



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Executive Committee Meeting
October 21, 2020 @ 3:00 p.m.

Per Executive Order N-29-20, which allows local and state legislative bodies to hold meetings via teleconference and to make meetings accessible electronically, this regularly scheduled meeting will be held via conference call and can be accessed as follows:

Use the information below to join this meeting:

Join Zoom Meeting
<https://us02web.zoom.us/j/89233641501>

or Call In: 1-669-900-6833

Meeting ID: 892 3364 1501

The public may participate in the meeting as otherwise permitted under the Brown Act by calling into the number above.

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.

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 15, 2020, Executive Committee Meeting Minutes	Konczal	Yes	Approve	5
2.	Items Referred by Other Committees	Konczal	Yes	Information	10
3.	August 2020 Financial Report	Beierschmitt	Yes	Accept	11
4.	August 2020 Agency Budget and Expenditures	Beierschmitt	Yes	Accept	17
5.	Director's Quarterly Update	Konczal	Yes	Information	19

ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

Disabled individuals and individuals who are limited English proficient who need special assistance to attend or participate in this meeting may request assistance by contacting the Fresno Regional Workforce Development 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 or who are limited English proficient by making meeting materials available in alternative formats. Requests for assistance should be made at least three (3) working days in advance of the meeting.

Item	Description	Presented By	Enclosure	Action	Page #
6.	Referral of Agenda Items to Other Committees	Hensley	Yes	Direct	20
7.	Information Sharing	All	No	Discussion	--
8.	January 20, 2021, Agenda Items	Konczal	No	Discussion	--
9.	Meeting Feedback	Konczal	No	Discussion	--

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
2021 MEETING SCHEDULE

	Executive Committee 4:00 p.m.	FAWIC Board 4:00 p.m.	Adult Council 4:00 p.m.	Business & Industry Committee 4:00 p.m.	Workforce Development Board 4:00 p.m.	Youth Council 4:00 p.m.
JAN	1/20	1/20	1/28			
FEB				2/03		2/18
MAR					3/03	
APR	4/21	4/21	4/22			
MAY				5/05		5/20
JUN					6/02	
JUL	7/21	7/21	7/22			
AUG				8/04		8/19
SEP					9/01	
OCT	10/20	10/20	10/28			
NOV				11/03		11/18
DEC					12/01	

The FAWIC Board meets immediately after the Executive Committee.

Meetings will be held at the following Fresno locations:

Adult Council, Youth Council – Manchester Workforce Connection, 3302 N. Blackstone Avenue

Business & Industry Committee – FRWDB Business Services Center, 7475 N. Palm, #105

Workforce Development Board – 2035 Tulare Street, 2nd Floor Sequoia Room

FAWIC, Executive Committee – FRWDB Administrative Office, 2125 Kern Street, #208

**FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE
2020 ATTENDANCE REPORT**

	Canceled	Special			
	1/15/2020	1/29/2020	4/15/2020	7/15/2020	10/21/2020
Bauer	XX	A	P	--	--
Blunt	--	--	--	P	
Hensley	XX	P	P	P	
Karbassi	--	--	A	P	
Miller	XX	A	P	--	--
Montalbano	XX	P	P	P	
Quintero	XX	P	A	A	
Riojas	XX	P	P	P	
Silveira	--	--	--	P	
Zabrycki	XX	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 21, 2020
ACTION:	APPROVE

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

TO: Executive Committee
FROM: Blake Konczal, Executive Director
SUBJECT: July 15, 2020, Executive Committee Meeting Minutes

RECOMMENDATION:

Approve the minutes of the July 15, 2020, Executive Committee meeting.

ATTACHMENT:

July 15, 2020, Executive Committee Meeting Minutes



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Executive Committee
July 15, 2020

SUMMARY MINUTES

The meeting was called to order at 3:03 p.m. and was held via Zoom.

ROLL CALL: PRESENT – Edgar Blunt, Jeff Hensley, Mike Karbassi, Dennis Montalbano, Chuck Riojas, Michael Silveira, Lydia Zabrycki and Legal Counsel Ken Price

ABSENT – Sal Quintero

AGENDA CHANGES: None

ABSTENTIONS/RECUSALS/
DISCLOSURES OF
POTENTIAL CONFLICTS OF
INTEREST:

Director Blunt – Item 7; Director Riojas – Item 3; Director Silveira – Item 1;
Director Zabrycki – Item 1.

COMMITTEE CHAIR/STAFF
COMMENTS: None

PUBLIC COMMENTS: None

Item	Description/Action Taken
1.	<p><u>April 15, 2020, Executive Committee Meeting Minutes</u></p> <p>Blake Konczal, Executive Director, Fresno Regional Workforce Development Board (FRWDB) requested approval of the April 15, 2020, Executive Committee (Committee) meeting minutes.</p> <p>MONTALBANO/KARBASSI – APPROVED THE APRIL 15, 2020, EXECUTIVE COMMITTEE MEETING MINUTES. VOTE: YES – 5, NO – 0, RECUSED - 2 (UNANIMOUS)</p>
2.	<p><u>Items Referred by Other Committees</u></p> <p>There were no items referred by other committees.</p>
3.	<p><u>SB1 High Road Construction Career Grant Allocations</u></p> <p>Mr. Konczal stated that the FRWDB received a \$1,499,818 grant award of SB1 High Road Construction Careers funds for the Valley Build project, which supports the development of regionally-based pre-apprenticeship training programs in the construction industry. The agenda item detailed the allocation of this award, and included funding of an employment analysis in the construction sector by Applied Development Economics (ADE). Mr. Konczal reminded the Executive Committee that ADE performed a similar analysis for the FRWDB in 2009, where they identified \$24 billion of approved public sector construction projects in the San Joaquin Valley.</p>

Director Karbassi noted that, as a representative of the City of Fresno, the pre-apprenticeship program is incredibly important to help create upward mobility for certain sectors in the community.

Chair Hensley asked why the San Francisco Public Utilities Commission (SFPUC) was listed in the allocation breakdown for these funds. Mr. Konczal explained that the monies allocated to the SFPUC will fund one (1) cohort, but that the SFPUC will be funding three (3) other cohorts on their own, and that the FRWDB was able to include all four (4) of these cohorts on the proposal they submitted for this grant.

KARBASSI/ZABRYCKI – APPROVED THE SB1 HIGH ROADS CONSTRUCTION CAREER GRANT ALLOCATIONS. VOTE: YES – 6, NO- 0, RECUSED – 1 (UNANIMOUS)

4. May 2020 Financial Report

Cheryl Beierschmitt, Deputy Director of Fiscal Services, FRWDB, presented the May 2020 Financial Report for the Committee's acceptance. She reviewed all of the charts with the Committee and the Committee had no questions.

RIOJAS/KARBASSI – ACCEPTED THE MAY 2020 FINANCIAL REPORT. VOTE: YES – 7, NO – 0 (UNANIMOUS)

5. May 2020 Agency Budget and Expenditures Report

Ms. Beierschmitt presented the May 2020 Agency Budget and Expenditures Report for the Committee's acceptance. She reminded the Executive Committee that the year-to-date expenditures variance is based on a straight line method and that FRWDB staff had no concerns with the report.

Director Silveira asked how COVID had affected the FRWDB being able to carry out its services. Mr. Konczal explained that the FRWDB, as an essential business, came up with safe ways to serve its clients and did not have to close its doors during COVID. He noted that in addition to the safety measures taken at the America's Job Centers of California site at Manchester Center, the FRWDB Business Services Center almost immediately switched its in-person seminars to online Zoom meetings. He also noted that BSC staff worked to modify the Forest Tech training program at Reedley College to be an online class and as a result, some students have been placed in jobs with companies who have contracts with the US Forest Service.

Chair Hensley mentioned the FRWDB's Public Service Announcements (PSAs) during the COVID pandemic, that featured previous FRWDB Chair Paul Bauer. The PSAs directed employers who had questions about safely reopening their businesses to the HR Hotline that the FRWDB funds.

ZABRYCKI/RIOJAS – ACCEPTED THE MAY 2020 AGENCY BUDGET AND EXPENDITURES REPORT. VOTE: YES – 7, NO – 0 (UNANIMOUS)

6. Program Year 2020-2021 Agency Budget and Personnel Plan

Mr. Konczal presented for the Committee's recommendation to the FRWDB, the Program Year 2020-2021 Agency Budget and Personnel Plan. Mr. Konczal stated that the new year's budget was the same as the previous year's, with just two (2) exceptions. One (1) is a

decrease in Staff Development by \$27,500 as staff will not be attending conferences in person as conferences have gone to online platforms due to COVID restrictions. Those monies have been reallocated for the square footage at the FRWDB Administrative Office that had been being billed for the Government One-Stop office space.

Chair Hensley asked if Mr. Konczal anticipates receiving additional training funds from the federal level related to the COVID pandemic. Mr. Konczal explained that the State Workforce Board had applied for funds from the federal level and if granted, the FRWDB would receive a portion of it.

Mr. Konczal also noted that he anticipates a clean version of a bill at the federal level for canal repair, but not until after the elections in November.

RIOJAS/ZABRYCKI – RECOMMENDED THAT THE FRWDB APPROVE THE PROGRAM YEAR 2020-2021 AGENCY BUDGET AND PERSONNEL PLAN. VOTE: YES – 7, NO – 0 (UNANIMOUS)

7. COVID-19 National Dislocated Worker Grant Allocations

Phyllis Stogbauer, Senior Deputy Director, FRWDB, presented for the Committee's approval, the allocation of \$450,000 of COVID-19 National Dislocated Worker Grant funds awarded through the State of California Employment Development Department for the period of September 1, 2020, through August 31, 2022. She explained that the purpose of the grant is to provide custodial training and also includes an infectious disease upgrade to allow individuals to become certified to help disinfect facilities for COVID-19 purposes. The training would be conducted through Fresno Adult School in an online classroom platform, which would be developed by Imago.

Director Zabrycki asked if the allocation for Imago was done under a sole source contract. Ms. Stogbauer explained that the FRWDB had received quotes for other grants and that the FRWDB wrote Imago into the COVID grant when it was submitted with information provided in quotes received under the previous grant applications.

SILVEIRA/MONTALBANO – APPROVED THE COVID-19 NATIONAL DISLOCATED WORKER GRANT ALLOCATIONS. VOTE: YES – 6, NO – 0, RECUSED – 1 (UNANIMOUS)

8. Director's Quarterly Update

Mr. Konczal directed the Committee to an overview of the projects he focused on over the past quarter, noting four (4) items in particular: The efforts surrounding the SB1 pre-apprentice grant; continued planning for the CalFire Forestry cohort grant; continued development of marketing strategies, partly in response to COVID; and the transition of the FRWDB's new Chair and Vice Chair.

This was an information item.

9. Referral of Agenda Items to Other Committees

There were no items referred to other committees.

10. Information Sharing

Director Silveira shared that Kaiser made an announcement that they will be spending \$100 million related to social justice projects. He indicated that he did not know if the grant money is open to other agencies than just Kaiser, but that he could get some information about it for the FRWDB. Mr. Konczal stated that that would be good.

11. October 21, 2020, Agenda Items

There were no items recommended for the October 21, 2020, Executive Committee meeting agenda.

12. Meeting Feedback

There was no feedback.

Meeting adjourned at 3:46 p.m.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	2
MEETING DATE:	October 21, 2020
ACTION:	INFORMATION

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

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 (2) 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 21, 2020
ACTION:	ACCEPT

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

TO: Executive Committee
FROM: Cheryl Beierschmitt, Deputy Director of Fiscal Services
SUBJECT: August 2020 Financial Report

RECOMMENDATION:

Accept the Fresno Regional Workforce Development Board (FRWDB) August 2020 Financial Report.

REASON FOR RECOMMENDATION:

The attached summary financial report and charts display year-to-date financial information through August 31, 2020.

- Staff has no concerns with grant expenditures at this time

ATTACHMENT:

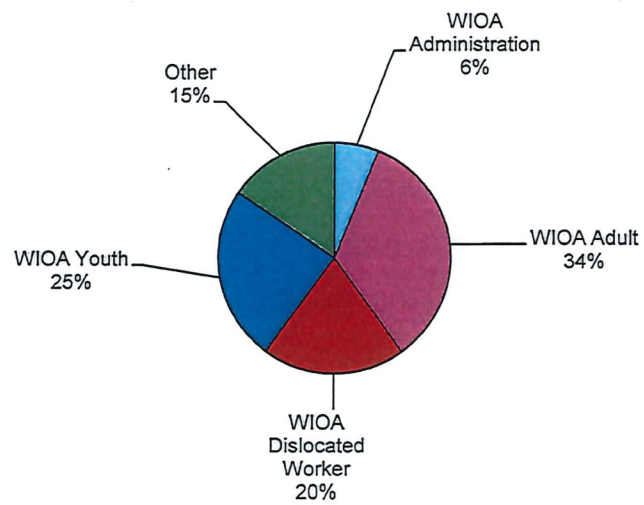
August 2020 Financial Report

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
Summary Financial Report
August 2020

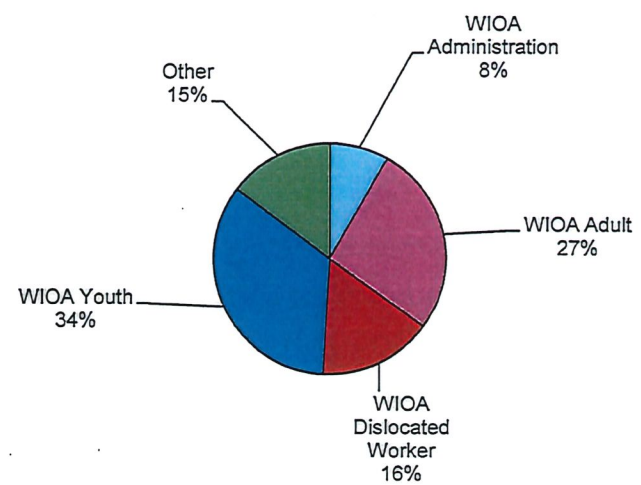
GRANT	Term	Total Grant Amount	Prior Year(s) Expended	Current Year to Date Expenditures	Percent Expended	Unspent Committed Funds
WIOA ADMINISTRATION	07/01/20 - 06/30/21	1,824,473		203,652	11.16%	1,620,821
* WIOA ADULT	07/01/20 - 06/30/21	10,111,170		664,345	6.57%	9,446,825
* WIOA DISLOCATED WORKER	07/01/20 - 06/30/21	5,894,887		393,830	6.68%	5,501,057
* WIOA YOUTH	07/01/20 - 06/30/21	7,294,136		851,826	11.68%	6,442,310
WIOA RAPID RESPONSE & Layoff Aversion	07/01/20 - 06/30/21	236,316		48,745	20.63%	187,571
TCC - Transformative Climate Communities	02/01/2020 - 03/31/2024	1,249,432	28,367	12,560	3.28%	1,208,505
WAF 7.0	05/01/2019 - 03/31/2021	150,000	116,107	-	77.40%	33,893
CAL FIRE	03/01/2020 - 06/01/2022	1,675,200	16,925	13,025	1.79%	1,645,250
P2E - SJC IDS/SSEL	09/01/2019 - 03/31/2022	685,849		1,714	0.25%	684,135
COVID-19 Impacted Individuals	03/01/2020 - 09/30/2020	315,000	-	289,379	91.87%	25,621
COVID-19 Employment Recovery NDWG	04/01/2020 - 03/31/2022	450,000		-	0.00%	450,000
TOTAL FUNDING		29,886,463	161,399	2,479,076	8.84%	27,245,988
* Total Grant Amount includes FINAL carryover from Prior Plan Year 19 - 20						
Due to spreadsheet formula rounding calculations, totals may be off by \$1 or \$2						
Prepared by: C. Beierschmitt						

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
FINANCIAL REPORTS
August 2020

**FRWDB Committed Funds
Fiscal Year 2020-2021**

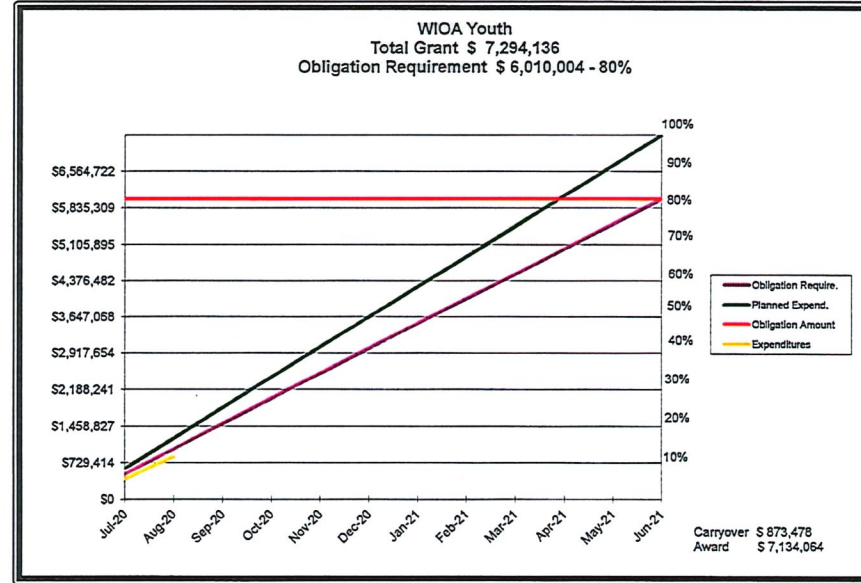
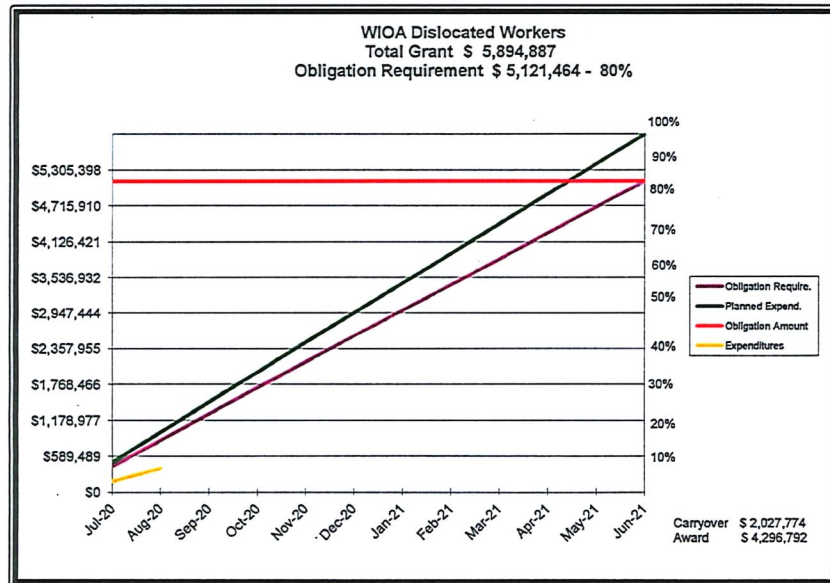
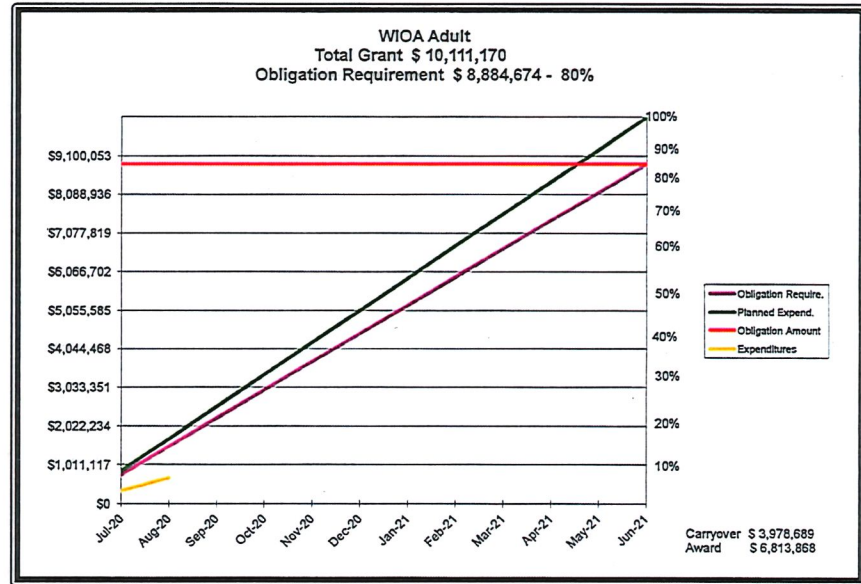
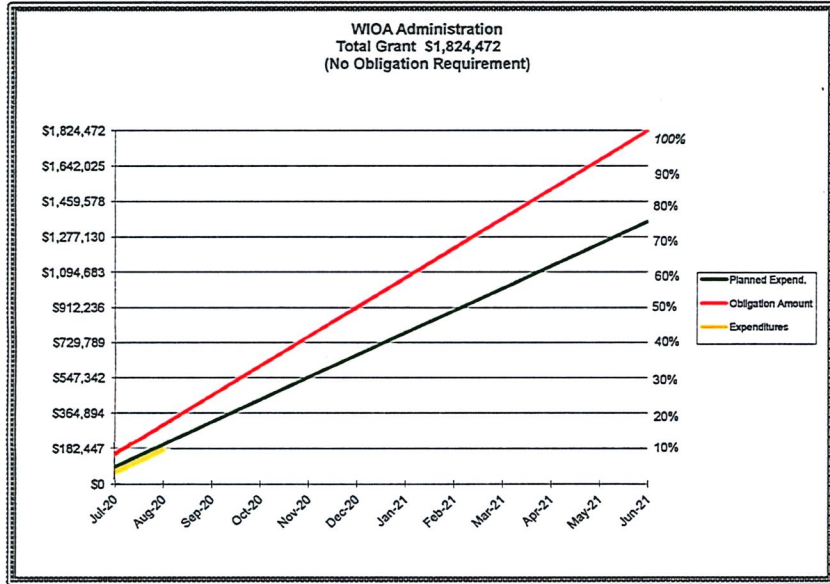


**FRWDB Expenditures
Fiscal Year 2020-2021**



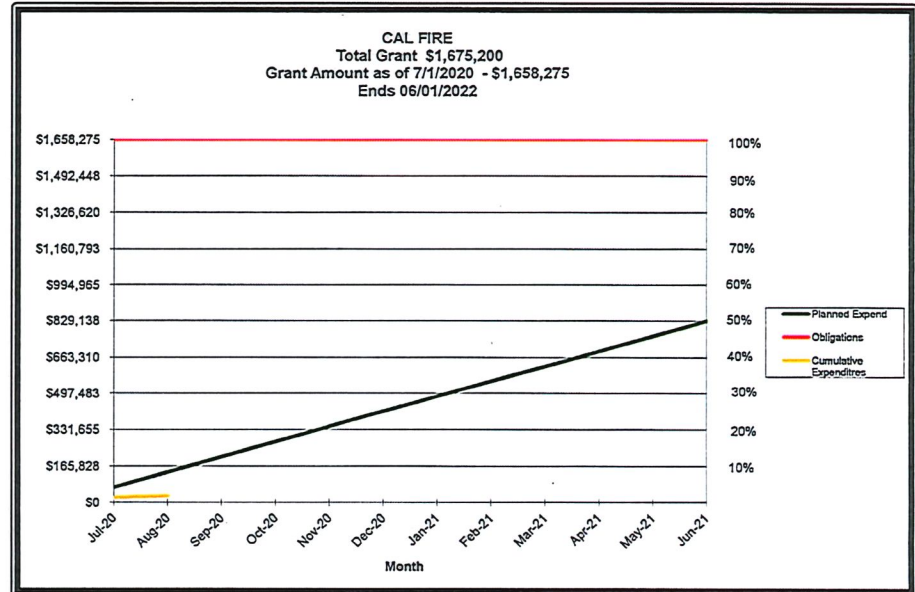
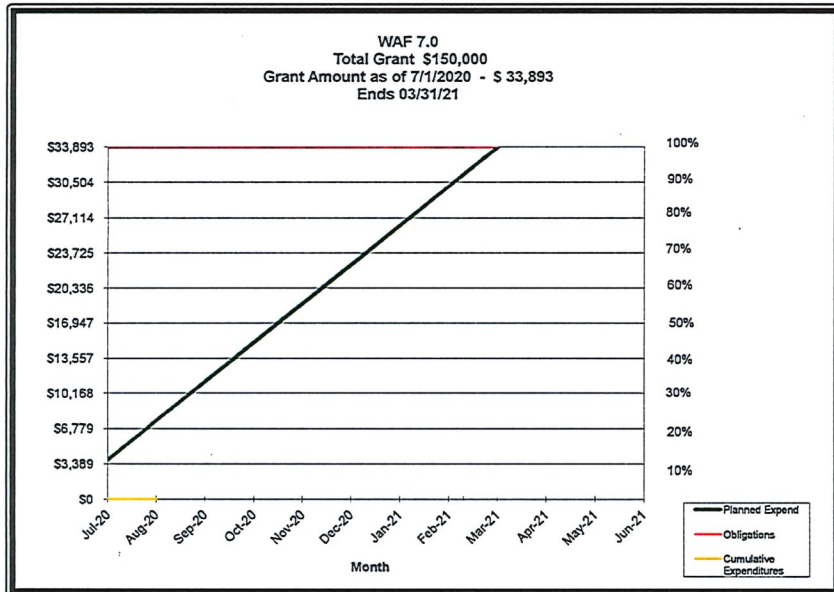
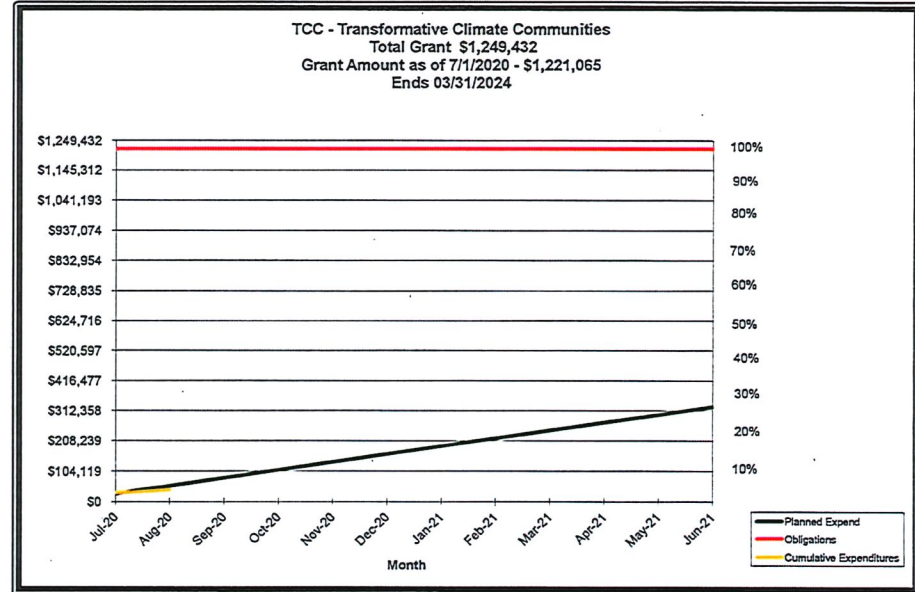
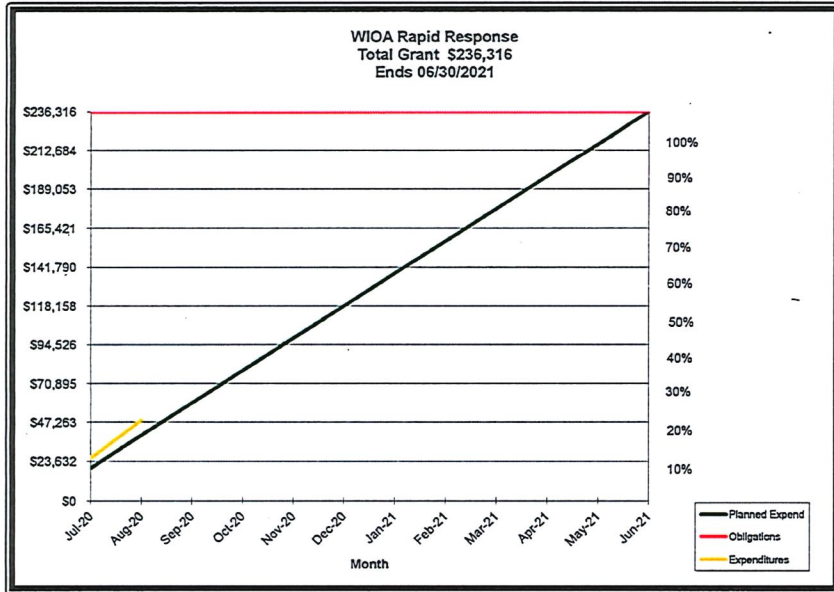
FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD FINANCIAL REPORTS

August 2020



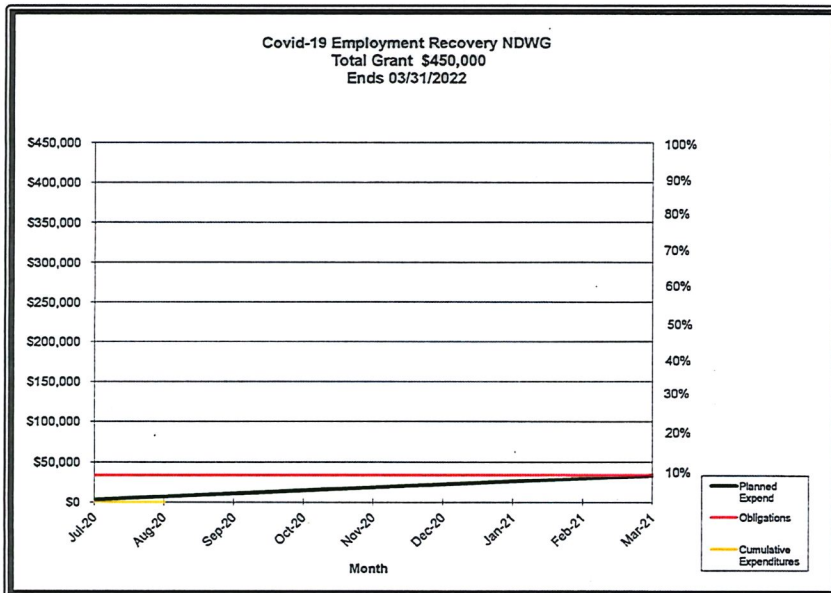
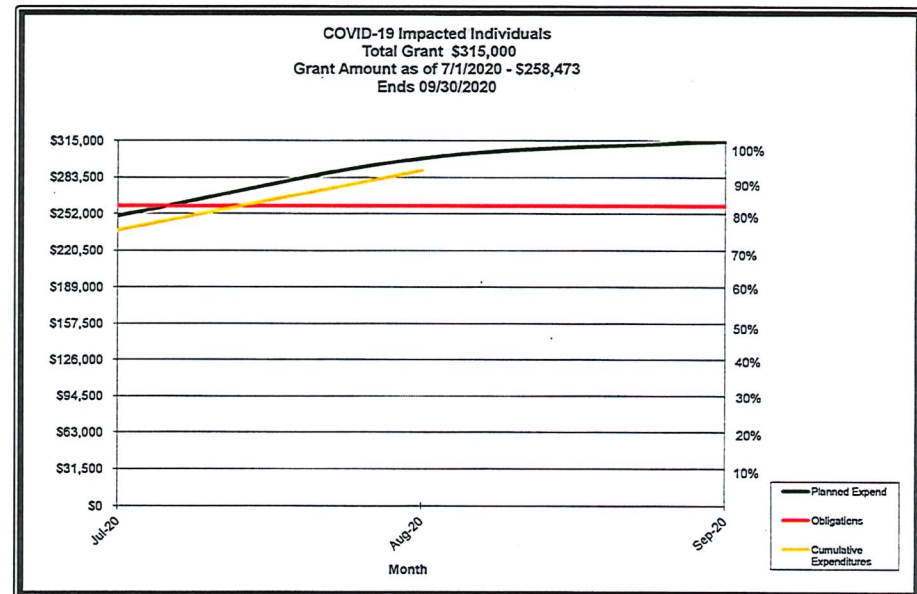
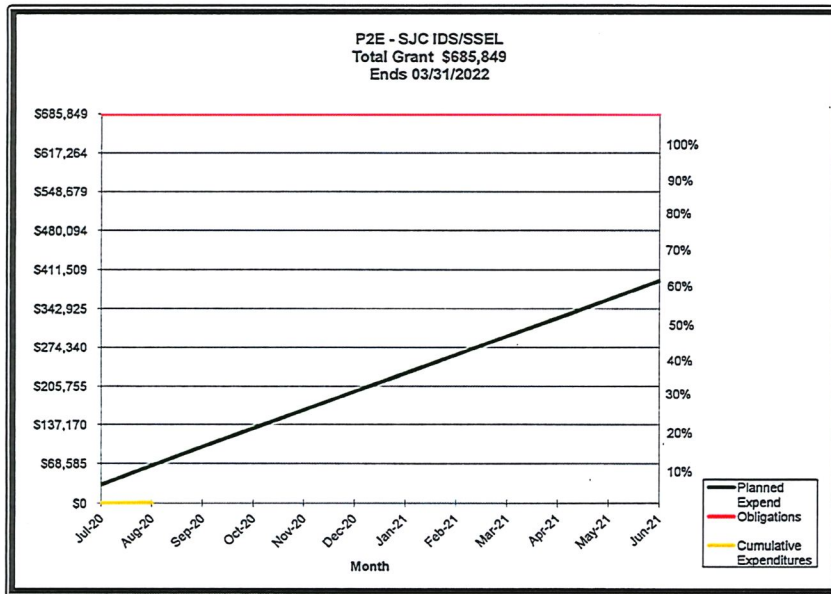
FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD FINANCIAL REPORTS

August 2020



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD FINANCIAL REPORTS

August 2020



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	4
MEETING DATE:	October 21, 2020
ACTION:	ACCEPT

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

TO: Executive Committee

FROM: Cheryl Beierschmitt, Deputy Director of Fiscal Services

SUBJECT: August 2020 Agency Budget and Expenditures

RECOMMENDATION:

Accept the attached Agency Budget and Expenditures report for August 2020 financials for Program Year 2020-2021.

REASON FOR RECOMMENDATION:

The attached table provides the status of the agency budget as of August 31, 2020.

- Year-to-Date (YTD) budget costs are straight-lined, with the exception of the insurance and membership's line items, as these costs are often expensed within the first quarter of the plan year.
- Staff has no concerns with expenditures at this time.

ATTACHMENT:

FRWDB Agency Budget and Expenditures – August 2020

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

August 2020

	Budget by Line Item	Total Budget	YTD Budget	YTD Expenditures	Variance	Percent Variance
51	Salaries	\$ 2,280,057	\$ 380,010	\$ 331,912	48,097	12.66%
52	Payroll Taxes	207,586	34,598	26,932	7,666	22.16%
53	Fringe Benefits	707,944	117,991	99,509	18,482	15.66%
55	Staff/Board/Service Provider Development	72,500	12,083	324	11,759	97.32%
56	Local Mileage	26,000	4,333	283	4,050	93.47%
60	Communications	26,480	4,287	3,073	1,214	28.32%
61	Insurance	29,800	29,800	26,813	2,987	10.02%
62	Maintenance	67,550	11,258	3,602	7,656	68.01%
63	Memberships	62,000	22,545	21,500	1,046	4.64%
64	Miscellaneous	11,000	1,833	469	1,364	74.41%
65	Office Expense	24,600	4,100	1,909	2,191	53.44%
66	Professional Services	195,800	32,633	4,083	28,550	87.49%
67	Advertising	35,000	5,833	4,935	898	15.40%
68	Rent & Leases	216,100	39,291	37,546	1,745	4.44%
69	Utilities	26,000	4,333	4,918	(584)	-13.49%
71	Furniture and Equipment	15,000	2,500	583	1,917	76.68%
	Total	\$ 4,003,417	\$ 707,429	\$ 568,390	139,039	19.65%

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

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	5
MEETING DATE:	October 21, 2020
ACTION:	INFORMATION

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

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:	6
MEETING DATE:	October 21, 2020
ACTION:	DIRECT

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

TO: Executive Committee
FROM: Jeff Hensley, 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.).