



# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Executive Committee  
October 16, 2019 @ 3:00 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 17, 2019, Executive Committee Meeting Minutes	Konczal	Yes	Approve	4
2.	Items Referred by Other Committees	Konczal	Yes	Information	9
3.	Identification of New America's Job Center of California Site in the Fresno Metropolitan Area	Konczal	Yes	Authorize	10
4.	Workforce Accelerator Funding Allocation	Stogbauer	Yes	Approve	12
5.	August 2019 Financial Report	Beierschmitt	Yes	Accept	13
6.	August 2019 Agency Budget and Expenditures	Beierschmitt	Yes	Accept	18
7.	Director's Quarterly Update	Konczal	Yes	Information	20
8.	Referral of Agenda Items to Other Committees	Bauer	Yes	Direct	21
9.	Third Quarter Community Events	Konczal	Yes	Information	22
10.	Information Sharing	All	No	Discussion	--

## ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

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Item	Description	Presented By	Enclosure	Action	Page #
11.	January 15, 2020, Agenda Items	Konczal	No	Discussion	--
12.	Meeting Feedback	Konczal	No	Discussion	--

**FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE  
2019 ATTENDANCE REPORT**

**Canceled**

	<b>1/16/2019</b>	<b>4/17/2019</b>	<b>7/17/2019</b>	<b>10/16/2019</b>
Bauer	XX	A	A	
Hensley	XX	P	P	
Miller	XX	P	A	
Montalbano	XX	P	P	
Quintero	XX	P	P	
Riojas	XX	P	P	
Soria	XX	P	A	
Zabrycki	XX	A	P	

P= Present

A = Absent

-- = Not a Committee member at time of meeting

# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	1
MEETING DATE:	October 16, 2019
ACTION:	APPROVE

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**TO:** Executive Committee  
**FROM:** Blake Konczal, Executive Director  
**SUBJECT:** July 17, 2019, Executive Committee Meeting Minutes

**RECOMMENDATION:**

Approve the minutes of the July 17, 2019, Executive Committee meeting.

**ATTACHMENT:**

July 17, 2019, Executive Committee Meeting Minutes



# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Executive Committee  
July 17, 2019

## SUMMARY MINUTES

The meeting was called to order at 4:02 p.m.

ROLL CALL: PRESENT – Jeff Hensley, Dennis Montalbano, Sal Quintero, Chuck Riojas, Lydia Zabrycki (arrived at 4:07 p.m.) and Legal Counsel Ken Price

ABSENT – Paul Bauer, Scott Miller and Esmeralda Soria

AGENDA CHANGES: Due to a lack of quorum at roll call, Vice Chair Hensley started the meeting with Information items first.

ABSTENTIONS/RECUSALS/  
DISCLOSURES OF  
POTENTIAL CONFLICTS OF  
INTEREST: None

COMMITTEE CHAIR/STAFF None  
COMMENTS:

PUBLIC COMMENTS: None

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Item	Description/Action Taken
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### 2. Items Referred by Other Committees

There were no items referred by other Committees.

### 8. Director's Quarterly Update

Blake Konczal, Executive Director, Fresno Regional Workforce Development Board (FRWDB), provided the Executive Committee (Committee) with an overview of the projects he focused on over the past quarter.

SB1 – Mr. Konczal shared that he has continued to spend a lot of time working in partnership with the four (4) valley Building and Construction Trades Councils in the preparation of the SB1 application. He reminded the Committee that SB1 is a state transportation fund directly associated with infrastructure and provides funding for pre-apprenticeship training programs. Currently, there are two (2) years' worth of money that is available totaling \$10 million. It was anticipated that a Request for Proposals (RFP) for these funds would be issued sometime in May; however, the state workforce board has now indicated it will be closer to the end of summer before the RFP is released. Mr. Konczal noted that the valley would not be eligible for the entire \$10 million, but should be competitive for \$2.5 to \$3 million.

Director Zabrycki arrived (4:07 p.m.) QUORUM ESTABLISHED

AB1111 – Mr. Konczal reported that he and FRWDB staff have been working on a proposal for AB1111 funding. He indicated that the FRWDB had been approached by both Reading & Beyond and the Fresno Economic Opportunities Commission to partner with them on the proposal, and that the FRWDB will apply with both of these agencies. He noted that the applications would be for two (2) counties, Fresno and Madera.

California Economic Summit – Mr. Konczal shared that this year's California Economic Summit will be held in Fresno on November 7<sup>th</sup> and 8<sup>th</sup>. In response to an invitation from Governor Newsome's office, and concurrent with the Summit, Mr. Konczal has been putting together a list of administrative relief asks that, if approved, could affect state policy and the way things are accomplished in the state. Included in this list is training modality in the community college system. Also included in the FRWDB's list for the Governor, related to the Manufacturing Association, is a request to allow that people under the age of 18 be allowed to do short-term internships on manufacturing floors, allowing them to be instructed in different skills. This type of internship is available in other states, but currently, California does not allow it.

Developing the Region's Inclusive Vibrant Economy (DRIVE) Committee – Mr. Konczal had been asked by Ashley Swearengin to sit on the DRIVE Executive Committee. The DRIVE Committee's end goal is that there be greater inclusion and diversification of the workforce in the central valley region. Director Riojas is also a part of the DRIVE Committee and indicated that some very good dialogue is happening now in the community coming from the DRIVE Committee meetings. Director Quintero indicated that he received an overview of the DRIVE's first meeting from Ms. Swearengin and stated that it was very informative.

This was an information item.

1. **April 17, 2019, Executive Committee Meeting Minutes**

Mr. Konczal requested approval of the April 17, 2019, meeting minutes.

**MONTALBANO/RIOJAS – APPROVED THE APRIL 17, 2019, EXECUTIVE COMMITTEE MEETING MINUTES. (UNANIMOUS)**

3. **Workforce Innovation and Opportunity Act Regional and Local Plans, Program Years 2017-2021, Two-Year Modifications**

Phyllis Stogbauer, Deputy Director of Program Services, FRWDB, presented for the Committee's acceptance, the Program Year (PY) 2017-2021 Regional and Local Plans' two (2) year modifications. Ms. Stogbauer indicated that under the Workforce Innovation and Opportunity Act (WIOA), the state established 14 Regional Planning Units (RPUs) that align workforce activities and resources throughout those RPUs. The state mandates that the RPUs submit a Regional Plan in addition to the Local Plan each local area is required to submit. As outlined in a Directive released by the state in July 2018, modifications to the Regional and Local plans were required so that they would be consistent with the state's plan. After a 30-day public comment period, the FRWDB submitted the Regional and Local Plans to the state by the March 15, 2019, deadline. The state board approved both plans. Signed copies of the Plans are due to the state board by August 1, 2019.

**ZABRYCKI/QUINTERO – ACCEPTED THE WIOA REGIONAL AND LOCAL PLANS, PROGRAM YEARS 2017-2021, TWO-YEAR MODIFICATIONS.**

4. **May 2019 Financial Report**

Cheryl Beierschmitt, Deputy Director of Fiscal Services, FRWDB, presented the May 2019 Financial Report for the Committee's acceptance. Ms. Beierschmitt noted that the expenditures were on track for year-end closeout and she had no concerns. The Committee did not have any questions for Ms. Beierschmitt regarding the report.

**MONTALBANO/RIOJAS – ACCEPTED THE MAY 2019 FINANCIAL REPORT. (UNANIMOUS)**

5. **May 2019 Agency Budget and Expenditures Report**

Ms. Beierschmitt presented the May 2019 Agency Budget and Expenditures Report for the Committee's acceptance. She noted that staff development was running a little high, but that was due to FRWDB staff being invited to present at various conferences this year. The Committee had no questions.

**ZABRYCKI/MONTALBANO – ACCEPTED THE MAY 2019 AGENCY BUDGET AND EXPENDITURES REPORT. (UNANIMOUS)**

6. **Program Year 2019-2020 Agency Budget and Personnel Plan**

Mr. Konczal presented for the Committee's recommendation to the FRWDB, the PY 2019-2020 Agency Budget and Personnel Plan. Mr. Konczal stated that the FRWDB's formula funding will be increasing for this PY due to the fact that the unemployment rate in Fresno County is decreasing more slowly than in the rest of the state. He noted increases in several line items of the budget, with the largest increases falling under staffing costs, allowing for the hiring of six (6) new full time staff members; and staff development, to meet the increasing number of requests for FRWDB staff to present at various conferences.

**RIOJAS/QUINTERO – RECOMMENDED THAT THE FRWDB APPROVE THE PROGRAM YEAR 2019-2020 AGENCY BUDGET AND PERSONNEL PLAN. (UNANIMOUS)**

7. **Fresno Regional Workforce Development Board Quarterly Meeting Time**

Mr. Konczal indicated that at the June 5, 2019, FRWDB meeting, a Director requested that the quarterly FRWDB meeting times be changed from 4:00 p.m. to a time earlier in the day. The Committee discussed this request and decided to keep the meeting times at 4:00 p.m. as they have been. Mr. Konczal will work with the Director who requested the time change to possibly find a way for her to join the meetings telephonically.

This was a discussion item.

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

There were no items referred to other Committees.

10. **Second Quarter Community Events**

Mr. Konczal presented the list of events the FRWDB Directors and staff have the opportunity to attend during the months of October through December 2019. During this period, the FRWDB has eight (8) tickets to the Economic Development Corporation's Annual Investor Luncheon taking place in October.

11. **Information Sharing**

None.

12. **October 16, 2019, Agenda Items**

None.

13. **Meeting Feedback**

None.

Meeting adjourned at 4:30 p.m.



# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	2
MEETING DATE:	October 16, 2019
ACTION:	INFORMATION

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**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 DEVELOPMENT BOARD

AGENDA ITEM:	3
MEETING DATE:	October 16, 2019
ACTION:	AUTHORIZE

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**TO:** Executive Committee

**FROM:** Blake Konczal, Executive Director

**SUBJECT:** Identification of New America's Job Center of California Site in the Fresno Metropolitan Area

## **RECOMMENDATION:**

Authorize Fresno Regional Workforce Development Board (FRWDB) staff to consult with Phil Sousa of Grubb & Ellis to identify alternative location(s) to the exiting lease of 32,768 square feet at Manchester Center. New leases are subject to approval by the full FRWDB.

## **BACKGROUND:**

Since September of 2001, FRWDB and its predecessors have maintained the full service Comprehensive One-Stop Center (now known as America's Job Center of California (AJCC)) at the Manchester Center Mall under the moniker of "Workforce Connection." Initially, leased space encompassed approximately 56,300 square feet, but with budget reductions over the intervening decade, current leased square footage is at 32,768 square feet. Our current five (5) year lease expires in August of 2021.

Recently, several non-co-located mandated AJCC partners have asked for office space at the Comprehensive AJCC. During the last year, all of the State of California Employment Development Department's urban Fresno staff have moved into the Manchester site. In addition, due to increased program activities such as additional workshops, need for computer labs, and office space for special projects, an increase in space may be considered.

Federal law, the Workforce Innovation and Opportunity Act (WIOA), does require that each recognized Local Workforce Development Area maintain a "full service" Comprehensive One-Stop Center.

### ***WIOA Section 121 (e)***

#### ***(2) One-stop delivery.--The one-stop delivery system—***

- (A) at a minimum, shall make each of the programs, services, and activities described in paragraph (1) accessible at not less than 1 physical center in each local area of the State; and
- (B) may also make programs, services, and activities described in paragraph (1) available—
  - (i) through a network of affiliated sites that can provide 1 or more of the programs, services, and activities to individuals; and
  - (ii) through a network of eligible one-stop partners—
    - (I) in which each partner provides 1 or more of the programs, services, and activities to such individuals and is accessible at an affiliated site that consists of a physical location or an electronically or technologically linked access point; and

- (II) that assures individuals that information on the availability of the career services will be available regardless of where the individuals initially enter the statewide workforce development system, including information made available through an access point described in subclause (I);
- (C) may have specialized centers to address special needs, such as the needs of dislocated workers, youth, or key sectors or clusters; and
- (D) as applicable and practicable, shall make programs, services, and activities accessible to individuals through electronic means in a manner that improves efficiency, coordination, and quality in the delivery of one-stop partner services.

Reallocation of existing resources, approximately \$452,000 a year in lease costs, could result in the opening of multiple One-Stop Centers. While still having to maintain, at minimum, one (1) comprehensive "full-service" One-Stop, we could also open "specialized" centers, as noted in the WIOA citation above.

# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	4
MEETING DATE:	October 16, 2019
ACTION:	APPROVE

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**TO:** Executive Committee  
**FROM:** Phyllis Stogbauer, Deputy Director of Program Services  
**SUBJECT:** Workforce Accelerator Funding Allocation

## **RECOMMENDATION:**

Approve the allocation of \$150,000 of Workforce Accelerator Fund (WAF) 7.0 funding, and \$228,920 of Workforce Innovation and Opportunity Act (WIOA) leverage funding for the Fresno County Forestry Corps program as outlined in this item.

Approve the direct training contract award of \$121,420 of WIOA training funds to Reedley College to provide Forestry Tech training.

## **REASON FOR RECOMMENDATION:**

The Fresno Regional Workforce Development Board (FRWDB) was awarded a Workforce Accelerator Fund grant in the amount of \$150,000 through the California Workforce Development Board. As the fiscal agent for the grant, the FRWDB will partner with Fresno County Economic Opportunities Commission (EOC), Reedley College and Michael Bernick to recruit, train, and deploy 25 young adults to remove California's dead and dying trees, and plant new ones. FRWDB staff is requesting that the Executive Committee approve the following funding allocations, as approved in the grant:

FRWDB Administrative/Program Oversight	\$36,700
Contracted Case Management Services and Scaling	95,000
Participant Work Experience Pool Funds	11,300
Participant Support Services	7,000
Total	\$150,000

Case management services will be contracted to EOC to provide Workforce Innovation and Opportunity Act (WIOA) Case Management services. Michael Bernick will assist in the program design, analysis, and scaling of the program.

WIOA funding in the amount of \$228,920 will be leveraged to provide direct training, work experiences and basic skills and career assessments as allocated below:

Reedley College Direct Training Contract	\$121,420
Participant Work Experience Pool Funds/Assessments	107,500
Total	\$228,920

## **FISCAL IMPACT:**

Approval of this item will allocate \$150,000 of Workforce Accelerator Fund 7.0 (Fresno County Forestry Corps) grant and \$228,920 of WIOA leverage funding.

# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	5
MEETING DATE:	October 16, 2019
ACTION:	ACCEPT

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**TO:** Executive Committee  
**FROM:** Cheryl Beierschmitt, Deputy Director of Fiscal Services  
**SUBJECT:** August 2019 Financial Report

**RECOMMENDATION:**

Accept the Fresno Regional Workforce Development Board (FRWDB) August 2019 Financial Report.

**REASON FOR RECOMMENDATION:**

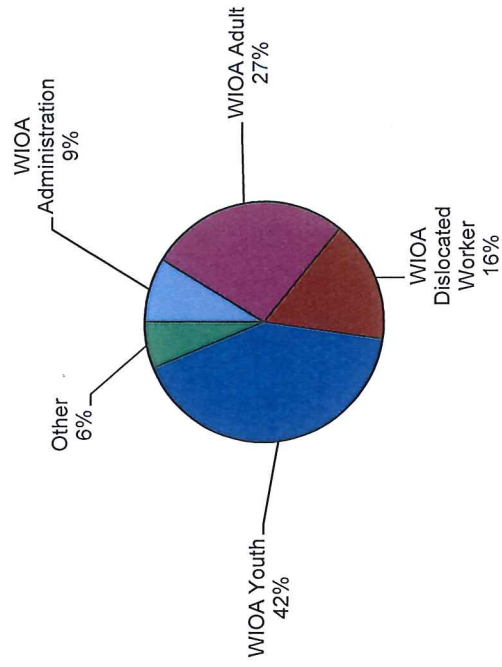
The attached charts display year-to-date financial information through August 31, 2019.

- WAF 6.0 Ex Offender: Ended July 31, 2019. It was fully expended at \$250,000.
- Slingshot – Construction Pre-Apprenticeship Pipeline: This is an 18 month grant that ends on December 31, 2019. As of August 2019, it is 54% expended at \$136,073 of the \$250,000.
- WAF 7.0: The grant period is May 1, 2019 – September 30, 2020. It is currently 19% expended at \$28,586 of the \$150,000.
- STEPS – Foundation for California Community Colleges: Grant period is May 10, 2019 - February 28, 2020. It is 53% expended at \$95,789 of the \$180,800.
- Regional Career Ladders/ETPL Projects: This grant began February 1, 2019, and ends December 31, 2019. Currently it is 84% expended at \$91,898 of the \$110,000.
- Staff has no concerns with grant expenditures at this time.

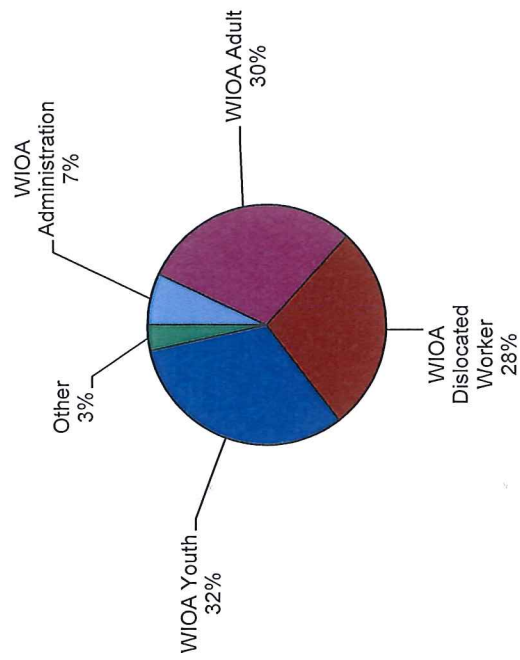
**ATTACHMENT:**

August 2019 Financial Report

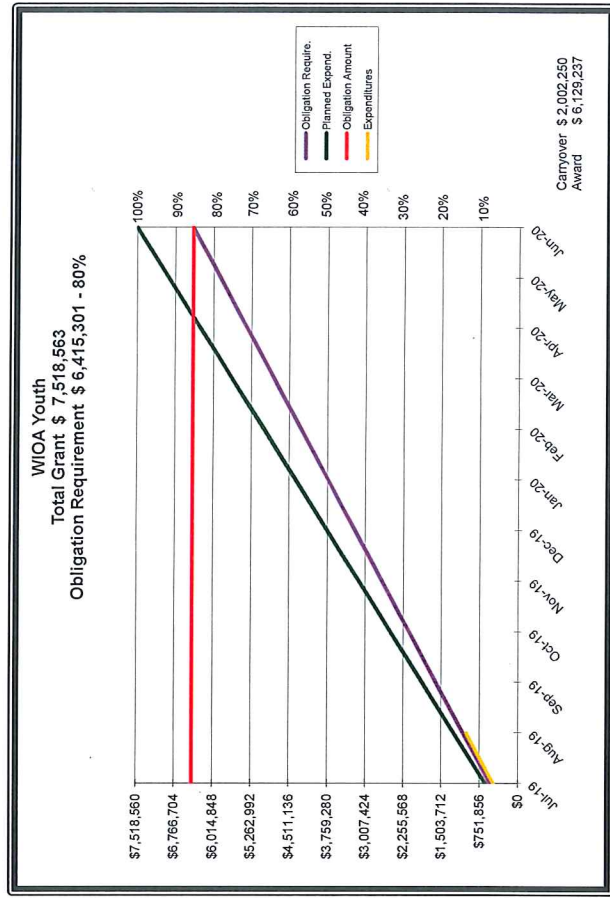
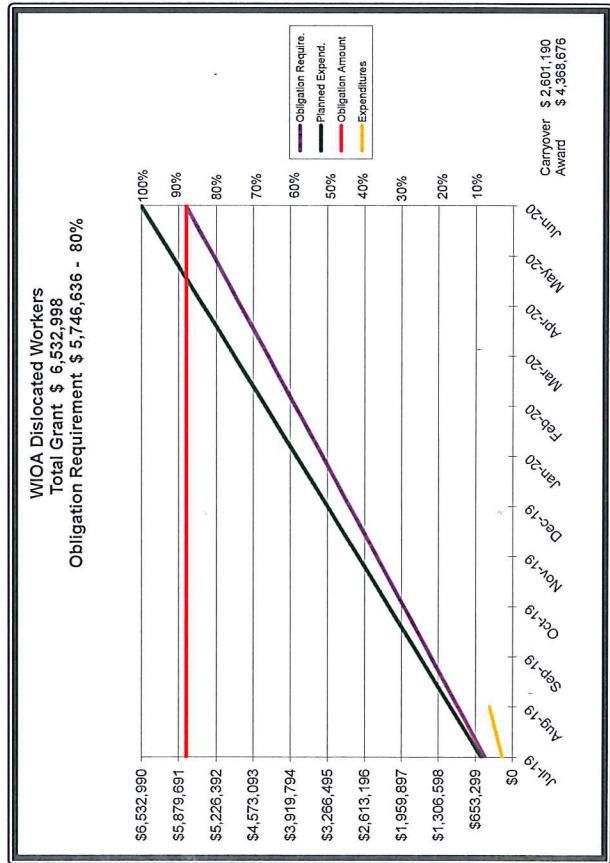
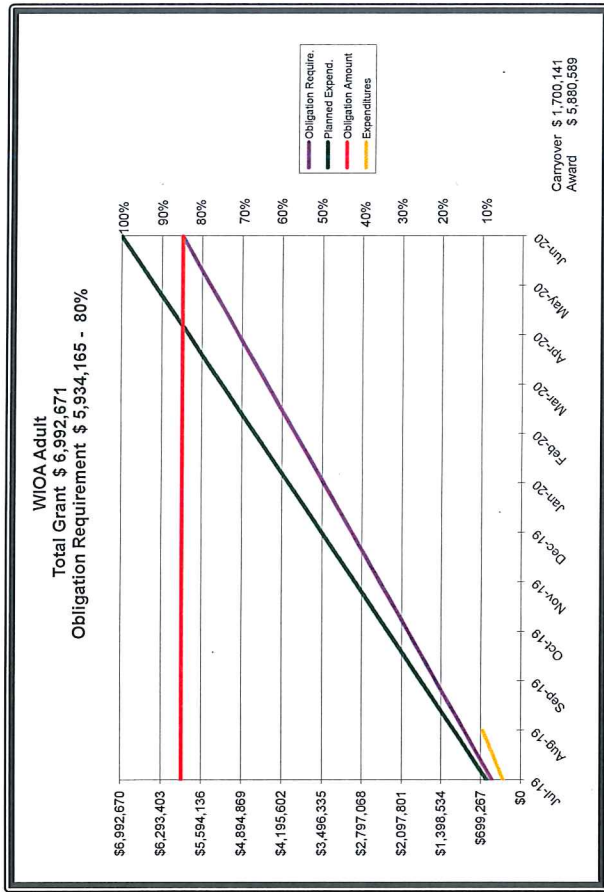
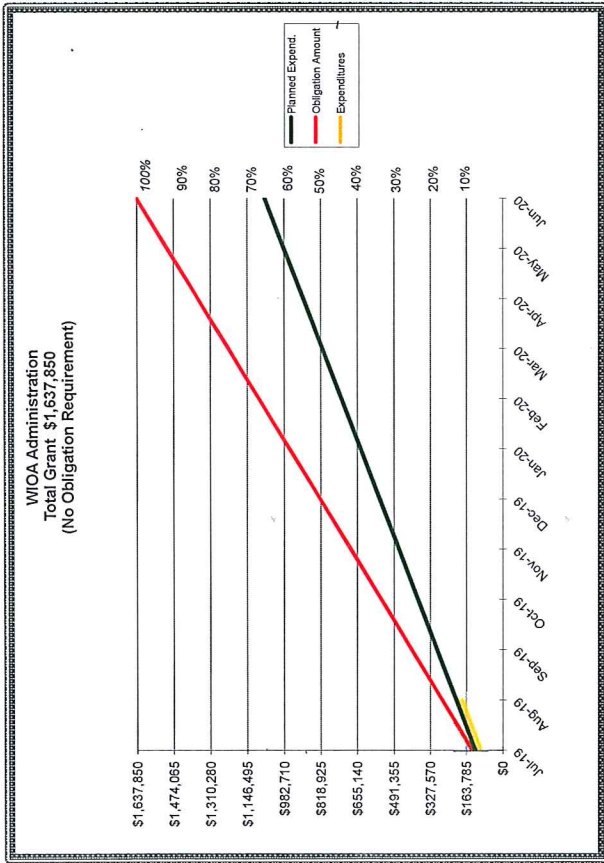
**FRWDB Expenditures  
 Fiscal Year 2019-2020**

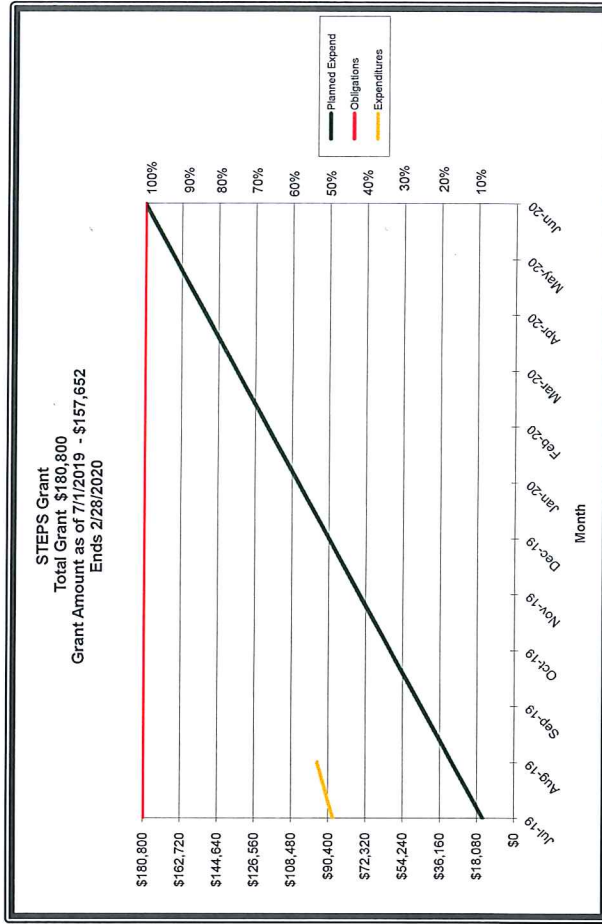
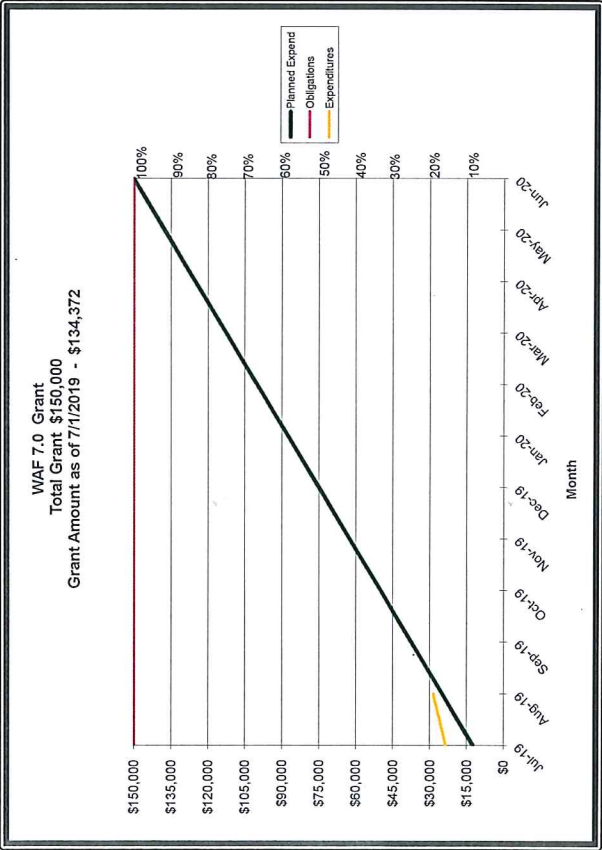
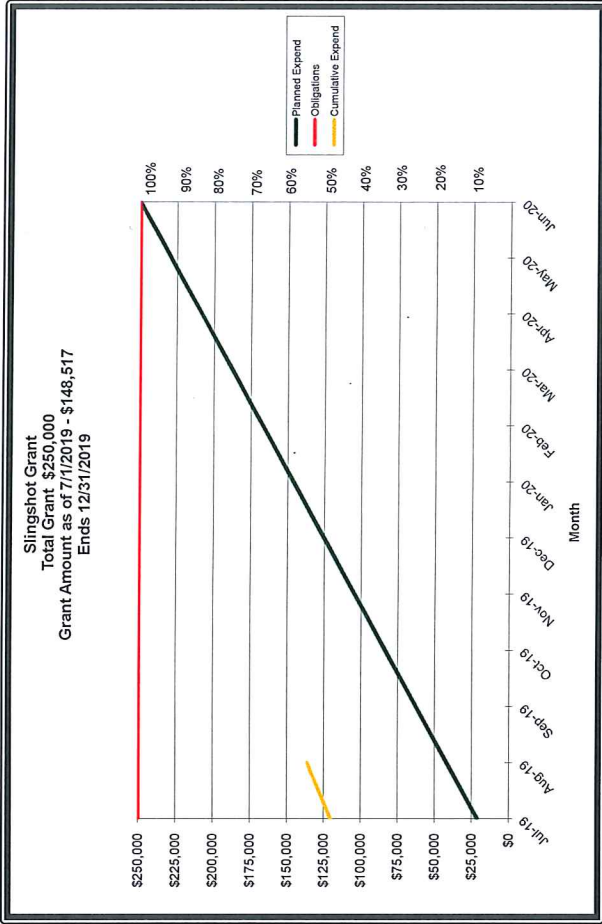
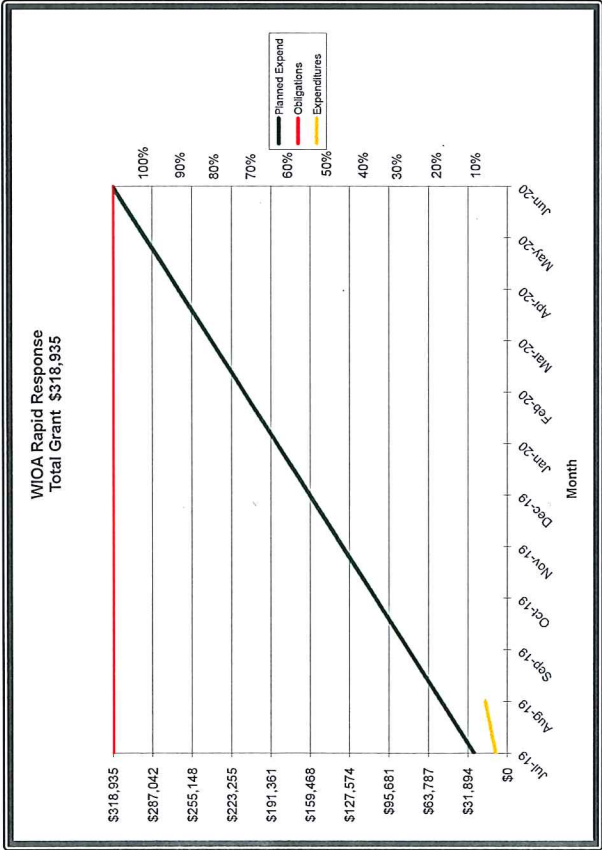


**FRWDB Committed Funds  
 Fiscal Year 2019-2020**

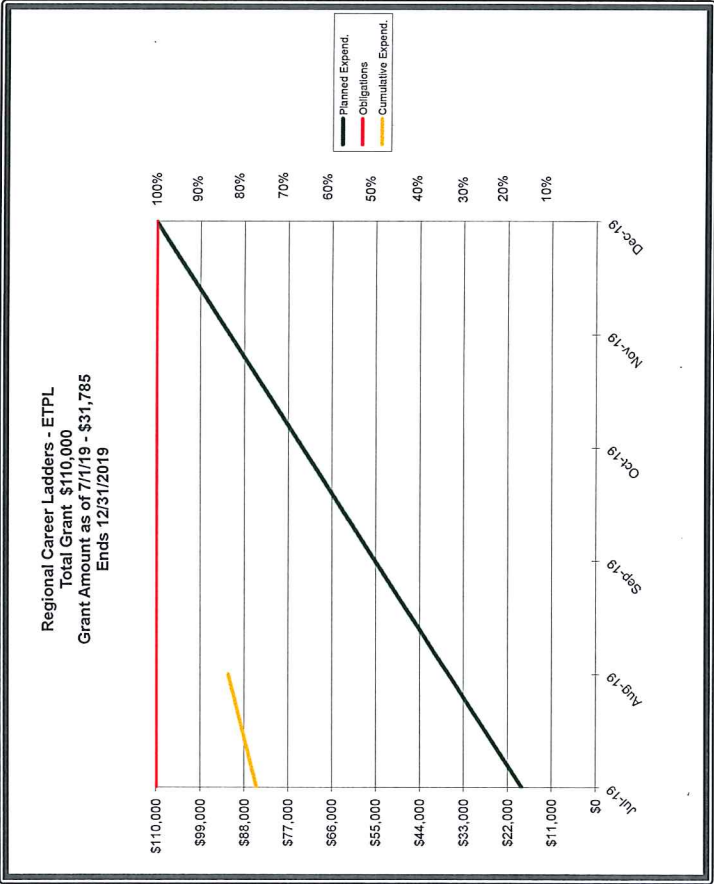


August 2019









# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	6
MEETING DATE:	October 16, 2019
ACTION:	ACCEPT

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**TO:** Executive Committee  
**FROM:** Cheryl Beierschmitt, Deputy Director of Fiscal Services  
**SUBJECT:** August 2019 Agency Budget and Expenditures

**RECOMMENDATION:**

Accept the attached Agency Budget and Expenditures report for August 2019 financials for Program Year 2019-2020.

**REASON FOR RECOMMENDATION:**

The attached table provides the status of the agency budget as of August 31, 2019.

- Year-to-Date (YTD) budget costs are straight-lined.
- Staff has no concerns with expenditures at this time.

**ATTACHMENT:**

FRWDB Agency Budget and Expenditures – August 2019

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

August 2019

	Budget by Line Item	Total Budget	YTD Budget	YTD Expenditures	Variance	Percent Variance
51	Salaries	\$ 2,280,057	\$ 380,010	\$ 310,369	69,641	18.33%
52	Payroll Taxes	207,586	34,598	25,788	8,810	25.46%
53	Fringe Benefits	697,944	116,324	89,516	26,808	23.05%
55	Staff/Board/Service Provider Development	100,000	16,667	6,470	10,197	61.18%
56	Local Mileage	26,000	4,333	1,807	2,526	58.29%
60	Communications	26,480	4,413	2,486	1,927	43.66%
61	Insurance	29,800	29,000	27,482	1,518	5.23%
62	Maintenance	67,550	11,258	12,015	(757)	-6.72%
63	Memberships	62,000	20,000	21,052	(1,052)	-5.26%
64	Miscellaneous	11,000	1,833	1,479	355	19.35%
65	Office Expense	24,600	4,100	3,954	146	3.57%
66	Professional Services	195,800	32,633	3,824	28,810	88.28%
67	Advertising	35,000	5,833	5,802	31	0.53%
68	Rent & Leases	198,600	33,100	32,744	356	1.08%
69	Utilities	26,000	4,333	4,812	(478)	-11.04%
71	Furniture and Equipment	15,000	2,500	2,296	204	8.14%
	<b>Total</b>	<b>\$ 4,003,417</b>	<b>\$ 700,936</b>	<b>\$ 551,895</b>	<b>149,041</b>	<b>21.26%</b>

Due to spreadsheet formula rounding calculations, totals may be off by \$1 or \$2.

# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	7
MEETING DATE:	October 16, 2019
ACTION:	INFORMATION

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**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 16, 2019
ACTION:	DIRECT

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**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.).

# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	9
MEETING DATE:	October 16, 2019
ACTION:	INFORMATION

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**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 2019-2020:

Month	Event	Description	Cost
March	Fresno County Economic Development Corporation – Business Expansion and Retention (BEAR) Breakfast	Table of six (6) and recognition at the event.	Included in Membership

## **FISCAL IMPACT:**

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