ATTACHMENT

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.	**January 21, 2026, Executive Committee Meeting Minutes** 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.	**February 2026 Agency Budget and Expenditures** 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. **<u>Revised Procurement Policy</u>**

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. **<u>Generative Artificial Intelligence Usage Policy</u>**

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. <u>Director's Quarterly Update</u>

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. <u>Referral of Agenda Items to Other Committees</u>

There were no items referred to other committees.

10. <u>Information Sharing</u>

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. <u>July 15, 2026, Agenda Items</u>

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. <u>Meeting Feedback</u>

There was no meeting feedback.

Meeting adjourned at 4:17 p.m.