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### Workforce Development Board

**December 2, 2020 @ 4:00 p.m.**

###### SUMMARY MINUTES

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

ROLL CALL: PRESENT – Lacy Barnes, Paul Bauer, Edgar Blunt, Alysia Bonner, Raine Bumatay, Fely Guzman, Jeff Hensley, Mike Karbassi, Scott Miller (joined at 4:14 p.m.), Dennis Montalbano, Sherry Neil, Delfino Neira, Joe Olivares, Sal Quintero, Chuck Riojas, Elizabeth Rivinius, Michael Silveira, Vasili Sotiropulos (joined at 4:03 p.m.), Stuart VanHorn, Lydia Zabrycki and Legal Counsel Ken Price.

ABSENT – Brian Chambers, Tommie Nellon, and Shelly Tarver.

Director Sotiropulos joined – 4:03 p.m.

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| COMMENTS BY FRWDB CHAIR AND/OR EXECUTIVE STAFF: | Chair Hensley introduced new Fresno Regional Workforce Development Board (FRWDB) Director, Sherry Neil. Director Neil is the Chief Operating Officer at the Fresno Economic Development Corporation. |
| AGENDA CHANGES:  REMOVAL OF ITEMS OR  EMERGENCY ADDITIONS: | None. |
| ABSTENTIONS/ DISCLOSURES OF  POTENTIAL CONFLICTS  OF INTEREST/RECUSALS: | Director Van Horn – Items A4, A5, A6, A7, and A8. |
| PUBLIC COMMENTS: | None. |

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| Item | Description/Action Taken |
| 6. | Ratification of Adult Council and Youth Council Chairs |
|  | Blake Konczal, Executive Director, FRWDB explained that with the election of Director Hensley as Chair of the FRWDB and Director Montalbano as Vice Chair, their previous positions as Chairs of the Adult Council (Hensley) and Youth Council (Montalbano) have left vacancies for those positions. Chair Hensley appointed Director Riojas as new Chair of the Adult Council and Director Bumatay as new Chair of the Youth Council. These appointments were presented to the FRWDB for ratification. |
|  | **VANHORN/BAUER – APPROVED THE RATIFICATION OF THE ADULT COUNCIL AND YOUTH COUNCIL CHAIRS. VOTE: YES – 19; NO – 0 (UNANIMOUS)** |
| 7. | Committee Reports |
|  | Adult Council: Director Riojas reported that the Adult Council met on October 22nd, at which time they saw a video highlighting the First and Second Quarter FRWDB Outstanding Achievement Award winners for the Adult program. The Adult Council authorized FRWDB staff to release draft Scopes of Work for the One-Stop Operator, Adult and Dislocated Worker Provider Request for Proposals. They reviewed and recommended the approval of funding allocations for the Department of Health and Human Services Fatherhood grant project, and also recommended the FRWDB approve the carryover funding recommendations made by FRWDB staff for Program Year 2020-2021. The Adult Council also heard and recommended for acceptance of the standing quarterly reports.  Business and Industry Committee: Director Zabrycki reported that the Business and Industry Committee (B&I) met on November 4th. At that meeting, the Committee had a conversation about the late Richard Keyes, who served on the FRWDB and B&I for many years. Brenda Budke, Executive Director of Sierra HR Partners, presented a COVID-19 Support update, and explained changes related to how employers were dealing with COVID-19 and included an explanation of the modified definition of “exposure”. The B&I received an overview of the FRWDB’s response to those affected by the Creek Fire and the roles of the Small Business Administration, Small Business Development Center and the Federal Emergency Management Agency and the assistance those agencies have available. The B&I recommended the ratification of new FRWDB Director, Sherry Neil, as a member of the B&I.  Executive Committee: Chair Hensley reported that at the Executive Committee (Committee) meeting held on October 21st, they reviewed and accepted the August 2020 Financial Report and staff noted they had no concerns at that time. The August 2020 Agency Budget and Expenditures reports was also reviewed and accepted, as the report indicated the expenditures were on track and staff noted no concerns. Mr. Konczal provided his quarterly Director’s update, where he highlighted his top priorities over the past quarter. It was suggested that the Committee’s regular meeting time be moved to earlier in the day, so the Committee will be polled and a decision made based on the results of the poll of members.  Youth Council: Director Bumatay reported that the Youth Council (Council) met on November 19th for their final meeting of 2020. After approving the minutes, the Council was presented with a video showing the First and Second Quarter FRWDB Outstanding Achievement Award winners for the Youth program. Phyllis Stogbauer, Senior Deputy Director, FRWDB, provided an update on the delivery of youth services during the COVID-19 pandemic. The Council reviewed and recommended for the FRWDB’s acceptance of the standing quarterly reports.  This was an information item. |
| 8. | Approval of September 2, 2020, Meeting Minutes |
|  | BAUER/NEIRA – APPROVED THE SEPTEMBER 2, 2020, MEETING MINUTES. VOTE: YES – 19; NO - 0 (UNANIMOUS) |
| 9. | **October 2020 Financial Report** |
|  | Mr. Konczal presented the October 2020, Financial Report for the FRWDB’s acceptance. He reviewed grant expenditures through October 31, 2020, and noted that due to COVID, spending in some of the categories had slowed, but that spending has not stopped, as FRWDB has continued to provide services and training during the pandemic. He noted that staff had no concerns with expenditures at this time. |
|  | **BARNES/BAUER – ACCEPTED THE OCTOBER 2020 FINANCIAL REPORT. VOTE: YES – 19; NO – 0 (UNANIMOUS)** |
| 10. | Workforce Innovation and Opportunity Act One-Stop Operator and Adult and Dislocated Worker Services Request for Proposals for Program Year 2021-2022 |
|  | Mr. Konczal explained that due to the timeline set to allow for the release of the Request for Proposals (RFPs) for the Workforce Innovation and Opportunity Act (WIOA) One-Stop Operator, Adult Services Provider and Dislocated Worker Services Provider, the rating of the proposals, and for contracts to be in place by June 30, 2021, FRWDB staff recommended that the FRWDB authorize the Executive Committee to approve the final Scopes of Work for these RFPs and to authorize the release of the final RFPs in January 2021. The draft SOWs would be released for a 30-day public comment period upon approval of today’s consent agenda  Director Miller arrived (4:14 p.m.)  Mr. Konczal explained that approval of this item would authorize the Executive Committee to review the summarization of the public’s input during the public comment period. He also explained that after the proposal rating, the final contract award recommendations would be brought back to the full board for its approval. |
|  | BAUER/BLUNT – AUTHORIZED THE FRWDB EXECUTIVE COMMITTEE TO APPROVE THE FINAL STATEMENTS OF WORK AND TO AUTHORIZE THE RELEASE OF THE REQUESTS FOR PROPOSALS. VOTE: YES – 20; NO – 0 (UNANIMOUS) |
| 11. | Approval of Consent Items (A1-C9) |
|  | BAUER/OLIVARES – APPROVED CONSENT ITEMS A1-C9. VOTE: YES – 20; NO – 0 (UNANIMOUS, WITH RECUSAL NOTED ABOVE) |
| 12. | Third Quarter Community Events |
|  | Mr. Konczal stated that there were no community events to report for the third quarter of PY 2020-2021.This was an information item. |
| 13. | Information Sharing |
|  | Chair Hensley encouraged Directors who are not currently serving on a Committee or Council, to do so, as it is where the real work is done for the FRWDB. |
| 14. | **Agenda Items for March 3, 2021, Meeting** |
|  | None. |
| 15. | **Meeting Feedback** |
|  | Director Karbassi commented that he just completed his first year as a Director on the FRWDB and indicated that he appreciated the work Mr. Konczal does and his approachability. He also commented that the FRWDB does good work and promotes upward mobility in the community. |

The meeting was adjourned at 4:39 p.m.