

**CareerSource Brevard (CSB)**  
Executive Committee Meeting  
August 5, 2019

**MINUTES**

**Members in Attendance:** Susie Glasgow (Chair), Daryl Bishop, Lloyd Gregg, Nancy Heller, Paula Just (via teleconference).

**Members Absent:** Mike Menyhart

**Staff in Attendance:** Judy Blanchard, Jennifer Lasser, Don Lusk, Richard Meagher, Marci Murphy, Lyn Sevin.

**Guests:** None

Susie Glasgow called the meeting to order at 4:00pm.

Marci introduced Nancy Heller and Lloyd Gregg and welcomed them to the executive committee

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

**Action Items:**

Approval of Executive Committee Minutes

Motion to approve the Executive Committee minutes for May 16, 2019 made by Daryl Bishop and seconded by Nancy Heller. Motion passed unanimously.

Paula Just joined the meeting via teleconference at 4:10pm.

President's Contract Renewal

On August 16, 2016 the Executive Committee entered into a contractual agreement with Marci Murphy as the President of Brevard Workforce Development Board, Inc. (BW). The term of the contract was for a period of three (3) years with an optional extension on an annual basis thereafter. In lieu of extending the existing contract for one year, the President requested a new contract with the changes presented. Motion to approve President's contract as presented for a period of three years with an optional extension on an annual basis made by Daryl Bishop. Motion seconded by Lloyd Gregg and passed unanimously. Ms. Glasgow requested that references to BW be replaced with CSB when changes are made.

President's PY18-19 Review

Marci Murphy gave a presentation on the accomplishments of her Annual Goals for PY18-19. 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 Lloyd Gregg and seconded by Nancy Heller. Motion passed unanimously.

President's PY19-20 Proposed Goals

Ms. Murphy presented her Annual Goals for Program Year 2019-20. There was discussion on the workforce pipeline and online learning. Motion to recommend approval of the President's goals for PY19-20 to the Consent Agenda of the next full Board of Directors made by Daryl Bishop and seconded by Nancy Heller. The motion passed unanimously.

Paula Just left at 4:51pm

**Discussion/Information Items:**

Annual 990 Tax Return

Staff handed out Form 990 Income Tax Return prepared by Grau and Associates for PY 2018-2019 for review. There was no discussion.

Program Year 2019-2020 Budget Update

Staff indicated that the budget of \$10,117,300 approved in May 2019 has increased due to the award of incentive funding from CareerSource Florida and the extension of Florida Rebuilds rental agreement through 2020. As a result of these changes, CSB's current PY 19-20 funding has increased to \$10,570,400. The additional funds will be used for customer training and support services, facility and technical upgrades, and unobligated funds for unexpected expenses.

Governance/Finance Committee (GFC) Update

Daryl Bishop gave an update on the GFC which had met earlier in the day.

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. Items discussed included hurricane funds and updates on the ITN for staffing services.

**Adjournment:**

The meeting adjourned at 5:00pm.

Submitted by,

Reviewed by,

(signature on file)  
Lyn Sevin

8/8/2019  
Date

(signature on file)  
Susie Glasgow

8/8/2019  
Date



November 4, 2019

## **Information Brief**

### **President's Report**

#### **Background**

This report will provide the Executive Committee with information at the Federal, State, and local level pertaining to workforce.

- **Federal/State Workforce Focus & Florida's Workforce Development Council's Legislative Agenda**
  - Department of Labor's Current Focus
  - Florida's Focus on Workforce Education and how it all lines up
  - FWDA's 2019 Legislative Agenda
- **Status of Florida's Workforce**
  - What's happening around the State
- **Melbourne Chamber of Commerce Board Membership**
  - A Call for a CSB Board Member Volunteer to sit on the Melbourne Chamber's Board



November 4, 2019

## *Information Brief*

### **New Financial Report Format**

#### Background

In preparation for the upcoming board member orientation session, CSB staff revised our quarterly financial report format (see Attachment 1) to be consistent with the one used in the board orientation budget module. This improved format displays budgeted revenue, budgeted expenditures, and actual expenditures to date for each of our major funding streams, as recommended by the external monitors. It also provides a comparison of actual indirect costs with those recovered from our federally negotiated indirect cost rate, and shows whether we have a current funding surplus or deficit.

#### CSB Budget to Actual Report Description

The report provides a comprehensive analysis of funding and spending in the first quarter of program year 2019-2020 as follows:

- Displays all grant revenues for the current year, including carry-in funding from the prior year, current year grant awards, and planned carryover for the next program year. Major funding streams are detailed in separate columns.
- The annual budget and cumulative expenditures are summarized into eight major categories: (1) staff salaries and fringe benefits; (2) program operations and business services costs; (3) infrastructure and maintenance related costs; (4) IT and technology related costs; (5) contracted service provider costs; (6) customer training activities; (7) customer support services; (8) indirect costs.
- Expenditures are displayed in separate columns for each major funding stream. Total expenditures and percentages of the annual budget expended within each category are also shown.
- Actual indirect costs incurred to date are shown in the right column for each expenditure category. The total indirect cost applied to the grants using our federally negotiated indirect cost rate is deducted at the bottom of the column to arrive at the surplus or deficit indirect cost recovered to date.



## Budget to Actual Report

As of September 30, 2019

Revenue PY 2019 - 2020	Annual Budget	WIOA Adult	WIOA Youth	WIOA Disl Wkr	Welfare Transition	NEG Hurricanes	Other Grants	INDIRECT POOL
Carry In Funds From PY 18 - 19	1,302,252	1,165,412	-	95,269	3,707	-	37,864	
PY 19 - 20 Awards	16,139,524	1,049,467	788,551	1,101,376	1,307,535	8,704,189	3,188,406	
Award Total - Available Funds	17,441,776	2,214,879	788,551	1,196,645	1,311,242	8,704,189	3,226,270	
LESS planned Carryover For PY 20 - 21	(2,360,276)	(419,757)	-	(440,519)	-	(1,500,000)	-	
<b>Total Available Revenue</b>	<b>15,081,500</b>	<b>1,795,122</b>	<b>788,551</b>	<b>756,126</b>	<b>1,311,242</b>	<b>7,204,189</b>	<b>3,226,270</b>	

Expenditures								Total Expenditures - 9/30/19	% of Budget - 9/30/19	
Staff Salaries/Fringe Benefits	1,845,200	55,013	44,788	18,956	55,205	146,604	108,072	428,638	23.2%	122,847
Program Operations/Business Services	1,838,200	38,931	31,694	13,415	39,067	103,747	76,479	303,333	16.5%	26,914
Infrastructure/Maintenance Related Costs	885,700	17,552	14,290	6,048	17,613	46,775	34,481	136,759	15.4%	5,916
IT Costs/Network Expenses	387,600	4,813	3,919	1,659	4,830	12,828	9,456	37,505	9.7%	756
Contracted One-Stop Services	3,924,100	153,385	151,896	56,589	189,125	42,528	127,917	721,440	18.4%	-
Customer Training Activities	4,281,700	80,873	22,486	69,123	25,772	504,587	19,764	722,605	16.9%	-
Customer Support Services	300,000	11,560	8,686	1,843	9,603	2,806	855	35,353	11.8%	-
Indirect Cost (16.86%)	1,619,000	34,553	20,302	18,380	24,499	102,138	37,142	237,014	14.6%	(237,014)
<b>TOTAL EXPENDITURES</b>	<b>15,081,500</b>	<b>396,680</b>	<b>298,061</b>	<b>186,013</b>	<b>365,714</b>	<b>962,013</b>	<b>414,166</b>	<b>2,622,647</b>	<b>17.4%</b>	<b>(80,581)</b>

<b>REMAINING AVAILABLE FUNDS</b>	<b>1,398,442</b>	<b>490,490</b>	<b>570,113</b>	<b>945,528</b>	<b>6,242,176</b>	<b>2,812,104</b>
<b>% OF FUNDS EXPENDED BY GRANT THROUGH 9/30/19</b>	<b>22.1%</b>	<b>37.8%</b>	<b>24.6%</b>	<b>27.9%</b>	<b>13.4%</b>	<b>12.8%</b>





GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
			<ul style="list-style-type: none"> <li>98 Employment at Exit</li> </ul>	
Irma	\$13,500,000		<ul style="list-style-type: none"> <li>Extended until 9/30/2020 with the additional of \$7.5 Million.</li> <li>Total 214 Participants Enrolled</li> <li>187 in Receiving Services</li> <li>121 Employment at Exit</li> </ul>	Jim Watson
Dorian	\$1,300,000		<ul style="list-style-type: none"> <li>Provided to support National Seashore &amp; Wildlife Refuge Damage.</li> </ul>	Jim Watson
Maria	\$125,000		<ul style="list-style-type: none"> <li>Extended to 9/20/2020. Most funding already obligated.</li> <li>Total 28 Participants Enrolled</li> <li>28 Receiving Services</li> <li>9 Employment at Exit</li> </ul>	Wendi Bost
Opioid/Brevard Recovery Works	\$2,000,000		<ul style="list-style-type: none"> <li>Grant time frame is 4/1/19 - 5/31/21. Official kickoff of grant activities was 9/30/2019.</li> </ul>	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	<p>Pilot program to build on our Sector Strategy initiatives by listening to the voice and concerns of industry. In Phase One we will offer 500 participants basic soft skills training thru a national partner that is practical, self-paced, credentialed and credible to employers and monitor hiring and retention patterns for positive results.</p>	<p>The final report on the Soft Skills pilot grant 2018-19 for the state was completed by August 28, 2019. It consists of a narrative summary of the entire grant period with metrics showing outcome data, graphs with key findings, survey responses, and retention information. Included in the report was the significance of the support and collaboration of the SHRM members throughout the grant process. According to the online surveys, 93.8% employees agreed that their soft skills training was transferable knowledge into the workplace. 86% of employers indicated they see a difference in their employees that took the soft skills training and 92% said they are more likely to hire those who take the soft skills training.</p>	Foy Staley
<p>Grant Name: <a href="#">Rebuild Florida</a></p> <p>Time Frame: 09/01/2018 – 06/30/2020</p> <p>Funding Source: DEO/Community Development Block Grant – Disaster Recovery (CDBG-DR)</p> <p>Partner(s): Innovation Emergency Management (IEM)</p>	\$300,000	<p>Rebuild Florida is a partnership of 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.</p>	<p>DEO has extended the grant through 06/30/2020 with the ability to draw down \$300,000. Based on the use and history of this program our actual funds collected are projected to be approximately \$200,000.</p>	<p>Jeff Witt</p> <p>Or</p> <p>Don Lusk</p>











