**Executive Committee**

**January 17, 2024**

###### SUMMARY MINUTES

The meeting was called to order at 3:12 p.m.

ROLL CALL: PRESENT – Edgar Blunt, Mike Karbassi, Dennis Montalbano, Chuck Riojas, Vasili Sotiropulos, Lydia Zabrycki, and Legal Counsel Ken Price

ABSENT – Stephen Avila, Lacy Barnes, Jeff Hensley, and Sal Quintero

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. | October 18, 2023, Executive Committee Meeting Minutes |
|  | Mr. Konczal presented the October 18, 2023, Executive Committee (Committee) meeting minutes for approval, or correction and approval. **BLUNT/SOTIROPULOS – APPROVED THE OCTOBER 18, 2023, EXECUTIVE COMMITTEE MEETING MINUTES. (UNANIMOUS)** |
| 2. | November 2023 Financial Report |
|  | Cheryl Beierschmitt, Deputy Director of Fiscal Services, FRWDB, presented the November 2023 Financial Report for the Committee’s acceptance. She spoke to each of the bullet points included on the agenda item. Chair Montalbano asked about the Pathway Home Grant with GRID Alternatives that ended December 31, 2023, but was only about seven percent (7%) expended by November. Phyllis Stogbauer, Senior Deputy Director, FRWDB, explained that GRID Alternatives was the fiscal agent for the grant and the purpose was to serve individuals formerly incarcerated in the Madera County jail. The FRWDB and the Workforce Development Board of Madera County were to provide supportive services for these individuals, who would be placed into solar training. Neither FRWDB nor the Madera Workforce Board received many referrals. Most individuals went directly to GRID Alternatives, who did serve the number of participants planned. She reiterated that GRID Alternatives was the fiscal agent on this grant, not the FRWDB. **RIOJAS/BLUNT – ACCEPTED THE NOVEMBER 2023 FINANCIAL REPORT. (UNANIMOUS)** |
| 3. | November 2023 Agency Budget and Expenditures |
|  | Ms. Beierschmitt presented the November 2023 Agency Budget and Expenditures report for the Committee’s acceptance. She explained that the year-to-date budget was straight-lined, and then brought line item 71 of the report to the Committee’s attention. She indicated that new furniture was purchased and installed for the FRWDB’s administrative office, so the variance in the amount of $219,103 on line 71 should come close to a zero on the next report.Mr. Konczal shared that a concerted effort had been made to make the FRWDB’s operational locations, as well as the administrative office, have very similar color and style. Ms. Beierschmitt stated that FRWDB staff had no concerns with the report, and the Committee had no questions.  **BLUNT/ZABRYCKI – ACCEPTED THE NOVEMBER 2023 AGENCY BUDGET AND EXPENDITURES REPORT (UNANIMOUS)** |
| 4. | Microsoft Office 365 Services Contract Award |
|  | Tim Giles, Deputy Director Information and General Services, FRWDB, presented for the Committee’s approval, a contract award to AgreeYa Solutions, Inc.  In November 2023, the FRWDB released a Request for Proposals (RFP) for a vendor to provide Microsoft (MS) Office 365 migration of the FRWDB’s email on-premises server to the MS Office 365 cloud platform, and to integrate FRWDB providers onto MS 365.  Five (5) proposals were received by the submission deadline and three (3) of those proposals met the minimum score required, therefore making it a valid, competitive procurement. AgreeYa Solutions, Inc. received the highest total rating score. All five (5) proposer’s scores were provided in the agenda item. Mr. Konczal indicated that one (1) of the proposers submitted an email protesting the results of the procurement; however, they did not follow the procedure outlined in the RFP for protesting. Mr. Konczal stated that he would be responding to that proposer the following day.  Director Karbassi asked why there were no dollar amounts noted with the proposals’ rating scores, and asked if cost was a consideration when selecting a vendor. Mr. Giles indicated that cost of services was a factor considered during the rating process. Chair Montalbano added that there are many criteria looked at when rating the proposals. Director Karbassi noted that he asked the question because the FRWDB’s procurement process differed from the City’s. BLUNT/SOTIROPULOS – APPROVED THE MICROSOFT OFFICE 365 SERVICES CONTRACT AWARD. (UNANIMOUS) |
| 5. | Student Training and Employment Program Contract Award |
|  | Ms. Stogbauer presented for the Committee’s approval the Student Training and Employment Program (STEP) contract award allocations in the amount of $745,001.80. This award would be for the initial funding period of January 1, 2024, through December 31, 2024. The STEP grant is funded by the California Department of Rehabilitation and Foundation for California Community Colleges. |
|  | The purpose of the STEP program is to provide paid Work Experience and training services for youth with disabilities, up to age 24. FRWDB would partner with America Works, who would provide direct services, to serve 100 youth the first year of the program. The FRWDB would have the option to request additional funds annually, but those awards would be based on performance of this initial contract. **RIOJAS/BLUNT – APPROVED THE STUDENT TRAINING AND EMPLOYMENT PROGRAM CONTRACT AWARD. (UNANIMOUS)** |
| 6. | **Director’s Quarterly Update** |
|  | FRWDB staff distributed a summary of the Executive Director’s activities for the period of October through December 2023.  Mr. Konczal spoke briefly about the items on which he spent the most time during the reporting period: Preparation for the two (2)-week office closure; begin drafting of the new FRWDB Council structure for non-FRWDB members; assist in gaining access to California funding to serve Bitwise employees; dealing with various issues related to the Forestry Corps program at Reedley College; assist in the operationalization of the Forestry Corps program at Columbia College in Sonora; and various duties as Chair of the California Workforce Association.  This was an information item. |
| 7. | **Referral of Agenda Items to Other Committees** |
|  | There were no agenda items referred to other committees; however, Chair Montalbano did ask FRWDB staff to bring back updates on participants whose stories were highlighted at one of the FRWDB’s Council or full board meetings. He stated that it would be good to get an update on what the participants were currently doing in their career, a few years after they were recognized by the FRWDB. |
| 8. | **Information Sharing** |
|  | None. |
| 9. | **April 17, 2024, Agenda Items** |
|  | None. |
| 10. | **Meeting Feedback** |
|  | There was no feedback. |

Meeting adjourned at 3:40 p.m.