



# AGENDA

## Program and Business Services Committee

SEPTEMBER 16, 2021  
8:00 A.M.



America's Job Center of California -  
Bakersfield  
Employers' Training Resource  
Microsoft Teams  
Dial In: (831) 296-3421  
Access ID: 461 125 111#



**AGENDA  
KERN, INYO AND MONO  
WORKFORCE DEVELOPMENT BOARD  
PROGRAM AND BUSINESS SERVICES COMMITTEE  
SEPTEMBER 16, 2021**

**Location:** Microsoft Teams  
**Time:** 8:00 a.m.  
**Teams Meeting:** (831) 296-3421  
**Access Code:** 461 125 111#

**Committee Members:**

Leo Bautista, Chair  
Richard Chapman  
Stacy Ferreira

Nick Hill III  
Teresa Hitchcock  
Brian Holt  
Diane McClanahan

Linda Parker  
Alissa Reed  
Jeremy Tobias

**Page No.**

**I. Introductions**

**II. Public Comments**

This portion of the meeting is reserved for persons to address the Committee on any matter not on this agenda but under the jurisdiction of the Committee. Committee members may respond briefly to statements made or questions posed. They may ask a question for clarification, make a referral to staff for factual information or request staff to report back to the Committee at a later meeting. Also, the Committee may take action to direct the staff to place a matter of business on a future agenda. **SPEAKERS ARE LIMITED TO THREE MINUTES.**

**III. New Business**

- 1-4 A. Approval of May 13, 2021, Meeting Minutes – **Action Item**
- 5-6 B. Recycling Lives
- 7-8 C. Update on the AJCC One-Stop Operator under the Workforce Innovation and Opportunity Act for Program Year 2021-22
- 9-11 D. Approval of the Local and Regional Plans for Program Years 2021 – 2024
- 12-13 E. Transitional Jobs RFP
- 14-15 F. Workforce Development Board and Standing Committee Composition
- 16-19 G. Pandemic Waiver Applications Approved
- H. Budget Update – **Oral Report**
- I. Director's Report – **Oral Report**
- J. Marketing Presentation – **Oral Report**

**IV. Committee Member Comments**

**V. Miscellaneous Filings**

- 20-21 A. Program and Business Services Committee Attendance Report
- 22 B. Kern, Inyo and Mono Workforce Development Board and Committees' Meeting Schedule for Calendar Year 2021

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 93307 or by calling (661) 336-6893. Every effort will be made to reasonably accommodate individuals with disabilities by making meeting materials available in alternative formats. Requests for assistance should be made at least three (3) working days in advance whenever possible. All agenda item supporting documentation is available for public review at Employers' Training Resource, 1600 East Belle Terrace, Bakersfield, CA 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 all cell phones and all personal mobile devices to silent.

**KERN, INYO AND MONO  
WORKFORCE DEVELOPMENT BOARD  
PROGRAM AND BUSINESS SERVICES COMMITTEE  
DISCUSSION AND ACTION ITEMS  
MAY 13, 2021**

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Members Present: Leo Bautista, Richard Chapman, Stacy Ferreira, Teresa Hitchcock, Diane McClanahan, Alissa Reed, Jeremy Tobias, and Nick Hill.

Members Absent: Linda Parker.

Staff Present: Elaine Basham, Marsha Manos, Aaron Ellis, GK, Michael Saltz, Anne Meert, Norma Dunn, Maria Curiel, Danette Williams, Jeremy Shumaker, and Candy Gettman.

Guests Present: None.

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

\*Unexcused Absence

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**Introductions**

Marsha Charles took a roll call vote of the Committee.

**Public Comments**

There were no public comments.

**Approval of February 18, 2020, Meeting Minutes**

Jeremy Tobias made a motion to approve the February 18, 2020, meeting minutes. Stacy Ferreira seconded the motion. Marsha Manos took a roll call vote. All ayes. The motion carried.

**Preliminary Funding Recommendations For National Farmworker Jobs Program For Program Year 2021- 2022**

Anne Meert said that Employers' Training Resource (ETR) applied for and received Workforce Innovation and Opportunity Act (WIOA) Section 167 National Farmworker Jobs Program (NFJP) grant funding from the U.S. Department of Labor (DOL) for Program Years (PY) 2020-2024. The competitive grant provides career and training services for Kern County migrant and seasonal farmworkers and their dependents for four years (July 1, 2020 – September 30, 2024). Program Year 2021-2022 is the second year of the four-year grant.

Written into the grant application were services provided under contract by partner agencies including the Kern High School District – Farmworker Opportunity Program; Proteus, Inc. – Farmworker Outreach and Placement, and Targeted Work

Experience/On-the-Job Training; and California State University, Bakersfield Auxiliary for Sponsored Programs – Migrant Book Assistance Program.

ETR staff recommended that your Committee recommend that the Workforce Development Board authorize the distribution of WIOA NFJP funds as indicated in the attachment to California State University, Bakersfield in the amount not to exceed \$25,000; to the Kern High School District in the amount not to exceed \$268,960; and to Proteus, Inc. in the amount not to exceed \$329,980, with all awards subject to negotiations, funds available, and approval by the Kern County Board of Supervisors. Alissa Reed made the motion to accept the staff's recommendation, Diane McClannahan seconded. Marsha polled the group, all ayes. Motion carried.

**Preliminary Funding Recommendations For Workforce Innovation And Opportunity Act Adult, Dislocated Worker, And Combined Programs And Services For Program Year 2021- 2022**

Anne Meert said on March 19, 2019, Employers' Training Resource issued an RFP to procure WIOA Adult, Dislocated Worker, and combined programs and services for Program Year (PY) 2019-2020 for Kern County. The RFP stated, "upon approval of the Workforce Development Board (WDB), funded programs may be eligible for refunding for up to three subsequent program years before another RFP is issued." Your WDB approved the continued use of the Request for Refunding (RFR) process for PY 2021-2022 (July 1, 2021 through June 30, 2022), year two under the RFP, at its December 9, 2020 meeting. The RFR was issued on March 25, 2021 to three agencies representing six programs and services. RFR applications were received for the following six programs and services:

**PROVIDER OF CAREER SERVICES FOR DELANO AJCC AND ON-THE-JOB TRAINING (OJT)**

- Proteus, Inc. - Provider of Career Services
- Proteus, Inc. – OJT

**PAID WORK EXPERIENCE**

- Proteus, Inc.
- Kern High School District

**CONTRACTED TRAINING**

- Proteus, Inc. - Office Automation Training
- Mexican American Opportunity Foundation - Bookkeeping Training

Allisa Reed made a motion to accept staff recommendations to recommend that the WDB approve the distribution of \$1,437,046 in PY 2021-2022 WIOA funds as indicated. Jeremy Tobias seconded. Marsha polled the Committee, all ayes. Motion carried.

**California Employment Development Department For The National Health Emergency Phase II: Disaster Recovery National Dislocated Worker Grant**

Michael Saltz said on September 20, 2018, Employers' Training Resource in partnership with Merced County Workforce Investment, applied from the California EDD to operate

the National Health Emergency Phase II: Disaster Recovery National Dislocated Worker Grant (2018 Phase II Opioid NDWG). MCWI was the administrator of the Grant. The grant provided employment and training services, including supportive services in the accelerated Drug and Alcohol Studies Certificate Program (DASP) operated through CSUB, Extended Education and Global Outreach. The grant will award ETR the sum of \$364,400.48 to implement the program. The grant will end on March 31, 2022. The DASP provides professional and educational training in the treatment of addiction and fulfilled the educational requirements for testing for the California Consortium of Addiction Programs and Professionals (CCAPP) Certification as a licensed Alcohol and Drug Addiction Counselor.

### **Pandemic Waivers Offer Additional Assistance To Employers**

Elaine Basham said under WIOA's OJT, Local Boards may reimburse an employer up to 50 percent of the wage rate of a participant for the extraordinary costs of providing training, additional supervision related to the training, and its resultant effect on productivity. Additionally, Local Boards may use up to 10 percent of their combined WIOA Title I Adult and Dislocated Worker formula funds for the provision of work-based training via Transitional Jobs. California requires that Local Boards expend 30 percent of those allocations on training services. Paid work experience is an individualized Career Service whose cost cannot be counted towards the training expenditure minimum. Per Workforce Services Directory (WSD) 18-10, Transitional Jobs are an eligible training expenditure. The State requested and received from the U.S. Department of Labor two WIOA waivers for work-based training: (1) one waiver allows up to a 90 percent reimbursement of OJT costs for businesses with 50 or fewer employees; and (2) a waiver that allows up to 30 percent of WIOA Title I Adult and Dislocated Worker local formula funds to be used for the provision of Transitional Jobs.

### **Office Work Readiness and PWEX**

Teresa Hitchcock informed the Committee that a pilot program was started with MAOF on the office services program. The classroom training counts as work readiness training and will transition those participants to paid work experience. There are currently five participants enrolled. We're putting out an RFP that will require the training to have a hard start and end date. We would like to see the program be shortened so that the participant can transition to work experience.

### **Budget Update**

Jeremy Shumaker informed the Committee that this year our proposed budget is approximately \$35,000,000.00. The numbers will be revised in July. We increased ITA and OJT budgets by around 16% each. More money may be allocated to OJTs during the summer as the budget evolves. Staffing has been increased from 138 to 148 positions.

### **Director's Report**

Teresa Hitchcock informed the Committee that we anticipate additional funds coming for the workforce as the economy opens up. The governor has announced that he is loosening restrictions on California as of June 15<sup>th</sup>. We are expecting to be at full capacity with staff being back into the office as of June 15<sup>th</sup>. We expect to be able to spend funds

this next year. Unemployment benefits are being reduced across the states, regular school is opening up soon so we expect to see people looking for work again. Epic, Lake Isabella and Business Centers are now open.

### **Marketing Presentation**

Danette Williams provided an update on the new EPIC, Lake Isabella and The Business Center. The staff is in and working at these locations. Signage is still being worked on at the Business Center. The Inyo center has also moved. Marketing materials are being worked on for the Epic center and the Business Center. There is now an online orientation for the Epic Center. Supportive Services is being promoted to help people with housing, utilities, transportation and telework equipment. The opioid program is being promoted. Soft openings are being planned for the new locations. Billboards are being used to promote the Epic Center. Employer recruitments have been promoted throughout the pandemic. Job Corner has changed the days to Monday at 12:45 pm on Studio 17 Live. Putting You to Work Wednesday is on channel 29 at 6:40 am and the Scott Cox Radio Show is on Mondays at 8:00 am. Marketing is being looked at via Amazon, Roku, mobile phone pop-ups and gaming systems. Facebook Live streaming is going well on Thursdays at 9:00 am. Employers have joined as well. Hosting events are being worked on through new platforms. The new phone tree now directs calls to the various departments when the 325-hire is called. The websites are also being updated and expanded with EPIC, ETR, Business Center and Farmworker services information.

### **Committee Member Comments**

Richard Chapman said that a portal is being created for employers and potential interns to meet.

### **Miscellaneous Filings**

- A. Program and Business Services Committee Attendance Report
- B. Kern, Inyo and Mono Workforce Development Board and Committees' Meeting Schedule Calendar Year 2021

The meeting was adjourned at 9:36 a.m.

# EMPLOYERS' TRAINING RESOURCE

September 16, 2021

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

## RECYCLING LIVES

Dear Committee Member:

Kern Alliance of Business, Inc. (KAB), a California non-profit Public Benefit corporation doing business as Recycling Lives serves as the non-profit arm of Employers' Training Resource (ETR). KAB desires to eliminate non-CRV glass bottles from being taken to the local landfill through its Recycling Lives Program. Americans dispose of approximately 10 million metric tons of glass annually most of which ends up in the trash and only about one-third getting recycled. Recycling glass reduces the consumption of raw materials, reduces emissions, and saves energy. However, over the past decade bottle recycling rates have dropped sharply in California. Even before the pandemic hit, Californians were having trouble finding places to recycle their bottles. Hundreds of buy-back centers have had to shut down over the past year due to the pandemic.

Recycling Lives (RL) was established by Sal Moretti as a California non-profit corporation in October 2017 with the intent to break the cycle of homelessness, poverty, and incarceration by recycling lives and glass in Kern County. Mr. Moretti was previously employed by the City of Albuquerque in its Solid Waste Recycling Program and he wanted to replicate their glass recycling program here in Kern County.

In January 2018, RL determined that KAB was in a better position to ensure the successful operation of the program due to its connection with ETR and its partnerships throughout the workforce development system. In February 2018, RL assets were transferred to KAB, including the Andela Glass Pulverizer System (Andela Recycling System).

In or about August 2019, KAB applied and received a Community Development Block Grant of \$435,000. Thereafter, KAB entered into a lease agreement for its current facility located at 2550 E. Belle Terrace, Suite 600 and 601 in Bakersfield, California. KAB installed the Andela Recycling System in its facility which turns small to large volumes of waste glass into fine sand or gravel and broken glass cutlets with no sharp edges.



Participants feed mixed, broken, unsorted glass, and take out round-edged aggregate. The Andela Recycling System selectively reduces the glass into 3/8" in size or finer aggregate and removes any metal, plastic, and paper without hand sorting. The sand will be sold in bulk to private businesses, local cities, and the County of Kern to be used for public works projects. The decorative glass will be placed in 20 and 50-pound bags and sold to businesses and the general public as landscape material.

ETR worked with the Mission at Kern County, Bakersfield Homeless Shelter, Kern County Probation, Garden Pathways, Kern County's Behavioral Health and Recovery Services, and Bakersfield Adult School (BAS) within the Kern High School District to identify eligible participants for the RL program. On June 15, 2021, KAB partnered with BAS to train its first cohort of eight participants. One of the participants left the program due to finding a high-paying employment opportunity. The program includes classroom training on basic safety and equipment operation, soft skills, and basic work readiness. In addition, the facility will provide equipment operation training, forklift training, and warehouse management training. On July 30, 2021, all seven participants completed the program; five were hired by employers throughout Kern County and two have been rehired by the RL program to act as warehouse logistic leads for the second cohort. There are eight participants enrolled in the second cohort which commenced on August 18, 2021 and continues until November 18, 2021.

Kern Alliance of Business, Inc. is providing opportunities for the participants to access the entire workforce development system, which is designed to increase access to, and opportunities for, employment, education, training, and supportive services that individuals need to succeed in the labor market, particularly those with disabilities, ex-offenders, and other barriers to employment. RL is aligning with workforce development, education, and economic development programs to meet the needs of local employers and provide comprehensive, accessible, and high-quality training for individuals in the workforce development system that delivers a pathway to the middle class.

We will keep your Committee advised of any updates regarding the Recycling Lives program.

Sincerely,



Teresa Hitchcock  
Assistant County Administrative Officer

TH:ms



# EMPLOYERS' TRAINING RESOURCE

September 16, 2021

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

## **UPDATE ON THE AJCC ONE-STOP OPERATOR UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT FOR PROGRAM YEAR 2021-22**

Dear Committee Member:

On June 24, 2021, the Executive Committee unanimously approved the engagement of Beaudette Consulting, Inc. (BCI) to be the One-Stop Operator for the Comprehensive AJCC Centers located in the Kern, Inyo, and Mono (KIM) Workforce Development Area. BCI has been acting as the One-Stop Operator for the counties of Kings, Madera, Merced, San Joaquin, and Stanislaus in addition to providing workforce development services including Rapid Response Services, and Workshop and Training Classes to Stanislaus County Workforce Development for several years.

Beaudette Consulting, Inc. is on the California Workforce Association's California Training Initiative list for training and consulting services and has extensive experience in Project Management, Lean Six Sigma, and High-Performance Teams Training and Implementation.

By entering into an agreement with BCI, the KIM WDB will be in compliance with the Workforce Innovation and Opportunity Act's implementing regulations which require that (i) all one-stop operators be selected and have entered into an agreement with the Local Workforce Development Boards by July 1, 2021; and (ii) the One-Stop Operator not have any inherent or potential conflicts of interest arising from its role as the One-Stop Operator with KIM WDB and/or its WIOA Partners.

BCI will be performing certain services as the One-Stop Operator from July 1, 2021 through June 30, 2022, as follows:

(1) In conjunction with ETR's oversight and designated administrative staff, the One-Stop Operator will coordinate the implementation of negotiated Memorandum of Understanding, and Infrastructure Funding Agreements with all mandated partners;

(2) The convening and facilitation of quarterly WIOA partner meetings that focus on systems alignment, process improvement, and building value-added collaboration amongst system partners. Attendance and participation may be through any suitable modality, including Microsoft Teams, telephonic conference calls, in-person, or through some other readily available/adequate conferencing medium;

(3) The convening and facilitation of quarterly WIOA partner meetings that focus on operations, coordination, and collaboration amongst system partners. Attendance and participation may be through any suitable modality, including Microsoft Teams, telephonic conference calls, in-person or through some other readily available/adequate conferencing medium;

(4) Act as a liaison between your Board and WIOA partners and as such shall be required to submit a written report to the Director of Employers' Training Resource identifying the services being provided by the Consultant and any progress and/or developments thereof a minimum of ten (10) business days before the Executive Committee and Board's quarterly meetings, and to attend said meetings to present the content contained in each written report;

(5) Perform customer satisfaction surveys for all colocated WIOA Partners at each of the comprehensive AJCC one-stop centers, and quarterly, submit a written report detailing the results of said surveys to the Director of Employers' Training Resource, a minimum of ten (10) days before the Executive Committee and Board's quarterly meetings, and attend said meetings to present the content contained in each written report; and

(6) Any other assigned duties consistent with the WIOA and related regulations, directives, policies procedures, and amendments issued pursuant thereto.

We will keep your Committee advised of any updates regarding the One-Stop Operator.

Sincerely,



Teresa Hitchcock  
Assistant County Administrative Officer

TH:ms



# EMPLOYERS' TRAINING RESOURCE

September 16, 2021

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

## **APPROVAL OF THE LOCAL AND REGIONAL PLANS FOR PROGRAM YEARS 2021 - 2024**

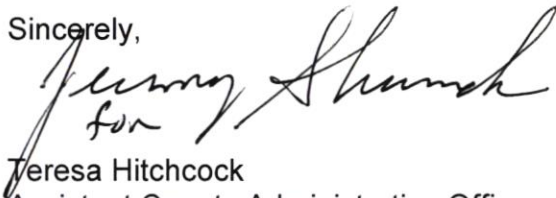
Dear Committee Member:

The Workforce Innovation and Opportunity Act (WIOA) required the Local Workforce Development Area, which is the Kern, Inyo, and Mono Counties Consortium, to prepare a Local Plan. In addition, WIOA also required the Regional Planning Unit (RPU), which is San Joaquin Valley and Associated Counties including Kern, Inyo, Mono, Fresno, Kings, Madera, Merced, San Joaquin, Stanislaus, and Tulare to prepare its Regional Plan. The purpose of preparing Local and Regional Plans is to keep them consistent with the policy direction of the State Plan. The Local and Regional Plans will cover Program Years 2021 – 2024 (July 1, 2021 through June 30, 2024).

The plans were filed with the California Workforce Development Board (CWDB) by the deadline of April 30, 2021. They were reviewed by a team of readers which included representatives from the CWDB, the State Board of Education, the California Department of Education, the Department of Rehabilitation, the Chancellor's Office, and Employment Development Department Regional Advisors.

In August 2021, the California Workforce Development Board approved the Plans as reflected in the attached letters.

Sincerely,



Teresa Hitchcock  
Assistant County Administrative Officer

TH:ms

Attachments

August 11, 2021

Teresa Hitchcock  
Kern, Inyo, & Mono Workforce Development Board

SUBJECT: Local Plan for PY 2021-2024

Dear Director Hitchcock,

The Local Plan you have submitted for Program Year (PY) 2021 - 2024 has been reviewed and evaluated for compliance with the Regional and Local Plan requirements outlined in [Workforce Services Directive WSD20-05](#).

On behalf of the California Workforce Development Board (CWDB), your Local Plan has been approved. We want to thank you for your efforts to meet the goals outlined in the California Unified Strategic Workforce Development Plan by facilitating a planning process that ensures greater coordination and collaboration with our strategic partners.

If you have any questions, please contact your Employment Development Department Regional Advisor.



TIM RAINEY, Executive Director  
California Workforce Development Board

cc: Yvette Quevedo, Regional Advisor

August 10, 2021

Doris Foster  
Adolph Lopez  
San Joaquin Valley and Assoc. Counties Regional Planning Unit

SUBJECT: Regional Plan for PY 2021-2024

Dear Doris and Adolph,

The Regional Plan you have submitted for Program Year (PY) 2021 - 2024 has been reviewed and evaluated for compliance with the Regional and Local Plan requirements outlined in [Workforce Services Directive WSD20-05](#).

On behalf of the California Workforce Development Board (CWDB), your Regional Plan has been approved. We want to thank you for your efforts to meet the goals outlined in the California Unified Strategic Workforce Development Plan by facilitating a planning process that ensures greater coordination and collaboration with our strategic partners.

If you have any questions, please contact your Employment Development Department Regional Advisor.



TIM RAINEY, Executive Director  
California Workforce Development Board

cc: Yvette Quevedo, Regional Advisor



# EMPLOYERS' TRAINING RESOURCE

September 16, 2021

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

## **TRANSITIONAL JOBS RFP**

Dear Committee Member:

Employers' Training Resource (ETR) released a Request for Proposals for Short-Term Job Readiness and Transitional Jobs programs on August 13, 2021. We are seeking three (3) qualified providers to provide short-term Job Readiness and Transitional Jobs training to participants with high barriers to employment including the long term-term unemployed, ex-offenders, individuals who are receiving or have exhausted benefits under Temporary Assistance to Needy Families (TANF) and/or individuals with disabilities. Preference will also be given to training programs serving participants in rural/underserved communities with high unemployment/poverty. To ensure consistency with various requirements and make it easier for agencies to serve ex-offenders, ETR will be contracting with a third party to provide Employer of Record/Human Resources/Payroll services for enrolled participants.

Selected agencies will be expected to conduct outreach and recruitment, establish cohorts with defined start dates and be of six months or less, and provide job-specific instruction including measurable competencies and at least one industry-recognized credential in addition to the hands-on, subsidized work component. The job readiness and work components may be provided sequentially or concurrently and must prepare participants for placement in entry-level jobs after training.

ETR is making \$1.2 million available for up to three grants of \$400,000. Participants may be enrolled under Workforce Innovation Opportunity Act formula or other funding streams depending on eligibility.

Proposals were due on September 8, 2021 and six were received. Each proposal will be reviewed and scored by a pair of outside evaluators who are not ETR or other County staff. Applicants were asked to not reveal their identities within the application itself so that reviews may be conducted in as "blind" a manner as possible.



The term of each agreement will be from January 1, 2022, through March 30, 2023, to allow for up to three months of "ramp up" activity and at least twelve months of active service to participants.

Funding recommendations will be presented to the Workforce Development Board at their meeting on October 6, 2021 with any appeals due by October 13, 2021. Appeals will be heard by the WDB's Executive Committee. The number of participants to be served and/or the number of hours to be worked may be adjusted during contract negotiations to account for differences between third-party service cost estimates and actual quotes utilizing job codes and/or correct for budgeting errors or negotiated changes.

Sincerely,

A handwritten signature in black ink, appearing to read "Teresa Hitchcock", with a stylized flourish at the end.

Teresa Hitchcock  
Assistant County Administrative Officer

TH:kb

# EMPLOYERS' TRAINING RESOURCE

September 16, 2021

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

## **WORKFORCE DEVELOPMENT BOARD AND STANDING COMMITTEE COMPOSITION**

Dear Committee Member:

The State Board mandates that a subcommittee comprised of business members make recommendations for the business service portion of the Local 4-Year Plan. This requirement has been met and maintained by including business services in the Program and Business Services (PBS) Committee's functions and by having a majority of its members be Business representatives. In March, PBS was out of compliance with a Business majority. In addition, it lacked the two non-WDB members as required by the Workforce Innovation and Opportunity Act (WIOA); therefore, Business members were recruited.

Adding WDB Business member Mr. Nick Hill III, adding non-WDB Business member Linda Parker and the resignation of Mr. Jim Elrod leaves this committee with a Business majority with six (6) Business members and three (3) non-Business members. Labor or Apprenticeship vacancies are reported to the appointing agencies so they can nominate replacement members. Mr. Brian Holt, representing Labor, has been appointed to the WDB by the Kern County Board of Supervisors (BOS).

No referral WDB application/nomination forms have been received for adding the second non-WDB member. Per the Board Bylaws, both solicited and unsolicited nominations are reviewed by staff and maintained as a pool for future appointments. Pools are updated before new appointments are made or as necessary. Currently, the BOS "Boards, Commissions, and Committees" webpage has a single WDB vacancy posted for an Other One-Stop Partner agency member.

Staff reviews any unsolicited BOS generic board applications for WDB membership forwarded by the Clerk of the Board. If needed to fill an opening, the applicant may receive the WDB application/nomination form provided by the Board liaison in order to determine the applicant's eligibility.

There are currently three (3) BOS generic applications on file which do not qualify for the vacant Other One-Stop Partner agency or for the Business non-WDB membership positions. They represent (1) Labor, (2) Education and Training, and (3) Government and Economic or Community Development categories, and none of these has a vacancy.

- The unsolicited Labor applicant was not nominated by a Labor organization, and the applicant lists union affiliation but not a current employer.
- The Education applicant is currently studying for an advanced degree and although they have previously been an instructor, they are currently not employed. Therefore, this applicant does not represent either an Education or Training employer nor are they a potential non-WDB Business member.
- The Government applicant resides in Kern County but works remotely for the Los Angeles County Metropolitan Transportation Authority and does not have hiring authority. Therefore, this applicant does not represent a potential non-WDB Business membership.

Staff continues to recommend that Committee members engage in recruitment by speaking with their peers about the benefits of serving as a non-WDB Business member.

Sincerely,

A handwritten signature in black ink, appearing to read "Teresa Hitchcock", written over a horizontal line.

Teresa Hitchcock  
Assistant County Administrative Officer

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# EMPLOYERS' TRAINING RESOURCE

September 16, 2021

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

## **PANDEMIC WAIVER APPLICATIONS APPROVED**

Dear Committee Member:

At your Committee meeting on May 13, 2021, we notified you that in order to provide Local Boards with additional flexibility when assisting those affected by the COVID-19 pandemic, the State requested and received from the U.S. Department of Labor two Workforce Innovation and Opportunity Act (WIOA) waivers for work-based training: (1) allows up to a 90 percent reimbursement of on-the-job training (OJT) costs for businesses with 50 or fewer employees; and (2) allows up to 30 percent of WIOA Title I Adult and Dislocated Worker local formula funds to be used for the provision of Transitional Jobs Training (TJT). Normally an OJT is limited to 50 percent reimbursement, and local areas may use up to 10 percent of funds for TJT.

The OJT waiver allows your Board to provide additional relief to small businesses that may be more risk-averse when it comes to hiring and training new employees during this time of economic instability. Utilizing TJT can help job seekers who are struggling to attach or re-attach to the labor market. In May, it was estimated that 24 percent of workers that lost jobs due to the pandemic have been unemployed for 52 or more weeks. Per the Bureau of Labor Statistics, that rate rose to 28.6 percent for July 2021.

Per the Workforce Services Draft Directive WSDD-224 issued March 24, 2021, Local Boards choosing to expand options in their employer "toolbox" had to submit two separate applications for waivers by May 31, 2021. As this was prior to the Local Board meeting on June 9, 2021, the Executive Committee was prepared to approve the applications on behalf of the Board. Staff was subsequently notified that the California Workforce Development Board moved the due date out to June 30, 2021, and the Local Board subsequently approved the applications at its June meeting. The final directive WSD20-13 was issued on June 9, 2021, with the revised due date and a minor change to the applications to include the title of the signatory. Staff used the revised applications and submitted them to the State on June 29, 2021.

On July 22, 2021, the State Board staff issued the attached e-mails notifying your Board that both waiver requests were approved for the current program year. Staff verified with the State that the OJT waiver was retroactive to the start date of July 1, 2021 (also attached). Staff currently estimates that as many as ten (10) small employers may qualify for the waiver. When they are confirmed, staff will contact each employer to see about adjusting the reimbursement rate to the waiver 90 percent rate.

The TJT Policy Bulletin has been drafted and is being reviewed by staff. The policy will go to the Board at its October 6, 2021 meeting for approval, and staff will keep your committee informed on its implementation.

Sincerely,

A handwritten signature in black ink, appearing to read "Teresa Hitchcock", with a stylized flourish at the end.

Teresa Hitchcock  
Assistant County Administrative Officer

Attachments

TH:eb

**Attachment 1**

**From:** Anglesey, Ashley@CWDB <Ashley.Anglesey@cwdb.ca.gov>  
**Sent:** Thursday, July 22, 2021 4:10 PM  
**To:** Elaine Basham <bashame@kerncounty.com>  
**Cc:** ETR XTeam <ETRXTeam@kerncounty.com>; Anne Meert <meerta@kerncounty.com>  
**Subject:** RE: COVID waiver question

Yes, the approval is retroactive to July 1, 2021!

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**Attachment 2**

**From:** Anglesey, Ashley@CWDB <Ashley.Anglesey@cwdb.ca.gov>  
**Sent:** Thursday, July 22, 2021 1:52 PM  
**Subject:** OJT Waiver Approval

Good afternoon,

We received your application for a waiver of Workforce Innovation and Opportunity Act Section 134(c)(3)(H)(i), which allows up to a 90 percent reimbursement of on-the-job training costs for businesses with 50 or fewer employees, as outlined in the [Workforce Services Directive WSD20-13](#). Your application has been approved and the waiver can be utilized for Program Year 2021-2022. If you have any questions, please let us know.

Thank you,

**Ashley L. Anglesey**  
Pronouns: She, Her, Hers

WIOA Research & Policy Analyst  
State Plan and Policy Development Team  
California Workforce Development Board  
[www.cwdb.ca.gov](http://www.cwdb.ca.gov)



## Attachment 3

**From:** Anglesey, Ashley@CWDB <Ashley.Anglesey@cwdb.ca.gov>

**Sent:** Thursday, July 22, 2021 1:45 PM

**Subject:** Transitional Job Waiver Approval

Good afternoon,

We received your application for a waiver of Workforce Innovation and Opportunity Act Section 134(d)(5), which allows up to 30 percent of Title I Adult and Dislocated Worker local formula funds to be used for the provision of transitional jobs, as outlined in the [Workforce Services Directive WSD20-13](#). Your application has been approved and the waiver can be utilized for Program Year 2021-2022. If you have any questions, please let us know.

Thank you,

**Ashley L. Anglesey**

Pronouns: She, Her, Hers

WIOA Research & Policy Analyst

State Plan and Policy Development Team

California Workforce Development Board

[www.cwdb.ca.gov](http://www.cwdb.ca.gov)

<b>Kern, Inyo &amp; Mono Workforce Development Board PBS Committee Attendance 2021</b>					
<b>P = Present</b>	<b>U=unexcused</b>	<b>X=Cancelled</b>			
<b>A = Excused Absence</b>					
		<b>2/18/21</b>	<b>5/13/21</b>	<b>9/16/21</b>	<b>11/18/21</b>
<b>First</b>	<b>Last</b>	<b>PBS</b>	<b>PBS</b>	<b>PBS</b>	<b>PBS</b>
Leo	Bautista	P	P		
Richard	Chapman	P	P		
Jim	Elrod	A	A		
Stacy	Ferreira	P	P		
Nick	Hill III		P		
Teresa	Hitchcock	P	P		
Diane	McClanahan	P	P		
Linda	Parker*		A		
Alissa	Reed	P	P		
Jeremy	Tobias	P	P		
<b>*Non-WDB</b>					

Kern, Inyo & Mono Workforce Development Board PBS Committee Attendance 2020 Qtr 1					
P = Present	U=unexcused	X=Cancelled			
A = Excused Absence					
Member		2/6/20	5/21/20	8/6/20	11/5/20
First	Last	PBS	PBS	PBS	PBS
Leo	Bautista	P	P	P	P
Richard	Chapman	P	A	P	P
Eric	Cooper	A	U	A	U
Jim	Elrod	P	A	P	P
Stacy	Ferreira	A	P	P	P
Teresa	Hitchcock	P	P	P	P
Diane	McClanahan	P	P	P	P
Ali	Morris	U	Resigned 2/28/20		
Alissa	Reed	P	P	P	P
Jeremy	Tobias	P	P	P	P
*Non-WDB					

**KERN, INYO AND MONO  
WORKFORCE DEVELOPMENT BOARD AND  
COMMITTEES' MEETING SCHEDULE  
CALENDAR YEAR 2021**

**Program and Business Services Committee**

\*America's Job Center of California – Bakersfield, 1600 East Belle Terrace, Bakersfield, 2<sup>nd</sup> Floor

Thursday, February 18, 2021, 8 a.m.  
Thursday, May 13, 2021, 8 a.m.  
Thursday, September 16, 2021, 8 a.m.  
Thursday, November 18, 2021, 8 a.m.

**Youth Committee**

\*America's Job Center of California – Oildale Affiliate, 1129 Olive Drive, Bakersfield

Wednesday, February 24, 2021, 3 p.m.  
Wednesday, May 19, 2021, 3 p.m.  
Wednesday, September 22, 2021, 3 p.m.  
Wednesday, December 1, 2021, 3 p.m.

**Executive Committee**

\*America's Job Center of California – Bakersfield, 1600 East Belle Terrace, Bakersfield, 2<sup>nd</sup> Floor

Thursday, February 11, 2021, 4 p.m. **Special Session**  
Thursday, March 4, 2021, 4 p.m.  
Tuesday, April 20, 2021, 2 p.m. **Special Session**  
Thursday, May 27, 2021, 4 p.m.  
Thursday, June 24, 2021, 4 p.m. **Special Session**  
Thursday, September 30, 2021, 4 p.m.  
Thursday, December 9, 2021, 4 p.m.

**Workforce Development Board**

\*International Brotherhood of Electrical Workers, 3921 North Sillect Avenue, Bakersfield

Wednesday, March 17, 2021, 7 a.m.  
Wednesday, June 9, 2021, 7 a.m.  
Wednesday, October 6, 2021, 7 a.m.  
Wednesday, December 15, 2021, 7 a.m.

*\*Due to COVID-19, all meetings will take place virtually until further notice.*