

CareerSource Brevard
Board of Directors Meeting
August 15, 2019

MINUTES

Members in Attendance: Susan Glasgow (Chair), Shawn Beal, Daryl Bishop (via teleconference), Lynn Brockwell-Carey, William Chivers, Lloyd Gregg, Nancy Heller, Art Hoelke, Robert Jordan, Jennifer Kenny (via teleconference), Traci Klinkbeil (via teleconference), Mike Menyhart (via teleconference), Linda Miedema, Patricia Stratton (via teleconference), Lynda Weatherman.

Members Absent: Frank Abbate, Joe Angelastro, Colleen Browne, Paula Just, Travis Mack, Mark Mullins, Wayne Olson, Amar Patel, Terry Schrupf.

Staff Present: Julie Berrio, Denise Biondi, Caroline Joseph-Paul, Clinton Hatcher, Jennifer Lasser, Don Lusk, Angelina Londono, Richard Meagher, Patrick Mele, Michael Mijon, Stephanie Mosedale, Marci Murphy, Holly Paschal, Lori Robinson, Raul Santana, Lyn Sevin, Erma Shaver, Jeff Witt, Kristine Wolff.

Guests: Jeff Arnott (Brevard Adult Ed), Rohit Ghosh (SpaceX), Tonya Holder (Brevard Adult Ed), Dayhanara Ortiz, Radiance Prince, Stacie Roberts (DEO) (via teleconference) Chase Shinn (SpaceX).

Call to Order: The CareerSource Brevard (CSB) Board Meeting was called to order at 8:02am by Susie Glasgow.

Public Comment: There was no public comment.

Presentations:

Holly Paschal introduced Dayhanara Ortiz who came from Puerto Rico after Hurricane Maria and who was recognized for her success with CSB's ESOL classes which had enabled her to gain employment at Kennedy Space Center.

Holly Paschal introduced Radiance Prince who had started at CSB in the NextGen youth program. Radiance went on to earn her CNA Certification and will be starting nursing school in the near future. Robert Jordan thanked both Dinara and Radiance for sharing their successes despite their many roadblocks.

Raul Santana introduced Rohit Ghosh from SpaceX and both shared the successful relationship SpaceX has with CSB.

Raul Santana introduced Chase Shinn who was recognized for his success gaining employment at SpaceX through one of CSB's Job Fairs.

Action Items:

Contracts with Board Members

CSB Board Members Art Hoelke and Lynn Brockwell-Carey identified the need to abstain from discussion and voting prior to the meeting.

Motion to approve Related Party Contracts not to exceed \$20,000 with Knight Enterprises Mgmt, LLC made by Robert Jordan and seconded by William Chivers. Motion passed unanimously with Art Hoelke abstaining.

Motion to approve Related Party Contract with Neighbor-Up Brevard and its subsidiary Evans Center Inc. in an amount not to exceed \$20,000, made by Robert Jordan and seconded by Lloyd Gregg. Motion passed unanimously with Lynn Brockwell-Carey abstaining.

The Related Party Contracts will be sent to the Department of Economic Opportunity for information.

Staffing Agency ITN

Pending successful negotiations, staff recommended that CSB award 4-year ID/IQ contracts to the vendors identified. Each contract would be negotiated and issued using a one year initial term with three one-year options to extend the term of performance. Between the vendors, all levels of service are accessible for the main employment categories provided within the solicitation, including; accounting and bookkeeping, IT, executive, exempt-level professionals and management, light industrial, heavy industrial, medical (clerical), medical direct contact care (non-clerical) and youth. Motion to approve the rating committee recommendation to award 4-year ID/IQ contracts to Catalyst QLM, LLC, 22nd Century Technologies, Inc (TSCTI), KJ&J LLC d/b/a Spherion Staffing, LLC and JMark Inc. of Central Florida d/b/a Manpower to provide a broad range of staffing services on an as-needed basis made by Robert Jordan. Motion seconded by Nancy Heller and passed unanimously.

Consent Action Items

Consent action items presented included Board of Director meeting minutes and President Goals. Motion to approve the Board of Director meeting minutes for May 16, 2019 and President’s Goals for PY19-20 made by Robert Jordan and seconded by Shawn Beal. The motion passed unanimously. It was requested that Ms. Murphy present details of her goals at the next board meeting.

Committee Chair Reports

Mike Menyhart gave a report on the Industry Workforce Committee meeting held on July 30, 2019.
Nancy Heller gave a report on the Career Center Committee meeting held on June 11, 2019.
Daryl Bishop gave a report of the Governance/Finance Committee meeting held on August 5, 2019.

Information Items:

Information items presented included Board Member Training, Budget Updates, Effectiveness of Training, Primary Indicators of Performance, Final Contractor Performance, APG IT Sector update, Healthcare Sector update, Aerospace Workshop report, Legislative Session outcomes, Legislative Workshop report, CSB Fact Sheet, Community Impact sheet, Multi-Media Outreach, Grow the Resources of the Board, Financial reports and Committee meeting minutes.

Staff discussed the success of the outreach campaigns aimed at engineers and the underemployed. Staff also said that Hurricane Matthew was complete, Hurricane Irma is expected to be funded through September 2020, Rebuild Florida has extended its office lease through June 2020, and notification of funds for the FloridaMakes Grant is pending, primarily for the Aero-Flex Pre-Apprenticeship program. The Financial Reports were reviewed by staff.

Daryl Bishop said that he represents CSB on the Melbourne Chamber of Commerce and has received a number of positive comments on CSB’s services utilized by businesses.

Susie Glasgow asked what the median wage rate was in Florida and staff agreed to send that information to her.

There being no further business, the meeting was adjourned at 8:50am.

Submitted by,

Reviewed by,

(signature on file)
Lyn Sevin

8/19/2019
Date

(signature on file)
Susie Glasgow

8/16/2019
Date

Action Brief

Guidelines on Formula Funding Usage for Program Year (PY) 2019-20

Background

The guidelines for formula funding usage is reviewed every year with the purpose of ensuring that CareerSource Brevard (CSB) is focusing on programs that are the most effective for businesses and the job seekers. This review considers the unemployment rate, other economic factors, previous expenditures and funding availability for the program year. For the Program Year (PY) 2018-2019, guidelines were as follows:

Training Mix			Job Seeker Customer (Trainee) Mix		
Type of Training	Goal	Performance	Job Seeker Category	Goal	Performance
Work Based Training (WBT) (i.e. On the Job Training (OJT), Work Experience (WE), Incumbent Worker Training (IWT))	50%	59%	Unemployed workers	70%	63%
Individual Training Accounts (ITA).	50%	41%	Underemployed workers	20%	25%
			Employed workers	10%	12%

- **Training Mix** which refers to the type of training provided for businesses and job seekers
- **Job Seeker Customer/Trainee Mix** which refers to the employment status of the job seekers.

The following chart shows the PY 2018-19 training goals as well as the performance. Based on the continued low unemployment rate and CSB’s focus on helping businesses find the talent they need, staff believes that the balance between WBT (50%) and ITA (50%) is appropriate and should be continued for this PY. CSB’s focus continues to be finding hidden talent which includes an emphasis on the underemployed as the unemployment rate hovers in the lower 3% range. The ALICE population in Brevard is around 40% as citizens need higher skills and wages to make a living wage. Staff is recommending a slight increase in the guidelines for services to the underemployed job seekers. This mix of services will help continue our progress with finding hidden talent.

Recommendation

Staff recommends the following for the *Training Mix* PY 2019-20:

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

Staff also recommends the following for the *Job Seeker Customer Mix* for 2019-20:

- 60% on unemployed workers
- 30% on the underemployed
- 10 % on employed worker training

Action

Approve the Career Center Committee recommendation for the training funds usage mix for PY 2019-2020.



CareerSource Brevard's Presidents Goals for PY 19-20



Presidents Proposed 19-20 Goals (15%)

Goal	Percent	Measure
Focus on increasing our footprint with community based and faith based organizations to ensure CSB is finding and serving hidden talent.	4%	<ul style="list-style-type: none"> • Increase the number of referral sites and number of referrals by 100%. From 14 to 28 sites and referrals from 33 to 66.
Build up the Aerospace/Aviation Sector	3%	<ul style="list-style-type: none"> • Hold two Aerospace Sector Strategy Consortium workshops , create two subcommittees with a minimum of two actions items addressing Aerospace/Aviation workforce issues. • Develop and Implement a joint workforce plan with Lockheed Martin • Aero-flex planning grant – Partner with a minimum of 3 Companies to create a core curriculum that is customized to Brevard County’s Aerospace/Aviation Industry.
Build workforce capacity with Brevard’s citizens and businesses affected by the Opioid Crisis	2%	<ul style="list-style-type: none"> • Phase 1 Implementation of the Brevard Recovery Works Grant <ul style="list-style-type: none"> • Design and hold 6 Community Information Sessions • Design and hold 2 Business Learning Events • Design and distribute outreach material • Educate/train internal staff on helping this population • Enroll 20 participants



Proposed 19-20 Goals

Goal	Percent	Measure
Increase the integration of the ex-offender population into Brevard's workforce.	2%	<ul style="list-style-type: none">• Implementation of the RISE Grant<ul style="list-style-type: none">• Enroll 30 participants• 18 complete the custom designed ex-offender workshop• 12 customers enter employment
Integrate an on-line Learning Platform into CareerSource Brevard.	2%	<ul style="list-style-type: none">• Create an implementation plan consisting of the following:<ul style="list-style-type: none">• Integration of platform into 3 of CSB's processes• Cost-Benefit Analysis• Go/No-go decision and procurement if decision is "go"
Legislative Advocacy – Become a leader in Florida's Workforce Advocacy Solutions	2%	<ul style="list-style-type: none">• Creation of a State Apprenticeship Legislative Agenda to be used by Florida's Workforce Boards during the next legislative session• Promotion of the Workforce Legislative Agenda to a minimum of 3 state and local elected officials.





Florida Workforce Development Association

Florida 2020 Legislative Agenda

1. Florida Skills Training Allocation

Restrictions placed on federal dollars often hamper creativity and nimbleness when trying to respond to the training needs of businesses. Non-federal dollars would give us the flexibility and nimbleness to respond to employer needs in creative ways. For example, when using our workforce funding for Apprenticeships, we are limited to WIOA eligibility requirements which directs the funds to people with barriers to employment. This limits our capability to help many businesses. If you are a student living with your parents and going to school, you are usually under their income requirements.

Since Businesses pay into the unemployment compensation program, it makes sense to use some of that money to meet employers needs for talent. It would help put the unemployed back to work, move the underemployed up the wage ladder or help incumbent workers add skills and avoid layoffs. The proposal seeks an assessment for contributory employers under the Reemployment Assistance (RA) system with a tax offset or to use some of the interest and penalty monies to help training unemployment underemployed and employed workers to increase their skills. No increase in taxes is recommended and would be suspended when a positive adjustment to the RA fund was needed. Target amount would be \$20 million allocated to the local Workforce Boards.

2. Support full use of the Sadowski Act funding for affordable housing benefiting employers, the workforce and seniors.

Lack of affordable housing has now been identified as a major barrier to attracting and retaining our workforce. The ALICE report shows that a significant number of households young and old are cost burdened in securing housing. We recommend full funding of the Sadowski Act for the purposes of affordable housing.

3. Continue Apprenticeship Expansion

The 2019 Legislature took bold steps to increase workforce competitiveness with changes to FS 446 to expand Apprenticeship Training. We believe additional changes would continue that expansion and would be in line with Gubernatorial and legislative intent. These changes are:

- a. Have pre-apprentices covered by state worker compensation coverage similar to that which is provided to work experience participants. This would be for pre-apprentices 18 and under.
- b. Allow Bright Futures scholarships to be used to fund apprenticeships and career and technical education.
- c. Amend Statute 1009.25 to allow the State College system, University or School District to recover costs to support Apprenticeship programs. Currently the language exempts the payment of tuition or fees for apprenticeship programs. The following is suggested language to foster this change to State Statute 1009.25: ***This exemption does not include student apprentices enrolled in a degree-seeking program, or career certificate program of study, that specializes in highly technical academic coursework and lab training required in Advanced Manufacturing, Commercial Space, Aerospace, Defense, Aviation, IT, Cybersecurity, Supply Chain Logistics and Medical industries at a State university, Florida college institution, or school district.***
- d. Develop a method to allow for real time funding of apprenticeships and post-secondary programs similar to the FTE system used in secondary education.
- e. Industry Recognized Apprenticeship Programs are a recent expansion of the path to apprenticeships by the US Department of Labor. We recommend no further restrictions at the legislative or administrative level. Please allow all the flexibility allowed under the new rules from the US Department of Labor.

4. The CareerSource network should be a single source for a wide range of talent within Florida.

Employ Florida should connect with graduates from our High Schools, State College and State University Systems. Current job banks systems they use or have developed should link with Employ Florida. This would improve the career links for all graduates of our educational system. It would also improve coordination and reduction of unnecessary duplication. Employers would have a single source for all their talent needs.



November 21, 2019

Information Brief

First Quarter Contractor Performance PY 2019-2020

Background

The CSB Workforce Operations (Career Centers) 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 (14 of 18 for quarters 1-3 and 15 of 19 for quarter 4)

Element B: Contractor must meet accelerated performance on 50% of the measures (9 of 18 for quarters 1-3 and 9 of 19 for quarter 4)

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

PY 2019-20 Performance Results

The Contractor succeeded in meeting or exceeding the performance criteria to be paid all withheld costs for the first quarter of PY2019-2020.

Elements of Contractor Performance Earnings - PY 19-20

Measures						
Objective/Criteria			1st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
	Minimum	Accelerated				
Brand New Job Seekers with Extra Credit	1,800 per Qtr.	1,950 per Qtr.	Met (1,859)			
Customer Engagement	75%	85%	Met (77%)			
Entered Employment Rate						
Adults	90%	95%	Exceeded (%100)			
Dislocated Workers	90%	95%	Exceeded (%100)			

Measures						
Objective/Criteria			1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	Minimum	Accelerated				
Welfare Transition	30%	35%	Exceeded (47%)			
Wagner Peyser	38%	42%	Exceeded (43%)			
Short Term Veteran	38%	42%	Met (39%)			
Average Wage at Placement						
Adult	\$17.01	\$17.73	Missed (\$16.64)			
Dislocated Worker	\$18.59	\$19.31	Exceeded (\$22.80)			
Welfare Transition	\$10.01	\$10.65	Exceeded (\$10.99)			
Wagner Peyser	\$11.44	\$12.15	Exceeded (\$12.80)			
Retention at 12 Months						
Adult	80%	85%	Met (81%)			
Dislocated Worker	75%	80%	Exceeded (86%)			
Youth	70%	73%	Exceeded (72%)			
Quality of Referrals						
Referral to Placement Ratio by Job Seeker	50%	55%	Missed (43%)			
Training Services						
PFM Career Training Services	55%	60%	Met (68%)			
WIOA Youth						
Positive Outcome Rate	90%	95%	Exceeded (100%)			
Measurable Skills Gain	55%	60%	Exceeded (69%)			
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 16 of 18			
Element B				
Met the accelerated percentages set on 9 out of the 19 Performance Measures established in Attachment F	Yes – Met Accelerated on 12 of 18			
Element C				
Met a minimum score of 75 or higher on the CSB performance evaluation related to the annual state programmatic monitoring results	Not Measured until End of Year			

Performance Measure Revisions for 2019-20

Measures for PY 19-20 have been reviewed and revised where necessary to ensure continuing improvement and that we are working with the best information possible to serve as a leading indicator for state and federal incentive based measures. As a result two measures were modified and one new measure was added as follows:

- The New Job Seeker Customer measure was reviewed and actions taken to ensure that we are measuring this cohort in a way that best provides information for improved targeting and better matching to the state and federal measures. We are now capturing customers who have never been served by the workforce system and in accordance with the Performance Funding Model (PFM) we are adding extra credit of .25 for each new job seeker in one or more of the following categories:
 - Formerly incarcerated individuals
 - Homeless individuals
 - Individuals with disabilities
 - Veterans
 - Welfare Transition Program participants
 - Snap Participants
- The previous federal Youth Grade Gain has been replaced by a measurable skills gain that includes recognition for obtaining occupational skills certificates, GED's and other training outcomes not previously counted. This measure has been updated locally to match the federal measure.

- The Career Training Services Measure is a new measure that has been added to the Performance Funding Model and is now incorporated in local contractor measures. This measure looks at all customers enrolled in formula funded career training services (ITA's, OJT's, etc.) and compares that to the total number of formula funded customers being served. This measure also provides extra credit as outlined earlier in this brief.

The Contractor missed 2 of the 18 measures applicable to the first quarter performance. The Adult Average Wage at Placement is indicative of serving the hardest to serve customers that are resulting in more entry level jobs. The Referral to Placement Ratio goals are typically lower during the 1st quarter because the average time between referral and placement is approximately 27 days. This means that the 1st quarter measure is capturing 90 days' worth of referrals but only 60-65 days' worth of placement data.

Staff will continue to monitor, analyze and report performance in all areas.

Information Brief

Primary Indicators of Performance (formerly known as Common Measures) Watch Brief

Background

Common Measures were established under Workforce Investment Act (WIA) and are still required by the Workforce Innovation and Opportunity Act (WIOA). While incentive monies will not be tied to meeting these common measures, 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. New contractor measures have been designed to closely match most of the federal measures maintaining the focus on performance in these areas.

Below is the most recent report that shows past performance along with our actual performance through the 4th quarter of PY 2018-19. Also shown are our goals for PY 2018-19. All performance goals were met or exceeded for the 4th quarter.

July 2018-June 2019 Performance

Primary Performance Indicator (PPI)	Performance 2014-2015	Performance 2015-2016	Performance 2017-2018	PY18-19 Performance	PY18-19 Performance Goals
Adults:					
Entered Employment Rate (2 nd Qtr. after Exit)	86.9%	83.9%	92.6%	95.0%	86.0%
Employment Retention Rate (4 th Qtr. after Exit)	82.4%	83.6%	89.3%	92.6%	83.0%
Median Earnings (2 nd Qtr. after Exit)	\$6,650	\$6,993	\$7,496	\$8,017	\$7,200
Credential Attainment Rate	57.6%	58.7	N/A	89.1%	62.0%
Dislocated Workers:					
Entered Employment Rate (2 nd Qtr. after Exit)	87.8%	74.4%	85.7%	84.9%	83.0%
Employment Retention Rate (4 th Qtr. after Exit)	81.5%	76.1%	88.2%	87.5%	79.0%
Median Earnings (2 nd Qtr. after Exit)	\$6,312	\$7,621	\$6,432	\$8,229	\$6,850
Credential Attainment Rate	56.4%	43.2	N/A	81.00%	60.0%
Youth Common Measures:					
Entered Employment Rate (2 nd Qtr. after Exit)	63.8%	64.3%	79.2%	83.5%	70.0%
Attainment of a Degree or Certificate	56.2%	67.8%	N/A	N/A	N/A
Credential Attainment Rate	85.3%	76.5%	N/A	72.5%	75.2%
Employment Retention Rate (4 th Qtr. after Exit)			78.3	82.2%	67.0%
Wagner-Peyser:					
Entered Employment Rate (2 nd Qtr. after Exit)	65.5%	63.8%	69.1%	63.8%	63.0%
Employment Retention Rate (4 th Qtr. after Exit)	60.8%	62.3%	70.7%	64.8%	64.0%
Median Earnings (2 nd Qtr. after Exit)	\$5,238	\$5,268	\$5,165	\$5,619	\$5,100
Not Met (less than 90% of negotiated)	Met (90-100% of negotiated)		Exceeded (greater than 100% of negotiated)		



November 21, 2019

Information Brief

PY 19-20 Career Center Standards Review

Background

The Career Center Standards is a review instrument adopted by the Board to assess our One-stop operator for compliance and is a piece of their performance payout in their contract. The Workforce Innovation and Opportunity Act (WIOA) established criteria that must be reviewed 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 19-20 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 another near perfect review at all three centers. Staff appeared professional, attentive to customer needs and management supports a proactive approach by having frontline staff attend community events to be more aware of assistance available. A variety of workshops are being provided to assist job seekers. Staff interviewed were compassionate and appeared to identify well with customers struggling with multiple barriers.

Contractor should continue to monitor and ensure appropriate postings and signage. The entrance to the Titusville location is hard to identify and needs to have some type of signage on the main front door. Management awareness and constant staff resources are needed as staff

continues to work with the harder to serve population that are walking into Brevard's Career Centers.

The PY 19-20 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 2019-2020

	Overall	Palm Bay	Rockledge	Titusville
Total Rating	99.9%	99.6%	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%	98.5%
Employer Services	100.0%	100.0%	100.0%	100.0%
General Staff & Operations	99.7%	97.9%	100.0%	100.0%

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%



November 21, 2019

Information Brief

America's Promise Grant (APG) / IT Sector Strategy Updates

The America's Promise Grant is moving into a (final) strategic phase, concentrating on specific areas to meet the grant's performance goals. Additionally, we are starting to develop a sustainable plan that supports the Information Technology Industry in our region after 2020 - the end of the APG. The key is to engage employers with the education system to help design the curriculum, keeping occupation profiles and employment in mind. This will include demonstrating clear pathways to these careers. This will be important to anyone that's guiding students in their career searches (parents, school counselors, HR professionals, etc). Finally, sustainability of the Consortium is paramount to ensure long-term dialogue exists between industry and education to guarantee technical pipeline development continues to involve. Our partnerships with Certification Agencies like CompTIA and NIST are instrumental in providing current IT industry knowledge and deliver us timely guidance and resources necessary to educate our IT community. This is the basis for the IT Sector Strategy.

Update of Current Activities

- We've seen an increase in employer training opportunities with six **new On-The-Job Training (OJT)** contracts and six new **Employed Worker Training (EWT)** contracts this quarter, a significant growth over previous quarters. This increase is due to improved focus with employers, and better outreach to the community. An illustration of this is our recent CEO roundtable presentations to second stage companies. Building on USDOL's Jobs for the Future – Office of Apprenticeship philosophy of "Build an Employee vs. Buy an Employee" (BEBE) approach highlights what CSB does best. Solutions like OJTs and EWTs support this model with one of the training funding resources being APG. This also exemplifies our regions need for employers to take an active role in developing employees.

The original BEBE presentation was designed for the CEO, and because of the success of it, we are working with the Space Coast Human Resources Management to repackage it for presentation to the HR professionals. There was also interest by several of our Chambers and the EDC to present this same message. We are looking for suitable dates in the near future.

- Efforts with the **Brevard Public School District** has yielded an interest as a potential Pre-Apprenticeship partner. This could feed into their CTE programs as well as their Cyber Academy curriculum. We're also making IT industry professional introductions for them

which will produce the necessary support letters to receive state funds to cover teachers and curriculum for their CTE certification classes. We continue to support all of their efforts for the Cyber Academy for the 2020/21 school year launch including helping them create an IT Industry Advisory Council. This Council collaborates to see that the academy courses met their standards for employment.

- **Underemployed training program** is now in the Strategic Employment Cycle where we are partnering with our certification trainer New Horizons, to improve resumes of graduates, groom participants with interviewing skills training, creating employer interaction at IT Job Fairs & Meet and Greet events. Held at our local business incubator Groundswell, these meet and greets are orchestrated with local IT association's members to bring IT employers and APG jobseekers together. This not only helps jobseekers learn about occupations, it also provides employers an opportunity meet potential new hires, and share what they know about the industry. With both Business Services and Career Counselors, CSB staff work together to improve the employment outcomes. **Success Story:** An APG trainee graduate presented to the Director of HR for L3Harris at our recent IT Job fair. The response was that they presented themselves very well and that he was going to hand their resume to the department head with a recommendation to hire.
- The **August IT Job Fair**, with 175 pre-registrants, resulted in 136 jobseekers visiting 15 employers' exhibits. An observation was that higher wage, higher skilled jobseekers were in attendance. Employer's comments were that it was a great crop of talent and offers will be made.
- **DOL visit to University of Alabama Birmingham** with other APG recipients allowed us to share best practices. CSB APG Program Manager learned about apprenticeship success stories and how these programs could be replicated locally. Also discovered additional certification training, Scrum Master, tied to the programming and software development aspects of IT and Cybersecurity.
- **EDC Partnership** is further explored with the continuing efforts of linking our two websites under the banner of Information Technology. Additionally, Elizabeth Huy – Senior Manager, Business Development indicated a strong interest for us to present the "Build an Employee vs. Buy an Employee" concept at one of their future events.
- **Education Partners Involvement** - In addition to our current involvement on EFSC's Cybersecurity & Computer Science Advisory Councils, we're now on Keiser's newly formed Information Technology Advisory Council. This includes regularly meeting outgoing graduates prior to graduating to talk about CSB services and IT occupations.

Grant Performance to Date:

Performance Metric	Grant Required Outcome	Performance to Date
Total Participants Served	400	290
Total Participants Enrolled in Training Activities	317	271
Total Participants Completing Training Activities	360	148
Total Participants Completing Training and Receive a Degree or Credential	320	148
Total Participants who Complete Training and Obtain Employment	270	105



November 21, 2019

Healthcare Sector Strategy Information Brief

Healthcare Sector Strategy Grant Update:

Healthcare Sector Strategy SMART goals were established for performance metrics for Quarter 13 (July 1, 2019 – September 30, 2019), the final quarter for Addendum 4. The aggregate goal was exceeded as indicated by the performance chart below. The grant performance aggregate total was also exceeded.

Training Program	Medical Assistant	CNA or PCA	LPN	Aggregate Total
Total Grant Goals	4	15	35	54
Results to Date	3	23	45	71
Quarter 13 Goals	0	2	8	10
Quarter 13 Results	1	1	11	13

A proposal for Addendum 5 was submitted for consideration to extend the Healthcare Sector Strategy grant for one more year. The grant was approved and will focus on the development of a Home Health Aide (HHA) talent pipeline, continue our collaboration with our faith-based partner Macedonia Community Development Corporation of South Brevard, Inc. (METCA-ECC) for candidate recruitment and training preparation, increase stakeholder participation in Brevard's Local College Access Network and create soft skills training opportunities for healthcare employees.

Healthcare Talent Pipeline Development

- To provide continued support of talent pipeline development for the healthcare sector, CareerSource Brevard (CSB) set aside \$150,000 WIOA training resources for healthcare training for PY 19-20.
- METCA-ECC held a recruitment fair on August 15th for HHA, CNA (Certified Nursing Assistant) and LPN (Licensed Practical Nurse) training candidates. Candidates have the opportunity to prepare for training program entrance requirements by participating in TABE boot camps and TEAS (Test of Essential Academic Skills) test prep courses. CNA and LPN training candidates will apply for scholarship resources through CSB.

Local College Access Network (LCAN) Efforts

- Janice Scholz, Brevard Public Schools (BPS) Career & Technical Education Director, Teri Jones, METCA-ECC Executive Director and Megan Cochran, CSB Healthcare Sector Strategist attended the Florida College Access Network's Stakeholder Engagement Lab. This was a two-

day training facilitated by Civics Lab that went through stake holder engagement, collaborative tools and framework for LCAN development.

- On September 26th, Eastern Florida State College (EFSC) Financial Aid Director and Director of Student Recruitment and Enrollment met with CSB Career Center leadership team and BPS Secondary Leading and Learning Specialist to initiate plans to train CSB and BPS team members on how to help career seekers and students apply for FAFSA federal financial aid. CSB will also attend EFSC FAFSA Workshops to explore if this is something we will offer onsite as well. This is in an effort to promote access to post-secondary training options.
- CSB made a presentation on Careers in Healthcare for the College P.R.E.P. workshop sponsored by Truth Revealed Ministries and Florida Institute of Technology on September 28th. The event was attended by middle and high school students and parents.
- CSB was an event sponsor for the Titusville Chamber's September 30th Next Steps College and Career Expo. CSB provided labor market statistics, LCAN Plan It Florida handouts and information on CSB services. This event was attended by over 700 north Brevard middle and high school students and parents.

Brevard Healthcare Workforce Consortium Meeting

The Consortium meeting was held on September 24, 2019 and was attended by 44 healthcare industry representatives, education providers, workforce development, government and community stakeholders. The theme was promoting post-secondary training access and completion for high school students and low income incumbent workers.

- Marcia Gaedcke, President, Titusville Chamber gave a key note presentation on "Supporting Student Transition through Community-Based Business Education"
- Breakout sessions included:
 - "More than Flexing Schedules, Ways to Support Employee Training and Development"- Panelists: Tonya Holder, Learning Specialist, Brevard Adult Education, Linda Graham, Assistant Department Director, Brevard County Housing and Human Services and Carl Herriott, Community Action Agency Family Self Sufficiency Program Coordinator Moderator: Wendi Jo Bost, Program Coordinator, CareerSource Brevard
 - "Stop the Brain Drain, Recruit Your Future Workforce By Engaging Brevard Public Schools' Students" – Panelists: Brevard Public Schools- Janice Scholz, Career & Technical Education Director, Paula Bewerse, Secondary Leading & Learning College & Career Readiness, Del Jordan & Susan Knowles, College Success Coach Take Stock in Children, Sara Almond, Government & Community Relations, The Florida High Tech Corridor: Amanda Allen, stemCONNECT Education Manager Moderator: Clinton Hatcher, Business Liaison, CareerSource Brevard



Quarterly Multimedia Outreach (July – September 2019)

<p>Non-Paid Social Media Marketing & Direct (Email) Marketing</p>	<p><u>Facebook, Twitter, LinkedIn, Constant Contact</u> <i>a daily effort to share CSB’s workforce, economic, education, business and community partners’ news as well as educating and informing CSB’s followers about programs and services offered.</i></p> <p><u>Partner News Shares:</u> Space Coast Area Transit, EFSC, Brevard Achievement Center, Space Florida, Boeing, Northrup Grumman, Titusville Chamber of Commerce, LEAD Brevard.</p> <p><u>CSB events, programs & services:</u> Daily hot jobs, Hispanic Community outreach, Recruiting events & workshops.</p>
<p>Media Relations & Press Coverage</p>	<p><u>Local, Regional and State Multi-Media Relations:</u> <i>Ongoing effort to communicate timely and relevant workforce news to appropriate news outlets and be recognized as Brevard’s key resource for workforce development issues and trends.</i></p> <p><u>CSB events, programs and services:</u> Weekly digital and print news coverage with BBN, Florida Today, Spotlight Brevard, , The Beach radio re: employer’s hot jobs, recruiting events & workshops, including Space Coast Daily’s SHRM guest writer on CSB and “how to find a job”, Channel 9 News for IT job Fair .</p>
<p>Community Partner Outreach Events/Programs</p>	<p><u>Additional outreach efforts not detailed in committee goals matrix:</u> <i>Ongoing collaboration with and sharing of, CSB’s Partner/Employer/Job seeker news and events.</i></p> <p><u>Annual Florida Workforce Summit</u>—Communications consortium: Updated state brand portal for asset sharing, social media platform trends/changes, retargeting tactics, ADA compliance, etc. CS Florida is focusing on B to B outreach w/ co-op dollars for that. Ongoing leads generated from state awareness campaigns (apprenticeship and training grants) receive follow up from CSB staff.</p> <p><u>Florida Public Relations conference</u> –networking with professionals across the state, Search Engine Optimization (SEO), digital media outcomes.</p>
<p>Multi Media Promotions/ Tactics</p>	<p><u>Brevard Business News:</u> Paid ads to inform the business community about Apprenticeships and workforce services.</p> <p><u>Program collateral:</u> Ongoing creation of flyers, pocket cards, etc, to encourage jobseeker and referral partner engagement to support programs such as RISE, Soft Skills and Aero-Flex.</p> <p><u>Video:</u> in planning to create success story videos for multimedia purposes.</p>
<p>Website</p>	<p><u>Content development and enhancements:</u> Ongoing updates to increase SEO through news posts, pages updates, included addition of high performing keywords and messaging based upon analytics.</p>
<p>State-funded Multi Media Campaigns</p>	<p><u>Out-of-State Engineering Talent Attraction & Recruitment Campaign--</u> This annual 15+k campaign successfully ran for 4 years and will re-launch December-May 2020 using similar targeting parameters and most effective creative and messaging. Goals include increased reach, campaign engagement, and CSB counselor engagement.</p> <p><u>Local Unemployed/Underemployed/Introduction to key industry sectors -- talent attraction campaign</u>— This 15+k campaign successfully ran in 2019 and will re-launch December-May 2020 using similar targeting parameters and most effective creative and messaging. Goals include increased reach, campaign engagement, and CSB counselor engagement plus walk-in traffic.</p> <p><u>Local Business Engagement/Introduction to key sector services campaign</u>— \$10,400 was added to the state’s co-op grant for CSB to raise awareness of services to employers. Strategy meetings begin in October based around Apprenticeship-awareness.</p>



November 21, 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)	-	
Total Available Revenue	15,081,500	1,795,122	788,551	756,126	1,311,242	7,204,189	3,226,270	

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)
TOTAL EXPENDITURES	15,081,500	396,680	298,061	186,013	365,714	962,013	414,166	2,622,647	17.4%	(80,581)

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



November 21, 2019

Information Brief

Financial Reports

Background

The three reports that follow this brief will provide the status of CareerSource Brevard's (CSB) funding, budgets, and expenditures for the fiscal period beginning on July 1, 2019 and ending on September 30, 2019.

Report Descriptions

CSB BUDGET TO ACTUAL REPORT

New report - described in a separate brief.

CSB FISCAL DASHBOARD INDICATORS (ATTACHMENT 1)

- 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

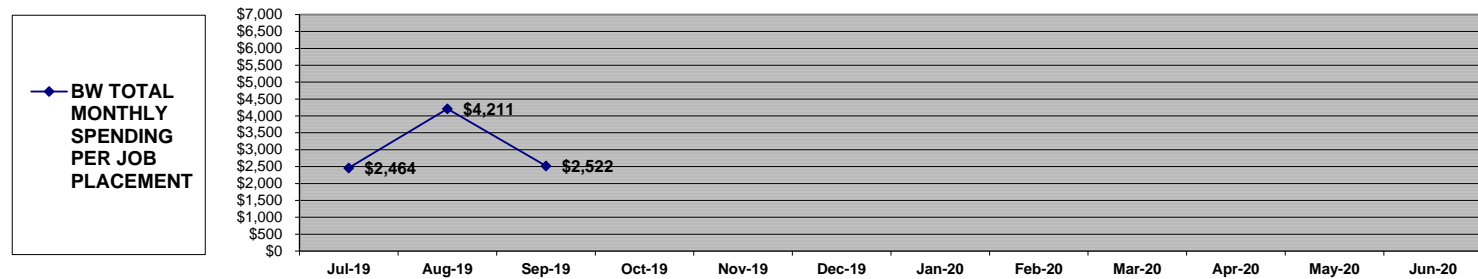
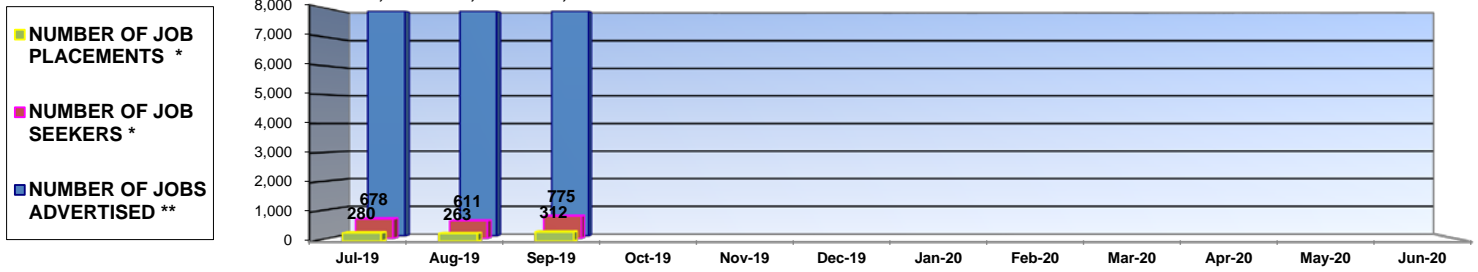
CSB FEE FOR SERVICE ACTIVITIES (ATTACHMENT 2)

- 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.



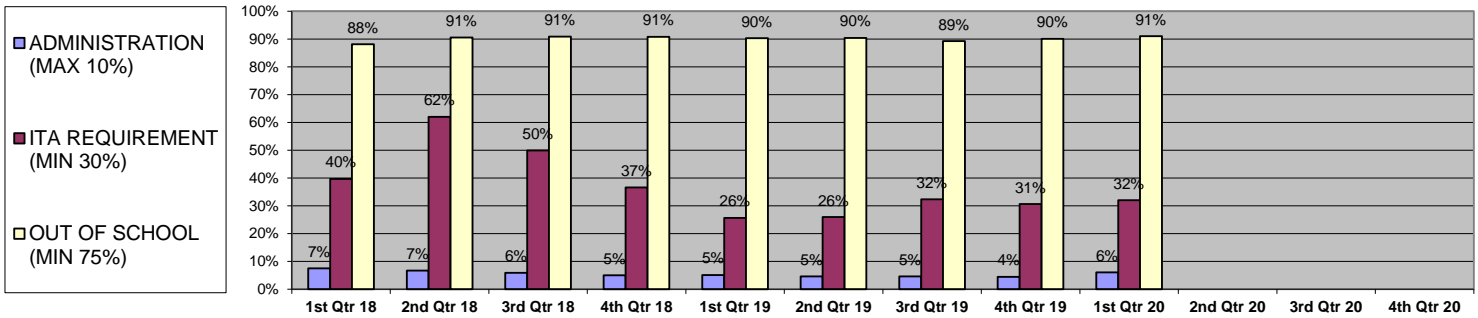
FISCAL DASHBOARD INDICATORS - 9/30/19

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%)	137,070	269,784	421,291	559,072	153,830	282,216	419,576	572,973	156,767	
PROGRAM ACTIVITIES	1,695,133	3,754,384	6,751,105	10,686,353	2,858,106	5,891,543	8,701,681	12,401,410	2,427,239	
CUSTOMER SPENDING:										
STATE ITA COSTS (MIN 30%)	183,637	405,170	558,597	708,028	89,847	224,104	467,221	775,951	169,810	
OTHER PROGRAM COSTS	279,361	248,451	561,054	1,227,428	260,390	639,214	977,107	1,757,069	359,950	
YOUTH SPENDING:										
IN-SCHOOL	37,032	59,962	79,855	83,048	22,629	54,399	79,174	89,734	24,911	
OUT-OF-SCHOOL (MIN 75%)	274,370	576,159	798,546	816,160	211,740	512,905	659,071	809,910	252,848	



CURRENT YEAR FEE FOR SERVICE ACTIVITIES (7/1/2019 - 9/30/2019)

Unrestricted Balances:	Cash on Hand \$255,486	Certificates of Deposit \$73,294	Total \$328,780
-------------------------------	-------------------------------	---	------------------------

	<i>Healthcare Ambassador Program</i>		<i>AARP BTW 50+ Program</i>		<i>Juniors to Jobs Program</i>		<i>Ticket to Work & TFF Programs</i>		<i>Foundation Grants & Other Fee for Service Activities</i>		TOTALS	
	%	%	%	%	%	%	%	%	%	%	%	%
Revenue												
Grant Awards	\$ 29,332	100.0	\$ 20,000	100.0	\$ -	-	\$ -	0.0	\$ -	0.0	\$ 49,332	77.3
Contract Revenue	-	0.0	-	0.0	-	-	900	7.2	-	0.0	900	1.4
Sponsorship Revenue	-	0.0	-	0.0	-	-	-	0.0	2,048	98.9	2,048	3.2
Donated Revenue	-	0.0	-	0.0	-	-	-	0.0	-	0.0	-	0.0
Charges For Services	-	0.0	-	0.0	-	-	11,547	92.8	-	0.0	11,547	18.1
Website Licenses	-	0.0	-	0.0	-	-	-	0.0	-	0.0	-	0.0
Interest Earnings	-	0.0	-	0.0	-	-	-	0.0	23	1.1	23	0.0
Total Revenue	\$ 29,332	100.0	\$ 20,000	100.0	\$ -	-	\$ 12,447	100.0	\$ 2,071	100.0	\$ 63,850	100.0
Expenses												
Personnel	\$ 24,250	82.7	\$ -	0.0	\$ -	-	\$ -	0.0	\$ -	0.0	\$ 24,250	38.0
Travel / Training	-	0.0	24	0.1	-	-	-	0.0	-	0.0	24	0.0
Outreach	400	1.4	-	0.0	-	-	-	0.0	-	0.0	400	0.6
Software	-	0.0	-	0.0	-	-	-	0.0	-	0.0	-	0.0
Supplies	450	1.5	159	0.8	-	-	-	0.0	503	24.3	1,112	1.7
Equipment	-	0.0	-	0.0	-	-	-	0.0	-	0.0	-	0.0
Professional Services	-	0.0	12,989	64.9	-	-	-	0.0	321	15.5	13,310	20.8
Customer Wages	-	0.0	-	0.0	844	-	-	0.0	-	0.0	844	1.3
Customer Support	-	0.0	-	0.0	2,001	-	-	0.0	-	0.0	2,001	3.1
Indirect Costs	4,232	14.4	165	0.8	480	-	-	0.0	139	6.7	5,016	7.9
Total Expenses	\$ 29,332	100.0	\$ 13,337	66.7	\$ 3,325	-	\$ -	0.0	\$ 963	46.5	\$ 46,957	73.5
Net Profit (Loss)	\$ 0	0.0	\$ 6,663	33.3	\$ (3,325)	-	\$ 12,447	100.0	\$ 1,108	53.5	\$ 16,893	26.5

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

CareerSource Brevard (CSB)
Executive Committee Meeting
November 4, 2019

MINUTES

Members in Attendance: Susie Glasgow (Chair), Daryl Bishop, Lloyd Gregg, Nancy Heller.

Members Absent: Paula Just, 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.

Public Comments: There was no public comment.

Action Items:

Approval of Executive Committee Minutes

Motion to approve the Executive Committee minutes for August 5, 2019 made by Daryl Bishop and seconded by Nancy Heller. Motion passed unanimously.

Discussion/Information Items:

President's Report

Ms. Murphy reported on the following:

Federal/State Workforce Focus & Florida's Workforce Development Council's Legislative Agenda

- Department of Labor is currently focusing on pre-apprenticeship, apprenticeship, industry recognized apprenticeship programs (IRAPS), and opioid recovery efforts.
- Florida's focus is on workforce education. Florida is currently 24th in the nation in workforce and the Governor wants to be first in the nation by 2030. The local Chambers have similar goals in that they are pushing 2 and 4 year degrees and workforce certifications. CSB is looking at ways to build the workforce and not just "buy it". Two examples of this are Lockheed Martin who are building their own employees and SpaceX who are working with CSB's Aero-Flex Program to train their own workforce.
- FWDA's 2019 Legislative Agenda is supported by 23 of the 24 local workforce boards. Items of focus include Florida Skills Allocation utilizing Unemployment Compensation funds, full funding of the Sadowski Act (affordable housing), apprenticeship legislation, and creating a single source database for new graduates.

Status of Florida's Workforce

- The Gainesville workforce board has been determined to be out of compliance by Department of Economic Opportunity (DEO) and has been given 30 days to comply with their requests otherwise DEO could suspend the Board's federal funding or decertifies the Board as a few of the options they are considering.
- The Department of Labor (DOL) has stated that the DEO's response to their report on the Tampa/St. Pete Workforce investigation was insufficient with all findings unresolved.

Melbourne Chamber of Commerce Board Membership

- A CSB Board Member volunteer is being sought to sit on the Melbourne Chamber's Board of Directors as an ex officio member. Daryl Bishop has served on the Board and plans to resign his seat in January 2020. The Chamber meets one morning per month and staff will provide workforce updates to share at the meetings. Daryl said that this is a very active board with lots of networking opportunities. He also said that this is a great opportunity to educate the board on what CSB does. Susie Glasgow agreed to volunteer if staff could not find anyone else.

New Budget Format

In preparation for the upcoming board member orientation session, CSB staff reviewed the new quarterly financial report format which is consistent with the one used in the upcoming board orientation training. This improved format displays budgeted revenue, budgeted expenditures, and actual expenditures for each major funding stream, as recommended by the external monitors. It also provides a comparison of actual indirect costs with those recovered from the federally negotiated indirect cost rate, and shows current funding surplus or deficit. There was discussion on CSB's annual budget which has almost doubled since the last meeting due to an additional \$7.5 million from the Hurricane Irma grant.

Governance/Finance Committee (GFC) Update

Marci gave an update on the GFC which had met earlier in the day. Items reviewed at the meeting included audit/monitoring, finance policy updates, new budget format, Melbourne Chamber Ex Officio Member, Financial Reports and a business seat vacancy on the board.

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. Staff reviewed the Moore Outreach Plan, Hurricanes Matthew, Irma and Dorian, FloridaMakes, Aero-Flex Pre-Apprenticeship, Ticket to Work, Tobacco Free Florida, Healthcare Sector Strategy, and Wells Fargo grants.

Adjournment:

The meeting adjourned at 4:51pm.

Submitted by,

Reviewed by,

(signature on file)
Lyn Sevin

11/12/2019
Date

(signature on file)
Susie Glasgow

11/12/2019
Date

CareerSource Brevard (CSB)
Governance/Finance Committee Meeting
August 5, 2019

MINUTES

Members in Attendance: Daryl Bishop (Chair), William Chivers, Lloyd Gregg.

Members Absent: Wayne Olson, Amar Patel.

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

Guests: None

Daryl Bishop called the meeting to order at 3:00pm.

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 May 16, 2019 made by William Chivers and seconded by Lloyd Gregg. Motion passed unanimously.

Board Member Training

Staff handed out an amended brief showing two options for Board training, one being Career Center Job Shadowing, and the other an Online Board Member Orientation. Module One from the Online Board Member Orientation was reviewed. Ms. Murphy said the online training would be offered on two different occasions to encourage attendance. She said that staff would also be utilizing the training. The training is offered by Taylor Hall Miller Parker P.A. (THMP) who had indicated that CareerSource Florida is considering purchasing it for all Local Workforce Development Boards, in which case THMP would reimburse CSB for the cost of purchase. Motion to approve purchase of Board Orientation Training at a cost of \$5,000 made by William Chivers. Motion seconded by Lloyd Gregg and passed unanimously. The training selected will be presented to the full Board of Directors as an Information Item.

Discussion/Information Items:

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. This will result in additional customer training dollars, facility and technology upgrades, and reserved funds for unexpected expenses or carry-over dollars for the next year.

Financial Reports

Staff reviewed the financial activity for the fiscal period ending on June 30, 2019. There was discussion on number of job seekers versus number of jobs advertised.

Vendor Payment Report:

Staff reviewed the Vendor Payment report from April 12, 2019 through June 30, 2019.

Adjournment:

Daryl Bishop adjourned the meeting at 3:49pm.

Submitted by,

Reviewed by,

(signature on file)
Lyn Sevin

8/8/2019
Date

(signature on file)
Daryl Bishop

8/8/2019
Date

CareerSource Brevard (CSB)
Governance/Finance Committee Meeting
November 4, 2019

MINUTES

Members in Attendance: Amar Patel (Chair) (via teleconference), William Chivers, Lloyd Gregg, Wayne Olson

Members Absent: Daryl Bishop.

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

Guests: None

Amar Patel called the meeting to order at 3:00pm.

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 8, 2019 made by William Chivers and seconded by Lloyd Gregg. Motion passed unanimously.

Discussion/Information Items:

Audit and Monitoring Activity

Staff presented Audit & Monitoring Activity Report for first quarter of program year 2019-2020.

Policies

Staff reviewed the changes to Cell Phone and Travel Policies as outlined in the agenda brief. There was brief discussion on both policies.

New Budget Format

Staff presented a revised quarterly financial report which is consistent with the one to be used in the upcoming Board Orientation training. The improved format displays budgeted revenue, budgeted expenditures, and actual expenditures to date for each of CSB's major funding streams, as recommended by the external monitors. It also provides a comparison of actual indirect costs with those recovered from the federally negotiated indirect cost rate, and shows a current funding surplus or deficit. There was brief discussion on the new format.

Melbourne Chamber of Commerce

Ms. Murphy said that she needs a board member to represent CSB as an ex officio member on the Melbourne Chamber of Commerce Board of Directors. Daryl Bishop plans to resign this seat in January 2020. The Chamber meets one morning per month and staff will provide workforce updates to share at the meetings. The seat will also be offered to the Executive Committee and then to the full Board of Directors.

Financial Reports

Staff reviewed the financial activity for the fiscal period ending on September 30, 2019. There was discussion on indirect costs.

Vendor Payment Report

Staff reviewed the Vendor Payment report from July 1, 2019 through September 30, 2019.

Other Business

Ms. Murphy said that Joe Angelastro has resigned from the Board leaving a vacant business seat. She requested help filling the seat and will present more information at the next meeting. Discussion followed with a few suggestions being presented.

Adjournment:

Amar Patel adjourned the meeting at 3:41pm.

Submitted by,

Reviewed by,

(signature on file)
Lyn Sevin

11/13/2019
Date

(signature on file)
Amar Patel

11/13/2019
Date

CareerSource Brevard

Industry Workforce Committee

July 30, 2019

Minutes

Members in Attendance: Mike Menyhart (Chair), Kristen Bakke, Colleen Brown (via teleconference), Art Hoelke, Susan Harwood (via teleconference) for Elizabeth Huy, Jennifer Kenny, Dr. Linda Miedema (via teleconference), and Patricia Stratton (via teleconference)

Members Absent: Traci Klinkbeil, Nancy Peltonen, Travis Proctor, Janice Scholz, Terry Schrupf and Julie Song

Staff in Attendance: Denise Biondi, Judy Blanchard, Megan Cochran, Sheryl Cost, Jennifer Lasser, Don Lusk, Marci Murphy, Foy Staley, Marina Stone and Gary Sulski

Guests in Attendance: Julie Berrio, Ahmanee Collins-Bandoo, Marveta Gordon (via teleconference), Bob Knippel, Caroline Joseph-Paul, Jessica Mitchell, Shannon Spriggs and Susan Stills from the Career Center. Odalys Kitchings of Home Instead Senior Care, Dennis Burke of City of Melbourne-Streets & Water Assistant Superintendent, Loretta Ferguson of Medvoice and Deborah Ballard of Manpower

Call to Order:

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

Public Comment:

There was no public comment.

Presentations: Staff introduced employees Odalys Kitchings of Home Instead Senior Care and Loretta Ferguson of Medvoice along with an employer from Melbourne-Streets & Water Assistant Superintendent, Dennis Burke shared their stories about their Soft Skills experience and the benefit they saw from participating in the Soft Skills program.

Soft Skills Grant Outcomes Presentation

Final updates of the activities were shared showing the goals and performance for the Soft Skills Grant. "FL Ready to Work" introduced a new soft skills courseware that allows more streamlined interaction for participants and proctors. Staff indicated that a detailed presentation of the program impact and data analysis will be provided at the next meeting.

Action Items:Approval of Workforce Operations Committee Minutes of April 25, 2019

Motion to approve the Minutes from the April 25, 2019 meeting was made by Jennifer Kenny. Kristin Bakke seconded the motion. The motion passed unanimously.

Discussion/Information Items:Outcomes in Manufacturing Sector

Updates, activities, collaborations and partnerships in the Manufacturing Sector were shared.

Healthcare Sector Strategy Grant Update

SMART goals were established for performance metrics. Goals were met, activities and results through June 30, 2019 were shared. The aggregate goal was exceeded. Highlights of the State's Call to Action: Addressing the Healthcare Workforce Shortage was also shared. Dr. Miedema offered the services of recruiters that EFSC utilizes and that the recruiters either train CSB or can come to our events.

APG IT Sector Strategy Update

The America's Promise Grant (APG), in partnership with local IT employers, is to understand the training needs necessary for their successful hires, identify a training partner, create a workforce partnership among cohorts and create increased opportunities to get career seekers gainful employment. As a result of the April IT Career Expo and Job Fair, coupled with social media outreach to 'underemployed' individuals, CSB enrolled 39 customers into CompTIA training and 43 into Microsoft Office Suites (MOS). Staff is working to place these individuals into employment. One MOS trainee has already secured employment as a Microsoft trainer increasing their hourly wage from \$12.50 to \$23 per hour.

Dr. Miedema left the meeting.

Aerospace Workforce Workshop

An Aerospace Workforce Workshop was held June 13th in partnership with Space Florida, EDC and FloridaMakes. Highlights of the Workshop were provided along with a presentation on the results of the Aerospace workforce needs survey which was presented at the workshop. The next Aerospace workforce consortium event is being planned for September 5th which will solely focus on reviewing takeaways from the June workshop, prioritizing identified workforce needs and assigning teams to work on solutions.

Regional Apprenticeship Activities

An update on the quarter's activities for the recently awarded Aerospace pre-apprenticeship grant (AeroFlex) and the pre-apprenticeship grant to support building and construction trades in partnership with Brevard Adult Education was provided.

Legislative Session Outcomes

Staff shared the 2019 Legislative Session concluded in May with the passage of the State's \$91.9 billion budget, which included bills that will strengthen workforce, education and training opportunities.

Legislative Workshop

CareerSource Brevard (CSB) hosted a Legislative Workshop on June 4, 2019 with the goal of developing a plan to cultivate stronger relationships with Elected Officials. This was the second year CSB facilitated this workshop. Outcomes of the workshop were shared.

Quarterly Multimedia Outreach

A review of social media, direct email marketing and paid advertising was reviewed. Media relations and press coverage, collateral, website and state co-op programs were shared.

Industry Relations PY 18-19 Performance Infographic

An infographic was shared showing the outcomes and successes from the Industry Relations Department.

Community Impact Report PY 18-19

Ms. Murphy shared an infographic report on CSB's economic and community impact for Program Year 18-19.

Adjourn:

There being no further discussion or business, Mike Menyhart adjourned the meeting at 10:10 am.

Respectfully submitted,

Reviewed by,

{signature on file} 08/29/19
Marina Stone Date

{signature on file} 08/29/19
Mike Menyhart, Chair Date