

Executive Committee Meeting Monday, February 3, 2020 - 4:00pm CSB Boardroom

(Teleconference 321-394-0707)

Attendees: Susie Glasgow (Chair), Daryl Bishop, Lloyd Gregg, Paula Just,

Nancy Heller, Mike Menyhart

Agenda

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

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Call to Order

Introductions

Public Comment:

Action Items:

A. Approval of Executive Minutes for 11/4/19 Susie Glasgow 1 – 2

Discussion/Information Items:

A. President's Report

B. Governance/Finance Committee Update (no brief)

C. Outreach Presentation (no brief)

Marci Murphy

Daryl Bishop

Denise Biondi

D. Build An Employee vs Buy an Employee (no brief) Gary Sulski

E. Grow the Resources of the Board 4-10

Adjourn

Meeting information is always available @ careersourcebrevard.com

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise CareerSource

Brevard at least 48 hours prior to the meeting by contacting Lyn Sevin at (321) 394-0507. Persons who are hearing or speech impaired can contact Lyn Sevin through the

Florida Relay Service by dialing 7-1-1

Upcoming Meetings:

All meetings are in the CSB Boardroom unless otherwise noted

February 2020
20st Board of Directors Retreat-8:00am-12pm (Space Coast Health Foundation)
March 2020
No meetings
April 2020
14th Industry Workforce Committee-8:30am

28th Career Center Committee-8:30am

May 2020

4th Governance/Finance Committee-3:00pm

 4^{th} Executive Committee-4:00pm

21st Board of Directors -8:00am

<u>June 2020</u>

No meetings

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) 11/12/2019 (signature on file) 11/12/2019

Lyn Sevin Date Susie Glasgow Date



Information Brief

President's Report

Background

This report will provide the Executive Committee with a legislative update and conflict of interest information pertaining to employees.

- Legislative Update
 - o Florida's Workforce Development Association's new Lobbyist and priorities
 - o Bills HB1271 (Amber Mariano) SB1244 (Ben Albritton)
 - Other Workforce Related Bills
- Process for Employee Conflict of Interest



REVISED 01/27/2020

Grow the Resources of the Board Report

BOLD Denotes Revisions or Additions

GRANTS (Federal, State Loca		and Non-competitive)		
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
Grant Name: Back to Work 50+ (BTW 50+) Time Frame: 3/1/19 – 12/31/2020 Funding Source: AARP Foundation Partner(s): NA	\$110,000	CSB was selected to submit a grant application & plan which was approved to begin the AARP 50+ Services in Brevard County. The current program focused on Women ends 02/2/2019. This program will focus on all persons 50+. It will allow us continued use of AARP Foundation Logo, outreach support and educational materials	 (120% of goal) Gained Employment – 80 (121% of goal) CSB has been granted funding for year 6 (Jan 1 – Dec 31, 2020). Goals have been slightly reduced to match the decrease in funding, resulting in the following for 2020: Attended Workshops – 126 Started Coaching – 60 Gained Employment – 60 (including participants carried over from the 2019) CSB will offer a total of 18 workshops funneling into 6 cohorts. 	Jana Bauer
Grant Name: H-1B American Promise Grant (APG) Time Frame: 01/01/17 – 12/31/20 Funding Source: USDOL Partner(s): LWDB 12 Central Florida	\$2,380,337	This project targets high-growth jobs aligned with the Information Technology (IT) and IT-Related industry sector, ranging from entry-level occupations to high-level management positions in LWDB Region 12 & 13 using a sector strategy approach.	CSB has enrolled 331 persons in the APG grant. Some additional updates include: In addition to our current involvement on EFSC's and Keiser's Advisory Councils, we met with FIT to see if we can be admitted into their advisory council. New Horizons, continues to partner in improving resumes of graduates, groom participants with interviewing skills training, and creating employer interaction with their employer clients at our Meet and Greet events.	Gary Sulski
Name: Cooperative Outreach Program with Moore Communications and CareerSource Florida Time Frame: 10/01/19 – 06/31/20 Funding Source: Wagner Peyser State Level Funding	\$40,400	This funding is allocated based on our region size and is focused on strengthening CSF network brand, influencing action by business/job seekers to use CSB services, connect business with talent and to offset communication outreach costs and support local efforts.	Now in our 5 th year receiving these co-op dollars, CSB will implement the following: 5th Annual, Out-of-State Engineering Talent Attraction & Recruitment Campaign: 15+k campaign successfully ran for 4 years and will re-launch December-May 2020 using similar targeting parameters and most effective creative and	Denise Biondi

GRANTS (Federal, State Locations)	al Competitive	and Non-competitive)		
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
Partner(s): CareerSource Florida & Moore Communications			messaging. Goals include increased reach, campaign engagement, and CSB counselor engagement.	
			2 nd Annual Local Unemployed/Underemployed/I ntroduction to key industry sectors talent attraction campaign: 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.	
			Local Business Engagement/Introduction to Key Sector Services Campaign: Last reported \$10,400 was added to the state's co-op grant for CSB to raise awareness of the AeroFlex pre-apprentice program and other key business services. In October, the state agreed boards could inject these funds into current campaigns if it offered a better ROI than creating a new campaign. This is what CSB will do.	
Grant Name: Dislocated Worker Grants (DWG) Time Frame: Various Dates- 9/30/2020 Funding Source: USDOL		Projects for clean-up, demolition, repair, renovation, and reconstruction of destroyed public structures, facilities, and lands within the affected communities.		Jim Watson
through DEO DWG Partner(s): NA		Maria work is focused on evacuees from Puerto Rico. Brevard Recovery Works focused on persons impacted by		
Irma		the Opioid Crisis.	Extended until 9/30/2020 with	Jim
	\$13,500,000		the additional of \$7.5 Million. Total 253 Participants Enrolled 187 Receiving Services 131 Employment at Exit	Watson
Dorian	\$1,300,000		Providing support to National Seashore & Wildlife Refuge. First projects will begin Late Jan 2020. No enrollment data until the next report	Jim Watson

GRANTS (Federal, State Loca	·		Current Status	Staff
Resource Information	Amount Awarded	Grant Focus	Current Status	Lead
Maria Opioid/Brevard Recovery Works	\$125,000 \$2,000,000		Extended to 9/20/2020. Most CSB funds already obligated however grant is open in the event that DEO obligates additional funding. Total 28 Participants Enrolled 28 Receiving Services 9 Employment at Exit Remains open in the event that DEO allocates additional funding. Grant activities to date include: Total of 15 Participants Currently Enrolled 15 Receiving Services 2 Employed/not exited yet 1 Employed in	Wendi Bost
Grant Name: Rebuild Florida Time Frame: 09/01/2018 – 06/30/2020 Funding Source: DEO/ Community Development Block Grant – Disaster Recovery (CDBG-DR) Partner(s): Innovation Emergency Management (IEM) Grant Name: Department of Economic Opportunity Community Development Block Grant – Disaster Recovery (DR) Workforce Recovery Training Program Time Frame: 3/01/2020 – 06/30/2023 Funding Source: DEO/ HUD/CDBG	\$300,000	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. CSB staff responded to the DEO request for information regarding a workforce training opportunity to address construction industry staffing needs. The training \$ amount has not been determined for Brevard. The target is low to moderate income individuals. Brevard is counties identified as impacted by Hurricane Irma designated to benefit from this funding.	Humanitarian Services CSB continues to work with the staff of IEM stationed in the Rockeldge office. 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, actual funds collected are projected to be approximately \$200,000. Staff responded to the DEO Request for Application by the 01/10/2020 due date. The application covers all of the construction occupations requested by DEO. Schedule indicates that we will be notified of the outcome of the grant by 1/30/2020.	Jeff Witt Or Don Lusk
Partner(s): Listed in Grant Grant Name: FloridaMakes - NIST Time Frame: 10/1/19 – 9/30/2020 Funding Source: VIA Florida Makes U.S. Department of Commerce National Institute of Standards & Technology	\$125,000	This grant was submitted in support of Florida Makes grant submission to the U.S. Department of Commerce National Institute of Standards & Technology (NIST) to support the expansion of the AeroFlex Pre-apprenticeship Program in Brevard County.	Sub-recipient contract has been executed and CSB program staff met with FloridaMakes to establish acceptable metrics, milestones and associated timelines. Program staff will meet biweekly with FloridaMakes to continue to report progress and status of defined metrics. Grant metrics are aligned with the performance outcomes of	Judy Blanchar <mark>d</mark>

GRANTS (Federal, State Loca	I Competitive a	and Non-competitive)		
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
Partner(s): Innovation Emergency Management (IEM)			the state grant supporting this effort: • Enrollment, training completed and employment of 12 jobseekers.	
Grant Name: Aero-Flex Pre- Apprenticeship Program Time Frame: 02/01//2019 - 08/331/2020 Funding Source: CS Florida – Sector Strategies Partner(s): CareerSource Palm Beach, Tooling U, EDC, FloridaMakes, the Future's Center for Apprenticeship & Work Based Learning, SpaceFlorida, ASRC, Brevard Adult Ed, Northrup Grumman, Lockheed Martin, South Bay Workforce Investment Board, Training Funding Partners.	\$149,129	CareerSource Brevard (CSB) in partnership and collaboration with CareerSource Palm Beach (CSPB) will replicate a very successful, employer-driven preapprenticeship program that has been proven to support industry needs in California. The Aero-Flex Pre-Apprenticeship program will also meet the workforce development needs common to our region's aerospace and aviation manufacturing industry partners. This unique training program provides a customized layer within the framework to allow each employer to design or 'flex' its own program, meeting not only needs of the industry but each participating employer.	Grant support staff continue to meet bi-weekly with CS Palm Beach, and partnering agencies to discuss program progress and deliverables. Industry meetings continue to champion employer support of the program. The first cohort of trainees (3) have successfully completed training. CSB Communications, in partnership with a contracted Marketing/Outreach firm, have created an extensive jobseeker and employer engagement campaign with associated support collateral. Meetings continue with local associated Registered Apprenticeship sponsors to map competencies for FDOE registration and credit for prior learning.	Judy Blanchard & Clinton Hatcher
Grant Name: Brevard Adult Education Pre- Apprenticeship Program Expansion Time Frame: 01/01/2019 - 08/31/2020 Funding Source: CS Florida – Apprenticeship Expansion Partner(s): Brevard Adult Education, Brevard Air Conditioning Contractors Association (BACCA), ABO Apprenticeship (Coastal Mechanical), Southeast Power Corporation, Brevard Electrical Apprenticeship Program, ABC Institute	\$100,000	This collaboration with Brevard Adult Education Preapprenticeship Program to support Building & Construction trades. The following lists each of the apprenticeship partners for this grant and the Pre-Apprenticeship program:	The first cohort for the Trades Pre-Apprenticeship program graduated on Dec 18, 2019. A tour was hosted with Ivey's Construction at Port Canaveral for a small group of students. A second cohort launched in October and approximately 17 students are actively engaged. CSB is currently coordinating additional industry tours and work experiences.	Jana Bauer Wendi Bost
Grant Name: R.I.S.E. Brevard Time Frame: 01/01//2019 - 06/30/2020 Funding Source: CS Florida – Pathways to Prosperity	\$250,000	"R.I.S.E. Brevard" stands for Reentry Intervention resulting in Successful Employment. This grant will target the Ex-Offender population from our partners who are in need of vocational training and career assistance.	This grant request was submitted to CareerSource Florida for \$379,005. An outcome of the planning grant is to train 36 persons. CSB started enrolling customers on 4/17/19 as of 10/17/19 - 36 customers enrolled, 13 employed, 2 WBT, 1 Recidivism after completion	Jim Watson

GRANTS (Federal, State Local Competitive and Non-competitive)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
Partner(s): Brevard County Drug Court & Florida Department of Corrections				
Grant Name: Florida College Access Network – Seed Grant	\$20,000 (Includes \$10,000 CSB Match)	The focus of this grant is to develop a Local College Access Network (LCAN). These are strategic alliances focused on	area's LCAN UpLiftED Conference 11/4/19	Megan Cochran
Time Frame: 05/1/19- 4/30/2020	COD maion,	increasing college and career readiness, access and completion for students. This	Workforce Round Table	
Funding Source: Hosted by University of South Florida		includes expanding programs, services, resources, policies to address the systemic barriers	strategies to help working age adults with training and employment on	
Partner(s): Brevard Public Schools & METCA (Macedonia Education & Technology Academy)		that prevent access to postsecondary education.	12/10/19Confirmed receipt of grant funding on 1/6/20	

UNRESTRICTED REVENUES (Non-governmental funding, Fee for service, Foundation and Corporate giving programs)					
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead	
Grant Name: Ticket to Work (TTW) Program Time Frame: Indefinite Funding Source: Social Security Administration Partner(s): Vocational Rehabilitation	\$260,556 To Date	Focused on eligible TTW customers who want to return unsubsidized employment using the Employment Network (EN).	Staff continue to work with eligible customers who are interested in work or training. EN continues to progress at a modest pace with 49 tickets being assigned. Receipts for the first two quarters were \$14,139 for a cumulative total of \$260,556	Jim Watson	
Grant Name: Florida Partnership Plus Time Frame: Indefinite Funding Source: Social Security Administration Partner(s): Vocational Rehabilitation (VR)	\$11,500 To Date	Exiting Voc. Rehab participants who have found employment and are currently receiving SSI or SSDI. CSB will provide Employment Network mandatory follow up services. Funds are reported as part of the SSA TTW program and our unrestricted. CSB receives compensation in two forms: (1) \$1000 for any participant exiting that remains employed at SGA (Substantial Gainful Activity) for a seven month duration. (2) \$500 for written benefit summary analysis (BSA) completed by a certified Community Partner Work Incentive Coordinator (CPWIC).	CSB received \$ 10,000 in PY 16 -17 and 17-18, CSB received \$11,500. There was one newreferral for this program in PY 18-19 and no payment has been made to date. Staff is working with Vocational Rehabilitation to determine whether program referrals can be increased.	Jim Watson	
Grant Name: Tobacco Free Florida	\$49,775 To Date	The Bureau of Tobacco Free Florida (BTFF) partners with	This agreement provides unrestricted revenue.	Marina Stone	

UNRESTRICTED REVENUES (Non-governmental funding, Fee for service, Foundation and Corporate giving programs)				
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead
Time Frame: Indefinite Funding Source: Bureau of Tobacco Free Florida Partner(s): Florida Department of Health		Florida RWB's to promote the "3 Free and Easy Ways to Quit" program to help clients quit tobacco and improve their employability. While this program is available free to all Florida residents, the Department of Health targets workforce clients and reward LWDB's for each client referral.	Receipts for PY19-20 second quarter- (10/1/19-12/31/19) is \$1,500. Cumulative total of \$49,775.00	
Grant Name: Healthcare Sector Strategy Time Frame: 7/1/16 – 9/30/19 Funding Source: Private Sector Partner(s): A variety of health care employers, training vendors and others.	\$530,170 To Date In 5 th year	Employ a Healthcare Sector Strategist to coordinate Healthcare Sector Strategy to facilitate solutions for current workforce needs, projections for workforce issues over the next five years, and resources to meet both long and short term goals as established by the industry as a whole.	 Received notification of the award for Addendum 5 in late October 2019 Achieved the SMART Goals for Quarter 14 Focused on getting the administrative process for the grant-funded Home Health Aide scholarships and Agreement with our partner Macedonia Education Technology and Career Academy in place 	Megan Cochran
Grant Name: Wells Fargo AARP 50+ Support Services Time Frame: 10/01/2018 - 11/01/2019 Funding Sources: Wells Fargo Bank Partners(s): NA	\$10,000	The focus of this grant is to assist participants in our program with support services needed to ensure successful job placement. Services can consist of transportation assistance, clothing to create a good first impression, and test preparation fees, etc.	To date, we have assisted 37 AARP BTW50+ participants with \$3,964 in services. Services have included transportation, first impressions and certification/testing/licensing assistance.	Jana Bauer
Grant Name: Wells Fargo Supportive Services for Community Empowerment Time Frame: 10/01/2019- 11/01/2020 Funding Sources: Wells Fargo Bank Partners(s): NA	\$10,000	The focus of this grant is to assist participants with supportive services that are not WIOA eligible. 75% of the funding will be to support the AARP Back to Work 50+ program, and the remaining 25% will be to support a two-week internship opportunity for Eau Gallie high school students in the Aviation Fabrication and Assembly Program. A total of ten incoming seniors will be provided with a two-week internship, receiving a supportive service stipend for each day.	Payments have been received and CSB AARP staff are working with customers to identify supportive service needs. In February, CSB will begin coordinating with the Eau Gallie high school Aviation program director to plan the process for summer funding.	Jana Bauer

UNRESTRICTED REVENUES (Non-governmental funding, Fee for service, Foundation and Corporate giving programs)					
Resource Information	Amount Awarded	Grant Focus	Current Status	Staff Lead	
Grant Name: Wells Fargo Workforce Roundtable	\$5,000	Funding will be utilized to create a workforce roundtable involving key partners which	Two board staff have been assigned this project and have begun coordinating the	Jana Bauer	
Time Frame: 10/01/2019 – 11/01/2019		may include Goodwill, NeighborUp, Community	date, facility and facilitator with the Wells Fargo representative. The		
Funding Sources: Wells Fargo Bank		Action, local school board and others to have a discussion around creating site-based	roundtable is expected to occur late Spring 2020.		
Partners(s): TBD		programs to pilot to impact the movement of workforce in our low-to-moderate community.			