**Executive Committee**

**January 29, 2020**

**SPECIAL MEETING**

###### SUMMARY MINUTES

The meeting was called to order at 1:00 p.m.

ROLL CALL: PRESENT – Jeff Hensley, Dennis Montalbano (arrived at 1:03 p.m.), Sal Quintero, Chuck Riojas, Lydia Zabrycki (arrived at 1:05 p.m.) and Legal Counsel Ken Price

 ABSENT – Paul Bauer and Scott Miller

AGENDA CHANGES: None

ABSTENTIONS/RECUSALS/

DISCLOSURES OF

POTENTIAL CONFLICTS OF

INTEREST: None

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| COMMITTEE CHAIR/STAFF COMMENTS:  | None  |

PUBLIC COMMENTS: None

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| Item | Description/Action Taken |
| 2. | Items Referred by Other Committees |
|  | There were no items referred by other Committees. |
| 8. | **Director’s Quarterly Update** |
|  | Blake Konczal, Executive Director, Fresno Regional Workforce Development Board (FRWDB) Konczal provided the Committee with an overview of the projects he worked on over the past quarter, and indicated that he had been focused on two (2) items in particular:Director Montalbano arrived (1:03 p.m.) Quorum EstablishedCalFire/Forestry Project – Mr. Konczal shared that during the months of October through December 2019, the application for the CalFire forestry grant was being finalized for submission to CalFire. FRWDB has worked in partnership with Fresno Economic Opportunities Commission Conservation Corps and the Forestry Program at Reedley College to prepare the application for this $1.65 million grant. Director Zabrycki arrived (1:05 p.m.) |
|  | SB 1 – Mr. Konczal stated that he has continued to work on finalizing the SB 1 Pre-Apprentice Construction Training grant application for submission to the California Workforce Development Board.  |
| 1. | October 16, 2019, Executive Committee Meeting Minutes |
|  | Mr. Konczal requested approval of the October 16, 2019, meeting minutes. **MONTALBANO/QUINTERO – APPROVED THE OCTOBER 16, 2019, EXECUTIVE COMMITTEE MEETING MINUTES. (UNANIMOUS)** |
| 3. | **City of Fresno California Strategic Growth Council’s Transformative Climate Communities Funding** |
|  | Phyllis Stogbauer, Deputy Director of Program Services, FRWDB, presented for the Committee’s approval, the allocation of $1,249,432 of the City of Fresno California Strategic Growth Council’s (SGC) Transformative Climate Communities funding. She explained that in January 2018, the SGC approved $70 million in funding to the City of Fresno for various projects in Fresno through the Transformative Climate Communities program. The FRWDB was approached to act as fiscal agent for the West Fresno Advanced Transportation Technology Training to train 200 individuals through 2024 in truck driver training in low or zero emission vehicles for the trucking industry. Ms. Stogbauer indicated that the Fresno City Council was anticipated to give final approval of this award at its January 30, 2020, meeting. **ZABRYCKI/RIOJAS – APPROVED THE CITY OF FRESNO CALIFORNIA STRATEGIC GROWTH COUNCIL’S TRANSFORMATIVE CLIMATE COMMUNITIES FUNDING. (UNANIMOUS)** |
| 4. | **Security Services Contract Award** |
|  | Stephen DeWitt, Quality Systems Manager, FRWDB, presented for the Committee’s recommendation to the FRWDB, the One-Stop Security Guard Services contract award to Fresno County Private Security. Mr. DeWitt explained that the initial contract term would go from April through June for a total of $17,472, and would have options for up to four (4) annual renewals after that would total $69,888 per year. The procurement resulted in three (3) qualified quotes, and Fresno County Private Security received the highest number of points as determined by a rating panel.Director Zabrycki indicated that the dollar amount seemed low, but Mr. DeWitt reminded the Committee that the initial contract term is only three (3) months. He also stated that the security guard services were only for the Workforce Connection site at Manchester Mall and did not include security for the mall. Director Montalbano asked if the guards are armed and Mr. DeWitt indicated that they are not. **RIOJAS/ZABRYCKI – APPROVED THE SECURITY SERVICES CONTRACT AWARD RECOMMENDATION . (UNANIMOUS)** |
| 5. | **Revised Program Year 2019-2020 Agency Personnel Plan** |
|  | Mr. Konczal presented a revised Program Year 2019-2020 Agency Personnel Plan (Plan) for the Committee’s recommendation to the FRWDB. Mr. Konczal explained that among the revisions to the Plan was the recommendation to expand salary ranges by three and a half  |
|  | percent (3.5%). He noted that this was not a recommendation to grant salary increases to staff, but to expand the salary ranges to allow for increases, should that be warranted. Director Riojas noted that the agenda item indicated that the salary line item would remain at $2.28 million and he asked how would that be possible if staff received salary increases. Mr. Konczal explained that the agency is taking savings from having open positions that are unfilled and moving that savings over to allow for the possibility of future increases.Mr. Konczal added that the FRWDB is beginning the process of conducting a salary survey of other Workforce Boards around the state who have similar budgets as the FRWDB. He noted that it has been about 15 years since the FRWDB has conducted a salary survey.**QUINTERO/RIOJAS – RECOMMENDED THAT THE FRWDB APPROVE THE REVISED PROGRAM YEAR 2019-2020 AGENCY PERSONNEL PLAN. (UNANIMOUS)** |
| 6. | **November 2019 Financial Report** |
|  | Cheryl Beierschmitt, Deputy Director of Fiscal Services, FRWDB, presented the November 2019 Financial Report for the Committee’s acceptance. She stated that staff had no concerns with the report. **ZABYCKI/MONTALBANO – ACCEPTED THE NOVEMBER 2019 FINANCIAL REPORT. (UNANIMOUS)** |
| 7. | **November 2019 Agency Budget and Expenditures Report** |
|  | Ms. Beierschmitt presented the November 2019 Agency Budget and Expenditures Report for the Committee’s acceptance. She indicated that there was a variance of $316,000, which was a little low, but that FRWDB staff had no concerns with the report. The Committee had no questions.**RIOJAS/QUINTERO – ACCEPTED THE NOVEMBER 2019 FINANCIAL REPORT. (UNANIMOUS)** |
| 9. | Referral of Agenda Items to Other Committees |
|  | None.  |
| 10. | **Fourth Quarter Community Events** |
|  | Mr. Konczal indicated that the FRWDB has a table at the Economic Development Corporation’s Annual Real Estate Forecast in April 2020. |
| 11. | **Information Sharing** |
|  | None.. |
| 12. | **April 15, 2020, Agenda Items** |
|  | None. |
| 13. | **Meeting Feedback** |
|  | Director Montalbano asked if these meetings’ start times will be 1:00 going forward or was it just for today’s meeting. Mr. Konczal asked if the Committee members prefer that time. Several of the Directors present indicated that they would prefer a 1:00 or 1:30 meeting start time, and no Directors present indicated otherwise. Mr. Konczal stated that he would survey the full Committee to find what the majority of answers would be. |

Meeting adjourned at 1:28 p.m.