**Skills Development Council**

**May 1, 2024**

###### SUMMARY MINUTES

The meeting was called to order at 4:03 p.m.

ROLL CALL: PRESENT – Stephen Avila, Douglas Dart, Jeff Hensley, Alisha Morgan, Lydia Zabrycki, and Chris Zeitz

ABSENT – Scott Miller, Joe Olivares, and Sandra Vicente

AGENDA CHANGES: None

ABSTENTIONS/RECUSALS/

DISCLOSURES OF

POTENTIAL CONFLICTS OF

INTEREST: None

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| COUNCIL CHAIR/ STAFF COMMENTS: | Tim Giles, Deputy Director Information and General Services, Fresno Regional Workforce Development Board (FRWDB), shared that Blake Konczal, Executive Director, FRWDB, was out of town at the Forestry Corps Graduation and would not be at today’s meeting. |

PUBLIC COMMENTS: None

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| Item | Description/Action Taken |
| 1. | February 7, 2024, Skills Development Council Meeting Minutes |
|  | In the absence of Mr. Konczal, Chair Zabrycki presented the February 7, 2024, Skills Development Council (Council) meeting minutes for the Council’s approval, or correction and approval. **AVILA/DART – APPROVED THE February 7, 2024, SKILLS DEVELOPMENT COUNCIL MEETING MINUTES. (UNANIMOUS)** |
| 2. | Eligible Training Provider List Training Provider Policy |
|  | Mr. Giles presented the Eligible Training Provider List (ETPL) Training Provider Policy to the Council for recommendation to the FRWDB. He stated that this was a cohesive ETPL policy that contained all of the elements required by the state. Mr. Giles shared that there was nothing new about the policy aside from the format for the appeals process. It had been in place and was now just one (1) combined document as mandated by the state. |
|  | **DART/HENSLEY – RECOMMENDED THAT THE FRWDB APPROVED THE ELIGIBLE TRAINING PROVIDER LIST TRAINING PROVIDER POLICY (UNANIMOUS)** |
| 3. | **Individual Training Account Overview** |
|  | Mr. Giles presented an overview of the Individual Training Account (ITA) training for the Council’s review. He explained that because this was a cumulative report running at each quarter, it was not going to change a lot from the previous quarter’s report. Mr. Giles pointed out that he did add the urban and rural male and female counts at the bottom of the report as requested at the last meeting.  Director Zabrycki commented that the last time she was on the scholarship panel there was a new provider she had never seen before, so it would be interesting to see a providers list.  Mr. Giles replied that he would include the provider information at the next meeting.  This was an information item. |
| 4. | **Special Grants Training Overview**  Ashley Matthews, Special Projects Manager, FRWDB, presented an overview of the special grants training for the Council’s review. Ms. Matthews spoke about the ValleyBuild Apprenticeship Readiness Program, the Greater Sierra Forestry Corps, and the multiple grants that fund these projects, as well as the partnerships the programs had with training providers. She also showed a picture of the new ValleyBuild logo and shared that the new ValleyBuild website was launching in May.  Director Hensley asked what type of partners Ms. Matthews was looking for in order to expand the special projects, and whether or not financing was an issue. Ms. Matthews stated that she was looking for more training providers such as adult schools and community colleges, and that financing was not an issue.  This was an information item. |
| 5. | **Discretionary Grants Report**  Ms. Matthews presented an overview of the discretionary grant funding for the Council’s review. Ms. Matthews discussed the Fresno Fatherhood Grant, the Prison to Employment (P2E) Grant, and the Quality Jobs, Equity, Strategy, and Training (QUEST) Grant. In her overview, Ms. Matthews stated each grant’s purpose, target population, and period of performance. |
|  | This was an information item. |
| 6. | **Overview of Staff Trainings** |
|  | Jose Espinoza, Training Manager, FRWDB, presented an overview of staff trainings scheduled for the Third Quarter of Program Year 2023-2024. Mr. Espinoza updated the Council on the Conversational Spanish classes, the staff trainings that had already occurred, and the staff trainings that were scheduled for the future, including the all-staff conference on May 22, 2024.  This was an information item. |
| 7. | **Information Sharing**  Director Zabrycki shared that there was a new addition to staff: Government Affairs Manager Feleena Sutton. Mr. Giles added that, in addition to Ms. Sutton, the FRWDB had two (2) more new managers: General Services Manager Daniel Prado, and Jimmy Ngo, who had been promoted to Information Systems Manager.  Director Montalbano shared at the annual awards banquet on April 17th, Director Quintero presented a proclamation from the County of Fresno and declared April 17th Blake Konczal Day.  Ms. Espinosa added that Diane Jensen was now the Marketing Coordinator.  Director Hensley asked about guidelines for training provided by both FRWDB and Fresno County Economic Development Corporation (EDC). Ms. Matthews stated that FRWDB and EDC have monthly sector meetings, maintain a regional calendar, and refer between programs. She indicated that the partnerships were working out very well. |
| 8. | **August 7, 2024, Agenda Items** |
|  | There were no items for the May 1, 2024, agenda. |
| 9. | **Meeting Feedback**  Director Avila commented that he liked Mr. Espinoza’s report on staff trainings to see what was going on in the organization.  Director Zabrycki stated that the all-staff conference sounded exciting, and she thought it would be great to share the game plan with other Workforce Development Boards. She also loved hearing about the billboards and their return on investment. |

Meeting adjourned at 5:03 p.m.