



AGENDA

YOUTH COMMITTEE

NOVEMBER 30, 2022
3:00 P.M.

**AGENDA
KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD
YOUTH COMMITTEE
NOVEMBER 30, 2022**

Location: Microsoft Teams
Time: 3:00 pm.
Dial In: (831) 296-3421
Access Code: 321 313 875#

Committee Members:

Norma Rojas-Mora, Chair
Dale Countryman
Rosa Chipres
Teresa Hitchcock

Brian Holt
Ian Journey
Karine Kanikkeberg
Clare Pagnini
Leticia Perez

Jayme Stuart
Greg Terry
David Villarino
Todd Yopez

Page No.

- 1-4 **I. Introductions**
- II. Resolution Authorizing The Youth Committee To Conduct Remote
Teleconference Meetings – Action Item**
- III. Public Comments**
 This portion of the meeting is reserved for persons to address the Committee on any matter not on this agenda but under the jurisdiction of the Committee. Committee members may respond briefly to statements made or questions posed. They may ask a question for clarification, make a referral to staff for factual information or request staff to report back to the Committee at a later meeting. Also, the Committee may take action to direct the staff to place a matter of business on a future agenda. **SPEAKERS ARE LIMITED TO THREE MINUTES.**
- IV. New Business**
- 5-7 A. Approval of the September 21, 2022, Meeting Minutes – **Action Item**
- 8 B. Proposed Kern, Inyo and Mono Workforce Development Board and
 Committees' Meeting Schedule for Calendar Year 2023 – **Action Item**
- 9 C. Recommendation To Issue Request For Proposals For Workforce Innovation
 and Opportunity Act Youth Programs For Program Year 2022-23 – **Action
Item**
- 10 D. Youth Agency Quarterly Projection Update
 E. EPIC Center Update
- V. Committee Member Comments**
- VI. Miscellaneous Filings**
- 11 A. Status of Youth Subgrantee Monitoring Reports
- 12 B. Youth Committee Attendance Report
- 13 C. Kern, Inyo and Mono Workforce Development Board and Committees'
 Meeting Schedule for Calendar Year 2022

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EMPLOYERS' TRAINING RESOURCE

November 30, 2022

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

RESOLUTION AUTHORIZING THE WORKFORCE DEVELOPMENT BOARD'S YOUTH COMMITTEE TO CONDUCT REMOTE TELECONFERENCE MEETINGS

Dear Committee Member:

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

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

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

Therefore, IT IS RECOMMENDED that your Committee adopt the attached 30-day resolution from November 30, 2022 through December 29, 2022.

Sincerely,



Teresa Hitchcock
Assistant County Administrative Officer

TH:eb

Attachment

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WHEREAS, all meetings of the Kern, Inyo and Mono Workforce Development Board, inclusive of the Standing Committees (i.e., Youth, Program and Business Services, and Executive), are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code §§ 54950 – 54963), so that any member of the public may attend, participate, and view the legislative body conducting its business; and

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

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

1

1 not rescind the proclaimed state of emergency; and

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

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

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

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

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

22 **NOW, THEREFORE, BE IT RESOLVED, FOUND AND ORDERED** by the Kern, Inyo and
23 Mono Workforce Development Board's Youth Committee, State of California, in session assembled on
24 November 30, 2022, does hereby resolve as follows:

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

27 Section 2. State or Local Officials Have Imposed or Recommended Measures to Promote Social
28 Distancing. The Kern, Inyo and Mono Workforce Development Board's Youth Committee hereby

1 proclaims that state officials have imposed or recommended measures to promote social (physical)
2 distancing based on the California Department of Industrial Relations' issuance of regulations related to
3 COVID-19 Prevention through Title 8 of the California Code of Regulations, Section 3205(5)(D).

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

8 Section 4. Effective Date. This Resolution shall take effect immediately upon its adoption and
9 shall be effective until the earlier of (i) December 29, 2022, or (ii) such time Kern, Inyo and Mono
10 Workforce Development Board's Youth Committee adopts a subsequent resolution in accordance with
11 Government Code section 54953(e)(3) to extend the time during which it may continue to teleconference
12 without compliance with Section 54953(b)(3).

13 ADOPTED this thirtieth day of November 2022, by the Kern, Inyo and Mono Workforce
14 Development Board's Youth Committee by the following vote:

15
16 YES:

17 NO:

18 ABSENT:

19 ABSTAIN:

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24 PL#25T1616-ASG
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SECRETARY

**KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD
YOUTH COMMITTEE
DISCUSSION AND ACTION ITEMS
SEPTEMBER 21, 2022**

Members Present: Norma Rojas-Mora, Clare Pagnini, Dale Countryman, David Villarino, Greg Terry, Ian Journey, Karine Kanikkeberg, Teresa Hitchcock, and Todd Yepez.

Members Absent: Brian Holt, Jayme Stuart, Priscilla Varela, and Rosa Chipres.

Staff Present: Aaron Ellis, Elaine Basham, Michelle Pando, Jeremy Shumaker, Kathie Melendez, Marsha Manos, and Sarah Woodman.

Guests Present: Joe Cantu, Magda Menendez and GK.

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

*Unexcused Absence

INTRODUCTIONS

Staff and guests introduced themselves.

PUBLIC COMMENTS

Teresa Hitchcock recommended the funding recommendations on Item D be moved to Item B on the agenda to allow for a quorum in the event of members needing to leave the meeting early. Norma Rojas-Mora concurred with the recommendation. David Villarino announced that FIELD received a budget allocation from the State of California. The allocated funding would be for the procurement of a training facility and for expanding several of their programs.

**RESOLUTION AUTHORIZING THE YOUTH COMMITTEE TO CONDUCT
REMOTE TELECONFERENCE MEETINGS**

David Villarino made a motion to accept the staff's recommendation. Teresa seconded the motion. Marsha Manos polled the members for their votes. All ayes. The motion carried.

**FUNDING RECOMMENDATIONS FOR YOUTH WORK EXPERIENCE
PROGRAMS FUNDED UNDER THE WORKFORCE INNOVATION AND
OPPORTUNITY ACT FOR PROGRAM YEAR 2022-23**

Michelle Pando informed the Committee in April of this year, Employers' Training Resource published a Request for Proposals for a Work Experience Program for Out-of-School Youth at our EPIC Center. The amount of funding available was \$750,000 with EPIC providing the youth participants for the program. Michelle said that three agencies responded to the RFP, Farmworker Institute of Education and Leadership Development, Kern High School District, and the Mexican American

Opportunity Foundation. The Committee decided to have each agency submit a revised budget of \$375,000 for their respective work experience program. Michelle said that ETR received notification of Program Year 2022-23 funding allocations were almost \$500,000 higher than the previous year. It was decided that all of the proposals submitted would be funded at \$375,000. Michelle said that FIELD will serve 32 participants; KHSD will serve 25 participants, and MAOF will serve 20 participants. The total number of Out-of-School Youth to be served with these WEX programs is 77 for a total of \$1,125,000. Teresa Hitchcock made a motion to accept the staff's recommendation to recommend that the Workforce Development Board authorize WIOA funding for Program Year 2022-23 in the amount of \$375,000 to each of the following agencies: Farmworkers Institute of Education and Leadership Development, Kern High School District, and the Mexican American Opportunity Foundation. Clare Pagnini seconded the motion. David Villarino and Karine Kanikkeberg abstained from the vote. Marsha Manos polled the members for their votes. All ayes. The motion carried.

APPROVAL OF THE MAY 18, 2022, MEETING MINUTES

Jeremy Shumaker asked for approval of the meeting minutes as presented. Karine Kanikkeberg made a motion to approve the May 18, 2022, meeting minutes. Todd Yepez seconded the motion. Marsha Manos polled the members for their votes. All ayes. The motion carried.

WORKFORCE DEVELOPMENT BOARD AND STANDING COMMITTEE COMPOSITION

Elaine Basham informed the Committee that this item needed to be amended as informational only and was not an action item. Elaine welcomed new Student Representative member Rosa Chipres, who is a student at Taft College although she was not present in the meeting. Elaine also welcomed new members Ms. Priscilla Varela and Mr. Ian Journey to the committee. Elaine also mentioned with the addition of the Student Representative, the YC continues to maintain more than the minimum of two non-WDB committee members, now totaling seven.

YOUTH AGENCY YEAR-END REPORT

Michelle Pando informed the committee that through June 30, 2022, youth providers submitted actual and accrued expenditures equal to 43.8% of the total allocated to all youth subrecipients which was an increase from the previous year. Michelle said while the State did not provide a waiver to the Local Workforce Development Areas' requirement to obligate at least 80% of our Workforce Innovation and Opportunity Act formula funds, Employers' Training Resource (ETR) was able to obligate \$4,957,952 in youth funds to the Foundation for California Community Colleges and with the State's notification of Program Year 2022-23 formula funds of \$6,049,887, the youth budget will be \$11,007,839 for the new program year.

EPIC CENTER UPDATE

Kathie Melendez provided the Committee with an update on the activities at the EPIC center. Katie mentioned that the center has a hold on orientations at this time and that they have enrolled 58 participants. There are 125 youth participants

on a waiting list for orientation. Kathie said that two new staff members have been hired and they will begin at the EPIC center within a couple of weeks.

COMMITTEE MEMBERS COMMENTS

Teresa Hitchcock commended Kern Community College District for convening all of the education partners and the Board staff members to start planning on how they could collaborate better. Ian Journey mentioned that he would be hosting a lunchtime cooking class for the youth. David Villarino asked for Ian's contact information so they could connect and potentially work together. Teresa Hitchcock suggested that Ian consider utilizing an OJT and Work Experience to assist with the cost of new employees.

MISCELLANEOUS FILINGS

The Committee was provided with the following:

- Status of Youth Subgrantee Monitoring Report
- Youth Committee Attendance Report
- Kern, Inyo and Mono Workforce Development Board and Committees' Meeting Schedule for Calendar Year 2022.

As there was no further business, the meeting adjourned at 3:31 p.m.

**PROPOSED KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD AND
COMMITTEES' MEETING SCHEDULE
THE 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 a.m.
Thursday, May 11, 2023, 8 a.m.
Thursday, August 31, 2023, 8 a.m.
Thursday, November 16, 2023, 8 a.m.

Youth Committee

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

Wednesday, March 01, 2023, 3 p.m.
Wednesday, May 17, 2023, 3 p.m.
Wednesday, September 13, 2023, 3 p.m.
Wednesday, November 29, 2023, 3 p.m.

Executive Committee

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

Thursday, March 2, 2023, 4 p.m.
Thursday, May 25, 2023, 4 p.m.
Thursday, September 21, 2023, 4 p.m.
Thursday, December 7, 2023, 4 p.m.

Workforce Development Board

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

Wednesday, March 8, 2023, 7 a.m.
Wednesday, May 31, 2023, 7 a.m.
Wednesday, October 4, 2023, 7 a.m.
Wednesday, December 13, 2023, 7 a.m.

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

EMPLOYERS' TRAINING RESOURCE

November 30, 2022

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

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

Dear Committee Member:

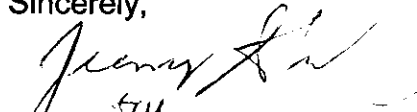
One of the primary functions of the Youth Committee is to identify and recommend funding for eligible providers of services and training programs for youth activities under the Workforce Innovation and Opportunity Act (WIOA). It is time to begin this process for Program Year (PY) 2023-24.

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 Request for Refunding (RFR) process.

RFPs were last issued for In-School Youth (ISY) services for PY 2020-21 and for comprehensive Out-of-School Youth (OSY) services for PY 2019-20. While the comprehensive OSY services can be processed under an RFR, staff is recommending that we utilize a full Request for Proposal process for PY 2023-24 (July 1, 2023 – June 30, 2024) for both the ISY and OSY programs to bring all youth programs under the same RFP schedule. Staff would also like to invite members of the Youth Committee to be evaluators for this RFP. A minimum of 3 evaluators is needed for the RFP process and if interested, please email Michelle Pando at pandom@kerncounty.com.

Therefore, IT IS RECOMMENDED that your Committee recommend that the Workforce Development Board authorize the issuance of a Request for Proposals (RFP) for Youth programs for Program Year 2023-24.

Sincerely,



Teresa Hitchcock
Assistant County Administrative Officer

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EMPLOYERS' TRAINING RESOURCE

November 30, 2022

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

YOUTH AGENCY QUARTERLY PROJECTION UPDATE

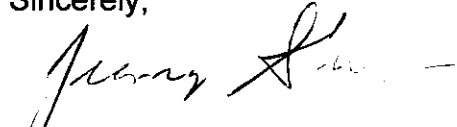
Dear Committee Member:

Through September 30, 2022 (25% of the fiscal year), youth agencies have submitted actual and accrued expenditures equal to 9.4% 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.

Our youth agencies' ability to recruit, enroll, and provide services has been hindered by the "Great Resignation", having lost some of their more experienced staff. Some of the agencies have had to fill or back-fill positions assigned to work the WIOA youth programs. However, staff is confident that the agencies will rebound and expenditures will increase. If the current enrollment trend continues, we anticipate expenditures closer to 75% of the total allocation.

We are continuing to work closely with our youth providers to assist them with the implementation of their respective programs as well as providing technical assistance to ensure expenditures and enrollments increase.

Sincerely,



Teresa Hitchcock
Assistant County Administrative Officer

TH:mp

EMPLOYERS' TRAINING RESOURCE

November 30, 2022

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

STATUS OF YOUTH SUBGRANTEE MONITORING REPORTS

Dear Committee Member:

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

Monitoring reports with no findings:

Kern Community College District (11/8/22) Fiscal Report.

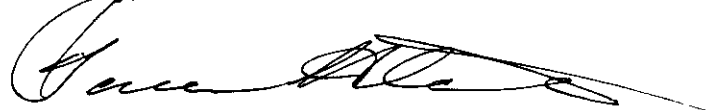
Monitoring reports with findings:

West Kern Adult Education Network (WKAEN) (11/9/22) Program Report. Findings were: work experience documents could not be located; work sites were not appropriately monitored; work experience documents lacked required dates and/or signatures; quarterly evaluations were not completed; follow-up reporting was not completed; case notes containing medical/disability-related information was not appropriately secured; and agency did not follow appropriate procedures for protecting personally identifiable information.

In response, WKAEN has updated and revised their procedures and systems to retain all necessary work experience documents, appropriately monitor work sites, ensure documents are signed and dated appropriately, complete quarterly evaluations, complete follow-up reporting, secure case notes containing medical/disability-related information, and protect personally identifiable information. The findings are closed.

Copies of these reports are on file and available for review by Committee members.

Sincerely,



Teresa Hitchcock
Assistant County Administrative Officer
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Kern, Inyo & Mono Workforce Development Board Youth Committee Attendance 2022					
P = Present	U=unexcused	X=Cancelled			
A = Excused Absence		2/16/22	5/18/22	9/21/22	11/30/22
Member					
First	Last	YC	YC	YC	YC
Dale	Countryman*	A	P	P	
Rosa	Chipres			A	
Teresa	Hitchcock	P	P	P	
Brian	Holt	Appt 3/30/22	P	A	
Ian	Journey	RESIGNED			
Ian	Journey		Reinstated	P	
Karine	Kanikkeberg*	P	P	P	
Clare	Pagnini	P	P	P	
Leticia	Perez	A	A	A	
Norma	Rojas-Mora	P	P	P	
Jayme	Stuart*	P	A	A	
Greg	Terry*	P	P	P	
Priscilla	Varela			A	
David	Villarino*	P	U	P	
Todd	Yepez	A	P	P	
*Non-WDB					

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

Program and Business Services Committee

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

Thursday, February 3, 2022, 8 a.m.

Thursday, May 12, 2022, 8 a.m.

~~Thursday, September 8, 2022, 8 a.m.~~ **Rescheduled**

Thursday, September 15, 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.~~ **Rescheduled**

Wednesday, September 21, 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, June 28, 2022 3 p.m. Special Session

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.

Tuesday, June 28, 2022, 4 p.m. Special Session

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.*