



YOUTH COMMITTEE

March 1, 2023
3:00 P.M.



1129 Olive Drive, Suite H
Bakersfield, CA 93308



**Kern, Inyo & Mono
Workforce Development Board
Youth Committee Agenda**

March 1, 2023

Location: 1129 Olive Drive Suite H
Dial In: (831) 296-3421
Access Code: 330 557 783#
Time: 3:00 pm.

Committee Members:

Norma Rojas-Mora, Chair	Brian Holt	Greg Terry
Dale Countryman	Ian Journey	David Villarino
Rosa Chipres	Karine Kanikkeberg	Priscilla Varela
Teresa Hitchcock	Clare Pagnini	Todd Yopez
	Leticia Perez	

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 November 30, 2022, Meeting Minutes – Action Item |
| 3-8 | B. Funding Recommendations For In-School And Out-Of-School Youth Programs Funded Under The Workforce Innovation And Opportunity Act For Program Year 2023-24 – Action Item |
| 9 | C. Youth Agency Quarterly Projection Update |
| | D. EPIC Center Update |

Committee Member Comments

Miscellaneous Filings

- | | |
|----|--|
| 10 | A. Youth Committee Attendance Report |
| 11 | B. Kern, Inyo and Mono Workforce Development Board and Committees' Meeting Schedule for Calendar Year 2023 |

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**KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD
YOUTH COMMITTEE
DISCUSSION AND ACTION ITEMS
NOVEMBER 30, 2022**

Members Present: Norma Rojas-Mora, Dale Countryman, David Villarino, Brian Holt, Ian Journey, Priscilla Varela, Rosa Chipres, and Todd Yepez.

Members Absent: Clare Pagnini, Greg Terry, Karine Kanikkeberg, Teresa Hitchcock

Staff Present: Aaron Ellis, Michelle Pando, Jeremy Shumaker, Sandra Gutierrez, Marsha Manos, and Sarah Woodman.

Guests Present: Joe Cantu, Priscilla Gonzalez, and Jose Gonzalez.

Norma Rojas-Mora called the meeting to order at 3:00 p.m.

*Unexcused Absence

Introductions

Staff and guests introduced themselves.

Resolution Authorizing The Youth Committee To Conduct Remote Teleconference Meetings

Jeremy Shumaker informed the committee that to hold today's meeting the committee would need to adopt the 30-day resolution to be in compliance with the Brown Act. Brian Holt made a motion to accept the staff's recommendation. Todd Yepez seconded the motion. Marsha Manos polled the members for their votes. All ayes. The motion carried.

Public Comments

There were no public comments.

Approval Of The September 21, 2022, Meeting Minutes

Jeremy Shumaker asked for approval of the meeting minutes as presented. Todd Yepez made a motion to approve the September 21, 2022, meeting minutes. Ian Journey seconded the motion. Brian Holt abstained due to his absence from the meeting. Marsha Manos polled the members for their votes. All ayes. The motion carried.

Proposed Kern, Inyo and Mono Workforce Development Board and Committees' Meeting Schedule for Calendar Year 2023

Jeremy Shumaker asked the committee to review the attached 2023 calendar of meetings that was before them and informed them that it was an action item and required a vote. Todd Yepez made a motion to approve the 2023 calendar of meetings. Brian Holt seconded the motion. All ayes. The motion carried.

Recommendation to issue Request for Proposals for Workforce Innovation and Opportunity Act Youth Programs for Program Year 2022-23

Michelle Pando reminded the committee one of the primary functions of the Youth Committee is to identify and recommend funding for eligible providers of services and training programs for youth activities under the Workforce Innovation and Opportunity Act. Michelle said RFPs were last issued for In-School Youth services for PY 2020-21 and comprehensive Out-of-School Youth services for PY 2019-20 and that although comprehensive Out-of-School Youth services can be processed under an RFR, the staff is recommending that we utilize a full Request for Proposal process for PY 2023-24 to bring all youth programs under the same RFP schedule. David Villarino made a motion to accept the staff's recommendation. Dale Countryman seconded the motion. All ayes. The motion carried.

Youth Agency Quarterly Projection Update

Michelle Pando told the committee that through June 30, 2022, youth agencies submitted actual and accrued expenditures equal to 9.4% 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.

Michelle said the youth agency's ability to provide services had been hindered by the loss of their senior staff. She said that if the current enrollment trend continues, we anticipate expenditures closer to 75% of the total allocation.

Epic Center Update

Sandra Gutierrez provided the committee with a brief overview of the activities at the EPIC center.

Committee Members Comments

There were no additional comments from the committee.

Miscellaneous Filings

The Committee was provided with the following:

- Status of Youth Subgrantee Monitoring Report
- Youth Committee Attendance Report
- Kern, Inyo and Mono Workforce Development Board and Committees' Meeting Schedule for Calendar Year 2022.

As there was no further business, the meeting adjourned at 3:19 p.m.



March 1, 2023

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

FUNDING RECOMMENDATIONS FOR IN-SCHOOL AND OUT-OF-SCHOOL YOUTH PROGRAMS FUNDED UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT FOR PROGRAM YEAR 2023-24

Dear Committee Member:

At its meeting on December 19, 2022, the Workforce Development Board (WDB), approved a Request for Funding (RFP) process for In- and Out-of-School Youth (ISY and OSY) comprehensive programs under the Workforce Innovation and Opportunity Act (WIOA) for Program Year (PY) 2023-24.

While Employers Training Resource (ETR) has not yet been notified of youth funding amounts for PY 2023-24, we are proceeding with funding recommendations. The funding for the current PY is \$6,049,887 and we anticipate funding for PY 2023-24 to be similar. The final funding recommendations may be adjusted before the contracts being executed depending on the actual funding ETR receives and the amount of funding ETR will be able to carry over.

The funding opportunities were divided into two categories under the PY 2023-24 RFP:

1. Comprehensive ISY programs to serve youth in Community, Continuation, or Court Schools
2. Comprehensive OSY programs providing a full array of services directly or via referral

Applicants were asked about their capability and demonstrated ability serving the youth/young adult population; feasibility of their program design in relation to their outreach efforts and the 14 Elements of Service; performance outcomes under WIOA or other funding streams in relation to this population; and their program costs (budget) in relation to their proposed services. The In-School Youth programs were capped at \$5,000 but the Out-of-School Youth programs had no associated caps for their cost per participant.

TERESA HITCHCOCK, ASSISTANT COUNTY ADMINISTRATIVE OFFICER

1600 E. BELLE TERRACE, BAKERSFIELD, CA 93307 OFFICE: 661.336.6893 FAX: 661.336.6858 INTERNET: www.etronline.com

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Per ETR's procurement policy, the RFP applications were reviewed by a committee of three volunteer evaluators, who reviewed the RFP applications in terms of the following:

- Necessity and reasonableness of costs;
- Demonstrated success in the provision of services, participant outcomes, and goals;
- Overall program design;
- Ability to manage/track participant activities, maintain fiscal integrity and meet performance indicators; and
- Accessibility of services from the proposer.

To assist the evaluators, staff provided performance reports for those proposers, who had received WIOA funding from ETR in prior years. In addition, staff provided information regarding the use of funding from prior years' awards and if any funding had been returned by the sub-recipients.

The evaluation committee made the following recommendations:

Kern County Superintendent of School (KCSOS), ISY Program – \$311,521 for 67 participants

Kern High School District (KHSD), ISY Program - \$300,000 for 100 participants

Open Door Network, ISY Program - \$218,944 for 44 participants

Equus (dba Arbor), OSY Program - \$416,650 for 50 participants

Career Team, OSY Program - \$161,000 for 50 participants

FIELD, OSY Program - \$249,000 for 30 participants

Kern High School District, OSY Program - \$428,000 for 80 participants

Kern Community College District (KCCD), OSY Program - \$500,000 for 65 participants

Proteus, OSY Program - \$285,000 for 50 participants

West Kern Adult Education, OSY Program - \$460,350 for 60 participants

The total recommended for ISY program funding is \$830,465. The total recommended for OSY program funding is \$2,500,000 and the total for all youth programs is \$3,330,465.

Therefore, IT IS RECOMMENDED that your Committee recommend that the Workforce Development Board authorize WIOA funding for Program Year 2023-24 in the amount of \$3,330,465 to the following: 1) KCSOS to provide ISY comprehensive services to 67 participants in the amount not to exceed \$311,521; KHSD to provide ISY comprehensive services to 100 participants in the amount not to exceed \$300,000; 3) Open Door Network to provide ISY comprehensive services to 44 participants in the amount not to exceed \$218,944; 4) Equus (dba Arbor) to provide OSY comprehensive services to 50 participants in the amount not to exceed \$416,650; 5) Career Team to provide OSY comprehensive services to 50 participants in the amount not to exceed \$161,000; FIELD to provide OSY comprehensive services to 30 participants in the amount not to exceed

\$249,000; 6) Kern High School District to provide OSY comprehensive services to 80 participants in the amount not to exceed \$428,000; 7) KCCD to provides OSY comprehensive services to 65 participants in the amount not to exceed \$500,000; 8) Proteus to provide OSY comprehensive services to 50 participants in the amount not to exceed \$285,000; and 9) West Kern Adult Education to provide OSY comprehensive services to 60 participants in the amount not to exceed \$460,350; and with awards subject to negotiations, funds available, and approval of the Kern County Board of Supervisors.

Sincerely,

A handwritten signature in cursive script, appearing to read "Teresa Hitchcock".

Teresa Hitchcock

Assistant County Administrative Officer

TH: mp

Attachments:

FUNDING RECOMMENDATIONS
 WORKFORCE INNOVATION & OPPORTUNITY ACT - YOUTH PROGRAMS
 JULY 1, 2023 THROUGH JUNE 30, 2024

AGENCY/ACTIVITY	Criteria Met	Funding Stream	Youth Funding Rec'd PY 2022-23	PY 2022-23 Planned Participants	PY 2023-24 REQUESTED	Net Change in 2023-24 Request	Proposed # Participants	Proposed Cost per Participant	PY 2023-24 RECOMMENDED Funding	% of Requested Funding	RECOMMENDED # Participants	RECOMMENDED Cost Per Participant
Request for Funding - In-School Youth Programs												
Kern County Superintendent of Schools	Yes	In-School Youth	\$270,031	65	\$311,521	\$-41,490	67	\$4,650	\$311,521	100%	67	\$4,650
Kern High School District	Yes	In-School Youth	\$441,789	100	\$300,000	(\$141,789)	100	\$3,000	\$300,000	100%	100	\$3,000
The Open Door Network	Yes	In-School Youth	\$0	0	\$218,944	\$218,944	44	\$4,976	\$218,944	100%	44	\$4,976
Totals In-School			\$711,820	165	\$830,465	\$118,645	211	\$3,936	\$830,465	100%	211	\$3,936
Request for Funding - Out of-School Youth Programs												
Equus (dba Arbor)	Yes	Out-of-School Youth	\$0	0	\$2,500,000	\$2,500,000	300	\$8,333	\$416,650	17%	50	\$8,333
Career Team LLC	Yes	Out-of-School Youth	\$0	0	\$2,500,000	\$2,500,000	775	\$3,226	\$161,000	6%	50	\$3,220
FIELD	Yes	Out-of-School Youth	\$0	0	\$1,118,923	\$1,118,923	80	\$13,987	\$249,000	22%	30	\$8,300
Kern Community College District-Bakersfield College	Yes	Out-of-School Youth	\$500,000	65	\$500,000	\$0	65	\$7,692	\$500,000	100%	65	\$7,692
Kern High School District	Yes	Out-of-School Youth	\$1,426,720	160	\$2,022,923	\$596,203	210	\$9,633	\$428,000	21%	80	\$5,350
Proteus	Yes	Out-of-School Youth	\$0	0	\$399,836	\$399,836	70	\$5,712	\$285,000	71%	50	\$5,700
West Kern Adult Education Network, JPA	Yes	Out-of-School Youth	\$769,719	100	\$769,719	\$0	100	\$7,697	\$460,350	60%	100	\$4,604
Totals Out-of-School			\$3,408,259	490	\$10,641,866	\$7,233,607	1,811	\$5,876	\$3,330,465	31%	636	\$5,237

Out-of-School % 75%
 In-School % 25%

In-School Youth

The Open-Door Network- The Open-Door Network will provide in-school youth assistance from 16-21. The area they will serve is Bakersfield, Lamont, and Shafter. The target demographic will be participants that are low income, currently in foster care or aged out, homeless/at-risk, basic skills deficient, victim of crimes, or need additional assistance to obtain education. They will provide 27% of total budget towards job experience in warehouse and party planning.

Kern High School District- KHSD will provide in-school youth assistance to all youth attending continuation school in areas of Bakersfield, Lamont, Arvin, Shafter, and Kern River. KHSD will provide subsidized work experience that will take place two days a week for six weeks. The goal is for students to complete high school diplomas. KHSD will give priority access to students who complete their GED and will allow them to enroll in their Career Resource Department.

Kern County Superintendent of Schools- KCSOS will provide in school services to Bakersfield area, East Kern: Mojave, North Kern; Delano. The target demographic is foster youth, homeless, justice involved, pregnant, parenting, and youth with disabilities. KCSOS will prepare youth with 21st century employment readiness skills, and to reach this goal they will focus on work-readiness skills, career exploration, training program for industry skills, development portfolio with resume and employment documents, and more services.

Out-of-School Youth

Farmworker Institute of Educational Leadership and Development- FIELD will provide services to youth in California City, Tehachapi, Bakersfield, Lamont, Shafter, Wasco, McFarland, and Delano. The target demographic is adults 18-24 with an emphasis on ELL, immigrants, homeless, high school dropouts, or struggling with education, training, and work experience. FIELD's goal is to use outreach efforts to reach out-of-school youth and will enroll them in programs to gain employment or business ownership. They will provide educational services, workforce training, paid employment, case management, financial literacy and other activities.

Arbor Equus Workforce Solutions- Equus will provide youth services to Wasco, McFarland, Delano, Arvin, Lamont, Bakersfield, Buttonwillow, California City, Tehachapi, Shafter, Edison, Kern River Valley, Ridgecrest and Greater Taft. The target population is high school dropouts experiencing homelessness, justice-involved, foster youth, and those aged out of foster care, pregnant or parenting, low-income, basic skills deficient, ELL learners, migrant youth, and youth with disabilities. Their goal is empower participants to make informed decisions about their education and career pathway.

Proteus- Proteus will provide youth services to Northern Kern County- Delano, McFarland, Wasco, Shafter, and surrounding communities. The target population is disconnected young adults, ELL learners, and homeless. The goal is to provide opportunities for youth to acquire educational skill competencies necessary for successful transition into adult-hood, careers, future education, and training.

West Kern Adult Education Network- West Kern will provide services to youth in west Kern County including Taft, Maricopa, Dustin Acres, Valley Acres, Derby Acres, Fellows, Elk Hills, Tupman, South Taft, Fork City, and Taft Heights. West Kern will serve underserved out-of-school youth from 18-24 and provide

academic, technical, and employability skills that are needed to increase the labor market and the community they serve.

Kern Community College District- KCCD will provide services to youth to Arvin, Delano, McFarland, Wasco, Shafter areas, Bakersfield Southeast, Lamont, and Lost Hills. The target demographic is out-of-school youth between the ages of 16-24 who are either a school dropout, offender, homeless, runaway, foster-child, pregnant, parenting, disabled, ELL and/or low income. KCCD's goal is to make sure youth are successful in school, have access to job training, and gain knowledge and skills to enter high-paid career pathways.

Kern High School District Career Development Center- KHSD will provide youth assistance in those in areas of Bakersfield, Lamont, Arvin, Shafter, and Kern River. The target population is youth, foster-care, non-minor dependents, emancipated foster youth, and youth who have no GED, struggling to find employment and need vocational training and or work experience to become self-sufficient. KHSD will provide youth with the knowledge to successfully navigate the workplace, learn how to properly ask for assistance, learn how to identify potential mentors, and maximize their potential for hire.

Career Team- Career Team will provide youth assistance online to those in Kern County. The target population are those wanting to learn software online. Career Team will help youth learn knowledge that will help them in career development.

March 1, 2023

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, 2022 (50% of the fiscal year), youth agencies have submitted actual and accrued expenditures equal to 35% of the total allocated to youth sub-recipients. A straight-line projection through June would predict expenditures of 70% of the total allocation to sub-recipients.

However, there have been several changes to the reporting and tracking of expenditures by the Finance Department. The procedural changes caused a shift in the responsibilities of staff and have caused a delay in the processing of Office Expenditure Reports. This, in turn, changed how the analysts can view and track those expenditures. As a result, staff believes that the expenditures of the sub-recipients are closer to 45% of the total allocated to youth sub-recipients.

The analysts will continue to work closely with our youth providers to assist them with their respective programs as well as continue to work with the Finance Department to ensure the reporting of expenditures more accurately reflects the work being done by the sub-recipients.

Sincerely,



Teresa Hitchcock
Assistant County Administrative Officer

TH:mp

TERESA HITCHCOCK, ASSISTANT COUNTY ADMINISTRATIVE OFFICER

1600 E. BELLE TERRACE, BAKERSFIELD, CA 93307 OFFICE: 661.336.6893 FAX: 661.336.6858 INTERNET: www.etronline.com

Kern, Inyo & Mono Workforce Development Board Youth Committee Attendance 2022					
P = Present	U=unexcused	X=Cancelled			
A = Excused Absence		2/16/22	5/18/22	9/21/22	11/30/22
Member					
First	Last	YC	YC	YC	YC
Dale	Countryman*	A	P	P	A
Rosa	Chipres			A	P
Teresa	Hitchcock	P	P	P	A
Brian	Holt	Appt 3/30/22	P	A	
Ian	Journey	RESIGNED			
Ian	Journey		Reinstated	P	P
Karine	Kanikkeberg*	P	P	P	A
Clare	Pagnini	P	P	P	A
Leticia	Perez	A	A	A	A
Norma	Rojas-Mora	P	P	P	P
Jayne	Stuart*	P	A	A	RESIGNED
Greg	Terry*	P	P	P	A
Priscilla	Varela			A	P
David	Villarino*	P	U	P	P
Todd	Yepez	A	P	P	P
*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.
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.