



# AGENDA

## EXECUTIVE COMMITTEE OCTOBER 6, 2022

4:00 p.m.

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EMPLOYERS'  
TRAINING  
RESOURCE

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America's **Job**Center  
of California<sup>SM</sup>

**AGENDA  
KERN, INYO AND MONO  
WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE  
OCTOBER 6, 2022**

**Location:** Microsoft Teams  
**Time:** 4:00 p.m.  
**Microsoft Teams** (831) 296-3421  
**Conference ID:** 600 000 469#

<b>Members:</b>	Alissa Reed, Chair	Karen King	John Spaulding
	Leo Bautista	Brenda Mendivel	Victoria Stockman
	Teresa Hitchcock	Norma Rojas-Mora	Todd Yepez

**Page No.**

**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 Workforce Development Board's Executive Committee to Conduct Remote Teleconference Meetings – <b>Action Item</b> |
| 5-8   | B. Approval of the June 2, 2022, Meeting Minutes – <b>Action Item</b>  |
| 9-10  | C. Approval of the June 28, 2022, Special Session Meeting Minutes – <b>Action Item</b>   |
| 11-12 | D. Approval of the Proposed Agenda for the October 19, 2022, Workforce Development Board Meeting – <b>Action Item</b>                          |
| 13-16 | E. Workforce Development Board and Standing Committees Composition – <b>Action Item</b>  |
| 17-18 | F. Workforce Development Apprenticeship Program  |
| 19-20 | G. Regional Equity and Recovery Partnerships Grant   |
|       | H. Legislative Update – <b>Oral Report</b>   |

**IV. Director's Report**

**V. Committee Member Comments**

**VI. Miscellaneous Filings**

- |       |  |
|-------|--|
| 21-28 | A. Workforce Development Board and Committee's Attendance Reports                                      |
| 29    | B. Kern, Inyo and Mono Workforce Development Board and Committee's Meeting Schedule Calendar Year 2022 |

Disabled individuals who need special assistance to attend or participate in a meeting of the Workforce Development Board may request assistance at Employers' Training Resource, 1600 East Belle Terrace, Bakersfield, California or by calling (661) 336-6893. Every effort will be made to reasonably accommodate individuals with disabilities by making meeting materials available in alternative formats. Requests for assistance should be made at least three (3) working days in advance whenever possible. All agenda item supporting documentation is available for public review at Employers' Training Resource, 1600 East Belle Terrace, second floor, Bakersfield, 93307 during regular business hours, 8:00 a.m. - 5:00 p.m., Monday through Friday, following the posting of the agenda. Any supporting documentation that relates to an agenda item for an open session of any regular meeting that is distributed after the agenda is posted and prior to the meeting will also be available for review at the same location. Please remember to turn all personal mobile devices to silent during the meeting.

# EMPLOYERS' TRAINING RESOURCE

October 6, 2022

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

## **RESOLUTION AUTHORIZING THE WORKFORCE DEVELOPMENT BOARD'S EXECUTIVE 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 October 6, 2022 through November 4, 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 their 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 Executive Committee  
14 finds that state or local officials have imposed or recommended measures to promote social distancing,  
15 based on the California Department of Industrial Relations' issuance of regulations related to COVID-19  
16 Prevention 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  
18 Executive Committee hereby find that it shall conduct its meetings by teleconferencing without compliance  
19 with Government Code section 54953 (b)(3), pursuant to Section 54953(e), and that the Kern, Inyo and  
20 Mono Workforce Development Board's Executive Committee shall comply with the requirements to  
21 provide the 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 Executive Committee, State of California, in session assembled on  
24 October 6, 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 Executive 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 Executive Committee is hereby authorized and directed to take all actions necessary  
6 to 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) November 4, 2022, or, (ii) such time Kern, Inyo and Mono  
10 Workforce Development Board's Executive 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 sixth day of October 2022, by the Kern, Inyo and Mono Workforce Development  
14 Board's Executive Committee by the following vote:

15  
16 YES:

17 NO:

18 ABSENT:

19 ABSTAIN:  
20  
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23 \_\_\_\_\_  
24 SECRETARY

25 PL#25T1616-ASG  
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**KERN, INYO AND MONO  
WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE  
DISCUSSION AND ACTION ITEMS  
JUNE 2, 2022**

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Members Present: Alissa Reed, Leo Bautista, Teresa Hitchcock, Karen King, Brenda Mendivel, Victoria Stockman, Norma Rojas-Mora, and John Spaulding.

Members Absent: Todd Yepez.

Staff Present: Aaron Ellis, Candy Gettman, Patricia Marinas, Venessa Romero, Marsha Manos, Elaine Basham, and Jeremy Shumaker.

Guests Present: Trudy Gerald, Gary Baudette, Martha Guerra, and Gary Baudette.

The virtual meeting was called to order at 4:01 p.m. by Alissa Reed via Microsoft TEAMS.

\*UNEXCUSED ABSENCE

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**INTRODUCTIONS**

Committee members, staff, and guests introduced themselves.

**PUBLIC COMMENTS**

There were no public comments.

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

Elaine Basham presented to the Committee just cause as of the need to accept the resolution and continue to meet remotely. Karen King made a motion to accept the staff's recommendation to approve the resolution. Teresa Hitchcock seconded the motion. Marsha Manos polled the members on their votes. All ayes. The motion carried.

**APPROVAL OF THE MARCH 17, 2022 MEETING MINUTES**

Aliss Reed asked if there was any comment or questions on the summary of the last meeting and there were none. Karen King made a motion to approve March 17, 2022 meeting minutes. Leo Bautista seconded the motion. Marsha Manos polled the members on their votes. All ayes. The motion carried.

**APPROVAL OF THE PROPOSED AGENDA FOR THE JUNE 8, 2022, WORKFORCE DEVELOPMENT BOARD MEETING**

Jeremy Shumaker informed the committee that the June 8, 2022 WDB meeting was before them for approval. Marsha Manos requested to remove the Legislative Update from the agenda and to move the Bylaws item to the Consent Agenda. Jeremy asked the members to accept the recommended changes to the agenda. Leo Bautista asked

if David Villarino would be speaking at the meeting. Teresa mentioned that David had a lot of great programs going on and that we hoped to have him speak. Teresa Hitchcock made a motion to approve the agenda with the recommended changes. Leo Bautista seconded the motion. Marsha Manos polled the members on their votes. All ayes. The motion carried.

### **WORKFORCE DEVELOPMENT BOARD AND STANDING COMMITTEES COMPOSITION – REAPPOINTMENTS, RESIGNATIONS AND NOMINATIONS**

Elaine Basham reminded the Committee that the Workforce Development Board uses fixed and staggered terms for members of the WDB and its standing committees with one-half of the members appointed every eighteen months. Elaine informed the Committee that Mr. John Means is retired from the Kern Community College District and recommended Dr. Trudy Gerald as his replacement. Ms. Karen King is also resigning from the WDB and the Executive Committee due to her retiring from her job at Golden Empire Transit and she has nominated Ms. Michele Warren as her replacement. Ms. Stacy Ferreira resigned from the WDB and the Program and Business Services Committee.

Elaine informed the Committee that Ian Journey has applied to return to the Board as he has a new employer that will better allow him to commit to attending. Elaine also stated that when a WDB member resigns, their replacement is not automatically assigned to any committee. The former board member from the Department of Rehabilitation, Ms. McClanahan, served on the PBS and the YC. Her replacement Priscilla Varela was appointed to the WDB on February 8, 2022, by the BOS. At the PBS meeting on May 12, 2022, and the YC meeting on May 18, 2022, committee members made the recommendation to staff to have the WDB Chair contact Ms. Varela to see if she is willing to serve on both committees. Elaine also said that at the YC meeting it was discussed whether to recruit a Business member from the WDB to replace Mr. Journey, staff did announce that Mr. Journey was seeking to rejoin the WDB. YC members made a recommendation to staff to have the WDB Chair contact Mr. Journey to see if he is willing to also serve on the YC. In addition, the YC members recommended that Taft College student Ms. Rosa Chipres be appointed as a non-WDB Student Representative to the YC. Teresa Hitchcock made a motion to accept the staff's recommendation to recommend to the WDB that it: (1) accepts the WDB resignation of Mr. John Means and accepts his nominated replacement Dr. Trudy Gerald, representing Higher Education, with a term end date of June 30, 2025; (2) accepts the resignation of Ms. Karen King and accepts her nominated replacement Ms. Michele Warren, representing Business, with a term end date of June 30, 2025; (3) accepts the resignation of Ms. Stacy Ferreira and reappointments Mr. Ian Journey, representing Business, with a term end date of June 30, 2025, thus maintaining a Business majority; (4) reappoints the WDB members in the table above with terms ending June 30, 2025; and (5) recommends the above resignations, nominations, and WDB members reappointments to the Kern County Board of Supervisors for approval. Karen King seconded the motion. Marsha Manos polled the members on their votes. All ayes. The motion carried.

### **MEMORANDUM OF UNDERSTANDING FOR AJCC PARTNERS**

Jeremy Shumaker informed the Committee every four years WIOA requires a Memorandum of Understanding with ETR's collocated partners. The last MOU was signed by your Board's Chair on or about July 16, 2019, and contained assurances that the MOU would be reviewed and updated every three years with an annual review of the Infrastructure Funding Agreements (IFAs) for the comprehensive, affiliate and specialized AJCC One-Stop Centers. The MOU contains the necessary language for the LWDB to meet the requirements contained in WIOA. Jeremy informed the Committee that there are 21 partners and three collocated offices. Jeremy also mentioned the MOU contains operating budgets for each of the three (3)



comprehensive AJCC one-stop centers, nine (9) affiliate AJCC one-stop centers, and two (2) specialized AJCC one-stop centers. The MOU contains IFAs which are made up of applicable career services, shared operating costs, and other shared services. Jeremy also mentioned the MOU shall become effective on or before July 1, 2022, and shall terminate on June 30, 2025, unless terminated earlier by the Partners. Jeremy recommended the Committee recommend to the Kern, Inyo and Mono Workforce Development Board that it approve and authorize the Chair to sign the MOU and further authorize staff to submit it to the Chief Elected Official for final approval and submission to the State Board by June 30, 2022. Leo Bautista made a motion to accept the recommendation. Karen King seconded the motion. Marsha Manos polled the members on their votes. All ayes. The motion carried.

#### **WORKFORCE DEVELOPMENT BOARD BYLAWS PROPOSED CHANGES REGARDING STANDING COMMITTEE MEMBERS**

Elaine Basham informed the Committee during a recent discussion with new non-WDB committee members and subsequent direction from County Counsel, it was determined that non-WDB members are not required to file Statement of Economic Interest Form 700. Leo Bautista made a motion to accept the staff's recommendation to adopt the amended bylaws which reflect changes made affecting non-WDB members. Karen King seconded the motion. Marsha Manos polled the members on their votes. All ayes. The motion carried.

#### **REGIONAL EQUITY AND RECOVERY PARTNERSHIPS GRANT**

Jeremy Shumaker informed the Committee that Employers' Training Resource (ETR), in partnership with members of the San Joaquin Valley and Associated Counties - Regional Planning Unit, has applied for the Regional Equity and Recovery Partnerships Grant. The grant award is \$4,274,500 to fund the RERP in the SJVAC RPU of which ETR will receive the amount of \$983,031. Although Stanislaus County Workforce Development Board will be the administrator of the RERP, each Local Workforce Development Board (LWDB) in the SJVAC RPU will be administering its program. Jeremy also said that The award announcement is expected in June and the grant term is estimated to be December 1, 2022, through September 30, 2025. The RERP project will provide quality jobs in the healthcare industry and build pathways to those jobs in close partnership with Kern Community College District, West Kern Community College District, multiple employers, and other stakeholders in the healthcare industry. The RERP will permit ETR to serve 120 participants and place those who complete the program in career pathways that are needed in the nursing field. Teresa Hitchcock commented that this was the workforce side of it and there is a community college side of it that would be coming out soon. Teresa also mentioned that ETR had been contacted by the EDA regarding the Good Job Challenges grant requesting more information. Teresa noted that this is typically a good sign and looked promising.

#### **LEGISLATIVE UPDATE**

Elaine Basham provided the Committee with a legislative update. She also discussed the funding allocations for the next program year. Stating that it was about a 7% increase over the current program year. This equates to a little over 1 million dollars.

### **DIRECTOR'S REPORT**

Teresa Hitchcock informed the Committee that she attended WorkCON the week prior and that she had been elected as Chair of the CWA. Teresa mentioned that Director Tim Rainey and staff would be scheduling a time to come to Bakersfield and meet. Teresa mentioned that she also spoke to Tim about well-capping and potentially deploying some resources to Kern County for well-capping and training. Teresa stated that the budget was submitted at the previous year's allocation and that ETR would be reviewing it to see where the funding would best be allocated. Teresa then introduced Gary Baudette the One-Stop Operator for his report.

Gary stated that he's been meeting with staff monthly. Gary reviewed the Customer Satisfaction Survey and stated that ETR ranked 9.84 out of 10. Jeremy Shumaker provided the Committee with an update on the Delano location.

### **COMMITTEE MEMBER COMMENTS**

There were no additional comments.

### **MISCELLANEOUS FILINGS**

The Committee members received a copy of the following:

- Workforce Development Board and Committees Attendance Report,
- The Kern, Inyo, and Mono Workforce Development Board and Committees' Meeting Schedule Calendar Year 2022.

As there was no further business, the meeting was adjourned at 4:55 p.m.

**KERN, INYO AND MONO  
WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE  
DISCUSSION AND ACTION ITEMS  
JUNE 28, 2022  
SPECIAL SESSION**

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Members Present: Alissa Reed, Leo Bautista, Teresa Hitchcock, Karen King, Brenda Mendivel, Norma Rojas-Mora, Victoria Stockman, and Todd Yepez.

Members Absent: John Spaulding

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

Guests Present: Jeremy McNutt.

The virtual meeting was called to order at 3:03 p.m. by Alissa Reed via Microsoft TEAMS.

\*UNEXCUSED ABSENCE

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## **INTRODUCTIONS**

Committee members, staff, and guests introduced themselves.

## **PUBLIC COMMENTS**

Teresa Hitchcock informed the Committee at its last meeting there were technical difficulties that prevented members of the public to dial in and be able to make public comments. Teresa informed those in attendance that the purpose of the meeting was to allow the public to make comments on the items that were presented at the meeting that was held on June 2, 2022. Teresa informed those in attendance that the following items were discussed at that meeting

- A. Resolution Authorizing the Workforce Development Board's Executive Committee to Conduct Remote Teleconference Meetings –
- B. Approval of the March 17, 2022 Meeting Minutes
- C. Approval of the Proposed Agenda for the June 8, 2022, Workforce Development Board Meeting –
- D. Workforce Development Board and Standing Committees Composition Reappointments, Resignations and Nominations
- E. Memorandum of Understanding for AJCC Partners
- F. Workforce Development Board Bylaws Proposed Changes Regarding Standing Committee Members
- G. Regional Equity and Recovery Partnerships Grant

Teresa ask if there was any member of the public that wanted to make a comment on the items that were presented at the June 2, 2022 meeting and there was no response.

Alissa Reed called for a motion. Brenda Mendivel made a motion to readopt the actions from the June 2<sup>nd</sup> meeting. Karen King seconded the motion. Marsha Manos polled the members for their votes. All ayes, Todd Yepez abstained from the vote. The motion carried.

As there was no further business the meeting adjourned at 3:12 p.m.

**AGENDA  
KERN, INYO AND MONO  
WORKFORCE DEVELOPMENT BOARD  
OCTOBER 19, 2022**

**Location:** Microsoft Teams  
**Time:** 7:00 a.m.  
**Dial-in:** (831) 296-3421  
**Access Code:** 968 353 997#

**Page No.**

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

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

- IV. **Presentation**
  - **TBD**
- V. **Consent Agenda**

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

- A. Resolution Authorizing the Workforce Development Board to Conduct Remote Teleconference Meetings
- B. Approval of the June 8, Meeting Minutes
- C. Approval of the June 28, Special Session Meeting Minutes

- VI. **New Business**

- A. Preliminary Funding Recommendations for Out-Of-School Youth Work Experience Programs Funded Under the Workforce Innovation and Opportunity Act for Program Year 2022-23 – **Action Item**
- B. Workforce Development Board and Standing Committee's Composition – **Action Item**
- C. Workforce Development Apprenticeship Program
- D. Regional and Recovery Partnerships Grant Update
- E. Resumption of On-Site Visit
- F. Performance Goals
- G. Legislative Update – **Oral Report**

- VII. **Director's Report**

- A. America's Job Center of California Update
- B. Marketing Presentation
- C. EPIC Center Update
- D. One-Stop Operator Report

- VIII. **Board Member Comments**

- A. Economic Development Report
- B. Open Discussion

- IX. **Miscellaneous Filings**

- A. Status of Subgrantee Monitoring Reports
- B. Status of Subgrantee Audit

- C. Draft Program and Business Services Committee September 8, 2022 Meeting Minutes
- D. Draft Youth Committee September 21, 2022, Meeting Minutes
- E. Executive Committee June 2, 2022, Meeting Minutes
- F. Draft Executive Committee June 28, 2022, 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 2022

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



# EMPLOYERS' TRAINING RESOURCE

October 6, 2022

Executive 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:

On July 19, 2022, the Kern County Board of Supervisors (BOS) gave retroactive approval from July 1, 2022, reappointing Workforce Development Board (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 Golden Empire Transit (GET), Ms. Karen King, served on the Executive Committee. With Ms. King's resignation, there are five Business members, and this composition maintains a required Business majority.

The Workforce Innovation and Opportunity Act (WIOA) requires that any standing committee of the local WDB have at least two non-WDB members with experience and expertise relevant to the committee. The total committee size is now eight which includes one of the two required non-WDB committee members.

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. Per the revised Bylaws, non-WDB committee members do not have to file a Statement of Economic Interests Form 700; however, they would have to file the form if appointed to the WDB.

The non-Business members on your committee represent Labor, Education and a One-Stop Partner agency. Your committee Business members represent: (1) Manufacturing:

petroleum; (2) Health Care; (3) Construction and (4) Professional, Scientific or Technical Services: oil and gas operations management engineers.

Your committee may want to consider recruiting non-WDB members from Distribution and/or goods Transportation or Aerospace and Defense. For your reference, the top five industry clusters for the existing Local Workforce Development 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 Transportation (excluding passenger transit).

### **Application**

On June 6, 2022, Dr. Kristen Watson, Chief of Staff to the President at California State University Bakersfield (CSUB), submitted an application to join the WDB (attached).

WIOA requires that Local Boards include a minimum of two Education and Training Providers on the Board representing: (a) *WIOA Title II Adult Education and Literacy* and (b) *Institution of Higher Education*. Currently, those requirements are met by: (1) Dr. Dean McGee, Kern High School District, and (2) Dr. Trudy Gerald, Kern Community College District. Additionally, Ms. Norma Rojas-Mora represents *Higher Education* as well.

As you know the WDB has chosen to reduce its size via attrition and has struggled to maintain a Business majority, generally being one Business member resignation away from compliance. Currently, the WDB exceeds the required two Education members and adding a third *Higher Education* member will move the WDB composition out of a Business majority. Therefore, the staff is currently recommending the optional Education member Dr. Kristen Watson be maintained in the potential WDB member applicant pool.

Therefore, IT IS RECOMMENDED that your Committee discuss the *Higher Education* application and either instruct staff to file in the WDB applicant pool or, if accepted, recommend to the WDB that it approve the nomination.

Sincerely,



Teresa Hitchcock  
Assistant County Administrative Officer

TH:eb

Attachment



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

**NOMINEE INFORMATION**

Date: 6/3/2022

Name: Kristen Watson

Business Name: CSU Bakersfield

Position: Chief of Staff

Business Address: 9001 Stockdale Hwy

Bakersfield, CA

93311

(Street)

(Suite)

(City)

(State)

(Zip)

Phone: 661.619.9578

Fax: \_\_\_\_\_

E-mail: kwatson@csu.edu

Preferred method of contact? email

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

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

**SPECIFY GROUP TO BE REPRESENTED**

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

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

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

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

Please explain below:

### **STATEMENT OF INTEREST**

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

CSU Bakersfield is the only comprehensive four-year regional university within a hundred miles. It provides academic and workforce preparation opportunities and to nearly 11,000 students, while also employing over 1,300 faculty and staff. With more than 70 percent of our alumni remaining in the Central Valley, CSU Bakersfield supports the ongoing social, cultural, and economic development in the region.

Engaging with and supporting the Workforce Development Board seems like a natural fit. We look forward to bringing resources and connections to the Board to ensure thoughtful and strategic regional workforce development.


### **WORKFORCE DEVELOPMENT EXPERIENCE**

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

With an educational background spanning business and education and an employment history to match, I have a broad base of experience in workforce development. Additionally, as Chief of Staff at CSU Bakersfield, I am able to provide connection points throughout the University, as opposed to specific schools or departments.

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

Dated: 6/3/22

  
(Signature)

### **NOMINATING ORGANIZATION**

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

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

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

(Name)

(Title)

Comments:

Dated: \_\_\_\_\_

\_\_\_\_\_  
(Signature)



# EMPLOYERS' TRAINING RESOURCE

October 6, 2022

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

## **WORKFORCE DEVELOPMENT APPRENTICESHIP PROGRAM**

Dear Committee Member:

On May 4, 2022, the State of California, Department of Industrial Relations and its Division of Apprenticeship Standards announced that Employers' Training Resource (ETR), in partnership with the California Workforce Association (CWA), Butte County Office of Education, and California State University, Sacramento, College of Continuing Education was awarded \$640,000 to train four cohorts, each having approximately 33 individuals in the Workforce Development Apprenticeship Program (WDAP). These 132 participants will be selected from Local Workforce Development Boards or partnering organizations throughout California. In January 2023, ETR will start the first cohort by having 30 of its staff members attend the WDAP, including 8 from Administration, 8 from Client Services, and 14 from Employer's Services. The remaining 3 participants are expected to come from the community-based organization, Garden Pathways. ETR will be the fiscal administrator of the WDAP grant which will end on February 28, 2025.

The WDAP is funded under the Chancellor's Office of the California Apprenticeship Initiative. The program involves 144 hours of in-person and online classroom training which will be held during working hours and 2080 hours of On-the-Job Training which must be completed within 18 months of the last day of class. Each participant is required to attend every class and pass each course.

During the last course of the WDAP, each participant will be required to collaborate within a team to present a Workforce Development Professional Capstone Project that benefits the local workforce development area. Examples of past Capstone Projects for ETR include some of the following topics: Working with a Multigenerational Workforce; Online Orientation for AJCC; Mentorships in the Workforce; Getting Veterans Back to Work; and The Case for Paperlite.

Upon the successful completion of the WDAP, each participant in the four cohorts will receive the California State University, Sacramento - Workforce Development Professional Certificate issued from the California Apprenticeship Council, which is an industry-recognized credential, and an increase in their annual salary of 5%.

The WDAP is aimed at strengthening the skills of workforce professionals and providing opportunities for advancement within the Workforce System. The WDAP is taught by leaders in the workforce development industry with subject matter expertise. The WDAP is applicable to seasoned, as well as new staff. Participants learn about the workforce development system, leadership and communication skills, presentation and facilitation skills, and several other competency skills that make them better and more productive employees for the organizations they work for in the workforce. CWA is a partner in the WDAP to ensure the California Workforce Development System has high-quality standards for workforce development professions with consistent and ongoing training for employees.

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

Sincerely,



Teresa Hitchcock  
Assistant County Administrative Officer

TH:ms



# EMPLOYERS' TRAINING RESOURCE

October 6, 2022

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

## REGIONAL EQUITY AND RECOVERY PARTNERSHIPS GRANT

Dear Committee Member:

On August 1, 2022, the California Workforce Development Board and the Labor and Workforce Development Agency announced that Employers' Training Resource (ETR), in partnership with members of the San Joaquin Valley and Associated Counties - Regional Planning Unit (SJVAC RPU), including the counties of Kern, Inyo, Mono, Fresno, Kings, Madera, Merced, San Joaquin, Stanislaus and Tulare were awarded the Regional Equity and Recovery Partnerships Grant (RERP). The grant award is \$4,900,000 to fund the RERP in the SJVAC RPU of which ETR will receive the amount of \$983,031. The grant term is from December 1, 2022, through September 30, 2025. Although Stanislaus County Workforce Development Board will be the administrator of the RERP, each Local Workforce Development Board (LWDB) in the SJVAC RPU will be administering its program.

The RERP represents acceleration and deepening of the existing Regional Plan Implementation efforts which support partnerships attempting to add high road approaches to existing sector strategies and career pathway programs. "High Road" strategies include, but are not limited to, interventions that:

- i. Improve job quality and job access for underserved and underrepresented populations;
- ii. Meet the skill and profitability needs of employers; and
- iii. Meet the economic and social needs of the community.

The RERP project identified by ETR will provide quality jobs in the healthcare industry and build pathways to those jobs in collaboration with Bakersfield College, Cerro Coso Community College, Taft College, and multiple healthcare employers. ETR will prioritize the following populations under the RERP: Low-income Households and Communities, English Language Learners, First-Generation College Students, and/or Veterans. The RERP will permit ETR to serve 120 participants and place those who complete their education in healthcare career pathways, including Registered Nurses, Licensed

Vocation Nurses, Medical Assistants, Nursing Assistants, and Emergency Medical Technicians. Successful participants will be placed in On-The-Job Training opportunities with employers to help secure careers in healthcare. The collaboration between workforce and community colleges will reduce the critical staff shortages in a variety of these positions in Kern County. In addition, the RERP has budgeted funds to provide supportive services to help candidates succeed.

ETR will continue to update your Committee on the status of the Regional Equity and Recovery Partnerships grant and provide more specifics when additional information is forthcoming.

Sincerely,



Teresa Hitchcock  
Assistant County Administrative Officer

TH:ms

Kern, Inyo & Mono Workforce Development Board PBS Committee Attendance 2022					
P = Present	U=unexcused	X=Cancelled			
A = Excused Absence		2/3/22	5/12/22	9/8/22	11/10/22
<b>First</b>	<b>Last</b>	<b>PBS</b>	<b>PBS</b>	<b>PBS</b>	<b>PBS</b>
Leo	Bautista	X	A	x	
Richard	Chapman	X	P	x	
Stacy	Ferreira	X	A	x	
Nick	Hill III	X	P	x	
Brian	Holt	X	A	x	
Teresa	Hitchcock	X	P	x	
Linda	Parker*	X	P	x	
Alissa	Reed	X	P	x	
Jeremy	Tobias	X	P	x	
Arleana	Waller*	X	P	x	
*Non-WDB					

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

Kern, Inyo & Mono Workforce Development Board Youth Committee Attendance 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	
Jayne	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 & Mono Workforce Development Board Youth Committee Attendance 2021					
P = Present		U=unexcused	X=Cancelled		
A = Excused Absence					
<b>Member</b>		2/24/2021 - cancelled	5/19/21	9/22/2021- cancelled	12/1/21
<b>First</b>	<b>Last</b>	<b>YC</b>	<b>YC</b>	<b>YC</b>	<b>YC</b>
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
Jayme	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 & Mono Workforce Development Board Executive Committee Attendance 2022						
P = Present	U=unexcused	X=Cancelled		Special Session		
A = Excused Absence		3/17/22	6/2/22	6/28/22	10/6/22	12/1/22
<b>Member</b>						
<b>First</b>	<b>Last</b>					
Leo	Bautista	P	P	P		
Teresa	Hitchcock	P	P	P		
Karen	King	P	P	P		
Brenda	Mendivel	P	P	P		
Alissa	Reed	P	P	P		
Norma	Rojas-Mora	A	P	P		
John	Spaulding	P	A	A		
Victoria	Stockman*	A	P	P		
Todd	Yepez	A	A	P		
*Non-WDB						

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

Kern, Inyo & Mono Workforce Development Board Attendance 2022					
P = Present	U=unexcused	X=Cancelled		Special Session	
A = Excused Absence		3/30/22	6/8/22	6/28/22	10/19/22
<b>Member</b>					
<b>First</b>	<b>Last</b>				
John	Adams	Appt 4/26/22	P	P	
Laura	Barnes	A	P	P	
Leo	Bautista	P	P	P	
Kelly	Bearden	P	P	P	
Richard	Chapman	P	P	P	
Stacy	Ferreira	U	U		
Michael	Frey	RESIGNED			
Steven	Gomez	P	P	P	
Chris	Gonzales	U	P	P	
Greg	Gutierrez	P	P	A	
Nick	Hill III	U	P	A	
Teresa	Hitchcock	P	P	P	
Brian	Holt	A	P	P	
Ian	Journey	RESIGNED			
Karen	King	P	P	P	
Greg	Knittel	P	P	A	
Anita	Martin	P	P	P	
Randy	Martin	A	P	P	
Diane	McClanahan	RESIGNED			
Dean	McGee	P	P	A	
John	Means	P	RESIGNED		
Brenda	Mendivel	P	P	P	
John	Moralez	P	P	A	
Clare	Pagnini	P	A	A	
Alissa	Reed, Chair	P	P	P	
Norma	Rojas-Mora	P	P	A	
Rick	Schoengerdt	RESIGNED			
John	Spaulding	A	A	A	
Joseph	Sumlin	RESIGNED			
Jay	Tamsi	U	A	P	
Shelly	Tarver	P	P	A	
Jeremy	Tobias	P	P	P	
Priscilla	Varela	P	P	P	
Todd	Yepez	P	P	A	

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

**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.*