



# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Executive Committee  
October 15, 2025

## SUMMARY MINUTES

The meeting was called to order at 3:27 p.m.

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

ABSENT – Luis Chavez, Carole Goldsmith, Tyler Maxwell, Alisha Morgan, 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 16, 2025, Executive Committee Meeting Minutes</u></b></p> <p>Blake Konczal, Executive Director, Fresno Regional Workforce Development Board (FRWDB), presented the July 16, 2025, Executive Committee (Committee) meeting minutes for approval, or correction and approval.</p> <p><b>RIOJAS/AVILA – APPROVED THE JULY 16, 2025, EXECUTIVE COMMITTEE MEETING MINUTES. (UNANIMOUS)</b></p>
2.	<p><b><u>August 2025 Agency Budget and Expenditures</u></b></p> <p>Cheryl Beierschmitt, Deputy Director Fiscal Services, FRWDB, presented the August 2025 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 a few variances in the following line items: Office Expense, due to upfront expenditures for the purchase of Panda inventory software and Cobblestone contracting software; Utilities, due to higher AC usage; and Memberships, due to paying the California Workforce Association membership dues up front at the beginning of the Program Year. Overall variance was \$230,000 to the positive. FRWDB staff had no concerns with the report.</p> <p><b>RIOJAS/AVILA – ACCEPTED THE AUGUST 2025 AGENCY BUDGET AND EXPENDITURES. (UNANIMOUS)</b></p>

3. **August 2025 Financial Report**

Ms. Beierschmitt presented the August 2025 Financial Report for the Committee's acceptance. She reviewed the grants that were highlighted on the agenda item. Director Montalbano asked what Aspen Institute grant was. Mr. Konczal explained that the FRWDB received a grant from Aspen Institute to start a Workforce Academy in Fresno, to have input from Community Based Organizations and large employers in the area on how the workforce system in Fresno might be improved.

**AVILA/SOTIROPULOS – ACCEPTED THE AUGUST 2025 FINANCIAL REPORT (UNANIMOUS)**

4. **Emergency Medical Services Planning Contract Award**

Ka Xiong, Contracting Manager, FRWDB, presented for the Committee's approval, the Emergency Medical Services (EMS) Corps Planning grant contract awards for the period of May 24, 2024, through January 31, 2027. She reminded the Committee that in 2024, FRWDB was awarded an EMS grant in the amount of \$181,820 to train young adults to become Emergency Medical Technicians (EMTs). These funds would provide participants with comprehensive support, including training, wraparound services, bi-weekly case management, monthly stipends, physical training, group and one-on-one counseling, job readiness preparation, and post-program job placement. Allocation of the contract award was included in the agenda item.

**RIOJAS/AVILA – APPROVED THE EMERGENCY MEDICAL SERVICES PLANNING CONTRACT AWARD. (UNANIMOUS)**

5. **State Center Community College District Emergency Medical Services Training Services**

Veronica McAlister, Senior Program Manager, FRWDB, presented for the Committee's approval, a contract award to State Center Community College District (SCCCD) in the amount of \$410,719.60, to provide EMT training. The award was funded through two (2) sources: \$130,000 from the State of California Employment Development Department EMS Corps grant, and \$280,719.60 from the Regional Equity and Recovery Partnership grant.

In June 2025, FRWDB awarded Valley ROP the contract to provide EMT training services; however, in September, FRWDB was informed that Valley ROP was not able to meet the grant requirements. FRWDB staff recommended approval of a contract with SCCC in the amount of \$410,719.60.

**RIOJAS/AVILA – APPROVED THE STATE CENTER COMMUNITY COLLEGE DISTRICT EMERGENCY MEDICAL SERVICES TRAINING SERVICES CONTRACT AWARD. (UNANIMOUS)**

6. **Adult and Dislocated Worker Procurement Public Comment**

Mr. Konczal shared that FRWDB may procure for a maximum five (5)-year cycle using federal funding. Historically, procurement documents were released for public comment to allow time for review. In 2026, FRWDB plans to release a Request for Proposals (RFP) for Adult and Dislocated Worker services. Due to pending federal workforce development changes that are still unknown, the RFP released in 2026 will mirror the previous version and will not be released for public comment.

This was a discussion item.

7. **Director's Quarterly Update**

Mr. Konczal distributed a summary of his activities as Executive Director for the period of July through September 2025. He briefly summarized his key activities during the reporting period, which included the preparation and submission of three (3) grant proposals. Mr. Konczal indicated that although FRWDB was not awarded any of the three (3) grants, the proposals were very well written and would be used as a framework for next year's grant cycle. He stated that there were also implementation and operational adjustments related to other grants that FRWDB had to undertake during the previous quarter. In addition to the list of key priorities, Mr. Konczal's day-to-day activities were also included in the report. There were no questions from the Committee.

This was an information item.

8. **Closed Session: Executive Director Performance Evaluation**

There was no action to report out of closed session.

9. **Executive Director Compensation**

Chair Blunt opened a discussion regarding the FRWDB Executive Director's compensation. He distributed information, which included a comparison of salaries of the FRWDB Executive Director with Executive Directors' salaries from Workforce Boards in California whose budgets, on average, are similar to FRWDB's. After a thorough discussion, the Committee recommended a 15% salary increase, retroactive to the beginning of the Program Year, July 1, 2025.

**AVILA/RIOJAS – APPROVED A 15% INCREASE TO THE EXECUTIVE DIRECTOR'S COMPENSATION, EFFECTIVE JULY 1, 2025. (UNANIMOUS)**

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

There were no items referred to other committees.

11. **Information Sharing**

None.

12. **January 21, 2026, Agenda Items**

None.

13. **Meeting Feedback**

There was no meeting feedback.

Meeting adjourned at 4:07 p.m.