



# AGENDA

## YOUTH COMMITTEE

FEBRUARY 16, 2022

3:00 P.M.

**AGENDA  
KERN, INYO AND MONO  
WORKFORCE DEVELOPMENT BOARD  
YOUTH COMMITTEE  
FEBRUARY 16, 2022**

**Location:** Microsoft Teams  
**Time:** 3:00 pm.  
**Dian In:** (831) 296-3421  
**Access Code:** 950 521 990#

**Committee Members:**

Norma Rojas-Mora, Chair	Karine Kanikkeberg	Greg Terry
Dale Countryman	Clare Pagnini	David Villarino
Teresa Hitchcock	Leticia Perez	Todd Yopez
Ian Journey	Jayme Stuart	

**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. Resolution Authorizing The Youth Committee To Conduct Remote Teleconference Meetings – **Action Item**
  - 5-7 B. Approval of the December 1, 2021, Meeting Minutes – **Action Item**
  - 8 C. Standing Committee Composition – **Action Item**
  - 9 D. Update On The Request For Refunding For Workforce Innovation And Opportunity Act Youth Programs For Program Year 2022-23 And On The Request For Proposal For Workforce Innovation And Opportunity Act Additional Youth Services
  - 10 E. Youth Agency Quarterly Projection Update
  - F. EPIC Center Update
- IV. **Committee Member Comments**
- V. **Miscellaneous Filings**
  - 11 A. Status of Youth Subgrantee Monitoring Reports
  - 12 B. Youth Committee Attendance Report
  - 13 C. Kern, Inyo and Mono Workforce Development Board and Committees' Meeting Schedule for Calendar Year 2022

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# EMPLOYERS' TRAINING RESOURCE

February 16, 2022

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

## **RESOLUTION AUTHORIZING THE WORKFORCE DEVELOPMENT BOARD'S YOUTH COMMITTEE TO CONDUCT REMOTE TELECONFERENCE MEETINGS**

Dear Committee Member:

As required by the Ralph M. Brown Act, the Kern, Inyo and Mono (KIM) Workforce Development Board and its subcommittees meetings must be open and public, so that any member of the public may attend, participate, and view the legislative body conducting their business. As you know the Governor of California declared a state of emergency on March 4, 2020, due to the COVID-19 pandemic. Subsequently, local legislative bodies or state bodies were authorized to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public.

Although the state of emergency has not been lifted, in June of 2021 the Governor continued the waiver in a new order; however, the waiver had an expiration date. Moving forward, local bodies may pass a resolution to continue the remote meetings.

Under State and Local code, if officials have imposed or recommended measures that promote social (physical) distancing related to COVID-19 prevention, the Board may adopt a resolution that extends the time during which meetings may continue to be conducted via teleconference. The resolution must be addressed, and if still needed, be renewed every 30 days. The recent Board resolution granting remote meetings expired on January 1, 2022, and since the Board does not meet again until March 30, 2022, County Counsel has advised staff that each committee needs to enact its own Remote Meeting Resolution.

Therefore, IT IS RECOMMENDED that your Committee adopt the attached 30-day resolution from February 16, 2022 through March 17, 2022.

Sincerely,



Teresa Hitchcock  
Assistant County Administrative Officer

TH:eb

Attachment



1 not rescind the proclaimed state of emergency; and,

2       **WHEREAS**, on June 11, 2021, Governor Newsom also issued Executive Order N-08-21, which set  
3 expiration dates for certain paragraphs of the State of Emergency Proclamation dated March 4, 2020 and  
4 other Executive Orders but did not rescind the proclaimed state of emergency; and,

5       **WHEREAS**, as of the date of this Resolution, neither the Governor nor the state Legislature have  
6 exercised their respective powers pursuant to Government Code section 8629 to lift the state of emergency  
7 either by proclamation or by concurrent resolution of the state Legislature; and,

8       **WHEREAS**, the California Department of Industrial Relations has issued regulations related to  
9 COVID-19 Prevention for employees and places of employment. Title 8 of the California Code of  
10 Regulations, Section 3205(5)(D) specifically recommends physical (social) distancing as one of the  
11 measures to decrease the spread of COVID-19 based on the fact that particles containing the virus can travel  
12 more than six feet, especially indoors; and,

13       **WHEREAS**, the Kern, Inyo and Mono Workforce Development Board's Youth Committee finds  
14 that state or local officials have imposed or recommended measures to promote social distancing, based on  
15 the California Department of Industrial Relations' issuance of regulations related to COVID-19 Prevention  
16 through Title 8 of the California Code of Regulations, Section 3205(5)(D); and,

17       **WHEREAS**, as a consequence, the Kern, Inyo and Mono Workforce Development Board's Youth  
18 Committee hereby find that it shall conduct its meetings by teleconferencing without compliance with  
19 Government Code section 54953 (b)(3), pursuant to Section 54953(e), and that the Kern, Inyo and Mono  
20 Workforce Development Board's Youth Committee shall comply with the requirements to provide the  
21 public with access to the meetings as prescribed by Government Code section 54953(e)(2).

22       **NOW, THEREFORE, BE IT RESOLVED, FOUND AND ORDERED** by the Kern, Inyo and  
23 Mono Workforce Development Board's Youth Committee, State of California, in session assembled on  
24 February 16, 2022, does hereby resolve as follows:

25       Section 1.     Recitals. All of the above recitals are true and correct and are incorporated into this  
26 Resolution by this reference.

27       Section 2.     State or Local Officials Have Imposed or Recommended Measures to Promote Social  
28 Distancing. The Kern, Inyo and Mono Workforce Development Board's Youth Committee hereby

1 proclaims that state officials have imposed or recommended measures to promote social (physical)  
2 distancing based on the California Department of Industrial Relations' issuance of regulations related to  
3 COVID-19 Prevention through Title 8 of the California Code of Regulations, Section 3205(5)(D).

4 Section 3. Remote Teleconference Meetings. The Kern, Inyo and Mono Workforce  
5 Development Board's Youth Committee is hereby authorized and directed to take all actions necessary to  
6 carry out the intent and purpose of this Resolution including, conducting open and public meetings in  
7 accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

8 Section 4. Effective Date. This Resolution shall take effect immediately upon its adoption and  
9 shall be effective until the earlier of (i) March 17, 2022, or, (ii) such time Kern, Inyo and Mono Workforce  
10 Development Board's Youth Committee adopts a subsequent resolution in accordance with Government  
11 Code section 54953(e)(3) to extend the time during which it may continue to teleconference without  
12 compliance with Section 54953(b)(3).

13 ADOPTED this 16th day of February 2022, by the Kern, Inyo and Mono Workforce Development  
14 Board's Youth Committee by the following vote:

15  
16 YES:

17 NO:

18 ABSENT:

19 ABSTAIN:

20  
21  
22  
23 \_\_\_\_\_  
SECRETARY

24 PL#25T1616-ASG  
25  
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**KERN, INYO AND MONO  
WORKFORCE DEVELOPMENT BOARD  
YOUTH COMMITTEE  
DISCUSSION AND ACTION ITEMS  
DECEMBER 1, 2021**

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**Members Present:** Clare Pagnini, David Villarino, Dale Countryman, Jayme Stuart, Karine Kanikkeberg, Norma Rojas-Mora, Teresa Hitchcock, and Todd Yopez.

**Members Absent:** Diane McClanahan, Greg Terry, and Ian Journey.\*

**Staff Present:** Elaine Basham, Marsha Manos, Aaron Ellis, Sandra Gutierrez, Kathie Melendez, Martha Casas, Jeremy Shumaker, and Sarah Woodman.

**Guests Present:** Norma Dunn, Cheryl Andreas, Joe Cantu, and Joel Kammeraul.

The meeting was called to order at 3:03 p.m. by Norma Rojas-Mora virtually via Microsoft TEAMS.

\*Unexcused Absence

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**INTRODUCTIONS**

Marsha Manos read the names of all members and they responded when their name was called. Staff and guests introduced themselves.

**PUBLIC COMMENTS**

Jayme Stuart reported on an upcoming pilot program through the Dream Center. The program will provide daily electronic scooter and bike rides and a monthly bus pass for youth to maintain employment or schooling. David Villarino announced that FIELD received a grant for \$1.3 million to help fight fires in the Tehachapi mountain area.

**APPROVAL OF THE MAY 19, 2021 MEETING MINUTES**

David Villarino made a motion to approve the May 19, 2021, meeting minutes. Dale Countryman seconded the motion. All ayes. Motion carried.

**PROPOSED KERN, INYO AND MONO WORKFORCE DEVELOPMENT BOARD AND COMMITTEES' MEETING SCHEDULE FOR CALENDAR YEAR 2022**

Jeremy Shumaker gave an overview of the 2022 calendar of meetings for the committee and requested a motion to approve. David Villarino made a motion to approve the calendar. Clare Pagnini seconded the motion. All ayes. The motion carried.

**RECOMMENDATION TO ISSUE REQUEST FOR REFUNDING FOR WORKFORCE INNOVATION AND OPPORTUNITY ACT YOUTH PROGRAMS FOR PROGRAM YEAR 2022-23**

Sarah Woodman informed the Committee a full Request for Proposals (RFP) is required at least once every four years and if year one is funded under an RFP process then, with the WDB 's approval, years two through four can be funded under the more limited Request for Refunding (RFR) process. RFPs were last issued for In-School Youth services for PY 2020-21 and comprehensive Out-of-School Youth services for PY 2019-20. Staff is recommending that we utilize the more limited RFR process for PY 2022-23. Staff is suggesting that we do this due to the continuation of COVID. Sarah said that staff is also in the process of developing a Request for Information (RFI) to determine what services are potentially available in the marketplace to meet needed WIOA youth requirements. Sarah said that there are currently, six agencies with nine programs. The ISY receives \$833,863 and OSY receives \$2,866,390 for the comprehensive programs. It is the staff's recommendation to authorize the issuance of a Request for Refunding (RFR) for Youth programs for Program Year 2022-23 and, if needed, a Request for Proposals (RFP) for other workforce opportunities that may emerge over the year. David Villarino requested opposed the motion and requested that a full RFP be done to give agencies that are not currently funded the opportunity to submit a proposal. Teresa Hitchcock made the recommendation to issue the RFR for those that are currently funded and to do a Request for Proposals for additional youth programs throughout the County. David agreed to the addition of the new language. Teresa suggested that another member make the motion to approve to avoid any potential conflict. Teresa Hitchcock made the motion to approve. Dale Countryman seconded the motion. Karine Kanikkeberg, Norma Rojas-Mora and David Villarino abstained from the vote. The remainder of the members voted to pass the motion. The motion was approved.

**STANDING COMMITTEE COMPOSITION**

Elaine Basham reminded the Committee of Jim Elrod's resignation and noted that Brian Holt has replaced him on the Workforce Development Board and the PBS Committee. Elaine told the Committee that Michael Vogenthaler relocated to San Luis Obispo and submitted a resignation from the WDB and the YC. There was discussion as to David Villarino potentially changing categories. Elaine proceeded with informing members that there have not been any nominations for a Student Representative to this committee as of yet. Teresa Hitchcock suggested that the members explore adding a Labor member to the committee. Elaine modified the motion to recommend to continue to have a Labor member representative on this committee and staff will reach out to nominating labor agencies to bring a nomination back to this committee for consideration. Todd Yepez disagreed and said that he would prefer to have the Education member, Labor member, and Student Representative be voted on in separate actions. Members of the committee agreed with this suggestion. Todd Yepez made a motion to not add an Education member to the committee. Teresa Hitchcock seconded the motion. All ayes. The motion carried. David Villarino made a motion to add a Labor Representative to the Committee. Karine Kanikkeberg seconded the motion. Todd Yepez voted no on this item all other members voted yes. The motion carried.



David Villarino made a motion to add a Student Representative be placed on the committee. Teresa Hitchcock seconded the motion. All ayes. The motion carried.

#### **NOTIFICATION OF OPPORTUNITY TO ATTEND CALIFORNIA WORKFORCE ASSOCIATION'S ANNUAL YOUTH SYMPOSIUM**

Sarah Woodman informed the committee the California Workforce Association's annual Youth Symposium will be held virtually on February 8-10, 2022. The theme for this year's symposium is "Future Proof". The cost for non-youth to attend the conference is \$299.00 per ticket.

#### **YOUTH AGENCY QUARTERLY PROJECTION UPDATE**

Sarah Woodman said that through September 20, 2021 agencies have submitted actual and accrued expenditures equal to 9.5% of the total allocated to youth sub-recipients. A straight-line projection through June would predict expenditures of 38% of the total allocation to sub-recipients. Agencies have started to rebound and enrollment has started to increase. If the current enrollment trend continues, we anticipate expenditures closer to 70% of the total allocation.

#### **EPIC CENTER UPDATE**

Kathie Melendez and Esther Solis gave a brief presentation of the activity at the EPIC center.

#### **COMMITTEE MEMBERS COMMENTS**

There were no further comments from the Committee.

#### **MISCELLANEOUS FILINGS**

The Committee was provided with the Status of Youth Subgrantee Monitoring Report, the Youth Committee Attendance Report, and the Kern, Inyo and Mono Workforce Development Board and Committees' Meeting Schedule for Calendar Year 2021.

As there was no further business, the meeting adjourned at 4:01 p.m.

# EMPLOYERS' TRAINING RESOURCE

February 16, 2022

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

## STANDING COMMITTEE COMPOSITION

Dear Committee Member:

As you know, Student Representative Veronica Vega submitted her resignation from the Youth Committee (YC) on October 27, 2020. Although the Workforce Innovation and Opportunity Act does not require a student or youth to serve on your committee, with our local area having one of the highest disconnected youth rates in the country, it seems prudent to continue this membership. To date, Board Liaison Marsha Charles-Manos has not received any student applicants recommended by your committee members.

At your December 1, 2021, meeting members discussed the resignation of Labor member Mr. Jim Elrod and indicated the YC prefers to keep a Labor member on your committee. The YC requested at that time that Labor provide a nominee for your committee to review at today's meeting. Labor has recommended that Mr. Brian Holt be added to the YC to replace Mr. Jim Elrod.

Therefore, IT IS RECOMMENDED that your committee recommend to the Executive Committee that it recommend to the Board that it appoints Mr. Brian Holt to serve as a Labor member on the YC.

Sincerely,



Teresa Hitchcock  
Assistant County Administrative Officer

TH:eb

# EMPLOYERS' TRAINING RESOURCE

February 16, 2022

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

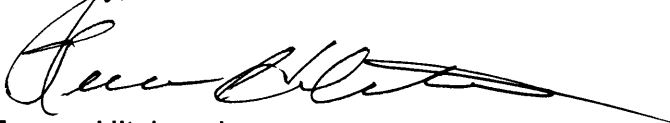
**UPDATE ON THE REQUEST FOR REFUNDING FOR WORKFORCE INNOVATION  
AND OPPORTUNITY ACT YOUTH PROGRAMS FOR PROGRAM YEAR 2022-23  
AND ON THE REQUEST FOR PROPOSAL FOR WORKFORCE INNOVATION AND  
OPPORTUNITY ACT ADDITIONAL YOUTH SERVICES**

Dear Committee Member:

At the December meeting, your committee approved the Request for Refunding process for Youth programs funded under the Workforce Innovation and Opportunity Act. Employers' Training Resource (ETR) has begun that process and anticipates letters going out to the current providers by the first of March.

With regard to the procurement of additional youth services, staff is working with management to determine: how much funding will be utilized for the additional services; if a specific sub-population of youth (i.e. homeless youth, justice-involved youth, etc) should be targeted for those services; and which services would best assist the opportunity youth.

Sincerely,



Teresa Hitchcock  
Assistant County Administrative Officer

TH:mp

# EMPLOYERS' TRAINING RESOURCE

February 16, 2022

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

## YOUTH AGENCY QUARTERLY PROJECTION UPDATE

Dear Committee Member:

Through December 31, 2021 (50% of the fiscal year), youth agencies have submitted actual and accrued expenditures equal to 18% of the total allocated to youth sub-recipients. A straight-line projection through June would predict expenditures of 38% of the total allocation to sub-recipients.

Our youth agencies' ability to recruit, enroll, and provide services has been severely hindered by the COVID-19 pandemic. The agencies have started to rebound and enrollment has started to increase. If the current enrollment trend continues, we anticipate expenditures closer to 42% of the total allocation.

We are continuing to work closely with our youth providers to monitor expenditures and track enrollments.

Sincerely,



Teresa Hitchcock  
Assistant County Administrative Officer

TH:mp

# EMPLOYERS' TRAINING RESOURCE

February 16, 2022

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

## STATUS OF YOUTH SUBGRANTEE MONITORING REPORTS

Dear Committee Member:

The following reports have recently been completed and are being filed with your Committee.

Monitoring reports with findings:

**Kern Community Collee District (KCCD) (12/7/21) Fiscal Report.** Finding was: Operator Expense Reports (OER) were not submitted on/before the 10<sup>th</sup> of each month.

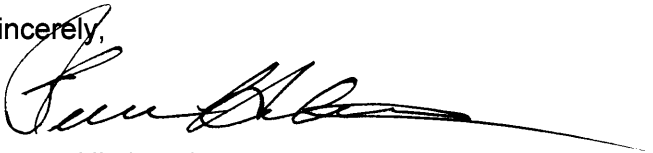
In response, KCCD reinstated dedicated staff responsible for report preparation and will ensure that the OERs are submitted no later than the 10<sup>th</sup> of each month. The finding is closed.

**West Kern Adult Education Network (WKAEN) (1/4/22) Fiscal Report.** Findings were: Operator Expense Reports (OER) were not submitted on/before the 10<sup>th</sup> of each month; disallowed items were provided as supportive service materials, and WKAEN did not have a written procurement policy.

In response, WKAEN has reviewed and amended procedures to enable OERs to be submitted by the 10<sup>th</sup> of each month; WKAEN will no longer provide the unallowable items and credited ETR the amount of the disallowed costs, and WKAEN drafted and provided a procurement policy. These findings are closed.

Copies of these reports are on file and available for review by Committee members.

Sincerely,



Teresa Hitchcock  
Assistant County Administrative Officer

TH:sw

**Kern, Inyo & Mono Workforce Development Board Youth Committee Attendance 2021**

P = Present		U=unexcused	X=Cancelled		
A = Excused Absence					
Member		2/24/2021 - cancelled	5/19/21	9/22/2021- cancelled	12/1/21
First	Last	YC	YC	YC	YC
Dale	Countryman*	X	P	X	P
Jim	Elrod	X	A	X	<b>RESIGNED</b>
Teresa	Hitchcock	X	P	X	P
Ian	Journey	X	P	X	U
Karine	Kanikkeberg*	X	P	X	P
Diane	McClanahan	X	P	X	A
Clare	Pagnini	X	P	X	P
Leticia	Perez	X	A	X	A
Norma	Rojas-Mora	X	P	X	P
Jayne	Stuart*	X	P	X	P
Greg	Terry*	X	P	X	A
David	Villarino*	X	P	X	P
Michael	Vogenthaler	X	A	X	<b>RESIGNED</b>
Todd	Yepez	X	P	X	P
*Non-WDB					

**KERN, INYO AND MONO  
WORKFORCE DEVELOPMENT BOARD AND  
COMMITTEES' MEETING SCHEDULE  
CALENDAR YEAR 2022**

**Program and Business Services Committee**

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

Thursday, February 3, 2022, 8 a.m.  
Thursday, May 12, 2022, 8 a.m.  
Thursday, September 8, 2022, 8 a.m.  
Thursday, November 10, 2022, 8 a.m.

**Youth Committee**

America's Job Center of California – Oildale Affiliate, 1129 Olive Dr. – Recruitment Center, Bakersfield

Wednesday, February 16, 2022, 3 p.m.  
Wednesday, May 18, 2022, 3 p.m.  
Wednesday, September 14, 2022, 3 p.m.  
Wednesday, November 30, 2022, 3 p.m.

**Executive Committee**

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

Thursday, March 17, 2022, 4 p.m.  
Thursday, June 2, 2022, 4 p.m.  
Thursday, October 6, 2022, 4 p.m.  
Thursday, December 1, 2022, 4 p.m.

**Workforce Development Board**

America's Job Center of California – Oildale Affiliate, 1129 Olive Dr. – Recruitment Center, Bakersfield

Wednesday, March 30, 2022, 7 a.m.  
Wednesday, June 8, 2022, 7 a.m.  
Wednesday, October 19, 2022, 7 a.m.  
Wednesday, December 14, 2022, 7 a.m.

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