



AGENDA

Program and Business Services Committee

NOVEMBER 18, 2021
8:00 A.M.

EMPLOYERS'
TRAINING
RESOURCE

America's **Job** Center
of CaliforniaSM

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

Location: Microsoft Teams

Time: 8:00 a.m.

Teams Meeting: (831) 296-3421

Access Code: 645 879 698#

Committee Members:

Leo Bautista, Chair
Richard Chapman
Stacy Ferreira

Teresa Hitchcock
Brian Holt
Diane McClanahan

Alissa Reed
Jeremy Tobias

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

- 1-3 A. Approval of September 16, 2021, Meeting Minutes – **Action Item**
- 4 B. Proposed Kern, Inyo and Mono Workforce Development Board and Committees' Meeting Schedule for Calendar Year 2022 – **Action Item**
- 5-6 C. Authorization to Issue Request for Refunding For Workforce Innovation and Opportunity Act Adult, Dislocated Worker, Farmworker and Combined Programs for Program Year 2022-23 – **Action Item**
- 7-10 D. Standing Committee Composition – **Action Item**
- 11-12 E. U.S. Economic Development Administration's American Rescue Plan - Good Jobs Challenge Grant
- 13 F. Transitional Jobs through Bitwise's Entrepreneurship Training
- G. Director's Report – **Oral Report**
- H. Marketing Presentation – **Oral Report**

IV. Committee Member Comments

V. Miscellaneous Filings

- 14-15 A. Program and Business Services Committee Attendance Report
- 16 B. Kern, Inyo and Mono Workforce Development Board and Committees' Meeting Schedule for Calendar Year 2021

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**KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD
PROGRAM AND BUSINESS SERVICES COMMITTEE
DISCUSSION AND ACTION ITEMS
SEPTEMBER 16, 2021**

Members Present: Leo Bautista, Richard Chapman, Nick Hill, Teresa Hitchcock, Diane McClanahan, Linda Parker, Alissa Reed, and Jeremy Tobias.

Members Absent: Stacy Ferriera.

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

Guests Present: None.

The meeting was called to order at 8:03 a.m. by Leo Bautista through Microsoft Teams.

*Unexcused Absence

Introductions

Marsha Charles took a roll call vote of the Committee.

Public Comments

There were no public comments.

Approval of May 13, 2021, Meeting Minutes

Teresa Hitchcock made a motion to approve the May 13, 2021, meeting minutes. Alissa Reed seconded the motion. All ayes. The motion carried.

Recycling Lives

Michael Saltz provided the Committee with an update on the Recycling Lives (RL) project. Michael informed the Committee that in 2018 it was determined that Kern Alliance of Business was determined to be in a better position to operate this program due to its connection to ETR and its partners. RL transferred its assets to KAB, and in 2019 KAB applied and received the Community Block Development Grant of \$435,000. Marsha Manos played a video of the Recycling Lives program for the Committee and guests. Michael stated that the RL program was on its second cohort and they were scheduled to graduate in November.

Update on the AJCC One-Stop Operator under the Workforce Innovation and Opportunity Act for Program Year 2021-22

Michael Saltz informed the Committee on June 24, 2021, the Executive Committee unanimously approved the engagement of Beaudette Consulting, Inc. (BCI) to be the One-Stop Operator for the Comprehensive AJCC Centers located in the Kern, Inyo, and Mono (KIM) Workforce Development Area. Beaudette Consulting, Inc. is on the California

Workforce Association's California Training Initiative list for training and consulting services and has extensive experience in Project Management, Lean Six Sigma, and High-Performance Teams Training and Implementation. Michael stated that the One-Stop Operator had attended the Partner Meeting the previous Tuesday and that he would be making a presentation at the full Board meeting in October.

Approval of the Local and Regional Plans for Program Years 2021 – 2024

Michael Saltz said on the plans were filed with the California Workforce Development Board (CWDB) by the deadline of April 30, 2021. They were reviewed by a team of readers which included representatives from the CWDB, the State Board of Education, the California Department of Education, the Department of Rehabilitation, the Chancellor's Office, and Employment Development Department Regional Advisors. In August 2021, the California Workforce Development Board approved the Plans.

Transitional Jobs RFP

Teresa Hitchcock informed the Committee that Employers' Training Resource (ETR) released a Request for Proposals for Short-Term Job Readiness and Transitional Jobs programs on August 13, 2021. Proposals were due on September 8, 2021, and six were received and they were from City Serve, Bitwise, Labors of the Harvest, Kern High School District, MAOF, and Proteus, Inc. Teresa stated that all of the proposals looked and that ETR had only planned to fund 3 of them. Teresa said that the RFP's were in review and that funding recommendation would be going to the Board on October 6, 2021, and appeals if received would be due by October 13, 2021.

Workforce Development Board and Standing Committee Composition

Anne Meert presented this item on behalf of Elaine Basham who was having connection issues. Anne informed the Committee that with the addition of business member Mr. Nick Hill III and non-WDB Business member Linda Parker this committee is now in compliance with regulations. Anne stated that Mr. Brian Holt, representing Labor, has been appointed to the WDB by the Kern County Board of Supervisors but not to this committee. Staff continues to recommend that Committee members engage in recruitment by speaking with their peers about the benefits of serving as a non-WDB Business member. Alissa noted that there is not a Labor representative on the Committee and Elaine stated that having a Labor Representative was not a requirement for this Committee.

Pandemic Waiver Applications Approved

Elaine Basham informed the Committee that on July 22, 2021, the State Board staff issued the attached e-mails notifying your Board that both waiver requests were approved for the current program year. Staff verified with the State that the OJT waiver was retroactive to the start date of July 1, 2021 (also attached). Staff currently estimates that as many as ten (10) small employers may qualify for the waiver. When they are confirmed, staff will contact each employer to see about adjusting the reimbursement rate to the waiver 90 percent rate. The TJT Policy Bulletin has been drafted and is being reviewed by staff. The policy will go to the Board at its October 6, 2021 meeting for approval.

Budget Update

Jeremy Shumaker informed the Committee that this year our proposed budget was just short of approximately \$36 million. There was an increase of 9 positions. We increased ITA and OJT budgets. ETR is looking at purchasing some Capital Assets this year also.

Director's Report

Teresa Hitchcock informed the Committee of the attack on the AJCC building in the Delano location. ETR is potentially looking at other colocation sites for our services. The Delano staff has temporarily been relocated due to the damage and having to close the office.

Teresa also informed the Committee of the incident at the EPIC location in which a homeless man attacked the security guard, a staff member and a member of the public. ETR is potentially looking at having armed guards at their sites for a limited time. Teresa told the Committee that ETR would potentially be eligible to receive the EDA Grant. The application is due in January and we are in the preliminary stages. Teresa and Richard Chapman provided a brief update on B3K and Bakersfield College's internship program. Teresa also spoke briefly about an upcoming Cal Trans Roadside Grant opportunity.

Marketing Presentation

Danette Williams was not present at the meeting and there was no report given.

Committee Member Comments

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

Miscellaneous Filings

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

The meeting was adjourned at 9:36 a.m.

**PROPOSED
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 1, 2022, 8 a.m.
Thursday, November 10, 2022, 8 a.m.

Youth Committee

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

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

Executive Committee

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

Thursday, March 17, 2022, 4 p.m.
Thursday, May 26, 2022, 4 p.m.
Thursday, September 29, 2022, 4 p.m.
Thursday, December 8, 2022, 4 p.m.

Workforce Development Board

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

Thursday, March 31, 2022, 7 a.m.
Thursday, June 9, 2022, 7 a.m.
Thursday, October 13, 2022, 7 a.m.
Thursday, December 22, 2022, 7 a.m.

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

EMPLOYERS' TRAINING RESOURCE

November 18, 2021

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

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

Dear Committee Member:

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

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

A full RFP was issued for Program Year (PY) 2019-20 for WIOA Adult, Dislocated Worker and Combined programs, and RFRs were issued for PY 2020-21 and PY 2021-22. Staff is recommending that we utilize the more limited RFR process for PY 2022-23 (July 1, 2022 – June 30, 2023) to consider continued funding for existing programs. This would be the fourth and final year under the original RFP. Included in the RFR would be programs/services funded under year three of our National Farmworker Jobs Program (NFJP) grant which began July 1, 2020.

For your information, the WIOA formula (Adult, Dislocated Worker and Youth) allocations for PY 2022-23 as well as NFJP year three funding have not yet been announced. We are hopeful that funding will remain at or near current levels. In addition, procurement for

WIOA Youth programs is handled under a separate process to be considered by the Youth Committee and the WDB. If we want to issue an RFP for unanticipated funding or need, we request your authorization to do so.

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

Sincerely,

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

Teresa Hitchcock
Assistant County Administrative Officer

TH:am

EMPLOYERS' TRAINING RESOURCE

November 18, 2021

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

STANDING COMMITTEE COMPOSITION

Dear Committee Member:

Mr. Brian Holt, representing Labor, has been appointed to the Workforce Development Board (WDB) by the Kern County Board of Supervisors replacing Jim Elrod. The Executive Committee responded to your committee's request to retain a Labor member on your Program and Business Services (PBS) Committee by recommending that Mr. Holt replace Mr. Elrod on the PBS Committee as well. At its October 6, 2021 meeting the WDB concurred, and the WDB Chair has appointed Mr. Holt to your committee.

The State Board mandates that a subcommittee comprised of business members 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 your committee's functions and by having a majority of your members represent Business. With the addition of Linda Parker as a non-WDB member, a second non-WDB member as required by the Workforce Innovation and Opportunity Act (WIOA) is still needed.

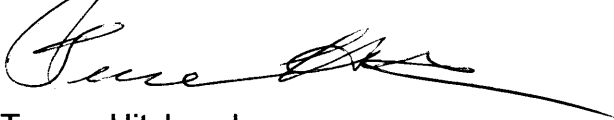
Ms. Arleana Waller, Founder and CEO of The Frink Firm and a diversity advocate, has submitted the attached application/nomination form to serve as a non-WDB Business member on your committee. The Frink Firm provides project management, design and construction and works to diversify the workforce. In addition, her ShePower Leadership Academy empowers young women with the skills to succeed in business.

As you know, your Board 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. Staff continues to recommend that members engage in recruitment by speaking with their peers about the benefits of serving as non-WDB Business members on standing committees.

Therefore, IT IS RECOMMENDED that your committee recommend that the Executive Committee accept the nomination of Ms. Waller to the PBS Committee as a non-WDB member and forward the appointment recommendation to the WDB for approval.

Sincerely,

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

Teresa Hitchcock
Assistant County Administrative Officer

TH:eb

Attachment

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

NOMINEE INFORMATION

Date: 10/25/2021

Name: Arleana Walker

Business Name: The Frink Firm Position: (Shirley) CEO

Business Address: 2623 F Street, Ste. F, BAK, CA 93301

(Street)

(Suite)

(City)

(State)

(Zip)

Phone: 661-532-8417

Fax: NA

E-mail: AW@TheFrinkFirm.com

Preferred method of contact? Email/Text

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:

1. We hire & provide jobs locally
2. Owner/Founder

STATEMENT OF INTEREST

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

My interest in wanting to serve on the Workforce Board is to partner and help bring diversity to the board & community. Bring a ground floor perspective that represent a community voice that is familiar to better our county through inclusive access. Help across business sectors, help find train & retain talent. To play a central role in building the talent pipeline for our future.

WORKFORCE DEVELOPMENT EXPERIENCE

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

- Have led in hiring 20 youth through workforce training jobs.
- Trained & hired 40+ mostly from southeast Bakersfield.
- provided opportunity for 18 men of color on continuation center.

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

Dated: 10/28/21

(Signature)

NOMINATING ORGANIZATION

Name of Organization: Kern EDC

Type of Organization: Economic Development

Nominating Person/Title: Richard Chapman President & CEO

(Name)

(Title)

Comments:

Dated: 11/08/2021

(Signature)

EMPLOYERS' TRAINING RESOURCE

November 18, 2021

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

U.S. ECONOMIC DEVELOPMENT ADMINISTRATION'S AMERICAN RESCUE PLAN - GOOD JOBS CHALLENGE GRANT

Dear Committee Member:

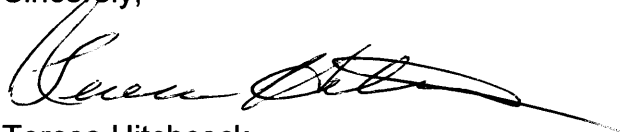
On January 26, 2022, Employers' Training Resource (ETR), in partnership with members of the Regional Planning Unit, including the counties of Kern, Inyo, Mono, Kings, Madera, Merced, San Joaquin, Stanislaus and Tulare (collectively, WDBs) will apply for the U.S. Economic Development Administration's American Rescue Plan Good Jobs Challenge (Good Jobs Challenge Grant). The grant award range is between one million dollars to twenty-five million dollars. The application submission date is January 26, 2022, and the award date has not been identified. The purpose of the Good Jobs Challenge grant is to help get Americans back to work by investing in developing and strengthening regional workforce training systems that support sectoral partnerships, designing sectoring partnerships, and implementing sectoral partnerships that lead to quality jobs. The WDBs have agreed to focus the Good Jobs Challenge Grant on increasing the number of registered nurses in the region.

Stanislaus will be the administrator of the Good Jobs Challenge Grant. The grant has three phases of funding, including, System Development, Program Design and Program Implementation. The first phase of the funding will establish and develop a regional workforce system comprised of multiple sector partnerships, including workforce, education, economic development. The second phase of the funding will be for sectorial partnerships to identify the skills needed by industry and workers, develop the skills training curriculum and materials, and secure the technical expertise needed to train workers with the skills needed by businesses. The third phase of funding is to deliver workforce training and wrap-around services that place workers into quality jobs through a new or expanded sectorial partnership.

The WDBs have discussed utilizing skills-based training, and the earn and learn model for the Good Jobs Challenge Grant. In addition, the Good Jobs Challenge Grant will require letters of commitment to hire the participant(s) following their successful completion of the training program and demonstration of skill acquisition, rather than the customary letters of support from employers.

ETR will continue to update your Committee on the status of the Good Jobs Challenge Grant and provide more specifics when additional information is forthcoming.

Sincerely,

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

Teresa Hitchcock
Assistant County Administrative Officer

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EMPLOYERS' TRAINING RESOURCE

November 18, 2021

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

Transitional Jobs Through Bitwise's Entrepreneurship Training

Dear Committee Member:

Employers' Training Resource (ETR), the fiscal and administrative agent for the Kern, Inyo and Mono Workforce Development Board will be providing Transitional Jobs for participants enrolled in the Entrepreneurship Training Program through Alpha Works Technologies, LLC (Bitwise). The first cohort will consist of twelve students, with a focus on founders and product companies. The goal of Bitwise is to create and support the development of more diverse entrepreneurs, all participants will come from marginalized groups local to Bakersfield, California. The skills that participants will receive during the training include and are not limited to, marketing, customer acquisition, building professionalism, community engagement adopting best practices, finance, accounting, contracts, and pitch decks. The training will be a hybrid approach, including in-person and virtual, and will take place over 36 weeks. The participants will be paid \$17.00 per hour at 29 hours per week. The program will start on November 15, 2021, and end on May 13, 2022. By the end of the training program, participants will have started revenue-generating companies.

ETR has entered into a Subgrant Agreement with Foundation for California Community Colleges for their Career Catalyst Human Resource and Payroll services. The term of the Career Catalyst Agreement between ETR and Bitwise is October 12, 2021, through June 30, 2022, in an amount not to exceed \$279,342.

We will keep your Committee advised of any updates regarding the Bitwise Industries' Entrepreneurship Training Program.

Sincerely,



Teresa Hitchcock
Assistant County Administrative Officer

TH/ms

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

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 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.
Tuesday, April 20, 2021, 2 p.m. **Special Session**
Thursday, May 27, 2021, 4 p.m.
Thursday, June 24, 2021, 4 p.m. **Special Session**
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, November 3, 2021, 7 a.m. **Special Session**
Wednesday, December 15, 2021, 7 a.m.

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