



Executive Committee Meeting
Tuesday, October 4, 2011 - 4:00pm
BW Boardroom
(Teleconference 321-394-0700)

Attendees: William Chivers, Ron Cobb, Judy Gizinski, Mike Menyhart,
 George Mikitarian, Jack Rood, Tim Yandell

Agenda

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

	<u>Page No.</u>
Call to Order and Roll:	Jack Rood
Public Comment:	
Action Items:	Jack Rood
A. Approval of Executive Minutes for August 2, 2011	1 – 2
B. FWDA Legislative Agenda 2012	4 – 5
C. Board Member Nomination – Robert Jordan	6
Discussion/Information Items:	
A. Board Member Contracting Clarification/Matrix (Handout at Meeting)	
B. President Goals PY 2011-12 Update	7 – 8
C. Financial Reports	9 – 13
D. Vendor Payment Reports	14
F. Attendance Roster	15
Adjourn	

*Meeting information is always available @ BWDB.org – Choose “Calendar”
 For questions please call 321-394-0507 TTY: 711-321-394-0507*

Upcoming Meetings:

14th Brevard Workforce Operations Committee-4:00pm-BW Boardroom
 17th Board Meeting & Retreat-8:00am-12:00pm-TBD

March 2012

8th E³ Committee-8:30am-BW Boardroom

April 2012

3rd Executive Committee-4:00pm-BW Boardroom

5th Business Workforce Committee-8:30am-BW Boardroom

25th Community Involvement Committee-4:00pm-BW Boardroom

May 2012

8th Brevard Workforce Operations Committee-4:00pm-BW Boardroom

18th Board Meeting-8:00am-BW Boardroom

June 2012

14th E³ Committee-8:30am-BW Boardroom

October 2011

4th Executive Committee-4:00pm-BW Boardroom

6th Business Workforce Committee-8:30am-BW Boardroom

19th Community Involvement Committee-4:00pm-BW Boardroom

November 2011

15th Brevard Workforce Operations Committee-4:00pm-BW Boardroom

18th Board Meeting-8:00am-BW Boardroom

December 2011

15th E³ Committee-8:30am-BW Boardroom

January 2012

10th Executive Committee-4:00pm-BW Boardroom

12th Business Workforce Committee-8:30am-BW Boardroom

25th Community Involvement Committee-4:00pm-BW Boardroom

February 2012

Brevard Workforce
Executive Committee Meeting
August 2, 2011, 4:00pm
BW Boardroom

MINUTES

Members in Attendance: William Chivers (via teleconference), Mike Menyhart, George Mikitarian, Jack Rood (Chair), and Tim Yandell (via teleconference).

Members Absent: Ron Cobb, Judy Gizinski

Staff in Attendance: Richard Meagher, Eric Nakamura, Lisa Rice and Lyn Sevin.

Others in Attendance: None.

Jack Rood called the meeting to order at 4:00pm.

Public Comments: There was no public comment.

Action Items

Approval of Executive Committee Meeting Minutes for May 3 and June 20, 2011

Motion to approve the Executive Committee Minutes for May 3 and June 20, 2011 was made by Mike Menyhart, seconded by Tim Yandell and passed unanimously.

Board Member Nominations

Janet Eastman is no longer a board member as she has been replaced as the President of the Brevard Federation of Teachers by Richard Smith. The AFL-CIO has nominated Tim Maitland, Business Manager/Secretary-Treasurer of International Union of Painters and Allied Trades District Council 78 to fill the vacant Labor Union seat.

New State level legislation has been passed that removes the requirement for three Labor Union seats on local Workforce Investment Boards. Therefore, Labor Union representation definition defaults to the Federal legislation requirement, which states "labor representatives' thereby implying more than one is required on local Workforce Investment Boards. The impact of not having the third Labor Union seat was discussed noting that it reduces the amount of Business seats by 1.5 .

Motion to recommend to the next meeting of the full Board of Directors that the Board should reduce Labor Union seats to two made by Mike Menyhart and seconded by Tim Yandell. Motion passed unanimously.

Dr. Jack Sidoran's position has been cut from the Department of Children and Families. Vern Melvin, DCF Regional Director will be the mandatory representative on BW's board.

President Goals for PY 2011-2012

Lisa Rice presented draft goals for PY 2011-2012 for review. Ms. Rice noted a correction on page 9 of the Agenda as follows: Item 1) a. through c should be included in the Planning Phase worth 50% of the total goal. Item 1) d. through g. should be included in the Implementation Phase worth 50% of the total goal. Motion to approve the President's PY 2011-12 goals, reserving the Executive Committee's right to change the goals for extenuating circumstances, or to change the funding level determination should there be outstanding performance or if the budget is drastically changed made by Tim Yandell and seconded by George Mikitarian. Motion passed unanimously and will be sent to the next full Board of Directors meeting for information.

It was requested that Ms. Rice bring Annual Retreat ideas to next Executive Committee meeting and that she conduct a survey of board members to determine a location for the retreat.

Legal Action on Scanners

Stephen Lacey of McClelland, Jones, Lyons, Lacey & Williams (MJLLW), joined the meeting via teleconference. MJLLW's formal letter demanding release of \$65,899.25 funds was handed out. The funds are to cover the purchase of 75 Workforce Pro scanners and a Scanned Document Module Subscription from Geographic Solutions under the Notice of Grant Award/Fund Availability for the program titled WIA Document Scanning Projects which had previously been denied by WFI. Geographic Solutions have returned \$39,500.00 for the Scanned Document Module Subscription, but BW is still owed \$26,399.25 for the scanner purchase. Staff was instructed to write to the State asking what their intent is regarding release of the remaining funds. Staff was also instructed to determine if there is another viable use for the scanners.

William Chivers joined the meeting via teleconference.

Contracting with Board Members

Lisa Rice gave a presentation on BW's Procurement Payment Payroll Policy specifically as it relates to contracting with Board Members. Discussion followed. Motion to recommended the full Board of Directors approve the use of policy language from Workforce Central Florida's policy as written on page 13 of the Agenda, with instructions that staff determine if ITAs for for-profit schools are included in their policy and report to the next meeting of the full Board of Directors made by George Mikitarian and seconded by Mike Menyhart. Motion passed unanimously.

Discussion/Information Items

Messaging

Staff handed out and reviewed IG Investigation items with talking points and background information.

2 Year Plan Modification

Staff reviewed the modification to the Workforce Services Plan which is due September 30, 2011.

Air Conditioning Update

Staff gave an update on the conference room a/c stating that the high temperatures should be resolved when the window film and thermal blinds are installed. There was also discussion on plans for replacing on the roll up door at the back of the building.

Financial Reports

Staff reviewed the financial activity for the fiscal period ending on June 30, 2011. There was brief discussion concerning the charts contained in the report.

Audit and Monitoring Report

The audit and monitoring report for the 4th Quarter of FY 2010-2011 was reviewed.

Vendor Payment Report:

The Vendor Payment report from April 1, 2011 to June 30, 2011 was reviewed.

Adjournment:

There being no further business, Mr. Rood adjourned the meeting at 5:57pm.

Respectfully submitted,

Reviewed by,

(signature on file)

8/25/11

(signature on file)

(8/25/11

Lyn Sevin

Date

Jack Rood

Date

Action Brief

FWDA Legislative Agenda

Background

Every year the Florida Workforce Development Association (FWDA) establishes a legislative agenda (Attachment A) and asks each Regional Workforce Board to review the items and determine their level of support for the agenda. FWDA does hire a lobbyist who only lobbies on the agenda items that are agreed to by the FWDA membership.

Recommendation

The President has been involved in establishing many of the items that are on the FWDA legislative agenda and fully supports it.

Action

Review and approve or deny the FWDA legislative agenda for the 2012 Legislative Session.

Integration of Florida's Unemployment System

Action requested: Full integration of Florida's Unemployment system with Florida's Employ Florida Marketplace and incentivizing the hiring of early UC claimants

Justification:

- Fully integrating Florida's UC system with the Employ Florida Marketplace will create a system where re-employment efforts are recognized as the first step of the UC claims filing process and the collection of benefits the second step.
- The first step in claiming unemployment compensation should be to complete registration in Florida's re-employment system.
- The two systems should communicate directly to decrease fraud and waste as well as improve the ability of the re-employment system to assist those seeking employment by providing more of an applicant's employment history.
- Continuing to operate Florida's UC as a standalone system costs the state more money than the integration into EFM in the long run.

Creating Florida's Central Talent System

Action requested: Require all state agencies, state supported education and training entities, and state contractors and organizations to post or provide for posting all their available jobs into EFM. Also, require all state funded post secondary educational institutions to transmit all information on the students and alumni that register with their respective career placement centers as part of graduation requirements to EFM, or require students to register into EFM as part of their school graduation requirements.

Justification:

- There is a lack of job seekers registered in EFM to fill some of the higher level jobs that many employers are seeking. Many highly skilled applicants don't have the perception that the state's job matching system contains higher skilled jobs and therefore don't utilize in EFM when looking for a job.
- Many employers who are seeking young graduates have no single resource to use. They must decide on "which" college, university or other post secondary institution to place their job listing with. Florida has a state of art job matching system. It is time that all partners put it to use as a central talent access point.
- The current method of students registering with the career placement offices of colleges and universities across Florida makes each student's employment file available only to the employers who post job opportunities on that institution's site. This method does not allow Florida's businesses, most of which are small, an easy way to broadly seek the talent produced by our education system. This method is also not efficient in retaining Florida's talent within our state; those whose education has been supported by their parents, and Florida's taxpayers.

TANF Fund Restoration to the Workforce System

Action requested: Restore the Workforce TANF budget to its historic funding level of \$100 million.

Justification:

- The local workforce system delivers the services that put welfare recipients into jobs, and works with them to achieve self sufficiency. With cuts to the Dept. of Children and Families (DCF) and a subsequent closing of many of their offices, and the automation of both food stamp and cash assistance applications, one stop centers are serving more and more welfare recipients before they have ever visited a DCF office.
- Many TANF applicants are not work ready and need very intensive services to become work ready. Our current funding level causes competing priorities in serving TANF clients and thousands of unemployed Floridians and employers who depend upon the workforce system to help them get back to work and find the employees they need, respectively. *Note: While the TANF allocation to the Workforce system has decreased, Florida's TANF block grant allocation has not.*

Action Brief

Board Member Nomination

Committee Request

Review and approve or deny nomination for Board Membership for the next full Board of Directors meeting.

Background

The President has been formally notified of the resignation of Ann Luke (Wells Fargo) from the Brevard Workforce Board due to a change in her employment status with Wells Fargo. Ms. Luke is pursuing other career opportunities that unfortunately do not align with Brevard Workforce's bylaws for membership.

The following nomination would fill the vacant business seat with a specific focus on small business ownership.

Robert Jordan, President, Genesis VII, Inc. is recommended by the President to fill a business seat. Genesis VII, Inc. is a varied company specializing in engineering – logistics and construction services; procurement services and contract management. Mr. Jordan is a very involved community member as a former School Board member, Vice Chair of Parrish Medical Center and board member for several community organizations including the EDC of Florida's Space Coast. Mr. Jordan's involvement with Brevard Workforce will be valuable due to his insight with small business workforce needs.

Action

Recommend Robert Jordan as Board member to the next full Board of Directors Agenda.

Information Brief

President Goals for PY 2011-2012 - Update

Background

In August 2011, the Executive Committee determined the President's goals. This brief is the quarterly update of goal progress.

Update

Goal 1 – Aerospace Workforce Transition (AWT)

Status – NEG modification 2 has been rejected with revisions suggested by USDOL – DC. These changes will be submitted immediately and an update given at the time of the Executive Committee. This delay means that performance measures have not yet been set for this portion of the funding of AWT.

Space Florida (SF) funds have been obligated worth \$18,500,000. The deadline for submitting potential projects is December 31, 2011. Due to the low implementation rate (less than 10%), staff is working with both EDC and SF to ensure all potential projects are included in the work plan. No performance measures other than to obligate by December 31, 2011 and to obligate 80% of the funds to economic development activities have been set. One concern is the lengthy system to get projects added to the work plan and contract language that does not coincide with one of the contracts approved by WFI/SF to serve employers outside of Brevard when the contract says only Brevard employers. Both of these items have been brought to the attention of Frank DiBello.

Goal 2 - Implementation of Business Process Re-design / Serving the non-aerospace workforce

Status – Walk through with Board Chair and Vice Chair occurred on September 14, 2011. Suggestions and dialogue are now being incorporated into a draft scope of work. Next steps: Staff will engage furniture vendors for a layout and floor plan for furniture according to the communities; Staff will draft a statement of work (using a format provided by William Chivers) and have a review done by Chair and Vice Chair. A DRAFT Budget is anticipated for Executive Committee review in January 2012.

Goal 3 – Faith Based Job Club Initiative

Status – The kick off meeting of Faith in the Future was held on September 15, 2011 with Alexia Kelly, Deputy Director of the White House Office of Faith-Based Initiatives in attendance. Over 55 faith-based organizations (FBO) were in attendance for the daylong event of focused training, which

resulted in 15 (of the desired 20) signing on for Job Club start up assistance that day. The Access points and Resource Coordinator measures are no longer valid after hearing from an advisory board of 12 FBO's. The advisory board indicated neither of these methods would work for them without significant funding which BW is unable to provide. However, Job Clubs with technical assistance was seen as mission relevant for the FBO's and their preferred method of engaging with the workforce system.

Other organizational items to note:

Small Business Partnership Toolkit is resulting in:

- 18 – 33 aerospace workers attending BizLaunch (BW's entrepreneur training program)
- A collaborative meeting with Commissioner Anderson on how an entrepreneur center might be started in Brevard (after touring the Orlando National Entrepreneur Center).
- A potential grant to establish an online triage and referral system to the small business support mechanisms in Brevard (i.e. SBDC, TRDA, Founder's Forum)

President has been selected by USDOL to be a member of Core Steering Group for a Region 3 (Southeast region) Business Services Summit to take place in November 2011.

Information Brief

Financial Reports

Background

The three financial reports that follow this brief will provide the Executive Committee with the status of Brevard Workforce's (BW) funding, budgets, and expenditures for the fiscal period beginning on July 1, 2011 and ending on August 31, 2011.

Report Descriptions

BW FINANCIAL REPORT (CHART 1)

- Displays final expenditures for the prior year, the current approved budget figures, and a comparison of year-to-date budget figures and actual year-to-date expenditures. The percentage of each line-item budget that has been expended to date is displayed in the final column of the report.
- The report is summarized into seven major categories: (1) management services; (2) infrastructure services; (3) technology services; (4) aerospace services; (5) special grants and incentives; (6) fee for service activities; (7) contracted service providers; and (8) direct customer costs.
- Funding that is retained by the Agency for Workforce Innovation (AWI) to pay personnel costs of State employees working in our one-stop system is added to the BW annual budget to arrive at the total workforce budget for Brevard.
- Scholarship Unit customer Individual Training Account (ITA) activity is analyzed at the bottom of the report, including current budgets, obligations, expenses, and the % of each budget item that is obligated.

BW FISCAL DASHBOARD INDICATORS (CHART 2)

- Displays the quarterly cost per enrollment for each WIA program (cumulative expenditures divided by number of customers enrolled)
- Displays the quarterly cost per placement for each WIA program (cumulative expenditures divided by number of customers placed).
- Displays the quarterly calculations for required spending caps:

- 1) Administration – limited to 10% of expenditures at year-end
- 2) Customer Costs – minimum of 50% of expenditures at year-end
- 3) Youth Spending – minimum of 70% for out-of-school youth

FEE FOR SERVICE ACTIVITIES (CHART 3)

- 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



Quarterly Financial Report

July 1, 2011 through August 31, 2011

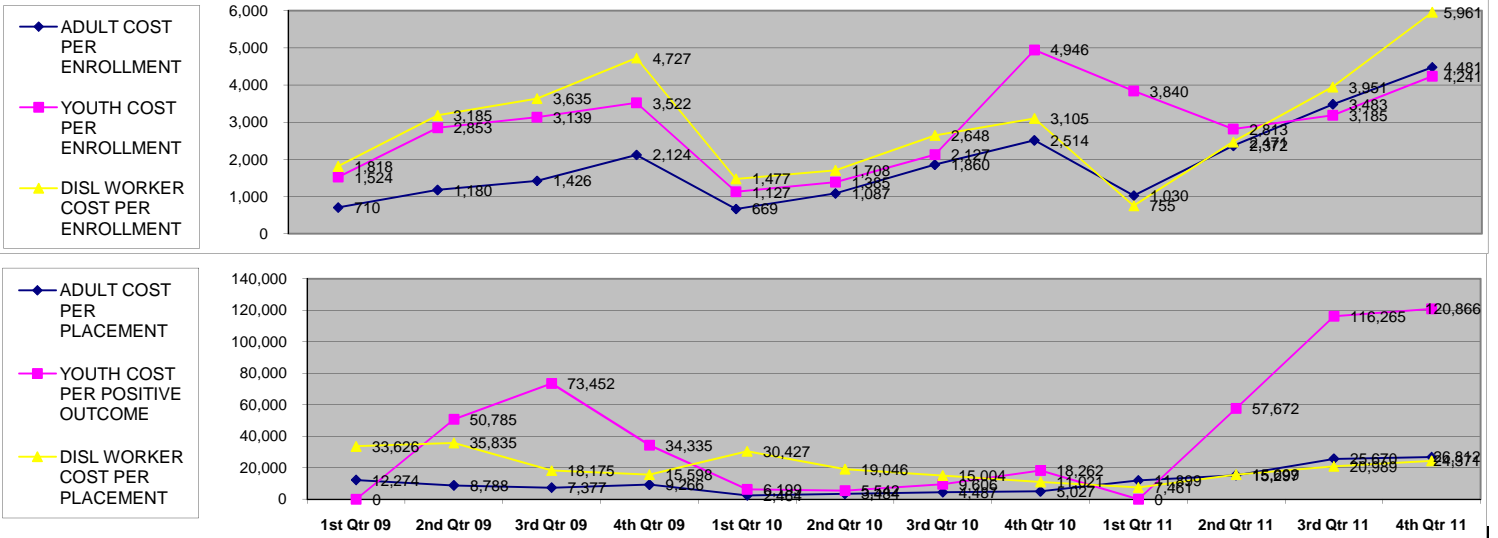
Current Funding Level	17,409,300
Current Annual Budget	17,409,300
Unobligated Funds	0

	FY 2011 Actual Expense	FY 2012 Approved Budget	FY 2012 Y-T-D Budget	FY 2012 Y-T-D Expense	Percent of Budget Expended
MANAGEMENT SERVICES					
Salaries & Benefits	1,235,594	1,384,100	235,300	222,218	16.1%
Operating Expenses	484,642	521,100	88,600	39,093	7.5%
Total Management Services	1,720,236	1,905,200	323,900	261,311	13.7%
INFRASTRUCTURE SERVICES					
Brevard Workforce Facilities	976,069	838,800	142,600	142,035	16.9%
Operating Expenses	105,301	99,500	16,900	5,277	5.3%
Center Build-Out & Relocation	1,009,889	0	0	0	0.0%
Total Infrastructure	2,091,259	938,300	159,500	147,312	15.7%
TECHNOLOGY SERVICES					
Salaries & Benefits	91,737	77,300	13,100	18,401	23.8%
Operating Expenses	568,723	470,700	80,000	41,898	8.9%
Total Technology Services	660,460	548,000	93,100	60,299	11.0%
AEROSPACE SERVICES					
Salaries & Benefits	860,661	920,800	156,500	149,885	16.3%
Operating Expenses	380,831	266,000	45,200	40,170	15.1%
Total Aerospace Services	1,241,492	1,186,800	201,700	190,055	16.0%
GRANTS & INCENTIVES	156,152	163,100	27,700	25,916	15.9%
FEE FOR SERVICE ACTIVITIES	98,458	100,000	17,000	5,976	6.0%
TOTAL OPERATING BUDGET	5,968,057	4,841,400	822,900	690,869	14.3%
CONTRACTED SERVICES					
General Contractor (Kaiser Group)	3,163,951	3,335,800	567,100	460,049	13.8%
Aerospace NEG Services (Kaiser Group)	517,948	1,038,400	176,500	89,202	8.6%
Aerospace Earmark Services (Kaiser Group)	131,264	89,900	15,300	48,751	54.2%
Workforce Advisor Services	32,564	32,000	5,400	5,332	16.7%
Total Contracted Services	3,845,727	4,496,100	764,300	603,334	13.4%
TRAINING SERVICES					
Training Activities *	813,865	1,109,300	188,600	119,630	10.8%
Support Services *	155,375	159,900	27,200	18,181	11.4%
Aerospace Training Activities	611,391	6,352,600	1,079,900	110,625	1.7%
Aerospace Support Services	365,206	450,000	76,500	167,704	37.3%
Total Training Services	1,945,837	8,071,800	1,372,200	416,140	5.2%
TOTAL PROGRAM BUDGET	5,791,564	12,567,900	2,136,500	1,019,474	8.1%
TOTAL ANNUAL BUDGET	11,759,621	17,409,300	2,959,400	1,710,343	9.8%
STATE-LEVEL FUNDING	596,132	689,600	117,200	102,961	14.9%
TOTAL WORKFORCE BUDGET	12,355,753	18,098,900	3,076,600	1,813,304	10.0%

	FY 2011 Actual Expense	FY 2012 Approved Budget	FY 2012 Current Obligations	FY 2012 Y-T-D Expense	% of ITA Funds Obligated
*CUSTOMER ITA ACTIVITY					
Unemployed Workers	508,282	1,034,200	440,193	81,577	42.6%
Underemployed Workers	270,892	57,500	206,444	34,986	359.0%
Employed Workers (OJT & AWE)	155,492	57,500	44,728	16,559	77.8%
Incentives & Materials	34,574	120,000	67,500	4,689	56.3%
Total Customer ITA Activity	969,240	1,269,200	758,865	137,811	59.8%

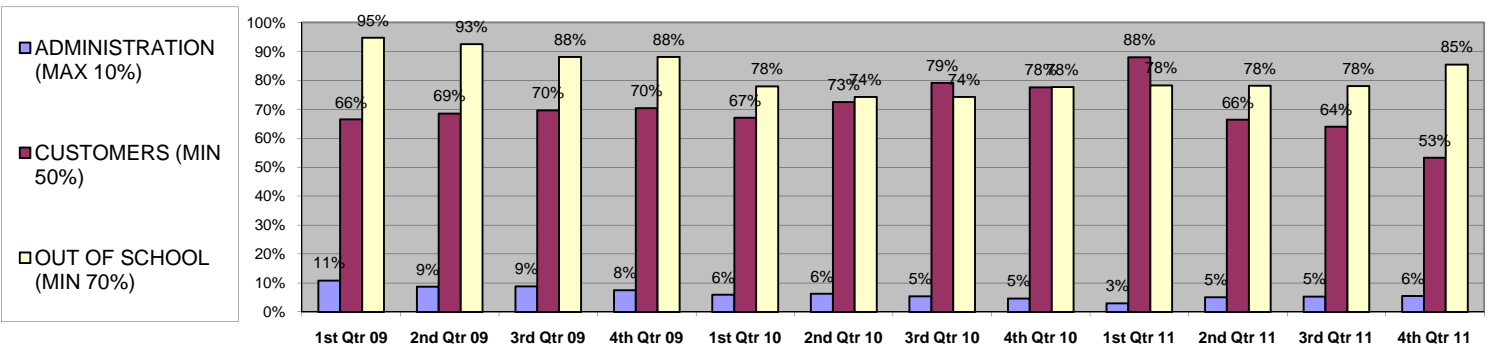
BWDB FISCAL DASHBOARD INDICATORS - 6/30/11

QUARTERLY RETURN ON INVESTMENT BY PROGRAM



	1st Qtr 09	2nd Qtr 09	3rd Qtr 09	4th Qtr 09	1st Qtr 10	2nd Qtr 10	3rd Qtr 10	4th Qtr 10	1st Qtr 11	2nd Qtr 11	3rd Qtr 11	4th Qtr 11
ADULT SERVICES:												
YTD INVESTMENTS	122,744	254,860	339,328	509,655	169,988	324,035	619,231	869,755	237,977	611,883	1,180,806	1,689,158
YTD ENROLLMENTS	173	216	238	240	254	298	333	346	231	258	339	377
YTD PLACEMENTS	10	29	46	55	69	93	138	173	20	40	46	63
YOUTH SERVICES:												
YTD INVESTMENTS	94,497	253,923	367,260	412,020	86,790	171,787	297,796	712,209	180,493	230,687	465,058	725,195
YTD ENROLLMENTS	62	89	117	117	77	124	140	144	47	82	146	171
YTD POS OUTCOMES	0	5	5	12	14	31	31	39	0	4	4	6
DISL WORKER SERVICES:												
YTD INVESTMENTS	67,251	143,339	218,103	311,965	152,135	247,596	450,125	562,068	126,844	533,764	1,007,467	1,657,251
YTD ENROLLMENTS	37	45	60	66	103	145	170	181	168	216	255	278
YTD PLACEMENTS	2	4	12	20	5	13	30	51	17	34	48	68

ANNUAL SPENDING CAPS BY QUARTER



	1st Qtr 09	2nd Qtr 09	3rd Qtr 09	4th Qtr 09	1st Qtr 10	2nd Qtr 10	3rd Qtr 10	4th Qtr 10	1st Qtr 11	2nd Qtr 11	3rd Qtr 11	4th Qtr 11
PROGRAM SPENDING:												
ADMINISTRATION (MAX 10%)	147,009	296,669	485,685	654,982	153,257	317,927	464,639	640,626	173,236	433,980	611,120	867,830
PROGRAM ACTIVITIES	1,207,311	3,097,914	5,042,537	8,054,984	2,406,547	4,757,994	8,090,727	13,175,711	5,617,951	8,097,986	10,855,145	14,904,128
CUSTOMER SPENDING:												
CUSTOMER COSTS (MIN 50%)	126,313	272,909	388,413	578,369	374,118	414,513	846,235	1,111,438	320,943	760,318	1,399,582	1,784,119
ALL OTHER COSTS	63,682	125,290	169,018	243,251	183,319	157,118	223,121	320,385	43,878	385,329	788,691	1,562,290
YOUTH SPENDING:												
IN-SCHOOL	4,423	7,767	19,969	45,259	18,134	41,668	72,912	197,168	38,094	47,104	95,392	94,101
OUT-OF-SCHOOL (MIN 70%)	79,908	96,652	147,340	335,290	63,884	120,251	210,639	685,607	137,400	167,877	339,552	550,202

Brevard Workforce Development Board, Inc.
Current Year Fee For Service Activities (7/1/2011 - 8/31/2011)

Unrestricted Balances: Cash on Hand \$42,207 Certificates of Deposit \$67,699 Total \$109,906

	Virtual Job Fair (Local)		Virtual Job Fair (National)		Workshops & Learning Events		UCF Banner Center		Other Fee For Service Activities		TOTALS	
		% of Revenue		% of Revenue		% of Revenue		% of Revenue		% of Revenue		% of Revenue
Revenue												
Grant Awards	\$ -	-	\$ -	0.0	\$ -	-	\$ -	-	\$ 10,000	99.9	\$ 10,000	83.3
Contract Revenue	-	-	-	0.0	-	-	-	-	-	0.0	-	0.0
Charges For Services	-	-	-	0.0	-	-	-	-	-	0.0	-	0.0
Website Licenses	-	-	2,000	100.0	-	-	-	-	-	0.0	2,000	16.7
Facility Rental Fees	-	-	-	0.0	-	-	-	-	-	0.0	-	0.0
Interest Earnings	-	-	-	0.0	-	-	-	-	8	0.1	8	0.1
Revenue from DWI	-	-	-	0.0	-	-	-	-	-	0.0	-	0.0
Total Revenue	\$ -	-	\$ 2,000	100.0	\$ -	-	\$ -	-	\$ 10,008	100.0	\$ 12,008	100.0
Expenses												
Personnel	\$ -	-	\$ 415	20.8	\$ -	-	\$ 515	-	\$ -	0.0	\$ 930	7.7
Travel	-	-	-	0.0	-	-	-	-	21	0.2	21	0.2
Outreach	-	-	-	0.0	-	-	-	-	-	0.0	-	0.0
Software	-	-	-	0.0	-	-	-	-	-	0.0	-	0.0
Supplies	-	-	-	0.0	-	-	-	-	212	2.1	212	1.8
Equipment	-	-	-	0.0	-	-	-	-	-	0.0	-	0.0
Professional Services	60	-	-	0.0	-	-	-	-	4,753	47.5	4,813	40.1
Total Expenses	\$ 60	-	\$ 415	20.8	\$ -	-	\$ 515	-	\$ 4,986	49.8	\$ 5,976	49.8
Net Profit (Loss)	\$ (60)	-	\$ 1,585	79.3	\$ -	-	\$ (515)	-	\$ 5,022	50.2	\$ 6,032	50.2

Virtual Job Fair since Inception (5/1/2006 - 6/30/2011)

	Virtual Job Fair (Local)		Virtual Job Fair (National)		TOTALS	
		% of Revenue		% of Revenue		% of Revenue
Revenue						
Charges For Services	36,669	100.0	-	0.0	\$ 36,669	10.4
Website Licenses	-	0.0	315,114	100.0	\$ 315,114	89.6
Total Revenue	\$ 36,669	100.0	\$ 315,114	100.0	\$ 351,783	100.0
Expenses						
Personnel	\$ 33,515	91.4	\$ 113,750	36.1	\$ 147,265	41.9
Travel	195	0.5	10,883	3.5	11,078	3.1
Outreach	84,212	229.7	18,339	5.8	102,551	29.2
Software	5,480	14.9	-	0.0	5,480	1.6
Supplies	138	0.4	3,864	1.2	4,002	1.1
Equipment	-	0.0	927	0.3	927	0.3
Professional Services	10,665	29.1	130,172	41.3	140,837	40.0
Total Expenses	\$ 134,205	366.0	\$ 277,935	88.2	\$ 412,140	117.2
Net Profit (Loss)	\$ (97,536)	-266.0	\$ 37,179	11.8	\$ (60,357)	-17.2

VENDOR PAYMENTS REPORTED FROM 7/1/11 - 8/31/11 (>\$1,500)

DATE	VENDOR	AMOUNT	PURPOSE
07/01/11	Satcom Service LLC	3,000.00	Annual satellite internet service for mobile unit
07/25/11	McClelland Jones Lyons & Lacey	2,398.00	Cocoa lease and A/C issues
08/01/11	Allegiance Security Group LLC	4,387.00	Monthly security guard services
08/01/11	Artemis International Tech	25,695.00	Monthly IT management services & web hosting
08/01/11	Brandt Ronat and Company	18,094.00	Videos, advertising and billboard postings
08/01/11	EDC of Florida's Space Coast	5,000.00	Business membership
08/01/11	Edward G. Newell	1,800.00	Annual rent for offsite storage unit
08/01/11	Florida Today/USA Today	8,617.00	NEG advertising in Final Flight Section
08/01/11	UCF Research Foundation	2,500.00	Florida Virtual Entrepreneur Center sponsorship
08/01/11	Workforce Associates	19,950.00	TORQ and cTORQ software licenses
08/17/11	ADT Security Services	3,442.00	Installation of security monitoring equipment
08/22/11	Florida Workforce Dev Association	3,753.00	Annual FWDA membership
08/22/11	Volt-Tech	2,253.00	Remove and reinstall power to cubicles
08/29/11	M & R Air Conditioning	2,784.00	Install new A/C ductwork at Rockledge center
TOTAL		103,673.00	

EXECUTIVE COMMITTEE MEMBER	Aug	Oct	Jan	Apr		
Chivers, William	P					
Cobb, Ron	A					
Gizinski, Judy	A					
Menyhart, Mike	P					
Mikitarian, George	P					
Rood, Jack	P					
Yandell, Tim	P					