**Skills Development Council**

**February 7, 2024**

###### SUMMARY MINUTES

The meeting was called to order at 4:08 p.m.

ROLL CALL: PRESENT – Douglas Dart, Alisha Morgan, Joe Olivares, Sandra Vicente, and Lydia Zabrycki

ABSENT – Stephen Avila, Jeff Hensley, Scott Miller, and Chris Zeitz

AGENDA CHANGES: None

ABSTENTIONS/RECUSALS/

DISCLOSURES OF

POTENTIAL CONFLICTS OF

INTEREST: None

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| COUNCIL CHAIR/ STAFF COMMENTS: | None |

PUBLIC COMMENTS: None

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| Item | Description/Action Taken |
| 1. | November 1, 2023, Skills Development Council Meeting Minutes |
|  | Blake Konczal, Executive Director, Fresno Regional Workforce Development Board (FRWDB), presented the November 1, 2023, Skills Development Council (Council) meeting minutes for the Council’s approval, or correction and approval. **OLIVARES/VICENTE – APPROVED THE NOVEMBER 1, 2023, SKILLS DEVELOPMENT COUNCIL MEETING MINUTES. (UNANIMOUS)** |
| 2. | Participant Training and Expenditure Report |
|  | Tim Giles, Deputy Director Information and General Services, FRWDB, gave the Council an overview of the FRWDB’s cumulative participant training activities and expenditures through the Second Quarter of Program Year (PY) 2023-2024. Mr. Giles went over total allocations by formula grant, the industries in which participants were trained, the total number of individuals enrolled, how many participants completed these training programs, and how many were still actively training. Mr. Konczal reminded the Council that because the FRWDB’s PY started in July, Second Quarter PY would be October, 2023, through December, 2023. He asked if the Training and Expenditure Report would be generated on a quarterly basis. Mr. Giles replied that it would, and that the report would be cumulative for each quarter of the PY. |
|  | Director Olivares asked if the trainings included both Adult and Dislocated Worker participants and if FRWDB staff would break down the report to show where funds were being allocated geographically, and by gender. Mr. Giles clarified that the trainings were for all sectors (Youth, Adult, and Dislocated Worker) and indicated that the report would be broken down to show geographic and gender information, as requested.  Director Olivares offered to request permission from Dr. Michele Cantwell-Copher, Superintendent of Fresno County Superintendent of Schools, to use their mailing system to disseminate information about available trainings.  This was an information item. |
| 3. | **Special Grants Report** |
|  | Beatriz Lopez, Project Coordinator, FRWDB, gave an overview on the special grants training for the Council’s review. Ms. Lopez spoke about the ValleyBuild Apprenticeship Readiness Program, the Greater Sierra Forestry Corps, and the multiple grants that fund these projects, as well as the demographics the grants target.  Director Vicente shared that at a competition held by the Fresno Area Hispanic Foundation, an app was presented that translated construction lingo and instruction for workers who did not want to go into English as a Second Language training. Mr. Konczal asked if Director Vicente would provide Mr. Giles with contact information for this person. Director Vicente agreed to provide Mr. Giles with this information.    This was an information item. |
| 4. | **Discretionary Grants Report**  Ka Xiong, Program Manager, FRWDB, gave an overview on the discretionary grant funding for the Council’s review. Ms. Xiong discussed the Fresno Fatherhood Grant, the Equity and Special Populations (ESP) Grant, and the Quality Jobs, Equity, Strategy, and Training (QUEST) Grant. In her overview, Ms. Xiong stated each grant’s purpose, target population and/or industry, and period of performance. She also gave details about new grants that were in process. These grants included: Prison to Employment (P2E), Regional Equity and Recovery Partnership (RERP), English Language Learner Integrated Education and Training (ELL-IET), and Student Training and Employment Program (STEP).  Director Zabrycki asked in what way individuals were attracted to participate in these programs. Phyllis Stogbauer, Senior Deputy Director, FRWDB, replied that provider staff are contracted to work with different organizations. She also stated that other agencies that work with the FRWDB refer individuals, and that word of mouth from past participants also helped. Ms. Xiong added that, for the Fresno Fatherhood Grant, a process was devised to compensate participants for their goals. Ms. Espinosa added that radio advertisements, events, and community outreach also assisted with these efforts.  This was an information item. |
| 5. | **Overview of Staff Trainings**  Jose Espinoza, Training Manager, FRWDB, presented an overview of staff trainings scheduled for the Third Quarter of PY 2023-2024.  Mr. Espinoza informed the Council that the Conversational Spanish Training information requested at the last meeting was emailed to the Council on January 25, 2024. He also stated that anyone interested in this training was welcome to attend. |
|  | Mr. Konczal shared that the thought behind the Conversational Spanish Training was so that every staff person would be able to speak rudimentary Spanish to anyone who walked into a FRWB facility and assist them.  This was an information item. |
| 6. | **Information Sharing** |
|  | Director Olivares asked if Ms. Espinosa would provide further information concerning the billboard advertisements, and whether they would be advertising on billboards throughout the county of Fresno.  Ms. Espinosa replied that FRWDB was working to place billboards for ValleyBuild in Modesto and Bakersfield, and currently there were billboards in English and Spanish in place in Parlier, Sanger, Kerman and Firebaugh.  This was an information item. |
| 7. | **May 1, 2024, Agenda Items** |
|  | There were no items for the May 1, 2024, agenda. |
| 8. | **Meeting Feedback**  There was no feedback. |

Meeting adjourned at 5:09 p.m.