



AGENDA

EXECUTIVE COMMITTEE

MARCH 4, 2021

4:00 p.m.



America's Job Center of California-
Bakersfield
Employers' Training Resource
Microsoft Teams Meeting
(831) 296-3421
Conference ID: 496 212 881#



**AGENDA
KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE
MARCH 4, 2021**

Location: Microsoft Teams
Time: 4:00 p.m. – 5:00 p.m.
Microsoft Teams (831) 296-3421
Conference ID: 496 212 881#

Members:	Alissa Reed, Chair	Karen King	Norma Rojas-Mora
	Leo Bautista	Brenda Mendivel	Todd Yopez
	Teresa Hitchcock	John Spaulding	

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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**
 - 1-5 A. Approval of the December 3, 2020, Meeting Minutes – **Action Item**
 - 6-8 B. Approval of the Special Session February 11, 2021, Meeting Minutes – **Action Item**
 - 9-10 C. Approval of the Proposed Agenda for the March 17, 2021, Workforce Development Board Meeting – **Action Item**
 - 11-14 D. Workforce Development Board and Standing Committee Composition – **Action Item**
 - 15 E. Subsequent Local Area Designation and Local Board Recertification – **Action Item**
 - 16-17 F. Local and Regional Plans
 - G. Legislative Update – **Oral Report**
- IV. Director's Report**
- V. Committee Member Comments**
- VI. Miscellaneous Filings**
 - 18 A. Status of Subgrantee Monitoring Reports
 - 19-22 B. Workforce Development Board and Committee's Attendance Reports
 - 23 C. Kern, Inyo and Mono Workforce Development Board and Committee's Meeting Schedule Calendar Year 2021

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**KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE
DISCUSSION AND ACTION ITEMS
DECEMBER 3, 2020**

Members Present: Alissa Reed, Leo Bautista, Teresa Hitchcock, Karen King, John Spaulding, and Todd Yopez

Members Absent: Norma Rojas-Mora and Brenda Mendivel

Staff Present: Candy Cline-Gettman, Luanne Santos, Marsha Manos, Diane Cervantes, Elaine Basham, Anne Meert, Jeremy Shumaker, and Danette Thompson-Scarry

Guests Present: GK

The virtual meeting was called to order at 5:01 p.m. by Alissa Reed via Microsoft TEAMS.

*UNEXCUSED ABSENCE

INTRODUCTIONS

Committee members, staff, and guests introduced themselves.

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF THE AUGUST 20, 2020, MEETING MINUTES

Teresa Hitchcock made a motion to approve the August 20, 2020, Executive Committee meeting minutes. Leo Bautista seconded the motion. Marsha Manos polled the members on their vote. All ayes. The motion carried.

**APPROVAL OF THE PROPOSED AGENDA FOR THE DECEMBER 9, 2020
WORKFORCE DEVELOPMENT BOARD MEETING**

Jeremy Shumaker reviewed the proposed agenda for the December 9, 2020 Workforce Development Board meeting. Karen King made a motion to accept the agenda. Leo Bautista Seconded the motion. Marsha Manos polled the members on their vote. All ayes. The motion carried.

**PROPOSED KERN, INYO AND MONO WORKFORCE DEVELOPMENT BOARD AND
COMMITTEES' MEETING SCHEDULE FOR CALENDAR YEAR 2021**

Teresa Hitchcock asked the Committee to review the schedule of meetings for the Executive Committee for year 202. Teresa asked if there were any questions and called for a motion to approve. John Spaulding made a motion to approve the 2021 schedule of meetings. Karen King seconded the motion. Marsha Manos polled the members on their vote. All ayes. The motion carried.

REQUEST FOR PROPOSALS (RFP) – COMPREHENSIVE ONE-STOP OPERATOR

Jeremy Shumaker informed the Committee that this item was not an Action Item as listed on the agenda but was informational only.

Jeremy informed the Committee that ETR was going to issue an RFP in a comprehensive capacity and referred to the letter in the agenda for specifics. Jeremy informed the committee that the RFP would be released in January and would likely take place sometime in March. The staff will be asking for the committee's input in the form of an Evaluation Committee at that time to conduct an independent and objective evaluation of the responses to the RFP for the Comprehensive One-Stop Operator.

REQUEST FOR APPROVAL TO BE ADULT AND DISLOCATED WORKER CAREER SERVICES PROVIDER

Anne Meert told the committee that WIOA allows the local Workforce Development Board to provide career services at AJCCs and that in 2017, our WDB applied and was granted this four-year designation. Anne stated that it is time again to apply to continue providing these services. Anne informed the members that ETR staff provide these services in and around Bakersfield and contract these services in northern Kern County to Proteus, Inc. Inyo and Mono Counties staff provide these services in their respective counties. Anne stated that to request approval, the application and provide supporting documentation must be submitted by March 1, 2021. Anne reviewed some of the requirements that had to be and were included in the application. Anne also informed the committee that if substantive changes are made to the draft application, they will be brought to the attention of the WDB at its meeting on December 9, 2020. Alissa Reed called for a motion. Leo Bautista made a motion to accept the staff's recommendation to approve the "Request for Approval – America's Job Center of California Adult and Dislocated Worker Career Services Provider" application for the Kern, Inyo, Mono Counties Workforce Development Area; that the WDB Chair sign the application; and that the application be submitted to the Kern County Board of Supervisors and the State Workforce Development Board for approval. John Spaulding seconded the motion. Marsha Manos polled the members on their vote. All ayes. The motion carried.

DISCUSSION OF ELECTION OF WORKFORCE DEVELOPMENT BOARD OFFICERS

Elaine Basham noted that this item was not an action item but was for informational purposes only. Elaine informed the committee that the WDB will be taking nominations for Board Officers at its December 9, 2020 meeting. Elaine stated that Alissa Reed and Leo Bautista had expressed an interest in continuing to serve and the Chair and Vice-Chair respectively.

REVIEW OF BOARD AND COMMITTEE ATTENDANCE

Elaine Basham told the Committee in recent days the staff had learned of Board Member Eric Cooper's passing. Elaine also informed the Committee that left 1 Board member who out of compliance with the Attendance Policy, Laura Barnes. Laura Barnes had indicated that she would like to continue on the Board however because she has missed the last 4 meetings it is being recommended by staff that the Chair speak with her and confirm whether or not she is still able to serve on the Board. Teresa Hitchcock mentioned that although Eric Cooper's position on the Board was not

a position that had to be filled but that it represented a unique population. Elaine stated that she was going to bring that up in a separate letter. Karen King made a motion to accept the staff's recommendation to have the Chair speak with Laura Barnes. Teresa Hitchcock seconded the motion. Marsha Manos polled the members on their vote. All ayes. The motion carried.

WORKFORCE DEVELOPMENT BOARD AND STANDING COMMITTEES COMPOSITION – NOMINATION, RESIGNATION, AND REAPPOINTMENTS

Elaine Basham told the Committee that with a resignation and the appointment of a Labor member to replace a retiring member, the WDB is out of compliance with the mandatory Business majority. Mr. Ali Morris upon his resignation nominated the current President of the Black Chamber of Commerce, Mr. Nick Hill III to serve in his place. Elaine said that approving this nomination would restore the WDB Business majority.

Student Representative Veronica Vega submitted her resignation from the Youth Committee. At its November 18, 2020 meeting the YC accepted the resignation and recommends that your committee recommends to the WDB that it accept this resignation.

Elaine reviewed the table of members that wished to continue to serve on the WDB and their respective Committees'.

Leo Bautista made a motion to recommend that the WDB accept the YC resignation of Ms. Vega; reappoint YC members Dale Countryman, Leticia Perez, Jayme Stuart and David Villarino with terms ending December 31, 2023; and reappoint WDB members to the standing committee(s) they serve on. Karen King seconded the motion. Marsha Manos polled the members on their vote. All ayes. The motion carried.

In a separate recommendation, Leo Bautista made a motion recommending to the WDB that it: accept the nomination of Mr. Hill III with a term end date of December 31, 2023; reappoint the WDB members listed in the letter with term dates ending December 31, 2023; and recommend the nomination and WDB members reappointments to the Kern County Board of Supervisors for approval. Elaine also stated that the amended recommendation for their consideration would be to look into replacing Eric Cooper. Karen King seconded the motion. Marsha Manos polled the members on their vote. All ayes. The motion carried.

LOCAL PLAN AND REGIONAL PLAN FOR PROGRAM YEARS 2021 – 2023

Jeremy Shumaker informed the Committee that this item should be through 2025. Under the Workforce Innovation and Opportunity Act (WIOA) Section 106, Regional Plans are required to be prepared by each of the 15 Regional Planning Units (RPU) and under WIOA Section 108, Local Plans provide an action plan for operationalizing the road map laid out in the Regional Plan by describing how individuals access services through America's Job Centers of California (AJCC) system. ETR has engaged David Shinder and John Chamberlin to prepare the Local Plan for the Kern, Inyo and Mono Workforce Development Board. Mr. Shinder and Mr. Chamberlin have many years of experience in preparing Local Plans for Local Workforce Development Boards throughout the State. Mr. Shinder and Mr. Chamberlin prepared the 2017 - 2021 Regional Plan for the RPU approximately 4 years ago and the 2019 Biennial

Modification to the Regional Plan about 2 years ago. Mr. Shinder and Mr. Chamberlin will be performing the following consulting duties for the fee of \$24,680: Initial Planning and Work Plan Development; Stakeholder Engagement and Strategy Development; Data Review, Research, and Plan Development; and Finalization of the Local Plan. Also, Mr. Shinder and Mr. Chamberlin have been engaged by the RPU to prepare the 2021 – 2025 Regional Plan. The WIOA Local Plan and the Regional Plan are due to the State by April 30, 2021.

STATUS UPDATE ON JOINT POWERS AGREEMENT, HIGH PERFORMING BOARD APPLICATION, AND BOARD RECERTIFICATION

Elaine Basham informed the Committee that with Inyo and Mono Counties' consent, under the existing JPA at that time, Kern County submitted the application. The State approved the application on August 7, 2015. Kern, Inyo and Mono counties have been negotiating WIOA implementation including the Memorandums of Understanding between America's Job Centers of California partner agencies. The subsequent Local Area Designation Application was approved by the State Board on June 4, 2019.

The JPA is between the chief local elected officials and it has now been approved and signed by the CLEO and County Counsel from each county. The Kern County Board of Supervisors approved and signed the JPA on August 18, 2020.

High Performing Board Application

Elaine informed the Committee that the State issued Workforce Services Directive (WSD) 19-12 on April 29, 2020, which provided guidance and an application form to submit for High Performing Board (HPB) designation. For this round of certifications, the California Workforce Development Board (CWDB) has chosen to separate the assessment of HPB from the Workforce Innovation and Opportunity Act (WIOA) Local Plan approval process. For Program Year (PY) 2019-20, \$100,000 was reserved to be divided equally amongst all those identified as an HPB. The application was submitted to the State on May 15, 2020. Staff checked with the CWDB on October 23, 2020 regarding its status. We were informed that "High Performing Board letters have not gone out yet.

Application for Recertification of Local Workforce Development Board

Elaine said that the application for recertification of the Local Board for July 1, 2019 through June 30, 2021 was approved by the State on April 3, 2020. The Staff will continue to keep your committee informed of the status of the HPB application and will bring the draft recertification of the Local Board application request to your committee when the State provides guidance.

WORKFORCE DEVELOPMENT BOARD STRATEGIC PLANNING UPDATE DIRECTORS REPORT

Elaine Basham told the Committee that at their request staff created a spreadsheet of tasks that needed to be completed as part of the Strategic Plan. Elaine said that there had been a lot of innovation with the things that staff has been doing such as FaceBook, LinkedIn, and media coverage. Elaine pointed out that having the Jobseeker Orientation online is one of the functions of the Board to develop strategies using technology to maximize accessibility for job seekers. Elaine that one of the things that staff wanted to show the Committee was the WDB member brochure that had been

developed as a recruiting tool for new members. Elaine asked Marsha to pull the brochure up on the screen. Marsha mentioned that she was having difficulty with the document and that she would as soon as she could. Danette Thompson-Scarry highlighted some of the things that the marketing team has done and created behind the scenes.

LEGISLATIVE UPDATE

Elaine Basham briefly discussed legislative items that were of relevance to the Committee.

DIRECTOR'S REPORT

Teresa Hitchcock informed the Committee that the B3K effort was still underway and that they have come up with some preliminary recommendations. They are looking at a true business incubator. Bitwise is coming in and they are going to be running a tech incubator and they are looking to start their first project in January. They will be working to create tech entrepreneurs. CSUB is applying for a grant to put in an incubator program as well. KCCD is applying for a grant for a renewable energy project.

COMMITTEE MEMBER COMMENTS

There were no member comments.

MISCELLANEOUS FILINGS

The Committee members received a copy of the Status of Subgrantee Monitoring Reports, and the Kern, Inyo and Mono Workforce Development Board and Committees Attendance Report and the Kern, Inyo and Mono Workforce Development Board and Committees' Meeting Schedule Calendar Year 2020.

As there was no further business, the meeting was adjourned at 5:01 p.m.

**KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE
DISCUSSION AND ACTION ITEMS
SPECIAL SESSION
FEBRUARY 11, 2021**

Members Present: Leo Bautista, Teresa Hitchcock, Karen King, Alissa Reed, Norma Rojas-Mora and Todd Yopez.

Members Absent: Brenda Mendivel*.

Staff Present: Aaron Ellis, Anne Meert, Jeremy Shumaker and Marsha Manos.

Guests: Martha Guerra, Lita San Pedro, Ken Kurts, Magda Menendez and GK

The virtual meeting was called to order at 4:15 p.m. by Teresa Hitchcock via Microsoft TEAMS.

*UNEXCUSED ABSENCE

INTRODUCTIONS

Committee members, staff and guests introduced themselves.

Additional Funding Recommendations For Workforce Innovation And Opportunity Act Contracted Training Programs For Program Year 2020-2021

Teresa Hitchcock informed the Committee that On June 3, 2020, your Workforce Development Board (WDB) approved funding Workforce Innovation and Opportunity Act (WIOA) programs under the Request for Refunding (RFR) process for Program Year (PY) 2020-2021 (July 1, 2020 through June 30, 2021) which includes Proteus and MAOF Book Keeping Programs. Each of the organizations was given a six-month reimbursement contract with performance metrics to meet. Teresa said that both programs had worked diligently to increase enrollments. As of December 31, 2020, MAOF had 8 participants in the program and 13 participants in various stages of the enrollment process which would have given them 21 participants if everyone had gotten enrolled. Proteus had 9 participants enrolled in the Office Automation program. Teresa said that COVID has had a significant impact on ETR's enrollments and that the agency is only at 40% of expected enrollments and if you applied that calculation to both organizations they would have met their enrollment numbers. Teresa said that coming out of the pandemic both of these programs are needed to help place people on jobs. Teresa informed the Committee that ETR is recommending that the MAOF Bookkeeping program be funded for an additional \$160,000 and that they have the same metrics applied for the second half of the year and Proteus' Office Automation program be funded for an additional \$49,850 through June 30, 2021.

Norma Rojas-Mora asked for clarification on the participants that are in the pipeline. Aaron Ellis informed the Committee that the 13 participants are the people who have

completed the WIOA application to start the process and that they now have to complete their assessments.

Leo Bautista asked about the timeline to complete the process and Aaron said that it varies by participants but that it could take about a week.

Norma Rojas-Mora asked if the marketing efforts will continue through December. Teresa said the funding will be through June 30, 2021, and that MAOF had been doing a lot of her marketing but that ETR had been doing radio ads. Magda Menendez informed the Committee that started their FB advertising efforts in October and also tagged agencies that had a similar clientele. She also said that she did flyers with the school district.

Alissa Reed asked Magda to talk about her existing participants. Magda said they prepared for distance learning by buying laptops with a grant that they received from the Patel Foundation. Magda gave the Committee a brief overview of a few of the students in her program and said that everyone comes into the office about once a week.

Ken Kurts with Proteus, Inc. said they have been utilizing a corporate Facebook account to market their program and word-of-mouth advertising. Ken said they have not been doing virtual classes, they have been doing in-person classes on a smaller size.

Teresa reminded the Committee that they would be acting on this item on behalf of the full Workforce Development Board.

John Spaulding made a motion to accept the staff's recommendation. Norma Rojas-Mora seconded the motion. Marsha Manos polled the Committee for their vote. All Ayes. The motion carried.

Authorization to Provide Services at County's Vaccination Site As Part Of A Layoff Aversion And Rapid Response Strategy

Teresa Hitchcock informed the Committee that ETR was requesting authorization to assist the County at its vaccination sites and call center to inform the public of where vaccinations will be available. At full capacity, it is expected that 500 people will be needed to operate the facility as well as schedule appointments, screen patients, record information, monitor patient flow, etc. The site may be necessary for up to five months. Teresa said that she reached out to the State to verify if this was allowable through WIOA and the State concurred. Based on that information the recommendation before this Committee is to act on behalf of the Workforce Development Board, authorize the use of Rapid Response and Layoff Aversion WIOA funding for staff time to assist at the County's vaccination site to minimize the negative impacts of COVID-19 dislocations on workers, businesses and our community.

Alissa Reed asked Teresa to provide a discussion around the funding of this request. Teresa said this money is allocated to ETR from the Federal Government and is already in the budget. It is specifically for Rapid Response and Layoff Aversion activities. Teresa said that ETR looking at taking \$50k of existing funding and putting it toward this effort.

Leo Bautista asked Teresa where the staffing for the centers would come from. Teresa said that it would come from a combination of open recruitment and departmental staff.

Alissa Reed asked Teresa if there would be a paid work experience component and Teresa said that there would as well as the County hiring extra help staff.

Todd Yepez made a motion to accept the staff's recommendation to authorize the use of Rapid Response and Layoff Aversion WIOA funding for staff time to assist at the County's vaccination site to minimize the negative impacts of COVID-19 dislocations on workers, businesses and our community. John Spaulding seconded the motion. Marsha Manos polled the Committee for their vote. All Ayes. The motion carried.

As there was no further business the meeting adjourned at 4:41 p.m.

**AGENDA
KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD
MARCH 17, 2021**

Location: Microsoft Teams
Time: 7:00 a.m. to 8:30 a.m.
Dial-in: (831) 296-3421
Access Code: 328 536 062#

Page No.

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

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

- V. **Presentation**
 - Bitwise Industries – Amy Thelan

- VI. **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.

- A. Approval of the December 9, 2020 meeting minutes.
- B. Workforce Development Board and Standing Committees Composition

- VII. **New Business**

- A. Subsequent Local Area Designation and Local Board Recertification – **Action Item**
- B. Local Plan and Regional Plan for Program Years 2021 – 2025
- C. Workforce Innovation and Opportunity Act Final Performance Results For Program Year 2019
- D. Grants Update
- E. Kern County's Vaccination Site As Part Of A Layoff Aversion And Rapid Response Strategy
- F. State Library Taskforce
- G. Additional Funding Recommendations For Workforce Innovation And Opportunity Act Contracted Training Programs For Program Year 2020-2021
- H. Legislation Update – **Oral Report**

- VIII. **Director's Report**

- A. America's Job Center of California Activity Report
- B. America's Job Center of California Location Update
- C. Marketing Presentation

- IX. **Board Member Comments**
 - A. Economic Development Report
 - B. Open Discussion
- X. **Miscellaneous Filings**
 - A. Status of Subgrantee Monitoring Reports
 - B. Second Quarter One-Stop Operator Report
 - C. Grant Summary Report
 - D. Draft Program and Business Services Committee February 18, 2021, meeting minutes
 - E. Draft Executive Committee December 3, 2020, meeting minutes
 - F. Draft Executive Committee February 11, 2021, Special Session meeting minutes
 - G. Kern, Inyo and Mono Workforce Development Board and Committee's Attendance Reports
 - H. Kern, Inyo and Mono Workforce Development Board and Committees' Meeting Schedule for Calendar Year 2021

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

EMPLOYERS' TRAINING RESOURCE

March 4, 2021

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

WORKFORCE DEVELOPMENT BOARD AND STANDING COMMITTEE COMPOSITION

Dear Committee Member:

At your December 3, 2020 meeting, technical difficulties prevented staff from displaying a draft of a recruitment tool attracting new Workforce Development Board (WDB) members. Marsha Manos, Board Liaison forwarded the brochure to committee members after the meeting. The attached brochure is an initial effort to address Strategic Planning Action Step 3.a.2 Member Engagement by demonstrating the benefit to the community via WDB membership. Your committee is asked to review the draft to see if it meets the intent of committee members.

Member engagement may also include serving on the Board's standing committees. The State Board mandates that a subcommittee comprised of business make recommendations for the business service portion of the Local 4-Year Plan. This requirement has been met and maintained by including business services in the Program and Business Services (PBS) Committee's functions and by having a majority of its members be Business representatives. Currently, PBS does not have a Business majority and addressed that during its February 18, 2021 meeting by recommending that staff ask your committee to have the Chair contact new member Nick Hill III to see if he is willing to serve on the PBS Committee and if so, to appoint him. Per the WDB Bylaws, the Chair shall make appointments to all committees of the Board, except the elected committee Chairs.

As you know, the Workforce Innovation and Opportunity Act (WIOA) requires that any standing committee of the local WDB have at least two non-WDB members with experience and expertise relevant to the committee. Currently, the PBS and your Committee have no non-WDB members. Richard Chapman has two potential non-WDB Business members to see if they would like to serve on the PBS Committee; they represent Renewable Energy and Finance. When their application/nomination forms are received staff will bring them to your committee for review.

The top five industry clusters for the existing Plan are (1) Energy and Natural Resources, including Renewables; (2) Construction non-residential and infrastructure; (3) Health Care; (4) Aerospace and Defense; and (5) Manufacturing (including Value-Added Agriculture), Warehousing and Logistics (e.g. distribution centers), and goods Transportation.

The current composition of members of this committee represents Business - five (5); Labor - one (1); Education - one (1); and One-Stop Partner program - one (1) totaling eight (8) members. Your committee Business members represent Manufacturing - petroleum, Health Care, Construction and Transit. Your committee may consider recruiting non-WDB members from Distribution and/or goods Transportation or Aerospace and Defense.

As a reminder, non-WDB members may be considered for WDB membership when vacancies arise and, therefore, 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. When seeking members, we ask that you remind interested applicants that the Board Bylaws has an attendance policy.

Student Representative Veronica Vega resigned from the Youth Committee (YC). Committee members received application/nomination forms to submit applicants to discuss at its February 24, 2021 meeting; however, that meeting was canceled. Additionally, staff sent an application/nomination form to Ms. Sanchez at the California Indian Manpower Consortium (CIMC) to replace Eric Cooper. In addition to the non-WDB member recruitment listed above, student representative for the YC, and CIMC staff has not received any application/nomination forms to submit for your review today.

For nominations, Marsha Manos, Board Liaison, can be reached at charlesm@kerncounty.com or 661-336-6849 for a Board application/nomination form. We will continue to keep your committee updated on the status of its composition.

Therefore, IT IS RECOMMENDED that your committee: (1) approve or instruct staff to replace or modify if needed, the WDB recruitment tool and if approved forward to the WDB with a request to authorize and adopt its use; and (2) approve the suggestion from the PBS Committee that Mr. Hill be contacted for his interest in serving and if willing have the Chair appoint him to the PBS Committee.

Sincerely,



Teresa Hitchcock
Assistant County Administrative Officer

TH:eb

Attachment

BENEFITS OF MEMBERSHIP

1. Networking with community leaders from business, education, labor, government, and community based organizations
2. Working in collaboration to build a talent pipeline that meets the needs of local businesses
3. Addressing systemic challenges to help workers obtain the skills they need in order to find gainful employment
4. Looking for creative solutions to ensure economic prosperity for everyone in our community

MISSION STATEMENT

To provide expertise and leadership to ensure that the workforce development system prepares people for current and future jobs that improve the economic conditions of the community.

VISION STATEMENT

To create the most effective and responsive workforce development system in the country.

WDB

Kern, Inyo & Mono

WORKFORCE DEVELOPMENT BOARD

MEMBER

RECRUITMENT

Brochure

If workforce issues are important to you, please consider joining the WDB to help improve our workforce and our community.

If you would like a WDB Member application, please contact Marsha Charles-Manos at:

(661) 336-6849

charlesm@kerncounty.com

MORE INFO:

etronline.com/wdb-menu.asp

WDB members serve a three-year term

Will adhere to the Board Bylaws including its Attendance Policy

Will adopt and adhere to a Code of Conduct and a Conflict of Interest Policy, including timely filing a Form 700 economic disclosure statement as required by law. Members will attend an initial Ethics Training and biennially thereafter.

WDB members are expected to:

01

Attend a New Member Orientation within 60 days of being appointed

02

Regularly attend quarterly WDB meetings, scheduled in advance annually

03

Come prepared for board meetings – materials are available 72 hours or more in advance of WDB and Standing Committee meetings

04

Board members should use local Workforce Development resources for screening, training and hiring, promoting the America's Job Center of California no-cost employer services

05

Participate in at least one of the following annually:

- Industry specific forums
- Sector committee meetings
- Training or education providers site visits
- Review applications submitted for WDA Requests for Proposals
- Conferences

Requirements

The Workforce Innovation and Opportunity Act (WIOA) requires that states establish Workforce Development Areas (WDA) and Workforce Development Boards (WDB). Per a joint powers agreement with Inyo and Mono Counties, the County of Kern administers the WDA/WDB.

In addition to filing the Boards, Commissions and Committees application to serve located on the County of Kern website, potential WDB members may be required to file a WDB Statement of Interest and Nomination Form. That form includes WIOA and regulatory eligibility requirements pertinent to WDB membership. Marsha Charles-Manos, Board Liaison, can be reached at charlesm@kerncounty.com or (661) 336-6849 for that form.

WIOA and its regulations require that the WDB be a majority Business-led collaborative with education and other agencies. Business members of the WDB must: (a) be an owner, chief executive or chief operating officer, or other individual with optimum hiring authority (e.g. Human Resources Director) and (b) represent businesses that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the WDA.

EMPLOYERS' TRAINING RESOURCE

March 4, 2021

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

SUBSEQUENT LOCAL AREA DESIGNATION AND LOCAL BOARD RECERTIFICATION

Dear Committee Member:

The State Board released Workforce Services Directive WSD20-06 providing guidance for subsequent designation of the Local Area and recertification of the Local Board for Program Years (PY) 2021-2022 and 2022-2023. A draft version of the designation/recertification application must be submitted to the State by March 31, 2021.

Per the directive, some Local Areas may be unable to obtain local Chief Local Elected Official (CLEO) approval by the submission deadline (e.g., due to the scheduling of their respective board meetings). If so, the Local Area may submit an unsigned copy of the application with an explanation for the absent signature(s) and the date by which the signed original will be sent. With the approval of the Local Board at its meeting on March 17, 2021, staff will submit the draft application with the signature of the Chair in order to meet the due date. It will likely go before the Kern County Board of Supervisors for its approval on April 6, 2021, and will subsequently be submitted to the State as soon thereafter as possible.

Therefore, IT IS RECOMMENDED that your committee: (1) authorize staff to complete the application; (2) and recommend to the Board that they: (a) approve the draft application, (b) authorize the Board Chair to sign the Application for Subsequent Local Area Designation and Local Board Recertification PY 2021-2022 and 2022-2023, (c) authorize staff to submit it to the State Board by March 31, 2021, (d) authorize staff to submit the draft to the Board of Supervisors for final approval, and (e) subsequently authorize staff to submit the final application to the State as soon after April 6, 2021 as practicable.

Sincerely,



Teresa Hitchcock
Assistant County Administrative Officer

TH:eb



March 4, 2021

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

LOCAL AND REGIONAL PLANS

Dear Committee Member:

The Workforce Innovation and Opportunity Act (WIOA) requires the Local Workforce Development Area, which is the Kern, Inyo, Mono Counties Consortium, to prepare a Local Plan and the Regional Planning Unit (RPU), which is the San Joaquin Valley and Associated Counties, to prepare a Regional Plan. The San Joaquin Valley and Associated Counties include the counties of Kern, Inyo, Mono, Fresno, Kings, Madera, Merced, San Joaquin, Stanislaus, and Tulare. Each plan covers Program Years 2021 – 2025 (July 1, 2021 to June 30, 2025) and will be submitted to the California Workforce Development Board on or before April 30, 2021.

As part of the planning process, the KIM Counties Consortium held three Local Planning Forums on the following topics:

- January 11, 2021: Vision for the Local Workforce System
- January 27, 2021: Strengthening the Role of the AJCC. An Access Point for all System Partners
- February 03, 2021: Improving Workforce System Services

The RPU held four Regional Planning Forums in English and two in Spanish on the following topics:

- January 07, 2021: The San Joaquin Valley Economy – Through the Eyes of Business & the Community (English & Spanish)
- January 14, 2021: Building a Big Tent Workforce System Services: Leaving No Worker Behind (English & Spanish)
- January 20, 2021: Accelerating the Development of Career Pathways for Priority Sectors
- January 28, 2021: Creating a Pathway to the Middle Class

Our consultant, John Chamberlin moderated the Forums and participation was high for a majority of the Regional and Local Planning Forums.

The Local and Regional Draft Plans, including summaries thereof, will be made available for review on-line at www.etronline.com and www.americasjobcenterofkern.com. Furthermore, paper copies of the plans will be available at Employers' Training Resource and America's Job Center of California (AJCC) of Inyo County and Mono County. Individuals who do not own computers will be able to gain access to the plans by using public computers through an appointment at any of the twelve public libraries located in Kern County, six in Inyo County, and seven in Mono County. The websites will be easily accessible and the public will be provided identifiable links to either the Local Plan or Regional Plan to be able to submit comments.

The public comment period will start on March 11, 2021, and end at 5:00 p.m. on April 11, 2021. Persons who wish to comment on the draft plans will be able to do so during the public comment period by any of the following methods. In-person by attending a public forum held at the Kern, Inyo, and Mono Workforce Development Board meeting on Wednesday, March 17, 2021, at 7:00 a.m. through Microsoft Teams. American Sign Language and Spanish interpreters will be available at the meeting. Other options for providing public comment are as follows:

Email:

WIOALocalPlan@kerncounty.com and WIOARegionalPlan@kerncounty.com

Writing:

Jeremy Shumaker, Administrative Services Officer – Administrative Division,
1600 East Belle Terrace
Bakersfield, CA 93307

Telephone:

Jeremy Shumaker at (661) 325-4473

We will keep your Committee advised of any updates regarding the Local and/or Regional Plans.

Sincerely,



Teresa Hitchcock
Assistant County Administrative Officer

TH:ms

EMPLOYERS' TRAINING RESOURCE

March 4, 2021

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

STATUS OF 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:

Inyo County (12/18/20) Program report.

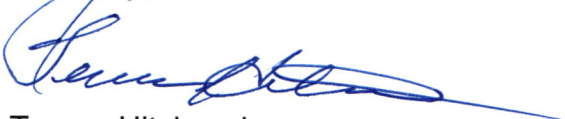
Kern High School District (1/19/21) Fiscal report.

Mexican American Opportunity Foundation (10/20/20) Program report.

Mono County (12/18/20) Program report.

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

Sincerely,



Teresa Hitchcock
Assistant County Administrative Officer

TH:lm

Kern, Inyo & Mono Workforce Development Board PBS Committee Attendance 2020 Qtr 1					
P = Present	U=unexcused	X=Cancelled			
A = Excused Absence					
Member		2/6/20	5/21/20	8/6/20	11/5/20
First	Last	PBS	PBS	PBS	PBS
Leo	Bautista	P	P	P	P
Richard	Chapman	P	A	P	P
Eric	Cooper	A	U	A	U
Jim	Elrod	P	A	P	P
Stacy	Ferreira	A	P	P	P
Teresa	Hitchcock	P	P	P	P
Diane	McClanahan	P	P	P	P
Ali	Morris	U	Resigned 2/28/20		
Alissa	Reed	P	P	P	P
Jeremy	Tobias	P	P	P	P
*Non-WDB					

Kern, Inyo & Mono Workforce Development Board Youth Committee Attendance 2020 Qtr 1					
P = Present		U=unexcused	X=Cancelled		
A = Excused Absence					
Member		2/12/20	5/20/20	8/12/20	11/18/20
First	Last	YC	YC	YC	YC
Dale	Countryman*	P	P	P	P
Trista	Carter*	U	U	voted off 6/3/20	
Jim	Elrod	P	P	P	P
Teresa	Hitchcock	P	P	P	P
Ian	Journey	A	P	P	P
Karine	Kanikkeberg*	P	P	P	A
Traco	Matthews*	U	U	RESIGNED	
Diane	McClanahan	P	P	P	P
Clare	Pagnini	P	P	P	P
Leticia	Perez*	A	A	A	A
Norma	Rojas-Mora	P	A	P	P
Jayme	Stuart*	P	A	P	P
Greg	Terry*	P	P	P	P
Veronica	Vega*	A	P	P	P
David	Villarino*	P	P	P	P
Michael	Vogenthaler	A	A	P	P
Todd	Yepez	A	P	A	A
*Non-WDB					

Kern, Inyo & Mono Workforce Development Board Executive Committee Attendance 2020 Qtr 1

P = Present		U=unexcused		X=Cancelled			
A = Excused Absence							
Member		2/20/20	5/28/20	6/25/20	8/5/20	8/20/20	12/3/20
First	Last	EXEC	EXEC	Special Session	Special Session	EXEC	EXEC
Leo	Bautista	P	P	P	P	P	P
Teresa	Hitchcock	P	P	P	P	P	P
Karen	King	U	P	A	P	P	P
Brenda	Mendivel	P	P	P	A	P	P
Alissa	Reed	P	P	P	P	P	P
Norma	Rojas-Mora	P	U	P	P	P	A
John	Spaulding	A	P	P	A	P	P
Todd	Yepez	P	P	P	P	A	P
*Non-WDB							

Kern, Inyo & Mono Workforce Development Board Attendance 2020 Qtr 1					
P = Present	U=unexcused	X=Cancelled			
A = Excused Absence					
Member		2/26/20	6/3/20	8/26/20	12/9/20
First	Last	WDB	WDB	WDB	WDB
Laura	Barnes	A	U	U	P
Leo	Bautista	P	P	P	P
Kelly	Bearden	P	P	P	P
Richard	Chapman	P	P	P	P
Tamara	Chapman	A	A	RESIGNED	
Eric	Cooper	A	U	U	Deceased
Jim	Elrod	P	P	P	P
Stacy	Ferreira	P	P	P	P
Michael	Frey				P
Steven	Gomez	U	P	P	A
Chris	Gonzales	A	A	P	P
Gregory	Gutierrez	P	P	A	P
Teresa	Hitchcock	P	P	P	P
Ron	James	P	A	RESIGNED	
Ian	Journey	P	P	P	P
Karen	King	P	A	P	P
Gregory	Knittel	P	P	P	P
Anita	Martin	P	A	P	P
Randy	Martin	P	P	P	P
Diane	McClanahan	P	P	P	P
Carl Dean	McGee	P	P	P	P
John	Means	A	A	P	P
Brenda	Mendivel	P	P	P	P
Ali	Morris	A	Resigned 2/28/20		
Clare	Pagnini	P	P	P	A
Alissa	Reed, Chair	P	P	P	P
Norma	Rojas-Mora	P	P	P	P
Rick	Schoengerdt				P
John	Spaulding	P	P	P	P
Joseph	Sumlin	A	A	A	A
Jay	Tamsi	P	P	P	P
Shelly	Tarver	A	P	A	A
Jeremy	Tobias	P	P	P	P
Todd	Yepez	P	P	A	P
Michael	Vogenthaler	A	P	P	P

**DRAFT KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD AND
COMMITTEES' MEETING SCHEDULE
CALENDAR YEAR 2021**

Program and Business Services Committee

*America's Job Center of California – Bakersfield, 1600 East Belle Terrace, Bakersfield, 2nd Floor

Thursday, February 18, 2021, 8 a.m.
Thursday, May 13, 2021, 8 a.m.
Thursday, September 16, 2021, 8 a.m.
Thursday, November 18, 2021, 8 a.m.

Youth Committee

*America's Job Center of California – Oildale Affiliate, 1129 Olive Drive, Bakersfield

Wednesday, February 24, 2021, 3 p.m.
Wednesday, May 19, 2021, 3 p.m.
Wednesday, September 22, 2021, 3 p.m.
Wednesday, December 1, 2021, 3 p.m.

Executive Committee

*America's Job Center of California – Bakersfield, 1600 East Belle Terrace, Bakersfield, 2nd Floor

Thursday, February 11, 2021, 4 p.m. **Special Session**
Thursday, March 4, 2021, 4 p.m.
Thursday, May 27, 2021, 4 p.m.
Thursday, September 30, 2021, 4 p.m.
Thursday, December 9, 2021, 4 p.m.

Workforce Development Board

*International Brotherhood of Electrical Workers, 3921 North Sillect Avenue, Bakersfield

Wednesday, March 17, 2021, 7 a.m.
Wednesday, June 9, 2021, 7 a.m.
Wednesday, October 6, 2021, 7 a.m.
Wednesday, December 15, 2021, 7 a.m.

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