



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

**Executive Committee Meeting
October 19, 2022 @ 3:00 p.m.**

**Workforce Connection
3170 W. Shaw Avenue
Fresno, CA 93711
Conference Rooms 105/106**

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.	July 20, 2022, Executive Committee Meeting Minutes	Konczal	Yes	Approve	4
2.	August 2022 Financial Report	Beierschmitt	Yes	Accept	9
3.	August 2022 Agency Budget and Expenditures	Beierschmitt	Yes	Accept	16
4.	Fatherhood Funding Award	Stogbauer	Yes	Approve	18
5.	City of Fresno Funding Award	Stogbauer	Yes	Approve	19
6.	Creation of New Committee	Konczal	No	Discussion	--
7.	Director's Quarterly Update	Konczal	Yes	Information	20
8..	CLOSED SESSION				
9..	Referral of Agenda Items to Other Committees	Hensley	Yes	Direct	21
10.	Information Sharing	All	No	Discussion	--

Item	Description	Presented By	Enclosure	Action	Page #
11.	January 18, 2023, Agenda Items	Konczal	No	Discussion	--
12.	Meeting Feedback	Konczal	No	Discussion	--

**FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE
2022 ATTENDANCE REPORT**

1/19/2022 4/20/2022 7/20/2022 10/19/2022

Blunt IMAGO	P	P	A	
Bumatay Fresno Adult School	P	A	--	--
Hensley Hensley Associates	P	P	P	
Karbassi Fresno City Council	P	P	P	
Montalbano German Auto Repair	P	P	P	
Quintero Fresno County Board of Supervisors	P	A	A	
Riojas Fresno, Madera, Tulare, Kings Building Trades Council	P	A	P	
Silveira Kaiser Permanente	P	P	--	--
Zabrycki CAPTRUST	P	P	A	

P = Present

A = Absent

-- = Not a Member at Time of Meeting

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	1
MEETING DATE:	October 19, 2022
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: July 20, 2022, Executive Committee Meeting Minutes

RECOMMENDATION:

Approve the minutes of the July 20, 2022, Executive Committee meeting.

ATTACHMENT:

July 20, 2022, Executive Committee Meeting Minutes



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Executive Committee
July 20, 2022

SUMMARY MINUTES

The meeting was called to order at 3:00 p.m.

ROLL CALL: PRESENT – Jeff Hensley, Mike Karbassi, Dennis Montalbano, Chuck Riojas, and Legal Counsel Ken Price

ABSENT – Edgar Blunt; Sal Quintero, and Lydia Zabrycki

AGENDA CHANGES: None

ABSTENTIONS/RECUSALS/
DISCLOSURES OF
POTENTIAL CONFLICTS OF
INTEREST: Director Riojas – Item 1

COMMITTEE
CHAIR/STAFF
COMMENTS: None

PUBLIC COMMENTS: None

Item	Description/Action Taken
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1. **April 20, 2022, Executive Committee Meeting Minutes**

Mr. Konczal requested approval of the April 20, 2022, Executive Committee meeting minutes.

MONTALBANO/KARBASSI – APPROVED THE APRIL 20, 2022, EXECUTIVE COMMITTEE MEETING MINUTES. (UNANIMOUS, WITH ABSTENTION NOTED ABOVE)

2. **Items Referred by Other Committees**

There were no items referred by other committees.

3. **May 2022 Financial Report**

Cheryl Beierschmitt, Deputy Director Fiscal Services, FRWDB, presented the May 2022 Financial Report for the Committee's acceptance. She reviewed each of the grants listed on the agenda item, and indicated that staff had no concerns with the grant expenditures. The Committee had no questions or comments about the May 2022 Financial Report.

RIOJAS/KARBASSI – ACCEPTED THE MAY 2022 FINANCIAL REPORT. (UNANIMOUS)

4. **May 2022 Agency Budget and Expenditures**

Ms. Beierschmitt presented the May 2022 Agency Budget and Expenditures Report for the Committee's acceptance. She indicated that the Furniture and Equipment line item expenditures were running a little higher than the straight-lined year-to-date budget costs due to a one-time purchase of a Canon copier and a new postage machine. She stated that staff had no concerns with expenditures. The Committee had no questions regarding the report.

KARBASSI/MONTALBANO – ACCEPTED THE MAY 2022 AGENCY BUDGET AND EXPENDITURES REPORT. (UNANIMOUS)

5. **Program Year 2022-2023 Agency Budget and Personnel Plan**

Mr. Konczal presented for the Committee's recommendation to the FRWDB, the Agency Budget and Personnel Plan for Program Year (PY) 2022-2023. He noted a few increases to the budget, including a slight increase to rent, an increase for cyber security, and also an increase for furniture and computers, all of which were reasonable and planned. He also stated that the new budget includes increases in the Salaries line item. He reminded the Executive Committee that over the past six (6)-month period, the FRWDB went through the process of restructuring the FRWDB staff job titles and salary tiers, which was approved by the Executive Committee. Chair Hensley added that the change in job titles included changes to staff job descriptions and were aligned with where the FRWDB, as an organization, was heading.

Director Montalbano asked if FRWDB staff had addressed the CalSavers issue, which mandates 401(k)s for California employees. Legal Counsel Price indicated that he believed the FRWDB was compliant with the new regulations, but that he would check on that to be certain.

Chair Hensley reported that he has created an Ad Hoc Committee, which worked with Legal Counsel Price and Brenda Budke of Sierra HR Partners, to review the FRWDB Executive Director's salary range and compensation. He noted that the Executive Director's salary range had not been adjusted in approximately ten (10) years, and that the Executive Director's compensation had only been adjusted one (1) time in the past six (6) years despite very positive annual performance evaluations. The Ad Hoc Committee reviewed compensation data of other Workforce Boards to determine the FRWDB's competitiveness. The Committee found that the FRWDB's Executive Director's salary and salary range was considerably less than other Workforce Boards in the valley, even though most all of them had much smaller budgets and none of the separate grant programs that have been developed by the FRWDB. The Ad Hoc Committee recommended as part of this item to increase the Executive Director's salary range and to increase the Executive Director's compensation within the new range, effective with the new PY 2022-2023.

Director Riojas asked what would trigger future adjustments to the Executive Director's salary. Legal Counsel Price indicated that the annual performance evaluation process could determine if an adjustment to the compensation would be made. Director Riojas also asked if the new salary range included total compensation and Legal Counsel Price stated that the salary range reflects the Executive Director's base salary.

RIOJAS/MONTALBANO – RECOMMENDED THAT THE FRWDB APPROVE THE PROGRAM YEAR 2022-2023 AGENCY BUDGET AND PERSONNEL PLAN AND THE AD HOC COMMITTEE'S RECOMMENDATIONS TO INCREASE THE EXECUTIVE DIRECTOR'S SALARY RANGE AND BASE SALARY. (UNANIMOUS)

6. **Rapid Response and Layoff Aversion Funding for Program Year 2022-2023**

Phyllis Stogbauer, Senior Deputy Director, FRWDB, requested the Committee authorize the FRWDB Executive Director to approve a contract for Workforce Innovation and Opportunity Act Rapid Response and Layoff Aversion funds for PY 2022-2023 to Central Labor Council Partnership (CLC). Ms. Stogbauer indicated that because Rapid Response funding had not yet been received from the state and to ensure Rapid Response services would continue without interruption, the FRWDB contracted \$36,039 of PY 2021-2022 estimated carryover funds with CLC for Rapid Response and Layoff Aversion services as of July 1, 2022. FRWDB staff anticipates receiving Rapid Response and Layoff Aversion funding from the state by the end of July. To ensure services continue through June 30, 2023, FRWDB staff is requesting the Executive Director be authorized to allocate Rapid Response/Layoff Aversion funds in the amount of \$187,000, once the final award is received from the state. Any funding above the estimated \$187,000 from the state would be placed into the Rapid Response and Layoff Aversion pool.

Mr. Konczal noted that a request of this type is very rare and that most all contracts go before the full FRWDB for approval; however, because of the timing of receiving funding from the state, waiting to bring the contract award before the FRWDB could cause an interruption in these services. Approval of this item would allow the Executive Director to award the contract to maintain services without interruption.

KARBASSI/MONTALBANO – AUTHORIZED THE FRWDB EXECUTIVE DIRECTOR TO APPROVE THE CONTRACT FOR WORKFORCE INNOVATION AND OPPORTUNITY ACT RAPID RESPONSE AND LAYOFF AVERSION FUNDS FOR PY 2022-2023 TO CENTRAL LABOR COUNCIL PARTNERSHIP. (UNANIMOUS)

7. **Director's Quarterly Update**

Mr. Konczal provided a brief overview of the projects he focused on over the past quarter, April through June 2022, which included the preparation and submission of a new CalFire grant application to seek funds to continue the Forestry Tech training program at Reedley college and also replicate that program at Columbia College in Sonora. He continued assisting in the preparation of the SB1 High Roads Construction Careers grant application, which would be \$8.8 million over three (3) years for construction pre-apprentice training. He continued work on the revision of staff job titles and pay ranges and also completed the staff annual performance evaluation process. He attended the California Workforce Association's WorkCon conference in San Diego, at which the FRWDB had several very good presentations. He worked to assist with the launch of Valleybuild – Non-Traditional Occupations for Women cohort, which is going to be the FRWDB first all-female cohort of construction training.

Mr. Konczal noted that, in partnership with the Fresno Economic Development Corporation, the FRWDB submitted a grant application to the US Department of Commerce and that the application had been approved for funding. He also reported that on June 30, 2022, in the Governor's budget was a piece of legislation called SB178, in which the FRWDB received its first state Earmark in the amount of \$3 million related to the FRWDB's construction training.

This was an information item.

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

There were no items referred to other committees.

9. **Information Sharing**

Mr. Konczal reminded the Committee that on August 10, 2022, the FRWDB would be hosting a reception for Fresno City College's new President, Robert Pimentel at the Downtown Club. Mr. Konczal asked the Committee to RSVP for the event if they had not yet done so.

10. **October 19, 2022, Agenda Items**

There were no items recommended for the October 19, 2022, Executive Committee meeting agenda.

11. **Meeting Feedback**

There was no feedback.

Meeting adjourned at 3:34 p.m.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	2
MEETING DATE:	October 19, 2022
ACTION:	ACCEPT

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

TO: Executive Committee
FROM: Cheryl Beierschmitt, Deputy Director of Fiscal Services
SUBJECT: August 2022 Financial Report

RECOMMENDATION:

Accept the Fresno Regional Workforce Development Board (FRWDB) August 2022 Financial Report.

REASON FOR RECOMMENDATION:

The attached summary financial report and charts display year-to-date financial information through August 31, 2022.

- 2020 September Wildfires: This grant has an end date of December 30, 2022, and is currently 3.73% expended at \$36,395 of the \$975,000. This grant had a slow start-up since January 1, 2021, due to the pandemic; however, FRWDB received a 12-month no cost extension to December 30, 2023. The project is now on track to begin the first work experience cohort in October 2022.
- Fatherhood – Health and Human Services: This grant started September 30, 2020, with an original amount of \$749,999 and a contract term of September 30, 2020, through September 29, 2021, with a possible four (4) year option to 2025. FRWDB is currently in the second-year option from September 30, 2021, through September 29, 2022; it is 86.31% expended at \$647,288.
- Staff has no concerns with grant expenditures at this time.

ATTACHMENT:

August 2022 Financial Report

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
Summary Financial Report
August 2022

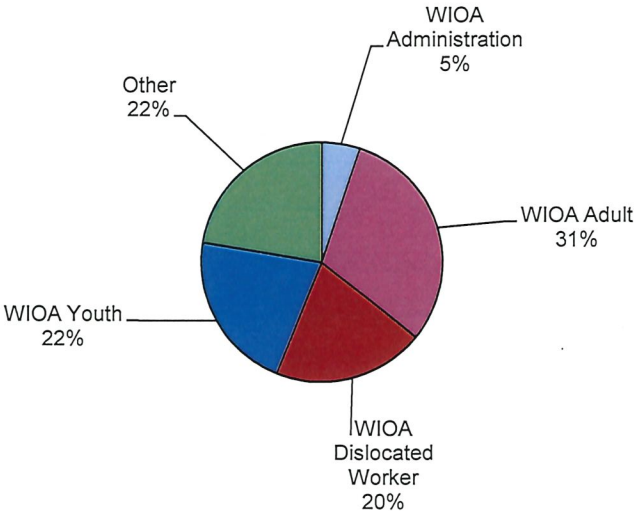
GRANT	TERM	Total Grant Amount	Prior Year(s) Expended	Current Year to Date Expenditures	Percent Expended	Unspent Committed Funds
WIOA ADMINISTRATION	07/01/2022 - 06/30/2023	1,703,998		201,257	11.81%	1,502,741
* WIOA ADULT	07/01/2022 - 06/30/2023	10,246,894		810,317	7.91%	9,436,576
* WIOA DISLOCATED WORKER	07/01/2022 - 06/30/2023	6,802,500		585,440	8.61%	6,217,061
* WIOA YOUTH	07/01/2022 - 06/30/2023	7,188,913		1,042,566	14.50%	6,146,347
*WIOA RAPID RESPONSE & Layoff Aversion	07/01/2022 - 06/30/2023	445,880		31,570	7.08%	414,311
TCC - Transformative Climate Communities	02/01/2020 - 03/31/2024	1,249,432	319,174	26,954	27.70%	903,304
CAL FIRE	03/01/2020 - 06/01/2023	1,675,200	1,309,570	14,482	79.04%	351,148
COVID-19 Employment Recovery NDWG	04/01/2020 - 03/31/2023	450,000	326,264	7,572	74.19%	116,164
High Road Construction Careers (HRCC): SB1 Valley Build	11/01/2020 - 02/28/2023	1,499,818	1,003,762	280,276	85.61%	215,780
Fatherhood - HHS	09/30/2021 - 09/29/2022	749,999	532,291	114,997	86.31%	102,711
HRCC: CCI: Low Carbon Economy Workforce Program	06/01/2021 - 03/31/2023	1,194,400	183,594	37,792	18.54%	973,014
2020 September Wildfires - 1st Increment	01/01/2021 - 12/30/2023	975,000	28,992	7,403	3.73%	938,605
Pathway Home Grant - GRID Alternatives	07/01/2020 - 12/31/2023	73,630	2,348	119	3.35%	71,163
HRCC: Reimagine Workforce Preparation Grant (RWPG)	04/01/2021 - 03/31/2023	2,010,608	419,035	50,473	23.35%	1,541,100
Equity & Special Populations (ESP)	02/01/2022 - 06/30/2023	750,000		68,595	9.15%	681,405
HRCC: Pathway Additional Education (Foundations)	02/02/2022 - 06/30/2023	258,500		66,642	25.78%	191,858
City of Fresno - One Youth Job Corps	08/10/2022 - 05/01/2024	281,550		-	0.00%	281,550
TOTAL FUNDING		37,556,322	4,125,030	3,346,456	19.89%	30,084,836

* Total Grant Amount includes ACTUAL carryover from Prior Plan Year 21 - 22
Due to spreadsheet formula rounding calculations, totals may be off by \$1 or \$2

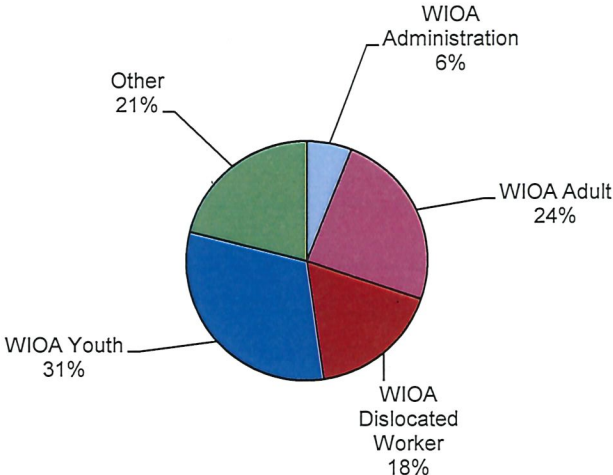
Prepared by: C. Beierschmitt

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
FINANCIAL REPORTS
August 2022

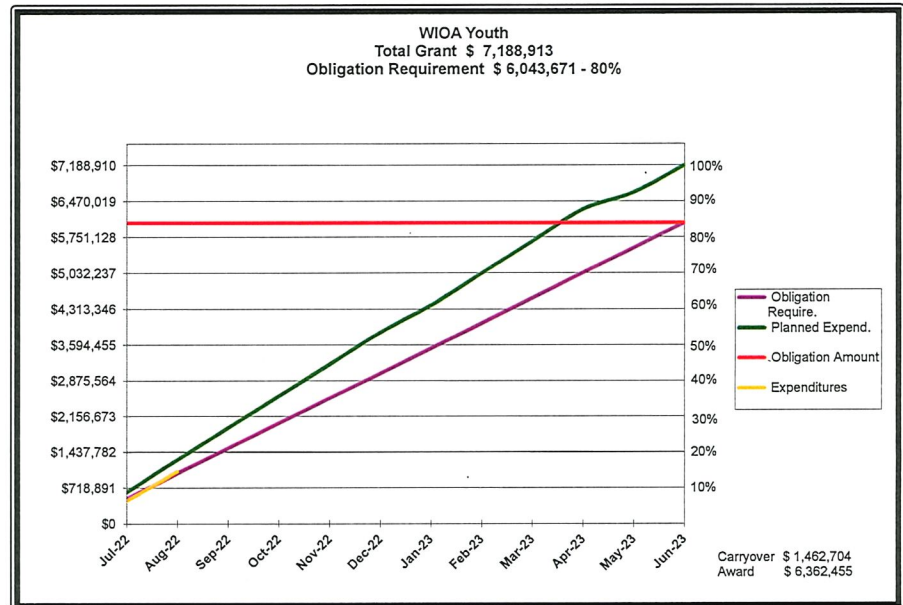
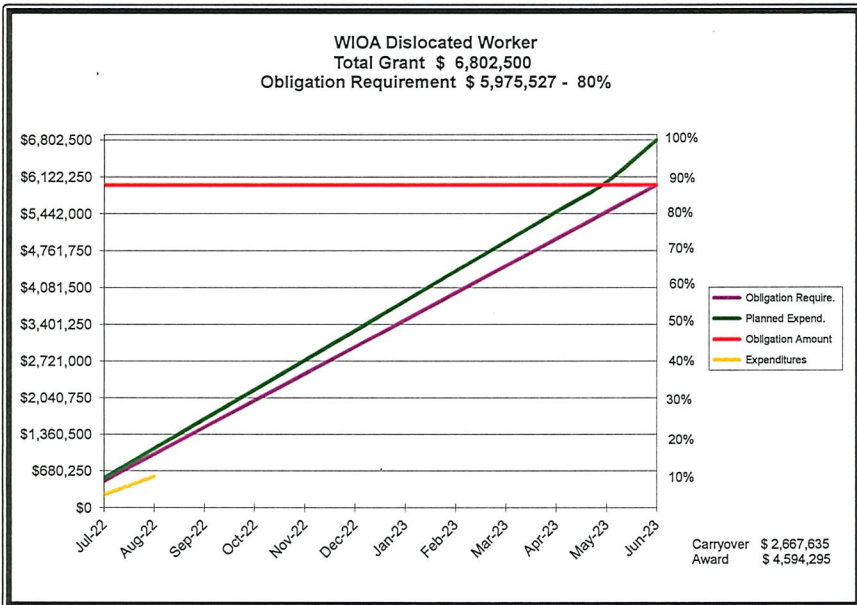
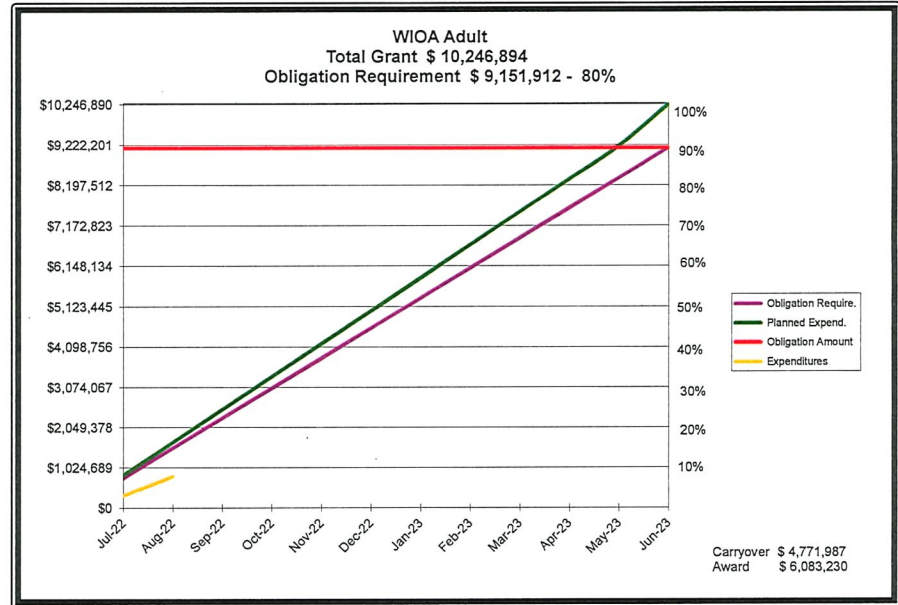
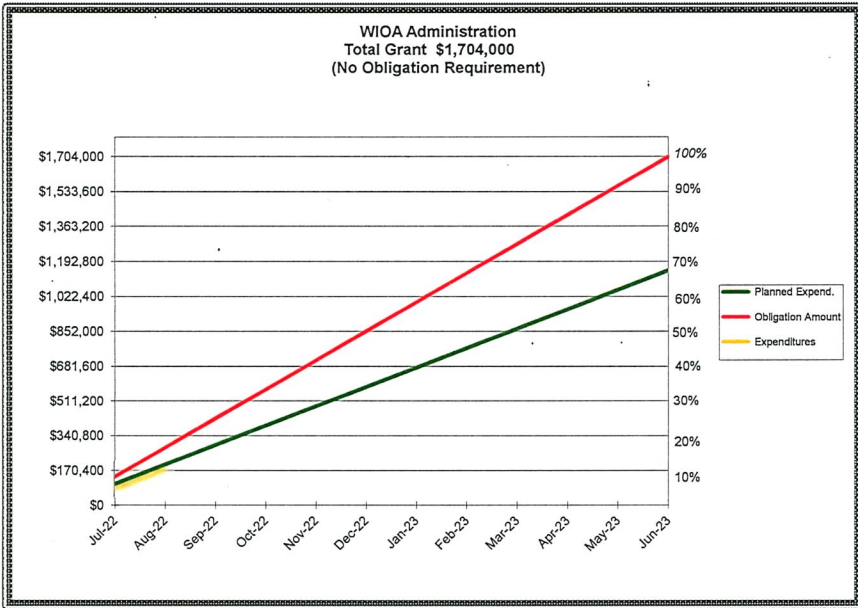
**FRWDB Committed Funds
Fiscal Year 2022-2023**



**FRWDB Expenditures
Fiscal Year 2022-2023**

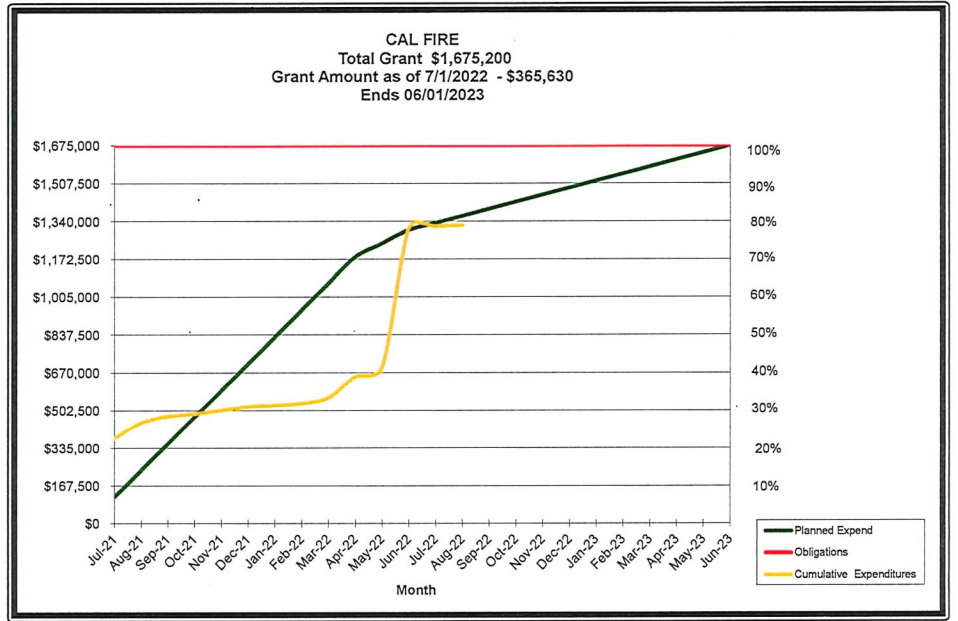
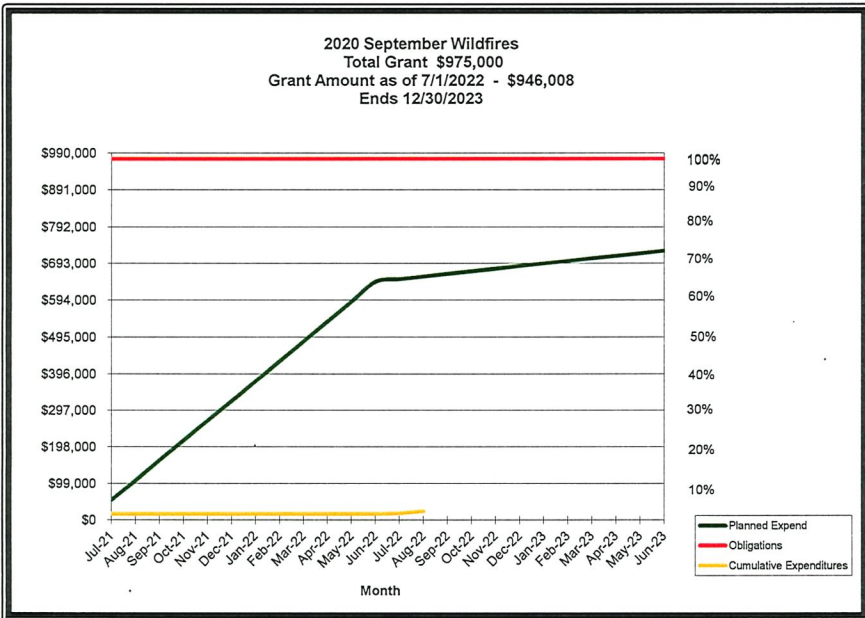
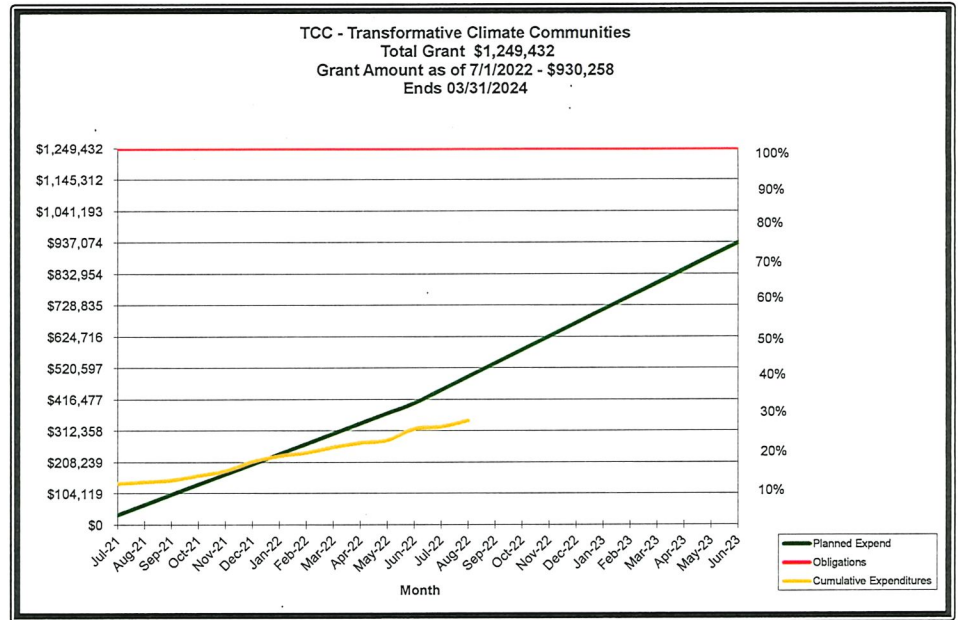
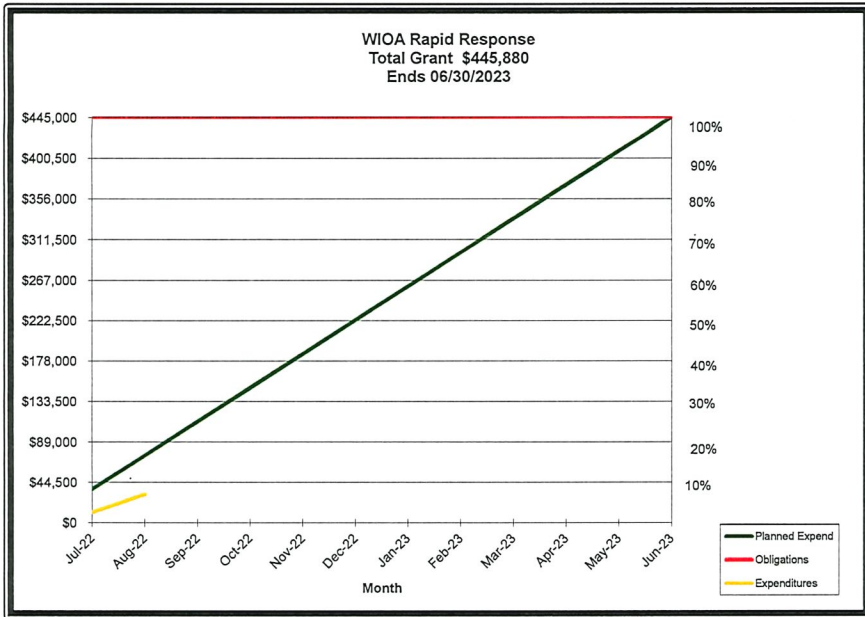


August 2022



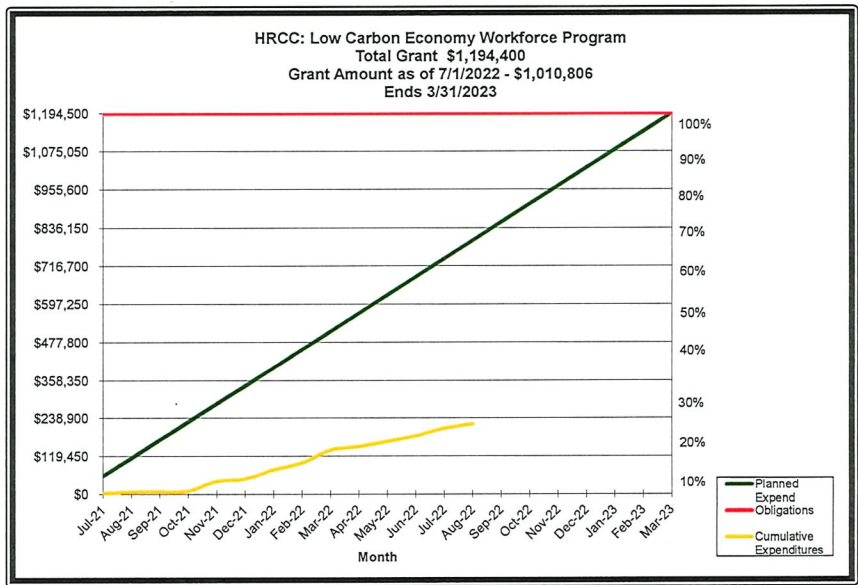
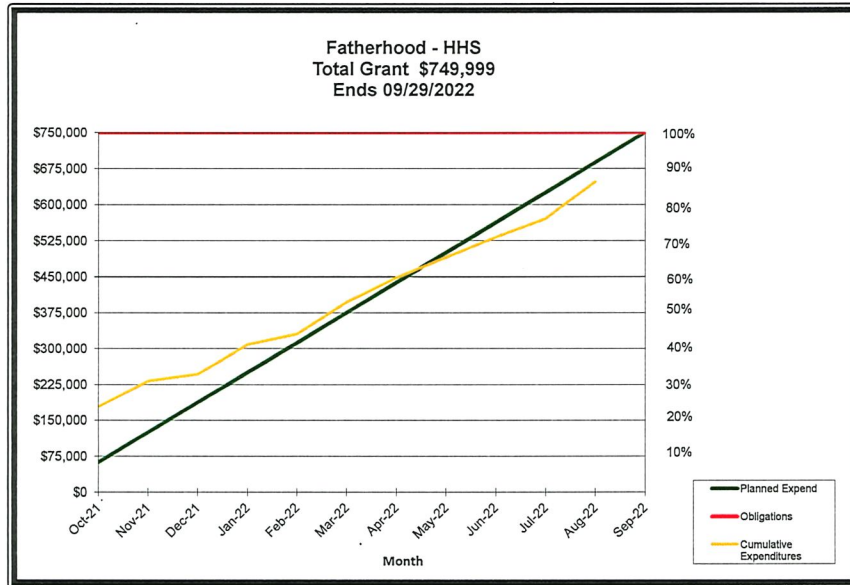
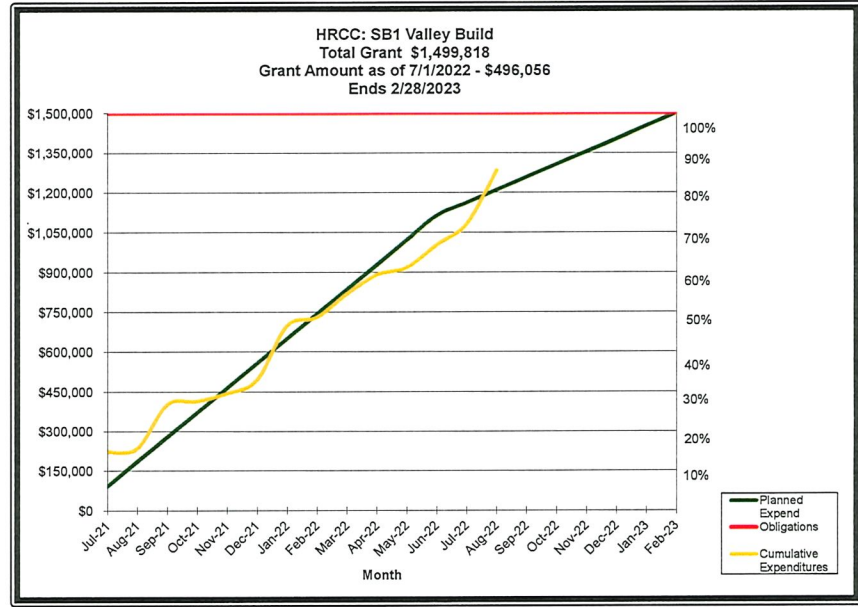
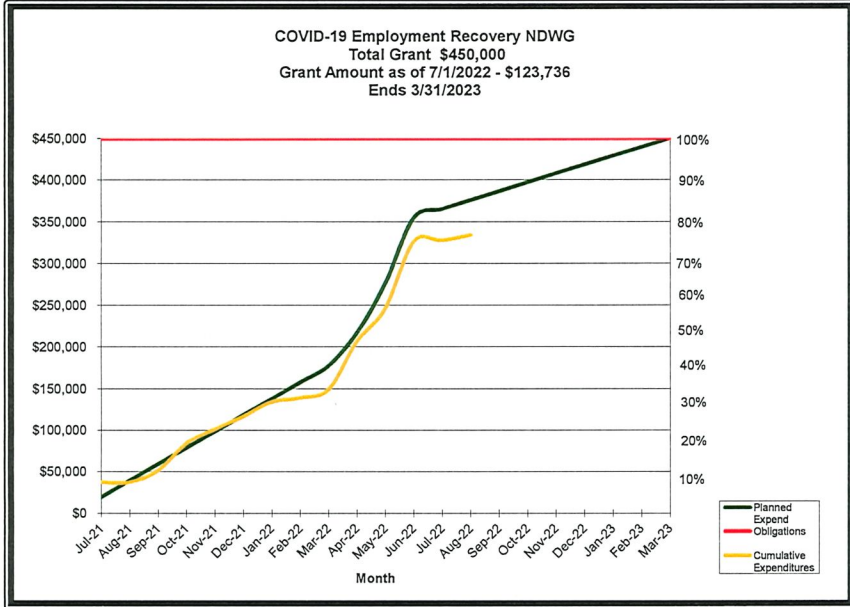
FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD FINANCIAL REPORTS

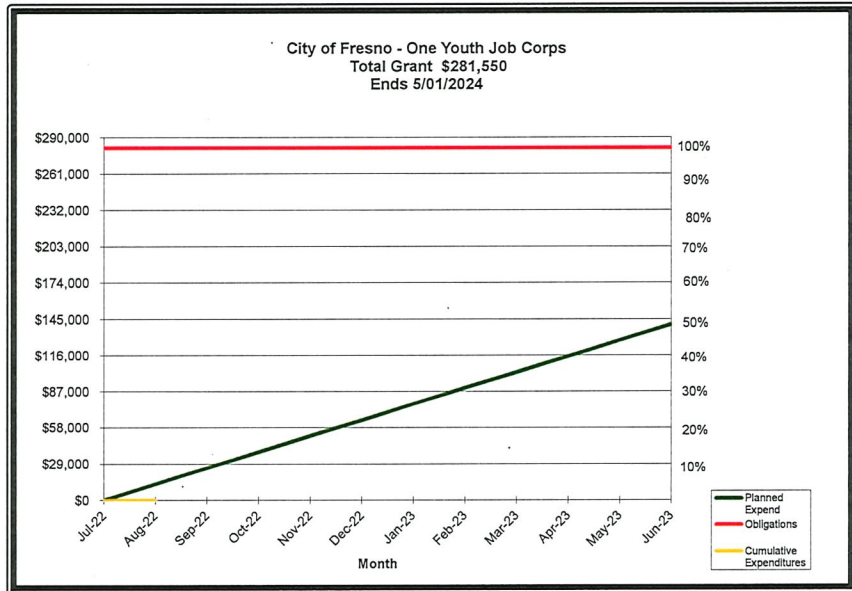
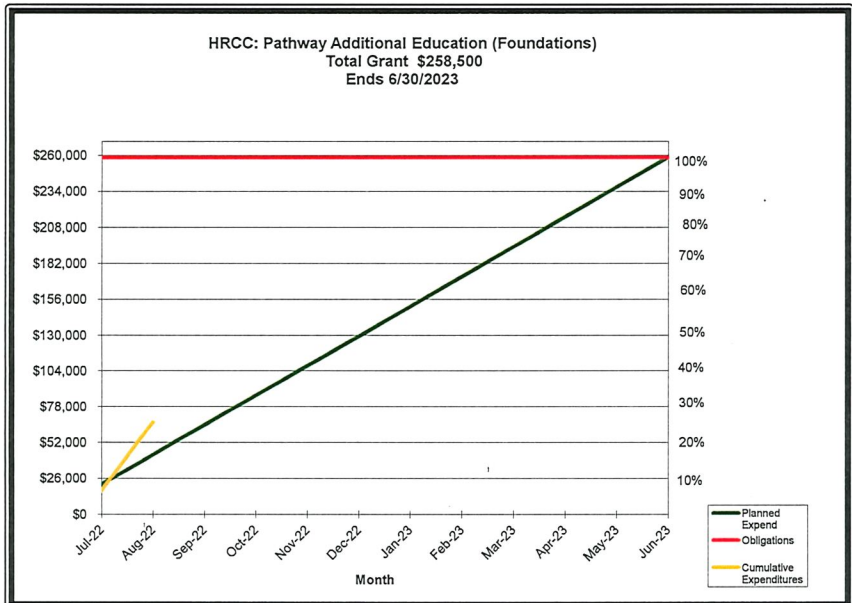
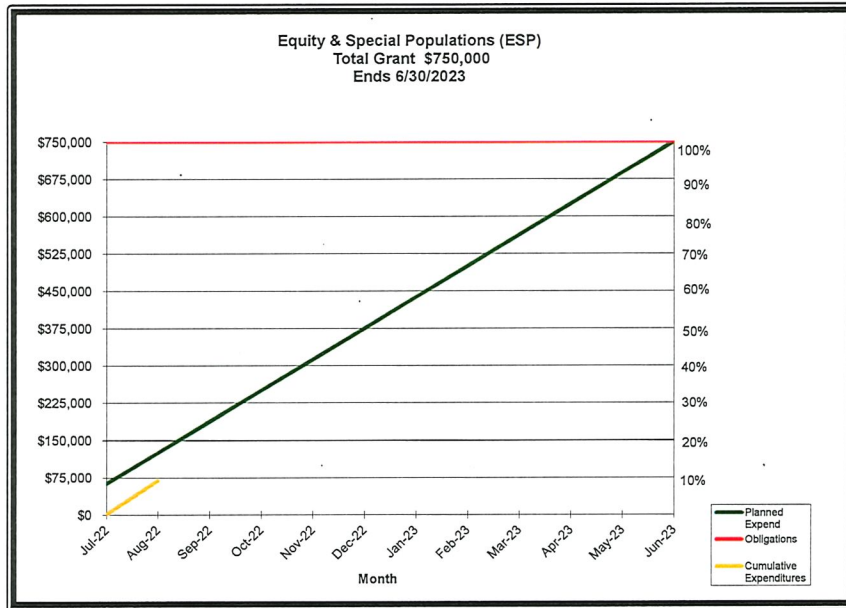
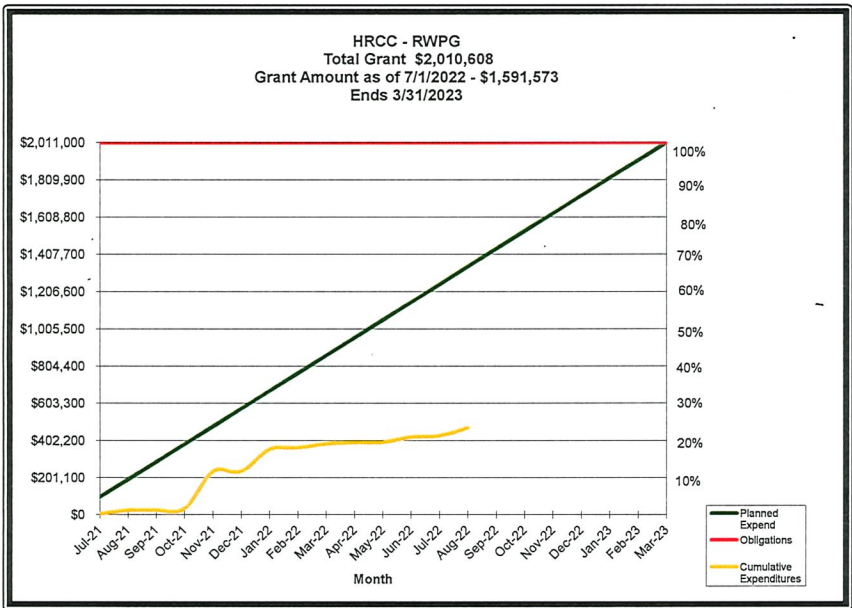
August 2022



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD FINANCIAL REPORTS

August 2022





FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	3
MEETING DATE:	October 19, 2022
ACTION:	ACCEPT

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TO: Executive Committee
FROM: Cheryl Beierschmitt, Deputy Director of Fiscal Services
SUBJECT: August 2022 Agency Budget and Expenditures

RECOMMENDATION:

Accept the attached Agency Budget and Expenditures report for August 2022 financials for Program Year (PY) 2022-2023.

REASON FOR RECOMMENDATION:

The attached table provides the status of the agency budget as of August 31, 2022.

- Year-to-Date (YTD) budget costs are straight-lined.
- Line 63 – Memberships' YTD budget line item expenditures are running higher than the straight-lined YTD budget costs due to the annual National Association of Workforce Boards and the California Workforce Association PY 22-23 membership costs paid in August 2022.
- Staff has no concerns with expenditures at this time.

ATTACHMENT:

FRWDB Agency Budget and Expenditures – August 2022

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

August 2022

	Budget by Line Item	Total Budget	YTD Budget	YTD Expenditures	Variance	Percent Variance
51	Salaries	\$ 2,592,360	\$ 432,060	\$ 356,923	75,137	17.39%
52	Payroll Taxes	235,870	39,312	29,443	9,869	25.10%
53	Fringe Benefits	788,356	131,393	107,663	23,730	18.06%
55	Staff/Board/Service Provider Development	72,500	12,083	3,608	8,475	70.14%
56	Local Mileage	26,000	4,333	2,055	2,278	52.57%
60	Communications	40,000	6,667	430	6,237	93.55%
61	Insurance	30,950	29,800	28,260	1,540	5.17%
62	Maintenance	86,840	14,473	14,199	274	1.90%
63	Memberships	50,000	8,333	18,085	(9,752)	-117.02%
64	Miscellaneous	11,000	1,833	1,558	275	15.00%
65	Office Expense	24,600	4,100	1,864	2,236	54.52%
66	Professional Services	225,800	37,633	4,450	33,184	88.18%
67	Advertising	35,000	5,833	3,335	2,498	42.82%
68	Rent & Leases	244,300	40,717	40,356	361	0.89%
69	Utilities	32,000	5,333	6,035	(702)	-13.16%
71	Furniture and Equipment	446,000	74,333	6,552	67,781	91.19%
	Total	\$ 4,941,576	\$ 848,238	\$ 624,817	223,421	26.34%

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

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	4
MEETING DATE:	October 19, 2022
ACTION:	APPROVE

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TO: Executive Committee

FROM: Phyllis Stogbauer, Senior Deputy Director

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

RECOMMENDATION:

Approve \$749,999 in award allocations under the Department of Health and Human Services - Administration for Children and Families (HHS) Fatherhood grant for the third-year funding period of September 30, 2022, to September 29, 2023, as outlined below.

REASON FOR RECOMMENDATION:

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

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

FRWDB staff is requesting that the Executive Committee approve funding for year three (3) allocations.

FRWDB Operational/Program Oversight	\$293,163.00
Equus Workforce Services - Direct Participant Services	317,000.00
Marjaree Mason Center - Staff Training	972.00
Midwest Evaluation and Research - Project Evaluation	56,250.00
Fresno Council on Child Abuse – Staff Training	1,000.00
Participant Pools - Incentive Payments/Supportive Services	68,130.00
Workshop Supplies	13,484.00
Total	\$749,999.00

FISCAL IMPACT:

Approval of this item will allocate \$749,999 of HHS year three grant funding for the period of September 30, 2022, to September 29, 2023.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	5
MEETING DATE:	October 19, 2022
ACTION:	APPROVE

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TO: Executive Committee

FROM: Phyllis Stogbauer, Senior Deputy Director

SUBJECT: City of Fresno, One Fresno Youth Job Corps Program Funding Award

RECOMMENDATION:

Approve \$281,550 in award allocations from the City of Fresno through May 1, 2024, as outlined below.

REASON FOR RECOMMENDATION:

The Fresno Regional Workforce Development Board (FRWDB) was awarded a grant from the City of Fresno in the amount of \$281,550 to provide wrap-around services for 40 participants ages 16-30, referred through the City of Fresno's Youth Jobs Corp internship program. The wrap-around services will include a variety of services which include, Case Management, childcare, transportation, car repair and other supportive services as needed to ensure successful completion of their internship.

FRWDB staff is requesting that the Executive Committee approved funding allocations as follows:

FRWDB Operational/Program Oversight	\$27,399.07
Equus Workforce Solutions - Direct Participant Services	126,850.86
Participant Pools - Supportive Services	127,300.00
Total	<u><u>\$281,549.93</u></u>

FISCAL IMPACT:

Approval of this item will allocate \$281,549.93 through May 1, 2024.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	7
MEETING DATE:	October 19, 2022
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:	9
MEETING DATE:	October 19, 2022
ACTION:	DIRECT

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TO: Executive Committee
FROM: Jeff Hensley, Chair
SUBJECT: Referral of Agenda Items to Other Committees

RECOMMENDATION:

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

REASON FOR RECOMMENDATION:

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