



AGENDA

Program and Business Services Committee

MAY 13, 2021
8:00 A.M.

EMPLOYERS'
TRAINING
RESOURCE

America's Job Center of California -
Bakersfield
Employers' Training Resource
Microsoft Teams
Dial In: (831) 296-3421
Access ID: 668 846 591#

America's **JobCenter**
of CaliforniaSM

**AGENDA
KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD
PROGRAM AND BUSINESS SERVICES COMMITTEE
MAY 13, 2021**

Location: Microsoft Teams
Time: 8:00 A.M.
Teams Meeting: (831) 296-3421
Access Code: 668 846 591#

Committee Members:

Leo Bautista, Chair
Richard Chapman
Stacy Ferreira

Teresa Hitchcock
Diane McClanahan
Alissa Reed

Jeremy Tobias

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**
 - 1-4 A. Approval of February 18, 2021, Meeting Minutes – **Action Item**
 - 5-8 B. Preliminary Funding Recommendations For National Farmworker Jobs Program For Program Year 2021-2022 – **Action Item**
 - 9-17 C. Preliminary Funding Recommendations For Workforce Innovation And Opportunity Act Adult, Dislocated Worker, And Combined Programs And Services For Program Year 2021-2022 – **Action item**
 - 18 D. California Employment Development Department For The National Health Emergency Phase II: Disaster Recovery National Dislocated Worker Grant
 - 19-20 E. Pandemic Waivers Offer Additional Assistance to Employers
 - F. Office Work Readiness and PWEX – **Oral Report**
 - G. Budget Update – **Oral Report**
 - H. Director’s Report – **Oral Report**
 - I. Marketing Presentation – **Oral Report**
- IV. **Committee Member Comments**
- V. **Miscellaneous Filings**
 - 21-22 A. Program and Business Services Committee Attendance Report
 - 23 B. Kern, Inyo and Mono Workforce Development Board and Committees’ Meeting Schedule for Calendar Year 2021

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**KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD
PROGRAM AND BUSINESS SERVICES COMMITTEE
DISCUSSION AND ACTION ITEMS
FEBRUARY 18, 2021**

Members Present: Leo Bautista, Richard Chapman, Stacy Ferreira, Teresa Hitchcock, Diane McClanahan, Alissa Reed, and Jeremy Tobias.

Members Absent: Jim Elrod.

Staff Present: Elaine Basham, Marsha Manos, Aaron Ellis, Anne Meert, Ana Venegas, Diane Contreras, Danette Scarry, Jeremy Shumaker, and Luanne Santos, Candy Gettman.

Guests Present: None.

The meeting was called to order at 8:06 a.m. by Leo Bautista through Microsoft Teams.

*Unexcused Absence

Introductions

Marsha Charles took a roll call vote of the Committee.

Public Comments

There were no public comments.

Approval of November 5, 2020, Meeting Minutes

Jeremy Tobias made a motion to approve the November 5, 2020, meeting minutes. Stacy Ferreira seconded the motion. Marsha Charles took a roll call vote. All ayes. The motion carried.

Workforce Innovation and Opportunity Act Final Performance Results For Program Year 2019

Anne Meert informed the Committee that the State has published the Annual Report for Program Year (PY) 2019, Anne reviewed the official results with Board Members, the comparisons between negotiated performance, actual performance and the percentage of goals achieved. During the last meeting, Anne Reviewed the negotiated goals for Program Year (PY) 2020 the negotiated goals went up significantly. For example, the adult employment rate goal was 66.5% the performance is at 73.2%.

Anne Meert informed the Committee that when the State publishes the Performance Report it includes information for each Workforce Development Area, Anne informed the Committee that the information is included in the packet and she gave a detailed description on pages (7-9) explaining the report. Leo asked if there is a ranking for our WDB against other groups in California, Anne explained that in the past there was a one-

page document where it showed everyone side by side and that what was published. But now it's showed on pages (7-9). Teresa added that many of the negotiated goals for the upcoming year are higher than the goals that were set for the State by the Department of Labor and part of that is because our performance was in the upper half of all Workforce in the State.

Standing Committee Composition

Elaine Basham informed the committee that in order to meet our need for two non-WDB members on the standing committee to the board, which it was discussed last year on combining your committee with the Youth Committee (YC) which was rejected because we did not want to lose any members.

Elaine reminded the committee of the recent resignation, which leaves the committee at eight board members. Four business and four non-business members, the current industry clusters are (1) Energy and Natural Resources, including Renewables; (2) Non-residential and infrastructure construction; (3) Health Care (4) Aerospace and Defense; (5) Manufacturing which includes value-added at Warehousing and Logistics (distribution centers) and Transportation (excluding passenger Transit).

The current business members represent Manufacturing – Petroleum, Health Care and Economic Development. She informed the committee that she reviewed the list and that there are a dozen business members that aren't serving on this committee.

Teresa suggested getting a non-WDB member into the committee, suggesting from the Energy Network including Renewables but a Renewable Energy person. Teresa suggested Linda Parker. Richard Chapman agreed with Teresa's suggestion.

Grants Update

Anne Meert provided an update to the Committee on several grants and Memorandums of Understanding (MOUs). The first grant is (COVID-19) related, it's supportive services and provides \$400 or up to \$800 in total assistance. The grant was to expire on December 31, 2020; however, it has been extended until June 30, 2021.

The Temporary Jobs Program funding with (La Cooperativa) had eight openings available all were filled and the employees were placed with the County (Parks Department). Another grant that is (COVID-19 related), it's attached to the Ridgecrest Earthquake grant it was dated to end March 31, 2021 with plans on requesting an extension.

Additional Assistance Workforce Studies Grant that is tied in with the B3K (Better Bakersfield Boundless Kern Study) was granted an extension through May 30, 2021.

Disability Employment Accelerator Grant recorded that 31 participants have been given employment through this grant. Grant is dated to end March 31, 2021.

The Substance Abuse Program was very successful the first time (ETR) was awarded the grant. ETR has been awarded additional funds, to serve an additional 15 participants

in the drug and alcohol studies program at CalState. Working with La Cooperativa ETR received \$25,000 additional rapid response funds.

Anne Meert informed the committee that the next grants are non-WIOA grants. The first one is an MOU with the Kern County Department of Human Services (DHS), to work with CalFresh and general assistance. Due to COVID-19, it has a slow start due to clients not having access to these services.

Climate Communities Program involves a few partner agencies in the community coming together to determine what the needs are for a particular segment of the community in terms of an area. Anne informed the committee that there are a couple more grants that were not mentioned but are included in the packet. Elaine Basham also added that the TCC grant with the City did a small extension through June 30, 2021 however the Governor's administration still has not put those funds in the budget. Teresa added the B3K project, she reached out to the State and asked to reprogram the funding to end on December 31, 2021, to facilitate additional activities which have been identified as beneficial.

Mexican American Opportunity Foundation Update

Teresa Hitchcock provided an update on the programs at MAOF. ETR and MAOF have a six-month contract that requires MAOF to meet a goal of enrolling 20 participants by December 31, 2020. The enrollment goal was not met, however, there were 8 participants enrolled including 13 participants in various stages of enrollment. A meeting was held with the Executive Committee to take a look at the contract and at what ETR had required in consideration of the impact of (COVID-19), due to MAOF meeting 60 percent of the enrollments required, the Executive Committee did vote to extend the contract through June 30, 2021.

Director's Report

Teresa Hitchcock informed the Committee that ETR is under-enrolled and under-expended and that ETR is only allowed to carry over 20 percent of our funding into the next fiscal year. Teresa explained one of the reasons that ETR is under-enrolled and under-expended is because some of our partner agencies have not been operating during (COVID-19).

Teresa stated that ETR had a lot of money allocated towards work-based learning and work experience. ETR is going out to contract for employer's records services through Career Catalyst which is run by the State Community College Foundation. The goal is to develop work experience sites. ETR already works with the County and has talked with General Services who has several opportunities for participants.

Teresa informed the committee that ETR has been contacted by Bitwise who is running an entrepreneurial program to teach people how to be entrepreneurs in the tech industry, they run it as a work experience program. People go into their site and work on projects receiving tutoring and mentorship through the entire process while working at Bitwise.

Marketing Presentation

Danette Williams provided an update on what the marketing team is currently working on. The Earthquake and Covid-19 grant for the Ridgecrest and Lake Isabella areas have been promoted. Marketing has also been working with Kern Recovers grants with the County and with the non-profit grant, the small business forgivable loan grant, and the PPE Grant all of these grants have ended. The small business forgivable loan program served 937 employers with over 30 million dollars. The non-profit grant offered over 1 million dollars to the non-profit that weren't able to apply for the small business grant. The PPE grant had multiple sites assisting in providing products to employers, 1,900 businesses received PPE 46,000 employees were served 36,000 boxes of masks, 53,000 sanitizers, 53,000 boxes of disinfecting wipes and 35,000 boxes of gloves were given out to our community.

Danette informed the committee that marketing has been working on promoting the Supportive Services Grant that has been extended through June 30, 2021. Anyone that has been affected by (COVID-19) is available to get assistance with housing utilities, transportation, and equipment for teleworking.

Marketing will start promoting the Opioid grant that was received. This program is the Accelerated Drug and Alcohol Studies Certificate program through CalState Bakersfield, there are 15 slots available. This program trains candidates with counseling skills to assist people to overcome addiction. The program is offered in the evenings from 6:00 pm -9:00 pm. Orientation will be held on March 9, 2021. Classes will begin on March 28, 2021.

Marketing is working with Client Services staff to Facebook live stream their Job Squad Forum. Marketing is also finalizing the Annual Report for the program year (2019-2020) results will be shared during our WDB in March. The EPIC Center is getting close to opening and Marketing has been working on their signage, graphics, and new franchise material.

Committee Member Comments

There were no comments

Miscellaneous Filings

The Committee will have an opportunity to review the Program and Business Services Attendance Report, and the Kern, Inyo and Mono Workforce Development Board and Committees' Meeting Schedule for Calendar Year 2021.

The meeting was adjourned at 9:03 a.m.

EMPLOYERS' TRAINING RESOURCE

May 13, 2021

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 2021-2022

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 2021-2022 is the second year of the four-year grant.

While ETR has not yet received word from the DOL on the grant funding amount for PY 2021-2022, we are proceeding with funding recommendations for year two of the grant. The funding for the current PY 2020 is \$2,493,027, and we anticipate funding for PY 2021-2022 to be slightly increased. 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 – Migrant Book Assistance Program. A description of these programs, current funding, any changes to the program for PY 2021-2022, and recommended funding levels for PY 2021-2022 is in the attached Funding Recommendations for the National Farmworker Jobs Program for Program Year 2021-2022.

On March 30, 2021, ETR released a Request for Refunding (RFR) for Year Two Under the WIOA National Farmworker Jobs Program for Program Year 2021-2022 (July 1, 2021 through September 30, 2022). The Kern High School District; Proteus, Inc.; and

California State University, Bakersfield Auxiliary for Sponsored Programs were eligible for refunding and submitted applications.

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;
- Program adaptations made due to COVID-19;
- Any improvements or changes to the program planned in PY 2021;
- 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 \$623,940.

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 2020-2021 enrollment goal for the NFJP is 420 clients, and to date we have served 223 (53% of goal).

Therefore, IT IS RECOMMENDED, dependent upon the amount of funding ETR receives for the NFJP for Program Year 2021-2022, that your Committee recommend that the Workforce Development Board authorize the distribution of WIOA NFJP funds as indicated in the attachment to California State University, Bakersfield 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 \$329,980, with all awards subject to negotiations, funds available, and approval by the Kern County Board of Supervisors.

Sincerely,



Teresa Hitchcock
Assistant County Administrative Officer

TH:jw

Attachment

**FUNDING RECOMMENDATIONS FOR THE
NATIONAL FARMWORKER JOBS PROGRAM FOR PROGRAM YEAR 2021-2022**

**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.

Changes proposed for PY 2021-2022: There will be additional activities to increase college retention and degree completion; current and new students will be contacted over the summer to review academic progress and develop academic progress plans.

PY 2020-2021 funding - \$25,000
Recommended PY 2021-2022 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.

Note: Due to the COVID-19 pandemic, the Kern High School District was unable to provide the services this program year. ETR has been notified that this program should be operational for July 2021. If, however, as of October 1, 2021, the Kern High School District is still unable to provide the services due to the pandemic, ETR will look at rescinding and redirecting funds for this program.

Changes proposed for PY 2021-2022: Fewer clients served due to the increase in minimum wage in January and also the increase in maximum work experience hours from 240 to 320. Number of clients to be served in PY 2020 is 33; for PY 2021 the plan is to serve 22.

PY 2020-2021 funding - \$268,960
Recommended PY 2021-2022 funding - \$268,960

Proteus, Inc.
Farmworker Outreach and Placement

This program reaches 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. The budget for this activity includes use of Proteus' Mobile Employment Center and driver for outreach events in Kern County.

Changes proposed for PY 2021-2022: Budget increase due to staff salaries/benefits and supplies.

PY 2020-2021 funding - \$108,570
 Recommended PY 2021-2022 funding - \$113,980

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 2021-2022: Requested additional funding due to the increase in work experience wages and hours and staff salaries/benefits. Total number of clients to serve was 25 in PY 2020 and for PY 2021 remains at 25.

PY 2020-2021 funding - \$205,854
 Recommended PY 2021-2022 funding - \$216,000

EMPLOYERS' TRAINING RESOURCE

May 13, 2021

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 2021-2022

Dear Committee Member:

Under the Workforce Innovation and Opportunity Act (WIOA), a full Request for Proposals (RFP) is required at least once every four years to procure providers of services. On March 19, 2019, Employers' Training Resource (ETR) issued an RFP to procure WIOA Adult, Dislocated Worker, and combined programs and services for Program Year (PY) 2019-2020 for Kern County. The RFP stated, "upon approval of the Workforce Development Board (WDB), funded programs may be eligible for refunding for up to three subsequent program years before another RFP is issued." Your WDB approved the continued use of the Request for Refunding (RFR) process for PY 2021-2022 (July 1, 2021 through June 30, 2022), year two under the RFP, at its December 9, 2020 meeting. The RFR was issued on March 25, 2021 to three agencies representing six programs and services.

Request for Refunding Process

Keeping in mind that currently funded programs and services were already thoroughly evaluated by members of the WDB and other non-ETR staff during the RFP review, the abbreviated RFR application requires applicants to provide updated threshold documents, descriptions of any proposed changes, PY 2021-2022 participant goals and proposed budgets. The RFR also recognized the impact of the COVID-19 pandemic on service delivery noting that some programs were not able to fully operate or had to adjust in order to comply with COVID-19 guidelines. Agencies were asked to address this in their application.

Applications were reviewed by a committee of ETR staff in terms of the following:

- necessity and reasonableness of costs;
- proposed changes to current program and/or budget, including COVID-19 pandemic adaptations;

- 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.

Programs were either recommended for refunding, recommended for refunding with changes, or not recommended. Funding levels were also determined for your consideration.

RFR Programs and Services

RFR applications were received for the following six programs and services:

PROVIDER OF CAREER SERVICES FOR DELANO AJCC AND ON-THE-JOB TRAINING (OJT)

- Proteus, Inc. - Provider of Career Services
- Proteus, Inc. – OJT

PAID WORK EXPERIENCE

- Proteus, Inc.
- Kern High School District

CONTRACTED TRAINING

- Proteus, Inc. - Office Automation Training
- Mexican American Opportunity Foundation - Bookkeeping Training

Training programs were required to be current on the state's Eligible Training Provider List (ETPL) and be in good standing.

Attachment A – Descriptions of Programs and Services provides a description of each program, any proposed program and/or budget changes, and the recommendation. Attachment B – Preliminary Funding Recommendations include enrollment and budget comparisons.

Preliminary Funding Recommendations

The State has yet to release WIOA formula allocations for PY 2021-2022 for the Workforce Development Areas (WDAs). Using last year's allocation as a guide, the Kern, Inyo and Mono Counties PY 2020-2021 Adult and Dislocated Worker allocations totaled \$10,615,455.

A total of \$1,437,046 is being recommended at this time (Attachment B) for consideration by your Committee. In order to meet the 30 percent training expenditure requirement for Adult and Dislocated Worker funds, and assuming ETR meets the maximum leveraging amount of 10 percent, approximately \$2,123,091 of Adult and Dislocated Worker funds will need to be spent on training -- contracted training, Individual Training Accounts (ITAs), classroom training accessed through the ETPL, and OJT contracts with employers. With

the recommended training funding of \$413,920 (Bookkeeping's \$320,000 and OJT's employer reimbursement of \$93,920), that leaves a minimum of \$1,709,171 available for ITAs and OJTs.

Significant Recommendations

Several significant recommendations are noted below:

- The **Kern High School District's Paid Work Experience** program (Careers 4 Success) was unable to operate due to liability (i.e., workers' compensation) concerns brought upon by COVID-19. According to the District's application, worksite agreements are being updated so that when the restrictions are no longer in place, then the work experience program can resume quickly. The Review Committee is recommending that should the District not resume this program by the end of the first quarter (September 30, 2021), that the agreement be terminated and the funds be reallocated where needed.
- **Proteus' Office Automation Program** was removed from the ETPL by the Tulare Workforce Development Board. As a result, ETR cannot use WIOA funds for the training. However, should this program be reinstated on the ETPL, ETR would be able to refer clients under an ITA and pay on a per-participant basis.
- **Proteus' On-the-Job Training Program** - If the state approves a 2021-2022 COVID waiver request for small business (50 or less employees) to be reimbursed up to ninety percent for an OJT on or about July 1, 2021, this funding recommendation may be revisited.
- The **Mexican American Opportunity Foundation's Bookkeeping** program was recommended for six-months only funding for PY 2020-2021 and converted to the ITA model beginning January 1, 2021. MAOF filed an appeal which was denied by the Executive Committee of the Workforce Development Board but heard by the Kern County Board of Supervisors on July 14, 2020 and on August 18, 2020. ETR agreed to the six-month model with an 80% enrollment metric with the ability of the program to be "refunded" for another six months should the metric be met. The metric was not met by December 31, 2020; however, due to unprecedented business and school closures, stay-at-home orders, and fear of contracting COVID, fewer clients accessed local WIOA services during the pandemic resulting in fewer new enrollments in all programs. Your Workforce Development Board approved the agreement be refunded for an additional six months through June 30, 2021.

In its RFR application, MAOF requested an increase of \$80,000 for the Bookkeeping program. The budget justification states "between the increase in the lease payments and the increased janitorial costs, our facilities costs have increased by \$25,000." In

addition, MAOF is requesting the addition of an Outreach/Marketing position with overall staff salaries/benefits increasing \$52,697 and marketing materials of \$5,000.

Per ETR's August 18, 2020 letter to the Kern County Board of Supervisors, it is the agencies responsibility to fill classes. "MAOF has been told that due to customer choice, ETR is not responsible for filling seats but will promote the programs through orientations and general advertising campaigns. With fewer clients choosing MAOF's program, and with more training options being made available, and especially under the current economic conditions that have been exacerbated by COVID-19, it is not prudent nor fiscally responsible for ETR to pay for entire classes which are not filled." Since July 1, 2021, there have been nine (9) new enrollments in the Bookkeeping program despite ETR receiving 76 total referrals from MAOF between September 2020 and today. The enrollment goal for the year is 50 (80% enrollment metric is 40). In addition, it is estimated that ETR paid \$21,000 to promote MAOF's Bookkeeping program during this program year. The 25% increase in funding is not recommended and maintaining the 80% enrollment metric for continuing to operate under a reimbursement contract is recommended.

Notification to Agencies

RFR applicants were provided a copy of this letter and informed of today's meeting as well as the WDB's meeting on June 9, 2021, where the final funding recommendations will be acted upon. Agencies were also provided information on the appeal process.

Therefore, IT IS RECOMMENDED that your Committee recommend that the WDB approve the distribution of \$1,437,046 in PY 2021-2022 WIOA funds as indicated in Attachment B 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 \$784,503; 2) Kern High School District to provide Paid Work Experience in the amount not to exceed \$332,543; and 3) Mexican American Opportunity Foundation to provide a Bookkeeping Training program in an amount not to exceed \$320,000; and with awards subject to negotiations, enrollment metric and additional conditions stated above, funds available and approval of the Kern County Board of Supervisors.

Sincerely,



Teresa Hitchcock
Assistant County Administrative Officer

Attachments:

- A) Description of Programs and Services
- B) Preliminary Funding Recommendations

**ADULT, DISLOCATED WORKER AND COMBINED PROGRAMS
DESCRIPTION OF PROGRAMS AND SERVICES
Program Year 2021-2022**

PROVIDER OF CAREER SERVICES FOR DELANO AJCC AND OJT

Proteus, Inc.:

- 1. Provider of Career Services at the Delano America's Job Center of California (AJCC):** At the Delano AJCC, Proteus, Inc. currently provides comprehensive facilities management, reception/greeting, WIOA registration, resource room coverage, service referrals, job referrals, resume writing, provision of job readiness workshops/Job Club, administration of typing tests, orientation to AJCC services, outreach and recruitment, case management, direct placement, follow-up and other services. Agency estimates enrolling 93 clients. Funding request: \$327,966

Proposed Program Changes: With COVID vaccine access, Proteus expects the Delano AJCC to fully reopen which will increase resource room traffic and increase enrollments. Applicant detailed COVID changes such as safety measures, in-person by appointment only, using Career Hub, Zoom, DocuSign, increased use of text and phone calls, and social media outreach.

Proposed Budget Changes: Increased by \$27,966 (9%) due to rising costs for salary step and subsequent indirect changes, facility expense, supplies and equipment including Career Hub, job development travel, and Insurance/Bonding/Professional Costs based on an analysis of the actual costs over the last year.

Recommendation: Recommended for refunding for \$327,966.

- 2. On-The-Job Training (OJT):** Proteus provides OJTs to clients through the Delano AJCC. This activity provides occupational training by an employer to a participant while the participant gains the knowledge and skills essential to fully and adequately perform the job. Up to fifty* percent of the wage rate of the participant may be reimbursed to the employer by the agency. Funding request: \$340,000

*If the state approves a 2021-2022 COVID waiver for small business (50 or less employees) to be reimbursed up to ninety percent for an OJT on or about July 1, 2021, this funding recommendation may be revisited.

Proposed Program Changes: With COVID vaccine access, in addition to existing employer-partners relationships, Proteus expects more OJT access as businesses reopen. Due to the increases in annual minimum wage, increase in training hours, more OJT upgrades, increased agency costs, agency estimates a reduction in clients served from 41 to 39.

Proposed Budget Changes: Increased by \$15,000 (\$4%) due to January 2022 annual minimum wage increasing employer reimbursement costs, rising costs for salary/indirect, facility, supplies and equipment, and travel.

Recommendation: *Recommended for refunding for \$340,000.*

SUBSIDIZED WORK EXPERIENCE

1. Proteus, Inc.:

Proteus provides paid Work Experience opportunities that are planned, structured learning experiences. Paid work experience gives nine participants the opportunity to attain skills and develop appropriate work habits that will enable them to secure and retain unsubsidized employment and become self-sufficient. Proteus is the employer of record and provides wages, workers' compensation, liability insurance, case management and payroll services. Clients also learn soft-skills necessary to secure long-term employment. Hours are limited to 320, and clients are paid minimum wage. Funding request: \$116,537

Proposed Program Changes: With COVID vaccine access, in addition to existing employer-partners relationships, Proteus expects more access as businesses reopen. Due to the increases in annual minimum wage, increase in work experience hours, increased agency costs, agency will reduce clients served from ten to nine.

Proposed Budget Changes: Increased by \$6,537 (5%) due to rising costs for salary/indirect, facility, supplies and equipment, and travel. There is a slight decrease to funding for participant wages of \$37,471 (PY 2020-2021) to \$36,360 (PY 2021-2022) to serve one less client.

Recommendation: *Recommended for refunding for \$116,537.*

2. Kern High School District:

The Kern High School District (KHSD) Careers 4 Success program provides subsidized work experience to participants coming out of training and those who can benefit from a work experience environment. Participants also receive some work readiness instruction to increase the likelihood of obtaining unsubsidized employment. KHSD is the employer of record and provides wages, workers' compensation, liability insurance, case management and payroll services. Hours are limited to 320, and clients are paid minimum wage. Funding request: \$332,543

Proposed Program Changes: The number of clients to be served will be reduced from 42 to 29.

Proposed Budget Changes: None.

Recommendation: *Recommended for refunding with changes for \$332,543. If the KHSD is unable to resume offering work experience by the end of the first*

quarter (September 30, 2021), the agreement will be terminated and the funds reallocated as needed.

CONTRACTED TRAINING

[Note: Existing contracted classroom training providers were advised to justify, in detail, why the cost of purchasing the entire class versus paying tuition per single client presents the greatest value to the WDB. All providers of training services must be current on the state's Eligible Training Provider List (ETPL) and be in good standing.]

1. **Proteus, Inc.:** The **Office Automation** class includes 14 weeks of classroom training and a four-week externship. During the training, students have the opportunity to acquire necessary basic skills to obtain employment in a general office position.

Proposed Program Changes: Training has been via remote learning; however, currently classes are held with safety measures in place in addition to reduced class size. COVID safety measures remain in place until lifted by the state. The instructor took on-line courses to improve the provision of remote learning. Our school has applied for on-line learning approval and if authorized would provide this in addition to classroom training.

Program Year 2020-2021 Funding: \$99,700

Proposed Program Year 2021-2022: \$107,370 (7% increase)

Recommendation: *This program was removed from the ETPL by the Tulare Workforce Development Board. As such, ETR cannot use WIOA funds to pay for clients to attend. Should the program be reinstated on the list, ETR may refer clients using the Individual Training Account (ITA) model and pay on a per-participant basis.*

2. **Mexican American Opportunity Foundation:** MAOF's open entry/open exit **Bookkeeping/Accounting** training prepares students for entry level positions in Financial Services. The focus is on basic accounting practices and procedures. Students also learn payroll preparation, accounts payable, accounts receivable, income tax preparation and the various systems in use. The program length is seven months (760 hours) which consists of classroom training and a 160-hour non-paid externship.

Proposed Program Changes: MAOF received a grant to purchase laptops for students to use in order to provide remote services due to COVID. Students have the choice of working primarily from home with regularly scheduled appointment with their instructor or they can attend class daily. Applicant is considering continuing to offer this hybrid program in order to meet potential student's conflicting schedules. Also, an outreach/marketing staff position (as well as funds for outreach/recruiting) was requested to ensure sufficient enrollments. Agency also states that it is now responsible for janitorial costs. The facilities cost increase is \$25,000.

Program Year 2020-2021 Funding: \$320,000
Proposed Program Year 2021-2022: \$400,000 (25% increase)

Note: This program is on the State's Eligible Training Provider List under MAOF Skill Center – Bakersfield. The program is listed as Bookkeeping/Accounting – a measurable skills gain leading to a credential. The cost is \$5,000, and the course is seven months.

Recommendation: Recommended for refunding with changes for \$320,000. The agency will need to meet an 80% enrollment metric to continue to be considered for a reimbursement contract in the future. The 25% cost increase is excessive and is not recommended. ETR has a marketing department that promotes all AJCC programs, and targeted advertising specifically for the Bookkeeping program for the current year has cost ETR \$21,000. MAOF is accredited to enroll non-WIOA clients and to charge those clients tuition. It is recommended that MAOF look for other funding sources to leverage its facilities costs.

As has been publicly stated, it is ETR's preference to fund this class as an ITA and pay on a per-participant basis. Due to customer choice, ETR cannot guarantee enrollments. Currently, the class has nine new enrollments with an enrollment goal of 50 (18% of goal) and current cost per participant of \$17,865.

**PRELIMINARY FUNDING RECOMMENDATIONS
Program Year 2021-2022**

ACTIVITY/AGENCY	PARTICIPANTS			PY 2020-2021 CONTRACT	PY 2021-2022 REQUEST	PY 2021-2022 RECOMMENDED
	Enrollments PY 2020-2021 Thru March 2021	Contracted Enrollments PY 2020-2021	Requested Enrollments PY 2021-2022			
Provider of Career Services for Delano AJCC						
Proteus, Inc. – AJCC Services	All Visitors to the Delano AJCC will be served			\$300,000	\$327,966 (9% increase)	\$327,966
Proteus, Inc. – On-the-Job Training	26	41	39	\$325,000	\$340,000 (4% increase)	\$340,000
Subtotal				\$625,000	\$667,966	\$667,966
Paid Work Experience						
Proteus, Inc.	8	10	9	\$110,600	\$116,537 (5% increase)	\$116,537
Kern High School District	0	42	29	\$332,543	\$332,543 (0% increase)	\$332,543
Subtotal				\$443,143	\$449,080	\$449,080
Contracted Training						
Proteus, Inc. – Office Automation	5 (Stopped enrolling when removed from the ETPL)	25	12	\$99,700 (via two 6-month agreements)	\$107,370 (7% increase)	\$0 - ineligible Removed from the ETPL by Tulare County
Mexican American Opportunity Foundation - Bookkeeping	9	50	60	\$320,000 (via two 6-month agreements)	\$400,000 (25% increase)	\$320,000 (50 enrollments)
Subtotal				\$419,700	\$507,370	\$320,000
TOTAL				\$1,487,843	\$1,624,416	\$1,437,046

ETPL – State's Eligible Training Provider List

EMPLOYERS' TRAINING RESOURCE

May 13, 2021

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

CALIFORNIA EMPLOYMENT DEVELOPMENT DEPARTMENT FOR THE NATIONAL HEALTH EMERGENCY PHASE II: DISASTER RECOVERY NATIONAL DISLOCATED WORKER GRANT

Dear Committee Member:

On September 20, 2018, Employers' Training Resource (ETR), in partnership with Merced County Workforce Investment (MCWI), applied from the California Employment Development Department (EDD) to operate the National Health Emergency Phase II: Disaster Recovery National Dislocated Worker Grant (2018 Phase II Opioid NDWG). MCWI was the administrator of the Grant. The grant provided employment and training services, including supportive services in the accelerated Drug and Alcohol Studies Certificate Program (DASP) operated through California State University, Bakersfield, Extended Education and Global Outreach (CSUB). The accelerated program was reduced from 18 months to 12 months. ETR enrolled 12 participants and 9 of them completed the training and found private and public sector employment in the drug and alcohol counseling field.

In December 2020, EDD notified MCWI that due to the successful implementation of the grant by ETR, EDD requested that ETR enroll an additional cohort of up to 15 participants into Phase 2 of the 2018 Phase II Opioid NDWG. The grant will award ETR the sum of \$364,400.48 to implement the program. ETR has enrolled 10 participants into the accelerated DASP at CSUB. The grant will end on March 31, 2022. The DASP provides professional and educational training in the treatment of addiction and fulfilled the educational requirements for testing for the California Consortium of Addiction Programs and Professionals (CCAPP) Certification as a licensed Alcohol and Drug Addiction Counselor.

We will keep your Committee advised of any updates regarding Phase 2 of the 2018 Phase II Opioid NDWG.

Sincerely,



Teresa Hitchcock
Assistant County Administrative Officer

TH:ms

EMPLOYERS' TRAINING RESOURCE

May 13, 2021

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

PANDEMIC WAIVERS OFFER ADDITIONAL ASSISTANCE TO EMPLOYERS

Dear Committee Member:

The Workforce Innovation and Opportunity Act (WIOA) offers a variety of work-based learning approaches such as on-the-job training (OJT), internships, paid work experience, incumbent worker training, and training via Transitional Jobs. All work-based learning can be utilized to increase the workforce competitiveness of employees and businesses.

Under WIOA's OJT, Local Boards may reimburse an employer up to 50 percent of the wage rate of a participant for the extraordinary costs of providing training, additional supervision related to the training, and its resultant effect on productivity. Additionally, Local Boards may use up to 10 percent of their combined WIOA Title I Adult and Dislocated Worker formula funds for the provision of work-based training via Transitional Jobs. California requires that Local Boards expend 30 percent of those allocations on training services. Paid work experience is an Individualized Career Service whose cost cannot be counted towards the training expenditure minimum. Per Workforce Services Directory (WSD) 18-10, Transitional Jobs are an eligible training expenditure.

In order to provide Local Boards with additional flexibility when assisting those affected by the COVID-19 pandemic, the State requested and received from the U.S. Department of Labor two WIOA waivers for work-based training: (1) one waiver allows up to a 90 percent reimbursement of OJT costs for businesses with 50 or fewer employees; and (2) a waiver that allows up to 30 percent of WIOA Title I Adult and Dislocated Worker local formula funds to be used for the provision of Transitional Jobs.

The waivers are effective for Program Year 2021-2022 (July 1, 2021 through June 30, 2022). Per draft directive WSDD-224 issued March 24, 2021, Local Boards choosing to expand options in their employer "toolbox" must submit two separate applications for waivers by Monday, May 31, 2021.

The majority of businesses in California are small businesses, which have drastically modified their service-delivery methods and procedures to adapt to the pandemic. The OJT waiver would allow your Board to provide additional relief to small businesses that may be more risk-averse when it comes to hiring and training new employees during this time of economic instability.

Utilizing Transitional Jobs placements could be a critical service delivery strategy, especially for participants with significant barriers to employment who are struggling to attach or re-attach to the labor market and to gain both income and work experience. It is currently estimated that 24 percent of workers that lost jobs due to the pandemic have been unemployed for 52 or more weeks.

Work-based training via Transitional Jobs provides time-limited work experience, which is wage-paid and subsidized. Jobs can be in the public, private, or non-profit sectors. Eligibility for Transitional Jobs is defined as individuals with barriers to employment who are (1) chronically unemployed or (2) have inconsistent work history, as determined by the Local Board. These jobs are designed to enable an individual to establish a work history, demonstrate work success in an employee-employer relationship, and develop the skills that lead to unsubsidized employment.

These two types of work-based learning waivers allow your Board flexibility in addressing current workforce needs. Other Local Boards in the Central California Workforce Collaborative (CCWC) have indicated they will apply for both waivers. Staff will research and draft a Transitional Jobs policy bulletin for your Board to approve. When the final directive is issued, staff will be requesting that your Board authorize the submission of both waiver applications.

We will continue to keep your committee informed regarding this.

Sincerely,



Teresa Hitchcock
Assistant County Administrative Officer

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Kern, Inyo & Mono Workforce Development Board PBS Committee Attendance 2021

P = Present	U=unexcused	X=Cancelled			
A = Excused Absence					
		2/18/21	5/13/21	9/16/21	11/18/21
First	Last	PBS	PBS	PBS	PBS
Leo	Bautista	P			
Richard	Chapman	P			
Jim	Elrod	A	Resigned 5/1/21		
Stacy	Ferreira	P			
Teresa	Hitchcock	P			
Diane	McClanahan	P			
Alissa	Reed	P			
Jeremy	Tobias	P			

Kern, Inyo & Mono Workforce Development Board PBS Committee Attendance 2020 Qtr 1					
P = Present	U=unexcused	X=Cancelled			
A = Excused Absence					
Member		2/6/20	5/21/20	8/6/20	11/5/20
First	Last	PBS	PBS	PBS	PBS
Leo	Bautista	P	P	P	P
Richard	Chapman	P	A	P	P
Eric	Cooper	A	U	A	U
Jim	Elrod	P	A	P	P
Stacy	Ferreira	A	P	P	P
Teresa	Hitchcock	P	P	P	P
Diane	McClanahan	P	P	P	P
Ali	Morris	U	Resigned 2/28/20		
Alissa	Reed	P	P	P	P
Jeremy	Tobias	P	P	P	P
*Non-WDB					

**DRAFT KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD AND
COMMITTEES' MEETING SCHEDULE
CALENDAR YEAR 2021**

Program and Business Services Committee

*America's Job Center of California – Bakersfield, 1600 East Belle Terrace, Bakersfield, 2nd Floor

Thursday, February 18, 2021, 8 a.m.
Thursday, May 13, 2021, 8 a.m.
Thursday, September 16, 2021, 8 a.m.
Thursday, November 18, 2021, 8 a.m.

Youth Committee

*America's Job Center of California – Oildale Affiliate, 1129 Olive Drive, Bakersfield

Wednesday, February 24, 2021, 3 p.m.
Wednesday, May 19, 2021, 3 p.m.
Wednesday, September 22, 2021, 3 p.m.
Wednesday, December 1, 2021, 3 p.m.

Executive Committee

*America's Job Center of California – Bakersfield, 1600 East Belle Terrace, Bakersfield, 2nd Floor

Thursday, February 11, 2021, 4 p.m. Special Session
Thursday, March 4, 2021, 4 p.m.
Tuesday, April 20, 2021, 2 p.m. Special Session
Thursday, May 27, 2021, 4 p.m.
Thursday, September 30, 2021, 4 p.m.
Thursday, December 9, 2021, 4 p.m.

Workforce Development Board

*International Brotherhood of Electrical Workers, 3921 North Sillect Avenue, Bakersfield

Wednesday, March 17, 2021, 7 a.m.
Wednesday, June 9, 2021, 7 a.m.
Wednesday, October 6, 2021, 7 a.m.
Wednesday, December 15, 2021, 7 a.m.

**Due to COVID-19, all meetings will take place virtually until further notice.*