**Executive Committee**

**July 15, 2020**

###### SUMMARY MINUTES

The meeting was called to order at 3:03 p.m. and was held via Zoom.

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

 ABSENT – Sal Quintero

AGENDA CHANGES: None

ABSTENTIONS/RECUSALS/

DISCLOSURES OF

POTENTIAL CONFLICTS OF

INTEREST: Director Blunt – Item 7; Director Riojas – Item 3; Director Silveira – Item 1; Director Zabrycki – Item 1.

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| COMMITTEE CHAIR/STAFF COMMENTS:  | None  |

PUBLIC COMMENTS: None

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| Item | Description/Action Taken |
| 1. | April 15, 2020, Executive Committee Meeting Minutes |
|  | Blake Konczal, Executive Director, Fresno Regional Workforce Development Board (FRWDB) requested approval of the April 15, 2020, Executive Committee (Committee) meeting minutes. **MONTALBANO/KARBASSI – APPROVED THE APRIL 15, 2020, EXECUTIVE COMMITTEE MEETING MINUTES. VOTE: YES – 5, NO – 0, RECUSED - 2 (UNANIMOUS)** |
| 2. | **Items Referred by Other Committees** |
|  | There were no items referred by other committees. |
| 3. | **SB1 High Road Construction Career Grant Allocations** |
|  | Mr. Konczal stated that the FRWDB received a $1,499,818 grant award of SB1 High Road Construction Careers funds for the Valley Build project, which supports the development of regionally-based pre-apprenticeship training programs in the construction industry. The agenda item detailed the allocation of this award, and included funding of an employment analysis in the construction sector by Applied Development Economics (ADE). Mr. Konczal reminded the Executive Committee that ADE performed a similar analysis for the FRWDB in 2009, where they identified $24 billion of approved public sector construction projects in the San Joaquin Valley. |
|  | Director Karbassi noted that, as a representative of the City of Fresno, the pre-apprenticeship program is incredibly important to help create upward mobility for certain sectors in the community.Chair Hensley asked why the San Francisco Public Utilities Commission (SFPUC) was listed in the allocation breakdown for these funds. Mr. Konczal explained that the monies allocated to the SFPUC will fund one (1) cohort, but that the SFPUC will be funding three (3) other cohorts on their own, and that the FRWDB was able to include all four (4) of these cohorts on the proposal they submitted for this grant.**KARBASSI/ZABRYCKI – APPROVED THE SB1 HIGH ROADS CONSTRUCTION CAREER GRANT ALLOCATIONS. VOTE: YES – 6, NO- 0, RECUSED – 1 (UNANIMOUS)** |
| 4. | **May 2020 Financial Report** |
|  | Cheryl Beierschmitt, Deputy Director of Fiscal Services, FRWDB, presented the May 2020 Financial Report for the Committee’s acceptance. She reviewed all of the charts with the Committee and the Committee had no questions.**RIOJAS/KARBASSI – ACCEPTED THE MAY 2020 FINANCIAL REPORT. VOTE: YES – 7, NO – 0 (UNANIMOUS)** |
| 5. | **May 2020 Agency Budget and Expenditures Report** |
|  | Ms. Beierschmitt presented the May 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. Director Silveira asked how COVID had affected the FRWDB being able to carry out its services. Mr. Konczal explained that the FRWDB, as an essential business, came up with safe ways to serve its clients and did not have to close its doors during COVID. He noted that in addition to the safety measures taken at the America’s Job Centers of California site at Manchester Center, the FRWDB Business Services Center almost immediately switched its in-person seminars to online Zoom meetings. He also noted that BSC staff worked to modify the Forest Tech training program at Reedley College to be an online class and as a result, some students have been placed in jobs with companies who have contracts with the US Forest Service.Chair Hensley mentioned the FRWDB’s Public Service Announcements (PSAs) during the COVID pandemic, that featured previous FRWDB Chair Paul Bauer. The PSAs directed employers who had questions about safely reopening their businesses to the HR Hotline that the FRWDB funds.**ZABRYCKI/RIOJAS – ACCEPTED THE MAY 2020 AGENCY BUDGET AND EXPENDITURES REPORT. VOTE: YES – 7, NO – 0 (UNANIMOUS)**  |
| 6. | **Program Year 2020-2021 Agency Budget and Personnel Plan** |
|  | Mr. Konczal presented for the Committee’s recommendation to the FRWDB, the Program Year 2020-2021 Agency Budget and Personnel Plan. Mr. Konczal stated that the new year’s budget was the same as the previous year’s, with just two (2) exceptions. One (1) is a  |
|  | decrease in Staff Development by $27,500 as staff will not be attending conferences in person as conferences have gone to online platforms due to COVID restrictions. Those monies have been reallocated for the square footage at the FRWDB Administrative Office that had been being billed for the Government One-Stop office space. Chair Hensley asked if Mr. Konczal anticipates receiving additional training funds from the federal level related to the COVID pandemic. Mr. Konczal explained that the State Workforce Board had applied for funds from the federal level and if granted, the FRWDB would receive a portion of it. Mr. Konczal also noted that he anticipates a clean version of a bill at the federal level for canal repair, but not until after the elections in November.**RIOJAS/ZABRYCKI – RECOMMENDED THAT THE FRWDB APPROVE THE PROGRAM YEAR 2020-2021 AGENCY BUDGET AND PERSONNEL PLAN. VOTE: YES – 7, NO – 0 (UNANIMOUS)** |
| 7. | **COVID-19 National Dislocated Worker Grant Allocations** |
|  | Phyllis Stogbauer, Senior Deputy Director, FRWDB, presented for the Committee’s approval, the allocation of $450,000 of COVID-19 National Dislocated Worker Grant funds awarded through the State of California Employment Development Department for the period of September 1, 2020, through August 31, 2022. She explained that the purpose of the grant is to provide custodial training and also includes an infectious disease upgrade to allow individuals to become certified to help disinfect facilities for COVID-19 purposes. The training would be conducted through Fresno Adult School in an online classroom platform, which would be developed by Imago.Director Zabrycki asked if the allocation for Imago was done under a sole source contract. Ms. Stogbauer explained that the FRWDB had received quotes for other grants and that the FRWDB wrote Imago into the COVID grant when it was submitted with information provided in quotes received under the previous grant applications.**SILVEIRA/MONTALBANO – APPROVED THE COVID-19 NATIONAL DISLOCATED WORKER GRANT ALLOCATIONS. VOTE: YES – 6, NO – 0, RECUSED – 1 (UNANIMOUS)**  |
| 8. | **Director’s Quarterly Update** |
|  | Mr. Konczal directed the Committee to an overview of the projects he focused on over the past quarter, noting four (4) items in particular: The efforts surrounding the SB1 pre-apprentice grant; continued planning for the CalFire Forestry cohort grant; continued development of marketing strategies, partly in response to COVID; and the transition of the FRWDB’s new Chair and Vice Chair.This was an information item. |
| 9. | **Referral of Agenda Items to Other Committees** |
|  | There were no items referred to other committees. |
| 10. | **Information Sharing** |
|  | Director Silveira shared that Kaiser made an announcement that they will be spending $100 million related to social justice projects. He indicated that he did not know if the grant money is open to other agencies than just Kaiser, but that he could get some information about it for the FRWDB. Mr. Konczal stated that that would be good. |
| 11. | **October 21, 2020, Agenda Items** |
|  | There were no items recommended for the October 21, 2020, Executive Committee meeting agenda. |
| 12. | **Meeting Feedback** |
|  | There was no feedback. |

Meeting adjourned at 3:46 p.m.