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### Workforce Development Board

**June 3, 2020 @ 4:00 p.m.**

###### SUMMARY MINUTES

The meeting was called to order at 4:06 p.m. and was held via Zoom.

ROLL CALL: PRESENT – Lacy Barnes, Paul Bauer, Edgar Blunt, Raine Bumatay, Brian Chambers, Fely Guzman, Jeff Hensley, Mike Karbassi, Richard Keyes, Jenna Lukens, Dennis Montalbano, Delfino Neira, Tommie Nellon, Joe Olivares, Chuck Riojas, Elizabeth Rivinius, Michael Silveira, Vasili Sotiropulos, Shelly Tarver, Stuart VanHorn, Lydia Zabrycki and Legal Counsel Ken Price.

ABSENT – Alysia Bonner, Ron Hicks, David Mercer, Scott Miller, and Sal Quintero.

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| COMMENTS BY FRWDB CHAIR AND/OR EXECUTIVE STAFF: | Chair Bauer reported that Alysia Bonner, President of SEIU Local 521 and Trustee of the Central Labor Council Partnership, had been appointed as a new Fresno Regional Workforce Development Board (FRWDB) Director.  Chair Bauer presented Blake Konczal, Executive Director, FRWDB, with a certificate recognizing his 18 years with the FRWDB.  Mr. Konczal announced that the FRWDB had just received notice that, in partnership with valley Building Trades Councils, they had been awarded a $1.47 million SB1 grant to continue construction trades training in the valley.  Mr. Konczal also reported that the FRWDB had released a procurement to lease locations for various FRWDB sites, due to current leases coming to their term. Per federal guidelines and the FRWDB’s procurement policy, three (3) bids must be received to be considered a competitive procurement. As of the due date, no proposals had been received, so the procurement was declared “failed”. FRWDB staff made the decision to enter into negotiations with representatives from the properties being considered to determine if an agreement could be reached. FRWDB staff will report results of these negotiations to FRWDB Directors at a later date. |
| AGENDA CHANGES:  REMOVAL OF ITEMS OR  EMERGENCY ADDITIONS: | None. |
| ABSTENTIONS/ DISCLOSURES OF  POTENTIAL CONFLICTS  OF INTEREST/RECUSALS: | Director Hensley – Item 6; Director Barnes – Items A2 – A6 |
| PUBLIC COMMENTS: | None. |

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| Item | Description/Action Taken |
| 6. | Election of FRWDB Chair, Vice Chair and Two At-Large Executive Committee Members |
|  | Chair Bauer presented the list of names recommended by the FRWDB’s Ad-Hoc Nominating Committee for the positions of FRWDB Chair, Vice Chair and two (2) At-Large Executive Committee members. He opened the floor to any other Directors who wanted to be considered for one (1) of the open positions. There were no names from the floor and the following individuals were put forth for a vote: Director Hensley for FRWDB Chair; Director Montalbano for FRWDB Vice Chair; Director Blunt for the City appointed At-Large Executive Committee member; and Director Silveira for the County appointed At-Large Executive Committee member. |
|  | KARBASSI/OLIVARES – APPROVED THE ELECTION OF FRWDB CHAIR, VICE CHAIR, AND TWO AT-LARGE EXECUTIVE COMMITTEE MEMBERS. VOTE: YES – 16; NO – 0; ABSTENTION – 1 (UNANIMOUS) |
| 7. | Committee Reports |
|  | Adult Council: Director Hensley reported that the Adult Council met for a special meeting on May 21st, at which time they heard about the Fourth Quarter Outstanding Achievement Award winner, Ruben Macias. The Adult Council reviewed and recommended for the FRWDB’s approval, the Program Year (PY) 2020-2021 formula funding allocations for the Adult and Dislocated Worker programs. Director Hensley noted that the FRWDB received an eight percent (8%) increase over the previous PY’s funding and he reviewed the breakdown of the allocation, as listed in the agenda item. The Adult Council also recommended the approval of allocations under the CalFire grant the FRWDB received for the Central Valley Forestry Corps program. The FRWDB is acting as fiscal agent for this grant. The Adult Council received and recommended acceptance of the standard quarterly reports and FRWDB Directors had no questions for FRWDB staff on any of the reports. Business and Industry Committee: Director Zabrycki reported that the Business and Industry Committee (B&I) met on May 6th, at which time they received an update on the services the FRWDB Business Services Center (BSC) had provided from March 19 through April 24, related to the COVID-19 pandemic. BSC staff provided support to 133 businesses and 6,298 employees who were affected with job losses or furloughs during this period of time. Services included webinars focused on loans, marketing strategies, HR support and operational retooling. These webinars were in addition to the Rapid Response services provided to five (5) employers and 276 employees. The B&I recommended that the FRWDB approve a contract to Sierra HR Partners to provide HR Hotline and Business Workshops for employers in PY 2020-2021. The B&I also received an update on the rural business outreach that had taken place over the last quarter and it was noted that BSC staff Juan Carranza and Veronica McAlister had been working on developing layoff support webinars in Spanish for Rapid Response.  Executive Committee: Chair Bauer reported that the Executive Committee (Committee) met on April 15th, at which time they also received an update on the FRWDB’s response to the COVID-19 pandemic, specifically how the America’s Job Centers of California in Fresno, Coalinga and Reedley were assisting clients. The Committee authorized Mr. Konczal to conduct a procurement and approve the purchase of required technology and consulting services in order to quickly adapt to the temporary guidelines set forth by the State of California’s “Stay at Home” Executive Order. Mr. Konczal interjected and informed Directors that the FRWDB had applied for and received over $300,000 for these technology services and equipment. |
|  | Chair Bauer continued and reported that the Committee also authorized Mr. Konczal to approve the procurement and purchase of a low emission commercial truck, up to a dollar value of $200,000, to be used as a training vehicle in support of the City of Fresno California Strategic Growth Council’s Transformative Climate Communities Program. The Committee also accepted the February 2020 Financial Report and February 2020 Agency Budget and Expenditures Reports, for which FRWDB staff had no concerns. Youth Council: Director Montalbano reported that the Youth Council met on May 21st, at which time they heard about the Fourth Quarter Outstanding Achievement Award winner, Miguel Hernandez. The Council reviewed and recommended for the FRWDB’s approval, the PY 2020-2021 formula funding allocations for the Youth program, which reflected a 16.39% increase over the previous PY’s funding. The Youth Council also recommended the approval of a sole source award for the Year Round Youth Offender program to ResCare Workforce Services, who received the highest number of points after a two (2)-phase rating process. The Youth Council received and recommended acceptance of the standard quarterly reports, for which FRWDB staff had no concerns. This was an information item. |
| 8. | Approval of March 4, 2020, Meeting Minutes |
|  | SILVEIRA/BUMATAY – APPROVED THE MARCH 4, 2020, MEETING MINUTES. VOTE: YES – 16; NO - 0 (UNANIMOUS) |
| 9. | **April 2020 Financial Report** |
|  | Mr. Konczal presented the April 2020, Financial Report for the FRWDB’s acceptance. He reviewed grant expenditures through April 30, 2020, and noted that FRWDB staff had no concerns. Director Silveira asked if FRWDB staff was still confident that expenditures would be met, as noted in the agenda item and Mr. Konczal indicated that with the extended deadlines the FRWDB has been given to expend the grants, FRWDB staff still had no concerns with funds being fully expended. |
|  | **KEYES/BUMATAY – ACCEPTED THE APRIL 2020 FINANCIAL REPORT. VOTE: YES – 17; NO – 0 (UNANIMOUS)** |
| 10. | Administrative Time Off Policy |
|  | Mr. Konczal explained that the FRWDB has a not-for-profit corporation called the Fresno Area Workforce Investment Corporation (FAWIC), which is the employer of record for the FRWDB administrative staff. With the recent COVID-19 closures, the question arose to both the state and federal levels regarding how staff would be paid for Department of Labor (DOL)-funded programs during the closure. The state and DOL authorized Workforce Development Boards across the country to continue paying staff, but suggested that the entities employing those staffs have an official Administrative Time Off Policy that would allow for paid time off during a national emergency or anything of that nature. The FAWIC Board approved an Administrative Time Off Policy at their April 15, 2020, meeting, and forwarded that Policy to the FRWDB to affirm their decision. |
|  | BARNES/SILVEIRA – AFFIRMED THE ADMINISTRATIVE TIME OFF POLICY. VOTE: YES – 19; NO – 0 (UNANIMOUS) |
| 11. | Approval of Consent Items (A1 – C7) |
|  | OLIVARES/GUZMAN – APPROVED CONSENT ITEMS A1 – C7. VOTE: YES – 19; NO – 0 (UNANIMOUS, WITH RECUSAL NOTED ABOVE) |
| 12. | Fourth Quarter Community Events |
|  | Mr. Konczal stated that as part of its membership with the EDC, the FRWDB has eight (8) tickets for the Real Estate Forecast event in July, but that the date was subject to change.This was an information item. |
| 13. | Information Sharing |
|  | Director Hensley thanked Chair Bauer for his leadership of the FRWDB as Chair and for all the work he had put in “behind the scenes”. The FRWDB showed their appreciation to Chair Bauer with a round of applause. Director Montalbano also expressed his thanks to Chair Bauer and indicated that he set the bar high for that position.  Mr. Konczal shared that the FRWDB was releasing Public Service Announcements (PSAs) via television and radio to encourage local businesses to call the FRWDB HR Hotline to obtain free assistance on how to restructure the re-opening of their businesses and how to do so in compliance with the different federal, state and local regulations. Mr. Konczal indicated that FRWDB staff would send links to the PSAs for the Directors to view.  Director Tarver shared data about the Unemployment Insurance (UI) benefits California residents had applied for during the period of March 14 through May 23. She indicated that during that period, the Employment Development Department (EDD) had received 4.7 million UI claims and had paid out a total of $18.8 billion in total benefits that include different varying UI compensation. $5.4 million of these payments were for regular UI benefits. She also noted that the EDD allowed claims under the Pandemic Unemployment Assistance (PUA), which was for those who would not normally qualify for UI benefits, such as business owners, self-employed individuals and independent contractors who meet eligibility criteria. PUA recipients receive 39 weeks of benefits. |
| 14. | **Agenda Items for September 2, 2020, Meeting** |
|  | None. |
| 15. | **Meeting Feedback** |
|  | None. |

The meeting was adjourned at 5:15 p.m.