



# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Executive Committee Meeting  
October 20, 2021 @ 3:00 p.m.

Fresno Regional Workforce Development Board  
2125 Kern Street, Suite 207  
Fresno, California 93721

**This will be a hybrid meeting with participation available in person and via Zoom.**

**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/82155644989?pwd=eTRlZzYvODRlVWUbdDVWURlrmZkdzO9>**

**Meeting ID: 821 5564 4989**

**Passcode: 163132**

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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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**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

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Item	Description	Presented By	Enclosure	Action	Page #
1.	July 21, 2021, Executive Committee Meeting Minutes	Konczal	Yes	Approve	4
2.	Items Referred by Other Committees	Konczal	Yes	Information	9
3.	Multi-Craft Core Curriculum Distance Learning Platform Development and Site Support Services Award Recommendation	Konczal	Yes	Approve	10
4.	Revised Program Year 2021-2022 Agency Personnel Structure	Konczal	Yes	Information	12

<b>Item</b>	<b>Description</b>	<b>Presented By</b>	<b>Enclosure</b>	<b>Action</b>	<b>Page #</b>
5.	Fresno Area Workforce Investment Corporation Staff Organizational Plan	Konczal	Yes	Information	13
6.	New Location for Fresno County East Side America's Job Centers of California	Konczal	Yes	Approve	15
7.	Health and Human Services Fatherhood Grant	Stogbauer	Yes	Approve	20
8.	August 2021 Financial Report	Beierschmitt	Yes	Accept	21
9.	August 2021 Agency Budget and Expenditures	Beierschmitt	Yes	Accept	28
10.	Director's Quarterly Update	Konczal	Yes	Information	30
11.	Referral of Agenda Items to Other Committees	Hensley	Yes	Direct	31
12.	Information Sharing	All	No	Discussion	--
13.	January 19, 2022, Agenda Items	Konczal	No	Discussion	--
14.	Meeting Feedback	Konczal	No	Discussion	--

**FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE  
2021 ATTENDANCE REPORT**

	<b>1/20/2021</b>	<b>4/21/2021</b>	<b>7/21/2021</b>	<b>10/20/2021</b>
Blunt	P	P	A	
Bumatay	P	P	P	
Hensley	P	P	P	
Karbassi	P	A	A	
Montalbano	P	P	P	
Quintero	P	A	P	
Riojas	P	P	A	
Silveira	P	P	P	
Zabrycki	P	P	P	

P = Present  
A = Absent  
-- = Not a Member at Time of Meeting

# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	1
MEETING DATE:	October 20, 2021
ACTION:	APPROVE

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**TO:** Executive Committee  
**FROM:** Blake Konczal, Executive Director  
**SUBJECT:** July 21, 2021, Executive Committee Meeting Minutes

**RECOMMENDATION:**

Approve the minutes of the July 21, 2021, Executive Committee meeting.

**ATTACHMENT:**

July 21, 2021, Executive Committee Meeting Minutes



## FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Executive Committee  
July 21, 2021

### SUMMARY MINUTES

The meeting was called to order at 3:04 p.m.

ROLL CALL: PRESENT – Raine Bumatay, Jeff Hensley, Dennis Montalbano, Sal Quintero, Michael Silveira, Lydia Zabrycki, and Legal Counsel Ken Price

ABSENT – Edgar Blunt, Mike Karbassi, and Chuck Riojas

AGENDA CHANGES: None

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

COMMITTEE  
CHAIR/STAFF  
COMMENTS: None

PUBLIC COMMENTS: None

Item	Description/Action Taken
1.	<p><b><u>April 21, 2021, Executive Committee Meeting Minutes</u></b></p> <p>Blake Konczal, Executive Director, Fresno Regional Workforce Development Board (FRWDB), requested approval of the April 21, 2021, Executive Committee (Committee) meeting minutes.</p> <p><b>SILVEIRA/MONTALBANO – APPROVED THE APRIL 21, 2021, EXECUTIVE COMMITTEE MEETING MINUTES. (UNANIMOUS)</b></p>
2.	<p><b><u>Items Referred by Other Committees</u></b></p> <p>There were no items referred by other committees.</p>
3.	<p><b><u>Fresno Regional Workforce Development Board One-Stop Operator Application</u></b></p> <p>Mr. Konczal presented for approval an application for the FRWDB to act as its own One-Stop Operator. He explained that all Local Workforce Development Boards must select their America's Job Centers of California (AJCC) Operator through a competitive process at least once every four (4) years. The FRWDB released a procurement for AJCC Operator in February, but no proposals were received by the submission deadline. The Workforce Innovation and</p>

Opportunity Act allows Local Boards to act as the AJCC Operator with the approval of the state. He explained that the FRWDB has a strict firewall in place that would allow the FRWDB to act as the Fresno area's AJCC Operator. Director Silveira asked about the firewall and Mr. Konczal explained that the contractors who provide client services for the Fresno area are not direct employees of the FRWDB. This is the firewall that would allow the FRWDB to act as AJCC Operator.

Director Montalbano asked will this application process for the FRWDB to be the AJCC Operator have to be repeated every four (4) years. Phyllis Stogbauer, Senior Deputy Director, FRWDB, indicated that there would be a recertification process, but she was not aware of the timeline for that.

**SILVEIRA/MONTALBANO – APPROVED THE FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD ONE-STOP OPERATOR APPLICATION. (UNANIMOUS)**

**4. Wildfire Grant Award**

Ms. Stogbauer presented for the Committee's approval, the funding allocation for the Wildfires National Dislocated Worker Grant in the amount of \$975,000. She explained that this grant was awarded to the FRWDB through the State of California, Employment Development Department and was specifically to provide Work Experience opportunities for individuals affected by the Creek Fire. The grant will provide 40 hours of Hazwoper training for 50 participants and paid Work Experience for 75 individuals. The Fresno Economic Opportunities Commission Local Conservation Corps would be the employer of record for the Work Experiences. Funding allocations were outlined in the agenda item.

**MONTALBANO/SILVEIRA – APPROVED THE WILDFIRE GRANT AWARD. (UNANIMOUS)**

**5. High Roads Construction Careers – California Climate Investments Grant Award**

Mr. Konczal presented for the Committee's approval, the funding allocation for the High Roads Construction Careers – California Climate Investments grant in the amount of \$1,194,400. He explained that this grant project will build off the current SB1 grant and will expand the ValleyBuild Multi-Craft pre-apprentice construction training program to other areas in the valley through Building Trades Councils and the Mother Lode Workforce Development Board. The agenda item outlined the allocations, which included \$35,000 to Michael Bernick. Director Silveira asked who was Michael Bernick and Mr. Konczal explained that Mr. Bernick is a consultant the FRWDB has contracted with who has a good understanding of the Workforce system and has been extremely helpful to the FRWDB on previous projects.

Chair Hensley asked what is the difference between apprenticeship training and the pre-apprenticeship training. Mr. Konczal explained that construction unions have training programs for apprentices. The pre-apprentice training prepares individuals to apply for the apprenticeship training programs.

**SILVEIRA/MONTALBANO – APPROVED THE HIGH ROADS CONSTRUCTION CAREERS – CALIFORNIA CLIMATE INVESTMENTS GRANT AWARD. (UNANIMOUS)**

**6. May 2021 Financial Report**

Cheryl Beierschmitt, Deputy Director Fiscal Services, FRWDB, presented the May 2021 Financial Report for the Committee's acceptance. She reviewed the breakdown of expenditures as presented on the agenda item and indicated that FRWDB staff had no concerns with the expenditures. Mr. Konczal noted that the Fatherhood Fire grant was not a forestry training

program, but was a grant received through the Department of Health and Human Services to assist young fathers in dealing with various issues. He noted that the grant was a highly competitive national grant and that executing the program well could open doors for the FRWDB for other grants in the future. There were no questions from the Committee.

**MONTALBANO/SILVEIRA – ACCEPTED THE MAY 2021 FINANCIAL REPORT. (UNANIMOUS)**

**7. May 2021 Agency Budget and Expenditures Report**

Ms. Beierschmitt presented the May 2021 Agency Budget and Expenditures Report for the Committee's acceptance. She indicated that staffing costs were running lower than anticipated due to some staff vacancies that were currently in the process of being filled. She stated that staff had no concerns with the report. The Committee had no questions.

**SILVEIRA/MONTALBANO – ACCEPTED THE MAY 2021 AGENCY BUDGET AND EXPENDITURES REPORT. (UNANIMOUS)**

**8. Program Year 2021-2022 Agency Budget and Personnel Plan**

Mr. Konczal presented for the Committee's recommendation to the FRWDB, the Agency Budget and Personnel Plan for Program Year 2021-2022, which combines estimated carryover amounts from the previous Program Year with the formula funding that the FRWDB received from the State. He indicated that, overall, there would be an increase of funding in the amount of \$362,000 and that the funding breakdown was as follows: \$15.8 million from formula funding, approximately \$10 million in estimated carryover, and \$9.07 million in grant funding. He reviewed the minor changes compared to the prior Program Year and the Committee had no questions about the Agency Budget and Personnel Plan.

**QUINTERO/BUMATAY – RECOMMENDED THAT THE FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD APPROVE THE PROGRAM YEAR 2021-2022 AGENCY BUDGET AND PERSONNEL PLAN. (UNANIMOUS).**

**9. Director's Quarterly Update**

Mr. Konczal provided a brief overview of the projects he focused on over the past quarter, April through June 2021, which included: the continued roll out of the SB1 multi-craft pre-apprentice construction training grant; response to questions on a pending Central Valley Forestry Corps application at Cal Fire for the expansion of the Forestry Corps program to Columbia College in Sonora; drafting of earmark requests for the State of California to add a Work Experience component to the Measure C Reauthorization Multi-craft training programs and to expand the Forestry Corps program to community college campuses in Oakhurst and Mono; completed FRWDB staff annual evaluations; hiring and training of new Marketing and Grants Manager for the FRWDB, the award of new Dislocated Worker and Adult Services Provider contracts; continued negotiations and planning for the AJCC move from Manchester to Winepress Center; identification of new One-Stop locations for the east side and west side of Fresno County; continued response to COVID and post-COVID work environment; review and creation of a new unified job title model for FRWDB staff and organizational redesign.

Mr. Konczal indicated that he would share the organizational redesign at the next Executive Committee meeting. Director Montalbano asked if there would be a presentation on the Columbia College expansion for the Forestry Corps program and Mr. Konczal indicated that if the application is successful and the grant is received, then there would be a presentation on that at a future meeting.

Chair Hensley asked about the FRWDB's relationship with the new City of Fresno administration. Mr. Konczal stated that individuals from the new administration had contacted him and that they had a lengthy discussion about what the FRWDB wanted to see in individuals that the City would nominate for FRWDB membership. He added that for three (3) years, the FRWDB has had an offer to the City of Fresno to fund a youth summer internship program at the City of Fresno that had, unfortunately, not been addressed. Mayor Dyer's administration has been interested and active in helping actualize this program. He felt the relationship with the City's new administration was good.

Director Montalbano asked about the projected timeline for the move of the AJCC. Mr. Konczal indicated that the move will take place over a weekend, with no interruption of services, and the target move in date is the first Monday of October, 2021.

This was an information item.

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

There were no items referred to other committees.

**11. Executive Director Performance Review – Closed Session**

There was no action to report from the Closed Session.

**12. Information Sharing**

There were no items of information shared by the Committee.

**13. October 20, 2021, Agenda Items**

There were no items recommended for the October 20, 2021, Executive Committee meeting agenda. Mr. Konczal indicated that the October 20, 2021, Executive Committee meeting would be held at the new AJCC.

**14. Meeting Feedback**

There was no feedback.

Meeting adjourned at 4:20 p.m.

# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	2
MEETING DATE:	October 20, 2021
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 (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 20, 2021
ACTION:	APPROVE

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**TO:** Executive Committee  
**FROM:** Blake Konczal, Executive Director  
**SUBJECT:** Multi-Craft Core Curriculum Distance Learning Platform Development and Site Support Services Award Recommendation

## **RECOMMENDATION:**

Approve the award of a sole source agreement for Multi-Craft Core Curriculum (MC-3) Distance Learning Platform Development and Site Support Services to Imago.

## **REASON FOR RECOMMENDATION:**

On August 21, 2021, the Fresno Regional Workforce Development Board (FRWDB) released a Request for Proposals (RFP) to provide for the development of a distance learning platform and website support services. This project is in support of the MC-3 pre-apprenticeship regional training program, funded by the High Roads Construction Careers – Reimagining Workforce Preparation Grant. Two (2) proposals were received by the September 24, 2021, due date.

For the procurement to be considered competitive, a minimum of three (3) proposals must be received. As such, this procurement was deemed failed. As outlined in the RFP and the FRWDB Procurement Policy, the FRWDB has the following options: 1) Re-procure the services, 2) take no further action, or 3) award a Sole Source Contract.

On September 29, 2021, a rating panel met to review both proposals; both proposals received more than the minimum 70 points required.

The Rating Panel and FRWDB staff are recommending that a sole source contract be awarded to Imago, who received the highest number of points.

## **FISCAL IMPACT:**

Approval of this item will allocate up to \$ 300,000 for the term of the project: October 2021, through March 2023. The funds are included in the grant that was approved by the FRWDB at its meeting on April 21, 2021.

## **ATTACHMENT:**

Rating Panel Results

**FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD  
REQUEST FOR PROPOSALS - PY 2021-2022  
MC-3 Distance Learning Platform Development and Site Support Services  
PROPOSAL RATING SUMMARY**

**Name of Bidder:** Edlore, Inc.  
**Quote No.:** 532913

<b>Evaluation Criteria</b>	<b>Possible Points</b>	<b>Points Awarded</b>
References, Experience, Background	35.0	26.2
Scope of Services	45.0	33.2
Cost of Services	20.0	17.0
<b>Total Points</b>	<u>100.0</u>	<u>76.4</u>

**Name of Bidder:** Imago  
**Quote No.:** 532912

<b>Evaluation Criteria</b>	<b>Possible Points</b>	<b>Points Awarded</b>
References, Experience, Background	35.0	33.0
Scope of Services	45.0	42.2
Cost of Services	20.0	18.0
<b>Total Points</b>	<u>100.0</u>	<u>93.1</u>

Note: Scores may be .1 off due to computer rounding.

# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	4
MEETING DATE:	October 20, 2021
ACTION:	INFORMATION

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**TO:** Executive Committee  
**FROM:** Blake Konczal, Executive Director  
**SUBJECT:** Revised Program Year 2021-2022 Agency Personnel Structure

**INFORMATION:**

In order to create a career ladder to enhance staff development and retention, staff is proposing creating three (3) tiers for the Coordinator positions as follows:

- Coordinator I                      Salary Range \$46,000 – \$53,000
- Coordinator II                     Salary Range \$53,000 – \$60,000
- Senior Coordinator                Salary Range \$60,000 – \$65,000

# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	5
MEETING DATE:	October 20, 2021
ACTION:	INFORMATION

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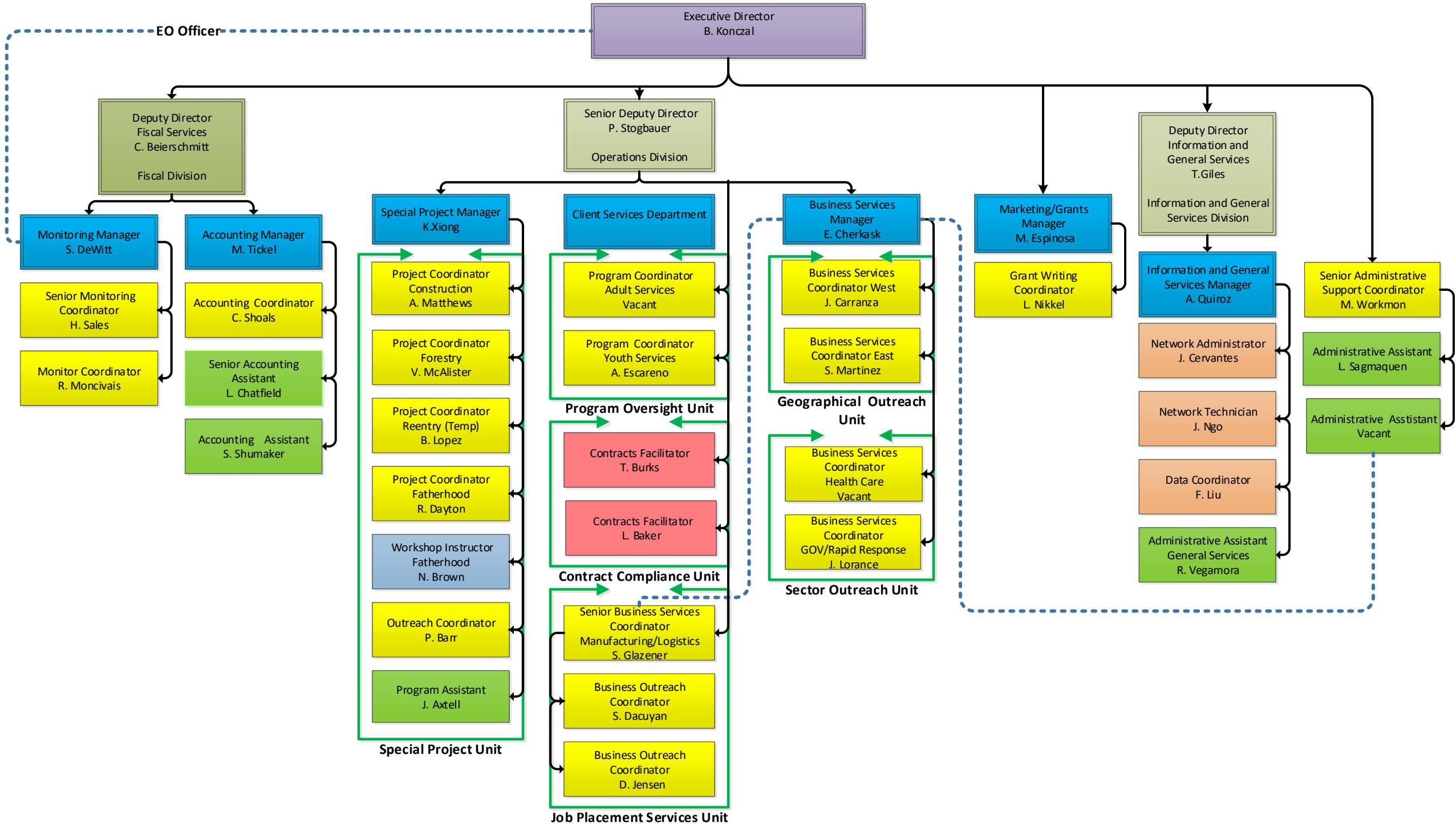
**TO:** Executive Committee  
**FROM:** Blake Konczal, Executive Director  
**SUBJECT:** Fresno Area Workforce Investment Corporation Staff Organizational Plan

**INFORMATION:**

Blake Konczal will review recent changes to the Fresno Area Workforce Investment Corporation (FAWIC) Organizational Plan.

**ATTACHMENT:**

FAWIC Organizational Chart



EO Officer

Executive Director  
B. Konczal

Deputy Director  
Fiscal Services  
C. Beierschmitt  
Fiscal Division

Senior Deputy Director  
P. Stogbauer  
Operations Division

Deputy Director  
Information and General Services  
T. Giles  
Information and General Services Division

Monitoring Manager  
S. DeWitt

Accounting Manager  
M. Tichel

Special Project Manager  
K. Xiong

Client Services Department

Business Services Manager  
E. Cherkask

Marketing/Grants Manager  
M. Espinosa

Information and General Services Manager  
A. Quiroz

Senior Administrative Support Coordinator  
M. Workmon

Senior Monitoring Coordinator  
H. Sales

Accounting Coordinator  
C. Shoals

Project Coordinator  
Construction  
A. Matthews

Program Coordinator  
Adult Services  
Vacant

Business Services Coordinator West  
J. Carranza

Grant Writing Coordinator  
L. Nikkel

Network Administrator  
J. Cervantes

Administrative Assistant  
L. Sagmaquen

Monitor Coordinator  
R. Moncivais

Senior Accounting Assistant  
L. Chatfield

Project Coordinator  
Forestry  
V. McAlister

Program Coordinator  
Youth Services  
A. Escareno

Business Services Coordinator East  
S. Martinez

Network Technician  
J. Ngo

Administrative Assistant  
Vacant

Accounting Assistant  
S. Shumaker

Project Coordinator  
Reentry (Temp)  
B. Lopez

Program Oversight Unit

Geographical Outreach Unit

Data Coordinator  
F. Liu

Contracts Facilitator  
T. Burks

Business Services Coordinator  
Health Care  
Vacant

Project Coordinator  
Fatherhood  
R. Dayton

Contracts Facilitator  
L. Baker

Business Services Coordinator  
GOV/Rapid Response  
J. Lorange

Administrative Assistant  
General Services  
R. Vegamora

Workshop Instructor  
Fatherhood  
N. Brown

Contract Compliance Unit

Sector Outreach Unit

Outreach Coordinator  
P. Barr

Senior Business Services Coordinator  
Manufacturing/Logistics  
S. Glazener

Program Assistant  
J. Axtell

Business Outreach Coordinator  
S. Dacuyan

Special Project Unit

Business Outreach Coordinator  
D. Jensen

Job Placement Services Unit

# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	6
MEETING DATE:	October 20, 2021
ACTION:	APPROVE

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**TO:** Executive Committee  
**FROM:** Blake Konczal, Executive Director  
**SUBJECT:** New Location for Fresno County East Side America's Job Centers of California

## **RECOMMENDATION:**

Approve the Fresno Regional Workforce Development Board (FRWDB's) new affiliate America's Job Center of California (AJCC) office at the Parlier Professional Center (13660 East Manning Avenue, Parlier, CA 93648) for the rural east side of Fresno County.

## **REASON FOR RECOMMENDATION:**

In early spring of 2020, the County of Fresno's Department of Social Services (DSS) informed board staff of their intentions to find a new smaller office at the expiration of their lease at the Reedley Shopping Center. DSS plans are to lease a smaller office in Reedley, which would not have provided sufficient space for the FRWDB's Adult and Dislocated Worker programs. DSS's initial targeted move-out timeframe was mid-2021; however, delays in finalizing a lease and seeking approval pushed out their target date to mid-2022. The FRWDB currently subleases approximately 6,500 square feet from DSS. DSS's Reedley office is 27,177 square feet.

In early 2021, the FRWDB began a site search for a new east rural office with plans to co-locate Youth services with the Adult and Dislocated Worker services. Available contiguous office space around 7,500 to 9,000 square feet was limited to the cities of Selma and Parlier. Board staff engaged two (2) owners for potential offices in both the city of Parlier and Selma. The owner of the Selma office removed their building from consideration after receiving an offer to purchase.

FRWDB staff successfully negotiated terms with the owner for the Parlier building in September 2021. A summary of the material lease terms is contained in Attachment I and the space layout in Attachment II. The target completion date for construction is May 2022.

The lease agreement for the new affiliate AJCC office will be between the Fresno Area Workforce Investment Corporation (FAWIC) and L& D Parlier Plaza, LLC and will be presented for the FAWIC's review and approval on October 20, 2021.

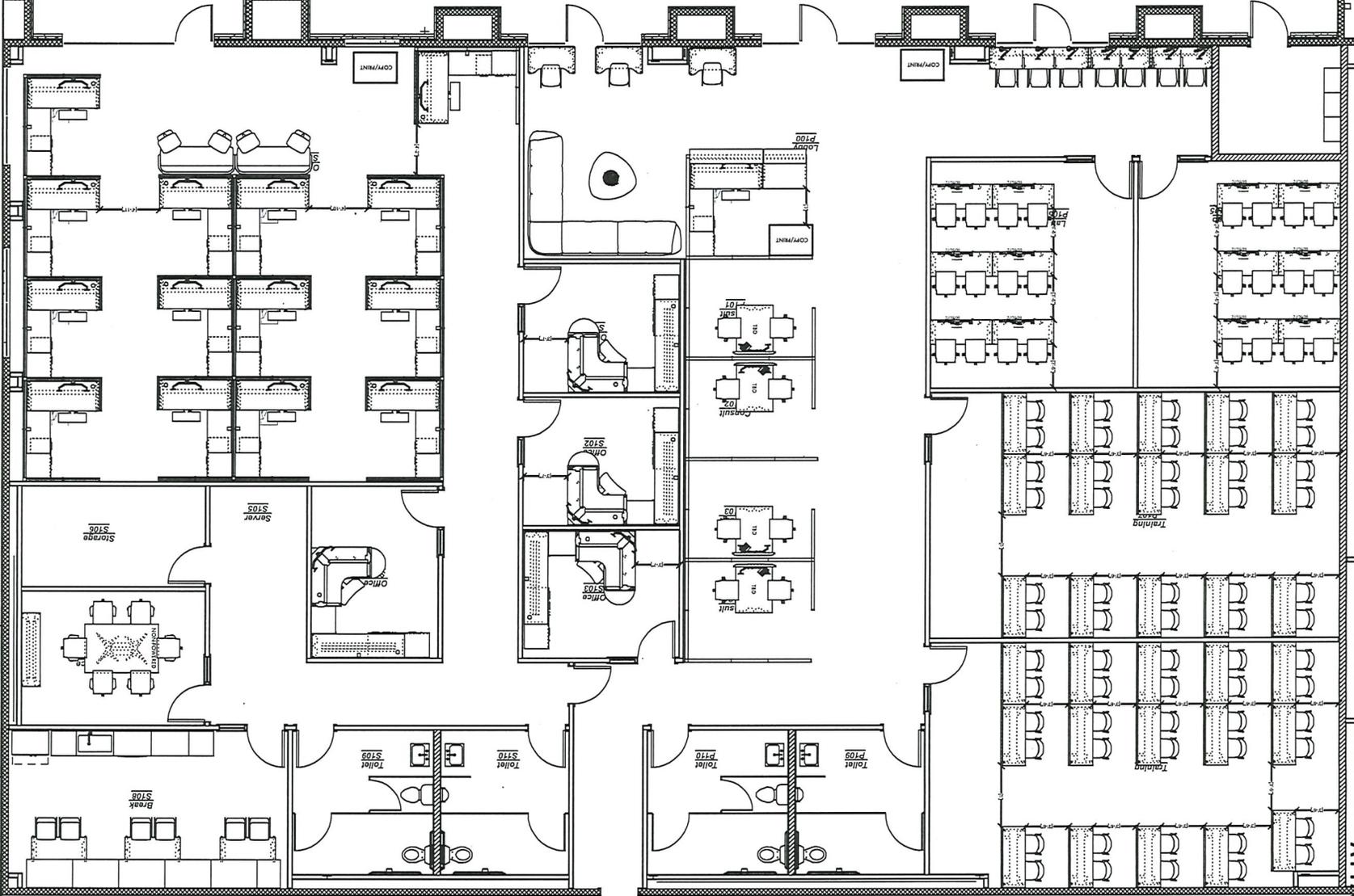
## **ATTACHMENTS:**

ATTACHMENT I – Summary of Lease Terms  
ATTACHMENT II – Space Layout and Site & Aerial Map

## Summary of Lease Terms

<b>1) Building Information</b>	<p>Name: Parlier Professional Center</p> <p>Address: 13660 E. Manning Avenue Parlier, CA 93648</p> <p>Year Built: Approx. 2019</p> <p>Lease Space: 7,521 rentable square feet</p>																																	
<b>2) Owner/Landlord</b>	<p>L &amp; D Parlier Plaza, LLC 5614 E. Hamilton Court Fresno, California 93727</p>																																	
<b>3) Lease Terms</b>	<p>Initial Term: Ten (10) Years</p> <p>Renewal Options (may be /exercised by Workforce): Two (2) Five (5) Year extensions</p> <p>Lease Type: Modify Gross</p>																																	
<b>4) Lease Commencement and Delivery Date</b>	<p>Estimated to be <b>May 1, 2022.</b></p>																																	
<b>5) Rent</b>	<p>Base Rent: \$2.00/rsf. monthly</p> <p>Tenant Improvement Rent: Estimated at \$0.59/rsf. monthly (subject to change based on actual costs).</p> <p>Annual Base Rent increase: 3%</p> <table data-bbox="638 1283 1089 1717"> <thead> <tr> <th></th> <th>Rate /s.f.</th> <th>Monthly</th> </tr> </thead> <tbody> <tr> <td><b>Year 1</b></td> <td>\$2.59</td> <td>\$19,479.39</td> </tr> <tr> <td><b>Year 2</b></td> <td>\$2.65</td> <td>\$19,930.65</td> </tr> <tr> <td><b>Year 3</b></td> <td>\$2.71</td> <td>\$20,395.45</td> </tr> <tr> <td><b>Year 4</b></td> <td>\$2.78</td> <td>\$20,874.19</td> </tr> <tr> <td><b>Year 5</b></td> <td>\$2.84</td> <td>\$21,367.29</td> </tr> <tr> <td><b>Year 6</b></td> <td>\$2.91</td> <td>\$21,875.19</td> </tr> <tr> <td><b>Year 7</b></td> <td>\$2.98</td> <td>\$22,937.15</td> </tr> <tr> <td><b>Year 8</b></td> <td>\$3.05</td> <td>\$22,937.15</td> </tr> <tr> <td><b>Year 9</b></td> <td>\$3.12</td> <td>\$23,492.15</td> </tr> <tr> <td><b>Year 10</b></td> <td>\$3.20</td> <td>\$24,063.79</td> </tr> </tbody> </table>		Rate /s.f.	Monthly	<b>Year 1</b>	\$2.59	\$19,479.39	<b>Year 2</b>	\$2.65	\$19,930.65	<b>Year 3</b>	\$2.71	\$20,395.45	<b>Year 4</b>	\$2.78	\$20,874.19	<b>Year 5</b>	\$2.84	\$21,367.29	<b>Year 6</b>	\$2.91	\$21,875.19	<b>Year 7</b>	\$2.98	\$22,937.15	<b>Year 8</b>	\$3.05	\$22,937.15	<b>Year 9</b>	\$3.12	\$23,492.15	<b>Year 10</b>	\$3.20	\$24,063.79
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<b>6) Utilities and Janitorial Services</b>	Workforce responsible for utilities and janitorial to the lease premise.
<b>7) Maintenance</b>	Landlord responsible for all maintenance to the site, building, and premise.
<b>8) Early Termination; Non Appropriation</b>	<p>Workforce shall have the right to reduce space or terminate the lease due to a reduction funds or a complete non-appropriation from the Department of Labor for WIOA.</p> <p>Upon electing to reduce or terminate early, Workforce shall pay any unamortized portion of the Tenant Improvements Cost to the Landlord.</p>
<b>9) Subleasing and Assignment</b>	Workforce shall have the right to sublease all or a portion of the Premises to State, County, and local agencies that provide similar services.
<b>10) ADA Compliance</b>	Landlord will deliver an ADA compliant premise upon on delivery of premise using the State of California's current standards.
<b>11) Parking: Public and Secured</b>	Landlord will provide sufficient parking for staff and guests at no additional cost.
<b>12) Signage</b>	Landlord will provide appropriate signage as part of the Tenant Improvements Costs.



Project Name:

# FRESNO AREA WORKFORCE

13660 E. MANNING AVE  
PARLIER, CA 93648

CET File: WORKFORCE -  
 Drawn By: Nilal Prince  
 Date: 9/20/2021  
 Page: 1/1

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 FRESNO, CA 93711  
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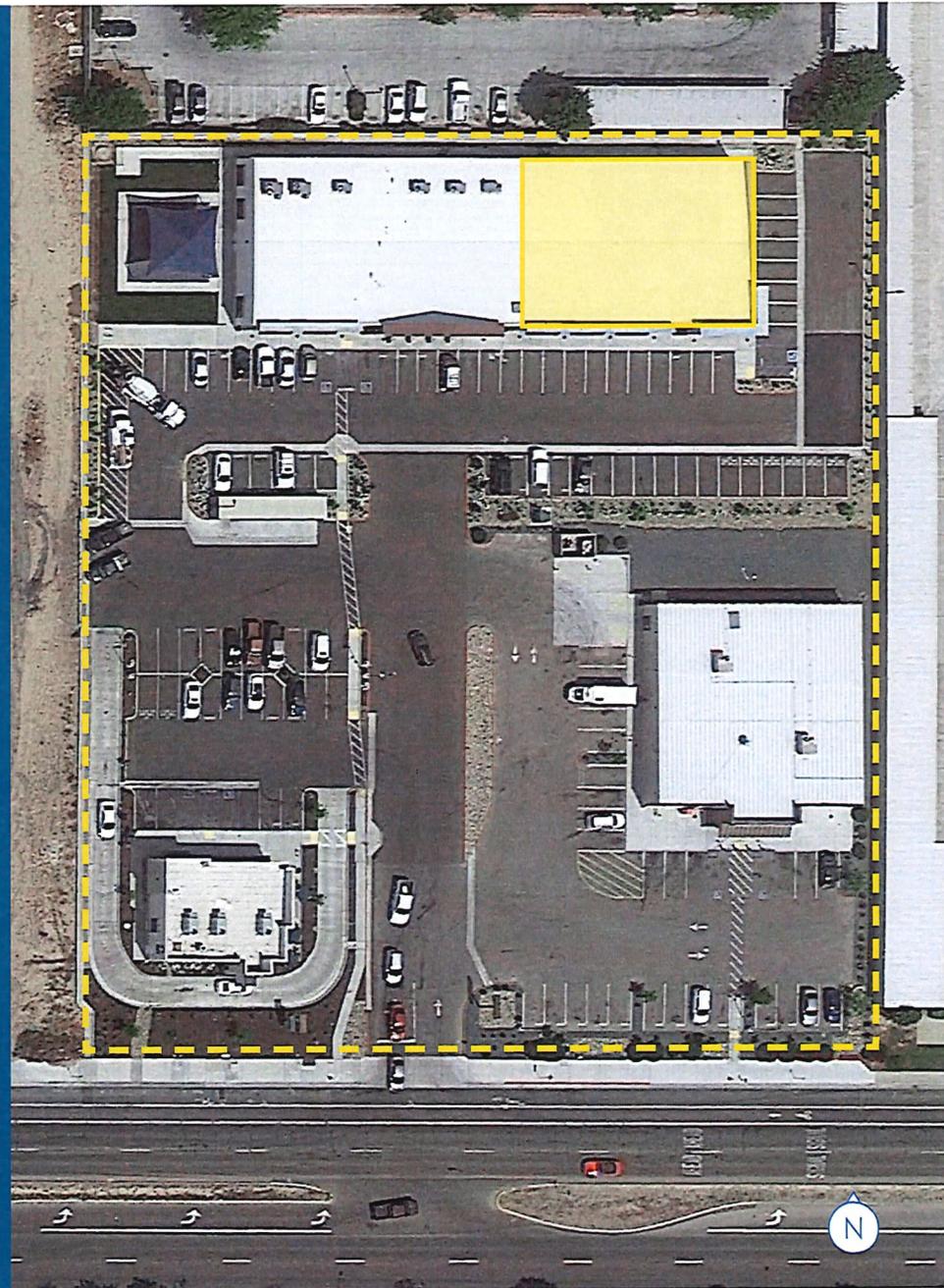


# Parlier Professional Center

Parlier, CA



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# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	7
MEETING DATE:	October 20, 2021
ACTION:	APPROVE

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---

**TO:** Executive Committee

**FROM:** Phyllis Stogbauer, Senior Deputy Director

**SUBJECT:** Department of Health and Human Services - Administration for Children and Families  
Fatherhood Grant Funding Allocation

**RECOMMENDATION:**

Approve \$749,999 in award allocations under the Department of Health and Human Services - Administration for Children and Families (HHS) Fatherhood grant for the second-year funding period of September 30, 2021, to September 29, 2022, as outlined below.

**REASON FOR RECOMMENDATION:**

The FRWDB, in partnership with Equus Workforce Services Inc., Marjaree Mason Center, the Fresno Council on Child Abuse and Midwest Evaluation and Research, was awarded a grant through the HHS on October 6, 2020, in the amount of \$749,999. The project will serve a total of 450 fathers, ages 18 and older, who have children ages 24 and younger and reside in communities with high rates of poverty in Fresno County. The FRWDB will serve 50 in year one (1), and 100 annually in years two (2) through five (5).

The project provides education and services to fathers to address the trauma of growing up in poverty and will re-shape their views of themselves and their relationships, thereby enabling them to be attentive, responsible parents. Resultantly, fathers will gain the skills needed to have healthy relationships with their children, partner/co-parent, work and their community.

FRWDB staff is requesting that the Executive Committee approve funding for year-two allocations.

FRWDB Operational/Program Oversight	239,879.00
Equus Workforce Services - Direct Participant Services	317,000.00
Marjaree Mason Center - Staff Training	1,500.00
Midwest Evaluation and Research - Project Evaluation	56,250.00
Fresno Council on Child Abuse – Staff Training	120.00
Participant Pools - Incentive Payments/Supportive Services	118,750.00
Workshop Supplies	<u>16,500.00</u>
Total	<u>749,999.00</u>

**FISCAL IMPACT:**

Approval of this item will allocate \$749,999 of HHS year-two grant funding for the period of September 30, 2021, to September 29, 2022.

# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	8
MEETING DATE:	October 20, 2021
ACTION:	ACCEPT

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**TO:** Executive Committee  
**FROM:** Cheryl Beierschmitt, Deputy Director of Fiscal Services  
**SUBJECT:** August 2021 Financial Report

**RECOMMENDATION:**

Accept the Fresno Regional Workforce Development Board (FRWDB) August 2021 Financial Report.

**REASON FOR RECOMMENDATION:**

The attached summary financial report and charts display year-to-date financial information through August 31, 2021.

- **Prison to Employment – SJC IDS/SSEL:** On July 27, 2021, the grant received a reduction of \$200,000 due to the pandemic affecting both the anticipated enrollment numbers and sub-contracting services. FRWDB staff has modified the funds to meet the current needs of participants. This grant ends on March 31, 2022, and it is currently 20.10% expended at \$97,632 of the modified grant amount of \$485,849.
- **COVID-19 Employment Recovery National Dislocated Worker Grant (NDWG):** This grant ends on March 31, 2022, and it is 8.34% expended at \$37,525 of the \$450,000. FRWDB staff is working with the State to complete a budget modification to address the under expenditures and to open training to additional occupations.
- **Fatherhood – Health and Human Services:** This grant started September 30, 2020, with an original amount of \$749,999 and a contract term of September 30, 2020 through September 29, 2021, with a possible four (4) year option to renew to 2025. On June 28, 2021, FRWDB received \$749,999 for the second year option from September 30, 2021 through September 29, 2022. As of August 31, 2021, FRWDB had expended 42.14% of the initial first year option, in the amount of \$316,028. FRWDB staff is waiting for confirmation from the Department of Health and Human Services as to whether the \$433,971 unspent dollars will be carried over with the additional \$749,999 received on June 28, 2021.

Staff has no concerns with grant expenditures at this time.

**ATTACHMENT:**

August 2021 Financial Report

**FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD**  
**Summary Financial Report**  
**August 2021**

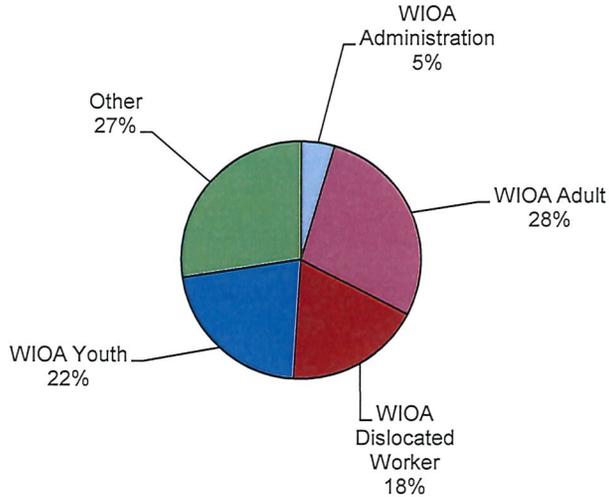
GRANT	TERM	Total Grant Amount	Prior Year(s) Expended	Current Year to Date Expenditures	Percent Expended	Unspent Committed Funds
WIOA ADMINISTRATION	07/01/2021 - 06/30/2022	1,583,801		105,886	6.69%	1,477,915
* WIOA ADULT	07/01/2021 - 06/30/2022	9,909,219		568,895	5.74%	9,340,324
* WIOA DISLOCATED WORKER	07/01/2021 - 06/30/2022	6,496,309		506,530	7.80%	5,989,780
* WIOA YOUTH	07/01/2021 - 06/30/2022	7,617,712		788,836	10.36%	6,828,876
*WIOA RAPID RESPONSE & Layoff Aversion	07/01/2021 - 06/30/2022	216,438		23,255	10.74%	193,183
TCC - Transformative Climate Communities	02/01/2020 - 03/31/2024	1,249,432	137,772	5,521	11.47%	1,106,139
CAL FIRE	03/01/2020 - 06/01/2022	1,675,200	372,893	75,134	26.74%	1,227,173
P2E - SJC IDS/SSEL	09/01/2019 - 03/31/2022	485,849	83,133	14,499	20.10%	388,217
COVID-19 Employment Recovery NDWG	04/01/2020 - 03/31/2022	450,000	36,237	1,288	8.34%	412,475
High Road Construction Careers (HRCC): SB1 Valley Build	11/01/2020 - 08/31/2022	1,499,818	200,373	35,406	15.72%	1,264,039
Fatherhood - HHS	09/30/2021 - 09/29/2022	749,999	240,601	75,427	10.06%	674,572
HRCC: Low Carbon Economy Workforce Program	06/01/2021 - 03/31/2023	1,194,400	899	6,229	0.60%	1,187,272
2020 September Wildfires - 1st Increment	01/01/2021 - 12/30/2022	975,000	9,348	2,998	1.27%	962,654
Pathway Home Grant - GRID Alternatives	07/01/2020 - 12/31/2023	73,630	419	172	0.80%	73,039
HRCC: Reimagine Workforce Preparation Grant (RWPG)	04/01/2021 - 03/31/2023	2,010,608	1,689	22,964	1.23%	1,985,955
<b>TOTAL FUNDING</b>		<b>36,187,415</b>	<b>1,083,364</b>	<b>2,233,039</b>	<b>9.16%</b>	<b>33,111,613</b>

\* Total Grant Amount includes ACTUAL carryover from Prior Plan Year 20 - 21  
Due to spreadsheet formula rounding calculations, totals may be off by \$1 or \$2

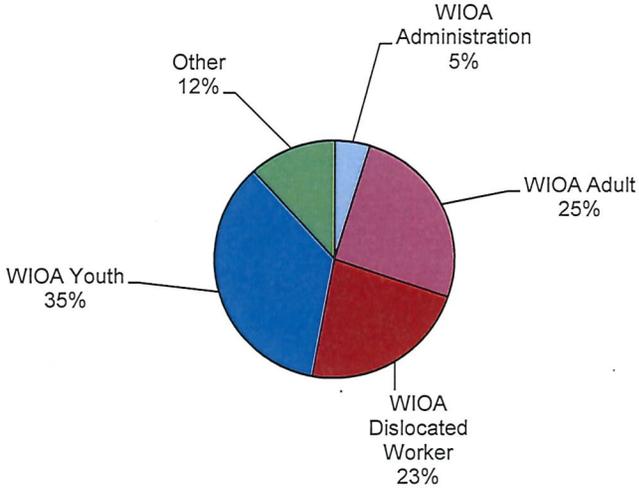
Prepared by: C. Beierschmitt

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD  
FINANCIAL REPORTS  
August 2021

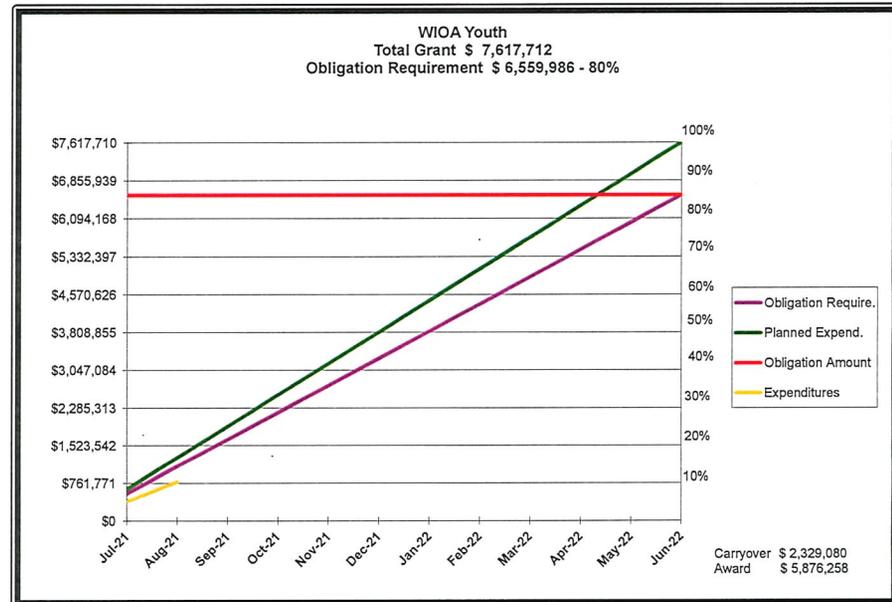
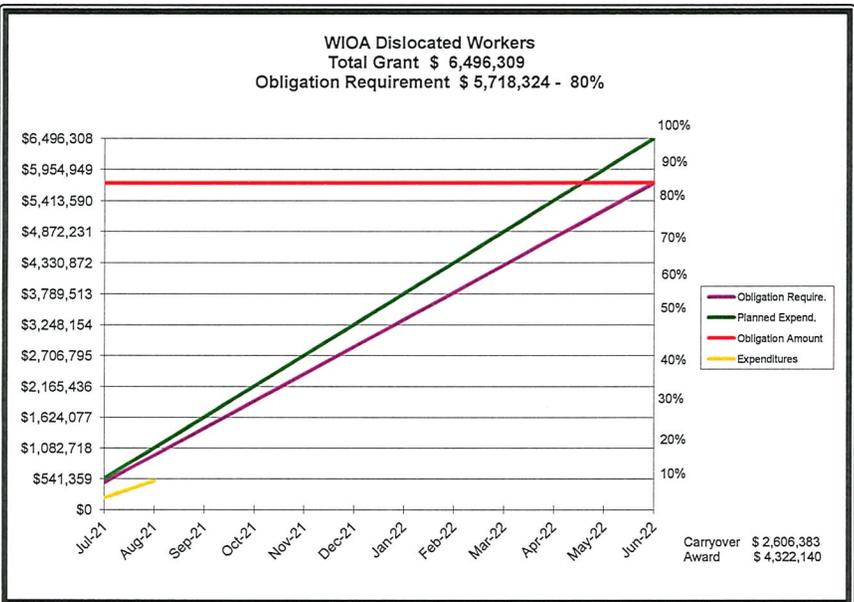
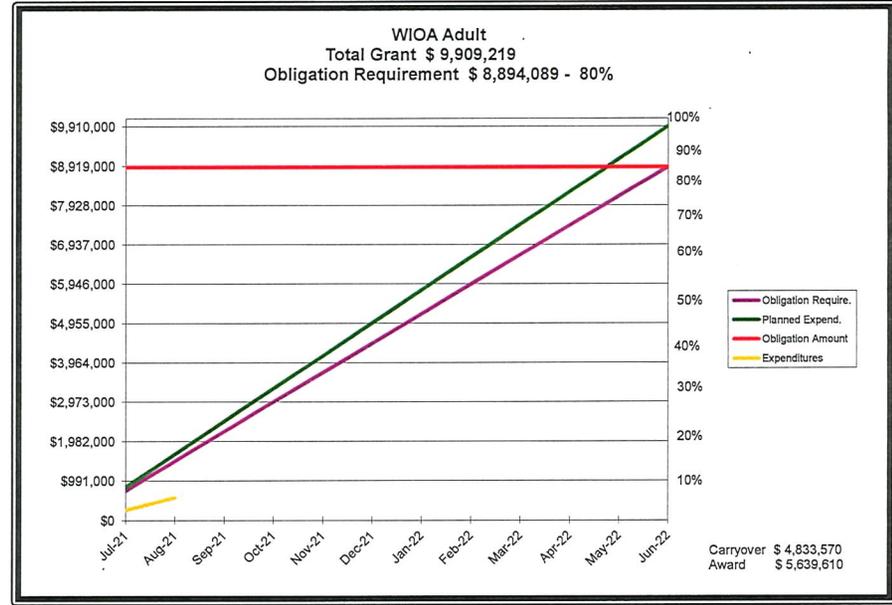
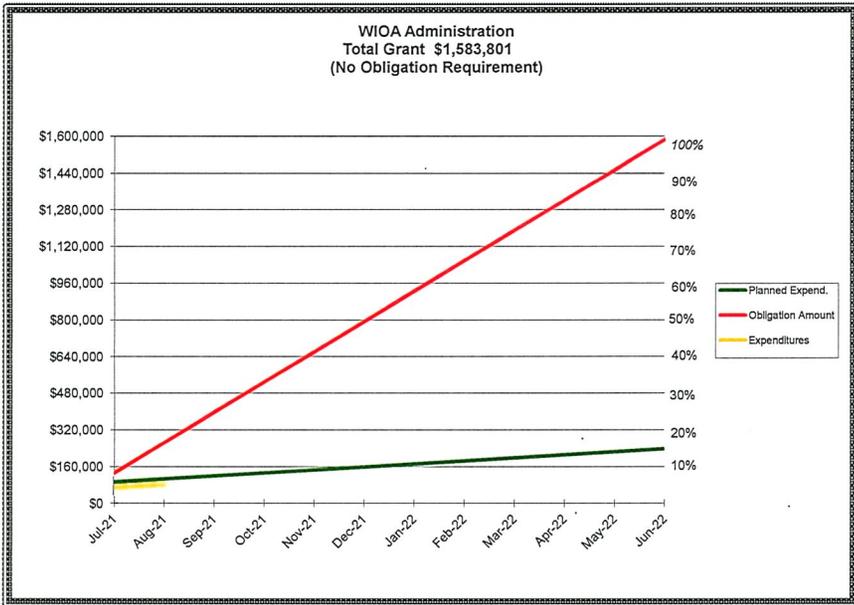
**FRWDB Committed Funds  
Fiscal Year 2021-2022**



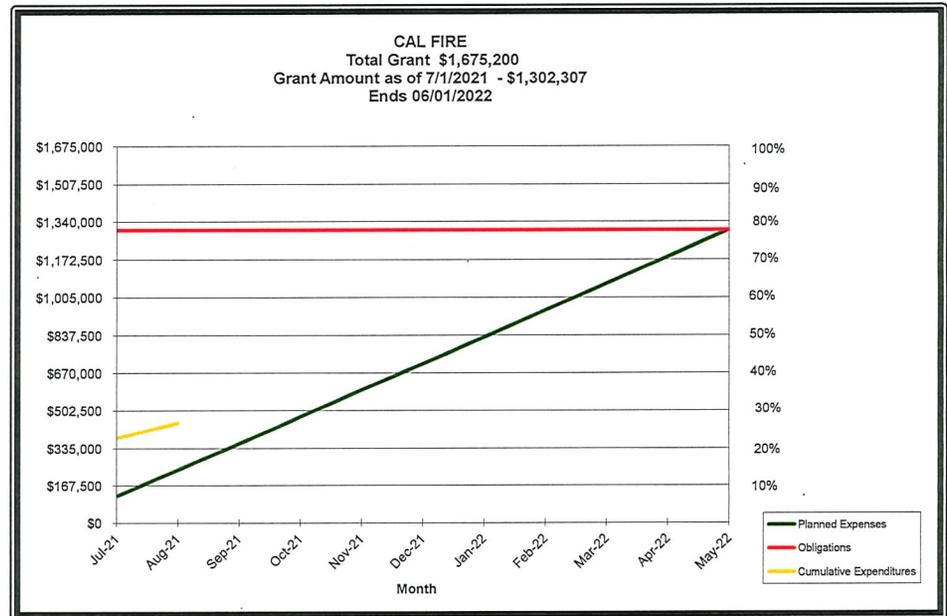
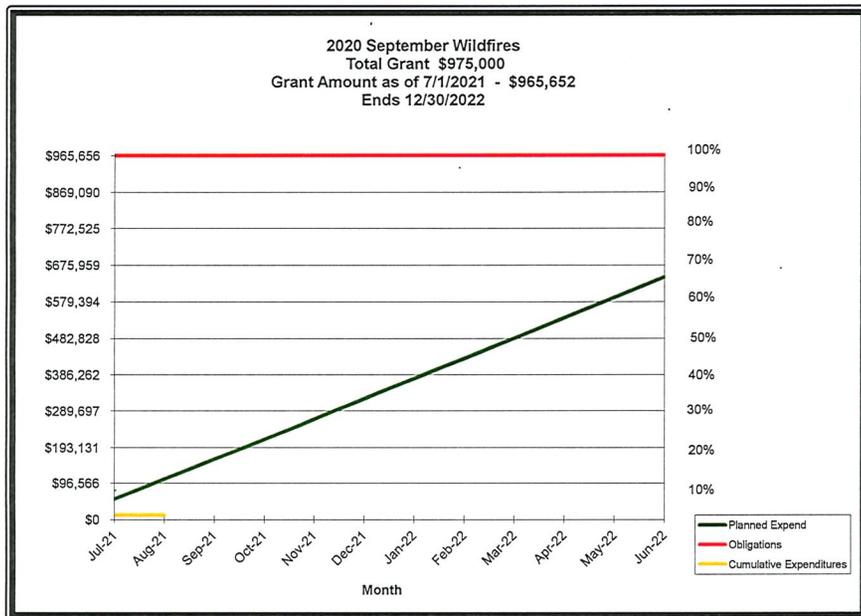
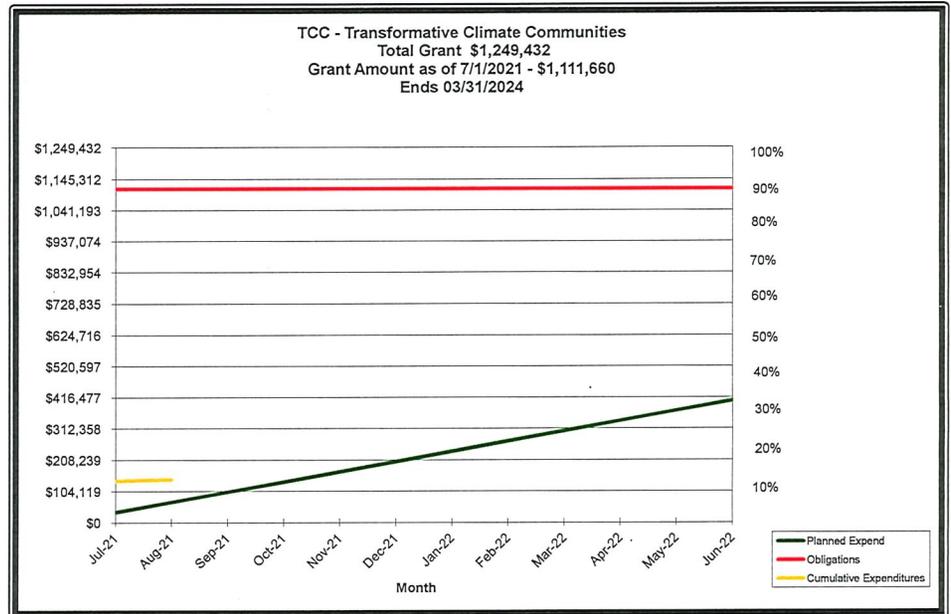
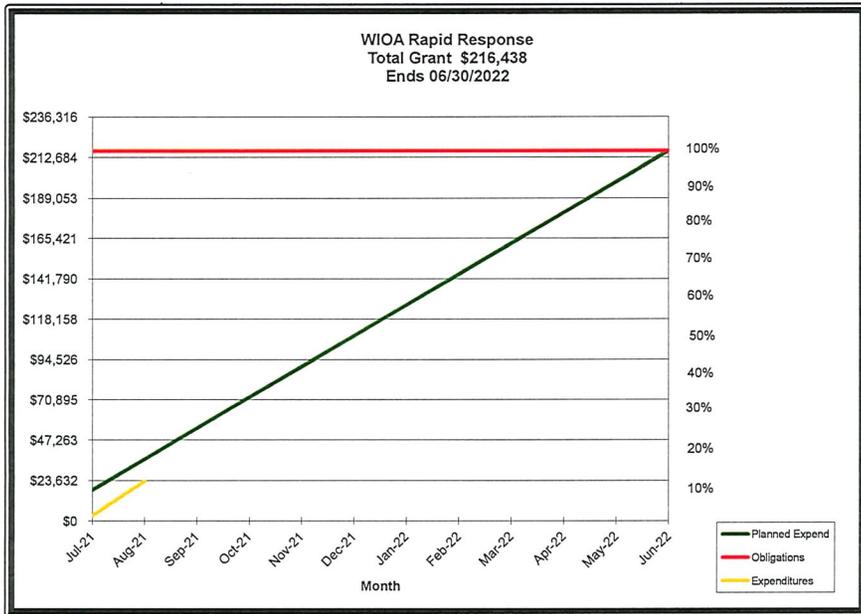
**FRWDB Expenditures  
Fiscal Year 2021-2022**



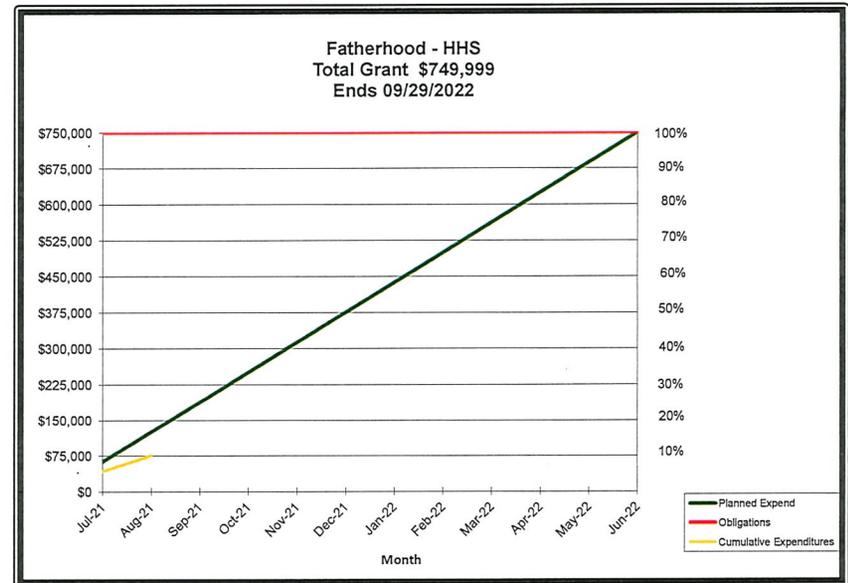
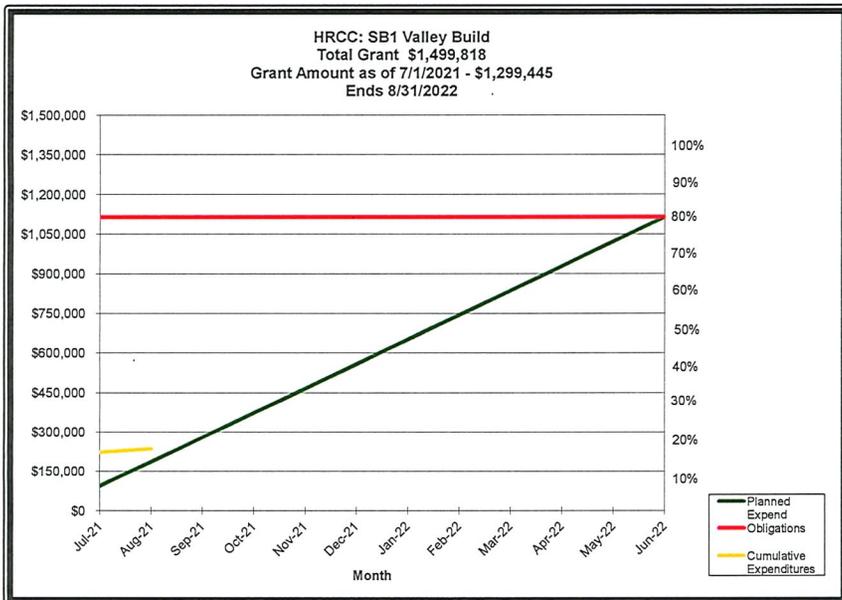
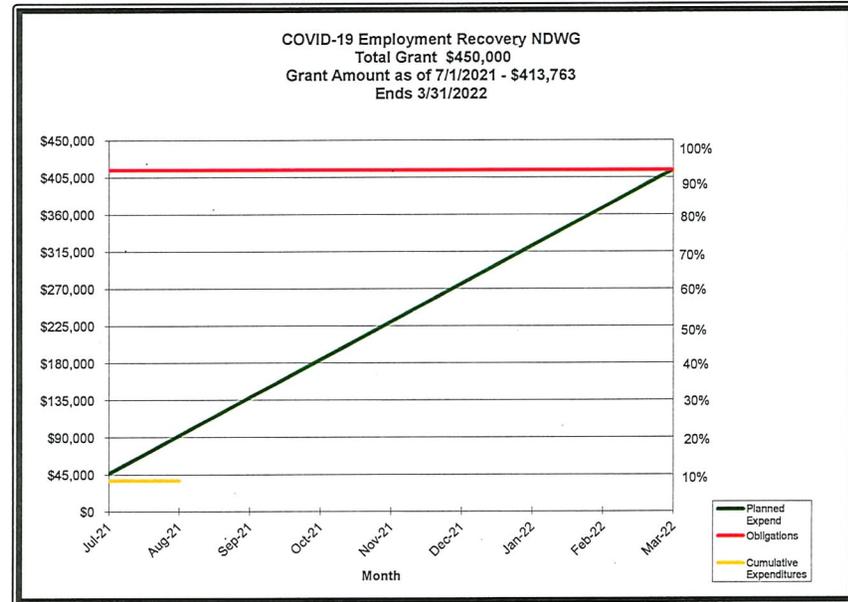
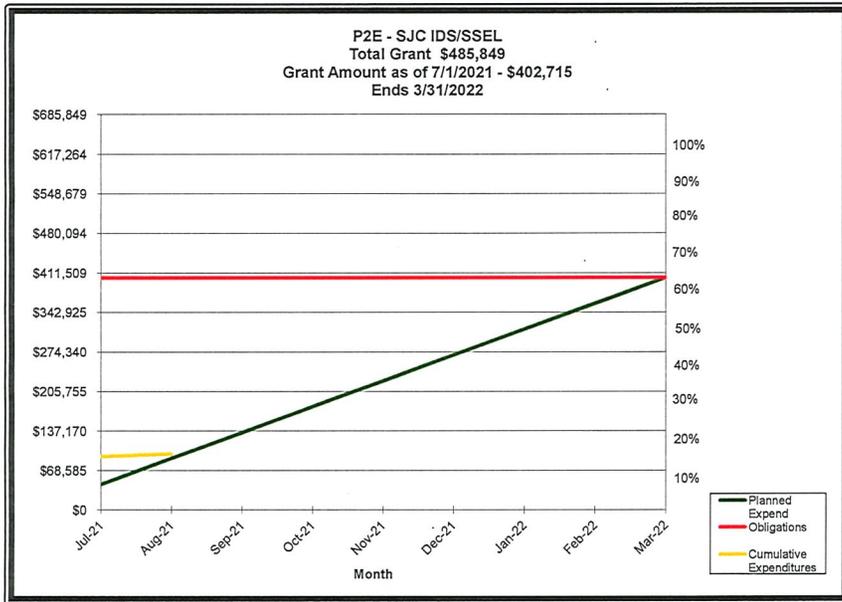
August 2021



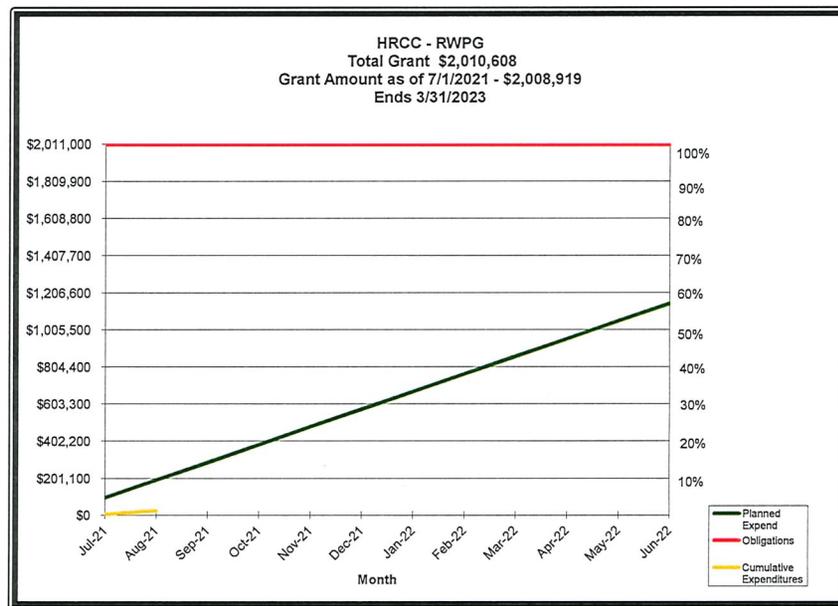
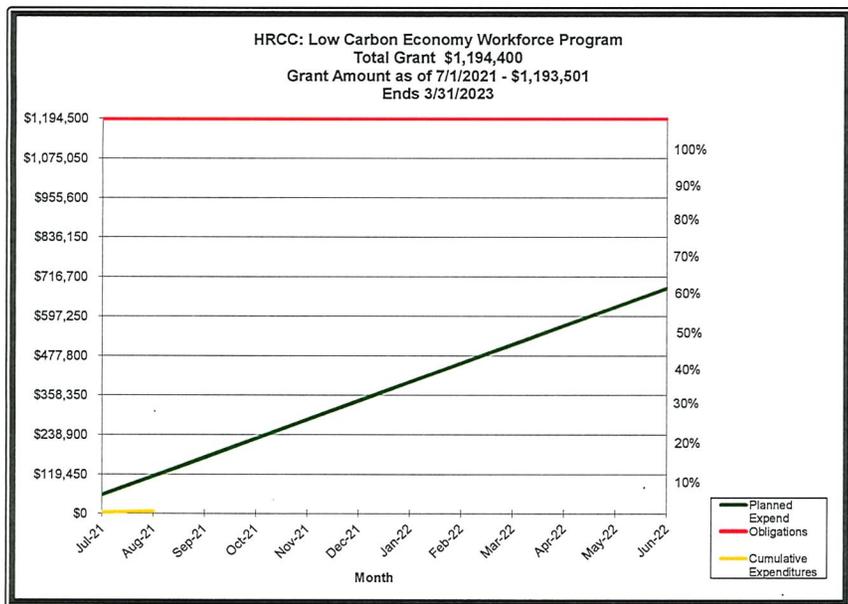
August 2021



August 2021



August 2021



# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	9
MEETING DATE:	October 20, 2021
ACTION:	ACCEPT

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---

**TO:** Executive Committee  
**FROM:** Cheryl Beierschmitt, Deputy Director of Fiscal Services  
**SUBJECT:** August 2021 Agency Budget and Expenditures

**RECOMMENDATION:**

Accept the attached Agency Budget and Expenditures report for August 2021 financials for Program Year (PY) 2021-2022.

**REASON FOR RECOMMENDATION:**

The attached table provides the status of the agency budget as of August 31, 2021.

- Year-to-Date (YTD) budget costs are straight-lined.
- Memberships' YTD budget line item expenditures are running higher than the straight-lined YTD budget costs due to the annual California Workforce Association PY 2021-2022 membership costs paid in August 2021.

Staff has no concerns with expenditures at this time.

**ATTACHMENT:**

FRWDB Agency Budget and Expenditures – August 2021

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

August 2021

	<b>Budget by Line Item</b>	<b>Total Budget</b>	<b>YTD Budget</b>	<b>YTD Expenditures</b>	<b>Variance</b>	<b>Percent Variance</b>
51	Salaries	\$ 2,280,057	\$ 380,010	\$ 373,934	6,076	1.60%
52	Payroll Taxes	207,586	34,598	31,273	3,325	9.61%
53	Fringe Benefits	707,944	117,991	113,180	4,811	4.08%
55	Staff/Board/Service Provider Development	64,980	10,830	11,638	(808)	-7.46%
56	Local Mileage	26,000	4,333	330	4,003	92.38%
60	Communications	40,000	6,667	2,059	4,608	69.11%
61	Insurance	29,800	4,967	4,658	309	6.21%
62	Maintenance	67,550	11,258	4,065	7,193	63.89%
63	Memberships	50,000	8,333	17,780	(9,447)	-113.36%
64	Miscellaneous	11,000	1,833	1,213	621	33.86%
65	Office Expense	24,600	4,100	4,371	(271)	-6.60%
66	Professional Services	195,800	32,633	8,464	24,169	74.06%
67	Advertising	35,000	5,833	2,610	3,224	55.27%
68	Rent & Leases	223,100	40,564	38,672	1,892	4.66%
69	Utilities	29,000	4,833	2,190	2,643	54.68%
71	Furniture and Equipment	11,000	1,833	2,045	(212)	-11.56%
	<b>Total</b>	<b>\$ 4,003,417</b>	<b>\$ 670,616</b>	<b>\$ 618,482</b>	<b>52,134</b>	<b>7.77%</b>

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

# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	10
MEETING DATE:	October 20, 2021
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:	11
MEETING DATE:	October 20, 2021
ACTION:	DIRECT

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**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.).