



**Executive Committee Meeting**  
**Thursday July 9, 2020 at 8:00am**  
**Via teleconference**  
*(Teleconference 321-394-0707)*

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

Page No.

**Call to Order**

**Roll Call**

**Public Comment:**

**Discussion Item**

Workforce Recovery Grant

Marci Murphy

1 - 4

**Adjourn**

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

**July 2020**

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

**August 2020**

3<sup>rd</sup> Finance Committee-3:30pm  
 3<sup>rd</sup> Executive Committee-4:00pm  
 20<sup>th</sup> Board of Directors-8:00am

**October 2020**

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

**November 2020**

2<sup>nd</sup> Finance Committee-3:30pm  
 2<sup>nd</sup> Executive Committee-4:00pm  
 19<sup>th</sup> Board of Directors-8:00am

**January 2021**

12<sup>th</sup> Industry Workforce Committee-8:30am  
 26<sup>th</sup> Career Center Committee-8:30am

**February 2021**

1<sup>st</sup> Finance Committee-3:30pm  
 1<sup>st</sup> Executive Committee-4:00pm  
 20<sup>st</sup> Board of Directors-8:00am

**April 2021**

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

**May 2021**

3<sup>rd</sup> Finance Committee-3:30pm  
 3<sup>rd</sup> Executive Committee-4:00pm  
 21<sup>st</sup> Board of Directors Retreat-8:00am-12pm (TBD)



July 9, 2020

## *Information Brief*

### **Workforce Recovery Grant**

#### **Background**

CARES Act funds have been awarded to Brevard County and there is \$39.6 million that the Board of County Commissioners may direct to economic support programs. The County created a Small Business Economic Relief Task Force to provide program options for the Board's consideration. The funds have to be expended by December 30, 2020. CareerSource Brevard (CSB) was asked by Commissioner Lober if there was any program design that we could administer to help small businesses. Commissioner Lober informed the County staff that he would like to allocate \$750,000 to CSB. Timeline below:

June 8 – Phone Call with Commissioner Lober, email to County staff informing them about a possible allocation of \$750,000 to CSB, call with County attorney to discuss scope

June 9 – Request by County to submit a proposal before noon on June 11

June 12 – Marci presented proposal to Small Business Economic Relief Task Force

June 17 – Revised proposal to cut admin costs and scope

June 23 – Live interview on Space Coast Daily with Commissioner Lober and Judy Blanchard, VP of Industry Relations

June 30 – County Commission Workshop Meeting – Voted and approved CSB proposal

July 6 – Date the County contract will be sent to us for review

Staff have been working on program outreach, small business application form, worksite agreement contract, and business/staffing agency form.

#### **Proposal Scope**

In order to assist small businesses with 50 or less employees and unemployed, underemployed, and furloughed workers who have been impacted by COVID-19, CSB proposes a short-term, stop-gap employment program utilizing \$750,000 of Cares Act funding. CSB proposes to utilize the *work experience* model which allows CSB, through the use of a staffing agency, to provide subsidized employees to businesses. This model provides needed resources to small businesses to be able to hire back their employees, while rebuilding their customer base, and giving a boost to the economic recovery in Brevard County.

Attached is the proposal that was submitted and approved at the County Commission meeting on June 30, 2020.



# **CARES ACT PROPOSAL WORKFORCE RECOVERY GRANT**

(Revised 06/17/2020)

## **INTRODUCTION**

This proposal is provided in response to inquiries from the Board of County Commissioners in an effort to assist for profit businesses and residents who have been impacted by COVID-19.

The Brevard Workforce Development Board, Inc. DBA CareerSource Brevard (CSB) is the designated workforce services provider for Brevard County and the recipient of federal and state resources designed to assist job seekers and businesses. CSB currently has in place a variety of tools to help businesses find and develop the talent resources needed to sustain and grow their business. These tools include:

- On-the-Job Training, Apprenticeships, Pre-apprenticeships, Incumbent Worker Training and Work Experience.
- Programs and services designed to assist job seekers such as Veterans, dislocated workers, new entrants to the workforce, youth, older workers, persons with disabilities, and those with English Language challenges and others.
- Individual Training Accounts (ITA) used to provide classroom and occupational training, workshops to assist with special topics such as resume writing, interviewing skills/use of social media and assessments to determine basic education and occupational preferences.

CSB also operates specialized grant programs designed to provide hurricane restoration work, persons with substance use histories, justice involved individuals and most recently our COVID-19 grant focusing only on government and non-profit agencies impacted by COVID-19.

Because CareerSource has existing programs already in place to assist businesses and job seekers, and an extensive database of employers throughout the county, it is ideally and uniquely suited to support businesses and residents affected by COVID. This will provide assistance to small businesses as they continue to rebuild their customer base while helping those who lost their job due to layoff or furlough.

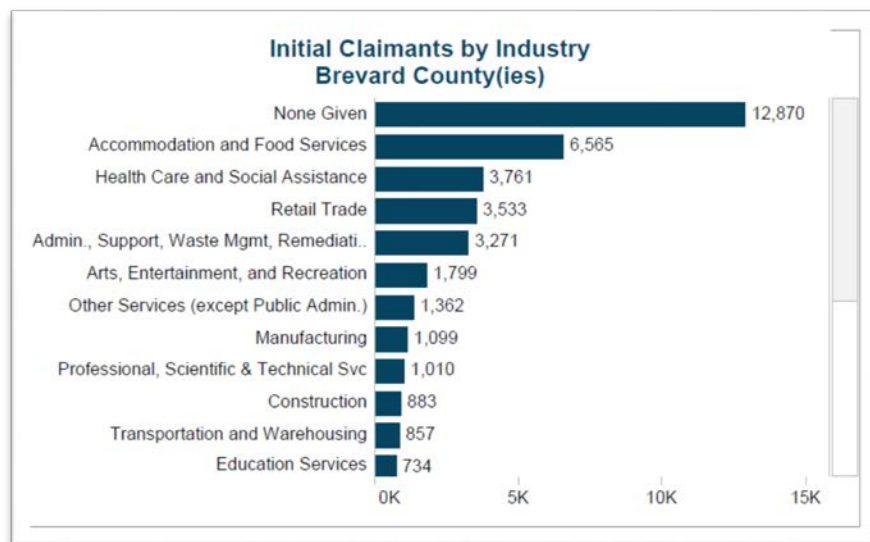
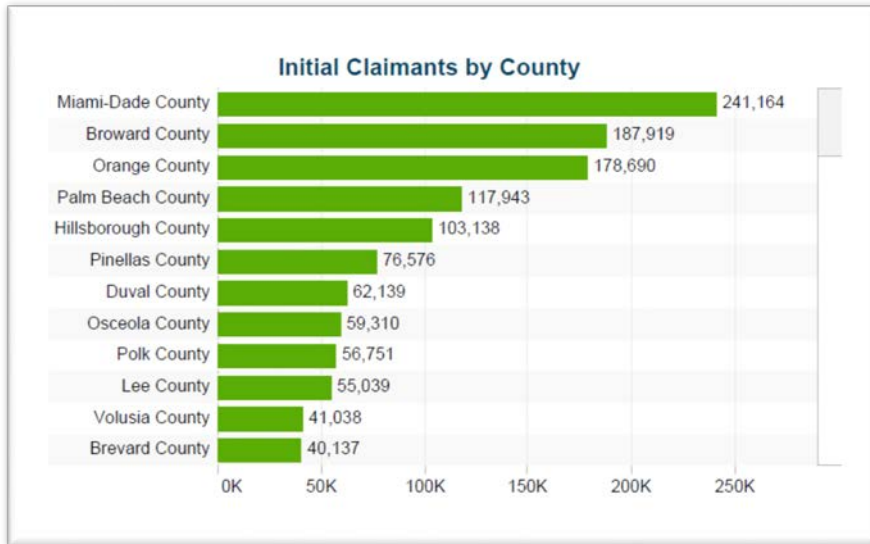
## **LABOR MARKET INFORMATION (LMI) & COVID-19**

There are a variety of LMI sources available which have aptly described the current conditions in Brevard County. CSB regularly reviews the Department of Economic Opportunity (DEO) data issued monthly along with the recently developed Reemployment Assistance Claims Dashboard. CSB also has access to the Employ Florida (EF) system (Florida's online tool specifically designed to help connect job seekers and employers) which also provides data about COVID-19 impacted job seekers and businesses. The following provides an overview of Brevard (claim data is for the weeks of March 15 – May 30):

- Brevard has approximate 13,100 employers who have less than 50 employees.
- Claimants below represent 14.1% of the labor force with an Unemployment Rate of 12.9% (April 2020)

**COVID-19 Related Initial Claimants  
Brevard County(ies)**

**40,137**



**PROPOSAL STATEMENT**

In order to assist small businesses with 50 or less employees and unemployed, underemployed, and furloughed workers who have been impacted by COVID-19, CSB proposes short-term, stop-gap employment program utilizing \$750,000 of Cares Act funding. CSB proposes to utilize the *work experience* model which allows CSB, through the use of a staffing agency, to provided subsidized employees to business. This model provides needed resources to small businesses to be able to hire back their employees, while rebuilding their customer base, giving a boost to the economic recovery in Brevard County.

**PROGRAM DESIGN CONCEPTS**

The work experience program will be designed to serve COVID-19 impacted businesses & individuals. Design concepts include:

- Focus is on small business with 50 or fewer employees that have had to lay-off or furlough employees. Attestation by employer of payroll reductions due to COVID will be required as part of the worksite agreement.
- Maximum number of work experience contracts per business will be established based on business response.

- This grant is only for businesses who want to rehire their laid-off or furloughed employees due to COVID-19.
- Workforce Recovery Grant funds will be offered in accordance with the time period authorized by the county with completion no later than December 30, 2020.
- The number of persons who can be assisted by this program will be determined by the time period of the grant and the wage which is set by the employer based on the prevailing wage of other workers doing the same type of work.
- Maximum length of subsidized employment is 16 weeks.
- CSB will utilize existing arrangements with staffing agencies to pay workers. Businesses will simply approve time cards and supervise the worker. CSB will coordinate with the staffing agency and the business to ensure that the worker is meeting the needs. Staffing agencies can provide drug screens and background checks as requested by the business.
- CSB will determine eligibility for services under the grant by utilizing worksite agreements for eligible businesses and intake forms for eligible workers. Each worker may be provided services by a career center who will assist the workers after the work experience if they are not picked up by the business with the goal of finding long-term sustainable employment.
- CSB will provide periodic reports as requested by the Board of County Commissioners to track the success of the program. This will also include monthly invoicing and documents needed by the county to ensure fiscal integrity, monitoring and auditing standards required.

### OUTREACH TO IMPACTED BUSINESSES & JOB SEEKERS

Key to program success will be to ensure that businesses and job seekers know about the opportunity to participate in this program. CSB will coordinate with chambers, economic development, community partners and business groups to reach out to their members. CSB will also utilize the Employ Florida database to send program collateral and social media messages to registered businesses. CSB will ensure coordination with the Board of County Commissioners on any outreach efforts they are involved in.

### BUDGET

CSB must include a federally approved indirect rate and the cost of labor. The attached budget has been designed to maximize the value of those affected but stay within federal and state guidelines

Grant Funding Request COVID-19 Cares Act Funding from Brevard County Board of County Commissioners 5 1/2 Month Budget (July 15 – December 30, 2020)		
Expense	Description	Grant Total
Administrative Cost : Indirect Cost Rate & Staffing	15%	\$112,500
Wages to Participant	Includes Average Staffing Agency Mark Up 20%	\$637,500
Total Project Cost		\$750,000

### OPTIONS

The following are offered as options that can be included in the grant or provided as a supplement handled by CSB or the Board of County Commissioners:

- **Long-term Workforce Sustainability Benefit:** As an incentive to encourage employers to hire employees being funded by this grant and to help defer the administrative cost of hiring and onboarding a new permanent employee(s), CSB is suggesting the payment of \$1000 per employee be paid directly to the business. This would be paid upon proof by the employer of permanent hire. It is estimated that an additional \$50,000 be budgeted to accomplish this.
- **SkillUp Brevard Training Resource:** This resource can be offered to employers or individuals involved in the program. SkillUp Brevard is a new online learning tool that provides customers access to 6,000+ courses for free. The tool allows customers to complete interactive courses at their own pace. Customers have access to take industry-specific courses that will help prepare them for certifications in a variety of subjects and fields. Courses are also offered in Spanish. Topics vary widely and include but are not limited to: Food Service, Healthcare, Customer Service, Administrative, Security Awareness, Workplace Safety, and Computer courses. Cost for six month unlimited licensure is \$10,000.