



AGENDA

WORKFORCE DEVELOPMENT BOARD

DECEMBER 15, 2021
7:00 A.M.

EMPLOYERS'
TRAINING
RESOURCE

America's **Job** Center
of CaliforniaSM

AGENDA

KERN, INYO AND MONO

WORKFORCE DEVELOPMENT BOARD

DECEMBER 15, 2021

Location: Microsoft Teams
Time: 7:00 a.m.
Dial-in: (831) 296-3421
Access Code: 909 699 646#

Page No.

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|-------|--|---|
| I. | Call to Order | |
| II. | Introductions | |
| III. | 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. | |
| IV. | Presentation | |
| | • Kern High School District – Brian Miller | |
| 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 October 6, 2021, Meeting Minutes. |
| 5-8 | B. | Approval of the Special Session November 3, 2021, Meeting Minutes |
| 9-10 | C. | Approval of the Special Session December 2, 2021, Meeting Minutes |
| 11 | D. | Approval of the Proposed Kern, Inyo and Mono Workforce Development Board and Committees' Meeting Schedule for Calendar Year 2022 |
| 12-13 | E. | Authorization to Issue Request For Refunding For Workforce Innovation And Opportunity Act Adult, Dislocated Worker, Farmworker And Combined Programs For Program Year 2022-23 |
| 14 | F. | Authorization To Issue Request For Refunding For Current Workforce Innovation And Opportunity Act Youth Programs and Issue a Request for Proposals for Additional Youth Programs For Program Year 2022-23 |
| VI. | New Business | |
| 15-16 | A. | Election of Workforce Development Board Officers – Action Item |
| 17-20 | B. | Workforce Development Board and Standing Committee Composition – Action Item |
| 21-22 | C. | Request For Approval To Issue Request For Proposals For Third-Party Human Resources, Employer Of Record, And Payroll Services For Subsidized Work Components Of Programs Funded Under The Workforce Innovation & Opportunity Act And Other Grants, And Extend |

- Current Agreements With The Foundation For California Community Colleges (FCCC) Through June 30, 2023 – **Action Item**
- 23-24 D. Certification of The Comprehensive, Affiliate and Specialized AJCCs Under The Workforce Innovation and Opportunity Act
 - 25-26 E. Grants Update
 - 27-28 F. Notification Of Opportunity To Attend California Workforce Association's Annual Youth Symposium
 - G. Budget Update – **Oral Report**
 - H. Legislative Update – **Oral Report**
 - VII. **Director's Report**
 - A. America's Job Center of California Activity Report
 - B. America's Job Center of California Location Update
 - C. Marketing Presentation
 - D. One-Stop Operator Report
 - VIII. **Board Member Comments**
 - A. Economic Development Report
 - B. Open Discussion
 - IX. **Miscellaneous Filings**
 - 29-30 A. Status of Subgrantee Monitoring Reports
 - 31 B. Status of Subgrantee Audit
 - 32-33 C. Draft Program and Business Services Committee November 18, 2021, Meeting Minutes
 - 34-36 D. Draft Youth Committee December 1, 2021, Meeting Minutes
 - 37-40 E. Kern, Inyo and Mono Workforce Development Board and Committee's Attendance Reports

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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 prior to the meeting will also be available for review at the same location.

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

**KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD
DISCUSSION AND ACTION ITEMS
OCTOBER 6, 2021**

Members Present: Laura Barnes, Leo Bautista, Richard Chapman, Stacy Ferreira, Mike Frey, Steven Gomez, Chris Gonzalez, Greg Gutierrez, Nick Hill, Teresa Hitchcock, Ian Journey, Karen King, Gregory Knittel, Dr. Dean McGee, Anita Martin, Randy Martin, John Means, Brenda Mendivel, Clare Pagnini, Alissa Reed, Rick Schowengerdt, John Spaulding, Jay Tamsi, and Todd Yopez.

Members Absent: Steven Gomez, Diane McClanahan, Shelly Tarver, Jeremy Tobias, Jay Tamsi,

Staff Present: Elaine Basham, Aaron Ellis, Karen Briefer, Jeremy Shumaker, Candy Cline-Gettman, Anne Meert, Danette Williams, Marsha Manos, and Michael Saltz.

Guests Present: GK, Lita San Pedro, Jim Keene, Martha Guerra, Magda Menendez, Juan Rocha, Rosendo Flores, Karine Kannikeberg, Dan Ramirez, Gary Baudette, Nathan Ross, Sergei Shkurkin, and Yvette Quevedo.

This virtual meeting was called to order at 7:02 a.m. by Alissa Reed via Microsoft TEAMS.

INTRODUCTIONS

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

PUBLIC COMMENTS

There were no public comments.

PRESENTATIONS

- Recycling Lives Video Presentation – Michael Saltz

CONSENT AGENDA

John Means made the motion to approve the following consent agenda items:

- Approval of the June 9, 2021, Meeting Minutes.
- Board and Committee Member Travel Budget For 2021-2022
- Workforce Development Board and Standing Committee Composition

John Spaulding seconded the motion. Marsha Manos polled the members for their votes. All ayes. The motion carried.

**PANDEMIC WAIVER APPLICATIONS APPROVAL AND POLICY BULLETIN
TRANSITIONAL JOBS FOR ADULTS AND DISLOCATED WORKERS**

Elaine Basham informed the Board that the State requested and received from the U.S. Department of Labor two Workforce Innovation and Opportunity Act pandemic waivers for work-based training: increasing reimbursement of on-the-job training costs for small businesses and increasing the percent of WIOA Title I Adult and Dislocated Worker local formula funds that can be used for the provision of Transitional Jobs.

On July 22, 2021, the State Board issued a notification that both waiver requests were approved for the current program year. Staff verified with the State that the OJT waiver was retroactive to the start date of July 1, 2021.

Elaine also noted that at its meeting on September 30, 2021, the Executive Committee discussed the draft Policy Bulletin and requested that staff review Item 10 on page 3 of the policy regarding the regulatory prohibition against using WIOA funds for sectarian activities including training and construction. Elaine stated that she would follow up and verify the policy and recommended that the Board accept the draft Policy as is, with the caveat that Item 10 might be removed or amended in the draft presented to your Board. John Spaulding made a motion to accept the recommendation. Brenda Mendivel Seconded the motion. Marsha Manos polled the members for their votes. All ayes. The motion carried.

RECOMMENDED FUNDING FOR SHORT-TERM JOB READINESS & TRANSITIONAL JOBS PROGRAMS UNDER THE WORKFORCE INNOVATION & OPPORTUNITY ACT AND OTHER FUNDING STREAMS

Karen Briefer informed the Board that ETR released an RFP on August 13, 2021, in the model of Recycling Lives to introduce more opportunities in the transitional jobs model. The proposals were due on September 8, 2021. Karen mentioned that there were two differences in the process this year; (1) applicants were asked to refrain from including any identifying information in their proposal narrative/application section, and ETR staff assigned random codes to each proposal. Any identifying information inadvertently appearing in each proposal was redacted. A committee comprised of two evaluators from the community reviewed all proposals “blind” to the identity of each applicant and (2) participant wages and costs of the third party HR/payroll service will be contracted directly and paid by ETR. Karen said that six proposals were received and that they all scored very well and none were disqualified and the reviewers recommended that the funding be issued in order of score. Alisa Reed asked if the third-party employer of record was a requirement of the proposal. Karen stated that the proposal wasn’t written that way and that no one requested to be the employer of record. Magda Menedez asked if public comments were being accepted at this time and Alissa stated that we were. Magda proceeded with her public comment and was given latitude with regard to the three-minute public comment time limit. After a lengthy conversation and on the advice of County Counsel this item was tabled to allow for an extended comment period and a meeting was scheduled for November 3, 2021, to revisit this item.

SUBSEQUENT LOCAL AREA DESIGNATION AND LOCAL BOARD RECERTIFICATION APPLICATION

Anne Meert informed the Board that the application for subsequent designation of our Local Workforce Development Area and the recertification of your Workforce Development Board for Program Years 2021-2022 and 2022-2023 had been approved.

WORKFORCE INNOVATION AND OPPORTUNITY ACT PERFORMANCE GOALS FOR PROGRAM YEAR

Anne Meert informed the Board that the WIOA Formula funds performance goals Adult, Dislocated Worker, and Youth are the same as the previous year. Anne stated that for the National Farmworker Jobs Program DOL increased goals for three of the five Adult and three of the five Youth measures. Anne also mentioned the importance of meeting the goals that have been set. 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 and prohibition of using eligible providers and partners that have been identified as achieving poor levels of performance in Year Three.

APPROVAL OF THE LOCAL AND REGIONAL PLANS FOR PROGRAM YEARS 2021 – 2024

Michael Saltz informed the Board that in August 2021 the California Workforce Development Board approved the Local and Regional Plans.

CWA MEETING OF THE MINDS

Jeremy Shumaker gave the Board a brief overview of his experience at the Meeting of The Minds which occurred in September. Jeremy shared his screen and displayed a chart that showed ETR's success with OJT's during the Pandemic. ETR's success rate was the highest it has ever been. Teresa added that during a presentation the day before this meeting Management staff was also informed that data showed the KIM WDB is one of the highest Boards for credential attainment rates. We were shown as the No. 1 Board across the State and No. 14 in the Country.

BUDGET UPDATE

Jeremy Shumaker informed the Board members that this year the budget had been approved at a little under \$36 million. ETR is increasing staffing by nine positions. The budget took a hit of about \$1 million in formula funding and we might have to do a budget revision at a later time. Jeremy mentioned that an area of funding included in this year's budget that had not been previously included was the Recycling Lives program. Jeremy also mentioned that the Delano office will be moving to a new location and ETR is looking to expand services in that area.

LEGISLATIVE UPDATE

Elaine Basham provided the Board with a legislative update.

DIRECTOR'S REPORT

Teresa Hitchcock informed the members that ETR is looking to expand service delivery in other areas. ETR is working on an EDA Jobs Challenge grant. ETR is also working with Caltrans on a roadside cleanup project.

Danette Williams provide the Board with a brief marketing update and showed a PowerPoint presentation.

Alissa Reed introduced the One-Stop Operator, Gary Baudette. Gary provided the Board with background information on himself and his qualifications.

BOARD MEMBER COMMENTS

Richard Chapman informed the Board that the KITE Expo would be taking place the following day at 4:00 p.m. The Energy Summit will be on November 10, 2021.

Kelly Bearden informed the Board the SBA economic Distraer loan program has changed drastically and is opening up to larger businesses.

Alissa Reed reminded the group that comments regarding the funding recommendations needed to be submitted no later than October 15, 2021, to submit them to Karen Briefer.

MISCELLANEOUS FILINGS

The Board had the opportunity to review the following miscellaneous filings included in the agenda:

- Status of Subgrantee Monitoring Report
- Status of Subgrantee Audit
- Draft Program and Business Services Committee September 16, 2021, Meeting Minutes
- Special Session Executive Committee June 24, 2021, Meeting Minutes
- Draft Executive Committee September 30, 2021, Meeting Minutes - **Handout**
- 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 2021

As there was no further business the meeting adjourned at 10:05 a.m.

**KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD
DISCUSSION AND ACTION ITEMS
SPECIAL SESSION
NOVEMBER 3, 2021**

Members Present: Laura Barnes, Leo Bautista, Stacy Ferreira, Mike Frey, Steven Gomez, Chris Gonzalez, Greg Gutierrez, Nick Hill, Teresa Hitchcock, Anita Martin, Randy Martin, Brenda Mendivel, Clare Pagnini, Alissa Reed, and Jay Tamsi.

Members Absent: Kelly Bearden, Richard Chapman, Ian Journey, Karen King, Greg Knittel, Dean McGee John Means, Rich Schowengerdt, John Spaulding, Joseph Sumlin, and Todd Yepez.

Staff Present: Jeremy Shumaker, Aaron Ellis, Candy Cline-Gettman, GK, Marsha Manos, Karen Briefer, and Danette Williams.

Guests Present: Juan Rocha, Robin Robinson, Sergei Sherkin, Jim Keene, Karl Hargess, Jodi Loeffler, Ken Kurts, Quirino Banuelos, Dan Ramirez, Martha Guerra, Magda Menendez, and Francie Avitia.

This virtual meeting was called to order at 7:04 a.m. by Alissa Reed via Microsoft TEAMS.

INTRODUCTIONS

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

PUBLIC COMMENTS

There were no public comments.

REVISIONS TO FUNDING RECOMMENDATIONS ATTACHMENT A TO ADD RELEVANT DATA ON PROPOSED WAGES AND REVISIONS TO WORK COMPONENT AFTER RECEIVING SPECIFIC QUOTES FOR WORKERS' COMPENSATION

Teresa Hitchcock commented that staff had sent out a rather extensive packet which included the scoring sheets and additional data surrounding the work component containing specific quotes surrounding the jobs that were being proposed. Teresa reminded the Board that the RFP was issued on funding three proposals at \$400,000 each for a total of \$1.2 million. Teresa stated that staff had received six proposals that were reviewed and scored in a blind process. All of the proposals met the minimum threshold for funding. Staff is recommending funding the top-scoring proposals as there is only funding for three out of the six proposals. Teresa stated that at the Board's meeting on October 6, 2021, the members voted to extend the public comment period to ensure all of the Board member's questions were answered. Teresa stated that during the public comment period staff received two questions from members and a written document from MAOF. Teresa said the question comments and ETR's response have been provided in the packet for review before today's meeting. Teresa said that there were no changes to the agencies recommended by the reviewers. The total amount recommended remains at \$400,000 each. The contracts written to the recommended agencies will be written for the amount remaining after the Career Catalyst costs have been subtracted from the allocation amount. Teresa said that upon approval of the recommendations any appeals

must be filed in writing by November 10, 2021, and they will be decided by the Executive Committee. Teresa said that staff is recommending your Board approve the distribution of funds as indicated in Attachment A for contracts beginning January 1, 2022, and ending on March 31, 2023. Teresa opened the floor for comments. Alissa Reed indicated that due to the extended comment period any comments during this time will be limited to three minutes.

Magda Menedez began her comment by saying that after reviewing ETR's revisions there was anything brought forward that justifies spending \$25k to train a person to work in a warehouse. Magda reference page 52 in the agenda packet and said that ETR states after the clerical program was removed from the ETPL list ETR worked with MAOF to implement a pilot program similar to what is in MAOF's proposal. Magda said that MAOF is disappointed the ETR states that it costs \$32k for enrollment into the Clerical program without acknowledging the reason for this was due to mishandling of the contract. Magda said that when the State EDD notified MAOF and ETR the clerical program was being taken off the ETPL list. EDD also said that ETR could continue to fund the program by listing MAOF as a local provider out of another WIOA wallet. Magda said that when speaking with the Director she was informed that ETR could not fund a program that was not on the ETPL list. Magda stated that she was aware the Director was not included in the email from that State and asked that she seek further clarification and the Director agreed to do so. Magda said that in late August MAOF reached out to EDD for clarification and was reaffirmed that MAOF could be made a local provider and was provided the paperwork. After meeting with ETR it was determined that the 6-month contract would be from September 1, 2020, through March 31, 2021. It was understood that if the enrollment numbers were met then the contract could be extended. Magda stated that the contract was not approved until February 2021 and there was only one month left of programming. Magda said that ETR shared with the ASO that due to the lateness of the contract participants would not make it to the work experience component of the program. Alissa Reed interjected and asked if Magda she had comments relevant to the decision that was before them at today's meeting. Magda stated that she did and would like to finish her statement. Magda reiterated her previous statements. Magda then stated that two clients were referred to training after the contract ended and they were accepted by MAOF as was normal when a contract was in process. Magda said that it became a problem when ETR set about to extend the contract and discovered that because of the way the funding was procured there was no mechanism for extending the contract. ETR's solution was to remove the students from training and transfer the clients to another activity such as job-search or another training. Magda stated that the State requires an enrollment agreement signed by the student and MAOF and that it was a document stating that training is being funded by WIOA. Magda said it was at this point ETR said that it would issue an RFP for job readiness as soon as possible. Magda ended her comments.

Teresa Hitchcock informed the Board that no one on the review panel was given any of the performance metrics for any of the programs and the reviewers would not have known how MAOF was performing. Teresa comments that not all of the information presented to the Board was entirely accurate.

Alissa Reed called for any further comment from the public.

Alissa asked staff to describe the column labeled “% of funding dedicated to Work Component (all Career Catalyst Costs) and if that was the piece that was going to actual wages and cost of employment? Teresa commented “correct.”

Alissa asked, “Does that include all costs?” Teresa replied “Yes.”

Alissa asked, “Did we receive any clarification from any of the other agencies or did they give any other comment or explanation of their projects?”

Teresa replied that they all submitted proposals and that all three successful applicants were present at the meeting.

Alissa asked, “Does anyone want to make a comment about your program?”

Robin Robinson stated that there is such a need for this and there may be duplicate programs out there. The programming contains so much more than just job skills training. We are strongly right in the middle of this target population and feel a great need and desire to be a part of what's happening here to make a difference for these ex-offenders.

Alissa asked, “If there had been any discussion to address the transportation needs?”

Sergei replied, “ There is a bus stop in front of the program on F Street and we can provide bus passes and also there are support systems in place for AB109 participants.” “ We have a very service-rich approach.” He also noted that if transportation is an issue case managers will address those issues.

Brenda Mendivel asked, “ When a score was crossed out and another score put in its place, what would be the reason for that?”

Teresa said that adjustments could have been made after all proposals had been read and then scored against each other.

Alissa asked for any final comments.

Karen Briefer commented that individuals who are capable of going to a temp agency and are successful at retaining employment are not customers that are being targeted here. The customers that the transitional jobs are targeting are the people with multiple severe barriers to employment.

Magda made further comment on Karen’s statement.

Alissa asked for any further Board member questions or comments. There was none. Alissa stated that the Board would entertain a motion at this time. Stacy Ferreria made a motion to accept the funding recommendations as recommended by ETR. Laura Barnes seconded the motion. Marsha Manos polled the members for their votes. The results of the vote were as follows.

Board Member	YES	NO	Notes
Laura Barnes			Seconded the motion
Leo Bautista		x	
Mr. Kelly Bearden			Not present
Richard Chapman			Not present
Stacy Ferreira			Made a motion to approve
Mike Frey	x		
Steven Gomez	x		
Mr. Chris Gonzalez	x		
Greg Gutierrez	x		
Nick Hill	x		
Teresa Hitchcock	x		
Brian Holt	x		
Ian Journey			Not present
Karen King			Not present
Gregory Knittel			Not present
Diane McClanahan	x		
Dr. Carl Dean McGee			Not present
Anita Martin			No response
Randy Martin			Abstain
John Means			Not present
Brenda Mendivel		x	
Clare Pagnini	x		
Alissa Reed		x	
Norma Rojas-Mora			No response
Rick Schowengerdt			Not present
John Spaulding			Not present
Joseph Sumlin			Not present
Jay Tamsi		x	
Shelly Tarver		x	
Jeremy Tobias	x		
Todd Yopez			Not present
Vote Totals	12	5	

Alissa stated with a majority of the votes being a “Yes” vote the motion carries.

As there was no further business the meeting adjourned at 7:41 a.m.

**KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD
DISCUSSION AND ACTION ITEMS
SPECIAL SESSION
DECEMBER 2, 2021**

Members Present: Laura Barnes, Leo Bautista, Kelley Bearden, Richard Chapman, Stacy Ferreira, Mike Frey, Steven Gomez, Greg Gutierrez, Teresa Hitchcock, Brian Holt, Dr. McGee, John Means, Brenda Mendivel, Norma Rojas-Mora, John Spaulding, Jay Tamsi, and Jeremy Tobias

Members Absent: Chris Gonzalez*, Nick Hill*, Ian Journey*, Karen King*, Greg Knittel/, Diane McClanahan, Randy Martin*, Alissa Reed, Rick Schowengerdt*, and Shelly Tarver*.

Staff Present: Ann Garza, Jeremy Shumaker, Marsha Manos, Karen Briefer, Elaine Basham, and Danette Williams.

Guests Present: Juan Rocha, Robin Robinson, Lita San Pedro, and Magda Menendez.

This virtual meeting was called to order at 7:01 a.m. by Leo Bautista via Microsoft TEAMS.

INTRODUCTIONS

Marsha Manos did a roll call of members to establish a quorum.

PUBLIC COMMENTS

There were no public comments.

RESOLUTIONS AUTHORIZING THE WORKFORCE DEVELOPMENT BOARD AND ITS STANDING COMMITTEES TO CONDUCT REMOTE TELECONFERENCE MEETINGS

Elaine Basham told the members that the Ralph M. Brown Act required that the Kern, Inyo and Mono Workforce Development Board and its subcommittees be open and public, so that any member of the public may attend, participate, and view the legislative body conducting their business. The Governor declared a state of emergency on March 4, 2020, due to the COVID-19 pandemic and local legislative bodies or state bodies were authorized to hold public meetings via teleconferencing. The state of emergency has not been lifted, in June of 2021 the Governor continued the waiver in a new order but it had an expiration date. Local bodies may pass a resolution to continue the remote meetings that extend the time during which your Board and standing committees may continue to teleconference. The resolution must be addressed and be renewed every 30 days if still needed. Elaine recommended the Members adopt the attached resolutions authorizing the Board and its standing committees to conduct remote teleconference meetings from November 3, 2021, through December 1, 2021, and December 2, 2021, through January 1, 2022. Teresa Hitchcock made a motion to accept the staff's recommendation. John Spaulding seconded the motion. All ayes. The motion carried.

ADDITIONAL FUNDING RECOMMENDATIONS FOR SHORT-TERM JOB READINESS AND TRANSITIONAL JOBS PROGRAMS FOR JANUARY 1, 2022 THROUGH MARCH 31, 2023

Jeremy Shumaker reminded the Board that on November 3, 2021, this Board approved funding recommendations for WIOA funded short-term job readiness and transitional jobs programs for the period January 1, 2022, through March 31, 2023. ETR had issued a Request for Proposals (RFP) to fund up to three programs costing \$400,000 per program. Six programs were proposed, and three programs were approved for funding costing \$1.2 million. Since that meeting, ETR was informed that the County of Kern has made available American Rescue Plan Act of 2021 funding for the training portion only for the three programs that were not initially recommended for funding. The County/ARPA cost to fund the training portion of the three programs would be \$509,556, and ETR would be responsible for funding the work experience portion at a maximum cost of \$690,444. The County's contribution of funds will be considered leveraged funding which is strongly encouraged under WIOA. ETR's commitment would be for the work experience portion which is directly tied to the number of individuals participating in work experience and hours worked. ETR will be using a third-party Employer of Record/payroll processing agency for the work experience portion of the programs. This will require ETR to enter into six separate agreements as well as be responsible for the reporting of participant work hours. The agencies will still be responsible for finding the worksites as well as case managing the clients during the work experience portion of the program. Staff is recommending that this Board approve \$690,444 in additional funding for the work experience portion for the following short-term job readiness and transitional jobs programs: BitWise Industries for \$153,696, Laborers of the Harvest for \$342,066, and Mexican American Opportunity Foundation for \$194,682 for contracts beginning January 1, 2022, and ending on March 31, 2023. Stacy Ferreira made a motion to accept staff's recommendation. Steven Gomez seconded the motion. Kelly Bearden abstained from the vote. All ayes. The motion carried.

As there was no further business the meeting adjourned at 7:31 a.m.

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

Program and Business Services Committee

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

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

Youth Committee

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

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

Executive Committee

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

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

Workforce Development Board

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

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

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

EMPLOYERS' TRAINING RESOURCE

December 15, 2021

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

AUTHORIZATION TO ISSUE REQUEST FOR REFUNDING FOR WORKFORCE INNOVATION AND OPPORTUNITY ACT ADULT, DISLOCATED WORKER, FARMWORKER AND COMBINED PROGRAMS FOR PROGRAM YEAR 2022-23

Dear Board Member:

One of the functions of the Program and Business Services Committee is to recommend to the Workforce Development Board (WDB) the annual procurement process for contracted programs under the Workforce Innovation and Opportunity Act (WIOA). "Contracted programs" are those in which providers are reimbursed for expenses. This does not include Eligible Training Provider List (ETPL) providers who are paid on a "per participant basis" nor On-the-Job Training (OJT) contracts in which employers are paid for training potential new employees.

Under current regulations, a full Request for Proposals (RFP) is required at least once every four years. Therefore, if year one is funded under an RFP process then, with your WDB's approval, years two through four can be funded under the more limited Request for Refunding (RFR) process. The RFR process is streamlined and allows our local area to continue to fund existing programs/services that are still needed and successfully meeting their contracted goals.

A full RFP was issued for Program Year (PY) 2019-20 for WIOA Adult, Dislocated Worker and Combined programs, and RFRs were issued for PY 2020-21 (year two) and PY 2021-22 (year three). Staff is recommending, and your Program and Business Services Committee has concurred, that we utilize the RFR process for PY 2022-23 (July 1, 2022 through June 30, 2023) to consider continued funding for existing programs. This would be the fourth and final year under the original RFP. Included in the RFR will also be programs/services funded under year three of our National Farmworker Jobs Program (NFJP) grant which began July 1, 2020. Procurement for WIOA Youth programs is handled under a separate process to be considered by the Youth Committee and the WDB.

Eligible to apply under the RFR would be four Adult, Dislocated Worker and Combined programs (combined awards totaled \$1,437,046 for PY 2021-22) and four NFJP programs (combined awards totaled \$623,940 for PY 2021-22). For your information, the

WIOA formula (Adult, Dislocated Worker and Youth) allocations for PY 2022-23 as well as NFJP year three funding have not yet been announced. We are hopeful that funding will remain at or near current levels. If during the year we want to issue an RFP for unanticipated funding or needs, we are also requesting your authorization to do so.

At its meeting on November 18, 2021, your Program and Business Services Committee concurred with the recommendation below.

Therefore, IT IS RECOMMENDED that your Board authorize the issuance of an RFR for Adult, Dislocated Worker, Farmworker and Combined programs for Program Year 2022-23 and, if needed, an RFP for other workforce funding or needs that may emerge over the year.

Sincerely,

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

Teresa Hitchcock
Assistant County Administrative Officer

TH:am

EMPLOYERS' TRAINING RESOURCE

December 15, 2021

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

AUTHORIZATION TO ISSUE REQUEST FOR REFUNDING FOR CURRENT WORKFORCE INNOVATION AND OPPORTUNITY ACT YOUTH PROGRAMS AND ISSUE A REQUEST FOR PROPOSALS FOR ADDITIONAL YOUTH PROGRAMS FOR PROGRAM YEAR 2022-23

Dear Board Member:

One of the functions of your Board is to authorize the annual procurement process for eligible providers of services for youth activities under the Workforce Innovation and Opportunity Act (WIOA).

At its meeting on December 1, 2021, your Youth Committee voted to recommend utilizing the more limited Request for Refunding (RFR) process to consider continued funding for current comprehensive programs as well as issue a Request for Proposals for additional Youth workforce opportunities for PY 2022-23 (July 1, 2022 – June 30, 2023).

Under current regulations (State Employment Development Department Workforce Services Directive WSD17-08), a full Request for Proposals (RFP) is required at least once every four years. Therefore, if year one is funded under an RFP process then, with your Workforce Development Board's approval, years two through four can be funded under the more limited RFR process. The RFR process is more streamlined and allows continue funding to existing programs/services that are still needed and successfully meeting their contracted goals. This will be the last year we will be able to use the RFR process for Out-of-School Youth (OSY) services, and we have one more year for In-School Youth (ISY) services.

The WIOA allocation for PY 2022-23 has not been announced. Due to the possibility of increased funding, we would like to issue an RFP for additional Youth workforce services to reach and serve more Youth in our county.

Therefore, IT IS RECOMMENDED that your Board authorize the issuance of a Request for Refunding (RFR) for Youth programs and a Request for Proposals (RFP) for other Youth workforce programs for Program Year 2022-23.

Sincerely,



Teresa Hitchcock
Assistant County Administrative Officer

TH:sw

EMPLOYERS' TRAINING RESOURCE

December 15, 2021

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

ELECTION OF WORKFORCE DEVELOPMENT BOARD OFFICERS

Dear Board Member:

The Workforce Development Board (WDB) Bylaws provide for the election of one Chairperson and one Vice-Chairperson by the members of your Board. These officers serve a one-year term, may serve consecutive terms and shall be Business representatives.

Both the Chairperson and Vice-Chairperson serve as members of the Executive Committee. The WDB Bylaws calls for Board Members to attend a minimum of three quarters (75%) of all Local Board meetings and a minimum of three quarters (75%) of all committee meetings to which they are assigned during the course of a year in order to maintain "Membership in Good Standing." During the course of a normal year, the WDB and each Standing Committee is scheduled to meet once each per quarter for a total of four annual Board and Committee meetings, respectively.

During the WDB Strategic Planning, member engagement discussion asked that roles and responsibilities be clarified as well as identifying the amount of time commitment entailed for membership, and these became Action Items 3(b) and 3(c). As the Chairperson and Vice-Chairperson serve on the Executive Committee, they are at minimum expected to attend three quarters (75%) of the regular schedule of eight meetings. Funding appeal meetings, if any, would add at least one additional meeting to that commitment.

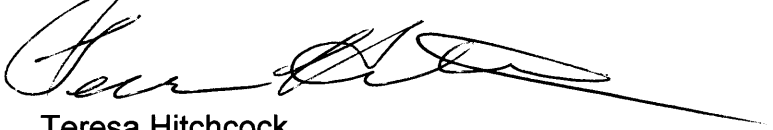
Staff is bringing this time commitment to your attention today as WDB business during calendar year 2021 has necessitated additional meetings of the Executive Committee and the Board. Three special session meetings of the Executive Committee occurred this year, and a fourth appeals meeting was cancelled as the appeal was withdrawn. The Board also held two special sessions; therefore, the time commitment for the Board officers during 2021 was extensive with a total of thirteen (13) meetings. The time commitment may also increase if officers serve on additional Standing Committees.

The election of officers will be held at today's meeting. Ms. Alissa Reed is the current Board Chairperson, and Leo Bautista is the Vice-Chairperson. Both have expressed

interest in continuing to serve as officers for 2022. Other nominations from the floor are also welcome.

Therefore, IT IS RECOMMENDED that your Board consider nominations and conduct an election for your Board Chairperson and Vice-Chairperson for 2022.

Sincerely,

A handwritten signature in black ink, appearing to read 'Teresa Hitchcock', with a long, sweeping horizontal line extending to the right.

Teresa Hitchcock
Assistant County Administrative Officer

TH:eb

EMPLOYERS' TRAINING RESOURCE

December 15, 2021

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

WORKFORCE DEVELOPMENT BOARD AND STANDING COMMITTEE COMPOSITION

Dear Board Member:

Due to the Executive Committee meeting occurring on the date your Agenda packet was published, in order to be in Brown Act compliance, this letter details what recommended action the committee was asked to take concerning composition. Staff will be announcing today orally what action the committee did take on each recommendation and what recommendations they made to your board.

Committee Membership

Labor:

As you know, when a Workforce Development Board (WDB) member resigns, their replacement is not automatically assigned to any committee(s). On December 1, 2021, the Youth Committee (YC) discussed the resignation of Mr. Jim Elrod, who was replaced by Mr. Brian Holt on the WDB, and indicated it prefers to keep a Labor member on its committee. The Executive Committee was notified about the YC desire to include a Labor member on its committee and requests that Labor provide a nominee for the YC to review at its next meeting.

Education:

As you know, Education member Mr. Michael Vogenthaler resigned from the WDB and the YC; however, due to a cancelled meeting, the YC had not been informed of the resignation until its December 1, 2021 meeting. They were notified that the WDB elected not to replace Mr. Vogenthaler on the Board. The YC discussed the resignation and felt that they retain sufficient education and training representation within the current committee membership and elected not to solicit an Education nomination.

Youth:

Student Representative Veronica Vega submitted her resignation from the YC on October 27, 2020. Although Workforce Innovation and Opportunity Act (WIOA) does not require a student or youth serve on the YC, last year the YC verified it could appoint two students with one each from high school and college. The Board Liaison Marsha Charles-Manos has not received any student applications to date. On December 1, 2021, the YC discussed the desire for student representation and noted that the COVID-19 Pandemic had seriously impeded sufficient provider/student interaction to make an informed selection of nominees. The Board Liaison will send application/nomination forms to the YC members, and they will review any applicants at their next meeting.

Business:

The WIOA requires standing committees of the Local Board to include two non-WDB members. The YC remains in compliance with this requirement; however, there are currently no non-WDB members on the Executive Committee. Non-WDB Business members must meet the same criteria as WDB Business members. That is, they must be an individual with optimum hiring authority and represent businesses that provide employment opportunities in high-quality jobs in targeted in-demand industry sectors.

Ms. Victoria Stockman is the HR Manager for Driltek, Inc. and Driltek Operating, LLC, an international company whose corporate office is located in Bakersfield. The Driltek technical team includes engineers in reservoir, operations, facilities and production. The company works in oil and gas engineering operations management and consulting and well abandonment. Her nomination was presented to the Executive Committee at its December 9, 2021 meeting for non-WDB Business membership on that committee.

At its November 9, 2021 meeting, the Program and Business Services (PBS) Committee reviewed the nomination of Ms. Arleana Waller, Founder and CEO of The Frink Firm and a diversity advocate, to serve as a non-WDB Business member on the PBS Committee. The Frink Firm provides project management, design and construction and works to diversify the workforce. In addition, her ShePower Leadership Academy empowers young women with the skills to succeed in business. PBS recommended that the Executive Committee accept the nomination of Ms. Waller to the PBS Committee and forward it to the WDB for appointment.

Workforce Development Board

Mr. Joseph Sumlin has submitted a resignation from the WDB. Mr. Sumlin has served on the board since March 2017, and we thank him for his service. The Kern, Inyo and Mono Counties Central Labor Council has nominated Mr. John Moralez to replace Mr. Sumlin. Mr. Moralez is the Secretary-Treasurer for the International Brotherhood of Teamsters Local 87 and has served in Labor leadership for the last ten years. The resignation and nomination were presented to the Executive Committee for action at its December 9, 2021 meeting.

The Board member representing the Department of Rehabilitation (DOR), Ms. Diane McClanahan will be retiring effective December 31, 2021. Ms. McClanahan has served on the Board since September 2009, and we thank her for more than 12 years of service on the Board and its various committees. Her resignation is attached. DOR is nominating her replacement Manager Ms. Priscilla Varela, and her nomination form is forthcoming. The Executive Committee did not act on this resignation and nomination which were received after their Agenda was posted for the public.

Staff will present any student applicants and a Labor nomination to the YC at its next meeting to be held on February 16, 2022. Non-WDB member appointments are final when the WDB accepts them and do not require action by the Kern County Board of Supervisors (BOS).

Therefore, pending the actions taken by the Executive Committee at its December 9, 2021 meeting as expressed at this meeting, IT IS RECOMMENDED that your Board: (1) appoint Ms. Waller to the PBS Committee as a non-WDB Business member; (2) appoint Ms. Stockman to the Executive Committee as a non-WDB Business member; and (3) accept the resignation of Labor member Mr. Sumlin, appoint Mr. Morales to fill that vacancy and recommend to the BOS to do the same. In addition, IT IS RECOMMENDED that your Board accept the resignation of DOR One-Stop Partner agency member Ms. McClanahan, appoint Ms. Varela to fill that vacancy, and recommend the BOS take the same actions.

Sincerely,



Teresa Hitchcock
Assistant County Administrative Officer

TH:eb

Attachments

Marsha Charles-Manos

From: Marsha Charles-Manos
Sent: Monday, December 6, 2021 3:33 PM
To: Elaine Basham
Subject: FW: WDB Resignation

From: McClanahan, Diane M@DOR <Diane.McClanahan@dor.ca.gov>
Sent: Monday, December 6, 2021 3:01 PM
To: hitchcockt@kerncounty.com
Cc: Marsha Charles-Manos <charlesm@kerncounty.com>; Varela, Priscilla@DOR <Priscilla.Varela@dor.ca.gov>; Anderson, Shayn@DOR <Shayn.Anderson@dor.ca.gov>
Subject: WDB Resignation

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.

Good afternoon Teresa,

It is with regret that I am writing to inform you of my decision to resign for the WDB. I will be Retiring from DOR, with my last day in the office being 12/31/21. It has been a pleasure being a member of the WDB and I am so proud of all that we accomplished over the years with monitoring and making sure the KIM AJCC reach their yearly goals.

Priscilla Varela, who is cc on this email, is the newly hired Manager who will be taking my place. Once approved by the Board of Supervisors, she will represent DOR on the WDB.

Thanks,
Diane McClanahan, MS
Staff Services Manager
Department of Rehabilitation
4925 Commerce Dr. Suite 150
Bakersfield, CA 93309
Tel. (661) 395-2534
Fax. (661) 334-3955
email: dmccclana@dor.ca.gov

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EMPLOYERS' TRAINING RESOURCE

December 15, 2021

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

REQUEST FOR APPROVAL TO ISSUE REQUEST FOR PROPOSALS FOR THIRD-PARTY HUMAN RESOURCES, EMPLOYER OF RECORD, AND PAYROLL SERVICES FOR SUBSIDIZED WORK COMPONENTS OF PROGRAMS FUNDED UNDER THE WORKFORCE INNOVATION & OPPORTUNITY ACT AND OTHER GRANTS, AND EXTEND CURRENT AGREEMENTS WITH THE FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES (FCCC) THROUGH JUNE 30, 2023

Dear Board Member:

On February 16, 2021, Employers' Training Resource (ETR) issued a Request for Proposals (RFP) seeking a provider of third-party Human Resources and Payroll Services to serve as the Employer of Record for participants enrolled in various upcoming training programs including a subsidized work component. ETR, as a Department of the County of Kern, cannot be Employer of Record for our participants and is the direct provider of services in some cases. In other cases, it is desirable to have a third-party Employer of Record to enable subcontracted training providers to accept participants their agencies would ordinarily be prevented from putting on their payroll (such as ex-offenders). Only one proposal was received and we have been utilizing the Foundation for California Community Colleges' Career Catalyst services under a Sole Source justification since that time. The Sole Source procurement will expire on June 30, 2022. We have several projects slated to begin before that date and continue into 2023, as well as an expectation of many more projects that will begin July 1, 2022 or later.

In order to ensure continuity of service to participants in programs with subsidized work components, we are requesting permission to issue an RFP to select one or more providers of third-party Human Resources, Employer of Record and Payroll Services for participants enrolled in programs with a subsidized work component, to run from July 1, 2022, through June 30, 2026, as well as to extend current contracts with FCCC for Career Catalyst services through June 30, 2023. The multi-year term would help avoid having to re-procure services where a gap could jeopardize ongoing programs. The ability to have more than one provider of these services procured and available would give us a "safety net" in case a single provider is unable to handle demand (or stops acting as a

provider of this type of services) at any point over the term. Extending our current agreements with FCCC will allow us to avoid disruptions if procurement takes longer than expected, understanding that Employer of Record cannot be established retroactively. It should be noted that what we are seeking to procure with this RFP is not a specific contract for a specific project, but a blanket procurement of one or more providers with whom we would then enter into project-specific contracts. If more than one provider is procured, specific contracts would be awarded based on availability, cost quotes and/or any special services required. Each contract would be taken to the Kern County Board of Supervisors for approval.

Therefore, IT IS RECOMMENDED that your WDB 1) approve our request to issue a Request for Proposals for third party Human Resources, Employer of Record, and Payroll Service providers for a term of July 1, 2022 through June 30, 2026 and 2) approve our request to extend current contracts with the Foundation for California Community Colleges for these services through June 30, 2023.

Sincerely,

A handwritten signature in black ink, appearing to read 'Teresa Hitchcock', with a long, sweeping horizontal line extending to the right.

Teresa Hitchcock
Assistant County Administrative Officer

TH:kb

EMPLOYERS' TRAINING RESOURCE

December 15, 2021

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

CERTIFICATION OF THE COMPREHENSIVE, AFFILIATE AND SPECIALIZED AJCCS UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT

Dear Board Member:

In accordance with the Workforce Innovation and Opportunity Act (WIOA) and Employment Development Department (EDD) Directive WSD20-8, each Local Workforce Development Board (LWDB) must conduct an independent and objective evaluation of the comprehensive, affiliate and specialized America's Job Center of California (AJCC) One-Stop Centers in their local workforce development area (LWDA) once every three years using criteria and procedures developed in alignment with Training and Employment Guidance Letter 4-15, California's Unified Strategic Workforce Development Plan, and the AJCC Certification Workgroup's vision for California's One-Stop delivery system.

For the certification, the Kern, Inyo and Mono Workforce Development Board (KIM WDB) was required to certify its three (3) comprehensive, and eleven (11) affiliate and two (2) specialized AJCC One-Stop Centers located in Bakersfield, Delano, Ridgecrest, Taft, Shafter, Lake Isabella, Lamont, Mojave, Walker, Mammoth Lakes and Bishop. The Baseline AJCC Certification is intended to ensure that every comprehensive, affiliate and specialized AJCC complies with key WIOA statutory and regulatory requirements.

The AJCC Certification Indicator Assessment which was previously called the Hallmark of Excellence in subsequent years is intended to encourage continuous improvements by identifying areas where an AJCC is quality and expectations, as well as areas where improvements are needed. The certification is an individualized process; therefore, it will not be used to compare or rank one AJCC or LWDB against another AJCC or LWDB.

The Ad-Hoc committee, consisting of Alissa Reed, Leo Bautista and John Spaulding discussed and prepared the AJCC Certification Matrix Baseline Criteria for the Comprehensive, Affiliate and Specialized AJCC One-Stop Centers. The Ad-Hoc Committee determined that all of the AJCCs in the KIM WDA met the Baseline Criteria. In addition, Ad-Hoc committee members visited, evaluated and prepared the AJCC Certification Indicator Assessment for each of the comprehensive, affiliate and

specialized AJCC One-Stop Centers. Due to the size of the documents the evaluations have been made available for you to view via the following link <https://www.dropbox.com/t/hfdlGIT3GSjtvfX8> or by coping and pasting it into any internet browser. This link will be available through December 16, 2021 after which time you can email our Board Liason Marsha Manos via charlesm@kerncounty.com if you would like a copy of the assessments.

The AJCC certification process was completed in a timely manner by the Ad Hoc committee. The AJCC Certification Matrix Baseline Criteria and the AJCC Certification Indicator Assessments for all of the comprehensive, affiliate and specialized AJCC One-Stop Centers were submitted to the Regional Advisor by the deadline on November 1, 2021.

Sincerely,

A handwritten signature in black ink, appearing to read 'Teresa Hitchcock', with a long horizontal flourish extending to the right.

Teresa Hitchcock
Assistant County Administrative Officer

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EMPLOYERS' TRAINING RESOURCE

December 15, 2021

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 involving Employers' Training Resource (ETR). Some have been awarded to ETR and others are pending decisions from the funding sources.

WIOA Additional Assistance Grant – Library Workforce Partnership Initiative PENDING

The Library Workforce Partnership Initiative is an opportunity for our Kern, Inyo, Mono Counties Workforce Development Area to partner with our local library to support and enhance employment and re-employment, especially as California fights to recover from the effects of the COVID-19 pandemic. With this funding, ETR will work with the library to build staff awareness and knowledge to promote employment, career development and skill-building for job seekers. The partners will convene bi-monthly for updates, to collaborate and to share resources. The grant is for \$20,000, and the term is November 1, 2021 to June 30, 2022.

U.S. Economic Development Administration's American Rescue Plan – Good Jobs Challenge Grant WILL BE SUBMITTED IN JANUARY 2022

ETR will partner with several other Local Workforce Development Areas in our Regional Planning Unit to apply for the Good Jobs Challenge Grant. Awards range from one million to twenty-five million dollars. The purpose of the grant is to help get Americans back to work by developing and strengthening regional workforce systems that support sectoral partnerships that lead to quality jobs. The focus of the application will be on increasing the number of registered nurses in the region.

Microbusiness COVID-19 Relief Grant Program PENDING

The California Office of the Small Business Advocate (CalOSBA) is making funds available to California county governments to administer the California Microbusiness COVID-19 Relief Grant Program. Approximately fifty million dollars in one-time grant funding will be distributed in grants of \$2,500 to eligible microbusinesses that have been

impacted by COVID-19 and its associated health and safety restrictions. The grantmaking entities will develop and implement an outreach and marketing plan to identify and engage eligible microbusinesses that face systemic barriers to access capital, including but not limited to, businesses owned by women, minorities, veterans, individuals without documentation, individuals with limited English proficiency, and business owners located in low-wealth and rural communities. Kern County is eligible to apply for \$1,152,387 to serve 369 microbusinesses. All funds must be disbursed by November 30, 2022.

We will continue to keep your Board informed as additional funding opportunities and updates are available.

Sincerely,

A handwritten signature in black ink, appearing to read "Teresa Hitchcock", with a long, sweeping horizontal stroke at the end.

Teresa Hitchcock
Assistant County Administrative Officer

TH:am

EMPLOYERS' TRAINING RESOURCE

December 15, 2021

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

NOTIFICATION OF OPPORTUNITY TO ATTEND CALIFORNIA WORKFORCE ASSOCIATION'S ANNUAL YOUTH SYMPOSIUM

Dear Board Member:

This is to notify you of the opportunity to attend the California Workforce Association's annual Youth Symposium. The symposium features workshops on a variety of topics of importance to youth providers and those who oversee the development and management youth programs.

The theme for this year's symposium is "Future Proof," and it will be held virtually from 8:00 am to 12:00 pm on February 8-10, 2022. The symposium will bring together youth workforce service providers, youth job coaches, community-based organizations, educational entities, adult schools, youth workforce allies, and youth participants to discuss, network, and ponder what it takes to remain relevant and thrive in the workforce. The cost for non-youth to attend the conference is \$299.00 per ticket. More information is available at <https://2022-cwa-youthwork-symposium.heysummit.com>.

If you would like to attend under our Board travel policy, please complete the attached application for consideration. We encourage you to take full advantage of this opportunity to increase your knowledge regarding Workforce Innovation and Opportunity Act youth issues.

Sincerely,



Teresa Hitchcock
Assistant County Administrative Officer

TH:sw

Attachment

**KERN, INYO, MONO WORKFORCE DEVELOPMENT
BOARD AND YOUTH COMMITTEE MEMBER
TRAVEL REQUEST FORM**

Date: _____

Name: _____

Address: _____

Phone: _____

Workforce Development Board Member? _____ Youth Committee Member? _____

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: _____

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: Teresa Hitchcock
1600 East Belle Terrace, Bakersfield, CA 93307
Fax: 661-336-6855

EMPLOYERS' TRAINING RESOURCE

December 15, 2021

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- Youth program (8/30/21) Fiscal report.
Kern County Superintendent of Schools – Youth program (8/9/21) Fiscal report.
Tehachapi Unified School District – Youth program (8/26/21) Fiscal report.
West Kern Adult Education Network – Youth program (5/19/21) Fiscal report.
West Kern Adult Education Network – Youth program (7/19/21) Program report.

Monitoring reports with findings:

Delano Joint Union High School District – Youth program (DJUHSD) (9/15/21)
Program report. Findings were: two participants had no case notes for four months and two participants did not complete Sexual Harassment Prevention Training within the required timeframe.

In response, DJUHSD will enter case notes documenting activities no less than monthly and Sexual Harassment Prevention Training will be completed by participants within the first two weeks of employment. These findings are closed.

Kern County Superintendent of Schools – Youth program (KCSOS) (9/13/21)
Program report. Findings were: three participants had no case notes for three months; one case note with medical/disability-related information was not secured separate from the participant file; two instances of work experience training agreements signed after the participant started work; Sexual Harassment Prevention Training was not completed within the required time frame; four Individual Service Strategies (ISS) did not show evidence of being reviewed for seven quarters; a Service Strategy Modification lacked signatures; and COVID-19 Worksite Safety Checklists were not completed prior to

placing participants at worksites and two were not completed within the first two to four weeks of work experience.

In response, KCSOS has provided staff with training on documenting participant case notes and provided all staff with access to CalJOBS; will secure medical information in a separate locked cabinet; ensure all participant documents are signed and training is attended before setting a work start date; ISS forms are now electronic and will be reviewed every quarter; and staff will follow the COVID-19 Worksite Safety Checklist procedures. These findings are closed.

Kern High School District (KHSD) (10/13/21) Program report. Findings were: five Individual Service Strategies (ISS) did not show evidence of being reviewed for nine quarters; one participant did not receive any services for ninety days and was soft exited; and fifteen quarters of follow-up were not completed for seven participants.

In response, KHSD has indicated that during the pandemic staff had limited access to participant files; however, access to paper and electronic files has now been made available to staff and Employers' Training Resource reports will be used to review for discrepancies in paperwork and documentation. This finding is closed.

Tehachapi Unified School District – Youth program (TUSD) (6/16/21) Program report. Findings were: two Individual Service Strategies (ISS) forms in the sample had not been updated for four quarters and one instance of a work experience participant that completed Sexual Harassment Prevention Training after the 30 day requirement.

In response, TUSD staff has implemented a calendar system to update ISS forms quarterly and has added the Sexual Harassment Prevention Training to the required workshops that new participants attend before work experience. These findings are closed.

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

Sincerely,



Teresa Hitchcock
Assistant County Administrative Officer

TH:lm

EMPLOYERS' TRAINING RESOURCE

December 15, 2021

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 an audit from the following agency for which there were no findings related to Workforce Innovation and Opportunity Act programs.

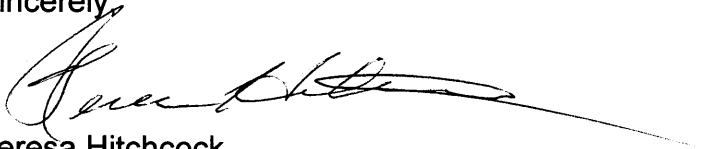
ENTITY NAME

AUDIT PERIOD (Year Ended)

Mono County

June 30, 2020

Sincerely,



Teresa Hitchcock
Assistant County Administrative Officer

TH:brd

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

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

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

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

Guests Present: Norma Dunn and Karine Kanekkiberg.

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

*Unexcused Absence

Introductions

Marsha Charles took a roll call vote of the Committee.

Public Comments

There were no public comments.

Approval of September 16, 2021, Meeting Minutes

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

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

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

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

Anne Meert reminded the Committee that the full RFP is required at least once every four years and if year one was funded under an RFP years two through four are eligible for funding under an RFR. Program Year 2022-23 will be the final year to utilize the RFR. Anne stated that this process does not include Eligible Training Provider List (ETPL) providers who are paid on a "per participant basis" nor On-the-Job Training (OJT) contracts in which employers are paid for training potential new employees. WIOA Youth programs are handled under a separate process to be considered by the Youth Committee and the WDB. Anne recommended the Committee approve the motion to

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

Standing Committee Composition

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

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

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

Transitional Jobs through Bitwise's Entrepreneurship Training

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

Director's Report

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

Marketing Presentation

Danette Williams provided the Committee with an activity report.

Committee Member Comments

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

Miscellaneous Filings

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

The meeting was adjourned at 8:57 a.m.

**KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD
YOUTH COMMITTEE
DISCUSSION AND ACTION ITEMS
DECEMBER 1, 2021**

Members Present: Clare Pagnini, David Villarino, Dale Countryman, Jayme Stuart, Karine Kanikkeberg, Norma Rojas-Mora, Teresa Hitchcock, and Todd Yepz.

Members Absent: Diane McClanahan, Greg Terry, and Ian Journey*

Staff Present: Elaine Basham, Marsha Manos, Aaron Ellis, Sandra Gutierrez, Kathie Melendez, Martha Casas, Jeremy Shumaker, and Sarah Woodman.

Guests Present: Norma Dunn, Cheryl Andreas, Joe Cantu, and Joel Kammeraul.

The meeting was called to order at 3:03 p.m. by Norma Rojas-Mora virtually via Microsoft TEAMS.

*Unexcused Absence

INTRODUCTIONS

Marsha Manos read the names of all members and they responded when their name was called. Staff and guests introduced themselves.

PUBLIC COMMENTS

Jayme Stuart reported on an upcoming pilot program through the Dream Center. The program will provide daily electronic scooter and bike rides and a monthly bus pass for youth to maintain employment or schooling. David Villarino announced that FIELD received a grant for \$1.3 million to help fight fires in the Tehachapi mountain area.

APPROVAL OF THE MAY 19, 2021 MEETING MINUTES

David Villarino made a motion to approve the May 19, 2021, meeting minutes. Dale Countryman seconded the motion. All ayes. Motion carried.

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

Jeremy Shumaker gave an overview of the 2022 calendar of meetings for the committee and requested a motion to approve. David Villarino made a motion to approve the calendar. Clare Pagnini seconded the motion. All ayes. The motion carried.

**RECOMMENDATION TO ISSUE REQUEST FOR REFUNDING FOR
WORKFORCE INNOVATION AND OPPORTUNITY ACT YOUTH PROGRAMS
FOR PROGRAM YEAR 2022-23**

Sarah Woodman informed the Committee a full Request for Proposals (RFP) is required at least once every four years and if year one is funded under an RFP process then, with the WDB 's approval, years two through four can be funded under the more limited Request for Refunding (RFR) process. RFPs were last issued for In-School Youth services for PY 2020-21 and comprehensive Out-of-School Youth services for PY 2019-20. Staff is recommending that we utilize the more limited RFR process for PY 2022-23. Staff is suggesting that we do this due to the continuation of COVID. Sarah said that staff is also in the process of developing a Request for Information (RFI) to determine what services are potentially available in the marketplace to meet needed WIOA youth requirements. Sarah said that there are currently, six agencies with nine programs. The ISY receives \$833,863 and OSY receives \$2,866,390 for the comprehensive programs. It is the staff's recommendation to authorize the issuance of a Request for Refunding (RFR) for Youth programs for Program Year 2022-23 and, if needed, a Request for Proposals (RFP) for other workforce opportunities that may emerge over the year. David Villarino requested opposed the motion and requested that a full RFP be done to give agencies that are not currently funded the opportunity to submit a proposal. Teresa Hitchcock made the recommendation to issue the RFR for those that are currently funded and to do a Request for Proposals for additional youth programs throughout the County. David agreed to the addition of the new language. Teresa suggested that another member make the motion to approve to avoid any potential conflict. Teresa Hitchcock made the motion to approve. Dale Countryman seconded the motion. Karine Kanikkeberg, Norma Rojas-Mora and David Villarino abstained from the vote. The remainder of the members voted to pass the motion. The motion was approved.

STANDING COMMITTEE COMPOSITION

Elaine Basham reminded the Committee of Jim Elrod's resignation and noted that Brian Holt has replaced him on the Workforce Development Board and the PBS Committee. Elaine told the Committee that Michael Vogenthaler relocated to San Luis Obispo and submitted a resignation from the WDB and the YC. There was discussion as to David Villarino potentially changing categories. Elaine proceeded with informing members that there have not been any nominations for a Student Representative to this committee as of yet. Teresa Hitchcock suggested that the members explore adding a Labor member to the committee. Elaine modified the motion to recommend to continue to have a Labor member representative on this committee and staff will reach out to nominating labor agencies to bring a nomination back to this committee for consideration. Todd Yepez disagreed and said that he would prefer to have the Education member, Labor member, and Student Representative be voted on in separate actions. Members of the committee agreed with this suggestion. Todd Yepez made a motion to not add an Education member to the committee. Teresa Hitchcock seconded the motion. All ayes. The motion carried. David Villarino made a motion to add a Labor Representative to the Committee. Karine Kanikkeberg seconded the motion. Todd Yepez voted no on this item all other members voted yes. The motion carried. David Villarino made a motion to add a Student Representative be placed on the committee. Teresa Hitchcock seconded the motion. All ayes. The motion carried.

NOTIFICATION OF OPPORTUNITY TO ATTEND CALIFORNIA WORKFORCE ASSOCIATION'S ANNUAL YOUTH SYMPOSIUM

Sarah Woodman informed the committee the California Workforce Association's annual Youth Symposium will be held virtually on February 8-10, 2022. The theme for this year's symposium is "Future Proof". The cost for non-youth to attend the conference is \$299.00 per ticket.

YOUTH AGENCY QUARTERLY PROJECTION UPDATE

Sarah Woodman said that through September 20, 2021 agencies have submitted actual and accrued expenditures equal to 9.5% of the total allocated to youth sub-recipients. A straight-line projection through June would predict expenditures of 38% of the total allocation to sub-recipients. Agencies have started to rebound and enrollment has started to increase. If the current enrollment trend continues, we anticipate expenditures closer to 70% of the total allocation.

EPIC CENTER UPDATE

Kathie Melendez and Esther Solis gave a brief presentation of the activity at the EPIC center.

COMMITTEE MEMBERS COMMENTS

There were no further comments from the Committee.

MISCELLANEOUS FILINGS

The Committee was provided with the Status of Youth Subgrantee Monitoring Report, the Youth Committee Attendance Report, and the Kern, Inyo and Mono Workforce Development Board and Committees' Meeting Schedule for Calendar Year 2021.

As there was no further business, the meeting adjourned at 4:01 p.m.

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

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

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

Kern, Inyo & Mono Workforce Development Board Attendance 2021							
P = Present	U=unexcused	X=Cancelled					
A = Excused	Absence						
Member		3/17/21	6/9/21	10/6/21	11/3/20 21 Special	12/2/202 1 Special Session	12/15/21
First	Last	WDB	WDB	WDB	WDB	WDB	WDB
Laura	Barnes	P	P	P	P	P	
Leo	Bautista	P	P	P	P	P	
Kelly	Bearden	P	A	P	P	P	
Richard	Chapman	P	P	P	P	P	
Jim	Elrod	P	RESIGNED	RESIGNED			
Stacy	Ferreira	P	P	P	P	P	
Michael	Frey	P	P	P	P	P	
Steven	Gomez	P	P	P	P	P	
Chris	Gonzales	A	P	P	P	U	
Greg	Gutierrez	P	P	P	P	P	
Nick	Hill III	A	P	P	P	U	
Teresa	Hitchcock	P	P	P	P	P	
Brian	Holt			P	P	P	
Ian	Journey	A	P	A	A	U	
Karen	King	P	P	P	A	U	
Greg	Knittel	P	P	P	A	U	
Anita	Martin	A	P	P	P	U	
Randy	Martin	P	P	P	P	U	
Diane	McClanahan	P	A	A	P	A	
Dean	McGee	P	P	A	A	P	
John	Means	A	P	P	A	P	
Brenda	Mendivel	A	P	P	P	P	
Clare	Pagnini	P	P	P	P	P	
Alissa	Reed, Chair	P	P	P	P	U	
Norma	Rojas-Mora	P	A	P	P	P	
Rick	Schoengerdt	P	P	P	A	U	
John	Spaulding	P	P	P	A	P	
Joseph	Sumlin	U	U	A	U	U	
Jay	Tamsi	U	P	A	P	P	
Shelly	Tarver	U	U	A	P	U	
Jeremy	Tobias	P	U	P	P	P	
Michael	Vogenthaler	A	A	RESIGNED	RESIGNED	RESIGNED	
Todd	Yepez	P	P	P	A	A	