



FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD

Executive Committee
January 21, 2026

SUMMARY MINUTES

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

ROLL CALL: PRESENT – Stephen Avila, Edgar Blunt, Luis Chavez, Dennis Montalbano, Alisha Morgan (arrived at 3:03 p.m.), Chuck Riojas, Vasili Sotiropulos, Lydia Zabrycki, and Legal Counsel Craig Armstrong

ABSENT – Rodney Branch and Tyler Maxwell

AGENDA CHANGES: None

ABSTENTIONS/RECUSALS/
DISCLOSURES OF
POTENTIAL CONFLICTS OF
INTEREST: None

COMMITTEE
CHAIR/STAFF COMMENTS: None

PUBLIC COMMENTS: None

Item	Description/Action Taken
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1. **October 15, 2025, Executive Committee Meeting Minutes**

Blake Konczal, Executive Director, Fresno Regional Workforce Development Board (FRWDB), presented the October 15, 2025, Executive Committee (Committee) meeting minutes for approval, or correction and approval.

RIOJAS/SOTIROPULOS – APPROVED THE OCTOBER 15, 2025, EXECUTIVE COMMITTEE MEETING MINUTES. (UNANIMOUS)

2. **November 2025 Agency Budget and Expenditures**

Cheryl Beierschmitt, Deputy Director Fiscal Services, FRWDB, presented the November 2025 Agency Budget and Expenditures report for the Committee's acceptance. She noted that there was only one (1) negative variance and that was on Line Item #63 Memberships. This variance was due to the California Workforce Association dues were paid upfront at the beginning of the Program Year.

Director Morgan arrived (3:03 p.m.)

There were no questions from the Committee.

RIOJAS/ZABRYCKI – ACCEPTED THE NOVEMBER 2025 AGENCY BUDGET AND EXPENDITURES. (UNANIMOUS)

3. **November 2025 Financial Report**

Ms. Beierschmitt presented the November 2025 Financial Report for the Committee's acceptance. She reviewed the list of grants that had ended, grants that received an extension, and grants that were under modification review with the funders, all of which were detailed in the agenda item. There were no questions from the Committee.

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

4. **Application to State of California Employment Development Department for Direct Adult and Dislocated Worker Career Services Provider**

Mr. Konczal presented for the Committee's approval, the submission of an America's Job Center of California Adult and Dislocated Worker Career Services Provider Request for Approval (application) to the Governor of the State of California, designating the FRWDB as a provider of Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker Career Services in Fresno County; and authorizing the Chair of the FRWDB to sign the application seeking Governor approval.

Mr. Konczal explained that for workforce services, there was a process and a series of steps a client goes through. Those steps included outreach, intake, orientation, assessments, development of an Individual Employment Plan, assignment of a Case Worker, and could include training. In the current PY, FRWDB has a formula funding budget of just over \$25 Million and discretionary grants budget of close to \$35 Million. All clients, whether their services are funded by the formula budget or discretionary grants, must go through the same steps.

The proposed application requests that the FRWDB be designated as the Adult and Dislocated Worker Career Services provider for Fresno County and would include the following roles: 1) Provide Basic Career Services, 2) provide Individualized Career Services, and 3) manage the daily operation of the America's Job Centers of California in coordination with co-located partners.

CHAVEZ/SOTIROPULOS – APPROVED THE APPLICATION TO THE GOVERNOR OF THE STATE OF CALIFORNIA; AUTHORIZED FRWDB CHAIR TO SIGN THE APPLICATION; RECOMMENDED THE FRESNO COUNTY BOARD OF SUPERVISORS AND FRESNO CITY COUNCIL APPROVE THE DESIGNATION OF FRWDB AS A PROVIDER OF ADULT AND DISLOCATED WORKER SERVICES IN FRESNO COUNTY. (UNANIMOUS)

5. **Workforce Innovation and Opportunity Act Adult and Dislocated Worker Services – Local Fresno Regional Workforce Development Board Five-Year Procurement**

Mr. Konczal presented four (4) recommendations for the Committee's approval: 1) Approval of the hybrid service model as detailed in the agenda item attachment; 2) authorization of FRWDB staff to finalize procurement documents consistent with the Scope of Services as outlined in the hybrid service model; 3) authorization of FRWDB staff to release the revised Scope of Services for public comment, and the final Request for Proposals (RFP); and 4) direct FRWDB staff to negotiate and document the Fresno Area Workforce Investment Corporation's operational plan to ensure readiness by July 1, 2026.

Mr. Konczal indicated that the FRWDB would be releasing a Scope of Work for the hybrid model for public comment. If substantive comments were received, FRWDB staff would present them to the Executive Committee for review prior to the final release of the RFP. If not substantive comments were received, FRWDB staff would proceed with releasing the final RFP incorporating the revised Scope of Services.

RIOJAS/AVILA – APPROVED THE FOUR (4) RECOMMENDATIONS AS OUTLINED ABOVE. (UNANIMOUS)

6. High Road Training Partnerships Resilient Workforce Fund – Budget Modification

Beatriz Lopez, Special Projects Manager, FRWDB, presented for the Committee's approval a modification to the High Road Training Partnerships Resilient Workforce Fund grant in the amount of \$165,518.63 for the purpose of reallocating budget line items, as detailed in the agenda item.

Ms. Lopez reported that a budget modification was being requested to reallocate funds from staff salaries and benefits to increase investment in participant training and work experience, and to reallocated funds originally designated for a contract with Sierra Resource Management, which had been rescinded after it was determined they did not have the capacity to meet contractual obligations. Mr. Konczal stated that FRWDB was able to find additional trainers in which to direct the funds that were rescinded.

CHAVEZ/RIOJAS – APPROVED THE HIGH ROAD TRAINING PARTNERSHIPS RESILIENT WORKFORCE FUND GRANT MODIFICATION. (UNANIMOUS)

7. High Road Construction Careers Resilient Workforce Fund Contract Modification

Ashley Matthews, Senior Special Projects Manager, FRWDB, presented for the Committee's approval, the reallocation of the High Road Construction Careers Resilient Workforce funding. Ms. Matthews reported that there were two (2) major changes to the allocations for which she was seeking approval: Redistributing funds from contractors who were not going to be able to spend down their budgets to fund a Multi-Craft Core Curriculum (MC3) Disaster Relief Corps; and at the request of the San Joaquin Workforce Development Board, redistribute some of their funds to their local Building Trades Councils to hold additional ValleyBuild cohorts. Line by line details of the proposed funding redistribution was provided in the agenda item and the Committee had no questions.

CHAVEZ/AVILA – APPROVED THE HIGH ROAD CONSTRUCTION CAREERS RESILIENT WORKFORCE FUND CONTRACT MODIFICATION. (UNANIMOUS)

8. Draft Fresno Regional Workforce Development Board Client Engagement Framework

Mr. Konczal presented the draft FRWDB Client Engagement Framework for the Committee's review. He stated that the Executive Committee had tasked him with developing a method to define and measure FRWDB client engagement. He noted that while state and federal performance data requirements entered into CalJOBS were mandatory and foundational, the FRWDB was not prohibited from establishing its own additional local criteria to improve outcomes and better utilize funds. He explained that earlier identification of client disengagement would allow staff to intervene sooner or exit unresponsive clients and redirect resources to participants who were willing to participate. He clarified that the framework was in draft form and was not being presented for approval, and that feedback would also be sought from contractor staff before finalizing the document.

Mr. Konczal outlined four (4) proposed client status levels: Engaged, At-Risk, Disengaged, and Exit Pending. He stated that easily identifiable criteria for each category was needed and included frequency of communication, appointment attendance, task completion, and timely submission of enrollment documentation. Veronica McAlister, Senior Program Manager, FRWDB, explained that although CalJOBS allowed up to 90 days of inactivity, the proposed framework would classify clients as “Engaged” with contact or documented activity within 21 days, “At-Risk” between 21 and 45 days, “Disengaged” after 45 days with continued outreach attempts, and “Exit Pending” at 60 days without re-engagement. She noted that a visual timeline would be provided to assist case workers and could also be shared with participants to clarify expectations and responsibilities. Director Montalbano stated that providing the visual timeline to participants could help them realize the investment required on their part.

Director Avila asked about follow-up for participants who had obtained employment, to measure the quality of the job placement. Ms. McAlister indicated that FRWDB did conduct follow-up as part of their retention services. Follow up is conducted with participants 90 days after exit and quarterly for one (1) year. Director Sotiropulos asked the method used for the post-exit follow-up. Ms. McAlister indicated emails and phone calls had been used, but that FRWDB had been testing text messaging to participants with good results.

This was an information item.

9. Director’s Quarterly Update

Mr. Konczal distributed a summary of his activities as Executive Director for the period of October through December 2025. He briefly summarized his key activities during the reporting period, which included preparation for the November All Staff Conference. The Conference, which centered on Artificial Intelligence, featured multiple speakers and panels on AI’s impact on workforce. Time was spent planning for possible program modifications in response to the federal Workforce Innovation and Opportunity Act reauthorization. There was a lot of time spent planning for a new local workforce hybrid service model and new client engagement framework.

Additional activities included planning related to the hybrid workforce service model; development of a new client engagement framework; and preparation and submission of multiple grant applications. He also referenced planning for the submission of an internal case management unit Waiver Request to the State of California, which was approved at this meeting. He also focused time on the planning and submission of High Road Training Partnerships modifications.

Mr. Konczal concluded that the majority of his work this quarter focused on securing, maintaining, and planning for current and future funding streams. He offered to answer questions regarding any of the items included in the report.

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 Avila shared that Trillium Flow Technologies had partnered with Fresno Economic Development Corporation and Reedley College on training opportunities for individuals wanting a career in high skills manufacturing technician positions. The first cohort of 12 individuals was underway.

Ms. Espinosa reminded the Committee that the Executive Committee Planning Retreat was scheduled for March 12 – March 14, 2026, and RSVPs should be made to Diane Jensen. Mr. Konczal acknowledged members' busy schedules and emphasized the importance of the Retreat and the items scheduled for discussion. He stated that the retreat would be rescheduled if there were not a sufficient number of RSVPs to attend.

This was an information item.

12. April 15, 2026, Agenda Items

None.

13. Meeting Feedback

There was no meeting feedback.

Meeting adjourned at 4:10 p.m.