



# WORKFORCE DEVELOPMENT BOARD

October 4, 2023  
7:00 A.M.

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

1215 Olive Dr. Suite C  
Bakersfield, CA 93308



Kern, Inyo & Mono Counties  
Workforce Development Board  
Agenda

October 4, 2023

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**Location:** 1215 Olive Drive Suite C – Recruitment Center  
**Time:** 7:00 a.m.  
**Dial-in:** (831) 296-3421  
**Access Code:** 129 761 12#

**Page No.**

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

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

**V. Consent Agenda**

If a member of the audience wishes to comment or ask questions regarding an item or items on the consent agenda, they may do so prior to a vote being taken on the consent agenda. A member of the Board may remove any item from the consent agenda and it will be considered in the listed sequence with an opportunity for any member of the public to address the Board concerning the item before action is taken.

- 1-4 A. Approval of the May 31, 2023, Meeting Minutes
- 5-10 B. Board and Committee Member Travel Budget For 2023-2024
- 11 C. Request to Approve the Awarded Amount of \$418,635 from the Fresno Regional Workforce Development Board for The High Roads Construction Careers: RWF Valley Build Multi-Craft Core Curriculum Pre-Apprenticeship Training Grant

**VI. New Business**

- 12-28 A. Workforce Development Board and Standing Committee Composition - Resignations, Appointments, and Status Change – **Action Item**
- 29 B. Special Election of Workforce Development Board Officers **Action Item**
- 30-31 C. Workforce Development Apprenticeship Program
- 32-33 D. Grants Update
- 34-37 E. Workforce Innovation and Opportunity Act Performance Goals for Program Year 2023 and Performance Results for Program Year 2021

**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**

- 38 A. Status of Subgrantee Audits
- 39-40 B. Status of Subgrantee Monitoring Reports
- C. Draft Executive Committee September 21, 2023, Meeting Minutes - **Handout**
- 41-42 D. Draft Youth Committee September 13, 2023, Meeting Minutes
- 43-44 E. Employment Development Department Workforce Innovation and Opportunity Act (WIOA) Section 188 Nondiscrimination and Equal Opportunity Provisions Annual Compliance Monitoring Review Final Report Program Year (PY) 2022-23
- 45-47 F. La Cooperativa Campesina de California US Department of Agriculture (USDA) Farm and Food Workers Relief Program 2022-23 Program Review
- 48-50 G. Fresno Regional Workforce Development Board Final Determination & Financial Review Program Year 2022-2023 HRCC SB1 Valley Build
- 51-54 H. Kern, Inyo and Mono Workforce Development Board and Committee's Attendance Reports
- 55 I. Kern, Inyo and Mono Workforce Development Board and Committees' Meeting Schedule for Calendar Year 2023

Disabled individuals who need special assistance to attend or participate in a meeting of the Workforce Development Board may request assistance at Employers' Training Resource, 1600 East Belle Terrace, Bakersfield, California, or by calling (661) 336-6849. Every effort will be made to reasonably accommodate individuals with disabilities by making meeting materials available in alternative formats. Requests for assistance should be made at least three (3) working days in advance whenever possible.

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

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

**KERN, INYO AND MONO  
WORKFORCE DEVELOPMENT BOARD  
DISCUSSION AND ACTION ITEMS  
MAY 31, 2023**

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**Members Present:** Alissa Reed, Aaron Ellis, Clare Pagnini, Dean McGee, Todd Yopez, Brian Holt, Jeremy Tobias, Michele Warren, Anita Martin, Greg Knittel, John Morales, Chris Gonzalez, Greg Gutierrez, Anita Martin, Ian Journey, Randy Martin, Priscilla Varela, Brenda Mendivel, and John Morales.

**Members Absent:** Laura Barnes\*, Norma Rojas- Mora, Trudy Gerald, Nick Hill, Steven Gomez, Chris Gonzalez, John Means, Jay Tamsi.

**Staff Present:** Gurujodha Khalsa, Jana Webb, Candy Gettman, Sandra Gutierrez, Danette Williams, Jeremy Shumaker, Marsha Manos, Karen Briefer, Bernice Nunez, Jeremy Shumaker, and Anne Meert.

**Guests Present:** Devin Daugherty, Rosendo Flores, Joe Cantu, Priscilla Gonzales, Karine Kanikkeberg, Gary Baudette, Lita San Pedro, Joe Cantu, and Gustavo Alatorre.

\* unexcused

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Alissa Reed called the meeting to order at 7:17 a.m.

**Flag Salute**

Alissa Reed lead the group in the flag salute.

**Introductions**

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

**Public Comments**

There were no additional comments from the public.

**Consent Agenda**

Brenda Mendivel made a motion to approve the following items:

- Approval of the March 8, 2023, Meeting Minutes
- Preliminary Funding Recommendations for Workforce Innovation and Opportunity Act Adult, Dislocated Worker, and Combined Programs and Services for Program Year 2023-2024
- Preliminary Funding Recommendations for National Farmworker Jobs Program for Program Year 2023-2024
- High Performing Board Application
- Subsequent Local Area Designation and Local Board Recertification for PY 2023-25

Michele Warren seconded the motion. Dean McGee abstained from the vote. Marsha Manos polled the Board for their votes. All ayes. The motion carried.

### **Workforce Development Board and Standing Committee Composition, Appointment, Resignation, and Board Membership Status**

Anne Meert informed the Board on March 15, 2023, Aaron Ellis was appointed Interim Chief Workforce Development Officer for Employers' Training Resource. The ETR Director is an ex-officio member of the WDB, serves as its Executive Secretary, and represents the category of One-Stop Partner. Anne said that On March 6, 2023, Executive Committee member Victoria Stockman submitted her letter of resignation she served as a non-WDB member, the only action required is to accept her resignation. Anne also mentioned with the passing of John Spaulding, Labor and Joint/Labor Management Apprenticeship representation is five members. Per the WDB Bylaws, California requires Labor and Joint/Labor Management Apprenticeship representation be at least 15% of the Board. Decreasing WDB size to 28, which puts the Labor representation percentage at 17.9%. The Local Board maintains a Business majority at 15 members (53.5%). Anne also reminded the Board that members serve 3-year terms that are fixed and staggered. Anne said that at this time the only action was to accept Victoria Stockmans resignation. Aaron Ellis made a motion to accespt the staff's recommendation. Clare Pagnini seconded the motion. Alissa Reed called for a vote. All ayes. The motion carried.

### **Transfer of Funds Request**

Jeremy Shumaker told the Board that Workforce Innovation and Opportunity Act allows the transfer of funds between the Adult and Dislocated Worker funding streams in order to maximize customer service and provide Local Workforce Development Boards with greater flexibility to provide services in the areas of greatest need. WIOA Section 133(b)(4) states that up to and including 100 percent of funds allocated to Title I Adult and Dislocated Worker programs may be transferred between these two funding streams. Jeremy told the Board that the Executive Committee acted on behalf of the Board the previous week to approve the transfer of \$1.2 million in funding and that we were requesting the Board ratify that decision with a correction increasing the funding to \$1.4 million. Jeremy said that the projection amount had changed and we weren't notified until after the request had been submitted. Jeremy further clarified that the Executive Committee approved the transfer onf \$1.2 million but were we seeking to transfer \$1.4 million. Gustavo Alatorre stated that there would be no issued with EDD as long as the money was available. Gurujodha Khalsa asked if the change was reflected in the agenda. He then advised that the increased could not be approved at the \$1.4 million because it was not noticed to the public properly and that they cold only approve the \$1.2 million at this time. Brenda Mendivel made a motion to accept the staff's recommendation. Todd Yepez seconded the motion. Marsh Manos polled the members for their vote. All ayes. The motion carried.

### **Request for Approval to Extend Procurement of the Foundation for California Community Colleges Career Catalyst Services through June 30, 2025**

Jeremy Shumaker informed the Board that on February 16, 2021, ETR issued a RFP for third-party human resources and payroll services, including the ability to act as Employer of Record, for participants enrolled in various forms of subsidized work experience under the Workforce Innovation and Opportunity Act and other available funding streams, through the fiscal year ending June 30, 2022. The Foundation for California Community Colleges was the sole applicant, and their Career Catalyst services were procured through June 30, 2022. According to the terms the Board has the authority to extend this procurement for up to three additional years before another RFP is required. ETR is requesting approval to extend the procurement through June

30, 2025 to allow for uninterrupted service. After further discussion Dean McGee made a motion to accept the staff's recommendation to extend the procurement. Clare Pagnini seconded the motion. All ayes. The motion carried.

### **Budget Update**

Jeremy Shumaker informed the Board that ETR was recently notified that funding for Fiscal Year 2023-24 had been decreased by \$1.4 million dollars. ETR has been working to decrease fund by removing vacant unfilled positions that were not immediately needed. Jeremy also mention that ETR did not anticipate having to lay anyone off.

### **Workforce Development Apprenticeship Program Update**

Aaron Ellis told the board that ETR in partnership with the California Workforce Association (CWA) and California State University, Sacramento, College of Continuing Education is having 30 of its staff members participate in the Workforce Development Apprentice Program. The 30 staff members are from the following ETR divisions: 8 from Administration, 8 from Client Services and 14 from Employers Services. Unfortunately, 1 participant had to drop out of the program. In additional 3 participants from Garden Pathways, a community-based organization have joined the cohort which started on January 9, 2023. The WDAP was developed to create formalized training that supports regional, state and national agendas under the Workforce Innovation and Opportunity Act. The program involves 144 hours of classroom training which will be held during working hours and 2080 hours of On-the-Job Training which must be completed within 24 months of the last day of class. In the last course of the program, participants will demonstrate understanding and application of the content presented in the Workforce Development Professional series through their Capstone project. Upon the successful completion of the WDAP, including the 2080 hours of On-the-Job Training, each ETR staff member will receive the California State University, Sacramento Workforce Development Professional Certificate issued from the California Apprenticeship Council, which is an industry recognized credential. In addition, ETR staff will receive an increase in their annual salary of 5%.

### **Two-Year Modification to the Local and Regional Plans for Program Years 2021 – 2024 Update**

Aaron Ellis told the board The Two-Year Modification to the Local and Regional Plans were filed with the California Workforce Development Board (CWDB) by the deadline of March 31, 2023. The Plans were reviewed by a team of readers that included representatives from the CWDB, Employment Development Department Regional Advisors, and other state partners, such as the State Board of Education, the California Department of Education, the Department of Rehabilitation, and the Chancellor's Office. Employers' Training Resource has been advised by the CWDB that the evaluations on the Plans are completed and the Two-Year Modification to the Local and Regional Plans have been approved by the CWDB.

### **Director's Report**

Danette Williams provided the board with an update of the latest activities with a power point presentation. There was also a video played for the board members and guests. Sandra Gutierrez provided an update on the EPIC center. Aaron Ellis informed the board that due to budget cuts expansion of the EPIC center had to be put on hold. There was further discussion about the youth services and the funding stream for those services. There was also an in depth discussion about the Rapid Response services that ETR provides. Gary Baudette provided the board with an AJCC partner update of the third

quarter of events. Aaron Ellis told the board that enrollments for Adults grants are at 124 percent of planned enrollments, the youth grant enrollments are 116 percent of planned enrollments, the dislocated worker grant is at 121 new enrollments, the farmworker grants are at 108 percent, housing grant is at 100 percent of planned enrollments, AB109 grant is 82 percent of planned enrollments, Dislocated Ag served 60 participants and the goal was 40. The Prison to Employment grant has been approved and we are waiting on our projected numbers.

### **Board Member Comments**

Ian Journey spoke briefly about AI and the potential impacts of it.

### **Miscellaneous Filings**

The committee was provided with the following documents for review:

- Status of Subgrantee Audits
- Draft Program and Business Services Committee May 11, 2023, Meeting Minutes
- Draft Executive Committee March 25, 2023, Meeting Minutes - **Handout**
- La Cooperativa Campesina de California Oversight Review of Workforce Innovation and Opportunity Act Program, Financial and Procurement Management Systems for Program Year (PY) 2022-2023, dated May 1, 2023
- Kern, Inyo and Mono Workforce Development Board and Committee's Attendance Reports
- Kern, Inyo and Mono Workforce Development Board and Committees' Meeting Schedule for Calendar Year 2023

As there was no further business the meeting was adjourned at 9:16 a.m.



October 4, 2023

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

## **BOARD AND COMMITTEE MEMBER TRAVEL BUDGET FOR 2023-2024**

Dear Board Member:

In 2015, your Workforce Development Board (WDB) adopted a travel policy that applies to Board and Committee members. The policy (attached) requires the WDB to approve a travel budget annually. It is now time to set the budget for 2023-2024, and at its meeting on September 21, 2023, your Executive Committee concurred with the staff's recommendation of a budget of \$10,000.

During the year, members may have opportunities to attend conferences or events. The California Workforce Association (CWA) sponsors several conferences including the Youth Conference in January, WORKCON Conference in the spring, and Meeting of the Minds in September. When more information is available on these conferences and others, they will be shared with Board and Committee members.

As a reminder, members must adhere to the "Board and Committee Member Travel Policy" guidelines to request cost reimbursement for travel/conference expenses. Requests must be approved by the Executive Committee (if time permits) or the WDB Chairperson. Final approval may also be subject to authorization by the County Administrative Office and the Kern County Board of Supervisors.

Therefore, IT IS RECOMMENDED that your Board approve the Board and Committee member travel budget of \$10,000 for 2023-2024.

Sincerely,

Aaron Ellis  
Chief Workforce Development Officer

Attachment



**KERN, INYO, MONO COUNTIES CONSORTIUM  
WORKFORCE DEVELOPMENT BOARD AND COMMITTEE  
TRAVEL POLICY AND PROCEDURES  
(Covering Conference/Training/Seminar Attendance and Travel)  
[Adopted October 15, 2015]**

**1. PURPOSE**

The Governor of California has designated the Kern, Inyo, Mono Counties Consortium (KIM) as a Local Workforce Development Area under the federal Workforce Innovation and Opportunity Act of 2014 (WIOA). The Workforce Development Board (WDB) and Standing Committees (SC) members are encouraged to attend events that will enhance their knowledge of local, State and Federal WIOA issues. Members can and should take advantage of the workshops and opportunities for networking to further their ability to contribute to the Board and Committees' effectiveness.

In an effort to minimize any financial hardships service on the WDB or SC may cause their members and in order to sponsor and encourage member participation at conferences, training and seminars, WIOA funds may be used to reimburse members for authorized expenses incurred during service to the WDB and SC. This policy sets forth the guidelines for such spending and reimbursement and is based on the County of Kern's travel, meal and lodging policy which is changed from time to time.

As limited funding will be made available for WDB and SC members to travel (the amount to be approved by the WDB annually), the WDB Chairperson will encourage and seek volunteers, approve requests, and make recommendations through the Executive Committee, as time permits. It is expected that non-business members (e.g., those members representing community-based organizations, education, labor, partner agencies, etc.) seek funding from their own agencies/organizations first. There may be occasions when sharing costs will be considered, particularly when agencies/organizations have a duality of purpose in the conference, training or seminar. Members who represent agencies/organizations and who have WIOA or other workforce funds available should use those funds prior to asking for WDB sponsorship.

**2. MEMBER ELIGIBILITY TO REQUEST TRAVEL AND PRIORITY OF SERVICE**

In order for travel requests to be considered, the member must:

- Be listed on the KIM WDB or SC roster on file at Employers' Training Resource (ETR) and the Kern County Board of Supervisors, as applicable;

- Be a member in good standing defined as unexpired term and meeting attendance requirements; and
- Have complied with the travel policy in the past, if applicable, including the requirement to provide a written and/or oral report at the next WDB or SC meeting following the conference, training or seminar.

To encourage broad participation, generally a member will be considered for one conference, training or seminar per year, and the number of attendees per event will be limited. Priority will be given to members whose costs will be shared by another entity, members more likely to benefit than other members (based on the training/seminar/conference topic), and officers of the WDB and SC.

Events which involve no cost are not covered by this policy. Members are encouraged to attend local events, participate in free webinars, and leverage other resources to expand their workforce development knowledge and to network.

Only approved training/seminars/conferences will be considered under this policy. All expenses must be justified to demonstrate that they are necessary and reasonable. Examples of allowed events include the California Workforce Association (CWA) Annual Youth Conference, Spring Conference and Meeting of the Minds. ETR staff will alert the WDB and SC of upcoming events. The Executive Committee and WDB Chairperson will have final approval as to which events will be considered allowable and which travel requests will be approved, based on the recommendation of the ETR Director. As the Executive Committee and WDB meet quarterly, to ensure timely travel reservations and meeting “early bird” or government discounts, the WDB Chairperson will be authorized to approve events and travel requests on behalf of the Executive Committee. These approvals will be reported at the next regularly scheduled meeting of the Executive Committee and the WDB. The WDB Chairperson will resolve any conflicts that may arise regarding conference attendance. The Kern County Board of Supervisors has final approval of travel using WIOA or other County funds.

### **3. BOARD MEMBER/COMMITTEE TRAVEL REQUEST FORM**

Any member requesting travel reimbursement will complete a “Kern, Inyo, Mono Counties Consortium Workforce Development Board and Committee Members Travel Request Form” which will require the member to justify why it is in the interest of the WDB or SC for that member to attend the training, seminar or conference. All non-business members will have to provide verification that they have requested the agency or organization they represent to sponsor or partially sponsor their attendance at the training, seminar or conference; the agency or organization response; and the amount of sponsorship if any.

#### **4. TRAVEL REQUESTS**

Approved travel requests will be processed by ETR staff following the County of Kern's travel, meals, and lodging policy which changes from time to time.

#### **5. ALLOWABLE EXPENSES**

##### **A. General Provisions**

When possible, ETR staff will be responsible for all conference registration arrangements, hotel reservations, transportation reservations and trip logistics. Members who use WIOA/County funds to travel should do so in the most reasonable economic manner possible. This would include obtaining government rates or special conference rates at hotels, shopping for reasonable airfares, and using public transportation if available and reasonably convenient.

Once a member has been approved to travel, ETR staff will complete the necessary paperwork and submit to the ETR Director, the County Administrative Office, and the Kern County Board of Supervisors for processing/approval.

##### **B. Expenses**

Allowable expenses may include the following:

- Conference/training registration fees
- Hotel accommodations
- Mileage
- Intercity/state transportation
- Toll charges
- Parking
- Meals (those not provided as part of the conference)

Acceptable rates for the above will be determined by the County of Kern's travel policy. Members will be required to submit receipts for hotel, parking, and other expenses along with a copy of the agenda or flyer for the event. If valet parking is the only service provided by the hotel for guests, you must obtain from the hotel a written statement confirming that only valet parking is available. Meal per diem availability is based on location and departure/return times.

##### **C. Automobile Insurance**

The liability on any personal vehicle used for WDB or SC business must conform to the minimum requirements of the California Vehicle Code. Members will not be reimbursed for mileage expenses unless proof of

automobile insurance coverage or a Certificate of Insurance is on file with the County of Kern. Members should submit proof of such coverage to ETR staff prior to travel.

## **6. TRAVEL REQUEST APPROVAL**

All travel requests are to be submitted to the ETR Director for review. Requests will be forwarded to the WDB Chairperson and the Executive Committee for consideration and approval. Requests approved will be processed by ETR staff and submitted to the County Administrative Office and the Kern County Board of Supervisors for approval. The member will be notified as soon as possible when the travel request has been finalized. The member may need to submit additional items to complete the travel claim process. Care should be taken to ensure that approved travel does not exceed the WDB/SC travel budget.

## **7. POST-CONFERENCE REPORT**

Members who attend conferences, training or seminars are expected to make a report to the WDB or SC at the next regular meeting of the WDB or SC following the event and to contribute informational and training materials to the ETR resource library. This will be an agenda item.

**KERN, INYO, MONO COUNTIES CONSORTIUM  
WORKFORCE DEVELOPMENT BOARD AND COMMITTEE MEMBERS  
TRAVEL REQUEST FORM**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**I am a member of:  
(check all that apply)**

- ☐ **Workforce Development Board (WDB) Member**
- ☐ **Youth Committee**
- ☐ **Program and Business Services Committee**
- ☐ **Executive Committee**

Agency/Employer I represent: \_\_\_\_\_

Am I a Member in good standing? (See Travel Policy for definition) Yes \_\_\_\_\_ No \_\_\_\_\_

If no, explain: \_\_\_\_\_

**Event Information**

Conference/Training/Seminar Name: \_\_\_\_\_

Travel Location: \_\_\_\_\_

Event Dates: \_\_\_\_\_

Departure Date/Time: \_\_\_\_\_

Return Date/Time: \_\_\_\_\_

**Sponsorship/Cost Sharing [REQUIRED for all non-business Members]:**

If I represent a WIOA partner agency or non-business organization, **attach verification that the agency/organization will/will not pay for all/part of the travel expenses** that I am requesting. Indicate pledged amount, if any. It is encouraged that costs be paid with other funds or shared prior to asking for WDB sponsorship.

**Justification for Request:** I wish to attend the above event for the following reasons:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE:** If necessary or appropriate, please attach additional information as justification.

**Submit to:**

Employers' Training Resource  
Attn: Aaron Ellis  
1600 East Belle Terrace, Bakersfield, CA 93307  
Fax: 661-336-6855





October 4, 2023

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

**REQUEST TO APPROVE THE AWARDED AMOUNT OF \$418,635 FROM THE FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD FOR THE HIGH ROADS CONSTRUCTION CAREERS: RWF VALLEY BUILD MULTI-CRAFT CORE CURRICULUM PRE-APPRENTICESHIP TRAINING GRANT**

Dear Board Member:

The California Workforce Development Board through the lead agency, the Fresno Regional Workforce Development Board awarded \$418,635 to Kern County Employers' Training Resource (ETR) to fund case management, supportive services and drug testing for the Valley Build High Roads Construction Careers: RWF Valley Build Multi-Craft Core Curriculum Pre-Apprenticeship Training Grant, which supports the development of the regionally-based pre-apprenticeship training programs and partnerships that systematically connect disadvantaged Californians to long-term middle-class careers in the construction industry. The project will provide Multi-Craft Core Curriculum pre-apprenticeship training and union referrals from the building and construction trades for a minimum of one hundred and five (105) trainees. Trainees must qualify under one or more of the following priority populations: (i) Women; (ii) English Language Learners, Immigrants & Refugees; (iii) Justice-Involved Individuals; (iv) Youth; and (v) Other Under-Resourced Individuals (i.e., Individuals that meet Adult or Dislocated Worker requirements under the Workforce Innovation and Opportunity Act (WIOA). ETR will co-enroll trainees in the WIOA system and will provide supportive services which includes tools and union initiation fees.

Therefore, IT IS RECOMMENDED that your Board approve ETR's partnership in the Valley Build High Roads Construction Careers: RWF Valley Build Multi-Craft Core Curriculum Pre-Apprenticeship Training Grant with the Fresno Regional Workforce Development Board by providing case management, supportive services and drug testing in the amount of \$418,635.

Sincerely,

Aaron Ellis  
Chief Workforce Development Officer  
AE:ms

*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](http://www.etronline.com)



October 4, 2023

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

**WORKFORCE DEVELOPMENT BOARD AND STANDING COMMITTEE COMPOSITION -  
RESIGNATIONS, APPOINTMENTS, AND STATUS CHANGE**

Dear Board Member:

Below are actions regarding your Workforce Development Board (WDB) in terms of composition and membership changes. At the present, your Board consists of 28 members, with 15 Business representatives (53.6%) and five Labor representatives (17.8%). The current membership list is attached for your reference (Attachment A).

**Resignation and Non-WDB Member Appointment - Business**

**Leo Bautista** submitted his letter of resignation from the WDB and his interest in continuing to serve in the capacity of a non-WDB member on the Executive Committee (Attachment B). As you are aware, the Workforce Innovation and Opportunity Act (WIOA) requires that any standing committee of the local WDB have at least two non-WDB members with experience and expertise relevant to the committee. The Executive Committee currently has only one non-WDB member. Adding Mr. Bautista will put that committee in compliance while leaving a Business vacancy on the WDB. WIOA requires that Business members constitute a majority on the Local Board. The Clerk of the Board of Supervisors has posted this Business vacancy.

**Resignation and Appointment - Labor**

Per the WDB Bylaws, California requires Labor and Joint/Labor Management Apprenticeship representation be at least 15% of the Board. **John Adams** (District Representative, Operating Engineers Local 12) has requested to resign and be replaced by **Bryan Forrest** (Apprenticeship Coordinator, Operating Engineers Local 12). Mr. Adams' resignation is attached (Attachment C), and Mr. Forrest's nomination form is attached (Attachment D).

**Status Change - Labor**

**Alissa Reed** is requesting a status change from Business (AC Investment Partnership, LLC) to Labor (Kern, Inyo & Mono Counties Building Trades Council). Her endorsement from Steven Gomez, President, Kern, Inyo & Mono Counties Building Trades Council, is attached (Attachment E). This move will result in a second Business vacancy and an increase in Labor representation on the Board.

### **Nominations – Business**

**Mike Beaumont**, HR Manager/Company Liaison for United Field Services Corporation, is interested in serving as a Business member on the WDB. Per his nomination form (Attachment F), Mr. Beaumont has a “comprehensive understanding of the challenges faced by job seekers and employers in today’s rapidly changing work environment.” He will bring to the Board his knowledge in providing “valuable insights into the current needs and trends in the job market, ensuring that the Board’s initiatives are relevant and effective in meeting the demands of local employers.” Mr. Beaumont was nominated by Kern Economic Development Corporation (KEDC).

**Lizette Patterson**, CEO of Cazador Consulting Group, is interested in serving as a Business member on the WDB, and her nomination form is attached (Attachment G). Ms. Patterson has ten years of experience recruiting/staffing and has owned her firm for almost three years. Per its website, Cazador Consulting Group’s mission is “to provide world-class staffing and direct hire services by listening to our client’s needs, delivering unmatched customer services, and earning our client’s trust.” Ms. Patterson was nominated by KEDC.

### **Upcoming Reappointments**

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

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



### **Net Results to the Board**

By approving the actions addressed in this letter, the size of the WDB increases from 28 to 29 members, with 15 Business representatives (51%) and six Labor representatives (21%). In addition, the Executive Committee will be in compliance with two non-WDB members. Another result is that your Board will need to elect a new Chairperson and Vice Chairperson as the Bylaws require that these offices be held by Business representatives, and this item will be discussed under a separate agenda item. Membership on the other WDB committees will also change; however, these changes will be addressed after the WDB membership changes are ratified by your Board and the Kern County Board of Supervisors.

At its meeting on September 21, 2023, the Executive Committee concurred with the recommendations below.

Therefore, IT IS RECOMMENDED that your Board approve the following: 1) the resignation of Leo Bautista from the WDB and his appointment as a non-WDB member to the Executive Committee with the term ending December 31, 2026; 2) the resignation of John Adams, Labor representative; 3) the appointment of Bryan Forrest, Labor representative, with a term ending June 30, 2025; 4) the status change of Alissa Reed from Business to Labor; 5) the appointment of Mike Beaumont as a Business member with a term ending December 31, 2026; and 6) the appointment of Lizette Patterson as a Business member with a term ending December 31, 2026.

Sincerely,



Aaron Ellis  
Chief Workforce Development Officer

### **Attachments**

- A. WDB Membership List
- B. Leo Bautista Resignation
- C. John Adams Resignation
- D. Bryan Forrest Nomination
- E. Alissa Reed Letter of Endorsement from Building Trade's Council
- F. Mike Beaumont Nomination Form
- G. Lizette Patterson Nomination Form

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

**BUSINESS:**

Laura Barnes  
President  
Associated Builders and Contractors

Clare Pagnini  
Human Resources Manager  
Macpherson Oil Co.

Leo Bautista, Vice Chair  
Senior Talent Acquisition Advisor  
Kern Medical

Alissa Reed, Chair  
Managing Member  
AC Investment Partners, LLC

Kelly Bearden\*  
Director  
CSUB Small Business Development Center

Jay Tamsi  
President/CEO  
Kern Co. Hispanic Chamber of Commerce

Richard Chapman\*  
President/CEO  
Kern Economic Development Corp.

Michelle Warren  
Director of Human Resources  
Golden Empire Transit

Greg Gutierrez  
President/CEO  
Truitt Oilfield Maintenance

Todd Yopez  
Human Resources Manager  
PCL Industrial Services, Inc.

Nick Hill III  
President  
Kern Co. Black Chamber of Commerce

Ian Journey  
Mechanical Engineer  
Cantelmi Engineering

**EDUCATION AND TRAINING:**

Dr. Trudy Gerald  
Associate Vice Chancellor- Economic  
and Workforce Development  
Kern Community College District

Greg Knittel  
President  
Centralize HR

Dr. Dean McGee  
Superintendent  
Kern High School District

Anita Martin  
Chief HR Manager  
Kern Health Systems

Norma Rojas-Mora  
Director, Communication and Community  
Relations  
Bakersfield College

Brenda Mendivel  
VP of Human Resources  
Bakersfield Family Medical Center

\*Economic Development

**WORKFORCE REPRESENTATIVES:**

**A. Labor and Apprenticeships**

John Adams  
District Representative Kern, Inyo & Mono  
Operating Engineers Local 12

Steven Gomez  
Business Agent  
Plumbers & Pipefitters Local 460

Chris Gonzales  
Business Agent  
SMART Sheet Metal Local 105

Brian Holt  
Business Manager  
IBEW Local 428

John Moralez  
Secretary-Treasurer  
Teamsters Local Union No. 87

**B. Community-Based Organizations:**

Randy Martin  
CEO  
Covenant Community Services

Jeremy Tobias  
Executive Director  
Community Action Partnership of Kern

**GOVERNMENT & ECONOMIC OR COMMUNITY DEVELOPMENT:**

**A. Economic Development - see Business\***

**B. Government: Wagner-Peyser**

Shelly Tarver  
Kern/Tulare Cluster Manager  
Employment Development Department

**C. Government: Vocational Rehabilitation:**

Priscilla Varela  
Staff Services Manager I  
Department of Rehabilitation

**ONE-STOP PARTNER PROGRAMS:**

Aaron Ellis  
Chief Workforce Development Officer  
Employers' Training Resource

**From:** Anne Meert  
**Sent:** Thursday, September 14, 2023 3:33 PM  
**To:** Anne Meert  
**Subject:** FW: Your Resignation and Reappointment Notice

**From:** Leo <leo\_bautista@msn.com>  
**Sent:** Thursday, September 14, 2023 3:26 PM  
**To:** Anne Meert <meerta@kerncounty.com>  
**Cc:** Aaron Ellis <aarone@kerncounty.com>; Marsha Manos <charlesm@kerncounty.com>  
**Subject:** Re: Your Resignation and Reappointment Notice

**CAUTION:** This email originated from outside of the organization. Do not click links, open attachments, or provide information unless you recognize the sender and know the content is safe.

Anne,

I'd like to formally resign from the Kern, Inyo, Mono Counties Consortium Local Workforce Development Board effective October 1'23.

I've attached my Application for consideration as a non-voting Community Member of the Workforce Development Board.

Feel free to call me with any questions or need additional information.

Kind regards,

Leo

Leo Bautista  
7404 Darrin Avenue  
Bakersfield, CA 93308  
661-332-3274

cc: A Ellis, M Manos

# KERN EMPLOYERS' TRAINING COUNTY RESOURCE

*A proud partner of America's Job Center*

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

### NOMINEE INFORMATION

Name: Leo Bautista Date: September 14 '23

Job Title: Retired

Business/Agency Name: \_\_\_\_\_

Business/Agency Address: \_\_\_\_\_

Phone: 661-332-3274 (Street) (City) (State) (Zip)

Email: Leo-Bautista@msn.com

Preferred method of contact? Phone/email

### RESPONSIBILITIES OF A WORKFORCE DEVELOPMENT BOARD (WDB) MEMBER

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

**NOTE:** Some nominees may be considered for "non-Board member" positions on WDB Committees. Non-Board members may vote on matters at the Committee level only. They may be considered for vacancies on the WDB.

### SPECIFY GROUP TO BE REPRESENTED

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

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

### If nominated for Business Representative:

- (1) Does nominee represent business that reflects the employment opportunities of the local area? Yes [ ] No [ ]
- (2) Is the nominee's position that of owner, chief executive or operating officer or other business executive or employer with "optimum policymaking or hiring authority?"

Yes [ ] No [ ] Please explain below:

- (3) Has business nominee been nominated by local business organization or business trade association? Yes [ ] No [ ] **\*Nominating organization must be completed below.**

**If nominated for Labor Representative:**

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

**ALL NOMINEES: STATEMENT OF INTEREST**

Explain why you wish to serve on the Workforce Development Board (Include interest, qualifications, etc.)

*Former Workforce Development Board Member  
1996. Ref Lion's Clubs / 2003 Kean Medical - 27 years Service on  
Kean's Workforce Development Board.  
I would like to continue Service as a Community Member*

**ALL NOMINEES: WORKFORCE DEVELOPMENT EXPERIENCE**

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

*Over 40 years of employment experience as an Human Resources Professional.*

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

Date: September 14 '23

(Signature)

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

Name of Organization: \_\_\_\_\_

Type of Organization: \_\_\_\_\_

Nominating Person/Title: \_\_\_\_\_

(Name)

(Title)

Date: \_\_\_\_\_

(Signature)

John Adams  
I.U.O.E. Local 12  
120 Bernard Street  
Bakersfield, CA 93305

---

September 12, 2023

Workforce Development Board and members,

I am writing to inform you of my resignation from the Workforce Development Board (WDB), effective today, September 12, 2023.

I appreciate everything the WDB does for the community, and I am thankful I had the opportunity to have worked with you all.

Thank you,

A handwritten signature in black ink, appearing to read 'John Adams', with a stylized, cursive script.

John Adams





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

**Please check one or both boxes:**

Interest in being Workforce Development Board Member ☐

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

**NOMINEE INFORMATION**

Date: 8/29/2023

Name: Bryan Forrest

Job Title: Coordinator

Business/Agency Name: Operating Engineers Training Trust

Business/Agency Address: 120 Bernard Street  
(Street)

Bakersfield  
(City)

93305  
(Zip)

Phone: 661-325-9491

Email: Bforrest@oett.net

Preferred method of contact? E-mail

**RESPONSIBILITIES OF A WORKFORCE DEVELOPMENT BOARD (WDB) MEMBER**

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

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

**SPECIFY GROUP TO BE REPRESENTED**

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

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

**If nominated for Business Representative:**

- (1) Does nominee represent business that reflects the employment opportunities of the local area? Yes [ ] No [ ]



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

**If nominated for Labor Representative:**

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

**ALL NOMINEES: STATEMENT OF INTEREST**

I have 30 years working as an Operating Engineer, and the last 9 years as the apprenticeship coordinator for the Operating Engineers Training Trust. I started as an apprentice in 1985 in Bakersfield.

**ALL NOMINEES: WORKFORCE DEVELOPMENT EXPERIENCE**

I'm a graduate of the Operating Engineers Apprenticeship Program and have close to 40 years of experience as an equipment operator, and the last 9 years I have been the coordinator for the Operating Engineers Training Trust covering Kern, Inyo and Mono Counties. Most of my career I was a crane operator working in oil, gas and refining industries. I have also worked in the nuclear, wind, solar, and co-generation plants all over southern California. My experience in these various areas has given me a broad perspective of the employment opportunities in this area.

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

Date: 8/29/2023

Nominee Signature: 

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

Name of Organization: Operating Engineers Training Trust

Type of Organization: Apprenticeship

Nominating Person's Name/Title: John Adams/District Representative for I.U.O.E. Local 12

Date: 8/29/2023

Signature: \_\_\_\_\_

A handwritten signature in black ink, appearing to be 'John Adams', written over a horizontal line.

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



## Building Trades Council

Kern, Inyo, &amp; Mono Counties of California AFL-CIO

May 12, 2023

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

**Re: Seating as Labor Representative Alissa Reed**

**Dear Workforce Development Board;**

I would like to introduce our new Kern Inyo and Mono Counties Building and Construction Trades Council Executive Secretary, Alissa Reed. Mrs. Reed brings a great deal of experience, knowledge and qualities that will bring her to the forefront of Labor. We are very excited to have her represent this Council, our affiliates and our members. I respectfully request that she be seated as a Labor Representative on this Workforce Development Board. We are confident she will represent and participate to the best of her abilities. She will be an asset to Labor and this Board. Thank you.

Respectfully,

  
Gomez

Steven Gomez  
President  
Kern Inyo and Mono Counties Building and Construction Trades Council

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

**NOMINEE INFORMATION**Date: 5/16/2023Name: Mike BeaumontBusiness Name: Unified Field Services Corporation Position: HR Manager / Company LiaisonBusiness Address: 6906 Downing Avenue, Bakersfield, CA 93308

(Street) (Suite) (City) (State) (Zip)

Phone: 661-330-2954 Fax: 661-846-6999 E-mail: mike\_beaumont@ufsc.usPreferred method of contact? Email for documents and specific correspondence. Phone for general conversational topics and planning. Fax only when necessary.**RESPONSIBILITIES OF A WORKFORCE DEVELOPMENT BOARD (WDB) MEMBER**

- Provide joint responsibility, along with the Board of Supervisors, for Workforce Innovation and Opportunity Act (WIOA) activities in Kern, Inyo and Mono Counties
- Serve a three (3) year term
- Attend Committee and Board meetings (usually quarterly at 7:00 a.m.)
- Each member will bring a level of expertise in specific areas to advise staff and other board members on issues pertaining to workforce development
- Each member will represent a particular group and be assigned to represent that area (Please select one or more groups below)

**SPECIFY GROUP TO BE REPRESENTED**

Nominees may represent one or more. Please check selection(s)

Business	Small 1-50	Mid 51-250	Large >250
Education and Training	Adult	Higher	Other
Workforce Representative	Labor	CBO	Youth
Government, Economic or Community Development	Econ Dev	Agency	
One-Stop Partner			
Other: list			

**If nominated for Private Business Sector Representative:**

- (1) Does nominee represent business that reflects the employment opportunities of the local area? Yes [ X ] No [ ]
- (2) Is the nominee's position that of owner, chief executive or operating officers or one of "optimum policy making or hiring authority?" Yes [ X ] No [ ]

**STATEMENT OF INTEREST**

Given my experience in the construction industry, HR background, dedication for talent development, collaboration skills, policy advocacy experience, and data-driven approach makes me an ideal candidate to join the Workforce Development Board. I am dedicated to supporting the growth and prosperity of our community by facilitating the development of a skilled and adaptable workforce.

As an HR professional, I have a comprehensive understanding of the challenges faced by job seekers and employers in today's rapidly changing work environment. I am well-versed in talent acquisition strategies, skills assessment, employee training, and development practices. This knowledge allows me to provide valuable insights into the current needs and trends in the job market, ensuring that the Board's initiatives are relevant and effective in meeting the demands of local employers.

**WORKFORCE DEVELOPMENT EXPERIENCE**

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

For the past two decades, I have collaborated closely with supervisors to provide training and development opportunities to employees within our local community, assisting them in realizing their maximum potential. I have built upon my educational and training experiences, utilizing them as a foundation for my professional growth and development:

Masters in Human Resources Management and Services, Villanova University.  
Six Sigma Green Belt, Villanova University  
SHRM – Certified Professional  
BPM Leadership Certification – Crestcom International

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

Dated: 5/17/2023

Mike Beaumont

(Signature)

**NOMINATING ORGANIZATION**

Name of Organization:

Type of Organization:

Nominating Person/Title:

(Name)

(Title)

Comments:

Dated: 9/15/23

(Signature)

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

**Please check one or both boxes:**

Interest in being Workforce Development Board Member ☒

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

**NOMINEE INFORMATION**

Date: 8/29/2023

Name: Lizette Patterson Job Title: CEO

Business/Agency Name: Cazador Consulting Group

Business/Agency Address: 5060 California Ave #620 Bakersfield 93309  
 (Street) (City) (Zip)

Phone: 661-516-0911 Email: lizette@cazadorcq.com

Preferred method of contact? email

**RESPONSIBILITIES OF A WORKFORCE DEVELOPMENT BOARD (WDB) MEMBER**

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

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

**SPECIFY GROUP TO BE REPRESENTED**

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

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

**If nominated for Business Representative:**

- (1) Does nominee represent business that reflects the employment opportunities of the local area? Yes [ X ] No [ ]



- (2) Is the nominee's position that of owner, chief executive or operating officer or other business executive or employer with "optimum policymaking or hiring authority?"  
Yes [ X ] No [ ] Please explain below:

- (3) Has business nominee been nominated by local business organization or business trade association? Yes [ X ] No [ ] **\*Nominating organization must be completed below.**

**If nominated for Labor Representative:**

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

**ALL NOMINEES: STATEMENT OF INTEREST**

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

Locally Owned Business

Female Owned Business

Membership

Networking

Community Involvement

Business Planning

Business Conference Board

**ALL NOMINEES: WORKFORCE DEVELOPMENT EXPERIENCE**

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

Been in the recruiting/staffing for 10 years and have owned my own firm for almost 3 years.

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

Date: September 13, 2023

Nominee Signature: Lizette Patterson

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

Name of Organization: Kern Economic Development Corporation

Type of Organization: Economic Development

Nominating Person's Name/Title: President & CEO

Date: September 15, 2023

Signature: Richard Chapman

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



October 4, 2023

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

### **SPECIAL ELECTION OF WORKFORCE DEVELOPMENT BOARD OFFICERS**

Dear Board Member:

The Workforce Development Board (WDB) Bylaws provide for the election of one Chairperson (Chair) and one Vice Chairperson (Vice Chair) by the members of your Board. These officers serve a one-year term, may serve consecutive terms, and shall be Business representatives. Both the Chair and Vice Chair serve as members of the Executive Committee. The election of officers typically takes place every December.

At today's meeting, it was discussed that WDB Chair Alissa Reed's employment status changed from Business to Labor and, as such, Ms. Reed is no longer eligible to serve as Board Chair. It was further discussed that WDB Vice Chair Leo Bautista has submitted his letter of resignation from the WDB but will continue serving as a non-WDB member on the Executive Committee. As Mr. Bautista is no longer a WDB member, he is no longer eligible to serve as Board Vice Chair.

At its meeting on September 21, 2023, the Executive Committee recommended that a special election of officers be held today to fill the positions of Chair and Vice Chair. The term will run through December 31, 2024. While several candidates have expressed interest in serving as officers, nominations will also be accepted from the floor.

Therefore, IT IS RECOMMENDED that your Board consider all nominations and conduct an election for your Board Chair and Vice Chair for the remainder of 2023 and 2024.

Sincerely,

Aaron Ellis  
Chief Workforce Development Officer  
AE:am





October 4, 2023

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 California State University, Sacramento, College of Continuing Education have had 30 of its staff members and an addition 3 staff members of Garden Pathways, a community-based organization (CBO) participate in the Workforce Development Apprentice Program (WDAP). This cohort was the first under the California Division of Apprenticeship Standards Apprenticeship Expansion, Equity, and Innovation (SAEEI) Grant PY 2021-25. The participants have completed 144 hours of in person and virtual classroom training, including their Capstone Projects on June 27<sup>th</sup> and 28<sup>th</sup> and are now diligently working to complete 2080 hours of On-the-Job Training which must be completed within 24 months of the last day of class. Upon the successful completion of the WDAP, including the 2080 hours of On-the-Job Training, each ETR staff member will receive the California State University, Sacramento Workforce Development Professional Certificate issued from the California Apprenticeship Council, which is an industry recognized credential. In addition, each ETR staff member that has successfully completed the WDAP will receive an increase in their annual salary of 5%. WDAP has benefited ETR by providing it with a highly trained workforce with improved customer service.

In October 16, 2023, ETR will commence its second cohort of the WDAP under the SAEEI Grant by having 33 staff members attend the virtual Orientation class from the following organizations: ETR, Madera County Workforce Development Board, Garden Pathways, The Open Door Network (CBO), San Joaquin County WorkNet, and Workforce Investment of Tulare County. ETR will be enrolling 16 of its staff. The courses for the WDAP, including the Capstone Project will be provided virtually.

These Courses are as follows:

- The Future of Workforce Development
- Facilitation Skills

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](http://www.etronline.com)

- Service Excellence
- Career Coaching
- Building High-Performing Teams
- The Art & Science of Leadership
- Communicating for Results
- Leading Organizational Change
- Managing Successful Projects
- Business Engagement & Sector Strategies
- Relationship Development & Negotiation Skills
- Workforce Development Professional Capstone Presentations

In the last course of the program, participants demonstrate understanding and application of the content presented in the Workforce Development Apprenticeship Professional series through their Capstone project. Participants 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.

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

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

Sincerely,



Aaron Ellis  
Chief Workforce Development Director

AE:ms



October 4, 2023

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

## **GRANTS UPDATE**

Dear Board Member:

The following information is provided to update your Board on several grants that involve Employers' Training Resource (ETR).

### La Cooperativa Grant: USDA Farmworker Relief Grant

In November 2022, ETR received \$554,400 in funding from La Cooperativa Campesina de California (La Cooperativa) to administer the United States Department of Agriculture (USDA) Farmworker Relief Grant. This grant provides \$600 one-time payments to Kern County farmworkers for safety-related expenses and other costs incurred due to the COVID-19 pandemic. The \$554,400 is for ETR to administer the program in Kern County, and the \$600 debit cards/checks are purchased by La Cooperativa. The term of the agreement is November 1, 2022, through October 31, 2024. The original enrollment goal for the program was 5,280; however, that goal was increased in June 2023 to 8,613. Through August 31, 2023, 4,426 farmworkers have applied for the assistance and 3,821 have received the support.

### Homeless Veterans Reintegration Program

In June 2023, ETR received \$1,500,000 in funding from the Department of Labor (DOL) to administer the Homeless Veterans' Reintegration Program (HVRP). This grant provides ETR with the opportunity to serve Kern County's homeless veteran population by providing quality employment, training opportunities, addressing common barriers to foster self-sufficiency and retain employment. The term of the agreement is July 1, 2023, through June 30, 2026, with an annual funding of \$500,000. The enrollment goal for the three-year program is 102 yearly for a total of 306 enrollments.

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

In June 2023, ETR received \$496,311 in funding from San Joaquin County Employment & Economic Development Department. P2E 2.0 represents the continuation of the P2E initiative. This grant provides services to the formerly incarcerated and other justice-involved individuals. The term of the agreement is July 1, 2023, through December 31, 2025.

Highroad Construction Careers Resilient Workforce Fund (RWF) Valley Build

ETR received \$418,635 in funding from the Fresno Regional Workforce Development Board. This grant provides the development of a skilled construction workforce that ensures the delivery of high-quality infrastructure projects. The term of this agreement is September 1, 2023, to March 31, 2026.

We will continue to keep your Board informed on special grants.

Sincerely,

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

Aaron Ellis  
Chief Workforce Development Officer

AE:pg



October 4, 2023

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

## **WORKFORCE INNOVATION AND OPPORTUNITY ACT PERFORMANCE GOALS FOR PROGRAM YEAR 2023 AND PERFORMANCE RESULTS FOR PROGRAM YEAR 2021**

Dear Board Member:

### **Performance Goals for WIOA Adult, Dislocated Worker and Youth Programs**

In September of 2022, the California Employment Development Department (EDD) negotiated local Workforce Innovation and Opportunity Act (WIOA) performance goals with each Workforce Development Area (WDA) for their Adult, Dislocated Worker and Youth programs for Program Years 2022 and 2023. The negotiations were coordinated through the Regional Planning Units and published in EDD's Information Notice WSIN22-14 (October 13, 2022). Per the State's guidance, "once negotiations are completed, the goals are final, and second year goals cannot be renegotiated."

Below is a chart showing our Program Years 2022 and 2023 goals. California's goals are provided for reference.

<b>WIOA PROGRAMS</b>	<b>Program Years 2022 and 2023 Negotiated Local Goals</b>	<b>California Program Years 2022 and 2023 Goals</b>
<b>ADULT</b>		
Employment Rate 2 <sup>nd</sup> Quarter After Exit	73.0%	64.0%
Employment Rate 4 <sup>th</sup> Quarter After Exit	68.0%	61.0%
Median Earnings 2 <sup>nd</sup> Quarter After Exit	\$7,800	\$7,000
Credential Attainment Within 4 Quarters After Exit	73.0%	65.5%
Measurable Skill Gains	79.0%	55.0%
<b>DISLOCATED WORKER</b>		
Employment Rate 2 <sup>nd</sup> Quarter After Exit	71.0%	68.0%
Employment Rate 4 <sup>th</sup> Quarter After Exit	70.0%	66.5%
Median Earnings 2 <sup>nd</sup> Quarter After Exit	\$7,800	\$8,508
Credential Attainment Within 4 Quarters After Exit	71.1%	68.6%



Measurable Skill Gains	75.0%	55.0%
<b>WIOA PROGRAMS</b>	<b>Program Years 2022 and 2023 Negotiated Local Goals</b>	<b>California Program Years 2022 and 2023 Goals</b>
<b>YOUTH</b>		
Employment/Placement in Education or Training Rate 2 <sup>nd</sup> Quarter After Exit	67.7%	67.7%
Employment/Placement in Education or Training Rate 4 <sup>th</sup> Quarter After Exit	64.5%	65.7%
Median Earnings 2 <sup>nd</sup> Quarter After Exit	\$4,800	\$3,870
Credential Attainment Within 4 Quarters After Exit	64.2%	60.4%
Measurable Skill Gains	70.0%	57.8%

### EDD's Evaluation of Performance Success

As a reminder, the State's policy for evaluating success and nonperformance went into effect during Program Year 2020. According to the State's policy, "At the end of the PY [Program Year], the actual performance numbers for that year will be adjusted using the SAM [Statistical Adjustment Model], which will factor in data on the economic conditions of the Local Area and the populations served by the program(s) during that year. This will determine the adjusted levels of performance for the PY, against which the Local Area's actual results will be compared." The State will calculate and provide all Local Area's outcomes for the most recently completed Program Year via an Information Notice.

In addition, the State will evaluate Individual Indicator Score, Overall Program Score, and Overall Indicator Score. To perform successfully, a Local Area must meet each of the following, and nonperformance occurs if one or more of the outcomes are not reached:

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

Nonperformance outcomes may lead to sanctions ranging from technical assistance in Year One, to ineligibility for discretionary grants or High Performing Board funds in Year Two, to having to reorganize (e.g., appointment and certification of a new Local Workforce Development Board and prohibition of using eligible providers and partners that have been identified as achieving poor levels of performance) in Year Three.

### Program Year 2021 Performance Scores

Program Year 2021 is the most recent year in which the State calculated performance scores for the local WDAs. **The DOL was only requiring states to achieve Individual Indicator scores of 50% or higher for Employment Rate 2<sup>nd</sup> Quarter After Exit and Median Earnings.** In alignment with the DOL, California held Local Areas to the same standards, and our LWDA was successful in meeting these goals for all three programs – Adult, Dislocated Worker, and Youth. Starting with Program Year 2022, the remaining three indicators will be evaluated for performance.

<b>KERN, INYO, MONO PY 2021</b>	<b>Employment Rate 2<sup>nd</sup> Quarter After Exit Adjusted Level of Performance</b>	<b>Employment Rate 2<sup>nd</sup> Quarter After Exit Performance Score</b>	<b>Median Earnings Adjusted Level of Performance</b>	<b>Median Earnings Performance Score</b>
Adult	84.4%	95.3%	\$6,542	171.5%
Dislocated Worker	79.5%	91.1%	\$6,265	133.0%
Youth	70.2%	93.8%	\$3,607	158.2%

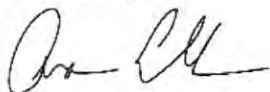
### Performance Goals for National Farmworker Jobs Program

As a Department of Labor (DOL) National Farmworker Jobs Program (NFJP) grantee, our performance goals were provided by the Department of Labor for this past year, Program Year 2022. Those goals will remain unchanged for Program Year 2023. The lasted performance is for the last four rolling quarters.

<b>NATIONAL FARMWORKER JOBS PROGRAM (Kern County)</b>	<b>Program Years 2022 and 2023 Local Goals</b>	<b>Program Year 2022 Performance Results Rolling 4 Quarters</b>
<b>ADULT</b>		
Employment Rate 2 <sup>nd</sup> Quarter After Exit	69.75%	80.8% (115%)
Employment Rate 4 <sup>th</sup> Quarter After Exit	65.73%	84.4% (128%)
Median Earnings 2 <sup>nd</sup> Quarter After Exit	\$4,901.48	\$6,669 (136%)
Credential Attainment Within 4 Quarters After Exit	52.90%	37.5% (70%)
Measurable Skill Gains	58.27%	90.0% (154%)
<b>YOUTH</b>		
Employment/Placement Education or Training Rate 2 <sup>nd</sup> Quarter After Exit	69.81%	87.5% (125%)
Employment/Placement Education or Training Rate 4 <sup>th</sup> Quarter After Exit	65.44%	81.3% (124%)
Median Earnings 2 <sup>nd</sup> Quarter After Exit	\$4,967.97	\$8,586 (172%)
Credential Attainment Within 4 Quarters After Exit	53.16%	66.7% (125%)
Measurable Skill Gains	58.35%	100.0% (171%)

We will continue to keep your Board informed on performance. The attached Performance Goals sheet is provided for your reference.

Sincerely,



Aaron Ellis  
Chief Workforce Development Officer

Attachment

PROGRAM YEAR 2023 - 2024

# PERFORMANCE GOALS

WIOA ADULT PERFORMANCE MEASURES	ADULT (201)	DISLOCATED WORKER (501)	NATIONAL FARMWORKER (167)
Employment Rate 2nd Quarter After Exit	73.0%	71.0%	69.75%
Employment Rate 4th Quarter After Exit	68.0%	70.0%	65.73%
Median Earnings 2nd Quarter After Exit	\$7,800	\$7,800	\$4,901.48
Credential Attainment within 1 Year After Exit	73.0%	71.1%	52.90%
Measurable Skill Gains	79.0%	75.0%	58.27%

WIOA YOUTH PERFORMANCE MEASURES	YOUTH (301)	NATIONAL FARMWORKER (167)
Employment/Placement in Education or Training 2nd Quarter After Exit	67.7%	69.81%
Employment/Placement in Education or Training 4th Quarter After Exit	64.5%	65.44%
Median Earnings 2nd Quarter After Exit	\$4,800	\$4,967.97
Credential Attainment within 1 Year After Exit	64.2%	53.16%
Measurable Skill Gains	70.0%	58.35%

## Workforce Innovation and Opportunity Act (WIOA) **PERFORMANCE MEASURES DEFINED**

### **Employment Rate - 2nd Quarter After Exit**

The percentage of participants who are in unsubsidized employment during the second quarter after exit from the program. (For Youth, the indicator is the percentage of participants in education or training activities or in unsubsidized employment during the second quarter after exit.)

### **Employment Rate - 4th Quarter After Exit**

The percentage of participants who are in unsubsidized employment during the fourth quarter after exit from the program. (For Youth, the indicator is the percentage of participants in education or training activities or in unsubsidized employment during the fourth quarter after exit.)

### **Median Earnings - 2nd Quarter After Exit**

The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program.

### **Credential Attainment**

The percentage of those participants enrolled in an education or training program (excluding those in OJT and customized training) who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program.

### **Measurable Skill Gains**

The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment.





October 4, 2023

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

## STATUS OF SUBGRANTEE AUDITS

Dear Board Member:

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

<u>ENTITY NAME</u>	<u>AUDIT PERIOD</u> (Year Ended)
California State University, Bakersfield	June 30, 2022
Delano Joint Union High School District	June 30, 2021
Delano Joint Union High School District	June 30, 2022
Inyo County	June 30, 2021
Kern Community College District	June 30, 2022
Kern County Superintendent of Schools	June 30, 2022
Kern High School District	June 30, 2022
Mono County	June 30, 2022
Proteus, Inc.	June 30, 2021
Proteus, Inc	June 30, 2022
West Kern Adult Education Network	June 30, 2021

Sincerely,

Aaron Ellis  
Chief Workforce Development Officer

AE:brd



October 4, 2023

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

## **STATUS OF SUBGRANTEE MONITORING REPORTS**

Dear Board Member:

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

Monitoring reports with no findings:

**Delano Joint Union High School District (DJUHSD)** (6/7/23) Fiscal Report.

**Kern County Superintendent of Schools (KCSOS)** (2/24/23) Fiscal Report.

**KCSOS** (4/25/23) Program Report.

Monitoring reports with findings:

**Alpha Works Technologies, LLC DBA Bitwise Industries** (Bitwise) (6/13/23) Program Report. Finding was for not submitting monthly reports. Bitwise's contract with Employers' Training Resource (ETR) ended in March 2023. Bitwise was informed that should they contract with ETR in the future, they should ensure they comply with the requirements of their contract including the submission of monthly reports. The finding is closed.

**DJUHSD** (3/9/23) Program Report. The finding was for not conducting quarterly reviews of Individual Supportive Service Strategies (ISS). In response, DJUHSD stated that they will modify the ISS each time a participant achieves one of their goals and monitor the CalJOBS system to ensure that ISS's are being reviewed once per calendar quarter. The finding is closed.

**Kern Community College District (KCCD)** (4/20/23) Program Report. Findings were for: not following the youth supportive service policy; not conducting quarterly reviews of participants' ISS; not properly documenting services in the CalJOBS system; not

providing Sexual Harassment Prevention Training to participants in work experience; not conducting work site monitoring; and not properly utilizing work experience agreements. In response, KCCD stated that they: will follow the youth supportive service policy; has assigned staff to better monitor participants' ISS; instituted a shared tracker to ensure that CalJOBS activities are documented properly; have established a process with their human resource department to include Sexual Harassment Prevention Training in the onboarding process; and has hired additional staff to complete and properly utilize documents related to work experience. The findings are closed.

**Laborers of the Harvest (LOTH)** (6/5/23) Program Report. Findings were for: not conducting weekly evaluations of participants; having participants work at nonapproved job sites; and sign-in sheets not matching timesheets. LOTH's contract with ETR ended in March 2023. LOTH was informed that should they contract with ETR in the future, they should ensure they comply with the requirements of their contract as well as ensure the accuracy of participant time records. The findings are closed.

**Mexican American Opportunity Foundation (MAOF)** (9/6/23) Program Report. Finding was for collecting a participant's medical information on a form containing non-medical information. In response, MAOF removed the question related to medical information from the form. The finding is closed.

**Proteus, Inc.** (6/6/23) Program Report. Finding was for not providing Sexual Harassment Prevention Training within the required timeframe. In response, Proteus, Inc. has implemented procedures to track a participant's progress in completing the required training. The finding is closed.

**Tehachapi Unified School District (TUSD)** (5/11/23) Fiscal Report. Findings were for improper deductions made to participant wages. In response, TUSD updated their statutory-deduction profile and reimbursed ETR for disallowed charges. The findings are closed.

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Aaron Ellis', is written over a horizontal line.

Aaron Ellis  
Chief Workforce Development Officer

AE:sw

**KERN, INYO AND MONO  
WORKFORCE DEVELOPMENT BOARD  
YOUTH COMMITTEE  
DISCUSSION AND ACTION ITEMS  
SEPTEMBER 13, 2023**

**Members Present:** Norma Rojas-Mora, Dale Countryman, Aaron Ellis, Brian Holt, Karine Kanikkeberg, Ian Journey,

**Members Absent:** David Villarino, Rosa Chipres, Clare Pagnini, Greg Terry, Priscilla Varela, and Todd Yepez.

**Staff Present:** Michelle Pando, Sandra Gutierrez, Marsha Manos, Jeremy Shumaker, and Sarah Woodman.

**Guests Present:** Magda Menendez, Leslie Moreno, Cheryl Andreas, Wendy Rodriguez, and Rosa Moreno

Norma Rojas-Mora called the meeting to order at 3:02 p.m.

\*Unexcused Absence

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**Introductions**

Staff and guests introduced themselves.

**Public Comments**

Magda Menendez with MAOF spoke to the committee about the RFP for the Work-Experience Program and working with youth participants. Aaron Ellis stated that

**Approval Of The March 1, 2023 Meeting Minutes**

Brian Holt made a motion to approve the March 1, 2023, meeting minutes. Karine Kanikkeberg seconded the motion. All ayes. The motion carried.

**Program Year 2023-24 Youth Funding Reductions**

Michelle Pando informed the committee that on April 18, 2023, the Workforce Development Board approved the Youth Committee's recommendations for funding youth providers. On June 8, 2023, Employers' Training Resource notified the Youth Provider agencies of a reduction in Workforce Investment and Opportunity Act funds.

WIOA Out-of-School subgrantee awards were reduced by 19.5 percent for Program Year 2023-24 except for Career TEAM LLC. Career Team LLC did not have their funding reduced as their agency received less than \$200,000 and would not be able to operate a comprehensive youth program with the 19.5 percent reduction. In-School youth subgrant awards were not reduced as The Open Door Network declined their award of \$218,944

### **Program Year 2022-23 Youth Agency Expenditures**

Michelle Pando said that ETR had written eleven contracts with Workforce Investment and Opportunity Act (WIOA) Youth funds in Program Year 2022-23 for a total of \$4,906,938. Work Experience (PWEX) contracts have term dates for October 1, 2022, through December 31, 2023. The original end date was extended from September 30, 2023, to provide the participants the opportunity to complete their work experience hours. Only two (2) comprehensive providers had difficulty expending their funds and both had challenges with staffing for the program.

### **Information Regarding Reappointments of Youth Committee Members**

Jeremy Shumaker told the committee that The Workforce Development Board (WDB) and the Kern County Board of Supervisors approved fixed and staggered terms for members of the WDB and its standing committees with one-half of the members appointed every eighteen months. Members with expiring terms are Dale Countryman, Leticia Perez and David Villarino. Youth Committee members who are nearing the end of their three-year term should anticipate being contacted within the next two months about their interest in continuing to serve. Reappointments will be on the agenda at your next meeting in November.

### **Workforce Innovation and Opportunity Act Youth Performance Goals for Program Year 2023**

Jeremy Shumaker informed the committee in September of 2022, the California Employment Development Department negotiated local Workforce Innovation and Opportunity Act performance goals with each Workforce Development Area (WDA) for their Adult, Dislocated Worker and Youth programs for Program Years 2022 and 2023. Jeremy referenced the chart in the letter and discussed how well ETR has performed and has met or exceeded their goals. Jeremy also said that Program Year 2021 is the most recent year in which the State calculated performance scores for the local WDAs. The DOL was only requiring states to achieve Individual Indicator scores of 50% or higher for the following two performance measures. Kern, Inyo, Mono's current performance score for youth is at 158.2 percent.

### **Epic Center Update**

Sandra Gutierrez provided the committee with a brief overview of the activities at the EPIC center. She also gave thanks to all of the partners and board members for their support.

### **Committee Members Comments**

There were no further comments.

### **Miscellaneous Filings**

The Committee was provided with the following:

- Status of Youth Monitoring Reports
- Youth Committee Attendance Report
- Kern, Inyo and Mono Workforce Development Board and Committees' Meeting Schedule for Calendar Year 2023.

As there was no further business, the meeting adjourned at 3:36 p.m.



June 27, 2023

Aaron Ellis, Director  
Kern/Inyo/Mono Consortium  
1600 East Belle Terrace  
Bakersfield, CA 93307

Dear Aaron Ellis:

**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) SECTION 188  
NONDISCRIMINATION AND EQUAL OPPORTUNITY PROVISIONS  
ANNUAL COMPLIANCE MONITORING REVIEW  
FINAL REPORT PROGRAM YEAR (PY) 2022-23**

This notification informs you of the results of the Employment Development Department's (EDD) Equal Employment Opportunity (EEO) Office desk compliance monitoring review of Kern/Inyo/Mono Consortium for compliance to the WIOA Section 188 for PY 2022-23. This review was conducted by Zachary Sergio, EEO Specialist, on May 15, 2023.

Our review was conducted under the authority of WIOA Section 188 and its implementing regulation Title 29 Code of Federal Regulations Part 38. The purpose of this review was to determine the level of compliance by KIM Consortium with applicable federal and state laws, regulations, policies, and directives related to the WIOA grant regarding nondiscrimination and equal opportunity provisions for PY 2022-23.

We collected the information for this report through a desk review of documents submitted by the KIM Consortium, the completed EDD's EEO Office Compliance Monitoring Guide completed by your Equal Opportunity (EO) Officer, interviews with KIM Consortium representatives, and a review of applicable policies and procedures.

**COMPLIANCE MONITORING REVIEW RESULTS**

We conclude that, overall, the KIM Consortium is meeting applicable WIOA Section 188 requirements concerning nondiscrimination and equal opportunity provisions.

This report contains no findings or conditions; therefore, we are issuing this report as the final report.



Aaron Ellis  
June 27, 2023  
Page 2

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

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact Zachary Sergio at [Zachary.Sergio@edd.ca.gov](mailto:Zachary.Sergio@edd.ca.gov) or Kimberly Clinton, EEO Office Manager, at [Kimberly.Clinton@edd.ca.gov](mailto:Kimberly.Clinton@edd.ca.gov).

Sincerely,

/s/ MATILDA AIDAM  
State-level EO Officer

cc: Gustavo Alatorre, Workforce Services Branch, MIC 50  
Jeremy Shumaker, KIM Consortium EO Officer



May 24, 2023

Aaron Ellis  
Interim Chief Workforce Development Officer  
Employers' Training Resource  
1600 East Belle Terrace  
Bakersfield, CA 93307

Dear Mr. Ellis,

This refers to the 2022-2023 program review conducted on April 11, 2023, of Employers' Training Resource (ETR) US Department of Agriculture (USDA) Farm and Food Workers Relief Program.

Information was obtained through documentation and communication with representatives of your agency and a review of internal and external policies and procedures as applicable.

**No findings were identified in this review.**

Because the methodology of our monitoring review includes sample testing, this report is not a comprehensive assessment of all areas included in our review. Therefore, it will be ETR's responsibility to ensure its systems, programs, and related activities comply with applicable Federal, State, and local regulations and directives.

Please extend our appreciation to your staff for their assistance and cooperation during this review. If you have any questions regarding the enclosed report or the review that was conducted, please contact Ms. Dora Mendivil Angulo at (619) 509-9490.

Sincerely,

Marco Lizarraga  
Executive Director

Enclosures

1107 9<sup>th</sup> Street, Suite 420, Sacramento, CA 95814 - (916) 388-2220 - Fax (916) 388-2425

Hermelinda Sapien  
Chairperson

Marco Lizarraga  
Executive Director

USDA Relief Program  
Farm and Food Workers Relief Grant Program

Monitoring Report  
Employers' Training Resource  
4-11-2023

Prepared by Dora Mendivil and Sal Diaz

On April 11, 2023, Mr. Sal Diaz, Fiscal/Program Manager, and Ms. Dora Mendivil Angulo, Program and Fiscal Administrator, conducted a mid-year monitoring visit to ETR central office at 1600 E. Belle Terrace, Bakersfield, CA. The purpose of this visit was to review ETR's administration of the USDA FFWR Program and to confirm that all the guidelines and policies were in place and met as required by USDA and La Cooperativa Campesina de California.

This monitoring visit consisted of three sections:

Interviews: We conducted interviews with ETR's personnel responsible for supervising and implementing the grant.

Tour of Facilities: We toured the facility, assessed the ETR offices' privacy and document security, required USDA posters, and ADA accessibility, health, and safety.

Beneficiary interviews: We interviewed ten beneficiaries who had completed the process and obtained their checks.

*On-site Monitoring Report:*

**1st section- Interviews**

- Mr. Ramon Leon - Program Support Supervisor
- Ms. Brenda Duenas – Fiscal Manager

During our interview, ETR's staff confirmed that all USDA- La Coop guidelines and policies are in place regarding interviewing clients, processing applications, and distributing payments. Finally, we inquired if they had any questions, but they did not.

### **2nd section – Tour of Facilities:**

We toured the facility and ETR's offices. We confirmed that all payments were secured and locked. ETR's offices are set up to interview applicants protecting their privacy, and USDA and EOE posters are visible. The building is clean, has personnel at the front entrance with a sign-in and out list, and is ADA-accessible.

### **3rd section – Beneficiary Surveys:**

We interviewed ten beneficiaries that had received their payments. All ten were very thankful for the program and expressed that the money helped them pay rent, buy food and clothing for their children.

*In conclusion:*

**In summary, no findings were identified at this time.**

ETR has administered the program complying with all USDA requirements and has open lines of communication with La Cooperativa staff. In addition, the beneficiaries interviewed mentioned that ETR's staff demonstrated excellent customer service.

If you have any questions regarding this report, do not hesitate to contact Mr. Sal Diaz at [sdiaz@lacooperativa.org](mailto:sdiaz@lacooperativa.org) or Ms. Dora Mendivil Angulo at (619) 509-9490 or [dmendivil@lacooperativa.org](mailto:dmendivil@lacooperativa.org)

July 7, 2022

*Chair*  
Jeffrey Hensley

*Vice Chair*  
Dennis Montalbano

*Board Members*  
Stephen Avila  
Lenora Lacy Barnes  
Paul Bauer  
Edgar Blunt  
Alysia Bonner  
Fely Guzman  
Mike Karbassi  
Wyatt Meadows  
Terry Metters, Jr.  
Scott Miller  
Sherry Neil  
Joe Olivares  
Sal Quintero  
Chuck Riojas  
Vasili Sotiropoulos  
Shelly Tarver  
Lydia Zabrycki

*Executive Director*  
Blake Konczal

Teresa Hitchcock  
Assistant County Administrative Officer  
Kern, Inyo, Mono County Workforce Development Board  
1600 E. Belle Terrace  
Bakersfield, CA 93307

RE: Final Determination Program and Financial Review  
Program Year 2021-2022  
HRCC: SB1 ValleyBuild  
Contract No: 639-0817

Dear Ms. Hitchcock:

This is to inform you of the results of the Fresno Regional Workforce Development Board's (FRWDB) programmatic and financial review of the above aforementioned agreement for the period of October 1, 2021, to the present.

There were no findings:

The review was conducted under the authority of the Kern, Inyo, Mono County Workforce Development Board (KIMCWDB) agreement number 639-0817 with the FRWDB, where FRWDB serves as the fiscal and administrative agent to KIMCWDB as documented in the State of California Standard Agreement Number M56541-7120.

Statement of Work

KIMCWDB was allocated \$24,000 in funds to assist 40 participants in Kern, Inyo, Mono Counties with pre-apprenticeship training leading to placement into a Union Apprenticeship program. The allocated funds are to assist participants with case management services, supportive services, soft and hard skills, physical training, job placement, and follow up services to promote success in the workplace.

### **Expenditures and Enrollments**

The following table shows actual expenditures and enrollments through May 31, 2022.

	<b>Actual</b>	<b>Plan</b>	<b>Variance</b>
<b>Expenditures</b>	\$23,400	\$24,000	-2%
<b>Enrollments</b>	39	40	-2%

There are no concerns with this area.

### **Participant and Fiscal Review Results:**

A total of four (4) hard copy files were reviewed. The following items were included in the participant and fiscal review: eligibility, right to work verification, case notes, supportive services documentation, individual employment plans, exits and follow-ups. As well as the policies, procedures, payroll records, timesheets, allocations, and indirect cost rates of KIMCWDB.

The FRWDB is pleased to inform you there were no findings in these areas.

The information for this report was obtained from a desk review of the Provider Services Agreement, the Statement of Work, budget allocations, the review of the financial report's supporting documentation including participant files.

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

Furthermore, KIMCWDB is required to retain all records, including this letter for a period of three (3) years from the date of final payments under our Standard Agreement and until all audits are complete and findings on all claims have been satisfactorily resolved.



Teresa Hitchcock  
July 7, 2022  
Page Three

Please extend our appreciation to your staff for their cooperation and assistance during this review. If you have any questions pertaining to this matter, please do not hesitate to contact Rebecca Moncivais, FRWDB Monitoring Coordinator, at (559) 490-7178.

Regards,

  
Blake Konczal  
Executive Director

bk:ls

c: Aaron Ellis  
Michael Saltz  
Phyllis Stogbauer  
Cheryl Beierschmitt  
Stephen DeWitt  
Ka Xiong  
Homer O. Sales  
Rebecca Moncivais

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
<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	A		
Aaron	Ellis		P		
Nick	Hill III	P	P		
Brian	Holt	P	P		
Teresa	Hitchcock	P	Retired		
Linda	Parker*	A	P		
Alissa	Reed	P	P		
Jeremy	Tobias	P	P		
Arleana	Waller*	A	U		
*Non-WDB					

Kern, Inyo & Mono Workforce Development Board Youth Committee Attendance 2023					
P = Present	U=unexcused	X=Cancelled			
A = Excused Absence		3/1/23	5/17/23	9/13/23	11/29/23
<b>Member</b>					
<b>First</b>	<b>Last</b>	<b>YC</b>	<b>YC</b>	<b>YC</b>	<b>YC</b>
Dale	Countryman*	P	Cancelled	P	
Rosa	Chipres *	A	Cancelled	A	
Aaron	Ellis			P	
Teresa	Hitchcock	P	RESIGNED		
Brian	Holt	P	Cancelled	P	
Ian	Journey	P	Cancelled	P	
Karine	Kanikkeberg*	A	Cancelled	P	
Clare	Pagnini	A	Cancelled	A	
Leticia	Perez	A	Cancelled	A	
Norma	Rojas-Mora	P	Cancelled	P	
Greg	Terry*	P	Cancelled	A	
Priscilla	Varela	A	Cancelled	A	
David	Villarino*	A	Cancelled	A	
Todd	Yepez	P	Cancelled	A	
*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
<b>Member</b>					
<b>First</b>	<b>Last</b>				
Leo	Bautista	A	P	P	
Aaron	Ellis		P	P	
Teresa	Hitchcock	P	RETIRED		
Brenda	Mendivel	P	P	P	
Alissa	Reed	P	P	P	
Norma	Rojas-Mora	P	U	A	
Victoria	Stockman*	A	RESIGNED		
Kristen	Watson	A	A	P	
Todd	Yepez	P	P	P	
*Non-WDB					

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				
John	Adams	A	U		
Laura	Barnes	A	U		
Leo	Bautista	P	A		
Kelly	Bearden	P	A		
Richard	Chapman	P	A		
Aaron	Ellis		P		
Steven	Gomez	P	A		
Chris	Gonzales	A	P		
Greg	Gutierrez	P	A		
Nick	Hill III	P	A		
Teresa	Hitchcock	P	RETIRED		
Brian	Holt	P	p		
Ian	Journey	P	p		
Greg	Knittel	A	p		
Anita	Martin	P	P		
Randy	Martin	P	P		
Dean	McGee	A	p		
Brenda	Mendivel	P	p		
John	Moralez	A	P		
Clare	Pagnini	A	p		
Alissa	Reed, Chair	P	p		
Norma	Rojas-Mora	P	A		
Jay	Tamsi	A	A		
Shelly	Tarver	P	U		
Jeremy	Tobias	P	P		
Priscilla	Varela	A	P		
Todd	Yepez	P	P		
Trudy	Gerald	P	A		
Michele	Warren	P	P		

**KERN, INYO AND MONO  
WORKFORCE DEVELOPMENT BOARD AND  
COMMITTEES' MEETING SCHEDULE  
CALENDAR YEAR 2023**

**Program and Business Services Committee**

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

Thursday, February 16, 2023, 8:00 a.m.

Thursday, May 11, 2023, 8:00 a.m.

~~Thursday, August 31, 2023, 8:00 a.m.~~ **Cancelled**

Thursday, November 16, 2023, 8:00 a.m.

**Youth Committee**

America's Job Center of California – Oildale Affiliate, **1215 Olive Dr. Suite C,  
Bakersfield**

Wednesday, March 1, 2023, 3:00 p.m.

~~Wednesday, May 17, 2023, 3:00 p.m.~~ **Cancelled**

Wednesday, September 13, 2023, 3:00 p.m.

Wednesday, November 29, 2023, 3:00 p.m.

**Executive Committee**

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

Thursday, March 2, 2023, **3:00** p.m.

Thursday, May 25, 2023, **3:00** p.m.

Thursday, June 22, 2023, **3:00** p.m. **SPECIAL SESSION**

Thursday, September 21, 2023, **3:00** p.m.

Thursday, December 7, 2023, **3:00** p.m.

**Workforce Development Board**

America's Job Center of California – Oildale Affiliate, **1215 Olive Dr. Suite C,  
Bakersfield**

Wednesday, March 8, 2023, 7:00 a.m.

Wednesday, May 31, 2023, 7:00 a.m.

Wednesday, October 4, 2023, 7:00 a.m.

Wednesday, December 13, 2023, 7:00 a.m.