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### Workforce Development Board

**June 2, 2021 @ 4:00 p.m.**

**MEETING**

###### SUMMARY MINUTES

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

ROLL CALL: PRESENT – Stephen Avila, Paul Bauer, Edgar Blunt, Alysia Bonner, Raine Bumatay, Brian Chambers, Fely Guzman, Jeff Hensley, Mike Karbassi, Scott Miller, Dennis Montalbano, Sherry Neil, Delfino Neira, Joe Olivares, Chuck Riojas, Michael Silveira, Vasili Sotiropulos, Shelly Tarver, Lydia Zabrycki, and Legal Counsel Ken Price.

ABSENT – Lacy Barnes, Tommie Nellon, Sal Quintero, and Stuart VanHorn.

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| COMMENTS BY FRWDB CHAIR AND/OR EXECUTIVE STAFF: | Chair Hensley announced that Director Van Horn was retiring as Chancellor from West Hills Community College District. Director Van Horn was appointed to the Fresno Regional Workforce Development Board (FRWDB) in 2017, and also served on the Adult Council.  Chair Hensley congratulated Blake Konczal, Executive Director, FRWDB, on his 19 years with the FRWDB. |
| AGENDA CHANGES:  REMOVAL OF ITEMS OR  EMERGENCY ADDITIONS: | None. |
| ABSTENTIONS/ DISCLOSURES OF  POTENTIAL CONFLICTS  OF INTEREST/RECUSALS: | None. |
| PUBLIC COMMENTS: | None. |

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| Item | Description/Action Taken |
| 6. | Committee Reports |
|  | Adult Council: Director Riojas reported that the Adult Council (Council) met on May 19th. He stated that the Council received a presentation regarding the Fourth Quarter Outstanding Achievement Award winner. The Council reviewed and recommended that the FRWDB approve the FRWDB’s Regional and Local Plan, which must be updated and submitted to the state every four (4) years. The Council reviewed and recommended approval of the Workforce Innovation and Opportunity |
|  | Act (WIOA) Adult and Dislocated Worker funding recommendations for Program Year (PY) 2021-2022. The Council also made recommendations for the approval of the Adult Services and Dislocated Worker Services contract awards for PY 2021-2022. The Council recommended that the FRWDB authorize FRWDB Chair Jeffrey Hensley to award an office furniture contract for the Fresno One-Stop System sites, based on recommendations put forth by the rating team. Director Riojas reported that the Council reviewed and recommended acceptance of the standing quarterly reports, noting that there were no concerns from FRWDB staff nor the Council. The Council also reviewed two (2) information item reports, the Demographics Report and the Americas Job Centers of California Usage reports.  Business and Industry Committee: Director Zabrycki reported that the Business and Industry Committee (B&I) met on May 5th, at which time they received an update on the Rapid Response services provided during the third quarter of PY 2020-2021, including information from the Labor Market Report that showed a one and a half percent increase in unemployment in March 2021 compared to March 2020. Since the beginning of the pandemic, the Rapid Response team has provided 46 orientations, with 759 individuals in attendance. The Rapid Response team also hosted a Spring virtual job fair, with 43 employers participating. The event attracted 182 attendees and resulted in 424 resumes being submitted. The B&I received a report on Manufacturing Upskills Training by Craig Scharton, who acknowledged the FRWDB’s business-friendly nature and discussed the benefits of the Incumbent Worker Training program for employers. The B&I received an update on the efforts taking place in rural east and west Fresno County to strengthen FRWDB presence and awareness of services offered. The B&I was also presented with the Outstanding Business Achievement award fourth quarter winners video as an information item.  Fresno Area Workforce Investment Corporation Board of Directors: Chair Hensley reported that the Fresno Area Workforce Investment Corporation (FAWIC) Board of Directors met on April 21st, at which time they accepted the Financial Statements and Supplemental Data for Fiscal Year Ending June 30, 2019, as recommended by the FAWIC Audit Committee. The FAWIC Board also approved an updated Employee Handbook for FAWIC staff. Chair Hensley asked Mr. Konczal to explain the relationship between the FRWDB and the FAWIC Board of Directors. Mr. Konczal explained that the FRWDB is a Joint Powers Authority between the City of Fresno and the County of Fresno. He indicated that the County of Fresno decided that it would be better for the staff of the FRWDB to be employed by a not-for-profit corporation, so the FAWIC was created, specifically for the purposes of Workforce Board staff employment. He further explained that the FAWIC is governed by the FAWIC Board of Directors, which is comprised of the same members as the FRWDB Executive Committee.  Executive Committee: Chair Hensley reported that the Executive Committee (Committee) met on April 21st, when they reviewed and approved the High Roads Construction Careers Reimagining Workforce Preparation grant award. The Committee received a report from FRWDB staff that due to the pandemic, contract expenditures were lower than planned in the current PY. Staff made a recommendation to recapture unexpended funds from the Adult, Dislocated Worker and Youth services, totaling $499,000, and move those funds into PY 2021-2022. Chair Hensley noted that all FRWDB Services Providers were affected by the recapture of funds and the Committee approved FRWDB staff’s recommendation. The Committee also recommended the award of the 2021-2022 Adult Services and Dislocated Worker Services contracts. Chair Hensley reported that the Committee approved the WIOA Local Board Recertification Application for PYs 2021-2023. He noted that the Recertification Application required the FRWDB to record its compliance in four (4) areas: Board membership composition, meeting 80% of negotiated performance goals, having sustained fiscal integrity, and participating in regional planning, regional plan implementation and regional performance negotiations. |
|  | The Committee accepted the February 2021 Financial Report and the February 2021 Agency Budget and Expenditures Report. The Committee received a notification of intent to procure furniture for the One-Stop locations, system-wide, and those purchases are estimated to be $3 million. The Committee made a two-part authorization to allow the Executive Director to award a data cabling installation contract for the new One-Stop facility in an amount not to exceed $350,000, based on the recommendation of the rating team, and authorized any standing or ad-hoc committee of the FRWDB to approve purchases over $50,000 for One-Stop relocation expenditures. Mr. Konczal noted that all of the One-Stop related contract awards would receive the same scrutiny as other purchases and that these authorizations were made to allow the One-Stop relocation to move forward in a timely manner.  Youth Council: Director Bumatay reported that the Youth Council met on May 20th, at which time they reviewed and recommended acceptance of the Local Performance Results Report, the Young Adult Satisfaction Report, the Providers of Services Monitoring Report, the Customer Complaint Report and the Youth Demographics Report. The Youth Council recognized and thanked Valerie Vuicich for her service to the Youth Council, as she would be retiring at the end of June. Director Bumatay indicated that the highlight of the meeting was the video presentation of the fourth quarter Outstanding Achievement award winner.  This was an information item. |
| 7. | Approval of the March 3, 2021, Meeting Minutes |
|  | **BAUER/BLUNT – APPROVED THE MARCH 3, 2021, MEETING MINUTES. VOTE: YES – 18; NO – 0 (UNANIMOUS)** |
| 8. | Legal Services Award |
|  | Mr. Konczal presented for the FRWDB’s approval, the Legal Services contract to begin July 1, 2021. Mr. Konczal explained that the FRWDB released a Request for Proposals for Legal Services on April 19, 2021, and that three (3) proposals were received by the May 14, 2021, deadline. All three proposals passed Phase I of the rating process and were moved to the Phase II rating, which was conducted by a rating panel. Baker, Manock & Jensen received the highest score from the rating panel and was recommended for contract award. The contract is for one (1) year with an option to renew on an annual basis for up to four (4) years. $62,000 was allocated for this contact for PY 2021-2022. **NEIRA/BAUER – APPROVED THE LEGAL SERVICES CONTRACT AWARD TO BAKER, MANOCK AND JENSEN. VOTE: YES – 18; NO - 0 (UNANIMOUS)** |
| 9. | April 2021 Financial Report |
|  | Mr. Konczal presented the April 2021, Financial Report for the FRWDB’s acceptance. He brought the FRWDB’s attention to expenditure rates being lower than usual at this point in the PY due to fewer individuals being served because of the COVID pandemic. He noted, however, that FRWDB staff does believe the 30% training expenditure requirement will be met. Rapid Response expenditures were 65% expended, but have until June 30, 2022, to be fully expended; Workforce Accelerator Fund 7.0 ended in March with an expenditure rate of 92.96%; and the grant received for COVID-19 Impacted Individuals was expected to be 100% expended by June 30, 2021.  Chair Hensley asked Mr. Konczal about the recaptured funds that was reported on in the Executive Committee update, and whether those funds would affect the next PY’s funding. Mr. Konczal indicated that the recapture of funds would not affect next PY’s formula funding.  **BONNER/GUZMAN – ACCEPTED THE APRIL 2021 FINANCIAL REPORT. VOTE: YES – 19; NO – 0 (UNANIMOUS)** |
| **10.** | **Financial Statements and Supplemental Data for Fiscal Year Ending June 30, 2020** |
|  | Mr. Konczal presented the Financial Statements and Supplemental Data for Fiscal Year Ending June 30, 2020, for the FRWDB’s review. He stated that the Single Audit Act requires that entities receiving more than $750,000 a year in federal funding are required to have a single audit performed. There were no findings on the audit. The Audit Committee and FAWIC Board of Directors reviewed and accepted the Financial Statements and Supplemental Data at their meetings during the third quarter of the PY.  This was an information item. |
| 11. | Consent Items (A1 through B7) |
|  | **OLIVARES/BONNER – APPROVED CONSENT ITEMS A1 THROUGH B7. VOTE: YES – 19; NO – 0 (UNANIMOUS)** |
| 12. | First Quarter Community Events |
|  | Mr. Konczal stated that there were no community events to report for the first quarter of PY 2021-2022. This was an information item. |
| 13. | Information Sharing |
|  | Director Miller shared that the State of the City event will take place on June 25th at Grizzly Stadium.  This was an information item. |
| 14. | Agenda Items for September 1, 2021, Meeting |
|  | There were no items recommended for the September 1, 2021, FRWDB meeting agenda. |
| 15. | Meeting Feedback |
|  | Chair Hensley asked if the next FRWDB meeting would be in person. Mr. Konczal indicated that meeting in person would depend upon regulations set forth by the state. |

The meeting was adjourned at 4:50 p.m.