**Executive Committee**

**July 17, 2024**

###### SUMMARY MINUTES

The meeting was called to order at 3:04 p.m.

ROLL CALL: PRESENT – Stephen Avila, Jeff Hensley, Dennis Montalbano, Sal Quintero, Chuck Riojas, Vasili Sotiropulos, and Legal Counsel Ken Price

ABSENT – Lacy Barnes, Edgar Blunt, Mike Karbassi, and Lydia Zabrycki

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. | April 17, 2024, Executive Committee Meeting Minutes |
|  | Blake Konczal, Executive Director, Fresno Regional Workforce Development Board (FRWDB), presented the April 17, 2024, Executive Committee (Committee) meeting minutes for approval, or correction and approval. **RIOJAS/AVILA – APPROVED THE APRIL 17, 2024, EXECUTIVE COMMITTEE MEETING MINUTES. (UNANIMOUS)** |
| 2. | May 2024 Agency Budget and Expenditures |
|  | Cheryl Beierschmitt, Deputy Director Fiscal Services, FRWDB, presented the May 2024 Agency Budget and Expenditures report for the Committee’s acceptance. She noted one (1) item in the variance column that went into the negative and explained that was due to one-time costs for purchasing cabling for the new cubicles and new surveillance equipment. She noted that all other line items were on track as the end of the Program Year was approaching. **RIOJAS/HENSLEY – ACCEPTED THE MAY 2024 AGENCY BUDGET AND EXPENDITURES. (UNANIMOUS)** |
| 3. | May 2024 Financial Report |
|  | Ms. Beierschmitt presented the May 2024 Financial Report for the Committee’s acceptance. She spoke to each of the bullet points included on the agenda item. Mr. Konczal noted that for the Transformative Climate Communities grant, the FRWDB acted as the fiscal agent on this grant, to assist the community partner who was awarded the funds and ran the program. Ms. Beierschmitt indicated that FRWDB staff had no concerns with any items on the report  **RIOJAS/HENSLEY – ACCEPTED THE MAY 2024 FINANCIAL REPORT (UNANIMOUS**) |
| 4. | Program Year 2024 – 2025 Agency Budget and Personnel Plan |
|  | Mr. Konczal presented for the Committee’s recommendation to the FRWDB, the Program Year (PY) 2024 – 2025 Agency Budget and Personnel Plan, which is the budget for FRWDB staff and the costs for Administrative Services, Program Support, Information Technology support and site support for the America’s Job Center of California. He reviewed the increases and decreases in the budget from the previous PY, noting the largest decrease was in the furniture and equipment line item. This decrease was due to the new furniture for the administrative office that was purchased in PY 2023-2024. Chair Montalbano asked why there was a $10,000 decrease in the Memberships line item. Ms. Beierschmitt explained that an adjustment was made based on forecasting compared to what was paid for memberships last PY. HENSLEY/QUINTERO – RECOMMENDED THAT THE FRWDB APPROVE THE PROGRAM YEAR 2024 – 2025 AGENCY BUDGET AND PERSONNEL PLAN. (UNANIMOUS) |
| 5. | Rapid Response and Layoff Aversion Funding for Program Year 2024 - 2025 |
|  | Ms. Beierschmitt presented for the Committee’s approval, the PY 2024 – 2025 Rapid Response and Layoff Aversion funding recommendation. On June 25, 2024, the State of California Employment Development Department (EDD) released funding allocations for PY 2024 – 2025. The FRWDB was allocated $556,082 to provide Rapid Response and Layoff Aversion services in Fresno County. FRWDB staff recommended $220,000 of these funds be allocated to Central Labor Council Partnership to provide these services, and the remaining $336,082 be allocated to FRWDB staff for contract and program oversight.  **HENSLEY/QUINTERO – APPROVED THE RAPID RESPONSE AND LAYOFF AVERSION FUNDING FOR PROGRAM YEAR 2024 - 2025. (UNANIMOUS)** |
| 6. | **Closed Session: Executive Director Performance Evaluation**  There was no action to report out of the Closed Session. |
| 7. | **Director’s Quarterly Update** |
|  | FRWDB staff distributed a summary of the Executive Director’s activities for the period of April through June 2024.  Mr. Konczal spoke briefly about the items on which he spent the most time during the reporting period. This activity included the preparation and submittal of the Women in Non-Traditional Occupations grant application to the U. S. Department of Labor; submittal of a Workforce support grant application to the James Irvine Foundation; and the preparation and submittal of an Emergency Medical Services (EMS) Planning grant application to the State of California EDD. He noted that the EMS Planning grant was for $180,000, but that a subsequent proposal would |
|  | be submitted to the state, with a potential award of up to $1.2 million.  Mr. Konczal spent a lot of time in his capacity as the Chair of the California Workforce Association (CWA), including participation at the CWA’s WorkCon conference in Palm Desert, and Chairing the Executive Committee meetings as they conduct a search for a new Director for the CWA.  He spoke about the FRWDB’s first all staff training day that was held in May, and shared that it had an internal focus on how FRWDB and provider staff perform their functions. He stated that there will be another all staff training in October that will focus externally on Fresno, the economy and the workforce world. He added that the FRWDB will be doing these trainings twice annually from now on.  Mr. Konczal shared that there was a focus during the quarter on strategic succession planning for FRWDB staff. He stated that Tim Giles, Deputy Director Information and General Services would be retiring in December 2024, and as part of the succession planning for the Information and General Services Division, Jimmy Ngo had been promoted as Information Services Manager, and Daniel Prado was hired as General Services Manager. Mr. Konczal spent a good deal of time on the annual staff evaluation process, noting that he reads and signs each evaluation. He concluded his update by sharing that the FRWDB now has its own Digital Literacy Assessment and Remediation program that will be used for the small subset of clients who are digitally illiterate.    This was an information item. |
| 8. | **Referral of Agenda Items to Other Committees**  There were no agenda items referred to other committees. |
| 9. | **Information Sharing** |
|  | Mr. Konczal shared that Ashley Matthews had been promoted to Senior Manager. Ms. Matthews currently oversees the Construction and Forestry programs and will also oversee the FRWDB’s new EMS Corps program once it is operational.  This was an information item. |
| 10. | **October 16, 2024, Agenda Items** |
|  | None. |
| 11. | **Meeting Feedback** |
|  | There was no feedback. |

Meeting adjourned at 4:17 p.m.