

CareerSource Brevard
Board of Directors Orientation
January 30, 2020

MINUTES

Members in Attendance: Shawn Beal, Susie Glasgow, Paula Just, Mike Menyhart, Wayne Olson, Amar Patel.

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

Call to Order: The CareerSource Brevard (CSB) Board Orientation was called to order at 8:30am by Marci Murphy.

Public Comment: There was no public comment.

Presentation:

Chapter One: Introduction

- Welcome—your impact
 - Setting strategic direction
 - Advocate for business and job seekers
 - Solutions to meet local workforce needs
 - Transparency & Ethics
- Structure of Workforce Development System
 - Purpose of system/What it does
 - Regulatory Environment
 - Structure
 - CSF
 - DEO
 - Local Boards
 - Services to businesses & job seekers
- Board Members
 - How Selected
 - Roles & Responsibilities
 - Appoints President/CEO
 - Strategic Plan
 - Performance Oversight
 - Fiscal Oversight
 - Transparency/Laws
 - Attending Meetings/Committees
 - Conflict-of-Interest

Q: What is a CEO?

A: CEO means Chief Elected Official. CSB's CEO is the County Commission which has oversight but not control of CSB's budget. DEO monitors CSB for budgetary compliance. If there are any disallowed costs with CSB the County is deemed responsible. Marci Murphy meets with the County Manager quarterly to review CSB's budget and action items. The yearly budget is approved by the CEO and any changes to the budget throughout the year are shared with the County Manager at the quarterly meetings.

Q: What do LWDB's with more than one county do?

A: They have a Consortium to approve actions and they each have a representative on that Consortium.

Q: Does the County Manager attend CSB's board meetings?

A: Yes

Q: Do we have an attorney?

A: Yes we have an attorney on retainer and bring him in if needed.

Q: What is the hierarchy of DEO and CSF?

A: CSF receives funds from DEO. CSF has a board of directors and their own staff. They plan the strategic direction of Florida's workforce. CSF serves at the pleasure of the Governor and the CEO is appointed by the Governor. The Executive Director of DEO is also appointed by the Governor and serves at the pleasure of the Governor.

Q: Does CSF decide where funds go?

A: CSF decides which grants are awarded with the pot of money they have be allocated by DEO.

Q: Does DOL monitor LWDBs?

A: Yes occasionally and if a local board has a direct DOL grant.

Q: Does DEO have staff turnover?

A: Yes, the high level positions change over most of the time when a new Governor is elected. DEO is responsible for some training.

Q: Will new board members have access to THMP training?

A: Yes. All board staff and new board members will receive this training.

Chapter Two: Budget & Financial Responsibilities

- Federal/State funding
 - Process of pass-through
- Funding streams
 - WIOA, TANF, WP, SNAP
- Budget-to-actual oversight responsibilities
- Budget-to-actual format
 - Example budget/actual for Board members
 - Specific examples to focus on
 - Other measures
 - ITA expenditures
 - Admin costs

Q: Why are the line items on the example budget presented different to the line items on CSB's budget?

A: Salaries are higher on the sample because, in this example, the LWDB does not have a contractor and directly runs the career centers themselves. DOL prefers having a contractor run the career centers. The contractor is the first line of responsibility for payment of disallowed costs.

Q: What will happen if you do not spend all of the hurricane money?

A: DEO will usually grant an extension. They try to avoid sending money back.

Q: How is CSB spending the money from Hurricane Dorian?

A: Canals, Merritt Island Wildlife Refuge, Canaveral Seashore water erosion to name a few. CSB supplies tools, equipment rental, workers, and worker training. Upon completion of the projects workers are placed in a permanent job. The County is very happy because we can do the repairs that they don't have money to do, and would have taken them years to complete. We now only have Hurricane Irma and Dorian funds.

Q: Can you tell us how many people have been helped, also how much was spent on equipment, training and certifications?

A: Yes.

Q: Is Florida Rebuilds part of the Hurricane Irma Grant from the State?

A: No. It is HUD money that the State receives and uses to hire staff to help those with damage from Hurricane Irma whose resources have expired. They rent space from us but we have no expenditures.

Q: Why are we below where we should be in customer training and support services?

A: Additional Hurricane dollars were awarded later in the year so we have not yet had the time to spend them, that's why the percentage of dollars expended is lower. We will provide a break-down of hurricane funds and show the outcomes at the next Executive Committee meeting. DOL monitors us on hurricane grant expenditures and will give us money from other locations because we are efficient in spending the money. There are a lots of rules and paperwork involved and we have experience in both.

Q: Why don't other regions use our model for successfully expending Hurricane dollars?

A: We present a Best Practices Workshop at the Workforce Summit annually. We have also shared our process with other LWDBs after Hurricane Michael. We just attended a Disaster Conference and found that some locations no longer have the workforce needed to perform disaster clean-up because so many people left the area after the hurricane.

Q: Is there a way to see how many people we help through WIOA etc.?

A: Yes we track that.

Q: How do we compare to national or state averages when it comes to cost pers?

A: We can do some research and share that info.

Q: What are carryover funds?

A: Carryover funds are rolled forward for the next year. These funds have a life of 2 years and it helps when funding is cut. We also get performance awards that change every year.

Q: Do performance awards go directly to staff?

A: Not all. We divide it between keeping staff and awarding bonuses.

Q: Should the Indirect Pool be negative?

A: Yes we always want it to be negative, it shows a surplus of indirect cost. It will be trued at the end of the year. We have a large negative amount mainly because of the large amount of hurricane dollars we received after the indirect cost was awarded.

Q: What is ticket to work?

A: Ticket to Work serves people with disabilities and helps get them back to work. There are no strings attached and it is unrestricted funds. It's a lot of work for a little bit of money.

Q: Is the rent we get from Florida Rebuild unrestricted?

A: No, it has to be used as program dollars.

Q: Where is DVOP?

A: Under other grants column. The Governance/Finance Committee goes over the budget at each meeting and it is included on every board agenda.

Chapter Three: Auditing & Monitoring

- Purpose/requirements
 - DEO fiscal and programmatic monitoring
 - Annual audit
 - Regional monitoring responsibilities
- Board oversight

Comment: DEO does program monitoring for us and there are always findings/observations. We had no findings in this year's Audit.

Q: What did Tampa do?

A: They were taking credit for placements that they did not achieve, they were spending inappropriately and money was not spent wisely.

Q: What raised the flag?

A: Tampa Bay Times uncovered the problems.

Q: Does CSB provide food?

A: Food is only paid for out of unrestricted funds.

Q: How much of CSB's budget is unrestricted?

A: \$312,530 is unrestricted.

Q: Is monitoring a good thing?

A: Yes. It finds potential problems and provides process improvement. The last monitoring showed problems in welfare transition but within three hours of meeting with the monitors the contractor had a corrective active plan in place.

Chapter Four: Performance Oversight

- State performance measures
 - WIOA common measures
- Expenditure metrics
 - ITA

- Out-of-School Youth
- Youth Work Experience
- Admin
- Other local board measures

Q: Can you explain how performance measures are created?

A: We negotiate with the State using historical trends and data.

Q: When the economy is good and we get less dollars which results in less staff and less service, is it not acceptable to reduce goals?

A: Yes. We can negotiate less.

Q: Is there a performance measure for NEG funds?

A: Yes. There are measures in the grant that must be met.

Q: Does a job have to be full time to count towards a performance measure?

A: Grants sometimes ask for full time employment but usually they do not ask that information, they just want wages. Also we cannot get credit for GIG type jobs (1099).

Q: How do you follow 4th quarter after exit?

A: We do follow up and review Employ Florida.

Chapter Five: Transparency & Ethics

- CSF Ethics & Transparency Policy
- Sunshine Law
 - Meetings
 - Discussions/Gatherings
 - Email, text, social media
 - Exemptions
 - Public comment
- Public Records Law
 - Rule of thumb
 - Examples
- Ethics
 - Conflict of interest
 - CSF policy
 - Exemptions
 - Gifts

Comment: We will be bringing a Related Party Contract involving an employee to the next board of directors.

Q: What will you do if CSF do not approve the Related Party Contract?

A: We would have to find another vendor.

There being no further business, the meeting was adjourned at 10:32am

Submitted by,

Reviewed by,

(signature on file)

Lyn Sevin

2/5/2020

Date

(signature on file)

Susie Glasgow

2/5/2020

Date