



WORKFORCE DEVELOPMENT BOARD

YOUTH COMMITTEE

January 24, 2024

3:00 P.M.



1215 Olive Drive, Recruitment Center
Bakersfield, CA 93308



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

January 24, 2024

Location: 1215 Olive Drive Recruitment Center
Dial In: (831) 296-3421
Access Code: 601 718 654#
Time: 3:00 pm.

Committee Members:

Norma Rojas-Mora, Chair	Brian Holt	Greg Terry
Dale Countryman	Karine Kanikkeberg	David Villarino
Rosa Chipres	Leticia Perez	Priscilla Varela
Aaron Ellis		Todd Yopez

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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 29, 2023, Meeting Minutes – Action Item |
| 3 | B. | Recommendation To Issue Request For Refunding For Workforce Innovation and Opportunity Act Comprehensive Youth Programs for Program Year 2024-25 – Action Item |
| 4-5 | C. | Youth Agency Quarterly Update |
| | D. | EPIC Center Update |

Committee Member Comments

Miscellaneous Filings

- | | | |
|---|----|---|
| 6 | A. | Youth Committee Attendance Report |
| 7 | B. | Kern, Inyo and Mono Workforce Development Board and Committees' Meeting Schedule for Calendar Year 2024 |

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**KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD
YOUTH COMMITTEE
DISCUSSION AND ACTION ITEMS
NOVEMBER 29, 2023**

Members Present: Aaron Ellis, Brian Holt, Clare Pagnini, Greg Terry, David Villarino, Ian Journey, Karine Kanikkeberg, and Todd Yepez.

Members Absent: Rosa Chipres, Priscilla Varela, Dale Countryman, and Karine Kanikkeberg.

Staff Present: Aaron Ellis, Michelle Pando, Jeremy Shumaker, Christina Guevara, Marco Paredes, Jeremy McNutt, Simone Bellenger, Sandra Gutierrez, Marsha Manos, and Sarah Woodman.

Guests Present: Jennifer Feige, Proteus staff were also present.

Aaron Ellis called the meeting to order at 3:02 p.m.

*Unexcused Absence

Introductions

Staff and guests introduced themselves.

Approval Of The September 13, 2023, Meeting Minutes

Brian Holt made a motion to approve the September 13, 2023, meeting minutes. Ian Journey seconded the motion. All ayes. The motion carried.

Proposed Workforce Development Board and Committees' Meeting Schedule Calendar Year 2024

Aaron Ellis informed the committee the calendar before them was for the following year and required their approval. David Villarino made a motion to approve the calendar. Clare Pagnini seconded the motion. All ayes. The motion carried.

Election of Youth Committee Chair

Aaron Ellis informed the committee Norma Rojas-Mora has served as the Chair of this committee since 2017. Aaron also mentioned that it had recently been discovered that language regarding the Youth Committee Chair was absent and as a result a proposed change to the bylaws would be brought forth in a separate action. Also, it had been six years since the election of a Youth Chair had been held. It is recommended that an election be held at this meeting and yearly thereafter. Aaron also mention that Norma Rojas-Mora had expressed an interest to continue to serve as the Chair. Aaron Ellis called for nominations. David Villarino nominated Norma Rojas- Mora for the record. Todd Yepez seconded the nomination. All ayes. The motion carried.

Workforce Development Board Bylaws Proposed Amendment

Aaron Ellis informed the committee that the item before them was to incorporate changes to be more consistent with the other standing committees and included:

- The Committee shall elect one (1) member as Chair.
- The Chair shall serve a term of one (1) year and may be consecutive terms.
- The Chair shall be a WDB member
- The Chair shall preside over all regular meetings and may call special meetings if necessary.
- The Chief Workforce Development Officer of Kern County Employers' Training Resource shall preside over meetings in the absence of the Chair.

Clare Pagnini made a motion to accept the staff's recommendation. Todd Yopez seconded the motion. All ayes. The motion passed.

Youth Agency Quarterly Update

Michelle Pando informed the committee that through September 2023 youth agencies have submitted actual expenditure equal to 10.3% of the total allocated. Michelle mention that this is typical for this time of the year as providers ramp up their services. Michelle referred to the attached Progress Report and informed the committee In-School providers have expended 13% of their allocated funds and Out-of-School providers have expended 9.3% of their allocated funds. Michelle said that Work Experience Contracts that are due to terminate in December 2023 have reached their enrollment goals and 9.3% of participants have gained employment.

Kern High School District Presentation

Karine Kanikkeberg provided the committee with a handout and gave a brief presentation of their various activities.

EPIC Center Update

Sandra Gutierrez-Miller gave the committee an update of the various activities of the youth center.

Miscellaneous Filings

The Committee was provided with the following:

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

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

January 24, 2024

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

**RECOMMENDATION TO ISSUE REQUEST FOR REFUNDING FOR WORKFORCE
INNOVATION AND OPPORTUNITY ACT COMPREHENSIVE YOUTH PROGRAMS
FOR PROGRAM YEAR 2024-25**

Dear Committee Member:

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 (WIOA). It is time to begin this process for Program Year (PY) 2024-25.

Under current regulations (State Employment Development Department Workforce Services Directive WSD17-08), a full Request for Proposals (RFP) is required at least once every four years. Therefore, if year one is funded under an RFP process, then with your Workforce Development Board's approval, years two through four can be funded under the more limited Request for Refunding (RFR) process. As a comprehensive RFP was issued last year for both In-School (ISY) and Out-of-School (OSY) services for PY 2023-24, this year the more limited RFR process may be utilized.

Therefore, IT IS RECOMMENDED that your committee recommend that the Workforce Development Board authorize the issuance of a Request for Refunding (RFR) for Comprehensive Youth programs for Program Year 2024-25.

Sincerely,



Aaron Ellis
Chief Workforce Development Officer

AE:mp



January 24, 2024

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

YOUTH AGENCY QUARTERLY UPDATE

Dear Committee Member:

Through December 31, 2023 (50% of the fiscal year), youth agencies have submitted actual expenditures equal to 27.6% of the total allocated to this year's youth providers.

The Second Quarter Progress Report, which is attached, contains information about all of the WIOA Youth providers and elements of their respective programs. Reviewing the In-School providers, 22.2% of their allotted funds have been expended and 70.3% of their participants have been enrolled into work experience. The Out-of-School Youth (OSY) providers have expended 29.5% of the allotted funds, with 36.1% of OSY enrolled into work experience and 9.3% enrolled into training.

The Work Experience contracts, which terminated December 31, 2023, have reached their enrollment goals and 9.3% of the participants have been employed. Agencies have until the end of the month to submit their final claims for payment, at which time we will have a complete understanding of total expenditures on these contracts.

Staff continues to work closely with our youth providers to assist them with the implementation of their respective programs as well as providing technical assistance to ensure the goals are met. To this end, staff held a training for the youth service providers in November instructing the attendees on the processes related to contracts, Office Expense Reports (OER), and Claim for Payments. The class was well attended and received.

Sincerely,

A handwritten signature in black ink, appearing to be "A. Ellis", written over a white background.

Aaron Ellis
Chief Workforce Development Officer

AE:mp

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

1600 E. Belle Terrace, Bakersfield, CA 93307 | Office: 661.336.6957 | 661.325-HIRE | www.etronline.com

SECOND QUARTER PROGRESS

YOUTH PROVIDERS PY2023-24

	BUDGET	EXPENDITURES YTD	ENROLLMENTS	PWEX	TRAINING
<u>IN SCHOOL YOUTH PROVIDERS</u>					
Kern County Superintendent of Schools	\$ 311,521	\$ 102,866	37	11	0
Kern High School District	\$ 300,000	\$ 33,091	71	65	0
TOTALS	\$ 611,521	\$ 135,957	108	76	0
<u>OUT-OF-SCHOOL YOUTH PROVIDERS</u>					
Career TEAM	\$ 161,000	\$ -	0	0	0
FIELD	\$ 200,445	\$ -	1	0	0
Kern Community College District	\$ 402,500	\$ -	25	2	0
Kern High School District	\$ 344,540	\$ 267,516	125	55	23
Proteus	\$ 229,425	\$ 62,169	4	1	0
West Kern Adult Education Network	\$ 370,582	\$ 175,084	44	14	6
TOTALS	\$ 1,708,492	\$ 504,770	199	72	29
GRAND TOTAL	\$ 2,320,013	\$ 640,727	307	148	29

WORK EXPERIENCE CONTRACTS

	BUDGET	EXPENDITURES YTD	ENROLLMENT	
			Goal	Actual
FIELD	\$ 375,000	\$ 293,790	30	33
KHSD	\$ 375,000	\$ 241,773	25	25
MAOF	\$ 375,000	\$ 30,117	20	22
				Employed at Exit
				4
				3
				0

These contracts terminate December 2023.

Kern, Inyo & Mono Workforce Development Board Youth Committee Attendance 2023					
P = Present	U=Unexcused	X=Cancelled			
A = Excused Absence		3/1/23	5/17/23	9/13/23	11/29/23
Member					
First	Last	YC	YC	YC	YC
Dale	Countryman*	P	X	P	A
Rosa	Chipres *	A	X	A	U
Aaron	Ellis		X	P	P
Teresa	Hitchcock	P	RESIGNED	-	-
Brian	Holt	P	X	P	P
Ian	Journey	P	X	P	P
Karine	Kanikkeberg*	A	X	P	P
Clare	Pagnini	A	X	A	P
Leticia	Perez	A	X	A	U
Norma	Rojas-Mora	P	X	P	A
Greg	Terry*	P	X	A	P
Priscilla	Varela	A	X	A	A
David	Villarino*	A	X	A	P
Todd	Yepez	P	X	A	P
*Non-WDB					

**KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD AND
COMMITTEES' MEETING SCHEDULE
CALENDAR YEAR 2024**

Program and Business Services Committee

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

~~Thursday, January 18, 2024, 8 a.m. CANCELLED~~

Thursday, April 4, 2024, 8 a.m.

Thursday, August 22, 2024, 8 a.m.

Thursday, November 7, 2024, 8 a.m.

Youth Committee

America's Job Center of California – Oildale Affiliate,
1215 Olive Drive **Recruitment Center**

Wednesday, January 24, 2024, 3 p.m.

Wednesday, April 10, 2024, 3 p.m.

Wednesday, August 28, 2024, 3 p.m.

Wednesday, November 13, 2024, 3 p.m.

Executive Committee

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

Thursday, February 1, 2024, 3 p.m.

Thursday, April 18, 2024, 3 p.m.

Thursday, September 19, 2024, 3 p.m.

Thursday, November 21, 2024, 3 p.m.

Workforce Development Board

America's Job Center of California – Oildale Affiliate,
1215 Olive Drive **Recruitment Center**

Wednesday, February 7, 2024, 7 a.m.

Wednesday, May 1, 2024, 7 a.m.

Wednesday, September 25, 2024, 7 a.m.

Wednesday, December 11, 2024, 7 a.m.