



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Executive Committee
October 19, 2016 @ 4:00 p.m.

Fresno Regional Workforce Development Board
2125 Kern Street, Suite 207
Fresno, California 93721

Mission Statement: The Fresno Regional Workforce Development Board exists to oversee the optimal administration of Workforce Innovation and Opportunity Act funds in the Fresno region. In serving both the business community and the individual job seeker with the provision of human capital development services, we hope to foster the economic vitality of the Fresno region.

REMINDER: PLEASE TURN OFF CELL PHONE OR PUT IT ON VIBRATE

ROLL CALL

AGENDA CHANGES: REMOVAL OF ITEMS OR EMERGENCY ADDITIONS

ABSTENTIONS/RECUSALS/DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

COMMITTEE CHAIR/STAFF COMMENTS

PUBLIC COMMENTS

Item	Description	Presented By	Enclosure	Action	Page #
1.	July 20, 2016, Executive Committee Meeting Minutes	Konczal	Yes	Approve	3
2.	Items Referred by Other Committees	Konczal	Yes	Information	9
3.	August 2016 Agency Budget and Expenditures	Konczal	Yes	Accept	10
4.	August 2016 Financial Report	Konczal	Yes	Accept	12
5.	Economic Sector and Skills Gap Analysis Presentation	Konczal	Yes	Information	18
6.	Third Quarter Community Events	Konczal	Yes	Information	19
7.	Director's Quarterly Update	Konczal	Yes	Information	20
8.	Referral of Agenda Items to Other Committees	Bauer	Yes	Direct	21
9.	Information Sharing	All	No	Discussion	--
10.	January 18, 2017, Agenda Items	Konczal	No	Discussion	--
11.	Meeting Feedback	Konczal	No	Discussion	--

ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

Disabled individuals who need special assistance to attend or participate in this meeting may request assistance by contacting the Fresno Regional Workforce Investment Board, at 2125 Kern Street, Suite 208, Fresno, California, or by calling (559) 490-7100. Every effort will be made to reasonably accommodate individuals with disabilities by making meeting materials available in alternative formats. Requests for assistance should be made at least two (2) working days in advance of the meeting.

**FRESNO REGIONAL WORKFORCE INVESTMENT BOARD
EXECUTIVE COMMITTEE
2016 ATTENDANCE REPORT**

	Canceled	Canceled	Special		
	1/20/2016	4/20/2016	6/01/16*	7/20/2016	10/19/2016
Alves	XX	--	--	--	--
Baines	XX	XX	A	P	
Bauer	XX	XX	P	P	
Borgeas	--	--	A	A	
Lovgren	XX	XX	--	--	--
Montalbano	XX	XX	--	P	
Olson	XX	XX	P	A	
Pacheco	XX	XX	--	--	--
Riojas	XX	XX	P	P	
Zabrycki	XX	XX	P	P	

A = Absent

P = Present

-- = Not a Committee member at time of meeting

* = Special Meeting

**FRESNO REGIONAL
WORKFORCE DEVELOPMENT BOARD**

AGENDA ITEM:	1
MEETING DATE:	October 19, 2016
ACTION:	APPROVE

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.workforce-connection.com

TO: Executive Committee
FROM: Blake Konczal, Executive Director
SUBJECT: July 20, 2016, Executive Committee Meeting Minutes

RECOMMENDATION:

Approve the minutes of the July 20, 2016, Executive Committee meeting minutes.

ATTACHMENT:

July 20, 2016, Executive Committee Meeting Minutes



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Executive Committee
July 20, 2016

SUMMARY MINUTES

The meeting was called to order at 4:08 p.m.

ROLL CALL: PRESENT – Oliver Baines, Paul Bauer, Dennis Montalbano, Chuck Riojas, Lydia Zabrycki (arrived at 4:19 p.m.), and Legal Counsel Ken Price

ABSENT – Andreas Borgeas and Aric Olson

AGENDA CHANGES: None

ABSTENTIONS/RECUSALS/
DISCLOSURES OF
POTENTIAL CONFLICTS OF
INTEREST: Oliver Baines, Item 1; Dennis Montalbano, Item 1; and Chuck Riojas, Item 7

COMMITTEE CHAIR/STAFF
COMMENTS: None

PUBLIC COMMENTS: City Manager Vince DiMaggio, Mayor Robert Silva, and Economic Development Director Matt Flood, from the City of Mendota, addressed the Executive Committee (Committee). They explained that with the implementation of the Workforce Innovation and Opportunity Act (WIOA), the State of California has prohibited single standing Employment Development Department (EDD) offices, which means that the EDD office located in Mendota will have to close. The gentlemen asked for the Committee's consideration to have a member of the Fresno Regional Workforce Development Board's (FRWDB's) partner staff co-locate at the Mendota EDD to prevent it from closing. Blake Konczal, Executive Director, FRWDB, stated that FRWDB staff had already been in conversations with EDD about the co-location of staff.

Mr. DiMaggio indicated that in order to stave off the Mendota office's closure, EDD would accept a letter from the FRWDB regarding its intent to co-locate staff at the Mendota office and Mr. Konczal stated that he will prepare such a letter by Friday.

Director Zabrycki arrived (4:19 p.m.)

Item	Description/Action Taken
------	--------------------------

1.	<u>June 1, 2016, Special Executive Committee Meeting Minutes</u>
----	---

	Blake Konczal, Executive Director, FRWDB, requested approval of the June 1, 2016, special meeting minutes.
--	--

RIOJAS/ZABRYCKI – APPROVED THE JUNE 1, 2016, SPECIAL EXECUTIVE COMMITTEE MEETING MINUTES (UNANIMOUS, WITH THE ABSTENTIONS NOTED ABOVE).

2. **Items Referred by Other Committees**

There were no items referred by other Committees.

3. **May 2016 Agency Budget and Expenditures**

Mr. Konczal presented the May 2016 Agency Budget and Expenditures report for the Committee's acceptance. He indicated that all expenditures were on track and staff had no concerns. Director Montalbano asked about large variance in the Communications line item. Tim Giles, Deputy Director Information Technology, FRWDB, explained that Communications encompasses telephones and data, and indicated that with the relocation of the FRWDB's data center, there has been some stopping and starting of services. He encouraged the Committee to watch this line item over the rest of the year and that it will return to expected levels. Phyllis Stogbauer, Deputy Director Program Services, FRWDB, added that FRWDB staff cell phone stipends were previously on the Communication line item, but should have been part of the Salary line item. She indicated that this expense has been moved to the correct category, which resulted in a savings to Communications.

BAINES/RIOJAS – ACCEPTED THE MAY 2016 AGENCY BUDGET AND EXPENDITURES REPORT (UNANIMOUS).

4. **May 2016 Financial Report**

Mr. Konczal, referencing the May 2016 Financial Report, indicated that FRWDB staff has no concerns with expenditures. He reminded the Committee of the WDB's obligation to expend 80% of its funds to avoid recapture, and of the 20% allowable rollover from one program year to the next.

MONTALBANO/ZABRYCKI – ACCEPTED THE MAY 2016 FINANCIAL REPORT (UNANIMOUS).

5. **Workforce Innovation and Opportunity Act Title I One-Stop Operator/Adult and Dislocated Worker Request for Proposals Statement of Work for Program Year 2017-2018**

Mr. Konczal explained that the FRWDB had begun drafting the Request for Proposals (RFP) to procure for its One-Stop Operator, a procurement which must occur every four (4) years under the WIOA.

To ensure the procurement process is completed in a timely manner to have fully executed contracts in place by July 1, 2017, FRWDB staff requested that the Committee authorize FRWDB staff to put out the draft Statement of Work for the One-Stop Operator/Adult and Dislocated Worker RFP. Once released, the draft will go out for public comment throughout Fresno County. With all comments aggregated, the final RFP will go to the Adult Council and then to the full FRWDB for their approval to release the final document.

RIOJAS/MONTALBANO – AUTHORIZED FRWDB STAFF TO RELEASE THE DRAFT WIOA ONE-STOP OPERATOR/ADULT AND DISLOCATED WORKER RFP STATEMENT OF WORK FOR PROGRAM YEAR 2017-2018 (UNANIMOUS).

6. **Workforce Innovation and Opportunity Act Regional and Local Strategic Plan**

Mr. Konczal explained that under the WIOA, the FRWDB not only has to submit its Local Strategic Plan to the state, but it now must also be part of a regional planning process with the eight (8) Valley counties from San Joaquin to Kern. In order to ensure that the plans are submitted to the state by the deadline, FRWDB staff requested the Committee's authorization to release the draft plans for public comment.

RIOJAS/BAINES – AUTHORIZED FRWDB STAFF TO RELEASE THE WIOA REGIONAL AND LOCAL PLANS FOR PUBLIC COMMENT (UNANIMOUS).

7. **Five County Craft Path Project Contract Award**

Ms. Stogbauer presented for the Committee's approval, the allocation and award of additional funding in the amount of \$300,000 for the Five County Craft Path Project. Ms. Stogbauer explained that in Program Year (PY) 2014-2015, the FRWDB received a grant in the amount of \$550,000 to provide training to unemployed and underemployed clients across a five (5) area. The state has awarded the FRWDB an additional \$300,000 to train an additional 66 participants in this program. Approval of this item would allocate \$184,800 to the Fresno Madera Tulare Kings Building Trades Council, \$56,800 to the Merced County Workforce Development Board, and the remaining \$58,400 for administration and supportive services.

Mr. Konczal added that at the suggestion of FRWDB Director LeeAnn Eager, FRWDB staff is in the process of creating a unified training calendar for Fresno that will cover construction training that is being funded by a number of sources. Various partnering agencies will have access to this master calendar that will cover an 18 month period.

RIOJAS/ZABRYCKI – APPROVED THE FIVE COUNTY CRAFT PATH PROJECT CONTRACT AWARD (UNANIMOUS, WITH ABSTENTION NOTED ABOVE).

8. **Renewal of Human Resources Hotline and Business Workshops Contract**

Christine Nutting, Deputy Director Business Services, FRWDB, explained that in 2014, the FRWDB Business and Industry Committee approved a contract with Sierra HR Partners, a certified Human Resources (HR) consulting firm, to provide an HR Hotline and HR-related workshops for employers. These services have been very successful and well-used during the initial contract and first renewal periods. FRWDB staff requested that the Committee recommend that the FRWDB approve a contract for PY 2016-2017 to Sierra HR Partners to continue the HR hotline and workshop services.

Director Montalbano asked how the FRWDB gets the word out about these services and Janis Parker, Marketing and Communications Manager, FRWDB, indicated that the FRWDB maintains a database of over 3,200 businesses and that e-blasts are sent out to these businesses twice a week about the HR services and workshops, among other items, that are available.

Director Zabrycki, who chairs the Business and Industry Committee, indicated that the workshops are well attended.

RIOJAS/MONTALBANO – RECOMMENDED THAT THE FRWDB APPROVE THE RENEWAL OF HUMAN RESOURCES HOTLINE AND BUSINESS WORKSHOPS CONTRACT (UNANIMOUS).

9. **Second Quarter Community Events**

Mr. Konczal presented a list of events that FRWDB Directors and staff have the opportunity to attend during the months of October through December 2016. For the Second Quarter, there were two (2) events on the list: The Greater Fresno Area Chamber of Commerce's Eggs and Issues Breakfast in October and the Ag Awards Luncheon in November.

This was an information item.

10. **Director's Quarterly Update**

Mr. Konczal provided the Committee with an overview of his activities for the months of April through June 2016. He stated that the biggest project he has recently been involved with is the Department of Labor's America's Promise Grant, which is being funded by H1B Visa fees. This grant will provide for training 1,200 workers in the manufacturing sector. The FRWDB is assisting in writing an eight (8) county grant in which the FRWDB would act as fiscal agent for \$6,000,000 over four (4) years.

Mr. Konczal continued his update, stating that efforts continue to ensure that the multi-craft construction training taking place from San Joaquin to Kern county is being done in an expeditious way.

Mr. Konczal stated that he, along with other FRWDB staff and partners, have had a number of speaking proposals accepted for upcoming conferences. Groups will be presenting at the California Workforce Association's Meeting of the Minds conference in Monterey, and also at the National Community College conference taking place in Atlanta.

Mr. Konczal stated that he also continues to work on getting all FRWDB appointments completed through the Fresno County Board of Supervisors.

Mr. Konczal concluded his update by informing the Committee that lease negotiations for the Manchester Center comprehensive One-Stop location have been finalized. The negotiation involves moving some of the One-Stop facilities to another site on the first floor of the mall, and a reduction of approximately 10,000 square feet on the second floor, which will result in a savings for the FRWDB.

This was an information item.

11. **Referral of Agenda Items to Other Committees**

None.

12. **Information Sharing**

Director Baines shared with the Committee that in April, the Fresno City Council passed its version of the national targeted hiring policy. He stated that he wanted to publicly acknowledge the hard work of Mr. Konczal and Director Riojas on getting the policy passed at the state level for High Speed Rail. He indicated that the staff at the City of Fresno are very excited about this new local policy.

Director Zabrycki shared that while at a High Speed Rail meeting in Sacramento, the FRWDB was recognized for its work surrounding apprenticeship programs. She indicated that she was very proud of that recognition.

Mr. Konczal shared that as a direct result of the FRWDB's Valley Grow grant project, the owner of a small valley farm was able to obtain a loan from the United States Department of Agriculture for a new water system that cost \$48,000. Mr. Konczal indicated that this is the first of about a dozen small farms that have been assisted by the FRWDB's program to navigate the USDA system.

13. October 19, 2016, Agenda Items

None.

14. Meeting Feedback

None.

Meeting adjourned at 4:47 p.m.

**FRESNO REGIONAL
WORKFORCE DEVELOPMENT BOARD**

AGENDA ITEM:	2
MEETING DATE:	October 19, 2016
ACTION:	INFORMATION

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.workforce-connection.com

TO: Executive Committee
FROM: Blake Konczal, Executive Director
SUBJECT: Items Referred by Other Committees

INFORMATION:

The Fresno Regional Workforce Development Board (FRWDB) Executive Committee requires all committees to have two standing agenda items, "Items Referred by Other Committees" and "Referral of Agenda Items to Other Committees", in order to increase all committees' members' awareness of FRWDB programs and activities.

ITEMS REFERRED:

There were no items referred to the Executive Committee.

FRESNO REGIONAL WORKFORCE INVESTMENT BOARD

AGENDA ITEM:	3
MEETING DATE:	October 19, 2016
ACTION:	ACCEPT

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.workforce-connection.com

TO: Executive Committee
FROM: Blake Konczal, Executive Director
SUBJECT: August 2016 Agency Budget and Expenditures

RECOMMENDATION:

Accept the attached Agency Budget and Expenditures report for August 2016.

REASON FOR RECOMMENDATION:

The attached tables provide the status of the agency budget as of August 20, 2016. The first table displays the line item budget versus expenditures and the second table shows budget versus expenditures by function. Staff costs are less than year-to-date budget primarily due to three (3) staff positions that were unfilled, which created a reduction in current expenses. The variance in rent and leases is due to timing differences in the payment of the rents. Staff has no concerns with expenditures at this time.

ATTACHMENT:

FRWIB Agency Budget and Expenditures – August 2016

**FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
AGENCY BUDGET AND EXPENDITURES**

August 2016

	Budget by Line Item	Total Budget	YTD Budget	YTD Expenditures	Variance	Percent Variance
51	Salaries	\$ 1,977,150	329,525	\$ 243,804	\$85,721	26.01%
52	Payroll Taxes	180,307	30,051	19,845	10,206	33.96%
53	Fringe Benefits	544,635	90,772	70,882	19,891	21.91%
55	Staff/Board/Service Provider Development	44,250	7,375	4,919	2,456	33.30%
56	Local Mileage	18,875	3,146	1,064	2,081	66.17%
60	Communications	21,480	3,580	2,149	1,431	39.97%
61	Insurance	27,000	21,931	21,297	634	2.89%
62	Maintenance	67,550	26,929	4,960	21,969	81.58%
63	Memberships	20,000	13,500	16,405	(2,905)	-21.52%
64	Miscellaneous	35,100	5,850	4,868	982	16.78%
65	Office Expense	23,600	3,933	5,357	(1,423)	-36.18%
66	Professional Services	134,000	22,333	15,756	6,578	29.45%
67	Advertising	48,220	8,037	1,167	6,869	85.47%
68	Rent & Leases	211,800	35,300	37,696	(2,396)	-6.79%
69	Utilities	20,300	3,383	3,270	113	3.34%
71	Furniture and Equipment	29,000	12,411	4,593	7,818	62.99%
	Total	\$ 3,403,267	\$ 618,057	\$ 458,034	\$ 160,023	25.89%

	Summary by Budget	Total Budget	YTD Budget	YTD Expenditures	Variance	Per Cent Variance
	Administrative Services/Program Support	\$ 2,868,888	\$ 529,866	\$ 382,160	147,705	27.88%
	Information Technology	315,040	50,499	32,779	17,720	35.09%
	One Stop Staff	219,339	37,693	43,096	(5,403)	-14.33%
	Total	\$ 3,403,267	\$ 618,057	\$ 458,034	\$ 160,023	25.89%

Note: Due to spreadsheet formula rounding calculations, total(s) may be \$1.00 off.

**FRESNO REGIONAL
WORKFORCE DEVELOPMENT BOARD**

AGENDA ITEM:	4
MEETING DATE:	October 19, 2016
ACTION:	ACCEPT

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.workforce-connection.com

TO: Executive Committee
FROM: Blake Konczal, Executive Director
SUBJECT: August 2016 Financial Report

RECOMMENDATION:

Accept the Fresno Regional Workforce Development Board (FRWDB) August 2016 Financial Report.

REASON FOR RECOMMENDATION:

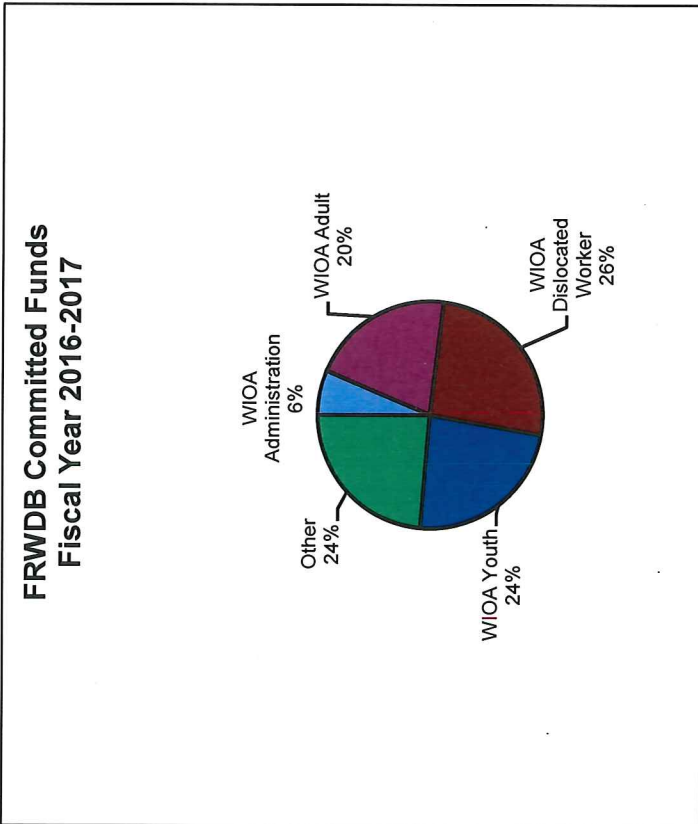
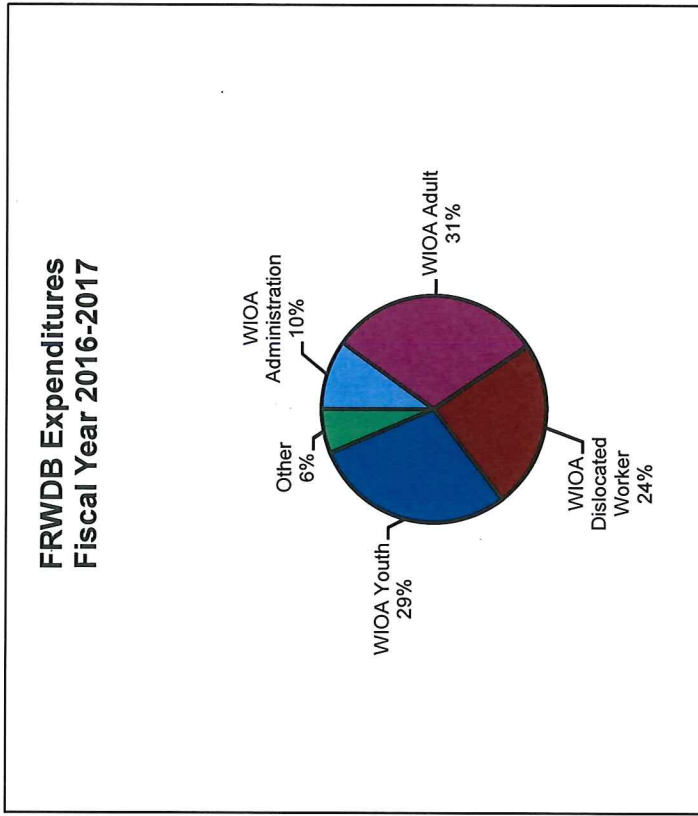
The attached charts display year-to-date financial information through August 30, 2016. Staff has no concerns with grant expenditures at this time.

ATTACHMENT:

August 2016 Financial Report

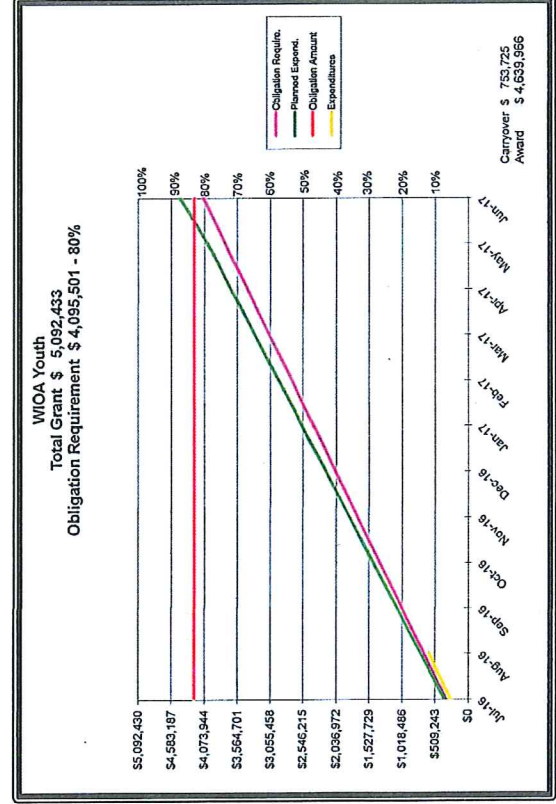
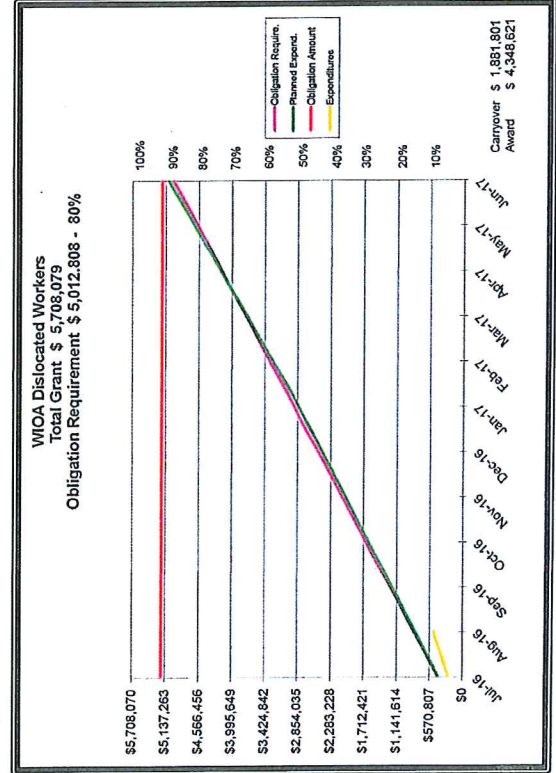
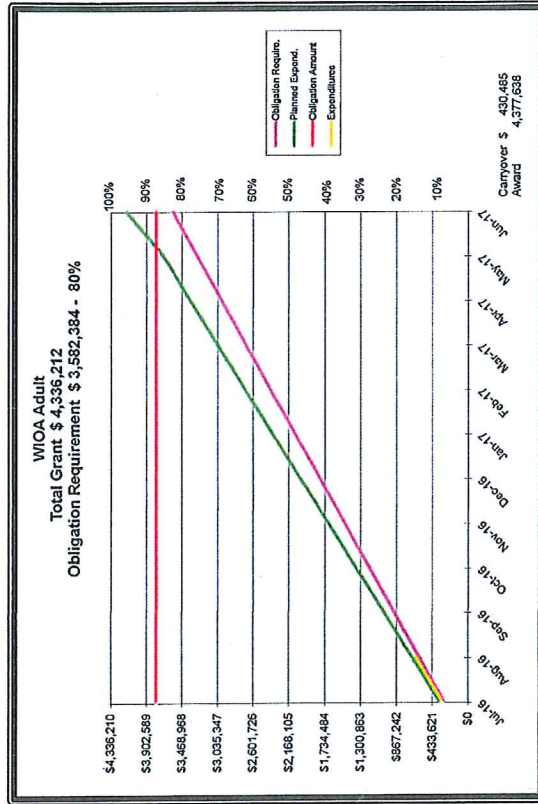
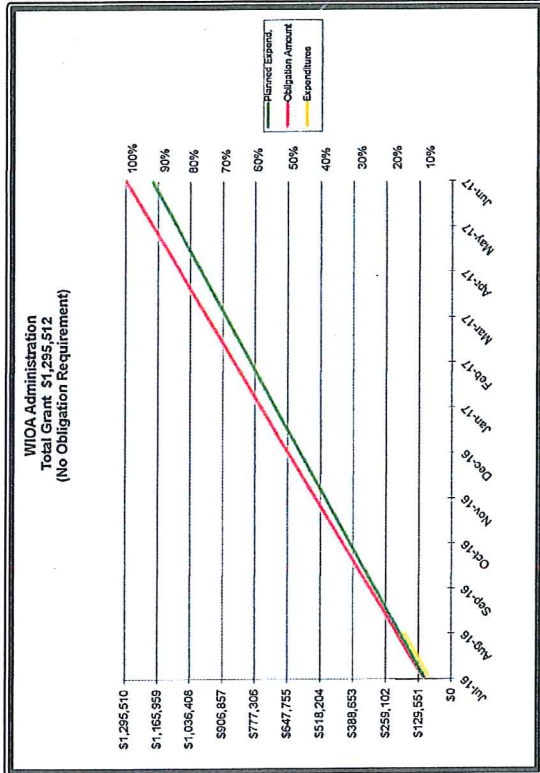
FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD FINANCIAL REPORTS

August 2016



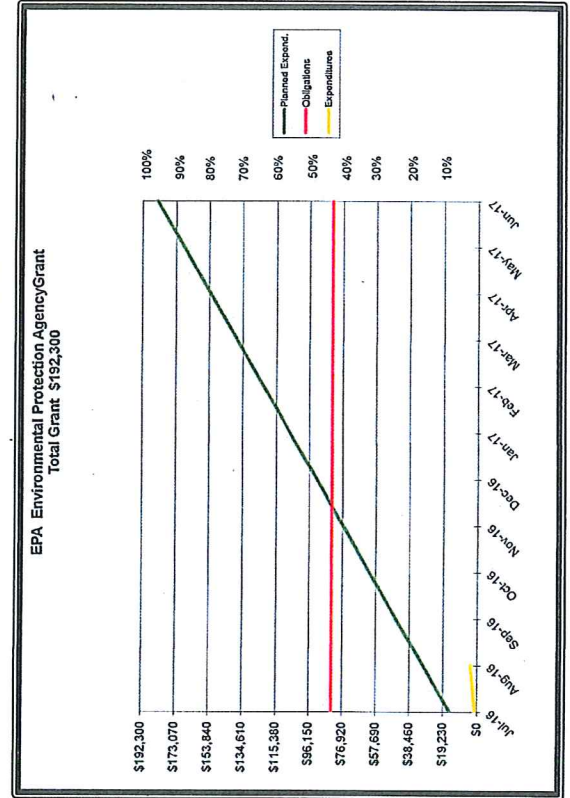
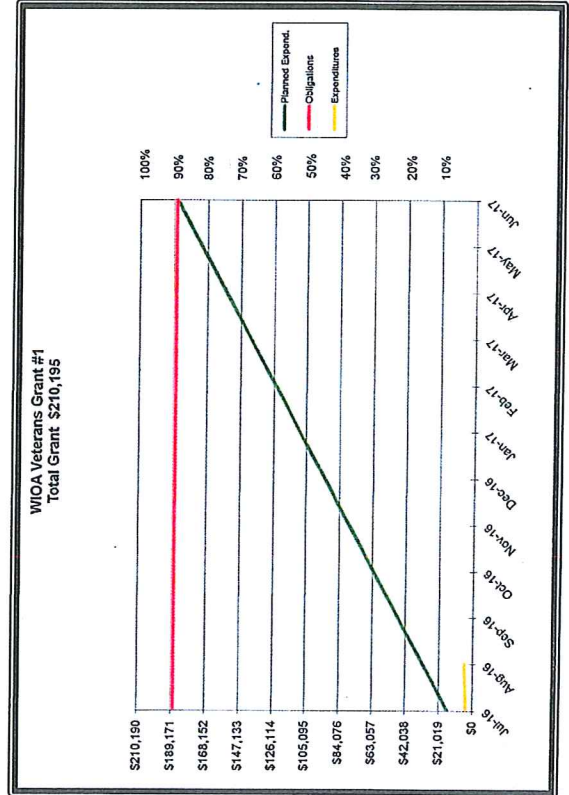
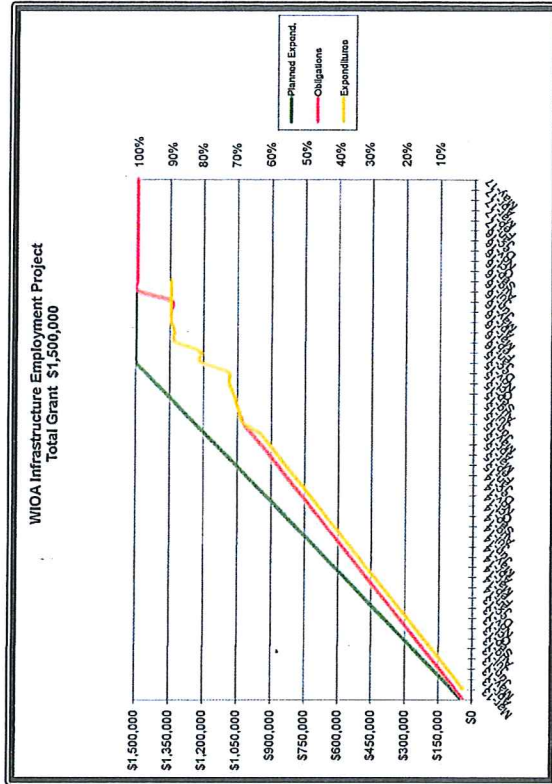
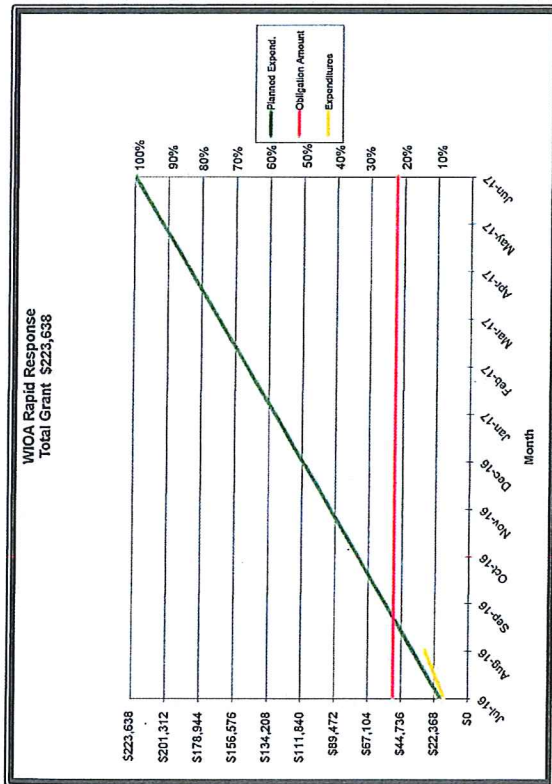
FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD FINANCIAL REPORTS

August 2016



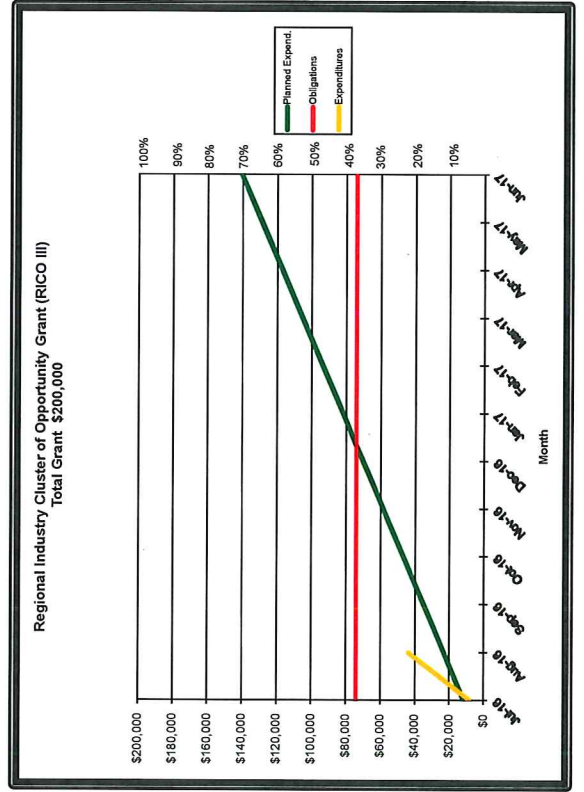
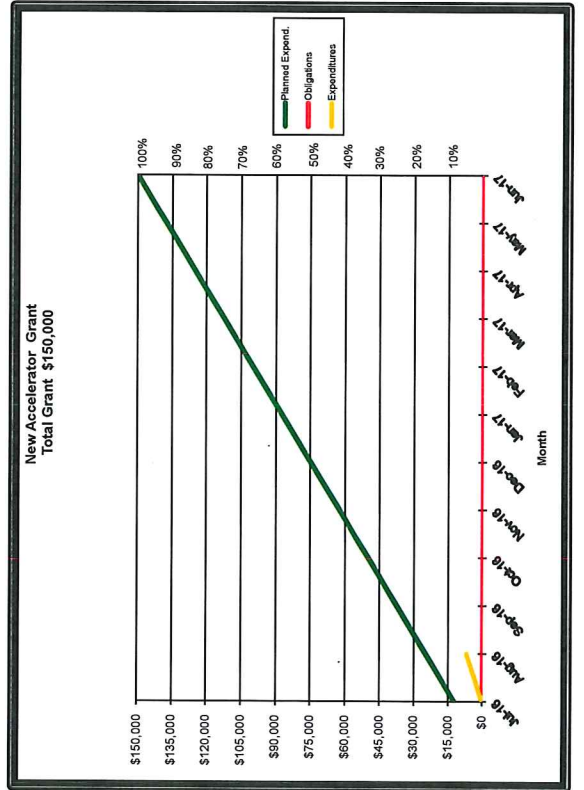
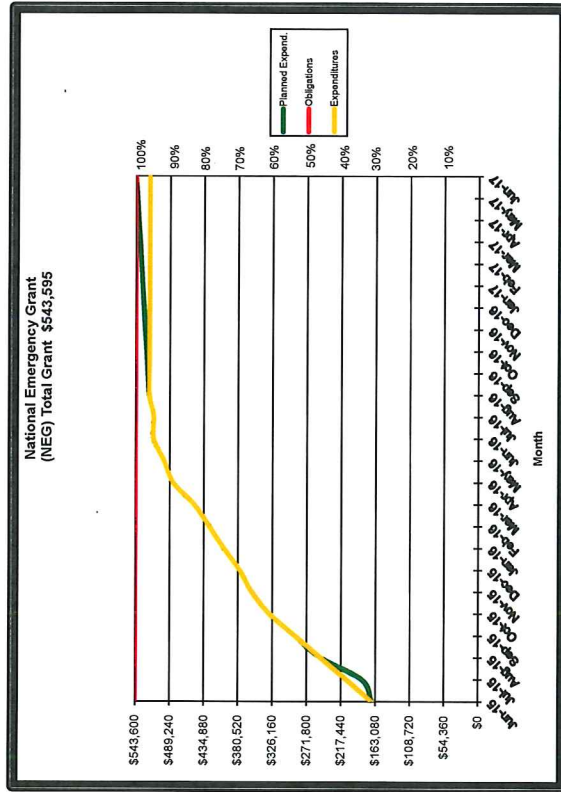
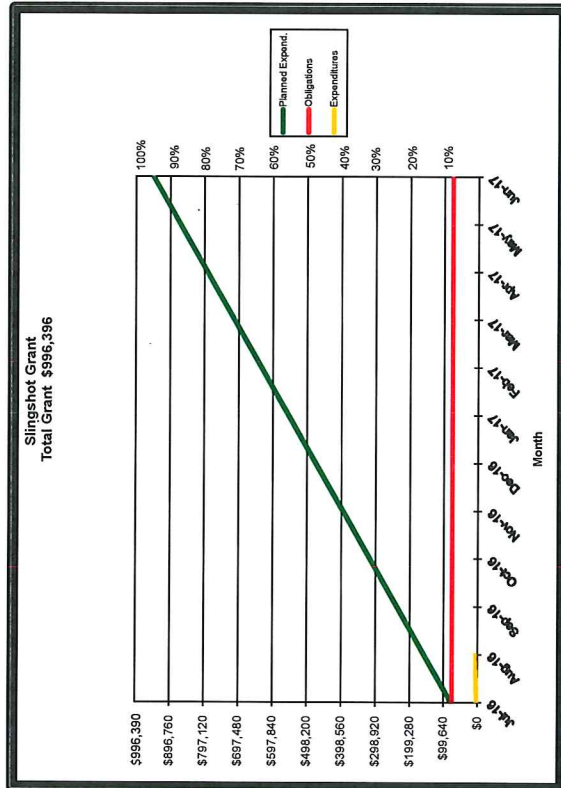
FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD FINANCIAL REPORTS

August 2016



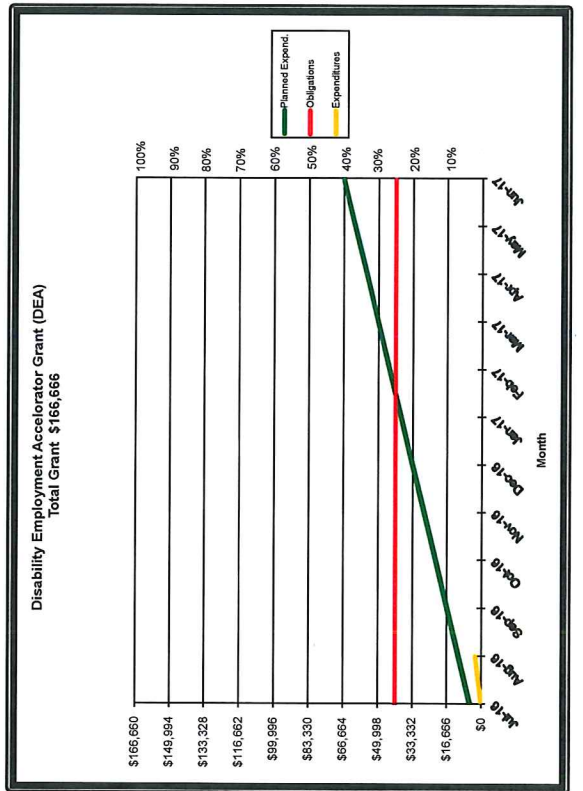
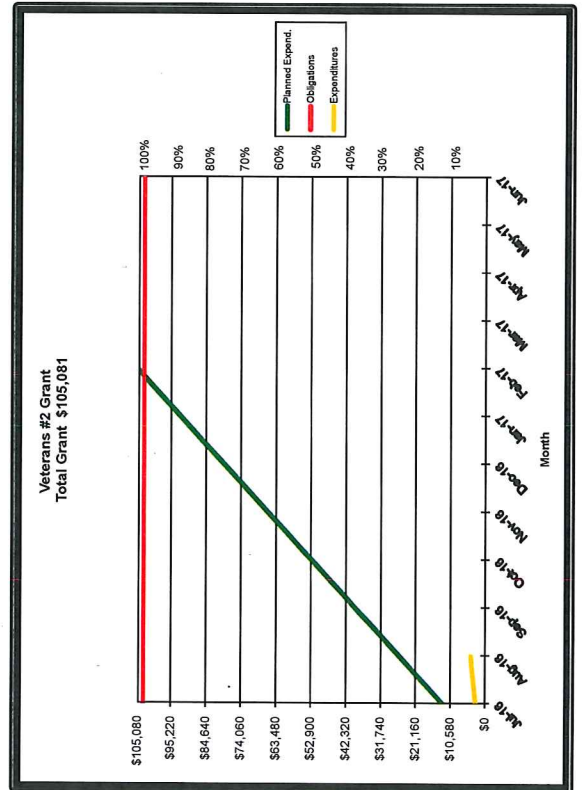
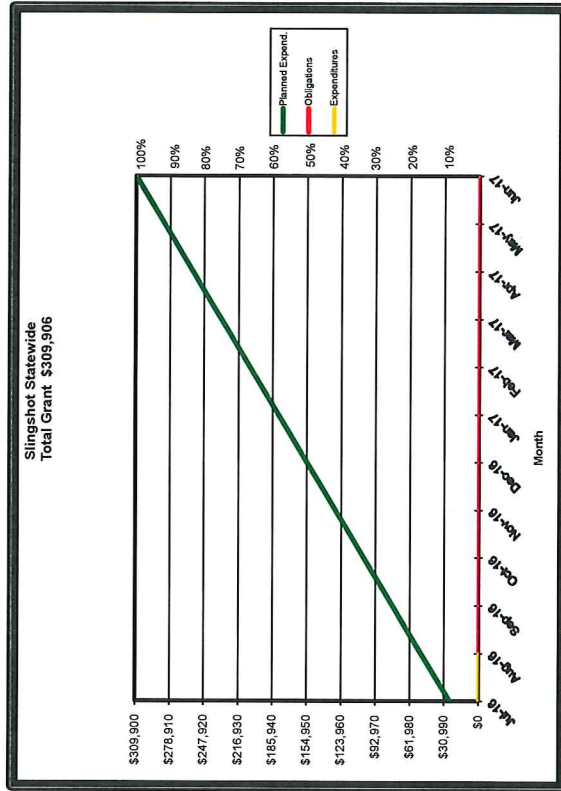
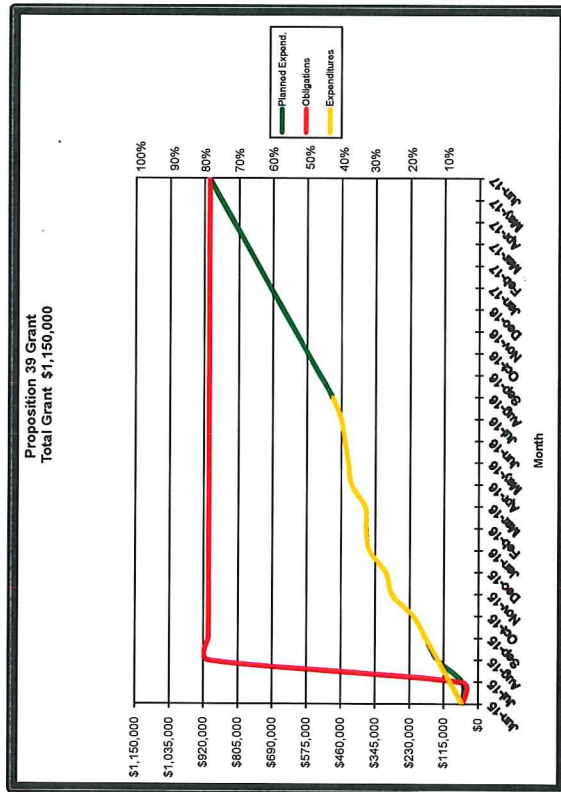
FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD FINANCIAL REPORTS

August 2016



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD FINANCIAL REPORTS

August 2016



**FRESNO REGIONAL
WORKFORCE DEVELOPMENT BOARD**

AGENDA ITEM:	5
MEETING DATE:	October 19, 2016
ACTION:	INFORMATION

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.workforce-connection.com

TO: Executive Committee
FROM: Blake Konczal, Executive Director
SUBJECT: Economic Sector and Skills Gap Analysis Presentation

INFORMATION:

The Central California Workforce Collaborative (CCWC), which is comprised of eight (8) local boards, Fresno, Kern-Inyo-Mono, Kings, Madera, Merced, San Joaquin, Stanislaus and Tulare Counties, has been designated as a planning region by the state, as required in Section 106(c) of the Workforce Innovation and Opportunity Act (WIOA).

One of the requirements for regional planning is the "Collection and analysis of regional labor market data". In order to meet this requirement of the WIOA, the CCWC procured the services of Applied Development Economics (ADE) to conduct a Regional Economic Sector and Skills Gap Analysis. In addition to the regional study, ADE completed individual analysis for each of the local areas. This analysis included trend information and projections for jobs by industry sector, industry clusters, occupational openings and labor force characteristics.

Doug Svensson of ADE will provide a PowerPoint presentation on the report.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	6
MEETING DATE:	October 19, 2016
ACTION:	INFORMATION

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.workforce-connection.com

TO: Executive Committee
FROM: Blake Konczal, Executive Director
SUBJECT: Third Quarter Community Events

INFORMATION:

The following event will occur in the third quarter of Program Year 2016-2017:

January	Greater Fresno Area Chamber of Commerce – Annual Installation Dinner	Four (4) VIP tickets and recognition on the Chamber's website.	Included in Chairman's Circle Membership
---------	--	--	--

FISCAL IMPACT:

Funds have been budgeted in the Fresno Regional Workforce Development Board Agency Budget to attend these events.

FRESNO REGIONAL WORKFORCE INVESTMENT BOARD

AGENDA ITEM:	7
MEETING DATE:	October 19, 2016
ACTION:	INFORMATION

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.workforce-connection.com

TO: Executive Committee
FROM: Blake Konczal, Executive Director
SUBJECT: Director's Quarterly Update

INFORMATION:

Updates will be provided on various subjects.

**FRESNO REGIONAL
WORKFORCE DEVELOPMENT BOARD**

AGENDA ITEM:	8
MEETING DATE:	October 19, 2016
ACTION:	DIRECT

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.workforce-connection.com

TO: Executive Committee
FROM: Paul Bauer, Chair
SUBJECT: Referral of Agenda Items to Other Committees

RECOMMENDATION:

Discuss and direct staff regarding the referral of agenda items from this meeting to one or more of the other standing committees of the Fresno Regional Workforce Development Board.

REASON FOR RECOMMENDATION:

This item is intended to allow the Executive Committee to collectively decide which of the items you just discussed should be referred to another committee(s) and the reason they are being referred (information, action, etc.).