



AGENDA

Program and Business Services Committee

MAY 12, 2022
8:00 A.M.



**AGENDA
KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD
PROGRAM AND BUSINESS SERVICES COMMITTEE
MAY 12, 2022**

Location: Microsoft Teams
Dial In: (831) 296-3421
Access ID: 703 311 410#
Time: 8:00 a.m.

Committee Members:

Leo Bautista, Chair
Richard Chapman
Stacy Ferreira

Nick Hill III
Teresa Hitchcock
Brian Holt
Linda Parker

Alissa Reed
Jeremy Tobias
Arleana Waller

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. Resolution Authorizing the Program and Business Services Committee to Conduct Remote Teleconference Meetings – Action Item |
| 5-6 | B. Approval of the November 18, 2021, Meeting Minutes – Action Item |
| 7-10 | C. Preliminary Funding Recommendations for National Farmworker Jobs Program for Program Year 2022-2023 – Action Item |
| 11-16 | D. Preliminary Funding Recommendations for Workforce Innovation and Opportunity Act Adult, Dislocated Worker, and Combined Programs and Services for Program Year 2022-2023 – Action Item |
| 17-18 | E. Regional Equity and Recovery Partnerships Grant |
| 19 | F. Workforce Development Board and Standing Committee Composition |
| | G. Director's Report – Oral Report |
| | H. Marketing Presentation – Oral Report |
| | IV. Committee Member Comments |
| | V. Miscellaneous Filings |
| 20-27 | A. Program and Business Services Committee Attendance Report |
| 28 | B. Kern, Inyo and Mono Workforce Development Board and Committees' Meeting Schedule for Calendar Year 2022 |

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EMPLOYERS' TRAINING RESOURCE

May 12, 2022

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

RESOLUTION AUTHORIZING THE WORKFORCE DEVELOPMENT BOARD'S PROGRAM AND BUSINESS SERVICES COMMITTEE TO CONDUCT REMOTE TELECONFERENCE MEETINGS

Dear Committee Member:

As required by the Ralph M. Brown Act, the Kern, Inyo and Mono Workforce Development Board and its subcommittees' meetings must be open and public, so that any member of the public may attend, participate, and view the legislative body conducting their business. As you know the Governor of California declared a state of emergency on March 4, 2020, due to the COVID-19 pandemic. Subsequently, local legislative bodies or state bodies were authorized to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public.

Although the state of emergency has not been lifted, in June of 2021 the Governor continued the waiver in a new order allowing local bodies to pass a resolution to continue the remote meetings until further notice.

Under State and Local codes, if officials have imposed or recommended measures that promote social (physical) distancing related to COVID-19 prevention, the Board may adopt a resolution that extends the time during which meetings may continue to be conducted via teleconference. The resolution must be addressed, and if still needed, be renewed every 30 days.

Therefore, IT IS RECOMMENDED that your Committee adopt the attached 30-day resolution from May 12, 2022, through June 10, 2022.

Sincerely,



Teresa Hitchcock
Assistant County Administrative Officer

TH:eb

Attachment

**A RESOLUTION OF THE KERN INYO AND MONO WORKFORCE DEVELOPMENT
BOARD'S PROGRAM AND BUSINESS SERVICES COMMITTEE AUTHORIZING REMOTE
TELECONFERENCE MEETINGS OF THE PROGRAM AND BUSINESS SERVICES
COMMITTEE FOR THE PERIOD MAY 12, 2022, THROUGH JUNE 10, 2022, PURSUANT TO
THE RALPH M. BROWN ACT.**

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions and requirements; and

WHEREAS, a required condition of Government Code section 54953(e) is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558(b); and

WHEREAS, a further required condition of Government Code section 54953(e) is that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body holds a meeting to determine or has determined by a majority vote that meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, on March 4, 2020, Governor Newsom issued a Proclamation of a State of Emergency declaring a state of emergency exists in California due to the threat of COVID-19, pursuant to the California Emergency Services Act (Government Code section 8625); and,

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-07-21, which formally rescinded the Stay-at-Home Order (Executive Order N-33-20), as well as the framework for a

1 gradual, risk-based reopening of the economy (Executive Order N-60-20, issued on May 4, 2020) but did
2 not rescind the proclaimed state of emergency; and,

3 **WHEREAS**, on June 11, 2021, Governor Newsom also issued Executive Order N-08-21, which set
4 expiration dates for certain paragraphs of the State of Emergency Proclamation dated March 4, 2020 and
5 other Executive Orders but did not rescind the proclaimed state of emergency; and,

6 **WHEREAS**, as of the date of this Resolution, neither the Governor nor the state Legislature have
7 exercised their respective powers pursuant to Government Code section 8629 to lift the state of emergency
8 either by proclamation or by concurrent resolution of the state Legislature; and,

9 **WHEREAS**, the California Department of Industrial Relations has issued regulations related to
10 COVID-19 Prevention for employees and places of employment. Title 8 of the California Code of
11 Regulations, Section 3205(5)(D) specifically recommends physical (social) distancing as one of the
12 measures to decrease the spread of COVID-19 based on the fact that particles containing the virus can travel
13 more than six feet, especially indoors; and,

14 **WHEREAS**, the Kern, Inyo and Mono Workforce Development Board's Program and Business
15 Services Committee finds that state or local officials have imposed or recommended measures to promote
16 social distancing, based on the California Department of Industrial Relations' issuance of regulations related
17 to COVID-19 Prevention through Title 8 of the California Code of Regulations, Section 3205(5)(D); and,

18 **WHEREAS**, as a consequence, the Kern, Inyo and Mono Workforce Development Board's
19 Program and Business Services Committee hereby find that it shall conduct its meetings by teleconferencing
20 without compliance with Government Code section 54953 (b)(3), pursuant to Section 54953(e), and that
21 the Kern, Inyo and Mono Workforce Development Board's Program and Business Services Committee
22 shall comply with the requirements to provide the public with access to the meetings as prescribed by
23 Government Code section 54953(e)(2).

24 **NOW, THEREFORE, BE IT RESOLVED, FOUND AND ORDERED** by the Kern, Inyo and
25 Mono Workforce Development Board's Program and Business Services Committee, State of California, in
26 session assembled on May 12, 2022, does hereby resolve as follows:

27 Section 1. Recitals. All of the above recitals are true and correct and are incorporated into this
28 Resolution by this reference.

1 Section 2. State or Local Officials Have Imposed or Recommended Measures to Promote Social
2 Distancing. The Kern, Inyo and Mono Workforce Development Board's Program and Business Services
3 Committee hereby proclaims that state officials have imposed or recommended measures to promote social
4 (physical) distancing based on the California Department of Industrial Relations' issuance of regulations
5 related to COVID-19 Prevention through Title 8 of the California Code of Regulations, Section 3205(5)(D).

6 Section 3. Remote Teleconference Meetings. The Kern, Inyo and Mono Workforce
7 Development Board's Program and Business Services Committee is hereby authorized and directed to take
8 all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and
9 public meetings in accordance with Government Code section 54953(e) and other applicable provisions of
10 the Brown Act.

11 Section 4. Effective Date. This Resolution shall take effect immediately upon its adoption and
12 shall be effective until the earlier of (i) June 10, 2022, or, (ii) such time Kern, Inyo and Mono Workforce
13 Development Board's Program and Business Services Committee adopts a subsequent resolution in
14 accordance with Government Code section 54953(e)(3) to extend the time during which it may continue to
15 teleconference without compliance with Section 54953(b)(3).

16 ADOPTED this twelfth day of May 2022, by the Kern, Inyo and Mono Workforce Development
17 Board's Program and Business Services Committee by the following vote:

18
19 YES:

20 NO:

21 ABSENT:

22 ABSTAIN:

23
24
25 _____
26 SECRETARY

27 PL#25T1616-ASG
28

**KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD
PROGRAM AND BUSINESS SERVICES COMMITTEE
DISCUSSION AND ACTION ITEMS
NOVEMBER 18, 2021**

Members Present: Leo Bautista, Stacy Ferriera, Brian Holt, Diane McClanahan, Alissa Reed, and Jeremy Tobias.

Members Absent: Richard Chapman, Nick Hill, Teresa Hitchcock, Linda Parker.

Staff Present: Elaine Basham, Marsha Manos, Aaron Ellis, Michael Saltz, Anne Meert, Jeremy Shumaker, and Danette Williams.

Guests Present: Norma Dunn and Karine Kanekkiberg.

The meeting was called to order at 8:02 a.m. by Leo Bautista through Microsoft Teams.

*Unexcused Absence

Introductions

Marsha Charles took a roll call vote of the Committee.

Public Comments

There were no public comments.

Approval of September 16, 2021, Meeting Minutes

Alissa Reed made a motion to approve the September 16, 2021 meeting minutes with the amendment noted by Elaine. Jeremy Tobias seconded the motion. Brian Holt abstained from the vote. All ayes. The motion carried.

Proposed Kern, Inyo and Mono Workforce Development Board and Committees' Meeting Schedule for Calendar Year 2022

Jeremy Shumaker provided the Committee with an overview of the calendar of meetings for 2022. Alissa Reed made a motion to approve the calendar. Brian Holt seconded the motion. All ayes. The motion carried.

Authorization to Issue Request for Refunding For Workforce Innovation and Opportunity Act Adult, Dislocated Worker, Farmworker and Combined Programs for Program Year 2022-23

Anne Meert reminded the Committee that the full RFP is required at least once every four years and if year one was funded under an RFP years two through four are eligible for funding under an RFR. The program Year 2022-23 will be the final year to utilize the RFR. Anne stated that this process 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. WIOA Youth programs are handled under a separate process to be considered by the Youth Committee and the WDB. Anne recommended the Committee approve the motion to

authorize the issuance of an RFR for Adult, Dislocated Worker, Farmworker, and Combined programs for Program Year 2022-23 and, if needed, an RFP for other workforce funding or need that may emerge over the year. Jeremy Tobias made a motion to accept the staff's recommendation. Alissa Reed seconded the motion. All ayes. The motion carried.

Standing Committee Composition

Elaine Basham informed the Committee that Brian Holt has been appointed to the WDB and PBS Committee to replace Jim Elrod. Arleana Waller, Founder and CEO of The Frink Firm has submitted an application to serve as a non-WDB Business member. Elaine asked the Committee to accept the nomination of Ms. Waller and make a recommendation to the WDB to approve. Jeremy Tobias made a motion to accept the staff's recommendation. Alissa Reed seconded the motion. All ayes. The motion carried.

U.S. Economic Development Administration's American Rescue Plan - Good Jobs Challenge Grant

Michael Saltz informed the Committee on January 26, 2022, Employers' Training Resource (ETR), in partnership with members of the Regional Planning Unit will apply for the U.S. Economic Development Administration's American Rescue Plan Good Jobs Challenge (Good Jobs Challenge Grant). The grant award range is between one million dollars to twenty-five million dollars. The application submission date is January 26, 2022, and the award date has not been identified. Stanislaus will be the administrator of the Good Jobs Challenge Grant. The grant has three phases of funding, including, System Development, Program Design and Program Implementation.

Transitional Jobs through Bitwise's Entrepreneurship Training

Michael Saltz informed the Committee that ETR will be providing Transitional Jobs for participants enrolled in the Entrepreneurship Training Program through Alpha Works Technologies, LLC (Bitwise). The first cohort will consist of twelve students, with a focus on founders and product companies. The training will be a hybrid approach, including in-person and virtual, and will take place over 36 weeks.

Director's Report

The Director was not in attendance. There was no report given.

Marketing Presentation

Danette Williams provided the Committee with an activity report.

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 8:57 a.m.

EMPLOYERS' TRAINING RESOURCE

May 12, 2022

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

PRELIMINARY FUNDING RECOMMENDATIONS FOR NATIONAL FARMWORKER JOBS PROGRAM FOR PROGRAM YEAR 2022-2023

Dear Committee Member:

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 2022-2023 is the third year of the four-year grant.

While ETR has not yet received word from the DOL on the grant funding amount for PY 2022-2023, we are proceeding with funding recommendations for year three of the grant. The funding for the current PY 2021-2022 is \$2,415,085, and we anticipate funding for PY 2022-2023 to be comparable. The final funding recommendations may be adjusted prior to the contracts being executed depending on the actual grant funding ETR receives.

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. A description of these programs, current funding, any changes to the program for PY 2022-2023, and recommended funding levels for PY 2022-2023 is in the attached Funding Recommendations for the National Farmworker Jobs Program for Program Year 2022-2023.

On March 14, 2022, ETR released a Request for Refunding (RFR) for Year Three Under the WIOA National Farmworker Jobs Program for Program Year 2022-2023 (July 1, 2022 through September 30, 2023). The Kern High School District; Proteus, Inc.; and California State University, Bakersfield Auxiliary for Sponsored Programs were eligible for refunding and submitted applications. The RFR was sent to each of the eligible agencies via email and a message from ETR management was included which stated: **"The pandemic has impacted us all. The department and providers have both seen decreases in enrollments. We are in unique times where there are more jobs than workers, a wave of employee resignations nationwide, and those that are seeking jobs are demanding higher pay. This combination**

of events has led to fewer people seeking out traditional training routes. Due to the unique situation described above, we will not reduce funding for agencies in this year's RFR. We will fund agencies at the same amount as last year. We understand that enrollment numbers are low and may need adjusting. Our hope is that enrollments will return to normal as we move further away from the pandemic."

A committee of ETR staff reviewed the applications in terms of the following:

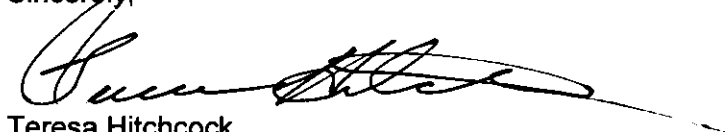
- Necessity and reasonableness of costs;
- Proposed changes to current program and/or budget;
- Program adaptations made due to COVID-19;
- Any improvements or changes to the program planned in PY 2022-2023;
- Significant monitoring findings;
- Continued need for the training and/or service;
- Demonstrated success in the provision of services, participant outcomes and goals; and
- Issues or problems reported by ETR staff.

All four of the programs were determined eligible for refunding with the total recommended funding at \$633,324.

As a reminder, while these recommendations are for farmworker-only programs, farmworker clients have access to the full array of programs and services that are available to all other WIOA clients. This includes on-the-job training, vocational training with providers on the Eligible Training Provider List, classroom training, youth services, etc. The PY 2021-2022 enrollment goal for the NFJP is 420 clients, and to date, we have served 363 (86% of the goal).

Therefore, IT IS RECOMMENDED, dependent upon the amount of funding ETR receives for the NFJP for Program Year 2022-2023, 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 \$339,364, with all awards subject to negotiations, funds available, and approval by the Kern County Board of Supervisors.

Sincerely,



Teresa Hitchcock
Assistant County Administrative Officer

TH:jw

FUNDING RECOMMENDATIONS FOR THE NATIONAL FARMWORKER JOBS PROGRAM FOR PROGRAM YEAR 2022-2023

CSUB Auxiliary for Sponsored Programs Administration Migrant Book Assistance Program

This program provides outreach and recruitment of National Farmworker Jobs Program (NFJP) students by offering career development supplies, access to career development resources, one-on-one career counseling, and referrals to ETR for supportive services to purchase required books and/or materials. Emphasis is on education until the participant completes college. Clients are referred to ETR for job search assistance prior to graduation. The number of clients to be served in PY 2021-2022 is 25; for PY 2022-2023 the plan remains at 25.

Changes proposed for PY 2022-2023: Participants will be required to complete a mid-term academic progress report for each course enrolled when low academic outcomes are reported on preceding semesters. In addition, participants will be required to attend individual tutoring when suggested by professor(s) in academic progress reports.

PY 2021-2022 funding - \$25,000
Recommended PY 2022-2023 funding - \$25,000

Kern High School District Farmworker Opportunity Program

This program enrolls eligible participants that would benefit from a planned, structured learning experience into paid work experience. Clients who have completed training but lack work experience or are job searching after training are ideal for this activity.

Changes proposed for PY 2022-2023: Fewer number of clients to be served. Number of clients to be served in PY 2021-2022 is 22; for PY 2022-2023 the plan is to serve 18.

PY 2021-2022 funding - \$268,960
Recommended PY 2022-2023 funding - \$268,960

Proteus, Inc. Farmworker Outreach and Placement

This program reaches farmworkers in Northern Kern County and enrolls them into career services and training activities available through ETR and the Delano America's Job Center of California. Placement services include job search assistance, resume preparation, and referrals to job openings. The budget for this activity includes use of Proteus' Mobile Employment Center and driver for outreach events in Kern County.

Changes proposed for PY 2022-2023: Increase in requested funding is for budget adjustments, which include increases in Staff Salaries and Wages, Facility Expense, Travel & Training Expense, Insurance/Bonding/Professional and Special Services, and Indirect Costs; decreases in Supplies & Equipment.

PY 2021-2022 funding - \$113,980

Recommended PY 2022-2023 funding - \$115,659

Proteus, Inc.

Targeted Work Experience/On-the-Job Training

This program provides paid work experience (WEX) and on-the-job training opportunities for farmworkers to enhance their ability to gain employment. This program operates out of the Delano America's Job Center of California.

Changes proposed for PY 2022-2023: Increase in requested funding is for budget adjustments, which include increases in Participant Wages & Fringe Benefits, Facility, Supplies & Equipment, Insurance/Bonding/Professional and Special Services, and Employer Reimbursement and Income; decreases in Staff Salaries and Wages, Travel & Training Expense, and Indirect Costs. Total number of clients to be served in PY 2021-2022 is 25; for PY 2022-2023 the plan remains at 25.

PY 2021-2022 funding - \$216,000

Recommended PY 2022-2023 funding - \$223,705

EMPLOYERS' TRAINING RESOURCE

May 12, 2022

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

PRELIMINARY FUNDING RECOMMENDATIONS FOR WORKFORCE INNOVATION AND OPPORTUNITY ACT ADULT, DISLOCATED WORKER, AND COMBINED PROGRAMS AND SERVICES FOR PROGRAM YEAR 2022-2023

Dear Committee Member:

Under the Workforce Innovation and Opportunity Act (WIOA), a full Request for Proposals (RFP) is required at least once every four years to procure providers of services. On March 19, 2019, Employers' Training Resource (ETR) 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 PYs 2020-2021 (year two), 2021-2022 (year three) and 2022-23 (the fourth and final year). The latest RFR, which was authorized by your Board on December 15, 2021, was issued on February 28, 2022 to three agencies representing five programs and services.

Request for Refunding Process

Keeping in mind that currently funded programs and services were already thoroughly evaluated by members of your WDB and other non-ETR staff during the RFP review, the abbreviated RFR application requires applicants to provide updated threshold documents, and descriptions of any proposed changes, PY 2022-2023 participant goals and proposed budgets. The RFR also recognized the impact of the COVID-19 pandemic on service delivery noting that some programs were not able to fully operate or had to adjust to comply with COVID-19 guidelines. In fact, the following message was included with the RFR notification sent to the eligible agencies: **"The pandemic has impacted us all. The department and providers have both seen decreases in enrollments. We are in unique times where there are more jobs than workers, a wave of employee resignations nationwide, and those that are seeking jobs are demanding higher pay. This combination of events has led to fewer people seeking out traditional training routes. Due to the unique situation described above, we will not reduce funding for agencies**

in this year's RFR. We will fund agencies at the same amount as last year. We understand that enrollment numbers are low and may need adjusting. Our hope is that enrollments will return to normal as we move further away from the pandemic."

A committee of ETR staff reviewed the applications in terms of the following:

- Necessity and reasonableness of costs;
- Proposed changes to current program and/or budget;
- Program adaptations made due to COVID-19;
- Any improvements or changes to the program planned in PY 2022-2023;
- Significant monitoring findings;
- Continued need for the training and/or service;
- Demonstrated success in the provision of services, participant outcomes and goals; and
- Issues or problems reported by ETR staff.

RFR Programs and Services

RFR applications were received for the following five 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

- Mexican American Opportunity Foundation - Bookkeeping

Training programs were required to be current on the state's Eligible Training Provider List (ETPL) and be in good standing.

Attachment A – Descriptions of Programs and Services describes each program, proposed program and/or budget changes, and the recommended funding. Attachment B – Preliminary Funding Recommendations including enrollment and budget comparisons.

Preliminary Funding Recommendations

All programs/services were determined eligible for refunding with a total recommended funding of \$1,437,046 which is the same amount as for PY 2021-2022. However, the State has yet to release WIOA formula allocations for PY 2022-2023. We hope to have this information by the June 8, 2022 WDB meeting at which final funding recommendations will be approved.

As a reminder, Workforce Development Areas are required to expend at least 30 percent of their WIOA Adult and Dislocated Worker funds on training -- contracted training, Individual Training Accounts (ITAs), and OJT contracts with employers. ETR has been successfully meeting this requirement due to the considerable increase in the number of OJTs being written each year.

Notification to Agencies

RFR applicants were provided a copy of this letter and informed of your Committee and Board's meeting dates. Agencies were also provided information on the appeal process.

Therefore, IT IS RECOMMENDED that your Committee recommend that the WDB authorize the distribution of \$1,437,046 in PY 2022-2023 WIOA funds to the following: 1) Proteus, Inc. to provide Career Services at the Delano AJCC, OJTs, and Paid Work Experience in the amount not to exceed \$784,503; 2) Kern High School District to provide Paid Work Experience in the amount not to exceed \$332,543; and 3) Mexican American Opportunity Foundation to provide Bookkeeping training in the amount not to exceed \$320,000; and with awards subject to negotiations, funds available, and approval of the Kern County Board of Supervisors.

Sincerely,



Teresa Hitchcock
Assistant County Administrative Officer

TH:am

Attachments:

- A) Description of Programs and Services
- B) Preliminary Funding Recommendations

**ADULT, DISLOCATED WORKER AND COMBINED PROGRAMS
DESCRIPTION OF PROGRAMS AND SERVICES
PROGRAM YEAR 2022-2023**

PROVIDER OF CAREER SERVICES FOR DELANO AJCC AND OJT

Proteus, Inc.

1. **Provider of Career Services at the Delano America's Job Center of California (AJCC):** At the Delano AJCC, Proteus, Inc. provides comprehensive facilities management, reception/greeting, WIOA registration, resource room coverage, service referrals, job referrals, resume writing, provision of job readiness workshops/Job Club, administration of typing tests, orientation to AJCC services, outreach and recruitment, case management, direct placement, follow-up and other services. Some services have been scaled back due to Proteus' relocation to a smaller temporary building due to a fire in August 2021 and COVID. Agency estimates enrolling 89 new clients which is a reduction from the 93 planned in the PY 2021-2022 contract. Funding request: \$327,966
Recommendation: Refunding for \$327,966
2. **On-The-Job Training (OJT):** Proteus provides OJT opportunities to clients through the Delano AJCC. This activity provides occupational training by an employer to a participant while the participant gains the knowledge and skills essential to fully and adequately perform the job. Up to fifty percent of the wage rate of the participant may be reimbursed to the employer by the agency. Planned new enrollments have been reduced from 39 to 36 due to increase in minimum wage, serving clients with higher wages, and more OJT upgrades. Funding request: \$340,000
Recommendation: Refunding for \$340,000

SUBSIDIZED WORK EXPERIENCE

1. **Proteus, Inc.**
Proteus provides paid Work Experience opportunities that are planned, structured learning experiences. Paid work experience gives participants the opportunity to attain skills and develop appropriate work habits that will enable them to secure and retain unsubsidized employment and become self-sufficient. Proteus is the employer of record and provides wages, workers' compensation, liability insurance, case management and payroll services. Clients also learn soft-skills necessary to secure long-term employment. Hours are limited to 320, and clients are paid minimum wage. Planned new enrollments have been reduced from 9 to 8 due to the increase in minimum wage. Funding request: \$116,537
Recommendation: Refunding for \$116,537
2. **Kern High School District**
The Kern High School District (KHSD) Careers 4 Success program provides subsidized work experience to participants coming out of training and those who can benefit from a

work experience environment. Participants also receive some work readiness instruction to increase the likelihood of obtaining unsubsidized employment. KHSD is the employer of record and provides wages, workers' compensation, liability insurance, case management and payroll services. Hours are limited to 320, and clients are paid minimum wage. Due to the Governor's workers' compensation liability mandate, the program was put on hold during the COVID-19 pandemic and resumed in the fall of 2021. Planned new enrollments have been reduced from 29 to 23. Funding request: \$332,543

Recommendation: Refunding for \$332,543

CONTRACTED TRAINING

[Providers of training services must be current on the state's Eligible Training Provider List (ETPL) and be in good standing.]

1. Mexican American Opportunity Foundation - Bookkeeping

MAOF's open entry/open exit Bookkeeping training prepares students for entry-level positions in Financial Services. The focus is on basic accounting practices and procedures. Students also learn payroll preparation, accounts payable, accounts receivable, income tax preparation and the various systems in use. The program length is seven to nine months (760 hours) which consists of classroom training using a hybrid system (phone, ZOOM and email) and a 160-hour non-paid externship. Planned new enrollments have been reduced from 50 to 32. Funding request: \$320,000

Note: This program is on the State's Eligible Training Provider List under MAOF Skill Center – Bakersfield. The program is listed as Bookkeeping/Accounting – a measurable skills gain leading to a credential. The cost is \$5,000, and the course is seven months.

Recommendation: Refunding for \$320,000

**ADULT, DISLOCATED WORKER AND COMBINED PROGRAMS
PRELIMINARY FUNDING RECOMMENDATIONS
PROGRAM YEAR 2022-2023**

| ACTIVITY/AGENCY | PARTICIPANTS | | | PY 2021-2022 CONTRACT | PY 2022-2023 REQUEST | PY 2022-2023 RECOMMENDED |
|---|---|--|--|--------------------------|----------------------------|-----------------------------|
| | Enrollments PY 2021-2022 Thru March 2022 | Contracted New Enrollments PY 2021-2022 | Requested New Enrollments PY 2022-2023 | | | |
| Provider of Career Services for Delano AJCC | | | | | | |
| Proteus, Inc. – AJCC Services | All Visitors to the Delano AJCC will be served | | | \$327,966 | \$327,966 (0% increase) | \$327,966 |
| Proteus, Inc. – On-the-Job Training | 28 | 39 | 36 | \$340,000 | \$340,000 (0% increase) | \$340,000 |
| Subtotal | | | | \$667,966 | \$667,966 | \$667,966 |
| Paid Work Experience | | | | | | |
| Proteus, Inc. | 2 | 9 | 8 | \$116,537 | \$116,537 (0% increase) | \$116,537 |
| Kern High School District | 14 | 29 | 23 | \$332,543 | \$332,543 (0% increase) | \$332,543 |
| Subtotal | | | | \$449,080 | \$449,080 | \$449,080 |
| Contracted Training | | | | | | |
| Mexican American Opportunity Foundation - Bookkeeping | 7 | 50 | 32 | \$320,000 | \$320,000 (0% increase) | \$320,000 |
| Subtotal | | | | \$320,000 | \$320,000 | \$320,000 |
| TOTAL | | | | \$1,437,046 | \$1,437,046 | \$1,437,046 |

EMPLOYERS' TRAINING RESOURCE

May 12, 2022

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

REGIONAL EQUITY AND RECOVERY PARTNERSHIPS GRANT

Dear Committee Member:

On May 6, 2022, Employers' Training Resource (ETR), in partnership with members of the San Joaquin Valley and Associated Counties - Regional Planning Unit (SJVAC RPU), including the counties of Kern, Inyo, Mono, Fresno, Kings, Madera, Merced, San Joaquin, Stanislaus, and Tulare have applied for the Regional Equity and Recovery Partnerships Grant (RERP). The grant award is \$4,274,500 to fund the RERP in the SJVAC RPU of which ETR will receive the amount of \$983,031. Although Stanislaus County Workforce Development Board will be the administrator of the RERP, each Local Workforce Development Board (LWDB) in the SJVAC RPU will be administering its own program.

The award announcement is expected in June and the grant term is estimated to be December 1, 2022 through September 30, 2025. The RERP represents an acceleration and deepening of the existing Regional Plan Implementation efforts which will support and invest in partnerships attempting to add high road approaches to existing sector strategies and career pathway programs. "High Road" is a set of economic and workforce development strategies to achieve economic growth, economic equity, shared prosperity, and a clean environment. The strategies include but are not limited to, interventions that:

- i. Improve job quality and job access, including for women and people from underserved and underrepresented populations;
- ii. Meet the skill and profitability needs of employers; and
- iii. Meet the economic, social, and environmental needs of the community.

The RERP project identified by ETR will provide quality jobs in the healthcare industry and build pathways to those jobs in close partnership with Kern Community College District, West Kern Community College District, multiple employers, and other stakeholders in the healthcare industry. The RERP will permit ETR to serve 120 participants and place those who complete the program in career pathways that are needed in Registered Nurses, Licensed Vocation Nurses, Medical Assistants, Nursing Assistants, and Emergency Medical Technicians. The current system cannot meet the industry's needs for trained workers. The collaboration between the workforce and community colleges is designed to address industry needs and educational capacity to increase the pipeline of health care workers in Kern County. The health care sector accounts for

the largest generator of jobs. Growth among health care jobs, which are resilient to economic disruptions, is predicted to remain strong. The collaboration will re-imagine existing health care career pathways for the English Language Learners, Veterans, First-Generation College Students, Low-Income communities and households, and Dislocated Workers, as well as upskill existing workers to fill in-demand quality jobs. This will be accomplished through a collaborative approach among industry, education, workforce and economic development, social support partners, and organized labor. The re-imagined system will address unmet needs and expand access to health care careers and quality jobs—especially those with the highest barriers to employment. Health care employers across Kern County are experiencing critical staff shortages in a variety of these positions. The collaboration will focus on expanding the system to increase access to programs and training, recruit local workers, and provide additional needed support to help candidates succeed.

ETR will continue to update your Committee on the status of the Regional Equity and Recovery Partnerships grant and provide more specifics when additional information is forthcoming.

Sincerely,

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

Teresa Hitchcock
Assistant County Administrative Officer

TH:ms

EMPLOYERS' TRAINING RESOURCE

May 12, 2022

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:

Reappointments

We recently contacted Workforce Development Board (WDB) and committee members whose terms are expiring on June 30, 2022 to determine if they are interested in continuing to serve for another term. If your term is expiring and you have not done so, please contact Marsha Manos to advise of your interest. The WDB will reappoint members at its June 8, 2022 meeting.

Committee Resignation

On February 8, 2022, the Kern County Board of Supervisors accepted Diane McClanahan's resignation from the WDB and its committees and appointed Priscilla Varela as the Department of Rehabilitation One-Stop Partner agency member to the WDB. As you know, when a WDB member resigns, their replacement is not automatically assigned to any committee(s). Ms. McClanahan served on the Program and Business Services (PBS) and Youth Committees.

With this resignation, the PBS Committee is comprised of seven Business members, including two non-WDB members, a one-stop partner, a Workforce Representative Community-Based Organization, and a Labor member.

If your committee elects to replace Ms. McClanahan please make a recommendation to staff to forward to the Executive Committee.

Sincerely,



Teresa Hitchcock
Assistant County Administrative Officer

TH:eb

| Kern, Inyo & Mono Workforce Development Board PBS Committee Attendance 2022 | | | | | |
|---|-------------|-------------|---------|--------|----------|
| P = Present | U=unexcused | X=Cancelled | | | |
| A = Excused Absence | | 2/3/22 | 5/12/22 | 9/8/22 | 11/10/22 |
| | | | | | |
| First | Last | PBS | PBS | PBS | PBS |
| Leo | Bautista | X | | | |
| Richard | Chapman | X | | | |
| Stacy | Ferreira | X | | | |
| Nick | Hill III | X | | | |
| Brian | Holt | X | | | |
| Teresa | Hitchcock | X | | | |
| Linda | Parker* | X | | | |
| Alissa | Reed | X | | | |
| Jeremy | Tobias | X | | | |
| Arleana | Waller* | X | | | |
| *Non-WDB | | | | | |

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

| Kern, Inyo & Mono Workforce Development Board Youth Committee Attendance 2022 | | | | | |
|---|--------------|-------------|---------|---------|----------|
| P = Present | U=unexcused | X=Cancelled | | | |
| A = Excused Absence | | 2/16/22 | 5/18/22 | 9/14/22 | 11/30/22 |
| Member | | | | | |
| First | Last | YC | YC | YC | YC |
| Dale | Countryman* | A | | | |
| Teresa | Hitchcock | P | | | |
| Karine | Kanikkeberg* | P | | | |
| Clare | Pagnini | P | | | |
| Leticia | Perez | A | | | |
| Norma | Rojas-Mora | P | | | |
| Jayme | Stuart* | P | | | |
| Greg | Terry* | P | | | |
| David | Villarino* | P | | | |
| Todd | Yepez | A | | | |
| *Non-WDB | | | | | |

| Kern, Inyo & Mono Workforce Development Board Youth Committee Attendance 2021 | | | | | |
|---|--------------|----------------------------------|----------------|---------------------------------|----------------|
| P = Present | | U=unexcused | X=Cancelled | | |
| A = Excused Absence | | | | | |
| Member | | 2/24/2021 - cancelled | 5/19/21 | 9/22/2021- cancelled | 12/1/21 |
| First | Last | YC | YC | YC | YC |
| Dale | Countryman* | X | P | X | P |
| Jim | Elrod | X | A | X | RESIGNED |
| Teresa | Hitchcock | X | P | X | P |
| Ian | Journey | X | P | X | U |
| Karine | Kanikkeberg* | X | P | X | P |
| Diane | McClanahan | X | P | X | A |
| Clare | Pagnini | X | P | X | P |
| Leticia | Perez | X | A | X | A |
| Norma | Rojas-Mora | X | P | X | P |
| Jayne | Stuart* | X | P | X | P |
| Greg | Terry* | X | P | X | A |
| David | Villarino* | X | P | X | P |
| Michael | Vogenthaler | X | A | X | RESIGNED |
| Todd | Yepez | X | P | X | P |
| *Non-WDB | | | | | |

| Kern, Inyo & Mono Workforce Development Board Executive Committee Attendance 2022 | | | | | |
|--|--------------------|--------------------|---------------|----------------|----------------|
| P = Present | U=unexcused | X=Cancelled | | | |
| A = Excused Absence | | 3/17/22 | 6/2/22 | 10/6/22 | 12/1/22 |
| Member | | | | | |
| First | Last | | | | |
| Leo | Bautista | P | | | |
| Teresa | Hitchcock | P | | | |
| Karen | King | P | | | |
| Brenda | Mendivel | P | | | |
| Norma | Rojas-Mora | A | | | |
| Alissa | Reed | P | | | |
| John | Spaulding | P | | | |
| Victoria | Stockman* | A | | | |
| Todd | Yepez | A | | | |
| | | | | | |
| | | | | | |
| *Non-WDB | | | | | |

| Kern, Inyo & Mono Workforce Development Board Executive Committee Attendance 2021 | | | | | | | | |
|---|-------------|----------------|---------------|----------------|----------------|----------------|----------------|----------------|
| P = Present | U=unexcused | X=Cancelled | | | | | | |
| A = Excused Absence | | | | | | | | |
| Member | | 2/11/21 | 3/4/21 | 4/20/21 | 5/27/21 | 6/24/21 | 9/30/21 | 12/9/21 |
| First | Last | SPECIAL | EXEC | SPECIAL | EXEC | SPECIAL | EXEC | EXEC |
| Leo | Bautista | P | P | P | P | P | P | P |
| Teresa | Hitchcock | P | P | P | P | P | P | P |
| Karen | King | P | P | A | P | P | P | P |
| Brenda | Mendivel | A | P | P | P | P | P | P |
| Norma | Rojas-Mora | P | A | P | P | A | P | A |
| John | Spaulding | P | P | P | P | P | P | P |
| Alissa | Reed | P | P | P | P | P | P | A |
| Todd | Yopez | P | P | P | P | P | P | P |

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

| Kern, Inyo & Mono Workforce Development Board Attendance 2021 | | | | | | | |
|---|-------------|-------------|-------------|----------|-------------------------------|-------------------------------|----------|
| P = Present | | U=unexcused | X=Cancelled | | | | |
| A = Excused | | Absence | | | | | |
| Member | | 3/17/21 | 6/9/21 | 10/6/21 | 11/3/21 Special Session | 12/2/21 Special Session | 12/15/21 |
| First | Last | WDB | WDB | WDB | WDB | WDB | WDB |
| Laura | Barnes | P | P | P | P | P | P |
| Leo | Bautista | P | P | P | P | P | A |
| Kelly | Bearden | P | A | P | | P | P |
| Richard | Chapman | P | P | P | | P | P |
| Jim | Elrod | P | RESIGNED | RESIGNED | RESIGNED | RESIGNED | RESIGNED |
| Stacy | Ferreira | P | P | P | P | P | P |
| Michael | Frey | P | P | P | P | P | P |
| Steven | Gomez | P | P | P | P | P | P |
| Chris | Gonzales | A | P | P | P | U | P |
| Greg | Gutierrez | P | P | P | P | P | P |
| Nick | Hill III | A | P | P | P | U | P |
| Teresa | Hitchcock | P | P | P | P | P | P |
| Brian | Holt | | | P | P | P | P |
| Ian | Journey | A | P | A | A | U | U |
| Karen | King | P | P | P | A | U | P |
| Greg | Knittel | P | P | P | A | U | A |
| Anita | Martin | A | P | P | P | U | P |
| Randy | Martin | P | P | P | P | U | P |
| Diane | McClanahan | P | A | A | P | A | RESIGNED |
| Dean | McGee | P | P | A | A | P | P |
| John | Means | A | P | P | A | P | P |
| Brenda | Mendivel | A | P | P | P | P | P |
| Clare | Pagnini | P | P | P | P | P | P |
| Alissa | Reed, Chair | P | P | P | P | U | P |
| Norma | Rojas-Mora | P | A | P | P | P | P |
| Rick | Schoengerdt | P | P | P | A | U | P |
| John | Spaulding | P | P | P | A | P | P |
| Joseph | Sumlin | U | U | A | U | U | RESIGNED |
| Jay | Tamsi | U | P | A | P | P | A |
| Shelly | Tarver | U | U | A | P | U | P |
| Jeremy | Tobias | P | U | P | P | P | P |
| Michael | Vogenthaler | A | A | RESIGNED | RESIGNED | RESIGNED | RESIGNED |
| Todd | Yepez | P | P | P | A | A | P |

**KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD AND
COMMITTEES' MEETING SCHEDULE
CALENDAR YEAR 2022**

Program and Business Services Committee

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

Thursday, February 3, 2022, 8 a.m.
Thursday, May 12, 2022, 8 a.m.
Thursday, September 8, 2022, 8 a.m.
Thursday, November 10, 2022, 8 a.m.

Youth Committee

America's Job Center of California – Oildale Affiliate, 1129 Olive Dr., Bakersfield –
Recruitment Center

Wednesday, February 16, 2022, 3 p.m.
Wednesday, May 18, 2022, 3 p.m.
Wednesday, September 14, 2022, 3 p.m.
Wednesday, November 30, 2022, 3 p.m.

Executive Committee

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

Thursday, March 17, 2022, 4 p.m.
Thursday, June 2, 2022, 4 p.m.
Thursday, October 6, 2022, 4 p.m.
Thursday, December 1, 2022, 4 p.m.

Workforce Development Board

America's Job Center of California – Oildale Affiliate, 1129 Olive Dr., Bakersfield –
Recruitment Center

Wednesday, March 30, 2022, 7 a.m.
Wednesday, June 8, 2022, 7 a.m.
Wednesday, October 19, 2022, 7 a.m.
Wednesday, December 14, 2022, 7 a.m.

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