



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Executive Committee
July 15, 2026 @ 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 15, 2026, Executive Committee Meeting Minutes	Konczal	Yes	Approve	4
2.	May 2026 Agency Budget and Expenditures	Beierschmitt	Yes	Accept	9
3.	May 2026 Financial Report	Beierschmitt	Yes	Accept	11
4.	Program Year 2026-2027 Agency Budget and Personnel Plan	Beierschmitt	Yes	Recommend to Approve	15
5.	Fresno Regional Workforce Development Board Bylaws Revision	Konczal	Yes	Recommend to Approve	19

ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

Disabled individuals and individuals who are limited English proficient who need special assistance to attend or participate in this meeting may request assistance by contacting the Fresno Regional Workforce Development Board, at 2125 Kern Street, Suite 208, Fresno, California, or by calling (559) 490-7100. Every effort will be made to reasonably accommodate individuals with disabilities or who are limited English proficient by making meeting materials available in alternative formats. Requests for assistance should be made at least three (3) working days in advance of the meeting.

Item	Description	Presented By	Enclosure	Action	Page #
6.	Fresno Regional Workforce Development Board Bylaws Revision Regarding Officer Continuity and Re-Election	Konczal	Yes	Recommend to Approve	20
7.	High Road to Construction Careers Bridge Grant Contract Award	Espinosa	Yes	Approve	22
8.	Automotive Technician Apprenticeship Training Services Contract Award	Stogbauer	Yes	Approve	33
9.	Summary of Fresno Regional Workforce Development Board Staff AI Usage	R. McAlister	No	Information	--
10.	CLOSED SESSION: EXECUTIVE DIRECTOR PERFORMANCE EVALUATION				
11.	Director's Quarterly Update	Konczal	Yes	Information	35
12.	Referral of Agenda Items to Other Committees	Blunt	Yes	Direct	36
13.	Information Sharing	All	No	Discussion	--
14.	October 21, 2026, Agenda Items	Konczal	No	Discussion	--
15.	Meeting Feedback	Konczal	No	Discussion	--

**FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE
2026 ATTENDANCE REPORT**

1/21/2026 4/15/2026 7/15/2026 10/21/2026

Avila Trillium Flow Technologies	P	P		
Blunt IMAGO	P	P		
Branch Fresno Adult School	A	A		
Chavez Fresno County Board of Supervisors	P	A		
Maxwell Fresno City Council	A	A		
Montalbano German Auto Repair	P	P		
Morgan Kaiser Permanente	P	--		
Riojas Fresno, Madera, Tulare, Kings Building Trades Council	P	P		
Sotiropoulos Hyatt Real Estate	P	P		
Zabrycki CAPTRUST	P	A		

P = Present

A = Absent

-- = Not a Member at Time of Meeting

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	1
MEETING DATE:	July 15, 2026
ACTION:	APPROVE

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

TO: Executive Committee
FROM: Blake Konczal, Executive Director
SUBJECT: July 15, 2026, Executive Committee Meeting Minutes

RECOMMENDATION:

Approve the minutes of the July 15, 2026, Executive Committee meeting.

ATTACHMENT:

July 15, 2026, Executive Committee Meeting Minutes



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Executive Committee
April 15, 2026

SUMMARY MINUTES

The meeting was called to order at 3:15 p.m.

ROLL CALL: PRESENT – Stephen Avila, Edgar Blunt, Dennis Montalbano, Chuck Riojas, Vasili Sotiropulos, and Legal Counsel Craig Armstrong

ABSENT – Rodney Branch, Luis Chavez, Tyler Maxwell, and Lydia Zabrycki

AGENDA CHANGES: None

ABSTENTIONS/RECUSALS/
DISCLOSURES OF
POTENTIAL CONFLICTS OF
INTEREST: Craig Armstrong – Item 4

COMMITTEE

CHAIR/STAFF COMMENTS: Cheryl Beierschmitt, Deputy Director Fiscal Services, Fresno Regional Workforce Development Board (FRWDB) reported that she would present on behalf of Blake Konczal, FRWDB Executive Director, as he was out of state participating in the US Conference of Mayors Workforce Development Council meeting.

PUBLIC COMMENTS: None

Item	Description/Action Taken
1.	<u>January 21, 2026, Executive Committee Meeting Minutes</u> Ms. Beierschmitt, presented the January 21, 2026, Executive Committee (Committee) meeting minutes for approval, or correction and approval. AVILA/RIOJAS – APPROVED THE JANUARY 21, 2026, EXECUTIVE COMMITTEE MEETING MINUTES. (UNANIMOUS)
2.	<u>February 2026 Agency Budget and Expenditures</u> Ms. Beierschmitt, presented the February 2026 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 that the Communications line item was a little higher than anticipated, but that was due to a project with AT&T, and that she anticipated receiving some credits once the project was completed. She indicated that FRWDB staff had no concerns with the with the report. Director Montalbano asked what was the project with AT&T. Jimmy Ngo, IT and General Services Manager, FRWDB, indicated that FRWDB was upgrading its internet and data circuit. There were no further questions from the Committee. AVILA/SOTIROPULOS – ACCEPTED THE FEBRUARY 2026 AGENCY BUDGET AND EXPENDITURES. (UNANIMOUS)

3. February 2026 Financial Report

Ms. Beierschmitt presented the February 2026 Financial Report for the Committee's acceptance. She reviewed the list of grants that had received an extension and grants that were under review with the funders for modifications. She also reviewed several grants that ended on March 31, 2026, three (3) of which had unspent funds. Director Montalbano asked why the funds were not spent. Ms. Beierschmitt explained that due to shortened expenditure timelines and no opportunity by the funders for extensions, the funds were de-obligated. She noted that the funders anticipated the funds being returned. Phyllis Stogbauer, Senior Deputy Director, FRWDB, explained that funding agencies sometimes issued grants with limited time remaining in their funding cycle, which can restrict the ability to fully expend funds and limit extension options.

Chair Blunt asked how staff time was allocated in the grants. Ms. Stogbauer explained that staff allocations were based on grant deliverables and workload requirements rather than the grant size; and that staff time was tracked to ensure compliance and efficiency and that adjustments were made, as needed. Director Avila asked about grant timelines and did FRWDB have a grace period to close out a grant once it had ended. Ms. Beierschmitt stated that FRWDB usually had 30 days to perform closeout on a grant.

Ms. Beierschmitt reported that FRWDB staff was pursuing additional grant funding opportunities, including High Roads Construction Careers, CalFIRE, and YouthBuild. Chair Blunt inquired about grant tracking, and FRWDB staff confirmed that tracking tools were in place and being utilized.

AVILA/SOTIROPULOS – ACCEPTED THE FEBRUARY 2026 FINANCIAL REPORT (UNANIMOUS)

4. Program Year 2026-2027 Legal Services Contract Award

Legal Counsel Armstrong left the meeting for the presentation of this item.

Ms. Stogbauer presented for the Committee's approval, the contract award for legal services to Baker, Manock & Jensen, PC, for the period of July 1, 2026, through June 30, 2027, in the amount of \$62,000. This award had an option to extend the contract annually for up to four (4) years.

Ms. Stogbauer explained that FRWDB was required to procure for legal services every five (5) years and that FRWDB released a Request for Quotes (RFQ) on January 12, 2026. Only one (1) quote was received by the submission deadline of February 12, 2026. FRWDB Procurement Policy states that a competitive procurement requires at least three (3) responsive quotes be received. When a procurement fails to meet this requirement, FRWDB has the option to either re-compete the procurement or award a sole-source contract. FRWDB staff reviewed the quote submitted by Baker, Manock & Jensen and determined that it met all minimum criteria specified in the RFQ. Therefore, FRWDB staff recommended that a sole-source contract for Program Year 2026-2027 legal services be awarded to Baker, Manock & Jensen.

Director Avila asked how the \$62,000 contract amount was determined. Ms. Stogbauer explained that it was based on a cost analysis of previous years' legal services costs. Director Sotiropulos asked that for future contract awards of this type, FRWDB staff include a breakdown of the services FRWDB would be receiving through the new contract to provide more context.

SOTIROPULOS/RIOJAS – APPROVED THE PROGRAM YEAR 2026-2027 LEGAL SERVICES CONTRACT AWARD TO BAKER, MANOCK & JENSEN, PC. (UNANIMOUS, WITH RECUSAL NOTED ABOVE)

5. Updated Conflict of Interest Policy

Ms. Beierschmitt presented for the Committee's approval, the updated Conflict of Interest Policy for the Fresno Regional Workforce Development Board. She indicated that FRWDB staff periodically reviews and updates this policy to ensure compliance with federal and state laws. The updated policy contained four (4) key updates: Revised definitions and examples of disqualifiable financial interests; updated procedures for disclosure and recusal in Board and Council decisions; clarified post-service restrictions for former Directors, Council Members, and staff; and enhanced guidance for compliance with federal and state regulations. The revised policy also included an update of FRWDB staff positions required to complete a Form 700. FRWDB staff provided a redlined version of the policy, showing the updates, and a final copy. The Committee had no questions about the updated policy.

AVILA/RIOJAS – APPROVED THE UPDATED CONFLICT OF INTEREST POLICY FOR THE FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD. (UNANIMOUS)

6. Revised Procurement Policy

Ms. Stogbauer presented for the Committee's approval, Revision E of the FRWDB/Fresno Area Workforce Investment Corporation (FAWIC) Local Procurement Policy. She reported that in January 2026, the State of California Employment Development Department (EDD) released an Information Bulletin, which adjusted expenditure thresholds to align with the Office of Management and Budget's updated Uniform Guidance, released October 1, 2024. To align with these updates, the following revisions were made to the FRWDB's policy: Micro-Purchase Threshold increased from \$10,000 to \$15,000; Small Purchase Threshold increased from \$250,000 to \$350,000; and Prior Approval Threshold increased from \$5,000 to \$10,000. These revisions align with streamlining federal grant management, reducing administrative burdens, and ensuring compliance with federal and state regulations. Director Montalbano asked if the revisions changed the requirements for FRWDB staff obtaining approval from the FRWDB Board. Ms. Stogbauer indicated that did not change; anything over \$50,000 must still go to the FAWIC or FRWDB Board for approval. FRWDB staff provided a redlined version of the policy, showing the updates, and a final copy. The Committee had no further questions about the updated policy.

RIOJAS/AVILA – APPROVED REVISION E OF THE FRWDB / FAWIC LOCAL PROCUREMENT POLICY. (UNANIMOUS)

7. Generative Artificial Intelligence Usage Policy

Ms. Beierschmitt presented the FRWDB/FAWIC Generative Artificial Intelligence (AI) Usage Policy for the Committee's review. She indicated that with the increasing use of AI, FRWDB staff developed and released the Generative AI Usage Policy to ensure responsible, ethical, and secure use of AI. The policy applies to both internal staff and service providers, with providers also being required to follow a corresponding directive. Ms. Stogbauer indicated that staff were required to sign an acknowledgment form for the Policy, which would be maintained in their personnel files.

The policy strictly prohibited the entry of personally identifiable or sensitive information into AI systems, which included participant information of any kind, any personal identifiable information, employment history, company information, etc. The policy also included a list of AI tools approved for staff use. There was a discussion regarding the challenges of monitoring AI usage, with staff noting that enforcement would largely rely on user accountability and staff members' signed acknowledgment, though misuse could be investigated if issues arose.

Ms. Stogbauer shared that AI training had been provided to FRWDB management and would be expanded to staff and service providers. The policy was developed proactively in response to the growing presence of AI in the workforce and guidance encouraging AI readiness, though it was not federally mandated. She also noted that the policy could be updated as technology evolves. Director Avila asked if FRWDB had enterprise accounts and Kyle Hamilton, ETPL Coordinator, FRWDB, indicated that the FRWDB did have an enterprise account for Chat GPT.

Director Riojas acknowledged the importance of the policy and FRWDB staff's proactive approach.

This was an information item.

8. Director's Quarterly Update

Ms. Beierschmitt distributed a summary of the Executive Director's activities for the period of January through March 2026. Ms. Stogbauer noted that this report was requested by the Executive Committee several years ago.

This was an information item.

9. Referral of Agenda Items to Other Committees

There were no items referred to other committees.

10. Information Sharing

Chair Blunt reminded the Committee that the Executive Committee Retreat would be held the following week on April 23, 2026. He stated that it would be an important session as they would be reviewing the FRWDB's vision, mission and purpose, and a SWOT Analysis would be conducted.

Martha Espinosa, Deputy Director Marketing, Grants & Business Initiatives, FRWDB, shared that Govaganza, the FRWDB's government and education sector career fair, would be held on May 7, 2026. She also shared that on May 6, 2026, FRWDB staff would be presenting a draft of its updated website, and invited Executive Committee members to attend to provide their feedback.

This was an information item.

11. July 15, 2026, Agenda Items

Chair Blunt requested that FRWDB staff present an Information item at the next meeting, summarizing FRWDB staff use of AI, including survey results identifying who is using AI and how it is being utilized across the organization and examples of how AI is being used.

12. Meeting Feedback

There was no meeting feedback.

Meeting adjourned at 4:17 p.m.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	2
MEETING DATE:	July 15, 2026
ACTION:	ACCEPT

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: May 2026 Agency Budget and Expenditures

RECOMMENDATION:

Accept the attached Agency Budget and Expenditures report for May 2026 financials for Program Year 2025 - 2026.

REASON FOR RECOMMENDATION:

The attached table provides the status of the agency budget as of May 31, 2026.

- Year-to-Date budget costs are straight-lined.
- Line Item 55 – Staff/Board/Service Provider Development expenditures are running higher than straight-lined by \$1,118 due to the May 2026, National Association of Job Training Assistance (NAJA) conference attended by two (2) Fresno Regional Workforce Development Board (FRWDB) staff in May.
- Line Item 60 – Communications are running higher than straight-lined due to the AT&T data and voice upgrades for the Kern street office. The upgrade was completed in April 2026, and FRWDB staff anticipate credits from AT&T, which will help with the current over-expenditure of \$18,197.
- Staff have no concerns with other expenditures.

ATTACHMENT:

FRWDB Agency Budget and Expenditures – May 2026

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

May 2026

Budget by Line Item	Total Budget PY 25 - 26	YTD Budget PY 25 - 26	YTD Expenditures PY 25 - 26	Variance	Percent Variance
51 Salaries	\$ 3,902,222	\$ 3,577,037	\$ 3,191,325	385,711	10.78%
52 Payroll Taxes	350,225	321,040	281,994	39,045	12.16%
53 Fringe Benefits	1,266,932	1,161,354	944,915	216,440	18.64%
55 Staff/Board/Service Provider Development	72,500	66,458	67,576	(1,118)	-1.68%
56 Local Mileage	26,000	23,833	9,754	14,080	59.08%
60 Communications	30,000	27,500	45,697	(18,197)	-66.17%
61 Insurance	37,500	37,500	34,570	2,930	7.81%
62 Maintenance	96,840	88,770	53,276	35,494	39.98%
63 Memberships	40,000	36,667	23,113	13,554	36.96%
64 Miscellaneous	20,000	18,333	15,272	3,062	16.70%
65 Office Expense	38,000	34,833	35,368	(535)	-1.54%
66 Professional Services	225,800	206,983	51,442	155,542	75.15%
67 Advertising	35,000	32,083	1,929	30,154	93.99%
68 Rent & Leases	299,200	274,267	272,799	1,468	0.54%
69 Utilities	48,400	44,367	39,136	5,231	11.79%
71 Furniture and Equipment	145,000	159,500	106,703	52,797	33.10%
Total	\$ 6,633,619	\$ 6,110,526	\$ 5,174,869	935,656	15.31%

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

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	3
MEETING DATE:	July 15, 2026
ACTION:	ACCEPT

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: May 2026 Financial Report

RECOMMENDATION:

Accept the Fresno Regional Workforce Development Board (FRWDB) May 2026 Financial Report.

REASON FOR RECOMMENDATION:

The attached summary financial report and chart display year-to-date financial information through May 31, 2026.

The following grants ended March 31, 2026:

- CAL FIRE – Round 2: This grant was 65.27% expended at \$1,288,140 with an unspent amount of \$685,475. FRWDB staff are in the process of completing the grant closeout with the funder and the remaining balance will be *de-obligated*.
- High Road Construction Careers - Resilient Workforce Fund (HRCC – RWF): This grant was 80.78% expended at \$7,128,993, with an unspent amount of \$1,696,134. FRWDB staff are in the process of completing the grant closeout with the funder and the remaining balance will be *de-obligated*.
- High Road Training Partnerships – Resilient Workforce Fund (HRTF – RWF): This grant was 93.82% expended at \$2,345,562 with an unspent amount of \$154,438. FRWDB staff are in the process of completing the grant closeout with the funder and the remaining balance will be *de-obligated*.
- Aspen Institute: This grant was 95.84% expended at \$47,922 with an unspent amount of \$2,078. This amount will be considered as program income.
- High Road Training Partnerships – CA Legacy Well Services: This grant was 100% expended at \$40,000.

The following grants will end June 30, 2026:

- ValleyBuild Earmark: This grant is 88.99% expended at \$2,669,557, with an unspent amount of \$330,443. FRWDB staff anticipate this grant will be 100% expended.
- Prison to Employment (P2E) 2.0: This grant is 94.52% expended at \$537,457, with an unspent amount of \$31,179. FRWDB staff anticipate this grant will be 100% expended.

Staff have no concerns with other grant expenditures.

ATTACHMENT:

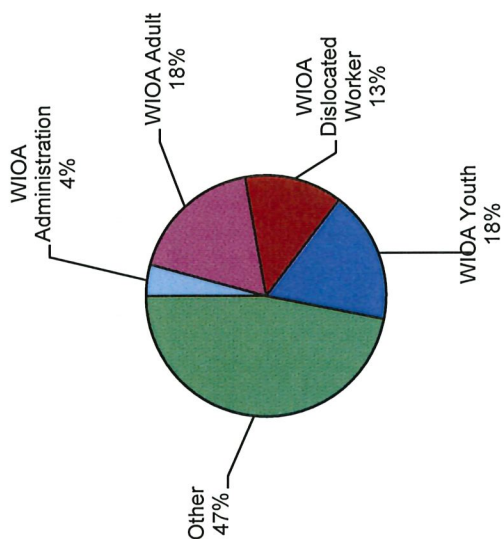
May 2026 Financial Report

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
Summary Financial Report
May 2026

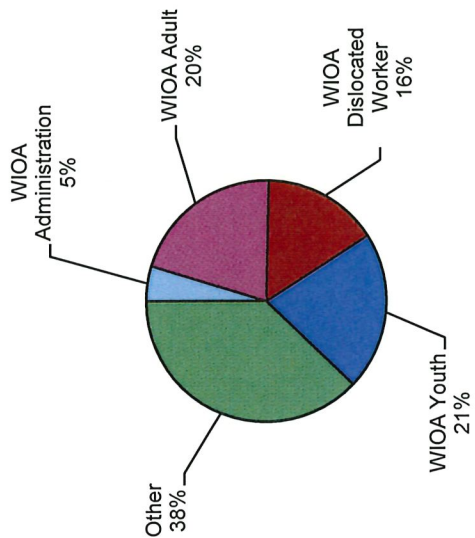
GRANT	TERM	Total Grant Amount	Prior Year(s) Expended	Current Plan Year to Date Expenditures	Percent Expended	Unspent Committed Funds
WIOA ADMINISTRATION	07/01/2025 - 06/30/2026	1,897,198		1,272,369	67.07%	624,829
* WIOA ADULT	07/01/2025 - 06/30/2026	8,036,073		5,516,263	68.64%	2,519,810
* WIOA DISLOCATED WORKER	07/01/2025 - 06/30/2026	5,837,600		4,181,589	71.63%	1,656,011
* WIOA YOUTH	07/01/2025 - 06/30/2026	7,930,396		5,698,162	71.85%	2,232,234
*WIOA RAPID RESPONSE & Layoff Aversion	07/01/2025 - 06/30/2026	926,834		327,669	35.35%	599,165
QUEST - Quality Jobs-Equity-Strategy-Training-(NDWG)	10/01/2022 - 09/30/2025	750,000	696,943	13,966	94.79%	39,091
Fatherhood - HHS	09/30/2024 - 09/29/2025	749,999	480,588	166,169	86.23%	103,242
Valley Build Earmark - Assembly Bill No. 178	04/01/2023 - 06/30/2026	3,000,000	1,671,723	997,834	88.99%	330,443
CAL FIRE - Round 2	03/24/2023 - 03/31/2026	1,973,615	1,028,017	260,123	65.27%	685,475
HRCC: Resilient Workforce (RWF)	06/01/2023 - 03/31/2026	8,825,127	3,931,106	3,197,887	80.78%	1,696,134
Regional Equity and Recovery Partnership (RERP)	12/01/2022 - 12/31/2026	1,050,729	266,789	290,796	53.07%	493,144
Prison to Employment (P2E) 2.0	07/11/2023 - 06/30/2026	568,636	436,746	100,711	94.52%	31,179
ERiCA-Equal Representation in Construction Apprenticeships	05/01/2023 - 12/31/2025	1,800,000	1,083,774	627,850	95.09%	88,376
High Road Training Partnerships (HRTF - RWF)	05/15/2023 - 03/31/2026	2,500,000	1,484,110	861,452	93.82%	154,438
Student Training and Employment Program (STEP) - Y3	01/01/2025 - 12/31/2026	619,952	-	336,315	54.25%	283,637
HRCC - Rnd 2 - Foundations	12/13/2023 - 09/30/2025	185,000	41,742	108,038	80.96%	35,220
Good Jobs Challenge - American Rescue Plan	06/01/2023 - 05/30/2027	1,807,383	738,435	313,082	58.18%	755,866
ELL Integrated Education and Training	10/01/2023 - 12/31/2026	3,330,000	928,594	790,941	51.64%	1,610,465
EMS Corps Implement/Planning Grant - Public Works Alliance (PWA)	05/29/2024 - 01/31/2027	1,451,820	34,272	538,966	39.48%	878,582
HRCC - Ca Community College Chancellor's Office (CCCCO)	10/01/2024 - 08/31/2026	985,638	269,083	387,186	66.58%	329,369
One Fresno Youth Job Corps WrapAround Services - City of Fresno	01/01/2025 - 12/31/2026	600,000	102,652	231,393	55.67%	265,955
Aspen Institute	04/01/2025 - 03/31/2026	50,000	9,941	37,981	95.84%	2,078
High Road Training Partnerships (HRTF) - CA LegacyWellServ	07/19/2023 - 03/16/2026	40,000	10,000	30,000	100.00%	0
Public Workforce Capacity Fund (PWCF) - James Irvine Foundation	10/01/2024 - 09/30/2026	500,000	63,265	208,365	54.33%	228,370
Growth Opportunities - Rnd 5	03/01/2025 - 08/31/2028	2,000,000	12,229	221,835	11.70%	1,765,936
Workforce Acceleration Funds (WAF) 13	05/01/2025 - 03/31/2027	500,000	1,570	92,354	18.78%	406,076
High Road Construction Careers (HRCC) 2026 Rnd 1	06/01/2026 - 12/31/2027	1,322,756	-	-	0.00%	1,322,756
TOTAL FUNDING		59,238,756	13,291,579	26,809,299	67.69%	19,137,879
* Total Grant Amount includes ESTIMATED carryover from Prior Plan Year 24 - 25						
Due to spreadsheet formula rounding calculations, totals may be off by \$1 or \$2						

**FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
FINANCIAL REPORTS
MAY 2026**

**FRWDB Committed Funds
Fiscal Year 2025-2026**



**FRWDB Expenditures
Fiscal Year 2025-2026**



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	4
MEETING DATE:	July 15, 2026
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 2026-2027 Agency Budget and Personnel Plan

RECOMMENDATION:

Recommend that the Fresno Regional Workforce Development Board (FRWDB) approve the Program Year (PY) 2026-2027 FRWDB Agency Budget and Agency Personnel Plan.

REASON FOR RECOMMENDATION:

The Schedule of Funds, Attachment I, which details the total funds available for PY 2026-2027, is estimated at \$30,742,223. This amount includes an estimated carryover from PY 2025-2026 of \$4,357,007 and \$18,660,667 in PY 2026-2027 Workforce Innovation and Opportunity Act (WIOA) Formula Allocations from the Employment Development Department Workforce Services Division, along with an estimated amount of \$7,724,549 in Special Grant funding. Overall, it is estimated that funding will decrease \$13,794,237 from PY 2025-2026 available funding of \$44,536,460.

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/program services, basic career services and special projects/discretionary services.

Attachment III details the proposed Agency Budget for PY 2026-2027, as compared to the PY 2025-2026 budget. The attached budget reflects:

- \$999,126 increase to Salaries; increase of 16.5 full-time equivalent (FTE)
- \$81,320 increase to Payroll Taxes.
- \$249,753 increase to Benefits.
- \$6,000 increase to Communications.
- \$5,000 increase to Miscellaneous.
- \$7,000 increase to Office Expense.
- \$18,100 increase to Kern Street - Hotel Virginia rent and copier lease expenditures.
- \$4,600 increase to Utilities.
- \$71,000 reduction to Furniture and Equipment.

FISCAL IMPACT:

\$7,933,518

ATTACHMENTS:

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

**FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
SCHEDULE OF FUNDS
FY 2026-2027**

GRANT	FUNDS AVAILABLE PY 2025-26	ESTIMATED FUNDS AVAILABLE PY 2026-27	INCREASE (DECREASE)
WIOA ADULT	8,945,725	7,361,086	(1,584,639)
WIOA DISLOCATED WORKER	6,842,078	7,542,574	700,496
WIOA YOUTH	8,875,117	7,511,014	(1,364,103)
WIOA RAPID RESPONSE (Includes Lay Off Aversion)	277,546	603,000	325,454
Fatherhood Fire - HHS - Ended 9.29.25	164,395	-	(164,395)
Quality Jobs, Equity, Strategy, Training (QUEST) - Ended 9.30.25	44,681	-	(44,681)
Valley Build Construction - Assembly Bill No. 178 - Ended 6.30.26	1,333,880	-	(1,333,880)
CalFire - Rnd 2 - Central Valley Forestry Corps (CVFC) Ended 3.31.26	853,688	-	(853,688)
HRCC: Resilient Workforce (RWF) - Ended 3.31.26	4,907,023	-	(4,907,023)
Good Jobs Challenge - American Rescue Plan - Ends 5.30.27	1,084,600	722,866	(361,734)
Regional Equity and Recovery Partnerships (RERP) - Ends 12.31.26	814,562	466,144	(348,418)
Prison to Employment (P2E) 2.0 - Ended 6.30.26	146,282	-	(146,282)
ERICA-Equal Representation in Construction Apprenticeships - Ended 12.31.25	716,226	-	(716,226)
High Road Training Partnerships (HRTF - RWF) - Ended 3.31.26	1,070,361	-	(1,070,361)
Student Training & Employment Program (STEP) - Ends 12.31.26 - Y3	310,999	256,637	(54,362)
HRCC - Rnd 2 - Foundations - Ended 9.30.25	143,258	-	(143,258)
ELL Integrated Education & Training - Ends 12.31.26	2,401,407	1,460,465	(940,942)
EMS Corps Planning Grant - Public Works Alliance (PWA) - Ends 1.31.27	1,235,798	768,582	(467,216)
HRCC - Ca Community College Chancellor's Office (CCCCO) - Ends 8.31.26	873,067	286,369	(586,698)
One Fresno Youth Job Corps WrapAround Services-City of Fresno Ends 12.31.26	502,769	227,955	(274,814)
Aspen Institute - Ended 3.31.26	40,059	-	(40,059)
High Road Training Partnerships (HRTF) - CA Legacy Well Services - Ended 3.16.26	30,000	-	(30,000)
Public Workforce Capacity Fund (PWCF) - James Irvine Foundation - Ends 9.30.26	436,736	171,370	(265,366)
Growth Opportunities - Rnd 5 - Ends 8.31.28	1,987,772	1,690,936	(296,836)
Workforce Acceleration Funds (WAF) 13 - Ends 3.31.27	498,431	365,469	(132,962)
High Road Construction Careers (HRCC) 2026 Rnd 1 - Ends 12.31.27	-	1,307,756	1,307,756
TOTAL FUNDING	44,536,460	30,742,223	(13,794,237)

23,017,674 Formula
7,724,549 Discretionary

Prepared by: C. Beierschmitt
June 24, 2026

STAFF SCHEDULE				
POSITIONS	BUDGET FY 25-26	BUDGET FY 26-27	Monthly SALARY RANGE FY 25-26	Monthly SALARY RANGE FY 26-27
<u>Administrative/Program Services:</u>				
Executive Director	1.00	1.00	\$12,256 to \$18,750	\$12,256 to \$18,750
Senior Deputy Director	1.00	1.00	7,467 to 10,170	8,445 to 10,946
Deputy Director Fiscal Services	1.00	1.00	7,467 to 10,170	8,445 to 10,946
Deputy Director Marketing, Grants and Business Initiatives	1.00	1.00	7,467 to 10,170	8,445 to 10,946
Associate Deputy Director	0.00	1.00		8,445 to 10,946
Monitoring Manager	1.00	1.00	5,945 to 8,445	5,945 to 8,445
Monitoring Coordinator	3.00	3.00	4,361 to 5,945	4,361 to 5,945
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	4.00	4,103 to 5,457	4,103 to 5,457
Information/General Services Manager	2.00	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 7,637
Network Technician	0.00	1.00		4,803 to 7,637
Computer Technician	2.00	1.00	4,803 to 6,913	4,803 to 7,637
MIS Coordinator	1.00	1.00	4,803 to 6,913	4,803 to 7,637
Data Coordinator	1.00	1.00	4,803 to 6,913	4,803 to 7,637
General Service Coordinator	1.00	1.00	4,361 to 5,945	4,361 to 5,945
General Services Facilitator	1.00	1.00	4,103 to 5,457	4,103 to 5,457
Contracting Manager	1.00	1.00	5,945 to 8,445	5,945 to 8,445
Contractor Facilitator	3.00	2.00	4,103 to 5,457	4,103 to 5,457
Young Adult Services Manager	1.00	1.00	5,945 to 8,445	5,945 to 8,445
Adult Services Manager	1.00	1.00	5,945 to 8,445	5,945 to 8,445
Program Coordinator Adult Services	1.00	1.00	4,361 to 5,945	4,361 to 5,945
Manager, Intergovernmental & Community Partnerships	0.00	1.00		5,945 to 8,445
Business Services Manager	1.00	1.00	5,945 to 8,445	5,945 to 8,445
Business Services Coordinator	4.00	3.00	4,361 to 5,945	4,361 to 5,945
ETPL Coordinator (Research Analyst)	1.00	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	1.00	1.00	4,103 to 5,457	4,103 to 5,457
Marketing Assistant	1.00	1.00	3,501 to 4,735	3,501 to 4,735
Administrative Manager	1.00	1.00	5,945 to 8,445	5,945 to 8,445
Administrative Facilitator	0.00	1.00		4,103 to 5,457
Front Desk	2.00	1.00	3,501 to 4,735	3,501 to 4,735
Client Training Coordinator	0.00	1.00		4,361 to 5,945
Total Administrative/Program Positions	41.00	43.00		
<u>Basic Career Services:</u>				
AJCC Operations Manager	0.00	1.00		\$ 5,945 to \$ 8,445
AJCC Site Leads	0.00	3.00		4,361 to 5,945
Participant Referral Specialist	0.00	1.00		3,501 to 4,735
Eligibility & Compliance Specialist	0.00	2.00		4,361 to 5,945
Resource Room Specialist	0.00	5.00		3,501 to 4,735
Workshop Facilitator	0.00	3.00		4,103 to 5,457
Assessment Coordinator	0.00	1.00		4,361 to 5,945
Total Basic Career Services	0.00	16.00		
<u>Special Projects/Discretionary Services:</u>				
Special Project Managers	2.00	2.00	\$ 5,945 to \$ 8,445	\$ 5,945 to \$ 8,445
Project Coordinator	9.00	4.00	4,361 to 5,945	4,361 to 5,945
Outreach Coordinator	0.00	1.00	4,361 to 5,945	4,361 to 5,945
Special Project Assistant	2.00	0.00	3,501 to 4,735	
Case Worker - ELL-IET	0.00	2.00		4,361 to 5,945
Program Coordinator - Growth Ops	0.00	1.00		4,361 to 5,945
Case Worker - Growth Ops	0.00	1.00		4,361 to 5,945
Workshop Instructor - Growth Ops	2.50	1.00	4,103 to 5,457	4,103 to 5,457
Program Coordinator - EMS	0.00	1.00		4,361 to 5,945
Project Coordinator - EMS	0.00	1.00		4,361 to 5,945
Total Special Projects/Discretionary Services	15.50	14.00		
TOTAL POSITIONS	56.50	73.00		

**FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
AGENCY BUDGET**

PY 2026-2027

Budget by Line Item	2025-2026 Budget	2026-2027 Budget	Increase/ (Decreases)	Percent Change
51 Salaries	\$ 3,902,222	\$ 4,901,348	999,126	25.60%
52 Payroll Taxes	350,225	431,545	81,320	23.22%
53 Fringe Benefits/Staff Parking	1,266,932	1,516,685	249,753	19.71%
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	36,000	6,000	20.00%
61 Insurance	37,500	37,500	0	0.00%
62 Maintenance	96,840	96,840	0	0.00%
63 Memberships	40,000	40,000	0	0.00%
64 Miscellaneous	20,000	25,000	5,000	25.00%
65 Office Expense	38,000	45,000	7,000	18.42%
66 Professional Services - incl. Legal/Audit	225,800	225,800	0	0.00%
67 Advertising	35,000	35,000	0	0.00%
68 Rent and Leases	299,200	317,300	18,100	6.05%
69 Utilities	48,400	53,000	4,600	9.50%
71 Furniture and Equipment	145,000	74,000	(71,000)	-48.97%
Total	\$ 6,633,619	\$ 7,933,518	\$ 1,299,899	19.60%

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

Prepared by: C. Beierschmitt

June 25, 2026

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	5
MEETING DATE:	July 15, 2026
ACTION:	RECOMMEND TO APPROVE

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

TO: Fresno Regional Workforce Development Board – Executive Committee

FROM: Blake Konczal, Executive Director

SUBJECT: Fresno Regional Workforce Development Board Bylaws Revision

RECOMMENDATION:

Recommend that the Fresno Regional Workforce Development Board (FRWDB) approve the proposed amendment to Section 6.03(j) of the FRWDB Bylaws to permit former Board Chairs who remain active, duly appointed members of the Board of Directors to serve as Chair Emeriti on the Executive Committee on a voluntary basis.

REASON FOR RECOMMENDATION:

Section 6.03(j) of the current FRWDB Bylaws provides Executive Committee membership only for the immediately preceding Board Chair, designated as the Chair Emeritus. The proposed amendment expands eligibility to include any former FRWDB Chair who remains an active, duly appointed member of the Board of Directors and elects to serve on the Executive Committee.

The amendment preserves institutional knowledge, leadership continuity, and historical perspective by allowing experienced former Chairs to continue contributing to Executive Committee deliberations and governance activities.

The amendment does not require participation by former Chairs, does not alter the authority of the Executive Committee, and does not require additional appointment or election for eligible former Chairs. The proposed revision strengthens leadership succession planning and supports informed decision-making through continued engagement of experienced Board leaders.

The amendment would revise Article VI, Section 6.03(j) of the FRWDB Bylaws concerning the composition of the Executive Committee to read as follows:

“(j) Chair Emeritus members, consisting of the immediately preceding Chair and any former Chair of the FRWDB who:

(i) remains an active, duly appointed member of the Board of Directors; and

(ii) elects to serve on the Executive Committee.

Any such former Chair meeting the foregoing qualifications shall be eligible to serve as a voting member of the Executive Committee for so long as such individual remains an active member of the Board of Directors. Participation by eligible former Chairs shall be voluntary and shall not require additional appointment or election by the Board.”

Pursuant to Article XII, Section 12.02 of the FRWDB Bylaws, amendments to the Bylaws require approval by the Board of Directors.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	6
MEETING DATE:	July 15, 2026
ACTION:	RECOMMEND TO APPROVE

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

TO: Fresno Regional Workforce Development Board – Executive Committee

FROM: Blake Konczal, Executive Director

SUBJECT: Fresno Regional Workforce Development Board Bylaws Revision Regarding Officer Continuity and Re-Election

RECOMMENDATION:

Recommend that the Fresno Regional Workforce Development Board (FRWDB) approve proposed amendments to Sections 7.03 and 7.04 of the FRWDB Bylaws to permit the re-election of incumbent officers when no other qualified Board member has been nominated for or seeks election to an office, and to authorize continued service in a holdover capacity until a successor is elected or appointed.

REASON FOR RECOMMENDATION:

Sections 7.03 and 7.04 of the current FRWDB Bylaws establish the election and term of office for Board officers. While the Bylaws provide for two (2)-year officer terms, they do not expressly address circumstances in which no qualified Board member is nominated for or willing to serve in an officer position upon expiration of an incumbent officer's term.

The proposed amendments would permit the Board of Directors to re-elect an incumbent officer to an additional term when no other qualified Board member has been nominated for or seeks election to the office and the Board determines that continuity of leadership is in the best interests of the FRWDB and consistent with the effective administration of its duties under the Workforce Innovation and Opportunity Act (WIOA).

The proposed amendments would also authorize an incumbent officer to continue serving in a holdover capacity until a successor is duly elected or appointed, thereby avoiding vacancies in critical leadership positions and ensuring uninterrupted governance and administrative oversight of the FRWDB.

The amendments do not eliminate the Board's authority to elect officers and do not provide for automatic extensions of office. Any continued service would remain subject to approval by majority vote of the Board of Directors.

The proposed revisions are intended to preserve leadership continuity, support succession planning, maintain organizational stability, and ensure the continued fulfillment of the FRWDB's responsibilities under the Workforce Innovation and Opportunity Act (WIOA).

The proposed revisions to Article VII of the FRWDB Bylaws are as follows:

Proposed Revision to Section 7.03 — Election of Officers

"Except such officers as may be appointed under Section 7.05 below, officers shall be chosen by the Board of Directors by vote of the majority of Directors and shall serve two (2) year terms.

Notwithstanding the foregoing, an officer whose term has expired may be eligible for re-election to the same office for one or more additional consecutive terms in the event that no other qualified member of the Board of Directors has been nominated for or seeks election to such office at the time of the annual election of officers. In such circumstance, the Board of Directors may, by majority vote, re-elect the incumbent officer for an additional term upon a finding that continuity of leadership is in the best interests of the FRWDB and consistent with the effective administration of its duties under the Workforce Innovation and Opportunity Act ("WIOA")."

Proposed Addition to Section 7.04 — Term of Office

"In the event that no successor is elected at the expiration of an officer's term because no other qualified candidate has been nominated or has expressed willingness to serve in such office, the incumbent officer may continue to serve in a holdover capacity until such time as a successor is duly elected or appointed by the Board of Directors. Service in such holdover capacity shall not create a vacancy in office and shall be deemed authorized service under these Bylaws."

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	7
MEETING DATE:	July 15, 2026
ACTION:	APPROVE

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

TO: Adult Council

FROM: Phyllis Stogbauer, Senior Deputy Director

SUBJECT: Automotive Technician Apprenticeship Training Services Contract Award

RECOMMENDATION:

Approve a three (3)-year contract award to State Center Community College District (SCCCD) in an amount of not to exceed \$536,196, to provide Automotive Technician Apprenticeship training for the period of October 1, 2026, to September 30, 2029.

REASON FOR RECOMMENDATION:

The Fresno Regional Workforce Development Board (FRWDB), in partnership with local automotive employers, the SCCC Fresno City College Automotive Technology program, and the South Bay Workforce Investment Board, is implementing a structured Automotive Technician Registered Apprenticeship program in Fresno County.

The program will deliver related technical instruction and on-the-job learning experiences aligned with industry standards and approved Registered Apprenticeship requirements for individuals seeking employment in the automotive industry through a structured earn-and-learn model. The program will include:

- Six (6) cohorts of 20 participants each (120 participants total)
- Credit-bearing, classroom-based related technical instruction
- Coordination with local automotive employers for on-the-job training components
- Alignment with Registered Apprenticeship Standards and employer-driven skill requirements

FRWDB staff recommends approval of a contract award to SCCC to provide the required classroom-based training for a total of 720 hours of instruction to meet technical competencies, as outlined in the attachment.

FISCAL IMPACT:

Approval of this item will allocate \$536,196 in Workforce Innovation and Opportunity Act (WIOA) training funds for the three (3)-year program.

ATTACHMENT:

Automotive Service Technician Work Process Schedule and Related Work Instruction Outline

Digitally signed
by DOUGLAS
HOWELL
Date: 2023.12.12
07:41:38 -08'00'

Appendix A18

WORK PROCESS SCHEDULE AND RELATED INSTRUCTION OUTLINE

DEVELOPED BY

SOUTH BAY WORKFORCE INVESTMENT BOARD (SBWIB)



A WORKFORCE
DEVELOPMENT BOARD

FOR THE OCCUPATION OF

AUTOMOTIVE SERVICE TECHNICIAN

(EXISTING TITLE: AUTOMOTIVE TECHNICIAN SPECIALIST)
O*NET-SOC CODE: 49-3023.00 RAPIDS CODE: 1034CB



This Page Intentionally Left Blank



Appendix A18

AUTOMOTIVE SERVICE TECHNICIAN (EXISTING TITLE: AUTOMOTIVE TECHNICIAN SPECIALIST) O*NET-SOC CODE: 49-3023.00 RAPIDS CODE: 1034CB

This schedule is attached to and a part of these Standards for the above identified occupation.

OVERVIEW

An Automotive Service Technician diagnoses, adjusts, repairs, and/or overhauls automotive vehicles.

1. APPRENTICESHIP APPROACH

☐ Time-based ☒ Competency-based ☐ Hybrid

2. TERM OF APPRENTICESHIP

The term of the apprenticeship is reasonably expected to be completed within 1-2 years with On-the-Job Learning (OJL) attainment of all competencies of the position, supplemented by the minimum required 420 hours of related instruction.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 3 Apprentices to 1 Journeyworker.

4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is determined by the employer within local areas. The wages will always be at least minimum wage; local, state, or federal, whichever is the higher amount; the minimum hourly journeyworker wage rate, which is: \$22.00.

1 st period	Starting wage / 1-5 Competencies	\$17.00/hour
2 nd period	6-9 Competencies	\$19.00/hour
Final wage:	10 Competencies	\$22.00/hour



5. PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 25% of the OJL hours which equals 500 hours.

6. SELECTION PROCEDURES

The sponsor may select apprentices by any other method, including its present selection method, provided that the sponsor meets the requirements listed in 29 CFR § 30.5(b)(4).

1. Alternative selection methods

- A. Sponsor will schedule an interview and evaluation session. All applicants who have met the minimum qualifications and have submitted the required documents will be notified of the date, time, place and/or method for the conduct of the interview. The recruiter/interviewer will document the questions asked and the general nature of the applicant's answers during this interview process. The sponsor's selecting official will evaluate each applicant interviewed on like factors taking into account the information on the application and required documents, as applicable using an Interview Summary Form.
- B. Upon completing all interviews and analyzing the applicants' qualifications the sponsor's selecting official will make a determination using the annotated Interview Summary Forms. Applicant(s) with the highest evaluation will be selected first. The selected applicant(s), depending on the number of vacancies offered by the advertised announcement, will be offered employment in order of evaluation and upon acceptance of employment will be placed in the apprenticeship program.
- C. Selected applicants must respond to the offer of employment within 48 hours of notice of selection. If applicant(s) do not respond within the period specified, the sponsor will move past their name to the next applicant in the pool. Applicants passed over will be contacted by the sponsor by email and/or phone to determine if the applicants are still interested. If no response is received in 15 working days from this notice, the applicant's name will be removed from the pool.
- D. After all offers of employment have been extended and accepted by the selectee(s), as applicable, the remaining applicants in the pool of eligibles will be notified of their non-selection under this vacancy announcement. The non-selection notice will also include instructions on how they can apply for any future openings.
- E. Qualified applicants remaining in the pool of eligibles will be kept on file for a period of two (2) years, unless the applicant is removed from the pool by their



own written request or following failure to respond to an offer of employment.

- F. During the two (2) year period, to update their status in the pool of eligibles, applicants who feel that their qualifications have improved since their original placement in the pool may submit evidence of such additional experience and/or training by updating their candidate profile and request reevaluation or by simply submitting a new application for subsequent vacancy announcements.

2. Selection from pool of current employees

The sponsor may select apprentices from an eligibility pool of the workers already employed by the program sponsor or by the sponsor's established promotion policy. The sponsor adopting this method of selecting apprentices shall establish goals for the selection of minority and female apprentices, unless the sponsor concludes, in accordance with the provisions of 29 CFR §§ 30.4(d), (e), and (f) that it does not have deficiencies in terms of underutilization of minorities and/or women (minority and nonminority) in the apprenticeship of journeyworker occupations represented by the program.



7. WORK PROCESS SCHEDULE

The term of the apprenticeship shall be defined by the attainment of competencies, both technical and behavioral, of the apprenticeship as listed in the tables reasonably within 1-2 years of OJL.

Competency in the work processes outlined herein can be demonstrated through a variety of venues including: observation, proficiency demonstration/aptitude exam, questions and answers, learner's products, simulations, project work, and/or mentor testimony or evidence as demonstrated on the job.

The SBWIB will assess each apprentice's prior experience to determine what credit for advanced standing will be awarded for work processes schedule (WPS) and related instruction. Prior experience will be assessed through resumes, interviews, previous job assignments and/or demonstration of competencies. Assigned mentors will assess apprentices for credit for prior experience at any time during the probationary period.

The apprentices' supervisor will initial and date next to each competency when validated.

Apprenticeship Competencies – Technical

The following are the core Automotive Service Technician related work processes for the apprenticeship.

1. Basic Entry Level Servicing and Inspection

- Information resources
- Servicing & Inspection
- Communication & documentation

2. Engine Repair

- Servicing and maintenance
- Repair
- Basic Diagnosis

3. Electric and Hybrid Electric Vehicles

- Servicing and maintenance
- Repair
- Basic Diagnosis



AS ASSIGNED COMPETENCIES:

The following are “as assigned” work processes for the apprenticeship determined by the employer upon assignment to a program.

4. Automatic Transmission/Transaxle

- Servicing and maintenance
- Repair
- Basic Diagnosis

5. Manual Drive Train and Axles

- Servicing and maintenance
- Repair
- Basic Diagnosis

6. Steering, Suspension and Alignment Systems

- Servicing and maintenance
- Repair
- Basic Diagnosis

7. Braking Systems

- Servicing and maintenance
- Repair
- Basic Diagnosis

8. Electrical/Electronic Systems

- Servicing and maintenance
- Repair
- Basic Diagnosis

9. Heating, Cooling and Climate Control Systems

- Servicing and maintenance
- Repair
- Basic Diagnosis

10. Internal Combustion Engine Performance Includes Computer Controls & CAN BUS.

- Servicing and maintenance
- Repair
- Basic Diagnosis



A combination of the above work processes will be reasonably completed within 1-2 years of OJL in the apprenticeship. Based on the apprentice's work assignment, the time spent in each of the work processes will vary.

The above OJL work process schedule is intended as a guide. The WPS need not be followed in any sequence, and it is understood that some adjustments may be necessary in the percentage of time spent in each of the work processes to allow for different work experiences. In all cases, the apprentice is to receive sufficient work experiences to make them fully competent and use good workmanship in all work processes, which are a part of the industry. In addition, the apprentice shall be fully instructed in safety and OSHA requirements.

Apprenticeship Competencies – Behavioral

In addition to mastering all the essential technical competencies, an apprentice must consistently demonstrate, at an acceptable level, the following behavioral competencies in order to complete the apprenticeship.

1. Participates and focuses in team discussions/meetings
2. Able to work independently
3. Openness to new ideas and change
4. Ability to deal with ambiguity by exploring, asking questions, etc.
5. Knows when to ask for help
6. Able to demonstrate effective presentation skills
7. Able to demonstrate effective communication skills individually and in group settings
8. Maintains an acceptable attendance record
9. Reports to work on time
10. Completes assigned tasks on time
11. Uses appropriate language
12. Demonstrates respect for students, co-workers and supervisors
13. Demonstrates trust, honesty and integrity
14. Requests and performs work assignments without prompting
15. Appropriately cares for personal dress, grooming and hygiene
16. Maintains a positive attitude
17. Collaborates with and assists co-workers
18. Follows instructions/directions
19. Able to work under supervision
20. Able to self-reflect and accept constructive feedback and criticism
21. Able to follow safety rules
22. Able to take care of equipment and workplace
23. Able to keep work area neat and clean
24. Able to meet supervisor's work standards
25. Able to not let personal life interfere with work
26. Adheres to work policies/rules/regulations



8. RELATED INSTRUCTION

The related instruction has been developed by the employer as part of the Automotive Service Technician apprenticeship. This instruction shall include a minimum recommended 420 hours of related instruction throughout the apprenticeship. The curriculum is defined as a variety of courses, including self-directed web-based courses with oversight by a trainer, around which the projects and assessments are based. By defining the related instruction this way, all competencies required of the apprentices are met, through project work.

The SBWIB will assess each apprentice's prior learning to determine what credit will be awarded for the related instruction, as well as for meeting the prerequisite and completion requirements of the apprenticeship. Prior learning will be assessed through transcripts, certifications, course credits, and/or demonstrated skills. Assigned mentors will assess apprentices for credit for prior learning at any time during the probationary period.

The following core and as assigned course topics outlined below may be delivered by various educational institutions and training providers, as determined and approved by sponsor and employer.

CORE-TOPICS:

The following are the core technical course topics for the apprenticeship.

- | | |
|--|----------|
| 1. Entry Level Servicing and Inspection | 24 hours |
| 2. Automotive Repair Essentials | 40 hours |
| 3. Automotive Systems | 40 hours |
| 4. Electric and Hybrid Electric Vehicles | 40 hours |

Total Approximate Core Hours:	144 hours
--------------------------------------	------------------

AS ASSIGNED TOPICS:

- | | |
|---|----------|
| 5. Automatic Transmission/Transaxle | 40 hours |
| 6. Manual Drive Train and Axles | 40 hours |
| 7. Steering, Suspension and Alignment Systems | 40 hours |
| 8. Braking Systems | 40 hours |



9. Electrical/Electronic Systems	50 hours
10. Heating, Cooling and Climate Control Systems	40 hours
11. Internal Combustion Engine Performance (Includes Computer Controls & CAN BUS.)	54 hours
Total Approximate As Assigned Hours:	304 hours

The above related instruction outline is intended as a guide. The course topics need not be followed in any sequence, and it is understood that some adjustments in course topics/subtopics may be necessary to allow for different learning experiences. In all cases, the apprentice is to receive sufficient related instruction to allow them to obtain the knowledge necessary to perform the relevant competencies using good workmanship in all work processes which are a part of the industry. In addition, the apprentice shall be fully instructed in safety and OSHA requirements.

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	8
MEETING DATE:	July 15, 2026
ACTION:	APPROVE

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

TO: Executive Committee

FROM: Martha Espinosa, Deputy Director Marketing, Grants and Business Initiatives

SUBJECT: High Road to Construction Careers Bridge Grant Contract Award

RECOMMENDATION:

Approve an award for the High Road to Construction Careers (HRCC) Bridge Grant from the California Workforce Development Board (CWDB) in the amount of \$1,322,756.00 to serve 95 ValleyBuild participants regionally.

REASON FOR RECOMMENDATION:

Fresno Regional Workforce Development Board's (FRWDB's) ValleyBuild program was awarded an 19-month grant (June 1, 2026 - December 31, 2027) from the CWDB to continue delivering regional construction workforce development services across the Central Valley through HRCC 2026 Round One bridge funding. As an existing HRCC partnership, ValleyBuild is a proven regional model that connects Workforce Development Boards, Building Trades Councils (BTCs), Joint Apprenticeship Training Committees (JATCs), community-based organizations, tribal partners, and employers to prepare participants for high-quality careers in the building and construction trades.

During this funding period, ValleyBuild will implement five (5) cohorts drawn from its 15-county service area. Stanislaus County will host one (1) cohort of 15 participants, Kern County and San Joaquin County will each host one (1) cohort of 20 participants, and Fresno County will host two (2) cohorts of 20 participants each, including one (1) standard Multi-Craft Core Curriculum (MC3) cohort and one (1) disaster recovery-enhanced MC3 cohort with a tribal focus.

Approval of this contract will ensure a timely implementation of these services and support FRWDB's commitment to expanding equitable access to workforce services and career pathways for underserved populations.

Organization Name	Service	Amount
Kern Inyo Mono BTC	MC3 Training for 20 students and Employer of Record for Kern Project Coordinator	\$ 186,000.00
San Joaquin BTC	MC3 training services for 20 Students and employer of record for San Joaquin Project Coordinator	\$ 150,000.00
Plumbers and Pipefitters JATC	MC3 training services for 15 Students	\$ 95,910.00

Organization Name	Service	Amount
The Laborer's Training & Retraining Trust Fund for Northern California	MC3 training services for 1 Disaster Relief Cohort for 20 participants	\$ 27,500.00
The California Tribal Emergency Response & Relief Agency (CAL TERRA)	Disaster recovery certifications for 1 Disaster Relief Cohort for 20 participants	\$ 68,000.00
J Ruiz Construction	OSHA 30 for 1 Disaster Relief Cohort for 20 participants	\$ 5,500.00
Christian Dozer	Heavy Equipment Training for 1 Disaster Relief Cohort for 20 participants	\$ 32,500.00
San Joaquin Workforce Development Board	Case Management for 20 students	\$ 30,000.00
Stanislaus County Workforce Development Board	Case Management for 15 students	\$ 22,500.00
Kern Inyo Mono Workforce Board	Case Management for 20 students	\$ 30,000.00
Fresno Madera Tulare Kings BTC	MC3 training services for 20 students	\$ 104,340.00
Concentra	Drug Screening	\$ 9,165.00
FRWDB	Staff Cost	\$ 368,087.96
FRWDB	Travel	\$ 10,978.07
FRWDB	Outreach	\$ 14,274.97
FRWDB	Supportive Services	\$ 168,000.00
	Total	\$ 1,322,756.00

FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

AGENDA ITEM:	11
MEETING DATE:	July 15, 2026
ACTION:	INFORMATION

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

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:	12
MEETING DATE:	July 15, 2026
ACTION:	DIRECT

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

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.).