



# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Executive Committee Meeting  
April 15, 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:**

**Please call 877-668-4490 and follow all prompts.  
To access the call you will need to enter the attendee code as follows: 25045586.**

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

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**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.

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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.	January 29, 2020, Special Executive Committee Meeting Minutes	Konczal	Yes	Approve	3
2.	COVID-19 Response Update	Konczal	No	Information	--
3.	Emergency Authorization in Response to the COVID-19 State and City Emergency Orders	Konczal	Yes	Approve	8
4.	Purchase of Training Vehicle	DeWitt	Yes	Authorize	9
5.	February 2020 Financial Report	Beierschmitt	Yes	Accept	10
6.	February 2020 Agency Budget and Expenditures	Beierschmitt	Yes	Accept	15
7.	July 15, 2020, Agenda Items	Konczal	No	Discussion	--

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

	<b>Canceled</b>	<b>Special</b>			
	<b>1/15/2020</b>	<b>1/29/2020</b>	<b>4/15/2020</b>	<b>7/15/2020</b>	<b>10/21/2020</b>
Bauer	XX	A			
Hensley	XX	P			
Karbassi	--	--			
Miller	XX	A			
Montalbano	XX	P			
Quintero	XX	P			
Riojas	XX	P			
Zabrycki	XX	P			

P= Present  
A = Absent  
-- = Not a Committee member at time of meeting

# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	1
MEETING DATE:	April 15, 2020
ACTION:	APPROVE

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

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**TO:** Executive Committee  
**FROM:** Blake Konczal, Executive Director  
**SUBJECT:** January 29, 2020, Executive Committee Special Meeting Minutes

**RECOMMENDATION:**

Approve the minutes of the January 29, 2020, special Executive Committee meeting.

**ATTACHMENT:**

January 29, 2020, Executive Committee Special Meeting Minutes



# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Executive Committee  
January 29, 2020

**SPECIAL MEETING**

**SUMMARY MINUTES**

The meeting was called to order at 1:00 p.m.

ROLL CALL: PRESENT – Jeff Hensley, Dennis Montalbano (arrived at 1:03 p.m.), Sal Quintero, Chuck Riojas, Lydia Zabrycki (arrived at 1:05 p.m.) and Legal Counsel Ken Price

ABSENT – Paul Bauer and Scott Miller

AGENDA CHANGES: None

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

COMMITTEE CHAIR/STAFF  
COMMENTS: None

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) Konczal provided the Committee with an overview of the projects he worked on over the past quarter, and indicated that he had been focused on two (2) items in particular:

Director Montalbano arrived (1:03 p.m.)

Quorum Established

CalFire/Forestry Project – Mr. Konczal shared that during the months of October through December 2019, the application for the CalFire forestry grant was being finalized for submission to CalFire. FRWDB has worked in partnership with Fresno Economic Opportunities Commission Conservation Corps and the Forestry Program at Reedley College to prepare the application for this \$1.65 million grant.

Director Zabrycki arrived (1:05 p.m.)



SB 1 – Mr. Konczal stated that he has continued to work on finalizing the SB 1 Pre-Apprentice Construction Training grant application for submission to the California Workforce Development Board.

1. **October 16, 2019, Executive Committee Meeting Minutes**

Mr. Konczal requested approval of the October 16, 2019, meeting minutes.

**MONTALBANO/QUINTERO – APPROVED THE OCTOBER 16, 2019, EXECUTIVE COMMITTEE MEETING MINUTES. (UNANIMOUS)**

3. **City of Fresno California Strategic Growth Council's Transformative Climate Communities Funding**

Phyllis Stogbauer, Deputy Director of Program Services, FRWDB, presented for the Committee's approval, the allocation of \$1,249,432 of the City of Fresno California Strategic Growth Council's (SGC) Transformative Climate Communities funding. She explained that in January 2018, the SGC approved \$70 million in funding to the City of Fresno for various projects in Fresno through the Transformative Climate Communities program. The FRWDB was approached to act as fiscal agent for the West Fresno Advanced Transportation Technology Training to train 200 individuals through 2024 in truck driver training in low or zero emission vehicles for the trucking industry. Ms. Stogbauer indicated that the Fresno City Council was anticipated to give final approval of this award at its January 30, 2020, meeting.

**ZABRYCKI/RIOJAS – APPROVED THE CITY OF FRESNO CALIFORNIA STRATEGIC GROWTH COUNCIL'S TRANSFORMATIVE CLIMATE COMMUNITIES FUNDING. (UNANIMOUS)**

4. **Security Services Contract Award**

Stephen DeWitt, Quality Systems Manager, FRWDB, presented for the Committee's recommendation to the FRWDB, the One-Stop Security Guard Services contract award to Fresno County Private Security. Mr. DeWitt explained that the initial contract term would go from April through June for a total of \$17,472, and would have options for up to four (4) annual renewals after that would total \$69,888 per year. The procurement resulted in three (3) qualified quotes, and Fresno County Private Security received the highest number of points as determined by a rating panel.

Director Zabrycki indicated that the dollar amount seemed low, but Mr. DeWitt reminded the Committee that the initial contract term is only three (3) months. He also stated that the security guard services were only for the Workforce Connection site at Manchester Mall and did not include security for the mall. Director Montalbano asked if the guards are armed and Mr. DeWitt indicated that they are not.

**RIOJAS/ZABRYCKI – APPROVED THE SECURITY SERVICES CONTRACT AWARD RECOMMENDATION. (UNANIMOUS)**

5. **Revised Program Year 2019-2020 Agency Personnel Plan**

Mr. Konczal presented a revised Program Year 2019-2020 Agency Personnel Plan (Plan) for the Committee's recommendation to the FRWDB. Mr. Konczal explained that among the revisions to the Plan was the recommendation to expand salary ranges by three and a half

percent (3.5%). He noted that this was not a recommendation to grant salary increases to staff, but to expand the salary ranges to allow for increases, should that be warranted. Director Riojas noted that the agenda item indicated that the salary line item would remain at \$2.28 million and he asked how would that be possible if staff received salary increases. Mr. Konczal explained that the agency is taking savings from having open positions that are unfilled and moving that savings over to allow for the possibility of future increases.

Mr. Konczal added that the FRWDB is beginning the process of conducting a salary survey of other Workforce Boards around the state who have similar budgets as the FRWDB. He noted that it has been about 15 years since the FRWDB has conducted a salary survey.

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

**6. November 2019 Financial Report**

Cheryl Beierschmitt, Deputy Director of Fiscal Services, FRWDB, presented the November 2019 Financial Report for the Committee's acceptance. She stated that staff had no concerns with the report.

**ZABYCKI/MONTALBANO – ACCEPTED THE NOVEMBER 2019 FINANCIAL REPORT. (UNANIMOUS)**

**7. November 2019 Agency Budget and Expenditures Report**

Ms. Beierschmitt presented the November 2019 Agency Budget and Expenditures Report for the Committee's acceptance. She indicated that there was a variance of \$316,000, which was a little low, but that FRWDB staff had no concerns with the report. The Committee had no questions.

**RIOJAS/QUINTERO – ACCEPTED THE NOVEMBER 2019 FINANCIAL REPORT. (UNANIMOUS)**

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

None.

**10. Fourth Quarter Community Events**

Mr. Konczal indicated that the FRWDB has a table at the Economic Development Corporation's Annual Real Estate Forecast in April 2020.

**11. Information Sharing**

None.

**12. April 15, 2020, Agenda Items**

None.

13. **Meeting Feedback**

Director Montalbano asked if these meetings' start times will be 1:00 going forward or was it just for today's meeting. Mr. Konczal asked if the Committee members prefer that time. Several of the Directors present indicated that they would prefer a 1:00 or 1:30 meeting start time, and no Directors present indicated otherwise. Mr. Konczal stated that he would survey the full Committee to find what the majority of answers would be.

Meeting adjourned at 1:28 p.m.



# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	3
MEETING DATE:	April 15, 2020
ACTION:	AUTHORIZE

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**TO:** Executive Committee  
**FROM:** Blake Konczal, Executive Director  
**SUBJECT:** Emergency Authorization in Response to the COVID-19 State and City Emergency Orders

## **RECOMMENDATION:**

Authorize the Fresno Regional Workforce Development Board (FRWDB) Executive Director to conduct procurement and approve the purchase of the required technology, including laptops, appropriate hardware technology consultant services.

## **REASON FOR RECOMMENDATION:**

In compliance with the City of Fresno "Shelter in Place" Emergency Order 2020-02, and the State of California's "Stay at Home" Executive Order N-33-20, FRWDB staff implemented temporary operational guidelines for Workforce Innovation and Opportunity Act One-Stop services in Fresno County. These guidelines include the following:

- Resource Room services are being provided by appointment only to ensure the maximum number of individuals utilizing the Resource Room does not exceed ten (10) at any one time.
- All face-to-face meetings and activities have been canceled. Career counseling services are being conducted by appointment only, telephonically, via email, or other available technologies. Workshops have been placed on hold pending the obtainment of technology to allow for the facilitation of workshop via distance learning technology.

The implementation of these temporary operational guidelines ensures compliance with the State and City's emergency orders and ensures the health and safety of our contractor staff and customers. However, we also recognize the need to continue to provide critical job placement services to our customers in these unprecedented times.

To meet this need, FRWDB staff is currently in the process of requesting funds from the state to develop online facilitation of distance learning opportunities to allow for the continuation of various workshops and training services for our customers.

Due to the urgency of the situation and to ensure the ability to implement these critical services in a timely manner, FRWDB staff is requesting the Executive Committee authorize the FRWDB Executive Director to conduct procurement, approve awards and the purchase of required technology, including laptops, appropriate hardware, and technology consultant services.

# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	4
MEETING DATE:	April 15, 2020
ACTION:	AUTHORIZE

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**TO:** Executive Committee  
**FROM:** Stephen DeWitt, Quality Systems Manager  
**SUBJECT:** Purchase of Training Vehicle

**RECOMMENDATION:**

Authorize the Fresno Regional Workforce Development Board (FRWDB) Executive Director to approve the procurement award and the purchase of a low emission commercial truck, to be used as a training vehicle in support of the City of Fresno California Strategic Growth Council's (SGC) Transformative Climate Communities (TCC) Program, up to a dollar value of \$200,000.

**REASON FOR RECOMMENDATION:**

Due to the limited availability of vehicles meeting the specifications and the COVID-19 situation, FRWDB staff have not been able to complete the procurement activity with sufficient time to present the results and procurement recommendation to the Executive Committee.

While the anticipated cost qualifies the procurement as a "Small Purchase", the FRWDB/Fresno Area Workforce Investment Corporation Procurement Policy requires a formal Request for Quotes (RFQ) and requires three (3) qualifying quotes to be received.

Once the purchase is approved, the lead time to delivery of the vehicle is estimated at 24 weeks under normal circumstances. With the COVID-19 situation, this timeline could be longer. The timeline for the grant is to begin training in the June/July timeframe.

Due to the long lead time to secure the vehicle and to ensure the ability to provide the services funded by this grant in a timely manner, FRWDB staff is requesting the Executive Committee authorize the FRWDB Executive Director to approve the procurement award recommendation and the purchase of the training vehicle.



# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	5
MEETING DATE:	April 15, 2020
ACTION:	ACCEPT

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

**RECOMMENDATION:**

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

**REASON FOR RECOMMENDATION:**

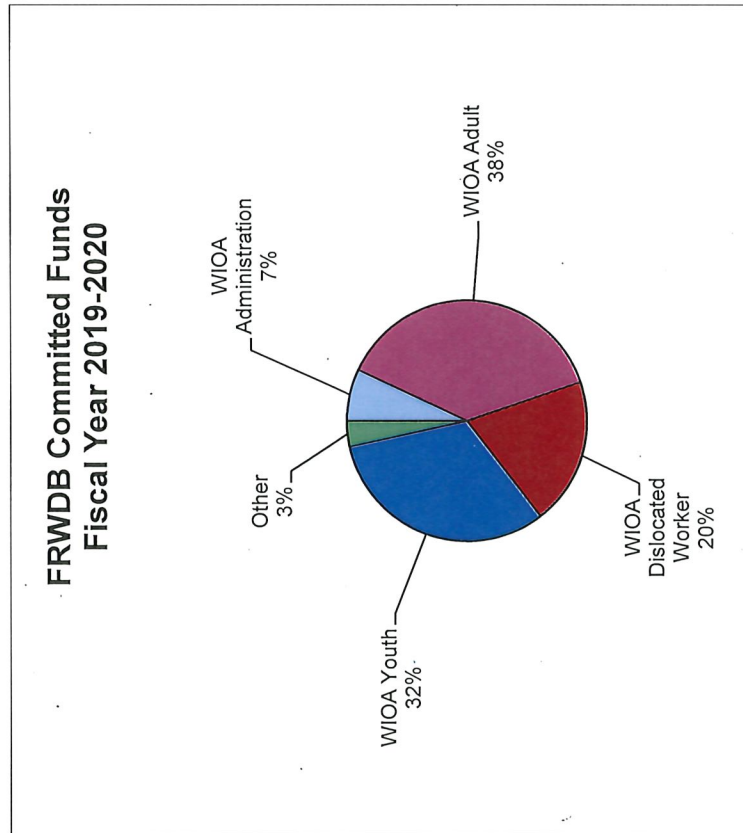
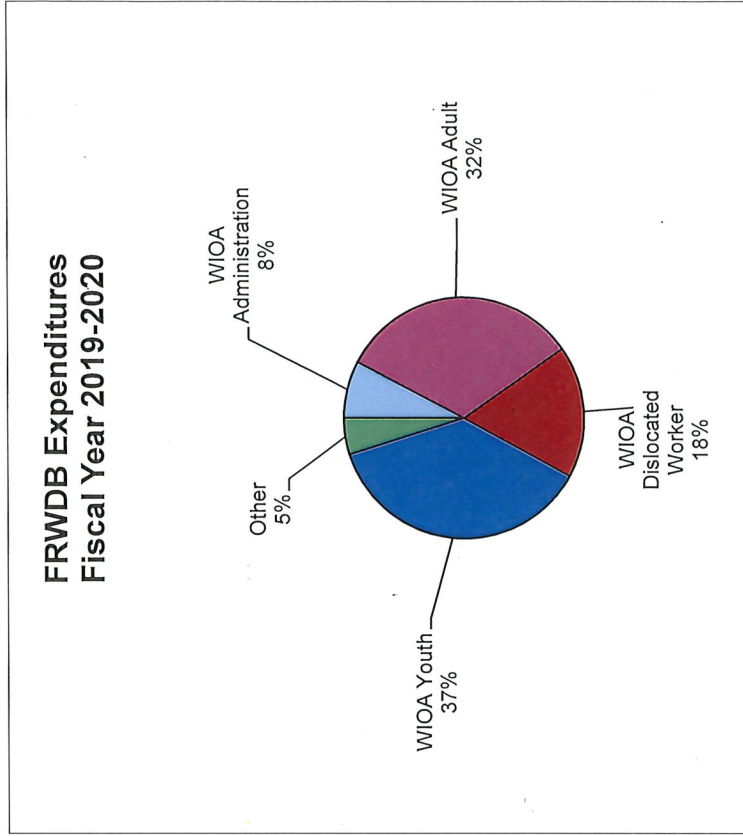
The attached charts display year-to-date financial information through February 29, 2020.

- Workforce Innovation and Opportunity Act Rapid Response – As of February 2020, it is 49% expended at \$159,240 of the \$318,935. On March 27, 2020, FRWDB received an extension of Rapid Response Funds for Program Year 2019-2020. These funds now have until June 30, 2021, to be spent.
- Slingshot – Construction Pre-Apprenticeship Pipeline: This was an 18 month grant that received a 90-day no cost extension to March 31, 2020. It is 87% expended at \$219,861 of the \$250,000.
- Workforce Accelerator Fund 7.0: The grant period is May 1, 2019, through September 30, 2020. It is 46% expended at \$69,313 of the \$150,000.
- STEPS – Foundation for California Community Colleges: This grant started May 10, 2019, and received a 60-day no cost extension to April 30, 2020. It is 89% expended at \$161,989 of the \$180,800.
- Regional Career Ladders/ETPL Projects: This grant began February 1, 2019, and ended December 31, 2019. It was 100% expended.
- Staff has no concerns with grant expenditures at this time.

**ATTACHMENT:**

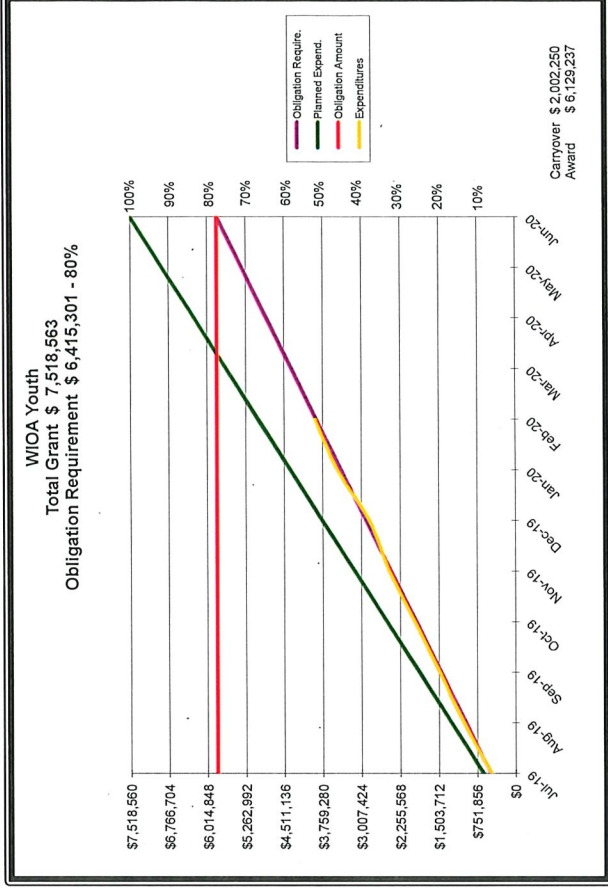
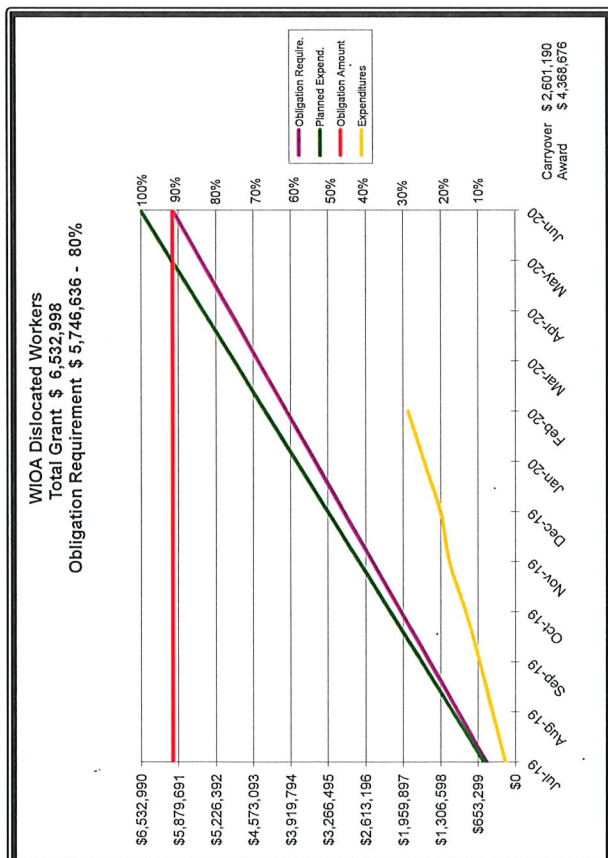
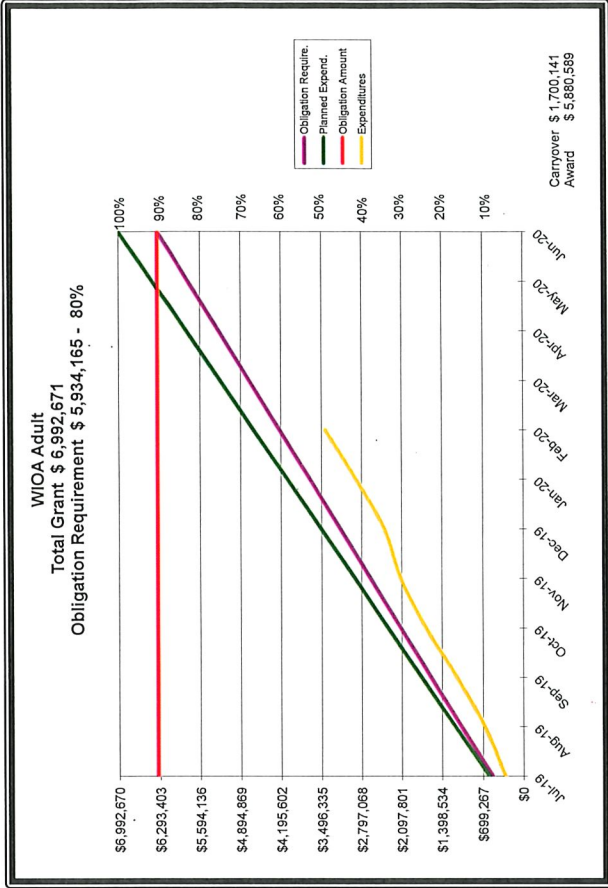
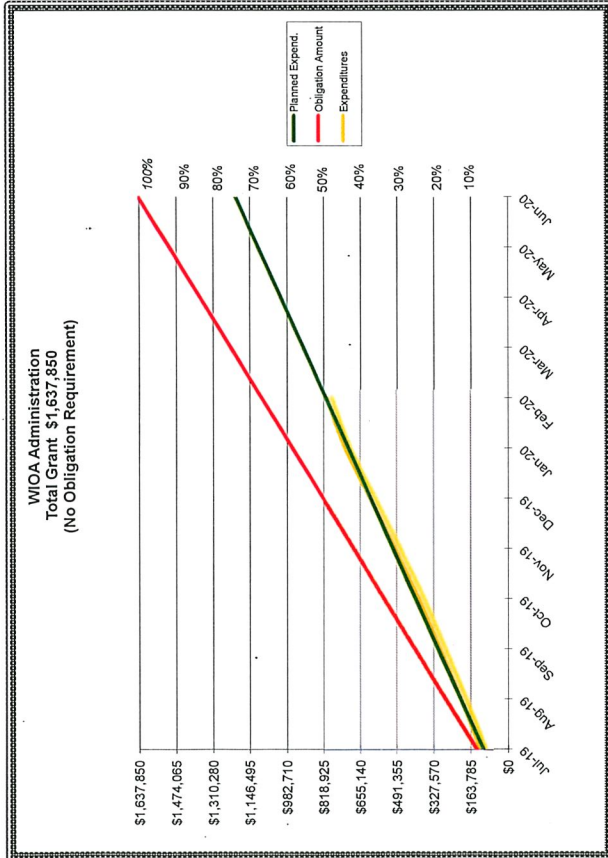
February 2020 Financial Report

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD  
 FINANCIAL REPORTS  
 February 2020

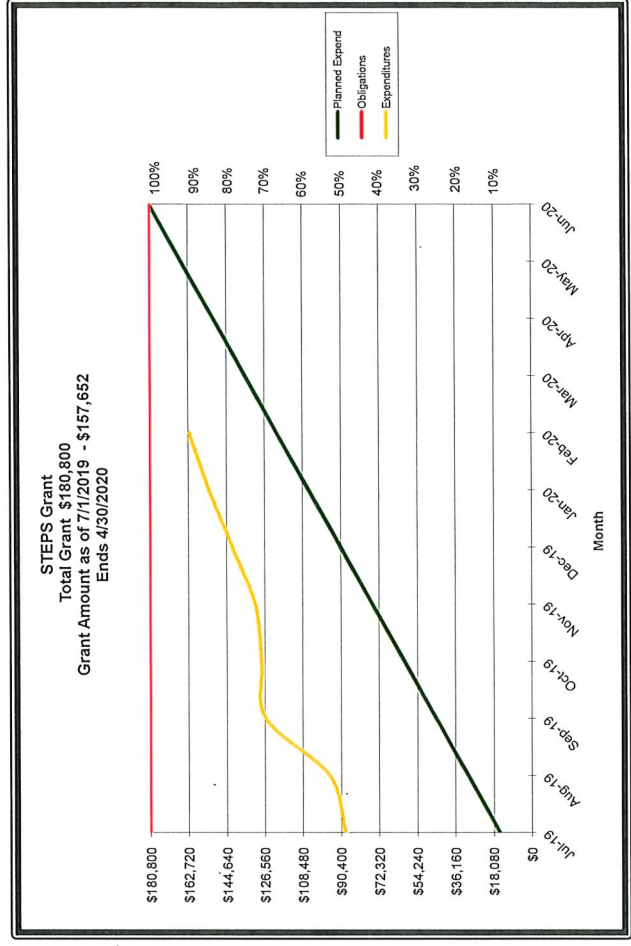
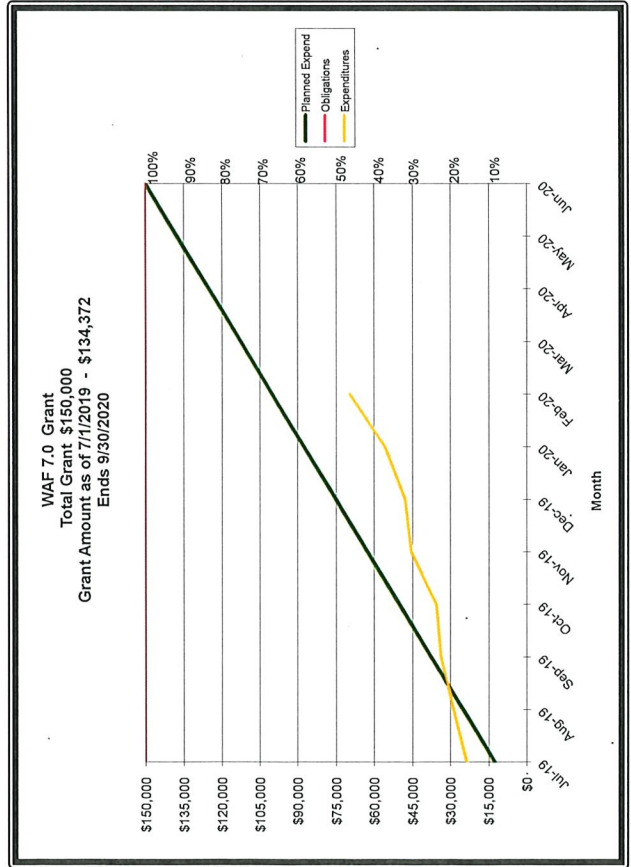
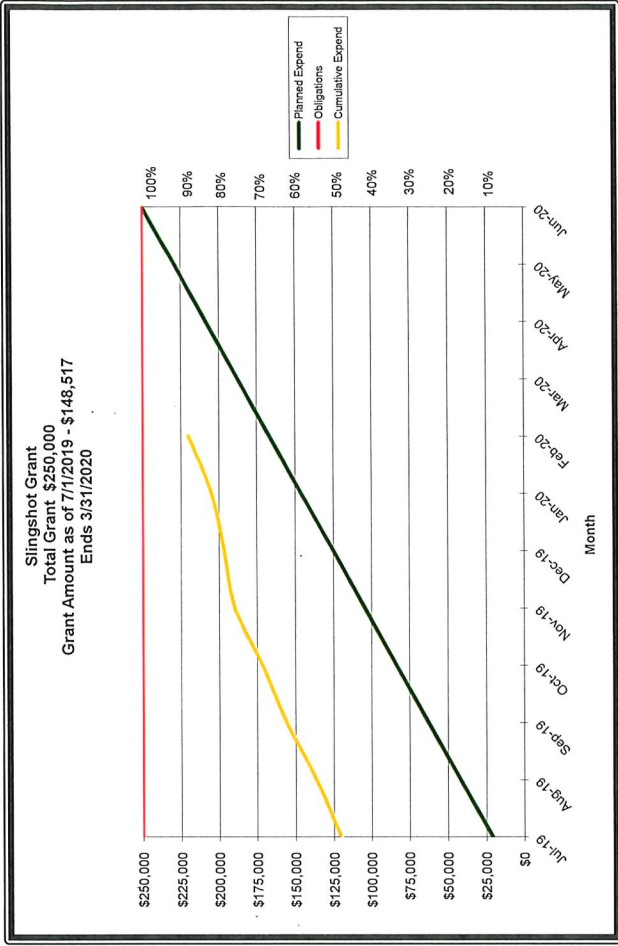
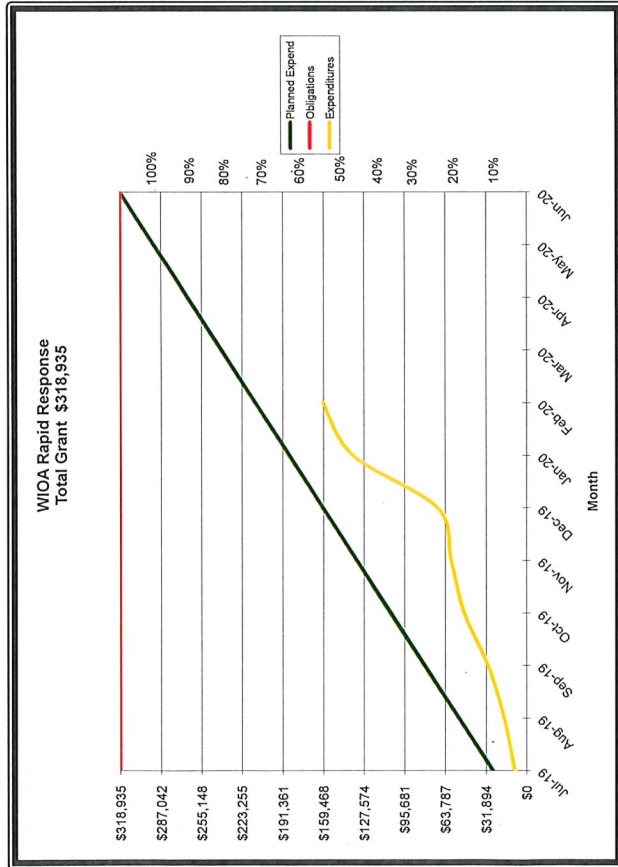


FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD FINANCIAL REPORTS

February 2020

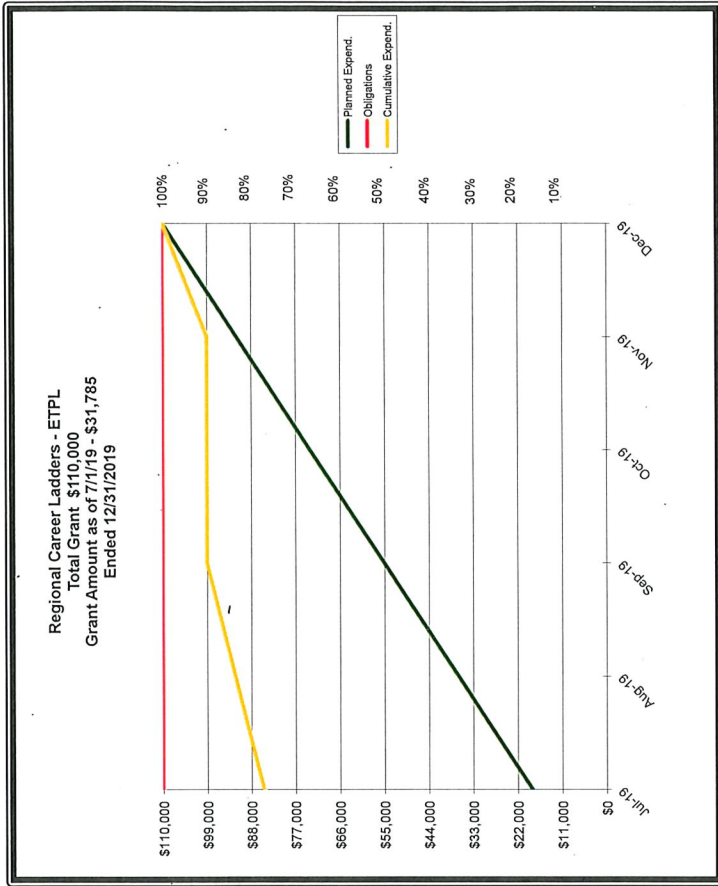


February 2020





February 2020





# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	6
MEETING DATE:	April 15, 2020
ACTION:	ACCEPT

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**TO:** Executive Committee  
**FROM:** Cheryl Beierschmitt, Deputy Director of Fiscal Services  
**SUBJECT:** February 2020 Agency Budget and Expenditures

**RECOMMENDATION:**

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

**REASON FOR RECOMMENDATION:**

The attached table provides the status of the agency budget as of February 29, 2020.

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

**ATTACHMENT:**

FRWDB Agency Budget and Expenditures – February 2020

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

February 2020

Budget by Line Item	Total Budget	YTD Budget	YTD Expenditures	Variance	Percent Variance
51 Salaries	\$ 2,280,057	\$ 1,520,038	\$ 1,309,288	210,750	13.86%
52 Payroll Taxes	207,586	138,391	119,461	18,930	13.68%
53 Fringe Benefits	697,944	465,296	376,675	88,621	19.05%
55 Staff/Board/Service Provider Development	100,000	66,667	41,416	25,251	37.88%
56 Local Mileage	26,000	17,333	14,650	2,683	15.48%
60 Communications	26,480	17,653	17,032	621	3.52%
61 Insurance	29,800	29,000	27,482	1,518	5.23%
62 Maintenance	67,550	45,033	28,202	16,831	37.38%
63 Memberships	62,000	41,333	22,333	19,000	45.97%
64 Miscellaneous	11,000	7,333	5,217	2,117	28.87%
65 Office Expense	24,600	16,400	14,124	2,276	13.88%
66 Professional Services	195,800	130,533	57,355	73,178	56.06%
67 Advertising	35,000	23,333	19,304	4,029	17.27%
68 Rent & Leases	198,600	132,400	132,893	(493)	-0.37%
69 Utilities	26,000	17,333	15,713	1,620	9.35%
71 Furniture and Equipment	15,000	10,000	7,171	2,829	28.29%
<b>Total</b>	<b>\$ 4,003,417</b>	<b>\$ 2,678,078</b>	<b>\$ 2,208,317</b>	<b>469,761</b>	<b>17.54%</b>

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