

**Justification of the Brevard Workforce Development Board (BWDB)
Regional Workforce Board–13 (RWB 13)
Amended Request for Waiver of 50% ITA**

Purpose

RWB 13 hereby requests an amendment to its approved waiver of the statutorily required ITA reserve from 40% down to 30% of Title I (WIA) funds for Adult and Dislocated Workers. This is necessitated by the receipt of supplemental Dislocated Worker funding and the need to offset a 60% ITA expenditure requirement on its Space Florida aerospace award.

How the Reserved Funds will be Spent for ITAs & Other Authorized Services

In addition to Occupational Skills Training, the Region will utilize reserved funds to offer increased EWT/OJT/Skills Upgrade/Retraining to employers as well as increased Entrepreneurial Work Experience and Adult Work Experience to our customers. However, employment opportunities in the Region remain low, demand for training has been moderate for the past few years, and Region 13 has a competing National Emergency Grant and a Space Florida training award this year.

How Redirected Training Funds will be Spent for Other Services

The ITA Diverted (waivered) funds will be used to pay for personnel and One-Stop costs to meet the demand of our customers for core and intensive services. These services are provided by our Staffing Specialists, along with Job Readiness Training offered by One-Stop Training staff. Funds will also be used to provide limited but necessary Supportive Services.

The Staffing Specialists are the front end of our organization and the group with the most direct contact with our customers. A very small percentage of our customers are able to sustain themselves long enough to complete post education or training programs. Their demand is for job first services.

Job Readiness Trainers help customers receive the refresher training that makes the difference between obtaining a job and losing it to someone else with more current or stronger skills.

At a reduced ITA level of 30%, the staff needed to sustain and maintain service delivery to the customers (both job seekers and employers) of this Region will be preserved.

Exceptional Circumstances that Warrant Granting of a Waiver

With the one year extension of our aerospace NEG award with the U.S. Department of Labor through June of 2013, RWB 13 will have approximately \$2.7 million in competing training resources (a separate 30% ITA budget requirement) that will specifically target 26% of the Region's unemployed workers dislocated from the aerospace industry. We also have \$1.4 million in competing training resources (a separate 60% ITA budget requirement) from a partnership with Space Florida to help aerospace workers transition from Space Shuttle jobs. Many of our Region's businesses have been named as Economic Development Projects under the Space Florida grant, so even though they meet Dislocated Worker eligibility, their training needs are prioritized with Space Florida funding. This one year reduction in our WIA (non-aerospace) training applicant pool, along with the infusion of supplemental DW funds that also have to follow the ITA requirement, will make it unlikely that Region 13 can meet the current 40% ITA reserve requirement.

	<u>Current 40% ITA Budget</u>	<u>Additional DW Funds</u>	<u>Total Funds</u>	<u>Requested 30% ITA Budget</u>	<u>USDOL NEG</u>	<u>Space Florida</u>	<u>Combined ITA Budget</u>	<u>Combined ITA Reserve</u>
ITA Reserve	1,770,513	-	1,770,513	1,421,086	2,737,000	1,103,700	5,261,786	34%
Other Costs	2,655,769	310,670	2,966,439	3,315,866	6,351,200	735,800	10,402,866	66%
Total Adult/DW	4,426,282	310,670	4,736,952	4,736,952	9,088,200	1,839,500	15,664,652	100%

Impact of 30% ITA Reserve on Budget

Our proposed FY 2012-13 Budget with a 30% ITA reserve is included as Attachment A. Also included is the current FY 2012-13 Budget with a 40% ITA reserve. The 40% ITA allocation limits the core, intensive and supportive services required/requested by the customers of our region to seek and obtain employment. The service delivery model employed by RWB 13 has been developed in response to the WIA and the needs and desires of the customers utilizing our services. At the 40% ITA level, the Region's ability to provide supportive services in the form of gas cards, child care, medical expenses, and other assistance has been severely reduced. This impacts our customers' ability to attend training, remain in training, complete training and secure the licenses, immunizations, equipment and uniforms necessary to obtain gainful employment at a self-sufficiency wage. Brevard Workforce Board administrative costs for FY 2012-13 are budgeted at 8%.

Documentation that the Regional Board and Chief Elected Official Have Approved the Waiver Request

A letter from the Brevard County Manager approving our request for a waiver to reduce RWB 13's ITA reserve percentage to 30% will be provided at the meeting.

Agreement by the Regional Board Committing to Comply with the ITA Reserve Requirement Should the Waiver be Approved

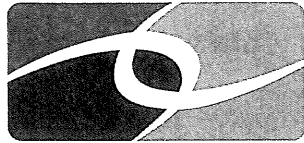
The minutes from RWB 13's Board of Directors meeting approving our request for a waiver to reduce our ITA reserve percentage to 30% will be provided at the meeting.

Brevard Workforce Development Board, Inc.
Budget Worksheet for Fiscal Year 2012-13
With a 30% ITA Reserve

Fund Source	<u>WIA ADULT</u>	<u>WIA D/W</u>	<u>WIA YOUTH</u>	<u>TAA</u>	<u>WTP</u>	<u>WP</u>	<u>DVOP</u>	<u>LVER</u>	<u>FSET</u>	<u>UC/REA</u>	<u>USDOL NEG</u>	<u>SPACE FL</u>	<u>TOTAL</u>
Annual Budget	2,090,026	2,646,926	1,357,508	240,000	1,371,794	595,476	116,500	132,200	234,100	377,300	9,088,200	1,839,500	20,089,530
Expenditures:													
30% ITA Reserve	627,008	794,078	-	-	-	-	-	-	-	-	-	-	1,421,086
USDOL NEG ITA Reserve (30%)	-	-	-	-	-	-	-	-	-	-	2,737,000	-	2,737,000
Space Florida ITA Reserve (60%)	-	-	-	-	-	-	-	-	-	-	-	1,103,700	1,103,700
Core/Intensive Service Provider	1,084,983	1,391,778	583,579	-	589,720	-	-	-	100,637	162,197	2,159,000	593,600	6,665,494
Other Training Services	-	-	166,700	240,000	127,000	-	-	-	-	-	-	-	533,700
Support Services	38,000	22,500	28,500	-	69,400	-	-	-	-	-	2,305,000	-	2,463,400
Salaries	109,980	141,850	187,182	-	189,429	192,599	37,680	42,758	43,167	69,572	610,390	45,993	1,670,600
Fringe Benefits	42,370	54,648	72,112	-	72,978	74,199	14,516	16,473	16,630	26,803	235,153	17,719	643,600
Staff Development	9,822	12,668	16,717	-	16,918	17,201	3,365	3,819	3,855	6,213	54,513	4,108	149,200
Staff Travel	5,899	7,608	10,039	-	10,160	10,330	2,021	2,293	2,315	3,731	32,737	2,467	89,600
Program Outreach	13,581	17,517	23,115	-	23,392	23,784	4,653	5,280	5,331	8,591	75,376	5,680	206,300
Office Costs	3,147	4,059	5,356	-	5,420	5,511	1,078	1,223	1,235	1,991	17,465	1,316	47,800
Professional Fees	48,519	62,578	82,577	-	83,568	84,967	16,623	18,863	19,043	30,692	269,279	20,290	737,000
Office Space Leases	42,113	54,317	71,675	-	72,535	73,749	14,428	16,373	16,529	26,640	233,728	17,611	639,700
Electricity	11,034	14,231	18,779	-	19,004	19,322	3,780	4,290	4,331	6,980	61,236	4,614	167,600
Water Sewer Trash	1,099	1,418	1,871	-	1,894	1,925	377	427	432	695	6,102	460	16,700
Telephone	3,061	3,948	5,210	-	5,273	5,361	1,049	1,190	1,202	1,936	16,990	1,280	46,500
Telecommunications Services	5,635	7,268	9,591	-	9,706	9,869	1,931	2,191	2,212	3,565	31,276	2,357	85,600
Janitorial Services	3,295	4,250	5,608	-	5,675	5,770	1,129	1,281	1,293	2,084	18,287	1,378	50,050
Property & Liability Insurance	2,166	2,794	3,686	-	3,731	3,793	742	842	850	1,370	12,021	906	32,900
Equipment Maintenance	3,752	4,840	6,387	-	6,463	6,571	1,286	1,459	1,473	2,374	20,826	1,569	57,000
Facility Maintenance	4,733	6,105	8,056	-	8,153	8,289	1,622	1,840	1,858	2,994	26,270	1,979	71,900
Storage & Equipment Rental	876	1,129	1,490	-	1,508	1,533	300	340	344	554	4,859	366	13,300
Computer Software & Supplies	16,412	21,168	27,933	-	28,268	28,741	5,623	6,381	6,442	10,382	91,087	6,863	249,300
Office Inventory	8,914	11,497	15,171	-	15,353	15,610	3,054	3,466	3,499	5,639	49,471	3,728	135,400
Office Equipment	3,627	4,679	6,174	-	6,248	6,352	1,243	1,410	1,424	2,295	20,132	1,517	55,100
Budget Surplus (Shortfall)	-	-	-	-	-	-	-	-	-	-	-	-	-

Brevard Workforce Development Board, Inc.
Budget Worksheet for Fiscal Year 2012-13
With a 40% ITA Reserve

Fund Source	<u>WIA ADULT</u>	<u>WIA D/W</u>	<u>WIA YOUTH</u>	<u>TAA</u>	<u>WTP</u>	<u>WP</u>	<u>DVOP</u>	<u>LVER</u>	<u>FSET</u>	<u>UC/REA</u>	<u>USDOL NEG</u>	<u>SPACE FL</u>	<u>TOTAL</u>
Annual Budget	2,090,026	2,646,926	1,357,508	240,000	1,371,794	595,476	116,500	132,200	234,100	377,300	9,088,200	1,839,500	20,089,530
Expenditures:													
40% ITA Reserve	836,010	1,058,770	-	-	-	-	-	-	-	-	-	-	1,894,780
USDOL NEG ITA Reserve (30%)	-	-	-	-	-	-	-	-	-	-	2,737,000	-	2,737,000
Space Florida ITA Reserve (60%)	-	-	-	-	-	-	-	-	-	-	-	1,103,700	1,103,700
Core/Intensive Service Provider	898,481	1,137,886	583,579	-	589,720	-	-	-	100,637	162,197	2,159,000	593,600	6,225,100
Other Training Services	-	-	166,700	240,000	127,000	-	-	-	-	-	-	-	533,700
Support Services	15,500	11,700	28,500	-	69,400	-	-	-	-	-	2,305,000	-	2,430,100
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Budget Surplus (Shortfall)	-	-	-	-	-	-	-	-	-	-	-	-	-



BREVARD WORKFORCE

March 12, 2013

Howard Tipton
Brevard County Manager
2725 Judge Fran Jamieson Way
Building C
Viera, FL 32940

NOTIFICATION OF RECEIPT OF ADDITIONAL FUNDING AND USE

Dear Mr. Tipton,


Brevard Workforce would like to inform the County of the receipt of an additional amount of \$310,670 in Dislocated Worker (DW) Supplemental funds we have received for workforce investment activities. These supplemental funds will be used by Brevard Workforce for training in accordance with our state-approved Individual Training Account (ITA) expenditure rate; outreach specific to DW's; Limited Term staffing needs; and overhead costs. As a result of the increased funding the ability to expend funds over competing funding streams diminishes therefore, in accordance with FS 445.003 (3)(a)(1), Brevard Workforce will be requesting another waiver to decrease the ITA expenditure rate in order to meet the intent of the legislature.

If the actions cited above are agreeable to you, please indicate your concurrence by signing below, where indicated, and returning it to Brevard Workforce to the attention of Sandi Briles, Contracts Officer. Please retain a copy for your records.

Sincerely,

Lisa Rice
President

Concurrence:
Howard Tipton, Brevard County Manager


Signature _____ Date 3/29/13

BREVARD WORKFORCE
Board of Directors Meeting
February 22, 2013

MINUTES

Members in Attendance: Michael Bean, Robert Bial, Brian Binggeli, Daryl Bishop, Carolyn Brown, William Chivers, Teri Compton, Dale Coxwell, Debra Greco (via teleconference), George Hauer, Robert Jordan, Mark Judge, Mike Menyhart, George Mikitarian, Wayne Olson, Phebe Powell, Fernando Rendon, James Roberts (via teleconference), Tracy Wetrich, Stockton Whitten, Tim Yandell (via teleconference).

Members Absent: Colleen Browne, Laura Canady, Carol Craig, Robert Merrilees, Amar Patel, James Richey, Jack Rood, Mark Senti, Lynda Weatherman.

Staff Present: Judy Blanchard, Marci Brilley, Caroline Joseph-Paul, Richard Meagher, Lisa Rice, Lyn Sevin, Jeff Witt, Kristine Wolff,

Guests: Josh Field, Stephen Lacey, Adam Lowenstein.

Call to Order: The Brevard Workforce (BW) Board Meeting was called to order at 8:06am by William Chivers.

Public Comment: There was no public comment.

Presentations:

DEO Annual Review

James Lynch from Department of Economic Opportunity gave a presentation on BW's performance for Program Year 2011 - 2012.

EDC Space Coast Competitive Advantages

Adam Lowenstein, EDC, introduced Josh Field Co-founder & President of SCB Marketing and Chair of EDC Competitive Advantages Council who gave a presentation on the competitive advantages of Brevard County.

Board Staff Recognition

Kristine Wolff was recognized for 10 years of service with Brevard Workforce.

Jeff Schiff was recognized for 32 years of service with Brevard Workforce.

Action Items:

Educators Training Vendor Agreement

BW Board Members James Richey, Brian Binggeli, Colleen Browne, and Mark Judge identified the need to abstain from discussion and voting prior to the meeting. Staff explained WFI policy which allows a Board Member agency to be exempted from the "no contracting" policy and presented anticipated training requirements for approval.

Stockton Whitten joined the meeting at 9:05am.

Mike Menyhart made a motion to recommend Department of Economic Opportunity approve specialist training and educational services and exam fees for June 1, 2012 through May 30, 2017 for Brevard Community College in an amount not to exceed \$500,000 per Program Year, Brevard County School Board in an amount not to exceed \$45,000 per Program Year, Keiser University in an amount not to exceed \$175,000 per Program Year, and Everest University in an amount not to exceed \$25,000 per Program Year. James Richey and Colleen Browne were not in attendance. Motion seconded by Robert Jordan and passed unanimously with Mark Judge and Brian Bingelli abstaining.

Contracts with Board Members

BW Board Members Robert Jordan, Mike Menyhart and Dale Coxwell identified the need to abstain from discussion and voting prior to the meeting. Daryl Bishop made a motion to approve OJT, EWT and Work Experiences contract with Migrandy Corp. in an amount not to exceed \$15,600 and recommend Department of Economic Opportunity approve contracts with Genesis VII, Inc. in an amount not to exceed \$43,420, and Coastal Steel, Inc. in an amount not to exceed \$179,400. Motion seconded by George Hauer and passed unanimously with Mike Menyhart, Robert Jordan and Dale Coxwell abstaining.

Document Management Vendor Procurement

Staff reviewed the competitive procurement process and recommendations for award of the document management contract. Motion to approve contract award of ITN BW13-414-001 to Copy-All of Brevard d/b/a Kemper Business Systems, in conjunction with Ademero, in the amount of \$119,000 made by Robert Jordan and seconded by Dale Coxwell. Motion passed unanimously.

New Item:

Dislocated Worker Funds

Staff explained that WFI had recently indicated they would be releasing additional dislocated worker funds to the regions. The additional funds will create the need for an additional waiver request to DEO/WFI to reduce training expenditure from 40% to somewhere between 30-35%. Motion to authorize staff to request the current 40% training waiver be reduced to a level between 30% and 35% made by Robert James and seconded by George Hauer. Motion passed unanimously.

Consent Action Items

William Chivers opened the floor for discussion and approval on the consent agenda items: Ms. Rice requested Consent Item B as it relates to the staff performance bonus be modified. An updated brief was handed out to request the staff incentive be raised from \$175 to \$300 per eligible staff. A motion to revise the staff incentive as recommended by staff was made by Mike Menyhart and seconded by Dale Coxwell. Motion passed unanimously.

- A. Board of Directors Meeting Minutes for November 16, 2012.

B. WIA Performance Incentive Funds Distribution PY 11-12 – As revised

The Chair then took action on the full Consent Agenda with a motion to approve the Consent Action Items made by Mike Menyhart and seconded by Dale Coxwell. The motion passed unanimously.

Information Items:

Staff requested donations from Board Member to be used towards meeting refreshments and to help with grant proposals that require Board Member contributions to be eligible for grant funding.

Information items presented included Social Media Campaign, Employment Network Plan, Employed Worker Training/On the Job Training, Incumbent Worker Training, Quick Response Training, Annual ITA Vendor Evaluation, Board Membership, NextGen, Audit and Monitoring Activity, Local Performance Report, Aerospace Strategic Plan, Website Performance, Financial Reports and Committee Meeting Minutes. There was brief discussion on the above.

George Mikitarian joined meeting at 9:30am.

There being no further business, the meeting was adjourned at 9:31am.

Submitted by,

Reviewed by,

(signature on file)

4/1/13

Lyn Sevin

Date

(signature on file)

4/1/13

William Chivers

Date