

**Board of Directors**

**December 1, 2021**

**Special Meeting**

**SUMMARY MINUTES**

The meeting was called to order at 3:31 p.m. and was held in-person and via Zoom.

ROLL CALL: PRESENT - Jeff Hensley, Mike Karbassi, Dennis Montalbano, Sal Quintero, Chuck Riojas, Lydia Zabrycki, and Legal Counsel Ken Price

ABSENT - Edgar Blunt, Raine Bumatay, and Michael Silveira (arrived at 3:34 p.m.)

AGENDA CHANGES: None

ABSTENTIONS: None

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| BOARD CHAIR/  STAFF COMMENTS: | Blake Konczal, Chief Executive Officer, Fresno Area Workforce Investment Corporation (FAWIC) stated that the process of creating a succession plan for FAWIC senior management was underway and that a formalized process and recommendations will be presented to the FAWIC Board for approval in the new year.  Director Silveira arrived (3:34 p.m.)  Mr. Konczal introduced Brenda Budke, Sierra HR Partners, and asked her to share about the succession plan. Ms. Budke stated that whether it’s voluntary, involuntary or by way of retirement, every employee will eventually leave. She said that the goal of the succession plan was to focus on the positions that are most critical and then identify high potential employees and develop their skills to be able to fill those positions when vacated. She presented a sample tool that could be used in identifying key positions in the agency when those positions may become vulnerable, and then a timeline could be determined for the training of a succession candidate to fill that position.  Chair Hensley commended Mr. Konczal for taking the steps necessary to formalize this process. There were no other comments from the FAWIC Board. |
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PUBLIC COMMENTS: None

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| **Item** | **Description/Action Taken** |
| **1.** | **Resolution to Allow for Electronic Board Meetings Pursuant to AB361 and Making Requisite Findings of State of Emergency Due to COVID-19** |
|  | Mr. Konczal explained that for over a year, the FAWIC had been operating under a special directive from the Governor that allowed meetings to take place via Zoom or other technology because of COVID-19. He asked Legal Counsel Ken Price to explain further.  Mr. Price explained that under the Ralph M. Brown Act, there are very limited situations in which an agency can normally use electronic meetings, but that the rule was suspended through an Administrative Order due to COVID. Now, the state legislature has passed AB361, which allows organization like FAWIC to meet electronically if certain findings are made via a Resolution. Mr. Konczal presented the Resolution for adoption. There were no questions from the Board members.  **RIOJAS/KARBASSI – ADOPTED THE RESOLUTION TO ALLOW FOR ELECTRONIC BOARD MEETINGS PURSUANT TO AB361 AND MAKING THE REQUISITE FINDINGS OF STATE OF EMERGENCY DUE TO COVID-19. VOTE: YES – 7, NO – 0 (UNANIMOUS)** |
| **2.** | **New Site Lease for Fresno City and County’s Affiliate America’s Job Centers of California Dislocated Worker and Business Services Center Office** |
|  | Mr. Konczal presented for approval, a lease for the new affiliate America’s Job Centers of California (AJCC) site, to be dedicated for Dislocated Worker services. The Fresno Regional Workforce Development Board’s Business Services Center, which is currently located on Palm Avenue, will also be moved to this new location, along with the State of California Employment Development Department’s Labor Market Information Division and Central Valley Professionals office. Mr. Konczal indicated that the new site has a lot of available parking, and is located on Shaw Avenue near The Spaghetti Factory.The FAWIC Board was provided a summary of the lease terms and a space layout plan for their review and had no questions for FAWIC staff.   **QUINTERO/ZABRYCKI – APPROVED THE NEW SITE LEASE FOR FRESNO CITY AND COUNTY’S AFFILIATE AMERICA’S JOB CENTERS OF CALIFORNIA DISLOCATED WORKER AND BUSINESS SERVICES CENTER OFFICE. VOTE: YES – 7, NO – 0 (UNANIMOUS)** |

The meeting was adjourned at 3:46 p.m.