



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

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

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

Use the information below to join this meeting:

Join Zoom Meeting

<https://us02web.zoom.us/j/89165811575?pwd=ZEhJT3VpOEE1SXY4U1Y5NEROMDE2UT09>

or Call In: 1-669-900-6833

Meeting ID: 891 6581 1575

Password: 159394

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

Mission Statement: The Fresno Regional Workforce Development Board exists to oversee the optimal administration of Workforce Innovation and Opportunity Act funds in the Fresno region. In serving both the business community and the individual job seeker with the provision of human capital development services, we hope to foster the economic vitality of the Fresno region.

ROLL CALL

AGENDA CHANGES: REMOVAL OF ITEMS OR EMERGENCY ADDITIONS

ABSTENTIONS/RECUSALS/DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

COMMITTEE CHAIR/STAFF COMMENTS

PUBLIC COMMENTS

Item	Description	Presented By	Enclosure	Action	Page #
1.	October 21, 2020, Executive Committee Meeting Minutes	Konczal	Yes	Approve	4
2.	Items Referred by Other Committees	Konczal	Yes	Information	8
3.	Workforce Innovation and Opportunity Act One-Stop Operator, Adult Services, and Dislocated Worker Services Request for Proposals for Program Year 2021-2022	Stogbauer	Yes	Approve	9

ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

Disabled individuals and individuals who are limited English proficient who need special assistance to attend or participate in this meeting may request assistance by contacting the Fresno Regional Workforce Development Board, at 2125 Kern Street, Suite 208, Fresno, California, or by calling (559) 490-7100. Every effort will be made to reasonably accommodate individuals with disabilities or who are limited English proficient by making meeting materials available in alternative formats. Requests for assistance should be made at least three (3) working days in advance of the meeting.

Item	Description	Presented By	Enclosure	Action	Page #
4.	November 2020 Financial Report	Beierschmitt	Yes	Accept	10
5.	November 2020 Agency Budget and Expenditures	Beierschmitt	Yes	Accept	16
6.	Local Plan – Vision and Development	Stogbauer	Yes	Discussion	18
7.	Director's Quarterly Update	Konczal	Yes	Information	19
8.	Referral of Agenda Items to Other Committees	Hensley	Yes	Direct	20
9.	Information Sharing	All	No	Discussion	--
10.	April 21, 2021, Agenda Items	Konczal	No	Discussion	--
11.	Meeting Feedback	Konczal	No	Discussion	--

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

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

P= Present

A = Absent

-- = Not a Committee member at time of meeting

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

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

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

TO: Executive Committee

FROM: Blake Konczal, Executive Director

SUBJECT: October 21, 2020, Executive Committee Meeting Minutes

RECOMMENDATION:

Approve the minutes of the October 21, 2020, Executive Committee meeting.

ATTACHMENT:

October 21, 2020, Executive Committee Meeting Minutes



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Executive Committee
October 21, 2020

SUMMARY MINUTES

The meeting was called to order at 3:00 p.m. and was held via Zoom.

ROLL CALL: PRESENT – Edgar Blunt, Jeff Hensley, Mike Karbassi (arrived at 3:01 p.m.), Dennis Montalbano, Chuck Riojas, Michael Silveira (arrived at 3:04 p.m.), Lydia Zabrycki and Legal Counsel Ken Price

ABSENT – Sal Quintero

Director Karbassi arrived (3:01 p.m.)

AGENDA CHANGES: None

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

COMMITTEE
CHAIR/STAFF
COMMENTS: Blake Konczal, Executive Director, Fresno Regional Workforce Development Board (FRWDB) reported that for the first time, the FRWDB received a grant from the United States Department of Health and Human Services in the amount of \$750,000 under the FIRE program. This program provides employment related training for single fathers.

Chair Hensley announced that Director Riojas has accepted the role of Chair of the Adult Council.

PUBLIC COMMENTS: None

Item	Description/Action Taken
1.	<p><u>July 15, 2020, Executive Committee Meeting Minutes</u></p> <p>Mr. Konczal requested approval of the July 15, 2020, Executive Committee (Committee) meeting minutes.</p> <p>RIOJAS/BLUNT – APPROVED THE JULY 15, 2020, EXECUTIVE COMMITTEE MEETING MINUTES. VOTE: YES – 6, NO – 0 (UNANIMOUS)</p>
2.	<p><u>Items Referred by Other Committees</u></p> <p>There were no items referred by other committees.</p> <p>Director Silveira arrived (3:04 p.m.)</p>
3.	<p><u>August 2020 Financial Report</u></p>

3. **August 2020 Financial Report**

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

BLUNT/ZABRYCKI – ACCEPTED THE AUGUST 2020 FINANCIAL REPORT. VOTE: YES – 7, NO – 0 (UNANIMOUS)

4. **August 2020 Agency Budget and Expenditures Report**

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

BLUNT/MONTALBANO – ACCEPTED THE AUGUST 2020 AGENCY BUDGET AND EXPENDITURES REPORT. VOTE: YES – 7, NO – 0 (UNANIMOUS)

5. **Director's Quarterly Update**

Mr. Konczal directed the Committee to an overview of the projects he focused on over the past quarter, July through September, 2020. He discussed several of the primary items that were a focus during this period:

Contractual issues regarding the SB1 pre-apprentice grant; design and implementation of new recruitment model across the Valley for the SB1 grant; award by United States Department of Labor to the State of California Workforce Development Board (WDB) that includes funding for pre pre-apprentice training in construction math and construction English as Second Language across the Valley region; funding application for National Dislocated Worker Grant to deal with aftermath of the Creek Fire; expansion of the Forestry Tech program from Reedley College to Oakhurst campus and Columbia College in Sonora with new High Roads Partnership grant; roll out of the CalFire contract with the Associated California Loggers; revision to existing Valley Build website to bring a regional focus; various contractual issues with the State of California Employment Development Department (EDD) in regards to State of California WDB grants; lease issues regarding Mendota EDD satellite location.

Chair Hensley clarified with Mr. Konczal that training has continued through the FRWDB during the COVID pandemic Mr. Konczal affirmed Chair Hensley's comments and added that the FRWDB never closed its doors and continued to provide services in Fresno County through Workforce Connection and the Business Services Center. FRWDB staff kept training programs going, where possible, and began designing and utilizing online seminars, Facebook Live, and YouTube videos to help continue services and share about services available to job seekers and employers.

This was an information item.

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

There were no items referred to other committees.

Mr. Konczal stated that there was another grant the FRWDB received, and that was for specialized janitorial training that had course work for COVID-19 sanitation. He stated that he contacted Director Bumatay at Fresno Adult School about training they already had in place for sanitation, and asked if she was willing to modify the training to be online. Mr. Konczal then contacted Director Blunt at IMAGO to design the online training.

Director Blunt shared that this was not a typical curricula that IMAGO designs. He said to bring the training online, they had to take years of PowerPoint presentations and paperwork and turn it into a digital format. He shared that it has been a very different experience for the Adult School instructors, as they have been used to using books in a live classroom. IMAGO has helped instructors become more engaging online and he stated it has been a fun project, and they are about half way done with moving the 14 lessons online. Director Blunt offered to share a little bit of the program with any Directors who were interested.

This was an information item.

8. **January 20, 2021, Agenda Items**

There were no items recommended for the January 20, 2021, Executive Committee meeting agenda.

9. **Meeting Feedback**

There was no feedback.

Meeting adjourned at 3:45 p.m.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	2
MEETING DATE:	January 20, 2021
ACTION:	INFORMATION

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

TO: Executive Committee

FROM: Blake Konczal, Executive Director

SUBJECT: Items Referred by Other Committees

INFORMATION:

The Fresno Regional Workforce Development Board (FRWDB) Executive Committee requires all committees to have two (2) standing agenda items, "Items Referred by Other Committees" and "Referral of Agenda Items to Other Committees", in order to increase all committees' members' awareness of FRWDB programs and activities.

ITEMS REFERRED:

There were no items referred to the Executive Committee.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	3
MEETING DATE:	January 20, 2021
ACTION:	APPROVE

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

TO: Executive Committee

FROM: Phyllis Stogbauer, Senior Deputy Director

SUBJECT: Workforce Innovation and Opportunity Act One-Stop Operator and Adult and Dislocated Worker Services Request for Proposals for Program Year 2021-2022

RECOMMENDATION:

Approve the final Statements of Work (SOW) for the Workforce Innovation and Opportunity Act (WIOA) Title I: 1) One-Stop Operator Services (OSO), 2) Adult Career Services, and 3) Dislocated Worker Career Services, and to authorize the release of the Requests for Proposals (RFPs) on February 3, 2021, for the OSO, and February 5, 2021, for Adult Services and Dislocated Worker Services.

BACKGROUND:

At its December 2, 2020, meeting, the Fresno Regional Workforce Development Board (FRWDB) authorized the release of these draft SOWs for a 30-day public comment period from December 3, 2020, to January 3, 2021. At that time, the FRWDB also authorized the Executive Committee to approve the final SOWs and to authorize the release of the RFPs. This was done to ensure the RFPs are released in a time frame needed to have contracts in place by June 30, 2021. FRWDB staff coordinated public meetings via zoom to solicit comments. In addition to the virtual public meetings, individuals were provided the opportunity to submit written comments via email.

Based on the feedback received during the public comment period, staff made minor changes to the Adult and Dislocated Worker SOWs. The revised SOWs will be emailed to the Executive Committee prior to the meeting. There were no comments received for the OSO SOW.

Upon Executive Committee approval, FRWDB staff will finalize the RFP and prepare for final release in February 2021.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	4
MEETING DATE:	January 20, 2021
ACTION:	ACCEPT

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

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

RECOMMENDATION:

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

REASON FOR RECOMMENDATION:

The attached summary financial report and charts display year-to-date financial information through November 30, 2020.

- Staff has no concerns with grant expenditures at this time

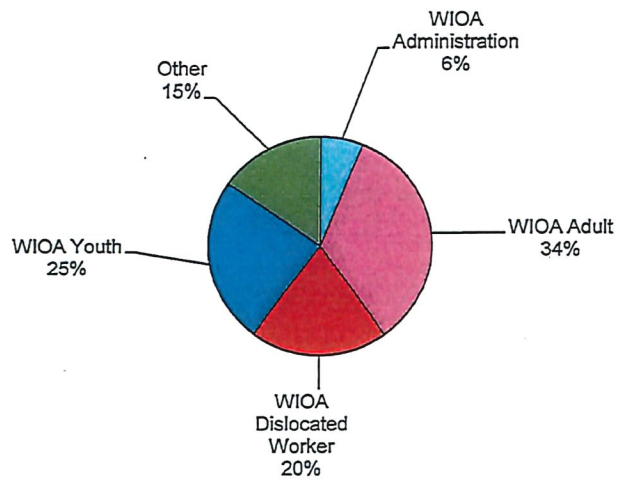
ATTACHMENT:

November 2020 Financial Report

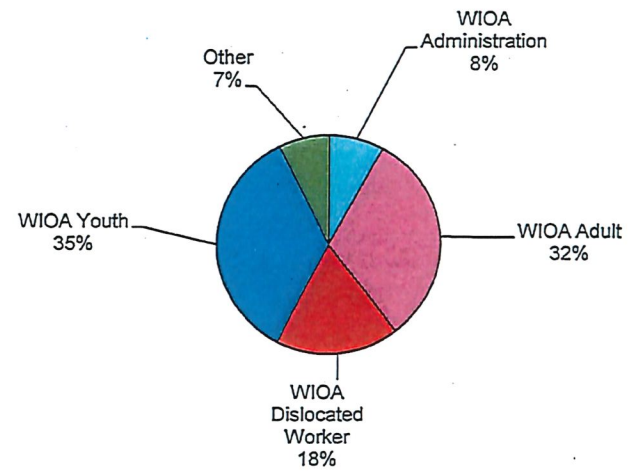
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FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
FINANCIAL REPORTS
November 2020

FRWDB Committed Funds
Fiscal Year 2020-2021

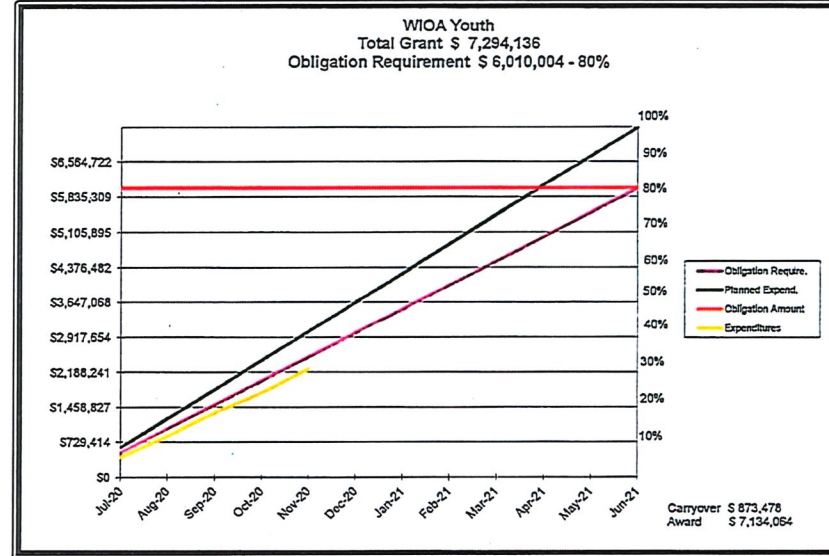
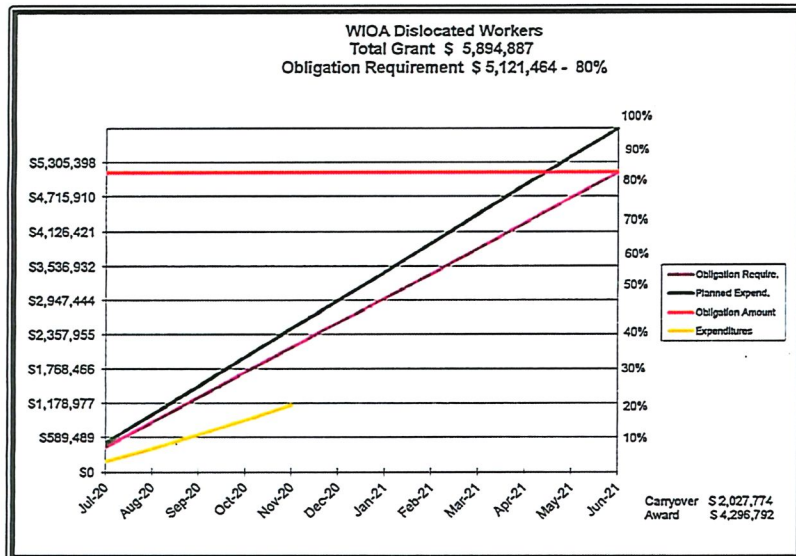
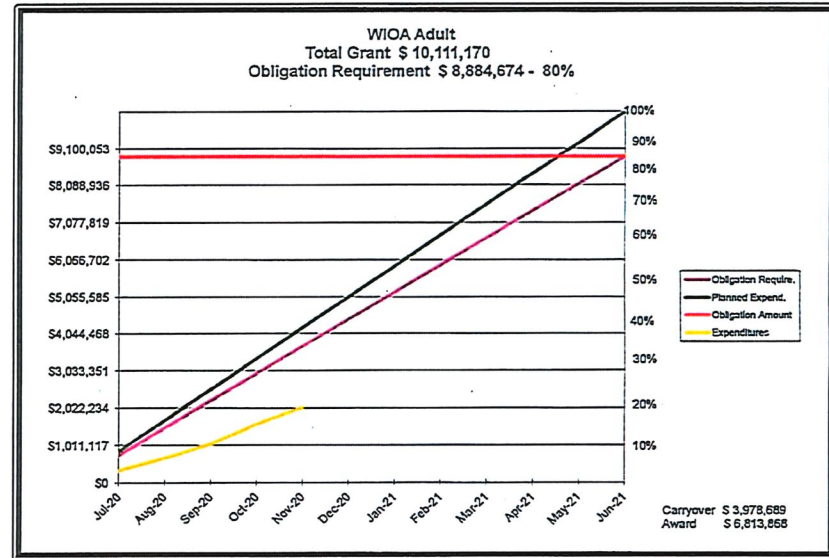
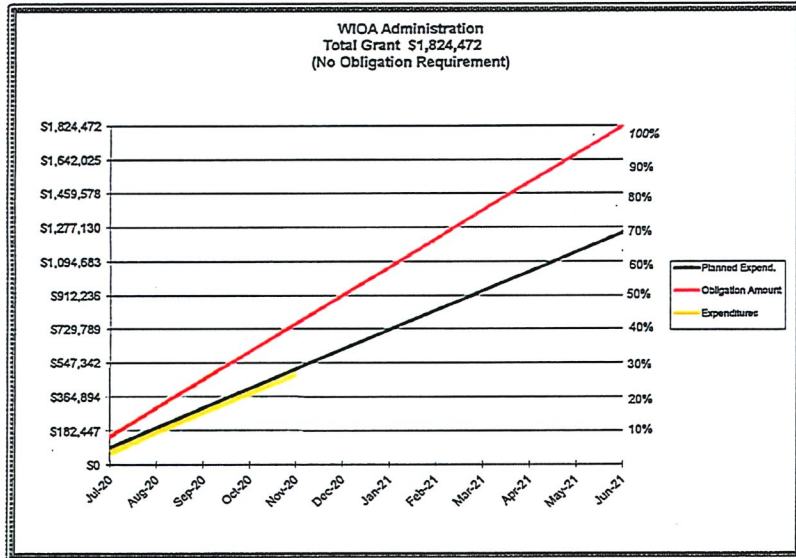


FRWDB Expenditures
Fiscal Year 2020-2021



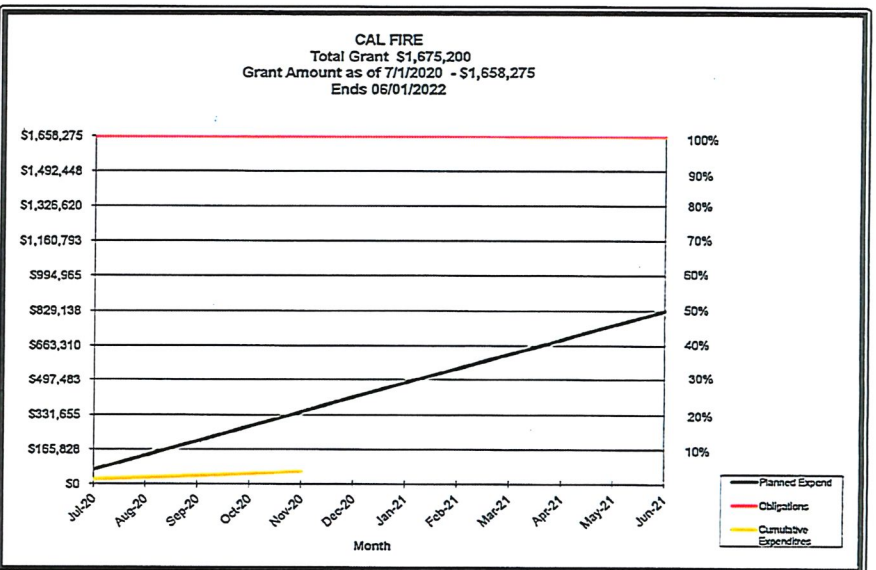
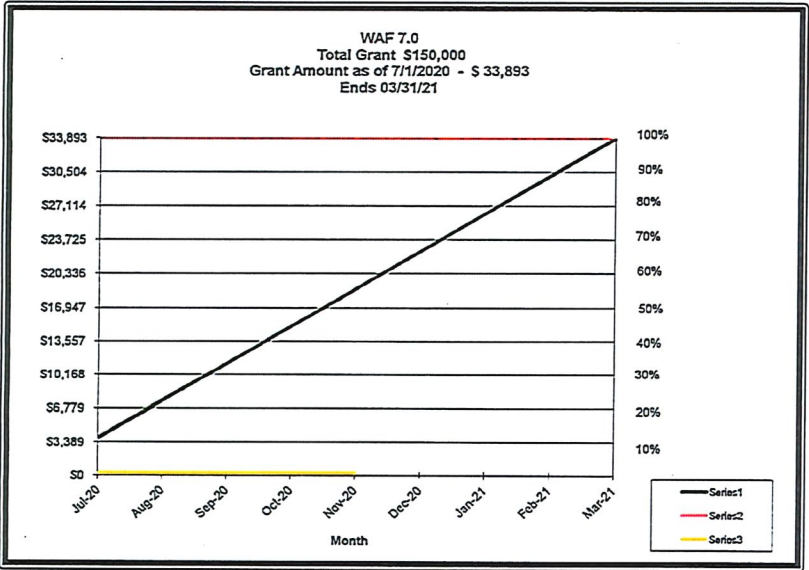
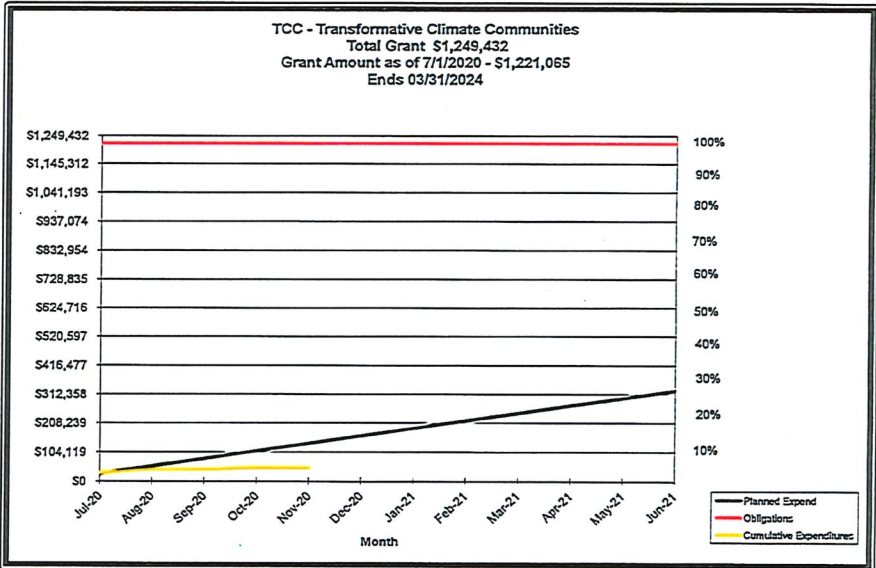
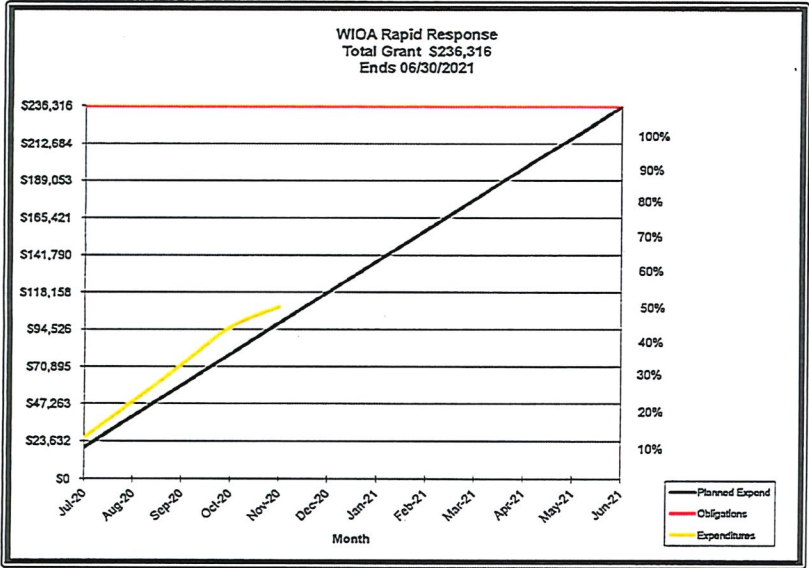
FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD FINANCIAL REPORTS

November 2020



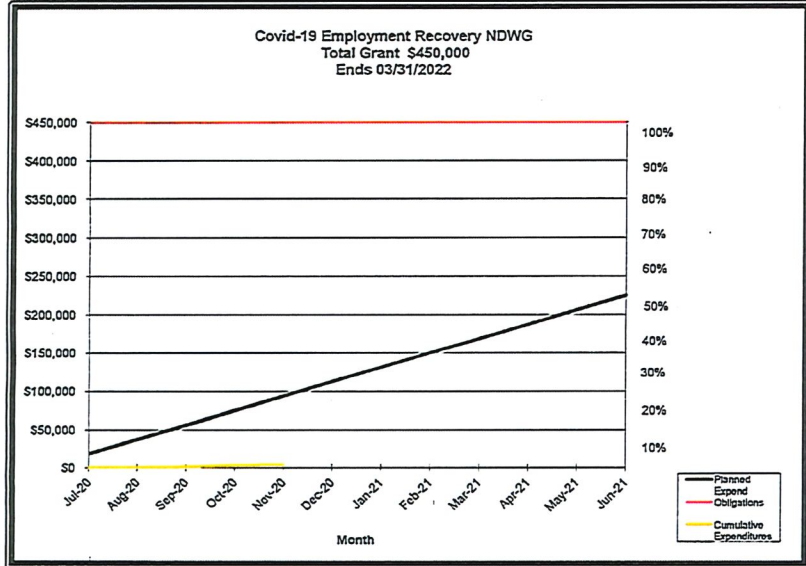
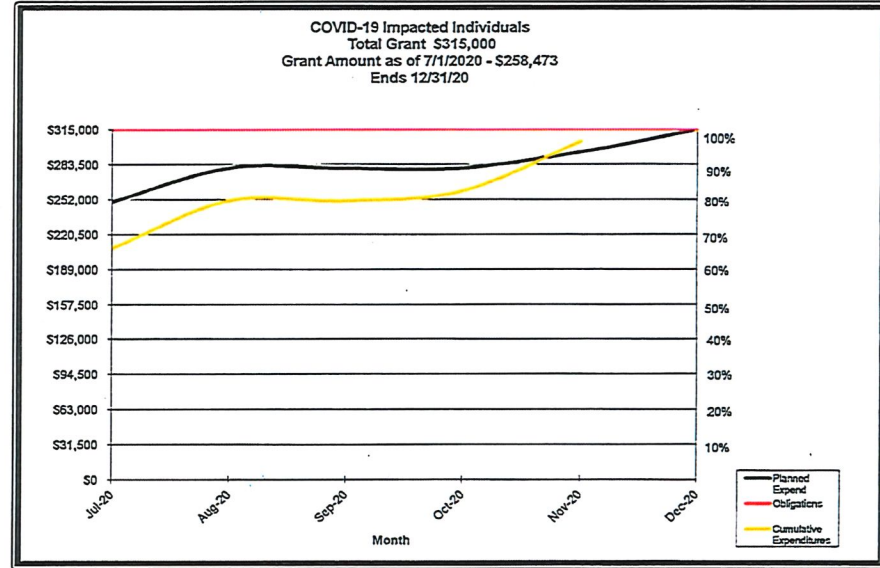
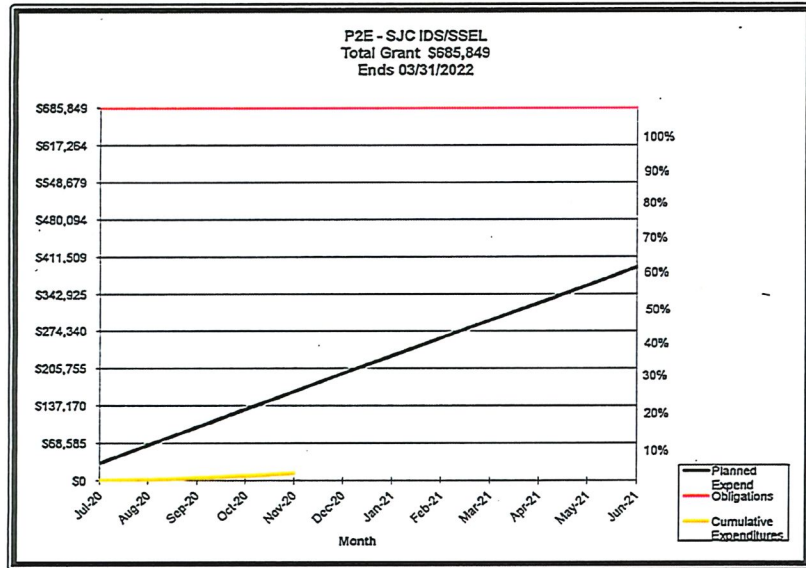
FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD FINANCIAL REPORTS

November 2020



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD FINANCIAL REPORTS

November 2020



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	5
MEETING DATE:	January 20, 2021
ACTION:	ACCEPT

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

RECOMMENDATION:

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

REASON FOR RECOMMENDATION:

The attached table provides the status of the agency budget as of November 30, 2020.

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

ATTACHMENT:

FRWDB Agency Budget and Expenditures – November 2020

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

November 2020

	Budget by Line Item	Total Budget	YTD Budget	YTD Expenditures	Variance	Percent Variance
51	Salaries	\$ 2,280,057	\$ 950,024	\$ 838,298	111,726	11.76%
52	Payroll Taxes	207,586	86,494	68,713	17,781	20.56%
53	Fringe Benefits	707,944	294,977	255,391	39,585	13.42%
55	Staff/Board/Service Provider Development	72,500	30,208	2,287	27,921	92.43%
56	Local Mileage	26,000	10,833	821	10,013	92.43%
60	Communications	26,480	10,945	8,822	2,122	19.39%
61	Insurance	29,800	29,800	26,813	2,987	10.02%
62	Maintenance	67,550	28,146	21,073	7,073	25.13%
63	Memberships	62,000	56,364	32,999	23,365	41.45%
64	Miscellaneous	11,000	4,583	527	4,057	88.51%
65	Office Expense	24,600	10,250	8,318	1,932	18.85%
66	Professional Services	195,800	81,583	32,633	48,950	60.00%
67	Advertising	35,000	14,583	8,534	6,049	41.48%
68	Rent & Leases	216,100	98,227	93,864	4,363	4.44%
69	Utilities	26,000	10,833	11,471	(638)	-5.89%
71	Furniture and Equipment	15,000	6,250	3,415	2,835	45.36%
	Total	\$ 4,003,417	\$ 1,724,101	\$ 1,413,980	310,121	17.99%

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

Prepared by Cheryl Beierschmitt

ATTACHMENT

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	6
MEETING DATE:	January 20, 2021
ACTION:	INFORMATION

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TO: Executive Committee

FROM: Phyllis Stogbauer, Senior Deputy Director

SUBJECT: Local Plan – Vision and Development

INFORMATION:

As outlined under Workforce Innovation and Opportunity Act (WIOA) Section 106, Regional Plans provide a roadmap for alignment of resources and investments to meet specific outcomes within the 15 Regional Planning Units (RPU). Regional Plans are used to articulate how RPUs will build intentionality around industry sector engagement, drive workforce development outcomes across multiple jurisdictions, and expand on-ramps to career pathways for individuals who experience barriers to employment. WIOA Section 108, Local Plans provide an action plan for operationalizing the road map laid out in the Regional Plan by describing how individuals' access services through the America's Job Centers of CaliforniaSM (AJCC) system. Local Plans are used to articulate how Local Boards will coordinate with local partners to ensure a person-centered service-delivery.

On September 21, 2020, the state released the draft Regional and Local Plan Modification Guidance for 2021-2024 (WSDD-216), which provides guidance for the preparation and submission of both the local and regional workforce plans required by WIOA. As outlined in the directive, the final plan must be submitted to the state board no later than April 30, 2021. In order to meet the submission deadline, staff has begun working with our Consultant David Shinder to draft the 2021-2024 Local Plan for Fresno County.

One of the overarching criteria in the development of the Local Plan is to obtain input from the community and our local board. David Shinder will facilitate a discussion at the meeting to solicit input from your committee.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	7
MEETING DATE:	January 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:	8
MEETING DATE:	January 20, 2021
ACTION:	DIRECT

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

TO: Executive Committee

FROM: Jeff Hensley, Chair

SUBJECT: Referral of Agenda Items to Other Committees

RECOMMENDATION:

Discuss and direct staff regarding the referral of agenda items from this meeting to one or more of the other standing committees of the Fresno Regional Workforce Development Board.

REASON FOR RECOMMENDATION:

This item is intended to allow the Executive Committee to collectively decide which of the items you just discussed should be referred to another committee(s) and the reason they are being referred (information, action, etc.).