**Executive Committee**

**April 19, 2023**

###### SUMMARY MINUTES

The meeting was called to order at 3:20 p.m.

ROLL CALL: PRESENT – Stephen Avila (arrived at 3:22 p.m.), Lacy Barnes, Paul Bauer, Jeff Hensley, Mike Karbassi, Dennis Montalbano, Sal Quintero, Chuck Riojas, Vasili Sotiropulos, Lydia Zabrycki and Legal Counsel Ken Price

ABSENT – Edgar Blunt

AGENDA CHANGES: None

ABSTENTIONS/RECUSALS/

DISCLOSURES OF

POTENTIAL CONFLICTS OF

INTEREST: None

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| COMMITTEE CHAIR/STAFF COMMENTS: | None |

PUBLIC COMMENTS: None

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| Item | Description/Action Taken |
| 1. | January 18, 2023, Executive Committee Meeting Minutes |
|  | Phyllis Stogbauer, Senior Deputy Director, Fresno Regional Workforce Development Board (FRWDB) presented the January 18, 2023, Executive Committee (Committee) meeting minutes for approval and/or correction and approval. **BAUER/ZABRYCKI – APPROVED THE JANUARY 18, 2023, EXECUTIVE COMMITTEE MEETING MINUTES. (UNANIMOUS)** |
| 2 | March 1, 2023, Executive Committee Special Meeting Minutes |
|  | Ms. Stogbauer presented the March 1, 2023, Committee special meeting minutes for approval and/or correction and approval. **KARBASSI/HENSLEY – APPROVED THE MARCH 1, 2023, EXECUTIVE COMMITTEE SPECIAL MEETING MINUTES. (UNANIMOUS)** |
|  | Director Avila arrived (3:22 p.m.) |
| 3. | **February 2023 Financial Report** |
|  | Ms. Stogbauer presented the February 2023 Financial Report for the Committee’s acceptance. She noted that there were two (2) grants that were under-expended: The High Roads Construction Careers California Climate Investments – Low Carbon Economy Workforce Program (HRCC CCI) and the High Roads Construction Careers Reimagine Workforce Preparation (HRCC RWPG). She explained that both grants had slow start-ups. The HRCC CCI grant ended March 31, 2023, and was 39.24% expended. The HRCC RWPG grant was 29.71% expended as of March 31, 2023, but the FRWDB received a six (6)-month no cost extension to September 30, 2023.    **RIOJAS/KARBASSI – ACCEPTED THE FEBRUARY 2023 FINANCIAL REPORT. (UNANIMOUS)** |
| 4. | **February 2023 Agency Budget and Expenditures** |
|  | Ms. Stogbauer presented the February 2023 Agency Budget and Expenditures Report for the Committee’s acceptance. She noted that there were savings in staff salaries, taxes and benefits due to some staff salaries being charged to discretionary grants and also due to unfilled positions. There was a brief discussion regarding how the FRWDB was marketing for their job openings and how it seemed to be a challenge across the nation to fill positions.  Ms. Stogbauer introduced a new FRWDB staff member, Jose Espinoza, who was recently hired as the Training Manager for staff development.    **BAUER/RIOJAS – ACCEPTED THE FEBRUARY 2023 AGENCY BUDGET AND EXPENDITURES. (UNANIMOUS)** |
| 5. | **Local Area Subsequent Designation and Local Board Recertification Application for Program Year 2023-2025** |
|  | Ms. Stogbauer presented, for the Committee’s approval, the Workforce Innovation and Opportunity Act (WIOA) Local Area Subsequent Designation and Local Board Recertification Application for Program Year 2023-2025. She explained that the WIOA requires the state to certify local boards biannually. In order to be recertified, local boards must meet the following criteria: Compliance with the local board membership requirements; meet 80% of negotiated performance goals; have sustained fiscal integrity; and have participated in and contributed to regional planning, regional plan implementation, and regional performance negotiations. The FRWDB’s Application will be submitted to the Fresno County Board of Supervisors and the City of Fresno for their signatures on the Application, and then will be submitted to the state by June 30, 2023.  **BARNES/AVILA – APPROVED THE LOCAL AREA SUBSEQUENT DESIGNATION AND LOCAL BOARD RECERTIFICATION APPLICATION FOR PROGRAM YEAR 2023-2025. (UNANIMOUS)** |
| 6. | **Prison to Employment 3.0 Grant Allocations and Contract Awards** |
|  | Ms. Stogbauer presented for the Committee’s approval, the allocation of $719,723 of Prison to Employment (P2E) grant funding. Details of the funds allocations and contract awards was included in the agenda item. Ms. Stogbauer explained that this was a regional grant, and that San Joaquin County Workforce Development Board was acting as fiscal agent. This is the second round of P2E funding the FRWDB has received and it is directly related to providing |
|  | services for the personal development, training, and employment needs of justice-involved and formerly incarcerated individuals in Fresno County. Director Zabrycki asked if project oversight on these types of projects could be higher than ten percent (10%) of the funding. Ms. Stogbauer stated that it could be, but never less than ten percent (10%). Director Barnes asked about the start date of the project. Ms. Stogbauer indicated that FRWDB staff was hoping for May, but no later than June 1, 2023, adding that there had been delays in getting contracts signed from the state.  **ZABRYCKI/BARNES – APPROVED THE PRISON TO EMPLOYMENT 3.0 GRANT ALLOCATIONS AND CONTRACT AWARDS. (UNANIMOUS)** |
| 7. | **Assembly Bill No. 178 – Valley Build Construction Grant Allocations and Contract Awards** |
|  | Ms. Stogbauer presented for the Committee’s approval, the allocation of $3,000,000 of Valley Build Construction Grant funding awarded through Assembly Bill No. 178. This funding would support the expansion of the Valley Build program model throughout a 14-county region to serve low-income women and under-represented groups. This would be done through specialized pre-apprenticeship training cohorts for careers in the building and construction trades. A detailed breakdown of the funding allocations was included in the agenda item.  Director Quintero asked about the outreach efforts for women to get them interested in the construction trades. Ms. Stogbauer and Martha Espinosa, Marketing and Grants Manager, FRWDB, shared a list of the FRWDB’s outreach efforts to women, including social media campaigns, fliers, booths at community events, and noted that working with Community Based Organization Tradeswomen, Inc., had been very helpful. Ms. Espinosa stated that a logo was created for the women’s construction program (referred to as Valley Build NOW) that featured a woman of color, and was based on Rosie the Riveter. Director Hensley asked about the allocation for drafting local hiring provisions. Ms. Stogbauer and Director Riojas explained that smaller cities did not have the resources to draft this type of document, so Mr. Bernick would draft a local hiring provisions for public construction contracts for those smaller cities to use.  Ms. Espinosa shared that this program was piloted in Fresno with great success and FRWDB staff anticipated a good level of interest and no problems filling the classes in the other areas.  **RIOJAS/QUINTERO – ASSEMBLY BILL NO. 178 – VALLEY BUILD CONSTRUCTION GRANT ALLOCATIONS AND CONTRACT AWARDS. (UNANIMOUS)** |
| 8. | **Central Valley Forestry Corps Procurement Update** |
|  | Ms. Stogbauer reminded the Committee that at their special meeting of March 1, 2023, the Committee authorized the FRWDB’s Executive Director to approve a procurement award for a Forestry Technician and Heaving Equipment training contractor in an amount not to exceed $124,999.00. At that time, the Committee requested FRWDB staff to provide an update once the award was made. Ms. Stogbauer reported that the procurement was completed, with the FRWDB receiving one (1) quote from Valley Regional Occupational Program, making the procurement a failed competition. In the case of a failed competition, the FRWDB has the option to recompete the procurement or enter into a sole source procurement. A rating team met and rated the one (1) quote, which met the required minimum score of 70% to be considered for funding. The Executive Director approved a sole source award to Valley Regional Occupational Program.  This was an information item. |
| 9. | **Committee Update on Digital Literacy Workshop** |
|  | Tim Giles, Deputy Director Information and General Services, FRWDB, stated that at its meeting of January 18, 2023, the Executive Committee asked for an update on the digital literacy workshop. He shared that FRWDB staff had been working to develop for clients who did not have the basic digital literacy skills to fill out an online application or work on a resume. The FRWDB’s goal is to be able to provide the workshop to anyone who needs it, whether an enrolled or basic career services client. Mr. Giles indicated that FRWDB staff had looked into educational entities that might have some type of information technology training, but all the training was too advanced for what the targeted FRWDB clients needed. FRWDB staff had attempted at one time to develop its own curriculum and have staff teach it. This was piloted years ago in Coalinga at West Hills, but it was difficult for providers to set aside a staff member to do the training.  FRWDB staff realized that there needed to be some sort of customized solution. Recently, FRWDB staff has been working with a former vendor to develop a workshop. The curriculum has been completed and a demo was conducted with staff. There was still work to be done, and another demo would be ready, hopefully by the end of April 2023. Director Hensley asked if FRWDB staff was looking to have a vendor conduct the workshops or have staff do that. Mr. Giles indicated that a vendor would do that initially, with a goal of ultimately handling it in-house.  This was an information item. |
| 10. | **Director’s Quarterly Update** |
|  | FRWDB staff distributed a summary of the Executive Director’s activities for the period of January through March 2023.  Chair Montalbano asked Director Karbassi if there was anything happening with the Fresno City Council he would like to share about. Director Karbassi shared that the City of Fresno was partnering with the Acts Foundation to build modular housing projects off Bullard and Polk. He stated that half of the units would be for out of age foster youth. He shared that the City was also focusing on repairing pot holes throughout the City of Fresno with Measure C funding.  Chair Montalbano commented that having the Mayor at the Annual Achievement Awards breakfast showed that the Mayor was interested in what the FRWDB does and in having a relationship with the FRWDB.  This was an information item. |
| 11. | **Referral of Agenda Items to Other Committees** |
|  | There were no agenda items referred to other committees. |
| 12. | **Information Sharing** |
|  | None. |
| 13. | **July 19, 2023, Agenda Items** |
|  | None. |
| 14. | **Meeting Feedback** |
|  | There was no feedback. |

Meeting adjourned at 4:13 p.m.