

**AGENDA  
KERN, INYO, AND MONO  
WORKFORCE DEVELOPMENT BOARD  
YOUTH COMMITTEE  
JANUARY 25, 2017**

**Location:** America's Job Center of California – Oildale Affiliate, 200 China  
Grade Loop, Bakersfield, CA  
**Time:** 3:00 p.m. to 4:30 p.m.  
**Dial In:** (800) 867-2581  
**Access Code:** 7696907

**Committee Members:**

Clare Pagnini – Chair	Ian Journey	Mark Novak
Karen Blake	Karine Kanikkeberg	Leticia Perez
Tom Corson	Randy Martin	Ngoc Pham
Dale Countryman	Diane McClanahan	Norma Rojas-Mora
Jim Elrod	Gregory McGiffney	Greg Terry
Christine Frazier	John Means	Veronica Vega
Christopher Gerry	Brian Mendiburu	David Villarino
Teresa Hitchcock	Magda Menendez	Todd Yopez

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- I. Introductions
- II. Public Comments
- III. Approval of the November 30, 2016, Meeting Minutes – **Action Item**
- IV. New Business
  - A. Youth Re-Engagement Center - **Update**
  - B. Youth Agency Expenditures & Performance - **Update**
  - C. Partner Update – **Oral Report**
- V. Committee Member Comments
- VI. Miscellaneous Filings
  - A. Status of Subgrantee Monitoring Report
  - B. Kern, Inyo, and Mono Workforce Development Board and Committees' Meeting Schedules for Calendar Year 2017
  - C. Youth Attendance Report

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**KERN, INYO, AND MONO  
WORKFORCE DEVELOPMENT BOARD  
YOUTH COMMITTEE  
DISCUSSION AND ACTION ITEMS  
NOVEMBER 30, 2016**

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Members Present: Karen Blake, Dale Countryman, Jim Elrod, Teresa Hitchcock, Karine Kanikkeberg, Randy Martin, Gregory McGiffney, Magda Menendez, Mark Novak, Norma Rojas-Mora, Greg Terry, Veronica Vega, David Villarino, and Todd Yepez.

Members Absent: Tom Corson, Christine Frazier\* Christopher Gerry, Ian Journey\*, John Means, Brian Mendiburu\*, Clare Pagnini, Leticia Perez, and Ngoc Pham.

Staff Present: Bill Stevenson, Nathan Gutierrez, Maria Perez, Karen Briefer-Gose, and Lori Castro.

Guests Present: Pam Holliwell, Nathan Ross, Debra Plank, Sarah Samms, Jeremiah Morin, Dajanique Hunter, Jim Elrod, Irene Martinez, Adalaida Ramos, Sonya McCall, Luis Rodriguez, Rebecca Rivera, and Luis Ramos.

The meeting was called to order at 4:04 p.m. by Teresa Hitchcock at America's Job Center of California – Oildale Affiliate, 200 China Grade Loop, Bakersfield, CA

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### **INTRODUCTIONS**

Members, staff, and guests introduced themselves.

### **PUBLIC COMMENTS**

There were no public comments.

### **PRESENTATION**

Kern County Superintendent of Schools gave a presentation on what their Jobs Plus program for youth does and how it helps the youth of our community that are going down the wrong "track" in life.

The students each spoke on how the program has helped them begin to achieve their goals and keep them in line. They also told the committee what their future plans are.

Committee members commented on how well spoken and well-dressed the participants were.

\* Unexcused Absence

## **APPROVAL OF THE SEPTEMBER 14, 2016, MEETING MINUTES**

Jim Elrod made a motion to approve the September 14 2016, Youth Committee meeting minutes.. Greg McGiffney seconded the motion. All Ayes. The motion carried.

## **WELCOME NEW MEMBER RANDY MARTIN**

Teresa introduced new member Randy Martin to all members.

## **APPROVAL TO USE REFUNDING PROCESS FOR WORKFORCE INNOVATION AND OPPORTUNITY ACT YOUTH PROGRAMS FOR PROGRAM YEAR 2017-18**

Karen Briefer-Gose reviewed the Request for Refunding (RFR) process to members youth activities for Program Year 2017-18 and explained the difference between the RFR and the Request for Procurement (RFP) process.

Greg McGiffney made a motion to accept the RFR process for Workforce Innovation and Opportunity Act (WIOA) youth funded activities and a full RFP process for any additional youth funding opportunities that may emerge for Program Year 2017-18 and recommend it to the Workforce Development Board. Greg McGiffney seconded the motion. David Villarino, Karine Kanikkeberg, Madga Menendez and Norma Rojas-Mora abstained. The motion carried.

## **YOUTH RE-ENGAGEMENT CENTER UPDATE**

Nathan Gutierrez updated the committee on the Youth Re-Engagement Center which will be at the Beale Memorial Library. He stated that the library has special grants and have ordered top of the line printers (including a 3D printer), and they will have several training courses being offered that should appeal to the youth of our county.

## **HUMAN CENTERED DESIGN CHALLENGE UPDATE**

Nathan Gutierrez updated the committee on a group that went to Washington D.C., to make a presentation and accept an award at the White House. He also told the committee about the newest project that they are starting up soon.

## **YOUTH AGENCY QUARTERLY EXPENDITURES UPDATE**

Karen Briefer-Gose updated the quarterly expenditures for the youth programs. She provided a chart and members asked if number of participants could be added as it would be helpful to them trying to read the information.

## **PARTNER UPDATE**

Teresa reported to the committee that ETR staff is working with partners on phase II of the MOU process which includes how much funding will be provided by each partner.

**REQUEST FOR YOUTH PROGRAM EVALUATORS**

Karen Briefer Gose updated the committee and asked them to consider serving as evaluators beginning approximately in March 2017. They would learn how to evaluate RFP's and RFR's. Greg McGiffney, Karen Blake, and Todd Yopez volunteered.

Greg Terry made a motion to accept and appoint those volunteers as youth program evaluators beginning in March 2017. Jim Elrod seconded the motion. David Villarino, Karine Kanikkeberg, Magda Menendez and Norma Rojas-Mora all abstained. The motion passed.

**COMMITTEE MEMBER COMMENTS**

Greg McGiffney would like to make a presentation at the next Youth Committee meeting. David Villarino announced that FIELD has become certified in Conservation including waste management and recycling. They can provide training and add approximately 100 jobs per month

**MISCELLANEOUS FILINGS**

The Youth Committee was provided with the Status of Subgrantee Monitoring Report, the Kern, Inyo, and Mono Workforce Development Board and Committees' Meeting Schedule for Calendar Year 2016, the Proposed Kern, Inyo, and Mono Workforce Development Board, the Committees' Meeting schedules for Calendar Year 2017, and the Youth Attendance Report.

The meeting was adjourned at 4:40 p.m.

# EMPLOYERS' TRAINING RESOURCE

January 25, 2017

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

## STATUS OF YOUTH SUBGRANTEE MONITORING REPORTS

Dear Committee Member:

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

Monitoring reports with findings:

**Farmworker Institute for Education and Leadership Development (FIELD) 1/6/17 Fiscal report.** Finding was for services provided before enrollment.

In response FIELD reimbursed Employers' Training Resource for services provided before enrollment and submitted a corrective action plan to ensure that participants are enrolled before services are provided. This finding is closed.

**West Side Regional Occupational Program (WSROP) 11/17/16 Fiscal report.** Findings were for lack of documentation for supplies, training, and supportive services; and costs charged to the wrong line item.

In response WSROP provided documentation and a corrective action plan to ensure that adequate documentation is on file for purchases; and a new procedure was adopted for determining the correct line item for costs. These findings are closed.

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 AND MONO  
WORKFORCE DEVELOPMENT BOARD AND  
COMMITTEES' MEETING SCHEDULE  
CALENDAR YEAR 2017**

**Program and Business Services Committee**

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

Thursday, January 19, 2017, 8 a.m.  
Thursday, April 6, 2017, 8 a.m.  
Thursday, September 7, 2017, 8 a.m.  
Thursday, November 9, 2017, 8 a.m.

**Youth Committee**

America's Job Center of California – Oildale Affiliate, 200 China Grade Loop, Bakersfield

Wednesday, January 25, 2017, 3 p.m.  
Wednesday, April 12, 2017, 3 p.m.  
Wednesday, September 13, 2017, 3 p.m.  
Wednesday, November 15, 2017, 3 p.m.

**Executive Committee**

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

Thursday, February 2, 2017, 4 p.m.  
Thursday, April 20, 2017, 4 p.m.  
Thursday, September 21, 2017, 4 p.m.  
Thursday, November 30, 2017, 4 p.m.

**Workforce Development Board**

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

Thursday, February 16, 2017, 7 a.m.  
Thursday, May 4, 2017, 7 a.m.  
Thursday, October 5, 2017, 7 a.m.  
Thursday, December 14, 2017, 7 a.m.

Kern, Inyo & Mono Workforce Development Board Youth Committee Attendance 2016					
P = Present	U=unexcused	X=Cancelled		Not a member of	
A = Excused Absence					
		2/24/16	5/18/16	9/14/16	11/30/16
<b>First</b>	<b>Last</b>	<b>*YC</b>	<b>*YC</b>	<b>*YC</b>	<b>*YC</b>
Karen	Blake	P	P	P	P
Angela	Carrizales	U	Resigned May 2016		
Tom	Corson	A	A	P	A
Dale	Countryman	P	A	P	P
Jim	Elrod	P	P	P	P
Christine	Frazier	A	P	U	U
Christopher	Gerry	P	A	P	A
Adan	Gomez	U	U	Voted off due to attend 6-9-16	
Connie	Grumling	A	A	Resigned Jun 2016	
Teresa	Hitchcock	P	P	P	P
Ian	Journey	P	A	A	U
Karine	Kanikkeberg	Appt 3/17/16	P	P	P
Randy	Martin	Appointed 10-6-16			P
Greg	McGiffney	P	A	P	P
John	Means	P	A	A	P
Brian	Mendiburu	A	P	U	A
Magda	Menendez	A	A	U	P
Mark	Novak	A	P	P	P
Clare	Pagnini	A	P	P	A
Leticia	Perez	A	A	A	A
Ngoc	Pham	A	A	P	A
Norma	Rojas-Mora	P	P	U	P
Greg	Terry	P	P	U	P
Veronica	Vega	P	P	P	P
David	Villarino	P	A	P	P
Todd	Yepez	P	P	P	P