



# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Executive Committee

April 3, 2025

**SPECIAL MEETING**

**SUMMARY MINUTES**

The meeting was called to order at 10:32 a.m.

ROLL CALL: PRESENT – Rodney Branch, Edgar Blunt, Luis Chavez, Carole Goldsmith (arrived 10:37 a.m.), Tyler Maxwell, Dennis Montalbano, Chuck Riojas, Vasili Sotiropulos, and Legal Counsel Craig Armstrong

ABSENT – Stephen Avila, Alisha Morgan, and Lydia Zabrycki

AGENDA CHANGES: None

ABSTENTIONS/RECUSALS/  
DISCLOSURES OF  
POTENTIAL CONFLICTS OF  
INTEREST:

Director Goldsmith – Item #4; Director Riojas – Items #4 and #6

COMMITTEE  
CHAIR/STAFF  
COMMENTS:

Blake Konczal, Executive Director, Fresno Regional Workforce Development Board (FRWDB) welcomed Craig Armstrong, Legal Counsel, Baker, Manock & Jensen. Mr. Armstrong would now replace Ken Price as the FRWDB's Legal Counsel.

PUBLIC COMMENTS: None

Item	Description/Action Taken
1.	<p><b><u>January 15, 2025, Executive Committee Meeting Minutes</u></b></p> <p>Blake Konczal, Executive Director, Fresno Regional Workforce Development Board (FRWDB), presented the January 15, 2025, Executive Committee (Committee) meeting minutes for approval, or correction and approval.</p> <p><b>RIOJAS/SOTIROPULOS – APPROVED THE JANUARY 15, 2025, EXECUTIVE COMMITTEE MEETING MINUTES. (UNANIMOUS)</b></p>
2.	<p><b><u>February 2025 Agency Budget and Expenditures</u></b></p> <p>Cheryl Beierschmitt, Deputy Director Fiscal Services, FRWDB, presented the February 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 there was a slight variance in the Office Expenses and Utilities line items, but overall, the variance was \$605,000 to the good. Mr. Konczal noted that Office Expenses and Utilities were slightly high due to hiring new Project Coordinator staff and the expenses associated with setting up work areas for the new staff.</p> <p><b>RIOJAS/MAXWELL – ACCEPTED THE FEBRUARY 2025 AGENCY BUDGET AND EXPENDITURES. (UNANIMOUS)</b></p>

**3. February 2025 Financial Report**

Ms. Beierschmitt presented the February 2025 Financial Report for the Committee's acceptance. She pointed out that the total grant amount as of the report date was \$58,265,176, and that on average, FRWDB was expending \$2.2 million per month.

She reviewed the grants that were highlighted on the agenda item, which included the Regional Equity and Recovery Partnership (RERP) grant, for which FRWDB staff was working on a modification to move contracted training funds to a pool to expand training opportunities; the Equal Representative in Construction (ERiCA) grant, which was scheduled to end June 30, 2025, and for which FRWDB staff submitted a request for a no-cost extension to December 31, 2025; and the Student Training and Employment Program (STEP), for which FRWDB received the second year funding that goes through December 31, 2025.

Director Goldsmith arrived (10:38 a.m.)

Mr. Konczal noted that the fact the FRWDB was able to deal with funds in a correct and expeditious way was the reason FRWDB had the role of fiscal agent on some large regional grants. He spoke to the last bullet point of the agenda item, the Additional Assistance Grant, noting that these funds were received for Bitwise, and that FRWDB expended less funds than received.

**CHAVEZ/SOTIROPULOS – ACCEPTED THE FEBRUARY 2025 FINANCIAL REPORT (UNANIMOUS)**

**4. High Road Construction Careers – California Community Colleges Chancellor's Office**

Mr. Konczal presented for approval, the allocation of \$781,490 in additional funds under Modification 1 of the High Road Construction Careers – California Community Colleges Chancellor's Office funding for the ValleyBuild program. This modification would fund the Phase 3 Work Experience offered by ValleyBuild, fund an additional cohort with Fresno City College, and fund a cohort of work experience for ValleyBuild alumni. This modification would extend the contract end date to September 30, 2025.

The allocation of these additional funds is contingent upon funding approval by the State Center Community College District.

**MAXWELL/CHAVEZ – APPROVED THE HIGH ROAD CONSTRUCTION CAREERS – CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE ADDITIONAL FUNDING ALLOCATIONS. (UNANIMOUS, WITH RECUSALS NOTED ABOVE)**

**5. Digital Literacy Workshops Contract Award**

Phyllis Stogbauer, Senior Deputy Director, FRWDB, presented for approval a contract award to VR Technical Services to provide digital literacy assessments and in-person workshops. The award would be for the period of April 7, 2025, to June 30, 2025, in the amount of \$13,400, with the option of four (4) annual renewals in an amount not to exceed \$84,000 per annual contract.

Ms. Stogbauer reminded the Committee that in April 2023, FRWDB identified a digital literacy assessment and curriculum to provide targeted digital literacy workshops. In 2024, FRWDB conducted a pilot using the identified curriculum and it was very successful. FRWDB released a Request for Quotes on February 19, 2025, to identify a workshop facilitator. Only one (1) quote was received by the March 13, 2025, deadline. The quote was evaluated and did meet all the required criteria and received the minimum points to be awarded funds. That quote was received by VR Technical Services. Approval of this award would fund one (1) workshop a month through June and then possibly moving to two (2) workshops a month starting in July.

Mr. Konczal noted that the FRWDB was ahead of the curve by running the pilot and now preparing to offer digital literacy workshops. He stated that in the pending reauthorization of the Workforce Innovation and Opportunity Act (WIOA), the federal government is mandating all Workforce Development Boards across the country to assess for digital literacy and offer digital literacy training as part of their regular services to individuals needing those skills. Ms. Stogbauer added that in addition, FRWDB would also conduct post-assessment after completion of training.

**CHAVEZ/SOTIROPULOS – APPROVED THE DIGITAL LITERACY WORKSHOPS CONTRACT AWARD. (UNANIMOUS)**

**6. High Road Construction Careers – Resilient Workforce Fund Contract Awards**

Mr. Konczal presented for the Committee's approval, the reallocation of the High Road Construction Careers Resilient Workforce Fund funding, awarded by the California Workforce Development Board. This modification would allow the FRWDB ValleyBuild to realign costs to meet contractual goals for the Mother Lode region. Mr. Konczal explained that this approval would allow the modifications of previously approved allocations to various contractors and partners, as detailed in the agenda item.

**SOTIROPULOS/CHAVEZ – APPROVED THE HIGH ROAD CONSTRUCTION CAREERS RESILIENT WORKFORCE FUND CONTRACT AWARD REALLOCATIONS. (UNANIMOUS, WITH RECUSAL NOTED ABOVE)**

**7. Local Area Subsequent Designation and Local Board Recertification Application for Program Year 2025-2027**

Ms. Stogbauer presented the Local Area Subsequent Designation and Local Board Recertification Application for the Committee's review and approval. She shared that under the WIOA, Workforce Development Boards were required to be recertified every three (3) years. The Application had been submitted for approval at the Fresno City Council and the Fresno County Board of Supervisors. Upon final approval, the Application will be submitted to the State of California Employment Development Department.

**MAXWELL/RIOJAS – APPROVED THE LOCAL AREA SUBSEQUENT DESIGNATION AND LOCAL BOARD RECERTIFICATION APPLICATION FOR PROGRAM YEAR 2025-2027. (UNANIMOUS)**

**8. America's Job Centers of California Usage Report**

Ms. Stogbauer reported that at the January Executive Committee meeting, Director Chavez asked for a report showing visits to the FRWDB's America's Job Centers of California (AJCCs). She reviewed the April 2024 – March 2025 AJCC Usage Report, which showed the unique client visits per month and the total number of visits to all the FRWDB's AJCCs, broken out by month. She stated that the total number of visits included multiple visits per client. Ms. Stogbauer indicated that the AJCC Usage Report is presented quarterly for both the FRWDB Adult and Youth Councils.

Director Maxwell asked which site had the highest traffic and Ms. Stogbauer stated that the Fresno Metro West location had the most visitors, but that the Fresno Metro East numbers were growing after relocating from Manchester Center 18 months prior. Mr. Konczal noted that there was an annual average of approximately 17,000 visitors to the Fresno Metro West location, with approximately 2.7 visits per visitor annually, equating to over 35,000 visits at that one (1) location over a year.

Director Maxwell asked if FRWDB tracked from where individuals come from. Mr. Konczal indicated that the FRWDB could collect Zip Code information from the access cards clients use

at the AJCCs. Ms. Stogbauer noted that Zip Code information was taken into consideration when relocating the AJCC from Manchester Center. Mr. Konczal stated that FRWDB staff would present geographic demographics information at the next Committee meeting. Chair Blunt then asked how FRWDB ranked among Workforce Development Boards for clients enrolled. Mr. Konczal indicated that FRWDB had the third largest formula budget in the state, enrollment numbers were tied to funding, and that he would gather the ranking information for Chair Blunt.

This was an information item.

**9. Director's Quarterly Update**

FRWDB staff distributed a summary of the Executive Director's activities for the period of January through March 2025.

Mr. Konczal briefly summarized his key activities during the reporting period, which included extensive work with senior staff and the Executive Committee at its retreat. They reviewed the pros and cons of the pending WIOA reauthorization and developed options to present to the full FRWDB once the reauthorization is announced. The goal is to have ready-to-go strategies that minimize disruptions to client services. He also collaborated with senior staff and David Shinder on a strategic plan to optimize FRWDB's organizational performance.

Other activities for this period were: Preparation for a CalFIRE grant to fund forestry activities; meeting with elected officials in Washington DC, primarily about a request to have 4,000 square acres in Stanislaus National Forest designated as a reserve specifically for training and to house and train with heavy equipment; continued work as Chair of the California Workforce Association; and participation in meetings as a new appointee to the US Conference of Mayors Workforce Development Council Board of Trustees. He concluded his report by sharing that there had been a reconfigure of FRWDB staff, allowing Ms. Stogbauer to focus on the planning and implementation of the strategic plan being developed by David Shinder and senior staff.

This was an information item.

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

There were no items referred to other committees.

**12. Information Sharing**

Director Chavez noted that workforce development remained a priority for Fresno County administration. He also mentioned recent budget cuts and anticipated further reductions at the County of Fresno. Mr. Konczal thanked Director Chavez for sharing and indicated that once FRWDB staff received information about the reauthorization and funding, they would bring it to the FRWDB, along with the scenarios discussed at the Executive Committee retreat.

This was a discussion item.

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

None.

**14. Meeting Feedback**

There was no meeting feedback.

Meeting adjourned at 11:19 a.m.