthew cleanup
12/31/18	Wright Express	2,749.00	Fuel for Hurricane Matthew & Irma rental vehicles
<b>TOTAL</b>		<b>434,222.00</b>	