



WORKFORCE DEVELOPMENT
BOARD

February 7, 2024
7:00 A.M.

KERN EMPLOYERS'
COUNTY TRAINING
RESOURCE
A proud partner of America's Job Center

1215 Olive Dr.
Recruitment Center
Bakersfield, CA 93308

Location: 1215 Olive Drive – **Recruitment Center**
Time: 7:00 a.m.
Dial-in: (831) 296-3421
Access Code: 796 258 39#
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 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**

- Jim Damian, Chief Economic Development Officer of Kern County

- VI. New Business**

- 1-4 A. Approval of the December 13, 2023, Meeting Minutes – **Action Item**
- 5 B. Authorization to Issue Request for Refunding for Current Workforce Innovation and Opportunity Act Youth Programs for Program Year 2024-25 – **Action Item**
- 6 C. Workforce Development Board and Standing Committees' Composition
- 7-9 D. Workforce Development Apprenticeship Program
- 10-11 E. Upcoming On-Site Visit to Recycling Lives
- F. Budget and Legislative Update – **Oral Report**

- VII. Director's Report**

- A. America's Job Center of California Update
- B. Marketing Presentation

- VIII. Board Member Comments**

- A. Economic Development Report
- B. Open Discussion

- IX. Miscellaneous Filings**

- 12 A. Status of Subgrantee Monitoring Reports
- 13 B. Second Quarter Enrollment Plan vs. Actual December 2023
- 14-15 C. Draft Youth Committee January 24, 2024, Meeting Minutes
- D. Draft Executive Committee February 1, 2024, Meeting Minutes – **Hand Out**
- 16-22 E. Kern, Inyo and Mono Workforce Development Board and Committee's Attendance Reports
- 23 F. Kern, Inyo and Mono Counties Workforce Development Board/Committee Travel Budget Report for 2023-24

**KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD
DISCUSSION AND ACTION ITEMS
DECEMBER 13, 2023**

Members Present: Aaron Ellis, Alissa Reed, Brenda Mendivel, Gregory Gutierrez, Dean McGee, Clare Pagnini, Jeremy Tobias, Norma Rojas-Mora, Kelly Bearden, Anita Martin, Ian Journey, Mike Beaumont, Bryan Forrest, Randy Martin, Laura Barnes, Leo Bautista, Chris Gonzalez, Brian Holt, Greg Knittel, and John Morales.

Members Absent:

Staff Present: Marsha Manos, Marco Paredes, Anne Meert, Michael Saltz, Bernice Nunez, Danette Williams.

Guests Present: Lita San Pedro, Gary Beaudette, Wendy Rodriguez, Jennifer Feige, Stacy Kawahara, Gabriela Silva, Shayn Anderson, Devin Dougherty, Karine Kanikkeberg, and Jim Keene.

* Unexcused

Alissa Reed called this virtual meeting to order at 7:07 a.m.

Introductions

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

Public Comments

Aaron Ellis presented Alissa Reed and Leo Bautista with an award in appreciation of their many years of service to the Board as Chair and Vice-Chair of the Workforce Development Board.

Consent Agenda

Brenda Mendivel made a motion to approve the following items:

- Approval of the October 4, 2023, Meeting Minutes
- Authorization to Issue Request for Refunding for Workforce Innovation and Opportunity Act Adult, Dislocated Worker, and Combines Programs for Program Year 2024-2025
- Request for Retroactive Approval to Apply for the Displaced Oil and Gas Workers Fund Grant
- Request for Retroactive Approval to Apply for the Farmworkers Advancement Program Grant – Program Year 2023-2024

Dean McGee seconded the motion. All ayes. The motion passed.

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

Aaron Ellis informed the Board that the calendar before them for their approval. Aaron mentioned that the only change was to the September Board meeting to alleviate any conflicts. Alissa Reed made a motion to approve the calendar. Gregory Knittel seconded the motion. All ayes. The motion passed.

Workforce Development Board Bylaws Proposed Changes

Anne Meert informed the board that the bylaws are periodically reviewed, and it had recently been discovered that some changes were needed including clarifying language regarding the chairs of the Program and Business Services and Youth Committees. Specifically, that the Vice-Chair of the WDB would Chair the Program and Business Services Committee. Anne also said that language was added to the language that the Chair of the Youth Committee Chair would serve a one-year term and can serve multiple terms consecutively. Anne said that each committee approved the changes to their respective committees. Anne said any additional changes to the bylaws were highlighted in bold italicized text and was included in the packet for review. Clare Pagnini made a motion to approve the staff's recommendation. Jeremy Tobias seconded the motion. All ayes. The motion passed.

Workforce Development Board and Standing Committees' Composition – Resignation, Appointments, Status Change, and Reappointments

Anne Meert informed the Board that there were several action items before them for their approval:

EDD Resignation and Appointment

Shelly Tarver had been appointed as Division Chief of the Northern Workforce Services Division and is no longer responsible for the EDD WSD Central Valley operation. Christina Garza is the acting Deputy Chief and EDD is requesting that she be its representative in the WDB. Brenda Mendivel made a motion to accept this recommendation. Dean McGee seconded the motion. All ayes. The motion passed. Brenda Mendivel made a motion to accept the recommendation to add Christina Garza to the WDB. Norma Rojas-Mora seconded the motion. All ayes. The motion carried.

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

On October 4, 2023, this Board appointed Leo Bautista to the Executive Committee as a non-WDB member. Anne said that Mr. Bautista also expressed an interest in serving as a non-WDB member on the PBS committee and that committee unanimously concurred with adding him at their meeting on November 16, 2023. Brenda Mendivel made a motion to accept this recommendation. Clare Pagnini seconded the motion. All ayes. The motion passed.

Employer Changes – Business Members

Anne said that this Board had a few Employer Changes as follows and they were reported to the Board of Supervisors.

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

Anne reminded the members that if they have a change in the future to make sure to inform the staff.

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

Anne informed the Board that there were 12 members had terms that were set to expire and that all had responded and expressed an interest in continuing to serve except for

Nick Hill who had not responded to any of the staff's attempts to reach him. Therefore, his term would expire on December 31, 2023. Anne also said that Leticia Perez and Jat Tamsi expressed an interest to continue to serve on the Youth Committee, but attendance had been an issue for both. Brenda Mendivel made a motion to accept the staff's recommendation to reappoint the members whose terms were set to expire in December except for Nick Hill. Norma Rojas-Mora seconded the motion. All ayes. The motion passed.

Brenda Mendivel made a motion to accept the staff's recommendation to reappoint non-board members Dale Countryman, David Villarino, and Leticia Perez to the Youth Committee. Kelly Bearden seconded the motion. All ayes. The motion passed.

Brenda Mendivel made a motion to allow Nick Hills term to expire in December 2023, and to seek a new board member. Anita Martin seconded the motion. All ayes. The motion passed.

Standing Committee Compositions

Anne said that the Executive and PBS Committees' composition had changed due to resignations, appointments, and officer changes at the WDB meeting in October. In addition, Ian Journey had requested to resign from the Youth Committee due to his new role as Board Chair. Anne said that the Executive Committee was out of compliance with the WDB bylaws and that it did not have a business majority. Anne also said that the Executive Committee would be adding three new members but that it still needed one more to be in compliance with the bylaws. Clare Pagnini volunteered to resign from the Youth Committee to serve on the Executive Committee. Brenda Mendivel made a motion to accept the staff's recommendation. Dean McGee seconded the motion. The motion passed.

Presentation

Jennifer Feige made a presentation to the members of the Brown Act.

Director's Report

Aaron Ellis provided the board with an update on WIOA and said that they were looking at the bipartisan SWAY Act but that this was still in discussion at the House. Aaron also provided the members with a budget update and referred to a PPT presentation.

Danette Williams provided the Board with a marketing update and referred to a PPT presentation.

Board Member Comments

There were no additional comments.

Miscellaneous Filings

The committee was provided with the following documents for review:

- Status of Subgrantee Monitoring Reports
- Draft Program and Business Services Committee November 16, 2023, Meeting Minutes
- Draft Youth Committee November 29, 2023, Meeting Minutes - **Handout**

- Approval of Local Area Subsequent Designation and Local Board Recertification PY 23-
- WDB Travel Budget Report for 2023-24
- Kern, Inyo and Mono Workforce Development Board and Committee's Attendance Reports

As there was no further business the meeting was adjourned at 8:29 a.m.



February 7, 2024

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

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

Dear Board Member:

One of the functions of your Board is to authorize the annual procurement process for eligible providers of services for youth activities under the Workforce Innovation and Opportunity Act (WIOA). It is time to begin this process for Program Year (PY) 2024-25.

At its meeting on January 24, 2024, your Youth Committee voted to recommend utilizing the more limited Request for Refunding (RFR) process to consider continued funding for current comprehensive programs.

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 RFR process. The RFR process is more streamlined and allows continued funding to existing programs/services that are still needed. As a comprehensive RFP was issued last year for both In-School Youth (ISY) and Out-of-School Youth (OSY) services for PY 2023-24, this year the more limited RFR process may be utilized.

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

Sincerely,

Aaron Ellis
Chief Workforce Development Officer

AE:mp



February 7, 2024

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

WORKFORCE DEVELOPMENT BOARD AND STANDING COMMITTEES' COMPOSITION

Dear Board Member:

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

Workforce Development Board

At the December 13, 2023 WDB meeting, your Board recommended the reappointment of approximately one-half of its members and several non-Board members whose terms were expiring on December 31, 2023. The Kern County Board of Supervisors ratified the reappointment of the Board members at its meeting on January 9, 2024. These members and the non-Board members will serve until December 31, 2026.

Mr. Nick Hill's term expired on December 31, 2023. As a result, the Board has a business vacancy. The Workforce Innovation and Opportunity Act (WIOA) requires the WDB to maintain a business majority. At present, business members make up only 50 percent of the Board (14 of 28 members). Employers' Training Resource (ETR) staff is inquiring with a major warehouse company about seeking a representative from that industry to serve on the Board. Other candidates are also being pursued. We expect to bring nominees to your Executive Committee at its next meeting. Should any WDB members have candidates in mind, please contact Aaron Ellis to discuss.

Standing Committees

At present, the WDB standing committees are in compliance. Four Board members were added to the Executive Committee to increase the number of business members in order to meet the business majority requirement (which is now 58 percent). Each of the committees also have at least two non-Board members.

Sincerely,

Aaron Ellis
Chief Workforce Development Officer



February 7, 2024

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

WORKFORCE DEVELOPMENT APPRENTICESHIP PROGRAM

Dear Board Member:

Employers' Training Resource (ETR), in partnership with the California Workforce Association (CWA) and Sacramento State's College of Continuing Education received the California Division of Apprenticeship Standards Apprenticeship Expansion, Equity, and Innovation (SAEEI) Grant PY 2021-25 to offer the Workforce Development Apprentice Program (WDAP) to its staff and workforce development boards throughout the state. Each apprentice in the WDAP must complete 144 hours of virtual classroom training, including their Capstone Projects. In addition, each apprentice must complete 2080 hours of On-the-Job Training which must be accomplished 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 apprentice will receive the Certificate of Completion from Sacramento State's College of Continuing Education and the Workforce Development Professional Certificate issued from the California Department of Industrial Relations, Division of Apprenticeship Standards. In addition, each ETR staff member that has successfully completed the WDAP will receive an increase in their annual salary of 5%. The purpose of the WDAP is to provide each workforce development board with highly trained employees that are knowledgeable about the Workforce Innovation and Opportunity Act (WIOA) and competent at providing professional customer service.

On January 9, 2023, the first cohort under the SAEEI Grant commenced consisting of 30 staff members from ETR and an additional 3 participants from Garden Pathways, a community-based organization. Unfortunately, 1 participant had to drop out of the program for personal reasons. Of the 32 apprentices in Cohort 1, 11 had to make up a course or courses in Cohort 2. In sum, 5 of the 11 apprentices have completed all coursework, but still have some OJT hours to complete. On June 27 and 28, 2023, Cohort 1 had their Capstone Project Presentations & Graduation which was held in person at the AJCC Recruitment Center. The presentations went well, with the apprentices pitching their ideas before an audience, which included Aaron Ellis, Chief Workforce Development

Officer and Jeremy Shumaker, Assistant Director who were the primary targets for considering the Capstone Projects for possible implementation.

On September 28, 2023, ETR commenced its second cohort of the WDAP under the SAEI Grant by having an additional 16 of its staff and 20 members of the staff from Madera County Workforce Development Board, Garden Pathways, The Open-Door Network, San Joaquin County WorkNet, and Workforce Investment of Tulare County. However, 2 apprentices dropped out of the cohort due to personal reasons. Also, some apprentices have missed courses for various reasons. In these cases, any apprentice who falls into this category is required to make-up the course(s) in the Cohort 3. All courses in this cohort are being delivered virtually through Sacramento State's CCE's learning management system, Canvas, which houses and shares course materials.

The WDAP program consists of 12 courses covering topics ranging from discussing the status of workforce development in California, inventorying and assessing personal leadership skills as well as effective modes of communicating, learning how to work effectively in teams to advance the interests of their organizations and constituencies they serve, and a slew of other related topics.

Apprentices have already taken 8 of the 12 WDAP courses. Below is a breakdown of the completed and remaining courses.

Completed Courses

- The Future of Workforce Development
- Business Engagement & Sector Strategies
- Service Excellence
- Career Coaching
- Relationship Development & Negotiation Skills
- The Art & Science of Leadership
- Communicating for Results
- Managing Successful Projects

Remaining Courses

- Leading Organizational Change
- Building High-Performing Teams
- Facilitation Skills
- Workforce Development Professional Capstone Presentations

In the last course of the program, apprentices demonstrate understanding and application of the content presented in the Workforce Development Apprenticeship Professional series through their Capstone project. Apprentices deliver a short presentation on a workplace issue or project using the skills and tools gained in the courses. Feedback is offered, and an Individual Development Plan (IDP) is created to help further competencies beyond the program. Based on early discussions, the rules and expectations regarding

the presentations were set at (1) having a maximum of three apprentices per group, (2) choosing a topic that had not been presented before, (3) aiming for a topic with potential implementation by the apprentices' organization, and (4) seeking approval and input from their respective supervisors.

On January 23, 2024, the third cohort under the SAEEI Grant commenced consisting of 30 staff members from Santa Barbara and Ventura County Workforce Development Boards. All courses in this cohort are also being delivered virtually.

The WDAP serves to ensure that the California Workforce Development System has high quality standards for workforce development professions throughout the State of California.

We will keep your Board advised of any updates regarding the WDAP.

Sincerely,

A handwritten signature in black ink, appearing to read 'A. Ellis', written in a cursive style.

Aaron Ellis
Chief Workforce Development Director

AE:ms



February 7, 2024

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

UPCOMING ON-SITE VISIT TO RECYCLING LIVES

Dear Board Member:

Workforce Development Board (WDB) members have the opportunity to visit various training and service providers to learn more about the Workforce Innovation and Opportunity Act (WIOA) programs. The upcoming site visit has been scheduled at Recycling Lives.

Funded primarily under WIOA, this program is a multi-agency collaborative partnership which serves to infuse education and workforce development in a concerted effort to assist the hardest to serve return to living wage employment. Bakersfield Adult School (Kern High School District) partners with the County of Kern through Kern Alliance for Business, Inc., a California non-profit public benefit corporation which serves as the non-profit arm of Kern County Employers' Training Resource (ETR). The Foundation for Community Colleges provides the paid work experience for each participant during their training.

The Recycling Lives program's courses provide adult learners with the principles of recycling glass, including entrepreneurship and business fundamentals. In the Business Management Pathway course, participants learn goal setting, resource allocation, organizational structure, and management techniques. Students earn in-demand stackable certifications in Safety Certification-Passport Certification, CPR Training, Hazardous Material Certification, Basic Employee Safety Certification, Forklift Operator Certification - Class II, Class III, Class IV, Prologis Forklift Operator Certification, and Skid Steer certification. Each student completes an Individual Development Plan focused on personal and professional growth. They complete a resume and Job Interview Preparation and earn elective credit through Bakersfield Adult School. In addition, participants gain access to valuable resources within the Workforce Development system. Each student also learns essential workplace competencies or "Soft-Skills" which include integrity, relationships, initiative, poise, awareness, adaptability, confidence and sincerity. Imbedded in each competency is a case study and role play that emphasize job retention and job success factors.

Aaron Ellis - Chief Workforce Development Officer - Employers' Training Resource
1600 E. Belle Terrace, Bakersfield, CA 93307 | Office: 661.336.6957 | 661.325-HIRE | www.etronline.com

Each cohort has had tremendous success in finding employment. The Recycling Lives program is about to complete its ninth cohort. Each cohort is approximately 12 weeks long, with three cohorts in a Program Year. Completion and employment data has continued to be consistent. The success of the program is teacher driven with three teachers committed to the program. Additionally, the clients are screened for “readiness” prior to onboarding through ETR and enrollment with Bakersfield Adult School. Each student is referred for employment in an environment tailored to their individual strengths. Partnerships throughout Kern County have been integral to the success of the program.

The date, time, and address for the visit are listed below.

SITE VISIT			
Provider/Site (maximum # of attendees)	Address	Date	Time
Kern Alliance of Business Recycling Lives 30 Attendees	2550 E. Belle Terrace, Suite 600, Bakersfield, CA	Wednesday March 13, 2024	10:30 a.m.- 11:30 a.m.

If you wish to participate in the visit, there is a sign-up sheet available at today’s meeting. If you wish to look at your calendar and sign up at a later date, you may contact Michael Saltz at saltzm@kerncounty.com or (661) 336-6913 at least a week prior to the visit date.

After the site visit, Board members will be asked to complete a short evaluation form. Information about the visit will be shared at the next Board meeting.

Sincerely,


Aaron Ellis
Chief Workforce Development Officer

AE:ms

February 7, 2024

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:

Alpha Works Technologies, LLC DBA Bitwise Industries (Bitwise) (1/16/24) Fiscal Report. Agency did not submit any Operator Expense Reports or Claims for Payment and no fiscal review was conducted.

California State University, Bakersfield (CSUB) 10/18/23 Fiscal Report.

Inyo County 10/18/23 Fiscal Report.

Monitoring reports with findings:

Kern High School District (KHSD) (11/13/23) Program Report. Findings were for not maintaining documentation regarding the Transitional Jobs program and for providing WIOA-funded services after a participant failed to register with Selective Services. In response, KHSD will place a strong emphasis on clear and effective communication to ensure all contractual requirements are met and implemented an electronic notification system for deadlines. 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

EMPLOYERS' TRAINING RESOURCE

SECOND QUARTER ENROLLMENT PLAN VS ACTUAL DECEMBER 2023

Funding Source	Annual Planned Enrollments	Planned Enrollments Thru Dec. 2023	Enrollments Thru Dec. 2023	Percentage of Plan
WIOA Adult	853	632	715	113.22%
WIOA Dislocated Worker	255	178	148	83.15%
WIOA Youth	841	652	607	93.10%
National Farmworker Jobs Program (7/1/23-9/30/24)	420	210	322	153.33%
EPIC	280	260	338	130.25%
AB 109 (Public Safety & Realignment)	100	50	86	172.00%
La Coop 167 Housing (7/1/23 - 9/30/24)	79	25	16	64.00%
Earmark Valley Build MC3 (11/6/23-9/30/25)	30	3	17	566.67%
HRCC (9/1/23-12/31/25)	105	15	18	120.00%
Regional Equity & Recovery (12/1/22 - 9/30/25)	120	21	39	184.17%
Prison 2 Employment (6/1/23 - 12/31/25)	42	7	8	107.94%
La Coop USDA Farmworker Relief (11/1/22 - 10/31/24)	2,640	2,640	5,231	198.14%
Homeless Vets Reintegration Program (7/1/23 - 6/30/26)	102	50	4	8.00%
TOTAL ENROLLMENTS	5,867	4,743	7,549	159.17%
	2nd Qtr Planned	2nd Qtr Actual	YTD Planned	YTD Actual
Total Job Seekers at America's Job Center Combined Youth & Adult***	6,000	3,741	16,000	25,871
Employers Served at America's Job Center***	125	73	250	149

***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, as many employers/customers can receive services in all reporting quarters, the year-to-date goals are adjusted for non-duplication of services and may be less than the total of all quarters when added.

Noteable accomplishments this quarter:

Highest paid wage for the 1st quarter is \$68 for a Pharmacy Manager.

Staff assisted employers with 211 Placements for the 1st quarter.

Health Care & Social Assistance Sector had the largest placements with 117.

**KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD
YOUTH COMMITTEE
DISCUSSION AND ACTION ITEMS
JANUARY 24, 2023**

Members Present: Norma Rojas-Mora, Aaron Ellis, Bryan Forrest, Dale Countryman, David Villarino, Karine Kanikkeberg, and Todd Yepez.

Members Absent: Brian Holt, Greg Terry, Ian Journey, Priscilla Varela, and Rosa Chipres.

Staff Present: Michelle Pando, Katie Rivera, Ana Venegas, Jeremy Shumaker, Sandra Gutierrez, Marsha Manos, Marco Parades, and Sarah Woodman.

Guests Present: Wendy Rodriguez, Erica Maldonado, Joe Cantu, Joselin, Cazares, and Leslie Moreno,

Norma Rojas-Mora called the meeting to order at 3:05 p.m.

*Unexcused Absence

Introductions

Staff and guests introduced themselves.

Approval Of the November 29, 2023, Meeting Minutes

Todd Yepez made a motion to approve the November 29, 2023, meeting minutes. David Villarino seconded the motion. Karine Kanikkeberg clarified that she was at the meeting even though she was marked absent. All ayes. The motion carried.

Recommendation To Issue Request for Refunding for Workforce Innovation and Opportunity Act Comprehensive Youth Programs for Program Year 2024-25

Michelle Pando informed the committee that one of the primary functions of the Youth Committee is to identify and recommend funding for eligible providers of services and training programs for youth activities under the Workforce Innovation and Opportunity Act (WIOA). It is time to begin this process for Program Year (PY) 2024-25. Michelle also said that under current regulations a full Request for Proposals (RFP) is required at least once every four years and as a comprehensive RFP was issued last year for both In-School and Out-of-School services for PY 2023-24, this year the more limited RFR process may be utilized. Aaron Ellis made a motion to accept the staff's recommendation. Todd Yepez seconded the motion. David Villarino and Karine Kanikkeberg abstained from the vote. All ayes. The motion carried.

Youth Agency Quarterly Update

Michelle Pando informed the committee that through December 31, 2023, youth agencies have submitted actual expenditures equal to 27.6% of the total allocated to this year's youth providers. Michelle also said that the Second Quarter Progress

Report, which is attached, contains information about all the WIOA Youth providers and elements of their respective programs. In-School providers, 22.2% of their allotted funds have been expended and 70.3% of their participants have been enrolled into work experience. Out-of-School Youth (OSY) providers have expended 29.5% of the allotted funds, with 36.1% of OSY enrolled into work experience and 9.3% enrolled into training. Work Experience contracts, which terminated December 31, 2023, have reached their enrollment goals and 9.3% of the participants have been employed. Agencies have until the end of the month to submit their final claims for payment. Jeremy Shumaker added additional information regarding the funding and expenditures.

Epic Center Update

Sandra Gutierrez informed the committee that 11 youth have been sent out to barber training, 2 for welding, and 9 to High Desert Medical training, and 7 to truck driver training. Sandra also said that there was 1 participant placed at UEI that had completed electrical training. Sandra added that there was 13 OJTs placed and 12 participants in Work Experience training. Sandra also mentioned that the EPIC center had paused enrollments as they have met their goal for the year but that they were referring to the main office and other partner agencies. There was further discussion about enrollments and the funding.

Committee Members Comments

There were no additional comments.

Miscellaneous Filings

The Committee was provided with the following:

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

As there was no further business, the meeting adjourned at 4:05 p.m.

Kern, Inyo & Mono Workforce Development Board PBS Committee Attendance 2024					
P = Present	U=Unexcused	X=Cancelled			
A = Excused Absence		1/18/24	4/4/24	8/22/24	11/7/24
Member					
First	Last	PBS	PBS	PBS	PBS
Richard	Chapman	X			
Aaron	Ellis	X			
Brian	Holt	X			
Linda	Parker*	X			
Alissa	Reed	X			
Jeremy	Tobias	X			
Brenda	Mendivel	X			
Arleana	Waller*	X			
*Non-WDB					

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 2024					
P = Present	U=Unexcused	X=Cancelled			
A = Excused Absence		1/24/24	4/10/24	8/28/24	11/13/24
Member					
First	Last	YC	YC	YC	YC
Dale	Countryman*	P			
Rosa	Chipres *	U			
Aaron	Ellis	P			
Brian	Holt	A			
Ian	Journey	A			
Karine	Kanikkeberg*	P			
Leticia	Perez	A			
Norma	Rojas-Mora	A			
Greg	Terry*	A			
Priscilla	Varela	A			
David	Villarino*	P			
Todd	Yepez	P			
*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 Executive Committee Attendance 2024					
P = Present	U=Unexcused	X=Cancelled			
A = Excused Absence		2/1/24	4/18/24	9/19/24	11/21/24
Member					
First	Last	EXEC	EXEC	EXEC	EXEC
Leo	Bautista**	P			
Kelly	Bearden	A			
Aaron	Ellis	P			
Ian	Journey	P			
Anita	Martin	P			
Brenda	Mendivel	P			
Clare	Pagnini	A			
Lizette	Patterson	U			
Alissa	Reed	A			
Norma	Rojas-Mora	U			
Kristen	Watson	A			
Todd	Yepez	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	P
Leo	Bautista	P	A	P	RESIGNED
Kelly	Bearden	P	A	P	P
Mike	Beaumont	-	-	-	P
Richard	Chapman	P	A	P	A
Aaron	Ellis		P	P	P
Bryan	Forrest	-	-	-	P
Steven	Gomez	P	A	A	A
Chris	Gonzales	A	P	A	P
Greg	Gutierrez	P	A	P	A
Nick	Hill III	P	A	P	U
Teresa	Hitchcock	P	RETIRED	-	-
Brian	Holt	P	p	A	P
Ian	Journey, Chair	P	p	P	P
Greg	Knittel	A	p	A	P
Anita	Martin	P	P	A	P
Randy	Martin	P	P	A	P
Dean	McGee	A	p	A	P
Brenda	Mendivel	P	p	A	P
John	Moralez	A	P	P	P
Clare	Pagnini	A	p	A	P
Lizette	Patterson	-	-	-	A
Alissa	Reed	P	p	P	P
Norma	Rojas-Mora	P	A	P	P
Jay	Tamsi	A	A	A	A
Shelly	Tarver	P	U	A	RESIGNED
Jeremy	Tobias	P	P	P	P
Priscilla	Varela	A	P	A	A
Todd	Yepez	P	P	P	A
Trudy	Gerald	P	A	P	A
Michele	Warren	P	P	P	A

Kern, Inyo and Mono Counties
Workforce Development Board/Committee
Travel Budget Report for 2023-24
(as of January 2024)

2023-24 Budget: \$10,000

Expenses:

- none

Total Travel Expenses \$ 0

Balance Remaining \$10,000

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

Program and Business Services Committee

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

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

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

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

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

Youth Committee

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

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

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

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

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

Executive Committee

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

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

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

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

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

Workforce Development Board

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

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

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

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

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