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### Workforce Development Board

**December 1, 2021 @ 4:00 p.m.**

**MEETING**

###### SUMMARY MINUTES

The meeting was called to order at 4:00 p.m. and was held via Zoom and in-person.

ROLL CALL: PRESENT – Stephen Avila, Lacy Barnes, Alysia Bonner, Jeff Hensley, Mike Karbassi, Scott Miller, Dennis Montalbano, Sherry Neil, Joe Olivares, Sal Quintero, Chuck Riojas, Michael Silveira, Vasili Sotiropulos, Shelly Tarver, Lydia Zabrycki and Legal Counsel Ken Price.

ABSENT – Paul Bauer, Edgar Blunt, Raine Bumatay, and Fely Guzman.

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| COMMENTS BY FRWDB CHAIR AND/OR EXECUTIVE STAFF: | None |
| AGENDA CHANGES:  REMOVAL OF ITEMS OR  EMERGENCY ADDITIONS: | None |
| ABSTENTIONS/ DISCLOSURES OF  POTENTIAL CONFLICTS  OF INTEREST/RECUSALS: | Director Miller – Item 9 |
| PUBLIC COMMENTS: | None |

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| Item | Description/Action Taken |
| 6. | Resolution to Allow for Electronic Board Meetings Pursuant to AB361 and Make Requisite Findings of State of Emergency Due to COVID-19 |
|  | Blake Konczal, Executive Director, Fresno Regional Workforce Development Board (FRWDB), asked Legal Counsel Ken Price to explain this item and the reason it was being presented. Mr. Price explained that under a rather new rule, the California State Legislature passed a law requiring local agency boards to make a series of findings to allow for electronic meetings. The findings are, basically, that a State of Emergency had been issued by the Governor and that the circumstances in Fresno County are significant and there is a need to continue with electronic meetings. In order to allow for this, the FRWDB must pass a Resolution. The adopted Resolution would allow the FRWDB to meet with a significant number of members participating electronically. Mr. Price explained that under the Ralph M. Brown Act, there are very limited situations in which an agency can use electronic meetings, but that the rule was suspended through an Administrative Order due to COVID. MONTALBANO/BONNER – ADOPTED THE RESOLUTION TO ALLOW FOR ELECTRONIC BOARD MEETINGS PURSUANT TO AB361 AND MAKING THE REQUISITE FINDINGS OF STATE OF EMERGENCY DUE TO COVID-19. VOTE: YES – 15, NO – 0 (UNANIMOUS) |
| 7. | Fresno Regional Workforce Development Board in the News |
|  | Martha Espinosa, Marketing and Grants Manager, FRWDB, provided an overview of the good press the FRWDB had received in 2021. She reported that since March, there had been 17 instances where local media outlets, such as The Business Journal, Channel 30, Channel 24, Channel 26, GVWire, and others, had covered some of the FRWDB’s services. She shared a video that the High-Speed Rail presented on their YouTube and Facebook pages, which highlighted the FRWDB’s Valley Build program. She shared a video of the news coverage of the Forestry Corps Graduation ceremony, as well as an interview Channel 30 did with FRWDB Executive Director, Blake Konczal, regarding the workforce trends impacting the local community.She reported that Focus Forward honored a graduate of the FRWDB’s Multi-Craft Core Curriculum Apprenticeship Readiness Program, Alexis Forbes-Crowberry, at their Launch Party, and also included an article about Ms. Forbes-Crowberry’s story in their *Stories of Hope* publication. Ms. Espinosa stated that she would send an electronic version of the publication to the FRWDB Directors.She concluded her report by announcing some upcoming events the FRWDB is sponsoring and stated that she will send out save-the-dates as the event dates are confirmed.Chair Hensley commented that this type of communication about FRWDB services has changed the dynamics with how groups have approached the FRWDB who want to engage with what the FRWDB is doing. This was an information item. |
| 8. | Committee Reports |
|  | Adult Council: Director Riojas reported that the Adult Council (Council) met on October 28th, at which time they adopted a Resolution to allow the meeting to be held via Zoom, as well as in-person. The Council saw a video highlighting the story of the Adult Participant Outstanding Achievement Award winner for the first quarter, Alexis Forbes-Crowberry. Director Riojas encouraged anyone who had not seen the video, to watch it, stating that it was an inspiring story. David Baquerizo from Central Labor Council – Partnership provided the One-Stop Operator Report, which will be a recurring item at future Adult Council meetings. The Council received a special projects update, which provided overviews of the Fatherhood program, the Central Valley Forestry Corps program and the Valley Build pre-apprentice training program. The Council reviewed and accepted the fourth quarter reports for Participant Training, Local Performance Results, Customer Complaints, Providers of Services Monitoring, Customer Satisfaction and Demographics. They also received the America’s Job Centers of California (AJCC) Usage Report, which showed the 13-month trend of unique clients receiving AJCC services and the number of client visits to the AJCC per month, for the months of August 2020 through September 2021.Executive Committee: Director Montalbano provided the Executive Committee (Committee) update, as he chaired the October 20th meeting in Chair Hensley’s absence. Like the Adult Council, they also adopted a Resolution to allow the meeting to be held via Zoom in addition to in-person. The Committee approved the award of a contract to IMAGO for the development and site support of a multi-craft core curriculum distance learning platform, funded by the High Road Construction Careers: Reimagine Workforce Preparation Grant. They also approved the award allocations for the second year of the Fatherhood program. Mr. Konczal reviewed a draft revised personnel structure/organizational chart and shared that the restructuring would create a job classification system that would cross all units and departments and would create levels within each job title so staff can have a clear idea of where there are growth opportunities within the organization. Mr. Konczal provided a brief overview of the projects he had focused on during the past quarter, which included his election as Second Vice Chair of the California Workforce Association. |
|  | Youth Council: Director Sotiropulos provided the Youth Council update in Director Bumatay’s absence. The Youth Council met on November 18th, when they adopted a Resolution to allow for the meeting to be accessible to Youth Council members via Zoom as well as in-person. He shared that the Council saw a video highlighting the first quarter Outstanding Achievement Award winner, Marissa Olivares.  This was an information item. |
| 9. | Approval of the September 1, 2021, Meeting Minutes |
|  | **BARNES/QUINTERO – APPROVED THE SEPTEMBER 1, 2021, MEETING MINUTES. VOTE: YES – 14; NO – 0; ABSTENTIONS – 1, AS NOTED ABOVE. (UNANIMOUS)** |
| 10. | October 2021 Financial Report |
|  | Mr. Konczal presented the October 2021, Financial Report for the FRWDB’s acceptance. He noted that there were three (3) grants, Prison to Employment, National Dislocated Worker Grant, and the Fatherhood grant, where expenditures were lower than anticipated due to the pandemic, but they seemed to be coming out of that and spending was increasing. He stated that FRWDB staff had no concerns with grant expenditures. There were no questions from the FRWDB Directors.  **OLIVARES/QUINTERO – ACCEPTED THE OCTOBER 2021 FINANCIAL REPORT. VOTE: YES – 15; NO – 0 (UNANIMOUS)** |
| 11. | New Location for Fresno City and County’s America’s Job Centers of California Dislocated Worker Site and Business Services Center |
|  | Mr. Konczal presented for approval, the new location for the City and County of Fresno’s affiliate AJCC for Dislocated Workers and the Business Services Center. He reminded the Board that in 2019, the FRWDB adopted a new service delivery model for Adult and Dislocated Worker services, where one (1) provider would be selected to provide Adult services and one (1) provider would be selected to provide Dislocated Worker services throughout Fresno County. It was determined that with this new service delivery model, there would be a dedicated AJCC for Adult services and a dedicated AJCC for Dislocated Worker services. A building for the Dislocated Worker AJCC has been identified and is located at 1455 E. Shaw Avenue. Mr. Konczal indicated that it is a large facility that has easy access and plenty of parking. The Business Services Center, which is currently located on Palm Avenue, would also be located at this new site.Director Montalbano asked what type of tenant improvements would be made at the new location. Augie Quiroz, Information Systems and General Services Manager, FRWDB, indicated that it would be a complete overhaul of the building, as the former tenant’s layout would not work for the AJCC. Director Montalbano also asked what was the projected timeline for the move-in. Mr. Quiroz stated the anticipated move-in date is November 2022. Director Barnes asked how the contractor for the improvements would be selected. Mr. Quiroz stated that it is the landlord’s responsibility to secure a contractor for that work.OLIVARES/QUINTERO – APPROVED THE NEW LOCATION FOR FRESNO CIT AND COUNTY’S AMERICA’S JOB CENTERS OF CALIFORNIA DISLOCATED WORKER SITE AND BUSINESS SERVICES CENTER. VOTE: YES – 15; NO – 0 (UNANIMOUS) |
| 12. | America’s Job Centers of California Certification |
|  | Mr. Konczal presented for the FRWDB’s approval, the AJCC Comprehensive and Affiliate AJCC Baseline and Certification Indicator Assessments. He explained that every three (3) years, the state requires Workforce Boards to certify that they meet certain criteria, via an evaluation by an independent evaluator. An independent evaluation was conducted of the FRWDB’s metro and rural sites and it was determined that the FRWDB was in compliance with all criteria. Mr. Konczal noted that unlike other geographies in the state, Fresno has a good working relationship with its co-located partners. Director Tarver asked to speak to the partnership her agency, the State of California Employment Development Department (EDD), has with the FRWDB. EDD is a co-located, mandated partner at the AJCC. She indicated that she is responsible for five (5) different local areas throughout the state and that what sets the relationship apart in Fresno is the daily operational communication at all levels and a good relationship regarding service delivery. |
|  | BONNER/OLIVARES – APPROVED THE AMERICA’S JOB CENTERS OF CALIFORNIA CERTIFICATION. VOTE: YES - 15; NO – 0 (UNANIMOUS) |
| 13. | Consent Items (A1 – B5) |
|  | **OLIVARES/BONNER – APPROVED CONSENT ITEMS A1 – B5. VOTE: YES – 15; NO – 0 (UNANIMOUS)** |
| 14. | Third Quarter Community Events |
|  | Mr. Konczal stated that there were no community events to report for the third quarter of Program Year 2021-2022. He indicated that at the next meeting, this item would be combined with Ms. Espinosa’s marketing update. This was an information item. |
| 15. | Information Sharing |
|  | Mr. Konczal shared that West Hills Community College District (WHCCD) was formally notified that they had to provide a corrective action plan for the Youth contract. He noted that there have been many staffing changes at WHCCD and there were a number of staff vacancies on the FRWDB’s contract that had been directly impacting WHCCD’s ability to enroll and serve clients. WHCCD is in the process of working on a corrective action plan to bring back to the Youth Council.  Director Silveira asked about the United State Department of Commerce Good Jobs Challenge Grant that Mr. Konczal had mentioned at a recent meeting. Mr. Konczal indicated that there was $500 million to pass out nationally between 25 to 50 proposals. He stated that the FRWDB would be submitting a joint proposal that focuses on construction. He indicated that the Fresno Council of Governments was in support of the application. He noted that proposals for this grant are due the end of January.  Chair Hensley asked Director Miller to share about the Agricultural Awards event hosted by the Fresno Chamber in October. Director Miller indicated that the Agricultural Awards dinner event was one of the most successful events in the Chamber’s recent history and that it was a great event that highlighted stories of local agriculture. |
| 16. | Agenda Items for March 2, 2022, Meeting |
|  | There were no items recommended for the March 2, 2022, FRWDB meeting agenda. |
| 17 | Meeting Feedback |
|  | No meeting feedback was provided. |

The meeting was adjourned at 5:04 p.m.