



AGENDA

YOUTH COMMITTEE

SEPTEMBER 21, 2022

3:00 P.M.

**AGENDA
KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD
YOUTH COMMITTEE
SEPTEMBER 21, 2022**

Location: Microsoft Teams
Time: 3:00 pm.
Dian In: (831) 296-3421
Access Code: 219 366 282#

Committee Members:

Norma Rojas-Mora, Chair	Brian Holt	Jayne Stuart
Dale Countryman	Ian Journey	Greg Terry
Rosa Chipres	Karine Kanikkeberg	Priscilla Varela
Teresa Hitchcock	Clare Pagnini	David Villarino
	Leticia Perez	Todd Yopez

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- I. **Introductions**
- II. **Public Comments**
This portion of the meeting is reserved for persons to address the Committee on any matter not on this agenda but under the jurisdiction of the Committee. Committee members may respond briefly to statements made or questions posed. They may ask a question for clarification, make a referral to staff for factual information, or request staff to report back to the Committee at a later meeting. Also, the Committee may take action to direct the staff to place a matter of business on a future agenda. **SPEAKERS ARE LIMITED TO THREE MINUTES.**
- III. **New Business**
 - 1-4 A. Resolution Authorizing The Youth Committee To Conduct Remote Teleconference Meetings – **Action Item**
 - 5-7 B. Approval of the May 18, 2022, Meeting Minutes – **Action Item**
 - 8-9 C. Workforce Development Board and Standing Committee Composition – **Action Item**
 - 10-11 D. Funding Recommendations for Youth Work Experience Programs Funded Under The Workforce Innovation and Opportunity Act For Program Year 2022-23 – **Action Item**
 - 12 E. Youth Agency Year End Report
 - F. EPIC Center Update
- IV. **Committee Member Comments**
- V. **Miscellaneous Filings**
 - 13 A. Status of Youth Subgrantee Monitoring Reports
 - 14-15 B. Youth Committee Attendance Report
 - 16 C. Kern, Inyo and Mono Workforce Development Board and Committees' Meeting Schedule for Calendar Year 2022

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EMPLOYERS' TRAINING RESOURCE

September 21, 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 their business. As you know the Governor of California declared a state of emergency on March 4, 2020, due to the COVID-19 pandemic. Subsequently, local legislative bodies or state bodies were authorized to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public.

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

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

Therefore, IT IS RECOMMENDED that your Committee adopt the attached 30-day resolution from September 21, 2022 through October 20, 2022.

Sincerely,



Teresa Hitchcock
Assistant County Administrative Officer

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Attachment

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 find 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 September 21, 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) October 20, 2022, or, (ii) such time Kern, Inyo and Mono Workforce
10 Development Board's Youth Committee adopts a subsequent resolution in accordance with Government
11 Code section 54953(e)(3) to extend the time during which it may continue to teleconference without
12 compliance with Section 54953(b)(3).

13 ADOPTED this twenty-first day of September 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:
20
21
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23 _____
SECRETARY

24 PL#25T1616-ASG
25
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**KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD
YOUTH COMMITTEE
DISCUSSION AND ACTION ITEMS
MAY 18, 2022**

Members Present: Clare Pagnini, Dal Countryman, Brian Holt, Karine Kanikkeberg, Norma Rojas-Mora, Teresa Hitchcock, Todd Yepez, and Greg Terry.

Members Absent: Jayme Stuart, and David Villarino,

Staff Present: Sandra Gutierrez, Aaron Ellis, Sandra Gutierrez, Elaine Basham, Michelle Pando, Jeremy Shumaker, Ana Venegas, and Sarah Woodman.

Guests Present: Joe Cantu.

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

*Unexcused Absence

INTRODUCTIONS

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

PUBLIC COMMENTS

There were no public comments.

RESOLUTION AUTHORIZING THE YOUTH COMMITTEE TO CONDUCT REMOTE TELECONFERENCE MEETINGS

Elaine Basham reminded the committee the item before them was to continue to meet remotely at least through the end of this quarter and asked the members to approve the motion to continue with the meeting. Karine Kanikkeberg made a motion to accept the staff's recommendation. Teresa seconded the motion. Ana Venegas polled the members for their votes. All ayes. The motion carried.

APPROVAL OF THE FEBRUARY 16, 2022, MEETING MINUTES

Teresa Hitchcock made a motion to approve the February 16, 2022, meeting minutes. Greg Terry seconded the motion. Ana Venegas polled the members for their votes. All ayes. The motion carried.

PRELIMINARY ALLOCATION AND REFUNDING RECOMMENDATIONS FOR YOUTH PROGRAMS FUNDED UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT FOR PROGRAM YEAR 2022-23

Michelle Pando informed the Committee that on December 16, 2021, the Workforce Development Board (WDB), approved a Request for Refunding (RFR) process for In- and Out-of-School Youth (ISY and OSY) comprehensive programs under the Workforce Innovation and Opportunity Act (WIOA) for Program Year

(PY) 2022-23. Staff had not been informed of the funding allocation to date but anticipated it to be the same amount as the previous year. Michelle said that the Funding opportunities were divided into two categories under the PY 2022-23 RFR, Comprehensive ISY programs to serve youth in Community, Continuation, or Court School (RFR open to the currently contracted providers only); and Comprehensive OSY programs that provide a full array of services directly or via referral (RFR open to the currently contracted providers only). Michelle said the applicants were asked basic questions about their history of success serving the population, any current challenges, proposed program changes, and budget/cost justification and that these were all the same classification the review committee considered when reviewing the proposals. The evaluation committee recommended the following:

- Delano, In-School Program - \$68,059 for 7 participants;
- Kern County Superintendent of Schools, In-School Program - \$270,031 for 65 participants
- Kern High School District, In-School Program - \$441,789 for 100 participants
- Tehachapi, In-School Program - \$75,000 for 7 participants
- Kern Community College District, Out-of-School Program - \$500,000 for 65 participants
- Kern High School District, Out-of-School Program - \$1,426,720 for 160 participants
- Tehachapi, Out-of-School Program - \$230,620 for 17 participants
- West Kern Adult Education, Out-of-School Program - \$769,719 for 100 participants

The total recommended funding for youth programs is \$3,781,938. Dale Countryman made a motion to accept the staff's recommendation. Clare Pagnini seconded the motion. Todd Yepez asked if there was a description of the programs and Michelle advised that it was in the packet two pages over. There was further discussion of the costs of the programs. Greg Terry asked how often the recipients report on the progress of the programs. Michelle said they submit monthly reports to the analysts and Sarah Woodman said that WIOA requires the sites to be monitored twice once fiscally and once programmatically.

There was a further discussion between Teresa and Todd about the performance metrics and how the funding is spent. Norma Rojas-Mora, Karine Kanikkeberg, and Todd Yepez abstained from the vote. Teresa, Brian, and Greg voted yes. The motion carried.

WORKFORCE DEVELOPMENT BOARD AND STANDING COMMITTEE COMPOSITION

Elaine Basham informed the Committee that staff had recently contacted WDB and committee members whose terms are expiring on June 30, 2022, to determine if they are interested in continuing to serve for another term. All members had reached out and stated their interest to continue to serve. Elaine said that the Kern

County Board of Supervisors accepted Diane McClanahan's resignation and appointed Priscilla Varela as the Department of Rehabilitation One-Stop Partner agency member to the WDB. Also at that meeting, the WDB Chair appointed Mr. Holt to the Youth Committee. Elaine said that Business member Ian Journey submitted his resignation from the WDB and the YC. However, he has since been employed with another agency and has submitted an application to rejoin the board. Elaine also said that the Clerk of the Board did forward an unsolicited BOS applicant form for the WDB from Ms. Rosa Chipres, who is a student at Taft College. Staff reached out to Ms. Chipres to let her know that the WDB did not have a vacancy that she qualified for and asked if she was interested instead in serving as a student representative on the YC. She subsequently submitted the *Statement of Interest and Nomination Form*. Staff did reach out to ensure that she understood the non-WDB membership on the YC is a three-year commitment. Todd Yepez made a motion to accept the staff's recommendation to accept Ian Journey back on the Board and Committee and also accept the recommendation to appoint Rosa Chipres. Teresa Hitchcock echoed Todd's recommendation to welcome Ian back to the Board and Committee and also mentioned that it would be beneficial to add someone from DOR as well. Elaine clarified that the motion before the committee was to recommend that Rosa Chipres be added to the committee. Clare Pagnini seconded the motion. Ana Venegas polled the members for their votes. All ayes. The motion carried.

YOUTH AGENCY QUARTERLY PROJECTION UPDATE

Michelle Pando informed the committee that through March 31, 2022 (75% of the fiscal year), youth providers have submitted actual and accrued expenditures equal to 31% of the total allocated to youth sub-recipients. A straight-line projection through June would predict expenditures of 40% of the total allocation to sub-recipients. Teresa mentioned that enrollments have significantly increased and that she expected to see an increase in expenditures. Staff is continuing to work with our youth providers to closely monitor expenditures.

EPIC CENTER UPDATE

Sandra Gutierrez said that orientations have increased in the last couple of weeks. Sandra said that staff has been at the ROC and CTEC campuses making contact with students. Sandra said that Arel Moody along with others will be presenting to the young adults on June 29, 2022. Sandra said that the financial literacy program has started.

COMMITTEE MEMBERS COMMENTS

There were no additional comments.

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 2022.

As there was no further business, the meeting adjourned at 4:03 p.m.

EMPLOYERS' TRAINING RESOURCE

September 21, 2022

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

WORKFORCE DEVELOPMENT BOARD AND STANDING COMMITTEES COMPOSITION

Dear Committee Member:

Today the Youth Committee (YC) welcomes a new Student Representative member Ms. Rosa Chipres, who is a student at Taft College. The Workforce Development Board (WDB) approved her appointment at its meeting on June 8, 2022. Her Term of Service is from July 1, 2022, through June 30, 2025.

On July 19, 2022, the Kern County Board of Supervisors (BOS) gave retroactive approval from July 1, 2022, reappointing WDB and Committee members whose terms expired on June 30, 2022, who had indicated they wished to continue to serve another three-year term, ending June 30, 2025.

As you know, when a WDB member resigns, their replacement is not automatically assigned to any committee(s). The former board member from the Department of Rehabilitation, Ms. McClanahan, served on the YC. At the YC meeting on May 18, 2022, committee members made the recommendation to have the WDB Chair contact her replacement Ms. Priscilla Varela to see if she is willing to serve on this committee. On August 25, 2022, Ms. Varela indicated that she would be interested in serving. Therefore, per the WDB vote on June 8, 2022, she is hereby appointed by the WDB Chair to the YC, and we welcome her to the committee.

WDB Business member Ms. Stacy Ferreira chose not to be considered for reappointment. At its June 8, 2022 meeting, the WDB chose to fill that vacancy with former member Mr. Ian Journey, now employed by Cantelmi Engineering. The BOS approved those changes in July as well. Pending that appointment, the YC members requested that Mr. Journey be contacted to see if he wanted to resume serving as a YC member. On August 25, 2022, Mr. Journey indicated that he would be interested. Therefore, he is reappointed by the WDB Chair to the YC, and we welcome him back to the committee.

TERESA HITCHCOCK, ASSISTANT COUNTY ADMINISTRATIVE OFFICER
1600 E. BELLE TERRACE, BAKERSFIELD, CA 93307 OFFICE: 661.336.6893 FAX: 661.336.6858 INTERNET: www.etronline.com
A proud partner of America's Job Center of California

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. There are also three Business members, two One-Stop Partners, and one member each representing Labor and Education. The total committee size is now 14.

Sincerely,

A handwritten signature in blue 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

September 21, 2022

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

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

Dear Committee Member:

In April of this year, Employers' Training Resource (ETR) published a Request for Proposals (RFP) for a Work Experience Program (WEX) for Out-of-School Youth (OSY) at our EPIC Center. The amount of funding available was \$750,000 with EPIC providing the youth participants for the program. The selected vendor need only to develop the work sites, be the employer of record, and handle all payroll responsibilities. In addition, there was a provision stating that the vendor could do "reverse referrals". A reverse referral is a proposed participant from the provider, who meets the initial eligibility requirements of the Workforce Innovation and Opportunity Act (WIOA) that is referred to EPIC for enrollment. If the proposed participant does meet the WIOA eligibility requirements for an OSY and is enrolled by EPIC, that participant will then be referred back to the provider for work experience.

Three agencies responded to the RFP, all having experience administering WEX programs: Farmworker Institute of Education and Leadership Development (FIELD), Kern High School District (KHSD), and the Mexican American Opportunity Foundation (MAOF). The evaluation committee, comprised of three individuals, had difficulty selecting an agency for funding and after much discussion, the Committee decided to have each agency submit a revised budget of \$375,000 for their respective work experience program. The Evaluation Committee would then appraise the revised budgets and budget narratives to select two agencies for funding at \$375,000 each.

However, ETR received notification of Program Year 2022-23 funding allocations and the youth formula funds were eight percent (8%) higher than the previous year. Given this information, it was decided that all of the proposals submitted would be funded at \$375,000 but that each agency would need to recruit its own participants for the program. ETR asked the agencies if they would need to reduce the number of participants they proposed to serve, given that they would now do outreach for their respective programs. All agencies responded: 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.

Therefore, IT IS RECOMMENDED that your Committee 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.

Sincerely,



Teresa Hitchcock
Assistant County Administrative Officer

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EMPLOYERS' TRAINING RESOURCE

September 21, 2022

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

YOUTH AGENCY YEAR-END REPORT

Dear Committee Member:

Through June 30, 2022, youth providers submitted actual and accrued expenditures equal to 43.8% of the total allocated to all youth sub-recipients. The In-School Youth (ISY) contracted programs expended 56% of their funds while the Out-of-School (OSY) contracted programs expended 41% of their funds. This is a significant increase over last year's performance, where only 26.7% of the total allocated to youth sub-recipients was expended due to the COVID pandemic and its restrictions.

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 (WIOA) formula funds, Employers' Training Resource (ETR) was able to obligate \$4,957,952 in youth funds to the Foundation for California Community Colleges to provide all human resource activities, including payroll, for an additional 300 work experience slots for youth at our EPIC center. This allowed ETR to carry over \$4,831,429.91 in youth funding. 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.

Sincerely,



Teresa Hitchcock
Assistant County Administrative Officer

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EMPLOYERS' TRAINING RESOURCE

September 21, 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:

Delano Joint Union High School District (5/11/22) Program Report.
West Kern Adult Education Network (6/21/22) Fiscal Report.
Kern County Superintendent of Schools (6/27/22) Program Report.

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		
Rosa	Chipres				
Teresa	Hitchcock	P	P		
Brian	Holt	Appt 3/30/22	P		
Ian	Journey	RESIGNED			
Ian	Journey		Reinstated		
Karine	Kanikkeberg*	P	P		
Clare	Pagnini	P	P		
Leticia	Perez	A	A		
Norma	Rojas-Mora	P	P		
Jayne	Stuart*	P	A		
Greg	Terry*	P	P		
Priscilla	Varela				
David	Villarino*	P	U		
Todd	Yopez	A	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	A
Clare	Pagnini	X	P	X	P
Leticia	Perez	X	A	X	A
Norma	Rojas-Mora	X	P	X	P
Jayne	Stuart*	X	P	X	P
Greg	Terry*	X	P	X	A
David	Villarino*	X	P	X	P
Michael	Vogenthaler	X	A	X	RESIGNED
Todd	Yepez	X	P	X	P
*Non-WDB					

**KERN, INYO 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.*