



# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

**Executive Committee**  
**January 15, 2025 @ 3:00 p.m.**

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

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**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.

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**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.	October 16, 2024, Executive Committee Meeting Minutes	Konczal	Yes	Approve	4
2.	November 2024 Agency Budget and Expenditures	Beierschmitt	Yes	Accept	10
3.	November 2024 Financial Report	Beierschmitt	Yes	Accept	12
4.	City of Fresno One Fresno Youth Job Corps Grant Award	Stogbauer	Yes	Approve	19
5.	High Road Training Partnership – California Legacy Well Service	Matthews	Yes	Approve	20
6.	Fresno County Private Security Contract Modification	Stogbauer	Yes	Approve	21

#### ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

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Item	Description	Presented By	Enclosure	Action	Page #
7.	Term Policy for Non-Fresno Regional Workforce Development Board Council Members	Konczal	Yes	Approve	22
8.	Updated Fresno Regional Workforce Development Board / Fresno Area Workforce Investment Corporation Procurement Policy	Stogbauer	Yes	Approve	23
9.	America's Job Centers of California Certification and Continuous Improvement Plan	Stogbauer	Yes	Information	25
10.	Director's Quarterly Update	Konczal	Yes	Information	26
11.	Referral of Agenda Items to Other Committees	Blunt	Yes	Direct	27
12.	Information Sharing	All	No	Discussion	--
13.	April 16, 2025, Agenda Items	Konczal	No	Discussion	--
14.	Meeting Feedback	Konczal	No	Discussion	--

**FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE  
2024 ATTENDANCE REPORT**

**1/17/2024 4/17/2024 7/17/2024 10/16/2024**

Avila Trillium Flow Technologies	A	P	P	P
Barnes State Center Federation of Teachers	A	P	A	A
Blunt IMAGO	P	P	A	P
Hensley Hensley Associates	A	A	P	P
Karbassi Fresno City Council	P	A	A	P
Montalbano German Auto Repair	P	P	P	P
Quintero Fresno County Board of Supervisors	A	A	P	P
Riojas Fresno, Madera, Tulare, Kings Building Trades Council	P	P	P	P
Sotiropoulos Hyatt Real Estate	P	P	P	P
Zabrycki CAPTRUST	P	P	A	A

P = Present

A = Absent

-- = Not a Member at Time of Meeting

**FRESNO REGIONAL  
WORKFORCE DEVELOPMENT BOARD**

<b>AGENDA ITEM:</b>	<b>1</b>
<b>MEETING DATE:</b>	<b>January 15, 2025</b>
<b>ACTION:</b>	<b>APPROVE</b>

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**TO:** Executive Committee  
**FROM:** Blake Konczal, Executive Director  
**SUBJECT:** October 16, 2024, Executive Committee Meeting Minutes

**RECOMMENDATION:**

Approve the minutes of the October 16, 2024, Executive Committee meeting.

**ATTACHMENT:**

October 16, 2024, Executive Committee Meeting Minutes



# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Executive Committee  
October 16, 2024

## SUMMARY MINUTES

The meeting was called to order at 3:01 p.m.

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

ABSENT – Lacy Barnes and Lydia Zabrycki

AGENDA CHANGES: None

ABSTENTIONS/RECUSALS/  
DISCLOSURES OF  
POTENTIAL CONFLICTS OF  
INTEREST: None

COMMITTEE  
CHAIR/STAFF  
COMMENTS: None

PUBLIC COMMENTS: None

Item	Description/Action Taken
1.	<p><b><u>July 17, 2024, Executive Committee Meeting Minutes</u></b></p> <p>Blake Konczal, Executive Director, Fresno Regional Workforce Development Board (FRWDB), presented the July 17, 2024, Executive Committee (Committee) meeting minutes for approval, or correction and approval.</p> <p><b>HENSLEY/BLUNT – APPROVED THE JULY 17, 2024, EXECUTIVE COMMITTEE MEETING MINUTES. (UNANIMOUS)</b></p>
2.	<p><b><u>August 2024 Agency Budget and Expenditures</u></b></p> <p>Cheryl Beierschmitt, Deputy Director Fiscal Services, FRWDB, presented the August 2024 Agency Budget and Expenditures report for the Committee's acceptance. She reminded the Committee that the year-to-date budget is straightlined. She noted that the Maintenance line item was running a little higher than planned due to paying two (2) expenditures upfront. The Office Expense line item was also a bit higher due to ordering pre-printed forms for the year. She indicated that FRWDB staff had no concerns with expenditures.</p> <p><b>RIOJAS/HENSLEY – ACCEPTED THE AUGUST 2024 AGENCY BUDGET AND EXPENDITURES. (UNANIMOUS)</b></p>

3. **August 2024 Financial Report**

Ms. Beierschmitt presented the August 2024 Financial Report for the Committee's acceptance. She reviewed the five (5) grants that were highlighted on the agenda. 1) The Quality Jobs Equity Strategy and Training (QUEST) grant received a no cost extension to September 30, 2025. 2) Department of Health and Human Services Fatherhood grant has a five (5) year term and just ended year four (4) of the grant on September 29, 2024, at 95% expended. 3) The Equal Representative in Construction (ERiCA) grant ends June 30, 2025. It had low expenditures as of the report date, but staff anticipated spending this grant by the term date due to new enrollments and the addition of three (3) cohorts. 4) The Student Training and Employment Program (STEP) grant's first year will end December 31, 2024, and is only 17.21% expended as of the reporting period. FRWDB staff is working on a corrective action plan with the subrecipient. 5) The Additional Assistance grant received a contract modification to add additional employers that were impacted by layoffs, as this grant originally targeted individuals affected by the Bitwise closure.

**RIOJAS/KARBASSI – ACCEPTED THE AUGUST 2024 FINANCIAL REPORT (UNANIMOUS)**

4. **Additional Assistance Grant Funding Contract Award**

Phyllis Stogbauer, Senior Deputy Director, FRWDB, presented funding allocations for the Additional Assistance grant to the Committee for its approval. Ms. Stogbauer reminded the Committee that the FRWDB received a Rapid Response Additional Assistance grant in the amount of \$2,300,000 from the State of California, Employment Development Department (EDD) to provide re-employment and job placement services to 147 individuals who were terminated due to the Bitwise closure. \$1,200,000 of these funds were to provide Rapid Response services, training, and job placement services to the affected individuals; and \$1,100,000 as a pass-through to State Center Community College District to continue apprenticeship services for former Bitwise employees. Due to multiple business closures in 2024, FRWDB staff submitted a modification request to EDD and the request was approved to add the following employers to the grant: Cargill Meat Solutions, Western Power Sports, Olam Americas Firebaugh facility. New allocations for the Additional Assistance were outlined in the agenda item.

**RIOJAS/BLUNT – APPROVED THE ADDITIONAL ASSISTANCE GRANT FUNDING CONTRACT AWARD. (UNANIMOUS)**

5. **America's Job Centers of California Certification and Continuous Improvement Plan**

Ms. Stogbauer presented the America's Job Centers of California (AJCC) 2024-2025 Comprehensive and Affiliate Baseline and Certification Assessments and Continuous Improvement Plan for the Committee's acceptance. She explained that in accordance with the Workforce Innovation and Opportunity Act, Local Boards must conduct an independent and objective evaluation of the AJCCs every three (3) years. The process included working with an outside, neutral consultant to tour all four (4) for the FRWDB's AJCC locations (Fresno West, Fresno East, Mendota, and Parlier). The consultant reviewed local policies and procedures, and conducted interviews with FRWDB, Provider and Partner staff, using the seven (7) indicators included within the Assessment. Ms. Stogbauer reviewed each of the areas that were identified as an opportunities for improvement. Director Avila asked how the identified areas would be prioritized. Ms. Stogbauer indicated that FRWDB staff would review and create a timeline for prioritization. Ms. Konczal noted that some of the identified items could fit into existing projects the Board and FRWDB staff had already been working on, but that those requiring immediate attention would receive it. He noted that all items would be acted upon.

Director Blunt asked how would the Executive Committee know that these improvements were implemented. Mr. Konczal indicated that FRWDB staff would bring that information back to the Committee.

Ms. Stogbauer indicated that upon the Committee's acceptance, FRWDB staff would obtain the appropriate signatures and submit the Plan to the state by the November 1, 2024, deadline.

**HENSLEY/BLUNT - ACCEPTED THE AMERICA'S JOB CENTERS OF CALIFORNIA CERTIFICATION AND CONTINUOUS IMPROVEMENT PLAN. (UNANIMOUS)**

**6. Department of Health and Human Services – Administration for Children and Families Fatherhood Grant Funding Allocation**

Ka Xiong, Program Manager, FRWDB, presented for the Committee's approval the funding allocations for the Department of Health and Human Services – Administration for Children and Families Fatherhood grant. The award amount was \$749,999 and this would be the fifth (5<sup>th</sup>) year of funding for this program. Ms. Xiong explained that this program provided fatherhood and parenting workshops to fathers with children ages 24 and under. A detailed breakdown of the recommended allocations was outlined in the agenda item.

**RIOJAS/KARBASSI – APPROVED THE DEPARTMENT OF HEALTH AND HUMAN SERVICES – ADMINISTRATION FOR CHILDREN AND FAMILIES FATHERHOOD GRANT FUNDING ALLOCATION. (UNANIMOUS)**

**7. Security Services Contract Award**

Ms. Stogbauer presented for approval, the award of a contract in an amount not to exceed \$134,400 to Fresno County Private Security for security services at the Fresno West, Fresno East, and Mendota Workforce locations. The contract term would be November 1, 2024, to June 30, 2025, with an option of four (4) annual renewals.

**RIOJAS/BLUNT – APPROVED THE SERVICE SERVICES CONTRACT AWARD. (UNANIMOUS)**

**8. CAL FIRE Round 2 Funding Allocation**

Ms. Stogbauer presented a contract award in the amount of \$60,000 of CalFIRE Round 2 funding to the Associated California Loggers. The contract period would be November 1, 2024, to February 28, 2026. Ms. Stogbauer explained that these funds would be used to provide employer outreach services and partnership referrals to CalFIRE. Mr. Konczal noted that the Associated California Loggers represented most private logging companies in the state of California and that they were instrumental in helping the FRWDB get its first grant from CalFIRE. He stated that they had been an excellent partner to the FRWDB.

**SOTIROPULOS/AVILA – APPROVED THE CAL FIRE ROUND 2 FUNDING ALLOCATION. (UNANIMOUS)**

**9. High Roads Construction Careers – Resilient Workforce Fund Contract Allocations**

Ms. Stogbauer presented for the Committee's approval: 1) A contract award in the amount of \$80,000 to the Center for Employment Opportunity, and 2) a contract modification in the amount of \$150,000 to the San Joaquin Building Trades Council. Both of these contracts were funded by the the High Roads Construction Careers – Resilient Workforce Funding the FRWDB received to support the creation of structured pathways to state-approved apprenticeship programs.

Details of the recommendations were included in the agenda item and the Committee had no questions for FRWDB staff.

**RIOJAS/BLUNT – APPROVED THE HIGH ROADS CONSTRUCTION CAREERS – RESILIENT WORKFORCE FUND CONTRACT ALLOCATIONS (UNANIMOUS)**

**10. Director’s Quarterly Update**

FRWDB staff distributed a summary of the Executive Director’s activities for the period of July through September 2024.

Mr. Konczal spoke briefly about the items on which he spent the most time during the reporting period. This activity included ideation and preparation of proposals for the California Workforce Association’s (CWA’s) annual Meeting of the Minds conference; final interviewing and hiring of new FRWDB staff for the positions of Program Coordinator, Business Services Manager, General Services Facilitator, Contracts Facilitator, and Computer Technician; conducting individual performance reviews of senior FRWDB staff; presentations at the Meeting of the Minds Conference; chairing the CWA Executive Committee and Board meetings; preparation and submittal of the Growth Opportunities grant application to the U. S. Department of Labor to serve justice involved youth, for which the FRWDB received great cooperation from the County of Fresno in the way of a letter of support; and planning for the second all staff training day, which would be held October 22, 2024. Mr. Konczal reported that, in the previous quarter, FRWDB submitted a grant application to the U.S. DOL for the Women in Non-Traditional Occupations grant and FRWDB received notice that they did not get awarded. He stated that it was hyper competitive at the national level and that 107 applications were submitted and only 11 were funded.

Director Quintero asked if the FRWDB could integrate support for “aging out” foster youth into any upcoming grant applications or currently running FRWDB programs. He stated that some of these 18-24 year old individuals want to attend Fresno City College or Fresno State, but that some were looking for job training and to enter the job market. Mr. Konczal thanked Director Quintero for his question and stated that the first step could be the FRWDB Youth Council identifying how many foster youth were currently being served under the FRWDB’s regular grants. Director Quintero noted that the County has a new Director over its Social Services program. Director Montalbano suggested that individual apply for membership on the FRWDB’s Youth Council, and Mr. Konczal then stated that the FRWDB has a vacant seat that could be filled by the County’s new Director that Director Quintero mentioned.

This was an information item.

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

There were no agenda items referred to other committees.

**12. Information Sharing**

Chair Montalbano shared about attending the Meeting of the Minds Conference in September and that the topics of the FRWDB’s presentations were good. He did have a suggestion that the Conference have presentations repeated at different times so that attendees did not have to pick between two (2) good topics when they are just offered once.



Director Blunt noted that there is not a lot of leadership trainings currently available for brand new leaders and suggested exploring opportunities for that type of training in the Fresno region.

This was an information item.

**13. January 15, 2025, Agenda Items**

None.

**14. Meeting Feedback**

There was no feedback.

Meeting adjourned at 4:05 p.m.

# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	2
MEETING DATE:	January 15, 2025
ACTION:	ACCEPT

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**TO:** Executive Committee  
**FROM:** Cheryl Beierschmitt, Deputy Director of Fiscal Services  
**SUBJECT:** November 2024 Agency Budget and Expenditures

**RECOMMENDATION:**

Accept the attached Agency Budget and Expenditures report for November 2024 financials for Program Year 2024 - 2025.

**REASON FOR RECOMMENDATION:**

The attached table provides the status of the agency budget as of November 30, 2024.

- Year-to-Date budget costs are straight-lined.
- Line Item 71 – Furniture and Equipment is running \$5,128 higher than straight-lined due to the desk top computers that were purchased for FRWDB staff. This was part of the one-time new furniture and equipment purchases for the Kern Street administrative office.
- Staff have no concerns with other expenditures at this time.

**ATTACHMENT:**

FRWDB Agency Budget and Expenditures – November 2024

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

November 2024

	Budget by Line Item	Total Budget PY 24 - 25	YTD Budget PY 24 - 25	YTD Expenditures PY 24 - 25	Variance	Percent Variance
51	Salaries	\$ 3,445,578	\$ 1,435,658	\$ 1,293,521	142,137	9.90%
52	Payroll Taxes	307,192	127,997	105,127	22,870	17.87%
53	Fringe Benefits	1,033,870	430,779	383,631	47,148	10.94%
55	Staff/Board/Service Provider Development	72,500	30,208	28,052	2,156	7.14%
56	Local Mileage	26,000	10,833	3,494	7,339	67.75%
60	Communications	30,000	12,500	6,707	5,793	46.35%
61	Insurance	32,500	29,800	26,506	3,294	11.05%
62	Maintenance	96,840	40,350	23,305	17,045	42.24%
63	Memberships	40,000	16,667	16,735	(68)	-0.41%
64	Miscellaneous	20,000	8,333	7,448	885	10.62%
65	Office Expense	32,000	13,333	13,203	131	0.98%
66	Professional Services	225,800	94,083	25,625	68,458	72.76%
67	Advertising	35,000	14,583	4,404	10,180	69.80%
68	Rent & Leases	257,000	107,083	107,519	(436)	-0.41%
69	Utilities	42,400	17,667	18,383	(717)	-4.06%
71	Furniture and Equipment	103,000	51,500	56,628	(5,128)	-9.96%
	<b>Total</b>	<b>\$ 5,799,680</b>	<b>\$ 2,441,375</b>	<b>\$ 2,120,288</b>	<b>321,087</b>	<b>13.15%</b>

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

# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	3
MEETING DATE:	January 15, 2025
ACTION:	ACCEPT

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**TO:** Executive Committee  
**FROM:** Cheryl Beierschmitt, Deputy Director of Fiscal Services  
**SUBJECT:** November 2024 Financial Report

## **RECOMMENDATION:**

Accept the Fresno Regional Workforce Development Board (FRWDB) November 2024 Financial Report.

## **REASON FOR RECOMMENDATION:**

The attached summary financial report and charts display year-to-date financial information through November 30, 2024.

- Equal Representation in Construction Apprenticeship (ERiCA): This grant ends June 30, 2025; it is 22.44% expended at \$403,854 with an unspent amount of \$1,396,146. This grant had a slow start-up; however, FRWDB staff anticipate spending the grant by June 30, 2025. Enrollments are up and as enrollments increase, childcare stipends will increase.
- Student Training and Employment Program (STEP): The first-year funding of \$745,002 will end December 31, 2024; it is 28.74% expended at \$214,086. FRWDB staff is anticipating \$443,282 in unspent funds at the end of the contract, which will be carried over to the second year beginning in January 2025.
- Additional Assistance (AA) Project: This grant ends April 30, 2025, and includes \$1,200,000 for FRWDB and \$1,100,000 for State Center Community College District (SCCCD). It is 27.56% expended at \$633,792 with an unspent amount of \$1,666,208. FRWDB staff are currently working with the State of California Employment Development Department Workforce Services to modify the contract, which will de-obligate funds from the SCCCDC portion of the contract, which is currently estimated at \$909,499. This will reduce the unspent funds to \$756,709.
- Staff have no concerns with other grant expenditures.

## **ATTACHMENT:**

November 2024 Financial Report

**FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD  
Summary Financial Report  
November 2024**

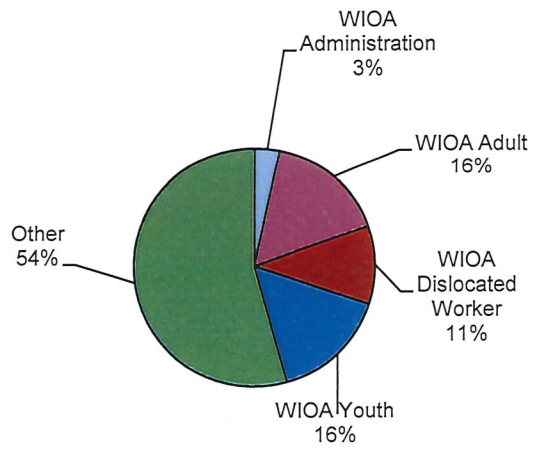
GRANT	TERM	Total Grant Amount	Prior Year(s) Expended	Current Plan Year to Date Expenditures	Percent Expended	Unspent Committed Funds
WIOA ADMINISTRATION	07/01/2024 - 06/30/2025	1,713,073		647,288	37.79%	1,065,786
* WIOA ADULT	07/01/2024 - 06/30/2025	8,233,500		2,261,479	27.47%	5,972,020
* WIOA DISLOCATED WORKER	07/01/2024 - 06/30/2025	5,326,313		1,567,498	29.43%	3,758,816
* WIOA YOUTH	07/01/2024 - 06/30/2025	7,879,042		2,309,060	29.31%	5,569,982
*WIOA RAPID RESPONSE & Layoff Aversion	07/01/2024 - 06/30/2025	556,082		105,993	19.06%	450,089
QUEST - Quality Jobs-Equity-Strategy-Training-(NDWG)	10/01/2022 - 09/30/2025	750,000	511,415	131,675	85.75%	106,910
Fatherhood - HHS	09/30/2024 - 09/29/2025	749,999	169,743	92,061	34.91%	488,195
Valley Build Earmark - Assembly Bill No. 178	04/01/2023 - 12/31/2025	3,000,000	710,961	412,778	37.46%	1,876,261
CAL FIRE - Round 2	03/24/2023 - 03/31/2026	1,973,615	364,003	210,892	29.13%	1,398,720
HRCC: Resilient Workforce (RWF)	06/01/2023 - 03/31/2026	8,825,127	1,540,165	892,586	27.57%	6,392,376
Regional Equity and Recovery Partnership (RERP)	12/01/2022 - 09/30/2025	1,050,729	2,364	84,203	8.24%	964,162
Prison to Employment (P2E) 2.0	07/11/2023 - 12/31/2025	719,723	58,810	152,174	29.31%	508,739
ERiCA-Equal Representation in Construction Apprenticeships	05/01/2023 - 06/30/2025	1,800,000	72,683	331,171	22.44%	1,396,146
High Road Training Partnerships (H RTP - RWF)	05/15/2023 - 03/31/2026	2,500,000	185,700	301,741	19.50%	2,012,559
Student Training and Employment Program (STEP)	02/24/2024 - 12/31/2024	745,002	54,849	159,237	28.74%	530,916
HRCC - Rnd 2 - Foundations	12/13/2023 - 06/30/2025	185,000	6,296	16,452	12.30%	162,252
Additional Assistance (AA) Project	06/01/2023 - 04/30/2025	2,300,000	271,420	362,372	27.56%	1,666,208
Good Jobs Challenge - American Rescue Plan	06/01/2023 - 09/30/2027	1,807,383	201,493	110,022	17.24%	1,495,868
ELL Integrated Education and Training	10/01/2023 - 12/31/2026	3,330,000	8,221	460,792	14.08%	2,860,987
EMS Corps Planning Grant - Public Works Alliance (PWA)	05/29/2024 - 01/31/2027	1,270,000	-	9,902	0.78%	1,260,098
<b>TOTAL FUNDING</b>		<b>54,714,588</b>	<b>4,158,123</b>	<b>10,619,375</b>	<b>27.01%</b>	<b>39,937,090</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

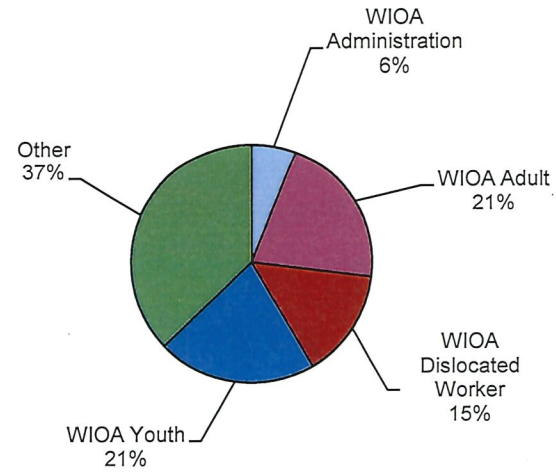
Prepared by: C. Beierschmitt

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD  
FINANCIAL REPORTS  
November 2024

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

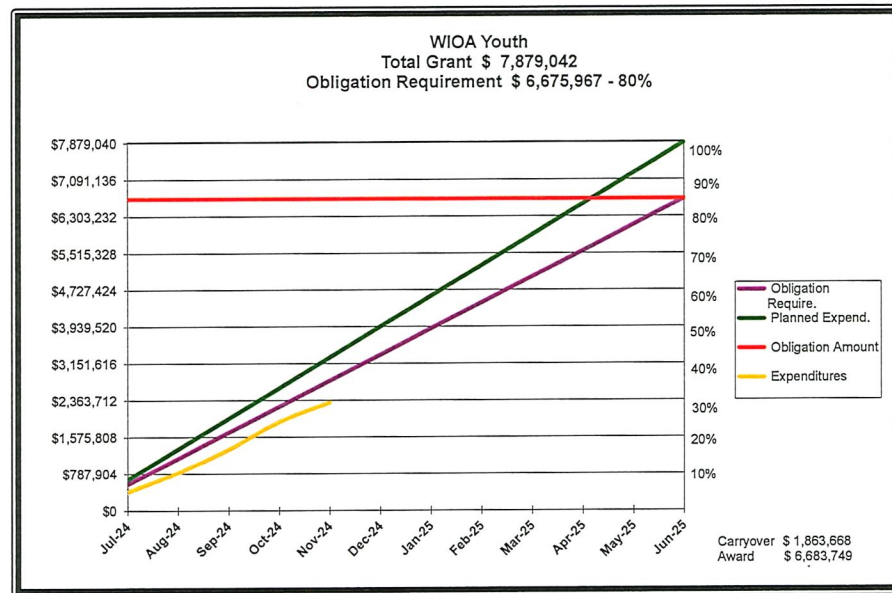
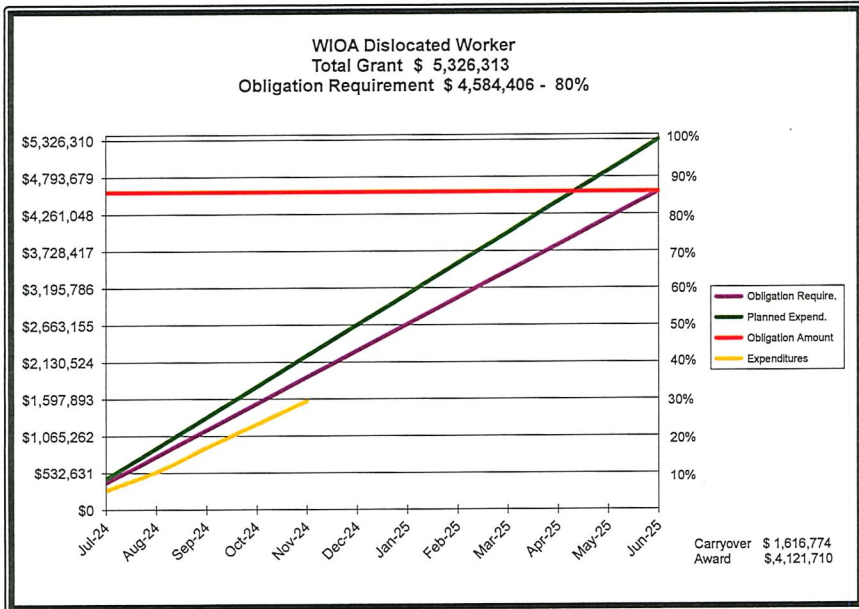
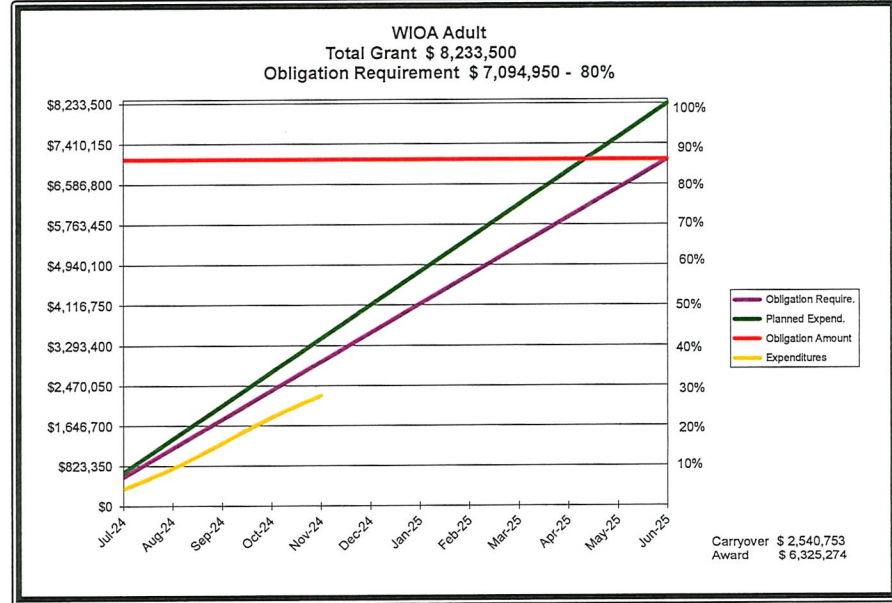
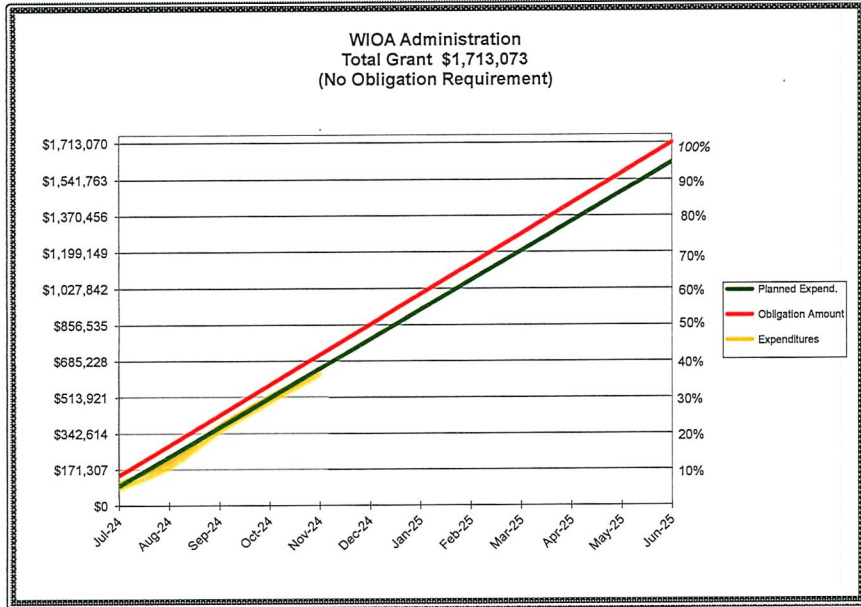


**FRWDB Expenditures  
Fiscal Year 2024-2025**



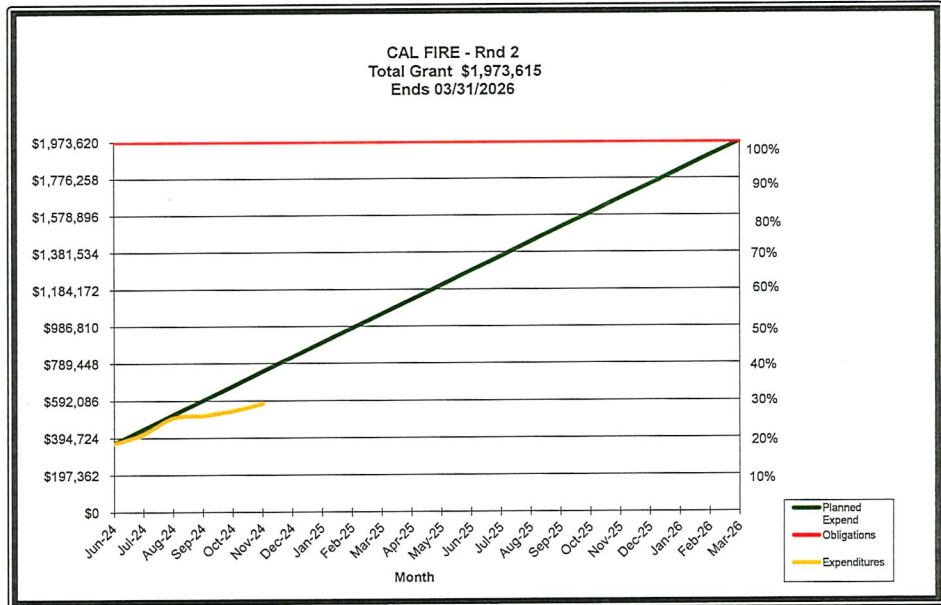
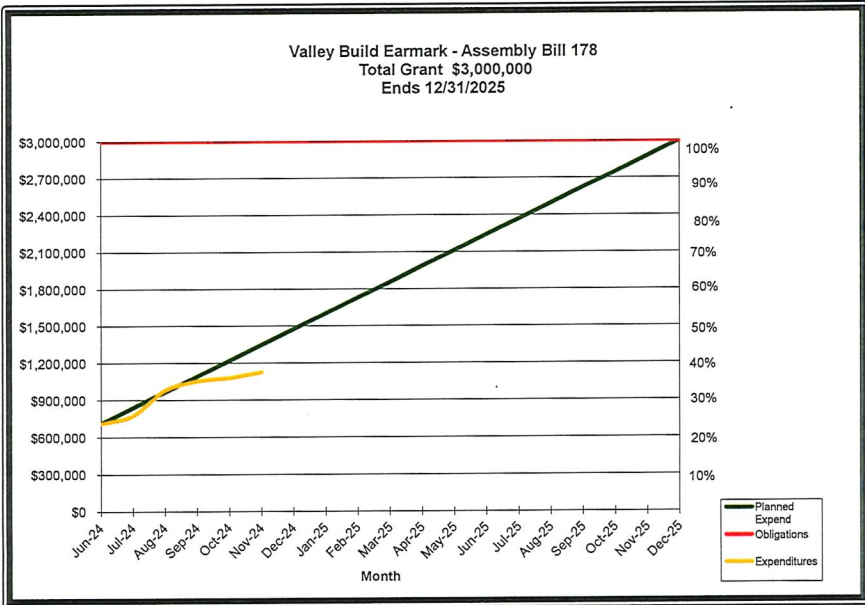
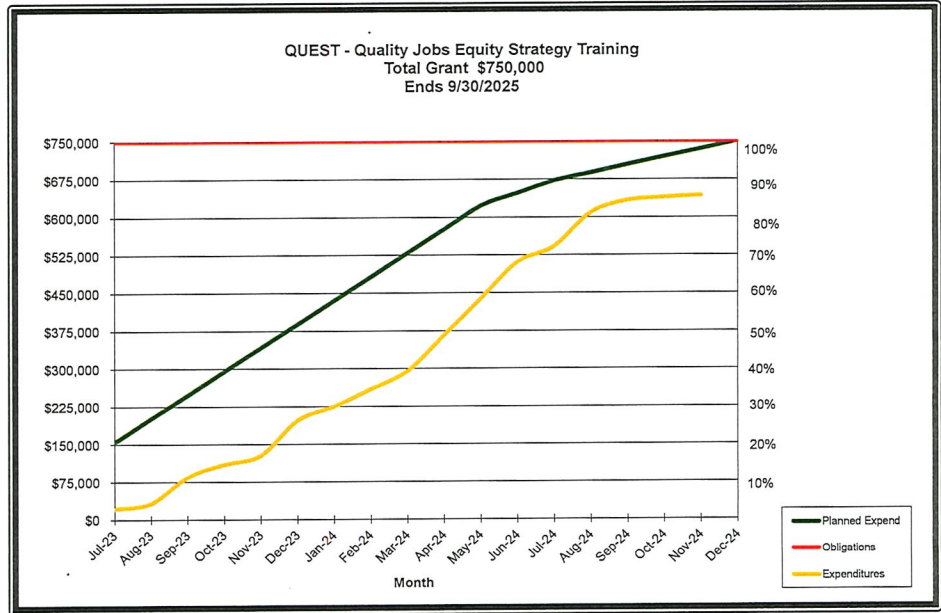
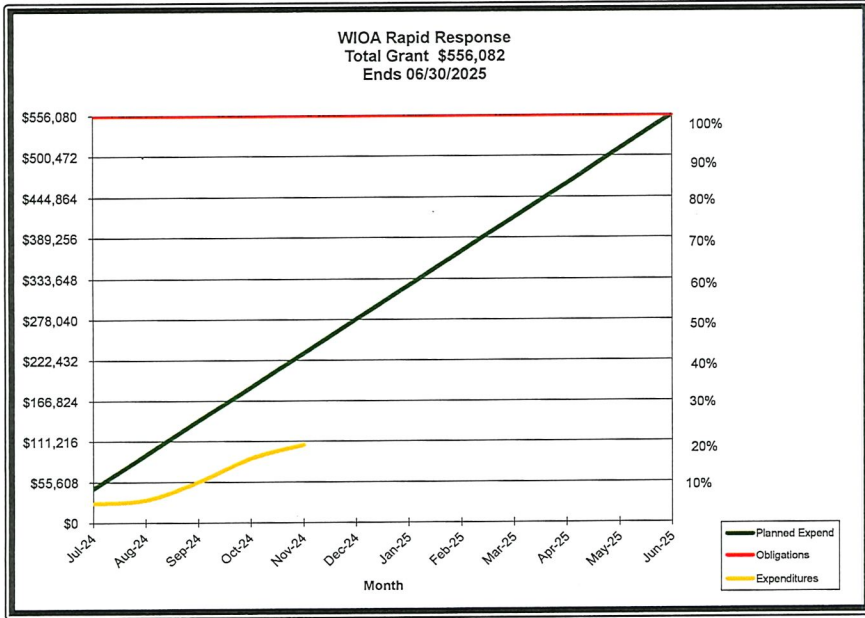
FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD FINANCIAL REPORTS

November 2024



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD FINANCIAL REPORTS

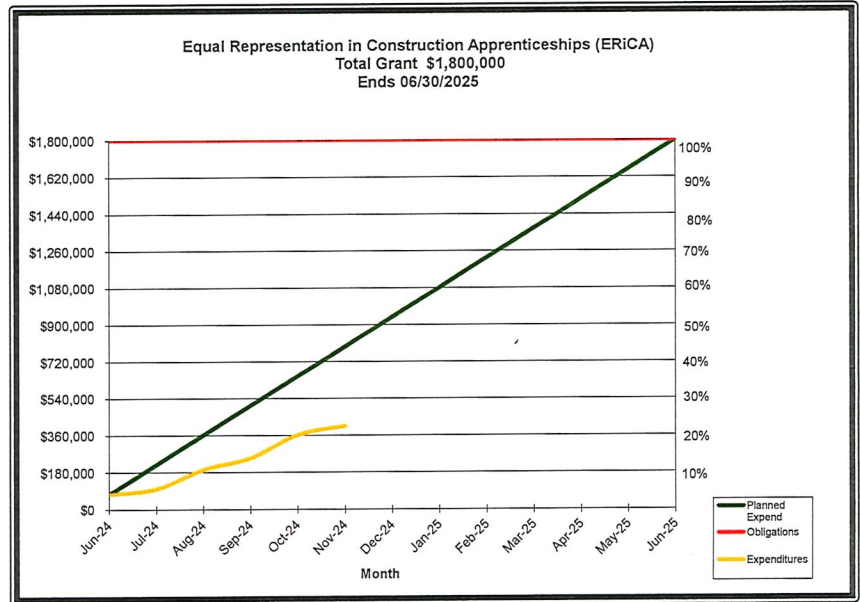
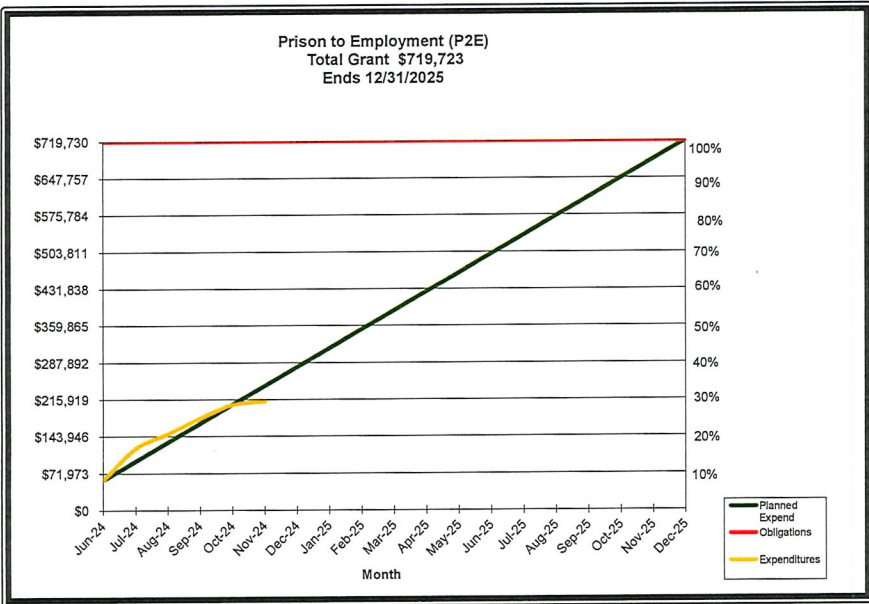
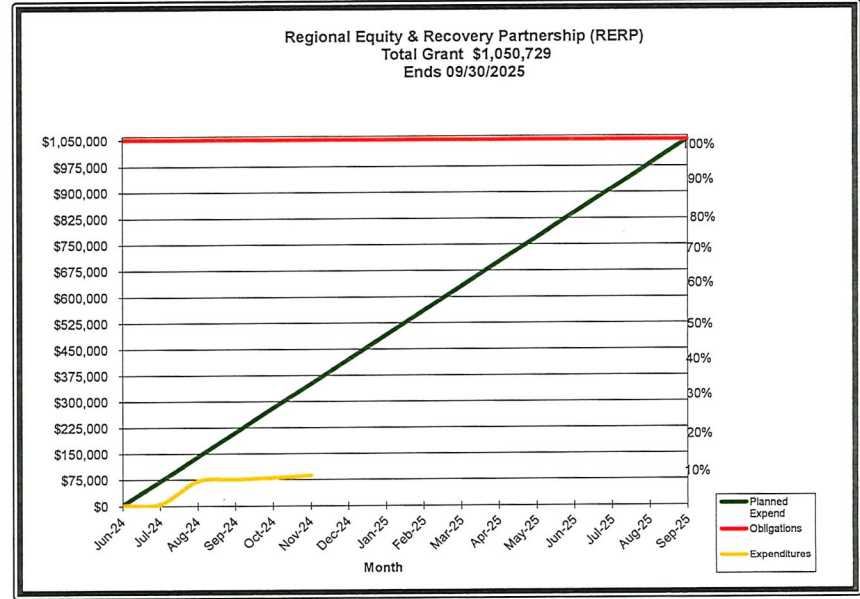
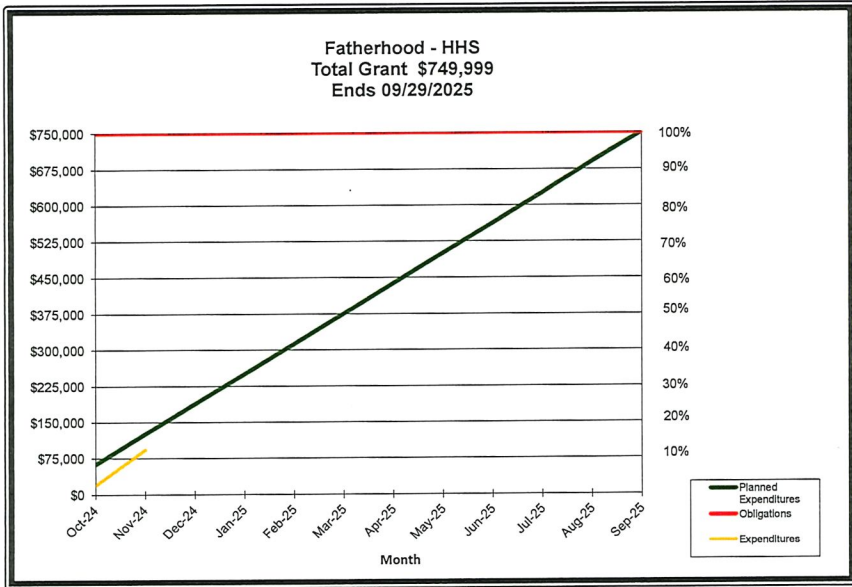
November 2024





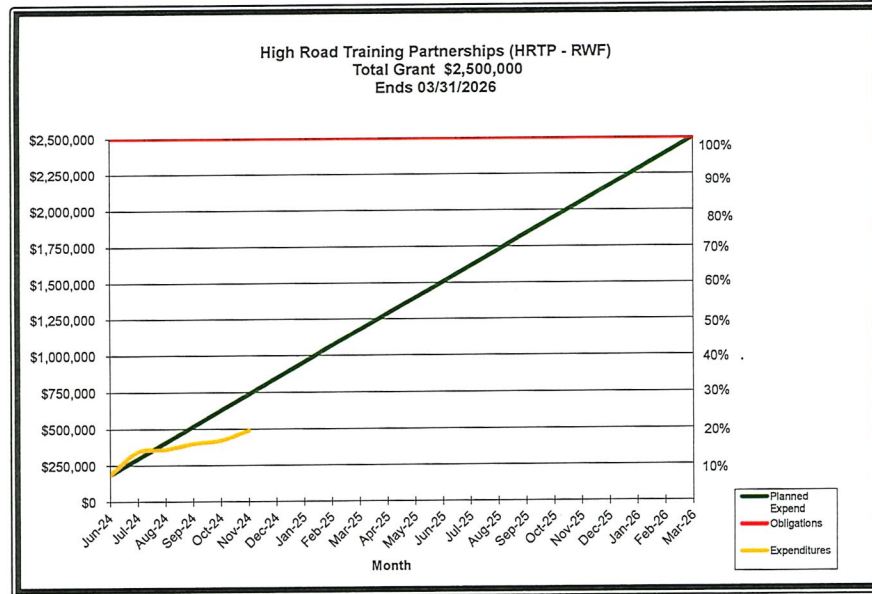
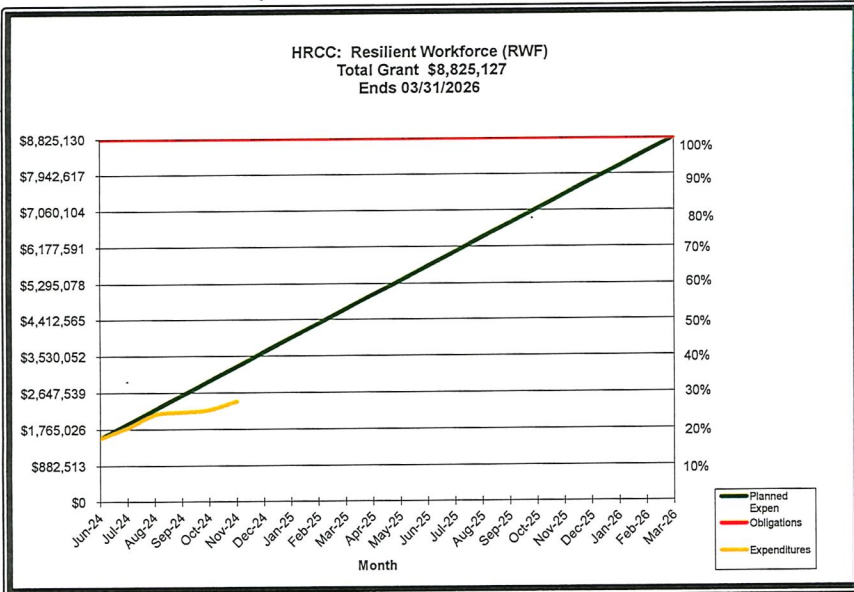
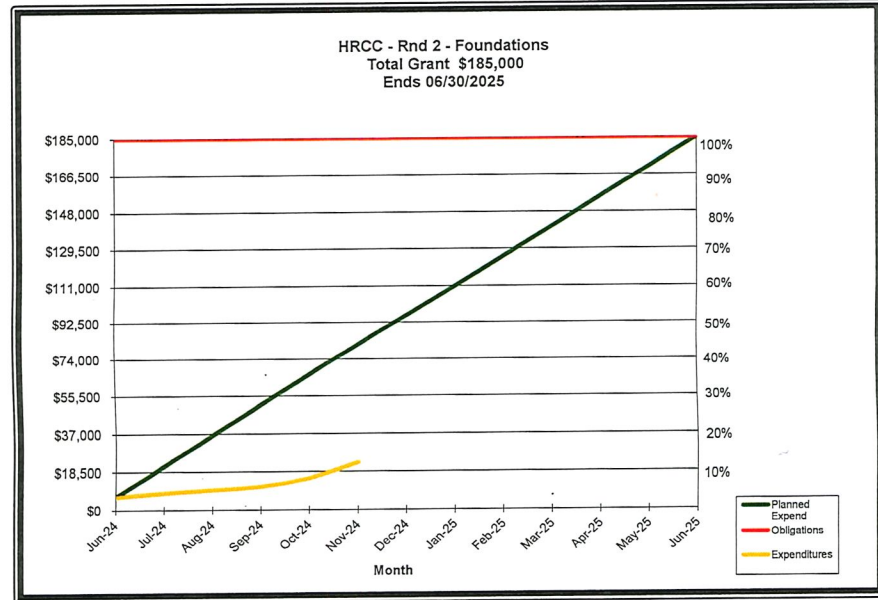
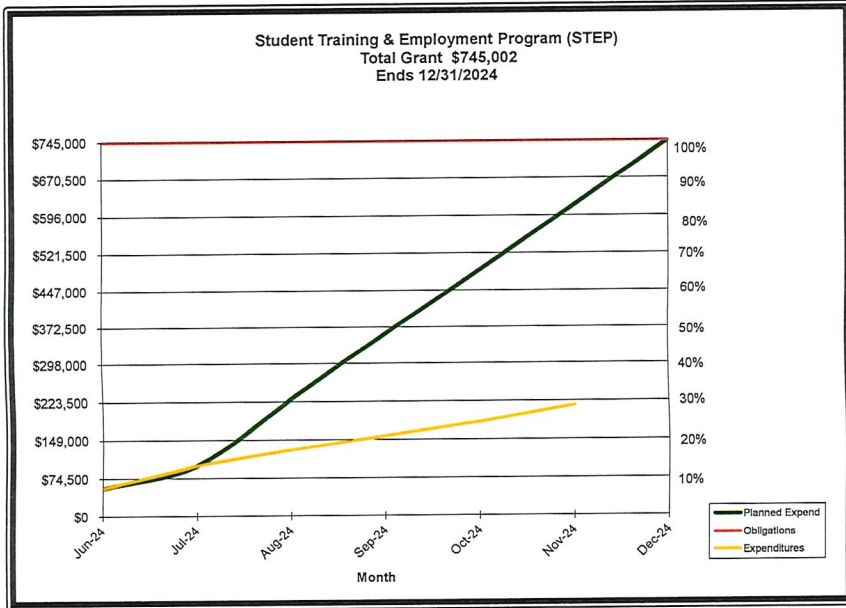
FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD FINANCIAL REPORTS

November 2024



# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD FINANCIAL REPORTS

November 2024



# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	4
MEETING DATE:	January 15, 2025
ACTION:	APPROVE

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**TO:** Executive Committee

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

**SUBJECT:** City of Fresno One Fresno Youth Job Corps Grant Award

**RECOMMENDATION:**

Approve the funding allocations for \$600,000 awarded through the City of Fresno’s One Fresno Youth Job Corps internship program.

**REASON FOR RECOMMENDATION:**

The City of Fresno awarded funding to the Fresno Regional Workforce Development Board (FRWDB) in the amount of \$600,000 to provide supportive services to interns referred from the City of Fresno’s Youth Jobs Corp internship program, for a 12-month period. The supportive services will include a variety of services that include case management, childcare, transportation, emergency housing and other supportive services as needed to ensure successful completion of their internship.

FRWDB staff is requesting that the Executive Committee approved the funding allocations as listed below:

FRWDB Operational/Program Oversight	\$25,000
Equus Workforce Solutions – Direct Participant Services	\$283,270
Participant Pools - Supportive Services	<u>\$291,730</u>
Total	<u><u>\$600,000</u></u>

# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	5
MEETING DATE:	January 15, 2025
ACTION:	APPROVE

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**TO:** Executive Committee  
**FROM:** Ashley Matthews, Senior Special Projects Manager  
**SUBJECT:** High Road Training Partnership - California Legacy Well Service

## **RECOMMENDATION:**

Approve the allocation of \$40,000 of High Road Training Partnership - California Legacy Well Service grant funding as outlined below. Funding was awarded through the California Legacy Well Service for the period of June 19, 2023, to March 16, 2026.

## **REASON FOR RECOMMENDATION:**

Fresno Regional Workforce Development Board (FRWDB) was awarded \$40,000 under the California Legacy Well Service - High Road Training Partnership grant. This award supports the development of pre-apprentice training curriculum needed to meet hiring needs for contractors of Kern County well remediation services.

With the partnership of Kern, Inyo, and Mono Building Trades Council, ValleyBuild will develop and administer the supplemental training to our pre-apprentice classes of Kern County starting in 2025.

FRWDB staff is requesting that the Executive Committee approve the funding allocation and contract award to Kern, Inyo, Mono Building Trades Council for the period of February 1, 2025, to December 31, 2025, in the amount of \$40,000.

# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	6
MEETING DATE:	January 15, 2025
ACTION:	APPROVE

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**TO:** Executive Committee  
**FROM:** Phyllis Stogbauer, Senior Deputy Director  
**SUBJECT:** Fresno County Private Security Contract Modification

## **RECOMMENDATION:**

Approve the contract modification for Fresno County Private Security to increase the estimated average hours to 203.5 per month and the total contract award to \$170,940 for the period of November 1, 2024, through June 30, 2025.

## **REASON FOR RECOMMENDATION:**

Fresno County Private Security provided security services at three (3) Workforce Connection service locations. The current contract was approved for the period of November 1, 2024, through June 30, 2025, and was based on an estimated 160 hours of service per month per site. This estimate assumed that security guard services would be provided for 40 hours per week, over four (4) weeks, equaling 20 days per month.

In reviewing activity reports for guard services from July 2024 through October 2024, Fresno County Private Security provided guard services for an average of 22 days per month per service location, resulting in an average of 203.5 hours per month per service location.

To ensure sufficient funding is available to cover the required number of service hours, staff recommends the approval of a contract modification to increase the total contract amount by \$36,540, for a total contract amount of \$170,940, for the eight (8) month period of November 1, 2024, through June 30, 2025. This modification adjusts the estimated monthly service hours, but retains the current hourly rate of \$35.00 per hour and does not change any other provisions of the contract.

All additional contract renewals will be based on the average of 203.5 hours per month at \$35.00 per hour, for three (3) Workforce Connection locations.

# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	7
MEETING DATE:	January 15, 2025
ACTION:	APPROVE

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**TO:** Executive Committee  
**FROM:** Blake Konczal, Executive Director  
**SUBJECT:** Term Policy for Non-Fresno Regional Workforce Development Board Council Members

**RECOMMENDATION:**

Approve policy delineating staggered two (2)-year terms of appointment for non-Fresno Regional Workforce Development Board (FRWDB) Council Members.

**REASON FOR RECOMMENDATION:**

The Executive Committee approved FRWDB staff to develop a term policy for non-FRWDB Council Members, to mirror the term policy of FRWDB Directors, in Section 3.05 Term of Office of the FRWDB Bylaws. Currently, FRWDB Council Members have no appointment terms.

The policy for non-Fresno Regional Workforce Development Board Council Members' terms will be distributed at the meeting.

# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	8
MEETING DATE:	January 15, 2025
ACTION:	APPROVE

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**TO:** Executive Committee  
**FROM:** Phyllis Stogbauer, Senior Deputy Director  
**SUBJECT:** Updated Fresno Regional Workforce Development Board / Fresno Area Investment Corporation Procurement Policy

**RECOMMENDATION:**

Approve the updated Fresno Regional Workforce Development Board (FRWDB) / Fresno Area Investment Corporation (FAWIC) Procurement Policy as outlined below.

**REASON FOR RECOMMENDATION:**

FRWDB staff is recommending that Section C - Approval of the FRWDB / FAWIC Procurement Policy be updated to reflect recent staffing changes. Policy updates include revisions to staff titles and adjustments to purchasing approval limits to align with the current organizational structure and responsibilities. The changes are redlined on the attachment.

**ATTACHMENT:**

FRWDB/FAWIC Procurement Policy Section C, redlined

The provisions in this Policy do not apply to the selection of training services paid for through Individual Training Accounts (ITA) or On-the-Job Training (OJT) contracts. Procurement for these services is outlined in separate FRWDB procedures

### C. Approval

The following table provides approval levels for the purchases of goods and services for amounts that are included in a budget approved by the FAWIC or FRWDB, e.g., FAWIC agency budget, or America's Job Centers of California budget:

Amount of Purchase	Staff Approval Levels
\$ .01 to \$1,000	<del>Department Unit Head Designated Leads and Managers</del>
\$ .01 to \$5,000	<del>Senior Deputy Directors (except IT and General Services Budgets)</del>
<del>\$ .01 to \$10,000 (IT or General Services Budgets only)</del>	<del>General Services/IT Support Manager or Deputy Director of Information Systems</del>
\$5,001 to \$49,999	FRWDB Executive Director for FAWIC and FRWDB budgets <del>(except as noted above)</del>
\$50,000 and over	FAWIC (for agency budget) or FRWDB (for all other budgets) Boards of Directors

All other purchases for goods and services over \$50,000 that are not included in an approved budget must be approved by the FRWDB Board of Directors (Board), subject to the veto authority of each Chief Local Elected Official, if the matter is opposed by a majority of their respective governing board (Fresno County Board of Supervisors) or council (Fresno City Council).

### D. Standard of Conduct and Conflict of Interest

All procurement activities are subject to the rules and regulations pertaining to the code of conduct and conflict of interest policies, including sanctions as prescribed by law, described in the FRWDB's policies and Operational Directives.

All FRWDB staff, FRWDB Board members, and outside rating staff must not divulge, in advance, purchasing or specific proposal information. Procurement activities must be conducted in a confidential manner.

Confidentiality must be maintained for all procurements. All proposals and/or quotes submitted are securely handled and stored. FRWDB staff involved in any aspect of a procurement must not reveal or disclose information to anyone outside of the identified group involved in conducting the procurement, rating bids, and making contract award decisions. All information will remain confidential until the FRWDB has awarded and signed a contract with the awardee(s).

During the procurement process, unauthorized FRWDB staff or FRWDB Board members shall not communicate with bidders or bidder, as the case may be, regarding the procurement. Authorized staff will be identified in each procurement and will be the primary point of contact for discussion or information pertaining to the procurement. In the event a bidder attempts to communicate with unauthorized FRWDB staff or FRWDB Board members, the staff or Board member shall



# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	9
MEETING DATE:	January 15, 2025
ACTION:	INFORMATION

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**TO:** Executive Committee  
**FROM:** Phyllis Stogbauer, Senior Deputy Director  
**SUBJECT:** America's Job Centers of California Certification and Continuous Improvement Plan

## **INFORMAITON:**

In accordance with Workforce Innovation and Opportunity Act (WIOA) Section 121(g), Local Boards must conduct an independent and objective evaluation of the America's Job Centers of California (AJCCs) in their local areas once every three (3) years using criteria and procedures established by the State Board. The WIOA Joint Final Rule outlines three (3) key requirements for AJCC Certification: 1) Effectiveness of the AJCC, 2) Physical and programmatic accessibility for individuals with disabilities, and 3) Continuous improvement. The process established by the State Board is centered on these key requirements and set a statewide standard of service delivery that ensures all customers consistently receive a high-quality level of service.

The certification process includes a baseline assessment, an AJCC certification indicator assessment, and the development of a Continuous Improvement Plan (CIP).

The Executive Committee reviewed the AJCC baseline assessment and certification assessments and the CIP on October 16, 2024. The AJCC baseline assessment and certification assessments to the state on November 1, 2024.

As directed by the Executive Committee at the October meeting, staff will present the AJCC CIP for your review at the meeting.

# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	10
MEETING DATE:	January 15, 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:	11
MEETING DATE:	January 15, 2025
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.).