



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Workforce Development Board

SPECIAL MEETING

October 5, 2022 @ 4:00 p.m.

Workforce Connection
3170 West Shaw Avenue
Room 105
Fresno, CA 93711

Mission Statement: The Fresno Regional Workforce Development Board exists to oversee the optimal administration of Workforce Innovation and Opportunity Act funds in the Fresno region. In serving both the business community and the individual job seeker with the provision of human capital development services, we hope to foster the economic vitality of the Fresno region.

REMINDER: PLEASE TURN OFF CELL PHONES OR PUT ON VIBRATE

1. ROLL CALL
2. COMMENTS BY FRWDB CHAIR AND/OR EXECUTIVE STAFF
3. AGENDA CHANGES: REMOVAL OF ITEMS OR EMERGENCY ADDITIONS
4. ABSTENTIONS/RECUSALS/DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST
5. PUBLIC COMMENT

Item #	Description	Presenter	Enclosure	Action	Page #
6.	ValleyBuild NOW Presentation	Lopez	No	Information	--
7.	Fresno Regional Workforce Development Board Bylaws	Konczal	Yes	Approve	5
8.	Committee Reports Executive Committee – Jeff Hensley		No	Information	--
9.	Ad Hoc Nomination Committee	Hensley	No	Information	--
10.	Board Member Highlight	Konczal	No	Information	--
11.	Approval of the June 1, 2022, Meeting Minutes	Konczal	Yes	Approve	30
12.	July 2022 Financial Report	Konczal	Yes	Accept	35

ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

Disabled individuals and individuals who are limited English proficient who need special assistance to attend or participate in this meeting may request assistance by contacting the Fresno Regional Workforce Development Board, at 2125 Kern Street, Suite 208, Fresno, California, or by calling (559) 490-7100. Every effort will be made to reasonably accommodate individuals with disabilities or who are limited English proficient by making meeting materials available in alternative formats. Requests for assistance should be made at least three (3) working days in advance of the meeting.

Item #	Description	Presenter	Enclosure	Action	Page #
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CONSENT ITEMS

13. Approve Consent Item (A1 - B1). *Items pulled from consent will be handled with the other regular items at the end of the agenda, including any information items that are pulled.* Approve

CONSENT ITEMS SUBMITTED BY ADMINISTRATION

A1 Updated Conflict of Interest Code Price Yes Approve 39

CONSENT ITEMS SUBMITTED BY EXECUTIVE COMMITTEE

B1 Program Year 2022-2023 Agency Budget and Personnel Plan Konczal Yes Approve 46

NON-CONSENT ITEMS

14. In the Community – Marketing Update Espinosa No Information --

15. Recognition of Board Anniversaries Hensley No Information --

16. Information Sharing WDB Members No Discussion --

17. Agenda Items for December 7, 2022, Meeting Konczal No Discussion --

18. Meeting Feedback Konczal No Discussion -

**FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
2022 ATTENDANCE RECORD**

DIRECTORS	3/2/2022	6/1/2022	Canceled 9/7/2022	Special 10/5/2022	12/7/2022
Stephen Avila Grundfos Pumps	P	P	xx		
Lenora Lacy Barnes State Center Federation of Teachers	P	P	xx		
Paul Bauer Sagaser, Watkins and Wieland, PC	P	A	xx		
Edgar Blunt IMAGO	P	A	xx		
Alysia Bonner SEIU 521	P	P	xx		
Raine Bumatay Fresno Adult School	P	P	--	--	--
Fely Guzman LifeBRIDGE International	A	A	xx		
Jeffrey Hensley Hensley Associates	P	P	xx		
Mike Karbassi Fresno City Council	A	A	xx		
Wyatt Meadows Operating Engineers Local 3	--	P	xx		
Terry Metters, Jr. Pacific Gas & Electric Company	--	P	xx		
Scott Miller Gazebo Gardens, Inc.	P	P	xx		
Dennis Montalbano German Auto Repair	P	P	xx		
Sherry Neil Fresno Economic Development Corporation	P	A	xx		
Joe Olivares TransAmerica	P	P	xx		
Sal Quintero Fresno County Board of Supervisors	P	P	xx		
Chuck Riojas Fresno, Madera, Tulare, Kings Building Trades	P	P	xx		
Michael Silveira Kaiser Permanente	P	P	--	--	--
Vasili Sotiropulos Hyatt Real Estate	P	A	xx		
Shelly Tarver Employment Development Department	P	A	xx		

**FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
2022 ATTENDANCE RECORD**

DIRECTORS	3/2/2022	6/1/2022	Canceled 9/7/2022	Special 10/5/2022	12/7/2022
Lydia Zabrycki	P	P	xx		
CAPTRUST					
Ken Price (Counsel)	P	P	xx		
Baker, Manock & Jensen					

P = Present

A = Absent

-- = Not a Member at Time of Meeting

xx = Meeting Canceled

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	7
MEETING DATE:	October 5, 2022
ACTION:	APPROVE

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.frwdb.net

TO: Fresno Regional Workforce Development Board
FROM: Blake Konczal, Executive Director
SUBJECT: Fresno Regional Workforce Development Board Bylaws Revision

RECOMMENDATION:

Approve the attached revised Fresno Regional Workforce Development Board Bylaws. Revisions are red-lined.

REASON FOR RECOMMENDATION:

The Bylaws have been revised to reflect certain Workforce Innovation and Opportunity Act regulatory requirements and to clarify each Board member's obligation to participate on committees. Specifically, the changes:

- Add two (2) specific purposes concerning identifying additional funding resources and undertaking Board-authorized objectives (Section 1.03);
- Authorize the Board to compete for awards of discretionary funding (Section 1.04);
- Clarify the qualifications, nomination, and appointment of Directors (Section 3.04);
- Articulate active Director requirements and set forth circumstances leading to mandatory resignation (Section 3.07);
- Clarify how vacancies on the Board are to be handled (Section 3.08);
- State that no proxies or alternate designees are permitted (Section 3.09);
- Explain that teleconferencing for meetings will be governed by the Ralph M. Brown Act (Section 4.12);
- Adjust the Executive Committee composition (Section 6.03); and
- Adjust the officer composition to provide for a Second Vice-Chair (Section 7.01 and related Sections).

ATTACHMENT:

Draft Bylaws of the Fresno Regional Workforce Development Board Bylaws.

Bylaws ~~YLAWS~~

of the ~~OF~~

Fresno Regional Workforce Development Board
RESNO REGIONAL WORKFORCE DEVELOPMENT
BOARD

Draft REVISIONS

Draft Revisions

JUNE 6, 2018

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**BYLAWS
OF
FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD**

**ARTICLE I
ORGANIZATION**

Section 1.01 Name. The name of this organization is the FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD (the "FRWDB"). The FRWDB is a joint powers agency formed by the City of Fresno and the County of Fresno in accordance with Sections 6500 et seq. of the California Government Code (the "Joint Exercise of Powers Act") and pursuant to that certain Joint Exercise of Powers Agreement dated May 19, 2009, as amended (the "Joint Powers Agreement").

Section 1.02 General Purposes. The FRWDB is designated for the purpose of carrying out job training and employment programs.

The primary purpose of the FRWDB is to set policy for the workforce development system in the Local Workforce Development Area of Fresno County (the "LWDA") in coordination with statewide workforce development efforts, in order to:

- (a) Attract greater employer participation in all aspects of local employment and training activities;
- (b) Increase the employment, retention, and earnings of participants, and increase the occupational skill attainment by participants; and
- (c) Improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the LWDA.

Section 1.03 Specific Purposes. The FRWDB shall do any and all things necessary to administer the LWDA in accordance with the federal Workforce Innovation and Opportunity Act (the "WIOA") (Public Law 113-128, 29 U.S.C. § 3101, et seq.). ~~Pursuant~~ Consistent to with Section 107(d) of the WIOA, the following are the specific functions of the FRWDB:

- (a) Develop a local plan for the LWDA;
- (b) Select the local one-stop operator(s);
- (c) Identify eligible providers of youth activities and award grants or contracts on a competitive basis, based on recommendations of the Youth Council;
- (d) Identify eligible providers of training services;
- (e) Identify eligible providers of intensive services in the event that the local one-stop operator does not provide intensive services in the local area;

- (f) Develop a budget;
- (g) Conduct oversight of the one-stop delivery system, employment and training activities and youth activities in the LWDA;
- (h) Negotiate local performance measures with the Governor;
- (i) Establish a Youth Council and appoint its members;
- (j) Assist the Governor in developing a statewide employment statistics system;
- (k) Coordinate workforce development activities with local economic development strategies and develop employer linkages with such activities;
- ~~(l)~~ Promote participation of private sector employers in the statewide workforce development system;
- ~~(m)~~ Identify additional funding resources (federal, state, local, and private) to assist in serving residents of Fresno County;
- ~~(n)~~ Undertake FRWDB-authorized objectives, initiatives, and strategic business plans; and
- ~~(o)~~ Perform any other function as required under the WIOA, subject to the limitations specified in Section 107(d) of the WIOA, or as required by the Joint Powers Agreement.

Section 1.04 Authority. The FRWDB is hereby authorized, in its own name, to do all acts necessary for the exercise of its authority to accomplish the purpose as set forth herein, including, but not limited to, any or all of the following:

- (a) Prepare a comprehensive five-year plan for a one-stop service-delivery system;
- (b) Enter into subgrants, contracts and other necessary agreements;
- (c) Receive and disburse all funds related to program operations and act as fiscal agent under the WIOA;
- (d) Select and hire personnel;
- (e) Organize and train staff personnel;
- (f) Develop procedures for governance, planning, operation, assessment, and fiscal management;

(g) Monitor and evaluate program performance based on ~~measurable~~measurable outcomes and customer satisfaction and determine resulting needs and reallocation of resources;

(h) Execute and/or modify grant agreements with the U.S. Department of Labor, the State of California, the County of Fresno, the City of Fresno, and other interested investors;

(i) Prepare an annual budget and cost allocation plan;

(j) Prepare and submit grant proposals to compete for the award of discretionary funding;

(k)

(j) Sue and be sued; and

(k) Delegate some or all of its powers to an Executive Committee and Executive Director, as provided below.

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ARTICLE II OFFICES

Section 2.01 Principal Office. The principal office for the transaction of the activities and affairs of the FRWDB is located at 2125 Kern Street, Suite 208, Fresno, California 93721. The Board of Directors may change the location of the principal office. Any change of this location shall be noted by the Chair on these Bylaws opposite this section, or this section may be amended to state the new location.

Section 2.02 Other Offices. The Board of Directors may at any time establish branch or subordinate offices at any place or places, within or without the State of California, where the FRWDB is qualified to conduct its activities.

ARTICLE III BOARD OF DIRECTORS

Section 3.01 General Powers and Responsibilities. The FRWDB shall be administered solely by the FRWDB's Board of Directors. The Board of Directors shall be deemed, for all purposes, the policy making body of the FRWDB. Subject to the provisions and limitations of the Joint Exercise of Powers Act, the WIOA, and any other applicable laws, the Joint Powers Agreement, and these Bylaws, the activities and affairs of the FRWDB shall be managed and all corporate powers shall be exercised by, or under the direction of, the Board of Directors (or the "Board").

Section 3.02 Specific Powers and Responsibilities. Without prejudice to the general powers set forth in Section 3.01 of these Bylaws, but subject to the same limitations, the Board of Directors shall have the power to do the following:

(a) Perform any and all duties imposed upon them collectively or individually by law, by the Joint Powers Agreement, by any agreement with the State of California or by these Bylaws;

(b) Change the principal executive office in the State of California from one location to another; cause the FRWDB to conduct its activities within or without the State of California; and designate any place within or without the State of California for holding any meeting of Directors;

(c) Pursuant to authority hereinafter granted, to appoint committees and delegate to such committees the powers and authority of the Board of Directors in the management of the activities and affairs of the FRWDB, except the power to adopt, amend or repeal the Joint Powers Agreement, and except as otherwise set forth herein.

Section 3.03 Composition. The composition of the Board of Directors shall be in accordance with the Joint Powers Agreement and the WIOA. The Board of Directors shall contain the appropriate number of representatives of business, local educational and training entities, labor organizations, and government and economic development agencies, and may contain representatives of one-stop partners, community-based organizations, and certain other entities, as provided under Section 107(b) of the WIOA.

Section 3.04 Appointment: Qualifications of Directors;
Nomination: Appointment.

(a) The members of the Board of Directors shall be selected by the City and County consistent with criteria established under Section 107(b)(1) of the WIOA and criteria established by the Governor of the State of California, and must meet the requirements of Section 107(b)(2) of the WIOA.

(b) Pursuant to Section 107(b)(6) of the WIOA, when there are multiple eligible providers serving the LWDA by administering adult education and literacy activities under Title II of WIOA, or multiple institutions of higher education serving the LWDA by providing workforce investment activities, each representative on the Board representing such providers or institutions, respectively, shall be appointed from among individuals nominated by local providers representing such providers or institutions, respectively. Such nominations shall be submitted to the City and County, as the case may be, and the City and County shall select from among those nominations to ensure: (1) Business representatives are appointed from among individuals who are nominated by local business organizations and business trade associations; (2) Labor representatives are appointed from among individuals who are nominated by local labor federations; and (3) When there is more than one local area provider of adult education and literacy activities under Title II of WIOA, or multiple institutions of higher education providing workforce investment activities as described in Section 107(b)(2) of the WIOA, nominations are solicited from those particular entities.

(c) The City and the County, as the case may be, shall appoint members to the Board of Directors in accordance with the Joint Powers Agreement and Section 107(c) of the WIOA.

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Section 3.05 Term of Office. The terms of the Board of Directors shall be two (2) years, subject to these Bylaws, the Joint Powers Agreement and the WIOA; provided, however, that one-half (1/2) of the Directors from the following categories shall be selected by lottery to fill an initial one-year term, thereby establishing staggered terms for the Board: (a) County elected officials appointed by the County of Fresno; (b) City elected officials appointed by the City of Fresno; (c) private sector representatives appointed by the County; (d) private sector representatives appointed by the City; (e) one-stop partners; and (f) labor representatives. Each Director who is a City or County elected official shall serve on the Board for the full term for which he or she was appointed, or until his or her successor is elected to office and a replacement Director is appointed to the Board by the City or County, whichever occurs first. Each Director appointed to fill the vacancy of another Director shall serve on the Board for the full term of his or her predecessor, at which point such replacement Director may be eligible to serve a full two (2) year term.

Section 3.06 Removal of Directors. The Board may recommend to the City, County, or City and County jointly, as the case may be, that a Director be removed for cause. Unless otherwise provided in these Bylaws, the Joint Powers Agreement, or any California or Federal law, "cause" exists for purposes of the Board's recommendation, when:

- (a) A change in a Director's employment or status has substantially altered that Director's qualifications to serve on the Board or has otherwise rendered that Director unable to effectively represent the FRWDB;
- (b) A Director has failed to comply with the conflict of interest rules set forth in Article 11 of these Bylaws;
- (c) A Director has committed fraudulent or dishonest acts or has grossly abused that Director's authority or discretion;
- (d) A Director has breached that Director's responsibility to perform that Director's duties in good faith, in the best interests of the FRWDB, or with reasonable care.

Upon information that cause may exist to recommend removal of a Director, the Chair or Executive Director shall place the matter as an agenda item during a regular or special meeting of the Board. The Chair or Executive Director shall send the Director in question written notice explaining that the Board will vote on whether to recommend his or her removal, the reasons for the vote, and the date, time, and place of the regular or special meeting in which this vote will take place. The Chair or Executive Director shall send this notice at least fifteen (15) days prior to the date of the vote. The Board shall give the Director in question an opportunity to be heard, either orally or in writing, at a regular or special meeting at least five (5) days before the date of the vote. The Board, by a majority vote of a quorum consisting of Directors who are not parties to the proceeding, may recommend removal of the Director in question. If the Board votes to

recommend removal, the Chair or Executive Director shall notify the City, County, or City and County jointly, as the case may be, regarding the Board's recommendation. Removal for cause is effective only upon final action by the City, County, or the City and County jointly, as the case may be.

A Director may also be removed, without cause, by the City, County, or City and County jointly, as the case may be.

For any removal of Directors, the City shall remove City-appointed Directors, the County shall remove County-appointed Directors, and the City and County shall act jointly to remove Directors appointed jointly by the City and County.

Section 3.07 Resignation of Directors. Except as provided below, any Director may resign by giving written notice to the Chair, the ~~First~~ Vice-Chair, or the Board of Directors. The resignation shall be effective when the notice is given unless it specifies a later time for the resignation to become effective.

(a) **Mandatory Resignation** - A Director must be an active member of the FRWDB. ~~To ensure FRWDB members actively participate in convening the workforce development system's stakeholders, brokering relationships with a diverse range of employers, and leveraging support for workforce development activities;~~

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(i) Directors with unexcused absences in excess of two (2) regular meetings in a calendar year shall be deemed to have resigned their membership. Absences may be excused by the Chair due to illness, absence from the County of Fresno, or extreme weather conditions. The Chair shall give prompt written notice to a Director who will be deemed to have resigned his or her membership upon the occurrence of one (1) additional unexcused absence in violation of this Section 3.07-(a)-(i). Such notice shall contain a statement advising the Director or committee member of the absences and the consequences thereof, together with a copy of this Section 3.07-(a)-(i) of these Bylaws.

(ii) A Director who does not choose a committee on which to serve within thirty (-30-) days of appointment to FRWDB shall be deemed to have resigned. The Chair shall give prompt written notice to a Director who will be deemed to have resigned his or her membership upon such occurrence in violation of this Section 3.07-(a)-(ii). Such notice shall contain a statement advising the Director or committee member of the lack of committee choice and the consequences thereof, together with a copy of this Section 3.07-(a)-(ii) of these Bylaws.

(iii) Directors with unexcused absences in excess of three (-3-) regular committee meetings in a calendar year shall be deemed to have resigned their membership. Absences may be excused by the Chair due to illness, absence from the County of Fresno, or extreme weather conditions. The Chair shall give prompt written notice to a Director who will be deemed to have resigned his or her membership upon the occurrence of one (1) additional unexcused absence in

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violation of this Section 3.07-(a)-(iii). Such notice shall contain a statement advising the Director or committee member of the absences and the consequences thereof, together with a copy of this Section 3.07-(a)-(iii) of these Bylaws.

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Section 3.08 Appointment-Filling Vacancies on the Board of Directors. ~~If a Director's seat becomes vacant for any reason, the Executive Director shall notify the City, the County, or the City and County jointly, as the case may be, of such vacancy in writing, and The the~~ City, the County, or the City and County jointly, as the case may be, shall appoint members to the Board of Directors in accordance with the Joint Powers Agreement ~~and~~, Section 107(c) -of the WIOA, ~~and these Bylaws.~~

Section 3.09 No Proxies or Alternative Designees. A Director ~~may not, under any circumstances, appoint a proxy or alternative designee to attend a meeting of the FRWDB, or any committees of the FRWDB, in the place or on behalf of the Director.~~

Section 3.0910 Compensation. Directors shall not receive any compensation for their service on the FRWDB Board but shall be entitled to reimbursement for any reasonable expenses actually incurred in connection with serving as a Board Member, if the FRWDB determines that such expense shall be reimbursed and there are unencumbered funds available for such purpose.

ARTICLE IV MEETINGS OF THE BOARD OF DIRECTORS

Section 4.01 Place of Directors' Meetings; Meetings By Telephone. Meetings of the Board shall be held at any place, within or without the State of California, that has been designated by resolution of the Board of Directors or in the notice of the meeting or, if not so designated, at the principal executive office of the FRWDB. Directors may participate via teleconference so long as such participation complies with the Ralph M. Brown Act.

Section 4.02 Annual Meeting of Directors. The September regular meeting of each calendar year shall be known as the annual meeting. The month of this meeting is subject to change, however, if the Board of Directors fixes another date and all Directors are so notified. If the scheduled date falls on a legal holiday, the meeting shall be held on the next full business day. Each such annual meeting shall be held for purposes of organization, the election of officers, and the transaction of other business.

Section 4.03 Other Regular Meetings. Other regular meetings of the Board of Directors shall be held quarterly at such time and place as the Board of Directors may fix from time to time. The time and place of such meetings will be stated in the minutes of the previous meeting of the Board of Directors.

Section 4.04 Special Meetings. Special meetings of the Board of Directors for any purpose may be called at any time by the Chair of the Board, the First Vice-Chair, or a majority of Board of Directors.

Notice of the time and place of special meetings shall be given to each Director by one of the following methods: (a) by personal delivery of written notice; (b) by first-class mail, postage prepaid; (c) by telephone, either directly to the Director or to a person at such Director's office who would reasonably be expected to communicate that notice promptly to such Director; (d) by electronic mail (e-mail), either directly to the Director or to a person at such Director's office who would reasonably be expected to communicate that notice promptly to such Director; or (e) by fax, either directly to the Director or to a person at such Director's office who would reasonably be expected to communicate that notice promptly to such Director. All such notices shall be given or sent to the Director's address or telephone number as shown on the records of the FRWDB.

Notice sent by first-class mail shall be deposited in the United States mail at least four (4) days before the time set for the meeting. Notices given by personal delivery, telephone, e-mail or fax shall be delivered, telephoned, e-mailed or faxed at least twenty-four (24) hours before the time set for the meeting.

Section 4.05 Emergency Meetings. In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency meeting consistent with the noticing requirements contained in the Ralph M. Brown Act.

Section 4.06 Quorum. A majority of the authorized number of Directors shall constitute a quorum for the transaction of any business, except to adjourn. Every action taken or decision made by a majority of the Directors present at a duly held meeting at which a quorum is present shall be the act of the Board of Directors. If a quorum is not present, the Directors present may continue to meet for the purpose of discussing, including taking public testimony on agenda items. If a quorum is initially present but is lost during the meeting, the Board of Directors or any committee may not conduct any further business and will either adjourn or proceed on an informational basis only.

Section 4.07 Adjournment. A majority of the Directors present at a meeting, whether or not a quorum is present, may adjourn any meeting to another time and place. If all Directors are absent from any regular or adjourned regular or special or adjourned special meeting, the Chair may declare the meeting adjourned to a stated time and place. However, if more than fifty percent (50%) of the number of Directors required to reach a quorum are present at the meeting, discussion can be had by the Directors on those items set on the agenda and recommendations developed for presentation at the next regularly scheduled Board meeting at which a quorum exists.

Section 4.08 Voting. Each Director is entitled to one (1) vote on each matter submitted to a vote of the Directors.

Section 4.09 Management of Meetings. Meetings of the Board of Directors shall be presided over by the Chair, or in the Chair's absence, by the First Vice-Chair, or in the absence of both the Chair and First Vice-Chair, by the Second Vice-Chair, or in the absence of both the Chair, First Vice-Chair, and Second Vice-Chair, by an acting Chair chosen by a majority of the Directors.

Section 4.10 Minutes. The Chair shall cause to be kept minutes of the regular, adjourned regular, special, adjourned special, and emergency meetings of the Board.

Section 4.11 Rules of Order. Meetings of the Board of Directors and all standing committees shall be governed by Robert's Rules of Order, to the extent that such rules are not inconsistent or in conflict with these Bylaws, with the Joint Powers Agreement, or with applicable law.

Section 4.12 Open Meetings: Use of Technology to Promote Director Participation. All meetings of the Board of Directors and standing committees shall be open to the public and conducted in conformance with the Ralph M. Brown Act (Government Code section 54950 et seq.). Any participation at a meeting of the Board of Directors or standing committees conducted by teleconference (e.g., by electronic means, through either audio or video, or both) shall be conducted in conformance with the Ralph M. Brown Act.

Section 4.13 Closed Sessions. Closed sessions are permitted in a duly noticed meeting consistent with the applicable provisions of the Ralph M. Brown Act.

Section 4.14 Alternates and Proxies. Under no circumstances shall the Board permit absentee or proxy voting at any of its meetings or other proceedings.

~~Section 5.00 Attendance. Directors and committee members with unexcused absences in excess of two (2) regular meetings in a calendar year shall be deemed to have resigned their membership. Absences may be excused by the Chair or chair of a committee, as the case may be, due to illness, absence from the County of Fresno, or extreme weather conditions. The Chair or chair of a committee, as the case may be, shall give prompt written notice to a Director or committee member who will be deemed to have resigned his or her membership upon the occurrence of one (1) additional unexcused absence in violation of this Section 4.15. Such notice shall contain a statement advising the Director or committee member of the absences and the consequences thereof, together with a copy of this Section 4.15 of these Bylaws.~~

~~ARTICLE V~~ ARTICLE V ~~EXECUTIVE DIRECTOR~~ EXECUTIVE DIRECTOR

~~Section 7.04~~ Section 5.01 Executive Director. The Board shall appoint a qualified person to be the executive director of the FRWDB (the "Executive Director"). The Executive Director shall be the chief administrative officer of the FRWDB. The Executive Director shall be neither a Board Member, nor an elected official of Fresno County or the City of Fresno. The Executive Director shall receive such compensation as may be fixed by the

Executive Committee. The Executive Director shall serve at the pleasure of the Executive Committee and may be relieved from such position at any time, without cause, by the Executive Committee taken at a regular, adjourned regular or special meeting of the Board. The Executive Director's performance shall be reviewed annually by the Chair as provided in Section 7.08(d) below.

~~Section 7.02~~Section 5.02 Duties of the Executive Director. The Executive Director shall perform such duties as may be imposed upon that person by the provisions of the WIOA, applicable law, the Joint Powers Agreement, these Bylaws, or by the direction of the Board or Executive Committee. Specifically, the Executive Director's duties shall include, without limitation, the following:

- (a) Submitting to the Board an annual budget showing the expected receipts and expenditures;
- (b) Select, employ, control, and discharge all administrative officers and employees;
- (c) Require that all physical properties be kept in good repair and operating condition;
- (d) Supervise all business and financial affairs such as the maintenance of financial transaction records, collect accounts, and purchase or issue supplies in accordance with principles of prudent business management; and
- (e) Perform any and all duties generally incident to the office of secretary or treasurer of a corporation or other entity.

ARTICLE VI ARTICLE VI COMMITTEES

~~Section 8.04~~Section 6.01 Creation of Standing Committees. Subject to the provisions of the Joint Powers Agreement and the WIOA, the Board shall have the authority to create and disband one or more standing committees of the FRWDB. Each standing committee shall consist of two (2) or more Directors, and other persons that the Directors may appoint to serve at the pleasure of the Board, including individuals who are not members of the Board. The appointments to such standing committees shall be by majority vote of the Directors then in office. Each standing committee shall have a chair who must be a member of the Board. The chair of each standing committee shall be appointed by the Chair, subject to ratification by majority vote of the Directors then in office. Any standing committee, to the extent provided in the Board motion by which it is formed, shall only have the authority delegated by the Board. All standing committees shall observe strict compliance with the Ralph M. Brown Act.

~~Section 8.02~~Section 6.02 Executive Committee. The Executive Committee shall be a standing committee of the Board of Directors. Pursuant to the terms and subject to the conditions of the Joint Powers Agreement, the Executive Committee shall have the following duties:

- (a) General oversight of the FRWDB's operations;
- (b) Supervise the Executive Director;
- (c) Develop the Board's meeting agendas; and
- (d) Perform any other functions delegated to it by the Board.

~~Section 8.03~~ Section 6.03 Constitution of the Executive Committee.

The Executive Committee shall consist of the following ~~eleven~~ ~~(11)~~ ~~9~~ persons elected, where applicable, by a majority of the Directors at the Board's annual meeting:

- ~~(a)~~ (a) The Chair;
- ~~(b)~~ (b) The First Vice Chair;
- ~~(c)~~ The Second Vice Chair;
- ~~(d)~~ (e) One of the County elected officials appointed to the FRWDB by the Fresno County Board of Supervisors;
- ~~(e)~~ (d) One of the City elected officials appointed to the FRWDB by the City of Fresno;
- ~~(f)~~ (e) One at-large Board Member from Fresno City appointees;
- ~~(g)~~ (f) One at-large Board Member from Fresno County appointees
- ~~(h)~~ (g) The appointed chair of the Youth Council;
- ~~(i)~~ (h) The appointed chair of ~~the Adult Council~~ any standing committee; and
- ~~(j)~~ The appointed chair of the Business & Industry Committee.
- ~~(k)~~ Chair Emeritus (the immediately preceding Chair).

by the Fresno County Board of Supervisors;

the City of Fresno;

One at-large Board Member from Fresno City appointees;
 One at-large Board Member from Fresno County appointees
 The appointed chair of the Youth Council;
 The appointed chair of ~~the Adult Council~~ any standing committee; and

~~The appointed chair of the Business & Industry Committee.~~
Chair Emeritus (the immediately preceding Chair).

A minimum of ~~three~~ ~~(3)~~ ~~2~~ of the ~~eleven~~ ~~(11)~~ ~~7~~ members of the Executive Committee who are not elected officials appointed to the FRWDB by the Fresno County Board of Supervisors or the City of Fresno must be non-residents of the City of Fresno.

~~Section 8.04~~ Section 6.04 Youth Council. The Youth Council shall be

a standing committee of the Board of Directors. In accordance with the WIOA, the Youth Council shall have the following duties:

- (a) Coordinate youth activities in the LWDA;
- (b) Develop portions of the local plan related to youth activities in the

LWDA;

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(c) Recommend eligible providers of youth activities in accordance with the WIOA;

(d) Conduct oversight with respect to eligible providers of youth activities in accordance with the WIOA; and

(e) Perform other duties delegated to it by the Board.

~~Section 8.05~~ Section 6.05 Constitution of the Youth Council. The members of the Youth Council shall be in accordance with the Joint Powers Agreement and the WIOA, and, pursuant to Section 107(b)(4)(A)(ii) of the WIOA, shall include the following persons elected by a majority of the Directors at the Board's annual meeting:

(a) Members of the Board with special interests or expertise in youth policy;

(b) Representatives of youth services agencies, including juvenile justice and local law enforcement agencies;

(c) Representatives of local public housing authorities;

(d) Parents of eligible youth seeking assistance;

(e) Individuals, including former participants, and representatives of organizations, that have experience relating to youth activities;

(f) Representatives of the Job Corps, if a Job Corps Center is located in the LWDB; and

(g) Other individuals, as deemed appropriate by the Board.

Those members of the Youth Council who are not Directors must be voting members of the Youth Council and nonvoting members of the Board.

~~Section 8.06~~ Section 6.06 Ad Hoc Committees of the Board. The Chair may also create or disband one or more *ad hoc* committees, which shall be formed to carry out specified tasks as determined by the appointing party or entity. Each *ad hoc* committee shall consist of two (2) or more Directors, and other persons that the Chair may appoint to serve at the pleasure of the Board. Membership in *ad hoc* committees may include individuals who are not members of the Board. The Appointments to such *ad hoc* committees shall be by the Chair. Each *ad hoc* committee shall have a chair who must be a member of the Board. The chair of each *ad hoc* committee shall be appointed by the Chair. Any *ad hoc* committee, to the extent provided in the motion by which it is formed if such is the case, shall only have the authority delegated by the Chair, except that no committee, regardless of any Board motion, may:

(a) Fill vacancies on the Board of Directors or on any committee that has the authority of the Board of Directors;

- (b) Amend or repeal these Bylaws or adopt new Bylaws;
- (c) Amend or repeal any resolution of the Board of Directors that by its express terms is not so amendable or repealable;
- (d) Create any other committees of the Board of Directors or appoint the members of committees of the Board of Directors;
- (e) Approve any contract or transaction to which the FRWDB is a party and in which one or more of its Directors has a material financial interest; or
- (f) Take any final action in violation of the Joint Exercise of Powers Act or the WIOA.

~~Section 8.07~~ Section 6.07 Meetings and Actions of Committees.

Meetings and actions of committees of the Board of Directors shall be governed by, held, and taken in accordance with, the provisions of these Bylaws concerning meetings and other Board actions, except that the time for regular meetings of such committees and the calling of special meetings of such committees may be determined either by Board motion or by the Chair. Minutes of each meeting of any committee of the Board shall be kept and shall be filed with the corporate records. The Board of Directors may adopt rules for the governance of any committee, provided they are consistent with these Bylaws or, in the absence of rules adopted by the Board of Directors, the committee may adopt such rules.

~~ARTICLE IX~~ ARTICLE VII
OFFICERS

~~Section 9.04~~ Section 7.01 Officers of the FRWDB. The officers of the FRWDB shall consist of a Chair, ~~and a First Vice-Chair, and a Second Vice-Chair,~~ which shall be elected in accordance with Section 7.03 below. The FRWDB may also have, at the discretion of the Board of Directors, such other officers as may be appointed in accordance with Section 7.05 below.

~~Section 9.02~~ Section 7.02 Qualifications of Officers. Any member of the Board of Directors of the FRWDB is qualified to be an officer of the FRWDB; provided, however, that the Chair and Vice-Chair shall be private sector business representatives serving on the Board, in accordance with Section 107(b)(3) of the WIOA.

~~Section 9.03~~ Section 7.03 Election of Officers. Except such officers as may be appointed under Section 7.05 below, officers shall be chosen by the Board of Directors by vote of the majority of Directors and shall serve two (2) year terms.

~~Section 9.04~~ Section 7.04 Term of Office. Officers shall serve until that officer resigns or is removed or is otherwise disqualified to serve, or until a successor is elected or appointed under this terms of this Article.

~~Section 9.05~~ Section 7.05 Additional Officers. The Board of Directors may appoint and may authorize the Chair, or other officer, to appoint any other officers that the

FRWDB may require. Each officer so appointed shall have the title, hold office for the period, have the authority, and perform the duties specified in the Bylaws or determined by the Board of Directors. Appointed officers shall be ratified by the Board of Directors at the first regular meeting of the Board following the annual meeting.

~~Section 9.06~~ Section 7.06 Removal and Resignation of Officers.

Without prejudice to any rights of an officer under any contract of employment, any officer may be removed with or without cause by vote of the majority of the Board of Directors and also, if the officer was not chosen by the Board of Directors, by any officer on whom the Board may confer that power of removal. If the Chair ~~or, First Vice-Chair, or Second Vice-Chair~~ should be removed, the appointment of a new Chair ~~or, First Vice-Chair, or Second Vice-Chair~~ shall proceed as if that position was vacant. Any officer may resign at any time by giving written notice to the FRWDB. The resignation shall take effect as of the date the notice is received or at any later time specified in the notice and, unless otherwise specified in the notice, the resignation need not be accepted to be effective. Any resignation shall be without prejudice to the rights, if any, of the FRWDB under any contract to which the officer is a party.

~~Section 9.07~~ Section 7.07 Vacancies in Office.

A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these Bylaws for regular appointments to that office.

~~Section 9.08~~ Section 7.08 Chair of the Board.

Subject to the control of the Board of Directors, the Chair shall direct, and control the activities and affairs of the Board and its officers. The Chair shall have such other powers and duties as the Board of Directors or these Bylaws may prescribe. The Chair shall act as the "duly authorized representative" of the Board of Directors in all matters in which the Board has not formally designated some other person for that specific purpose. Without prejudice to such general powers as above described, but subject to the limitations, authority and duties of the Chair are hereby expressly declared to be:

- (a) To attend and chair meetings of the Board of Directors and the Executive Committee
- (b) To represent the FRWDB to the various segments of the public served by or related to the FRWDB;
- (c) To see that the FRWDB is in compliance with applicable laws and regulations and to assure review of and prompt action on reports and recommendations of authorized regulatory and inspecting agencies; and
- (d) To oversee, together with a personnel committee of the Executive Committee, the performance of the Executive Director in the performance of the following duties:
 - (i) Submitting to the Board of Directors an annual budget showing the expected receipts and expenditures;

(ii) Selecting, employing, controlling, and discharging all administrative officers and employees authorized by the Board of Directors;

(iii) Requiring that all physical properties are kept in good repair and operating condition; and

(iv) Supervising all business and financial affairs such as the maintenance of financial transaction records, collections of accounts, and purchase and issuance of supplies in accordance with principles of prudent business management.

~~Section 9.09~~Section 7.09 First Vice-Chair and Second Vice-Chair. If the Chair is absent or disabled, the Vice-Chair shall perform all duties of the Chair. ~~If the Chair and First Vice-Chair is absent or disabled, the Second Vice-Chair shall perform the duties of the Chair.~~ When so acting, the First Vice-Chair or Second Vice-Chair shall have all powers of, and be subject to, all restrictions on the Chair. The First Vice-Chair or Second Vice-Chair shall have such other powers and perform such other duties as the Board of Directors or these Bylaws may prescribe.

~~ARTICLE X~~ARTICLE VIII MAINTENANCE AND INSPECTION OF RECORDS

~~Section 10.01~~Section 8.01 Maintenance of Records. The FRWDB shall keep at its principal office, or such other place as the Board of Directors may order, the following:

(a) Adequate and correct books and records of account;

(b) A book of minutes of all meetings of Directors and all meetings of committees, recording therein the time and place of holding said meetings, whether regular, special or emergency, and if special or emergency, how authorized, the notice given, the names of those Directors present, the number of Directors present, and the proceedings thereof; and

(c) A copy of the Joint Powers Agreement, the Notice of Joint Powers Agreement filed with the California Secretary of State, and these Bylaws.

~~Section 10.02~~Section 8.02 Inspection of Records by the Public. The FRWDB shall comply with the California Public Records Act, Government Code Section 6250 et seq.

~~ARTICLE XI~~ARTICLE IX REPORTS

~~Section 11.01~~Section 9.01 Annual Report. The Executive Committee shall prepare and deliver an annual report to the Directors, which would be made available to the public, within one hundred twenty (120) days after the end of the FRWDB's fiscal year. That report shall contain the following information, in appropriate detail, for the fiscal year:

- (a) The assets and liabilities, including the trust funds, of the FRWDB as of the end of the fiscal year funds;
- (b) The revenue or receipts of the FRWDB, both unrestricted and restricted to particular purposes;
- (c) The expenses or disbursements of the FRWDB for both general and restricted purposes; and
- (d) An independent accountants' report.

~~ARTICLE X~~
ARTICLE X
INDEMNIFICATION OF DIRECTORS, OFFICERS, EMPLOYEES
AND OTHER AGENTS

~~Section 12.01~~ Section 10.01 Agents, Proceedings, and Expenses.

For the purposes of this Article, "agent" means any person who is or was a Director, officer, employee, or other agent of the FRWDB; "proceeding" means any threatened, pending or completed action or proceeding, whether civil, criminal, administrative, or investigative; and "expense" includes, without limitation, attorneys' fees and any expenses of establishing a right to indemnification under Sections 10.04 or 10.05(b) below.

~~Section 12.02~~ Section 10.02 Actions Other Than by the FRWDB.

Subject to the provisions of the WIOA, State law, and the Joint Powers Agreement, the FRWDB shall have the power to indemnify any person who was or is a party, or is threatened to be made a party, to any proceeding by reason of the fact that such person is or was an agent of the FRWDB, against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with such proceeding if that person acted in good faith and in a manner that person reasonably believed to be in the best interests of the FRWDB and, in the case of a criminal proceeding, had no reasonable cause to believe the conduct of that person was unlawful. The termination of any proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent shall not, of itself, create a presumption that the person did not act in good faith and in a manner which the person reasonably believed to be in the best interests of the FRWDB or that the person had reasonable cause to believe that the person's conduct was unlawful.

~~Section 12.03~~ Section 10.03 Actions by the FRWDB.

Subject to the provisions of the WIOA, State law, and the Joint Powers Agreement, the FRWDB shall have the power to indemnify any person who was or is a party, or is threatened to be made a party, to any threatened, pending or completed action by, or in the right of, the FRWDB, to procure a judgment in its favor by reason of the fact that person is or was an agent of the FRWDB, against expenses actually and reasonably incurred by that person in connection with the defense or settlement of that action if that person acted in good faith, in a manner that person believed to be in the best interests of the FRWDB, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. No indemnification shall be made under this Section 10.03 for any of the following reasons:

(a) In respect of any claim, issue or matter as to which that person shall have been adjudged to be liable to the FRWDB in the performance of that person's duty to the FRWDB, unless, and only to the extent that, the court in which such proceeding is or was pending shall determine upon application that, in view of all the circumstances of the case, that person is fairly and reasonably entitled to indemnity for the expenses and then only to the extent that the court shall determine;

(b) Of amounts paid in settling or otherwise disposing of a threatened or pending action, with or without court approval; or

(c) Of expenses incurred in defending a threatened or pending action which is settled or otherwise disposed of without court approval unless it is settled with the approval of the Attorney

~~Section 12.04~~ Section 10.04 Successful Defense by Agent. To the extent that an agent of the FRWDB has been successful on the merits in defense of any proceeding referred to in Sections 10.02 or 10.03, or in defense of any claim, issue, or matter therein, the agent shall be indemnified against expenses actually and reasonably incurred by the agent in connection therewith, as provided by these Bylaws, as well as California and Federal law.

~~Section 12.05~~ Section 10.05 Required Approval. Except as provided in Section 10.04, any indemnification under this Article shall be made by the FRWDB only if authorized in the specific case upon a determination that indemnification of the agent is proper in the circumstances because the agent has met the applicable standard of conduct set forth in Section 10.02 or 10.03 of this Article, by any of the following:

(a) A majority vote of a quorum consisting of Directors who are not parties to the proceeding; or

(b) The court in which the proceeding is or was pending, upon application made by the FRWDB or the agent or the attorney or other person rendering services in connection with the defense, whether or not such application by the agent, attorney, or other person is opposed by the FRWDB.

~~Section 12.06~~ Section 10.06 Advance of Expenses. Expenses incurred in defending any proceeding may be advanced by the FRWDB before the final disposition of the proceeding upon receipt of an undertaking by, or on behalf of, the agent to repay the amount of the advance unless it shall be determined ultimately that the agent is entitled to be indemnified as authorized in this Article.

~~Section 12.07~~ Section 10.07 Other Contractual Rights. No provision or agreements made by the FRWDB to indemnify its Directors or officers for the defense of any proceeding, whether contained in the Joint Powers Agreement or these Bylaws, a resolution of the Board of Directors, an agreement, or otherwise, shall be valid unless consistent with this Article. Nothing contained in this Article shall affect any right to indemnification to which persons other than Directors and officers of the FRWDB may be entitled by contract or otherwise.

~~Section 12.08~~ Section 10.08 Limitations. No indemnification or advance shall be made under this Article, except as provided in Sections 10.04 or 10.05(b), in any circumstances where it appears:

(a) That it would be inconsistent with a provision of the Joint Powers Agreement, these Bylaws, or an agreement in effect at the time of the accrual of the alleged cause of action asserted in the proceeding in which the expenses were incurred or other amounts were paid, which prohibits or otherwise limits indemnification; or

(b) That it would be inconsistent with any condition expressly imposed by a court in approving a settlement.

~~Section 12.09~~ Section 10.09 Insurance and Bonds. The FRWDB shall provide the insurance coverage(s) and fidelity bond(s) in a manner consistent with the Joint Powers Agreement.

~~ARTICLE XI~~ ARTICLE XI ~~CONFLICTS OF INTEREST~~

~~Section 13.01~~ Section 11.01 Conflicts of Interest. Members of the Board of Directors, members of any committee of the Board, and officers of the FRWDB shall not be financially interested in any contract, as defined under Government Code section 1090 and the California Political Reform Act (Government Code Section 87100, et seq.) made by them in their official capacity, or by the FRWDB or any body or board of which they are members. Pursuant to section 107(h) of the WIOA, Board Members, committee members, or officers of the FRWDB shall not: (1) vote on a matter under consideration by the Board regarding the provision of services by such member or an entity that such member represents; (2) vote on a matter under consideration by the Board that would provide direct financial benefit to such member or his or her immediate family; or (3) engage in any other activity determined by the Governor of California to constitute a conflict of interest as specified in the State plan.

~~Section 13.02~~ Section 11.02 Permissible Remote Interests. The Board of Directors or Executive Committee may approve a proposed transaction in which a Member of the Board, member of a committee of the Board, or officer of the FRWDB has only a remote interest, as defined by Government Code sections 1091 through 1091.5, including specifically Government Code Section 1091.3, upon the disclosure of such interest pursuant to the requirements of Government Code section 1091.

~~Section 13.03~~ Section 11.03 Duty to Disclose. Members of the Board of Directors, Executive Committee, or other committee of the Board, and officers of the FRWDB shall disclose any potential conflict to the Board prior to entering into any transaction entered by the FRWDB, and prior to participation in any related meetings, negotiations, discussions or other matters related to the transaction.

~~ARTICLE XIV~~ARTICLE XII
GENERAL ADMINISTRATIVE MATTERS

~~Section 14.01~~Section 12.01 Construction and Definitions.

Unless the context requires otherwise, the general provisions, rules of construction, and definitions in WIOA shall govern the construction of these Bylaws. Without limiting the generality of the preceding sentence, the following definitions shall apply:

- (a) Masculine gender includes the feminine and neuter, the singular includes the plural, the plural includes the singular;
- (b) The term "person" includes both a legal entity and a natural person;
- (c) The word "shall" is mandatory and the word "may" is permissive;
- (d) The words "Board" or "Board of Directors" refer to the governing body of the entity known as the Fresno Regional Workforce Development Board; and
- (e) The words "Director" or "Board Member" refer to an appointed member of the Board of the Fresno Regional Workforce Development Board.

~~Section 14.02~~Section 12.02 Amendment of Bylaws. New bylaws

may be adopted, or these Bylaws may be amended or repealed, by the approval of a majority vote of those members voting at a Board meeting with quorum present, provided (i) that the amendment does not conflict with any Federal, State, County or City laws or regulations, or any provision or the Joint Powers Agreement; and (ii) no amendment may extend the term of a Director beyond that for which such Director was elected.

~~Section 14.03~~Section 12.03 Effective Date of Bylaws These

Bylaws shall become effective immediately upon their adoption. Amendments to these Bylaws shall become effective immediately upon their adoption unless the Board of Directors, in adopting them as hereinafter provided, clearly express that they are to become effective at a later date.

~~Section 14.04~~Section 12.04 Authority to Bind FRWDB. The

Board of Directors, except as otherwise provided in these Bylaws, may authorize any officer(s) or agent(s) to enter into any contract or execute any instrument in the name of and on behalf of the FRWDB, and such authority may be general or confined to specific instances; and unless so authorized by the Board of Directors no officer, agent or employee shall have any power or authority to bind the FRWDB by any contract or engagement, or to pledge its credit, or to render it liable for any purpose in any amount.

~~ARTICLE XV~~ARTICLE XIII
FISCAL YEAR

~~Section 15.01~~Section 13.01 Date of Fiscal Year. The fiscal year

of the FRWDB shall begin on the first day of July and end on the last day of June in each year.

CERTIFICATE OF ADOPTION

I certify that I am the duly elected and-acting Chair of the FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD, a joint powers agency, that the above Bylaws, consisting of ~~eighteen-nineteen~~ (1819) pages, are the Bylaws of the FRWDB as adopted by the Board of Directors of the FRWDB on this -6th day of June, 20182022, and that said Bylaws have not been amended or modified since the date thereof.

Executed on _____, 20182022, at Fresno, California.

DMS: 756645_7

Draft Revisions

**FRESNO REGIONAL
WORKFORCE DEVELOPMENT BOARD**

AGENDA ITEM:	11
MEETING DATE:	October 5, 2022
ACTION:	APPROVE

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.frwdb.net

TO: Fresno Regional Workforce Development Board
FROM: Blake Konczal, Executive Director
SUBJECT: Approval of the June 1, 2022, Meeting Minutes

RECOMMENDATION:

Approve the minutes of the June 1, 2022, meeting of the Fresno Regional Workforce Development Board.

ATTACHMENT:

June 1, 2022, Meeting Minutes

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD



Workforce Development Board
June 1, 2022 @ 4:00 p.m.
MEETING

SUMMARY MINUTES

The meeting was called to order at 4:05 p.m.

ROLL CALL: PRESENT – Stephen Avila, Lacy Barnes, Alysia Bonner, Raine Bumatay, Jeff Hensley, Wyatt Meadows, Terry Metters, Jr., Scott Miller, Dennis Montalbano (arrived at 4:11 p.m.), Joe Olivares, Sal Quintero, Chuck Riojas, Michael Silveira, Lydia Zabrycki (arrived at 4:13 p.m.) and Legal Counsel Ken Price.

ABSENT – Paul Bauer, Edgar Blunt, Fely Guzman, Mike Karbassi, Sherry Neil, Vasili Sotiropulos, and Shelly Tarver

COMMENTS BY FRWDB CHAIR
AND/OR EXECUTIVE STAFF:

Phyllis Stogbauer, Senior Deputy Director, Fresno Regional Workforce Development Board (FRWDB), announced that in-person Scholarship Panels would be resuming early in the next Program Year (PY) and that if Directors were interested in serving on a Scholarship Panel, to contact Stephen DeWitt, Monitoring Department Manager, FRWDB.

Director Montalbano arrived (4:11 p.m.)

Chair Hensley introduced two (2) new FRWDB Directors: Wyatt Meadows, District Representative with Operating Engineers Local 3, and Terry Metters, Jr., Division Supervisor – Service Planning and Design with Pacific Gas and Electric.

Director Zabrycki arrived (4:13 p.m.)

Chair Hensley congratulated Blake Konczal, Executive Director, FRWDB, on his 20 years with the FRWDB and thanked him for his leadership. After the meeting's adjournment, David Baquerizo, Central Labor Council Partnership, presented Mr. Konczal with a gift and provided refreshments to acknowledge Mr. Konczal's 20 years with the FRWDB.

AGENDA CHANGES:
REMOVAL OF ITEMS OR
EMERGENCY ADDITIONS:

None

ABSTENTIONS/ DISCLOSURES OF
POTENTIAL CONFLICTS
OF INTEREST/RECUSALS:

None

PUBLIC COMMENTS:

None

Item Description/Action Taken

6. Committee Reports

Adult Council: Director Riojas reported that the Adult Council met on May 18th. He explained that because the Youth Council did not have a quorum for their meeting, the Adult Council (Council) reviewed and recommended for the FRWDB's approval, the PY 2022-2023 Youth funding recommendations. The Council also reviewed and recommended the PY 2022-2023 Adult and Dislocated Worker funding recommendations. The Council saw two (2) videos highlighting the stories of Outstanding Achievement Award winners for the third and fourth quarters, stating that it is good to see participants' success stories. There were several items the Council reviewed and recommended for the FRWDB's approval, including the adoption of ten (10) identified Local Demand Industry Sectors; the Insurance Agent/Brokerage Services award; the Janitorial Services award; changes to the Human Resources contractor role and potentially an increase to that contract; and the quarterly reports. They also received an update on the High Road Construction Careers grants as an information item.

Mr. Konczal stated that regarding the PY 2022-2023 Youth and Adult/Dislocated Worker funding items recommended for approval, FRWDB staff prepared those recommendations based on the dollar amounts the FRWDB received for PY 2021-2022. He explained that estimated amounts were used due to the State having not yet released the PY 2022-2023 figures by the time the Adult Council met. He noted, however, that on May 25th, the State released allocations for PY 2022-2023, and that the FRWDB would be receiving an increase of approximately \$1.2 million, making its formula budget a little over \$17 million. He explained that once FRWDB staff had completed a full reconciliation of PY 2021-2022, a revised recommendation would be brought to the Adult and Youth Councils in the second quarter of the new PY for their review and recommendation for FRWDB approval. Mr. Konczal added that in addition to the formula budget, the FRWDB had received an additional \$11 million in discretionary grants, mostly regional grants, with which the FRWDB is working with other valley Workforce Boards to assist their communities.

Executive Committee: Chair Hensley shared that the Executive Committee (Committee) met on April 20th, when they approved two (2) contracts and associated grant allocations. The first was the Equity and Special Populations grant award in the amount of \$750,000. The second was the High Roads Construction Careers Pathways grant in the amount of \$258,500. The Committee received an information item regarding proposed changes to the current Human Resources role and contract to help more strategically deal with changing internal and external staff and competitive market dynamics. Mr. Konczal presented an information item, explaining the need for the FRWDB to develop a focus to allow FRWDB to maintain an aggressive, forward-learning approach to projects. The three (3) areas identified for this focus were Construction Training, Forestry Training, and selective areas in Healthcare. The Committee approved the February 2022 Financial Report and the February 2022 Agency Budget and Expenditures Report. Both reports presented no concerns for FRWDB staff and the Committee had no questions or concerns. The Committee convened a closed session at 3:55 p.m. and adjourned at 4:22 p.m., with nothing to report from that closed session.

This was an information item.

7. Fresno Regional Workforce Development Board Bylaws Revision

Mr. Konczal indicated that the FRWDB must be notified prior to being presented with an item to make changes to the FRWDB Bylaws. Mr. Konczal stated that at the next meeting, there would be an item for approval to make changes to the Bylaws. He explained that some of the items would have to do with changes in the law, and that there would be a change requiring Board members to select a FRWDB Committee/Council on which to serve, and to make that selection within a specified time period, which was yet to be determined. He reminded the FRWDB that in addition to the Executive Committee, the FRWDB has three (3) other Committees on which Directors can choose to serve: Adult Council, Business and Industry Committee, and Youth Council. Mr. Konczal explained that each Committee/Council meets once a quarter. Legal Counsel Price indicated that the proposed changes to the Bylaws would be made with a redline version being brought back to the FRWDB for its review and approval.

This was an information item.

8. Approval of the March 2, 2022, Meeting Minutes

OLIVARES/ZABRYCKI – APPROVED THE MARCH 2, 2022, MEETING MINUTES. (UNANIMOUS)

9. April 2022 Financial Report

Mr. Konczal presented the April 2022, Financial Report for the FRWDB's acceptance. He noted that due to the COVID pandemic, when expenditures were lower than normal, both the State and Federal funding agencies granted no-cost extensions to multiple grants to allow Workforce Boards to more fully expend grant funds. He stated that FRWDB staff had no concerns and anticipated that the grants would be expended by the extended contract dates.

BONNER/ZABRYCKI – ACCEPTED THE APRIL 2022 FINANCIAL REPORT. (UNANIMOUS)

10. Consent Items (A1 – A12)

OLIVARES/BONNER – APPROVED CONSENT ITEMS A1 – A12. (UNANIMOUS)

11. In the Community – Marketing Update

Lauren Nikkel, Grant Writing Coordinator, FRWDB, presented the marketing update in Martha Espinosa's absence. Ms. Nikkel introduced the third and fourth quarter Adult and Youth Business Achievement Award winner videos. The Third Quarter Youth Business Achievement Awards recipient was Total Concept Enterprises; the Third Quarter Adult Business Achievement Awards recipient was Ethos Protection Services; the Fourth Quarter Youth Business Achievement Awards recipient was Hedrick's Collision Center; and the Fourth Quarter Adult Business Achievement Awards recipient was Patrick's Music Store.

Ms. Nikkel shared that the FRWDB just concluded a series of Job Fairs that began in February and ended in April with Govaganza. Job Fairs were held in Selma, Reedley, Mendota and Fresno. A total of 476 individuals registered for the Job Fairs and at least six (6) individuals had been enrolled into Workforce services as a direct result of the Job Fairs. The FRWDB is currently partnered with Table Mountain Casino for their job fairs.

Mr. Konczal shared that he, Ms. Espinosa and Sergio Martinez, Business Services Coordinator, FRWDB, had begun making a concerted effort to outreach to rural cities in Fresno County so that they are familiar with the FRWDB's services. This effort will continue and FRWDB staff will provide updates at future meetings.

Director Quintero suggested that when FRWDB staff visits the County's rural cities to promote the FRWDB's services, informational packages be provided to those cities to hand out to businesses thinking about locating to Fresno County. Director Zabrycki added that it would be a good strategy to connect with commercial and industrial realtors in the area, as well, to help share information about the business services the FRWDB provides.

Mr. Konczal also shared about the California Workforce Association's WorkCon 2022 conference that was just held in May in San Diego. Representatives from the FRWDB, including Mr. Konczal, FRWDB staff, and Directors, had a total of five (5) presentations at the conference that were very well received. Presentation topics included The Great Resignation, Elevated Workforce Marketing Strategies, and Public Infrastructure Spending. Mr. Konczal shared that in his 30 years in the workforce industry, the FRWDB's presentations at this conference were some of the best he has ever seen.

Ms. Nikkel concluded the update by sharing a grants report. She reported that in May, the FRWDB submitted a grant in partnership with seven (7) other Workforce Boards in the region for the Regional Equity and Recovery Partnerships grant. If received, 125 participants would be served with short-term trainings in the construction, manufacturing, and forestry sectors. She indicated that the FRWDB (in partnership with Motherlode Workforce Board, Reedley College, Columbia College, Fresno Economic Opportunity Commission's Local Conservation Corps and Sierra Resource Management) had just submitted a CalFire Workforce Development grant. If awarded, the grant funds would be used to fund the current forestry program and also expand the program to the Motherlode region. The FRWDB will be submitting another grant application on July 1st for a High Roads Construction Careers grant called the "Resilient Workforce Fund", which would fund construction training.

This was an information item.

12. Information Sharing

Chair Hensley recognized and thanked two (2) Directors who were retiring from their professional careers, as well as the FRWDB: Director Raine Bumatay and Director Mike Silveira. The FRWDB expressed its appreciation for the retiring Directors with a round of applause.

Director Olivares asked for an update on the move of the America's Job Centers of California location from Manchester Mall to the Winepress Center. Mr. Konczal indicated that due to delays with the HVAC installation, the move had been moved back from mid-June to the end of July.

This was an information item.

13. Agenda Items for September 7, 2022, Meeting

There were no items recommended for the September 7, 2022, FRWDB meeting agenda.

14. Meeting Feedback

There was no meeting feedback.

The meeting was adjourned at 5:26 p.m.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	12
MEETING DATE:	October 5, 2022
ACTION:	ACCEPT

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.frwdb.net

TO: Fresno Regional Workforce Development Board

FROM: Blake Konczal, Executive Director

SUBJECT: July 2022 Financial Report

RECOMMENDATION:

Accept the Fresno Regional Workforce Development Board (FRWDB) July 2022 Financial Report.

REASON FOR RECOMMENDATION:

The attached summary financial report and chart display year-to-date financial information through July 31, 2022.

- 2020 September Wildfires: This grant has an end date of December 30, 2022, and is currently 3.10% expended at \$30,264 of the \$975,000. This grant had a slow start-up since January 1, 2021, due to the pandemic; however, FRWDB received a 12-month no cost extension to December 30, 2023. The project is now on track to begin the first work experience cohort in October.
- Fatherhood Fire – HHS: This grant started September 30, 2020, with an original amount of \$749,999 and a contract term of September 30, 2020, through September 29, 2021, with a possible four (4) year option to 2025. FRWDB is currently in the second-year option from September 30, 2021, through September 29, 2022; it is 76.09% expended at \$570,657.

At this time, staff has no concerns with grant expenditures.

ATTACHMENT:

July 2022 Financial Report

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
Summary Financial Report
July 2022

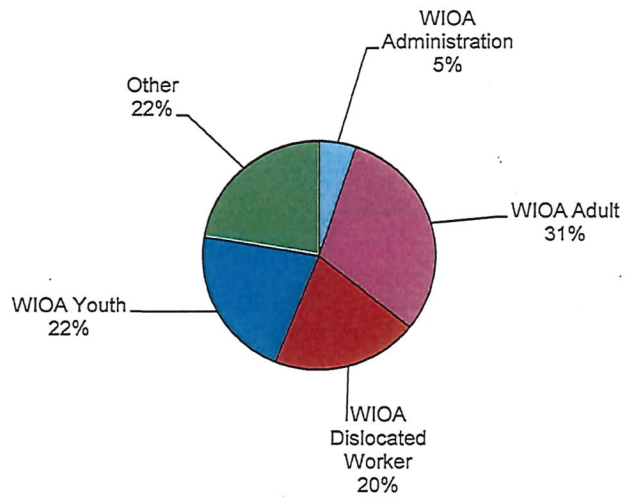
GRANT	TERM	Total Grant Amount	Prior Year(s) Expended	Current Year to Date Expenditures	Percent Expended	Unspent Committed Funds
WIOA ADMINISTRATION	07/01/2022 - 06/30/2023	1,703,998		106,530	6.25%	1,597,468
* WIOA ADULT	07/01/2022 - 06/30/2023	10,246,894		316,643	3.09%	9,930,250
* WIOA DISLOCATED WORKER	07/01/2022 - 06/30/2023	6,802,500		248,915	3.66%	6,553,585
* WIOA YOUTH	07/01/2022 - 06/30/2023	7,188,913		460,911	6.41%	6,728,002
*WIOA RAPID RESPONSE & Layoff Aversion	07/01/2022 - 06/30/2023	445,880		11,885	2.67%	433,996
TCC - Transformative Climate Communities	02/01/2020 - 03/31/2024	1,249,432	319,174	6,874	26.10%	923,384
CAL FIRE	03/01/2020 - 06/01/2023	1,675,200	1,309,570	8,752	78.70%	356,878
COVID-19 Employment Recovery NDWG	04/01/2020 - 03/31/2023	450,000	326,264	1,325	72.80%	122,411
High Road Construction Careers (HRCC): SB1 Valley Build	11/01/2020 - 02/28/2023	1,499,818	1,003,762	79,537	72.23%	416,519
Fatherhood - HHS	09/30/2021 - 09/29/2022	749,999	532,291	38,366	76.09%	179,342
HRCC: CCI: Low Carbon Economy Workforce Program	06/01/2021 - 03/31/2023	1,194,400	183,594	24,275	17.40%	986,531
2020 September Wildfires - 1st Increment	01/01/2021 - 12/30/2022	975,000	28,992	1,272	3.10%	944,736
Pathway Home Grant - GRID Alternatives	07/01/2020 - 12/31/2023	73,630	2,348	-	3.19%	71,282
HRCC: Reimagine Workforce Preparation Grant (RWPG)	04/01/2021 - 03/31/2023	2,010,608	419,035	7,443	21.21%	1,584,130
Equity & Special Populations (ESP)	02/01/2022 - 06/30/2023	750,000		1,056	0.14%	748,944
HRCC: Pathway Additional Education (Foundations)	02/02/2022 - 06/30/2023	258,500		17,114	6.62%	241,386
City of Fresno - One Youth Job Corps	08/10/2022 - 05/01/2024	281,550		-	0.00%	281,550
TOTAL FUNDING		37,556,322	4,125,030	1,330,897	14.53%	32,100,395

* Total Grant Amount includes ACTUAL carryover from Prior Plan Year 21 - 22
Due to spreadsheet formula rounding calculations, totals may be off by \$1 or \$2

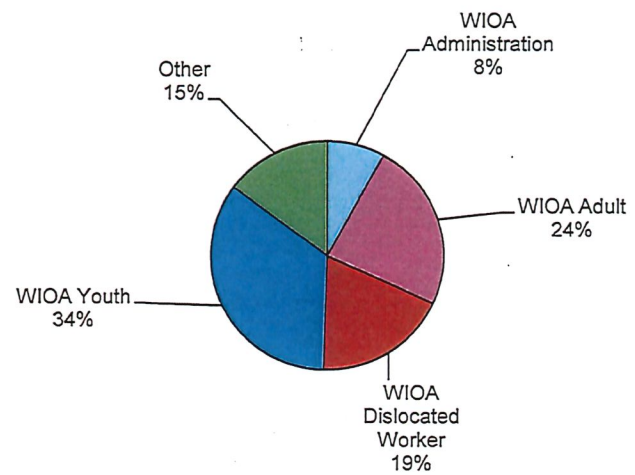
Prepared by: C. Beierschmitt

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
FINANCIAL REPORTS
July 2022

**FRWDB Committed Funds
Fiscal Year 2022-2023**



**FRWDB Expenditures
Fiscal Year 2022-2023**



**Consent Items
Submitted by**

Administration

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	A1
MEETING DATE:	October 5, 2022
ACTION:	APPROVE

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.frwdb.net

OTO: Fresno Regional Workforce Development Board

FROM: Kenneth J. Price, Legal Counsel

SUBJECT: Updated Conflict of Interest Code

RECOMMENDATION:

Approve the updated Conflict of Interest (COI) Code.

REASON FOR RECOMMENDATION:

The Political Reform Act requires every local government agency review its COI Code biennially and to submit a notice to its code reviewing body that specifies if the Code is accurate, or alternatively, that the Code must be amended. The Fresno County Clerk of the Board's office, working on behalf of the Fresno County Board of Supervisors, is the Fresno Regional Workforce Development Board's (FRWDB's) code reviewing body, and requires that all amended COI Codes be submitted to their office by October 1, 2022. The Clerk's office has required that each agency make certain revisions, which are attached for the Board's review and consideration.

FRWDB's COI Code designates all positions that make or participate in the making of governmental decisions. The disclosures, depending upon position, requires the reporting of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions.

The attached COI Code is essentially the same but reflects new staffing positions, revisions to titles of existing positions and the deletion of position titles that the agency no longer uses.

ATTACHMENT:

Conflict of Interest Code for Fresno Regional Workforce Development Board (redline version)

CONFLICT OF INTEREST CODE FOR
FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. Section 18730) that contains the terms of a standard Conflict of Interest Code and may be incorporated by reference in an agency's Conflict of Interest Code. After public notice and hearing, the standard Conflict of Interest Code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices designating positions and establishing disclosure requirements shall constitute the Conflict of Interest Code of the **Fresno Regional Workforce Development Board ("FRWDB")**.

The Form 700s for designated positions, other than **the members of FRWDB Board of Directors along with any alternates ("Board Members" and "Alternate Board Members")** and **FRWDB Executive Director ("Executive Director")**, shall be filed with the FRWDB. The Board Members, and Executive Director are to file their original Form 700s directly with the Clerk of the Board for the Fresno County Board of Supervisors using the electronic filing system. If the Form 700s are not filed electronically, the paper Form 700 and waiver shall be filed with the **FRWDB** and, upon receipt of these paper Form 700s with waivers, the **FRWDB** shall make and retain a copy and forward the original to the Clerk of the Board of Supervisors.

The **FRWDB** shall retain a copy of all electronically filed Form 700s, a copy of all paper Form 700s with waivers and the original Form 700s of designated positions and shall make the Form 700s available for public review, inspection, and reproduction. (Gov. Code section 81008.)

The provisions of all Conflict of Interest Codes and amendments thereto previously adopted by the Agency are hereby superseded.

**APPENDIX A
DESIGNATED POSITIONS**

Public Officials Who Manage Public Investments

It has been determined that positions listed below manage public investments **and will file a statement of economic interests pursuant to Government Code Section 87200**. These positions are listed for informational purposes only:

- Board Members
- Executive Director
- Consultants involved in the investment of public funds

An individual holding one (1) of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

Designated Positions

Disclosure Categories

- | | |
|---|---|
| • Senior Deputy Director | 1 |
| • Deputy Director of Information and General Services Systems | 1 |
| • Deputy Director of Fiscal Services | 1 |
| • Quality Systems Monitoring Manager | 1 |
| • Marketing and Communications Grants Manager | 1 |
| • Program Manager | 1 |
| • General Services Manager | 1 |
| • Business Services Manager | 1 |
| • Special Project Manager | 1 |
| • Accounting Manager | 1 |
| • Legal Counsel | 1 |
| • Consultants/New Positions | 1 |

* Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the disclosure requirements in this code subject to the following limitation:

The **Executive Director** may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The **Executive Director's** determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Sec. 81008.)

APPENDIX B DISCLOSURE CATEGORIES

Individuals holding designated positions must report their interests according to their assigned disclosure category(ies).

Disclosure Category 1

Interests in real property located within the jurisdiction or within two (2) miles of the boundaries of the jurisdiction or within two (2) miles of any land owned or used by the agency; and investments and business positions in business entities, and income, including loans, gifts, and travel payments, from all sources.

Disclosure Category 2

Interests in real property located within the jurisdiction or within two (2) miles of the boundaries of the jurisdiction or within two (2) miles of any land owned or used by the agency.

Disclosure Category 3

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources, that provide services, supplies, materials, machinery, or equipment of the type utilized by the agency.

Disclosure Category 4

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources, that provide services, supplies, materials, machinery, or equipment of the type utilized by the designated position's division or department.

Disclosure Category 5

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources, that filed a claim against the agency during the previous two (2) years, or have a claim pending.

Disclosure Category 6

Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources of the type to request an entitlement to use agency property or facilities, including, but not limited to:

- a license
- utility permit
- station vendor permit.

**Consent Items
Submitted by the**

**Executive
Committee**

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	B1
MEETING DATE:	October 5, 2022
ACTION:	APPROVE

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.frwdb.net

TO: Fresno Regional Workforce Development Board
FROM: Executive Committee
SUBJECT: Program Year 2022-2023 Agency Budget and Personnel Plan

RECOMMENDATION:

Approve the Program Year (PY) 2022-2023 FRWDB Agency Budget and Agency Personnel Plan. Expenditures may exceed individual budget line items as long as total expenditures do not exceed the total budget.

The Executive Committee approved this recommendation on July 20, 2022.

REASON FOR RECOMMENDATION:

The Schedule of Funds, Attachment I, details the total funds, including estimated carryover from PY 2021-2022, and funds available for PY 2022-2023. \$17,039,980 in Workforce Innovation and Opportunity Act (WIOA) Formula Allocations for PY 2022-2023, from the Employment Development Department Workforce Services Division, \$9,599,476 in estimated prior year carryover funds from PY 2021-2022 and \$10,354,954 in Special Grant funding. Overall, it is estimated that funding will increase \$1,836,155.

Attachment II, Staff Schedule, details staff positions for the agency. The cost for all Fresno Regional Workforce Development Board staff is included in the Agency Budget on Attachment III. These amounts include the cost for Administrative Services, Program Support, Information Technology Support, and America's Job Centers of California Site Support.

Attachment III details the proposed Agency Budget for PY 2022-2023, as compared to the prior year and year-to-date expenditures. The attached budget reflects:

- \$312,303 increase to salaries;
- \$28,284 increase to payroll taxes;
- \$80,412 increase to benefits;
- \$60,020 increase to staff development expenditures;
- \$1,150 increase to insurance;
- \$19,290 increase to maintenance;
- \$54,200 increase to professional services for human resources and cybersecurity;
- \$21,200 increase to rent expenditures due to rent adjustment;
- \$3,000 increase to utilities;
- \$400,000 increase for furniture and \$35,000 increase for staff PCs;

FISCAL IMPACT:

\$5,018,276

ATTACHMENTS:

- ATTACHMENT I - Schedule of Funds
- ATTACHMENT II - Staff Schedule
- ATTACHMENT III - Agency Budget

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
SCHEDULE OF FUNDS
FY 2022-2023

GRANT	FUNDS AVAILABLE PY 2021-22	ESTIMATED FUNDS AVAILABLE PY 2022-23	INCREASE (DECREASE)
WIOA ADULT	10,473,211	11,071,229	598,018
WIOA DISLOCATED WORKER	6,928,528	7,462,952	534,424
WIOA YOUTH	8,205,302	7,918,275	(287,027)
WIOA RAPID RESPONSE (Includes Lay Off Aversion)	216,438	187,000	(29,438)
TCC - Transformative Climate Communities - Ends 3.31.23	1,111,660	949,301	(162,359)
CAL FIRE - Ends 6.1.23	1,302,307	366,719	(935,588)
COVID-19 Employment Recovery NDWG - Ends 3.31.23	413,763	164,218	(249,545)
P2E - SJC IDS/SSEL - Ended 3.31.22	216,319	-	(216,319)
High Road Construction Careers (HRCC): SB1 Valley Build - Ends 2.28.23	1,299,445	491,439	(808,006)
Fatherhood Fire - HHS - Ends 9.29.23	749,999	749,999	-
HRCC: Low Carbon Economy Workforce Program - Ends 3.31.23	1,193,501	1,015,511	(177,990)
2020 September Wildfires - 1st Increment - Ends 12.30.22	965,652	946,189	(19,463)
Pathway Home Grant - GRID Alternatives - Ends 12.31.23	73,211	71,309	(1,902)
HRCC: Reimagine Workforce Preparation Grant (RWPG) - Ends 3.31.23	2,008,919	1,591,769	(417,150)
Equity & Special Populations (ESP) - Ends 6.30.23	-	750,000	750,000
HRCC: Pathway Additional Educational (Foundations) - Ends 6.30.23	-	258,500	258,500
Pending: Valley Build - Non-traditional Occupations for Women (NOW)	-	3,000,000	3,000,000
TOTAL FUNDING	35,158,255	36,994,410	1,836,155

Prepared by: C. Beierschmitt

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

STAFF SCHEDULE				
REGULAR POSITIONS	BUDGET FY 21-22	BUDGET FY 22-23	SALARY RANGE FY 21-22	SALARY RANGE FY 22-23
Administrative Services:				
Executive Director	1.00	1.00	\$8,800 to \$12,420	\$12,256 to \$18,750
Senior Deputy Director	0.30	0.30	5,665 to 8,368	5,665 to 8,368
Deputy Director of Fiscal Services	1.00	1.00	5,665 to 8,368	5,665 to 8,368
Deputy Director of Information & General Services	0.40	0.40	5,665 to 8,368	5,665 to 8,368
Quality Systems Manager	0.50	0.00	4,841 to 6,521	
Monitoring Manager	0.00	0.50		4,841 to 6,521
General Services/IT Support Manager	1.00	0.00	4,841 to 6,521	
Information and General Services Manager	0.00	1.00		4,841 to 6,521
Network Administrator	1.00	1.00	4,833 to 6,210	4,100 to 6,210
General Services Administrative Assistant	1.00	0.00	2,578 to 3,627	
Marketing & Grants Manager	0.10	0.10	4,841 to 6,521	4,841 to 6,521
Accounting Supervisor	1.00	0.00	4,069 to 5,760	
Accounting Manager	0.00	1.00		4,841 to 6,521
Accountant	1.00	0.00	3,871 to 5,070	
Accounting Coordinator	0.00	1.00		3,833 to 5,417
Accounting Clerks	2.00	0.00	2,266 to 3,478	
Accounting Facilitator	0.00	2.00		3,200 to 4,554
Auditor/Monitor	1.00	0.00	3,871 to 5,070	
Monitoring Coordinator	0.00	1.00		3,833 to 5,417
Administrative Supervisor	1.00	0.00	3,550 to 5,477	
Senior Administrative Support Coordinator	0.00	1.00		3,833 to 5,417
Administrative Assistant	2.00	2.00	2,678 to 3,912	3,089 to 4,323
Total Administration Positions	14.30	13.30		
Program Operations				
Senior Deputy Director	0.70	0.70	\$ 5,665 to \$ 8,368	\$ 5,665 to \$ 8,368
Deputy Director of Information & General Services	0.60	0.60	5,665 to 8,368	5,665 to 8,368
Business Services Manager	1.00	1.00	4,223 to 5,760	4,841 to 6,521
Business Services Coordinator	3.00	5.00	3,833 to 4,658	3,833 to 5,417
Business Outreach Coordinator	2.00	2.00	3,833 to 4,658	3,833 to 5,417
Government Sector Workforce Coordinator	1.00	0.00	3,833 to 4,658	
Monitoring Manager	0.50	0.50	4,841 to 6,521	4,841 to 6,521
Marketing & Grants Manager	0.90	0.90	4,841 to 6,521	4,841 to 6,521
Grant Writing Coordinator	1.00	1.00	3,833 to 4,658	3,833 to 5,417
Program Manager	1.00	0.00	4,223 to 5,760	4,841 to 6,521
Program Coordinator	1.00	2.00	3,871 to 5,070	3,833 to 5,417
Monitoring Coordinator	1.00	1.00	3,871 to 5,070	3,833 to 5,417
Senior Contract Administrator	1.00	0.00	3,296 to 5,021	
Contract Administrator	1.00	0.00	3,200 to 4,554	
Contracts Facilitator	0.00	2.00		3,200 to 4,554
Program Assistant	1.00	1.00	3,089 to 4,323	3,089 to 4,323
Special Projects Coordinator	0.00	4.00	3,871 to 5,070	3,833 to 5,417
Special Projects Workshop Instructor	0.00	1.00		3,833 to 5,417
Special Projects Manager	1.00	1.00	4,223 to 5,760	4,841 to 6,521
Computer Programmer	1.00	0.00	4,720 to 6,113	
Data Coordinator	0.00	1.00		4,100 to 6,210
Network Technician	1.00	1.00	4,100 to 5,486	4,100 to 6,210
Information and General Services Coordinator	0.00	1.00		4,100 to 6,210
Career Technical Education Coordinator/Specialist	2.50	0.00	3,871 to 5,070	
Total Operations Positions	22.20	26.70		
TOTAL REGULAR POSITIONS	36.50	40.00		

Prepared by: C. Beierschmitt
July 8, 2022

**FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
AGENCY BUDGET**

PY 2022-2023

	Budget by Line Item	2021-2022 Budget	2022-2023 Budget	Increase/ (Decreases)	Percent Change
51	Salaries	\$ 2,280,057	\$ 2,592,360	312,303	13.70%
52	Payroll Taxes	207,586	235,870	28,284	13.63%
53	Fringe Benefits/Staff Parking	707,944	788,356	80,412	11.36%
55	Staff/Board/Service Provider Development	64,980	125,000	60,020	92.37%
56	Local Mileage	26,000	26,000	0	0.00%
60	Communications	40,000	40,000	0	0.00%
61	Insurance	29,800	30,950	1,150	3.86%
62	Maintenance	67,550	86,840	19,290	28.56%
63	Memberships	50,000	50,000	0	0.00%
64	Miscellaneous	11,000	11,000	0	0.00%
65	Office Expense	24,600	24,600	0	0.00%
66	Professional Services - incl. legal/audit/HR/cybersecurity	195,800	250,000	54,200	27.68%
67	Advertising	35,000	35,000	0	0.00%
68	Rent and Leases	223,100	244,300	21,200	9.50%
69	Utilities	29,000	32,000	3,000	10.34%
71	Furniture and Equipment	11,000	446,000	435,000	3954.55%
	Total	\$ 4,003,417	\$ 5,018,276	\$ 1,014,859	25.35%

Due to spreadsheet formula rounding calculations, total(s) may be off by \$1.