



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Executive Committee
July 18, 2018 @ 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.	April 18, 2018, Executive Committee Meeting Minutes	Konczal	Yes	Approve	4
2.	Items Referred by Other Committees	Konczal	Yes	Information	9
3.	May 2018 Financial Report	Beierschmitt	Yes	Accept	10
4.	May 2018 Agency Budget and Expenditures	Beierschmitt	Yes	Accept	15
5.	Program Year 2018-2019 Agency Budget and Personnel Plan	Beierschmitt	Yes	Recommend to Approve	17
6.	Update Conflict of Interest Code	Price	Yes	Recommend to Approve	21
7.	Director's Quarterly Update	Konczal	Yes	Information	28
8.	Referral of Agenda Items to Other Committees	Bauer	Yes	Direct	29
9.	Executive Director Performance Review (Closed Session)	Bauer	No	Discussion	--

ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

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Item	Description	Presented By	Enclosure	Action	Page #
10.	Second Quarter Community Events	Konczal	Yes	Information	30
11.	Information Sharing	All	No	Discussion	--
12.	October 17, 2018, Agenda Items	Konczal	No	Discussion	--
13.	Meeting Feedback	Konczal	No	Discussion	--

**FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE
2018 ATTENDANCE REPORT**

	1/17/2018	4/18/2018	7/18/18	10/17/2018
Bauer	P	A		
Borgeas	P	P		
Hensley	P	P		
Miller	--	--		
Montalbano	P	P		
Riojas	P	P		
Rouillard	--	--		
Soria	--	A		
Zabrycki	P	A		

P= Present

A = Absent

-- = Not a Committee member at time of meeting

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	1
MEETING DATE:	July 18, 2018
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: April 18, 2018, Executive Committee Meeting Minutes

RECOMMENDATION:

Approve the minutes of the April 18, 2018, Executive Committee meeting minutes.

ATTACHMENT:

April 18, 2018, Executive Committee Meeting Minutes



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Executive Committee
April 18, 2018

SUMMARY MINUTES

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

ROLL CALL: PRESENT – Andreas Borgeas, Jeff Hensley, Dennis Montalbano, Chuck Riojas, and Legal Counsel Ken Price

ABSENT – Paul Bauer, Esmeralda Soria, and Lydia Zabrycki

AGENDA CHANGES: Change Item 6 from “Recommend to Approve” to “Approve”.

ABSTENTIONS/RECUSALS/
DISCLOSURES OF
POTENTIAL CONFLICTS OF
INTEREST: Chuck Riojas – Item 8.

COMMITTEE CHAIR/STAFF
COMMENTS: Blake Konczal, Executive Director, Fresno Regional Workforce Development Board (FRWDB), reported that Chair Bauer was out of town on business and would not be able to make the meeting. Director Hensley chaired the meeting in Chair Bauer’s absence.

PUBLIC COMMENTS: None

Item	Description/Action Taken
1.	<p><u>January 17, 2018, Executive Committee Meeting Minutes</u></p> <p>Mr. Konczal requested approval of the January 17, 2018, meeting minutes.</p> <p>RIOJAS/MONTALBANO – APPROVED THE JANUARY 17, 2018, EXECUTIVE COMMITTEE MEETING MINUTES.</p>
2.	<p><u>Items Referred by Other Committees</u></p> <p>There were no items referred by other Committees.</p>
3.	<p><u>February 2018 Agency Budget and Expenditures</u></p> <p>Cheryl Beierschmitt, Deputy Director of Fiscal Services, FRWDB, presented the February 2018 Agency Budget and Expenditures report for the Committee’s acceptance. She indicated that there were some slight variances in Professional Services and Staff Costs, but nothing of concern. The Committee had no questions about the report.</p> <p>BORGEAS/RIOJAS – ACCEPTED THE FEBRUARY 2018 AGENCY BUDGET AND EXPENDITURES REPORT. (UNANIMOUS)</p>

4. **February 2018 Financial Report**

Ms. Beierschmitt presented the February 2018 Financial Report for the Committee's acceptance and indicated that FRWDB staff had no concerns with the report. The Committee had no questions about the report.

MONTALBANO/RIOJAS– ACCEPTED THE FEBRUARY 2018 FINANCIAL REPORT. (UNANIMOUS)

5. **Handling and Protection of Personally Identifiable Information Policy**

Tim Giles, Deputy Director of Information Systems, FRWDB, presented for the Committee's recommendation for approval, the Handling and Protection of Personally Identifiable Information (PII) Policy. Mr. Giles explained that the FRWDB currently has directives in place for its handling of PII, but that the federal government is requiring that Local Workforce Development Boards (WDBs) develop and implement a more restrictive policy.

Director Montalbano asked if the FRWDB has a good firewall in place for its systems. Mr. Giles indicated "yes", and that the FRWDB will be upgrading to the next generation of firewall sometime within the next Program Year.

Mr. Konczal asked that, with the requirement of all WDBs in the state to begin using the CalJOBS case management system, would the FRWDB's data fall under the state's security? Mr. Giles replied that yes, FRWDB data that is stored in the CalJOBS system would be under the state's security. Legal Counsel Price indicated that this could present an issue as the FRWDB is required to use the state's system, but if there was a breach in that system, it could negatively affect FRWDB clients. Counsel Price stated that he will look into this further. Mr. Konczal added that the FRWDB's Valley colleagues chose the FRWDB to represent the Valley on a CalJOBS Governance Council and he indicated that he would bring this issue forward to the Council.

RIOJAS/BORGEAS – RECOMMENDED THAT THE FRWDB APPROVE THE HANDLING AND PROTECTION OF PERSONALLY IDENTIFIABLE INFORMATION POLICY. (UNANIMOUS)

6. **Workforce Accelerator Fund 6.0 Grant Award**

Phyllis Stogbauer, Deputy Director of Program Services, FRWDB, presented for the Committee's approval, the award of \$160,000 in Workforce Accelerator Fund 6.0 (WAF) funds as outlined in the agenda item. Ms. Stogbauer explained that the FRWDB, in partnership with the Madera, Kern-Inyo-Mono, and Merced WDBs, was awarded a grant in the amount of \$250,000 for the purpose of developing new strategies for online job placement and retention/follow up services for Workforce Innovation and Opportunity Act participants. The award of the remaining \$90,000 of this grant will be presented in Item 7.

RIOJAS/MONTALBANO – APPROVED THE WORKFORCE ACCELERATOR FUND 6.0 GRANT AWARD. (UNANIMOUS)

7. **Workforce Accelerator Fund Vendor Contract Award**

Mr. Konczal presented for the Committee's approval, a sole source agreement between the FRWDB and Mentored, LLC. Mr. Konczal explained that the FRWDB released a Request for Proposals (RFP) for online job placement and retention/follow up services. As outlined in the

RFP document, a competitive procurement requires that a minimum of three (3) qualified proposals be received. As of the submission deadline of March 16, 2018, only two (2) proposals had been received. Mentored, LLC provided online job placement services for a different FRWDB project and based on their performance under that project, are being recommended for a sole source agreement for the WAF. Approval of this item would award \$90,000 to Mentored, LLC for online job placement and retention/follow up services.

RIOJAS/MONTALBANO – APPROVED THE WORKFORCE ACCELERATOR FUND VENDOR CONTRACT AWARD TO MENTORED, LLC. (UNANIMOUS)

8. Craft Path Project – Proposition 39 Funding Allocations

Mr. Konczal presented for the Committee's approval, contract award allocations for the Craft Path Project. Mr. Konczal reminded the Committee that the FRWDB, in partnership with eight (8) valley WDBs, received a grant in the amount of \$1.5 million to provide training to unemployed and underemployed clients. In 2017, the FRWDB was awarded an additional \$354,750. Approval of this item will award \$90,000 to the Fresno Madera Tulare Kings Building Trades Council and \$25,000 to the Central Labor Council Partnership to train additional individuals in multi-craft preapprentice training.

Director Hensley noted that in the agenda item, it indicates that 152 individuals were trained under the initial Prop 39 funding. He calculated the price of training per participant and that it worked out to be a little less than \$7,600, adding that this is a good return on investment.

Mr. Konczal added that individuals who went through the pre-apprentice training sponsored by the FRWDB six (6) years ago, are now Journeymen making a good wage. He noted that this move to Journeymen will continue for other training participants as time goes on.

MONTALBANO/BORGEAS – APPROVED THE CRAFT PATH PROJECT – PROPOSITION 39 FUNDING ALLOCATIONS. (UNANIMOUS, WITH THE RECUSAL NOTED ABOVE).

9. Director's Quarterly Update

Mr. Konczal provided the Committee with an overview of the projects he has been focusing on over the past quarter. He highlighted three (3) items in particular:

SlingShot Grant – Mr. Konczal reminded the Committee that the FRWDB was the fiscal agent on a grant to train individuals in manufacturing. In addition to providing training, the FRWDB also performed an analysis of all the community college course offerings in manufacturing across the six (6) community college districts from Stockton to Bakersfield; did evaluations of assessments being used by sister WDBs involving manufacturing training; and in partnership with West Hills Community College District, looked at prior learning assessments for individuals entering manufacturing training. This grant sunsets with Governor Brown's term ending, so it is in the closeout stage now with all funds needing to be expended by the end of April.

Career Technical Education – Mr. Konczal continued his update by explaining that the FRWDB is currently funding the very first Warehouse/Logistics training at Fresno City College and at West Hills College in Lemoore. The FRWDB will also be funding a new diesel mechanic program at Reedley College and is looking at the mechatronics program at Clovis Community College.

SB1 – Mr. Konczal indicated that a large amount of his time in the past quarter has been spent on preparing for SB1, which is the new road maintenance fund for which jurisdictions can apply. A good portion of SB1 funds have to go to the maintenance of existing projects versus new projects. A portion of the money in this bill has been set aside to train pre-apprentices to apply to become union construction workers. Mr. Konczal stated that this is just what the FRWDB has been doing the past seven (7) years with its pre-apprentice training program. The state will be releasing an RFP in October and jurisdictions who apply for the funds must be able to certify that they have an existing relationship with an approved pre-apprentice training program. In January, there will be \$10 million available for award. Mr. Konczal anticipates that the Valley will likely receive \$2 to \$2.5 million of this first round of funds, stating that a valleywide proposal will be submitted with the FRWDB as fiscal agent. He noted that this has the prospect of becoming a regular funding stream. He thanked Director Riojas for his help in facilitating meetings with his colleagues up and down the Valley on this topic. Mr. Konczal and Director Riojas will also be speaking about this at the California Apprenticeship Conference in San Diego later this month.

This was an information item.

10. Referral of Agenda Items to Other Committees

There were no items referred to other committees.

11. Information Sharing

None.

12. July 18, 2018, Agenda Items

None.

13. Meeting Feedback

None.

Meeting adjourned at 4:30 p.m.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	2
MEETING DATE:	July 18, 2018
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 DEVELOPMENT BOARD**

AGENDA ITEM:	3
MEETING DATE:	July 18, 2018
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: Cheryl Beierschmitt, Deputy Director of Fiscal Services
SUBJECT: May 2018 Financial Report

RECOMMENDATION:

Accept the Fresno Regional Workforce Development Board (FRWDB) May 2018 Financial Report.

REASON FOR RECOMMENDATION:

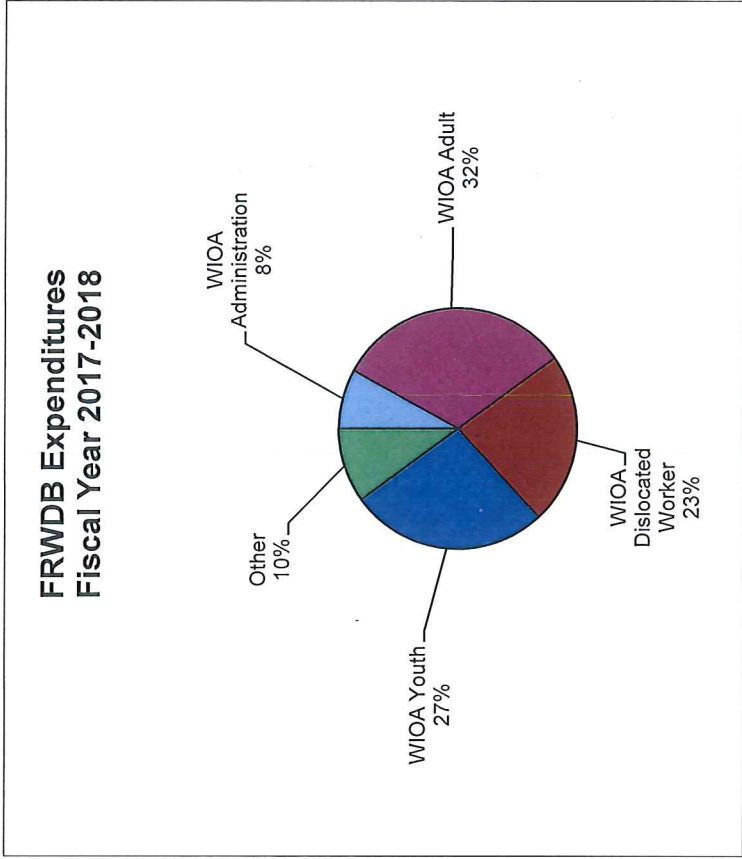
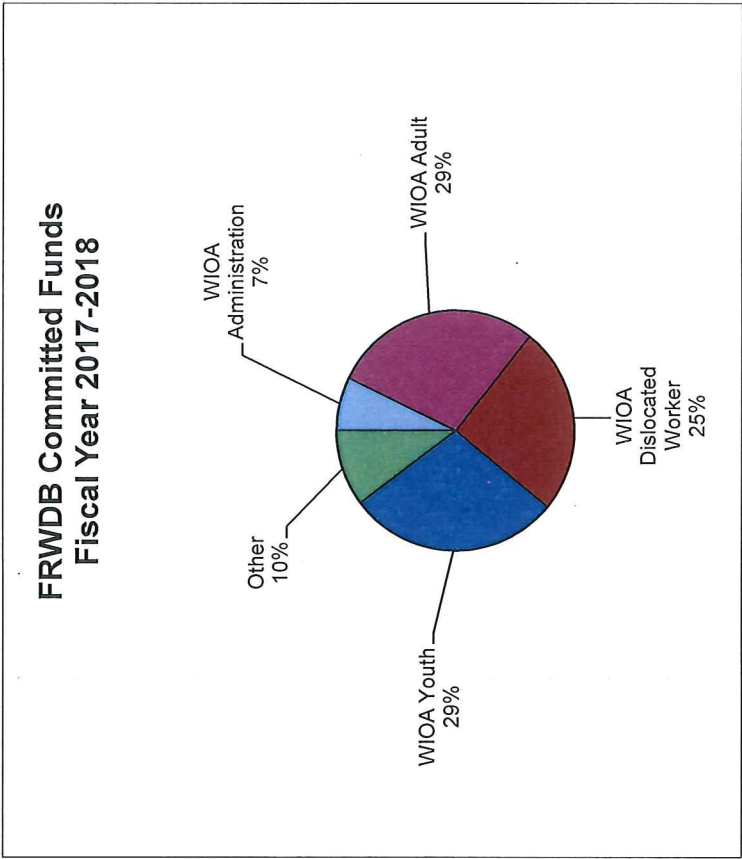
The attached charts display year-to-date financial information through May 31, 2018.

- Staff has no concerns with grant expenditures at this time.
- Slingshot ended April 30, 2018 and was 100% expended.
- WAF 3.0 ended December 31, 2017 and was 100% expended.
- Prop 39 will end next program year, December 31, 2018.
- EPA was scheduled to end July 31, 2018. Received a no cost extension to July 31, 2019.
- CalJOBS Touchscreen Technology grant will end next program year, September 30, 2018
- CESELL – English Language Learner will also end next program year, December 31, 2018

ATTACHMENT:

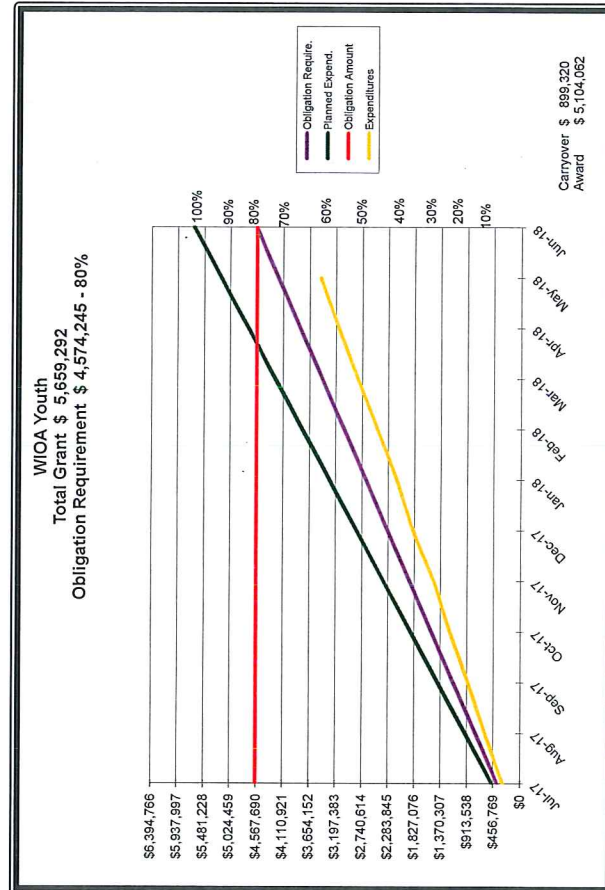
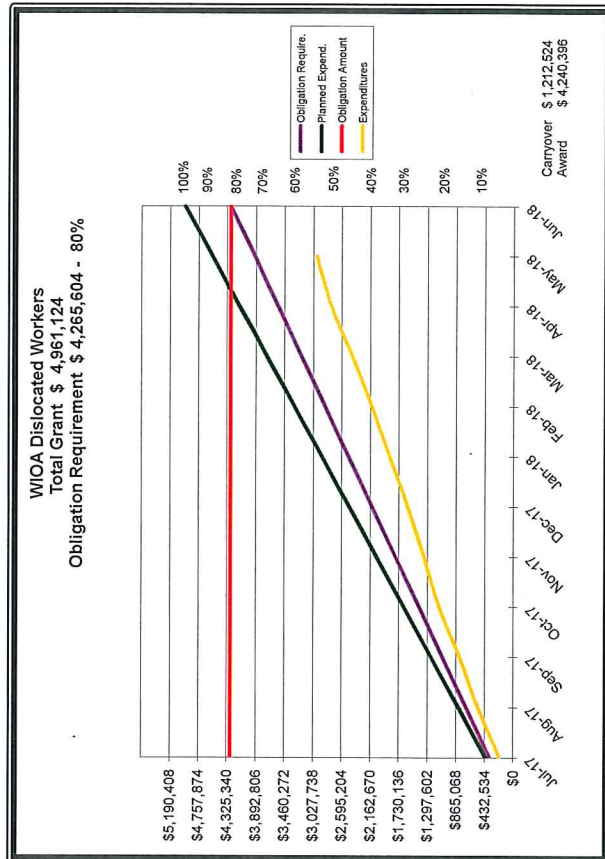
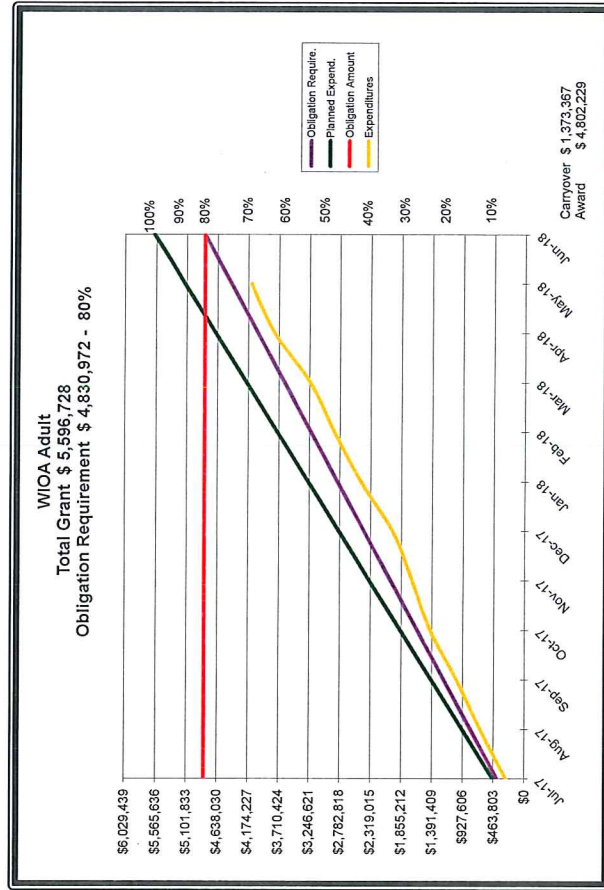
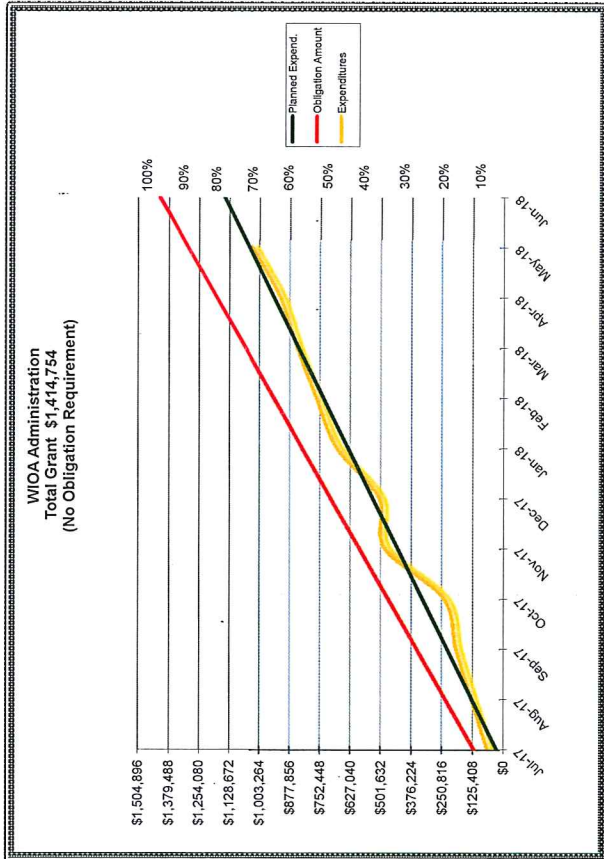
May 2018 Financial Report

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
FINANCIAL REPORTS
May 2018

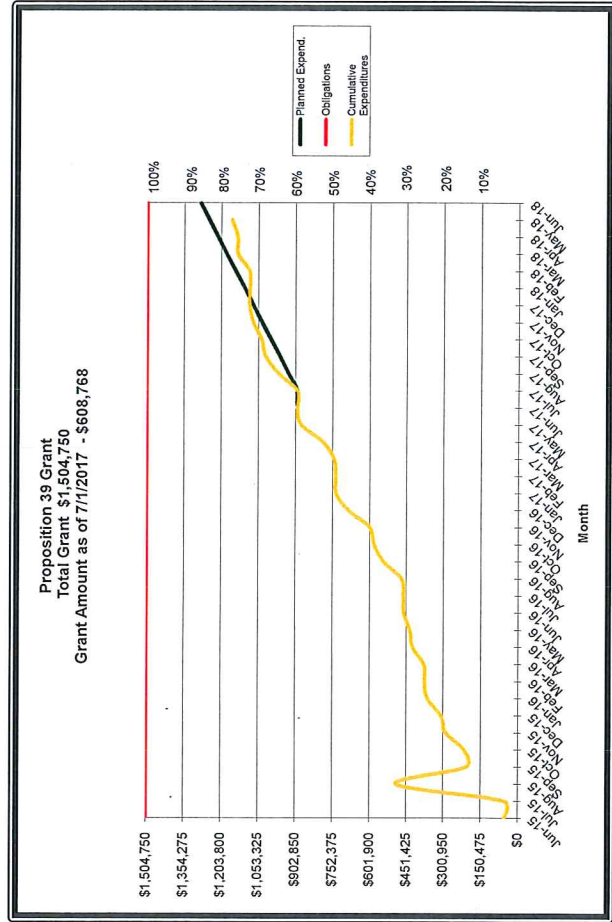
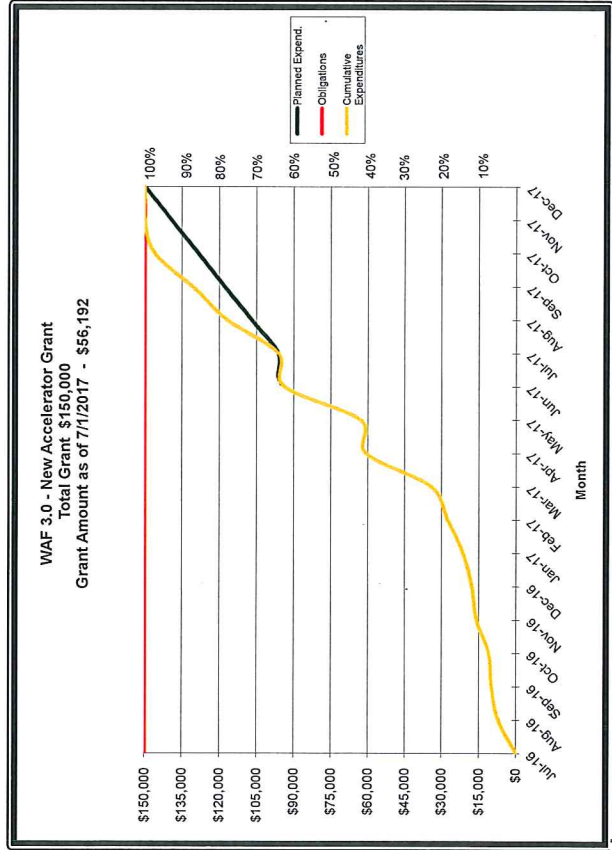
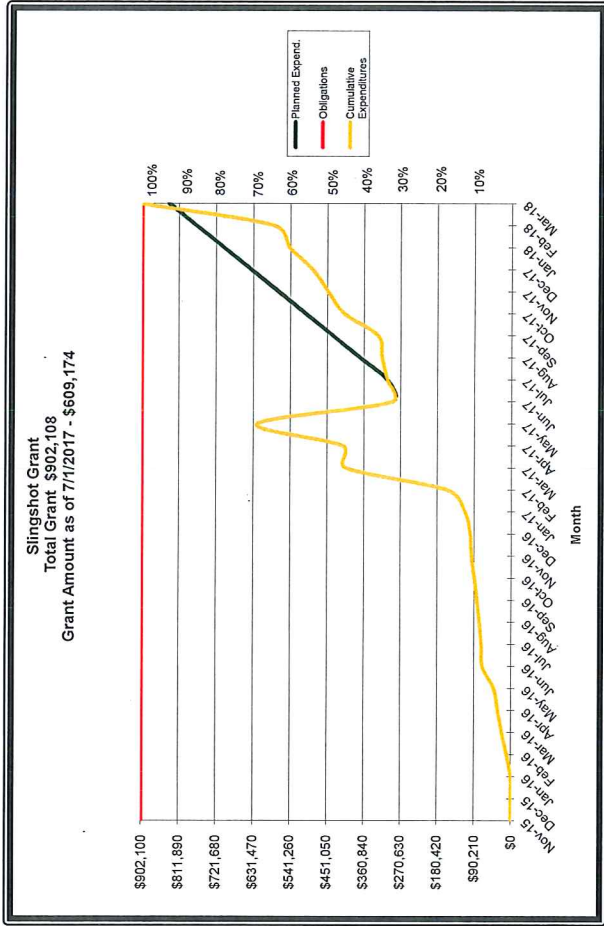
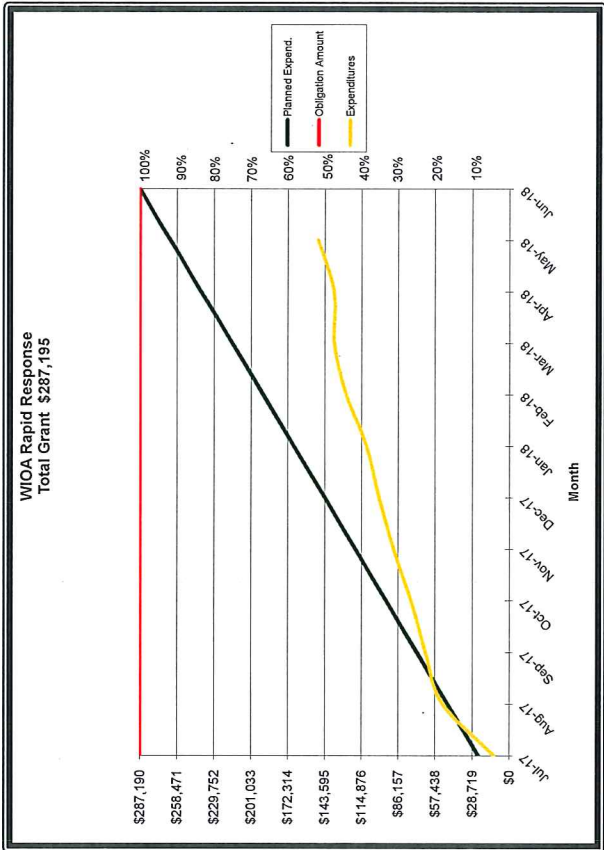


FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD FINANCIAL REPORTS

May 2018

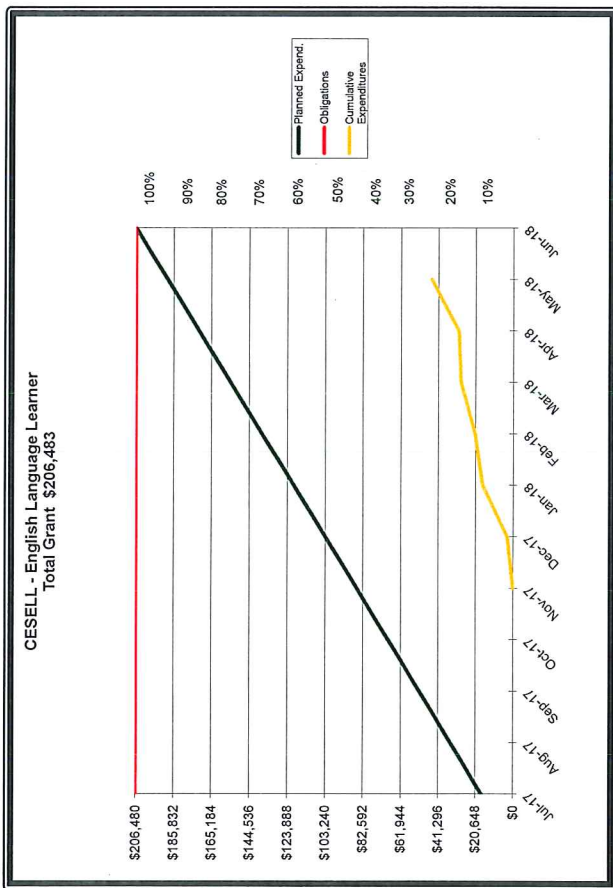
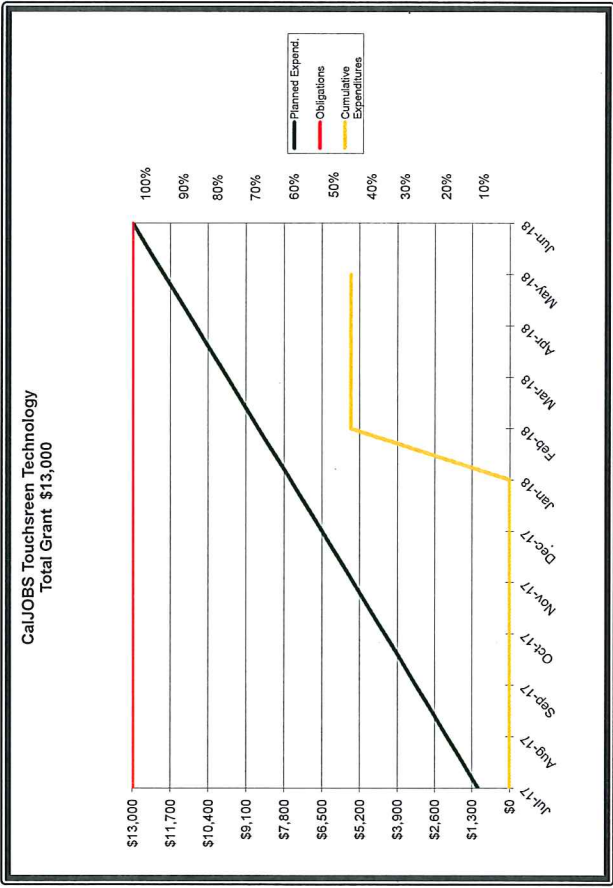
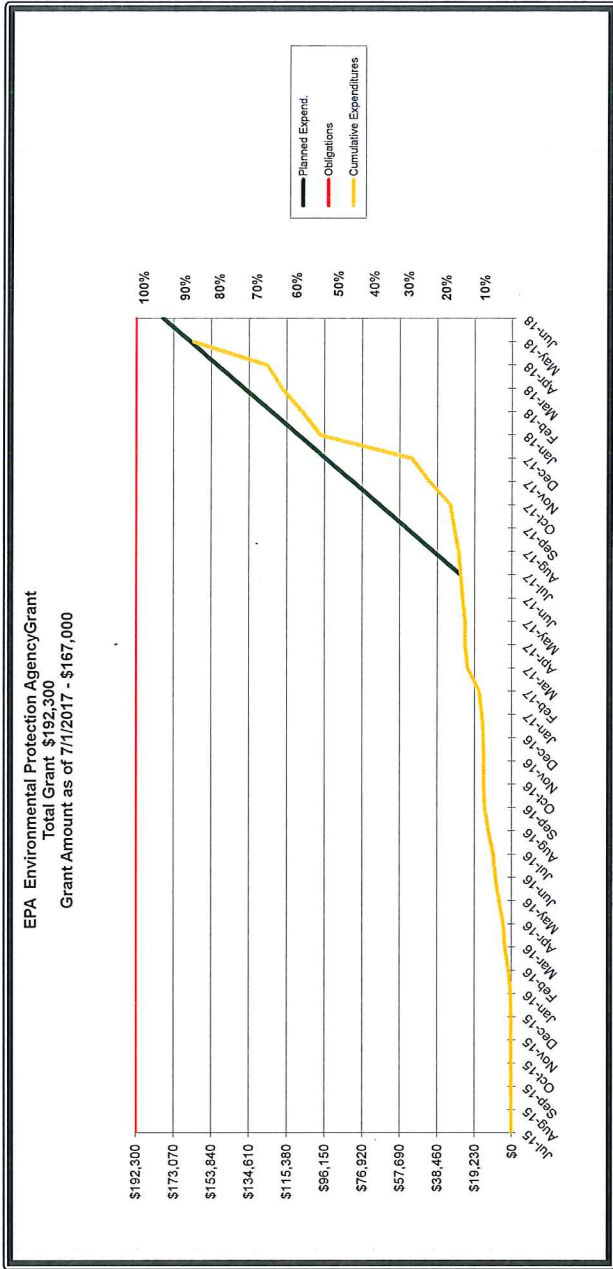


May 2018



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD FINANCIAL REPORTS

May 2018



**FRESNO REGIONAL
WORKFORCE DEVELOPMENT BOARD**

AGENDA ITEM:	4
MEETING DATE:	July 18, 2018
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: Cheryl Beierschmitt, Deputy Director of Fiscal Services
SUBJECT: May 2018 Agency Budget and Expenditures

RECOMMENDATION:

Accept the attached Agency Budget and Expenditures report for May 2018 financials for Program Year 2017-2018.

REASON FOR RECOMMENDATION:

The attached table provides the status of the agency budget as of May 31, 2018.

- Year-to-Date (YTD) budget costs are straight-lined.
- The average monthly expenditure amount for the past 11 months was \$259,108
- The monthly average expenditure rate is 7.39%
- Although there are negative line item variances, the total remaining balance is \$365,728 with an 11.37% remaining variance percentage.
- Staff has no concerns with expenditures at this time, as expenditures can exceed individual budget line items as long as total expenditures do not exceed the total budget.

ATTACHMENT:

FRWDB Agency Budget and Expenditures – May 2018

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

May 2018

Budget by Line Item	Total Budget	YTD Budget	YTD Expenditures	Variance	Percent Variance
51 Salaries	\$ 2,060,045	\$ 1,888,375	\$ 1,645,641	242,733	12.85%
52 Payroll Taxes	192,163	176,149	153,464	22,685	12.88%
53 Fringe Benefits	574,993	527,077	474,983	52,094	9.88%
55 Staff/Board/Service Provider Development	44,250	40,563	48,292	(7,729)	-19.06%
56 Local Mileage	18,875	17,302	17,673	(371)	-2.14%
60 Communications	21,480	19,690	12,773	6,917	35.13%
61 Insurance	27,000	27,000	28,029	(1,029)	-3.81%
62 Maintenance	67,550	61,921	60,564	1,357	2.19%
63 Memberships	20,000	20,000	24,502	(4,502)	-22.51%
64 Miscellaneous	35,100	32,175	33,416	(1,241)	-3.86%
65 Office Expense	23,600	21,633	13,080	8,553	39.54%
66 Professional Services	165,800	151,983	111,191	40,792	26.84%
67 Advertising	23,250	21,313	18,592	2,720	12.76%
68 Rent & Leases	188,600	172,883	179,271	(6,388)	-3.69%
69 Utilities	20,300	18,608	20,047	(1,439)	-7.73%
71 Furniture and Equipment	21,000	19,250	8,676	10,574	54.93%
Total	\$ 3,504,006	\$ 3,215,922	\$ 2,850,194	365,728	11.37%

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

Prepared by Cheryl Beierschmitt

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	5
MEETING DATE:	July 18, 2018
ACTION:	RECOMMEND TO 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: Program Year 2018-2019 Agency Budget and Personnel Plan

RECOMMENDATION:

Recommend that the Fresno Regional Workforce Development Board (FRWDB) approve the Program Year (PY) 2018-2019 FRWDB Agency Budget and Agency Personnel Plan. Expenditures may exceed individual budget line items as long as total expenditures do not exceed the total budget.

REASON FOR RECOMMENDATION:

The Schedule of Funds, Attachment I, details the total funds, including estimated carryover from PY 2017-2018 and funds available for PY 2018-2019. Overall, it is estimated that funding will increase \$2,247,467. The net increase is partially due to the Workforce Innovation and Opportunity Act Formula Allocations for PY 2018-2019 received on June 5, 2018, from the Employment Development Department, Workforce Services Division, and estimated carryover funds from PY 2017-2018.

Attachment II, Staff Schedule, details staff positions for the agency. The cost for all FRWDB staff is included in the Agency Budget on Attachment III. These amounts include the cost for Administrative Services, Program Support, Information Technology Support, and One-Stop Site Support.

Attachment III details the proposed Agency Budget for PY 2018-2019 as compared to the prior year and year-to-date expenditures. The attached budget reflects an increase of 1.62% from the PY 2017-2018 budget. The budget includes increases to the following line items:

- Local Mileage by \$2,000
- Insurance by \$2,000
- Utilities by \$2,700
- Furniture and Equipment by \$50,000 (\$27,000 for Firewall, \$5,000 for Microsoft SQL upgrade, and equipment no longer supported by vendor such as \$8,000 for Cisco Network Switch, \$5,450 for phone replacement and \$4,550 for desktop computer replacement)

FISCAL IMPACT:

\$3,560,706

ATTACHMENTS:

Attachment I - Schedule of Funds
Attachment II - Staff Schedule
Attachment III - Agency Budget

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
SCHEDULE OF FUNDS
FY 2018-2019

GRANT	FUNDS AVAILABLE PY 2017-18	ESTIMATED FUNDS AVAILABLE PY 2018-19	INCREASE (DECREASE)
WIOA ADULT	5,643,211	6,359,871	716,660
WIOA DISLOCATED WORKER	5,219,156	6,226,814	1,007,658
WIOA YOUTH	5,943,869	7,408,171	1,464,302
WIOA RAPID RESPONSE (includes Lay off Aversion)	343,226	475,746	132,520
WAF 3.0 WORKFORCE ACCELERATOR	65,163	-	(65,163)
PROPOSITION 39	631,562	319,548	(312,014)
SLINGSHOT	357,518	-	(357,518)
SLINGSHOT STATEWIDE CAPACITY BUILDING	309,906	-	(309,906)
SLINGSHOT CONSTRUCTION PRE-APPRENTICESHIP PIPELINE	-	250,000	250,000
CALJOBS VOS ENHANCEMENT TOUCH SCREEN TECHNOLOGY	13,000	-	(13,000)
EPA BROWNFIELDS	167,144	30,000	(137,144)
CESELL - English Language Learner	206,483	147,000	(59,483)
WAF 6.0 EX OFFENDER	250,000	180,555	(69,445)
TOTAL FUNDING	19,150,238	21,397,705	2,247,467

Prepared by: C. Beierschmitt

STAFF SCHEDULE				
REGULAR POSITIONS	BUDGET FY 17-18	BUDGET FY 18-19	SALARY RANGE FY 17-18	SALARY RANGE FY 18-19
Administrative Services:				
Executive Director	1.00	1.00	\$8,800 to \$12,000	\$8,800 to \$12,000
Deputy Director of Fiscal Services	1.00	1.00	-	5,665 to 8,085
Deputy Director of Information Systems	0.60	0.60	5,665 to 8,085	5,665 to 8,085
Deputy Director of HR/Business Services/Organizational Development	0.25	0.25	5,665 to 8,085	5,665 to 8,085
Deputy Director of Program Services	0.30	0.30	4,982 to 6,360	5,665 to 8,085
Senior Quality Systems Manager	0.50	0.50	4,841 to 6,300	4,841 to 6,300
Marketing Manager	0.10	0.10	4,223 to 5,565	4,223 to 5,565
Accounting Supervisor	0.00	0.00	4,069 to 5,565	4,069 to 5,565
Accountant	1.00	1.00	3,871 to 4,899	3,871 to 4,899
Auditor/Monitor	2.00	2.00	3,871 to 4,666	3,871 to 4,666
Senior Division Secretary	1.00	1.00	3,550 to 5,292	3,550 to 5,292
Senior Contract Administrator	1.00	1.00	3,296 to 4,851	3,296 to 4,851
Contract Administrator	1.00	1.00	-	3,200 to 4,400
Special Projects Program Coordinator	1.00	1.00	3,193 to 4,200	3,193 to 4,200
Office Administrator	1.00	1.00	3,219 to 4,200	3,385 to 4,333
Account Clerk I/II/III	3.00	3.00	2,266 to 3,360	2,266 to 3,360
Total Administration Positions	14.75	14.75		
Program Operations				
Deputy Director of Information Systems	0.22	0.22	\$ 5,665 to \$ 8,085	\$ 5,665 to \$ 8,085
Deputy Director of Program Services	0.70	0.70	4,982 to 6,360	4,982 to 6,360
Senior Quality Systems Manager	0.50	0.50	4,841 to 6,300	4,841 to 6,300
General Services/IT Support Manager	1.00	1.00	4,223 to 5,565	4,841 to 6,300
Youth/Adult Program Manager	1.00	1.00	4,223 to 5,565	4,223 to 5,565
Program Analyst	0.00	0.00	3,193 to 4,200	3,193 to 4,200
Accounting Supervisor	0.00	0.00	4,069 to 5,565	4,069 to 5,565
Computer Programmer	1.00	1.00	4,720 to 5,906	4,720 to 5,906
Government Sector Workforce Coordinator	1.00	1.00	-	3,833 to 4,500
Career Technical Education Coordinator/Specialist	1.50	1.50	3,871 to 4,899	3,871 to 4,899
Facility Specialist II	1.00	1.00	3,059 to 4,211	3,059 to 4,211
General Services Administrative Assistant	1.00	1.00	2,578 to 3,504	2,578 to 3,504
Receptionist	1.00	1.00	2,678 to 3,780	2,678 to 3,780
Total Operations Positions	9.92	9.92		
Business Services				
Deputy Director of HR/Business Services/Org. Develop.	0.75	0.75	\$ 5,665 to \$ 8,085	\$ 5,665 to \$ 8,085
Marketing Manager	0.90	0.90	4,223 to 5,565	4,223 to 5,565
Business Program Consultant	1.00	1.00	3,193 to 4,358	3,917 to 4,899
Business and Workforce Consultant	3.00	3.00	-	3,833 to 4,500
Total Business Services Positions	5.65	5.65		
IT Support				
Deputy Director of Information Systems	0.18	0.18	\$ 5,665 to \$ 8,085	\$ 5,665 to \$ 8,085
Network Administrator	1.00	1.00	4,833 to 6,000	4,833 to 6,000
Network Technician	0.00	0.00	4,600 to 5,800	4,600 to 5,800
Computer Technician	1.00	1.00	2,970 to 4,010	2,970 to 4,010
Total IT Support	2.18	2.18		
TOTAL REGULAR POSITIONS	32.50	32.50		

**FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
AGENCY BUDGET**

PY 2018-2019

Budget by Line Item	2017-2018 Budget	2018-2019 Budget	Increase/ (Decreases)	Percent Change	Expended 5/31/2017
51 Salaries	\$ 2,060,045	\$ 2,060,045	0	0.00%	\$ 1,465,799
52 Payroll Taxes	192,163	192,163	0	0.00%	137,058
53 Fringe Benefits/Staff Parking	574,993	601,093	26,100	4.54%	417,318
55 Staff/Board/Service Provider Development	44,250	44,250	0	0.00%	35,436
56 Local Mileage	18,875	20,875	2,000	10.60%	11,812
60 Communications	21,480	21,480	0	0.00%	12,521
61 Insurance	27,000	29,000	2,000	7.41%	22,351
62 Maintenance	67,550	67,550	0	0.00%	44,866
63 Memberships	20,000	20,000	0	0.00%	20,102
64 Miscellaneous	35,100	9,000	(26,100)	-74.36%	33,569
65 Office Expense	23,600	23,600	0	0.00%	15,917
66 Professional Services - incl. Legal/Audit	165,800	165,800	0	0.00%	135,742
67 Advertising	23,250	23,250	0	0.00%	9,238
68 Rent and Leases	188,600	188,600	0	0.00%	223,375
69 Utilities	20,300	23,000	2,700	13.30%	17,244
71 Furniture and Equipment	21,000	71,000	50,000	238.10%	18,519
Total	\$ 3,504,006	\$ 3,560,706	\$ 56,700	1.62%	\$ 2,620,867

Due to spreadsheet formula rounding calculations, total(s) may be off by \$1 or \$2

**FRESNO REGIONAL
WORKFORCE DEVELOPMENT BOARD**

AGENDA ITEM:	6
MEETING DATE:	July 18, 2018
ACTION:	RECOMMEND TO APPROVE

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

TO: Executive Committee
FROM: Kenneth J. Price, Legal Counsel
SUBJECT: Update Conflict of Interest Code

RECOMMENDATION:

Recommend that the Fresno Regional Workforce Development Board (FRWDB) approve the updated Conflict of Interest (COI) Code.

REASON FOR RECOMMENDATION:

The Political Reform Act requires every local government agency review its COI Code biennially and to submit a notice to its code reviewing body that specifies if the Code is accurate, or alternatively, that the Code must be amended. The Fresno County Clerk of the Board's office, working on behalf of the Fresno County Board of Supervisors, is the FRWDB's code reviewing body, and requires that all amended COI Codes be submitted to their office by October 1, 2018. The FRWDB's amended COI Code is attached for the Executive Committee's review.

ATTACHMENT:

Conflict of Interest Code for Fresno Regional Workforce Development Board (redline version)

CONFLICT OF INTEREST CODE FOR

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Section 18730) that contains the terms of a standard Conflict of Interest Code and may be incorporated by reference in an agency's Conflict of Interest Code. After public notice and hearing, the standard Conflict of Interest Code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices designating positions and establishing disclosure requirements shall constitute the Conflict of Interest Code of the **Fresno Regional Workforce Development Board ("FRWDB")**.

The Form 700s for designated positions, other than the members of FRWDB Board of Directors along with any alternates ("Board Members" and "Alternate Board Members") and FRWDB Executive Director ("Executive Director"), shall be filed with the FRWDB. The Board Members and Executive Director are to file their original Form 700s directly with the Clerk of the Board for the Fresno County Board of Supervisors using the electronic filing system. If the Form 700s are not filed electronically, the paper Form 700 and waiver shall be filed with the FRWDB and, upon receipt of these paper Form 700s with waivers, the FRWDB shall make and retain a copy and forward the original to the Clerk of the Board of Supervisors.

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The FRWDB shall retain a copy of all electronically filed Form 700s, a copy of all paper Form 700s with waivers and the original Form 700s of designated positions and shall make the Form 700s available for public review, inspection, and reproduction. (Gov. Code section 81008.)

~~Individuals holding designated positions shall file their statements with the FRWDB, which will retain the statements and make the statements available for public inspection and reproduction. (Gov. Code Section 81008.) Upon receipt of the statements for the FRWDB Board Members, Alternate Board Members and Executive Director, and other designated senior staff (see Appendix A), the FRWDB shall make and retain a copy and forward the original of these statements to the Clerk to the County Board of Supervisors. The FRWDB shall retain all other original statements at its office.~~

The provisions of all Conflict of Interest Codes and amendments thereto previously adopted by the Agency FRWDB are hereby superseded.

APPENDIX A
DESIGNATED POSITIONS

Public Officials Who Manage Public Investments

It has been determined that positions listed below manage public investments and will file a statement of economic interests pursuant to Government Code Section 87200. These positions are listed for informational purposes only:

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- Board Members
- Alternate Board Members
- Executive Director
- Consultants involved in the investment of public funds

An individual holding one (1) of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

<u>Designated Positions</u>	<u>Disclosure Categories</u>
• FRWDB Board Members	1
• <u>FRWDB Alternate Board Members</u>	<u>1</u>
• FRWDB Executive Director	1
• <u>Deputy Director of Program Services</u> FRWDB Assistant Director	1
• Deputy Director of Information Systems	1
• Deputy Director of Business Services, Human Resources and Organizational Development	1
• Quality Systems Manager	1
• Marketing Manager	1
• Program , <u>Procurement and Contracting</u> Manager	1
• General Services Manager	1
• Legal Counsel	1
• Consultants*	1

* Consultants shall be included in the list of designated positions and shall disclose pursuant to the disclosure requirements in this Code subject to the following limitation:

The Executive Director may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Sec. 81008.)

APPENDIX B
DISCLOSURE CATEGORIES

Individuals holding designated positions must report their interests according to their assigned disclosure category(ies).

Disclosure Category 1

Interests in real property located within the jurisdiction or within two (2) miles of the boundaries of the jurisdiction or within two (2) miles of any land owned or used by the agency; and investments and business positions in business entities, and income, including loans, gifts, and travel payments, from all sources.

Disclosure Category 2

Interests in real property located within the jurisdiction or within two (2) miles of the boundaries of the jurisdiction or within two (2) miles of any land owned or used by the agency.

Disclosure Category 3

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources, that provide services, supplies, materials, machinery, or equipment of the type utilized by the agency.

Disclosure Category 4

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources, that provide services, supplies, materials, machinery, or equipment of the type utilized by the designated position's division or department.

Disclosure Category 5

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources, that filed a claim against the agency during the previous two (2) years, or have a claim pending.

Disclosure Category 6

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources of the type to request an entitlement to use agency property or facilities, including, but not limited to:

- a license
- utility permit
- station vendor permit.

Public Officials Who Manage Public Investments

~~It has been determined that positions listed below manage public investments and will file a statement of economic interests pursuant to Government Code Section 87200. These positions are listed for informational purposes only:~~

- ~~• Board Members~~
- ~~• Alternate Board Members~~
- ~~• Executive Director~~
- ~~• Consultants involved in the investment of public funds~~

~~An individual holding one (1) of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.~~

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FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	7
MEETING DATE:	July 18, 2018
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:	July 18, 2018
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.).

**FRESNO REGIONAL
WORKFORCE DEVELOPMENT BOARD**

AGENDA ITEM:	10
MEETING DATE:	July 18, 2018
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: Second Quarter Community Events

INFORMATION:

The following event will occur in the second quarter of Program Year 2018-2019:

Month	Event	Description	Cost
October	EDC Annual Investor Meeting	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.