



# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Executive Committee  
January 15, 2025

## SUMMARY MINUTES

The meeting was called to order at 3:00 p.m.

ROLL CALL: PRESENT – Rodney Branch (arrived at 3:08 p.m.), Edgar Blunt, Luis Chavez, Mike Karbassi, Dennis Montalbano, Alisha Morgan, Chuck Riojas, Vasili Sotiropulos, Lydia Zabrycki and Legal Counsel Ken Price

ABSENT – Stephen Avila and Carole Goldsmith

AGENDA CHANGES: None

ABSTENTIONS/RECUSALS/  
DISCLOSURES OF  
POTENTIAL CONFLICTS OF  
INTEREST: Director Karbassi – Item #4

COMMITTEE  
CHAIR/STAFF  
COMMENTS: None

PUBLIC COMMENTS: None

Item	Description/Action Taken
1.	<b><u>October 16, 2024, Executive Committee Meeting Minutes</u></b>  Blake Konczal, Executive Director, Fresno Regional Workforce Development Board (FRWDB), presented the October 16, 2024, Executive Committee (Committee) meeting minutes for approval, or correction and approval.  <b>RIOJAS/ZABRYCKI – APPROVED THE OCTOBER 16, 2024, EXECUTIVE COMMITTEE MEETING MINUTES. (UNANIMOUS)</b>
2.	<b><u>November 2024 Agency Budget and Expenditures</u></b>  Cheryl Beierschmitt, Deputy Director Fiscal Services, FRWDB, presented the November 2024 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 only one (1) variance on Line 71, and she explained that this line was running \$5,128 higher due to a one (1)-time cost for the purchase of new computers for FRWDB staff. She indicated that FRWDB staff had no concerns with expenditures.  <b>KARBASSI/CHAVEZ – ACCEPTED THE NOVEMBER 2024 AGENCY BUDGET AND EXPENDITURES. (UNANIMOUS)</b>
3.	<b><u>November 2024 Financial Report</u></b>

Ms. Beierschmitt presented the November 2024 Financial Report for the Committee's acceptance. She reviewed the grants that were highlighted on the agenda item, which included the Equal Representative in Construction (ERiCA) grant, which ends June 30, 2025. This grant was only 22.44% expended due to a slow start up, but she indicated that enrollments were up and that the Committee would see increased expenditures reflected on the report at the next meeting. She also spoke about the Additional Assistance grant, which was also underspent. She reported that FRWDB was de-obligating almost \$1 million from State Center Community College District (SCCCD), reducing unspent funds to \$756,000. Mr. Konczal indicated that SCCC did everything possible to expend the funds, but due to a process at the State Division of Apprenticeship Standards, were unable to do so.

Director Branch arrived (3:08 p.m.)

Ms. Beierschmitt brought to the Committee's attention that total expenditures were at \$10.6 million and that Client Services were at \$2.3 million, which represented 22% of total expenditures. Director Blunt asked what was included in Client Services. Ms. Beierschmitt indicated it included mileage reimbursement, Individual Training Accounts, car repair, childcare and other needs-related supportive services. Director Chavez asked how much the childcare stipends were and Phyllis Stogbauer, Senior Deputy Director, FRWDB, indicated that it varied based on the number of children and the hours the child(ren) were in school. Pick up and drop off time was also taken into account when determining the stipend amount.

**RIOJAS/MONTALBANO – ACCEPTED THE NOVEMBER 2024 FINANCIAL REPORT (UNANIMOUS)**

**4. City of Fresno One Fresno Youth Job Corps Grant Award**

Ms. Stogbauer presented funding allocations in the amount of \$600,000 awarded through the City of Fresno's One Fresno Youth Job Corps internship program for the Committee's approval. Ms. Stogbauer reported that the FRWDB was awarded \$600,000 to provide supportive services to interns referred from the City of Fresno's Youth Job Corps internship program, for a period of 12 months. She reviewed the funding allocations that were outlined in the item, which included \$283,270 for Equus Workforce Solutions to provide direct case management services and management of supportive services. Also allocated was \$291,730 to cover the actual supportive services.

Director Blunt asked how many individuals these funds would serve. Ms. Stogbauer reported that up to 100 individuals would be served at a time, but more individuals could be enrolled once others left the program.

**ZABRYCKI/RIOJAS – APPROVED THE CITY OF FRESNO ONE FRESNO YOUTH JOB CORPS GRANT AWARD. (UNANIMOUS, WITH RECUSAL NOTED ABOVE)**

**5. High Road Training Partnership – California Legacy Well Services**

Beatriz Lopez, Senior Project Coordinator, FRWDB, presented on behalf of Ashley Matthews, Senior Special Project Manager, FRWDB. Ms. Lopez presented for the Committee's approval, the allocation of the High Road Training Partnership – California Legacy Well Service grant funding in the amount of \$40,000. Ms. Lopez indicated that this allocation would be broken into

four (4) cohorts in the amount of \$10,000 each. These funds were to be used to support the development of pre-apprentice training curriculum needed to meet hiring needs for well remediation in Kern County. Mr. Konczal further explained that this grant would be used to allow FRWDB construction trainees in Kern County to receive extra training that would allow them to work with the Operating Engineers to cap oil wells in Kern County. He noted that thousands of improperly capped wells were leaching into the water table in Kern County. Ms. Lopez indicated that the first cohort was scheduled to start February 24, 2025.

**SOTIROPULOS/RIOJAS – APPROVED THE HIGH ROAD TRAINING PARTNERSHIP – CALIFORNIA LEGACY WELL SERVICE AWARD ALLOCATION. (UNANIMOUS)**

**6. Fresno County Private Security Contract Modification**

Ms. Stogbauer presented for the Committee's approval, a contract modification for Fresno County Private Security. The modification would increase the estimated average hours to 203.5 hours per month from 160 hours per month. The hourly rate would remain at \$35 an hour.

The modified contract award to Fresno County Private Security would be in the amount of \$170,940 to provide 203.5 hours of security services at three (3) Workforce Connection locations for the period November 1, 2024, through June 30, 2025.

**RIOJAS/SOTIROPULOS – APPROVED THE FRESNO COUNTY PRIVATE SECURITY CONTRACT MODIFICATION. (UNANIMOUS)**

**7. Term Policy for Non-Fresno Regional Workforce Development Board Council Members**

Mr. Konczal reported that at a previous meeting, the Executive Committee directed FRWDB staff to develop a term policy for non-FRWDB Council and Committee members. He reminded the Committee that the FRWDB has three (3) Councils: Adult Council, Skills Development Council, and Youth Council, which when fully staffed, would have seven (7) FRWDB Directors. FRWDB Bylaws allow for a maximum of six (6) non-FRWDB Directors to serve on the Councils. To date, these non-FRWDB Council members did not have a term, unlike FRWDB Directors, who serve two (2) year terms.

Mr. Konczal presented the Committee with the Non-FRWDB Council Members Policy for Appointment or Re-Appointment for their review and approval. The Policy included a table showing that each Council would have two (2) non-FRWDB members who would serve a one (1) year term, two (2) members to serve a two (2) year term, and two (2) members to serve a three (3) year term. He explained that this way, at no time in any given year would there be more than six (6) total Council members coming up for re-appointment. Non-FRWDB Council Members would have to apply for reappointment by the full FRWDB at the end of their term. Director Montalbano noted that non-FRWDB Council Members bring a lot of value to the Council meetings.

**RIOJAS/ZABRYCKI – APPROVED THE TERM POLICY FOR NON-FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD COUNCIL MEMBERS. (UNANIMOUS)**

**8. Updated Fresno Regional Workforce Development Board / Fresno Area Workforce Investment Corporation Procurement Policy**

Ms. Stogbauer presented for approval the updated FRWDB / Fresno Area Workforce Investment Corporation (FAWIC) Procurement Policy. A red-lined version of the updated portion of the Policy was included in the Committee's agenda packet.

Ms. Stogbauer explained that due to changes in staff, Section C of the Policy had been revised to allow Designated Leads and Managers to approve up to \$1,000; Deputy Directors to approve up to \$5,000; and the Executive Director to approve amounts from \$5,001 to \$49,999. Purchases of \$50,000 or more require approval from the FAWIC Board or FRWDB Board of Directors, as appropriate. She noted that purchases of \$5,000 or more also require state approval.

Ms. Stogbauer indicated that all purchases go through a process to ensure there are multiple quotes to ensure costs were reasonable and justified. Director Riojas asked if the \$5,000 limit was per acquisition. Ms. Stogbauer answered that, yes, the limit was per acquisition and noted that purchases over \$5,000 were not allowed to be broken into smaller amounts to stay below \$5,000.

Director Chavez asked how the expenditures were reported to the FRWDB. Ms. Beierschmitt indicated that they are reported to the Executive Committee and full Board at every meeting, noting that the reports show expenditures by line item, not broken out individually.

**CHAVEZ/RIOJAS – APPROVED THE UPDATED FRWDB / FAWIC PROCUREMENT POLICY. (UNANIMOUS)**

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

Ms. Stogbauer presented for the Committee's information, the FRWDB's America's Job Centers of California (AJCC) Certification and Continuous Improvement Plan. She reminded the Committee that in accordance with the Workforce Innovation and Opportunity Act, Local Workforce Boards must conduct an independent and objective evaluation of the AJCCs every three (3) years. FRWDB staff worked with an independent, neutral consultant to review local policies and procedures, and conduct interviews with FRWDB, Provider and Partner staff, using the seven (7) Indicators included within the Assessment. She stated that at its last meeting, the Committee asked FRWDB staff to bring back the timeline for prioritization for implementation of the items identified by the independent consultant.

She distributed the FRWDB AJCC 2025-2027 Consolidated Continuous Improvement Plan for the Committee's review. The handout included the recommendations that came from the independent assessment of FRWDB's four (4) Workforce Connection centers and the target dates for implementation. In response to a question from Director Chavez, Ms. Stogbauer confirmed that these were not corrective actions; they were recommendations for continuous improvement.

Ms. Stogbauer indicated that as FRWDB implemented the recommendations, FRWDB staff would bring back a progress report for the Committee. Director Blunt suggested the progress reports be presented at every other Executive Committee meeting. Director Blunt also asked how these improvements would be celebrated and shared. Director Zabrycki suggested including them in the FRWDB Annual Report. Director Chavez asked for the data on how many individuals visit the AJCCs and how many are served that speak languages other than English. He also asked about the efforts FRWDB was making to reach those communities. Ms. Stogbauer indicated that information was presented to the Adult Council at their quarterly meetings, and that she would provide the Director with that information.

Director Blunt asked if new Executive Committee members could be provided with the FRWDB's last two (2) years' data going forward.

This was an information item.

**10. Director's Quarterly Update**

FRWDB staff distributed a summary of the Executive Director's activities for the period of October through December 2024.

Mr. Konczal spoke briefly about the items on which he spent the most time during the reporting period. This activity included his work as Chair of the California Workforce Association (CWA) to assist in finding a new Executive Director for the CWA; writing and submitting the Growth Opportunities Grant application to the United States Department of Labor; participation in the planning, writing and submission of a Workforce Accelerator Fund Grant application to the California Workforce Development Board; working with a consultant and legal counsel to further rollout the 2025 local hire project through the Valley's Council of Governments (COGs); planning and participation in the all staff conference in October; and the planning for recruitment of new Business Services Center staff.

Director Zabrycki asked if FRWDB was submitting any projects for the COG's One Voice trip to Washington, DC. Mr. Konczal indicated that they were. He explained that the FRWDB wanted to ask the Federal government to designate a tract of land in the Sierras to be designated as a training zone for forestry program participants to be able to hone their skills in a real forest environment. He indicated that there are existing programs like this in Idaho and in Maine.

This was an information item.

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

Director Zabrycki asked that the One Voice item regarding the designated land for forestry training be brought to the Skills Development Council at a future meeting.

**12. Information Sharing**

Chair Blunt reminded the Committee about the upcoming Executive Committee Retreat, which was scheduled for March 21 – 23. He encouraged members to attend the Retreat, stating that it is a time of connecting with other Committee members as they discuss how FRWDB can improve.

This was a discussion item.

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

None.

**14. Meeting Feedback**

There was no feedback.

Meeting adjourned at 4:10 p.m.