**Executive Committee**

**January 19, 2022**

###### SUMMARY MINUTES

The meeting was called to order at 3:11 p.m. and was held in-person and via Zoom.

ROLL CALL: PRESENT – Edgar Blunt, Raine Bumatay, Jeff Hensley, Dennis Montalbano, Sal Quintero, Chuck Riojas, Michael Silveira, Lydia Zabrycki, and Legal Counsel Ken Price

ABSENT – Mike Karbassi

AGENDA CHANGES: Legal Counsel Price indicated that since the posting of the agenda, an item came to the attention of the Fresno Regional Workforce Development Board (FRWDB) Executive Director that had a need for immediate action. Mr. Price stated that this emergency addition to the agenda is allowable under the anticipated litigation exception of the Brown Act, Government Code Section 54956.9, with an approving vote of two-thirds (2/3) of the Executive Committee. This additional item would be discussed in closed session, directly following item 11.

**SILVEIRA/BLUNT – APPROVED THE EMERGENCY ADDITION OF ITEM 12 TO BE DISCUSSED IN CLOSED SESSION. VOTE: YES – 8, NO – 0 (UNANIMOUS)**

ABSTENTIONS/RECUSALS/

DISCLOSURES OF

POTENTIAL CONFLICTS OF

INTEREST: None

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| COMMITTEE CHAIR/STAFF COMMENTS: | None |

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 | | Blake Konczal, Executive Director, FRWDB, explained that in September 2021, the State Assembly passed AB361, which would allow organizations to vote on a Resolution to conduct their public meetings via phone or video teleconferencing and still be in compliance with the Brown Act. The Executive Committee (Committee) was presented with a Resolution for adoption that would apply to Committee meetings conducted in a 30-day period beginning January 19, 2022.SILVEIRA/BLUNT– ADOPTED THE RESOLUTION TO ALLOW FOR ELECTRONIC MEETINGS PURSUANT TO AB361 AND MADE REQUISITE FINDINGS OF STATE OF EMERGENCY DUE TO COVID-19. VOTE: YES – 8; NO – 0 (UNANIMOUS) | |
| 2. | October 20, 2021, Executive Committee Meeting Minutes |
|  | Mr. Konczal requested approval of the October 20, 2021, Committee meeting minutes. **SILVEIRA/BLUNT – APPROVED THE OCTOBER 20, 2021, EXECUTIVE COMMITTEE MEETING MINUTES. YES – 8, NO – 0 (UNANIMOUS)** |
| 3. | **Items Referred by Other Committees** |
|  | There were no items referred by other committees. |
| 4. | **Revised Fresno Area Workforce Investment Corporation Personnel Structure** |
|  | Mr. Konczal reminded the Committee that at the last meeting, he explained how the FRWDB’s personnel structure contained different job title classifications across the different units that made it nearly impossible to see where staff were in the hierarchy of the agency. Mr. Konczal, along with the FRWDB’s executive staff and HR Consultant, created job classifications that would cross all units or departments. The next step in the process of revising the personnel structure was to create tiers within each job title, so that staff can have a clear idea of where they are and where there are growth opportunities within the organization. The creation of these tiers within the job classifications would also make the FRWDB more competitive when recruiting new staff and also enhance staff development and retention. He presented the revised structure, showing three (3) levels (Level 1, Level 2 and Senior) within the job classifications of Assistant, Facilitator, Coordinator, Information Technology positions, Manager and Deputy Director.  Director Silveira asked if the salaries in the tiers were based on comparisons within the local area. Mr. Konczal indicated that the salaries were what the FRWDB was currently paying for those job classifications, broken into three (3) tiers. Director Silveira suggested that the FRWDB conduct a salary survey at least every three (3) years, but more often if possible, and then determine its compensation philosophy, deciding where within the market does the FRWDB want to be.  Mr. Konczal indicated that the FRWDB needs to do a better job of monetizing its competitive benefits package, showing current and potential employees the value of those benefits in dollars. The Committee continued with a brief discussion on this topic.  **MONTALBANO/ZABRYCKI – APPROVED THE REVISED FRESNO AREA WORKFORCE INVESTMENT CORPORATION PERSONNEL STRUCTURE. YES – 8, NO – 0 (UNANIMOUS)** |
| 5. | **November 2021 Financial Report** |
|  | Cheryl Beierschmitt, Deputy Director Fiscal Services, FRWDB, presented the November 2021 Financial Report for the Committee’s acceptance. She reviewed the breakdown of expenditures as presented on the agenda item. She noted that since the publishing of the Executive Committee agenda, the FRWDB received a no-cost extension for the Covid-19 Employment Recovery National Dislocated Worker Grant through March 31, 2023, which was only 22.5% expended as of November 2021. The FRWDB now has until March 31, 2023, to fully expend the remaining $348,759. |
|  | Ms. Beierschmitt also indicated that the FRWDB received an award of $749,999 for a second year of the Fatherhood grant, to September 2022. Staff had no concerns with grant expenditures and the Committee had no questions or comments.  **ZABRYCKI/SILVEIRA – ACCEPTED THE NOVEMBER 2021 FINANCIAL REPORT. YES – 8, NO – 0 (UNANIMOUS)** |
| 6. | **November 2021 Agency Budget and Expenditures** |
|  | Ms. Beierschmitt presented the November 2021 Agency Budget and Expenditures Report for the Committee’s acceptance. She indicated that the Furniture and Equipment line item expenditures were running a little higher than the straight-lined year-to-date budget costs, due to a one-time purchase in October 2021 of a Canon copier. She stated that staff had no concerns with expenditures. The Committee had no questions.  **QUINTERO/BLUNT – ACCEPTED THE NOVEMBER 2021 AGENCY BUDGET AND EXPENDITURES REPORT. YES – 6, NO – 0 (UNANIMOUS)** |
| 7. | **Director’s Quarterly Update** |
|  | Mr. Konczal provided a brief overview of the projects he focused on over the past quarter, October through December 2021, which included the continued rollout of the valley-wide, multi-county SB1 construction grant. He spent time preparing for a presentation at the Associated California Loggers Annual Conference in Reno; worked with senior FRWDB staff and HR consultant on the revision of the staff personnel structure, which included job classification tiers and associated salaries; continued discussions regarding the relocation of the One-Stop from Manchester to the Wine Press Shopping Center, which has now been pushed out to June due to supply shortages; continued discussions regarding the identification of a site for the relocation of the FRWDB Business Services Center and Dislocated Worker One-Stop to Shaw Avenue, which is projected to be completed in November. Mr. Konczal and staff continued working with the Fresno Economic Development Corporation on a highly competitive grant application – the Good Jobs Challenge Grant, released by the US Department of Commerce. He noted that there is $500,000,000 that will be awarded nationally under this grant, and the awards are estimated to be between $10 and $20 million each. The FRWDB’s application will be in the area of construction. Through the grant writing process, the FRWDB was able to partner with the Fresno Economic Opportunities Commission on their Valley Apprenticeship Connection program, from which they will be referring individuals to the FRWDB’s construction training program. Mr. Konczal also dealt with personnel issues over the last quarter, sharing that Veronica McAlister had left the FRWDB for a position with Valley ROP, and Shawna Glazener left the FRWDB for a Deputy Director position with the Center Six Workforce Board in Alabama. He indicated that these were both stellar employees for the FRWDB and wished them much success in their new positions.  Director Silveira asked when the Department of Commerce grant application was due and Mr. Konczal stated that it is due February 10, 2022. |
|  | This was an information item. |
| 8. | **Referral of Agenda Items to Other Committees** |
|  | There were no items referred to other committees. |
| 9. | **Information Sharing** |
|  | There were no items of information shared by the Committee. |
| 10. | **April 20, 2022, Agenda Items** |
|  | There were no items recommended for the April 20, 2022, Executive Committee meeting agenda. |
| 11. | **Meeting Feedback** |
|  | There was no feedback. |
| 12. | **Closed Session – 3:47 p.m.** |
|  | There was no action to report from the closed session.  **Open Session – 4:01 p.m.** |

Meeting adjourned at 4:01 p.m.