**Executive Committee**

**October 21, 2020**

###### SUMMARY MINUTES

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

ROLL CALL: PRESENT – Edgar Blunt, Jeff Hensley, Mike Karbassi (arrived at 3:01 p.m.), Dennis Montalbano, Chuck Riojas, Michael Silveira (arrived at 3:04 p.m.), Lydia Zabrycki and Legal Counsel Ken Price

ABSENT – Sal Quintero

Director Karbassi arrived (3:01 p.m.)

AGENDA CHANGES: None

ABSTENTIONS/RECUSALS/

DISCLOSURES OF

POTENTIAL CONFLICTS OF

INTEREST: None

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| COMMITTEE CHAIR/STAFF COMMENTS: | Blake Konczal, Executive Director, Fresno Regional Workforce Development Board (FRWDB) reported that for the first time, the FRWDB received a grant from the United States Department of Health and Human Services in the amount of $750,000 under the FIRE program. This program provides employment related training for single fathers.  Chair Hensley announced that Director Riojas has accepted the role of Chair of the Adult Council. |

PUBLIC COMMENTS: None

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| Item | Description/Action Taken |
| 1. | July 15, 2020, Executive Committee Meeting Minutes |
|  | Mr. Konczal requested approval of the July 15, 2020, Executive Committee (Committee) meeting minutes. **RIOJAS/BLUNT – APPROVED THE JULY 15, 2020, EXECUTIVE COMMITTEE MEETING MINUTES. VOTE: YES – 6, NO – 0 (UNANIMOUS)** |
| 2. | **Items Referred by Other Committees** |
|  | There were no items referred by other committees.  Director Silveira arrived (3:04 p.m.) |
| 3. | **August 2020 Financial Report** |
|  | Cheryl Beierschmitt, Deputy Director of Fiscal Services, FRWDB, presented the August 2020 Financial Report for the Committee’s acceptance. She reviewed all of the charts with the Committee and the Committee had no questions.  **BLUNT/ZABRYCKI – ACCEPTED THE AUGUST 2020 FINANCIAL REPORT. VOTE: YES – 7, NO – 0 (UNANIMOUS)** |
| 4. | **August 2020 Agency Budget and Expenditures Report** |
|  | Ms. Beierschmitt presented the August 2020 Agency Budget and Expenditures Report for the Committee’s acceptance. She reminded the Executive Committee that the year-to-date expenditures variance is based on a straight line method, except for the insurance and the membership line items, and that FRWDB staff had no concerns with the report.  **BLUNT/MONTALBANO – ACCEPTED THE AUGUST 2020 AGENCY BUDGET AND EXPENDITURES REPORT. VOTE: YES – 7, NO – 0 (UNANIMOUS)** |
| 5. | **Director’s Quarterly Update** |
|  | Mr. Konczal directed the Committee to an overview of the projects he focused on over the past quarter, July through September, 2020. He discussed several of the primary items that were a focus during this period:  Contractual issues regarding the SB1 pre-apprentice grant; design and implementation of new recruitment model across the Valley for the SB1 grant; award by United States Department of Labor to the State of California Workforce Development Board (WDB) that includes funding for pre pre-apprentice training in construction math and construction English as Second Language across the Valley region; funding application for National Dislocated Worker Grant to deal with aftermath of the Creek Fire; expansion of the Forestry Tech program from Reedley College to Oakhurst campus and Columbia College in Sonora with new High Roads Partnership grant; roll out of the CalFire contract with the Associated California Loggers; revision to existing Valley Build website to bring a regional focus; various contractual issues with the State of California Employment Development Department (EDD) in regards to State of California WDB grants; lease issues regarding Mendota EDD satellite location.  Chair Hensley clarified with Mr. Konczal that training has continued through the FRWDB during the COVID pandemic Mr. Konczal affirmed Chair Hensley’s comments and added that the FRWDB never closed its doors and continued to provide services in Fresno County through Workforce Connection and the Business Services Center. FRWDB staff kept training programs going, where possible, and began designing and utilizing online seminars, Facebook Live, and YouTube videos to help continue services and share about services available to job seekers and employers.  This was an information item. |
| 6 | **Referral of Agenda Items to Other Committees** |
|  | There were no items referred to other committees. |
| 7. | **Information Sharing** |
|  | Mr. Konczal stated that there was another grant the FRWDB received, and that was for specialized janitorial training that had course work for COVID-19 sanitation. He stated that he contacted Director Bumatay at Fresno Adult School about training they already had in place for santitation, and asked if she was willing to modify the training to be online. Mr. Konczal then contacted Director Blunt at IMAGO to design the online training.  Director Blunt shared that this was not a typical curricula that IMAGO designs. He said to bring the training online, they had to take years of PowerPoint presentations and paperwork and turn it into a digital format. He shared that it has been a very different experience for the Adult School instructors, as they have been used to using books in a live classroom. IMAGO has helped instructors become more engaging online and he stated it has been a fun project, and they are about half way done with moving the 14 lessons online. Director Blunt offered to share a little bit of the program with any Directors who were interested.  This was an information item. |
| 8. | **January 20, 2021, Agenda Items** |
|  | There were no items recommended for the January 20, 2021, Executive Committee meeting agenda. |
| 9. | **Meeting Feedback** |
|  | There was no feedback. |

Meeting adjourned at 3:45 p.m.