**Executive Committee**

**April 15, 2020**

###### SUMMARY MINUTES

The meeting was called to order at 3:01 p.m. and was held telephonically.

ROLL CALL: PRESENT – Paul Bauer, Jeff Hensley, Scott Miller, Dennis Montalbano, Chuck Riojas, and Legal Counsel Ken Price

 ABSENT – Mike Karbassi, Sal Quintero, and Lydia Zabrycki

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 |
| 1. | January 29, 2020, Special Executive Committee Meeting Minutes |
|  | Blake Konczal, Executive Director, Fresno Regional Workforce Development Board (FRWDB) requested approval of the January 29, 2020, special Executive Committee meeting minutes. **RIOJAS/MILLER – APPROVED THE JANUARY 29, 2020, SPECIAL EXECUTIVE COMMITTEE MEETING MINUTES. VOTE: YES – 5, NO – 0 (UNANIMOUS)** |
| 2. | **COVID-19 Response Update** |
|  | Mr. Konczal provided an update on the FRWDB’s response to the social distancing requirements surrounding the COVID-19. He reported that operations and services provided at the FRWDB’s three (3) America’s Job Centers of California (AJCC) locations (Fresno, Coalinga and Reedley) vary from each other. He explained that the Fresno site at Manchester Center is not open to off the street traffic, but have scheduled usage of the AJCC facility to be in compliance with distancing regulations. Individuals can make appointments to utilize the various facilities and services available, but only ten (10) slots maximum are available per hour. Because the Coalinga site is staffed by West Hills Community College staff, and West Hills’ staff is working from home, the Coalinga site is closed. The Reedley AJCC staff is assisting clients over the telephone, as they are co-located with the county welfare department and the county office is closed.Mr. Konczal stated that the FRWDB Business Services Center (BSC) staff has been extremely busy in dealing with the numerous lay off and furlough notices they have received from businesses throughout Fresno County. The BSC staff have been conducting weekly Zoom meetings and seminars for businesses and have had good response to those events.  |
|  | Mr. Konczal also noted that the forestry training program at Reedley College has been progressing online and will complete that portion of the training in the next few weeks. FRWDB staff has been working with its partners at the Local Conservation Corps, run by the Fresno Economic Opportunities Commission, on how they will implement the field training on tools and equipment, while remaining in compliance with the distancing orders.Director Hensley asked about the co-located agencies at the Fresno AJCC, specifically, the state’s Employment Development Department (EDD) staff and how they are operating at this time. Mr. Konczal stated that EDD staff have been pulled out of the AJCC and are not seeing clients. The Manchester AJCC is being staffed 100% by FRWDB contractor staff from the Central Labor Council Partnership. Mr. Konczal stated that the EDD is assisting people via call centers only during this time.This was an information item.   |
| 3. | **Emergency Authorization in Response to the COVID-19 State and City Emergency Orders** |
|  | Mr. Konczal requested that the Executive Committee delegate authority to him to conduct a procurement and approve the purchase of required technology and consulting services due to the unusual circumstances associated with the response to the COVID-19 situation. The FRWDB has applied for a grant from the state for these purchases, but due to the timing of the Executive Committee meeting and the state’s response, authorization is needed now to ensure the ability of FRWDB staff to implement the critical services in a timely manner. The technology and consulting services the FRWDB would purchase would be used for broadcasting live seminars and meetings online, among other uses.Chair Bauer asked what the anticipated range of cost was for these purchases. Phyllis Stogbauer, Deputy Director of Program Services, FRWDB, stated it is approximately $400,000. Director Hensley asked what FRWDB staff intends to do if the state denied the grant request, or if the amount granted was less than the $400,000 that was requested. Mr. Konczal stated that FRWDB staff would adjust the purchases to meet the amount approved by the state. Director Hensley made a motion to authorize the FRWDB to acquire the technology and related services and equipment, not to exceed the amount of the state grant. **HENSLEY/RIOJAS – AUTHORIZED THE FRWDB EXECUTIVE DIRECTOR TO CONDUCT PROCUREMENT AND APPROVE THE PURCHASE OF THE REQUIRED TECHNOLOGY, AND APPROPRIATE HARD TECHNOLOGY CONSULTING SERVICES NOT TO EXCEED THE AMOUNT OF THE STATE GRANT. VOTE: YES – 5, NO – 0 (UNANIMOUS)** |
| 4. | **Purchase of Training Vehicle** |
|  | Stephen DeWitt, Quality Systems Manager, FRWDB, requested that the Executive Committee authorize the FRWDB Executive Director to approve the procurement award and the purchase of a low emission commercial truck, to be used as a training vehicle, up to a dollar value of $200,000. Mr. DeWitt stated that FRWDB staff made this recommendation due to the lead time needed to purchase a vehicle and to move forward with training for the City of Fresno’s California Strategic Growth Council’s Transformative Climate Communities program. Director Montalbano asked for clarification of why the FRWDB needed to purchase a vehicle. Mr. Konczal indicated that it was to train 200 individuals to drive a low emission vehicle. Director Montalbano asked if FRWDB staff had inquired of commercial truck manufacturers about donating a truck that has been deemed a “lemon” for the students to train on, adding  |
|  | that high schools and community colleges receive donated “lemon” vehicles regularly for training purposes. Ms. Stogbauer stated that the vehicle the FRWDB was seeking to purchase must be a registered vehicle, as it would be used to train individuals to operate/drive the vehicle, and not work on it, mechanically.Director Montalbano asked several other valid questions regarding the vehicles maintenance, garage location, ownership and registration, and insurance requirements and Mr. Konczal asked Director Montalbano if he would be willing to review the Memorandum of Understanding concerning the vehicle once it is purchased, to be sure it is specific enough. **MILLER/HENSLEY – AUTHORIZED THE FRWDB EXECUTIVE DIRECTOR TO APPROVE THE PROCUREMENT AWARD AND THE PURCHASE OF A LOW EMISSION COMMERCIAL TRUCK UP TO A DOLLAR VALUE OF $200,000, TO BE USED AS A TRAINING VEHICLE.** **VOTE: YES – 5, NO – 0 (UNANIMOUS)** |
| 5. | **February 2020 Financial Report** |
|  | Cheryl Beierschmitt, Deputy Director of Fiscal Services, FRWDB, presented the February 2020 Financial Report for the Committee’s acceptance. She stated that staff had no concerns with the report. The Committee had no questions.**RIOJAS/MONTALBANO – ACCEPTED THE FEBRUARY 2020 FINANCIAL REPORT. VOTE: YES – 5, NO – 0 (UNANIMOUS)** |
| 6. | **February 2020 Agency Budget and Expenditures Report** |
|  | Ms. Beierschmitt presented the February 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 and that FRWDB staff had no concerns with the report. The Committee had no questions.**RIOJAS/MILLER – ACCEPTED THE FEBRUARY 2020 FINANCIAL REPORT. VOTE: YES – 5, NO – 0 (UNANIMOUS)**  |
| 7. | **July 15, 2020, Agenda Items** |
|  | None. |

Meeting adjourned at 3:32 p.m.