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### Workforce Development Board

**December 7, 2022 @ 4:00 p.m.**

###### SUMMARY MINUTES

The meeting was called to order at 4:10 p.m.

ROLL CALL: PRESENT – Stephen Avila, Lacey Barnes, Paul Bauer, Edgar Blunt, Alysia Bonner, Jeff Hensley, Mike Karbassi, Wyatt Meadows, Scott Miller (arrived at 4:32 p.m.), Dennis Montalbano (arrived at 4:39 p.m.), Sherry Neil, Joe Olivares, Sal Quintero, Vasili Sotiropulos, Sandra Vicente, Lydia Zabrycki, and Legal Counsel Ken Price.

ABSENT – Fely Guzman, Terry Metters, Jr., Chuck Riojas, and Shelly Tarver.

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| COMMENTS BY FRWDB CHAIR AND/OR EXECUTIVE STAFF: | None |
| AGENDA CHANGES  REMOVAL OF ITEMS OR  EMERGENCY ADDITIONS: | None |
| ABSTENTIONS/ DISCLOSURES OF  POTENTIAL CONFLICTS  OF INTEREST/RECUSALS: | None |
| PUBLIC COMMENTS: | None |

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| Item | Description/Action Taken |
| 6. | Committee Reports |
|  | Business and Industry Committee: Director Zabrycki reported that the Business and Industry Committee (B&I) met on November 2nd. The B&I received the Rapid Response report for the First Quarter (Q1) of Program Year 2022-2023, which showed that the Rapid Response team met with four (4) businesses, two (2) of which allowed the team to conduct orientations for their staff. The report included information on the different strategies the team is using in an effort to reach businesses who may need assistance. Martha Espinosa, Marketing/Grants Manager, Fresno Regional Workforce Development Board (FRWDB), provided a report on the Q1 and Q2 Business of Excellence award winners. Ms. Espinosa also provided a final report on the Firebaugh Business Grant program, funded through the CARES Act, in which three (3) businesses received a grant. Due to the low success rate of the program, the City of Firebaugh chose to stop the program and will utilize the remaining grant funds elsewhere in the City of Firebaugh. Stephen Dacuyan, Business Outreach Coordinator, FRWDB, provided an update on the Rural Guided Pathways Project. |
|  | Executive Committee: Chair Hensley shared that the Executive Committee (Committee) met on October 19th, when they reviewed and accepted the August 2022 Financial Report and the August 2022 Agency Budget and Expenditures Report, with no concerns. The Committee approved funding allocations totaling $749,999 for the Department of Health and Human Service’s Fatherhood grant, and $281,550 for the City of Fresno’s Youth Job Corps program. There was a discussion regarding the creation of a new committee for the FRWDB, and that would be brought before the full FRWDB for discussion. There was a closed session of the Committee, and there was nothing to report out from the closed session.This was an information item. |
| 7. | Board Member Spot Light |
|  | New FRWDB Director, Sandra Vicente, Regional Manager for Union Bank, shared about herself, personally and professionally. She indicated that she has over 20 years’ experience in the banking industry and that she currently served as Chair for the Fresno Area Hispanic Foundation. She shared that she was looking forward to putting her experience to good use in her role as FRWDB Director. This was an information item. |
| 8. | Creation of New Committee |
|  | Blake Konczal, Executive Director, FRWDB, shared that the FRWDB currently had four (4) standing Committees: The Executive Committee, Adult Council, Youth Council and Business and Industry Committee. He explained that the Executive Committee had purview to work with all of the Committees, but also was responsible for the annual evaluation of the FRWDB Executive Director. The Adult Council oversees the Adult program and spending on Adult clients. The Youth Council oversees the Youth program and spending on Young Adult clients. The Business and Industry Committee focused on a number of economic development topics, especially layoffs, but they had not overseen any portion of FRWDB funding. In discussions with Chair Hensley and Vice Chair Montalbano, Mr. Konczal indicated that it was thought that it would be good for all of the FRWDB’s committees to be reflective and focused on where the work of the FRWDB was happening. He explained that the FRWDB received an annual formula allotment from the state for Adult, Dislocated Worker and Youth funding, which was a little over $17 million for the current Program Year. In addition to the formula budget, the FRWDB had also received grants that almost exceeded the formula budget amount. It was proposed that the Business and Industry Committee be modified to become the Skills Development Council, which would have as its purview, the funds being spent on training, recruitment and outcomes for various trainings. Mr. Konczal indicated that membership on the Skills Development Council could also include individuals from public or private education.Director Miller arrived (4:32 p.m.)Chair Hensley shared that the FRWDB received some of the grants because of the confidence that has been built at the state level in regards to the FRWDB. Mr. Konczal agreed and noted that that confidence was based on the FRWDB’s performance on other grants. |
|  | Director Quintero asked if the FRWDB’s marketing efforts to reach individuals being laid off included utilization of the media. Mr. Konczal indicated that the FRWDB received notification of when businesses were conducting layoffs and that there was an aggressive marketing outreach to affected individuals. The FRWDB used a variety of outreach and marketing strategies, which did include the media. This was an information item. |
| 9. | In the Community - Marketing Update |
|  | Martha Espinosa, Marketing and Grants Manager, FRWDB, provided highlights of the marketing activities and events that occurred in the second quarter of the Program Year.Check Presentation: On October 12th, the FRWDB held a press event where Assembly Member Arambula’s office presented the FRWDB with a $3 million check; funds for which were to be used to assist in providing additional ValleyBuild NOW (Non-traditional Occupations for Women) cohorts in a 14-county region. Open House at New Comprehensive Center: The FRWDB held an open house event at the new Comprehensive Center at The Winepress Shopping Center in Fresno on October 20th.  Focus Forward: Two (2) FRWDB construction training participants were highlighted in Focus Forward’s Stories of Hope 2022 magazine.  Director Montalbano arrived (4:39 p.m.)  Forestry Program: On November 4th, Assembly Member Devon Mathis visited the FRWDB’s Forestry Program at the Parlier site.  Parlier Open House: On November 9th, there was an open house event held for the new Workforce Connection site in Parlier.  Recruiting for Success: November 16th, the FRWDB partnered with the City of Fresno and conducted a workshop via Zoom called “Recruiting for Success”, which covered equitable and inclusive recruitment strategies. Presenters for the workshop included Brenda Budke from Sierra HR Partners, Denice Recendez from T-Mobile, Anthony Cunha from State Center Community College, and Amy Fuentes from the Fresno Chamber of Commerce.  National Apprenticeship Week: The FRWDB worked with IBEW in Bakersfield to host a Women in Construction day and to kick off the all-women’s ValleyBuild NOW cohort in Bakersfield.  CalFIRE Check Presentation: On December 7th, CalFIRE presented the FRWDB with a $1.9 million check for the Forestry Program. Channels 26 and 30 were present to cover the event.  Ms. Espinosa shared a video clip that had been aired on Telemundo to market the ValleyBuild program. She also shared videos highlighting the Business of Excellence award winners for the Adult and the Young Adult employers. Hotel Piccadilly was selected as the Youth Adult Services Business of Excellence Award winner, and California Building Products was selected as the Adult Business of Excellence Award winner.  Mr. Konczal recognized Ms. Espinosa and her team at the FRWDB for the quality and quantity of coverage the FRWDB has been receiving through the news and social media. |
|  | Chair Hensley added that the communications that occur reflected the FRWDB’s commitment to impacting the community. Director Blunt asked Ms. Espinosa if she could tag FRWDB Directors on social media so they would be able to easily share the events to raise awareness of what is happening with the FRWDB. This was an information item. |
| 10. | Workforce Innovation and Opportunity Act Youth Program Request for Proposals Draft Scope of Work |
|  | Phyllis Stogbauer, Senior Deputy Director, FRWDB, presented for approval the final draft Youth Services Request for Proposals (RFP) Scope of Work and requested that the FRWDB authorize FRWDB staff to release the RFP in January 2023.  Ms. Stogbauer explained that, under the Workforce Innovation and Opportunity Act, the FRWDB is required to competitively procure for contractors to provide services to young adults every five (5) years and that new contracts must be in place by June 30, 2023. Ms. Stogbauer reported that on September 6, 2022, the draft Scope of Work was released for a 30-day public comment period to solicit comments and input from the community. The FRWDB held two (2) public comment meetings for this purpose. Upon approval of this item, FRWDB staff would be authorized to release the RFP in January 2023, for a 30-day period, with proposals due in February. A rating team would conduct evaluations of the proposals received by the due date, and those results would be brought back to the FRWDB for approval, in order to award contracts.  **OLIVARES/QUINTERO – APPROVED THE WORKFORCE INNOVATION AND OPPORTUNITY ACT YOUTH PROGRAM REQUEST FOR PROPOSALS DRAFT SCOPE OF WORK. (UNANIMOUS**) |
| **11.** | **Approval of the October 5, 2022, Special Meeting Minutes** |
|  | **BONNER/QUINTERO – APPROVED THE OCTOBER 5, 2022, SPECIAL MEETING MINUTES. (UNANIMOUS)** |
| **12.** | **October 2022 Financial Report** |
|  | Mr. Konczal presented the October 2022, Financial Report for the FRWDB’s acceptance. He noted that the 2020 September Wildfire grant did have a slow start up due to the pandemic, but that the FRWDB received a 12-month, no cost extension from the state. FRWDB staff believed this additional time would help get the grant on track. He reported that the Fatherhood grant, which started in September 2020, received a third year of funding, though September 2023. He indicated that staff had no concerns with grant expenditures, and he opened the floor for questions. There were no questions from the FRWDB or the public.    **AVILA/QUINTERO – ACCEPTED THE OCTOBER 2022 FINANCIAL REPORT. (UNANIMOUS)** |
| **13.** | **Consent Items (A1 – A5)** |
|  | **KARBASSI/MILLER – APPROVED THE CONSENT ITEMS A1 – A5. (UNANIMOUS)** |
| **14.** | **Election of Fresno Regional Workforce Development Board Chair, First Vice Chair, Second Vice Chair, and Two At-Large Members for the Executive Committee** |
|  | Director Bauer reported on behalf of the Ad Hoc Nominating Committee, its nominations for the FRWDB positions up for election. Those nominations were: Director Montalbano for FRWDB Chair, Director Blunt for First Vice Chair, Director Avila for Second Vice Chair and Directors Barnes and Bauer for the two (2) At-Large Executive Committee members.  Director Bauer presented an opportunity for other nominations from the FRWDB and there were none.  **MEADOWS/OLIVARES – ELECTED THE AD HOC COMMITTEE’S RECOMMENDATIONS FOR CHAIR, FIRST VICE CHAIR, SECOND VICE CHAIR AND TWO (2) AT-LARGE MEMBERS OF THE EXECUTIVE COMMITTEE. (UNANIMOUS)** |
| **15.** | **Recognition of Board Anniversaries** |
|  | Chair Hensley recognized Directors for their years of service on the FRWDB with a presentation of certificates. He recognized Directors whose service anniversaries occurred in the months of October through December: Sherry Neil – Two (2) years; Edgar Blunt – Three (3) years; Scott Miller – Eight (8) years; and Fely Guzman - 13 years.  This was an information item. |
| 16. | Information Sharing |
|  | Director Quintero thanked Chair Hensley for his hard work serving as FRWDB Chair, stating that he had done a great job running the meetings and taking care of FRWDB business. Director Quintero added that, of many boards, the FRWDB is one (1) of the more rewarding boards on which he serves. Directors Bonner and Montalbano stated how rewarding it was for them to hear from FRWDB clients about how the services or training they received impacted their lives. Director Montalbano added that it is what motivates him to serve on the FRWDB.  Chair Hensley stated that it was a pleasure serving as FRWDB Chair.  This was an information item. |
| 17. | Agenda Items for March 1, 2023, Meeting |
|  | There were no items recommended for the December 7, 2022, FRWDB meeting agenda. |
| 18. | Meeting Feedback |
|  | Director Blunt suggested that there be an opportunity for FRWDB members to provide feedback and/or direction for FRWDB staff on various issues and asked if that would that be valuable for FRWDB staff. Mr. Konczal stated that was a great idea and indicated that he and FRWDB staff would think about how to implement that, adding that in 2023, a board retreat would be scheduled. |

The meeting was adjourned at 5:15 p.m.