



WORKFORCE DEVELOPMENT BOARD

WORKFORCE DEVELOPMENT BOARD

December 13, 2023, 2023
7:00 A.M.



1215 Olive Dr.
Recruitment Center
Bakersfield, CA 93308



**Kern, Inyo & Mono Counties
Workforce Development Board
Agenda**

December 13, 2023

Location: 1215 Olive Drive Suite C – Recruitment Center
Time: 7:00 a.m.
Dial-in: (831) 296-3421
Access Code: 291 663 228#

Page No.

- I. Call to Order**
- II. Flag Salute**
- III. Introductions**
- IV. Public Comments**

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.**

- V. Presentation**

- **The Brown Act** – Jennifer Feige, Deputy County Counsel

- VI. Consent Agenda**

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.

- 1-5 A. Approval of the October 4, 2023, Meeting Minutes
- 6-7 B. Authorization to Issue Request for Refunding for Workforce Innovation and Opportunity Act Adult, Dislocated Worker, and Combined Programs for Program Year 2024-2025
- 8 C. Request for Retroactive Approval to Apply for the Displaced Oil and Gas Workers Fund Grant
- 9 D. Request for Retroactive Approval to Apply for the Farmworkers Advancement Program Grant – Program Year 2023-24

- VII. New Business**

- 10 A. Proposed Kern, Inyo and Mono Workforce Development Board and Committees' Meeting Schedule Calendar Year 2024 – **Action Item**
- 11-24 B. Workforce Development Board Bylaws Proposed Changes – **Action Item**
- 25-35 C. Workforce Development Board and Standing Committees' Composition - Resignation, Appointments, Status Change, and Reappointments - **Action Item**
- D. Legislative Update – **Oral Report**

- E. Budget Update – **Oral Report**
 - VIII. Director’s Report**
 - A. America’s Job Center of California Update
 - B. Marketing Presentation
 - IV. Board Member Comments**
 - A. Economic Development Report
 - B. Open Discussion
 - X. Miscellaneous Filings**
 - A. Status of Subgrantee Monitoring Reports
 - B. Draft Program and Business Services Committee November 16, 2023, Meeting Minutes
 - C. Draft Youth Committee November 29, 2023, Meeting Minutes - **Handout**
 - D. Approval of Local Area Subsequent Designation and Local Board Recertification PY 23-25
 - E. WDB Travel Budget Report for 2023-24
 - F. Kern, Inyo and Mono Workforce Development Board and Committee’s Attendance Reports
- 36
37-39
- 40
- 41
42-45

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) 336-6849. 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.

**KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD
DISCUSSION AND ACTION ITEMS
OCTOBER 4, 2023**

Members Present: Alissa Reed, Laura Barnes, Leo Bautista, Kelly Bearden, Richard, Chapman, Aaron Ellis, Trudy Gerald, Greg Gutierrez, Nick Hill, Ian Journey, John Moralez, Norma Rojas-Mora, Jeremy Tobias, Todd Yopez, Michelle Warren

Members Absent: Chris Gonzalez, John Means, Jay Tamsi, Priscilla Varela, and Michelle Warren.

Staff Present: Anne Meert, Michael Saltz, Candy Gettman, Simone Bellenger, Danette Williams, and Jeremy Shumaker.

Guests Present: Bryan Forest, Devin Daugherty, Lita San Pedro, Wendy Rodriguez, Sean Anderson, Jennifer Feige, Jose Gomez, and Karine Kanikkeberg.

* Unexcused

Alissa Reed called this virtual meeting to order at 7:12 a.m.

Introductions

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

Public Comments

Nick Hill spoke to the Board about a possible training facility in Kern County.

Consent Agenda

Jeremy Tobias made a motion to approve the following items:

- Approval of the May 31, 2023, Meeting Minutes
- Board and Committee Member Travel Budget For 2023-2024
- Request to Approve the Awarded Amount of \$418,635 from the Fresno Regional Workforce Development Board for The High Roads Construction Careers: RWF Valley Build Multi-Craft Core Curriculum Pre-Apprenticeship Training Grant

Jeremy Tobias made a motion. It was unclear as to who seconded the motion. All ayes. The motion carried.

Workforce Development Board and Standing Committee Composition - Resignations, Appointments, and Status Change

Anne Meert informed the Board of the following changes.

Resignation and Non-WDB Member Appointment - Business

Leo Bautista submitted his letter of resignation from the WDB and his interest in continuing to serve in the capacity of a non-WDB member on the Executive Committee. Ian Journey made a motion to accept the staff's recommendation. Michelle Warren seconded the motion. Leo Bautista abstained. All ayes. The motion passed.

Resignation and Appointment - Labor

John Adams (District Representative, Operating Engineers Local 12) has requested to resign from his position as a member of the Workforce Development Board. Jeremy Tobias made a motion to accept the staff' recommendation. Norma Rojas-Mora seconded the motion. All ayes. The motion passed.

Bryan Forrest (Apprenticeship Coordinator, Operating Engineers Local 12) submitted his application to replace John Adams' seat on the Workforce Development Board. John Moralez made a motion to accept the staff' recommendation. Ian Journey seconded the motion. All ayes. The motion passed.

Status Change - Labor

Alissa Reed is requesting a status change from Business (AC Investment Partnership, LLC) to Labor (Kern, Inyo & Mono Counties Building Trades Council). Her endorsement from Steven Gomez, President, Kern, Inyo & Mono Counties Building Trades Council. Ian Journey made a motion to accept the staff's recommendation. Michelle Warren seconded the motion. Alissa Reed abstained from the vote. All ayes. The motion passed.

Nominations – Business

Mike Beaumont, HR Manager/Company Liaison for United Field Services Corporation, is interested in serving as a Business member on the WDB. John Moralez made a motion to accept the staff's recommendation. Michelle Warren seconded the motion. All ayes. The motion passed.

Lizette Patterson, CEO of Cazador Consulting Group, is interested in serving as a Business member on the WDB. Michelle Warren made a motion to accept the staff's recommendation. John Moralez seconded the motion. All Ayes. The motion passed.

Upcoming Reappointments

WDB members serve three-year terms. The terms are fixed and staggered resulting in one-half of the members' terms expiring every eighteen months. According to the WDB Bylaws, members may serve consecutive terms and may be reappointed prior to the end of their current terms. Non-WDB members also serve three-year terms. On December 31, 2023, approximately one-half of the WDB members will have their terms expiring. Staff will be notifying these members (see chart below) regarding their interest in continuing to serve another term.

Special Election of Workforce Development Board Officers

Jeremy Shumaker informed the Board that the Chair and the Vice-Chair are serve one-year terms and they are also required to serve on the Executive Committee. As it had been discussed Leo and Alissa are no longer able to serve in these positions due to Leo's retirement and the change in Alissa's employment. Jeremy stated that ETR would entertain nominations for these positions. Ian Journey expressed interest in serving as the Chair of the WDB. Brenda Mendivel expressed interest in serving as the Vice-Chair. Alissa Reed gave the Board a little more information of what those positions intel.

Richard Chapman made a motion to accept the recommendation of Ian Journey as the Chair of the Workforce Development Board. Kelly Bearden seconded the motion. All Ayes. Ana Venegas conducted a roll call vote. Ian Journey abstained. All ayes. The motion passed.

Richard Chapman made a motion to accept Brenda Mendivel as the Vice-Chair of the Workforce Development Board. Kelly Bearden seconded the motion. Ana Venegas conducted a roll call vote. All ayes. The motion passed.

Workforce Development Apprenticeship Program

Michael Saltz informed the Board Employers' Training Resource have had 30 of its staff members and an addition 3 staff members of Garden Pathways, a community-based organization (CBO) participate in the Workforce Development Apprentice Program (WDAP). The participants have completed 144 hours of in person and virtual classroom training, including their Capstone Projects on June 27th and 28th and are now diligently working to complete 2080 hours of On-the-Job Training which must be completed within 24 months of the last day of class. Upon the successful completion of the WDAP, including the 2080 hours of On-the-Job Training, each ETR staff member will receive the California State University, Sacramento Workforce Development Professional Certificate issued from the California Apprenticeship Council, which is an industry recognized credential. In addition, each ETR staff member that has successfully completed the WDAP will receive an increase in their annual salary of 5%. October 16, 2023, ETR will commence its second cohort of the WDAP.

Grants Update

Michael Saltz informed the Board of the following updates:

La Cooperativa Grant: USDA Farmworker Relief Grant

In November 2022, ETR received \$554,400 in funding from La Cooperativa Campesina de California (La Cooperativa) to administer the United States Department of Agriculture (USDA) Farmworker Relief Grant. The term of the agreement is November 1, 2022, through October 31, 2024. The original enrollment goal for the program was 5,280; however, that goal was increased in June 2023 to 8,613. Through August 31, 2023, 4,426 farmworkers have applied for the assistance and 3,821 have received the support.

Homeless Veterans Reintegration Program

In June 2023, ETR received \$1,500,000 in funding from the Department of Labor (DOL) to administer the Homeless Veterans' Reintegration Program (HVRP). The term of the agreement is July 1, 2023, through June 30, 2026, with an annual funding of \$500,000. The enrollment goal for the three-year program is 102 yearly for a total of 306 enrollments.

Prison to Employment (P2E) 2.0 Regional Partnership and Technical Assistance Grant

In June 2023, ETR received \$496,311 in funding from San Joaquin County Employment & Economic Development Department. This grant provides services to the formerly incarcerated and other justice-involved individuals. The term of the agreement is July 1, 2023, through December 31, 2025.

Highroad Construction Careers Resilient Workforce Fund (RWF) Valley Build

ETR received \$418,635 in funding from the Fresno Regional Workforce Development Board. The term of this agreement is September 1, 2023, to March 31, 2026.

Workforce Innovation and Opportunity Act Performance Goals for Program Year 2023 and Performance Results for Program Year 2021

Anne Meert informed the Board that the performance goals for this year are the same as the previous year. Anne said that the first year under the state's new model was program year 2021 ETR performed successfully. Anne also said that for program year 2022 the DOL and State will be looking at the other three indicators and what will happen is that they will look at the raw scores compared to our raw standards and in the spring, they will be adjusted. We will then know if we met our goals. Anne also said that for the National Farmwork Program our goals are the same this year as they were last year. She also said that it is a for year grant, and we are in the final year of that grant.

Director's Report

Aaron Ellis gave the Board a report from the One-Stop Operator as he was not available for this meeting.

Jeremy Shumaker provided the Board with a budget update and a new grant opportunity. Jeremy also mentioned that we have been intentional on spending less money than last year. There was further discussion for clarification on some items in the handout.

Danette Williams provided the Board with a marketing update.

Board Member Comments

Richard Chapman informed everyone that the Energy Summit was happening on the 13th of the month. The discussion will be held around energy evolution and that some major reps from various agencies will be attending. Richard said they will also be releasing a video series the following week. The Stem Expo will be happening on April 26, 2024. Kelly Bearden said that the SBDC was working with the City of Bakersfield on a project in collaboration with the Kern County Black Chamber of Commerce. It provides grant to dislocated businesses affected by COVID.

Miscellaneous Filings

The committee was provided with the following documents for review:

- Status of Subgrantee Audits
- Status of Subgrantee Monitoring Reports
- Draft Executive Committee September 21, 2023, Meeting Minutes - **Handout**
- Draft Youth Committee September 13, 2023, Meeting Minutes
- Employment Development Department Workforce Innovation and Opportunity Act (WIOA) Section 188 Nondiscrimination and Equal Opportunity Provisions Annual Compliance Monitoring Review Final Report Program Year (PY) 2022-23
- La Cooperativa Campesina de California US Department of Agriculture (USDA) Farm and Food Workers Relief Program 2022-23 Program Review

- Fresno Regional Workforce Development Board Final Determination & Financial Review Program Year 2022-2023 HRCC SB1 Valley Build
- 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 2023

As there was no further business the meeting was adjourned at 8:42 a.m.



December 13, 2023

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

AUTHORIZATION TO ISSUE REQUEST FOR REFUNDING FOR WORKFORCE INNOVATION AND OPPORTUNITY ACT ADULT, DISLOCATED WORKER, AND COMBINED PROGRAMS FOR PROGRAM YEAR 2024-2025

Dear Board Member:

One of the functions of the 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). As a reminder, “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 the 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 funding 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 by Employers’ Training Resource (ETR) for Program Year (PY) 2023-2024 for WIOA Adult, Dislocated Worker, and Combined programs in Kern County. Staff is recommending, and the Program and Business Services Committee has agreed, that we utilize the RFR process for PY 2024-2025 (July 1, 2024 – June 30, 2025) to continue funding the programs and services (below) approved under the 2023-2024 RFP.

- Provider of Career Services at the Delano AJCC (Proteus, Inc.)
- Paid Work Experience (Proteus, Inc. and Kern High School District)

Funding for these programs totaled \$1,132,727.

In responding to the RFR, agencies would be required to submit a proposed budget for PY 2024-2025 and justify any cost increases or program changes. Staff would consider any outstanding monitoring findings or performance concerns. RFR funding recommendations would be presented to the Program and Business Services Committee for approval first before going to your WDB.

As a caveat, if ETR does have a need to issue an RFP for unanticipated funding or need during the year, we request your authorization to do so.

Funding Availability

We anticipate the WIOA formula (Adult, Dislocated Worker, and Youth) allocations for PY 2024-2025 being released in late spring 2024. WIOA Adult and Dislocated Worker funding for the current year PY 2023-2024 is \$9,273,392 which is \$996,855 less than the previous year PY 2022-2023. In addition, ETR has faced increased costs associated with staffing, operations, supplies, and work experience minimum wage increases. California's minimum wage will increase to \$16/hour on January 1, 2024 and higher later in the year for fast food and healthcare workers, and participants in work experience are paid minimum wage. Similarly, a larger share of WIOA Adult funding is used for OJTs to meet the in-demand needs of area employers.

At its meeting on November 16, 2023, the Program and Business Services Committee concurred with the recommendations below.

Therefore, IT IS RECOMMENDED that your Board authorize the following: 1) issuance of an RFR for Program Year 2024-2025 limited to current contracted WIOA Adult, Dislocated Worker, and Combined programs and services; and 2) if needed, issuance of an RFP for unanticipated workforce funding or needs that may emerge during the year.

Sincerely,



Aaron Ellis
Chief Workforce Development Officer

AE:am



December 13, 2023

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

REQUEST FOR RETROACTIVE APPROVAL TO APPLY FOR THE DISPLACED OIL AND GAS WORKERS FUND GRANT

Dear Board Member:

This letter is to inform your Board that Employers' Training Resource (ETR), on behalf of the Kern, Inyo, Mono Consortium Workforce Development Area, has applied for the Displaced Oil and Gas Workers Fund (DOGWF) grant offered through the State of California's General Fund. The purpose of the grant is to provide employment and training services to 800 core and core adjacent displaced oil and gas workers in Kern County. The grant is for thirty-three months, and ETR has applied for \$12,000,000.

This grant funding is awarded through a competitive process. Proposals were due by November 13, 2023. Awards are scheduled to be announced in January 2024, and the project is expected to commence in June 2024. ETR has identified several partners for the project including the Kern Community College District; the Kern, Inyo, Mono Building Trades Council; the Small Business Development Center; and Drilltek Operating LLC.

The Program and Business Services Committee concurred with the recommendation below.

Therefore, IT IS RECOMMENDED that your Board retroactively authorize the submission of the DOGWF grant application and, if awarded, the execution of the required grant documents by the Chief Workforce Development Officer.

Sincerely,

Aaron Ellis
Chief Workforce Development Officer

AE:am



December 13, 2023

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

**REQUEST FOR RETROACTIVE APPROVAL TO APPLY FOR THE FARMWORKERS
ADVANCEMENT PROGRAM GRANT – PROGRAM YEAR 2023-24**

Dear Board Member:

This letter is to inform your Board that Employers' Training Resource (ETR) has applied for the Farmworkers Advancement Program (FAP) grant on behalf of the Kern/Inyo/Mono Consortium Workforce Development Area. This program is being funded by Workforce Innovation and Opportunity (WIOA) Governor's Discretionary funds through the California Employment Development Department. The purpose of the grant is to research, design, and implement projects that focus exclusively on farmworker needs at a regional level by offering essential skills and upskilling training to either advance in the agricultural industry and/or prepare for advancement outside of the agricultural sector.

Partnering with ETR for the provision of services for the grant include the Kern High School District – Bakersfield Adult School; Proteus, Inc.; and the Farmworkers Institute for Education and Leadership Development (FIELD). The competitive proposal was due to the EDD on November 29, 2023, and the estimated project start date is February 2024. ETR applied for \$1,000,000 to serve 60 farmworkers. The grant does require a 20% funding match, so ETR plans to co-enroll participants with the WIOA National Farmworker Jobs Program (WIOA 167). The grant period of performance is 18-24 months. At its meeting on December 7, 2023, the Executive Committee concurred with the recommendation below.

Therefore, IT IS RECOMMENDED that your Board retroactively authorize the submission of the FAP grant application and, if awarded, the execution of the required grant documents by the Chief Workforce Development Officer.

Sincerely,

Aaron Ellis
Chief Workforce Development Officer

AE:jw

**DRAFT
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.

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.



December 13, 2023

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

WORKFORCE DEVELOPMENT BOARD BYLAWS PROPOSED CHANGES

Dear Board Member:

The Kern, Inyo, and Mono Workforce Development Board (WDB) Bylaws were last amended on June 28, 2022, to alter language regarding non-WDB members. During a recent review of the bylaws, it was determined that some changes were needed including clarifying language regarding the chairs of the Program and Business Services and Youth Committees.

Specifically, the responsibility of the WDB Vice Chair to chair the Program and Business Services Committee was absent. The bylaws also did not address the requirements for the Youth Chair. As a result, the attached document has amended language in italics/strikeout format. At its meeting on November 16, 2023, the Program and Business Services Committee was given the opportunity to review the changes in regard to language pertaining to that committee (page 13 of the bylaws). Likewise, at its meeting on November 29, 2023, the Youth Committee was given the opportunity to review the changes in regard to language pertaining to that committee (page 11). Both committees concurred with the proposed language regarding their chairs.

Other proposed changes relate to virtual meetings (page 3), WIOA Section 107(b) reference (page 4), Form 700 name (page 6), clarification as to Kern County Employers' Training Resource (several times), title change for ETR director (page 13) and numerical references (throughout).

At its meeting on December 7, 2023, the Executive Committee reviewed and approved the proposed bylaws changes and recommended an addition, under the role of Officers, clarifying that the WDB Chair also reside over the Executive Committee.

Therefore, IT IS RECOMMENDED that your Board adopt the amended Kern, Inyo, and Mono Workforce Development Board Bylaws.

Sincerely,

Aaron Ellis
Chief Workforce Development Officer

Attachment

KERN, INYO AND MONO WORKFORCE DEVELOPMENT BOARD BYLAWS

A. FUNCTIONS

The Workforce Investment Act (WIA) of 1998 has been replaced with the Workforce Innovation and Opportunity Act (WIOA) of 2014. The Local Workforce Development Board shall, along with the Chief Local Elected Officials (CLEO) representing units of general local government, be responsible for:

1. Developing a strategic Four-Year Local Plan;
 - a. If the Local Workforce Development Area (LWDA) is part of a planning region, the Local Workforce Development Board (Local Board) shall collaborate with the other local boards and CLEOs in preparing and submitting a Regional Plan, which incorporates the Local Plans.
2. Workforce Research and Regional Labor Market Analysis: Conduct research and assist the Governor in developing the statewide workforce and Labor Market Information (LMI) system;
3. Convening, Brokering, and Leveraging: Convene workforce and education stakeholders to assist in local planning and leverage resources;
4. Employer Engagement: Lead efforts to engage with a diverse range of employers, ensure the Workforce Development activities meet the needs of employers, and support economic growth in the region;
5. Career Pathways Development: Collaborate with secondary and postsecondary education to develop and implement career pathways;
6. Proven and Promising Practices: Identify, promote, and disseminate proven and promising strategies;
7. Technology: Develop strategies for using technology to maximize accessibility and develop intake and case management information systems;
8. Program Oversight: Conduct oversight of local programs in partnership with the CLEO;
9. Negotiation of Local Performance Accountability: Negotiation with the CLEO and the Governor;
10. Subject to the approval of the CLEO, selection of Operators and Providers;

11. Coordination of activities with education and training;
12. Budget and Administration: Develop a budget, subject to approval by the local grant recipient (i.e., CLEO);
13. Grants and Donations: The local board may solicit and accept grants and donations from sources other than Federal funds made available under this Act; and
14. Accessibility for Individuals with Disabilities: Annually assess the physical and programmatic accessibility of all one-stop centers in the local area in accordance with the Americans with Disability Act of 1990 and WIOA Section 188.

Convening Stakeholders and Brokering Relationships with a Diverse Range of Employers:

Although the WIOA does allow the Local Board to reduce its size to 19 mandated members, the Kern, Inyo and Mono (KIM) Workforce Development Board (WDB) has chosen to retain its larger composition, electing not to reduce its size by removing non-mandated One-Stop Partner members from the Local Board to an advisory-only position on a committee. Along with Business, Education, Economic and Community Development, Labor and Apprenticeships, Government and other stakeholders, the KIM WDB maintains a strong balance of workforce development, education and training stakeholders.

KIM WDB has and will continue to convene local employers to participate in industry forums to identify skills gaps and training needs to bridge the job seeker with job opportunities. These industry forums are led by the KIM WDB Members and engage all one-stop partners, educational providers, businesses, trade unions, and community-based organizations.

Leveraging Support for Workforce Development Activities:

At the direction of the CLEO, staff to the KIM WDB pursue as many workforce development grants that are available. A cross section of education partners are WDB members which ensures collaboration to enhance services. This aligns programs between WDB and education to leverage resources where possible and avoid duplication. KIM WDB offers integrated service delivery by braiding resources and coordinating services at the local level to meet client needs. Some of the programs the agency leverages include: TANF/CalWORKs, Transitional Age Youth (TAY), National Farmworkers Jobs Program (NFJP), and AB109 Prison Realignment.

Standing committees may be established by the Local Board to provide information and assist the Local Board in carrying out its responsibilities under WIOA Sec. 107. Standing committees must include at least two individuals who are not members of the WDB and who have demonstrated experience and expertise in accordance with § 679.340(b) and as determined by the Local WDB. All non-WDB members on standing committees are subject to all provisions in these bylaws, unless otherwise noted.

B. STANDARDS OF CONDUCT

1. Open Meetings

The Local Board and its standing committees will conduct business in an open manner by making available to the public, on a regular basis through open meetings, information about the activities of the Local Board, including information about the local plan before submission of the plan, membership, the designation and certification of One-Stop operators, the award of grants or contracts to eligible providers of youth activities and, on request, minutes of formal meetings of the Local Board.

~~At this time~~ *Under Emergency Orders (such as the COVID-19 pandemic)*, the Local Board and its committees ~~do not have equipment to participate via video conferencing~~ *may conduct virtual meetings*. All meetings of the Local Board or its committees are accessible via teleconference. Quarterly meeting notices include the physical location of the Local Board and committee meetings, as well as a toll-free dial-in phone number and a meeting access code.

For Local Board and committee members who are unable to attend at the main location but choose to participate, under the State’s Brown Act, an accessible location must be posted for the public to be able to attend the meeting at that alternate location. Local Board and committee members who do not provide access to their site for the public are not permitted to vote during the teleconference on any action items before the Local Board or committee. Members phoning in from their car, for example, would not be able to vote, as the public would not have been able to access that vehicle.

2. Code of Conduct

The Local Board will adopt a code of conduct to be signed by each member and each non-WDB committee member at appointment and annually.

3. Conflict of Interest

The Local Board will adopt a conflict of interest policy governing the activities of the Local Board.

4. Ethics Training

Each member of the Local Board and each non-WDB committee member is required to receive ethics training no later than one (1) year after their appointment. After the initial training, each Local Board member is required to receive ethics training at least once every two (2) years.

5. New Member Orientation

Within *sixty* (60) days of their appointment by the Kern County Board of Supervisors, all new WDB members will participate in the New Member Orientation. All non-WDB

members appointed by the WDB to standing committees will attend orientation within *sixty* (60) days of being appointed by the WDB.

C. MEMBERSHIP

1. Appointments

Per the Joint Powers agreement between the three (3) counties, Inyo and Mono Counties may appoint one member each, *and* Kern County will appoint the balance. Should Inyo or Mono not appoint a member, Kern County will appoint members as necessary. Members will represent all groups required by Federal and State law.

Local Board member appointments and reappointments will be made by the Kern County Board of Supervisors, with the exception of non-WDB members on standing committees. The Executive Committee will review non-WDB member nominations, forward their recommendations to the Local Board, who will appoint and reappoint non-WDB committee members. The non-WDB committee members are subject to all provisions in these bylaws, except as noted.

2. Composition

Composition of the Local Board *shall comply with the membership requirements outlined in WIOA Section 107(b) and* shall consist of a Business majority *of at least fifty-one percent* (51%). The membership will be streamlined by having members represent more than one category as permitted by WIOA.

A minimum size must be *nineteen* (19) members including: (a) *ten* (10) Business members, two (2) representing small business; (b) workforce representatives, *twenty percent* (20%) of board size, with a minimum of four (4) Labor representatives, optional CBOs and youth providers; (c) one (1) each adult and higher education; and (d) one (1) economic development and one (1) each local State government (One-Stop Partner agencies) representing Wagner-Peyser and Vocational Rehabilitation.

a. Business:

- (1) The majority of the WDB Members must be representatives of business in the local area.
- (2) At a minimum, two (2) members must represent small business.

b. Workforce Representatives: 20% of board size, includes:

- (1) Mandatory Labor and Joint/Labor Management Apprenticeship; *minimum fifteen percent* (15%) Board size per State law;
- (2) Optional Community-Based Organizations (CBOs), non-labor agencies must have demonstrated experience in addressing the employment needs of those with barriers to employment (e.g., veterans, individuals with disabilities); and

(3) Optional Youth Provider organizations with demonstrated experience and expertise in addressing the employment, training, or education needs of youth, including out-of-school youth.

c. Education and Training:

(1) WIOA Title II Adult Education and Literacy;

(2) Institution of Higher Education; and

(3) Other Education or CBO (optional) with demonstrated experience in addressing the employment needs of those with barriers to employment.

d. Government and Economic or Community Development:

(1) Shall include at least one (1) Economic or Community Development entity;

(2) WIOA Title III State Wagner-Peyser Employment Services (One-Stop Partner Program); and

(3) State Vocational Rehabilitation (One-Stop Partner Program).

e. Other One-Stop Partner Programs:

Except for above, all other partner programs, while mandated to contribute to the One-Stop System are no longer mandatory Board members.

f. Other:

Workforce development related members as deemed appropriate.

3. Term

Board members and standing committee members will serve a fixed term of three (3) years. Members will serve until the appointment of another member to replace him/her or until they resign. Members may serve consecutive terms and may be reappointed prior to the end of their current terms. Terms shall be fixed and staggered by eighteen months.

As the requisite two non-WDB member per standing committee are appointed, their terms will be the same as a Local Board member. Terms may be subject to change by the Local Board as emerging labor market conditions or committee expertise requirements change.

4. Resignation

Any Local Board or standing committee member may resign by giving written notice to the Local Board. Local Board staff will forward any WDB resignations received to the Clerk of the Kern County Board of Supervisors for posting openings. As non-WDB committee members are not appointed by the CLEO, their resignation will not be submitted to the CLEO. In addition, Local Board and committee members will be

notified during meetings so that they may recruit as well as inform their nominating agencies about vacancies.

5. Removal for Cause or Attendance

In December 2014, the Local Board adopted an attendance policy that permits the Local Board to remove members who fail to attend meetings, subject to approval of the CLEO. Non-WDB standing committee members are also subject to the attendance policy of the Local Board; however, their removal is not subject to the CLEO, just the WDB. The WDB also chose not to reduce the size of the WDB by removing One-Stop Partner members from the Local Board to an advisory-only position on a committee.

Although the WIOA allows for an alternate designated to cover for a WDB member who cannot attend a meeting, the WDB did not adopt this option. The WDB discussed that since the size of the KIM WDB was not reduced down to the minimum *nineteen* (19) members, that any person attending for a WDB member and allowed to vote on action items before the Board should be vetted as fully as any WDB member. With the WDB remaining around *forty-five* (45) members, it was decided that the attendance policy was sufficient to ensure that each Local Board meeting would have its requisite quorum, thereby negating the need for vetting more than *forty* (40) alternates.

Removal of Local Board or non-WDB members may only be accomplished at meetings of the full Local Board. Such authority may not be assigned to an Executive or other committee.

a. Cause

Any member may be removed from the Local Board or standing committee for cause if a two-thirds (2/3) majority of the WDB members approve such action.

A Board member's failure to timely file a Form 700 *Statement of Economic Interests* ~~economic disclosure statement~~ as required by *Kern County* Employers' Training Resource's ~~(ETR)~~ Conflict of Interest Code constitutes sufficient cause for a member's removal.

b. Attendance

Attendance at all Local Board and standing Committees to which a member has been appointed is expected of all members. Attendance by members at regularly scheduled meetings is critical for the Local Board to fulfill its function.

The Executive Committee shall routinely review member attendance at Local Board and committee meetings. Staff shall present attendance records for Executive Committee members to review at each of its meetings.

Notification of Absence: Members shall notify the Chair of the Local Board (or through Board staff) of any expected absence from a meeting by 5:00 p.m. of the day before the meeting, indicating the reason for the absence.

Local Board staff shall act on behalf of the KIM WDB to record the cause of such absences and shall provide such to the Executive Committee for consideration.

An excused absence shall be recorded in the Local Board minutes when a Member notifies the Board staff of the intended absence the day before the meeting, except that if the absence is due to illness occurring during the *twenty-four (24)* hour period, the absence shall be deemed excused if the Board staff is notified of the illness prior to the roll call for the meeting.

Local Board members who miss two (unexcused) consecutive full Board meetings will be considered inactive and subject to removal. After a Member is absent and inactive, the Local Board Chair will contact the Member to find out what problems may exist and if the Member still has an interest in serving on the Local Board. The inactive Member will have one more opportunity to attend a meeting. If the Member misses a third meeting, the Local Board Chair will notify the Executive Committee in writing that the inactive Member should be considered for removal.

Unless otherwise excused, all Board Members shall be required to attend a minimum of three quarters (75%) of all Local Board meetings and a minimum of three quarters (75%) of all committee meetings to which they are assigned during the course of a year in order to maintain Membership in Good Standing. Unless otherwise excused, all non-WDB members shall be required to attend a minimum of three quarters (75%) of all committee meetings to which they are assigned during the course of a year in order to maintain Membership in Good Standing. Failure of any Member to comply with this attendance provision can result in removal from the Local Board and/or standing committee(s).

WDB Members will be removed from membership on the Local Board if the Member is absent from more than three (3) consecutive scheduled meetings of the full Board. Standing Committee Members, including WDB and non-WDB members, will be removed from membership on the standing committee if the Member is absent from more than three (3) consecutive scheduled meetings. A Member with a substantial pattern of absences, however varying from the absence pattern noted in this section, may be removed from membership.

c. Procedure for Removal by Local Board:

- (1) A removal is proposed and discussed at an Executive Committee meeting;
- (2) A Recommendation of Removal from the Executive Committee shall be brought before the full Board for discussion and vote;
- (3) The member whose removal is being considered shall be invited to present reason(s) why their removal should be reconsidered at both the Executive Committee and meeting of the full Board; and

- (4) Removal from the Local Board shall require a two-thirds (2/3) majority and affirmative vote of the KIM WDB at a regularly scheduled meeting, in which a quorum has been established.

The Local Board is appointed by the CLEO in the local area in accordance with State criteria established under WIOA section 107(b). Therefore, the Local Board will refer removal recommendations to the CLEO for their review and approval. Non-WDB members would be removed via the above procedure by the WDB, not the CLEO.

6. Renewal

Local Board and standing committee members will be notified by Board staff at least *sixty* (60) days in advance of their term end date that their term will end. Members who wish to be considered for renewed membership on the Local Board or standing committees shall notify Board staff no later than *thirty* (30) days prior to the end of their term to ensure their reappointment will be considered for renewal by the Local Board.

7. Change of Status

Local Board members are responsible for notifying the Local Board's Executive Secretary of any change in their status that would affect their eligibility to serve on the Local Board. This includes, but is not limited to:

- Change of employer into a different membership category
- Change of employment status including retirement
- Ceasing to represent the category for which they were appointed to the Board
- Activities or interests in conflict with the interests of the Board
- Or other change in status that alters the member's qualifications that were present when appointed

Members who no longer qualify for the category for which they were appointed will, within *thirty* (30) days of the change in status, either (a) resign their membership in writing or (b) petition the Local Board through the Executive Secretary to remain on the Local Board for additional time, up to the end of their regular three-year term or until they are replaced, whichever period is less.

The Executive Secretary of the Local Board will notify the Executive Committee of such petitions and will forward them to the full Board, which may accept or deny them and forward their recommendation to the CLEO. Members that do not resign or petition the Board are deemed to have voluntarily resigned their membership and are subject to removal by the Local Board and respective CLEO.

Non-WDB members are also responsible for notifying the Local Board's Executive Secretary of any change in their status that would affect their eligibility to serve on a

standing committee. They are subject to the same process as WDB members except their removal is not subject to CLEO approval.

8. Vacancies

The Executive Committee shall solicit and/or review nominations received to fill WDB vacancies and make recommendations to the Local Board, who will make recommendations to the Kern County Board of Supervisors. Both solicited and unsolicited nominations will be maintained as a pool for further appointments. Pools will be updated before new appointments are made or as necessary.

In the event of a WDB vacancy, the Executive Committee is responsible for maintaining the required composition of the Local Board. A vacancy may not necessarily be filled if the required composition of the Local Board can be maintained without filling the vacancy.

While reviewing potential Business members, consideration will be given to local and/or regional Labor Market Information and industry sectors targeted in the Local Plan.

WDB member resignation letters are forwarded to the Kern County Board of Supervisors' Clerk of the Board so those vacancies can be posted. In addition, staff to the Board review the existing pool of nominations. Business members and nominating agencies such as Chambers of Commerce are notified of openings for Business members. Labor or Apprenticeship vacancies will be reported to the appointing agencies so they can nominate replacement members. One-Stop Partner agencies generally nominate replacements, for example when the member is retiring. All of these are used to fill vacancies as expediently as possible.

Non-WDB members are subject to the same process as WDB members except that filling non-WDB vacancies are handled by the WDB and not the CLEO.

D. LOCAL BOARD COMMITTEES

Standing committees may be established by the Local Board to provide information and assist the Local Board in carrying out its responsibilities under WIOA Sec. 107. Standing committees must be chaired by a member of the Local Board and may include other members of the Local Board. Standing committees must include at least two individuals who are not members of the WDB.

The non-WDB committee members should have experience and expertise with workforce development and the Committee's mission. Demonstrated experience and expertise means a workplace learning advisor; contributes to the field of workforce development, human resources, training and development; or a core program function; or represents valuable contributions in education or workforce development related fields.

1. Executive Committee

The Executive Committee will consist of the Local Board Chair, Vice Chair, and all standing committee Chairs, and additional members as approved by the Local Board. It will retain a majority of business representatives.

Functions:

Act on matters requiring expediency and function for the full Board between Local Board meetings. In instances where urgency and time constraints do not permit items to be acted upon by the full Board, the Executive Committee takes necessary actions on behalf of the Local Board. All such actions shall be subject to ratification by the full Board at its next regularly scheduled meeting.

Develop agenda for Local Board meetings;

Review applications and make recommendations for membership to the Local Board;

Routinely review member attendance of Local Board and committee meetings;

Review applications for Title II Adult Basic Education and Literacy grants to the State to ensure they are compatible with the Local Plan and submit recommendations to the Local Board;

Approve annual budgets and forward to the Local Board for review;

Evaluate service providers and review audits and staff monitor reports;

Provide policy direction to staff; and

Perform other duties as deemed necessary by the Local Board.

Under the procurement policy, if applicants file an appeal, the Executive Committee will be responsible for reviewing funding appeals for merit and shall have authority to reconsider funding recommendations if warranted.

2. Youth Committee

Functions:

Coordinate the development of youth policies;

Coordinate local vocational and educational activities related to workforce preparation;

Recommend eligible providers of youth activities to be awarded grants or contracts on a competitive basis to ensure high quality programs;

Conduct oversight with respect to the eligible providers of youth activities in the local Workforce Development Area; and

Address key development, education, and employment issues affecting youth.

Chair:

The Committee shall elect one (1) member as Chair.

The Chair shall serve a term of one (1) year and may serve 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.

3. Program and Business Services Committee

Functions:

Review and recommend approval of the local plan and the Business Services Plan to the Local Board and its committees;

Research/review labor market needs;

Provide overall guidance and promote the economic development strategy for the local area;

Review and recommend marketing strategies to promote the LWDA activities and service delivery goals;

Recommend programs to be funded and plans for accomplishment;

Develop linkages and coordinate resources with other agencies; and

Coordinate activities and policies for America's Job Center of California (AJCC) in the Local Area.

4. Other Committees

Other committees of Local Board members, which may include persons not on the Local Board, may be formed on either a standing or ad hoc basis.

E. MEETINGS

1. Regular Meetings

The Local Board shall meet not less than four (4) times per year.

2. Special Meetings

The Chair of the Local Board may call special meetings at any time. Each member and the public will be given adequate notice of such meetings.

3. Quorum

One half (1/2), plus one, of the total Local Board/committee membership shall constitute a quorum for official business for the WDB and Executive Committee meetings. One-third (1/3) of the total committee membership shall constitute a quorum for official business for the Youth Committee and the Program and Business Services Committee meetings.

4. Open Meetings

All regular meetings of the Local Board and its committees shall be open and accessible to the general public.

5. Voting

- a. Members of the Youth Committee, if not appointed as full Local Board members, will be non-voting members of the Local Board. Non-WDB standing committee members do not have voting privileges on the Local Board. Non-WDB committee members have voting privileges when conducting the business of the committee. Non-WDB committee members on the Executive Committee must recuse themselves from voting on any issue the Committee is acting upon in lieu of the Local Board.
- b. Each full member of the Local Board, including the Chair and Executive Secretary, shall have one (1) vote.
- c. For official business, a majority vote of the quorum is needed to pass a motion.

F. OFFICERS

1. Chair

- a. The Board shall elect one (1) member as Chair.
- b. The Chair shall serve a term of one (1) year and may serve consecutive terms.
- c. The Chair shall be a Business representative.
- d. The Chair shall preside over all regular meetings *and the Executive Committee meetings* and may call special meetings if necessary.
- e. The Chair shall make appointments to all committees of the Board, except the elected committee Chairs, other elected Executive Committee members and the Youth Committee.

2. Vice Chair

- a. The Board shall elect one (1) person as Vice Chair.
- b. The Vice Chair shall serve a term of one (1) year and may serve consecutive terms.

- c. The Vice Chair shall be a Business representative.
- d. The Vice Chair shall assume the responsibilities of the Chair in his/her absence.
- e. *The Vice Chair shall preside over Program and Business Services Committee meetings.*

3. Executive Secretary

The ~~director~~ *Chief Workforce Development Officer* of *Kern County* Employers' Training Resource shall serve as Executive Secretary of the Board.

G. STAFF

- 1. The ~~director~~ *Chief Workforce Development Officer* of *Kern County* Employers' Training Resource shall serve as staff to the Board, unless otherwise specified in the Local Board/CLEO Agreement.
- 2. Staff shall be responsible for the taking of minutes of all meetings.
- 3. Staff shall prepare reports as necessary to inform the Board of the status of programs.

H. AMENDMENT OF THE BYLAWS

These Bylaws may be amended or repealed and new Bylaws adopted by the vote of a majority of the members of the Local Board at any regular or special meeting.



December 13, 2023

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

WORKFORCE DEVELOPMENT BOARD AND STANDING COMMITTEES' COMPOSITION - RESIGNATION, APPOINTMENTS, STATUS CHANGE, AND REAPPOINTMENTS

Dear Board Member:

Below are actions regarding the Workforce Development Board (WDB) and its standing committees in terms of composition and membership changes.

EDD Resignation and Appointment

Shelly Tarver has been appointed Division Chief of the Northern Workforce Services Division within the Workforce Services Branch (WSB) of the Employment Development Department (EDD). As such, she will no longer be responsible for the EDD WSB Central Valley operation. Christina Garza is the acting Deputy Division Chief, and EDD is requesting that she be its representative on the WDB. Ms. Garza's Nomination and Statement of Interest Form is attached (Attachment A). Her term would end December 31, 2026.

Nomination of Non-WDB Member to the Program and Business Services Committee

At the October 4, 2023 meeting, your WDB appointed Leo Bautista to your Executive Committee in the capacity of non-WDB member. As you are aware, the Workforce Innovation and Opportunity Act (WIOA) requires that any standing committee of the local WDB have at least two non-WDB members with experience and expertise relevant to the committee. Mr. Bautista is also interested in serving as a non-WDB member on the Program and Business Services (PBS) Committee. As the former WDB Vice Chair, Mr. Bautista chaired the PBS Committee for many years, and having him return to this committee would be beneficial. The PBS Committee unanimously concurred with adding Mr. Bautista at its meeting on November 16, 2023. His term would end December 31, 2026.

Employer Changes – Business Members

For your information, several business members on the WDB have had employment changes (below). These will be reported to the Clerk of the Board of Supervisors, and the WDB roster posted on the Employers' Training Resource (ETR) website will be updated.

- Ian Journey – Journey Engineering, Inc.
- Clare Pagnini - Driltek Operating LLC
- Anita Martin – Martin and Foster Consulting

Reappointment of Members/Non-WDB Members with Terms Ending December 31

WDB members serve three-year terms. The terms are fixed and staggered resulting in one-half of the members' terms expiring every eighteen months. According to the WDB Bylaws, members may serve consecutive terms and may be reappointed prior to the end of their current terms. Non-WDB members also serve three-year terms. On December 31, 2023, approximately one-half of your Board and committee members will have their terms expiring. Staff notified these members (see chart below) regarding their interest in continuing to serve another term. All expressed interest with the exception of Nick Hill who did not respond. Leticia Perez and Jay Tamsi expressed interest in remaining on the Youth Committee and Board, respectively; however, attendance for both is an issue, and Aaron Ellis and the WDB Vice Chair have discussed this with them.

Terms Expiring 12/31/2023			
Board Members			
Alissa Reed	Nick Hill III	Dr. Dean McGee	Randy Martin
Greg Knittel	Richard Chapman	Gregory Gutierrez	Kelly Bearden
Jay Tamsi	Laura Barnes	Priscilla Varela	Anita Martin
Non-Board Members			
Dale Countryman - Youth Committee		David Villarino - Youth Committee	
Leticia Perez - Youth Committee			

If Nick Hill's term ends without him being reappointed, then we will be seeking a business representative to fill the vacancy.

Standing Committee Compositions

Attached are the current rosters for the WDB (Attachment B) and its three standing committees (Attachments C – E). The WDB currently consists of 29 members and is in compliance with a business majority. The composition of the PBS and Executive Committees have changed due to the resignations, appointments, and officer changes approved by the WDB on October 4, 2023. In addition, Ian Journey has resigned from the Youth Committee in order to focus on his new role as WDB Chair.

The Executive Committee is out of compliance with the WDB Bylaws in that it does not have a business majority. Currently, there are eight members and only three business members (37.5%). At its meeting on December 7, 2023, the Executive Committee discussed the actions presented in this letter and concurred with the staff recommendations. Regarding the composition of the Executive Committee, committee members agreed to retain the current members and expand to include four additional business members which would put the committee in compliance with seven business out

of twelve total members (58%). New Executive Committee members would include Kelly Bearden, Lizette Patterson, and two others. An update will be provided at today's meeting.

Therefore, IT IS RECOMMENDED that your WDB: 1) accept the resignation of Shelly Tarver from the WDB; 2) recommend the Kern County Board of Supervisors appoint Christina Garza to the WDB with a term ending December 31, 2026; 3) approve the appointment of Leo Bautista as a non-WDB member on the PBS Committee with a term ending December 31, 2026; 4) recommend the Board of Supervisors reappoint Alissa Reed, Greg Knittel, Richard Chapman, Laura Barnes, Dr. Dean McGee, Gregory Gutierrez, Priscilla Varela, Randy Martin, Kelly Bearden, Jay Tamnsi, and Anita Martin to the WDB with terms ending December 31, 2026; 5) approve the reappointment of non-WDB members Dale Countryman, Leticia Perez, and David Villarino for terms ending December 31, 2026; 6) allow Nick Hill's term to expire and seek a new WDB business member to replace him; and 7) accept the recommended new business members to the Executive Committee in order to bring that committee in compliance with a business majority.

Sincerely,



Aaron Ellis
Chief Workforce Development Officer

AE:am

Attachments

- A – Christina Garza Nomination Form
- B – Workforce Development Board Roster
- C – Program and Business Services Committee Roster
- D – Youth Committee Roster
- E – Executive Committee Roster



**KERN, INYO, MONO COUNTIES CONSORTIUM
LOCAL WORKFORCE DEVELOPMENT BOARD
NOMINATION AND STATEMENT OF INTEREST FORM**

Please check one or both boxes:

Interest in being Workforce Development Board Member

Interest in being non-Workforce Development Board Member (member of a subcommittee only)

NOMINEE INFORMATION

Date: 10-12-2023

Name: Christina Garza Job Title: Employment Program Manager III

Business/Agency Name: Employment Development Department

Business/Agency Address: 1600 E. Belle Terrace Bakersfield, CA 93307
(Street) (City) (Zip)

Phone: 1-916-639-4578 Email: Christina.Garza@edd.ca.gov

Preferred method of contact? Email

RESPONSIBILITIES OF A WORKFORCE DEVELOPMENT BOARD (WDB) MEMBER

- Provide joint responsibility, along with the Board of Supervisors, for Workforce Innovation and Opportunity Act (WIOA) activities in Kern, Inyo, and Mono Counties
- Serve a three (3) year term
- Attend quarterly Committee (usually at 8:00 a.m. or 3:00 p.m.) and Board meetings (usually at 7:00 a.m.), as assigned
- Bring a level of expertise in specific areas to advise staff and other board members on issues pertaining to workforce development
- Represent a particular group (or groups), as required under WIOA

NOTE: Some nominees may be considered for “non-Board member” positions on WDB Committees (Program and Business Services, Executive and Youth). Non-Board members may vote on matters at the Committee level only. They may be considered for vacancies on the WDB.

SPECIFY GROUP TO BE REPRESENTED

Nominees may represent one or more. Please check all that apply.

<input type="checkbox"/> Business	<input type="checkbox"/> Small 1-50	<input type="checkbox"/> Mid 51-250	<input type="checkbox"/> Large >250
<input type="checkbox"/> Labor			
<input type="checkbox"/> Education and Training	<input type="checkbox"/> Adult	<input type="checkbox"/> Youth	<input type="checkbox"/> Higher
<input type="checkbox"/> Workforce Representative	<input type="checkbox"/> CBO	<input type="checkbox"/> Other (specify)	
<input checked="" type="checkbox"/> Government, Economic and Community Development	<input type="checkbox"/> Economic/Community Development	<input checked="" type="checkbox"/> Wagner-Peyser Office	<input type="checkbox"/> Vocational Rehabilitation
<input type="checkbox"/> One-Stop Partner (specify)			
<input type="checkbox"/> Other (specify)			

If nominated for Business Representative:

- (1) Does nominee represent business that reflects the employment opportunities of the local area? Yes [] No []
- (2) Is the nominee's position that of owner, chief executive or operating officer or other business executive or employer with "optimum policymaking or hiring authority?"
Yes [] No [] Please explain below:
- (3) Has business nominee been nominated by local business organization or business trade association? Yes [] No [] ***Nominating organization must be completed below.**

If nominated for Labor Representative:

- (1) Has nominee been nominated by local labor federation or a member of a labor organization or a training director from a joint-labor management apprenticeship program, or other such program? Yes [] No [] ***Nominating organization must be completed below.**

ALL NOMINEES: STATEMENT OF INTEREST

Explain why you wish to serve on the WDB (include interests, qualifications, etc.).

I wish to serve on the Workforce Development Board (WDB) to contribute to developing job opportunities, a qualified workforce, training, and education which leads to employment through workforce development. My current role in the Government, Economic, and Community Development sector through the Employment Development Department (EDD) includes over 24 years of serving the people of California, specifically in the Kern, Inyo, Mono (KIM) Counties Consortium, and Tulare Counties. In the last 24 years, I have worked with all the Workforce Services Branch (WSB) programs and served in multiple special assignments to positively impact how the Workforce Innovation and Opportunity Act (WIOA) has moved forward in partnership. These special assignments I participated in involved working with the America's Job Centers of CaliforniaSM (AJCCs) within the KIM system on different job levels. The job levels and roles I have created working relationships include as an Employment Program Representative (EPR), an Employment Program Manager (EPM) I, an EPM II, and an EPM III. I want to continue my established working relationships with the KIM Counties Consortium local WDB by serving on the board in my current role as the Acting Deputy Division Chief for the Central Valley Region.

ALL NOMINEES: WORKFORCE DEVELOPMENT EXPERIENCE

List specific experience with employment, training and/or education programs.

My experience with employment, training, and education programs is over 24 years, and in between, I have served on the Tulare County WDB for over a year. In my EDD career, I was selected to represent the EDD in the first-ever one-stop marketing team in KIM Counties, where I developed excellent working relationships with all partners and community employers. I established a strong foundation of teamwork, which would prove valuable as the department moved forward into mandated service delivery in the AJCC. As the EDD's EPM III and current Acting Deputy Division Chief, I am responsible for and actively meet with multiple AJCC operators across the Bakersfield Cluster, various partners, and community entities to plan and coordinate the delivery of employment and training services. I participate on the WDB subcommittees for performance and evaluation matters. I confer with internal and external customers in solving workforce preparation concerns. I represent the department in various community work groups. I participate in councils who interact with the Governor's Office of Emergency Services and for the EDD response teams. Plan coordination with the partnership needs for the National Dislocated Worker Grant, Local Assistance Centers, and other grants and funding streams. I also work

with the Regional Leadership Teams and other office Leadership Teams to set priorities, determine regional and local policies, plan for effective service delivery, and implement state and federal policies.

I understand the expectations of a WDB member/non-member and volunteer to serve.

Date: **10/12/2023**

Nominee Signature: *Christina Garga*

***NOMINATING ORGANIZATION (Required for Business and Labor Representatives)**

Name of Organization: _____

Type of Organization: _____

Nominating Person's Name/Title: _____

Date: *10-18-2023*

Signature: *Shelly Tarver*

Qualified nominees will be considered by the WDB. Final appointments are made by the Board of Supervisors.

**KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD**

BUSINESS:

Laura Barnes

President

Associated Builders and Contractors

Clare Pagnini

Director of Human Resources

Driltek Operating LLC

Mike Beaumont

HR Manager/Company Liaison

Unified Field Services Corporation

Ian Journey, Chair

Owner/Engineer

Journey Engineering, Inc.

Kelly Bearden*

Director

CSUB Small Business Development Center

Jay Tamsi

President/CEO

Kern Co. Hispanic Chamber of Commerce

Richard Chapman*

President/CEO

Kern Economic Development Corp.

Michelle Warren

Director of Human Resources

Golden Empire Transit

Greg Gutierrez

President/CEO

Truitt Oilfield Maintenance

Todd Yopez

Human Resources Manager

PCL Industrial Services, Inc.

Nick Hill III

President

Kern Co. Black Chamber of Commerce

Anita Martin

Martin and Foster Consulting

Co-Owner/Executive Consultant

Brenda Mendivel, Vice Chair

VP of Human Resources

Bakersfield Family Medical Center

Greg Knittel

President

Centralize HR

Lizette Patterson

CEO

Cazador Consulting Group

EDUCATION AND TRAINING:

Dr. Trudy Gerald

Assoc. Vice Chancellor - Economic
and Workforce Development

Kern Community College District

Norma Rojas-Mora

Director, Communications & Community Relations
Bakersfield College

Dr. Dean McGee

Superintendent

Kern High School District

WORKFORCE REPRESENTATIVES:

A. Labor and Apprenticeships

Bryan Forrest
Apprenticeship Coordinator
Operating Engineers Local 12

Alissa Reed
Executive Secretary
KIM Building Trades Council

Steven Gomez
Business Agent
Plumbers & Pipefitters Local 460

John Moralez
Secretary - Treasurer
Teamsters Local Union No. 87

Chris Gonzales
Business Agent
SMART Sheet Metal Local 105

Brian Holt
Business Manager
IBEW Local 428

B. Community-Based Organizations:

Randy Martin
CEO
Covenant Community Services

Jeremy Tobias
Executive Director
Community Action Partnership of Kern

GOVERNMENT & ECONOMIC OR COMMUNITY DEVELOPMENT:

A. Economic Development - see Business*

B. Government: Wagner-Peyser

Shelly Tarver
Kern/Tulare Cluster Manager
Employment Development Department

C. Government: Vocational Rehabilitation:

Priscilla Varela
Staff Services Manager I
Department of Rehabilitation

ONE-STOP PARTNER PROGRAMS:

Aaron Ellis
Chief Workforce Development Officer
Kern County Employers' Training Resource

**KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD
PROGRAM AND BUSINESS SERVICES COMMITTEE**

Brenda Mendivel, Vice Chair WDB
VP of Human Resources
Bakersfield Family Medical Center

Linda Parker*
President
LP Consulting

Richard Chapman
President/CEO
Kern Economic Development Corp.

Alissa Reed
Executive Secretary
KIM Building Trades Council

Nick Hill III
President
Kern Co. Black Chamber of Commerce

Jeremy Tobias
Executive Director
Community Action Partnership of Kern

Aaron Ellis, Executive Secretary WDB
Chief Workforce Development Officer
Kern County Employers' Training Resource

Priscilla Varela
Staff Services Manager I
Department of Rehabilitation

Brian Holt
Business Manager
IBEW Local 428

Arleana Waller*
CEO and Founder
The Frink Firm and ShePower Leadership Academy

**Leo Bautista* [Pending]
At-Large**

*Non-WDB member

**KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD
YOUTH COMMITTEE**

Rosa Chipres*
Student
Taft College

Leticia Perez*
Supervisor, Fifth District
Kern County Board of Supervisors

Dale Countryman*
Retired School Administrator

Norma Rojas-Mora, Youth Committee Chair
Director, Communication & Community Relations
Bakersfield College

Aaron Ellis, Executive Secretary WDB
Chief Workforce Development Officer
Kern County Employers' Training Resource

Greg Terry*
Chief
Bakersfield Police Department

Brian Holt
Business Manager
IBEW Local 428

Priscilla Varela
Staff Services Manager I
Department of Rehabilitation

Ian Journey
Owner/Engineer
Journey Engineering, Inc.

David Villarino*
Executive Director
FIELD

Karine Kanikkeberg*
Resource Teacher
Kern High School District, CRD

Todd Yopez
Human Resources Manager
PCL Industrial Services, Inc.

Clare Pagnini
Director of Human Resources
Driltek Operating LLC

*Non-WDB member

**KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE**

Ian Journey, WDB Chair
Owner/Engineer
Journey Engineering, Inc.

Brenda Mendivel, WDB Vice Chair
VP of Human Resources
Bakersfield Family Medical Center

Aaron Ellis, Executive Secretary WDB
Chief Workforce Development Board Officer
Employers' Training Resource

Norma Rojas-Mora, Chair Youth Committee
Director, Communication & Community Relations
Bakersfield College

Alissa Reed
Executive Secretary
KIM Building Trades Council

Dr. Kristen Watson*
Chief of Staff
Cal State University Bakersfield

Todd Yopez
Human Resources Manager
PCL Industrial Services, Inc.

Leo Bautista*
At-Large

*Non-WDB member

December 14, 2023

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 County Superintendent of Schools (KCSOS) (9/22/23) Fiscal Report.

Monitoring reports with findings:

Kern Community College District (KCCD) (11/13/23) Program Report. Findings were for: not conducting quarterly reviews of Youth Individual Service Strategies (ISS); not entering case notes into the CalJOBS system on a monthly basis; and not providing Sexual Harassment Prevention Training to participants in work experience. In response, KCCD stated they will conduct weekly meetings between KCCD management and the KCCD case manager to ensure compliance with ISS and case note requirements, and the KCCD Human Resource department has updated its onboarding protocols to have participants complete Sexual Harassment Prevention Training prior to their work experience start date. The findings are closed.

Tehachapi Unified School District (TUSD) (10/23/23) Program Report. Findings were for: not properly utilizing work experience agreements; not appropriately supervising a participant at a worksite; not complying with the youth supportive service policy; not ensuring fuel assistance supportive services were only used for the purchase of gasoline; and providing unallowable supportive service items. TUSD's contract with Employers' Training Resource (ETR) ended June 30, 2023. TUSD was informed that should they contract with ETR in the future, they should ensure they comply with the requirements of their contract as well as WIOA. ETR reviewed the disallowed costs and adjusted TUSD's final payment accordingly. The findings are closed.

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

Sincerely,



Aaron Ellis
Chief Workforce Development Officer

AE:sw

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

**KERN, INYO & MONO
WORKFORCE DEVELOPMENT BOARD
PROGRAM AND BUSINESS SERVICES COMMITTEE
DISCUSSION AND ACTION ITEMS
NOVEMBER 29, 2023**

Members Present: Brenda Mendivel, Aaron Ellis, Ian Journey, Brian Holt, Alissa Reed, Linda Parker, and Jeremy Tobias.

Members Absent: Richard Chapman, Nick Hill, and Leo Bautista.

Staff Present: Marsha Manos, Ana Venegas, Michael Saltz, Anne Meert, Jeremy Shumaker, Danette Williams,

Guests Present: Jennifer Feige.

The meeting was called to order at 8:02 a.m. by Brenda Mendivel.

*Unexcused Absence

Introductions

Marsha Manos took a roll call vote of the Committee.

Public Comments

There were no public comments.

Proposed Kern, Inyo & Mono Workforce Development Board and Committees Meeting Schedule Calendar Year 2024

Aaron Ellis informed the Committee that the calendar before them was for the following year. Aaron also said that in consideration of members wanting to attend various conferences throughout the year that this calendar would allow for them to do so without any conflicts. Aaron informed the Committee that the calendar was before them to vote. Alissa Reed made a motion to approve the calendar. Jeremy Tobias seconded the motion. All ayes. The motion carried.

Authorization to Issue Request for Refunding for Workforce Innovation and Opportunity Act Adult, Dislocated Worker, and Combined Programs for Program Year 2024-2025

Anne Meert informed the committee that a full RFP was issued for Program Year 2023-2024 and Staff is recommending we utilize the RFR process for Program Year 2024-2025 due to the lengthy process of a full RFP. Anne also mentioned that the RFP was only open and available for the following activities:

- Provider of Career Services at the Delano AJCC (Proteus, Inc.)
- Paid Work Experience (Proteus, Inc. and Kern High School District)

Anne also said that we are also requesting that we have any unanticipated revenue throughout the year or if a full RFP is needed that a sole source authorization be issued for that.

Anne said that due to the increase in unemployment and not knowing what our funding will be contributes to the decision to not do a full RFP. Jeremy Tobias made a motion to accept the staff's recommendation as outlined in the letter. Linda Parker seconded the motion. All ayes. The motion passed.

Request for Retroactive Approval to Apply for the Displaced Oil and Gas Workers Fund Grant

Anne Meert informed the Committee that ETR applied for the DOGWF grant offered through the State of California's General Fund. The purpose of the grant is to provide employment and training services to 800 core and core adjacent displaced oil and gas workers. The grant is for thirty-three months and ETR has applied for \$12,000,000. Aaron Ellis made a motion to approve the recommendation. Jeremy Tobias seconded the motion. Alissa Reed and Brian Holt abstained from the vote. 11 ayes. The motion passed.

Workforce Development Board Bylaws Proposed Changes Regarding Chairs of the Program and Business Services and Youth Committees

Anne Meert told the Committee that the Bylaws were last amended on June 28, 2022 to alter language regarding non-WDB members and during a recent review it was determined that some changes were needed including clarifying language regarding the Chairs of the PBS and Youth Committees. Anne said that the bylaws did not address the term length of the Youth Committee chair and did not specifically address the responsibility of the WDB Vice-Chair to chair the PBS committee. Alissa Reed made a motion to approve the staff's recommendation to accept the changes to the bylaws. Brenda Mendivel seconded the motion. All ayes. The motion passed.

Program and Business Services Committee Composition

Anne Meert informed the Committee that staff had reached out to the members whose terms were set to expire on December 31, 2023, to determine their interest in continuing to serve on their respective committees and all of the PBS members had expressed interest in continuing to serve. Anne also mentioned that at the WDB meeting on October 4, 2023 Brenda Mendivel was elected as the WDB Vice Chair replacing Leo Bautista. Anne also informed the committee that Leo Bautista had resigned as a WDB member due to his retirement but had expressed interest in serving as a non-WDB member. Alissa Reed made a motion to accept the staff's recommendation. Aaron Ellis seconded the motion. All Ayes. The motion passed.

Request to Approve the Awarded Amount of \$47,460 From the Fresno Regional Workforce Development Board for the Earmark Valley Build Now Training Grant

Michael Saltz told the committee that the Fresno Regional Workforce Development Board awarded the Kern, Inyo and Mono Workforce Development Board \$47,460 to fund case management and drug testing for the Earmark Valley Build Grant. This grant will provide pre-apprenticeship training and union referrals to 30 participants in the local workforce development area. The grant will end on September 30, 2025. Brenda Mendivel made a motion to accept the staff's recommendation. Alissa Reed seconded the motion. All ayes. The motion carried.

Notice of Funding Opportunity – Farmworkers Advancement Program (FAP) Program Year (PY) 2023-24

Anne Meert said that the purpose of this letter was to inform the committee that ETR intended to apply for this grant funding as either the grantee or as a partnering agency. ETR can apply for up to \$1,000,000 in funding and the application is due November 29, 2023.

Director's Report

Aaron Ellis provided the committee with an update on the center's activities as well as an enrollment report.

Committee Member Comments

There were no further comments.

Miscellaneous Filings

- A. Program and Business Services Committee Attendance Report
- B. Kern, Inyo and Mono Workforce Development Board and Committees' Meeting Schedule Calendar Year 2023

The meeting was adjourned at 8:50 a.m.

Angelo Farooq, Chair

Gavin Newsom, Governor

November 3, 2023

Kern, Inyo, Mono Workforce Development Board
1600 East Belle Terrace
Bakersfield, CA 93307
Attention: Teresa Hitchcock

Subject: Approval of Local Area Subsequent Designation and Local Board Recertification PY 23-25

Dear Director Hitchcock,

The California Workforce Development Board (CWDB) has received and carefully assessed your Local Area Subsequent Designation and Local Board Recertification PY 23-25 application, in accordance with the criteria established in Workforce Services Directive [WSD22-14](#). We are pleased to inform you that you have received approval through June 30, 2025.

If you have any additional questions, please contact your Regional Advisor.

Sincerely,



Curtis Notsinneh, Acting Executive Director
California Workforce Development Board

Cc: Gustavo Alatorre, Regional Advisor

Kern, Inyo and Mono Counties
Workforce Development Board/Committee
Travel Budget Report for 2023-24
(as of December 2023)

2023-24 Budget:	\$10,000
Expenses:	
• none	
Total Travel Expenses	\$ <u> 0</u>
Balance Remaining	<u>\$10,000</u>

Kern, Inyo & Mono Workforce Development Board PBS Committee Attendance 2023					
P = Present	U=Unexcused	X=Cancelled			
A = Excused Absence		2/16/23	5/11/23	8/31/23	11/16/23
Member					
First	Last	PBS	PBS	PBS	PBS
Leo	Bautista	P	P	X	RESIGNED
Richard	Chapman	P	A	X	A
Aaron	Ellis		P	X	P
Nick	Hill III	P	P	X	U
Brian	Holt	P	P	X	P
Teresa	Hitchcock	P	Retired	X	-
Linda	Parker*	A	P	X	P
Alissa	Reed	P	P	X	P
Jeremy	Tobias	P	P	X	P
Brenda	Mendivel	-	-	-	P
Arleana	Waller*	A	U	X	U
*Non-WDB					

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 & Mono Workforce Development Board Executive Committee Attendance 2023					
P = Present	U=Unexcused	X=Cancelled			
A = Excused Absence		3/2/23	5/25/23	9/21/23	12/7/23
Member					
First	Last	EXEC	EXEC	EXEC	EXEC
Leo	Bautista**	A	P	P	P
Aaron	Ellis		P	P	P
Teresa	Hitchcock	P	RETIRED	-	-
Ian	Journey	-	-	-	P
Brenda	Mendivel	P	P	P	P
Alissa	Reed	P	P	P	P
Norma	Rojas-Mora	P	U	A	A
Victoria	Stockman*	A	RESIGNED	-	-
Kristen	Watson	A	A	P	U
Todd	Yepez	P	P	P	P
*Non-WDB					
**Non-WDB as of 10/4/23					

Kern, Inyo & Mono Workforce Development Board Attendance 2023					
P = Present	U=Unexcused	X=Cancelled			
A = Excused Absence		3/8/23	5/31/23	10/4/23	12/13/23
Member					
First	Last	WDB	WDB	WDB	WDB
John	Adams	A	U	A	RESIGNED
Laura	Barnes	A	U	P	
Leo	Bautista	P	A	P	RESIGNED
Kelly	Bearden	P	A	P	
Mike	Beaumont	-	-	-	
Richard	Chapman	P	A	P	
Aaron	Ellis		P	P	
Bryan	Forrest	-	-	-	
Steven	Gomez	P	A	A	
Chris	Gonzales	A	P	A	
Greg	Gutierrez	P	A	P	
Nick	Hill III	P	A	P	
Teresa	Hitchcock	P	RETIRED	-	-
Brian	Holt	P	p	A	
Ian	Journey, Chair	P	p	P	
Greg	Knittel	A	p	A	
Anita	Martin	P	P	A	
Randy	Martin	P	P	A	
Dean	McGee	A	p	A	
Brenda	Mendivel	P	p	A	
John	Moralez	A	P	P	
Clare	Pagnini	A	p	A	
Lizette	Patterson	-	-	-	
Alissa	Reed	P	p	P	
Norma	Rojas-Mora	P	A	P	
Jay	Tamsi	A	A	A	
Shelly	Tarver	P	U	A	
Jeremy	Tobias	P	P	P	
Priscilla	Varela	A	P	A	
Todd	Yepez	P	P	P	
Trudy	Gerald	P	A	P	
Michele	Warren	P	P	P	