



# FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Executive Committee  
July 16, 2025

## SUMMARY MINUTES

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

ROLL CALL: PRESENT – Stephen Avila, Rodney Branch, Luis Chavez, Carole Goldsmith, Dennis Montalbano, Alisha Morgan, Chuck Riojas, Vasili Sotiropulos, Lydia Zabrycki, and Legal Counsel Craig Armstrong

ABSENT – Edgar Blunt and Tyler Maxwell

AGENDA CHANGES: None

ABSTENTIONS/RECUSALS/  
DISCLOSURES OF  
POTENTIAL CONFLICTS OF  
INTEREST: Director Goldsmith – Item #7

COMMITTEE  
CHAIR/STAFF COMMENTS: None

PUBLIC COMMENTS: None

Item	Description/Action Taken
1.	<p><b><u>April 3, 2025, Executive Committee Special Meeting Minutes</u></b></p> <p>Blake Konczal, Executive Director, Fresno Regional Workforce Development Board (FRWDB), presented the April 3, 2025, Executive Committee (Committee) special meeting minutes for approval, or correction and approval.</p> <p><b>SOTIROPULOS/CHAVEZ – APPROVED THE APRIL 3, 2025, EXECUTIVE COMMITTEE SPECIAL MEETING MINUTES. (UNANIMOUS)</b></p>
2.	<p><b><u>May 2025 Agency Budget and Expenditures</u></b></p> <p>Cheryl Beierschmitt, Deputy Director Fiscal Services, FRWDB, presented the May 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 variance in the Office Expenses line item due to growth in grants and staffing, and a variance in the Rents &amp; Leases line item due to a \$375 monthly lease expenditure for three (3) copiers that was not included in the initial Program Year 2024-2025 agency budget.</p> <p><b>CHAVEZ/SOTIROPULOS – ACCEPTED THE MAY 2025 AGENCY BUDGET AND EXPENDITURES. (UNANIMOUS)</b></p>

3. **May 2025 Financial Report**

Ms. Beierschmitt presented the May 2025 Financial Report for the Committee's acceptance. She reported that current calendar year-to-date expenditures was at \$26 million.

She reviewed the grants that were highlighted on the agenda item. Director Chavez asked how much was projected to be left over from the One Fresno Youth Job Corps grant. Ms. Beierschmitt indicated that \$502,000 was projected for carryover on that grant. Ms. Stogbauer added that because referrals were lower than expected, the City has indicated that they will extend the contract.

Mr. Konczal shared that the FRWDB was pleased to have received a contract from Fresno City College (FCC) and State Center Community College District (SCCCD) related to the ValleyBuild program, and that the recent cohort of ValleyBuild graduates received seven (7) units of community college credit for those classes. Director Riojas added that it was a great cohort, being the first one with FCC/SCCCD, and indicated that the graduation and the facilities were excellent. Mr. Konczal also acknowledged the FRWDB's fiscal staff, under Ms. Beierschmitt's leadership, for their efficiency in processing \$26 million in the first five (5) months of the year.

**RIOJAS/CHAVEZ – ACCEPTED THE MAY 2025 FINANCIAL REPORT (UNANIMOUS)**

4. **Program Year 2025-2026 Agency Budget and Personnel Plan**

Ms. Beierschmitt presented for the Committee's recommendation to the FRWDB, the Program Year (PY) 2025–2026 Agency Budget and Personnel Plan in the amount of \$6,633,619. The estimated total funds available for PY 2025-2026 is \$44,536,406. This amount includes an estimated carryover from PY 2024-2025 of \$5,690,944 and \$18,971,976 in PY 2025-2026 Workforce Innovation and Opportunity Act (WIOA) formula allocations, along with an estimated amount of \$19,873,540 in special grant funding. Ms. Beierschmitt stated that overall, it is estimated that funding will decrease by \$4.7 million from prior year funding.

She reviewed the staff schedule, which reflected an increase in staff for PY 2025-2026 from 51 full-time equivalent (FTE) to 56.5 FTE. The planned staff increases are for discretionary and special project staff who are paid through discretionary and special grant funds, not formula funds. Taxes and Fringe Benefits line items will increase, in addition to the Salary line item. The Office Expense and Rent & Lease line items will also increase due to more office space needed to accommodate the new staff.

**GOLDSMITH/SOTIROPULOS – RECOMMENDED THAT THE FRWDB APPROVE THE PROGRAM YEAR 2025 – 2026 AGENCY BUDGET AND PERSONNEL PLAN. (UNANIMOUS)**

5. **Application to the State of California for Authorization to Provide Direct Client Services**

Mr. Konczal presented for the Committee's recommendation for FRWDB approval, submittal of a formal application to the State of California, requesting authorization for the FRWDB to directly provide client career services.

Mr. Konczal explained that currently, provider (contractor) staff serve formula and grant-funded clients at the America's Job Centers of California (AJCCs). Grant clients are referred to the AJCC for Basic Career Services, which includes career counseling, job readiness workshops, basic skills assessments and referrals for supportive services, among other services. Often, the traditional AJCC delivery model does not allow for the flexibility and innovative approaches that are needed to serve the specialized, grant population. FRWDB would like to create an internal unit to provide these services to the special grants participants.

The Workforce Innovation and Opportunity Act permits local boards to apply to the State for approval to directly provide client services. Upon FRWDB approval of this item, staff will submit an application to the State of California, requesting approval to directly provide client services. Upon the state's approval, FRWDB will request resolutions from the Fresno City Council and the Fresno County Board of Supervisors, with their approvals for FRWDB to provide the client services directly.

**CHAVEZ/RIOJAS – RECOMMENDED THAT THE FRWDB APPROVE THE SUBMITTAL OF AN APPLICATION TO THE STATE OF CALIFORNIA FOR AUTHORIZATION TO PROVIDE DIRECT CLIENT SERVICES. (UNANIMOUS)**

**6. Photocopy Machine Request for Proposals Award**

Phyllis Stogbauer, Senior Deputy Director, FRWDB, presented for approval a five (5)-year lease agreement to UBEO Business Services for photocopy machines for the AJCCs and the FRWDB Administrative office. The total estimated cost for the five (5)-year term is \$229,187.40.

FRWDB staff released a Request for Proposals on May 16, 2025. As of the submission deadline of June 13, 2025, five (5) proposals were received. Three (3) proposals met the minimum qualifications for Phase I of the rating process and were advanced to the Evaluation Phase.

A rating team met and evaluated the three (3) qualified proposals, and based on the evaluation scores, recommended that the lease be awarded to UBEO Business Services.

**CHAVEZ/ZABRYCKI – RECOMMENDED THAT THE FRWDB APPROVE THE PHOTOCOPY MACHINE REQUEST FOR PROPOSALS AWARD. UNANIMOUS)**

**7. High Road Construction Careers – High Road Recovery Partnership Contract Modification**

Ka Xiong, Contracting Manager, FRWDB, presented for the Committee's approval, the reallocation of \$185,000 of High Roads Construction Careers – High Road Recovery Partnership Round 2 grant funding. In December 2023, FRWDB was awarded a grant from the California Community College Foundation to support the ValleyBuild program by: Evaluating one of the regions for college credit for prior learning, and by funding an Apprenticeship Readiness Program Equity Study, focusing on barriers faced by minorities and persons of color when attempting to enter the skills trades. Due to challenges in timing for one of the ValleyBuild regions, the cohort was not ready to be evaluated for prior learning. FRWDB staff is requesting that \$30,000 of the funding currently allocated to the program evaluation sub-contractor, be allocated to Rios Company to enhance and expand the Equity study.

**SOTIROPULOS/RIOJAS – APPROVED THE HIGH ROAD CONSTRUCTION CAREERS – HIGH ROAD RECOVERY PARTNERSHIP CONTRACT MODIFICATION. (UNANIMOUS, WITH RECUSAL NOTED ABOVE)**

**8. Usage Report by Zip Code**

Ms. Stogbauer reported that, at the last meeting, a committee member requested information on the residential zip codes of clients visiting the AJCCs. She distributed a report showing the zip codes of enrolled participants and explained that AJCC staff do not currently collect zip code information from individuals using the resource rooms. She added that FRWDB staff present an AJCC Usage Report to the Adult Council on a quarterly basis, which includes the number of monthly visits to the AJCC resource rooms, and that this report may be expanded to show visits by location. She also noted that she will work with the FRWDB Data Analyst to explore the development of a more comprehensive report on resource room visitors.

Director Chavez asked if the FRWDB is notified when layoffs occur, and if so, had FRWDB received any notifications recently. Ms. Stogbauer indicated that FRWDB does receive notification when employers of more than 50 employees conduct a layoff or closure. Those notifications are called WARNs, standing for Worker Adjustment and Retraining Notification. Martha Espinosa, Deputy Director of Marketing, Grants & Business Initiatives, FRWDB, shared that FRWDB had received a number of WARNs recently from the following employers: Rite Aid, Republic National Distribution, Senior Community Services, Central California Training Center, and AT&T. Garret Lecat is the FRWDB's Rapid Response Coordinator, and is responsible for contacting the impacted businesses and providing them and their employees with information about available services provided by FRWDB and other agencies. Mr. Lecat also works with smaller businesses who are not required to submit a WARN, but who have had to lay off workers.

The was an information item.

**9. Director's Quarterly Update**

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

Mr. Konczal briefly summarized his key activities during the reporting period, which included following up with Congressional staff who he visited while in DC for the National Association of Workforce Boards Conference. A lot of time was spent working with the Executive Committee and senior staff, following budget and WIOA reauthorization changes and the President's Make America Skilled Again proposal.

Other activities for this period were: Work on the CalFIRE grant to expand the forestry program to San Bernardino and Riverside counties and writing narrative answers for the grant application; work on the Hight Road Training Partnership grant application to expand the forestry program to Placer County; closed out duties as Chairman of the California Workforce Association as of June 30; began duties as a new appointee to the US Conference of Mayors Workforce Development Council Board of Trustees, which included attending a meeting in Charlotte, North Carolina; presentations at the California Workforce Association's WorkCon conference in Costa Mesa; continued service as a member of the CART Board of Trustees; and planning and presenting at the FRWDB's all staff training conference at the Fresno Convention Center.

This was an information item.

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

There were no items referred to other committees.

**11. Information Sharing**

Director Chavez shared that at a recent conference in Texas, he attended a presentation where a question came up about a work requirement for services. Mr. Konczal stated that the previous work requirement for Welfare to Work was removed during President Obama's second term. Prior to that change, FRWDB had an active and positive working relationship with the County of Fresno's Welfare to Work program, and that both FRWDB and the County's goals were the same: placement of individuals into unsubsidized employment. He indicated that the FRWDB would like to try it again, especially because the goal of placing individuals into unsubsidized employment would be the same. Director Chavez indicated that he would forward Mr. Konczal the slides from that presentation.

Director Goldsmith shared many are worried about losing federal grants, and one of the most impactful grants that community colleges receive are called TRIO grants. These are upward bound grants that are designed to help people from backgrounds whose families are impoverished and trying to get ahead. She announced that SCCCD secured eight (8) federal TRIO grants, totaling more than \$11 million, the highest number of grants received than any other community college district in the State of California. With these grants, SCCCD's four (4) campuses will be able to continue helping hundreds of individuals and keep their talented staff employed. She acknowledged the assistance provided by Congressmen Fong and Costa in securing the grants.

This was a discussion item.

**12. October 15, 2025, Agenda Items**

None.

**13. Meeting Feedback**

There was no meeting feedback.

Meeting adjourned at 4:07 p.m.