



Program and Business  
Services Committee Agenda

May 11, 2023  
8:00 A.M.



1600 E. Belle Terrace Bakersfield, CA 93307  
Second Floor Large Conference Room



Kern, Inyo & Mono Workforce Development Board  
Program and Business Services Committee Agenda

May 11, 2023

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**Location:** 1600 E. Belle Terrace – Bakersfield, 2<sup>nd</sup> Floor Conference Room

**Dial In:** (831) 296-3421

**Access Code:** 966 797 075#

**Time:** 8:00 a.m.

**Committee Members:**

Leo Bautista, Chair

Richard Chapman

Aaron Ellis

Nick Hill III

Brian Holt

Linda Parker

Alissa Reed

Jeremy Tobias

Arleana Waller

**Page No.**

**I. Introductions**

**II. Public Comments**

This portion of the meeting is reserved for persons to address the Committee on any matter not on this agenda but under the jurisdiction of the Committee. Committee members may respond briefly to statements made or questions posed. They may ask a question for clarification, make a referral to staff for factual information, or request staff to report back to the Committee at a later meeting. Also, the Committee may take action to direct the staff to place a matter of business on a future agenda. **SPEAKERS ARE LIMITED TO THREE MINUTES.**

**III. New Business**

- 1-2 A. Approval of the February 16, 2023, Meeting Minutes – **Action Item**
- 3-6 B. Preliminary Funding Recommendations for Workforce Innovation and Opportunity Act Adult, Dislocated Worker, and Combined Programs and Services for Program Year 2023-2024 – **Action Item**
- 7-10 C. Preliminary Funding Recommendations for National Farmworker Jobs Program for Program Year 2023-2024 – **Action Item**
- 11 D. Approval of the Two-Year Modification to the Local and Regional Plans for Program Years 2021 – 2024
- 12-13 E. Workforce Development Apprenticeship Program
- F. Director's Report – **Oral Report**
- G. Marketing Presentation – **Oral Report**
- IV. Committee Member Comments**
- V. Miscellaneous Filings**
- 14-15 A. Program and Business Services Committee Attendance Report
- 16 B. Kern, Inyo and Mono Workforce Development Board and Committees' Meeting Schedule for Calendar Year 2023

Disabled individuals who need special assistance to attend or participate in a meeting of the Workforce Development Board may request assistance at Employers' Training Resource, 1600 East Belle Terrace, Bakersfield, California 93307, or by calling (661) 336-6893. Every effort will be made to reasonably accommodate individuals with disabilities by making meeting materials available in alternative formats. Requests for assistance should be made at least three (3) working days in advance whenever possible. All agenda item supporting documentation is available for public review at Employers' Training Resource, 1600 East Belle Terrace, Bakersfield, CA 93307 during regular business hours: 8:00 a.m. - 5:00 p.m., Monday through Friday, following the posting of the agenda. Any supporting documentation that relates to an agenda item for an open session of any regular meeting that is distributed after the agenda is posted and before the meeting will also be available for review at the same location. Please remember to turn all cell phones and all personal mobile devices to silent.

**KERN, INYO & MONO  
WORKFORCE DEVELOPMENT BOARD  
PROGRAM AND BUSINESS SERVICES COMMITTEE  
DISCUSSION AND ACTION ITEMS  
FEBRUARY 16, 2023**

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Members Present: Leo Bautista, Richard Chapman, Nick Hill, Teresa Hitchcock, Brian Holt, Alissa Reed, and Jeremy Tobias.

Members Absent: Linda Parker and Arleana Waller.

Staff Present: Marsha Manos, Gloria Zacarias, Danette Williams, Michael Saltz, Luanne Santos, Aaron Ellis, Anne Meert, Jeremy Shumaker, and Candy Gettman.

Guests Present: Jasmine Rubio.

The meeting was called to order at 8:03 a.m. by Leo Bautista through Microsoft Teams.

\*Unexcused Absence

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**Introductions**

Marsha Manos took a roll call vote of the Committee.

**Public Comments**

There were no public comments.

**Approval of November 10, 2022, Meeting Minutes**

Teresa Hitchcock made a motion to approve the May 12, 2022 meeting minutes. Jeremy Tobias seconded the motion. All ayes. The motion carried.

**High Road Training Partnerships – Resilient Workforce Program Grant**

Michael Saltz informed the committee that Employers' Training Resource would be partnering with the San Joaquin Valley and Associated Counties Regional Planning Unit in applying for the High Road Training Partnerships - Resilient Workforce Program grant. The term of the grant is for 36 months and the RPU intends to see up to \$5.5m for this project. The project plans to focus on quality jobs in the healthcare industry and prioritize the following populations with historical barriers to employment: English Language Learners, Homeless and Housing Insecure, People with Disabilities, Veterans, Youth (ages 18 – 24), and Low-Income Workers. Michael mentioned that this grant is piggybacking on the RERP grant. The grant application is due on April 1, 2023.

**Two-Year Modification to The Local and Regional Plans**

Michael Saltz informed the committee of the Two-Year Modification to the Local Plan, and the Regional Planning Unit (RPU), which is the San Joaquin Valley and Associated Counties, to prepare a Two-Year Modification to the Regional Plan. The San Joaquin Valley and Associated Counties include the counties of Kern, Inyo, Mono, Fresno, Kings, Madera, Merced, San Joaquin, Stanislaus, and Tulare. Each of the two-year modifications to the plans covers Program Years 2021 – 2024 (July 1, 2021, to June 30,

2025) and will be submitted to the California Workforce Development Board on or before the deadline of March 31, 2023. The public comment period started on February 6, 2023, and will end at 5:00 p.m. on March 8, 2023, with various options available for the public to make their comment and there have been no public comments made to either the Two-Year Modification to the Local Plan or the Regional Plan as to date.

### **Director's Report**

Teresa Hitchcock informed the committee that ETR will be applying for a grant specifically to help the Veteran population and the other grant is to help English language learners. Jeremy Shumaker provided the committee with the specifics of those grants.

### **Marketing Presentation**

Danette Williams provided the committee with a report on the activities of ETR's various centers.

### **Committee Member Comments**

Nick Hill informed the committee that on March 29, 2023, KCBCC will be hosting its Best in Business event at CTEC. The committee discussed the opportunity to assist with this event. Richard Chapman discussed with the committee the potential for internships. Nick also announced that their annual gala event has sold out.

### **Miscellaneous Filings**

- A. Program and Business Services Committee Attendance Report
- B. Kern, Inyo and Mono Workforce Development Board and Committees' Meeting Schedule Calendar Year 2023

The meeting was adjourned at 8:45 a.m.



May 11, 2023

Program and Business Services Committee  
Kern, Inyo and Mono  
Workforce Development Board  
1600 E. Belle Terrace  
Bakersfield, CA 93307

**PRELIMINARY FUNDING RECOMMENDATIONS FOR WORKFORCE INNOVATION AND OPPORTUNITY ACT ADULT, DISLOCATED WORKER, AND COMBINED PROGRAMS AND SERVICES FOR PROGRAM YEAR 2023-2024**

Dear Committee Member:

Under the Workforce Innovation and Opportunity Act (WIOA), a Request for Proposals (RFP) is required at least once every four years to procure providers of services. On March 9, 2023, Employers' Training Resource (ETR) issued an RFP to procure certain WIOA Adult, Dislocated Worker, and Combined Programs and Services for Program Year (PY) 2023-2024 (July 1, 2023 through June 30, 2024) for Kern County. Your Workforce Development Board (WDB) authorized the issuance of this RFP at its December 14, 2022 meeting. The RFP targeted the following:

- One WIOA Provider of Career Services at the Delano America's Job Center of California (AJCC) [up to \$350,000], including On-the-Job Training (OJT) operations [up to \$340,000]; and
- Up to Two Providers of Subsidized Adult Work Experience with 15 slots in Delano/Northern Kern County and surrounding areas [up to \$160,000] and 25 slots in Bakersfield [up to \$340,000].

The RFP made available up to \$1,190,000 in funding. Two agencies submitted proposals resulting in one proposal for each of the targeted areas.

Request for Proposals Process

Applicants were required to provide threshold documents, most recent audit/financial statements, proposal narrative (program design and planned approach, capabilities and demonstrated abilities, and performance goals and outcomes), budget and budget justification. Three volunteers reviewed and scored the proposals. All three proposals received passing scores, requested at or below the maximum funding levels identified in the RFP, and are recommended for funding.

## Preliminary Funding Recommendations

Below are the funding recommendations which total \$1,132,727.

### **Provider of Career Services for the Delano AJCC, Including OJT Operations**

- Proteus, Inc. – Provider of Career Services \$307,073; OJT Operations (41 participants) \$327,032

### **Subsidized Work Experience**

- Proteus, Inc. – Delano/Northern Kern County (15 participants) \$158,622
- Kern High School District – Bakersfield (25 participants) \$340,000

In the attachment, each proposal is summarized. The funding recommendations match the funds requested in the three proposals. For your information, the State Employment Development Department (EDD) has yet to release WIOA formula allocations for PY 2023-2024. We hope to have this information by the May 31, 2023 WDB meeting at which final funding recommendations will be presented for approval.

### Notification to Agencies

RFP applicants were provided a copy of this letter and informed of your Committee and Board's meeting dates. Agencies were also provided information on the appeal process.

Therefore, IT IS RECOMMENDED that your Committee recommend that the WDB approve the distribution of \$1,132,727 in PY 2023-2024 WIOA funds, subject to negotiations, funds available, and approval of the Kern County Board of Supervisors, to the following: 1) Proteus, Inc. to provide Career Services at the Delano AJCC, OJTs, and Paid Work Experience in the amount not to exceed \$792,727; and 2) Kern High School District to provide Paid Work Experience in the amount not to exceed \$340,000.

Sincerely,



Aaron Ellis  
Interim Chief Workforce Development Officer

AE:am

Attachment

**ADULT, DISLOCATED WORKER AND COMBINED PROGRAMS  
DESCRIPTION OF PROGRAMS AND SERVICES  
PROGRAM YEAR 2023-2024**

**PROVIDER OF CAREER SERVICES FOR DELANO AJCC AND OJT**

**Proteus, Inc.**

**Provider of Career Services at the Delano America's Job Center of California (AJCC):**

As the current provider of career services at the Delano America's Job Center of California (AJCC), Proteus, Inc. proposes to continue operating the AJCC and providing comprehensive WIOA services to low-income adults, dislocated workers (DW), and agricultural workers. Proposed operation of the AJCC includes overall facilities management such as overseeing maintenance, security, and infrastructure. WIOA service delivery includes all aspects of the AJCC such as outreach and recruitment, greeting customers, registration, resource room access, ETR network partner referrals, orientations, resume writing, job readiness workshops, job search assistance, career counseling, case management, supportive services, direct job placement, entry into unsubsidized employment via On-the-Job Training, Occupational Skills Training, Work Experience, follow-up services, and all other WIOA services as needed. AJCC Adult/DW line staff are Bilingual in English and Spanish. Services will continue to align with Kern County's efforts to invigorate the local economy and improve opportunities for North Kern County residents and enhance their quality of life.

Funding request: \$307,073

***Recommendation: \$307,073***

**On-the-Job Training (OJT):** Proteus, Inc. plans to complete a total of 41 On-the-Job Training (OJT) contracts. Of those, 36 contracts will be at 50 percent reimbursement rate of \$8.00/hour and the other five at a higher hourly reimbursement rate of \$10.50/hour with a goal of either completing a skills upgrade OJT or an OJT in an industry with higher pay and skills. OJTs will be provided in accordance with customer aptitude, goals of the Individual Employment Plan (IEP), and employer needs. Proteus develops and negotiates OJT contracts utilizing our current existing network of employers and provides counseling during and after completion.

Funding request: \$327,032

***Recommendation: \$327,032***

**SUBSIDIZED WORK EXPERIENCE**

**Proteus, Inc.**

Proteus, Inc. proposes to continue providing planned and structured work-based learning opportunities via Work Experience (WEX) to low-income adults, dislocated workers, and

farmworkers. As a current provider of WEX in Kern County, we have developed a solid reputation with local employers and are trusted in these communities. Proteus will serve as the “employer of record” for participants as they learn the skills necessary to secure long-term employment in high-demand and high growth occupations and industries. WEX opportunities will occur in a variety of our already established workplaces that include public, private, or non-profit employers as well as other potential employers established by our Employer Service Representatives (ESRs). Proteus will place customers into employment with a worksite related to the training they received or client skills, which align with locally available industry sectors. WEX will provide participants with the opportunity to attain skills, develop appropriate work habits via a work readiness module and encourage career pathways that will enable them to secure and retain unsubsidized employment and lead to self-sufficiency. Proposed WEX opportunities will continue to be aligned with locally selected industry clusters as stated in the RFP (Energy/Natural Resources; Healthcare; Transportation, Logistics, Manufacturing; and Public Sector Infrastructure - Construction) and other growth industries to meet the current and future needs of area employers. The planned number of participants to be served is 15.

Funding request: \$158,622

***Recommendation: \$158,622***

### **Kern High School District**

The Careers 4 Success (C4S) program is a paid work experience program designed to provide work readiness skills to participants ages 18 and older. The program is intended to help participants gain valuable work experience, build their resumes, and improve their chances of finding long-term employment. The program offers a variety of work placements across a range of occupations and worksites, which are carefully selected based on participants’ English language skills, occupational skills, interests, transportation, and childcare needs. Placements may include positions in industries such as healthcare, hospitality, manufacturing, and customer service. Overall, the Careers 4 Success program is designed to provide participants with a comprehensive and supportive experience that prepares them for success in their chosen career paths. The planned number of participants to be enrolled is 25.

Funding request: \$340,000

***Recommendation: \$340,000***





May 11, 2023

Program and Business Services Committee  
Kern, Inyo and Mono  
Workforce Development Board  
1600 E. Belle Terrace  
Bakersfield, CA 93307

**PRELIMINARY FUNDING RECOMMENDATIONS FOR NATIONAL FARMWORKER JOBS PROGRAM FOR PROGRAM YEAR 2023-2024**

Dear Committee Member:

Employers' Training Resource (ETR) applied for and received Workforce Innovation and Opportunity Act (WIOA) Section 167 National Farmworker Jobs Program (NFJP) grant funding from the U.S. Department of Labor (DOL) for Program Years (PY) 2020-2024. The competitive grant provides career and training services for Kern County migrant and seasonal farmworkers and their dependents for four years (July 1, 2020 – September 30, 2024). Program Year 2023-2024 is the fourth and final year of the four-year grant.

While ETR has not yet received word from the DOL on the grant funding amount for PY 2023-2024, we are proceeding with funding recommendations for year four of the grant. The funding for the current PY 2022-2023 is \$2,475,003, and we anticipate funding for PY 2023-2024 to be comparable. The final funding recommendations may be adjusted prior to the contracts being executed depending on the actual grant funding ETR receives.

Written into the grant application were services provided under contract by partner agencies including the Kern High School District – Farmworker Opportunity Program; Proteus, Inc. – Farmworker Outreach and Placement, and Targeted Work Experience/On-the-Job Training; and California State University, Bakersfield Auxiliary for Sponsored Programs Administration – Migrant Book Assistance Program. A description of these programs, current funding, any changes to the program for PY 2023-2024, and recommended funding levels for PY 2023-2024 is in the attached Funding Recommendations for the National Farmworker Jobs Program for Program Year 2023-2024.

On February 13, 2023, ETR released a "Request for Refunding (RFR) for Year Four Under the WIOA National Farmworker Jobs Program for PY 2023-2024 (July 1, 2023, through September 30, 2024)". The Kern High School District; Proteus, Inc.; and California State University, Bakersfield Auxiliary for Sponsored Programs Administration were eligible for refunding and

*Aaron Ellis - Interim Chief Workforce Development Officer - Employers' Training Resource*

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submitted applications. The RFR was sent to each of the eligible agencies via email and posted on the ETR website.

A committee of ETR staff reviewed the applications in terms of the following:

- Necessity and reasonableness of costs;
- Proposed changes to current program and/or budget;
- Any improvements or changes to the program planned in PY 2023-2024;
- Significant monitoring findings;
- Continued need for the training and/or service;
- Demonstrated success in the provision of services, participant outcomes and goals; and
- Issues or problems reported by ETR staff.

All four of the programs were determined eligible for refunding with the total recommended funding at \$647,071.

As a reminder, while these recommendations are for farmworker-only programs, farmworker clients have access to the full array of programs and services that are available to all other WIOA clients. This includes on-the-job training, vocational training with providers on the Eligible Training Provider List, classroom training, youth services, etc. The PY 2022-2023 enrollment goal for the NFJP is 420 clients, and to date, we have served 431 (102% of goal).

Therefore, IT IS RECOMMENDED, dependent upon the amount of funding ETR receives for the National Farmworker Jobs Program for PY 2023-2024, that your Committee recommend that the Workforce Development Board authorize the distribution of Workforce Innovation and Opportunity Act National Farmworker Jobs Program funds as indicated in the attachment to California State University, Bakersfield Auxiliary for Sponsored Programs Administration in the amount not to exceed \$25,000; to the Kern High School District in the amount not to exceed \$268,960; and to Proteus, Inc. in the amount not to exceed \$353,111, with all awards subject to negotiations, funds available, and approval by the Kern County Board of Supervisors.

Sincerely,



Aaron Ellis  
Interim Chief Workforce Development Officer

AE:jw

**FUNDING RECOMMENDATIONS FOR THE  
NATIONAL FARMWORKER JOBS PROGRAM FOR PROGRAM YEAR 2023-2024**

**CSUB Auxiliary for Sponsored Programs Administration  
Migrant Book Assistance Program**

This program provides outreach and recruitment of National Farmworker Jobs Program (NFJP) students by offering career development supplies, access to career development resources, one-on-one career counseling, and referrals to ETR for supportive services to purchase required books and/or materials. Emphasis is on education until the participant completes college. Clients are referred to ETR for job search assistance prior to graduation.

The number of clients to be served in PY 2022-2023 is 25; for PY 2023-2024 the plan remains at 25.

Changes proposed for PY 2023-2024: Participants will be required to complete mid-term academic progress reports for each course enrolled when low academic outcomes are reported for the preceding semester. In addition, participants will be required to meet one-on-one with the program coordinator and to attend one of the two workshops scheduled during the academic year.

PY 2022-2023 funding - \$25,000  
Recommended PY 2023-2024 funding - \$25,000

**Kern High School District  
Farmworker Opportunity Program**

This program enrolls eligible participants that would benefit from a planned, structured learning experience into paid work experience. Clients who have completed training but lack work experience or are job searching after training are ideal for this activity.

No changes proposed for PY 2023-2024: The number of clients to be served in PY 2022-2023 is 22; for PY 2023-2024 the plan remains at 22.

PY 2022-2023 funding - \$268,960  
Recommended PY 2023-2024 funding - \$268,960

**Proteus, Inc.**  
**Farmworker Outreach and Placement**

This program provides outreach for farmworkers in Northern Kern County and enrolls them into career services and training activities available through ETR and the Delano America's Job Center of California. Placement services include job search assistance, resume preparation, and referrals to job openings.

Changes proposed for PY 2023-2024: In PY 2022-2023 Proteus included the use of a mobile unit for outreach and recruitment; however, the mobile unit is now out of compliance with the California emissions requirement due to the age of the unit. Proteus is proposing to add an additional program support specialist to conduct outreach and recruitment. The budget requested is an increase of \$5,664. Budget adjustments include increases in Staff Salaries and Wages, Indirect Costs, and addition of Supportive Services; decreases in Facility Expense, Supplies & Equipment, Insurance/Bonding/Professional & Special Services, and Travel and Training Expense.

The outreach goal for PY 2022-2023 is 65; for PY 2023-2024 the goal remains at 65.

PY 2022-2023 funding - \$115,659

Recommended PY 2023-2024 funding - \$121,323

**Proteus, Inc.**  
**Targeted Work Experience/On-the-Job Training**

This program provides paid work experience (WEX) and on-the-job training opportunities for farmworkers to enhance their ability to gain employment. This program operates out of the Delano America's Job Center of California.

Changes proposed for PY 2023-2024: The proposed budget is an increase of \$8,083. Budget adjustments include increases in Staff Salaries and Wages, Participant Wages & Fringe Benefits, Employer Reimbursement and Income; and Indirect Costs; decreases in Facility Expense, Supplies & Equipment, Travel and Training Expense, and Insurance/Bonding/Professional & Special Services.

Total number of clients to be served in PY 2022-2023 is 25; for PY 2023-2024 the plan remains at 25.

PY 2022-2023 funding - \$223,705

Recommended PY 2023-2024 funding - \$231,788



May 11, 2023

Program and Business Services Committee  
Kern, Inyo and Mono  
Workforce Development Board  
1600 E. Belle Terrace  
Bakersfield, CA 93307

**APPROVAL OF THE TWO-YEAR MODIFICATION TO THE LOCAL AND REGIONAL PLANS FOR PROGRAM YEARS 2021 - 2024**

Dear Committee Member:

The Workforce Innovation and Opportunity Act (WIOA) required the Local Workforce Development Area, which is the Kern, Inyo, Mono (KIM) Counties Consortium, to prepare a Two-Year Modification to the Local Plan. In addition, WIOA also required the Regional Planning Unit (RPU), which is the San Joaquin Valley and Associated Counties to prepare its Two-Year Modification to the Regional Plan. The San Joaquin Valley and Associated Counties include the counties of Kern, Inyo, Mono, Fresno, Kings, Madera, Merced, San Joaquin, Stanislaus, and Tulare. The purpose of preparing the Two-Year Modification to the Local and Regional Plans is to keep them consistent with the policy direction of the State Plan. The Two-Year Modification to the Local and Regional Plans (collectively referred to as "Plans") covers Program Years (PY) 2021 – 2024 (July 1, 2021 to June 30, 2025).

The Two-Year Modification to the Local and Regional Plans was filed with the California Workforce Development Board (CWDB) by the deadline of March 31, 2023.

The Plans are being reviewed by a team of readers that included representatives from the CWDB, Employment Development Department Regional Advisors, and other state partners, such as the State Board of Education, the California Department of Education, the Department of Rehabilitation, and the Chancellor's Office. Employers' Training Resource has been advised by the CWDB that the evaluations on the Plans will be completed by May 5, 2023, and letters approving or seeking revision(s) to the Two-Year Modification to the Local and/or Regional Plans will be sent to each Local Workforce Development Board on May 12, 2023.

Sincerely,

Aaron Ellis  
Interim Chief Workforce Development Officer

AE:ms

*Aaron Ellis - Interim Chief Workforce Development Officer - Employers' Training Resource*



May 11, 2023

Program and Business Services Committee  
Kern, Inyo and Mono  
Workforce Development Board  
1600 E. Belle Terrace  
Bakersfield, CA 93307

## **WORKFORCE DEVELOPMENT APPRENTICESHIP PROGRAM**

Dear Committee Member:

Employers' Training Resource (ETR), in partnership with the California Workforce Association (CWA) and California State University, Sacramento, College of Continuing Education is having 30 of its staff members participate in the Workforce Development Apprenticeship Program (WDAP). The 30 staff members are from the following ETR divisions: 8 from Administration, 8 from Client Services, and 14 from Employers Services. Unfortunately, 1 participant had to drop out of the program. An additional 3 participants from Garden Pathways, a community-based organization has joined the cohort which started on January 9, 2023. The WDAP is funded under the Chancellor's Office of the California Apprenticeship Initiative. The WDAP was developed to create formalized training that supports regional, state, and national agendas under the Workforce Innovation and Opportunity Act. The WDAP is aimed at strengthening the skills of workforce professionals and providing opportunities for advancement within the Workforce System. The program involves 144 hours of classroom training, which will be held during working hours, and 2080 hours of On-the-Job Training which must be completed within 24 months of the last day of class. Each participant is required to attend every class and pass each course with a grade of "CR".

Nine of the twelve WDAP courses have already been taken by the participants, with the first two held in person and the other six in virtual mode.

The Completed Courses are as follows:

- The Future of Workforce Development
- Facilitation Skills
- Service Excellence
- Career Coaching
- Building High-Performing Teams
- The Art & Science of Leadership

*Aaron Ellis - Interim Chief Workforce Development Officer - Employers' Training Resource*

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- Communicating for Results
- Leading Organizational Change
- Managing Successful Projects

The Remaining Courses are as follows:

- Business Engagement & Sector Strategies
- Relationship Development & Negotiation Skills
- Workforce Development Professional Capstone Presentations

In the last course of the program, participants will demonstrate understanding and application of the content presented in the Workforce Development Professional series through their Capstone project. Participants will deliver a short presentation on a workplace issue or project using the skills and tools gained in the courses. Feedback will be offered, and an Individual Development Plan (IDP) will be created to help further competencies beyond the program.

Based on early discussions, the rules and expectations regarding the Capstone project presentations were set at 1) having a maximum of three participants per group, 2) choosing a topic that had not been presented before, 3) aiming for a topic with potential implementation by the participant's organization, and 4) seeking approval and input from respective supervisors. During the last cohort in 2019 - 2020, past Capstone projects included the following topics: Coordinating Business Engagement; Making Services to Individuals with Disabilities Commonplace; Creating the Resource Room of Today; and Using Mobile Applications to Assist Jobseekers.

Upon the successful completion of the WDAP, including the 2080 hours of On-the-Job Training, each ETR staff member will receive the California State University, Sacramento Workforce Development Professional Certificate issued from the California Apprenticeship Council, which is an industry-recognized credential. In addition, ETR staff will receive an increase in their annual salary of 5%. WDAP will also benefit ETR by providing it with a highly trained workforce with improved customer service. CWA is a partner in the WDAP to ensure the California Workforce Development System has high-quality standards for workforce development professions with consistent and ongoing training for employees at the local workforce development boards.

We will keep your committee advised of any updates regarding the WDAP.

Sincerely,



Aaron Ellis  
Interim Chief Workforce Development Director

AE:ms

| Kern, Inyo & Mono Workforce Development Board PBS Committee Attendance 2023 |             |             |         |         |          |
|---|-------------|-------------|---------|---------|----------|
| P = Present   | U=unexcused | X=Cancelled |         |         |          |
| A = Excused Absence   |             | 2/16/23     | 5/11/23 | 8/31/23 | 11/16/23 |
|   |             |             |         |         |          |
| First   | Last        | PBS         | PBS     | PBS     | PBS      |
| Leo   | Bautista    | P           |         |         |          |
| Richard   | Chapman     | P           |         |         |          |
| Aaron   | Ellis       |             |         |         |          |
| Nick  | Hill III    | P           |         |         |          |
| Brian   | Holt        | P           |         |         |          |
| Teresa  | Hitchcock   | P           | Retired |         |          |
| Linda   | Parker*     | A           |         |         |          |
| Alissa  | Reed        | P           |         |         |          |
| Jeremy  | Tobias      | P           |         |         |          |
| Arleana   | Waller*     | A           |         |         |          |
| *Non-WDB  |             |             |         |         |          |



**Kern, Inyo & Mono Workforce Development Board PBS Committee Attendance 2022**

| P = Present         | U=unexcused | X=Cancelled |         |        |                 |
|---------------------|-------------|-------------|---------|--------|-----------------|
| A = Excused Absence |             | 2/3/22      | 5/12/22 | 9/8/22 | 11/10/22        |
| First               | Last        | PBS         | PBS     | PBS    | PBS             |
| Leo                 | Bautista    | X           | A       | x      | P               |
| Richard             | Chapman     | X           | P       | x      | P               |
| Stacy               | Ferreira    | X           | A       | x      | <b>RESIGNED</b> |
| Nick                | Hill III    | X           | P       | x      | P               |
| Brian               | Holt        | X           | A       | x      | P               |
| Teresa              | Hitchcock   | X           | P       | x      | P               |
| Linda               | Parker*     | X           | P       | x      | P               |
| Alissa              | Reed        | X           | P       | x      | A               |
| Jeremy              | Tobias      | X           | P       | x      | P               |
| Arleana             | Waller*     | X           | P       | x      | A               |
| *Non-WDB            |             |             |         |        |                 |

**KERN, INYO AND MONO  
WORKFORCE DEVELOPMENT BOARD AND  
COMMITTEES' MEETING SCHEDULE  
CALENDAR YEAR 2023**

**Program and Business Services Committee**

America's Job Center of California – Bakersfield, 1600 East Belle Terrace,  
Bakersfield, Second Floor

Thursday, February 16, 2023, 8:00 a.m.  
Thursday, May 11, 2023, 8:00 a.m.  
Thursday, August 31, 2023, 8:00 a.m.  
Thursday, November 16, 2023, 8:00 a.m.

**Youth Committee**

America's Job Center of California – Oildale Affiliate, **1215 Olive Dr. Suite C,  
Bakersfield**

Wednesday, March 1, 2023, 3:00 p.m.  
~~Wednesday, May 17, 2023, 3:00 p.m.~~ **Cancelled**  
Wednesday, September 13, 2023, 3:00 p.m.  
Wednesday, November 29, 2023, 3:00 p.m.

**Executive Committee**

America's Job Center of California – Bakersfield, 1600 East Belle Terrace,  
Bakersfield, Second Floor

Thursday, March 2, 2023, **3:00** p.m.  
Thursday, May 25, 2023, **3:00** p.m.  
Thursday, September 21, 2023, **3:00** p.m.  
Thursday, December 7, 2023, **3:00** p.m.

**Workforce Development Board**

America's Job Center of California – Oildale Affiliate, **1215 Olive Dr. Suite C,  
Bakersfield**

Wednesday, March 8, 2023, 7:00 a.m.  
Wednesday, May 31, 2023, 7:00 a.m.  
Wednesday, October 4, 2023, 7:00 a.m.  
Wednesday, December 13, 2023, 7:00 a.m.