**Executive Committee**

**October 20, 2021**

###### SUMMARY MINUTES

The meeting was called to order at 3:11 p.m. and was held in-person and via Zoom.

ROLL CALL: PRESENT – Edgar Blunt, Dennis Montalbano, Sal Quintero (arrived at 3:19 p.m.), Chuck Riojas, Michael Silveira, Lydia Zabrycki, and Legal Counsel Ken Price

ABSENT – Raine Bumatay, Jeff Hensley, and Mike Karbassi

AGENDA CHANGES: None

ABSTENTIONS/RECUSALS/

DISCLOSURES OF

POTENTIAL CONFLICTS OF

INTEREST: Director Blunt – Item 3

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| COMMITTEE CHAIR/STAFF COMMENTS: | None |

PUBLIC COMMENTS: None

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| Item | Description/Action Taken |
| 1. | July 21, 2021, Executive Committee Meeting Minutes |
|  | Blake Konczal, Executive Director, Fresno Regional Workforce Development Board (FRWDB), requested approval of the July 21, 2021, Executive Committee (Committee) meeting minutes. **SILVEIRA/MONTALBANO – APPROVED THE JULY 21, 2021, EXECUTIVE COMMITTEE MEETING MINUTES. YES – 5, NO – 0 (UNANIMOUS)** |
| 2. | **Items Referred by Other Committees** |
|  | There were no items referred by other committees. |
| 3. | **Multi-Craft Core Curriculum Distance Learning Platform Development and Site Support Services Award Recommendation** |
|  | Mr. Konczal presented for approval, the award of a contract for the development and site support of a Multi-Craft Core Curriculum distance learning platform, which would be funded by the High Roads Construction Careers grant that the FRWDB received from the State Workforce Board. Mr. Konczal explained that the FRWDB released a Request for Proposals (RFP), and that by |
|  | the due date, only two (2) proposals had been received. FRWDB procurement policy requires that a minimum of three (3) proposals be received in order to be deemed a competitive procurement. Since only two (2) proposals were received, the procurement was deemed failed. The FRWDB has three (3) options to consider: conduct another procurement for the services, take no further action, or award a Sole Source contract. The Rating Panel recommended that a Sole Source contract be awarded to IMAGO, who received the highest number of points of the two (2) proposals submitted. The $300,000 contract award will run through March 2023. |
|  | **RIOJAS/MONTALBANO – APPROVED THE MULTI-CRAFT CORE CURRICULUM DISTANCE LEARNING PLATFORM DEVELOPMENT AND SITE SUPPORT SERVICES AWARD RECOMMENDATION. YES – 4, NO – 0, RECUSAL – 1, AS NOTED ABOVE (UNANIMOUS)** |
| 4. | **Revised Program Year 2021-2022 Agency Personnel Structure** |
|  | Mr. Konczal explained that in the past, the FRWDB’s personnel structure contained different job title classifications across the different units that made it nearly impossible to see where staff were in the hierarchy, so to speak, of the agency. Mr. Konczal worked with the FRWDB’s HR Consultant to create job classifications that would cross all units or departments. The next step in the process of revising the structure is to create levels within each job title, so that staff can have a clear idea of where they are and there are growth opportunities within the organization.  Director Quintero arrived (3:19 p.m.)  Director Silveira stated that this is good as it will provide employees with a sense of where they can go from where they are.  This was an information item. |
| 5. | **Fresno Area Workforce Investment Corporation Staff Organizational Plan** |
|  | This item was reviewed and discussed with item #4 above.  This was an information item. |
| 6. | **New Location for Fresno County East Side America’s Job Centers of California** |
|  | Mr. Konczal presented for approval, the new affiliate America’s Job Centers of California (AJCC) site at the Parlier Professional Center, located at 13660 East Manning Avenue in Parlier, California. The current AJCC is located inside the Fresno County Department of Social Services (DSS) office in Reedley. DSS will be moving to a smaller space, therefore requiring the FRWDB to relocate the east side AJCC offices. |
|  | **BLUNT/RIOJAS - APPROVED THE NEW LOCATION FOR FRESNO COUNTY EAST SIDE AMERICA’S JOB CENTERS OF CALIFORNIA. YES – 6, NO – 0 (UNANIMOUS)** |
| 7. | **Health and Human Services Fatherhood Grant** |
|  | Phyllis Stogbauer, Senior Deputy Director, FRWDB, presented for approval, the funding allocations for the Department of Health and Human Services Administration’s (HHS) Fatherhood grant. Ms. Stogbauer explained that the FRWDB was initially awarded $749,999 |
|  | through this grant and just received its second-year approval for another $749,999 for the period of September 30, 2021, through September 29, 2022. The Fatherhood program provides parenting education and services for fathers ages 18 and older. During the first year, FRWDB exceeded all of its performance measures and is considered a “Stellar Grantee” by the HHS. The FRWDB provided services to 50 men during the first year and plan to serve 100 men in year two (2). A detail of the recommended allocations was included in the agenda item. |
|  | **BLUNT/QUINTERO – APPROVED THE HEALTH AND HUMAN SERVICES FATHERHOOD GRANT FUNDING ALLOCATION. YES – 6, NO – 0 (UNANIMOUS)** |
| 8. | **August 2021 Financial Report** |
|  | Cheryl Beierschmitt, Deputy Director Fiscal Services, FRWDB, presented the August 2021 Financial Report for the Committee’s acceptance. She reviewed the breakdown of expenditures as presented on the agenda item. She noted that on the National Dislocated Worker Grant (NDWG) was only 8.34% expended, but that the FRWDB has an opportunity to submit a request for a no-cost extension to March 31, 2023. Ms. Stogbauer noted that, originally, the NDWG was only for custodial training for disinfection for COVID-19, but the training activities have now been expanded to other types of training. With the extension and the expanded training, there were no concerns with expenditures. There were no questions from the Committee. |
|  | **RIOJAS/BLUNT – ACCEPTED THE AUGUST 2021 FINANCIAL REPORT. YES – 6, NO – 0 (UNANIMOUS)** |
| 9. | **August 2021 Agency Budget and Expenditures** |
|  | Ms. Beierschmitt presented the August 2021 Agency Budget and Expenditures Report for the Committee’s acceptance. She indicated that the Membership Dues line item expenditures were running a little higher than the straight-lined year-to-date budget costs, but that was due to paying the California Workforce Association membership upfront at the beginning of the Program Year. She stated that staff had no concerns with expenditures. The Committee had no questions.  **BLUNT/RIOJAS – ACCEPTED THE AUGUST 2021 AGENCY BUDGET AND EXPENDITURES REPORT. YES – 6, NO – 0 (UNANIMOUS)** |
| 10. | **Director’s Quarterly Update** |
|  | Mr. Konczal provided a brief overview of the projects he focused on over the past quarter, July through September 2021, which included brainstorming for the US Department of Commerce – US Economic Development Administration’s “Good Jobs Challenge” grant. Mr. Konczal had been in discussion with other valley Workforce Boards, Fresno Economic Development Corporation, as well as the Fresno County Council of Governments (COGs) and other COGs on applying for this grant opportunity. There is $500,000,000 that will be awarded nationally under this grant, and the awards are estimated to be between $10 and $20 million each. Director Silveira asked if the FRWDB’s proposal would be for one (1) metropolitan area or could it be for multiple areas. Mr. Konczal indicated that for a grant this size, it would need to be a regional or multi-county proposal. |
|  | Other items Mr. Konczal focused on during the quarter was submitting a Forestry Tech Earmark Request through Senator Caballero’s office; submitting a Construction Pre-Apprentice Earmark Request through Assemblyman Arambula’s office; his election as Second Vice Chair for the California Workforce Association; efforts in the further rollout of Career Nexus youth internship project, especially focusing on positions within the City and County of Fresno governments; assist in fully operationalizing new marketing efforts with the new FRWDB Marketing Manager; the annual performance review process for Fresno Area Workforce Investment Corporation staff; continuing the valley-wide rollout and development of the Valley Build Construction grants; revisions to the FRWDB Administrative Organizational Chart; and planning for FAWIC staff salary range clarifications related to Organizational revisions.  Mr. Konczal concluded his report stating that he is always looking for grant funding opportunities for the FRWDB. Director Silveira stated that he has only been on the FRWDB for a short time, but that there is so much good work the FRWDB does and stated that it is wonderful for the community.    This was an information item. |
| 11. | **Referral of Agenda Items to Other Committees** |
|  | There were no items referred to other committees. |
| 12. | **Information Sharing** |
|  | There were no items of information shared by the Committee. |
| 13. | **January 19, 2022, Agenda Items** |
|  | There were no items recommended for the January 19, 2022, Executive Committee meeting agenda. |
| 14. | **Meeting Feedback** |
|  | There was no feedback. |

Meeting adjourned at 3:45 p.m.