

**Board of Directors**

**April 15, 2020**

**SUMMARY MINUTES**

The meeting was called to order at 3:33 p.m. and was held telephonically.

ROLL CALL: PRESENT - Paul Bauer, Jeff Hensley, Scott Miller, Dennis Montalbano, Chuck Riojas, and Legal Counsel Ken Price

ABSENT - Mike Karbassi, Sal Quintero, and Lydia Zabrycki

AGENDA CHANGES: None

ABSTENTIONS: None

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| BOARD CHAIR/  STAFF COMMENTS: | None |
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PUBLIC COMMENTS: None

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| **Item** | **Description/Action Taken** |
| **1.** | **January 29, 2020, Special Meeting Minutes** |
|  | Blake Konczal, Chief Executive Officer, Fresno Area Workforce Investment Corporation (FAWIC) presented the January 29, 2020, special meeting minutes for approval.  **MONTALBANO/RIOJAS – APPROVED THE MINUTES OF THE JANUARY 29, 2020, SPECIAL MEETING. VOTE: YES – 5, NO – 0 (UNANIMOUS)** |
| **2.** | **Administrative Time Off Policy** |
|  | Mr. Konczal stated that at the suggestion of the state, FAWIC has developed a formal paid administrative time off policy, which authorizes its Chief Executive Officer to approve administrative time off of up to 30 days during emergencies. Chair Bauer asked if this policy was in addition to the new federal paid sick leave/extended Family Medical Leave Act (FMLA) leave. After a brief discussion for clarification, Mr. Konczal indicated that staff would not be paid under the new administrative time off policy concurrently with being paid under the expanded FMLA policy. Chair Bauer asked if the language in the FAWIC’s policy was provided by the state and Mr. Konczal indicated that the language was suggested by the state, but that FAWIC also consulted with Brenda Budke at Sierra HR Partners in writing the policy.  There were no other questions regarding the proposed Administrative Time Off Policy.  **RIOJAS/MILLER – APPROVED THE FAWIC ADMINISTRATIVE TIME OFF POLICY FOR EMERGENCIES. VOTE: YES – 5, NO – 0 (UNANIMOUS)** |
| **3.** | **Human Resources Consulting Services Contract Award** |
|  | Mr. Konczal presented for the Board’s approval, the recommendation to award the Human Resources (HR) Consulting Services contract to Sierra HR Partners for Program Year 2020-2021, with options of up to four (4) additional renewals for a total term not to exceed five (5) years, for a cost of $36,000 per year. Mr. Konczal indicated that Sierra HR Partners was the firm FAWIC currently contracts with for HR consulting services and he noted how invaluable Sierra HR staff has been during the current COVID-19 situation. The Board did not have any questions or concerns with the recommendation.RIOJAS/HENSLEY – APPROVED THE HR CONSULTING SERVICES CONTRACT AWARD TO SIERRA HR PARTNERS. VOTE: YES – 5, NO – 0 (UNANIMOUS) |
| **4.** | **Extension of Fresno Area Workforce Investment Corporation Office Lease** |
|  | Mr. Konczal requested that the Board approve the five (5) year lease renewal with Summa Properties Corporation for the FAWIC offices at the Hotel Virginia building. Mr. Konczal noted that the terms of the lease renewal were good and stated that it is cost effective as opposed to having to relocate staff, and added that FAWIC staff likes the current location. Chair Bauer asked if Legal Counsel Price was involved in the lease renewal process and Mr. Price indicated that he had worked with Augie Quiroz, General Services/IT Manager, FAWIC, to draft the lease amendment and stated it was a commercially reasonable document.  **RIOJAS/MONTALBANO – APPROVED THE FIVE (5) YEAR LEASE RENEWAL OPTION FOR THE FAWIC OFFICES. VOTE: YES – 5, NO – 0 (UNANIMOUS)** |
| **5.** | **Fresno Area Workforce Investment Corporation Personnel Manual** |
|  | Mr. Konczal presented for the Board’s approval, the updated FAWIC Personnel Manual. Mr. Konczal provided an overview of the two (2) substantive policy changes, which were outlined in the agenda item.  **HENSLEY/MONTALBANO – APPROVED THE FAWIC PERSONNEL MANUAL. VOTE: YES – 5, NO – 0 (UNANIMOUS)** |
| **6.** | **Special Meeting June 3, 2020** |
|  | Mr. Konczal asked Legal Counsel Price to speak to this item. Mr. Price indicated that the FAWIC currently had a procurement out for the location of the America’s Job Center of California (One-Stop) and that proposals were due on May 4, 2020. Due to the timing of the FAWIC’s next regularly scheduled meeting and the procurement timeline, it is necessary to schedule a special meeting of the FAWIC Board to affirm the recommendation of the rating panel.  This was an information item. |
| **7.** | **July 15, 2020, Agenda Items** |
|  | None. |

The meeting was adjourned at 3:50 p.m.