



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Adult Council
January 23, 2025
SUMMARY MINUTES

The meeting was called to order at 4:00 p.m.

ROLL CALL: PRESENT – Wyatt Meadows, Chuck Riojas, Joe Olivares, and Sherri Watkins

ABSENT – None

AGENDA CHANGES: None

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

COUNCIL
CHAIR/STAFF
COMMENTS: None

PUBLIC COMMENTS: None

Item	Description/Action Taken
1.	<p><u>October 24, 2024, Adult Council Meeting Minutes</u></p> <p>Blake Konczal, Executive Director, Fresno Regional Workforce Development Board (FRWDB), presented the October 24, 2024, Adult Council (Council) meeting minutes for the Council's approval.</p> <p>OLIVARES/MEADOWS – APPROVED THE OCTOBER 24, 2024, ADULT COUNCIL MEETING MINUTES. (UNANIMOUS)</p>
2.	<p><u>Adult Achievement Award Winner</u></p> <p>Martha Espinosa, Deputy Director of Marketing, Grants and Business Initiatives, FRWDB, announced that the Third Quarter Adult Achievement Award winner was Marlene Gudino-Ortiz. Ms. Espinosa shared a video highlighting Ms. Gudino-Ortiz, a single mother of two (2), and her journey to employment through Workforce Connection. With the help of Workforce staff, Ms. Gudino-Ortiz identified her interest in Medical Billing and Coding and engaged in Job Readiness Workshops, specialized training, and transitional job opportunities. Her dedication and hard work culminated in a full-time position at Super Care Health as a Medical Equipment Specialist.</p> <p>Ms. Espinosa reminded the Council of the Annual Achievement Awards event on March 12, 2025, at the Regency Event Center in Clovis. All the quarterly award winner videos will be shown and an annual winner will be selected for each category. She also shared about a job fair scheduled for February 27, 2025 in Firebaugh to reach residents in westside Fresno County, particularly individuals impacted by the Olam plant closure on December 20, 2024.</p> <p>This was an information item.</p>

3. Local Performance Results Reports

Ka Xiong, Program Manager, FRWDB, presented for the Council's recommendation to the FRWDB, the Program Year (PY) 2024-2025 Second Quarter (Q2) Adult and Dislocated Worker Program Providers of Services' Local Performance Results Reports. She pointed out that the actual numbers for the Rural West Dislocated Worker program were showing less than planned, but that was expected to increase due to the Olam layoffs that occurred in December. Phyllis Stogbauer, Senior Deputy Director, added that FRWDB had been aggressively working on its marketing strategy for the westside of Fresno County, noting that there were a lot of challenges on the westside that do not affect the other areas. Ms. Espinosa shared that job fair flyers will be going out to westside residents and FRWDB will also be utilizing a mobile billboard to get the message out about its programs and services.

Council Member Watkins asked if FRWDB worked with the West Hills Adult Education Consortium to find individuals to serve. Ms. Stogbauer stated that FRWDB does reach out to those individuals through the West Hills Adult Education Consortium. She also stated that FRWDB was not just looking at marketing strategies, but also program strategies for the west side; FRWDB cannot have an office on the west side with full-time staff, but leadership staff are working to identify a site on the west side where provider staff could possibly be scheduled for one (1) day a week to assist individuals with eligibility and intake so they would not have to drive to Mendota.

Ms. Xiong continued reviewing the Reports, noting that one (1) provider was showing a little over in expenditures versus planned, but that FRWDB would be monitoring to ensure that the provider was within the 95-100% expenditure rate. She reported that the Dislocated Worker placement rate was slightly under the target goal, but that FRWDB staff had no concerns and would continue to monitor this. FRWDB staff had no concerns with the Credential Rate goal, and the Placement Median Wage Earnings goal was met for Q2.

OLIVARES/WATKINS – RECOMMENDED THAT THE FRWDB ACCEPT THE LOCAL PERFORMANCE RESULTS REPORTS. (UNANIMOUS)

4. Fresno Regional Workforce Development Board Monitoring Process

Cheryl Beierschmitt, Deputy Director Fiscal and General Services, FRWDB, reported that in response to the Council's request at their meeting of October 24, 2024, she prepared a PowerPoint Presentation giving an overview of the FRWDB's monitoring process. She explained that the FRWDB has two (2) sides to its monitoring: Programmatic and Fiscal.

Ms. Beierschmitt shared that the purpose of monitoring was to comply with General Accepted Accounting Practices and applicable federal, state, and local policies and procedures. Monitoring also provides subrecipients with an effective tool for continuous improvement, to ensure proper documentation is in place, and to provide technical assistance and address any discrepancies found during the monitoring review.

The Programmatic Monitoring is conducted once a year, while the Fiscal Monitoring is conducted twice a year. She reviewed the step-by-step process for both Programmatic and Fiscal monitoring and explained the definitions of what constitutes a "Finding", a "Minor Finding", an "Observation", and "Questioned Costs", and explained the criteria for closing a finding.

Director Meadows thanked Ms. Beierschmitt for the presentation and stated that it was beneficial and appreciated.

This was an information item.

5. Providers of Services' Monitoring Report

Ms. Beierschmitt presented the PY 2024-2025 Q2 Monitoring Report for the Council's recommendation to the FRWDB. She reviewed the Program and Fiscal Monitoring that were either completed or in process during Q2. Director Riojas asked if FRWDB provides its sub-recipients with accounting software to prepare the required financial reports. Ms. Stogbauer stated that they do not, but they do make sure that the subrecipient has an appropriate accounting system. Director Olivares asked how long subrecipients had to respond to a finding. Ms. Beierschmitt stated that the monitoring process should take no longer than 45 days, 60 days at the most.

MEADOWS/OLIVARES – RECOMMENDED THAT THE FRWDB APPROVE THE PROVIDERS OF SERVICES' MONITORING REPORT. (UNANIMOUS)

6. Job Seeker Customer Satisfaction Reports

Ms. Stogbauer presented the PY 2024-2025 Q2 Job Seeker Customer Satisfaction Reports for the Council's recommendation to the FRWDB. She noted that the responses received were very high at 98% - 99.9%, but the survey response rate was low. She indicated that in February 2025, FRWDB would be implementing an electronic survey process in hopes that the response rate will increase.

OLIVARES/WATKINS – RECOMMENDED THAT THE FRWDB APPROVE THE JOB SEEKER CUSTOMER SATISFACTION REPORTS. (UNANIMOUS)

7. Adult and Dislocated Worker Demographics Reports

Ms. Stogbauer presented the PY 2024-2025 Q2 Adult and Dislocated Worker Demographics Report for the Council's information. She indicated that there was very little change from the last Demographics Report. She noted the importance of collecting this information as it could affect the FRWDB's Statistical Adjustment Model, which impacts FRWDB's performance rate. Director Riojas asked what grade level constitutes Basic Skills Deficient. Ms. Stogbauer answered that it is anything below 9th grade on the CASAS reading or math assessment.

This was an information item.

8. America's Job Centers of California Usage Report

Ms. Stogbauer presented the America's Job Centers of California (AJCC) Usage Report, which is a 13-month trend report that shows the client usage at the AJCC, broken out by unique clients receiving AJCC services and then the number of client visits to the AJCC by month. Director Olivares asked if the usage report covered just the Fresno West AJCC. Ms. Stogbauer reported that the report covered the FRWDB system: Fresno Comprehensive, Fresno East, Rural West, Rural East, Mendota and Parlier. The Council had no further questions about the Report.

This was an information item.

9. Agenda Items for May 22, 2025

There were no items recommended for the May 22, 2025, Adult Council meeting agenda.

10. Meeting Feedback

No feedback was provided.

Meeting adjourned at 5:07 p.m.