



FRESNO AREA WORKFORCE INVESTMENT CORPORATION

Board of Directors Meeting
January 20, 2021 @ 3:00 p.m.

Fresno Regional Workforce Development Board
2125 Kern Street, #207
Fresno, CA 93721

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.

ROLL CALL

AGENDA CHANGES: REMOVAL OF ITEMS OR EMERGENCY ADDITIONS

ABSTENTIONS/RECUSALS/DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

BOARD CHAIR/STAFF COMMENTS

PUBLIC COMMENTS

Item	Description	Presented By	Enclosure	Action	Page #
1.	April 15, 2020, Meeting Minutes	Konczal	Yes	Approve	3
2.	New Site Lease for Fresno City and County's America's Job Centers of California Office	Konczal	Yes	Approve	6
3.	Referral of Agenda Items to the Fresno Regional Workforce Development Board and/or Its Committees	Hensley	Yes	Direct	13
4.	April 21, 2021, Agenda Items	Konczal	No	Discussion	--
5.	Meeting Feedback	Konczal	No	Information	--

**FRESNO AREA WORKFORCE INVESTMENT CORPORATION
BOARD OF DIRECTORS
ATTENDANCE REPORT 2020**

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

P = Present

A = Absent

-- = Not a Member at Time of Meeting

FRESNO AREA WORKFORCE INVESTMENT CORPORATION

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: Board of Directors
FROM: Blake Konczal, Chief Executive Officer
SUBJECT: April 15, 2020, Meeting Minutes

RECOMMENDATION:

Approve the minutes of the April 15, 2020, Fresno Area Workforce Investment Corporation Board of Directors meeting.

ATTACHMENT:

April 15, 2020, Board of Directors Meeting Minutes



FRESNO AREA WORKFORCE INVESTMENT CORPORATION

Board of Directors
April 15, 2020

SUMMARY MINUTES

The meeting was called to order at 3:33 p.m. and was held telephonically.

ROLL CALL: PRESENT - Paul Bauer, Jeff Hensley, Scott Miller, Dennis Montalbano, Chuck Riojas, and Legal Counsel Ken Price

ABSENT - Mike Karbassi, Sal Quintero, and Lydia Zabrycki

AGENDA CHANGES: None

ABSTENTIONS: None

BOARD CHAIR/
STAFF COMMENTS: None

PUBLIC COMMENTS: None

Item Description/Action Taken

1. January 29, 2020, Special Meeting Minutes

Blake Konczal, Chief Executive Officer, Fresno Area Workforce Investment Corporation (FAWIC) presented the January 29, 2020, special meeting minutes for approval.

MONTALBANO/RIOJAS – APPROVED THE MINUTES OF THE JANUARY 29, 2020, SPECIAL MEETING. VOTE: YES – 5, NO – 0 (UNANIMOUS)

2. Administrative Time Off Policy

Mr. Konczal stated that at the suggestion of the state, FAWIC has developed a formal paid administrative time off policy, which authorizes its Chief Executive Officer to approve administrative time off of up to 30 days during emergencies. Chair Bauer asked if this policy was in addition to the new federal paid sick leave/extended Family Medical Leave Act (FMLA) leave. After a brief discussion for clarification, Mr. Konczal indicated that staff would not be paid under the new administrative time off policy concurrently with being paid under the expanded FMLA policy. Chair Bauer asked if the language in the FAWIC's policy was provided by the state and Mr. Konczal indicated that the language was suggested by the state, but that FAWIC also consulted with Brenda Budke at Sierra HR Partners in writing the policy.

There were no other questions regarding the proposed Administrative Time Off Policy.

RIOJAS/MILLER – APPROVED THE FAWIC ADMINISTRATIVE TIME OFF POLICY FOR EMERGENCIES. VOTE: YES – 5, NO – 0 (UNANIMOUS)

3. **Human Resources Consulting Services Contract Award**

Mr. Konczal presented for the Board's approval, the recommendation to award the Human Resources (HR) Consulting Services contract to Sierra HR Partners for Program Year 2020-2021, with options of up to four (4) additional renewals for a total term not to exceed five (5) years, for a cost of \$36,000 per year. Mr. Konczal indicated that Sierra HR Partners was the firm FAWIC currently contracts with for HR consulting services and he noted how invaluable Sierra HR staff has been during the current COVID-19 situation. The Board did not have any questions or concerns with the recommendation.

RIOJAS/HENSLEY – APPROVED THE HR CONSULTING SERVICES CONTRACT AWARD TO SIERRA HR PARTNERS. VOTE: YES – 5, NO – 0 (UNANIMOUS)

4. **Extension of Fresno Area Workforce Investment Corporation Office Lease**

Mr. Konczal requested that the Board approve the five (5) year lease renewal with Summa Properties Corporation for the FAWIC offices at the Hotel Virginia building. Mr. Konczal noted that the terms of the lease renewal were good and stated that it is cost effective as opposed to having to relocate staff, and added that FAWIC staff likes the current location. Chair Bauer asked if Legal Counsel Price was involved in the lease renewal process and Mr. Price indicated that he had worked with Augie Quiroz, General Services/IT Manager, FAWIC, to draft the lease amendment and stated it was a commercially reasonable document.

RIOJAS/MONTALBANO – APPROVED THE FIVE (5) YEAR LEASE RENEWAL OPTION FOR THE FAWIC OFFICES. VOTE: YES – 5, NO – 0 (UNANIMOUS)

5. **Fresno Area Workforce Investment Corporation Personnel Manual**

Mr. Konczal presented for the Board's approval, the updated FAWIC Personnel Manual. Mr. Konczal provided an overview of the two (2) substantive policy changes, which were outlined in the agenda item.

HENSLEY/MONTALBANO – APPROVED THE FAWIC PERSONNEL MANUAL. VOTE: YES – 5, NO – 0 (UNANIMOUS)

6. **Special Meeting June 3, 2020**

Mr. Konczal asked Legal Counsel Price to speak to this item. Mr. Price indicated that the FAWIC currently had a procurement out for the location of the America's Job Center of California (One-Stop) and that proposals were due on May 4, 2020. Due to the timing of the FAWIC's next regularly scheduled meeting and the procurement timeline, it is necessary to schedule a special meeting of the FAWIC Board to affirm the recommendation of the rating panel.

This was an information item.

7. **July 15, 2020, Agenda Items**

None.

The meeting was adjourned at 3:50 p.m.

FRESNO AREA WORKFORCE INVESTMENT CORPORATION

AGENDA ITEM:	2
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: Fresno Area Workforce Investment Corporation
FROM: Blake Konczal, Chief Executive Officer
SUBJECT: New Site Lease for Fresno City and County's America's Job Centers of California

RECOMMENDATION:

Approve new site lease for the City and County of Fresno's America's Job Center of California (AJCC) office at the Winepress Shopping Center at 3170 West Shaw Avenue, Fresno, CA 93711.

REASON FOR RECOMMENDATION:

The Fresno Regional Workforce Development Board (FRWDB) is required under the Workforce Innovation and Opportunity Act (WIOA) to provide a comprehensive AJCC for the City and County of Fresno for workforce services. These workforce services are a comprehensive range of no-cost employment and training services for employers and job seekers. The AJCC is a collaboration of local, state, private, and public entities that provide comprehensive and innovative employment services and resources to meet the needs of the California workforce.

In September 2019, FRWDB staff developed the space requirements for the new AJCC with its primary partners and subtenants: State of California Employment Development Department (EDD), County of Fresno Department of Social Services (DSS), and the State of California Department of Rehabilitation (DOR). The collective work established a need of approximately 33,500 square feet of office space among the primary agencies, with Workforce being the largest occupant at (59%) followed by EDD (25%), DOR (11%) and DSS (5%). As such, the collective work started the site search process, including the release of a Request for Proposals, with final negotiations completed in December 2020. A summary of the material lease terms is contained in Attachment I, the space layout in Attachment II, and a summary of FRWDB's site search activities is in Attachment III.

The Winepress Shopping Center was preferred over the competing site due to its many benefits it provided. This location offered better access from a major street (corner of Shaw/Marks), a Fresno Area Transit bus stop at the front location, better space utilization requiring less space to lease, and visible signage on Shaw Avenue. The location will also be easier to find by job seekers and guests.

Approval of the new site location will be presented to the FRWDB at a special meeting on January 20, 2021.

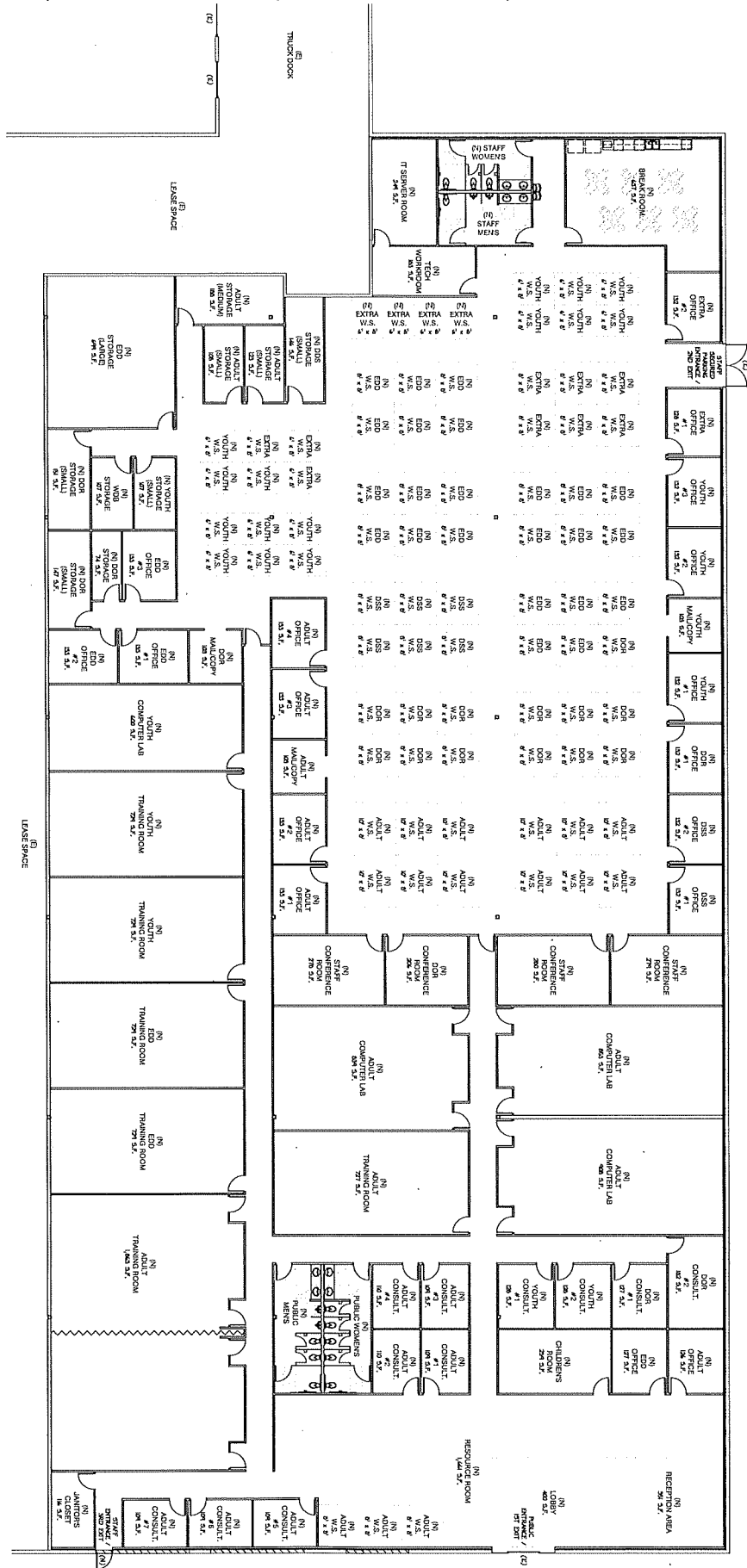
ATTACHMENTS:

ATTACHMENT I – Summary of Lease Terms
ATTACHMENT II – Space Layout, Site Plan, and Arial Map
ATTACHMENT III – New AJCC Office Request for Proposals Summary

Summary of Lease Terms

1) Building Information	Name: Winepress Shopping Center Address: 3170 W. Shaw Avenue, suite to be determined Fresno, CA. 93711 Year Built: Approx. 1992 Lease Space: Approximately 33,000 rentable square feet																																	
2) Owner/Landlord	AMI, LTD 5 E. River Park Place W, Suite 203 Fresno, CA 93720																																	
3) Lease Terms	Initial Term: Ten (10) Years Renewal Options (may be exercised by Workforce): Two (2) Five (5) Year extensions Lease Type: Modify Gross																																	
4) Lease Commencement and Delivery Date	Estimated to be September 1, 2021.																																	
5) Rent	Initial Rent and Operating Expenses: \$1.71/rsf. monthly Tenant Improvement Rent: Estimated at \$1.11/rsf. monthly (subject to change based on actual costs). Annual rent increase: 3% <table><thead><tr><th></th><th>Rate /s.f.</th><th>Monthly</th></tr></thead><tbody><tr><td>Year 1</td><td>\$2.82</td><td>\$93,060.00</td></tr><tr><td>Year 2</td><td>\$2.90</td><td>\$95,700.00</td></tr><tr><td>Year 3</td><td>\$2.99</td><td>\$98,670.00</td></tr><tr><td>Year 4</td><td>\$3.08</td><td>\$101,640.00</td></tr><tr><td>Year 5</td><td>\$3.17</td><td>\$104,610.00</td></tr><tr><td>Year 6</td><td>\$3.27</td><td>\$107,910.00</td></tr><tr><td>Year 7</td><td>\$3.37</td><td>\$111,210.00</td></tr><tr><td>Year 8</td><td>\$3.47</td><td>\$114,510.00</td></tr><tr><td>Year 9</td><td>\$3.57</td><td>\$117,810.00</td></tr><tr><td>Year 10</td><td>\$3.68</td><td>\$121,440.00</td></tr></tbody></table>		Rate /s.f.	Monthly	Year 1	\$2.82	\$93,060.00	Year 2	\$2.90	\$95,700.00	Year 3	\$2.99	\$98,670.00	Year 4	\$3.08	\$101,640.00	Year 5	\$3.17	\$104,610.00	Year 6	\$3.27	\$107,910.00	Year 7	\$3.37	\$111,210.00	Year 8	\$3.47	\$114,510.00	Year 9	\$3.57	\$117,810.00	Year 10	\$3.68	\$121,440.00
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6) Utilities and Janitorial Services	Workforce responsible for utilities and janitorial to the lease premise.																																	

7) Maintenance	Landlord responsible for all maintenance to the site, building, and premise.
8) Early Termination; Non Appropriation	<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>
9) Subleasing and Assignment	Workforce shall have the right to sublease all or a portion of the Premises to State, County, and local agencies that provide similar services.
10) ADA Compliance	Landlord will deliver an ADA compliant premise upon delivery of premise using the State of California's current standards.
11) Parking: Public and Secured	Landlord will provide sufficient parking for staff and guests and provide fifteen (15) secured stalls (fenced) for State, County, and Workforce vehicles.
12) Signage	Landlord will provide appropriate signage as part of the Tenant Improvements Costs.



PROPOSED FLOOR PLAN - SCHEME 2.0

<u>Current Release Date</u>	
CR-23	
<u>Planning Submittal</u>	
—	
<u>Plan Check Submittal</u>	
—	
REVISIONS	
△	
△	
△	
△	
△	
IDENTIFICATION	
Scale	
$1/8" = 1'-0"$	
Project Coordinator	
OGES HARD	
Project No.	
20-144	
Sheet	
A-1.0	

PROJECT _____

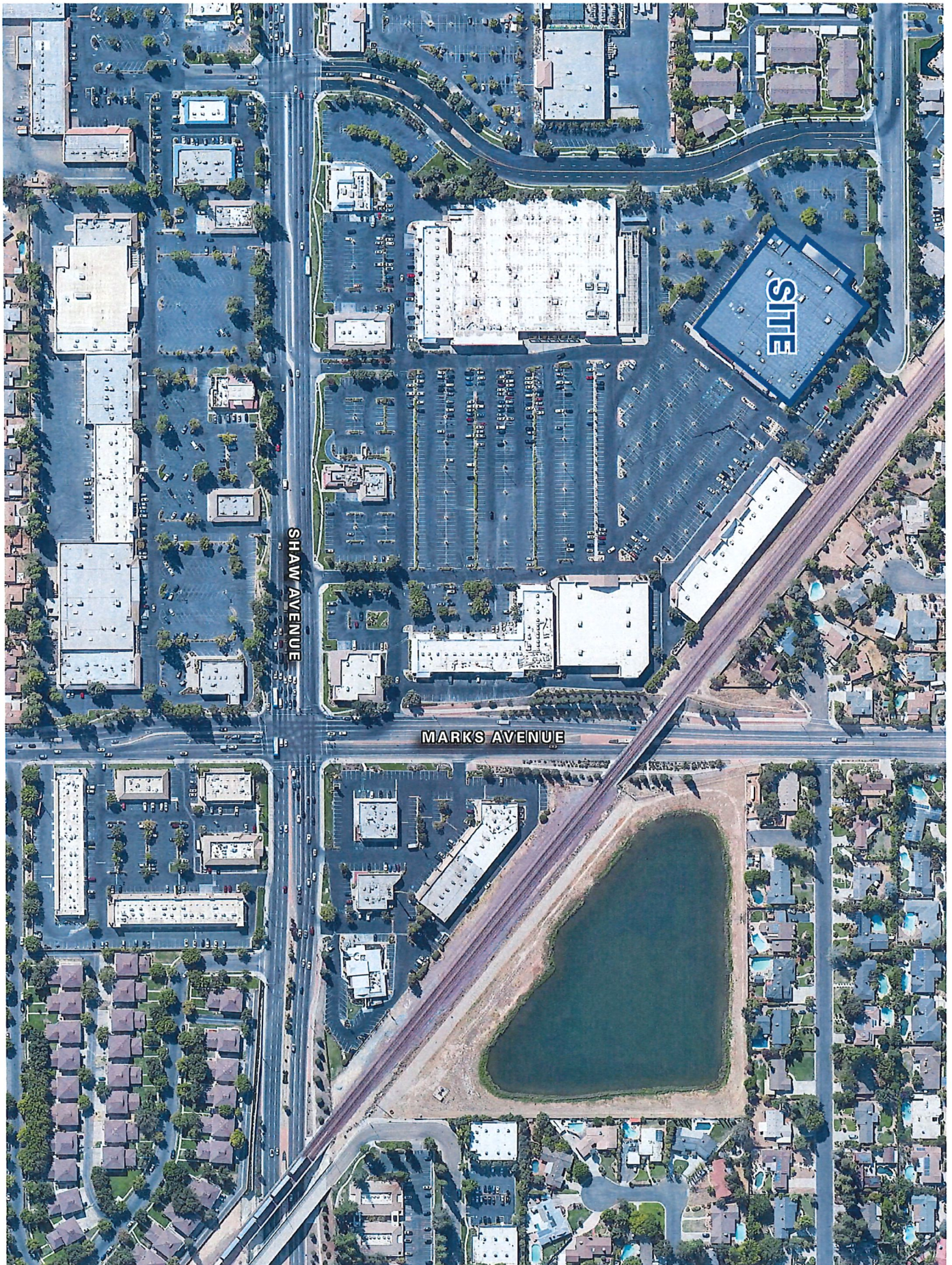
SCHEMATIC PLANS FOR:
FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
3170 WEST SHAW AVENUE
FRESNO, CALIFORNIA 93711



CENTERLINE
DESIGN, LLC

PLANNING • DESIGN • CONSTRUCTION

1680 TOLLHOUSE ROAD, SUITE 70
CLONTE, CALIFORNIA 94511
909-394-4444 (TOLL FREE)
925-353-3377 (LOCAL)



**New America's Job Centers of California Office
Request for Proposals Summary**

September 2019 – Developed space needs for new America's Job Centers of California (AJCC) office with State of California Employment Development Department, County of Fresno Department of Social Services, and State of California Department of Rehabilitation. Approximately 33,500 square feet.

October 2019 - Engaged with Newmark Pearson Commercial Real Estate, Phil Souza, to provide information for potential sites that would meet the space needs requirement within the City of Fresno.

November 2019 to January 2020 - Received information from Phil Souza on 12 potential sites for the Comprehensive AJCC site. Staff reviewed and visited each potential site and presented a final recommendation to Blake Konczal of which he accepted.

March 2020 - Staff released and provided the Request for Proposals (RFP) to those site(s) that were deemed suitable for an AJCC office.

May 2020 - No proposals were received by the RFP due date and the RFP was declared a failed competition on May 18, 2020.

June 2020 to November 2020 - Staff engaged with two (2) property owners to negotiate office space for the new AJCC office.

December 2020 - Staff reached an agreement on lease terms with the property owner AMI, LTD for the Winepress Shopping Center location.

FRESNO AREA WORKFORCE INVESTMENT CORPORATION

AGENDA ITEM:	3
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: Board of Directors

FROM: Jeffrey Hensley, Board Chair

SUBJECT: Referral of Agenda Items to the Fresno Regional Workforce Development Board and/or Its Committees

RECOMMENDATION:

Discuss and direct staff to refer agenda items from this meeting to the Fresno Regional Workforce Development Board and/or its committees.

REASON FOR RECOMMENDATION:

This item is intended to allow your Board 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.).