



# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Executive Committee  
July 16, 2025 @ 3:00 p.m.

Workforce Connection  
3170 W. Shaw Avenue  
Fresno, CA 93711  
Conference Rooms 105/106

**Mission Statement:** The Fresno Regional Workforce Development Board exists to oversee the optimal administration of Workforce Innovation and Opportunity Act funds in the Fresno region. In serving both the business community and the individual job seeker with the provision of human capital development services, we hope to foster the economic vitality of the Fresno region.

**REMINDER: PLEASE TURN OFF CELL PHONE OR PUT IT ON VIBRATE**

ROLL CALL

AGENDA CHANGES: REMOVAL OF ITEMS OR EMERGENCY ADDITIONS

ABSTENTIONS/RECUSALS/DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

COMMITTEE CHAIR/STAFF COMMENTS

PUBLIC COMMENTS

Item	Description	Presented By	Enclosure	Action	Page #
1.	April 3, 2025, Executive Committee Special Meeting Minutes	Konczal	Yes	Approve	4
2.	May 2025 Agency Budget and Expenditures	Beierschmitt	Yes	Accept	10
3.	May 2025 Financial Report	Beierschmitt	Yes	Accept	12
4.	Program Year 2025-2026 Agency Budget and Personnel Plan	Beierschmitt	Yes	Recommend to Approve	20
5.	Application to the State of California for Authorization to Provide Direct Client Services	Konczal	Yes	Recommend to Approve	21

## ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

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Item	Description	Presented By	Enclosure	Action	Page #
6.	Photocopy Machine Request for Proposals Award	Stogbauer	Yes	Approve	23
7.	High Road Construction Careers – High Road Recovery Partnership Contract Modification	Matthews	Yes	Approve	26
8.	Usage Report by Zip Code	Stogbauer	Yes	Information	27
9.	Director's Quarterly Update	Konczal	Yes	Information	28
10.	Referral of Agenda Items to Other Committees	Blunt	Yes	Direct	29
11.	Information Sharing	All	No	Discussion	--
12.	October 15, 2025, Agenda Items	Konczal	No	Discussion	--
13.	Meeting Feedback	Konczal	No	Discussion	--

**FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE  
2025 ATTENDANCE REPORT**

		Special 1/15/2025	Cancelled 4/3/2025	4/16/2025	7/16/2025	10/15/2025
Avila Trillium Flow Technologies	A	A	XX			
Blunt IMAGO	P	P	XX			
Branch Fresno Adult School	P	P	XX			
Chavez Fresno County Board of Supervisors	P	P	XX			
Goldsmith State Center Community College District	A	P	XX			
Karbassi Fresno City Council	P	--	--	--	--	--
Maxwell Fresno City Council	--	P	XX			
Montalbano German Auto Repair	P	P	XX			
Morgan Kaiser Permanente	P	A	XX			
Riojas Fresno, Madera, Tulare, Kings Building Trades Council	P	P	XX			
Sotiropoulos Hyatt Real Estate	P	P	XX			
Zabrycki CAPTRUST	P	A	XX			

P = Present

A = Absent

-- = Not a Member at Time of Meeting

# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	1
MEETING DATE:	July 16, 2025
ACTION:	APPROVE

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**TO:** Executive Committee  
**FROM:** Blake Konczal, Executive Director  
**SUBJECT:** April 3, 2025, Executive Committee Special Meeting Minutes

**RECOMMENDATION:**

Approve the minutes of the April 3, 2025, Executive Committee special meeting.

**ATTACHMENT:**

April 3, 2025, Executive Committee Special Meeting Minutes



# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Executive Committee  
April 3, 2025

## SPECIAL MEETING

### SUMMARY MINUTES

The meeting was called to order at 10:32 a.m.

ROLL CALL: PRESENT – Rodney Branch, Edgar Blunt, Luis Chavez, Carole Goldsmith (arrived 10:37 a.m.), Tyler Maxwell, Dennis Montalbano, Chuck Riojas, Vasili Sotiropulos, and Legal Counsel Craig Armstrong

ABSENT – Stephen Avila, Alisha Morgan, and Lydia Zabrycki

AGENDA CHANGES: None

ABSTENTIONS/RECUSALS/  
DISCLOSURES OF  
POTENTIAL CONFLICTS OF  
INTEREST:

Director Goldsmith – Item #4; Director Riojas – Items #4 and #6

COMMITTEE  
CHAIR/STAFF  
COMMENTS:

Blake Konczal, Executive Director, Fresno Regional Workforce Development Board (FRWDB) welcomed Craig Armstrong, Legal Counsel, Baker, Manock & Jensen. Mr. Armstrong would now replace Ken Price as the FRWDB's Legal Counsel.

PUBLIC COMMENTS: None

Item	Description/Action Taken
1.	<p><b><u>January 15, 2025, Executive Committee Meeting Minutes</u></b></p> <p>Blake Konczal, Executive Director, Fresno Regional Workforce Development Board (FRWDB), presented the January 15, 2025, Executive Committee (Committee) meeting minutes for approval, or correction and approval.</p> <p><b>RIOJAS/SOTIROPULOS – APPROVED THE JANUARY 15, 2025, EXECUTIVE COMMITTEE MEETING MINUTES. (UNANIMOUS)</b></p>
2.	<p><b><u>February 2025 Agency Budget and Expenditures</u></b></p> <p>Cheryl Beierschmitt, Deputy Director Fiscal Services, FRWDB, presented the February 2025 Agency Budget and Expenditures report for the Committee's acceptance. She reminded the Committee that the year-to-date budget was straight-lined. She noted there was a slight variance in the Office Expenses and Utilities line items, but overall, the variance was \$605,000 to the good. Mr. Konczal noted that Office Expenses and Utilities were slightly high due to hiring new Project Coordinator staff and the expenses associated with setting up work areas for the new staff.</p> <p><b>RIOJAS/MAXWELL – ACCEPTED THE FEBRUARY 2025 AGENCY BUDGET AND EXPENDITURES. (UNANIMOUS)</b></p>

3. **February 2025 Financial Report**

Ms. Beierschmitt presented the February 2025 Financial Report for the Committee's acceptance. She pointed out that the total grant amount as of the report date was \$58,265,176, and that on average, FRWDB was expending \$2.2 million per month.

She reviewed the grants that were highlighted on the agenda item, which included the Regional Equity and Recovery Partnership (RERP) grant, for which FRWDB staff was working on a modification to move contracted training funds to a pool to expand training opportunities; the Equal Representative in Construction (ERiCA) grant, which was scheduled to end June 30, 2025, and for which FRWDB staff submitted a request for a no-cost extension to December 31, 2025; and the Student Training and Employment Program (STEP), for which FRWDB received the second year funding that goes through December 31, 2025.

Director Goldsmith arrived (10:38 a.m.)

Mr. Konczal noted that the fact the FRWDB was able to deal with funds in a correct and expeditious way was the reason FRWDB had the role of fiscal agent on some large regional grants. He spoke to the last bullet point of the agenda item, the Additional Assistance Grant, noting that these funds were received for Bitwise, and that FRWDB expended less funds than received.

**CHAVEZ/SOTIROPULOS – ACCEPTED THE FEBRUARY 2025 FINANCIAL REPORT (UNANIMOUS)**

4. **High Road Construction Careers – California Community Colleges Chancellor's Office**

Mr. Konczal presented for approval, the allocation of \$781,490 in additional funds under Modification 1 of the High Road Construction Careers – California Community Colleges Chancellor's Office funding for the ValleyBuild program. This modification would fund the Phase 3 Work Experience offered by ValleyBuild, fund an additional cohort with Fresno City College, and fund a cohort of work experience for ValleyBuild alumni. This modification would extend the contract end date to September 30, 2025.

The allocation of these additional funds is contingent upon funding approval by the State Center Community College District.

**MAXWELL/CHAVEZ – APPROVED THE HIGH ROAD CONSTRUCTION CAREERS – CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE ADDITIONAL FUNDING ALLOCATIONS. (UNANIMOUS, WITH RECUSALS NOTED ABOVE)**

5. **Digital Literacy Workshops Contract Award**

Phyllis Stogbauer, Senior Deputy Director, FRWDB, presented for approval a contract award to VR Technical Services to provide digital literacy assessments and in-person workshops. The award would be for the period of April 7, 2025, to June 30, 2025, in the amount of \$13,400, with the option of four (4) annual renewals in an amount not to exceed \$84,000 per annual contract.

Ms. Stogbauer reminded the Committee that in April 2023, FRWDB identified a digital literacy assessment and curriculum to provide targeted digital literacy workshops. In 2024, FRWDB conducted a pilot using the identified curriculum and it was very successful. FRWDB released a

Request for Quotes on February 19, 2025, to identify a workshop facilitator. Only one (1) quote was received by the March 13, 2025, deadline. The quote was evaluated and did meet all the required criteria and received the minimum points to be awarded funds. That quote was received by VR Technical Services. Approval of this award would fund one (1) workshop a month through June and then possibly moving to two (2) workshops a month starting in July.

Mr. Konczal noted that the FRWDB was ahead of the curve by running the pilot and now preparing to offer digital literacy workshops. He stated that in the pending reauthorization of the Workforce Innovation and Opportunity Act (WIOA), the federal government is mandating all Workforce Development Boards across the country to assess for digital literacy and offer digital literacy training as part of their regular services to individuals needing those skills. Ms. Stogbauer added that in addition, FRWDB would also conduct post-assessment after completion of training.

**CHAVEZ/SOTIROPULOS – APPROVED THE DIGITAL LITERACY WORKSHOPS CONTRACT AWARD. (UNANIMOUS)**

**6. High Road Construction Careers – Resilient Workforce Fund Contract Awards**

Mr. Konczal presented for the Committee's approval, the reallocation of the High Road Construction Careers Resilient Workforce Fund funding, awarded by the California Workforce Development Board. This modification would allow the FRWDB ValleyBuild to realign costs to meet contractual goals for the Mother Lode region. Mr. Konczal explained that this approval would allow the modifications of previously approved allocations to various contractors and partners, as detailed in the agenda item.

**SOTIROPULOS/CHAVEZ – APPROVED THE HIGH ROAD CONSTRUCTION CAREERS RESILIENT WORKFORCE FUND CONTRACT AWARD REALLOCATIONS. (UNANIMOUS, WITH RECUSAL NOTED ABOVE)**

**7. Local Area Subsequent Designation and Local Board Recertification Application for Program Year 2025-2027**

Ms. Stogbauer presented the Local Area Subsequent Designation and Local Board Recertification Application for the Committee's review and approval. She shared that under the WIOA, Workforce Development Boards were required to be recertified every three (3) years. The Application had been submitted for approval at the Fresno City Council and the Fresno County Board of Supervisors. Upon final approval, the Application will be submitted to the State of California Employment Development Department.

**MAXWELL/RIOJAS – APPROVED THE LOCAL AREA SUBSEQUENT DESIGNATION AND LOCAL BOARD RECERTIFICATION APPLICATION FOR PROGRAM YEAR 2025-2027. (UNANIMOUS)**

**8. America's Job Centers of California Usage Report**

Ms. Stogbauer reported that at the January Executive Committee meeting, Director Chavez asked for a report showing visits to the FRWDB's America's Job Centers of California (AJCCs). She reviewed the April 2024 – March 2025 AJCC Usage Report, which showed the unique client visits per month and the total number of visits to all the FRWDB's AJCCs, broken out by month. She stated that the total number of visits included multiple visits per client. Ms. Stogbauer indicated that the AJCC Usage Report is presented quarterly for both the FRWDB Adult and Youth Councils.



Director Maxwell asked which site had the highest traffic and Ms. Stogbauer stated that the Fresno Metro West location had the most visitors, but that the Fresno Metro East numbers were growing after relocating from Manchester Center 18 months prior. Mr. Konczal noted that there was an annual average of approximately 17,000 visitors to the Fresno Metro West location, with approximately 2.7 visits per visitor annually, equating to over 35,000 visits at that one (1) location over a year.

Director Maxwell asked if FRWDB tracked from where individuals come from. Mr. Konczal indicated that the FRWDB could collect Zip Code information from the access cards clients use at the AJCCs. Ms. Stogbauer noted that Zip Code information was taken into consideration when relocating the AJCC from Manchester Center. Mr. Konczal stated that FRWDB staff would present geographic demographics information at the next Committee meeting. Chair Blunt then asked how FRWDB ranked among Workforce Development Boards for clients enrolled. Mr. Konczal indicated that FRWDB had the third largest formula budget in the state, enrollment numbers were tied to funding, and that he would gather the ranking information for Chair Blunt.

This was an information item.

**9. Director's Quarterly Update**

FRWDB staff distributed a summary of the Executive Director's activities for the period of January through March 2025.

Mr. Konczal briefly summarized his key activities during the reporting period, which included extensive work with senior staff and the Executive Committee at its retreat. They reviewed the pros and cons of the pending WIOA reauthorization and developed options to present to the full FRWDB once the reauthorization is announced. The goal is to have ready-to-go strategies that minimize disruptions to client services. He also collaborated with senior staff and David Shinder on a strategic plan to optimize FRWDB's organizational performance.

Other activities for this period were: Preparation for a CalFIRE grant to fund forestry activities; meeting with elected officials in Washington DC, primarily about a request to have 4,000 square acres in Stanislaus National Forest designated as a reserve specifically for training and to house and train with heavy equipment; continued work as Chair of the California Workforce Association; and participation in meetings as a new appointee to the US Conference of Mayors Workforce Development Council Board of Trustees. He concluded his report by sharing that there had been a reconfigure of FRWDB staff, allowing Ms. Stogbauer to focus on the planning and implementation of the strategic plan being developed by David Shinder and senior staff.

This was an information item.

**11. Referral of Agenda Items to Other Committees**

There were no items referred to other committees.

**12. Information Sharing**

Director Chavez noted that workforce development remained a priority for Fresno County administration. He also mentioned recent budget cuts and anticipated further reductions at the County of Fresno. Mr. Konczal thanked Director Chavez for sharing and indicated that once FRWDB staff received information about the reauthorization and funding, they would bring it to the FRWDB, along with the scenarios discussed at the Executive Committee retreat.

This was a discussion item.



**13.     July 16, 2025, Agenda Items**

None.

**14.     Meeting Feedback**

There was no meeting feedback.

Meeting adjourned at 11:19 a.m.

# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	2
MEETING DATE:	July 16, 2025
ACTION:	ACCEPT

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**TO:** Executive Committee

**FROM:** Cheryl Beierschmitt, Deputy Director of Fiscal Services

**SUBJECT:** May 2025 Agency Budget and Expenditures

## **RECOMMENDATION:**

Accept the attached Agency Budget and Expenditures report for May 2025 financials for Program Year (PY) 2024 - 2025.

## **REASON FOR RECOMMENDATION:**

The attached table provides the status of the agency budget as of May 31, 2025.

- Year-to-Date budget costs are straight-lined.
- Line Item 65 – Office Expense is running higher than anticipated due to growth in grants and staffing.
- Line Item 68 – Rent & Leases is running higher than anticipated due to the cost of a \$375 monthly lease expenditure for three (3) copiers. This expenditure was not included in our initial PY 2024-2025 Agency Budget.
- Staff have no concerns with other expenditures.

## **ATTACHMENT:**

FRWDB Agency Budget and Expenditures – May 2025

**FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD  
AGENCY BUDGET AND EXPENDITURES**

**May 2025**

	<b>Budget by Line Item</b>	<b>Total Budget PY 24 - 25</b>	<b>YTD Budget PY 24 - 25</b>	<b>YTD Expenditures PY 24 - 25</b>	<b>Variance</b>	<b>Percent Variance</b>
51	Salaries	\$ 3,445,578	\$ 3,158,447	\$ 2,830,832	327,614	10.37%
52	Payroll Taxes	307,192	281,593	245,253	36,339	12.90%
53	Fringe Benefits	1,033,870	947,714	852,620	95,094	10.03%
55	Staff/Board/Service Provider Development	72,500	66,458	54,021	12,437	18.71%
56	Local Mileage	26,000	23,833	6,712	17,122	71.84%
60	Communications	30,000	27,500	19,081	8,419	30.62%
61	Insurance	32,500	29,800	26,506	3,294	11.05%
62	Maintenance	96,840	88,770	49,514	39,256	44.22%
63	Memberships	40,000	36,667	17,113	19,554	53.33%
64	Miscellaneous	20,000	18,333	13,185	5,149	28.08%
65	Office Expense	32,000	29,333	32,239	(2,906)	-9.91%
66	Professional Services	225,800	206,983	75,053	131,931	63.74%
67	Advertising	35,000	32,083	5,620	26,463	82.48%
68	Rent & Leases	257,000	235,583	240,343	(4,760)	-2.02%
69	Utilities	42,400	38,867	37,684	1,183	3.04%
71	Furniture and Equipment	103,000	113,300	67,319	45,981	40.58%
	<b>Total</b>	<b>\$ 5,799,680</b>	<b>\$ 5,335,265</b>	<b>\$ 4,573,095</b>	<b>762,170</b>	<b>14.29%</b>

Due to spreadsheet formula rounding calculations, totals may be off by \$1 or \$2.

ATTACHMENT

# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	3
MEETING DATE:	July 16, 2025
ACTION:	ACCEPT

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**TO:** Executive Committee

**FROM:** Cheryl Beierschmitt, Deputy Director of Fiscal Services

**SUBJECT:** May 2025 Financial Report

## **RECOMMENDATION:**

Accept the Fresno Regional Workforce Development Board (FRWDB) May 2025 Financial Report.

## **REASON FOR RECOMMENDATION:**

The attached summary financial report and charts display year-to-date financial information through May 31, 2025.

- Regional Equity and Recovery Partnership (RERP): This grant received a one (1) year no-cost extension from December 31, 2025, through December 31, 2026; it is 18.56% expended at \$194,992, with an unspent amount of \$855,737.
- Prison to Employment (P2E) 2.0: This grant received a one (1) year no-cost extension from December 31, 2025, to December 31, 2026, and a de-obligation of \$151,087 with a new contract amount of \$568,636. A de-obligation was initiated due to a need for funds and re-entry services in another county; it is 68.31% expended at \$388,433 with an unspent amount of \$180,203
- Equal Representation in Construction Apprenticeship (ERiCA): This grant received a six (6) month no-cost extension from June 30, 2025, to December 31, 2025; it is 60.04% expended at \$1,080,776 with an unspent amount of \$719,224. FRWDB received the second (2<sup>nd</sup>) payout from the funder on June 27, 2025, and will be concluding childcare stipend payouts for all enrolled participants by October 31, 2025.
- High Road Construction Careers (HRCC) Round 2 – Foundations: This grant received a three (3) month no-cost extension from June 30, 2025, to September 30, 2025; it is 20.90% expended at \$38,670, with an unspent amount of \$146,330. Low expenditures are due to an active study that is being funded by the grant. The study interviews are scheduled to conclude in August 2025, and the study will be finalized and published in September 2025.
- Additional Assistance (AA) Project: This grant ended April 30, 2025; it was 67.21% expended at \$873,725.
- California Community College Chancellor's Office (CCCCO) - HRCC: This grant ends September 30, 2025; it is 5.66% expended at \$55,761, with an unspent amount of \$929,877. This is a short-term grant with Fresno City College to support the ValleyBuild Summer cohorts. Cohorts started May 27, 2025, and will conclude by August 1, 2025, at which time FRWDB will receive invoices for the training.

- One Fresno Youth Job Corps Wraparound Services – City of Fresno: This grant ends December 31, 2025; it is 11.38% expended at \$68,257, with an unspent amount of \$531,743. A large portion of the funds in this grant were set aside to provide supportive services for youth enrolled in the program, however, referrals and need for the services have been lower than anticipated.
- Staff have no concerns with other grant expenditures.

**ATTACHMENT:**

May 2025 Financial Report

**FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD**  
**Summary Financial Report**  
**May 2025**

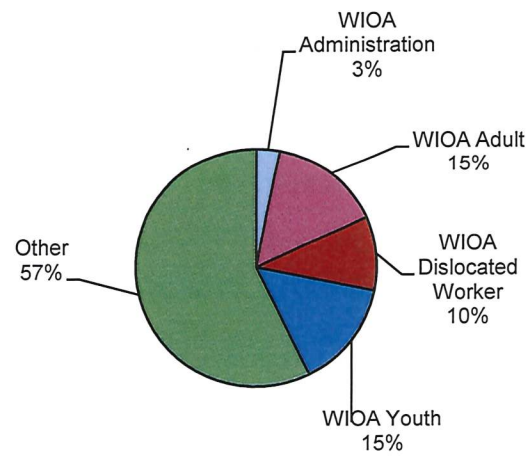
GRANT	TERM	Total Grant Amount	Prior Year(s) Expended	Current Plan Year to Date Expenditures	Percent Expended	Unspent Committed Funds
WIOA ADMINISTRATION	07/01/2024 - 06/30/2025	1,713,073		1,415,908	82.65%	297,166
* WIOA ADULT	07/01/2024 - 06/30/2025	8,233,500		5,463,071	66.35%	2,770,429
* WIOA DISLOCATED WORKER	07/01/2024 - 06/30/2025	5,326,313		3,595,059	67.50%	1,731,254
* WIOA YOUTH	07/01/2024 - 06/30/2025	7,879,042		5,550,240	70.44%	2,328,802
*WIOA RAPID RESPONSE & Layoff Aversion	07/01/2024 - 06/30/2025	556,082		255,325	45.92%	300,757
QUEST - Quality Jobs-Equity-Strategy-Training-(NDWG)	10/01/2022 - 09/30/2025	750,000	511,415	180,702	92.28%	57,883
Fatherhood - HHS	09/30/2024 - 09/29/2025	749,999	-	549,263	73.24%	200,736
Valley Build Earmark - Assembly Bill No. 178	04/01/2023 - 12/31/2025	3,000,000	710,961	878,415	52.98%	1,410,624
CAL FIRE - Round 2	03/24/2023 - 03/31/2026	1,973,615	364,003	690,093	53.41%	919,519
HRCC: Resilient Workforce (RWF)	06/01/2023 - 03/31/2026	8,825,127	1,540,165	2,224,461	42.66%	5,060,501
Regional Equity and Recovery Partnership (RERP)	12/01/2022 - 12/31/2026	1,050,729	2,364	192,628	18.56%	855,737
Prison to Employment (P2E) 2.0	07/11/2023 - 12/31/2026	<b>568,636</b>	58,810	329,623	68.31%	180,203
ERiCA-Equal Representation in Construction Apprenticeships	05/01/2023 - 12/31/2025	1,800,000	72,683	1,008,093	60.04%	719,224
High Road Training Partnerships (HRTF - RWF)	05/15/2023 - 03/31/2026	2,500,000	185,700	1,103,511	51.57%	1,210,789
Student Training and Employment Program (STEP)	01/01/2025 - 12/31/2025	619,952		303,448	48.95%	316,504
HRCC - Rnd 2 - Foundations	12/13/2023 - <b>09/30/2025</b>	185,000	6,296	32,374	20.90%	146,330
Additional Assistance (AA) Project	06/01/2023 - 04/30/2025	1,300,000	271,420	602,305	67.21%	426,275
Good Jobs Challenge - American Rescue Plan	06/01/2023 - 09/30/2027	1,807,383	201,493	506,958	39.20%	1,098,932
ELL Integrated Education and Training	10/01/2023 - 12/31/2026	3,330,000	8,221	875,857	26.55%	2,445,922
EMS Corps Planning Grant - Public Works Alliance (PWA)	05/29/2024 - 01/31/2027	1,270,000	-	29,924	2.36%	1,240,076
HRCC - Ca Community College Chancellor's Office (CCCCO)	10/01/2024 - 09/30/2025	985,638	-	55,761	5.66%	929,877
One Fresno Youth Job Corps WrapAround Services - City of Fresno	01/01/2025 - 12/31/2025	600,000		68,257	11.38%	531,743
Aspen Institute	04/01/2025 - 03/31/2026	50,000		9,921	19.84%	40,079
High Road Training Partnerships (HRTF) - CA Legacy Well Services	07/19/2023 - 03/16/2026	40,000		10,000	25.00%	30,000
Public Workforce Capacity Fund (PWCF) - James Irvine Foundation	10/01/2024 - <b>09/30/2026</b>	500,000		58,203	11.64%	441,797
Growth Opportunities - Rnd 5	03/01/2025 - 08/31/2028	2,000,000		5,775	0.29%	1,994,225
Workforce Acceleration Funds (WAF) 13	05/01/2025 - 03/31/2027	500,000		-	0.00%	500,000
<b>TOTAL FUNDING</b>		<b>58,114,089</b>	<b>3,933,531</b>	<b>25,995,174</b>	<b>51.50%</b>	<b>28,185,384</b>

\* Total Grant Amount includes ACTUAL carryover from Prior Plan Year 23 - 24  
Due to spreadsheet formula rounding calculations, totals may be off by \$1 or \$2

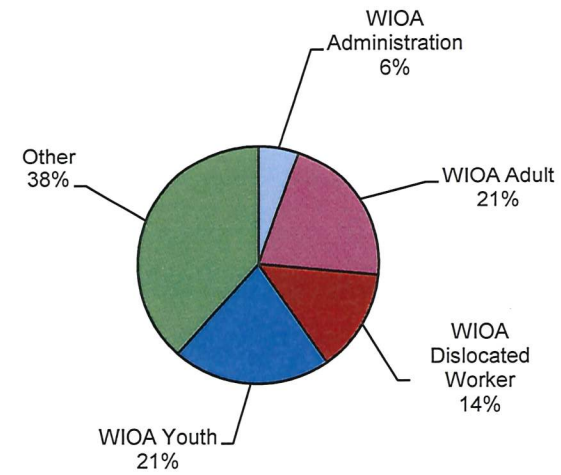
Prepared by: C. Beierschmitt

**FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD**  
**FINANCIAL REPORTS**  
**May 2025**

**FRWDB Committed Funds**  
**Fiscal Year 2024-2025**



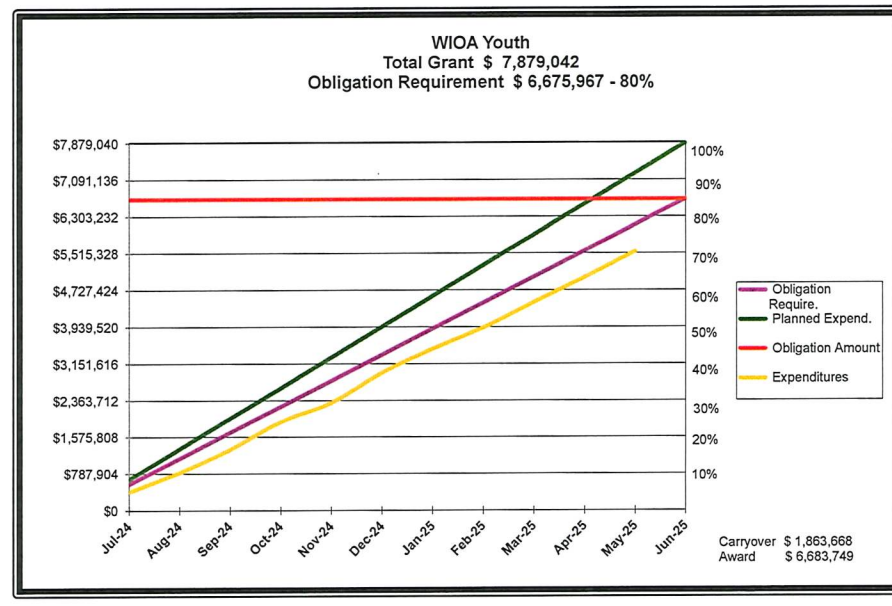
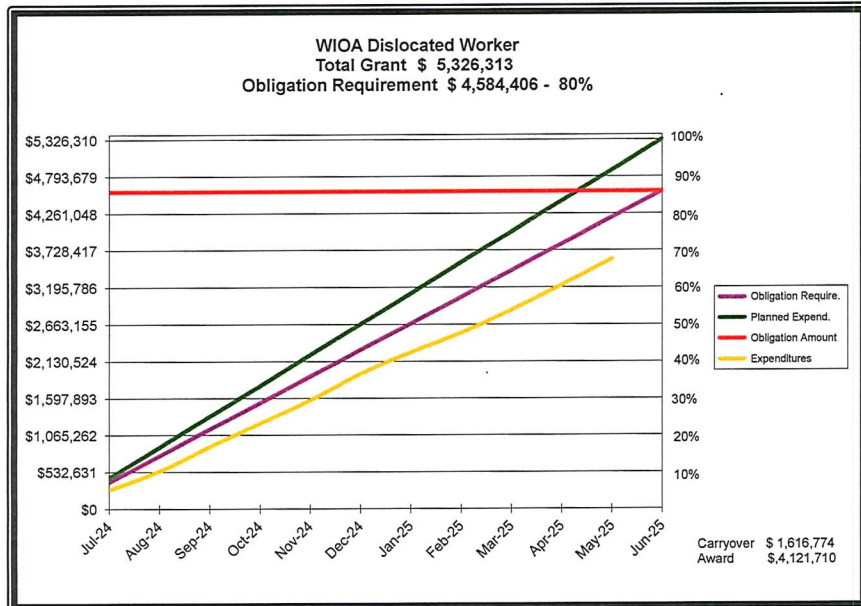
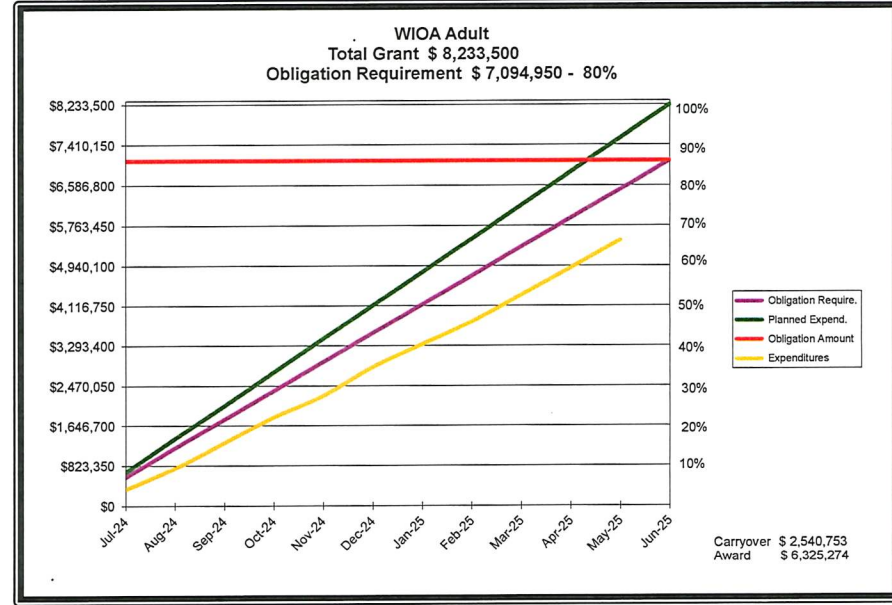
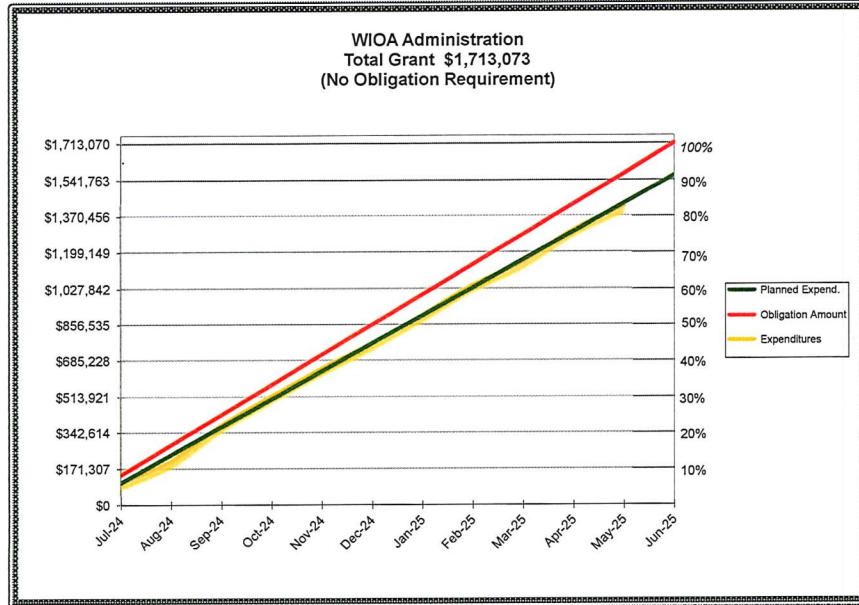
**FRWDB Expenditures**  
**Fiscal Year 2024-2025**





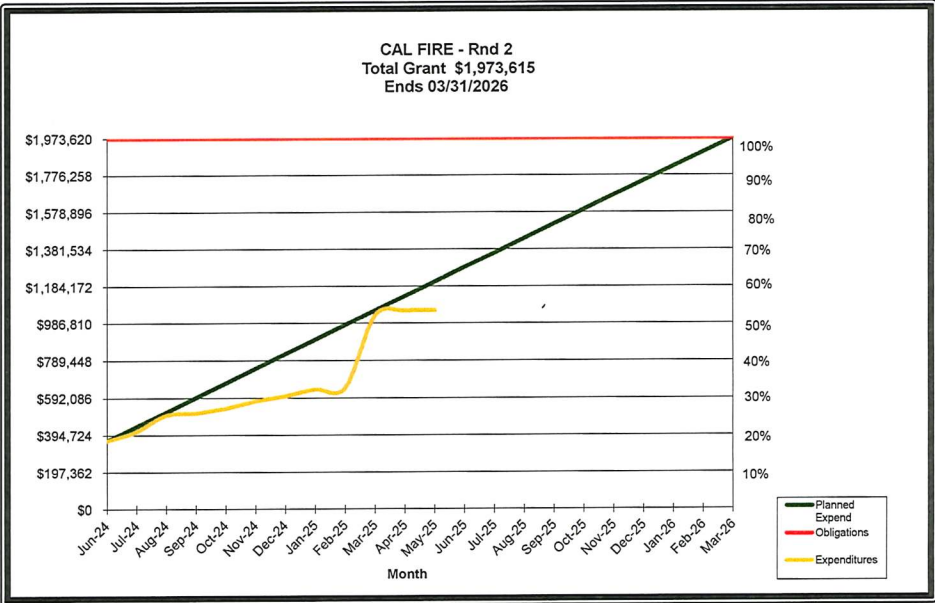
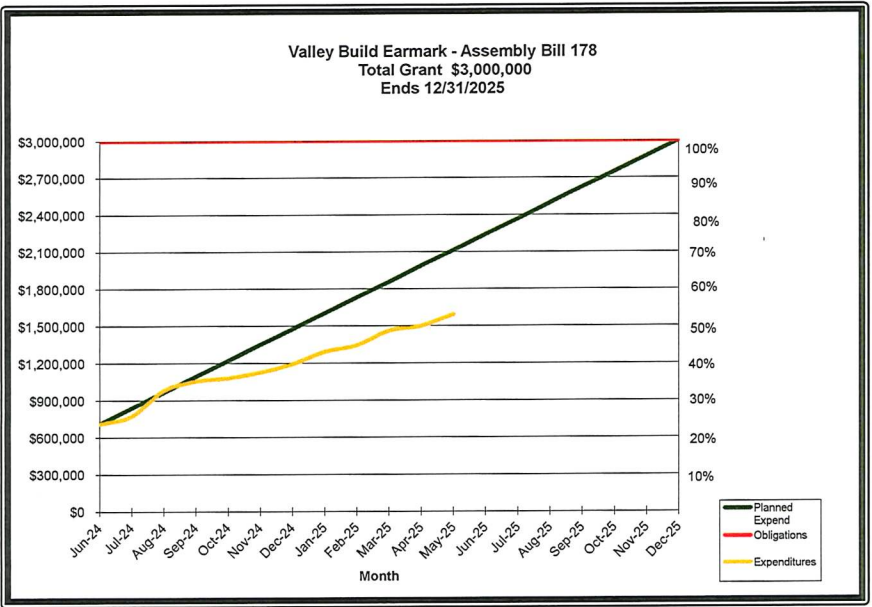
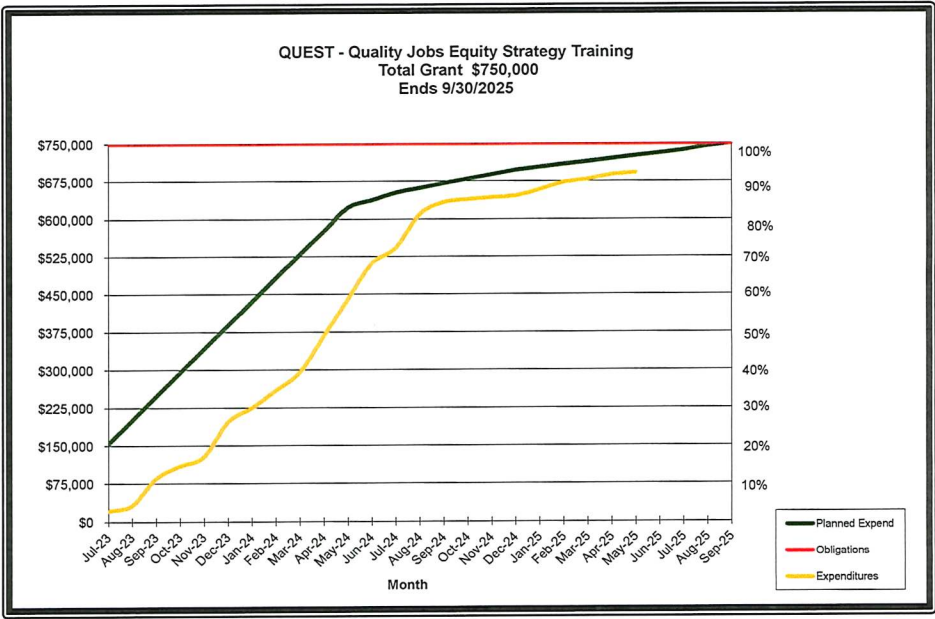
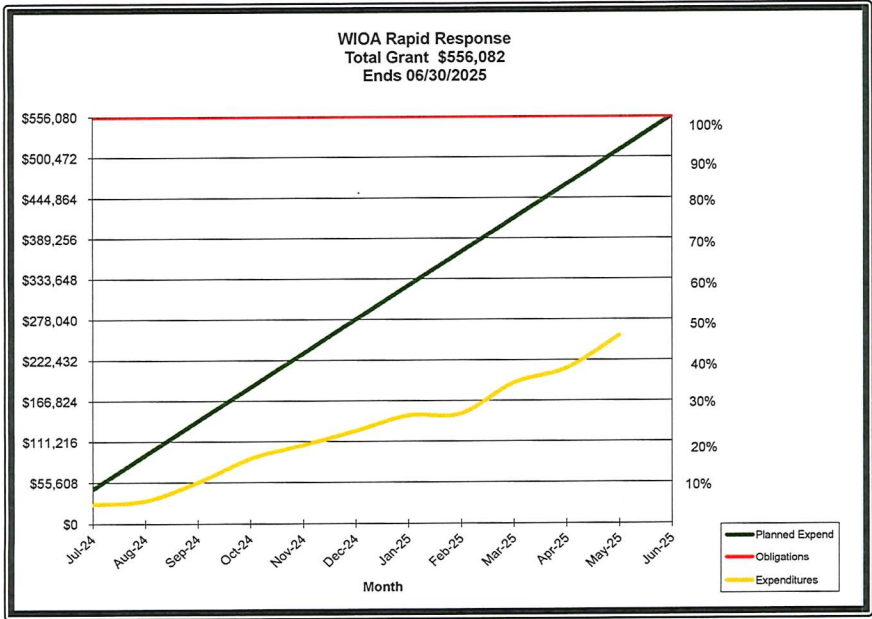
# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD FINANCIAL REPORTS

May 2025



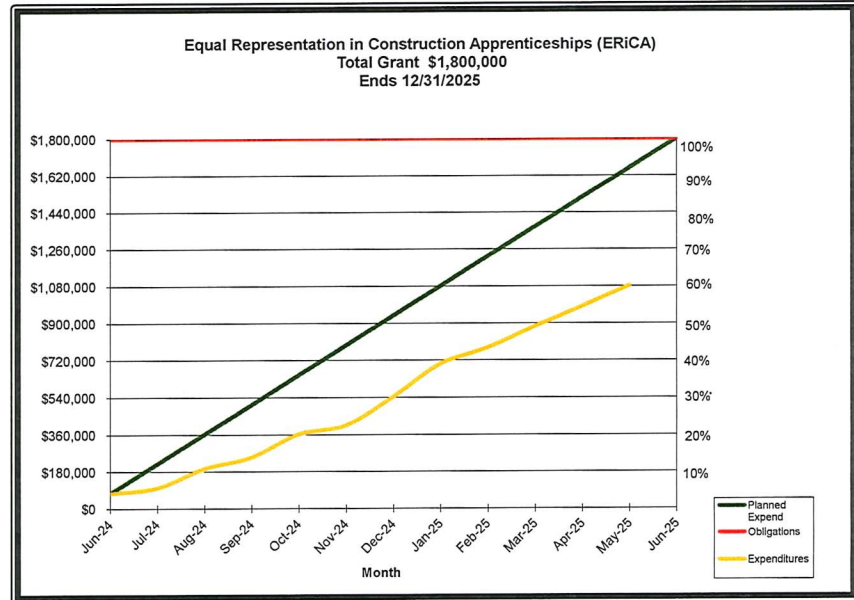
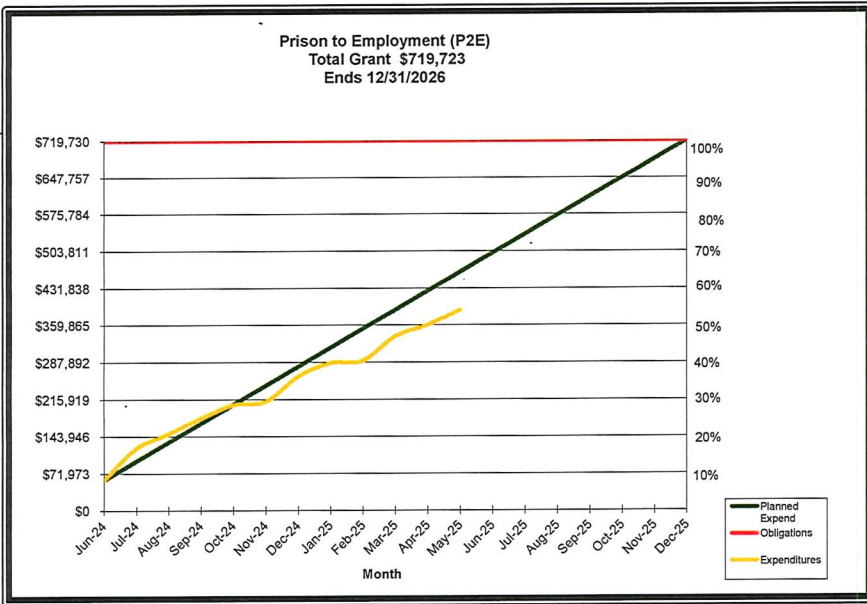
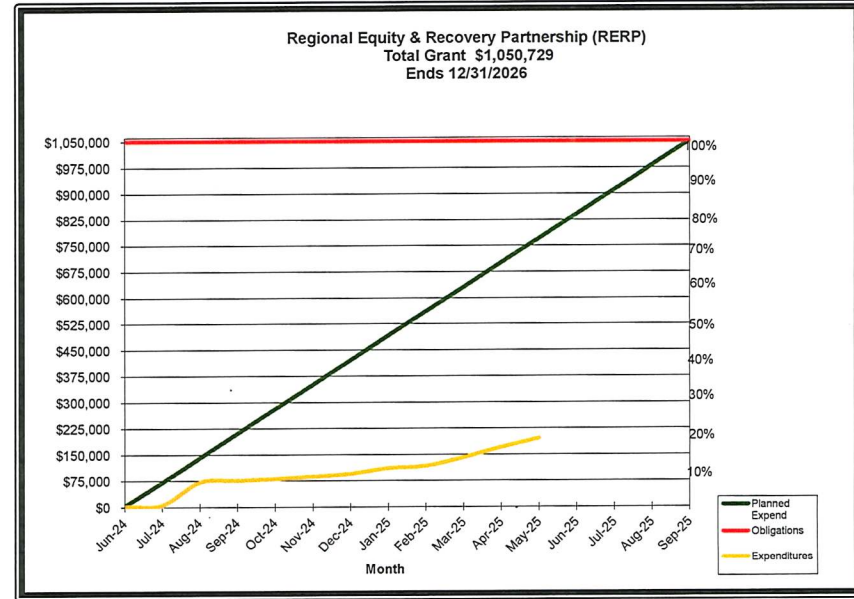
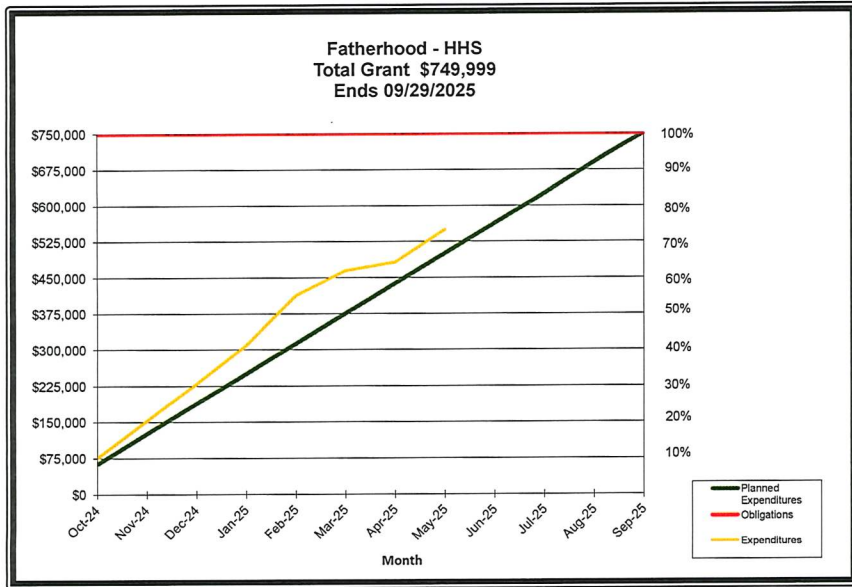
FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD FINANCIAL REPORTS

May 2025



# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD FINANCIAL REPORTS

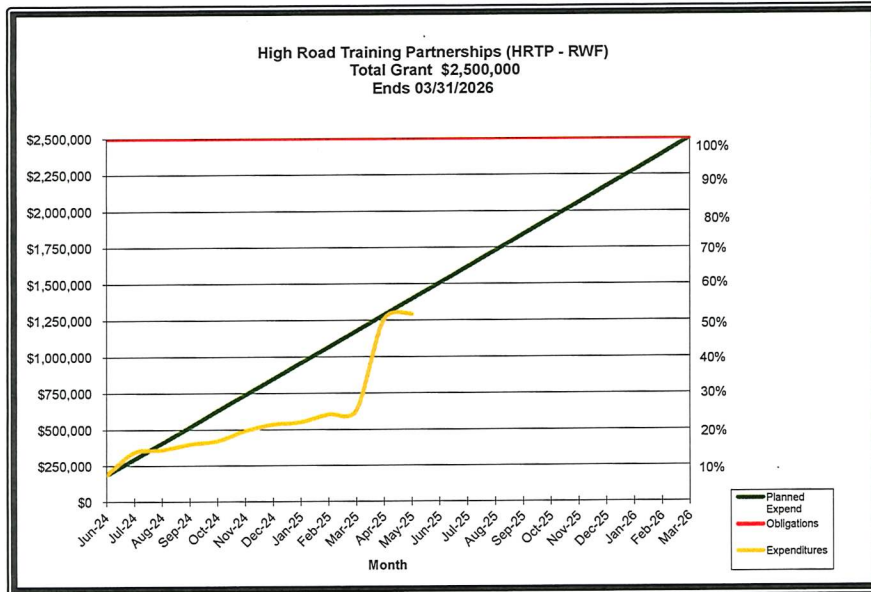
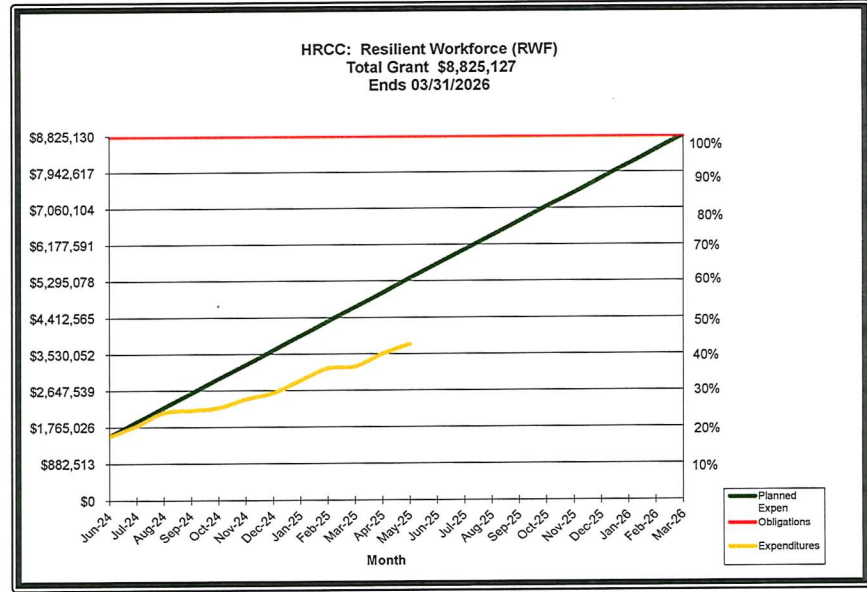
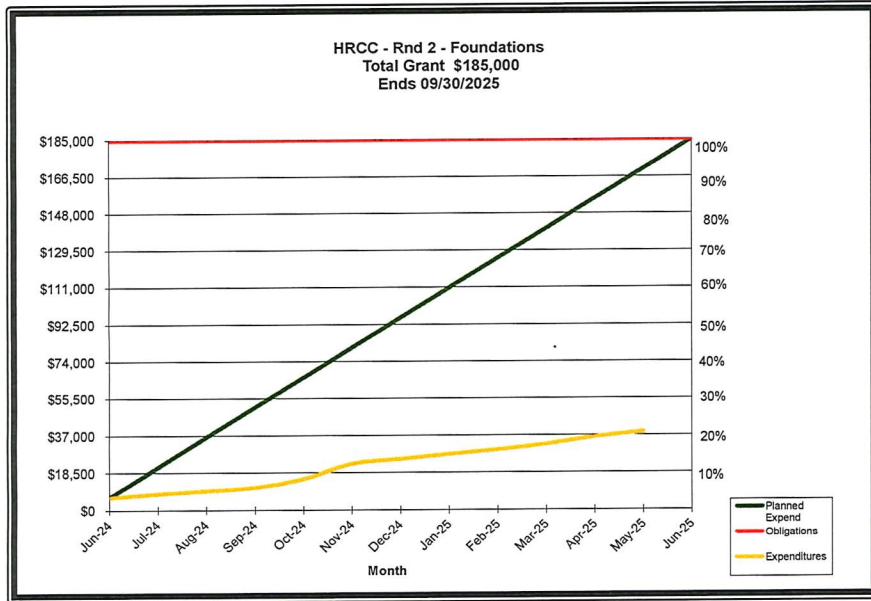
May 2025





# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD FINANCIAL REPORTS

May 2025



# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	4
MEETING DATE:	July 16, 2025
ACTION:	RECOMMEND TO APPROVE

2125 Kern Street, Suite 208 • Fresno, CA 93721 • (559) 490-7100 • Fax (559) 490-7199 • www.frwdb.net

**TO:** Executive Committee  
**FROM:** Cheryl Beierschmitt, Deputy Director of Fiscal Services  
**SUBJECT:** Program Year 2025-2026 Agency Budget and Personnel Plan

## **RECOMMENDATION:**

Recommend that the Fresno Regional Workforce Development Board (FRWDB) approve the Program Year (PY) 2025-2026 FRWDB Agency Budget and Agency Personnel Plan.

## **REASON FOR RECOMMENDATION:**

The Schedule of Funds, Attachment I, which details the total funds available for PY 2025-2026, is estimated at \$44,536,460. This amount includes an estimated carryover from PY 2024-2025 of \$5,690,944 and \$18,971,976 in PY 2025-2026 Workforce Innovation and Opportunity Act Formula Allocations from the Employment Development Department Workforce Services Division, along with an estimated amount of \$19,873,540 in Special Grant funding. Overall, it is estimated that funding will decrease \$4,788,460 from PY 2024-2025 available funding of \$49,324,920.

Attachment II, Staff Schedule, details staff positions for the agency. The cost for all FRWDB staff is included in the Agency Budget on Attachment III. These amounts include the cost for administrative services, program support, information technology support, and America's Job Centers of California site support.

Attachment III details the proposed Agency Budget for PY 2025-2026, as compared to the PY 2024-2025 budget. The attached budget reflects:

- \$456,644 increase to salaries; increase of 5.5 full-time equivalent.
- \$43,033 increase to payroll taxes.
- \$233,062 increase to benefits.
- \$5,000 increase to insurance.
- \$6,000 increase to office expenses.
- \$42,200 increase to Hotel Virginia rent and copier lease expenditures.
- \$6,000 increase to utilities.
- \$42,000 increase to furniture and equipment.

## **FISCAL IMPACT:**

\$6,633,619

## **ATTACHMENTS:**

ATTACHMENT I - Schedule of Funds  
ATTACHMENT II - Staff Schedule  
ATTACHMENT III - Agency Budget

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD  
SCHEDULE OF FUNDS  
FY 2025-2026

GRANT	FUNDS AVAILABLE PY 2024-25	ESTIMATED FUNDS AVAILABLE PY 2025-26	INCREASE (DECREASE)
WIOA ADULT	8,804,524	8,945,725	141,201
WIOA DISLOCATED WORKER	5,897,337	6,842,078	944,741
WIOA YOUTH	8,450,067	8,875,117	425,050
WIOA RAPID RESPONSE (includes Lay Off Aversion)	556,082	277,546	(278,536)
Fatherhood Fire - HHS - Ends 9.29.26	749,999	164,395	(585,604)
Quality Jobs, Equity, Strategy, Training (QUEST) - Ends 9.30.25	238,585	44,681	(193,904)
Valley Build Construction - Assembly Bill No. 178 - Ends 12.31.25	2,289,039	1,333,880	(955,159)
CalFire - Rnd 2 - Central Valley Forestry Corps (CVFC) Ends 3.31.26	1,609,612	853,688	(755,924)
HRCC: Resilient Workforce (RWF) - Ends 3.31.26	7,284,962	4,907,023	(2,377,939)
Good Jobs Challenge - American Rescue Plan - Ends 9.30.27	1,605,890	1,084,600	(521,290)
Regional Equity and Recovery Partnerships (RERP) - Ends 12.31.26	1,048,365	814,562	(233,803)
Prison to Employment (P2E) 2.0 - Ends 12.31.26	509,826	146,282	(363,544)
ERICA-Equal Representation In Construction Apprenticeships - Ends 12.31.25	1,727,317	716,226	(1,011,091)
Bitwise AA Project - Ended 4.30.25	1,028,580	-	(1,028,580)
High Road Training Partnerships (H RTP - RWF) - Ends 3.31.26	2,134,300	1,070,361	(1,063,939)
Student Training & Employment Program (STEP) - Ends 12.31.25	619,952	310,999	(308,953)
HRCC - Rnd 2 - Foundations - Ends 9.30.25	178,704	143,258	(35,446)
ELL Integrated Education & Training - Ends 12.31.26	3,321,779	2,401,407	(920,372)
EMS Corps Planning Grant - Public Works Alliance (PWA) - Ends 1.31.27	1,270,000	1,235,798	(34,202)
HRCC - Ca Community College Chancellor's Office (CCCCO) - Ends 9.30.25	-	873,067	873,067
One Fresno Youth Job Corps WrapAround Services-City of Fresno Ends 12.31.25	-	502,769	502,769
Aspen Institute - Ends 3.31.26	-	40,059	40,059
High Road Training Partnerships (H RTP) - CA Legacy Well Services - Ends 3.16.26	-	30,000	30,000
Public Workforce Capacity Fund (PWCF) - James Irvine Foundation - Ends 9.30.26	-	436,736	436,736
Growth Opportunities - Rnd 5 - Ends 8.31.28	-	1,987,772	1,987,772
Workforce Acceleration Funds (WAF) 13 - Ends 3.31.27	-	498,431	498,431
<b>TOTAL FUNDING</b>	<b>49,324,920</b>	<b>44,536,460</b>	<b>(4,788,460)</b>

Prepared by: C. Belerschmitt  
July 11, 2025

## FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

STAFF SCHEDULE				
REGULAR POSITIONS	BUDGET FY 24-25	BUDGET FY 25-26	Monthly SALARY RANGE FY 24-25	Monthly SALARY RANGE FY 25-26
<b><u>Administrative Services:</u></b>				
Executive Director	1.00	1.00	\$12,256 to \$18,750	\$12,256 to \$18,750
Senior Deputy Director	0.30	0.30	7,467 to 10,170	7,467 to 10,170
Deputy Director Fiscal Services	1.00	1.00	7,467 to 10,170	7,467 to 10,170
Deputy Director Information & General Services	0.40	0.00	7,467 to 10,170	
Deputy Director Marketing, Grants and Business Initiatives		0.10		7,467 to 10,170
Monitoring Manager	0.50	0.50	5,945 to 8,445	5,945 to 8,445
General Services Manager	1.00	1.00	5,945 to 8,445	5,945 to 8,445
Network Administrator	1.00	1.00	4,803 to 6,913	4,803 to 6,913
Marketing & Grants Manager	0.10	0.00	5,945 to 8,445	
Accounting Manager	1.00	1.00	5,945 to 8,445	5,945 to 8,445
Accounting Coordinator	2.00	2.00	4,361 to 5,945	4,361 to 5,945
Accounting Facilitator	2.00	2.00	4,103 to 5,457	4,103 to 5,457
Monitoring Coordinator	1.50	1.50	4,361 to 5,945	4,361 to 5,945
Senior Administrative Support Coordinator	1.00	1.00	4,361 to 5,945	4,361 to 5,945
Administrative Assistant	2.00	2.00	3,501 to 4,735	3,501 to 4,735
<b>Total Administration Positions</b>	<b>14.80</b>	<b>14.40</b>		
<b><u>Program Operations</u></b>				
Senior Deputy Director	0.70	0.70	\$ 7,467 to \$ 10,170	\$ 7,467 to \$ 10,170
Deputy Director Information & General Services	0.60	0.00	7,467 to 10,170	
Deputy Director Marketing, Grants and Business Initiatives		0.90		\$ 7,467 to \$ 10,170
Business Services Manager	1.00	1.00	5,945 to 8,445	5,945 to 8,445
Government Affairs Manager	1.00	0.00		5,945 to 8,445
Information Services Manager	1.00	1.00		5,945 to 8,445
Program Manager - Adult	1.00	1.00	5,945 to 8,445	5,945 to 8,445
Program Manager - Youth		1.00		5,945 to 8,445
Contracting Manager		1.00		5,945 to 8,445
Business Services Coordinator	4.00	4.00	4,361 to 5,945	4,361 to 5,945
Outreach Coordinator	2.00	1.00	4,361 to 5,945	4,361 to 5,945
Marketing Coordinator	1.00	1.00	4,361 to 5,945	4,361 to 5,945
Content Marketing Specialist - Facilitator	1.00	1.00	4,103 to 5,457	4,103 to 5,457
Training Manager	1.00	1.00	5,945 to 8,445	5,945 to 8,445
Monitoring Manager	0.50	0.50	5,945 to 8,445	5,945 to 8,445
Marketing & Grants Manager	0.90	0.00	5,945 to 8,445	
Grant Writing Coordinator	1.00	0.00	4,361 to 5,945	
Research Analyst		1.00		4,361 to 5,945
Program Coordinator	1.00	1.00	4,361 to 5,945	4,361 to 5,945
Monitoring Coordinator	1.50	1.50	4,361 to 5,945	4,361 to 5,945
Contracts Facilitator	3.00	3.00	4,103 to 5,457	4,103 to 5,457
Special Project Assistant	1.00	2.00	3,501 to 4,735	3,501 to 4,735
Special Project Coordinator	7.00	5.00	4,361 to 5,945	4,361 to 5,945
Project Coordinator - Fatherhood	1.00	1.00	4,361 to 5,945	4,361 to 5,945
Project Workshop Instructor - Fatherhood	1.00	1.50	4,361 to 5,945	4,361 to 5,945
Project Workshop Instructor - Growth Ops		1.00		4,361 to 5,945
Project Coordinator - Irvine		1.00		4,361 to 5,945
Project Coordinator - EMS		1.00		4,361 to 5,945
Project Coordinator - Growth Ops		1.00		4,361 to 5,945
Special Projects Manager	1.00	2.00	5,945 to 8,445	5,945 to 8,445
Data Analyst - Coordinator	0.00	1.00	4,361 to 5,945	4,361 to 5,945
Data Coordinator	1.00	1.00	4,361 to 5,945	4,361 to 5,945
Computer Technician	1.00	2.00	4,803 to 6,913	4,803 to 6,913
General Services Facilitator	1.00	1.00	4,103 to 5,457	4,103 to 5,457
<b>Total Operations Positions</b>	<b>36.20</b>	<b>42.10</b>		
<b>TOTAL REGULAR POSITIONS</b>	<b>51.00</b>	<b>56.50</b>		

Prepared by: C. Belerschmitt  
July 11, 2025



**FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD  
AGENCY BUDGET**

**PY 2025-2026**

	Budget by Line Item	2024-2025 Budget	2025-2026 Budget	Increase/ (Decreases)	Percent Change
51	Salaries	\$ 3,445,578	\$ 3,902,222	456,644	13.25%
52	Payroll Taxes	307,192	350,225	43,033	14.01%
53	Fringe Benefits/Staff Parking	1,033,870	1,266,932	233,062	22.54%
55	Staff/Board/Service Provider Development	72,500	72,500	0	0.00%
56	Local Mileage	26,000	26,000	0	0.00%
60	Communications	30,000	30,000	0	0.00%
61	Insurance	32,500	37,500	5,000	15.38%
62	Maintenance	96,840	96,840	0	0.00%
63	Memberships	40,000	40,000	0	0.00%
64	Miscellaneous	20,000	20,000	0	0.00%
65	Office Expense	32,000	38,000	6,000	18.75%
66	Professional Services - incl. legal/audit/HR/cybersecurity	225,800	225,800	0	0.00%
67	Advertising	35,000	35,000	0	0.00%
68	Rent and Leases	257,000	299,200	42,200	16.42%
69	Utilities	42,400	48,400	6,000	14.15%
71	Furniture and Equipment	103,000	145,000	42,000	40.78%
	<b>Total</b>	<b>\$ 5,799,680</b>	<b>\$ 6,633,619</b>	<b>\$ 833,939</b>	<b>14.38%</b>

Due to spreadsheet formula rounding calculations, total(s) may be off by \$1.

# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	5
MEETING DATE:	July 16, 2025
ACTION:	RECOMMEND TO APPROVE

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**TO:** Executive Committee

**FROM:** Blake Konczal, Executive Director

**SUBJECT:** Application to the State of California for Authorization to Provide Direct Client Services

## **RECOMMENDATION:**

Recommend that the Fresno Regional Workforce Development Board (FRWDB) approve the submittal of a formal application to the State of California requesting authorization for FRWDB to directly provide client (career) services.

## **REASON FOR RECOMMENDATION:**

Under the Workforce Innovation and Opportunity Act (WIOA), local workforce development boards (WDBs) typically function as oversight and policy-making bodies, with client services delivered through contracted providers. However, WIOA permits local boards to apply to the State for approval to directly provide client services if they can demonstrate capacity and a compelling justification.

FRWDB administers U.S. Department of Labor (USDOL) WIOA formula funding to provide services within Fresno County to three (3) main client groups: economically disadvantaged adults, dislocated workers, and barriered youth, primarily delivered through the FRWDB's career center system. FRWDB is structured as a Joint Powers Authority between the City and County of Fresno, ensuring broad regional oversight and governance. For Fiscal Year (FY) 2025–2026, FRWDB's formula budget is \$23,708,000.

In addition to formula-funded activities, FRWDB maintains a robust and successful portfolio of discretionary grants. For FY 2025–2026, FRWDB's discretionary budget is an additional \$34,406,000 spread over 22 distinct grants. These projects serve specialized populations and regional clients beyond Fresno County, often requiring flexible and innovative approaches that do not fully align with the traditional career center delivery model.

This dual focus creates a logical tension between Fresno-specific, career center-focused formula programs and regional special projects funded by discretionary grants. Approval from the State to provide direct client services would resolve this tension by allowing FRWDB administrative staff to directly deliver services to special project clients.

Basic job services provided would include:

- Career counseling and individualized career planning tailored to grant-specific populations.
- Job readiness workshops (resume writing, interview preparation, soft skills).
- Job search and placement assistance, including direct connections with employers.
- Labor market information dissemination and guidance on regional trends.
- Basic skills assessments and referrals to supportive services.
- Follow-up and retention services to support long-term employment success.

This authority would allow FRWDB to integrate discretionary and formula activities more effectively, respond rapidly to regional needs, and utilize internal expertise to deliver higher-quality, tailored services to targeted populations.

Approval by the FRWDB would initiate a formal application process to the State of California, which includes:

1. A statement from the local Chief Local Elected Officials, the City of Fresno and the County of Fresno, formally requesting authorization for FRWDB to provide career services.
2. Submittal of evidence demonstrating FRWDB's qualifications and capacity to provide services, including testimonials showcasing effectiveness and efficiency.
3. Documentation (signed and dated letters) confirming that the Local Workforce Development Board and other relevant parties (i.e., Fresno City Council and Fresno County Board of Supervisors) have reviewed and approved the request in a public meeting.
4. A meeting with corporate counsel to develop a robust firewall policy ensuring separation between oversight functions and service delivery responsibilities.

**FISCAL IMPACT:**

None at this time. Future budgets may reflect adjustments related to implementing direct client services if approved.

# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	6
MEETING DATE:	July 16, 2025
ACTION:	APPROVE

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**TO:** Executive Committee

**FROM:** Phyllis Stogbauer, Senior Deputy Director

**SUBJECT:** Photocopy Machine Request for Proposals Award

## **RECOMMENDATION:**

Approve the award of a five (5)-year lease agreement for new photocopy machines, including a maintenance and service agreement, to UBEO Business Services, the current provider. The total estimated cost for the five (5)-year term is \$229,187.40. This award is subject to approval by the State of California Employment Development Department, which is expected by the end of August 2025.

## **REASON FOR RECOMMENDATION:**

The photocopy machines currently leased and used at the America's Job Centers of California and the Fresno Regional Workforce Development Board (FRWDB) Administrative Offices have exceeded their expected service life, resulting in increased downtime and a higher frequency of service calls. The existing lease has expired, and services are now being provided on a month-to-month basis.

On May 16, 2025, FRWDB staff issued a Request for Proposals (RFP), with a submission deadline of June 13, 2025. A total of five (5) proposals were received, of which three (3) met the minimum qualifications and advanced to the Evaluation Phase.

The Evaluation Phase was conducted by a three (3)-member review panel and included a comprehensive assessment of the written proposals and equipment demonstrations. Evaluation criteria included the experience and qualifications of the proposing firms, service and maintenance capabilities, equipment functionality and ease of use, and cost reasonableness for both purchase and lease options, including related service agreements.

The attached evaluation results were shared with all proposers via email and publicly posted to the FRWDB website on July 3, 2025.

In accordance with the RFP guidelines, the contract award is not based solely on the highest score or the lowest cost. The evaluation process considered multiple weighted factors, including service quality, product reliability, vendor experience, and overall cost competitiveness.

FRWDB staff recommends awarding a five (5)-year lease agreement to UBEO Business Services. Although UBEO did not receive the highest overall score, their proposal demonstrated strong performance in key areas such as equipment reliability, service responsiveness, and a proven understanding of FRWDB's operational needs.

Selecting the lease option also provides greater flexibility to adjust equipment and related costs in response to potential changes in funding or operational requirements.

**ATTACHMENT:** Request for Proposals – PY 2024-2025 Photocopy Machines Preliminary Proposal  
Rating Summary

**FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD  
REQUEST FOR PROPOSALS - PY 2024-2025  
PHOTOCOPY MACHINES  
PRELIMINARY PROPOSAL RATING SUMMARY**

**Name of Bidder:** UBEO Business Services  
**Proposal No.:** 103

<b>Evaluation Criteria</b>	<b>Possible Points</b>	<b>Points Awarded</b>
Experience and Quality	15.0	14.7
Service, Maintenance and Repair	15.0	14.0
Equipment	20.0	15.2
Cost Reasonableness	50.0	30.0
<b>Total Points</b>	<b>100.0</b>	<b>73.9</b>

**Name of Bidder:** MRC Smart Technology Solutions, Inc.  
**Proposal No.:** 101

<b>Evaluation Criteria</b>	<b>Possible Points</b>	<b>Points Awarded</b>
Experience and Quality	15.0	12.6
Service, Maintenance and Repair	15.0	12.7
Equipment	20.0	14.2
Cost Reasonableness	50.0	50.0
<b>Total Points</b>	<b>100.0</b>	<b>89.5</b>

**Name of Bidder:** RICOH U.S.A  
**Proposal No.:** 104

<b>Evaluation Criteria</b>	<b>Possible Points</b>	<b>Points Awarded</b>
Experience and Quality	15.0	13.7
Service, Maintenance and Repair	15.0	11.5
Equipment	20.0	15.0
Cost Reasonableness	50.0	17.0
<b>Total Points</b>	<b>100.0</b>	<b>57.2</b>

# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	7
MEETING DATE:	July 16, 2025
ACTION:	APPROVE

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**TO:** Executive Committee

**FROM:** Ashley Matthews, Senior Special Projects Manager

**SUBJECT:** High Road Construction Careers – High Road Recovery Partnership Contract Modification

## **RECOMMENDATION:**

Approve the reallocation of \$185,000 of High Roads Construction Careers (HRCC) - High Road Recovery Partnership (HRRP) Round 2 grant funding as outlined below. The HRRP 2 grant funding was awarded through the Foundation for California Community Colleges for a grant period of December 13, 2023, to September 30, 2025.

## **REASON FOR RECOMMENDATION:**

Fresno Regional Workforce Development Board (FRWDB) was awarded \$185,000 as subgrantee under the Foundation for California Community College's HRRP Phase 2 grant, for the purpose of strengthening selected HRCC partnership models (ValleyBuild).

In order to strengthen the model, FRWDB utilized the funding to conduct an Apprenticeship Readiness Program Equity Study focusing on barriers faced by minorities/persons of color when attempting to enter to the skills trades. Funding also allowed FRWDB to conduct outreach and conversations with valley community colleges to offer credit for our ValleyBuild MC3 program in Stanislaus County. Due to the timing of the current ValleyBuild cohort in that region, this will no longer be possible. The funder has approved the use of the remaining amount to support and enhance the quality and results of our BIPOC (Black, Indigenous, and People of Color) Equity Study.

## **FISCAL IMPACT:**

	<b>Initial</b>	<b>Modification</b>
FRWDB Project Oversight	\$ 62,144.00	\$ 62,144.00
Outreach and Marketing	\$ 10,050.00	\$ 10,050.00
Staff Travel	\$ 6,000.00	\$ 6,000.00
Rios Company	\$ 60,000.00	\$ 90,000.00
ValleyBuild Program Evaluation Sub-Contractor	\$ 30,000.00	\$ -
Indirect Cost	\$ 16,806.00	\$ 16,806.00
Total	\$ 185,000.00	\$ 185,000.00



# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	8
MEETING DATE:	July 16, 2025
ACTION:	INFORMATION

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**TO:** Executive Committee

**FROM:** Phyllis Stogbauer, Senior Deputy Director

**SUBJECT:** America's Job Centers of California Usage Report

**INFORMATION:**

At the April 3, 2025, Executive Committee meeting, Director Maxwell asked Fresno Regional Workforce Development Board (FRWDB) staff to report on client visits to the FRWDB Americas Job Centers of California, by clients' home Zip Codes. This data will be provided at the meeting.

# **FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD**

AGENDA ITEM:	9
MEETING DATE:	July 16, 2025
ACTION:	INFORMATION

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**TO:** Executive Committee

**FROM:** Blake Konczal, Executive Director

**SUBJECT:** Director's Quarterly Update

**INFORMATION:**

Updates will be provided on various subjects.

# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	10
MEETING DATE:	July 16, 2024
ACTION:	DIRECT

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**TO:** Executive Committee  
**FROM:** Edgar Blunt, Chair  
**SUBJECT:** Referral of Agenda Items to Other Committees

**RECOMMENDATION:**

Discuss and direct staff regarding the referral of agenda items from this meeting to one or more of the other standing committees of the Fresno Regional Workforce Development Board.

**REASON FOR RECOMMENDATION:**

This item is intended to allow the Executive Committee to collectively decide which of the items you just discussed should be referred to another committee(s) and the reason they are being referred (information, action, etc.).