

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Workforce Development Board

September 2, 2020 @ 4:00 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 meeting will be held via Zoom.

Use the information below to join this meeting:

Join Zoom Meeting

<https://us02web.zoom.us/j/87651161910?pwd=M1RxK1h0dTNuSjNxZlArTTRuZk9vUT09>

or Join by Phone: 1-669-900-6833

Meeting ID: 876 5116 1910

Passcode: 807708

**The public may participate in the meeting
as otherwise permitted under the Brown Act.**

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 PHONES OR PUT ON VIBRATE

1. ROLL CALL
2. COMMENTS BY FRWDB CHAIR AND/OR EXECUTIVE STAFF
3. AGENDA CHANGES: REMOVAL OF ITEMS OR EMERGENCY ADDITIONS
4. ABSTENTIONS/RECUSALS/DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST
5. PUBLIC COMMENT

| Item # | Description | Presenter | Enclosure | Action | Page # |
|--------|--|-----------|-----------|-------------|--------|
| 6. | Response to COVID-19 Training – Nuvia Varela Business Services – Erik Cherkaski One-Stop Services – Phyllis Stogbauer Marketing – Janis Parker | Konczal | No | Information | -- |

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 | Presenter | Enclosure | Action | Page # |
|--------|---|-----------|-----------|-------------|--------|
| 7. | Committee Reports Business and Industry Committee – Lydia Zabrycki Executive Committee – Jeff Hensley | | No | Information | -- |
| 8. | Approval of the June 3, 2020, Meeting Minutes | Konczal | Yes | Approve | 4 |
| 9. | July 2020 Financial Report | Konczal | Yes | Accept | 9 |
| 10. | Updated Conflict of Interest Code | Price | Yes | Approve | 12 |

CONSENT ITEMS

- | | | | | | |
|-----|---|--|--|---------|--|
| 11. | Approve Consent Items (A1 through A1). <i>Items pulled from consent will be handled with the other regular items at the end of the agenda, including any information items that are pulled.</i> | | | Approve | |
|-----|---|--|--|---------|--|

CONSENT ITEMS SUBMITTED BY EXECUTIVE COMMITTEE

- | | | | | | |
|----|---|---------|-----|---------|----|
| A1 | Program Year 2020-2021 Agency Budget and Personnel Plan | Konczal | Yes | Approve | 19 |
|----|---|---------|-----|---------|----|

NON-CONSENT ITEMS

- | | | | | | |
|-----|--|-------------|-----|-------------|-----|
| 12. | Second Quarter Community Events | Konczal | Yes | Information | 24 |
| 13. | Information Sharing | WDB Members | No | Discussion | --- |
| 14. | Agenda Items for December 2, 2020, Meeting | Konczal | No | Discussion | -- |
| 15. | Meeting Feedback | Konczal | No | Discussion | -- |

**FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
2020 ATTENDANCE RECORD**

| Directors | 3/4/2020 | 6/3/2020 | 9/2/2020 | 12/2/2020 |
|---------------------|-----------------|-----------------|-----------------|------------------|
| Lenora Lacy Barnes | P | P | | |
| Paul Bauer | P | P | | |
| Edgar Blunt | P | P | | |
| Alysia Bonner | -- | A | | |
| Raine Bumatay | P | P | | |
| Brian Chambers | P | P | | |
| Fely Guzman | A | P | | |
| Jeffrey Hensley | P | P | | |
| Ron Hicks | A | A | -- | -- |
| Mike Karbassi | P | P | | |
| Richard Keyes | P | P | | |
| Jenna Lukens | P | P | -- | -- |
| David Mercer | A | A | | |
| Scott Miller | P | A | | |
| Dennis Montalbano | P | P | | |
| Delfino Neira | P | P | | |
| Tommie Nellon | P | P | | |
| Joe Olivares | P | P | | |
| Sal Quintero | P | A | | |
| Chuck Riojas | P | P | | |
| Elizabeth Rivinius | A | P | | |
| Michael Silveira | P | P | | |
| Vasili Sotiropulos | P | P | | |
| Shelly Tarver | A | P | | |
| Stuart VanHorn | P | P | | |
| Lydia Zabrycki | A | P | | |
| | | | | |
| Ken Price (Counsel) | P | P | | |

P = Present

A = Absent

-- = Not a Member at Time of Meeting

* = Special Meeting

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

| | |
|---------------|-------------------|
| AGENDA ITEM: | 8 |
| MEETING DATE: | September 2, 2020 |
| ACTION: | APPROVE |

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

TO: Fresno Regional Workforce Development Board

FROM: Blake Konczal, Executive Director

SUBJECT: Approval of the June 3, 2020, Meeting Minutes

RECOMMENDATION:

Approve the minutes of the June 3, 2020, meeting of the Fresno Regional Workforce Development Board.

ATTACHMENT:

June 3, 2020, Meeting Minutes

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Workforce Development Board
June 3, 2020 @ 4:00 p.m.

SUMMARY MINUTES

The meeting was called to order at 4:06 p.m. and was held via Zoom.

ROLL CALL: PRESENT – Lacy Barnes, Paul Bauer, Edgar Blunt, Raine Bumatay, Brian Chambers, Fely Guzman, Jeff Hensley, Mike Karbassi, Richard Keyes, Jenna Lukens, Dennis Montalbano, Delfino Neira, Tommie Nellon, Joe Olivares, Chuck Riojas, Elizabeth Rivinius, Michael Silveira, Vasili Sotiropoulos, Shelly Tarver, Stuart VanHorn, Lydia Zabrycki and Legal Counsel Ken Price.

ABSENT – Alysia Bonner, Ron Hicks, David Mercer, Scott Miller, and Sal Quintero.

COMMENTS BY FRWDB CHAIR AND/OR EXECUTIVE STAFF: Chair Bauer reported that Alysia Bonner, President of SEIU Local 521 and Trustee of the Central Labor Council Partnership, had been appointed as a new Fresno Regional Workforce Development Board (FRWDB) Director.

Chair Bauer presented Blake Konczal, Executive Director, FRWDB, with a certificate recognizing his 18 years with the FRWDB.

Mr. Konczal announced that the FRWDB had just received notice that, in partnership with valley Building Trades Councils, they had been awarded a \$1.47 million SB1 grant to continue construction trades training in the valley.

Mr. Konczal also reported that the FRWDB had released a procurement to lease locations for various FRWDB sites, due to current leases coming to their term. Per federal guidelines and the FRWDB's procurement policy, three (3) bids must be received to be considered a competitive procurement. As of the due date, no proposals had been received, so the procurement was declared "failed". FRWDB staff made the decision to enter into negotiations with representatives from the properties being considered to determine if an agreement could be reached. FRWDB staff will report results of these negotiations to FRWDB Directors at a later date.

AGENDA CHANGES:
REMOVAL OF ITEMS OR
EMERGENCY ADDITIONS:

None.

ABSTENTIONS/
DISCLOSURES OF
POTENTIAL CONFLICTS
OF INTEREST/RECUSALS:

Director Hensley – Item 6; Director Barnes – Items A2 – A6

PUBLIC COMMENTS:

None.

| Item | Description/Action Taken |
|------|--------------------------|
|------|--------------------------|

| | |
|----|--|
| 6. | <u>Election of FRWDB Chair, Vice Chair and Two At-Large Executive Committee Members</u> |
|----|--|

Chair Bauer presented the list of names recommended by the FRWDB's Ad-Hoc Nominating Committee for the positions of FRWDB Chair, Vice Chair and two (2) At-Large Executive Committee members. He opened the floor to any other Directors who wanted to be considered for one (1) of the open positions. There were no names from the floor and the following individuals were put forth for a vote: Director Hensley for FRWDB Chair; Director Montalbano for FRWDB Vice Chair; Director Blunt for the City appointed At-Large Executive Committee member; and Director Silveira for the County appointed At-Large Executive Committee member.

KARBASSI/OLIVARES – APPROVED THE ELECTION OF FRWDB CHAIR, VICE CHAIR, AND TWO AT-LARGE EXECUTIVE COMMITTEE MEMBERS. VOTE: YES – 16; NO – 0; ABSTENTION – 1 (UNANIMOUS)

| | |
|----|---------------------------------|
| 7. | <u>Committee Reports</u> |
|----|---------------------------------|

Adult Council: Director Hensley reported that the Adult Council met for a special meeting on May 21st, at which time they heard about the Fourth Quarter Outstanding Achievement Award winner, Ruben Macias. The Adult Council reviewed and recommended for the FRWDB's approval, the Program Year (PY) 2020-2021 formula funding allocations for the Adult and Dislocated Worker programs. Director Hensley noted that the FRWDB received an eight percent (8%) increase over the previous PY's funding and he reviewed the breakdown of the allocation, as listed in the agenda item. The Adult Council also recommended the approval of allocations under the CalFire grant the FRWDB received for the Central Valley Forestry Corps program. The FRWDB is acting as fiscal agent for this grant. The Adult Council received and recommended acceptance of the standard quarterly reports and FRWDB Directors had no questions for FRWDB staff on any of the reports.

Business and Industry Committee: Director Zabrycki reported that the Business and Industry Committee (B&I) met on May 6th, at which time they received an update on the services the FRWDB Business Services Center (BSC) had provided from March 19 through April 24, related to the COVID-19 pandemic. BSC staff provided support to 133 businesses and 6,298 employees who were affected with job losses or furloughs during this period of time. Services included webinars focused on loans, marketing strategies, HR support and operational retooling. These webinars were in addition to the Rapid Response services provided to five (5) employers and 276 employees. The B&I recommended that the FRWDB approve a contract to Sierra HR Partners to provide HR Hotline and Business Workshops for employers in PY 2020-2021. The B&I also received an update on the rural business outreach that had taken place over the last quarter and it was noted that BSC staff Juan Carranza and Veronica McAlister had been working on developing layoff support webinars in Spanish for Rapid Response.

Executive Committee: Chair Bauer reported that the Executive Committee (Committee) met on April 15th, at which time they also received an update on the FRWDB's response to the COVID-19 pandemic, specifically how the America's Job Centers of California in Fresno, Coalinga and Reedley were assisting clients. The Committee authorized Mr. Konczal to conduct a procurement and approve the purchase of required technology and consulting services in order to quickly adapt to the temporary guidelines set forth by the State of California's "Stay at Home" Executive Order. Mr. Konczal interjected and informed Directors that the FRWDB had applied for and received over \$300,000 for these technology services and equipment.

Chair Bauer continued and reported that the Committee also authorized Mr. Konczal to approve the procurement and purchase of a low emission commercial truck, up to a dollar value of \$200,000, to be used as a training vehicle in support of the City of Fresno California Strategic Growth Council's Transformative Climate Communities Program. The Committee also accepted the February 2020 Financial Report and February 2020 Agency Budget and Expenditures Reports, for which FRWDB staff had no concerns.

Youth Council: Director Montalbano reported that the Youth Council met on May 21st, at which time they heard about the Fourth Quarter Outstanding Achievement Award winner, Miguel Hernandez. The Council reviewed and recommended for the FRWDB's approval, the PY 2020-2021 formula funding allocations for the Youth program, which reflected a 16.39% increase over the previous PY's funding. The Youth Council also recommended the approval of a sole source award for the Year Round Youth Offender program to ResCare Workforce Services, who received the highest number of points after a two (2)-phase rating process. The Youth Council received and recommended acceptance of the standard quarterly reports, for which FRWDB staff had no concerns.

This was an information item.

8. **Approval of March 4, 2020, Meeting Minutes**

SILVEIRA/BUMATAY – APPROVED THE MARCH 4, 2020, MEETING MINUTES. VOTE: YES – 16; NO - 0 (UNANIMOUS)

9. **April 2020 Financial Report**

Mr. Konczal presented the April 2020, Financial Report for the FRWDB's acceptance. He reviewed grant expenditures through April 30, 2020, and noted that FRWDB staff had no concerns. Director Silveira asked if FRWDB staff was still confident that expenditures would be met, as noted in the agenda item and Mr. Konczal indicated that with the extended deadlines the FRWDB has been given to expend the grants, FRWDB staff still had no concerns with funds being fully expended.

KEYES/BUMATAY – ACCEPTED THE APRIL 2020 FINANCIAL REPORT. VOTE: YES – 17; NO – 0 (UNANIMOUS)

10. **Administrative Time Off Policy**

Mr. Konczal explained that the FRWDB has a not-for-profit corporation called the Fresno Area Workforce Investment Corporation (FAWIC), which is the employer of record for the FRWDB administrative staff. With the recent COVID-19 closures, the question arose to both the state and federal levels regarding how staff would be paid for Department of Labor (DOL)-funded programs during the closure. The state and DOL authorized Workforce Development Boards across the country to continue paying staff, but suggested that the entities employing those staffs have an official Administrative Time Off Policy that would allow for paid time off during a national emergency or anything of that nature. The FAWIC Board approved an Administrative Time Off Policy at their April 15, 2020, meeting, and forwarded that Policy to the FRWDB to affirm their decision.

BARNES/SILVEIRA – AFFIRMED THE ADMINISTRATIVE TIME OFF POLICY. VOTE: YES – 19; NO – 0 (UNANIMOUS)

11. **Approval of Consent Items (A1 – C7)**

OLIVARES/GUZMAN – APPROVED CONSENT ITEMS A1 – C7. VOTE: YES – 19; NO – 0 (UNANIMOUS, WITH RECUSAL NOTED ABOVE)

12. Fourth Quarter Community Events

Mr. Konczal stated that as part of its membership with the EDC, the FRWDB has eight (8) tickets for the Real Estate Forecast event in July, but that the date was subject to change.

This was an information item.

13. Information Sharing

Director Hensley thanked Chair Bauer for his leadership of the FRWDB as Chair and for all the work he had put in "behind the scenes". The FRWDB showed their appreciation to Chair Bauer with a round of applause. Director Montalbano also expressed his thanks to Chair Bauer and indicated that he set the bar high for that position.

Mr. Konczal shared that the FRWDB was releasing Public Service Announcements (PSAs) via television and radio to encourage local businesses to call the FRWDB HR Hotline to obtain free assistance on how to restructure the re-opening of their businesses and how to do so in compliance with the different federal, state and local regulations. Mr. Konczal indicated that FRWDB staff would send links to the PSAs for the Directors to view.

Director Tarver shared data about the Unemployment Insurance (UI) benefits California residents had applied for during the period of March 14 through May 23. She indicated that during that period, the Employment Development Department (EDD) had received 4.7 million UI claims and had paid out a total of \$18.8 billion in total benefits that include different varying UI compensation. \$5.4 million of these payments were for regular UI benefits. She also noted that the EDD allowed claims under the Pandemic Unemployment Assistance (PUA), which was for those who would not normally qualify for UI benefits, such as business owners, self-employed individuals and independent contractors who meet eligibility criteria. PUA recipients receive 39 weeks of benefits.

14. Agenda Items for September 2, 2020, Meeting

None.

15. Meeting Feedback

None.

The meeting was adjourned at 5:15 p.m.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

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|---------------|-------------------|
| AGENDA ITEM: | 9 |
| MEETING DATE: | September 2, 2020 |
| ACTION: | ACCEPT |

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

TO: Fresno Regional Workforce Development Board
FROM: Blake Konczal, Executive Director
SUBJECT: July 2020 Financial Report

RECOMMENDATION:

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

REASON FOR RECOMMENDATION:

The attached chart(s) display year-to-date financial information as of July 31, 2020.

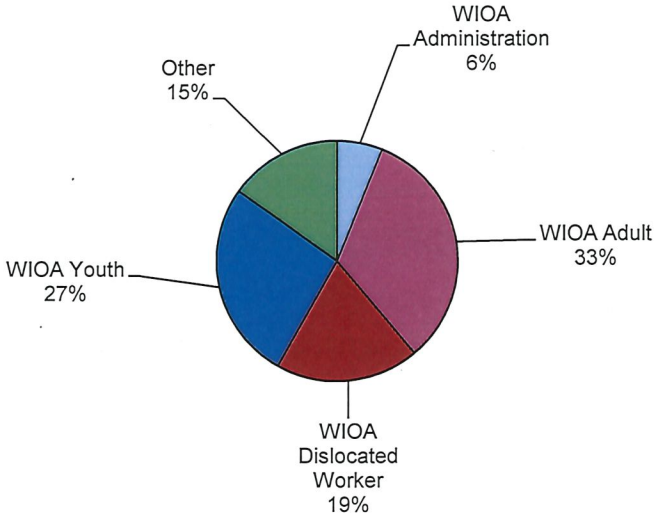
- Workforce Accelerator Fund 7.0: This grant started May 1, 2019, and received a six (6) month no cost extension to March 31, 2021. It is 77.40% expended at \$116,107 of the \$150,000;
- Staff has no concerns with grant expenditures at this time

ATTACHMENT:

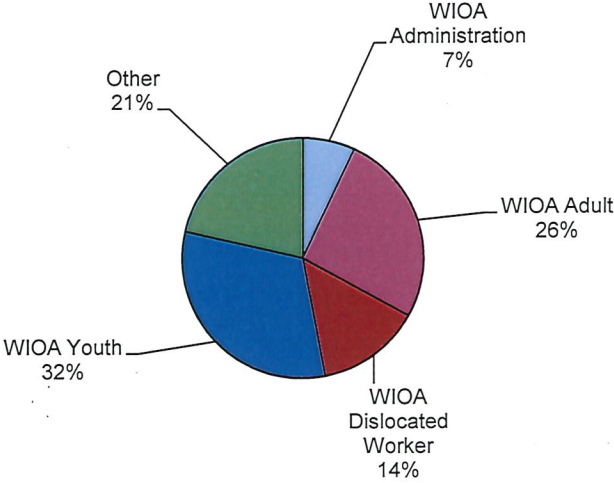
July 2020 Financial Report

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
FINANCIAL REPORTS
July 2020

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



**FRWDB Expenditures
Fiscal Year 2020-2021**



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
Financial Report
July 2020

| GRANT | Term | Total Grant Amount | Prior Year(s) Expended | July Expenditures | Percent Expended | Unspent Committed Funds |
|--|-------------------------|--------------------|------------------------|-------------------|------------------|-------------------------|
| WIOA ADMINISTRATION | 07/01/20 - 06/30/21 | 1,824,473 | | 88,522 | 4.85% | 1,735,951 |
| *WIOA ADULT | 07/01/20 - 06/30/21 | 9,853,286 | | 328,412 | 3.33% | 9,524,874 |
| *WIOA DISLOCATED WORKER | 07/01/20 - 06/30/21 | 5,783,891 | | 177,140 | 3.06% | 5,606,751 |
| *WIOA YOUTH | 07/01/20 - 06/30/21 | 8,012,641 | | 399,184 | 4.98% | 7,613,457 |
| WIOA RAPID RESPONSE & Layoff Aversion | 07/01/20 - 06/30/21 | 236,316 | | 25,668 | 10.86% | 210,648 |
| TCC - Transformative Climate Communities | 02/01/2020 - 03/31/2024 | 1,249,432 | 28,367 | 1,828 | 2.42% | 1,219,237 |
| 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 | 5,327 | 1.33% | 1,652,948 |
| P2E - SJC IDS/SSEL | 09/01/2019 - 03/31/2022 | 685,849 | | 133 | 0.02% | 685,716 |
| COVID-19 Impacted Individuals | 03/01/2020 - 09/30/2020 | 315,000 | 56,527 | 237,367 | 93.30% | 21,106 |
| COVID-19 Employment Recovery NDWG | 04/01/2020 - 03/31/2022 | 450,000 | | - | 0.00% | 450,000 |
| TOTAL FUNDING | | 30,236,088 | 217,926 | 1,263,581 | 4.90% | 28,754,581 |

*Total Grant Amount includes estimated carryover from Prior Plan Year 19 - 20

Prepared by: C. Beierschmitt

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

| | |
|---------------|-------------------|
| AGENDA ITEM: | 10 |
| MEETING DATE: | September 2, 2020 |
| ACTION: | APPROVE |

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

TO: Fresno Regional Workforce Development Board
FROM: Kenneth J. Price, Legal Counsel
SUBJECT: Updated Conflict of Interest Code

RECOMMENDATION:

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 Fresno Regional Workforce Development Board's (FRWDB's) code reviewing body, and requires that all amended COI Codes be submitted to their office by October 1, 2020. The Clerk's office has required that each agency make certain revisions, which are attached for the Board's review and consideration.

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.

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.)

The provisions of all Conflict of Interest Codes and amendments thereto previously adopted by the 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:

- 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.

Designated Positions

Disclosure Categories

| | |
|---|---|
| • <u>Senior</u> Deputy Director of Program Services | 1 |
| • <u>Deputy</u> Director of Information Systems | 1 |
| • <u>Deputy Director of Fiscal Services</u> | 1 |
| • Deputy Director of Business Services <u>Manager, Human Resources</u> and Organizational Development | 1 |
| • Quality Systems Manager | 1 |
| • Marketing <u>and Communications</u> Manager | 1 |
| • <u>Adult and Youth</u> Program 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.

Consent Items Submitted by the Executive Committee

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

| | |
|---------------|-------------------|
| AGENDA ITEM: | A1 |
| MEETING DATE: | September 2, 2020 |
| ACTION: | APPROVE |

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

TO: Fresno Regional Workforce Development Board
FROM: Executive Committee
SUBJECT: Program Year 2020-2021 Agency Budget and Personnel Plan

RECOMMENDATION:

Approve the Program Year (PY) 2020-2021 Fresno Regional Workforce Development Board (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.

The Executive Committee approved this recommendation on July 15, 2020.

REASON FOR RECOMMENDATION:

The Schedule of Funds, Attachment I, details the total funds, including estimated carryover from PY 2019-2020, and funds available for PY 2020-2021. Overall, it is estimated that funding will increase \$6,835,201. The net increase is a combination of \$3,016,052 in Workforce Innovation and Opportunity Act Formula Allocations for PY 2020-2021, from the Employment Development Department Workforce Services Division, including estimated carryover funds from PY 2019-2020 and \$3,819,149 in Special Grant funding.

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 2020-2021, as compared to the prior year and year-to-date expenditures. The attached budget reflects:

- Decrease in staff development expenditures by \$27,500 due to COVID-19 causing a decline in travel and attendance to scheduled conferences, currently being conducted through a virtual platform.
- Increase in rent expenditures by \$27,500 due to the allocated space for the former Government One-Stop now being absorbed by the Agency Budget.
- The assumption that all other line items remain the same as last PY 2019-2020.

FISCAL IMPACT:

\$4,003,417

ATTACHMENTS:

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

ATTACHMENT I

**FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
SCHEDULE OF FUNDS
FY 2020-2021**

| GRANT | FUNDS AVAILABLE PY 2019-20 | ESTIMATED FUNDS AVAILABLE PY 2020-21 | INCREASE (DECREASE) |
|---|-------------------------------|--|------------------------|
| WIOA ADULT | 10,410,734 | 10,505,094 | 94,360 |
| WIOA DISLOCATED WORKER | 4,892,849 | 6,243,149 | 1,350,300 |
| WIOA YOUTH | 7,087,036 | 8,726,047 | 1,639,011 |
| WIOA RAPID RESPONSE (includes Lay Off Aversion) | 318,935 | 251,316 | (67,619) |
| SLINGSHOT 2.0 | 178,000 | - | (178,000) |
| WAF 7.0 | 145,000 | 25,000 | (120,000) |
| WAF 6.0 | 20,000 | - | (20,000) |
| FOUNDATIONS - STEPS | 130,000 | - | (130,000) |
| REGIONAL CAREER LADDERS/ETPL - MERCED COUNTY | 35,000 | - | (35,000) |
| P2E PLANNING - MERCED COUNTY | 19,000 | - | (19,000) |
| COVID-19 1187 | - | 303,300 | 303,300 |
| COVID-19 1194 - NDWG | - | 450,000 | 450,000 |
| CAL FIRE | - | 1,660,000 | 1,660,000 |
| TCC | - | 1,222,000 | 1,222,000 |
| SJV IDS | - | 246,447 | 246,447 |
| SJV SSEL | - | 439,402 | 439,402 |
| TOTAL FUNDING | 23,236,554 | 30,071,755 | 6,835,201 |

Prepared by: C. Beierschmitt

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

ATTACHMENT II

| STAFF SCHEDULE | | | | |
|---|----------------------------|----------------------------|----------------------------------|----------------------------------|
| REGULAR POSITIONS | BUDGET FY 19-20 | BUDGET FY 20-21 | SALARY RANGE FY 19-20 | SALARY RANGE FY 20-21 |
| <u>Administrative Services:</u> | | | | |
| Executive Director | 1.00 | 1.00 | \$8,800 to \$12,420 | \$8,800 to \$12,420 |
| Senior Deputy Director | | 0.30 | | 7,625 to 10,400 |
| Deputy Director of Fiscal Services | 1.00 | 1.00 | 5,665 to 8,368 | 5,665 to 8,368 |
| Deputy Director of Information Systems | 0.40 | 0.40 | 5,665 to 8,368 | 5,665 to 8,368 |
| Deputy Director of HR/Business Services/Org. Develop. | 0.00 | 0.00 | 5,665 to 8,368 | 5,665 to 8,368 |
| Deputy Director of Program Services | 0.30 | 0.00 | 5,665 to 8,368 | 5,665 to 8,368 |
| Quality Systems Manager | 0.50 | 0.50 | 4,841 to 6,521 | 4,841 to 6,521 |
| General Services/IT Support Manager | 1.00 | 1.00 | 4,841 to 6,521 | 4,841 to 6,521 |
| Network Administrator | 1.00 | 1.00 | 4,833 to 6,210 | 4,833 to 6,210 |
| General Services Administrative Assistant | 1.00 | 1.00 | 2,578 to 3,627 | 2,578 to 3,627 |
| Marketing & Communications Manager | 0.10 | 0.10 | 4,223 to 5,760 | 4,223 to 5,760 |
| Accounting Supervisor | 1.00 | 1.00 | 4,069 to 5,760 | 4,069 to 5,760 |
| Accountant | 1.00 | 1.00 | 3,871 to 5,070 | 3,871 to 5,070 |
| Auditor/Monitor | 1.00 | 1.00 | 3,871 to 5,070 | 3,871 to 5,070 |
| Senior Division Secretary | 0.00 | 0.00 | 3,550 to 5,477 | 3,550 to 5,477 |
| Administrative Supervisor | 1.00 | 1.00 | 3,550 to 5,477 | 3,550 to 5,477 |
| Account Clerk I/II | 2.00 | 2.00 | 2,266 to 3,478 | 2,266 to 3,478 |
| Administrative Assistant | 1.00 | 1.00 | 2,678 to 3,912 | 2,678 to 3,912 |
| Total Administration Positions | 13.30 | 13.30 | | |
| <u>Program Operations</u> | | | | |
| Senior Deputy Director | | 0.70 | | \$ 7,625 to \$ 10,400 |
| Deputy Director of Information Systems | 0.60 | 0.60 | 5,665 to 8,368 | 5,665 to 8,368 |
| Deputy Director of Program Services | 0.70 | 0.00 | 5,665 to 8,368 | 5,665 to 8,368 |
| Deputy Director of HR/Business Services/Org. Develop. | 0.00 | 0.00 | 5,665 to 8,368 | 5,665 to 8,368 |
| Business Services Manager | 1.00 | 1.00 | 4,223 to 5,760 | 4,223 to 5,760 |
| Business Program Consultant | 0.00 | 0.00 | 3,917 to 5,070 | 3,917 to 5,070 |
| Business Services Coordinator | 6.00 | 6.00 | 3,833 to 4,658 | 3,833 to 4,658 |
| Workforce Services Navigator | 0.00 | 0.00 | 3,833 to 4,658 | 3,833 to 4,658 |
| Quality Systems Manager | 0.50 | 0.50 | 4,841 to 6,521 | 4,841 to 6,521 |
| Marketing & Communications Manager | 0.90 | 0.90 | 4,223 to 5,760 | 4,223 to 5,760 |
| Youth/Adult Program Manager | 1.00 | 1.00 | 4,223 to 5,760 | 4,223 to 5,760 |
| Youth Program Coordinator | 1.00 | 1.00 | 3,871 to 5,070 | 3,871 to 5,070 |
| Program Analyst | 0.00 | 0.00 | 3,193 to 4,347 | 3,193 to 4,347 |
| Auditor/Monitor | 1.00 | 1.00 | 3,871 to 5,070 | 3,871 to 5,070 |
| Senior Contract Administrator | 1.00 | 1.00 | 3,296 to 5,021 | 3,296 to 5,021 |
| Contract Administrator | 1.00 | 1.00 | 3,200 to 4,554 | 3,200 to 4,554 |
| Special Projects Program Coordinator | 1.00 | 1.00 | 3,871 to 5,070 | 3,871 to 5,070 |
| Computer Programmer | 1.00 | 1.00 | 4,720 to 6,113 | 4,720 to 6,113 |
| Network Technician | 1.00 | 1.00 | 4,100 to 5,486 | 4,100 to 5,486 |
| Computer Technician | 0.00 | 0.00 | 2,970 to 4,150 | 2,970 to 4,150 |
| Government Sector Workforce Coordinator | 1.00 | 1.00 | 3,833 to 4,658 | 3,833 to 4,658 |
| Career Technical Education Coordinator/Specialist | 2.50 | 2.50 | 3,871 to 5,070 | 3,871 to 5,070 |
| Facility Specialist II | 0.00 | 0.00 | 3,059 to 4,358 | 3,059 to 4,358 |
| Senior Division Secretary | 0.00 | 0.00 | 3,550 to 5,477 | 3,550 to 5,477 |
| Office Administrator | 0.00 | 0.00 | 3,385 to 4,485 | 3,385 to 4,485 |
| Receptionist | 1.00 | 1.00 | 2,678 to 3,912 | 2,678 to 3,912 |
| Special Projects Program Assistant | 1.00 | 1.00 | 3,385 to 4,485 | 3,385 to 4,485 |
| Total Operations Positions | 23.20 | 23.20 | | |
| TOTAL REGULAR POSITIONS | 36.50 | 36.50 | | |

Prepared by: C. Beierschmitt
July 7, 2020

**FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
AGENCY BUDGET**

PROGRAM YEAR 2020-2021

| | Budget by Line Item | 2019-2020 Budget | 2020-2021 Budget | Increase/ (Decreases) | Percent Change |
|----|---|---------------------|---------------------|--------------------------|-------------------|
| 51 | Salaries | \$ 2,280,057 | \$ 2,280,057 | 0 | 0.00% |
| 52 | Payroll Taxes | 207,586 | 207,586 | 0 | 0.00% |
| 53 | Fringe Benefits/Staff Parking | 707,944 | 707,944 | 0 | 0.00% |
| 55 | Staff/Board/Service Provider Development | 100,000 | 72,500 | (27,500) | -27.50% |
| 56 | Local Mileage | 26,000 | 26,000 | 0 | 0.00% |
| 60 | Communications | 26,480 | 26,480 | 0 | 0.00% |
| 61 | Insurance | 29,800 | 29,800 | 0 | 0.00% |
| 62 | Maintenance | 67,550 | 67,550 | 0 | 0.00% |
| 63 | Memberships | 62,000 | 62,000 | 0 | 0.00% |
| 64 | Miscellaneous | 11,000 | 11,000 | 0 | 0.00% |
| 65 | Office Expense | 24,600 | 24,600 | 0 | 0.00% |
| 66 | Professional Services - incl. Legal/Audit | 195,800 | 195,800 | 0 | 0.00% |
| 67 | Advertising | 35,000 | 35,000 | 0 | 0.00% |
| 68 | Rent and Leases | 188,600 | 216,100 | 27,500 | 14.58% |
| 69 | Utilities | 26,000 | 26,000 | 0 | 0.00% |
| 71 | Furniture and Equipment | 15,000 | 15,000 | 0 | 0.00% |
| | Total | \$ 4,003,417 | \$ 4,003,417 | \$ - | 0.00% |

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

Non-Consent

Agenda Items

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

| | |
|----------------------|--------------------------|
| AGENDA ITEM: | 12 |
| MEETING DATE: | September 2, 2020 |
| ACTION: | INFORMATION |

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

TO: Fresno Regional Workforce Development Board
FROM: Blake Konczal, Executive Director
SUBJECT: Second Quarter Community Events

INFORMATION:

The Fresno Regional Workforce Development Board has no events to list for the second quarter of Program Year 2020-2021.