



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Executive Committee Meeting
July 21, 2021 @ 3:00 p.m.

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

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 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

Item	Description	Presented By	Enclosure	Action	Page #
1.	April 21, 2021, Executive Committee Meeting Minutes	Konczal	Yes	Approve	4
2.	Items Referred by Other Committees	Konczal	Yes	Information	10
3.	Fresno Regional Workforce Development Board One-Stop Operator Application	Konczal	Yes	Approve	11
4.	Wildfire Grant Award	Stogbauer	Yes	Approve	28
5.	High Roads Construction Careers – California Climate Investments Grant Award	Konczal	Yes	Approve	29
6.	May 2021 Financial Report	Beierschmitt	Yes	Accept	31
7.	May 2021 Agency Budget and Expenditures	Beierschmitt	Yes	Accept	38
8.	Program Year 2021-2022 Agency Budget and Personnel Plan	Konczal	Yes	Recommend to Approve	40
9.	Director's Quarterly Update	Konczal	Yes	Information	44
10.	Referral of Agenda Items to Other Committees	Hensley	Yes	Direct	45

Item	Description	Presented By	Enclosure	Action	Page #
11.	Executive Director Performance Review (Closed Session)	Hensley	No	Discussion	--
12.	Information Sharing	All	No	Discussion	--
13.	October 20, 2021, Agenda Items	Konczal	No	Discussion	--
14.	Meeting Feedback	Konczal	No	Discussion	--

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

	1/20/2021	4/21/2021	7/21/2021	10/20/2021
Blunt	P	P		
Bumatay	P	P		
Hensley	P	P		
Karbassi	P	A		
Montalbano	P	P		
Quintero	P	A		
Riojas	P	P		
Silveria	P	P		
Zabrycki	P	P		

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	1
MEETING DATE:	July 21, 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: April 21, 2021, Executive Committee Meeting Minutes

RECOMMENDATION:

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

ATTACHMENT:

April 21, 2021, Executive Committee Meeting Minutes



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Executive Committee
April 21, 2021

SUMMARY MINUTES

The meeting was called to order at 3:10 p.m. and was held via Zoom.

ROLL CALL: PRESENT – Edgar Blunt, Raine Bumatay, Jeff Hensley, Dennis Montalbano, Chuck Riojas, Michael Silveira, Lydia Zabrycki and Legal Counsel Ken Price

ABSENT – Mike Karbassi and Sal Quintero

AGENDA CHANGES: None

ABSTENTIONS/RECUSALS/
DISCLOSURES OF
POTENTIAL CONFLICTS OF
INTEREST:

Director Blunt – Item 3; Director Riojas – Item 3

COMMITTEE
CHAIR/STAFF
COMMENTS:

Blake Konczal, Executive Director, Fresno Regional Workforce Development Board (FRWDB) announced that FRWDB staff member, Martha Espinosa, had become the FRWDB's new Marketing Manager. Ms. Espinosa had previously worked at the FRWDB's Business Services Center.

Mr. Konczal also mentioned that the FRWDB Annual Awards Ceremony had been scheduled for the morning of April 21, 2021, but because of technical glitches, was forced to be canceled and rescheduled to May 13, 2021. Chair Hensley added that the award winners for this year are exceptional and he recognized Mr. Konczal for his leadership of the FRWDB and his awareness of what is happening on the regional and state level in the area of workforce development.

PUBLIC COMMENTS: None

Item	Description/Action Taken
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1. January 20, 2021, Executive Committee Meeting Minutes

Mr. Konczal requested approval of the January 20, 2021, Executive Committee (Committee) meeting minutes.

RIOJAS/ZABRYCKI – APPROVED THE JANUARY 20, 2021, EXECUTIVE COMMITTEE MEETING MINUTES. VOTE: YES – 7, NO – 0 (UNANIMOUS)

2. Items Referred by Other Committees

There were no items referred by other committees.

3. High Roads Construction Careers – Reimaging Workforce Preparation Grant Awards

Mr. Konczal presented for the Committee's approval, funding allocations for the \$2,010,607 High Roads Construction Careers grant that the FRWDB received in partnership with the Fresno, Madera, Kings and Tulare County Building Trades Councils (BTCs). The purpose of this grant is to fund pre-apprentice construction training. Mr. Konczal noted that the FRWDB has been offering pre-apprentice training for 13 years and was starting its 35th cohort.

A breakdown of the allocation was included in the agenda item for the Committee to review, and included the design and development of virtual curriculum that would pull from the FRWDB's 13 years of successful pre-apprentice training experience that would, in turn, greatly assist other regions in implementing the training, benefitting from the FRWDB's experience. Additionally, FRWDB has found that many times, the reason individuals who have not been successful in entering the pre-apprentice program was due to insufficient English knowledge to receive instructions and/or poor math skills. To assist individuals in becoming more successful, the FRWDB has created the Gateway to Pre-Apprentice Training, that will include preparation classes to prospective applicants.

MONTALBANO/ZABRYCKI – APPROVED THE HIGH ROADS CONSTRUCTION CAREERS – REIMAGING WORKFORCE PREPARATION GRANT AWARD RECOMMENDATIONS. VOTE: YES – 5, NO – 0, RECUSED - 2 (UNANIMOUS)

4. Workforce Innovation and Opportunity Act Contract Recapture of Funds for Program Year 2020-2021

Phyllis Stogbauer, Senior Deputy Director, FRWDB, presented for the Committee's approval, the recapture of a portion of FRWDB Providers of Services contracted funds for carryover into Program Year (PY) 2021-2022. Ms. Stogbauer explained that due to COVID, FRWDB Providers of Services assisted a much lower number of participants during PY 2020-2021 and, as a result, were much lower expended than normal at this point in the program year. Ms. Stogbauer and Cheryl Beierschmitt, Deputy Director of Fiscal Services, FRWDB, reviewed the expenditures and projections provided by the Providers to determine the amount of recapture. A total of \$194,300 will be recaptured in Adult/Dislocated Worker funds and \$304,700 in Youth funds.

BLUNT/SILVEIRA – APPROVED THE WORKFORCE INNOVATION AND OPPORTUNITY ACT CONTRACT RECAPTURE OF FUNDS FOR PROGRAM YEAR 2020-2021. VOTE: YES – 7, NO – 0 (UNANIMOUS)

5. Fresno Regional Workforce Development Board 2021-2023 Local Board Recertification

Ms. Stogbauer explained that every two (2) years, Workforce Development Boards must become recertified as a designated workforce development area by approval of the Governor. Prior to the Governor's approval, applications for recertification must be approved by the local board and by the Chief Local Elected Officials of the area. The application was included in the agenda packet for the Committee's review and Ms. Stogbauer pointed out that the FRWDB met all the criteria to be approved. Those criteria included compliance with board membership requirements, meeting 80% of negotiated performance goals, sustained fiscal integrity, and participation and contribution to regional planning and regional plan implementation. The fully approved and signed application must be submitted to the state by June 30, 2021.

SILVERIA/RIOJAS – APPROVED THE FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD 2021-2023 LOCAL BOARD RECERTIFICATION. VOTE: YES – 7, NO – 0 (UNANIMOUS)

6. February 2021 Financial Report

Ms. Beierschmitt presented the February 2021 Financial Report for the Committee's acceptance. She noted that expenditures were lower than anticipated, but that the FRWDB was addressing this by recapturing funds (as discussed in Item 4 above), and that FRWDB staff had no additional concerns with the expenditures. Director Silveira asked if the curves on the graphs are typical of the progression of expenditures. Ms. Beierschmitt explained that it was normal, but also noted that the Workforce Innovation and Opportunity Act formula funds have a two (2)-year shelf life and that the special projects funds can go longer than a 12-month period. There were no further questions from the Committee.

ZABRYCKI/BLUNT – ACCEPTED THE FEBRUARY 2021 FINANCIAL REPORT. VOTE: YES – 7, NO – 0 (UNANIMOUS)

7. February 2021 Agency Budget and Expenditures Report

Ms. Beierschmitt presented the February 2021 Agency Budget and Expenditures Report for the Committee's acceptance. She stated that FRWDB staff had no concerns with the report. The Committee had no questions.

SILVEIRA/RIOJAS – ACCEPTED THE FEBRUARY 2021 AGENCY BUDGET AND EXPENDITURES REPORT. VOTE: YES – 7, NO – 0 (UNANIMOUS)

8. New Site Related Procurement Authorization

Mr. Konczal presented for the Committee's approval a two-part authorization: 1) Authorize the Executive Director to award the One-Stop Data Cabling Installation contract to the bidder recommended by the rating panel for the new One-Stop location; and 2) Authorize any standing committee of the FRWDB to review and approve any purchases greater than \$50,000 related to the relocation of the One-Stop facility to the new Winepress Shopping Center location.

Mr. Konczal reminded the Committee that the FRWDB had begun the process of moving the America's Job Centers of California Comprehensive One-Stop site from Manchester Mall to the Winepress Shopping Center. He indicated that many activities must coincide in order to move the operation by the October timeframe; and in order to avoid the possibility of not being able to schedule and hold a special meeting of the Executive Committee or FRWDB to approve these purchases and contract, this authorization was being requested.

Chair Hensley asked when FRWDB staff expects the cabling project to begin and Mr. Konczal indicated it is anticipated to be around the end of June. Chair Hensley also asked if this type of authority had been given to FRWDB Committees in the past. Mr. Konczal indicated, yes, it had, and Legal Counsel Price added that this is a delegation of power and had been contemplated when negotiating the Joint Powers Authority for the FRWDB.

MONTALBANO/BLUNT – APPROVED THE NEW SITE RELATED PROCUREMENT AUTHORIZATIONS. VOTE: YES – 7, NO – 0 (UNANIMOUS).

9. Notification of Intent to Procure Furniture – One-Stop Locations

Mr. Konczal shared with the Committee that with the move of the Comprehensive One-Stop site, the FRWDB planned to purchase new furniture and cubicles for that site. In addition, the current furniture and cubicles utilized throughout the Fresno One-Stop system is 20 years old and is no longer available for purchase – for new or replacement pieces.

Mr. Konczal noted that the furniture needs to be interchangeable across the system and should look the same as to furniture types, construction and trim levels. A Request for Proposals will be released for the purchases and will be brought before either the full FRWDB or the Executive Committee to approve the rating panel's recommendation for contract award, which is estimated to be over \$3,000,000 total, with \$1,900,000 for the new Comprehensive One-Stop site. Mr. Konczal wanted to notify the Executive Committee of these upcoming purchases in advance.

Director Montalbano asked what would be done with the current furniture; if there was a trade-in value for the furniture or if the FRWDB would donate the furniture to a school. Mr. Konczal indicated that the RFP would ask for a trade-in value on the current furniture but if not, the FRWDB would offer the furniture to school districts if they are interested. Legal Counsel Price indicated that there would be no problem with donating the furniture, but noting that it could not be given to anyone for personal gain.

Director Riojas requested that the FRWDB prioritize purchasing from a local company.

Chair Hensley stated that it will be refreshing for all of the offices have a shared look.

This was an information item.

10. **Workforce Innovation and Opportunity Act Adult and Dislocated Worker Services 2021-2022 Contract Award Recommendations**

Mr. Konczal explained to the Committee that the FRWDB just completed the procurement for Adult and Dislocated Worker services for the Fresno local workforce area, to begin July 1, 2021. He noted that the new contract model would be different from previous procurement cycles. He explained that previously, the FRWDB selected contractors to provide services in specific geographic areas of Fresno County, which created a disparity of service between the areas. For this recent procurement, one (1) contractor would be selected to provide service for Adult clients, and one (1) contractor would be selected to provide services for Dislocated Worker clients throughout the local workforce area.

Mr. Konczal reported that a total of three (3) proposals were submitted for each procurement by the same agencies: Central Labor Council – Partnership, Equus Workforce Services, and Proteus, Inc. All proposals were submitted by the mandated deadline and all met the Phase I review and were forwarded to the appropriate rating panel. All proposals met the minimum 70 points rating requirement for Phase II and therefore, both procurements were deemed valid and competitive.

FRWDB staff will be bringing the rating teams' recommendations to the Adult Council for their recommendation and to the FRWDB for final approval. Based on points received, the rating teams' recommendations were: Equus Workforce Services to be awarded the Adult Services contract and Central Labor Council – Partnership to be awarded the Dislocated Worker Services contract.

Chair Hensley asked if West Hills Community College District (WHCCD) submitted a proposal, as they were not mentioned. Mr. Konczal explained that no representative from WHCCD attended the mandatory bidders' conference, which precluded them from applying, pursuant to the Requests for Proposals.

This was an information item.

11. **Director's Quarterly Update**

Mr. Konczal provided a brief overview of the projects he focused on over the past quarter, January through March 2021, which included: the continued roll out of the SB1 multi-craft pre-apprentice construction training grant; initial contract negotiations for the High Roads Construction Careers funding; refinement and improvement of processes related to the Forestry Tech program; submission of an unsuccessful grant application to the State of California for the High Roads Training Partnership, which was modified and submitted to CalFire for another grant Mr. Konczal believes the FRWDB will receive; involvement in the planning of strategic marketing efforts for the FRWDB; preparation for the FRWDB's virtual Annual Awards Ceremony; and the initial review and planning for revisions to the FRWDB Organizational Chart.

Chair Hensley asked about the local plan for which the Executive Committee participated in a strategic planning discussion at its January meeting. Ms. Stogbauer reported that the Local Plan document had been drafted and was released in March for a 30-day public comment period. She indicated that the Plan would be presented to the Adult Council for their recommendation to the FRWDB for approval in June.

This was an information item.

12. Referral of Agenda Items to Other Committees

There were no items referred to other committees.

13. Information Sharing

No information was shared by Committee members.

14. July 21, 2021, Agenda Items

There were no items recommended for the July 21, 2021, Executive Committee meeting agenda.

15. Meeting Feedback

There was no feedback.

Meeting adjourned at 4:48 p.m.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	2
MEETING DATE:	April 21, 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:	July 21, 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: Fresno Regional Workforce Development Board One-Stop Operator Application

RECOMMENDATION:

Approve the attached Fresno Regional Workforce Development Board's (FRWDB) One-Stop Operator Request for Approval.

BACKGROUND:

Local Workforce Development Boards (Local Boards) must select their America's Job Centers of California (AJCC) Operator through a competitive process at least once every four (4) years (Workforce Innovation and Opportunity Act (WIOA) Section 121[d][2][A]). The role of the AJCC Operator includes:

- Coordinating the service delivery of the required AJCC partners and service providers.
- Ensuring the implementation of partner responsibilities and contributions agreed upon in the Memorandum of Understanding.
- Reporting to Local Boards on operations, performance, and continuous improvement recommendations.
- Adhering to all applicable federal and state guidelines.

The WIOA allows Local Boards to be the AJCC Operator, with the agreement of the Chief Elected Official (CEO) and the Governor. In order to be considered, the Local Board or administrative entity must have successfully participated in a competitive process, or provide substantial documentation that they meet the following exception for sole source procurement: "After solicitation from a number of sources, competition is determined to be inadequate".

FRWDB staff released a Request for Proposals on February 4, 2021, with a submission deadline of March 4, 2021. There were no proposals submitted by the deadline, therefore, the solicitation was determined to be inadequate, which meets the exception listed above.

FRWDB staff is seeking approval of the attached application requesting approval from the Governor for the FRWDB to be the AJCC Operator for Fresno County.

FISCAL IMPACT:

None

ATTACHMENT:

Request for Approval America's Job Centers of California Operator



Request for Approval

America's Job Center of CaliforniaSM

Operator

Local Workforce Development Board

Fresno Regional Workforce Development Board

Local Workforce Development Area

Fresno County

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

The *Workforce Innovation and Opportunity Act* (WIOA) allows Local Workforce Development Boards (Local Board) to be an America's Job Center of California (AJCC) Operator, with the agreement of the Chief Elected Official (CEO) and the Governor. In order to be considered, the Local Board or administrative entity must have successfully participated in a competitive process, or provide substantial documentation that they meet one of the exceptions for sole source procurement.

This application will serve as the Local Board's or administrative entity's request for Governor's approval to be an AJCC Operator within a Local Workforce Development Area (Local Area) under WIOA. The application and required supporting documentation must be submitted to the California Workforce Development Board (CWDB) by March 1, 2021, through the following method:

Email: CWDBPolicyUnit@cwdb.ca.gov

Subject line: AJCC Operator Application

If the CWDB determines the request is incomplete, it will either be returned or held until the necessary documentation is submitted. Please contact your [Regional Advisor](#) for technical assistance or questions related to completing and submitting this request.

Fresno Regional Workforce Development
Board

Name of Local Board

2125 Kern Street, Suite 208

Mailing Address

Fresno, CA 93721

City, State Zip

Blake Konczal

Contact Person

559-490-7102

Contact Person's Phone Number

April 29, 2021

Date of Submission

Request for Approval
America's Job Center of California Operator

Type of Procurement

1. What type of procurement was used by the Local Board or administrative entity?
☒ Competitive ☐ Sole Source
2. If Sole Source, did the Local Board or administrative entity offer an open, competitive procurement prior to Sole Source?
☒ Yes ☐ No
3. If Sole Source, identify the reason(s) for using this procurement method:
☐ The AJCC Operator services are only available from a single source.
☐ A public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
☒ After solicitation of a number of sources, competition was determined inadequate.

Documentation Requirements for Competitive Procurement

Please provide responses to the following items on a separate document. [See Attachment 1](#)

1. A description of the AJCC Operator.
 - a. Will the Local Board or administrative entity be the only AJCC Operator or act as a member of a consortium? If part of a consortium, include a list of the other consortium members.
 - b. Is there more than one comprehensive AJCC in the Local Area? If so, will the Local Board or administrative entity act as the operator for all of them? If not, list which ones the Local Board will act as operator for and who will be the operator for the others.
2. Documentation of local internal controls, conflict of interest, and firewalls policies adhered to during the AJCC Operator procurement process.
3. Documentation of the procurement process, including but not limited to, preparation of the request for proposal, public notices, receipt of bids/letter of intent, public bid/proposal meetings, evaluation, comparison, protest letters, and award notice/contract. In addition, provide a timeline that includes the date and staff name, organization, and title involved in each step of the selection process.
4. Copy of the Local Board's or administrative entity's bid/proposal.
5. A written description of the following operational topics.
 - a. Specify the role(s) of the Local Board or administrative entity as the AJCC Operator(s) (i.e., coordinating service providers, primary provider of services, and coordinating

activities throughout the AJCC system). If the Local Board or administrative entity is part of a consortium, provide each assigned role and the related responsibilities for each entity in the consortium.

- b. How does this structure demonstrate the Local Board's or administrative entity's ability to successfully operate the AJCC system while also providing leadership and accountability for the entire Local Area and AJCC system?
- c. How will this structure deliver the highest performance outcomes for the Local Area?

Documentation Requirements for Sole Source Procurement

Please provide responses to the following items on a separate document. **See Attachment 2**

1. A justification for whichever exemption mentioned above the Local Board or administrative entity feels they fall under in order to use Sole Source.
2. A description of the AJCC Operator.
 - a. Will the Local Board or administrative entity be the sole AJCC Operator or act as a member of a consortium? If part of a consortium, include a list of the other consortium members.
 - b. Is there more than one comprehensive AJCC in the Local Area? If so, will the Local Board or administrative entity act as the operator for all of them? If not, list which ones the Local Board or administrative entity will act as operator and who will be the operator for the others.
3. An analysis of market conditions and other factors that lead to the determination for utilizing Sole Source,
4. Copies of internal controls, conflict of interest, and firewall policies.
5. Provide a written description of the following operational topics:
 - a. Specify the role(s) of the Local Board or administrative entity as the AJCC Operator(s) (i.e., coordinating service providers, primary provider of services, and coordinating activities throughout the AJCC system). If the Local Board or administrative entity is part of a consortium, provide each assigned role and the related responsibilities for each entity in the consortium.
 - b. How does this structure demonstrate the Local Board's or administrative entity's ability to successfully operate the AJCC system while also providing leadership for the entire Local Area and AJCC system?
 - c. How will this structure deliver accountability and the highest performance outcomes for the Local Area?

6. Evidence that the request for approval of the Local Board or administrative entity to be an AJCC Operator through Sole Source was made available to the public for at least 30 days. Submit copies of comments received.
7. Views expressed by the local WIOA mandatory AJCC partner programs. Submit copies of any letters of support, disagreement, or other views received.
8. Attach documentation (signed and dated letter) that the members of the Local Board and other relevant parties (e.g., Board of Supervisors) reviewed the information provided in the application and approved its contents in a public meeting.

Signature Page

By signing below, the local CEO and Local Board chair request approval from the Governor to be designated as an AJCC Operator. Each party certifies that this application submission was reviewed and demonstrates that the Local Board met all the requirements to be designated as the AJCC Operator of the Local Area under WIOA law and regulations.

Instructions

The Local Board chair and local CEO must sign and date this form. Include the original signatures with the request.

**Local Workforce Development Board
Chair**

Signature

Jeff Hensley

Name

Chairperson, Fresno Regional Workforce
Development Board

Title

Date

Local Chief Elected Official

Signature

Name

Title

Date

Attachment 1 – Documentation Requirements for Competitive Procurement

1. A description of the AJCC Operator.
 - a. Will the Local Board or administrative entity be the only AJCC Operator or act as a member of a consortium? If part of a consortium, include a list of the other consortium members. **Yes, FAWIC would be sole AJCC Operator.**
 - b. Is there more than one comprehensive AJCC in the Local Area? **No. There is one comprehensive AJCC and 4 satellite AJCCs.** If so, will the Local Board or administrative entity act as the operator for all of them? **Yes, the FAWIC, would be the operator for all AJCCs in Fresno County.** If not, list which ones the Local Board will act as operator for and who will be the operator for the others. **Not applicable.**
2. Documentation of local internal controls, conflict of interest, and firewalls policies adhered to during the AJCC Operator procurement process. **The FAWIC did not submit a proposal in response to the Request for Proposal.**
3. Documentation of the procurement process, including but not limited to, preparation of the request for proposal, public notices, receipt of bids/letter of intent, public bid/proposal meetings, evaluation, comparison, protest letters, and award notice/contract. In addition, provide a timeline that includes the date and staff name, organization, and title involved in each step of the selection process. **See attached letter to Tim Raney.**
4. Copy of the Local Board's or administrative entity's bid/proposal. **The FAWIC did not submit a proposal in response to the Request for Proposal.**
5. A written description of the following operational topics.
 - a. Specify the role(s) of the Local Board or administrative entity as the AJCC Operator(s) (i.e., coordinating service providers, primary provider of services, and coordinating activities throughout the AJCC system). If the Local Board or administrative entity is part of a consortium, provide each assigned role and the related responsibilities for each entity in the consortium. **The administrative entity, FAWIC, will identify staff whose sole responsibility will be to carryout the role and responsibilities of the AJCC Operator for all AJCC One-Stops in Fresno County, as outlined in the WIOA regulations and the RFP Scope of Work (Section VI). This staff person will report to the Senior Deputy Director of Program Services.**
 - b. How does this structure demonstrate the Local Board's or administrative entity's ability to successfully operate the AJCC system while also providing leadership and accountability for the entire Local Area and AJCC system? **FAWIC staff have intimate knowledge of the day to day operations of the AJCC system, since it has always been responsible for overseeing the system via sub-contracted providers of services. All processes and procedures related to all aspects of the One-Stop system have been developed and implemented by FAWIC operations staff.**

- c. How will this structure deliver the highest performance outcomes for the Local Area?
The staff assigned as the AJCC Operator will be held to the same high-performance levels as expected of all staff and sub-contracted service providers. Since the function is now not tied to service providers, our expectation is that AJCC goals and outcomes will be more clear-cut and transparent.

Attachment 2 - Documentation Requirements for Sole Source Procurement

1. A justification for whichever exemption mentioned above the Local Board or administrative entity feels they fall under in order to use Sole Source. **The FRWDB did not conduct a Sole Source Procurement. We conducted a Competitive Procurement and did not receive any proposals. This is considered a "Failed Competition".**
2. A description of the AJCC Operator.
 - a. Will the Local Board or administrative entity be the sole AJCC Operator or act as a member of a consortium? If part of a consortium, include a list of the other consortium members. **See responses in Attachment 1.**
 - b. Is there more than one comprehensive AJCC in the Local Area? If so, will the Local Board or administrative entity act as the operator for all of them? If not, list which ones the Local Board or administrative entity will act as operator and who will be the operator for the others. **See responses in Attachment 1**
3. An analysis of market conditions and other factors that lead to the determination for utilizing Sole Source. **We did not conduct a Sole Source Procurement. This request is a result of a Failed Competition.**
4. Copies of internal controls, conflict of interest, and firewall policies.
5. Provide a written description of the following operational topics:
 - a. Specify the role(s) of the Local Board or administrative entity as the AJCC Operator(s) (i.e., coordinating service providers, primary provider of services, and coordinating activities throughout the AJCC system). If the Local Board or administrative entity is part of a consortium, provide each assigned role and the related responsibilities for each entity in the consortium. **See responses in Attachment 1**
 - b. How does this structure demonstrate the Local Board's or administrative entity's ability to successfully operate the AJCC system while also providing leadership for the entire Local Area and AJCC system? **See responses in Attachment 1**
 - c. How will this structure deliver accountability and the highest performance outcomes for the Local Area? **See responses in Attachment 1**
6. Evidence that the request for approval of the Local Board or administrative entity to be an AJCC Operator through Sole Source was made available to the public for at least 30 days. Submit copies of comments received. **As stated previously, we did not conduct a Sole Source Procurement. This request is a result of a Failed Competition.**

7. Views expressed by the local WIOA mandatory AJCC partner programs. Submit copies of any letters of support, disagreement, or other views received.

Attach documentation (signed and dated letter) that the members of the Local Board and other relevant parties (e.g., Board of Supervisors) reviewed the information provided in the application and approved its contents in a public meeting.

April 15, 2021

Tim Rainey, Executive Director
California Workforce Development Board
800 Capitol Mall, Suite 1022
Sacramento, CA 95814

Chair
Jeffrey Hensley

Vice Chair
Dennis Montalbano

Board Members
Stephen Avila
Lenora Lacy Barnes
Paul Bauer
Edgar Blunt
Alysia Bonner
Raine Bumatay
Brian Chambers
Fely Guzman
Mike Karbassi
Scott Miller
Sherry Neil
Delfino Neira
Tommie Nellon
Joe Olivares
Sal Quintero
Chuck Riojas
Elizabeth Rivinius
Michael Silveira
Vasili Sotiropoulos
Shelly Tarver
Stuart VanHorn
Lydia Zabrycki

Executive Director
Blake Konczal

RE: Administrative Entity Request to be America's Job Center of California Operator

Mr. Rainey:

The Fresno Regional Workforce Development Board (FRWDB) recently conducted a competitive procurement, in compliance with Uniform Guidance Section 200.320(d), in order secure the AJCC Operator for Fresno County, effective July 1, 2021.

The procurement activity resulted in no proposals being submitted by the due date of March 4, 2021.

Background

FRWDB staff completed the following high-level process in conducting this procurement:

- Scope of Work Public Comment: December 3, 2020, through January 3, 2021
 - Virtual Public Comment Meetings held on: December 15, 16, and 17, 2020
- Public Notice of Request for Proposals (RFP):
 - Fresno Bee: January 28, 29, and 31, 2021
 - Fresno Business Journal: February 1, 3, and 5, 2021
 - Constant Contact (email) Invites: 30+ organizations
- Release of RFP: February 4, 2021
- Mandatory Bidders' Conference: February 11, 2021
 - Number of Attendees: Five (5) organizations represented

Supporting documentation for this procurement is enclosed.

FRWDB Request

We formally request that the administrative non-profit entity of the FRWDB, Fresno Area Workforce Investment Corporation (FAWIC), be allowed to

Mr. Tim Rainey
April 15, 2021
Page Two

perform the roles and responsibilities of the One-Stop Operator, as outlined in 20 CFR §678.600 and 20 CFR § 678.620 of the WIOA regulations.

We acknowledge that we did not submit this request by the deadline required, as stated in State Directive WSD 19-13; however, we did not expect the outcome we had for this procurement. It was not the FRWDB's intention going into this procurement, that FAWIC would submit a proposal.

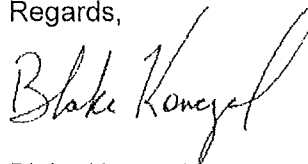
If permitted to function in this role, FAWIC would implement the required firewalls and internal controls to ensure there is no conflict of interest or duties.

This would be achieved by:

- Identification of staff whose sole responsibility would be to carry out the role and responsibilities of the AJCC Operator, as outlined in the WIOA regulations and the RFP Scope of Work (Section VI);
- Implementation of a reporting structure to ensure the AJCC Operator is only carrying out the tasks required of it (no other duties/responsibilities assigned).

We look forward to your positive response to this request.

Regards,



Blake Konczal
Executive Director

bk:mw

c: Yvette Quevedo, EDD Regional Advisor
Phyllis Stogbauer, FRWDB Senior Deputy Director, Program Services
Stephen DeWitt, FRWDB Quality Systems and Procurement Manager

Enclosures:

- RFP
- Public Notice and Proof of Publishing
- Solicited Organizations List
- Bidders' Conference Attendee List

PUBLIC NOTICE

The Workforce Innovation and Opportunity Act (WIOA) requires the Fresno Regional Workforce Development Board (FRWDB) to submit an application to provide America's Job Centers of California (AJCC) One-Stop Operator (OSO) Services on behalf of the Joint Powers Authority between the City of Fresno and the County of Fresno.

The purpose of this public notice is to solicit public review and comment on the Fresno Area Workforce Investment Corporation (FAWIC) request to act as the OSO for the Fresno Workforce Development area on behalf of the FRWDB. Pursuant to the Workforce Innovation and Opportunity Act waiver requirements and request process (WIOA section 189(i)(3)(B); 20 CFR §679.620; TEGL 8-18), the approval of this waiver would allow the FAWIC to provide the defined roles and responsibilities of OSO services as outlined in 20 CFR § 678.620(b)(1):

1. Convene meetings to support implementation of the FRWDB's Memorandums of Understanding (MOUs) between WIOA One-Stop Partners.
2. Coordinate with the One-Stop Partners to develop agendas and facilitate meetings.
3. Convene monthly site council meetings to ensure service coordination.
4. Convene quarterly system-level Partner meetings.
5. Convene other Partner meetings required to support MOU implementation.
6. Implement policies established by the FRWDB, and
7. Complete all other duties that may be necessary to fulfill the requirements of 20 CFR § 678.620 and maintain compliance as an OSO.

Comments may be submitted in writing to:

Blake Konczal, Executive Director
Fresno Regional Workforce Development Board
2125 Kern Street, Suite 208
Fresno, CA 93721
Fax: 559-490-7199
E-mail: OSO@workforce-connection.com

To ensure your comments can be considered, they must be received no later than
5:00 p.m. on July 14, 2021.



Department of Social Services
Delfino E. Neira, Director

June 17, 2021

State Plan and Policy Development Team
California Workforce Development Board
800 Capitol Mall, Suite 1022
Sacramento, CA 95814

RE: Support of Application for the Fresno Area Workforce Investment Corporation to act as One-Stop Operator for the Fresno Regional Workforce Development Board Local Area

To Whom It May Concern:

I am pleased to provide this letter of support for the Fresno Area Workforce Investment Corporation's (FAWIC)'s application to perform the roles and responsibilities of the One-Stop Operator in the Local Workforce Development Area for the Fresno Regional Workforce Development Board, under the Joint Powers Authority with the County of Fresno.

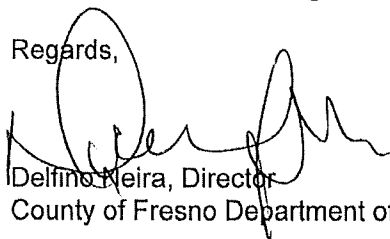
The County of Fresno Department of Social Services is a co-located partner with FAWIC, targeting the Department's Welfare-to-Work participants and providing centralized workforce services at the America's Job Centers of California (AJCC) One Stop location.

Since joining the FAWIC as a Workforce Innovation and Opportunity Act (WIOA) partner, the Department has collaborated closely with FAWIC to streamline service delivery. FAWIC has been an important partner in the intensive effort around WIOA to coordinate local employment and workforce services.

It is my pleasure to recommend FAWIC to provide One-Stop Operator services at the AJCC.

If you would like to speak with Department staff directly, you may contact Leah Melidonian at (559) 600-3061 or lmelidonian@fresnocountyca.gov. Thank you for your consideration.

Regards,



Delfino E. Neira, Director
County of Fresno Department of Social Services

Office Location: 205 W. Pontiac, Clovis, California 93612
Phone: (559) 600-2300 ~ FAX: (559) 600-2310
Mailing Address: P.O. Box 1912, Fresno, California 93718-1912
www.co.fresno.ca.us
The County of Fresno is an Equal Employment Opportunity Employer



Employment, Independence & Equality

June 22, 2021

State Plan and Policy Development Team
California Workforce Development Board
800 Capitol Mall, Suite 1022
Sacramento, CA 95814

RE: Support of Application for the Fresno Area Workforce Investment Corporation to Act as One-Stop Operator for the Fresno Regional Workforce Development Board Local Area

To Whom It May Concern:

I am pleased to provide this letter of support for the Fresno Area Workforce Investment Corporation's (FAWIC)'s application to perform the roles and responsibilities of the One-Stop Operator in the Local Workforce Development Area for the Fresno Regional Workforce Development Board, under the Joint

FAWIC's vision as the America's Job Centers of California (AJCC) Operator will be to coordinate the service delivery of required AJCC partners and local service providers and to ensure the implementation of partner responsibilities and contributions as agreed upon in the Memorandum of Understanding.

Our support is grounded in the FAWIC's consistent, client-focused, results-driven approach. FAWIC understands that a coordinated system allows better access to workforce services, thus lifting workers and families out of poverty and into sustainable wages.

FAWIC has a proven track record of administering publicly funded workforce development programs and providing workforce preparation services for over 40 years. It is my pleasure to recommend the FAWIC to provide One-Stop Operator services at the AJCC. FAWIC has a high standard of performance and is dedicated to ongoing improvement. FAWIC continues to exceed our expectations.

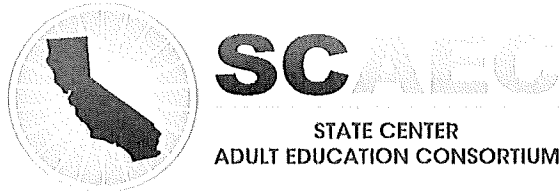
If you would like to speak with me directly, you may contact me at (559) 580-4103 or shayn.anderson@dor.ca.gov. Thank you for your consideration.

Regards,

Ardria Weston

Acting District Administrator

(On behalf of Shayn Anderson)



June 24, 2021

State Plan and Policy Development Team
California Workforce Development Board
800 Capitol Mall, Suite 1022
Sacramento, CA 95814

RE: Support of Application for the Fresno Area Workforce Investment Corporation to Act as One-Stop Operator for the Fresno Regional Workforce Development Board Local Area

To Whom It May Concern:

I am pleased to provide this letter of support for the Fresno Area Workforce Investment Corporation's (FAWIC)'s application to perform the roles and responsibilities of the One-Stop Operator in the Local Workforce Development Area for the Fresno Regional Workforce Development Board, under the Joint Powers Authority with the City and County of Fresno.

FAWIC's vision as the America's Job Centers of California (AJCC) Operator will be to coordinate the service delivery of required AJCC partners and local service providers and to ensure the implementation of partner responsibilities and contributions as agreed upon in the Memorandum of Understanding.

Our support is grounded in the FAWIC's consistent, client-focused, results-driven approach. FAWIC understands that a coordinated system allows better access to workforce services, thus lifting workers and families out of poverty and into sustainable wages.

FAWIC has a proven track record of administering publicly funded workforce development programs and providing workforce preparation services for over 40 years. It is my pleasure to recommend the FAWIC to provide One-Stop Operator services at the AJCC. FAWIC has a high standard of performance and is dedicated to ongoing improvement. FAWIC continues to exceed our expectations.

If you would like to speak with me directly, you may contact me at 559-573-4816 or Sherri.Watkins@StateCenter.Com. Thank you for your consideration.

Sincerely,

Sherri Watkins
Executive Director

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	4
MEETING DATE:	July 21, 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: Wildfire Grant Award

RECOMMENDATION:

Approve the funding allocation for the September Wildfires National Dislocated Worker Grant (NWDG) in the amount of \$975,000 awarded through the State of California, Employment Development Department (EDD).

BACKGROUND:

The Fresno Regional Workforce Development Board (FRWDB) was awarded a National Dislocated Worker grant through the EDD in the amount of \$975,000. The project is funded for 24 months and will provide workforce development services and paid work experiences for Dislocated Workers affected by the Creek Fire.

The Creek Fire originated in Fresno County and burned over 379,895 acres before fire managers declared full containment on December 24, 2020. According to CalFire, the Creek Fire destroyed 855 structures, with 502 of those structures being single-family homes. CalFire has declared the Creek Fires as the largest single fire in California history and sixth largest when compared to all complex fires. The project will provide 40 hours of HAZWOPER training for 50 participants and 320 hours of paid work experience for 75 participants. Participants in the work experience will assist in cleanup operations at Camps Kern and Oljato, near Huntington Lake that were damaged by the Creek Fire.

FRWDB staff is requesting that the Executive Committee approve the following funding allocations as outlined in the approved grant:

FRWDB – Program Oversight	\$ 97,838.00
Fresno EOC Local Conversation Corp	\$131,234.00
Participant Pool – Paid Work Experience	\$399,528.00
Participant Pools – Training	\$ 31,000.00
Participant Pools – Supportive Services	\$315,400.00
Total	\$975,000.00

FISCAL IMPACT:

Approval of this item will allocate \$975,000 of NDWG funding as outlined above.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	5
MEETING DATE:	July 21, 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: High Roads Construction Careers – California Climate Investments Grant Award

RECOMMENDATION:

Approve the funding allocation for the High Roads Construction Careers – California Climate Investments grant (HRCC-CCI) in the amount of \$1,194,400.00 awarded through the California Workforce Development Board (CWDB).

BACKGROUND:

The Fresno Regional Workforce Development Board (FRWDB), in partnership with the Fresno-Madera-Kings-Tulare Building Trades Council (BTC), Kern-Inyo-Mono BTC, San Joaquin-Calaveras-Alpine BTC, and Stanislaus-Merced-Tuolumne-Mariposa BTC, was awarded a grant through the CWDB in the amount of \$1,194,400.00.

The project is funded for the period of June 1, 2021, to March 31, 2023, and will serve Youth over the age of 18; Adults and Dislocated Workers who meet the "Priority Population" criteria of Women, Racial/Ethnic Minorities, Disadvantaged Youth, Formerly Incarcerated; and individuals living in disadvantaged communities and/or low-income communities. The project will build off the current SB1 Grant, expanding the ValleyBuild Multi-Craft training project by providing training to additional participants, expanding legal services to other counties if nonexistent, increasing community on-ramp partners, developing a unified regional marketing campaign, expanding outreach to women, providing updated and more real time research on the industry, among other activities. This grant will significantly increase opportunities while developing a pool of skilled workers to strengthen regional and local economies throughout the Central Valley.

The project model includes six (6) weeks of MC3 certified training for 100 participants, provided by the BTCs and other training providers. Participants may be co-enrolled into Workforce Innovation and Opportunity Act for job ready preparation, paid work experience, and job placement services. FRWDB staff is requesting that the Executive Committee approve the following funding allocations as outlined in the approved grant:

FRWDB – Program Oversight	\$168,000.00
Fresno Madera, Kings, Tulare BTC	\$ 15,000.00
Stanislaus, Merced, Tuolumne, Mariposa BTC	\$ 60,000.00
San Joaquin, Calaveras, Amador, Alpine BTC	\$ 50,000.00
Kern, Inyo, Mono BTC	\$ 72,000.00
Mother Lode Workforce Development Board	\$ 45,000.00
Applied Development Economics	\$ 20,000.00

Michael Bernick	\$ 35,000.00
Tradeswomen, Inc.	\$175,000.00
California State University, Bakersfield	\$ 70,000.00
Legal Services-North, Central and South Regions (Contractor to be Procured)	\$150,000.00
Community Based Organizations-North, Central and South Regions (Contractor to be Procured)	\$ 60,000.00
Total Funding Allocations	\$920,000.00

In addition to the allocations listed above, \$130,400.00 will be allocated for marketing and \$144,000.00 will be allocated to participant pools to provide vocational training services.

FISCAL IMPACT:

Approval of this item will allocate \$1,194,400.00 of HRCC-CCI funding for contracts as outlined above.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	6
MEETING DATE:	July 21, 2021
ACTION:	ACCEPT

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

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

RECOMMENDATION:

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

REASON FOR RECOMMENDATION:

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

- Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker: Expenditures are running lower than anticipated due to the combination of the higher carryover maintained for the planned one-time move costs in September 2021, and the unexpended training funds for Program Year (PY) 2020-2021. These reserved training funds are to be expended by June 30, 2022.
- WIOA Rapid Response: As of May 2021, it is 67.91% expended at \$160,479 of the \$236,316. On May 13, 2021, FRWDB received an extension of Rapid Response Funds for Program Year 2020-2021. These funds now have until June 30, 2022 to be expended.
- Workforce Accelerator Fund 7.0: This grant ended March 31, 2021. It was 93% expended at \$139,445 of the \$150,000.
- COVID-19 Impacted Individuals: On December 18, 2020, the grant received a six (6) month extension to June 30, 2021, and an increase of \$21,000, bringing the total grant funding amount to \$336,000. As of May 31, 2021, it was 100% expended.
- COVID-19 Employment Recovery National Dislocated Worker Grant: This grant ends on March 31, 2022, and it is 8.03% expended at \$36,154 of the \$450,000. Staff is working with the State to complete a budget modification to address the under expenditures and to open training to additional occupations.
- Fatherhood Fire - HHS: 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 2025. It is currently 25.47% expended. On June 28, 2021, we received an additional \$749,999 for the second year option from September 30, 2021 – September 29, 2022.
- Staff has no concerns with grant expenditures at this time.

ATTACHMENT:

May 2021 Financial Report

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
Summary Financial Report
May 2021

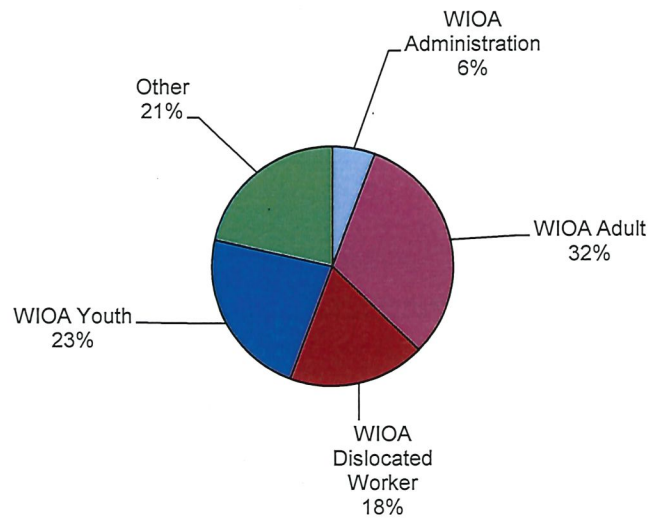
GRANT	TERM	Total Grant Amount	Prior Year(s) Expended	Current Year to Date Expenditures	Percent Expended	Unspent Committed Funds
WIOA ADMINISTRATION	07/01/2020 - 06/30/2021	1,824,473		1,132,905	62.09%	691,568
* WIOA ADULT	07/01/2020 - 06/30/2021	10,111,170		4,672,069	46.21%	5,439,101
* WIOA DISLOCATED WORKER	07/01/2020 - 06/30/2021	5,894,887		2,798,375	47.47%	3,096,512
* WIOA YOUTH	07/01/2020 - 06/30/2021	7,294,136		4,982,042	68.30%	2,312,094
WIOA RAPID RESPONSE & Layoff Aversion	07/01/2020 - 06/30/2021	236,316		160,479	67.91%	75,837
TCC - Transformative Climate Communities*	02/01/2020 - 03/31/2024	1,249,432	28,367	93,556	9.76%	1,127,509
WAF 7.0	05/01/2019 - 03/31/2021	150,000	90,044	49,401	92.96%	10,555
CAL FIRE*	03/01/2020 - 06/01/2022	1,675,200	16,925	304,455	19.18%	1,353,820
P2E - SJC IDS/SSEL	09/01/2019 - 03/31/2022	685,849		62,389	9.10%	623,460
COVID-19 Impacted Individuals	03/01/2020 - 06/30/2021	336,000	26,954	309,047	100.00%	(0)
COVID-19 Employment Recovery NDWG	04/01/2020 - 03/31/2022	450,000		36,154	8.03%	413,846
High Road Construction Careers (HRCC): SB1 Valley Build	11/01/2020 - 08/31/2022	1,499,818		172,819	11.52%	1,326,999
Fatherhood Fire - HHS*	09/30/2020 - 09/29/2021	749,999		191,020	25.47%	558,979
HRCC: Low Carbon Economy Workforce Program	06/01/2021 - 03/31/2123	1,194,400		-	0.00%	1,194,400
2020 September Wildfires - 1st Increment	01/01/2021 - 12/30/2022	975,000		4,246	0.44%	970,754
Pathway Home Grant - GRID Alternatives	07/01/2020 - 12/31/2023	73,630		144	0.19%	73,486
HRCC: Reimagine Workforce Preparation Grant (RWPG)	04/01/2021 - 03/31/2023	2,010,608		-	0.00%	2,010,608
TOTAL FUNDING		36,410,918	162,290	14,969,101	41.56%	21,279,528

* Total Grant Amount includes FINAL carryover from Prior Plan Year 19 - 20
Due to spreadsheet formula rounding calculations, totals may be off by \$1 or \$2

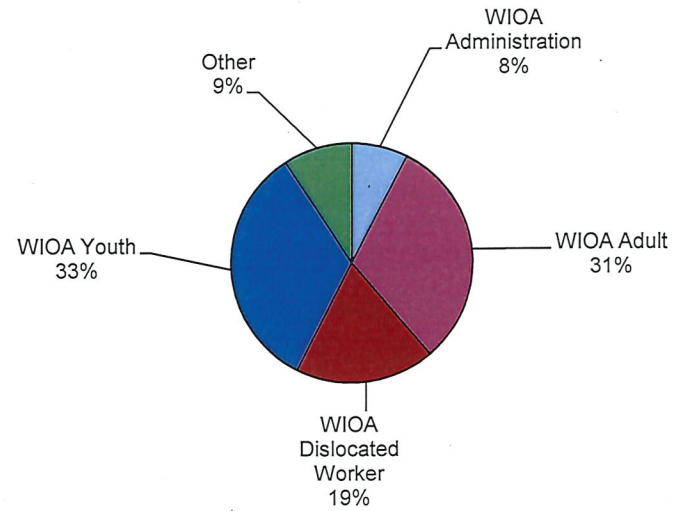
Prepared by: C. Beierschmitt

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
FINANCIAL REPORTS
May 2021

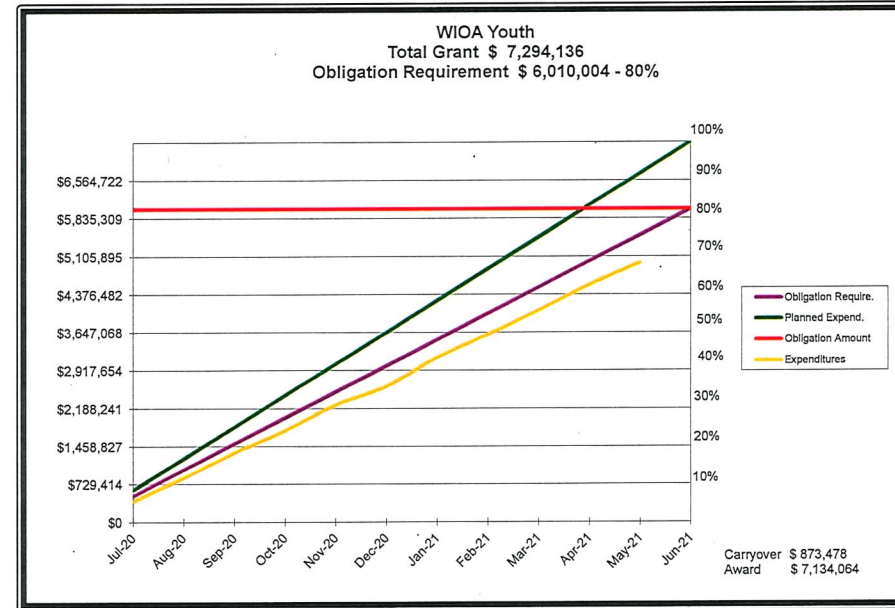
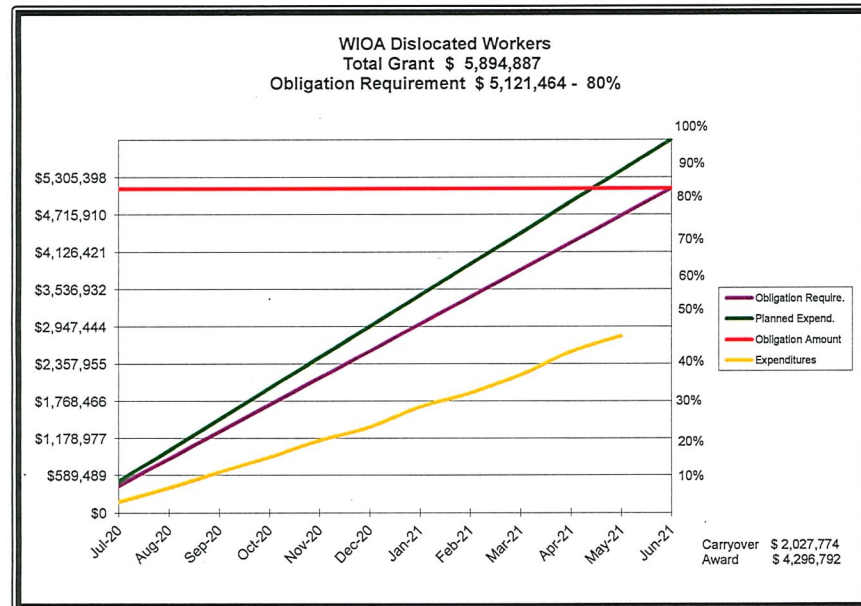
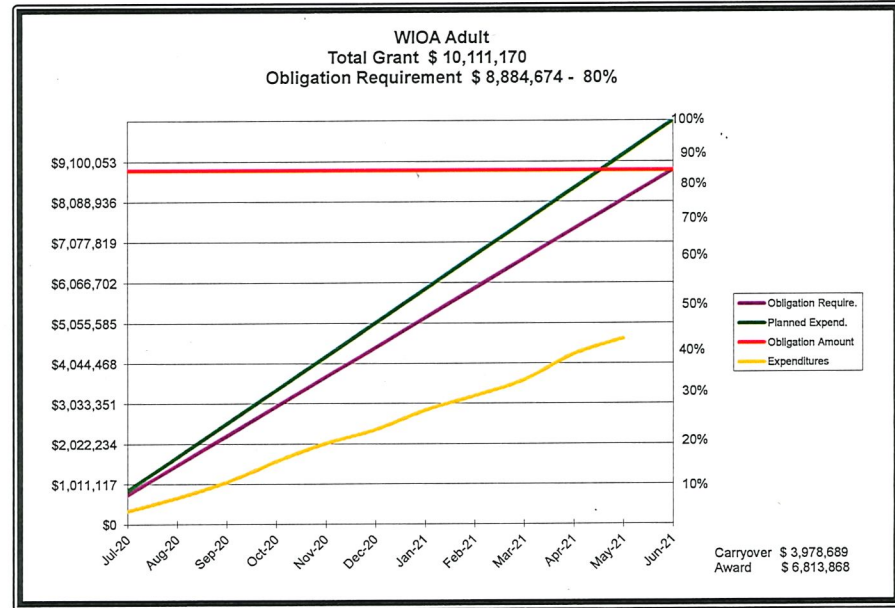
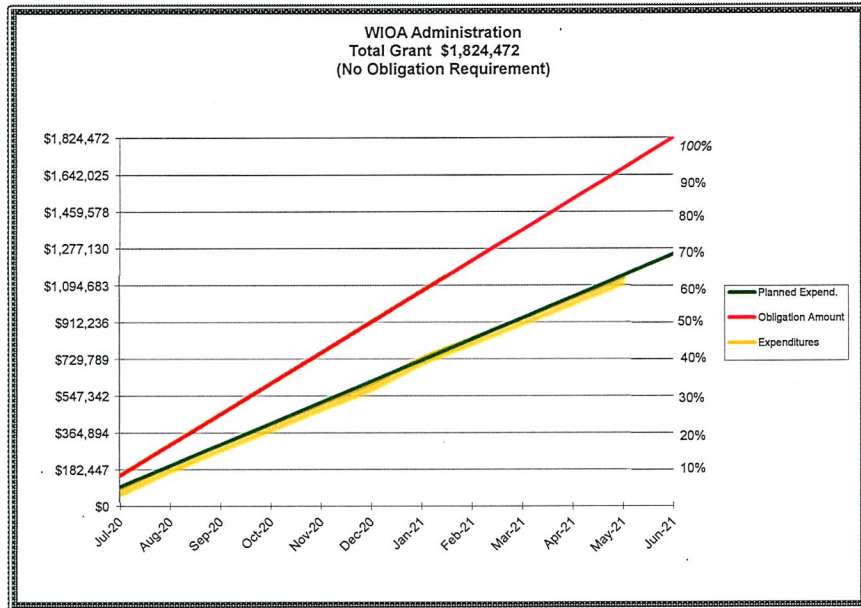
**FRWDB Committed Funds
Fiscal Year 2020-2021**



**FRWDB Expenditures
Fiscal Year 2020-2021**

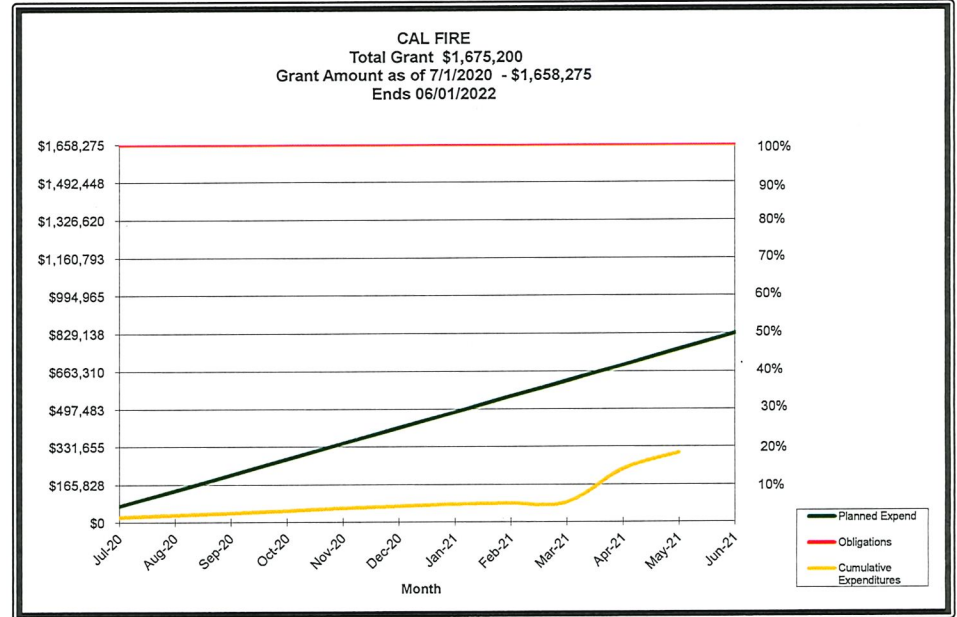
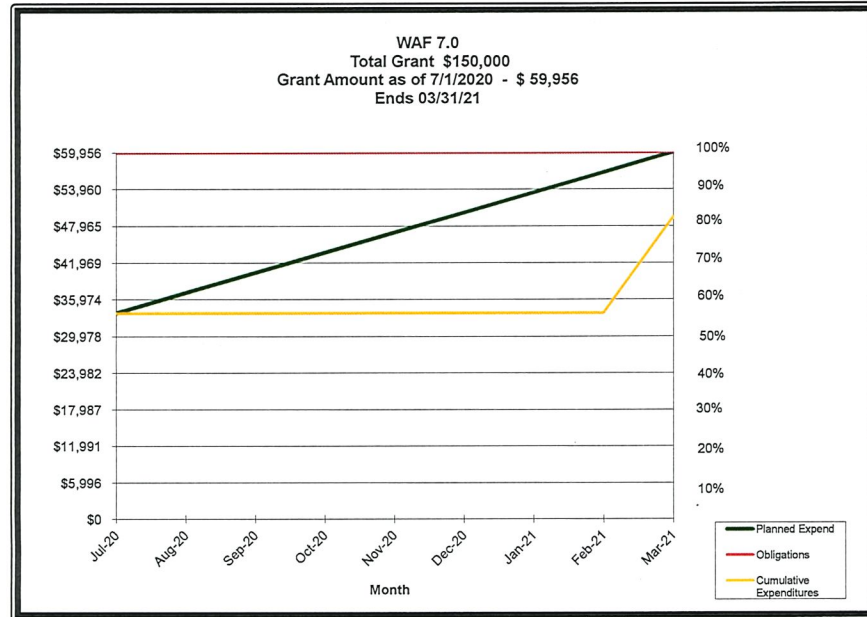
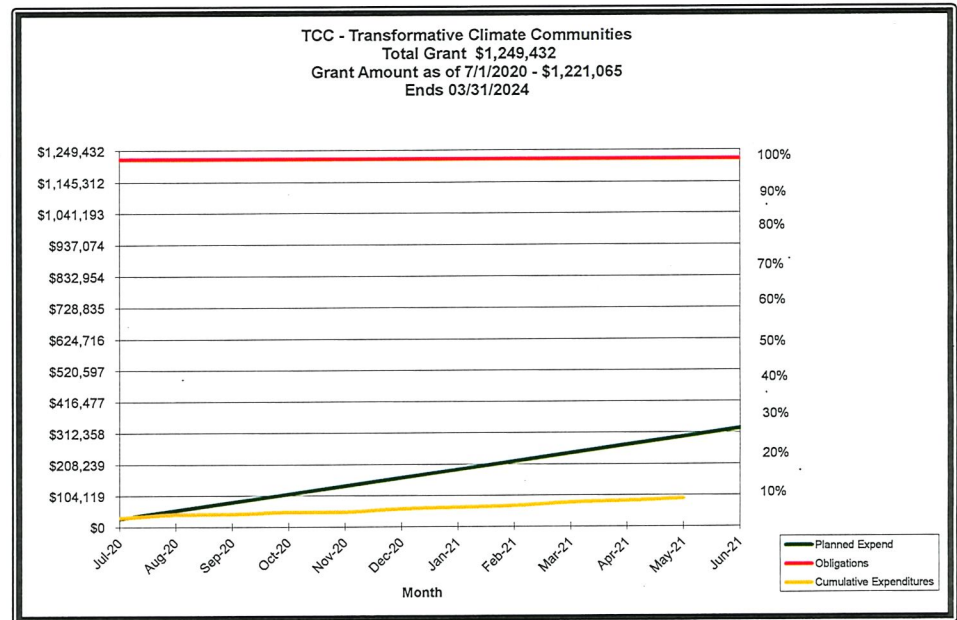
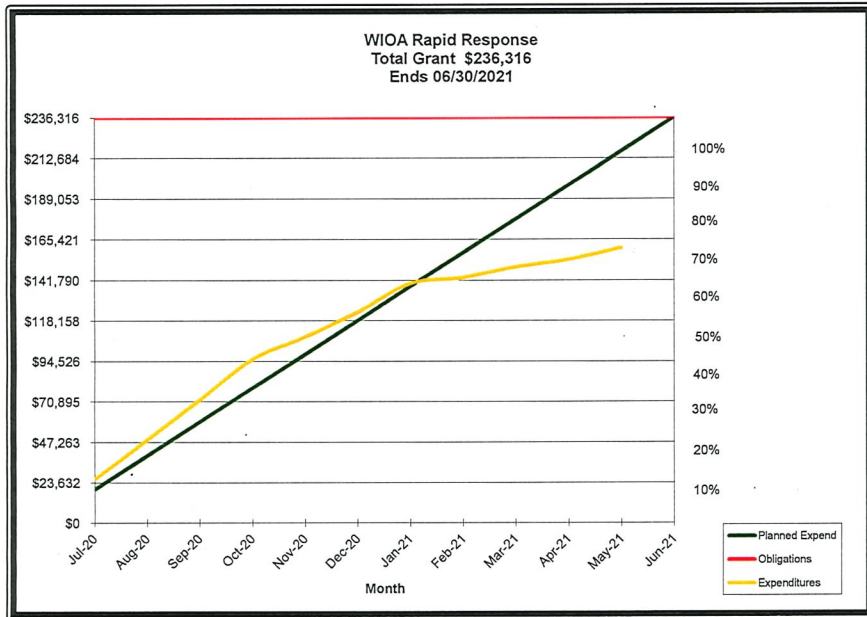


May 2021



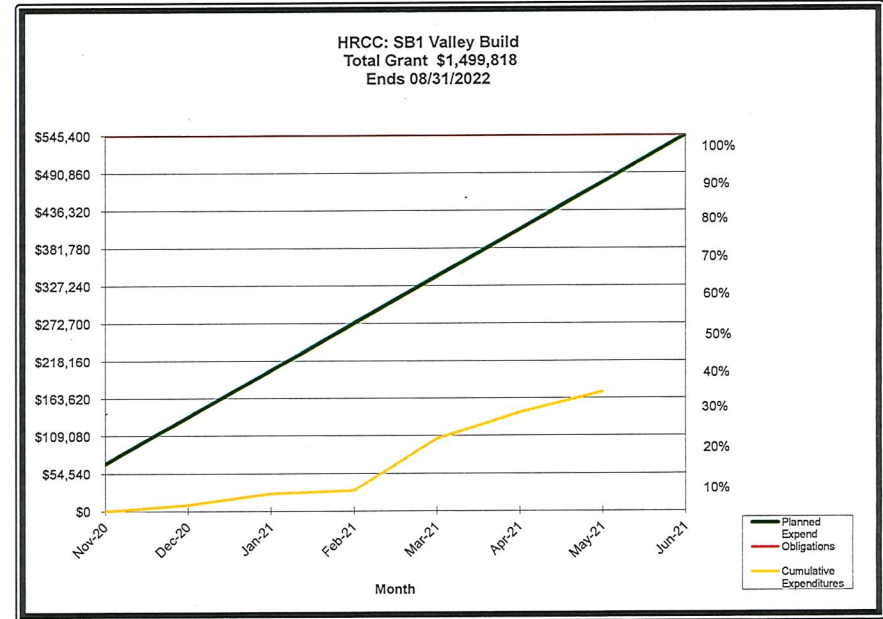
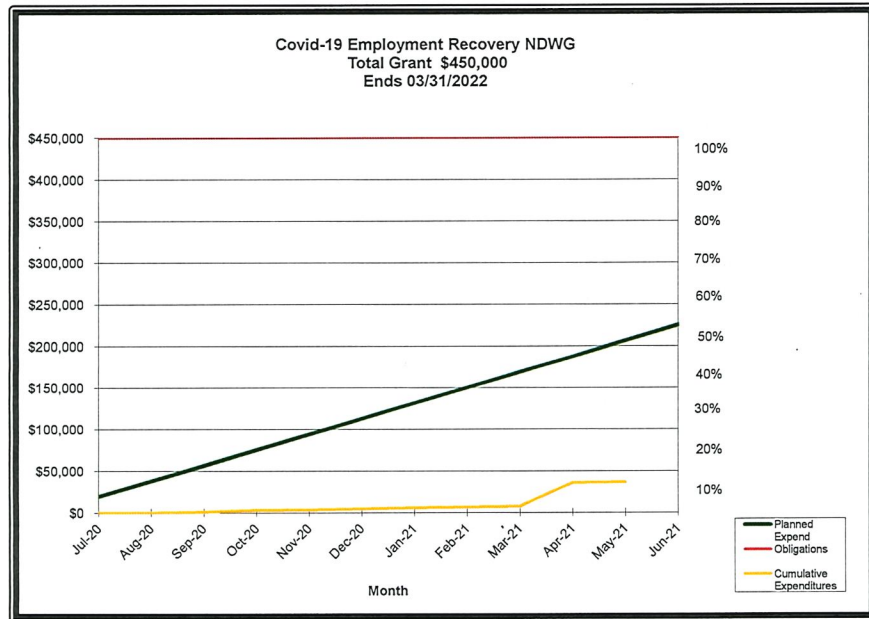
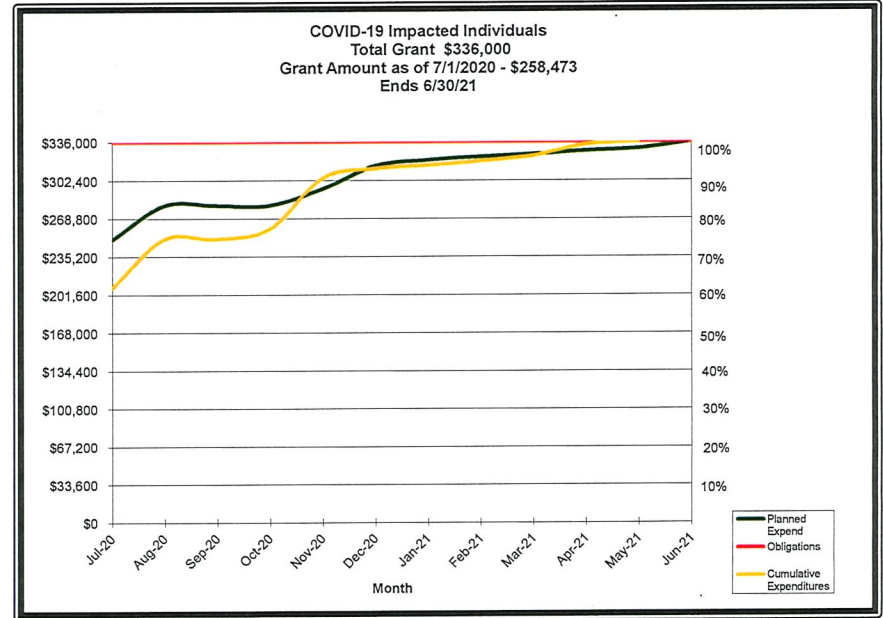
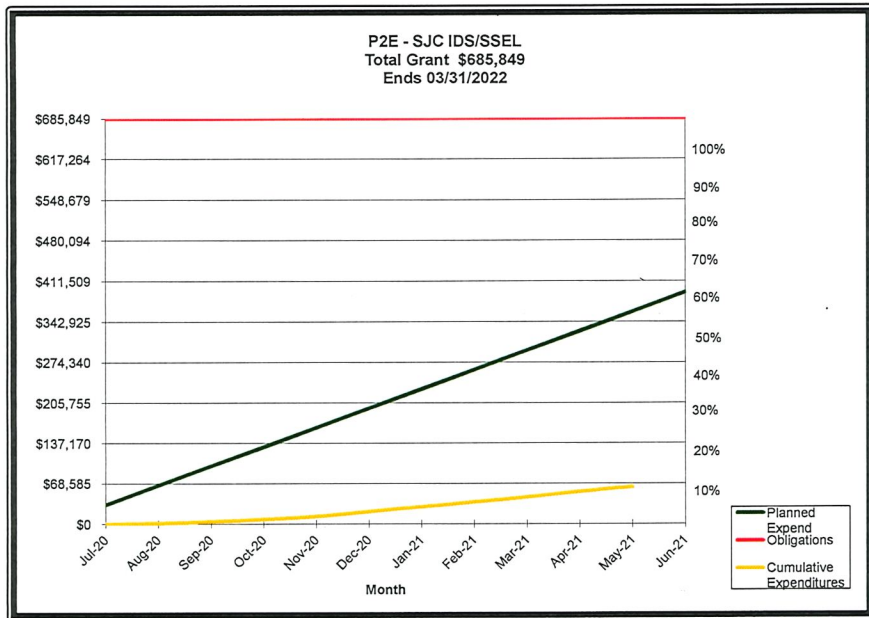
FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD FINANCIAL REPORTS

May 2021

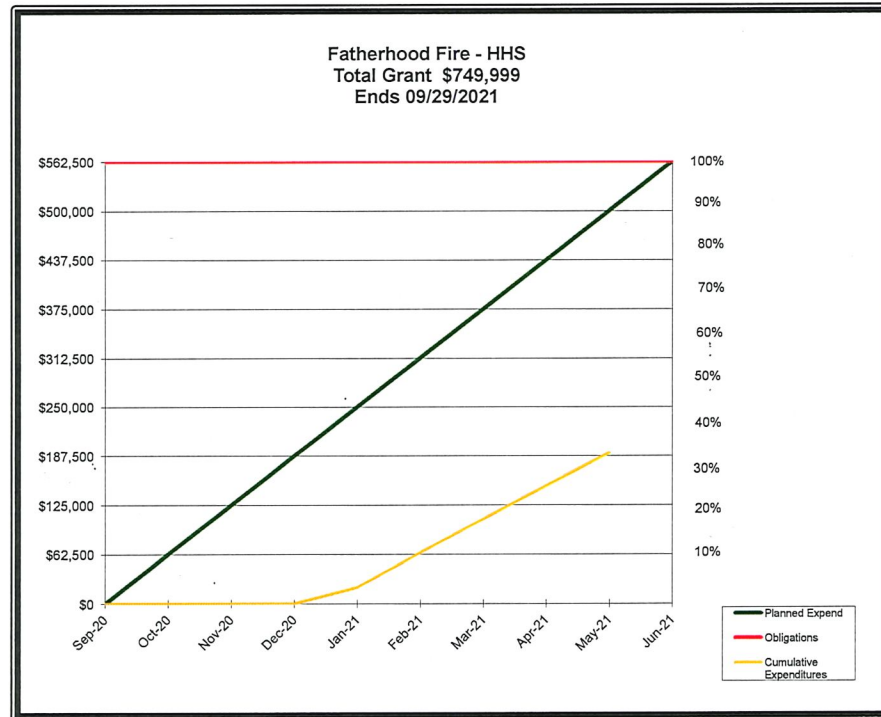


FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD FINANCIAL REPORTS

May 2021



May 2021



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	7
MEETING DATE:	July 21, 2021
ACTION:	ACCEPT

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

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

RECOMMENDATION:

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

REASON FOR RECOMMENDATION:

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

- Year-to-Date budget costs are straight-lined, with the exception of the insurance line item, as these costs are often expensed within the first quarter of the plan year.
- Staffing costs are running lower than anticipated due to staff vacancies that are currently being filled.
- Staff has no concerns with expenditures at this time.

ATTACHMENT:

FRWDB Agency Budget and Expenditures – May 2021

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

May 2021

	Budget by Line Item	Total Budget	YTD Budget	YTD Expenditures	Variance	Percent Variance
51	Salaries	\$ 2,280,057	\$ 2,090,052	\$ 1,852,399	237,653	11.37%
52	Payroll Taxes	207,586	190,287	164,344	25,943	13.63%
53	Fringe Benefits	707,944	648,949	554,466	94,483	14.56%
55	Staff/Board/Service Provider Development	72,500	66,458	15,096	51,362	77.29%
56	Local Mileage	26,000	23,833	2,182	21,651	90.84%
60	Communications	26,480	24,261	26,062	(1,802)	-7.43%
61	Insurance	29,800	29,800	26,813	2,987	10.02%
62	Maintenance	67,550	61,921	32,010	29,911	48.31%
63	Memberships	62,000	56,833	35,805	21,028	37.00%
64	Miscellaneous	11,000	10,083	1,983	8,100	80.33%
65	Office Expense	24,600	22,550	16,516	6,034	26.76%
66	Professional Services	195,800	179,483	81,642	97,841	54.51%
67	Advertising	35,000	32,083	21,779	10,304	32.12%
68	Rent & Leases	216,100	198,092	190,545	7,547	3.81%
69	Utilities	26,000	23,833	21,712	2,122	8.90%
71	Furniture and Equipment	15,000	13,750	10,535	3,215	23.38%
	Total	\$ 4,003,417	\$ 3,672,270	\$ 3,053,889	618,381	16.84%

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

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	8
MEETING DATE:	July 21, 2021
ACTION:	RECOMMEND TO 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: Program Year 2021-2022 Agency Budget and Personnel Plan

RECOMMENDATION:

Recommend that the Fresno Regional Workforce Development Board (FRWDB) approve the Program Year (PY) 2021-2022 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.

REASON FOR RECOMMENDATION:

The Schedule of Funds, Attachment I, details the total funds, including estimated carryover from PY 2020-2021, and funds available for PY 2021-2022. Overall, it is estimated that funding will increase \$362,134. \$15,838,008 in Workforce Innovation and Opportunity Act (WIOA) Formula Allocations for PY 2021-2022, from the Employment Development Department Workforce Services Division, \$10,829,277 in estimated prior year carryover funds from PY 2020-2021 and \$9,075,659 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 2021-2022, as compared to the prior year and year-to-date expenditures. The attached budget reflects:

- \$7,520 decrease to staff development expenditures;
- \$13,520 increase to communications;
- \$12,000 decrease to memberships;
- \$7,000 increase to rent expenditures due to a rent adjustment for PY 2021-2022;
- \$3,000 increase to utilities;
- \$4,000 decrease to furniture and equipment;
- the assumption that all other line items remain the same as last PY 2020-2021 and
- The Total PY 2021-2022 Agency Budget will remain the same as last year.

FISCAL IMPACT:

\$4,003,417

ATTACHMENTS:

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

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
SCHEDULE OF FUNDS
FY 2021-2022

GRANT	FUNDS AVAILABLE PY 2020-21	ESTIMATED FUNDS AVAILABLE PY 2021-22	INCREASE (DECREASE)
WIOA ADULT	10,505,094	10,795,901	290,807
WIOA DISLOCATED WORKER	6,243,149	7,315,842	1,072,693
WIOA YOUTH	8,726,047	7,925,542	(800,505)
WIOA RAPID RESPONSE (includes Lay Off Aversion)	251,316	230,000	(21,316)
WAF 7.0	25,000	-	(25,000)
COVID-19 1187	303,300	-	(303,300)
COVID-19 1194 - NDWG	450,000	400,000	(50,000)
CAL FIRE	1,660,000	1,283,820	(376,180)
TCC - Transformative Climate Communities	1,222,000	1,119,509	(102,491)
SJV IDS/SSEL	685,849	614,460	(71,389)
High Road Construction Careers (HRCC): SB1 Valley Build	1,499,818	1,291,999	(207,819)
Fatherhood Fire - HHS	749,999	516,979	(233,020)
HRCC: Low Carbon Economy Workforce Program	-	1,194,400	1,194,400
2020 September Wildfires - 1st Increment	975,000	970,754	(4,246)
Pathway Home Grant - GRID Alternatives	73,630	73,130	(500)
HRCC: Reimagine Workforce Preparation Grant (RWPG)	2,010,608	2,010,608	-
TOTAL FUNDING	35,380,810	35,742,944	362,134

Prepared by: C. Beierschmitt

STAFF SCHEDULE				
REGULAR POSITIONS	BUDGET FY 20-21	BUDGET FY 21-22	SALARY RANGE FY 20-21	SALARY RANGE FY 21-22
<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	0.30	7,625 to 10,400	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
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	0.00	4,841 to 6,521	4,841 to 6,521
Marketing & Grants Manager	0.00	0.10		4,841 to 6,521
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
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	2.00	2,678 to 3,912	2,678 to 3,912
Total Administration Positions	13.30	14.30		
<u>Program Operations</u>				
Senior Deputy Director	0.70	0.70	\$ 7,625 to \$ 10,400	\$ 7,625 to \$ 10,400
Deputy Director of Information Systems	0.60	0.60	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 Services Coordinator	6.00	3.00	3,833 to 4,658	3,833 to 4,658
Business Outreach Coordinator	0.00	2.00		3,833 to 4,658
Grant Writing Coordinator	0.00	1.00		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	0.00	4,841 to 6,521	4,841 to 6,521
Marketing & Grants Manager	0.00	0.90		4,841 to 6,521
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
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	0.00	3,871 to 5,070	3,871 to 5,070
Special Projects Manager	0.00	1.00		4,223 to 5,760
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
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
Receptionist	1.00	0.00	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	22.20		
TOTAL REGULAR POSITIONS	36.50	36.50		

Prepared by: C. Beierschmitt
July 6, 2021

**FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
AGENCY BUDGET**

PY 2021-2022

	Budget by Line Item	2020-21 Budget		2021-2022 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	72,500		64,980	(7,520)	-10.37%
56	Local Mileage	26,000		26,000	0	0.00%
60	Communications	26,480		40,000	13,520	51.06%
61	Insurance	29,800		29,800	0	0.00%
62	Maintenance	67,550		67,550	0	0.00%
63	Memberships	62,000		50,000	(12,000)	-19.35%
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	216,100		223,100	7,000	3.24%
69	Utilities	26,000		29,000	3,000	11.54%
71	Furniture and Equipment	15,000		11,000	(4,000)	-26.67%
	Total	\$ 4,003,417		\$ 4,003,417	\$ -	0.00%

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

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	9
MEETING DATE:	July 21, 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: Director's Quarterly Update

INFORMATION:

Updates will be provided on various subjects.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	10
MEETING DATE:	July 21, 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.).