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### 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

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| 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 |

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| 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.