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### Workforce Development Board

**March 2, 2022 @ 4:00 p.m.**

**MEETING**

###### SUMMARY MINUTES

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

ROLL CALL: PRESENT – Stephen Avila, Lacy Barnes, Paul Bauer, Edgar Blunt (arrived at 4:04 p.m.), Alysia Bonner (arrived at 4:03 p.m.), Raine Bumatay, Jeff Hensley, Scott Miller, Dennis Montalbano, Sherry Neil (arrived at 4:16 p.m.), Joe Olivares, Sal Quintero (arrived at 4:04 p.m.), Chuck Riojas, Michael Silveira, Vasili Sotiropulos, Shelly Tarver (arrived at 4:03 p.m.), Lydia Zabrycki and Legal Counsel Ken Price.

ABSENT – Fely Guzman and Mike Karbassi.

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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 |

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| Item | Description/Action Taken |
| 6. | Resolution to Allow for Electronic Board Meetings Pursuant to AB361 and Make Requisite Findings of State of Emergency Due to COVID-19 |
|  | Ken Price, Legal Counsel explained that under AB361, a special provision had been approved that suspended the telecommunication requirements of the Brown Act and permits Boards to allow its members to participate in meetings electronically.  Directors Bonner and Tarver arrived (4:03 p.m.)  Mr. Price noted that the Governor’s Emergency Order regarding the Brown Act was set to expire at the end of March, so unless something significantly changes regarding the COVID situation, all Board and Committee meetings will go back to being in-person beginning April 1, 2022.  Directors Blunt and Quintero arrived (4:04 p.m.) OLIVARES/SILVEIRA – 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 – 16, NO – 0 (UNANIMOUS) |
| 7. | Committee Reports |
|  | Adult Council: Director Riojas reported that the Adult Council (Council) met on January 27th, at which time they adopted a Resolution to allow the Council meeting to be held via Zoom, as well as in-person. The Council saw a video highlighting the story of the Adult Participant Outstanding Achievement Award winner for the second quarter, Jordan Morris. Director Riojas encouraged anyone who had not seen the video, to watch it. David Baquerizo from ProPath provided the One-Stop Operator Report. Mr. Baquerizo reported that during the past quarter, he and his team were involved in the America’s Job Centers of California (AJCC) recertification process, in which co-located partner surveys were established to help identify needs for improvement of the One-Stop system. The Council approved a recommendation that the FRWDB accept the partner Memorandum of Understanding template. The Council reviewed and accepted the second quarter reports for Participant Training, Local Performance Results, Customer Complaints, Providers of Services Monitoring, and Customer Satisfaction. He stated that there were no concerns with any of the reports and that things seemed to be getting somewhat back to pre-COVID normal. The Council received the Demographics and AJCC Usage Reports, which were information items. Business and Industry Committee: Director Zabrycki shared that the Business and Industry Committee (B&I) met on February 2nd, for a short, but productive meeting. The B&I adopted the Resolution to allow the meeting to be held via Zoom, as well as in-person pursuant to AB361. They recommended the ratification of Director Stephen Avila as a member of the B&I. They received the Second Quarter Rapid Response report, which showed that during the second quarter, the Rapid Response team met with six (6) businesses who were closing or downsizing and provided information to 43 individuals. The Rapid Response team also hosted a job fair on January 20th and the event was covered by local ABC30. The B&I received a report on the Firebaugh Business Grant program, which is a microbusiness grant program that provides up to $7,500 in grant funding to small businesses through the CARES Act. The City of Firebaugh received $264,000 in funding for this program and it will run for two (2) years. The B&I were shown two (2) videos highlighting the Outstanding Business Achievement Award winners for the second quarter: The Youth Employer of Excellence was awarded to Second Chance Animal Shelter and the Adult Employer of Excellence was awarded to Browning Construction.   Executive Committee: Chair Hensley shared that the Executive Committee (Committee) met on January 19th, when they also adopted the Resolution to allow for a hybrid meeting. The Committee received an update on the Fresno Area Workforce Investment Corporation personnel structure changes from Mr. Konczal. The new job classification structure creates ladders of progression within job classifications and is anticipated to help with retention and growth opportunities within the organization. It was suggested by Director Silveira that a salary survey to be conducted at least every three (3) years to stay competitive in the market. The Committee accepted the November 2021 Financial Reports, for which staff noted there were no issues. The Report did reflect the continuation of the Fatherhood grant for a second year in the amount of $749,000. The Committee also accepted the November 2021 Budget and Expenditures report and noted that everything was in line and there were no concerns. Mr. Konczal provided his quarterly update on the items he focused on during the previous quarter. Director Neil arrived (4:16 p.m.)  Youth Council: Director Bumatay reported that the Youth Council met on February 17th at which time they, too, adopted the Resolution to allow the meeting to be held both electronically and in-person. The Council saw a video highlighting the second quarter Outstanding Achievement Award winner, Sulema Cruz. The Council received the standard quarterly reports and accepted them all with no concerns.  This was an information item. |
| 8. | Approval of the December 1, 2021, Meeting Minutes |
|  | **BONNER/OLIVARES – APPROVED THE DECEMBER 1, 2021, MEETING MINUTES. VOTE: YES – 17; NO – 0. (UNANIMOUS)** |
| 9. | January 2022 Financial Report |
|  | Mr. Konczal presented the January 2022, Financial Report for the FRWDB’s acceptance. He noted that there were three (3) grants covered in the Report: Prison to Employment, COVID-19 Employment Recovery National Dislocated Worker Grant, and the Fatherhood Health and Human Services grant. He reported that the FRWDB received a second-year award of $749,000 on the Fatherhood grant. The other two (2) grants had received no-cost extensions by the state or had funds shifted, due to the challenges with enrolling clients during COVID. He concluded the report by stating that FRWDB staff had no concerns with meeting grant expenditures. Director Silveira asked for confirmation from Mr. Konczal that staff had no concerns with meeting expenditures on the grants even though there was still a lot of money to be spent in the Program Year. Mr. Konczal stated again that there were no concerns with grant expenditures by staff.  Mr. Konczal introduced Lauren Nikkel, the FRWDB’s new Grant Writer and shared that the first two (2) grant applications Ms. Nikkel submitted on the FRWDB’s behalf had been awarded: a High Roads Construction Career High Road Recovery grant in the amount of $258,000 and an Equity and Special Populations grant in the amount of $750,000.  **OLIVARES/BONNER – ACCEPTED THE JANUARY 2022 FINANCIAL REPORT. VOTE: YES – 17; NO – 0 (UNANIMOUS)** |
| 10. | Consent Items (A1 – C5) |
|  | **BAUER/BONNER – APPROVED CONSENT ITEMS A1 – C5. VOTE: YES – 17; NO – 0 (UNANIMOUS)** |
| 11. | In the Community – Marketing Update |
|  | Martha Espinosa, Marketing and Grants Manager, FRWDB, provided an overview of the FRWDB’s marketing efforts to date in 2022, during which time the FRWDB had been in the news at least seven (7) times. She shared three (3) of the news stories: ABC30’s coverage of the January 20th Job Fair at Manchester Center; ABC30’s highlight story of FRWDB Young Adult client, Jose Esoto, who participated in a Work Experience with California Tiny Homes and then was hired on as a full-time employee; and Channel 26’s Town Hall, where Mr. Konczal and Director Blunt participated in a panel discussion regarding the labor shortage in the valley.  Ms. Espinosa also provided a recap of events held during the first quarter of 2022, which included the MC3 Apprenticeship graduation on February 25th and a Job Fair in Selma on February 23rd as part of a series of Job Fairs in the area. She provided the FRWDB with a sneak peek of the logo for the FRWDB’s brand new women’s cohort called Valley Build NOW. “NOW” stands for Non-Traditional Occupations for Women. This program is in partnership with the Fresno Madera Tulare Kings Building Trades Council. A kick off event for the new cohort will be held Tuesday, March 8th at 10:00 at the Building Trades Council office. Secretary of Labor, California Labor and Workforce Development Agency, Natalie Paluygai, will be speaking at the event.Also coming up is Govaganza, the job fair for government jobs. This year’s Govaganza will be held April 27th at Chuckchansi Park. The FRWDB’s annual Achievement Awards breakfast will be held on May 20th. Ms. Espinosa will be sending out invitations to the FRWDB Directors as the location and time is confirmed. |
|  | Chair Hensley commented that he noticed across the top of the screen on one of the videos that the FRWDB was identified as “a non-profit that aims to help employers and employees.” He stated that this was a shift in public perception for the FRWDB from being identified as a government agency.Mr. Konczal added that there had been an exponential increase in marketing activities, noting the press coverage of the FRWDB and the increased social media presence on Facebook, Instagram and Twitter. He attributed the rise in publicity to the FRWDB’s marketing budget increase this year and to the efforts of the FRWDB’s Marketing Manager, Martha Espinosa. He added that the FRWDB is looking at including a marketing component when applying for future discretionary grants.Director Bonner asked for an explanation regarding the Govaganza event. Mr. Konczal stated that government is the second largest employment sector in Fresno County and that it included education as part of the sector. Govaganza is a job fair where education, local, state, and federal government agencies promote the jobs they have available, and provide information on how to apply to those jobs. He added that there are a lot of great jobs available for residents, but that the application process for government jobs can be quite taxing. This event will provide an opportunity for residents to speak with government employers regarding career opportunities available and how to apply for them. This was an information item. |
| 12. | Information Sharing |
|  | No items were shared. |
| 13. | Agenda Items for June 1, 2022, Meeting |
|  | There were no items recommended for the June 1, 2022, FRWDB meeting agenda. |
| 14. | Meeting Feedback |
|  | Director Blunt shared that he would like to have an opportunity, maybe an optional event, to be able to visit with the other FRWDB Directors to get to know them better. Mr. Konczal indicated that FRWDB staff would come up with some options and would poll the Directors. |

The meeting was adjourned at 4:51 p.m.