



AGENDA

WORKFORCE DEVELOPMENT BOARD

DECEMBER 14, 2022
7:00A.M.

EMPLOYERS'
TRAINING
RESOURCE

America's **JobCenter**
of California™

**AGENDA
KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD
DECEMBER 14, 2022**

Location: Microsoft Teams
Time: 7:00 a.m.
Dial-in: (831) 296-3421
Access Code: 787 034 095#

Page No.

- | | | |
|---------|------|--|
| | I. | Call to Order |
| | II. | Introductions |
| 1 – 4 | III. | Resolution Authorizing the Workforce Development Board to Conduct Remote Teleconference Meetings – Action Item |
| | IV. | Public Comments
<p>This portion of the meeting is reserved for persons to address the Board on any matter not on this agenda but under the jurisdiction of the Board. Board 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 Board at a later meeting. Also, the Board may take action to direct the staff to place a matter of business on a future agenda. SPEAKERS ARE LIMITED TO THREE MINUTES.</p> |
| | V. | Presentation <ul style="list-style-type: none">• Tribute to John Spaulding |
| | VI. | Consent Agenda
<p>If a member of the audience wishes to comment or ask questions regarding an item or items on the consent agenda, they may do so prior to a vote being taken on the consent agenda. A member of the Board may remove any item from the consent agenda and it will be considered in the listed sequence with an opportunity for any member of the public to address the Board concerning the item before action is taken.</p> |
| 5 – 8 | A. | Approval of the October 19, 2022, Meeting Minutes |
| 9 | B. | Authorization to issue Request for Proposals for Workforce Innovation and Opportunity Act Youth Programs for Program Year 2022-23 |
| 10 – 11 | C. | Authorization to Issue Request for Proposals and Request for Refunding for Workforce Innovation and Opportunity Act Adult, Dislocated Worker, Combined and Farmworker Programs for Program Year 2023-2024 |
| 12 – 13 | D. | Authorization to Issue Request for Refunding for WIOA-Funded Transitional Jobs Programs Recommended under Procurement Issued August 13, 2021, and Approved On November 3, 2021 |
| | VII. | New Business |
| 14 | A. | Election of Workforce Development Board Officers – Action Item |
| 15 | B. | Approval of the Proposed Kern, Inyo and Mono Workforce Development Board and Committees' Meeting Schedule for Calendar Year 2023 – Action Item |

- 16 – 17 C. Grants and Waiver Update
- 18 – 19 D. Local and Regional Plans PY 21-24 Two-Year Modifications
- VIII. **Director’s Report**
 - A. America’s Job Center of California Update
 - B. Marketing Presentation
 - C. One-Stop Operator Report
- IX. **Board Member Comments**
 - A. Economic Development Report
 - B. Open Discussion
- X. **Miscellaneous Filings**
 - 20 A. Status of Subgrantee Monitoring Reports
 - 21 B. Status of Subgrantee Audits
 - 22 C. Employers’ Training Resource First Quarter Enrollment Plan vs. Actual September 2022
 - 23 – 25 D. Employment Development Department 85% Formula Grant Fiscal Year 2021-22 Final Monitoring Report dated November 21, 2022
 - 26 E. Kern, Inyo and Mono Counties Workforce Development Board/Youth Committee Travel Budget Report
 - 27 – 28 F. Draft Program and Business Services Committee November 10, 2022, Meeting Minutes
 - 29 – 30 G. Draft Youth Committee November 30, 2022, Meeting Minutes
 - 31 – 33 H. Draft Executive Committee December 8, 2022, Meeting Minutes
 - 34 – 36 I. Kern, Inyo and Mono Workforce Development Board and Committee’s Attendance Reports

Disabled individuals who need special assistance to attend or participate in a meeting of the Workforce Development Board may request assistance at Employers’ Training Resource, 1600 East Belle Terrace, Bakersfield, California, or by calling (661) 336-6893. Every effort will be made to reasonably accommodate individuals with disabilities by making meeting materials available in alternative formats. Requests for assistance should be made at least three (3) working days in advance whenever possible.

All agenda item supporting documentation is available for public review at Employers’ Training Resource, 1600 East Belle Terrace, Bakersfield, 93307 during regular business hours, 8:00 a.m. - 5:00 p.m., Monday through Friday, following the posting of the agenda. Any supporting documentation that relates to an agenda item for an open session of any regular meeting that is distributed after the agenda is posted and before the meeting will also be available for review at the same location.

Please remember to turn off all cell phones, pagers, or electronic devices during the meeting.

EMPLOYERS' TRAINING RESOURCE

December 14, 2022

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

RESOLUTION AUTHORIZING THE WORKFORCE DEVELOPMENT BOARD TO CONDUCT REMOTE TELECONFERENCE MEETINGS

Dear Board Member:

As required by the Ralph M. Brown Act, the Kern, Inyo and Mono 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 fully lifted, in June of 2021, the Governor continued the waiver in a new order allowing local bodies to pass a resolution to continue the remote meetings until further notice.

Under State and Local codes, 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.

Therefore, IT IS RECOMMENDED that your Board adopt the attached 30-day resolution from December 14, 2022, through January 12, 2023.

Sincerely,



Teresa Hitchcock
Assistant County Administrative Officer

Attachment
TH:am

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 finds that state or local
14 officials have imposed or recommended measures to promote social distancing, based on the California
15 Department of Industrial Relations' issuance of regulations related to COVID-19 Prevention through Title
16 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 hereby
18 finds that it shall conduct its meetings by teleconferencing without compliance with Government Code
19 section 54953 (b)(3), pursuant to Section 54953(e), and that the Kern, Inyo and Mono Workforce
20 Development Board shall comply with the requirements to provide the public with access to the meetings
21 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, State of California, in session assembled on December 14, 2022,
24 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 hereby proclaims that state officials

1 have imposed or recommended measures to promote social (physical) distancing based on the California
2 Department of Industrial Relations' issuance of regulations related to COVID-19 Prevention through Title
3 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 is hereby authorized and directed to take all actions necessary to carry out the intent
6 and purpose of this Resolution including conducting open and public meetings in accordance with
7 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) January 12, 2023 or (ii) such time Kern, Inyo and Mono Workforce
10 Development Board adopts a subsequent resolution in accordance with Government Code section
11 54953(e)(3) to extend the time during which it may continue to teleconference without compliance with
12 Section 54953(b)(3).

13 ADOPTED this fourteenth day of December 2022, by the Kern, Inyo and Mono Workforce
14 Development Board 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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27
28

KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD
DISCUSSION AND ACTION ITEMS
OCTOBER 19, 2022

Members Present: Michelle Warren, Todd Yopez, Priscilla Varela, Norma Rojas- Mora, Brenda Mendivel, Randy Martin, Gregory Knittel, Ian Journey, Brian Holt, Teresa Hitchcock, Greg Gutierrez, Nick Hill, Chris Gonzales, Trudy Gerald, Kelly Bearden, Leo Bautista, Laura Barnes, John Adams, and Alissa Reed.

Members Absent:

Staff Present: Marsha Manos, Candy Gettman, Aaron Ellis, Jeremy Shumaker, Michelle Pando, Danette Williams, Michael Saltz, Jeremy Tobias, and Anne Meert.

Guests Present: Vivian Estrada, Lita SanPedro, Quirino Banuelos, Joel Cantu, Rebecca Rivera, Jose Gonzales, John Anderson, Priscilla Gonzales, and Gary Baudette.

* unexcused

Alissa Reed called this virtual meeting to order at 7:04 a.m. via Microsoft Teams.

Introductions

Marsha Manos did a roll call of members. Staff and guests introduced themselves.

Resolution Authorizing the Workforce Development Board to Conduct Remote Teleconference Meetings

Anne Meert informed the committee that to conduct the meeting the committee would need to adopt the Resolution authorizing the committee to meet. Teresa made a motion to accept the staff's motion to approve. Leo Bautista seconded the motion. Marsha Manos polled the committee for their votes. All ayes. The motion carried.

Public Comments

There were no additional comments from the public.

Presentation

Teresa Hitchcock gave a brief overview of Future Works and introduced Tom Ryan and Geoff Smith, who gave the committee a presentation on the software.

Consent Agenda

Jeremy Tobias made a motion to approve the following items:

- A. Approval of the June 8, 2022, Meeting Minutes.
- B. Approval of the June 28, Special Session Meeting Minutes.

Teresa Hitchcock seconded the motion. Marsha Manos polled the committee for their votes. All ayes. The motion carried.

Preliminary Funding Recommendations for Out-Of-School Youth Work Experience Programs Funded Under the Workforce Innovation and Opportunity Act for Program Year 2022-23

Michelle Pando reminded the committee on December 16, 2021, this Board approved a Request for Proposals. Employers' Training Resource published an RFP in April for OSY Work Experience Programs at our EPIC Center. The amount of funding available was \$750,000 with EPIC providing the youth participants for the program. Three agencies responded, all having

experience administering WEX programs: Farmworker Institute of Education and Leadership Development, Kern High School District, and the Mexican American Opportunity Foundation. Michelle said that after much discussion, the Committee decided to have each agency submit a revised budget of \$375,000 for their respective work experience program. Michelle also said that ETR received notification of Program Year 2022-23 funding allocations and the youth formula funds were 8% higher than the previous year. ETR asked the agencies if they would need to reduce the number of participants they proposed to serve, given that they would now do outreach for their respective programs. All of the agencies responded: FIELD will serve 32 participants; KHSD will serve 25 participants, and MAOF will serve 20 participants. The total number of OSYs to be served under these WEX programs is 77 for a total of \$1,125,000. Chris Gonzales made a motion to accept the staff's recommendation to approve WIOA funding for Program Year 2022-23 in the amount of \$1,125,000 to the following: 1) Farmworker Institute of Education and Leadership Development to provide Work Experience to 32 Out-of-School Youth in the amount not to exceed \$375,000; 2) Kern High School District to provide Work Experience to 25 Out-of-School Youth in the amount not to exceed \$375,000, and the Mexican American Opportunity Foundation to provide Work Experience to 20 Out-of-School Youth in the amount not to exceed \$375,000. Brenda Mendivel seconded the motion. Marsha Manos polled the committee for their votes. All ayes. The motion carried.

Workforce Development Board and Standing Committee's Composition and Nomination of Dr. Kristen Watson as A Non-Board Member to the Executive Committee

Teresa Hitchcock informed the committee on July 19, 2022, the Kern County Board of Supervisors (BOS) gave retroactive approval from July 1, 2022, reappointing Workforce Development Board (WDB) and Committee members whose terms expired on June 30, 2022, who had indicated they wished to continue to serve another three-year term ending June 30, 2025. Teresa informed the committee that Dr. Kristen Watson, Chief of Staff to the President at California State University, Bakersfield submitted an application to serve on the Board. However, doing so would move the Board out of compliance. Teresa said that she had spoken to Dr. Watson and she has agreed to serve as a non-board member on the Executive Committee. Laura Barnes made a motion to accept the staff's recommendation to appoint Dr. Kristen Watson to your Executive Committee as a non-WDB committee member. Kelly Bearden seconded the motion. Marsha Manos polled the committee for their votes. All ayes. The motion carried.

Workforce Development Apprenticeship Program

Michael Saltz informed the committee on May 4, 2022, the State of California, Department of Industrial Relations and its Division of Apprenticeship Standards announced that Employers' Training Resource was awarded \$640,000 to train five cohorts, each having approximately 33 individuals. ETR will be the fiscal administrator of the WDAP grant which will end on February 28, 2025. The WDAP is funded under the Chancellor's Office of the California Apprenticeship Initiative. The program involves 144 hours of training. Each participant is required to attend every class and pass each course. During the last course of the WDAP, each participant will be required to collaborate within a team to present a Workforce Development Professional Capstone Project. Upon the successful completion of the WDAP, each participant in the four cohorts will receive the California State University, Sacramento - Workforce Development Professional Certificate issued from the California Apprenticeship Council, which is an industry-recognized credential, and an increase in their annual salary of 5%.

Regional and Recovery Partnerships Grant

Michael Saltz said that on August 1, 2022, the California Workforce Development Board and the Labor and Workforce Development Agency announced that Employers' Training Resource and the SJVAC RPU were awarded the Regional Equity and Recovery Partnerships Grant. The grant award is \$4,900,000 to fund the RERP in the SJVAC RPU of which ETR will receive the amount of \$983,031. The grant term is from December 1, 2022, through September 30, 2025. The RERP project identified by ETR will provide quality jobs in the healthcare industry. The RERP will permit

ETR to serve 120 participants. Successful participants will be placed in On-The-Job Training opportunities with employers to help secure careers in healthcare.

Local and Regional Plans PY 21-24 Two-Year Modifications

Michael Saltz informed the committee that WIOA requires the Local Workforce Development Area, being the Kern, Inyo and Mono Counties Consortium and the Regional Planning Unit, to prepare the two-year modification of the Local and Regional Plans. Each plan serves as the two-year modification for Program Year 2021-2024 (July 1, 2021, to June 30, 2025), and will be submitted to the California Workforce Development Board on or before March 31, 2023. The Local planning forum will be held on November 9, 2022, the Regional Community Stakeholder forum will be held on November 2, 2022, and a Spanish forum will be held on December 1, 2022.

The Regional Plan provides a roadmap for the alignment of resources and investments to meet specific outcomes within the RPU. The Local Plan provides an action plan for operationalizing the roadmap laid out in the Regional Plan by describing how individuals access services through their local America's Job Center of California system.

Workforce Innovation and Opportunity Act Performance Goals for Program Years 2022 and 2023

Anne Meert told the committee that California Employment Development Department (EDD) negotiated local performance goals for each Workforce Development Area's (WDA) Adult, Dislocated Worker and Youth Workforce Innovation and Opportunity Act (WIOA) programs for Program Years 2022 and 2023. Local areas were provided the California goals for each measure and their local performance results for the previous year, as well as "estimated levels of performance" for Program Year 2022, and asked to propose goals for the two years. Anne said the included chart was a reference to California's goals for Program Year 2022 and 2023. Anne said that the State's policy for evaluating success and nonperformance went into effect during this past Program Year. To perform successfully, a Local Area must meet each of the following, and nonperformance occurs if one or more of the outcomes are not reached:

- Individual Indicator Score of 50% or higher
- Overall Program Score of 90% or higher
- Overall Indicator Score of 90% or higher

The program Year 2020 was the first year of performance accountability for states under the WIOA. As such, the DOL was only requiring states to achieve Individual Indicator scores of 50% or higher for the following two performance measures: Employment Rate 2nd Quarter After Exit and Median Earnings. Starting with Program Year 2022, the remaining three indicators will be evaluated for performance.

Teresa Hitchcock noted that our negotiated performance requirements are higher than the state average.

Legislative Update

Due to a staff member's absence, there was no legislative update given.

Director's Report

Teresa Hitchcock mentioned that Café 1600 is open Tuesday - Thursday. The relocation of the Delano location is still a work in progress and will be moving to a new location soon.

Gary Baudette gave the committee an overview of the progress of the One-Stop operator meetings. Teresa thanked Gary for all of his hard work and dedication.

Danette Williams gave the committee an overview of the center's activities.

Committee Member Comments

Kelly Bearden gave the committee a brief update on the events going on in Kern County.

Miscellaneous Filings

The committee was provided with the following documents for review:

- Status of Subgrantee Monitoring Reports
- Status of Subgrantee Audits
- Draft Youth Committee September 21, 2022, Meeting Minutes
- Executive Committee June 2, 2022, Meeting Minutes
- Draft Executive Committee June 28, 2022, Special Session Meeting Minutes
- Kern, Inyo and Mono Workforce Development Board and Committee's Attendance Reports
- Kern, Inyo and Mono Workforce Development Board and Committees' Meeting Schedule for Calendar Year 2022

As there was no further business the meeting was adjourned at 8:41 a.m.

EMPLOYERS' TRAINING RESOURCE

December 14, 2022

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

AUTHORIZATION TO ISSUE REQUEST FOR PROPOSALS FOR WORKFORCE INNOVATION AND OPPORTUNITY ACT YOUTH PROGRAMS FOR PROGRAM YEAR 2022-23

Dear Board Member:


One of the primary functions of the Workforce Development Board 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) 2023-24.

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.

RFPs were last issued for In-School Youth (ISY) services for PY 2020-21 and comprehensive Out-of-School Youth (OSY) services for PY 2019-20. While the comprehensive ISY services can be processed under an RFR, the staff is recommending that we utilize a full Request for Proposal process for PY 2023-24 (July 1, 2023 – June 30, 2024) for both the ISY and OSY programs to bring all youth programs under the same RFP schedule. The Youth Committee did approve the staff's recommendation to issue a full Request for Proposal process for PY 2023-24.

Therefore, IT IS RECOMMENDED that your Board recommend that the Workforce Development Board authorize the issuance of a Request for Proposals (RFP) for Youth programs for Program Year 2023-24.

Sincerely,



Teresa Hitchcock
Assistant County Administrative Officer

TH:mp

EMPLOYERS' TRAINING RESOURCE

December 14, 2022

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

AUTHORIZATION TO ISSUE REQUEST FOR PROPOSALS AND REQUEST FOR REFUNDING FOR WORKFORCE INNOVATION AND OPPORTUNITY ACT ADULT, DISLOCATED WORKER, COMBINED AND FARMWORKER PROGRAMS FOR PROGRAM YEAR 2023-2024

Dear Board Member:

One of the functions of your Program and Business Services Committee is to recommend to your Workforce Development Board (WDB) the annual procurement process for contracted programs under the Workforce Innovation and Opportunity Act (WIOA). "Contracted programs" are those in which providers are reimbursed for expenses. This does not include Eligible Training Provider List (ETPL) providers who are paid on a "per participant basis" nor On-the-Job Training (OJT) contracts in which employers are paid for training potential new employees.

Under current regulations, 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 WDB's approval, years two through four can be funded under the more limited Request for Refunding (RFR) process. The RFR process is more streamlined and allows our local area to continue to fund existing programs and services that are still needed and successfully meeting their contracted goals.

WIOA Adult, Dislocated Worker, and Combined Programs

A full RFP was issued for Program Year (PY) 2019-2020 for WIOA Adult, Dislocated Worker, and Combined programs, and RFRs were issued for PY 2020-2021, PY 2021-2022, and PY 2022-2023. Staff is recommending that we issue an RFP for PY 2023-2024 (July 1, 2023 – June 30, 2024) for only those programs and services necessary to operate local WIOA programs such as the following:

- Provider of Career Services at the Delano AJCC
- Paid Work Experience

No contracted training programs would be solicited at this time. If ETR needs to issue an RFP for unanticipated funding or needs, we request your authorization to do so.

WIOA Farmworker Programs

July 1, 2023, begins the fourth year under the National Farmworker Jobs Program (NFJP) grant. As such, an RFR is recommended to continue programs and services in this final year of the grant.

Funding Availability

For your information, the WIOA formula (Adult, Dislocated Worker, and Youth) allocations for PY 2023-2024 as well as NFJP year four funding have not yet been announced. WIOA Adult and Dislocated Worker funding for the current year PY 2022-2023 (allocation plus carry-in) is less than the previous year PY 2021-2022. In addition, ETR has faced increased costs associated with staffing, operations, supplies, and work experience minimum wage. Similarly, a larger share of WIOA Adult funding is used for OTJs.

At its meeting on November 10, 2022, your Program and Business Services Committee concurred with the recommendation below.

Therefore, IT IS RECOMMENDED that your Board authorize the following: 1) issuance of an RFP for limited programs and services for WIOA Adult, Dislocated Worker, and Combined programs for Program Year 2023-2024; 2) issuance of an RFR for Farmworker programs and services for Program Year 2023-2024; and 3) if needed, an RFP for other workforce funding or needs that may emerge over the course of the year.

Sincerely,



Teresa Hitchcock
Assistant County Administrative Officer

TH:am

EMPLOYERS' TRAINING RESOURCE

December 14, 2022

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

AUTHORIZATION TO ISSUE REQUEST FOR REFUNDING FOR WIOA-FUNDED TRANSITIONAL JOBS PROGRAMS RECOMMENDED UNDER PROCUREMENT ISSUED AUGUST 13, 2021 AND APPROVED ON NOVEMBER 3, 2021

Dear Board Member:

At your meeting on November 3, 2021, your Workforce Development Board approved funding for three Transitional Jobs programs under the solicitation issued on August 13, 2021. These programs were the Reentry Employment Success program operated by CityServe Network, the Café 1600 Culinary Arts program operated by Kern High School District/Bakersfield Adult School, and the General Office Clerk program operated by Proteus, Inc. Under the terms of that procurement, these three agencies are eligible to apply for refunding for up to three years upon authorization of your Board.

Employers' Training Resource (ETR) is requesting your Board's authorization to issue a Request for Refunding, limited to the agencies/programs referenced above, with the following considerations:

- 1) Due to the limited availability of WIOA Adult funds, a larger percentage of funding allocated to this project will comprise WIOA Youth and Public Safety Realignment Act (AB 109) funding.
- 2) Applicants will be asked to modify outreach/recruitment strategies and work closely with ETR to maximize enrollment of disconnected youth ages 18-24 and/or individuals eligible under AB 109 (recently released from jail, currently under County supervision for specific types of offenses) to the extent possible given their respective program focus and agency's expertise and access to specific populations.
- 3) Maximum available funding per funding stream-in total has not yet been determined; however, ETR expects that this increased focus on enrolling individuals under funding streams with very specific eligibility requirements will

individuals under funding streams with very specific eligibility requirements will require agencies to allocate a higher percentage of total resources to outreach and recruitment.

- 4) Each application will be evaluated based on current performance including the ability to meet planned enrollments, completion of Core Competencies, earning at least one required certificate, and the ability of participants to obtain unsubsidized employment following the completion of the program, as well as the proposed adjustments to outreach/recruitment.

It must be noted that this RFR will not be open to agencies/programs that were funded by the County Administrative Office utilizing American Rescue Plan Act funds, as those programs were not funded under the original Request for Proposals.

If approved, ETR expects to issue the RFR in January, with evaluations completed in time to present to your Board in May. Contracts will have a one-year "active service" period in which to serve two or more cohorts of six months or less and would ideally begin on July 1, 2023, and end on June 30, 2024.

Therefore, IT IS RECOMMENDED that your Board authorize ETR to issue a Request for Refunding for Transitional Jobs programs limited to those funded under the original procurement: CityServe Network's Reentry Employment Success, Kern High School District/Bakersfield Adult School's Café 1600 Culinary Arts, and Proteus Inc.'s General Office Clerk programs.

Sincerely,



Teresa Hitchcock,
Assistant County Administrative Officer

TH:kb

EMPLOYERS' TRAINING RESOURCE

December 14, 2022

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

ELECTION OF WORKFORCE DEVELOPMENT BOARD OFFICERS

Dear Board Member:

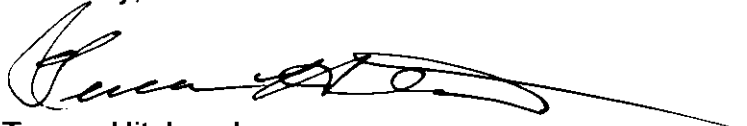
The Workforce Development Board (WDB) Bylaws provide for the election of one Chairperson and one Vice-Chairperson by the members of your Board. These officers serve a one-year term, may serve consecutive terms, and shall be Business representatives.

Both the Chairperson and Vice-Chairperson serve as members of the Executive Committee. The WDB Bylaws call for Board Members to attend a minimum of three quarters (75%) of all Board meetings and a minimum of three quarters (75%) of all committee meetings to which they are assigned during the course of a year to maintain "Membership in Good Standing." During a normal year, the WDB and each Standing Committee meet once per quarter for a total of four annual Board and Committee meetings, respectively.

The election of officers will be held at today's meeting. Ms. Alissa Reed is the current Board Chairperson, and Leo Bautista is the Vice-Chairperson. Both have expressed interest in continuing to serve as officers for 2023. Other nominations from the floor are also welcome.

Therefore, IT IS RECOMMENDED that your Board consider nominations and conduct an election for your Board Chairperson and Vice-Chairperson for 2023.

Sincerely,



Teresa Hitchcock
Assistant County Administrative Officer

TH:am

**PROPOSED 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, 1129 Olive Dr. –
Recruitment Center, Bakersfield

Wednesday, March 01, 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, 1129 Olive Dr. –
Recruitment Center, 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.

EMPLOYERS' TRAINING RESOURCE

December 14, 2022

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

GRANTS AND WAIVER UPDATE

Dear Board Member:

The following information is provided to update your Board on several grants and a recently approved waiver involving Employers' Training Resource (ETR).

GRANTS

La Cooperativa Grant: USDA Farmworker Relief Grant

ETR recently received \$554,400 from La Cooperativa Campesina de California (La Cooperativa) to administer the United States Department of Agriculture (USDA) Farmworker Relief Grant. This funding is to provide \$600 one-time payments to Kern County farmworkers for safety-related expenses and other costs incurred due to the COVID-19 pandemic. The \$554,400 is for ETR to administer the program in Kern County, and the \$600 debit cards will be purchased by La Cooperativa. The enrollment goal for the program is 5,280, and the program period is from November 1, 2022, through October 31, 2024. We are awaiting further guidance from La Cooperativa before starting the program.

Microbusiness COVID-19 Relief Grant Program

The California Office of the Small Business Advocate (CalOSBA) has made funds available to California county governments to administer the California Microbusiness COVID-19 Relief Grant Program. Approximately fifty million dollars in one-time grant funding is being distributed in grants of \$2,500 to eligible micro businesses that have been impacted by COVID-19 and its associated health and safety restrictions. ETR has developed and implemented an outreach and marketing plan to identify and engage eligible micro businesses that face systemic barriers to access capital, including but not limited to, businesses owned by women, minorities, veterans, individuals without documentation, individuals with limited English proficiency, and business owners located in low-wealth and rural communities. Partners include Kern Economic Development Foundation, California State University Bakersfield - Small Business Development

Center, Kern Women's Business Center, and Community Action Partnership of Kern. Kern County's award is \$1,152,387 to serve 369 micro-businesses. The grant was to end on November 30, 2022 but has been extended to May 31, 2023. To date, 171 checks have been issued.

Regional Equity and Recovery Partnerships Grant

ETR, in partnership with members of the San Joaquin Valley and Associated Counties - Regional Planning Unit (SJVAC RPU), was awarded the Regional Equity and Recovery Partnerships Grant (RERP). The grant award is \$4,900,000, and ETR will receive the amount of \$1,006,948. The grant term is from December 1, 2022, through September 30, 2025. Although Stanislaus County Workforce Development Board will be the administrator of the RERP, each Local Workforce Development Board (LWDB) in the SJVAC RPU will be administering its own program. The RERP project identified by ETR will provide quality jobs in the healthcare industry and build pathways to those jobs in collaboration with multiple healthcare employers. ETR will prioritize the following populations under the RERP: Low-income Households and Communities, English Language Learners, First-Generation College Students, and/or Veterans. The RERP will permit ETR to serve 120 participants and place those who complete their education in healthcare career pathways including Registered Nurses, Licensed Vocation Nurses, Medical Assistants, Nursing Assistants, and Emergency Medical Technicians. Successful participants will be placed in On-the-Job Training opportunities with employers to help secure careers in healthcare.

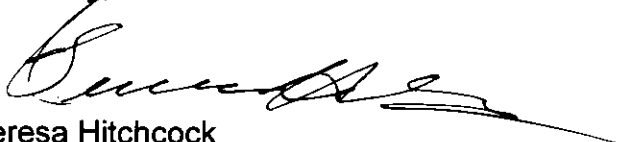
WAIVER

Reimbursement of 90 Percent of On-the-Job Training Costs for Small Businesses

ETR applied for a waiver to allow reimbursement of up to 90 percent of on-the-job training costs for businesses with 50 or fewer employees. Per our application "this waiver will allow us to better serve small businesses that were affected by COVID-19 and are still struggling to remain open and profitable." The waiver was submitted on November 14, 2022, approved by the Employment Development Department (EDD) on November 18, 2022, and can be used for Program Year 2022-2023.

We will continue to keep your Board informed on special grants and any further waivers.

Sincerely,



Teresa Hitchcock
Assistant County Administrative Officer

TH:am

EMPLOYERS' TRAINING RESOURCE

December 14, 2022

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

LOCAL AND REGIONAL PLANS PY 21-24 TWO-YEAR MODIFICATIONS

Dear Board Member:

The Workforce Innovation and Opportunity Act (WIOA”) requires the Local Workforce Development Area, being the Kern, Inyo and Mono (KIM) Counties Consortium and the Regional Planning Unit (RPU), which is the San Joaquin Valley and Associated Counties, to prepare the two-year modification of the Local and Regional Plans. The San Joaquin Valley and Associated Counties include the counties of Kern, Inyo, Mono, Fresno, Kings, Madera, Merced, San Joaquin, Stanislaus, and Tulare. Each plan serves as the two-year modification for Program Year 2021-2024 (July 1, 2021 to June 30, 2025), and must be submitted to the California Workforce Development Board on or before March 31, 2023.

As part of the planning process, the RPU held one virtual Southern Regional Community and Stakeholder Engagement Forum in English on November 2, 2022, and another virtual regional forum in Spanish on December 1, 2022, on the following topic:

- Tracking Equity Outcomes throughout San Joaquin Valley Workforce Programs.

In addition, the KIM Counties Consortium held one virtual Local Community and Stakeholder Engagement Forum on November 9, 2022, on the following topics:

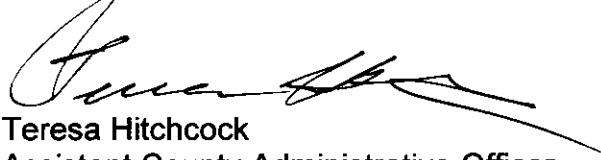
- How Kern County Department of Human Services and other local partners will coordinate services to individuals who access CalFresh Employment and Training Services.
- How Kern County Child Support Services and other local partners will coordinate services to individuals who are non-custodial parents.
- How local partners will braid resources and coordinate service delivery to English language learners, foreign-born, and/or refugees.

Individuals who did not have access to their own computers were able to attend the forums by telephone or using public computers through the twelve public libraries located in Kern County, six in Inyo County, and seven in Mono County.

The KIM Counties Consortium's Community and Stakeholder Planning Forums had the highest participation rate in the region.

We will keep your Board advised of any updates regarding the Local and Regional Plans.

Sincerely,

A handwritten signature in black ink, appearing to read 'Teresa Hitchcock', with a long, sweeping underline that extends to the right.

Teresa Hitchcock
Assistant County Administrative Officer

TH:ms

EMPLOYERS' TRAINING RESOURCE

December 14, 2022

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

STATUS OF SUBGRANTEE MONITORING REPORTS

Dear Board Member:

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

Monitoring reports with no findings:

Kern Community College District (11/8/22) Fiscal Report.

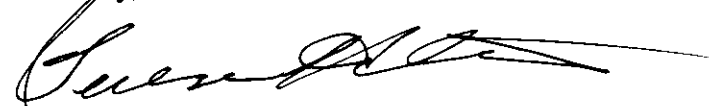
Monitoring reports with findings:

West Kern Adult Education Network (WKAEN) (11/9/22) Program Report. Findings were: work experience documents could not be located; work sites were not appropriately monitored; work experience documents lacked required dates and/or signatures; quarterly evaluations were not completed; follow-up reporting was not completed; case notes containing medical/disability-related information was not appropriately secured; and agency did not follow appropriate procedures for protecting personally identifiable information.

In response, WKAEN has updated and revised their procedures and systems to retain all necessary work experience documents, appropriately monitor work sites, ensure documents are signed and dated appropriately, complete quarterly evaluations, complete follow-up reporting, secure case notes containing medical/disability-related information, and protect personally identifiable information. The findings are closed.

Copies of these reports are on file and available for review by Board Members.

Sincerely,



Teresa Hitchcock
Assistant County Administrative Officer

TH:sw

EMPLOYERS' TRAINING RESOURCE

December 14, 2022

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

STATUS OF SUBGRANTEE AUDITS

Dear Board Member:

Employers' Training Resource has received audits from the following agencies for which there were no findings related to Workforce Innovation and Opportunity Act programs.

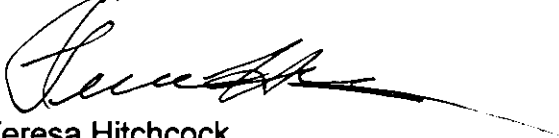
ENTITY NAME

AUDIT PERIOD (Year Ended)

California State University, Bakersfield
Kern High School District
Mexican American Opportunity Foundation
Mono County

June 30, 2021
June 30, 2021
June 30, 2021
June 30, 2021

Sincerely,



Teresa Hitchcock
Assistant County Administrative Officer

TH:brd

EMPLOYERS' TRAINING RESOURCE

FIRST QUARTER ENROLLMENT PLAN VS ACTUAL SEPTEMBER 2022

Funding Source	Annual Planned Enrollments	Planned Enrollments Thru Sept. 2022	Enrollments Thru Sept. 2022	Percentage of Plan
WIOA Adult	945	539	687	127.52%
WIOA Dislocated Worker	348	175	139	79.54%
WIOA Youth	771	491	500	101.78%
National Farmworker Jobs Program (7/1/22-9/30/23)	420	221	223	100.79%
EPIC	200	50	59	118.00%
AB 109 (Public Safety & Realignment)	100	25	15	60.00%
La Coop Dis. Ag. (4/1/22-3/31/23)	38	22	5	22.73%
La Coop 167 Housing (7/1/22 - 9/30/23)	78	10	22	56.41%
High Roads Construction (9/1/20 - 1/31/23)	40	39	39	10.54%
CalWORKS MOU	1,480	370	43	11.62%
CalWORKS PWEX (7/1/22 - 6/30/23)*	-	-	88	0.00%
TOTAL ENROLLMENTS	4,420	1,942	1,820	93.72%
	1st Qtr Planned	1st Qtr Actual	YTD Planned	YTD Actual
Total Job Seekers at America's Job Center Combined Youth & Adult***	5,000	4,481	5,000	4,481
Employers Served at America's Job Center***	150	157	150	157

*There is no set goal for this program as DHS has made this a voluntary program for the CalWORKS participants.

***As the numbers reported for each quarter are non-duplicated customers/employers, the quarters when added will not equal the year-to-date numbers. In addition, when developing the planned number of clients and employers to serve, the agency took a conservative approach as this is the first quarter where the employees are returning to work in the office after COVID.

Noteable accomplishments this quarter:

The highest wage for the first quarter was \$86.82/hour for a heavy equipment operator.

ETR placed 44 RNs with a salary range between \$35.11 and \$43.37/hour.

Of the 223 placements, 63.6% were above the minimum wage.

There were 554 job orders for 1,239 positions and 223 placements in the first quarter.



November 21, 2022

Teresa Hitchcock
Assistant County Administrator Officer
Kern/Inyo/Mono Employers' Training Resource
1600 East Belle Terrace
Bakersfield, CA 93307

Dear Teresa Hitchcock:

FISCAL REVIEW
85% FORMULA GRANT
FISCAL YEAR 2021-22 FINAL MONITORING REPORT

This final monitoring report is to inform you of the results of the Employment Development Department, Compliance Review Office (CRO), Workforce Innovation and Opportunity Act (WIOA), on-site monitoring review of the Kern/Inyo/Mono Employers' Training Resource's (KIM ETR) fiscal systems for Program Year (PY) 2021-22.

Our review was conducted under the authority of WIOA, Sections 183(a) and 184(a)(4). The purpose of this review was to determine the level of compliance by KIM ETR with applicable federal and state laws, regulations, policies, and directives related to the WIOA grant, specific to financial management activities for PY 2021-22. The KIM ETR was awarded WIOA funds to provide centralized comprehensive workforce services to adults, dislocated workers, youth, and rapid response. The scope of the review covered the period of July 1, 2021 through June 30, 2022.

For the fiscal portion of the review, we focused on the following areas: fiscal policies and procedures, financial reporting, expenditures charged to the WIOA grants, cost allocation, indirect cost rate, cash management, internal controls, oversight of your subrecipients, audits, and debt collection.

Teresa Hitchcock
November 21, 2022
Page 2

The on-site review was conducted by Daniel Jordan from October 10, 2022 through October 14, 2022. The exit conference for this review was held on October 19, 2022.

We collected the information for this report through interviews with KIM ETR representatives; and by reviewing applicable policies, procedures, a sample of PY 2021-22 expenditures, and your response to the Fiscal Monitoring Questionnaire.

FISCAL REVIEW RESULTS

We conclude that we did not identify any areas of KIM ETR not meeting WIOA requirements concerning financial management.

SUMMARY

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all areas included in our review. It is KIM ETR's responsibility to ensure that the systems, programs, and related activities comply with the WIOA grant program, federal and state regulations, and applicable state directives. Therefore, any deficiencies identified in subsequent reviews, such as an audit, would remain KIM ETR's responsibility.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact Daniel Jordan, Compliance Monitoring Analyst, at Daniel.Jordan@edd.ca.gov or Karen Fuller-Ware, Compliance Monitoring Supervisor, at Karen.Fuller-Ware@edd.ca.gov

Sincerely,

Natalie Villanueva

NATALIE VILLANUEVA, Chief
Compliance Monitoring and Resolution Section
Compliance Review Office

See Distribution List

Teresa Hitchcock
November 21, 2022
Page 3

Distribution List

cc: Jeremy Shumaker, KIM ETR
Ann Brito
Vivian Estrada
Karen Fuller-Ware
Jennifer Gouvaia
Cynthia Harrington
Margo Hattin
Daniel Jordan
Kimberlee Meyer
Yvette Quevedo
Tim Reynaga
Charles Tobia
Natalie Villanueva

Kern, Inyo and Mono Counties
Workforce Development Board/Committee
Travel Budget for 2022-23
(as of December 2022)

2022-23 Budget:	\$10,000
Expenses:	
• Total Travel Expenses for 2022-23	\$ <u>0</u>
Balance Remaining	\$ <u>10,000</u>

**KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD
PROGRAM AND BUSINESS SERVICES COMMITTEE
DISCUSSION AND ACTION ITEMS
NOVEMBER 10, 2022**

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

Members Absent: Alissa Reed, and Arleana Waller

Staff Present: Marsha Manos, Aaron Ellis, Anne Meert, Jeremy Shumaker, and Candy Gettman.

Guests Present: Quirino Banuelos and Priscilla Gonzales

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

*Unexcused Absence

Introductions

Marsha Manos took a roll call vote of the Committee.

Resolution Authorizing the Program and Business Services Committee to Conduct Remote Teleconference Meetings

Anne Meert informed the Committee that this resolution was before them so that they can continue to meet remotely and called for a motion. Jeremy Tobias made a motion to approve the resolution. Teresa Hitchcock 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 May 12, 2022, Meeting Minutes

Teresa Hitchcock made a motion to approve the May 12, 2022 meeting minutes. Linda Parker seconded the motion. Marsha Manos polled the members for their votes. Leo Bautista abstained from the vote due to his absence. All ayes. The motion carried.

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

Jeremy Shumaker advised the Committee that the calendar before them was for 2023 and asked if there were any questions. Richard Chapman asked if the meetings would remain virtual or if they would take place in person. Teresa stated that it would probably be at the discretion of the Chairperson but that it had not yet been determined. Nick Hill made a motion to approve the calendar. Jeremy Tobias seconded the motion. Marsha Manos polled the members for their votes. All ayes. The motion carried.

Authorization To Issue Request For Proposals And Request For Refunding For Workforce Innovation And Opportunity Act Adult, Dislocated Worker, Combined And Farmworker Programs For Program Year 2023-2024

Anne Meert reminded the committee one of the functions of the Program and Business Services Committee is to recommend to the Workforce Development Board (WDB) the annual procurement process for contracted programs under the Workforce Innovation and Opportunity Act.

“Contracted programs” are those in which providers are reimbursed for expenses. This does not include Eligible Training Provider List providers who are paid on a “per participant basis” nor On-the-Job Training contracts in which employers are paid for training potential new employees. Anne also mentioned a full Request for Proposals (RFP) is required at least once every four years and the last RFP was issued for Program Year (PY) 2019-2020 for WIOA Adult, Dislocated Worker, and Combined programs, and RFRs were issued for PY 2020-2021, PY 2021-2022, and PY 2022-2023. Staff is recommending that we issue an RFP for PY 2023-2024 (July 1, 2023 – June 30, 2024) for only those programs and services necessary to operate local WIOA programs. Anne said that in addition, ETR is requesting to issue an RFP for unanticipated funding or the need arises. Anne told the committee that the fourth year under the National Farmworker Jobs Program began on July 1, 2023, and an RFR is being recommended to continue those programs. Funding allocations have not been announced for the next program year. Anne reminded the Committee the recommendations before them were for the adult programs only. Richard Chapman made a motion to accept the staff’s recommendation to recommend that the WDB authorize the following: 1) issuance of an RFP for limited programs and services for WIOA Adult, Dislocated Worker, and Combined programs for Program Year 2023-2024; 2) issuance of an RFR for Farmworker programs and services for Program Year 2023-2024; and 3) if needed, an RFP for other workforce funding or need that may emerge over the course of the year. Jeremy Tobias seconded the motion. Marsha Manos polled the members for their votes. All ayes. The motion carried.

Director’s Report

Teresa Hitchcock told the committee ETR is picking up pace. Funding allocations have been delayed. Teresa said that the State has received the funding from the Federal level but is not sure what the delay was. Teresa also said that there is an increase in customers coming in for services and there is a strong demand in the employment market. Richard Chapman echoed Teresa’s statement. Richard mentioned that the Energy Summit would be taking place the following week.

Marketing Presentation

Danette Williams was not present and there was no report given.

Committee Member Comments

Richard Chapman mentioned there would be a Career Expo in East Kern on March 3, 2023. Teresa thanked the committee members for attending the Local Plan forum and said that there was a lot of great input.

Miscellaneous Filings

- A. Program and Business Services Committee Attendance Report
- B. Kern, Inyo and Mono Workforce Development Board and Committees’ Meeting Schedule Calendar Year 2022

The meeting was adjourned at 8:24 a.m.

**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 comply 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.

**KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE
DISCUSSION AND ACTION ITEMS
DECEMBER 8, 2022**

Members Present: Alissa Reed, Leo Bautista, Teresa Hitchcock, Brenda Mendivel, Norma Rojas-Mora, and Todd Yepez.

Members Absent: Victoria Stockman and Kristen Watson.

Staff Present: Candy Gettman, Marsha Manos, Michael Saltz, and Jotveer Khangura.

Guests Present: Jeremy McNutt and Gary Baudette.

Alissa Reed called the meeting to order at 4:02 p.m.

*UNEXCUSED ABSENCE

Introductions

Committee members, staff, and guests introduced themselves.

Resolution Authorizing The Workforce Development Board's Executive Committee To Conduct Remote Teleconference Meetings

Jeremy Shumaker presented the Committee just cause as of the need to accept the resolution and continue to meet remotely. Teresa Hitchcock made a motion to accept the staff's recommendation to approve the resolution. Todd Yepez seconded the motion. Marsha Manos polled the members on their votes. All ayes. The motion carried.

Public Comments

There were no public comments.

Approval of the October 6, 2022, Meeting Minutes

Leo Bautista made a motion to approve the October 6, 2022, meeting minutes. Norma Rojas-Mora seconded the motion. Todd Yepez abstained from the vote due to his absence. Marsha Manos polled the members on their votes. All ayes. The motion carried.

Approval of the Proposed Agenda for the December 14, 2022, Workforce Development Board Meeting

Jeremy Shumaker asked the Committee to approve the Workforce Development Board agenda. Marsha Manos pointed out to the Committee that County Counsel had confirmed the 2023 meeting would be in person and this would be the last virtual meeting for the Workforce Development Board. Todd Yepez made a motion to approve the recommended agenda. Brenda Mendivel seconded the motion. Marsha Manos polled the members on 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 presented the 2023 calendar to the Committee for their consideration and approval. Jeremy point out that the date for the first youth committee meeting had been pushed out further to allow time for the RFP process. Todd Yopez asked if the Committee would consider revising the time of the meeting due to a scheduling conflict. After discussion, the Committee decided to change their meeting time to 3:00 p.m. instead of 4:00 p.m. Teresa Hitchcock made a motion to approve the 2023 Calendar of Meeting with the recommendation to change the time of the meeting. Todd Yopez seconded the motion. Marsha Manos polled the members on their votes. All ayes. The motion carried.

Workforce Development Board and Executive Committee Composition

Teresa Hitchcock recognized the Board approving Dr. Kristen Watson as a member of the Committee. Teresa mentioned due to a scheduling conflict Dr. Watson was unable to attend. Teresa spoke briefly about the passing of long-time Board member John Spaulding and his contributions to the Board and the community.

Discussion of Election of Officers

Teresa Hitchcock said the Bylaws provide for an election of one Chairperson and one Vice-Chairperson and they serve a one-year term and may serve consecutive terms. Teresa said that the election of officers will be elected at the next board meeting. Currently, Alissa Reed is the Chairperson and Leo Bautista is the Vice-Chairperson. Teresa opened the floor for further discussion among the members if needed. Norma Rojas-Mora thanked Alissa and Leo for their commitment and willingness to serve.

Local And Regional Plans Py 21-24 Two-Year Modifications

Michael Saltz informed the committee that the Kern, Inyo and Mono Counties Consortium and the Regional Planning Unit had begun to prepare the two-year modification of the Local and Regional Plans must be submitted to the California Workforce Development Board on or before March 31, 2023. As part of the planning process, the RPU held one virtual Southern Regional Community and Stakeholder Engagement Forum in English on November 2, 2022, and another virtual regional forum in Spanish on December 1, 2022. Michael also commented that The KIM Counties Consortium's Community and Stakeholder Planning Forums had the highest participation rate in the region.

Legislative Update

Teresa Hitchcock provided the committee with a brief legislative update.

Director's Report

Teresa Hitchcock spoke about John Spaulding and his involvement with the Board. She mentioned that there would be a tribute to him at the Workforce Development Board and that ETR will be submitting a Resolution to the Board of Supervisors in his honor in January 2023. Various members of the Committee expressed their admiration for Mr. Spaulding.

Committee Member Comments

Teresa Hitchcock mentioned the incredible work that Norma Rojas-Mora and her team have been involved in within the community for a medical pathways project. Teresa also mentioned that the following day KCCD will be holding a seminar on non-traditional apprenticeships. Norma provided the committee with a deeper overview of what Teresa had mentioned.

Miscellaneous Filings

The Committee members received a copy of the following:

- Workforce Development Board and Committees Attendance Report,
- The Kern, Inyo, and Mono Workforce Development Board and Committees' Meeting Schedule Calendar Year 2022.

As there was no further business, the meeting was adjourned at 4:32 p.m.

DRAFT

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

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

Kern, Inyo & 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 & Mono Workforce Development Board Executive Committee Attendance 2022						
P = Present	U=unexcused	X=Cancelled		Special Session		
A = Excused Absence		3/17/22	6/2/22	6/28/22	10/6/22	12/8/22
Member						
First	Last					
Leo	Bautista	P	P	P	P	P
Teresa	Hitchcock	P	P	P	P	P
Karen	King	P	P	P	RESIGNED	
Brenda	Mendivel	P	P	P	A	P
Alissa	Reed	P	P	P	P	P
Norma	Rojas-Mora	A	P	P	P	P
John	Spaulding	P	A	A	A	
Victoria	Stockman*	A	P	P	P	A
Todd	Yepez	A	A	P	A	P
Kristen	Watson					A
*Non-WDB						

Kern, Inyo & Mono Workforce Development Board Attendance 2022						
P = Present	U=unexcused	X=Cancelled	Special Session			
A = Excused Absence		3/30/22	6/8/22	6/28/22	10/19/22	12/14/22
Member						
First	Last					
John	Adams	Appt 4/26/22	P	P	P	
Laura	Barnes	A	P	P	P	
Leo	Bautista	P	P	P	P	
Kelly	Bearden	P	P	P	P	
Richard	Chapman	P	A	P	A	
Stacy	Ferreira	U	U			
Michael	Frey	RESIGNED				
Steven	Gomez	P	P	P	A	
Chris	Gonzales	U	P	P	P	
Greg	Gutierrez	P	P	A	P	
Nick	Hill III	U	P	A	P	
Teresa	Hitchcock	P	P	P	P	
Brian	Holt	A	P	P	P	
Ian	Journey	RESIGNED				
Ian	Journey			REINSTATED	P	
Karen	King	P	P	P	RESIGNED	
Greg	Knittel	P	P	A	P	
Anita	Martin	P	A	P	A	
Randy	Martin	A	A	P	P	
Diane	McClanahan	RESIGNED				
Dean	McGee	P	P	A	A	
John	Means	P	RESIGNED			
Brenda	Mendivel	P	P	P	P	
John	Moralez	P	A	A	A	
Clare	Pagnini	P	A	A	A	
Alissa	Reed, Chair	P	P	P	P	
Norma	Rojas-Mora	P	P	A	P	
Rick	Schoengerdt	RESIGNED				
John	Spaulding	A	A	A	A	
Joseph	Sumlin	RESIGNED				
Jay	Tamsi	U	A	P	A	
Shelly	Tarver	P	P	A	A	
Jeremy	Tobias	P	P	P	P	
Priscilla	Varela	P	P	P	P	
Todd	Yepez	P	P	A	P	
Trudy	Gerald		P	P	P	
Michele	Warren				P	