



FRESNO AREA WORKFORCE INVESTMENT CORPORATION

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

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

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

Per Executive Order N-29-20, which allows local and state legislative bodies to hold meetings via teleconference and to make meetings accessible electronically, this meeting will be held via Zoom.

Use the information below to join this meeting:

Join Zoom Meeting

<https://us02web.zoom.us/j/82155644989?pwd=eTRlZzYvODRlVGVVUjBkVWVURiZWZkdz09>

**Meeting ID: 821 5564 4989
Passcode: 163132**

REMINDER: PLEASE TURN OFF CELL PHONES OR PUT ON VIBRATE

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 21, 2021, Meeting Minutes	Konczal	Yes	Approve	3
2.	New Site Lease for Fresno's Affiliate America's Job Centers of California	Konczal	Yes	Approve	6
3.	Referral of Agenda Items to the Fresno Regional Workforce Development Board and/or Its Committees	Hensley	Yes	Direct	11
4.	January 19, 2022, Agenda Items	Konczal	No	Discussion	--
5.	Meeting Feedback	Konczal	No	Information	--

**FRESNO AREA WORKFORCE INVESTMENT CORPORATION
BOARD OF DIRECTORS
ATTENDANCE REPORT 2021**

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

P = Present

A = Absent

-- = Not a Member at Time of Meeting

FRESNO AREA WORKFORCE INVESTMENT CORPORATION

AGENDA ITEM:	1
MEETING DATE:	October 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 21, 2021, Meeting Minutes

RECOMMENDATION:

Approve the minutes of the April 21, 2021, Fresno Area Workforce Investment Corporation Board of Directors meeting.

ATTACHMENT:

April 21, 2021, Board of Directors Meeting Minutes



FRESNO AREA WORKFORCE INVESTMENT CORPORATION

Board of Directors
April 21, 2021

SUMMARY MINUTES

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

ROLL CALL: PRESENT - Edgar Blunt, Raine Bumatay (arrived at 3:02 p.m.), 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: None

BOARD CHAIR/
STAFF COMMENTS: Chair Hensley reported that he and Blake Konczal, Chief Executive Officer, Fresno Area Workforce Investment Corporation (FAWIC) met with staff at City Hall and stated that the meeting went very well. Mr. Konczal stated that it was the first time in his 19 years with the Fresno Regional Workforce Development Board that a new administration at City Hall contacted him to talk about what the FRWDB does.

PUBLIC COMMENTS: None

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

Mr. Konczal presented the January 20, 2021, meeting minutes for approval.

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

2. Financial Statements and Supplemental Data for Fiscal Year Ending June 30, 2020

Cheryl Beierschmitt, Deputy Director Fiscal Services, FAWIC, presented the Financial Statements and Supplemental Data for Fiscal Year Ending June 30, 2020, (audit report). On February 10, 2021, the FAWIC Audit Committee met to review the audit report and recommended it for the FAWIC Board's acceptance. Ms. Beierschmitt noted that there were no findings or recommendations in the audit report.

SILVEIRA/RIOJAS – ACCEPTED THE FINANCIAL STATEMENTS AND SUPPLEMENTAL DATA FOR FISCAL YEAR ENDING JUNE 30, 2019. VOTE: YES – 7, NO – 0 (UNANIMOUS)

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

Mr. Konczal presented for the Board's approval, the updated FAWIC Personnel Manual. Mr. Konczal stated that there were nine (9) substantive policy changes, which were outlined in the agenda item.

RIOJAS/BLUNT – APPROVED THE FRESNO AREA WORKFORCE INVESTMENT CORPORATION PERSONNEL MANUAL. VOTE: YES – 7, NO – 0 (UNANIMOUS)

4. **Referral of Agenda Items to the Fresno Regional Workforce Development Board and/or Its Committees**

There were no items referred to the Fresno Regional Workforce Development Board or its Committees.

5. **July 21, 2021, Agenda Items**

None.

6. **Meeting Feedback**

None.

The meeting was adjourned at 3:10 p.m.

FRESNO AREA WORKFORCE INVESTMENT CORPORATION

AGENDA ITEM:	2
MEETING DATE:	October 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's Affiliate America's Job Centers of California

RECOMMENDATION:

Approve the new site lease for the City and County of Fresno's affiliate America's Job Centers of California (AJCC) office at the Parlier Professional Center at 13660 East Manning Avenue, Parlier, CA 93648.

REASON FOR RECOMMENDATION:

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

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

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

Approval of the new site location will be presented to the Executive Committee meeting on October 20, 2021.

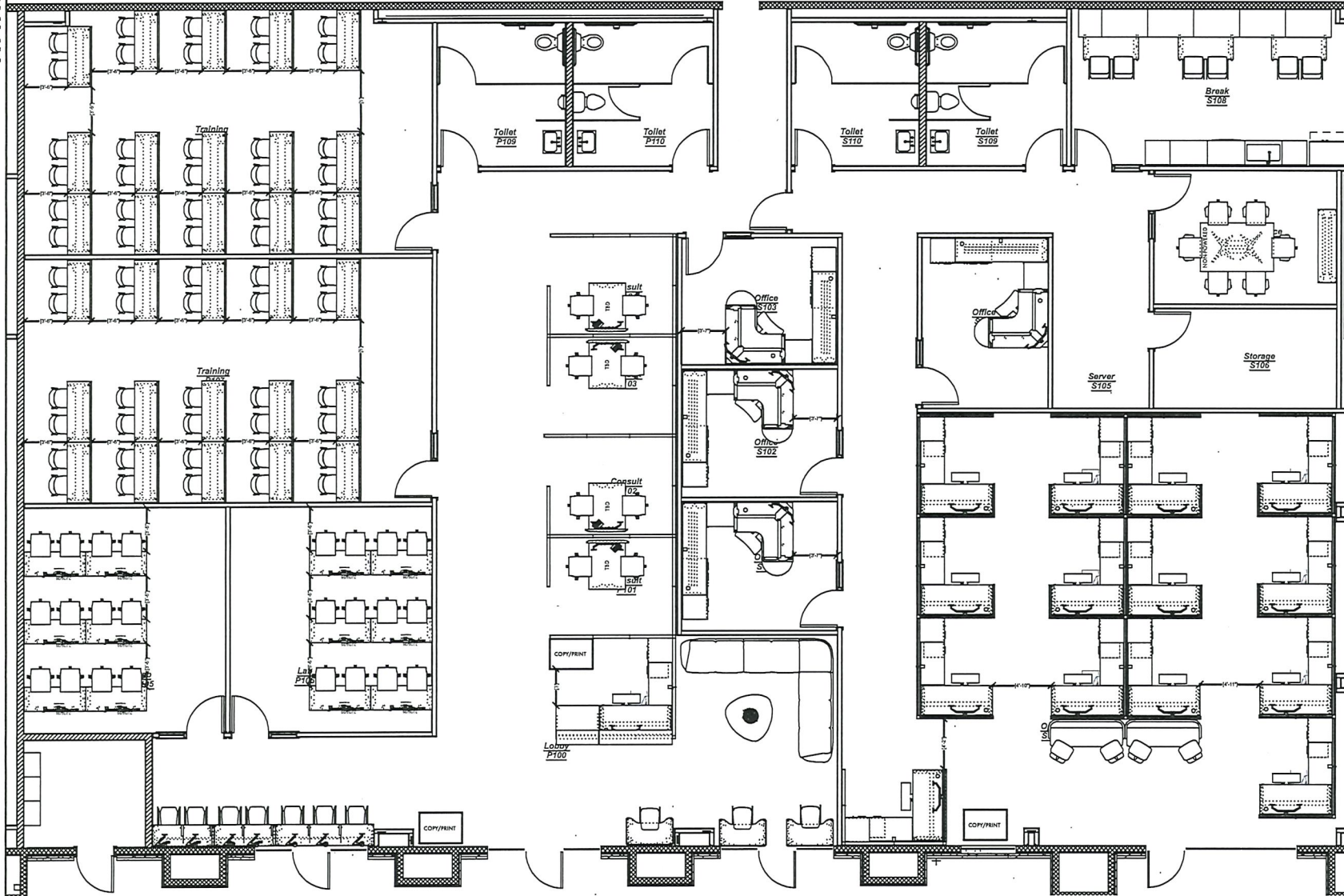
ATTACHMENTS:

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

Summary of Lease Terms

1) Building Information	Name: Parlier Professional Center Address: 13660 E. Manning Avenue Parlier, CA 93648 Year Built: Approx. 2019 Lease Space: 7,521 rentable square feet																																	
2) Owner/Landlord	L & D Parlier Plaza, LLC 5614 E. Hamilton Court Fresno, California 93727																																	
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 June 1, 2022.																																	
5) Rent	Base Rent: \$2.00/rsf. monthly Tenant Improvement Rent: Estimated at \$0.59/rsf. monthly (subject to change based on actual costs). Annual Base 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>\$2.59</td><td>\$19,479.39</td></tr><tr><td>Year 2</td><td>\$2.65</td><td>\$19,930.65</td></tr><tr><td>Year 3</td><td>\$2.71</td><td>\$20,395.45</td></tr><tr><td>Year 4</td><td>\$2.78</td><td>\$20,874.19</td></tr><tr><td>Year 5</td><td>\$2.84</td><td>\$21,367.29</td></tr><tr><td>Year 6</td><td>\$2.91</td><td>\$21,875.19</td></tr><tr><td>Year 7</td><td>\$2.98</td><td>\$22,937.15</td></tr><tr><td>Year 8</td><td>\$3.05</td><td>\$22,937.15</td></tr><tr><td>Year 9</td><td>\$3.12</td><td>\$23,492.15</td></tr><tr><td>Year 10</td><td>\$3.20</td><td>\$24,063.79</td></tr></tbody></table>		Rate /s.f.	Monthly	Year 1	\$2.59	\$19,479.39	Year 2	\$2.65	\$19,930.65	Year 3	\$2.71	\$20,395.45	Year 4	\$2.78	\$20,874.19	Year 5	\$2.84	\$21,367.29	Year 6	\$2.91	\$21,875.19	Year 7	\$2.98	\$22,937.15	Year 8	\$3.05	\$22,937.15	Year 9	\$3.12	\$23,492.15	Year 10	\$3.20	\$24,063.79
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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 on 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 at no additional cost.
12) Signage	Landlord will provide appropriate signage as part of the Tenant Improvements Costs.



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FRESNO AREA WORKFORCE

13660 E. MANNING AVE
PARLIER, CA 93648

Project Name:

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

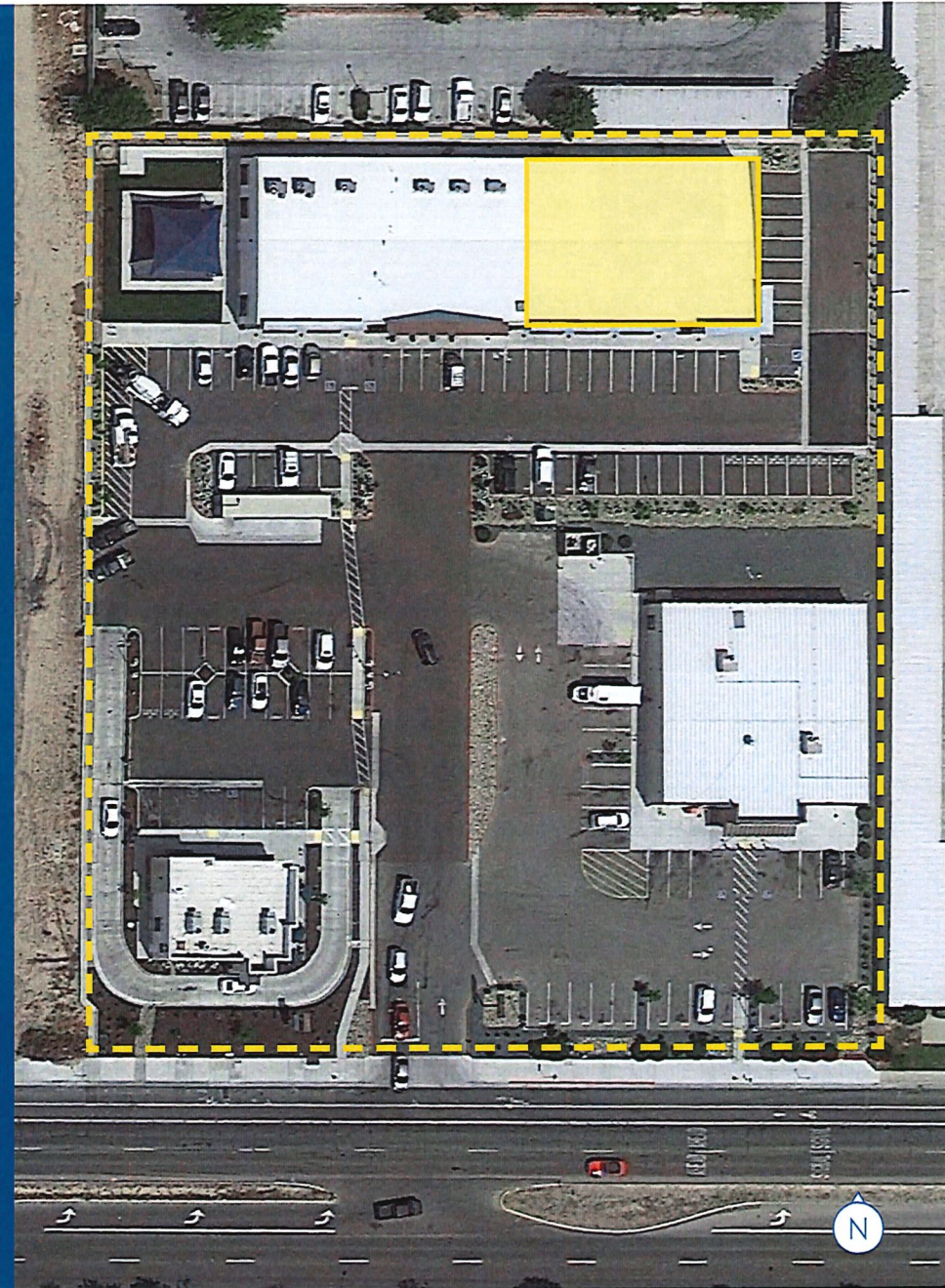


Parlier Professional Center

Parlier, CA

Colliers

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FRESNO AREA WORKFORCE INVESTMENT CORPORATION

AGENDA ITEM:	3
MEETING DATE:	October 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.).