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### Workforce Development Board

**September 2, 2020 @ 4:00 p.m.**

###### SUMMARY MINUTES

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

ROLL CALL: PRESENT – Lacy Barnes, Paul Bauer, Edgar Blunt, Alysia Bonner (joined 4:02 p.m.), Brian Chambers, Fely Guzman, Jeff Hensley, Mike Karbassi, Scott Miller (joined at 4:04 p.m.), Dennis Montalbano, Delfino Neira, Joe Olivares, Chuck Riojas, Michael Silveira, Vasili Sotiropulos, Shelly Tarver (joined at 4:02 p.m.), Stuart VanHorn, Lydia Zabrycki and Legal Counsel Ken Price.

ABSENT – Raine Bumatay, Richard Keyes, David Mercer, Tommie Nellon, Sal Quintero, and Elizabeth Rivinius.

Directors Bonner and Tarver joined – 4:02 p.m.

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| COMMENTS BY FRWDB CHAIR AND/OR EXECUTIVE STAFF: | None. |
| AGENDA CHANGES:  REMOVAL OF ITEMS OR  EMERGENCY ADDITIONS: | None. |
| ABSTENTIONS/ DISCLOSURES OF  POTENTIAL CONFLICTS  OF INTEREST/RECUSALS: | None. |
| PUBLIC COMMENTS: | None. |

Director Miller joined – 4:04 p.m.

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| Item | Description/Action Taken |
| 6. | Response to COVID-19 |
|  | Blake Konczal, Executive Director, Fresno Regional Workforce Development Board (FRWDB) introduced a PowerPoint Presentation that provided an overview of the FRWDB’s response to the COVID-19 pandemic as it relates to four (4) different areas of the FRWDB’s operations. He noted that the FRWDB and its One-Stop Centers did not close, but changed the way services were provided and branched out into technology in a way that they had not done before.  Nuvia Varela, Adult and Youth Program Manager, FRWDB, took the Board through the first part of the PowerPoint, which went into detail in the area of training. Erik Cherkaski, Business Services Manager, FRWDB, reviewed activities the Business Services Center (BSC) provided in support to |
|  | the business community in Fresno County. Phyllis Stogbauer, Senior Deputy Director, FRWDB, reviewed One-Stop services provided since the Shelter-in-Place order was issued in March, and the steps FRWDB and provider staff had taken to ensure staff and participant safety. Janis Parker, Marketing and Communications Manager, FRWDB, reviewed the expanded outreach efforts that had been taken using various forms of media.  Chair Hensley thanked FRWDB staff for the quick action and creativity they used to adapt to conducting business in light of the Shelter-in-Place.  This was an information item. |
| 7. | Committee Reports |
|  | Business and Industry Committee: Director Zabrycki reported that the Business and Industry Committee (B&I) met on August 5th, at which time they received an update on the Rapid Response services provided during the fourth quarter of Program Year (PY) 2019-2020: 133 companies were contacted and 21 orientations were hosted, in which 357 employees attended. The Rapid Response team also ramped up a series of webinars each week, and hosted a virtual job fair in partnership with the City of Fresno. Shawna Glazener, Business Services Coordinator, FRWDB, presented a report on current trends in manufacturing, pre and post pandemic, and provided examples of how the BSC had assisted local manufacturers stay, grow and thrive in Fresno County. The B&I received a presentation from Craig Scharton of California Manufacturing Technologies Consulting, where he provided a recap of his company and their partnership with the FRWDB. Erik Cherkaski, BSC Manager, FRWDB provided the rural business update and explained the different efforts taking place in the rural east and west sides of Fresno County.  Executive Committee: Chair Hensley reported that at the Executive Committee (Committee) meeting, they were informed that the FRWDB received a grant of almost $1.5 million of SB1 funds to support regionally based pre-apprenticeship training programs in the construction industry. Included in the grant funding was an allocation for a new employment analysis in the construction sector, as it had been 11 years since the last analysis was conducted. The Committee reviewed and accepted the May 2020 Financial and the May 2020 Agency Budget and Expenditures reports, with no concerns. The Committee reviewed and recommended that the FRWDB approve the PY 2020-2021 Agency Budget and Personnel Plan. The Committee approved the allocation of $450,000 in COVID-19 National Dislocated Worker Grant funds that was awarded through the State of California Employment Development Department. Allocations included approval for custodial training through Fresno Adult School that incorporated an infectious disease upgrade to allow individuals to become certified to help disinfect facilities for COVID-19 purposes. Mr. Konczal provided his quarterly Director’s update, and explained that his main focus had been related to the SB1 pre-apprentice grant, continued planning for the CalFire Forestry cohort grant, developing new marketing strategies particularly related to COVID-19, and the transition of the new FRWDB Chair and Vice Chair.  This was an information item. |
| 8. | Approval of June 3, 2020, Meeting Minutes |
|  | KARBASSI/MONTALBANO – APPROVED THE JUNE 3, 2020, MEETING MINUTES. VOTE: YES – 15; NO - 0 (UNANIMOUS) |
| 9. | **July 2020 Financial Report** |
|  | Mr. Konczal presented the July 2020, Financial Report for the FRWDB’s acceptance. He reviewed grant expenditures through July 30, 2020, and noted that the FRWDB had received a no-cost extension to the Workforce Accelerator grant and that other than that, all grants expenditures appeared to be within forecast. |
|  | **NEIRA/ZABRYCKI – ACCEPTED THE JULY 2020 FINANCIAL REPORT. VOTE: YES – 15; NO – 0 (UNANIMOUS)** |
| 10. | Updated Conflict of Interest Code |
|  | Ken Price, Legal Counsel, Baker Manock & Jensen, explained that the Political Reform Act requires agencies review their Conflict of Interest (COI) Code every two (2) years. The Fresno County Board of Supervisors notified the FRWDB that it was time to review its COI Code and to make any changes necessary. Mr. Price noted that the only change required to the FRWDB’s COI Code was to update designated positions, and that those changes were redlined in the item provided to the FRWDB Directors. |
|  | VAN HORN/BARNES – APPROVED THE UPDATED CONFLICT OF INTEREST CODE. VOTE: YES – 15; NO – 0 (UNANIMOUS) |
| 11. | Approval of Consent Item (A1) |
|  | BAUER/KARBASSI – APPROVED CONSENT ITEM A1. VOTE: YES – 15; NO – 0 (UNANIMOUS, WITH RECUSAL NOTED ABOVE) |
| 12. | Second Quarter Community Events |
|  | Mr. Konczal stated that there were no community events to report for the second quarter of PY 2020-2021.This was an information item. |
| 13. | Information Sharing |
|  | Mr. Konczal thanked Director Neira for allowing a group from the FRWDB Administrative office and individuals from its One-Stop service locations to tour the new Department of Social Services campus. He noted that the design choices and the way staff work stations were configured gave the group a lot of ideas on how to configure work stations and client service areas. |
| 14. | **Agenda Items for December 2, 2020, Meeting** |
|  | Mr. Konczal mentioned that just prior to the start of this meeting, FRWDB staff was approached by CMAC about recording and televising the FRWDB meeting. Mr. Konczal stated that he will query the FRWDB and if there is an interest about CMAC recording and televising the meetings, and if there are no concerns, they may begin doing this at the December 2nd meeting. |
| 15. | **Meeting Feedback** |
|  | Director Zabrycki commented that she really valued the PowerPoint Presentation staff gave on the overview of the FRWDB’s response to COVID-19 . |

The meeting was adjourned at 5:21 p.m.