



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Executive Committee
October 17, 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.	July 18, 2018, Executive Committee Meeting Minutes	Konczal	Yes	Approve	4
2.	Items Referred by Other Committees	Konczal	Yes	Information	8
3.	August 2018 Financial Report	Beierschmitt	Yes	Accept	9
4.	August 2018 Agency Budget and Expenditures	Beierschmitt	Yes	Accept	14
5.	Rapid Response Funding Pool	Stogbauer	Yes	Recommend to Approve	16
6.	Format of Fresno Regional Workforce Development Board Meetings	Konczal	Yes	Discussion	17
7.	Director's Quarterly Update	Konczal	Yes	Information	18
8.	Referral of Agenda Items to Other Committees	Bauer	Yes	Direct	19
9.	Third Quarter Community Events	Konczal	Yes	Information	20

ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

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Item	Description	Presented By	Enclosure	Action	Page #
10.	Information Sharing	All	No	Discussion	--
11.	January 16, 2019, Agenda Items	Konczal	No	Discussion	--
12.	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	P	
Borgeas	P	P	A	
Hensley	P	P	P	
Miller	--	--	P	
Montalbano	P	P	P	
Riojas	P	P	P	
Rouillard	--	--	A	
Soria	--	A	A	
Zabrycki	P	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 17, 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: July 18, 2018, Executive Committee Meeting Minutes

RECOMMENDATION:

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

ATTACHMENT:

July 18, 2018, Executive Committee Meeting Minutes



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Executive Committee
July 18, 2018

SUMMARY MINUTES

The meeting was called to order at 4:00 p.m.

ROLL CALL: PRESENT – Paul Bauer, Jeff Hensley, Scott Miller, Dennis Montalbano, Chuck Riojas, and Legal Counsel Ken Price

ABSENT – Andreas Borgeas, Smita Rouillard, Esmeralda Soria, and Lydia Zabrycki

AGENDA CHANGES: Item 6 – Delete references to “Alternate Board Member” from Appendix A.

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

COMMITTEE CHAIR/STAFF None
COMMENTS:

PUBLIC COMMENTS: None

Item	Description/Action Taken
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1. **April 18, 2018, Executive Committee Meeting Minutes**

Blake Konczal, Executive Director, Fresno Regional Workforce Development Board (FRWDB) requested approval of the April 18, 2018, meeting minutes.

RIOJAS/MONTALBANO – APPROVED THE APRIL 18, 2018, EXECUTIVE COMMITTEE MEETING MINUTES. (UNANIMOUS)

2. **Items Referred by Other Committees**

There were no items referred by other Committees.

3. **May 2018 Financial Report**

Cheryl Beierschmitt, Deputy Director of Fiscal Services, FRWDB, presented the May 2018 Financial Report for the Executive Committee's (Committee's) acceptance and she indicated that FRWDB staff had no concerns with the report. The Committee had no questions.

MILLER/RIOJAS – ACCEPTED THE MAY 2018 FINANCIAL REPORT. (UNANIMOUS)

4. **May 2018 Agency Budget and Expenditures Report**

Ms. Beierschmitt presented the May 2018 Agency Budget and Expenditures Report for the Committee's acceptance and indicated that FRWDB staff had no concerns with the report. The Committee had no questions.

HENSLEY/MILLER– ACCEPTED THE MAY 2018 AGENCY BUDGET AND EXPENDITURES REPORT. (UNANIMOUS)

5. **Program Year 2018-2019 Agency Budget and Personnel Plan**

Mr. Konczal presented for the Committee's recommendation to the FRWDB, the Program Year 2018-2019 Agency Budget and Personnel Plan. Mr. Konczal stated that FRWDB staff is anticipating an increase in funding of \$2.2 million and explained that the increase would come from two (2) sources: 1) carryover from the previous program year, and 2) increased allocation from the state. He further explained that the state's allocation formula is based on data such as population, poverty rate, and unemployment rate, and while the unemployment rate for the entire state has been improving, the rate at which Fresno County's unemployment has improved has been slower than the rest of the state. He noted that there were minor increases in the budget's line items for local mileage, insurance, utilities, and furniture and equipment, and stated that the increase in furniture and equipment was for a new computer firewall, a Microsoft SQL upgrade, a new network switch, and the replacement of phones and computer equipment. Director Montalbano asked why these types of items were listed under "furniture and equipment". Legal Counsel Price explained that it is how the state defines them.

RIOJAS/MILLER – RECOMMENDED THAT THE FRWDB APPROVE THE PROGRAM YEAR 2018-2019 AGENCY BUDGET AND PERSONNEL PLAN. (UNANIMOUS)

6. **Update Conflict of Interest Code**

Ken Price, Legal Counsel, Baker, Manock & Jensen, stated that every two (2) years, under the California Political Reform Act, all local governmental and state agencies are required to adopt a Conflict of Interest (COI) Code. He explained that, essentially, a COI Code identifies which financial interests board members and certain designated staff members have to disclose to the public. The County of Fresno provided an updated COI Code template for the FRWDB's adoption. The new template included language that allows for an electronic system for filing Form 700s. The new template also included the addition of alternate board members; however, the FRWDB does not have these, so all references to alternate board members will be deleted from the FRWDB's COI Code.

Once approved by the FRWDB, the COI Code will be filed with the Fresno County Clerk's Office.

MONTALBANO/RIOJAS – RECOMMENDED THAT THE FRWDB APPROVE THE UPDATED CONFLICT OF INTEREST CODE, WITH THE REVISION STATED ABOVE. (UNANIMOUS)

7. **Director's Quarterly Update**

Mr. Konczal provided the Committee with an overview of the projects he focused on over the past quarter.

New Training – Earlier this year, Mr. Konczal and FRWDB staff, along with staff from West Hills Community College, Kings County's Workforce Development Board, Tulare County's Workforce Development Board, and College of Sequoias, attended a meeting in Kings County regarding training for jobs to assemble electric cars at the new Faraday Motors facility going in to Kings County. As the FRWDB's first training cohort at West Hills College Lemoore concludes, FRWDB staff is moving forward with plans for a second cohort, and will look at what worked well in the first training and ways the training can be improved.

SlingShot Grant – Mr. Konczal reported that the SlingShot grant, which he has talked about in previous FRWDB and Executive Committee meetings, has ended. The grant had a manufacturing focus and covered multiple counties. The state has now awarded the FRWDB an additional \$250,000 under SlingShot 2.0 to assist the re-entry population/parolees in training for pre-apprenticeships in the construction trades.

SB1 – Mr. Konczal reminded the Committee that \$5 million of SB1 funds will be up for award in January to be used for various infrastructure projects, as well as for pre-apprentice training. The FRWDB, with the support of several valley Building and Construction Trades Unions, is preparing to apply for a portion of these funds. There is a Proposition to repeal SB1, but even if the repeal is successful, the \$5 million has already been earmarked and will be awarded. If the bill is not repealed, there would be an additional \$5 million available for award.

Mr. Konczal mentioned that he and some FRWDB staff have been meeting about repositioning the FRWDB from a marketing and public relations standpoint, and once they have a cohesive plan, they will bring it to the Committee. Mr. Konczal concluded his update by sharing that he and Director Riojas participated in a tour of the IBEW training facility in Fresno, which Lt. Governor Newsom also attended. The Lt. Governor was able to meet one-on-one with several individuals who were trained through the FRWDB's pre-apprentice training program and their feedback about their training was very positive. Mr. Konczal had the opportunity to share with the Lt. Governor that all the pre-apprentice training the FRWDB has done over the past eight (8) years was made possible by grants from the state.

This was an information item.

8. Referral of Agenda Items to Other Committees

There were no items referred to other committees.

9. Executive Director Performance Review – Closed Session

There was no reportable action from the closed session.

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 2018. For the second quarter, the FRWDB has six (6) tickets to the Economic Development Corporation's Annual Investor Meeting in October.

11. Information Sharing

None.

12. October 17, 2018, Agenda Items

None.

13. Meeting Feedback

None.

Meeting adjourned at 4:52 p.m.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	2
MEETING DATE:	October 17, 2018
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 17, 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: August 2018 Financial Report

RECOMMENDATION:

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

REASON FOR RECOMMENDATION:

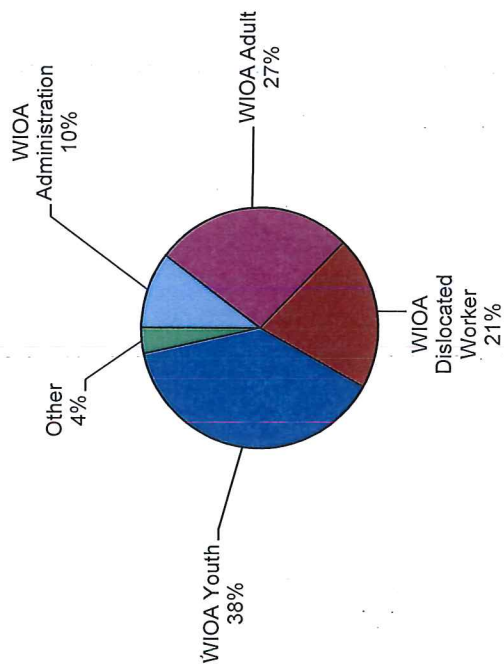
The attached charts display year-to-date financial information through August 31, 2018.

- Staff has no concerns with grant expenditures at this time.
- CalJobs Touchscreen Technology grant of \$13,000 has been fully expended. It ended September 30, 2018.
- Environmental Protection Agency (EPA) grant has been fully expended and ended July 31, 2018. We received a no cost extension to July 31, 2019 for follow-up services.

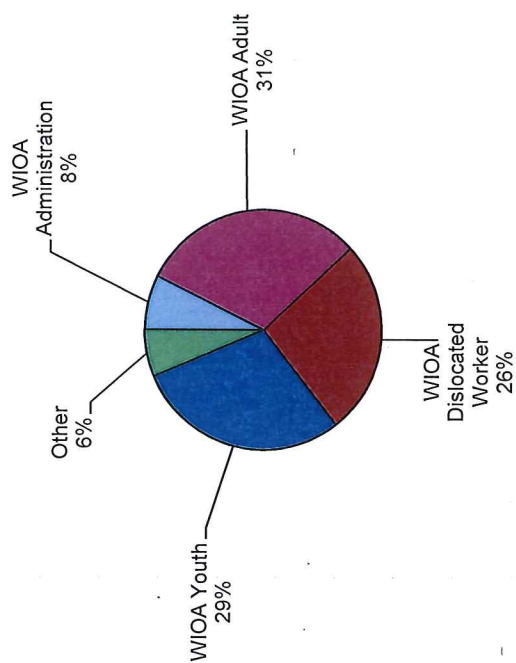
ATTACHMENT:

August 2018 Financial Report

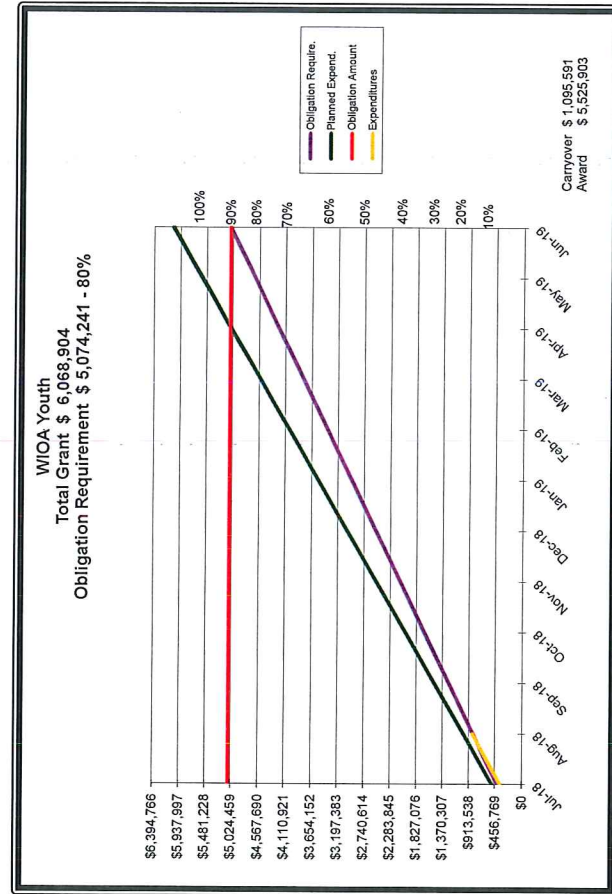
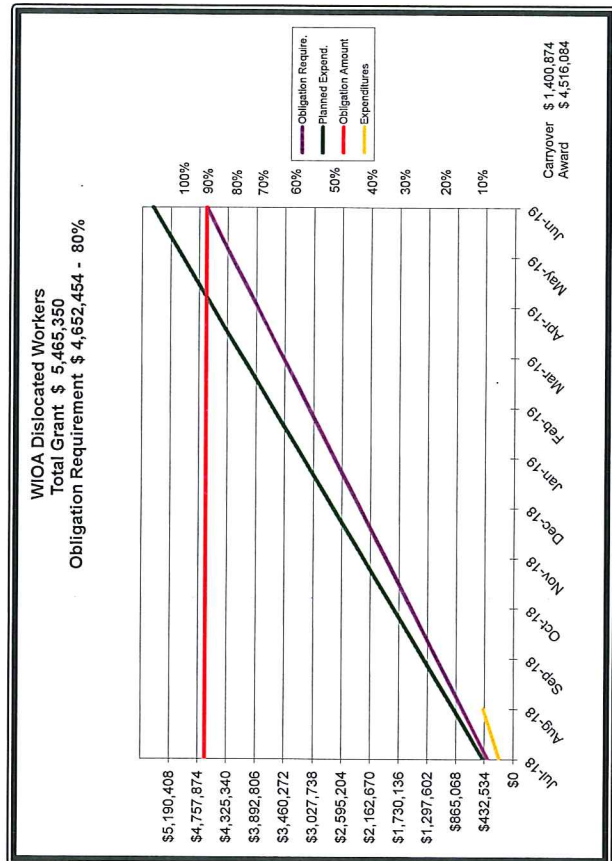
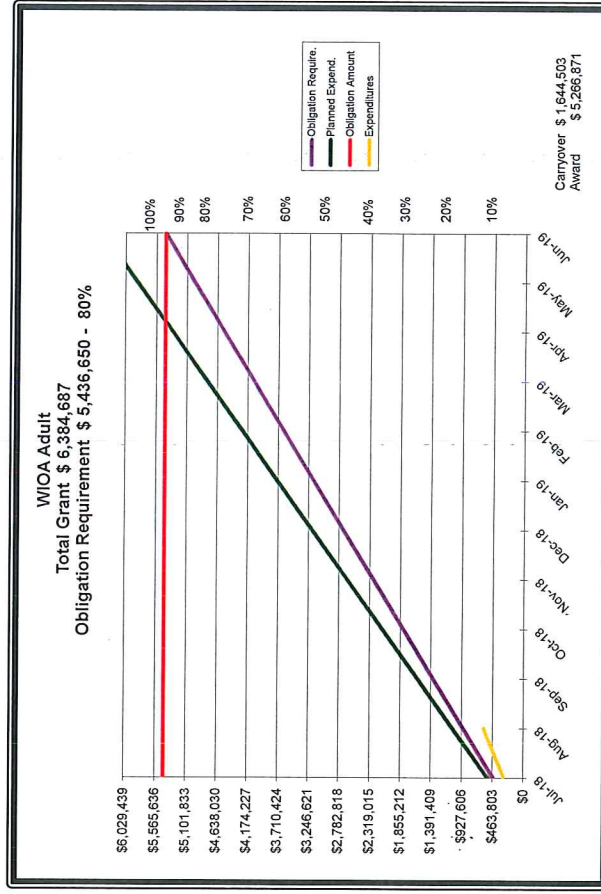
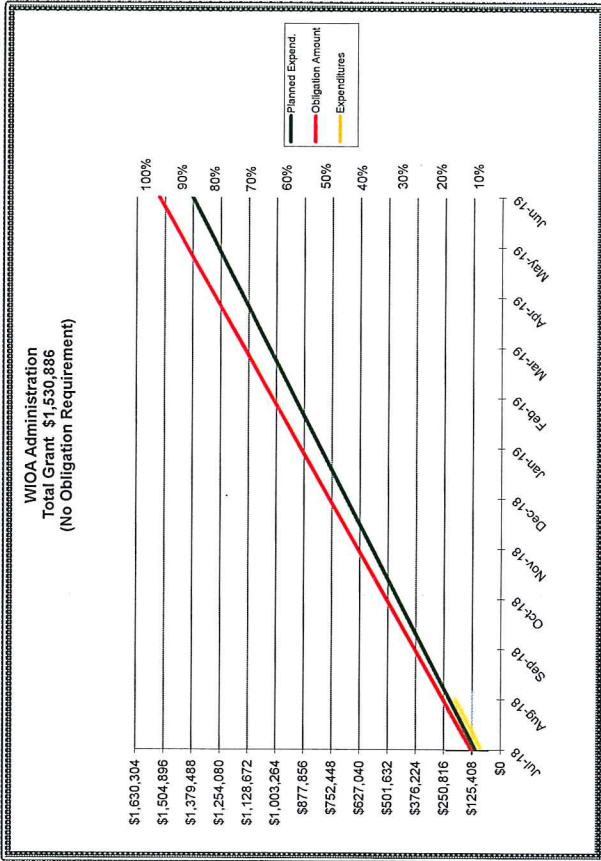
**FRWDB Expenditures
 Fiscal Year 2018-2019**



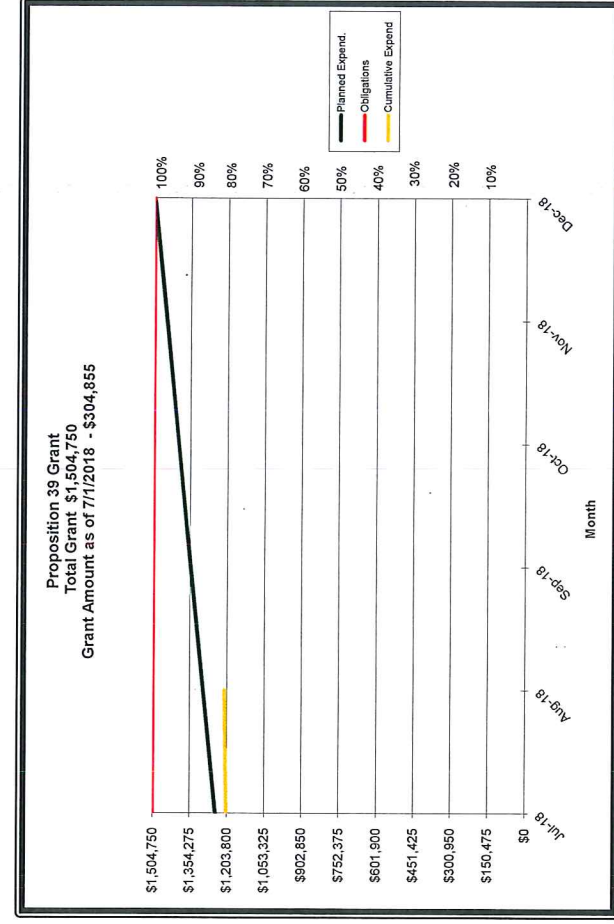
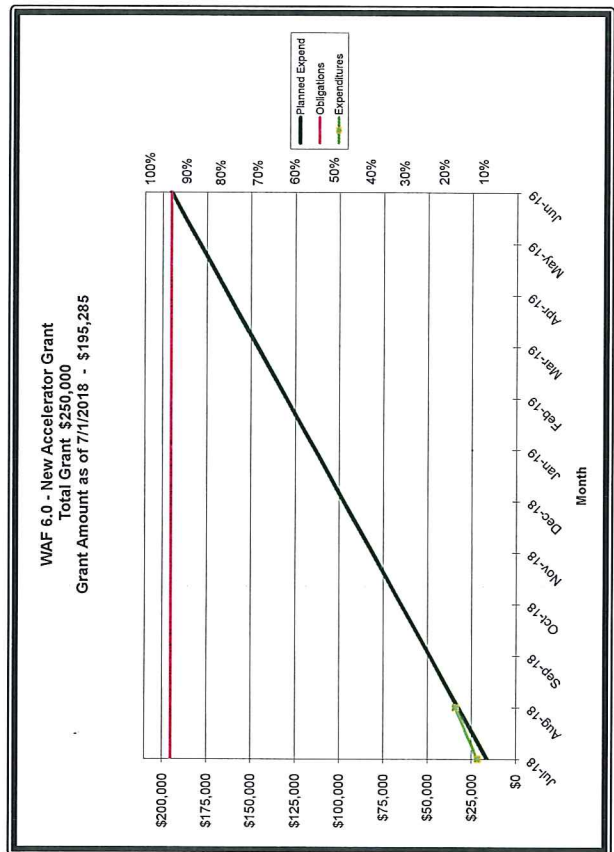
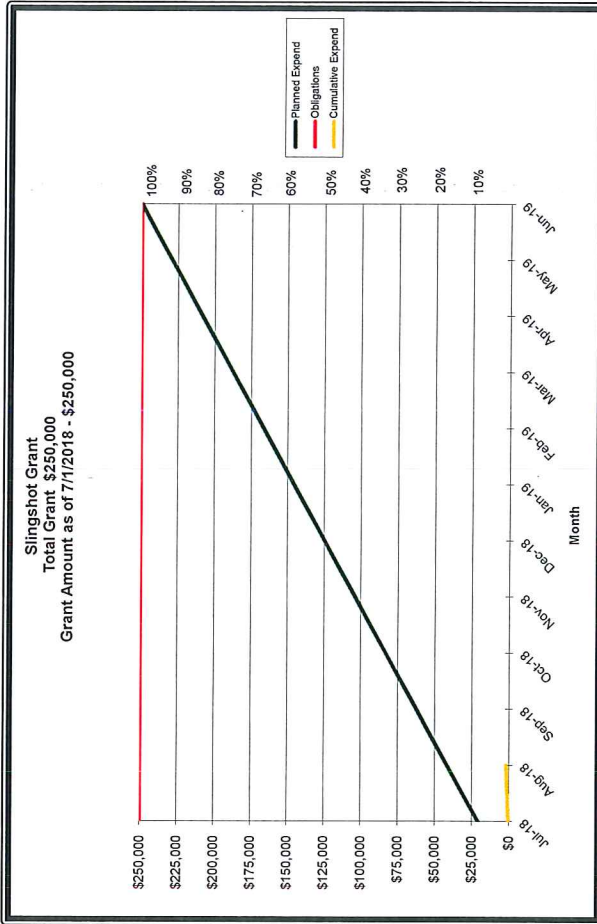
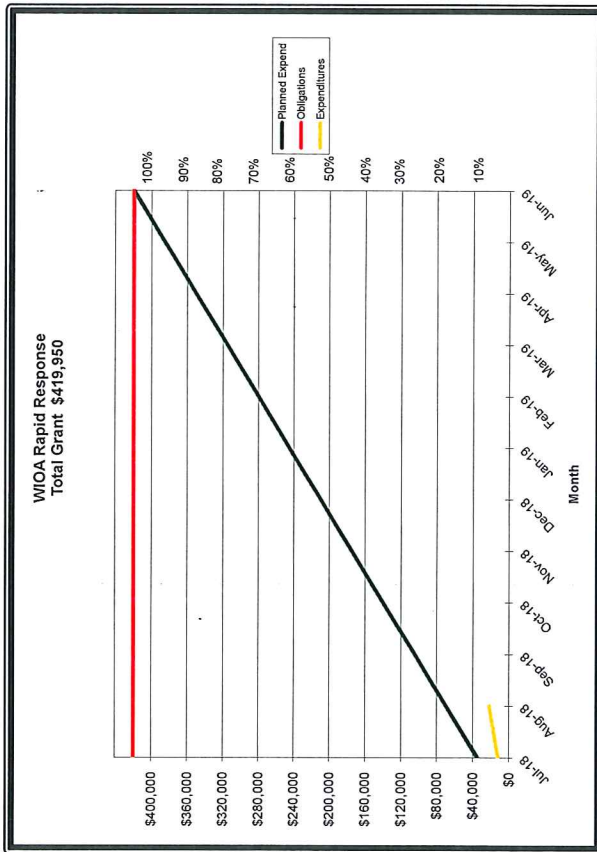
**FRWDB Committed Funds
 Fiscal Year 2018-2019**



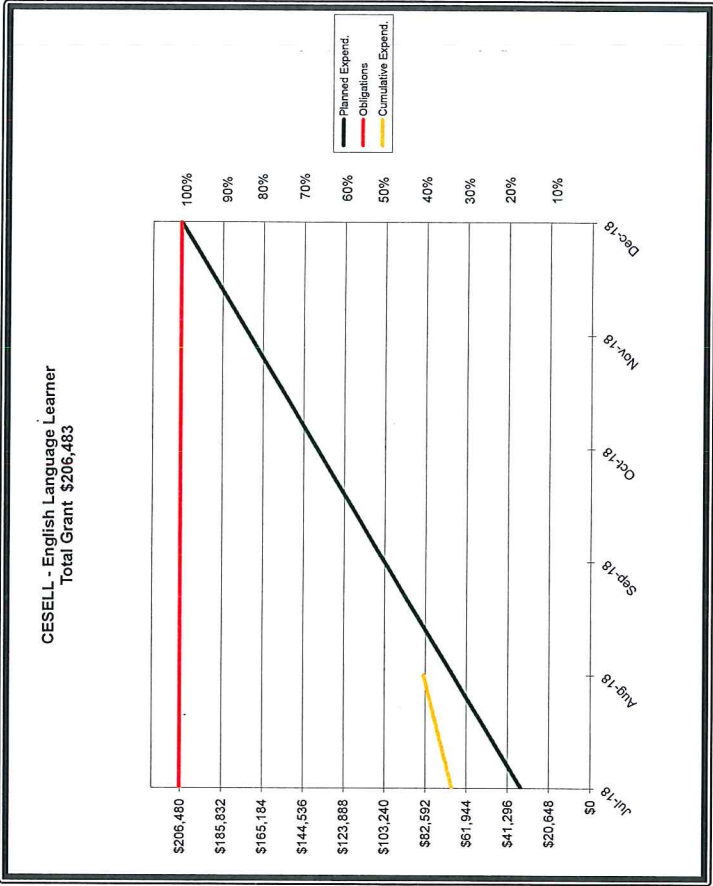
August 2018



August 2018



August 2018



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	4
MEETING DATE:	October 17, 2018
ACTION:	ACCEPT

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TO: Executive Committee

FROM: Cheryl Beierschmitt, Deputy Director of Fiscal Services

SUBJECT: August 2018 Agency Budget and Expenditures

RECOMMENDATION:

Accept the attached Agency Budget and Expenditures report for August 2018 financials for Program Year 2018-2019.

REASON FOR RECOMMENDATION:

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

- Year-to-Date (YTD) budget costs are straight-lined.
- Insurance YTD budget costs are historically expended by July 31st since premiums are due at the beginning of each plan year.
- 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 – August 2018

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

August 2018

	Budget by Line Item	Total Budget	YTD Budget	YTD Expenditures	Variance	Percent Variance
51	Salaries	\$ 2,060,045	\$ 343,341	\$ 307,837	35,504	10.34%
52	Payroll Taxes	192,163	32,027	25,140	6,887	21.50%
53	Fringe Benefits	601,093	100,182	86,461	13,721	13.70%
55	Staff/Board/Service Provider Development	44,250	7,375	6,259	1,116	15.13%
56	Local Mileage	20,875	3,479	1,921	1,558	44.79%
60	Communications	21,480	3,580	2,181	1,399	39.07%
61	Insurance	29,000	29,000	27,628	1,372	4.73%
62	Maintenance	67,550	11,258	13,649	(2,390)	-21.23%
63	Memberships	20,000	20,000	23,156	(3,156)	-15.78%
64	Miscellaneous	9,000	1,500	1,355	145	9.67%
65	Office Expense	23,600	3,933	2,432	1,501	38.17%
66	Professional Services	165,800	27,633	2,392	25,241	91.34%
67	Advertising	23,250	3,875	3,196	679	17.52%
68	Rent & Leases	188,600	31,433	31,838	(405)	-1.29%
69	Utilities	23,000	3,833	4,808	(975)	-25.42%
71	Furniture and Equipment	71,000	11,833	916	10,917	92.26%
	Total	\$ 3,560,706	\$ 634,284	\$ 541,170	93,115	14.68%

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:	October 17, 2018
ACTION:	RECOMMEND TO APPROVE

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TO: Executive Committee

FROM: Phyllis Stogbauer, Deputy Director of Program Services

SUBJECT: Rapid Response Funding Pool

RECOMMENDATION:

Recommend that the Fresno Regional Workforce Development Board (FRWDB) approve the allocation of Workforce Innovation and Opportunity Act (WIOA) Rapid Response and Layoff Aversion funds as outlined in this item.

REASON FOR RECOMMENDATION:

The FRWDB has received \$350,896 of WIOA Rapid Response and Layoff Aversion funds from the Employment Development Department (EDD), Workforce Services Division, for Program Year (PY) 2018-2019. There is also \$69,054 in carryover funds from PY 17-18, for a total of \$419,950 available funding for PY 18-19.

In PY 2014-2015, the state did a major redesign of the Rapid Response system. Under the new design, Rapid Response funds are allocated in two (2) categories: 1) Rapid Response reactive services, for immediate response to layoffs and business closures, and 2) Layoff Aversion proactive services, to provide services to employers to prevent layoffs and rapid reemployment services in the event of a layoff or business closure.

With the redesign of the system, Rapid Response is no longer an event driven process. It is a proactive Business Engagement approach, which requires: 1) Ongoing efforts to build relationships with employers and other community stakeholders, 2) Knowledge of labor market trends and economic forecasts, 3) Strategic planning, data gathering and analysis designed to anticipate, prepare for, and manage economic transition, 4) Understanding workforce assets and needs, 5) Convening, facilitating, and brokering connections, networks, and partners, and 6) Planning for and responding to layoffs, minimizing their impacts wherever possible.

To ensure that Rapid Response funding is being utilized to meet these deliverables, FRWDB staff is recommending the allocation of Rapid Response funding as follows:

- \$294,950 to the FRWDB to provide oversight and coordination of Rapid Response activities and proactive direct business engagement services.
- Set aside \$125,000 for the procurement of specialized Business Engagement and Layoff Aversion Consultants to work in cooperation with existing FRWDB business services staff to address the needs of industry and support the local workforce development system.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	6
MEETING DATE:	October 17, 2018
ACTION:	DISCUSSION

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TO: Executive Committee

FROM: Blake Konczal, Executive Director

SUBJECT: Format of Fresno Regional Workforce Development Board Meetings

DISCUSSION:

Explore with the Executive Committee possible changes to the format of Fresno Regional Workforce Development Board Meetings. Specifically to insure that board members feel engaged and see value in their attendance. This notwithstanding the necessity of regular action and "housekeeping items."

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	7
MEETING DATE:	October 17, 2018
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 17, 2018
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 17, 2018
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 2018-2019:

Month	Event	Description	Cost
January	Fresno County Economic Development Corporation – Business Expansion and Retention (BEAR) Breakfast	Table of six (6) and recognition at the event.	Included in Membership
January	Greater Fresno Area Chamber of Commerce – Annual Installation Dinner	Four (4) VIP tickets and recognition on the Chamber's website.	Included in Membership

FISCAL IMPACT:

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