



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Executive Committee Meeting
July 20, 2022 @ 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 20, 2022, Executive Committee Meeting Minutes | Konczal | Yes | Approve | 4 |
| 2. | Items Referred by Other Committees | Konczal | Yes | Information | 9 |
| 3. | May 2022 Financial Report | Beierschmitt | Yes | Accept | 10 |
| 4. | May 2022 Agency Budget and Expenditures | Beierschmitt | Yes | Accept | 17 |
| 5. | Program Year 2022-2023 Agency Budget and Personnel Plan | Konczal | Yes | Recommend to Approve | 19 |
| 6. | Rapid Response and Layoff Aversion Funding for Program Year 2022-2023 | Stogbauer | Yes | Authorize | 24 |
| 7. | Director's Quarterly Update | Konczal | Yes | Information | 25 |
| 8. | Referral of Agenda Items to Other Committees | Hensley | Yes | Direct | 26 |
| 9. | Information Sharing | All | No | Discussion | -- |
| 10. | October 19, 2022, Agenda Items | Konczal | No | Discussion | -- |

| Item | Description | Presented By | Enclosure | Action | Page # |
|------|------------------|--------------|-----------|------------|--------|
| 11. | 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 | | |
| Bumatay Fresno Adult School | P | A | -- | -- |
| Hensley Hensley Associates | P | P | | |
| Karbassi Fresno City Council | P | P | | |
| Montalbano German Auto Repair | P | P | | |
| Quintero Fresno County Board of Supervisors | P | A | | |
| Riojas Fresno, Madera, Tulare, Kings Building Trades Council | P | A | | |
| Silveira Kaiser Permanente | P | P | -- | -- |
| Zabrycki CAPTRUST | P | P | | |

P = Present

A = Absent

-- = Not a Member at Time of Meeting

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

| | |
|---------------|---------------|
| AGENDA ITEM: | 1 |
| MEETING DATE: | July 20, 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: April 20, 2022, Executive Committee Meeting Minutes

RECOMMENDATION:

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

ATTACHMENT:

April 20, 2022, Executive Committee Meeting Minutes



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Executive Committee
April 20, 2022

SUMMARY MINUTES

The meeting was called to order at 3:02 p.m.

ROLL CALL: PRESENT – Edgar Blunt (arrived at 3:11 p.m.), Jeff Hensley, Mike Karbassi, Dennis Montalbano, Michael Silveira, Lydia Zabrycki, and Legal Counsel Ken Price

ABSENT – Raine Bumatay, Sal Quintero and Chuck Riojas

AGENDA CHANGES: Blake Konczal, Executive Director, Fresno Regional Workforce Development Board (FRWDB) indicated that there was a correction to Item 3 and FRWDB staff distributed the corrected item.

ABSTENTIONS/RECUSALS/
DISCLOSURES OF
POTENTIAL CONFLICTS OF
INTEREST:

Director Blunt – Item 4

COMMITTEE
CHAIR/STAFF
COMMENTS:

None

PUBLIC COMMENTS: None

| Item | Description/Action Taken |
|------|--------------------------|
|------|--------------------------|

1. **January 19, 2022, Executive Committee Meeting Minutes**

Mr. Konczal requested approval of the January 19, 2022, Executive Committee meeting minutes.

ZABRYCKI/SILVEIRA – APPROVED THE JANUARY 19, 2022, EXECUTIVE COMMITTEE MEETING MINUTES. (UNANIMOUS)

2. **Items Referred by Other Committees**

There were no items referred by other committees.

3. **Equity and Special Populations Grant Allocation and Contract Awards**

Phyllis Stogbauer, Senior Deputy Director, FRWDB, presented for the Executive Committee's approval, the allocation of \$750,000 of Equity and Special Populations (ESP) grant funding awarded through the California Workforce Development Board for the period of February 1, 2022, through June 30, 2023. Ms. Stogbauer explained that the ESP project is specifically designed to identify, select and recruit participants from at least three (3) special populations for training/work-based learning and job placement services. Under the FRWDB's award, the populations selected were English Language Learners, individuals who are justice involved, and veterans. In each population, 40 individuals will be served for a total of 120 participants from

Fresno, Kings and Madera counties. Details of the funding allocation was included in the agenda item and included America Works of California, Inc. to provide the case management for this project.

Director Blunt arrived (3:11 p.m.)

Director Montalbano asked if each of the Workforce Boards receiving funding under this item would each serve 40 individuals. Ms. Stogbauer stated that Fresno would serve the largest number of individuals, but that the breakdown of the exact percentage each Workforce Board would serve was not yet available.

Chair Hensley asked a question relating to grants in general. He asked if administrative costs were usually ten percent (10%), and should the FRWDB be looking for a higher percentage for administrative costs for regional grants. Ms. Stogbauer stated that the FRWDB does try to be at 20% to 25% on the larger grants.

SILVEIRA/ZABRYCKI – APPROVED THE EQUITY AND SPECIAL POPULATIONS GRANT ALLOCATION AND CONTRACT AWARDS. (UNANIMOUS)

4. High Roads Construction Career Pathways Additional Educational Grant Allocations and Contract Awards

Ms. Stogbauer presented for the Committee's approval, the High Roads Construction Career Pathways additional educational grant funding in the amount of \$258,500 awarded through the Foundation for California Community Colleges. Ms. Stogbauer explained that these additional funds will allow FRWDB to expand the Construction Vocational English as a Second Language and Construction Math classes for the bridge to the Multi-Craft Core (MC3) training program. The funds will also be used for an Equity Study to examine issues affecting the number of apprenticeship enrollments for women. Mr. Konczal noted that the state approached existing grantees who were performing under contract for them. He also explained that in partnership with IMAGO, a diversity and inclusion training module, specifically for the construction industry, was being created and that currently, that type of training does not exist in the construction industry.

Director Montalbano asked what the "High Roads" refers to in the grant name. Ms. Stogbauer explained that it has nothing to do with actual roads, but refers to better jobs. Ms. Stogbauer stated that the FRWDB is also working with community colleges to allow MC3 participants to receive college credit for the coursework. There was a brief discussion amongst the Executive Committee regarding the college credits and whether or not the MC3 participants value receiving college credit.

KARBASSI/ZABRYCKI – APPROVED THE HIGH ROADS CONSTRUCTION CAREER PATHWAYS ADDITIONAL EDUCATIONAL GRANT ALLOCATIONS AND CONTRACT AWARDS. (UNANIMOUS, WITH RECUSAL NOTED ABOVE)

5. Human Resources Role

Mr. Konczal shared that in order to support the growing complexities of internal and external strategic and operational Human Resources matters, the contracted Human Resources Consultant, Sierra HR Partners, requires the ability to be more flexible with their hours at the FRWDB office and working on FRWDB staff issues/projects, etc. FRWDB staff is requesting that Mr. Konczal be authorized to increase or decrease Sierra HR Partners contract, as needed. Legal Counsel Price noted that while the agenda item was written as a Recommend to Approve item, the Agenda itself showed this item as an Information item; therefore, the Committee could not vote on this item. This item will be presented at a future meeting of one (1) of the FRWDB's Committees/Councils for review and recommendation to approve.

6. **Strategic Planning**

Mr. Konczal stated that the FRWDB has an annual formula budget of about \$16 million, but that they had received approximately \$11 million in discretionary grants. He indicated that the FRWDB would be adopting focus points in order to maintain a very aggressive, forward-leaning approach to projects and not become distracted. The three (3) areas of focus for the FRWDB will be: Construction training, the forestry program, and healthcare. He indicated that maintaining this focus will allow staff to achieve a level of specialization in each of these areas.

This was an information item.

7. **February 2022 Financial Report**

Cheryl Beierschmitt, Deputy Director Fiscal Services, FRWDB, presented the February 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 February 2022 Financial Report.

BLUNT/MONTALBANO – ACCEPTED THE FEBRUARY 2022 FINANCIAL REPORT. (UNANIMOUS)

8. **February 2022 Agency Budget and Expenditures**

Ms. Beierschmitt presented the February 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.

BLUNT/ZABRYCKI – ACCEPTED THE FEBRUARY 2022 AGENCY BUDGET AND EXPENDITURES REPORT. (UNANIMOUS)

9. **Director's Quarterly Update**

Mr. Konczal provided a brief overview of the projects he focused on over the past quarter, January through March 2022, which included the continued assistance in regional efforts for the valley-wide, multi-county SB1 construction grant. He indicated that the FRWDB promised the State that it would meet quarterly with partners and spend time sharing about the value of public construction. He worked to identify partners and develop a new grant to expand the CalFire program to Columbia College in Sonora. He spent time dealing with various personnel issues related to staff leaving the agency and also moving staff within the agency. He worked with staff in exploring new healthcare placement and training opportunities, particularly in the area of behavioral health. He noted that this would fall into one (1) of the focused areas he mentioned in a previous agenda item. He dealt with several matters related to the move of the One-Stop from Manchester to the Winepress Center as the move-in date approaches. During this quarter he also worked with the Marketing Manager on expanding FRWDB marketing efforts.

Director Montalbano asked Mr. Konczal about the Associated California Loggers Meeting that Mr. Konczal and some FRWDB staff attended in Reno in January. Mr. Konczal shared that it was an incredible meeting and that FRWDB brought two (2) individuals who graduated from the FRWDB's forestry program to share about the program. One (1) of those individuals received three (3) jobs offers while at the meeting.

This was an information item.

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

There were no items referred to other committees.

11. **Information Sharing**

Director Silveira shared that he will be retiring on June 30, 2022, and that this would be his last Executive Committee meeting. He expressed his admiration for the FRWDB and the work it does and he indicated that he hoped his seat on the FRWDB would be filled by someone else from Kaiser. Chair Hensley congratulated Director Silveira and thanked him for his contributions to the FRWDB.

12. **July 20, 2022, Agenda Items**

There were no items recommended for the July 20, 2022, Executive Committee meeting agenda.

13. **Meeting Feedback**

There was no feedback.

14. **Closed Session – 3:55 p.m.**

There was no action to report from the closed session.

Open Session – 4:23 p.m.

Meeting adjourned at 4:24 p.m.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

| | |
|---------------|---------------|
| AGENDA ITEM: | 2 |
| MEETING DATE: | July 20, 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: 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 20, 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: May 2022 Financial Report

RECOMMENDATION:

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

REASON FOR RECOMMENDATION:

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

- 2020 September Wildfires: This grant has an end date of December 30, 2022, and is currently 2.84% expended at \$27,668 of the \$975,000. This grant had a slow start-up since January 1, 2021, due to the pandemic; however, FRWDB staff have identified job sites for recruiting individuals and work experience costs should start increasing in the month of June 2022 and continue for the remaining months of the contract.
- CAL FIRE: This grant was scheduled to end on June 1, 2022; however, on March 14, 2022, FRWDB received a 12 month No Cost extension to June 1, 2023. As of May 31, 2022, it is 41.51% expended at \$695,339 of the original amount of \$1,675,200.
- Prison to Employment (P2E) – San Joaquin County Implementation Direct Services/Supportive Services Earn and Learn: This grant ended on March 31, 2022. It was 61.63% expended at \$299,452 of the modified grant amount of \$485,849.
- High Road Construction Careers (HRCC) - SB1 Valley Build: This grant is currently 61.26% expended at \$918,747 of the \$1,499,818. The original grant end date was August 31, 2022; however, on January 27, 2022, the State Board recommended a six (6) month No Cost extension to February 28, 2023.

At this time, staff has no concerns with grant expenditures.

ATTACHMENT:

May 2022 Financial Report

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
Summary Financial Report
May 2022

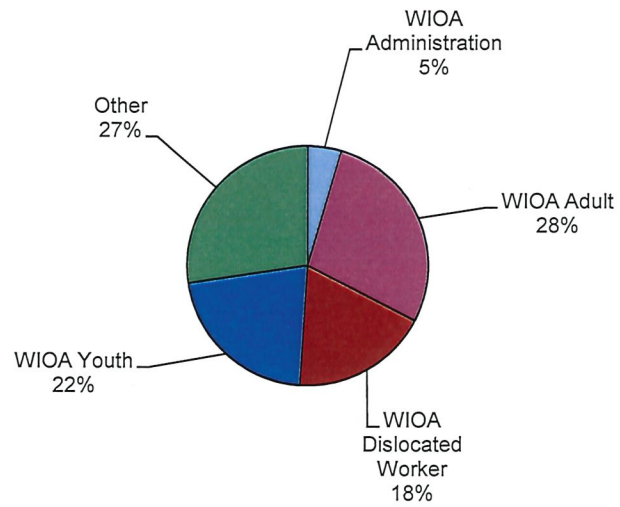
| GRANT | TERM | Total Grant Amount | Prior Year(s) Expended | Current Year to Date Expenditures | Percent Expended | Unspent Committed Funds |
|---|-------------------------|--------------------|------------------------|-----------------------------------|------------------|-------------------------|
| WIOA ADMINISTRATION | 07/01/2021 - 06/30/2022 | 1,583,801 | | 1,033,330 | 65.24% | 550,470 |
| * WIOA ADULT | 07/01/2021 - 06/30/2022 | 9,909,219 | | 4,318,249 | 43.58% | 5,590,970 |
| * WIOA DISLOCATED WORKER | 07/01/2021 - 06/30/2022 | 6,496,309 | | 3,391,993 | 52.21% | 3,104,317 |
| * WIOA YOUTH | 07/01/2021 - 06/30/2022 | 7,617,712 | | 4,855,055 | 63.73% | 2,762,657 |
| *WIOA RAPID RESPONSE & Layoff Aversion | 07/01/2021 - 06/30/2022 | 216,438 | | 123,297 | 56.97% | 93,141 |
| TCC - Transformative Climate Communities | 02/01/2020 - 03/31/2024 | 1,249,432 | 137,772 | 144,071 | 22.56% | 967,589 |
| CAL FIRE | 03/01/2020 - 06/01/2023 | 1,675,200 | 372,893 | 322,446 | 41.51% | 979,861 |
| P2E - SJC IDS/SSEL | 09/01/2019 - 03/31/2022 | 485,849 | 83,133 | 216,319 | 61.63% | 186,397 |
| COVID-19 Employment Recovery NDWG | 04/01/2020 - 03/31/2023 | 450,000 | 36,237 | 209,982 | 54.72% | 203,781 |
| High Road Construction Careers (HRCC): SB1 Valley Build | 11/01/2020 - 02/28/2023 | 1,499,818 | 200,373 | 718,374 | 61.26% | 581,071 |
| Fatherhood - HHS | 09/30/2021 - 09/29/2022 | 749,999 | | 490,071 | 65.34% | 259,928 |
| HRCC: CCI: Low Carbon Economy Workforce Program | 06/01/2021 - 03/31/2023 | 1,194,400 | 899 | 165,527 | 13.93% | 1,027,974 |
| 2020 September Wildfires - 1st Increment | 01/01/2021 - 12/30/2022 | 975,000 | 9,348 | 18,320 | 2.84% | 947,332 |
| Pathway Home Grant - GRID Alternatives | 07/01/2020 - 12/31/2023 | 73,630 | 419 | 1,562 | 2.69% | 71,649 |
| HRCC: Reimagine Workforce Preparation Grant (RWPG) | 04/01/2021 - 03/31/2023 | 2,010,608 | 1,689 | 390,464 | 19.50% | 1,618,455 |
| TOTAL FUNDING | | 36,187,415 | 842,763 | 16,399,060 | 47.65% | 18,945,592 |

* Total Grant Amount includes ACTUAL carryover from Prior Plan Year 20 - 21
Due to spreadsheet formula rounding calculations, totals may be off by \$1 or \$2

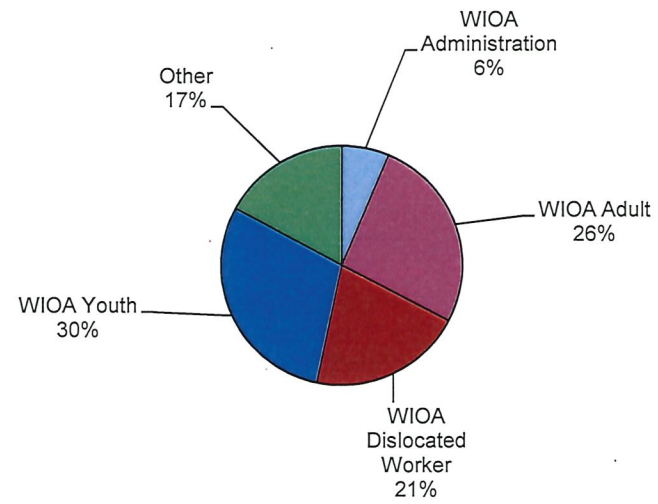
Prepared by: C. Beierschmitt

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
FINANCIAL REPORTS
May 2022

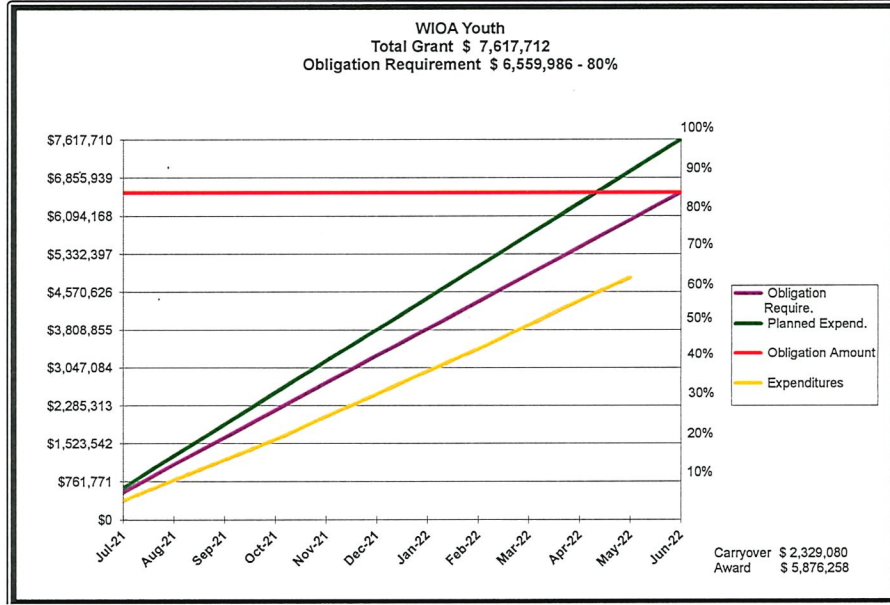
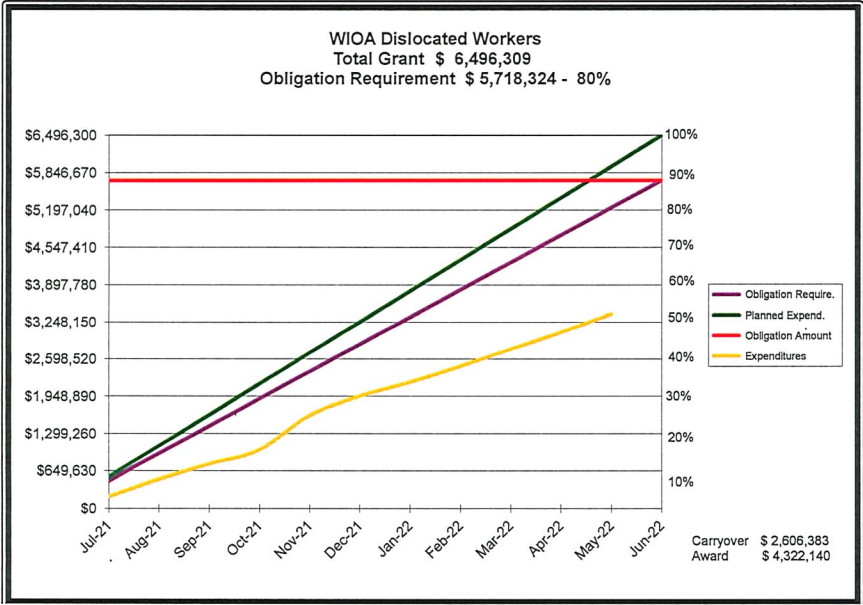
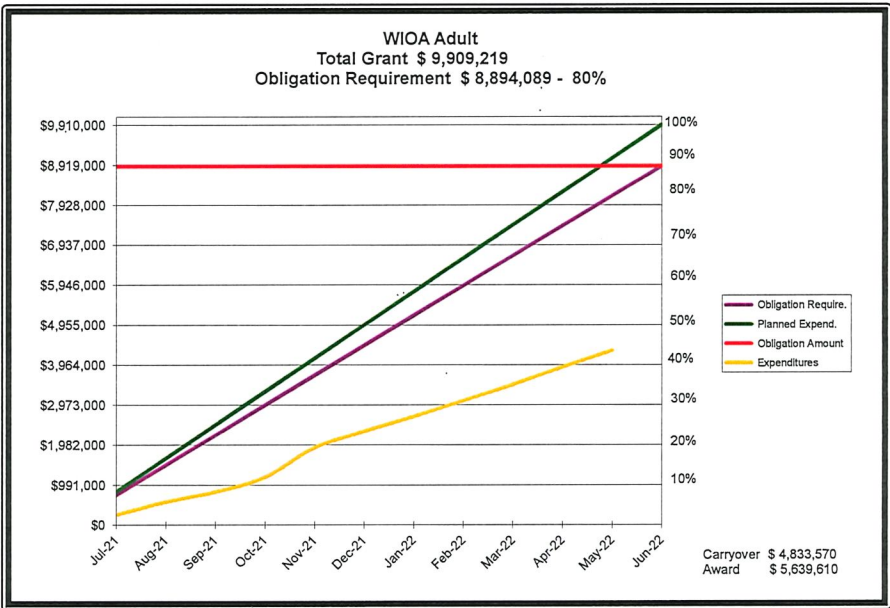
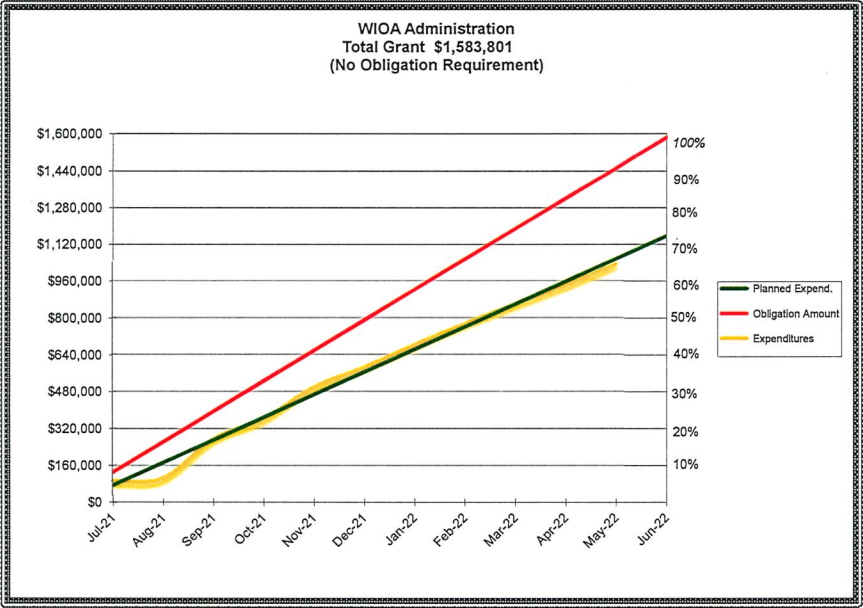
**FRWDB Committed Funds
Fiscal Year 2021-2022**



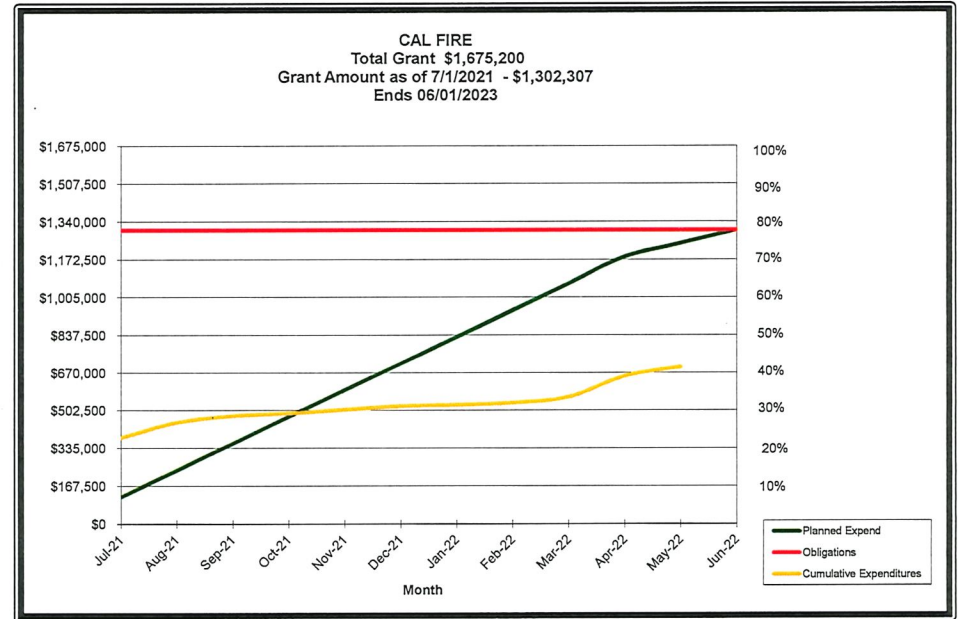
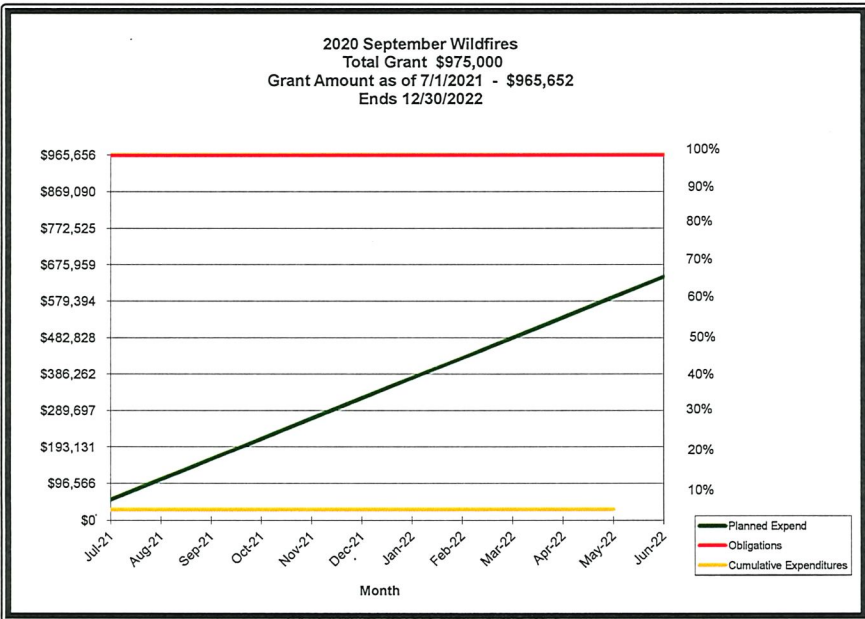
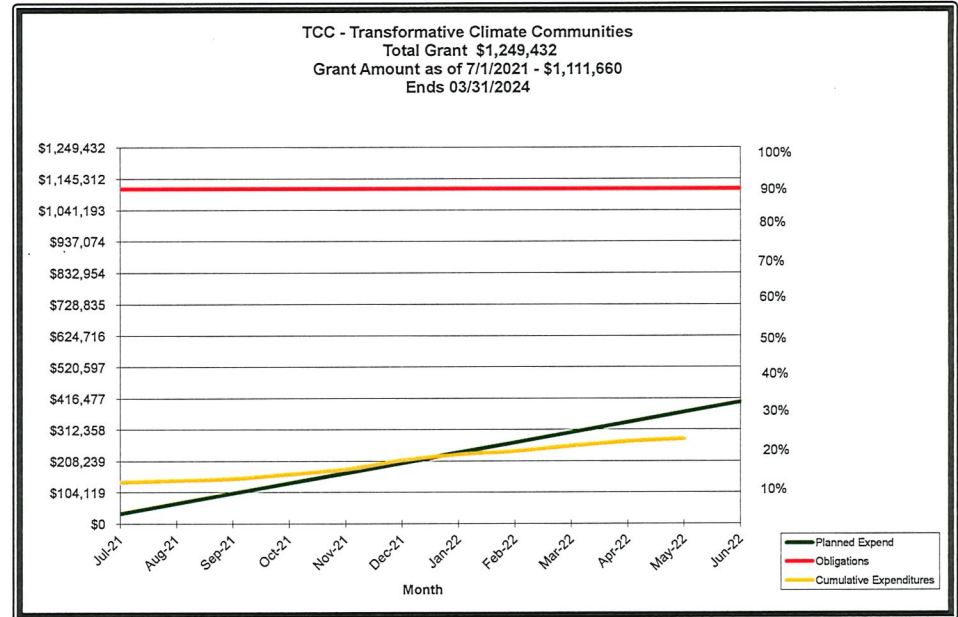
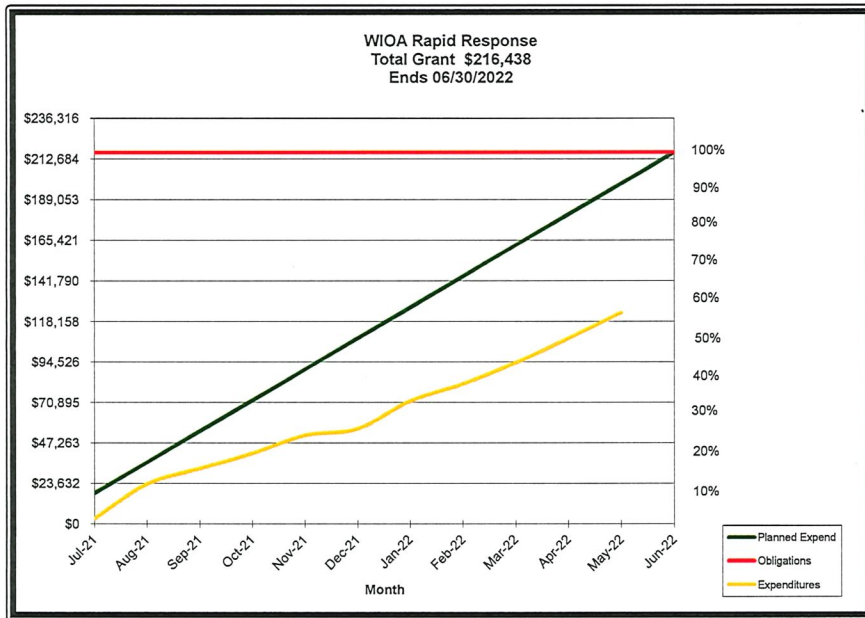
**FRWDB Expenditures
Fiscal Year 2021-2022**



May 2022

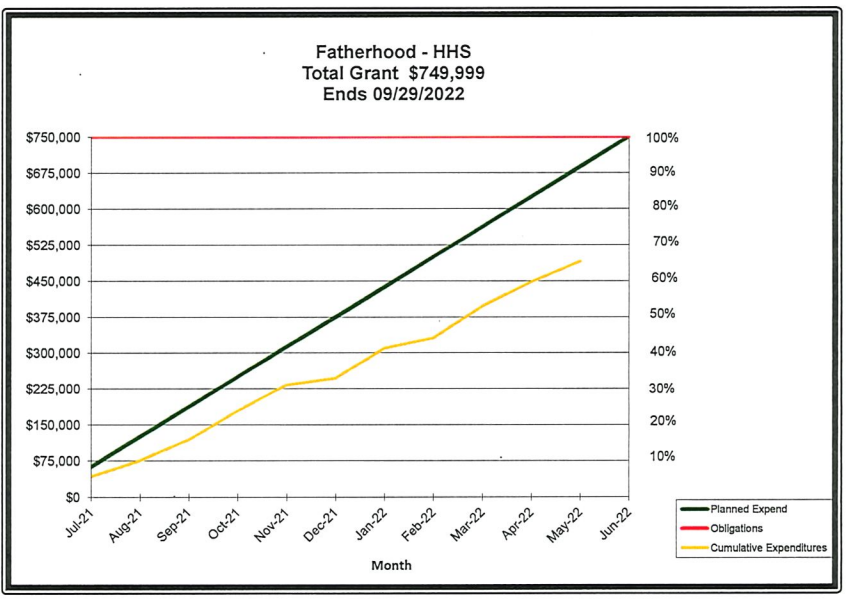
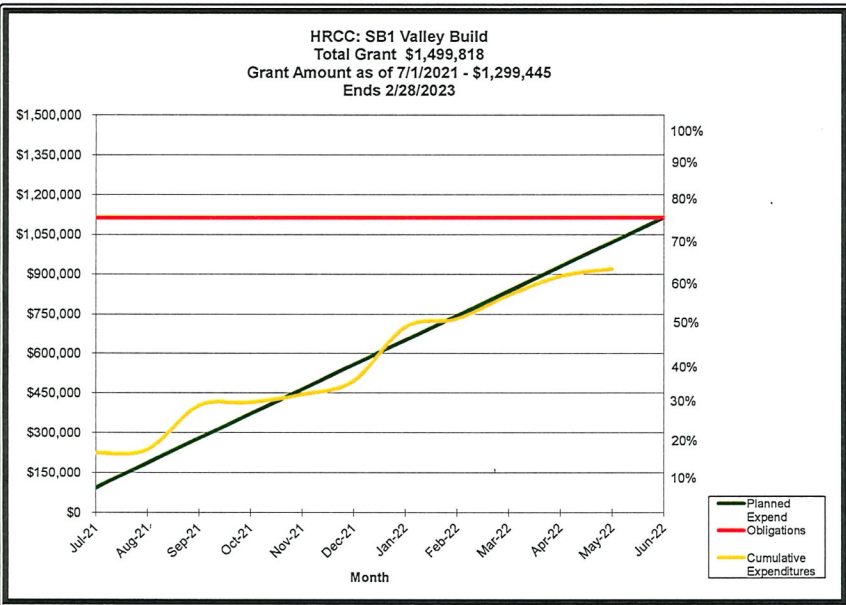
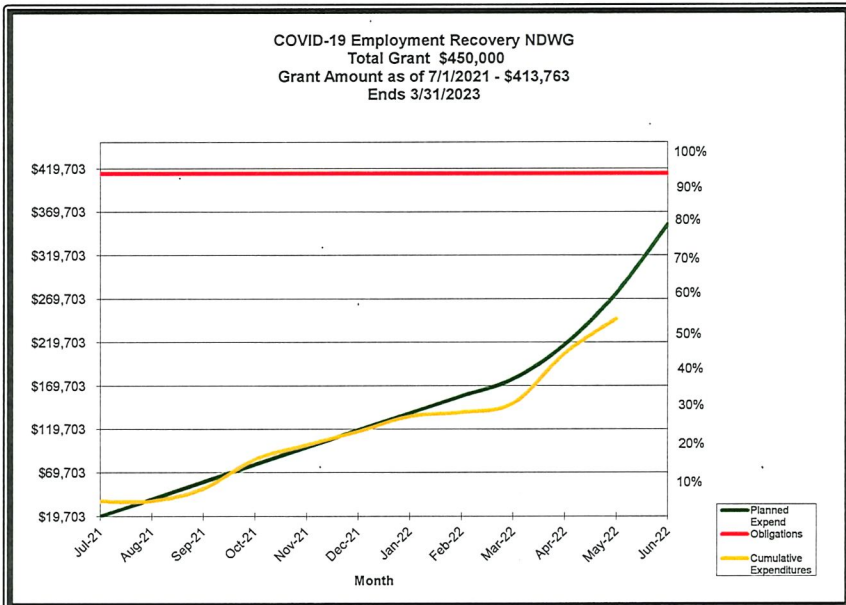
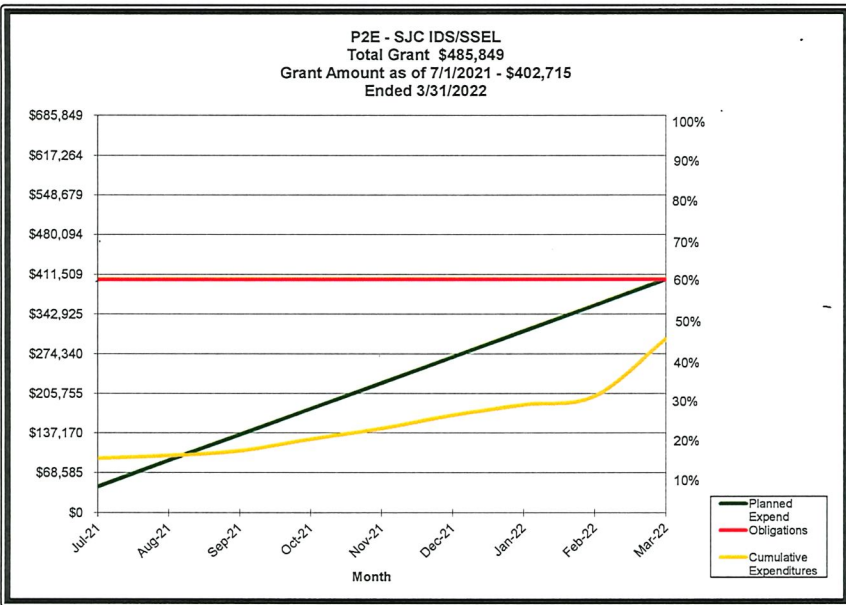


May 2022



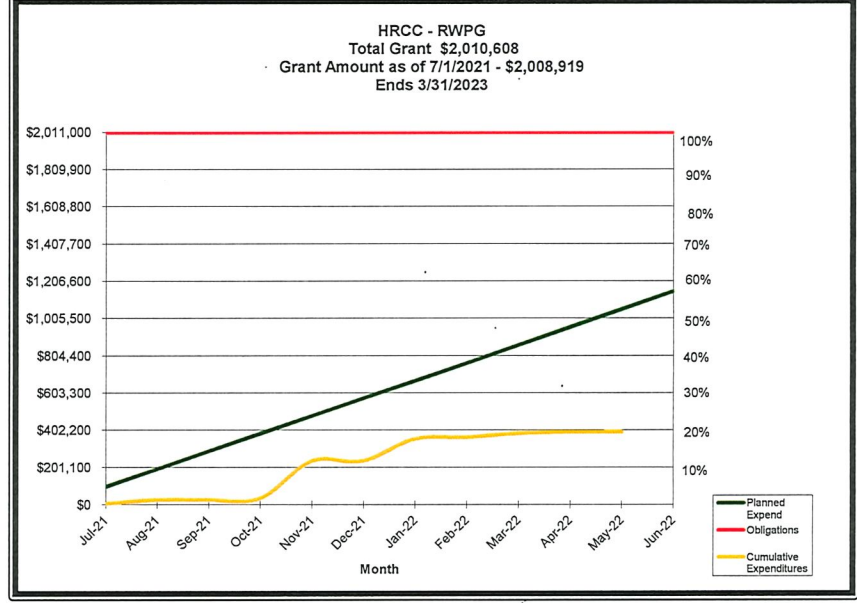
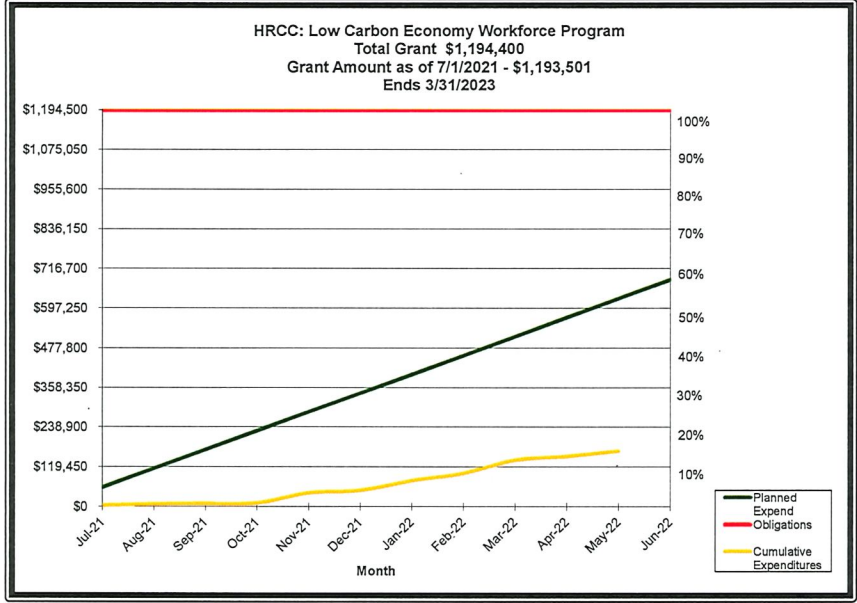
FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD FINANCIAL REPORTS

May 2022



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD FINANCIAL REPORTS

May 2022



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

| | |
|---------------|---------------|
| AGENDA ITEM: | 4 |
| MEETING DATE: | July 20, 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: May 2022 Agency Budget and Expenditures

RECOMMENDATION:

Accept the attached Agency Budget and Expenditures report for May 2022 financials for Program Year (PY) 2021-2022.

REASON FOR RECOMMENDATION:

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

- Year-to-Date (YTD) budget costs are straight-lined.
- Line Item 71 - Furniture and Equipment, YTD expenditures are higher than the total budget costs due to a one-time purchase for a Canon copier in October 2021, and a new postage machine purchased in January 2022, for the new United States Postal Service postage requirements.

Staff has no concerns with expenditures at this time.

ATTACHMENT:

FRWDB Agency Budget and Expenditures – May 2022

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

May 2022

| | Budget by Line Item | Total Budget | YTD Budget | YTD Expenditures | Variance | Percent Variance |
|----|--|--------------|--------------|------------------|----------|------------------|
| 51 | Salaries | \$ 2,280,057 | \$ 2,090,052 | \$ 1,917,401 | 172,651 | 8.26% |
| 52 | Payroll Taxes | 207,586 | 190,287 | 173,008 | 17,279 | 9.08% |
| 53 | Fringe Benefits | 707,944 | 648,949 | 556,730 | 92,219 | 14.21% |
| 55 | Staff/Board/Service Provider Development | 64,980 | 59,565 | 46,564 | 13,001 | 21.83% |
| 56 | Local Mileage | 26,000 | 23,833 | 8,171 | 15,663 | 65.72% |
| 60 | Communications | 40,000 | 36,667 | 18,412 | 18,255 | 49.79% |
| 61 | Insurance | 29,800 | 29,800 | 29,263 | 537 | 1.80% |
| 62 | Maintenance | 67,550 | 61,921 | 39,072 | 22,849 | 36.90% |
| 63 | Memberships | 50,000 | 45,833 | 18,530 | 27,304 | 59.57% |
| 64 | Miscellaneous | 11,000 | 10,083 | 8,493 | 1,591 | 15.78% |
| 65 | Office Expense | 24,600 | 22,550 | 15,818 | 6,732 | 29.85% |
| 66 | Professional Services | 195,800 | 179,483 | 82,147 | 97,337 | 54.23% |
| 67 | Advertising | 35,000 | 32,083 | 12,061 | 20,022 | 62.41% |
| 68 | Rent & Leases | 223,100 | 204,508 | 200,344 | 4,165 | 2.04% |
| 69 | Utilities | 29,000 | 26,583 | 23,810 | 2,774 | 10.43% |
| 71 | Furniture and Equipment | 11,000 | 10,083 | 14,305 | (4,222) | -41.87% |
| | Total | \$ 4,003,417 | \$ 3,672,282 | \$ 3,164,128 | 508,154 | 13.84% |

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

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

| | |
|---------------|-------------------------|
| AGENDA ITEM: | 5 |
| MEETING DATE: | July 20, 2022 |
| 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 2022-2023 Agency Budget and Personnel Plan

RECOMMENDATION:

Recommend that the Fresno Regional Workforce Development Board (FRWDB) approve the Program Year (PY) 2022-2023 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 2021-2022, and funds available for PY 2022-2023. \$17,039,980 in Workforce Innovation and Opportunity Act (WIOA) Formula Allocations for PY 2022-2023, from the Employment Development Department Workforce Services Division, \$9,599,476 in estimated prior year carryover funds from PY 2021-2022 and \$10,354,954 in Special Grant funding. Overall, it is estimated that funding will increase \$1,836,155.

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 America's Job Centers of California Site Support.

Attachment III details the proposed Agency Budget for PY 2022-2023, as compared to the prior year and year-to-date expenditures. The attached budget reflects:

- \$312,303 increase to salaries;
- \$28,284 increase to payroll taxes;
- \$80,412 increase to benefits;
- \$60,020 increase to staff development expenditures;
- \$1,150 increase to insurance;
- \$19,290 increase to maintenance;
- \$54,200 increase to professional services for human resources and cybersecurity;
- \$21,200 increase to rent expenditures due to rent adjustment;
- \$3,000 increase to utilities;
- \$400,000 increase for furniture and \$35,000 increase for staff PCs;

FISCAL IMPACT:

\$5,018,276

ATTACHMENTS:

ATTACHMENT I - Schedule of Funds

ATTACHMENT II - Staff Schedule

ATTACHMENT III - Agency Budget

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
SCHEDULE OF FUNDS
FY 2022-2023

| GRANT | FUNDS AVAILABLE PY 2021-22 | ESTIMATED FUNDS AVAILABLE PY 2022-23 | INCREASE (DECREASE) |
|--|-------------------------------|--|------------------------|
| WIOA ADULT | 10,473,211 | 11,071,229 | 598,018 |
| WIOA DISLOCATED WORKER | 6,928,528 | 7,462,952 | 534,424 |
| WIOA YOUTH | 8,205,302 | 7,918,275 | (287,027) |
| WIOA RAPID RESPONSE (includes Lay Off Aversion) | 216,438 | 187,000 | (29,438) |
| TCC - Transformative Climate Communities - Ends 3.31.23 | 1,111,660 | 949,301 | (162,359) |
| CAL FIRE - Ends 6.1.23 | 1,302,307 | 366,719 | (935,588) |
| COVID-19 Employment Recovery NDWG - Ends 3.31.23 | 413,763 | 164,218 | (249,545) |
| P2E - SJC IDS/SSEL - Ended 3.31.22 | 216,319 | - | (216,319) |
| High Road Construction Careers (HRCC): SB1 Valley Build - Ends 2.28.23 | 1,299,445 | 491,439 | (808,006) |
| Fatherhood Fire - HHS - Ends 9.29.23 | 749,999 | 749,999 | - |
| HRCC: Low Carbon Economy Workforce Program - Ends 3.31.23 | 1,193,501 | 1,015,511 | (177,990) |
| 2020 September Wildfires - 1st Increment - Ends 12.30.22 | 965,652 | 946,189 | (19,463) |
| Pathway Home Grant - GRID Alternatives - Ends 12.31.23 | 73,211 | 71,309 | (1,902) |
| HRCC: Reimagine Workforce Preparation Grant (RWPG) - Ends 3.31.23 | 2,008,919 | 1,591,769 | (417,150) |
| Equity & Special Populations (ESP) - Ends 6.30.23 | - | 750,000 | 750,000 |
| HRCC: Pathway Additional Educational (Foundations) - Ends 6.30.23 | - | 258,500 | 258,500 |
| Pending: Valley Build - Non-traditional Occupations for Women (NOW) | - | 3,000,000 | 3,000,000 |
| TOTAL FUNDING | 35,158,255 | 36,994,410 | 1,836,155 |

Prepared by: C. Beierschmitt

| STAFF SCHEDULE | | | | |
|---|--------------------|--------------------|--------------------------|--------------------------|
| REGULAR POSITIONS | BUDGET FY 21-22 | BUDGET FY 22-23 | SALARY RANGE FY 21-22 | SALARY RANGE FY 22-23 |
| <u>Administrative Services:</u> | | | | |
| Executive Director | 1.00 | 1.00 | \$8,800 to \$12,420 | \$12,256 to \$18,750 |
| Senior Deputy Director | 0.30 | 0.30 | 5,665 to 8,368 | 5,665 to 8,368 |
| Deputy Director of Fiscal Services | 1.00 | 1.00 | 5,665 to 8,368 | 5,665 to 8,368 |
| Deputy Director of Information & General Services | 0.40 | 0.40 | 5,665 to 8,368 | 5,665 to 8,368 |
| Quality Systems Manager | 0.50 | 0.00 | 4,841 to 6,521 | |
| Monitoring Manager | 0.00 | 0.50 | | 4,841 to 6,521 |
| General Services/IT Support Manager | 1.00 | 0.00 | 4,841 to 6,521 | |
| Information and General Services Manager | 0.00 | 1.00 | | 4,841 to 6,521 |
| Network Administrator | 1.00 | 1.00 | 4,833 to 6,210 | 4,100 to 6,210 |
| General Services Administrative Assistant | 1.00 | 0.00 | 2,578 to 3,627 | |
| Marketing & Grants Manager | 0.10 | 0.10 | 4,841 to 6,521 | 4,841 to 6,521 |
| Accounting Supervisor | 1.00 | 0.00 | 4,069 to 5,760 | |
| Accounting Manager | 0.00 | 1.00 | | 4,841 to 6,521 |
| Accountant | 1.00 | 0.00 | 3,871 to 5,070 | |
| Accounting Coordinator | 0.00 | 1.00 | | 3,833 to 5,417 |
| Accounting Clerks | 2.00 | 0.00 | 2,266 to 3,478 | |
| Accounting Facilitator | 0.00 | 2.00 | | 3,200 to 4,554 |
| Auditor/Monitor | 1.00 | 0.00 | 3,871 to 5,070 | |
| Monitoring Coordinator | 0.00 | 1.00 | | 3,833 to 5,417 |
| Administrative Supervisor | 1.00 | 0.00 | 3,550 to 5,477 | |
| Senior Administrative Support Coordinator | 0.00 | 1.00 | | 3,833 to 5,417 |
| Administrative Assistant | 2.00 | 2.00 | 2,678 to 3,912 | 3,089 to 4,323 |
| Total Administration Positions | 14.30 | 13.30 | | |
| <u>Program Operations</u> | | | | |
| Senior Deputy Director | 0.70 | 0.70 | \$ 5,665 to \$ 8,368 | \$ 5,665 to \$ 8,368 |
| Deputy Director of Information & General Services | 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 | 4,841 to 6,521 |
| Business Services Coordinator | 3.00 | 5.00 | 3,833 to 4,658 | 3,833 to 5,417 |
| Business Outreach Coordinator | 2.00 | 2.00 | 3,833 to 4,658 | 3,833 to 5,417 |
| Government Sector Workforce Coordinator | 1.00 | 0.00 | 3,833 to 4,658 | |
| Monitoring Manager | 0.50 | 0.50 | 4,841 to 6,521 | 4,841 to 6,521 |
| Marketing & Grants Manager | 0.90 | 0.90 | 4,841 to 6,521 | 4,841 to 6,521 |
| Grant Writing Coordinator | 1.00 | 1.00 | 3,833 to 4,658 | 3,833 to 5,417 |
| Program Manager | 1.00 | 0.00 | 4,223 to 5,760 | 4,841 to 6,521 |
| Program Coordinator | 1.00 | 2.00 | 3,871 to 5,070 | 3,833 to 5,417 |
| Monitoring Coordinator | 1.00 | 1.00 | 3,871 to 5,070 | 3,833 to 5,417 |
| Senior Contract Administrator | 1.00 | 0.00 | 3,296 to 5,021 | |
| Contract Administrator | 1.00 | 0.00 | 3,200 to 4,554 | |
| Contracts Facilitator | 0.00 | 2.00 | | 3,200 to 4,554 |
| Program Assistant | 1.00 | 1.00 | 3,089 to 4,323 | 3,089 to 4,323 |
| Special Projects Coordinator | 0.00 | 4.00 | 3,871 to 5,070 | 3,833 to 5,417 |
| Special Projects Workshop Instructor | 0.00 | 1.00 | | 3,833 to 5,417 |
| Special Projects Manager | 1.00 | 1.00 | 4,223 to 5,760 | 4,841 to 6,521 |
| Computer Programmer | 1.00 | 0.00 | 4,720 to 6,113 | |
| Data Coordinator | 0.00 | 1.00 | | 4,100 to 6,210 |
| Network Technician | 1.00 | 1.00 | 4,100 to 5,486 | 4,100 to 6,210 |
| Information and General Services Coordinator | 0.00 | 1.00 | | 4,100 to 6,210 |
| Career Technical Education Coordinator/Specialist | 2.50 | 0.00 | 3,871 to 5,070 | |
| Total Operations Positions | 22.20 | 26.70 | | |
| TOTAL REGULAR POSITIONS | 36.50 | 40.00 | | |

Prepared by: C. Beierschmitt
July 8, 2022

**FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
AGENCY BUDGET**

PY 2022-2023

| | Budget by Line Item | 2021-2022 Budget | 2022-2023 Budget | Increase/ (Decreases) | Percent Change |
|----|--|---------------------|---------------------|--------------------------|-------------------|
| 51 | Salaries | \$ 2,280,057 | \$ 2,592,360 | 312,303 | 13.70% |
| 52 | Payroll Taxes | 207,586 | 235,870 | 28,284 | 13.63% |
| 53 | Fringe Benefits/Staff Parking | 707,944 | 788,356 | 80,412 | 11.36% |
| 55 | Staff/Board/Service Provider Development | 64,980 | 125,000 | 60,020 | 92.37% |
| 56 | Local Mileage | 26,000 | 26,000 | 0 | 0.00% |
| 60 | Communications | 40,000 | 40,000 | 0 | 0.00% |
| 61 | Insurance | 29,800 | 30,950 | 1,150 | 3.86% |
| 62 | Maintenance | 67,550 | 86,840 | 19,290 | 28.56% |
| 63 | Memberships | 50,000 | 50,000 | 0 | 0.00% |
| 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/HR/cybersecurity | 195,800 | 250,000 | 54,200 | 27.68% |
| 67 | Advertising | 35,000 | 35,000 | 0 | 0.00% |
| 68 | Rent and Leases | 223,100 | 244,300 | 21,200 | 9.50% |
| 69 | Utilities | 29,000 | 32,000 | 3,000 | 10.34% |
| 71 | Furniture and Equipment | 11,000 | 446,000 | 435,000 | 3954.55% |
| | Total | \$ 4,003,417 | \$ 5,018,276 | \$ 1,014,859 | 25.35% |

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

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

| | |
|---------------|---------------|
| AGENDA ITEM: | 6 |
| MEETING DATE: | July 20, 2022 |
| ACTION: | AUTHORIZE |

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: Rapid Response and Layoff Aversion Funding for Program Year 2022-2023

RECOMMENDATION:

Authorize the Fresno Regional Workforce Development Board (FRWDB) Executive Director to approve the contract for Workforce Innovation and Opportunity Act (WIOA) Rapid Response and Layoff Aversion funds for Program Year (PY) 2022-2023 to Central Labor Council – Partnership (CLC).

REASON FOR RECOMMENDATION:

As of this date, WIOA Rapid Response and Layoff Aversion funds from the Employment Development Department (EDD), Workforce Services Division, for Program Year PY 2022-2023 are pending and are expected to be released by the end of July. To guarantee that Rapid Response services continue without interruption, FRWDB staff contracted \$36,039 of PY 2021-2022 estimated carryover funding to CLC to continue services as of July 1, 2022.

To ensure continuation of services through June 30, 2023, FRWDB staff is requesting that the Executive Committee authorize the Executive Director to allocate the following estimated PY 2022-2023 Rapid Response/Layoff Aversion funding in the amount of \$187,000, pending the final award from the state.

- \$42,000 to FRWDB staff for administration oversight of Rapid Response and Layoff Aversion services.
- \$145,000 to CLC for the contracted services of Rapid Response and Layoff Aversion activities for Fresno County through June 30, 2023.

Upon final award from the state, any funding above the estimated \$187,000 will be placed into the Rapid Response and Layoff Aversion PY 2022-2023 pool.

FISCAL IMPACT:

Approval of this item will result in the allocation of \$187,000.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

| | |
|---------------|---------------|
| AGENDA ITEM: | 7 |
| MEETING DATE: | July 20, 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: | 8 |
| MEETING DATE: | July 20, 2022 |
| 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.).