**Executive Committee**

**April 21, 2021**

###### SUMMARY MINUTES

The meeting was called to order at 3:10 p.m. and was held via Zoom.

ROLL CALL: PRESENT – Edgar Blunt, Raine Bumatay, Jeff Hensley, Dennis Montalbano, Chuck Riojas, Michael Silveira, Lydia Zabrycki and Legal Counsel Ken Price

ABSENT – Mike Karbassi and Sal Quintero

AGENDA CHANGES: None

ABSTENTIONS/RECUSALS/

DISCLOSURES OF

POTENTIAL CONFLICTS OF

INTEREST: Director Blunt – Item 3; Director Riojas – Item 3

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| COMMITTEE CHAIR/STAFF COMMENTS: | Blake Konczal, Executive Director, Fresno Regional Workforce Development Board (FRWDB) announced that FRWDB staff member, Martha Espinosa, had become the FRWDB’s new Marketing Manager. Ms. Espinosa had previously worked at the FRWDB’s Business Services Center.  Mr. Konczal also mentioned that the FRWDB Annual Awards Ceremony had been scheduled for the morning of April 21, 2021, but because of technical glitches, was forced to be canceled and rescheduled to May 13, 2021. Chair Hensley added that the award winners for this year are exceptional and he recognized Mr. Konczal for his leadership of the FRWDB and his awareness of what is happening on the regional and state level in the area of workforce development. |

PUBLIC COMMENTS: None

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| Item | Description/Action Taken |
| 1. | January 20, 2021, Executive Committee Meeting Minutes |
|  | Mr. Konczal requested approval of the January 20, 2021, Executive Committee (Committee) meeting minutes. **RIOJAS/ZABRYCKI – APPROVED THE JANUARY 20, 2021, EXECUTIVE COMMITTEE MEETING MINUTES. VOTE: YES – 7, NO – 0 (UNANIMOUS)** |
| 2. | **Items Referred by Other Committees** |
|  | There were no items referred by other committees. |
| 3. | **High Roads Construction Careers – Reimaging Workforce Preparation Grant Awards** |
|  | Mr. Konczal presented for the Committee’s approval, funding allocations for the $2,010,607 High Roads Construction Careers grant that the FRWDB received in partnership with the Fresno, Madera, Kings and Tulare County Building Trades Councils (BTCs). The purpose of this grant is to fund pre-apprentice construction training. Mr. Konczal noted that the FRWDB has been offering pre-apprentice training for 13 years and was starting its 35th cohort.  A breakdown of the allocation was included in the agenda item for the Committee to review, and included the design and development of virtual curriculum that would pull from the FRWDB’s 13 years of successful pre-apprentice training experience that would, in turn, greatly assist other regions in implementing the training, benefitting from the FRWDB’s experience. Additionally, FRWDB has found that many times, the reason individuals who have not been successful in entering the pre-apprentice program was due to insufficient English knowledge to receive instructions and/or poor math skills. To assist individuals in becoming more successful, the FRWDB has created the Gateway to Pre-Apprentice Training, that will include preparation classes to prospective applicants. |
|  | **MONTALBANO/ZABRYCKI – APPROVED THE HIGH ROADS CONSTRUCTION CAREERS – REIMAGING WORKFORCE PREPARATION GRANT AWARD RECOMMENDATIONS. VOTE: YES – 5, NO – 0, RECUSED - 2 (UNANIMOUS)** |
| 4. | **Workforce Innovation and Opportunity Act Contract Recapture of Funds for Program Year 2020-2021** |
|  | Phyllis Stogbauer, Senior Deputy Director, FRWDB, presented for the Committee’s approval, the recapture of a portion of FRWDB Providers of Services contracted funds for carryover into Program Year (PY) 2021-2022. Ms. Stogbauer explained that due to COVID, FRWDB Providers of Services assisted a much lower number of participants during PY 2020-2021 and, as a result, were much lower expended than normal at this point in the program year. Ms. Stogbauer and Cheryl Beierschmitt, Deputy Director of Fiscal Services, FRWDB, reviewed the expenditures and projections provided by the Providers to determine the amount of recapture. A total of $194,300 will be recaptured in Adult/Dislocated Worker funds and $304,700 in Youth funds.  **BLUNT/SILVEIRA – APPROVED THE WORKFORCE INNOVATION AND OPPORTUNITY ACT CONTRACT RECAPTURE OF FUNDS FOR PROGRAM YEAR 2020-2021. VOTE: YES – 7, NO – 0 (UNANIMOUS)** |
| 5. | **Fresno Regional Workforce Development Board 2021-2023 Local Board Recertification** |
|  | Ms. Stogbauer explained that every two (2) years, Workforce Development Boards must become recertified as a designated workforce development area by approval of the Governor. Prior to the Governor’s approval, applications for recertification must be approved by the local board and by the Chief Local Elected Officials of the area. The application was included in the agenda packet for the Committee’s review and Ms. Stogbauer pointed out that the FRWDB met all the criteria to be approved. Those criteria included compliance with board membership requirements, meeting 80% of negotiated performance goals, sustained fiscal integrity, and participation and contribution to regional planning and regional plan implementation. The fully approved and signed application must be submitted to the state by June 30, 2021.  **SILVERIA/RIOJAS – APPROVED THE FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD 2021-2023 LOCAL BOARD RECERTIFICATION. VOTE: YES – 7, NO – 0 (UNANIMOUS)** |
| 6. | **February 2021 Financial Report** |
|  | Ms. Beierschmitt presented the February 2021 Financial Report for the Committee’s acceptance. She noted that expenditures were lower than anticipated, but that the FRWDB was addressing this by recapturing funds (as discussed in Item 4 above), and that FRWDB staff had no additional concerns with the expenditures. Director Silveira asked if the curves on the graphs are typical of the progression of expenditures. Ms. Beierschmitt explained that it was normal, but also noted that the Workforce Innovation and Opportunity Act formula funds have a two (2)-year shelf life and that the special projects funds can go longer than a 12-month period. There were no further questions from the Committee.  **ZABRYCKI/BLUNT – ACCEPTED THE FEBRUARY 2021 FINANCIAL REPORT. VOTE: YES – 7, NO – 0 (UNANIMOUS)** |
| 7. | **February 2021 Agency Budget and Expenditures Report** |
|  | Ms. Beierschmitt presented the February 2021 Agency Budget and Expenditures Report for the Committee’s acceptance. She stated that FRWDB staff had no concerns with the report. The Committee had no questions.  **SILVEIRA/RIOJAS – ACCEPTED THE FEBRUARY 2021 AGENCY BUDGET AND EXPENDITURES REPORT. VOTE: YES – 7, NO – 0 (UNANIMOUS)** |
| 8. | **New Site Related Procurement Authorization** |
|  | Mr. Konczal presented for the Committee’s approval a two-part authorization: 1) Authorize the Executive Director to award the One-Stop Data Cabling Installation contract to the bidder recommended by the rating panel for the new One-Stop location; and 2) Authorize any standing committee of the FRWDB to review and approve any purchases greater than $50,000 related to the relocation of the One-Stop facility to the new Winepress Shopping Center location.  Mr. Konczal reminded the Committee that the FRWDB had begun the process of moving the America’s Job Centers of California Comprehensive One-Stop site from Manchester Mall to the Winepress Shopping Center. He indicated that many activities must coincide in order to move the operation by the October timeframe; and in order to avoid the possibility of not being able to schedule and hold a special meeting of the Executive Committee or FRWDB to approve these purchases and contract, this authorization was being requested.  Chair Hensley asked when FRWDB staff expects the cabling project to begin and Mr. Konczal indicated it is anticipated to be around the end of June. Chair Hensley also asked if this type of authority had been given to FRWDB Committees in the past. Mr. Konczal indicated, yes, it had, and Legal Counsel Price added that this is a delegation of power and had been contemplated when negotiating the Joint Powers Authority for the FRWDB.    **MONTALBANO/BLUNT – APPROVED THE NEW SITE RELATED PROCUREMENT AUTHORIZATIONS. VOTE: YES – 7, NO – 0 (UNANIMOUS).** |
| 9. | **Notification of Intent to Procure Furniture – One-Stop Locations** |
|  | Mr. Konczal shared with the Committee that with the move of the Comprehensive One-Stop site, the FRWDB planned to purchase new furniture and cubicles for that site. In addition, the current furniture and cubicles utilized throughout the Fresno One-Stop system is 20 years old and is no longer available for purchase – for new or replacement pieces. |
|  | Mr. Konczal noted that the furniture needs to be interchangeable across the system and should look the same as to furniture types, construction and trim levels. A Request for Proposals will be released for the purchases and will be brought before either the full FRWDB or the Executive Committee to approve the rating panel’s recommendation for contract award, which is estimated to be over $3,000,000 total, with $1,900,000 for the new Comprehensive One-Stop site. Mr. Konczal wanted to notify the Executive Committee of these upcoming purchases in advance.  Director Montalbano asked what would be done with the current furniture; if there was a trade-in value for the furniture or if the FRWDB would donate the furniture to a school. Mr. Konczal indicated that the RFP would ask for a trade-in value on the current furniture but if not, the FRWDB would offer the furniture to school districts if they are interested. Legal Counsel Price indicated that there would be no problem with donating the furniture, but noting that it could not be given to anyone for personal gain.  Director Riojas requested that the FRWDB prioritize purchasing from a local company.  Chair Hensley stated that it will be refreshing for all of the offices have a shared look.  This was an information item. |
| 10. | **Workforce Innovation and Opportunity Act Adult and Dislocated Worker Services 2021-2022 Contract Award Recommendations** |
|  | Mr. Konczal explained to the Committee that the FRWDB just completed the procurement for Adult and Dislocated Worker services for the Fresno local workforce area, to begin July 1, 2021. He noted that the new contract model would be different from previous procurement cycles. He explained that previously, the FRWDB selected contractors to provide services in specific geographic areas of Fresno County, which created a disparity of service between the areas. For this recent procurement, one (1) contractor would be selected to provide service for Adult clients, and one (1) contractor would be selected to provide services for Dislocated Worker clients throughout the local workforce area.  Mr. Konczal reported that a total of three (3) proposals were submitted for each procurement by the same agencies: Central Labor Council – Partnership, Equus Workforce Services, and Proteus, Inc. All proposals were submitted by the mandated deadline and all met the Phase I review and were forwarded to the appropriate rating panel. All proposals met the minimum 70 points rating requirement for Phase II and therefore, both procurements were deemed valid and competitive.  FRWDB staff will be bringing the rating teams’ recommendations to the Adult Council for their recommendation and to the FRWDB for final approval. Based on points received, the rating teams’ recommendations were: Equus Workforce Services to be awarded the Adult Services contract and Central Labor Council – Partnership to be awarded the Dislocated Worker Services contract.  Chair Hensley asked if West Hills Community College District (WHCCD) submitted a proposal, as they were not mentioned. Mr. Konczal explained that no representative from WHCCD attended the mandatory bidders’ conference, which precluded them from applying, pursuant to the Requests for Proposals.  This was an information item. |
| 11. | **Director’s Quarterly Update** |
|  | Mr. Konczal provided a brief overview of the projects he focused on over the past quarter, January through March 2021, which included: the continued roll out of the SB1 multi-craft pre-apprentice construction training grant; initial contract negotiations for the High Roads Construction Careers funding; refinement and improvement of processes related to the Forestry Tech program; submission of an unsuccessful grant application to the State of California for the High Roads Training Partnership, which was modified and submitted to CalFire for another grant Mr. Konczal believes the FRWDB will receive; involvement in the planning of strategic marketing efforts for the FRWDB; preparation for the FRWDB’s virtual Annual Awards Ceremony; and the initial review and planning for revisions to the FRWDB Organizational Chart.  Chair Hensley asked about the local plan for which the Executive Committee participated in a strategic planning discussion at its January meeting. Ms. Stogbauer reported that the Local Plan document had been drafted and was released in March for a 30-day public comment period. She indicated that the Plan would be presented to the Adult Council for their recommendation to the FRWDB for approval in June.  This was an information item. |
| 12. | **Referral of Agenda Items to Other Committees** |
|  | There were no items referred to other committees. |
| 13. | **Information Sharing** |
|  | No information was shared by Committee members. |
| 14. | **July 21, 2021, Agenda Items** |
|  | There were no items recommended for the July 21, 2021, Executive Committee meeting agenda. |
| 15. | **Meeting Feedback** |
|  | There was no feedback. |

Meeting adjourned at 4:48 p.m.