

**AGENDA
KERN, INYO, AND MONO
WORKFORCE DEVELOPMENT BOARD
YOUTH COMMITTEE
SEPTEMBER 13, 2017**

Location: America's Job Center of California – Oildale Affiliate
200 China Grade Loop
Bakersfield, CA 93309

Time: 3:00 p.m. to 4:30 p.m.

Dial In: (800) 867-2581

Access Code: 7696907

Committee Members:

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

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**KERN, INYO, AND MONO
WORKFORCE DEVELOPMENT BOARD
YOUTH COMMITTEE
DISCUSSION AND ACTION ITEMS
APRIL 12, 2017**

Members Present: Clare Pagnini, Dale Countryman, Jim Elrod, Teresa Hitchcock, Ian Journey, Karine Kanikkeberg, Magda Menendez, Greg Terry, David Villarino, Todd Yopez, and Diane McClanahan.

Members Absent: Mark Novak, Norma Rojas-Mora, Veronica Vega, Christopher Gerry, Tom Corson, Karen Blake*, Randy Martin*, Gregory McGiffney* John Means*, Brian Mendiburu*, Ngoc Pham*.

Staff Present: Nathan Gutierrez, Karen Briefer-Gose, Bill Stevenson, Chris Gallardo, Rachel Chavez, and Marsha Charles.

Guests Present: Irene Martinez, Victoria Estes, G. K., Andrea Wright, Brandon Evans, and Pedro Naveiras for Leticia Perez.

The meeting was called to order at 3:02 p.m. by Clare Pagnini at America's Job Center of California – Oildale Affiliate, 200 China Grade Loop, Bakersfield, CA.

INTRODUCTIONS

Members, staff and guests introduced themselves.

PUBLIC COMMENTS

There were no public comments.

APPROVAL OF THE JANUARY 25, 2017, MEETING MINUTES

Teresa Hitchcock pointed out that there was an amendment to the January 25, 2017 minutes. The approval of the November 30, 2017, meeting minutes should reflect a date of November 30, 2016. David Villarino made a motion to approve meeting minutes. Jim Elrod seconded the motion. All Ayes. The motion carried.

ALLOCATION AND FUNDING RECOMMENDATIONS FOR YOUTH PROGRAMS FUNDED UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT FOR PROGRAM YEAR 2017-18

Karen Briefer-Gose advised the Committee that the Kern, Inyo and Mono Consortium's total allocation in youth funding for PY 2017-18 is estimated to be \$3,802,243, a decrease of 4.4% over our PY 2016-17 youth funding. That would

* Unexcused Absence

leave an estimated \$3,353,578 in program funding available to support both ETR program expenses and youth provider contracts.

Instead of our original plan to award a total of \$2,000,000 in program funding to youth subrecipients, we now project that only \$1,700,000 will be available.

Karen explained the scoring process for the Request for Refunding. Scoring of the Rated Sections was performed by seven evaluators, including three members of your Youth Committee. The Youth Committee members decided on a score of 70% as the minimum required for funding beyond an amount deemed necessary in order to serve out current participants and those in follow-up during PY 2017-18. Due to the limited funding available for In-School Youth (ISY) programs, it may become impossible to provide viable levels of funding for ISY in future years. In order to prepare for this and not leave participants "stranded," the group's recommendations include limiting all ISY programs to funding for current participants and carryover, regardless of score and program quality. Programs scoring under the 70% threshold were recommended for smaller amounts of funding to serve their carryover and for follow-up with an eye too and sun setting those programs. Enrollments for new participants could not be justified. Housing Authority did not reapply for funding and Proteus, Inc. applied for a minimal amount of funding to conduct follow-up and close down their youth programs. ETR will continue to look for additional sources of youth funding. We will be looking towards the Committee Members as possible partners. Jim Elrod made a recommendation that your Committee recommend to the Workforce Development Board (WDB) to authorize the distribution of WIOA funds as indicated subject to negotiations and approval of the Kern County Board of Supervisors. Diane McClanahan seconded the motion. David Villarino and Karine Kanikkeberg abstained. All Ayes. The motion carries.

YOUTH AGENCY QUARTERLY EXPENDITURES UPDATE

Karen Briefer-Gose informed the Committee on the Youth Agency Expenditures in an effort to increase the amount of performance related information made available to your Committee, as well as to establish more proactive practices. Employers' Training Resource has incorporated Quarterly Expenditure Plans; this process is still in its first year and is in the fine tuning stages. The 1st Quarter data was reported to your Committee at its November 16, 2016 meeting. Expenditures through the 2nd Quarter of PY 2016-17, were incorporated into the scoring of applications for refunding. Staff is evaluating planned vs. actual expenditures through 3rd Quarter for each agency, comparing percentage of 3rd Quarter Plans to both straight line projections through the end of the year and total year-end spending for PY 2015-16.

YOUTH RE-ENGAGEMENT CENTER UPDATE

Nathan Gutierrez spoke to the Committee regarding the Youth Center update and referenced the flyer that was made for the event. Nathan thanked Clare Pagnini for the \$200 gift card that will be given to the winner of the naming contest for the center. Nathan informed the Committee that there will be client services available to the youth at the event as well. Teresa Hitchcock told the Committee that the concept of this program is to become a One-Stop Shop to assist the In-School Youth (ISY), Out-of-School Youth (OSY) and At Risk Youth. Clare Pagnini stated that Nathan has reached out to ROC to establish a partnership.

PARTNER UPDATE

Teresa Hitchcock told the Committee that ETR is in the process of implementing the Workforce Innovation Opportunity Act (WIOA). The latest deadline is creating and submitting the four year local and regional plans that required us to coordinate with our partners in Workforce Development. There were three public meetings held at The Beale Library for the public to submit their input so the public would know what was out there in the community. The plan was put out for public comment for 30 days. Then the local plan was submitted with the regional plan. ETR has not heard back from the state at this time. ETR will be notified by the end of April if the plan is conditionally approved. The next step of the planning process is the MOU between all of the partnering agencies. The MOU is going to require some cost sharing and is due by August. The EDD has been working on a formula allocation at the State level, that MOU is due by August. ETR is also working on a One-Stop Certification process as well as One-Stop Operator that will oversee the entire system. Teresa stated that we are expected to meet all of the deadlines.

COMMITTEE MEMBER COMMENTS

There were no Committee member comments.

MISCELLANEOUS FILINGS

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

The meeting adjourned at 3:42 p.m.

EMPLOYERS' TRAINING RESOURCE

September 13, 2017

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

ELECTION OF NEW YOUTH COMMITTEE CHAIR

Dear Committee Member:

Due to increasing outside obligations, Clare Pagnini has tendered her resignation as your Chair, though she wishes to remain a member of the Committee. We thank Clare for her thoughtful, engaged service as Chair of this Committee, and look forward to her continued presence as a member of the local business community.

It is now necessary to nominate and elect a new Youth Committee Chair.

Therefore, **IT IS RECOMMENDED** that your Committee make nominations and conduct a vote to appoint a new Chairperson.

Sincerely,



Teresa Hitchcock
Assistant County Administrative Officer

TH:kb



September 13, 2017

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

UPDATE ON ALLOCATION AND FUNDING RECOMMENDATIONS FOR YOUTH PROGRAMS FUNDED UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) FOR PROGRAM YEAR 2017-18

Dear Committee Member:

At its meeting on May 4, 2017, the Workforce Development Board (WDB), approved funding for youth programs for Program Year (PY) 2017-18 as recommended by your Committee on April 12, 2017. One appeal was filed by the Farmworker Institute of Education and Leadership. That appeal was subsequently withdrawn and the funding recommendations stand as approved by your Committee and the WDB. A total of \$1,700 was allocated with In-School programs limited to serving out participants carried over from PY 2016-17 and those in Follow-Up, and new enrollments allowed for the five Out-of-School programs that scored above the minimum threshold of 70% on the RFR. ETR is working with all programs recommended to sunset to ensure continuity of services to participants both through PY 2017-18 and beyond, as needed.

Although Kern, Inyo and Mono Consortium's total allocation in youth funding for PY 2017-18 was expected to be approximately \$3.8 million, a total of \$4,733,093 was received in formula youth funds due to our relatively high rate of unemployment and disengaged youth. We are still required to expend a minimum of 75% of our youth program funds on Out-of-School youth. We failed to meet that minimum for PY 2015-16 and believe that we have just barely made it for PY 2016-17, pending corrections to subgrantee closeout expenditures.

The additional funding received is expected to be used for outreach on behalf of the Youth Re-Engagement Center, as matching funds for older youth served under our new Disability Employment Accelerator (DEA) grant project and for older youth sent to occupational skills training under our adult/combined programs, all of which align with our efforts to reach out to disengaged youth.

Sincerely,

A handwritten signature in cursive script, appearing to read "Teresa Hitchcock".

Teresa Hitchcock
Assistant County Administrative Officer

TH:bs:kb



September 13, 2017

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

YOUTH AGENCY QUARTERLY EXPENDITURES UPDATE

Dear Committee Member:

Employers' Training Resource (ETR) introduced cumulative quarterly expenditure plans with the Program Year (PY) 2016-17 youth contracts as what we hoped would serve as an improved means by which to identify potential underspending early enough to intervene and/or reallocate funding.

Quarterly expenditure plans were developed with and for each agency, and expenditures through 2nd Quarter (December) were considered as part of the evaluation process for the Request for Refunding for PY 2017-18. Unfortunately, while expenditures through the 2nd Quarter of PY 2016-17 in aggregate, were 153% for In-School (ISY) and 120% for Out-of-School (OSY), Final Expenditures were only 97% and 95%, respectively. Agencies continued, with a few exceptions, to spend more of their ISY than OSY funding. Several agencies have had difficulty serving OSY beyond the provision of Work Experience, which is only one of the required Elements of Service. These agencies have received reduced allocations to serve out their remaining participants and those in Follow-Up during PY 2017-18 and to end their activities on June 30, 2018. Any participants still in need of services will be transferred to other agencies or to ETR.

For those agencies with “full” funding for PY 2017-18, Cumulative Quarterly Expenditure plans will require increased spending through 2nd and 3rd Quarters to be able to more quickly identify expenditure/service delivery issues and take action well prior to the end of the Program Year.

Sincerely,

A handwritten signature in cursive script, appearing to read "Teresa Hitchcock".

Teresa Hitchcock
Assistant County Administrative Officer

TH:kb

Attachment

ISY Youth Cumulative Quarterly Expenditure Plan vs. Actual

Including Accruals	thru Sep			thru Dec			thru Mar			thru June			Remaining
	1st Q Plan	1st Q Actual	1st Q % of Plan	2nd Q Plan	2nd Q Actual	2nd Q % of Plan	3rd Q Plan	3rd Q Actual	3rd Q % of Plan	4th Q Plan	4th Q Actual	4th Q % of Plan	
Agency	Plan	Actual	% of Plan	Plan	Actual	% of Plan	Plan	Actual	% of Plan	Plan	Actual	% of Plan	Remaining
Delano ISY	\$11,996	\$3,736	31%	\$23,432	\$14,090	60%	\$37,112	\$26,411	71%	\$49,868	\$49,660	100%	\$208
FIELD ISY	\$8,637	\$5,138	59%	\$13,120	\$13,984	107%	\$25,274	\$24,566	97%	\$44,572	\$29,071	65%	\$15,501
HACK ISY	\$6,250	\$4,806	77%	\$12,500	\$10,906	87%	\$18,750	\$14,232	76%	\$25,000	\$22,447	90%	\$2,553
KCSOS ISY	\$9,750	\$13,727	141%	\$23,250	\$25,808	111%	\$35,250	\$47,361	134%	\$75,000	\$73,646	98%	\$1,354
KHSD CTIES	\$38,565	\$101,114	262%	\$80,349	\$183,556	228%	\$115,174	\$269,930	234%	\$350,000	\$350,000	100%	\$0*
Taft CTEC ISY	\$8,000	\$19,049	238%	\$20,000	\$29,252	146%	\$35,000	\$42,412	121%	\$50,000	\$49,141	98%	\$859
Tehachapi ISY	\$10,418	\$6,928	67%	\$24,308	\$23,262	96%	\$41,670	\$30,221	73%	\$55,560	\$54,547	98%	\$1,013
Totals	\$93,616	\$154,498	165%	\$196,959	\$300,858	153%	\$308,230	\$455,133	148%	\$650,000	\$628,512	97%	\$21,488

25.4%

OSY Youth Cumulative Quarterly Expenditure Plan vs. Actual

Including Accruals	thru Sep			thru Dec			thru Mar			thru June			Remaining
	1st Q Plan	1st Q Actual	1st Q % of Plan	2nd Q Plan	2nd Q Actual	2nd Q % of Plan	3rd Q Plan	3rd Q Actual	3rd Q % of Plan	4th Q Plan	4th Q Actual	4th Q % of Plan	
Agency	Plan	Actual	% of Plan	Plan	Actual	% of Plan	Plan	Actual	% of Plan	Plan	Actual	% of Plan	Remaining
Delano OSY	\$25,432	\$11,032	43%	\$49,784	\$35,270	71%	\$75,648	\$58,042	77%	\$100,000	\$99,533	100%	\$467
FIELD OSY	\$9,668	\$12,377	128%	\$14,717	\$25,036	170%	\$28,351	\$43,643	154%	\$50,000	\$56,885	114%	-\$6,885**
HACK OSY	\$18,750	\$12,846	69%	\$37,500	\$33,232	89%	\$56,250	\$38,833	69%	\$75,000	\$29,357	39%	\$45,643
KCSOS OSY	\$14,528	\$12,319	85%	\$31,519	\$24,239	77%	\$48,536	\$40,167	83%	\$65,000	\$59,757	92%	\$5,243
KHSD ACT	\$34,130	\$62,874	184%	\$77,507	\$109,240	141%	\$107,641	\$157,540	146%	\$275,000	\$275,000	100%	\$0
KHSD BCCT	\$28,660	\$115,348	402%	\$62,120	\$177,669	286%	\$110,335	\$225,186	204%	\$350,000	\$350,000	100%	\$0
KHSD CS2	\$73,431	\$80,607	110%	\$154,071	\$182,483	118%	\$214,995	\$254,759	118%	\$400,000	\$400,000	100%	\$0
KHSD REAP	\$30,598	\$44,583	146%	\$64,552	\$63,052	98%	\$106,375	\$87,379	82%	\$250,000	\$250,000	100%	\$0
Proteus OSY	\$22,500	\$15,764	70%	\$45,000	\$32,443	72%	\$67,500	\$52,714	78%	\$90,000	\$69,705	77%	\$20,295
Taft CTEC OSY	\$32,000	\$31,021	97%	\$82,000	\$60,736	74%	\$140,000	\$94,272	67%	\$200,000	\$165,833	83%	\$34,167
Tehachapi OSY	\$17,813	\$24,382	137%	\$41,563	\$51,760	125%	\$71,250	\$58,498	82%	\$95,000	\$88,137	93%	\$6,863
Totals	\$307,510	\$423,153	138%	\$660,333	\$795,160	120%	\$1,026,881	\$1,111,033	108%	\$1,950,000	\$1,844,207	95%	\$105,793

74.6%

Spending less than 80% overall puts us at risk of the State recapturing funds.

* Spent more than budget (ISY). Reimbursed only up to budget.

** Spent more than budget (OSY). Will be allowed to transfer any remaining ISY funds to cover.

EMPLOYERS' TRAINING RESOURCE

September 13, 2017

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

YOUTH PERFORMANCE UPDATE

Dear Committee Member:

Final actual performance vs. negotiated local benchmarks for Program Year (PY) 2016-17, will not be available until next year when all participants exited during PY 2016-17 have completed 12 months of Follow-Up, since two of the required measures now extend through the 4th Quarter Post Exit.

For PY 2015-16, our area came in slightly below the negotiated rate for youth placement (but was still within the 15% range for compliance) and exceeded our goals for Attainment of Degree or Certificate and Literacy/Numeracy Gains.

Our obligations for PY 2015-16 were:

Measure	Actual	Required	% Success	In Compliance?
Placement	61.0%	65.0%	93.8%	Yes
Attainment	82.0%	64.0%	128.1%	Yes
Lit/Num	41.0%	40.5%	101.2%	Yes

For PY 2016-17, the previous "Common Measures" of performance under Workforce Investment Act (WIA) were replaced with new Performance Indicators for the Workforce Innovation and Opportunity Act (WIOA).

Our obligations for PY 2016-17 are:

Measure	Actual	Required	% Success	Required for Compliance
Placement 2 nd Q Post Exit	pending	50.0%	pending	42.5%
Placement 4 th Q Post Exit	pending	50.0%	pending	42.5%
Median Earnings, 2 nd Q Post Exit	pending	Baseline Data	pending	N/A
Credential Attainment within 4 Quarters Post Exit	pending	54.7%	pending	46.5%
Measurable Skill Gains	pending	Baseline Data	pending	N/A

20% Minimum Expenditure on Work Experience - pending

75% Minimum Expenditure on Out-of-School Activities – pending

It should be noted that although final determination of expenditure requirements are pending some late closeout submissions, several agencies failed to expend their allocations by significant amounts. This is detailed in your 4th Quarter Expenditures letter. With one exception, all of these under expended agencies are being required to sunset their activities by the end of PY 2017-18. We are working with the remaining agency to ensure complete expenditure of 2017-18 funds. A new challenge for our youth service providers is the prohibition against paying incentives in Follow-Up to participants not already employed or enrolled in education. Agencies had previously used incentives to help re-engage participants who lost jobs or dropped out of post-secondary education in Follow-Up. Finally, the State has expressed concern over the small number of Measurable Skill Gains reported during PY 2016-17. The State has been late in issuing guidance on what actually counts as a Measurable Skill Gain. We are working with youth providers to define and submit Measurable Skill Gains going forward.

Our obligations for PY 2017-18 are:

Measure	Benchmark	Required for Compliance
Placement 2 nd Q Post Exit	52.0%	44.2%
Placement 4 th Q Post Exit	52.0%	44.2%
Median Earnings, 2 nd Q Post Exit	Baseline Data	N/A
Credential Attainment within 4 Quarters Post Exit	56.0%	47.6%
Measurable Skill Gains	Baseline Data	N/A

20% Minimum Expenditure on Work Experience

75% Minimum Expenditure on Out-of-School Activities

We will be working closely with fully funded agencies to comply with the new policies and develop their capacity to serve Out-of-School youth exclusively, while also expanding our own capacity to deliver services, including an accredited online high school diploma with career training for disengaged youth who need services that can be accessed remotely, and/or who have failed in traditional educational settings or need to study during non-traditional business hours.

Sincerely,

A handwritten signature in cursive script, appearing to read "Teresa Hitchcock".

Teresa Hitchcock
Assistant County Administrative Officer

TH:kb

EMPLOYERS' TRAINING RESOURCE

September 13, 2017

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

DISABILITY EMPLOYMENT ACCELERATOR (DEA) GRANT

Dear Committee Member:

In March 2017, the Employment Development Department (EDD), in coordination with the California Workforce Development Board (CWDB), announced funding of up to \$2 million in Workforce Innovation and Opportunity Act (WIOA) discretionary funds to design, develop and implement programs to accelerate employment opportunities for People With Disabilities (PWD) through the Disability Employment Accelerator (DEA) grant.

Employers' Training Resource (ETR), in partnership with the Kern Community College District (KCCD), Bakersfield College (BC), Kern High School District (KHSD), the California Department of Rehabilitation (DOR), Independent Living Center of Kern County (ILCKC) and Golden Empire Transit (GET), received notification in June 2017 of a \$275,000 award to serve individuals who are deaf and hard of hearing with training and employment opportunities in high-demand industry sectors.

Program Overview

This program will serve 31 individuals, 18 years and older who are deaf and hard of hearing, for a period of 18 months beginning June 30, 2017 through December 31, 2018.

Grant participants will be referred by partner agencies and enter Occupational Training, Paid Work Experience (PWEX), or On-The-Job Training (OJT), leading to unsubsidized employment in high-demand jobs within Healthcare and Manufacturing, two local high-demand industry sectors. Before entering training, Samsung Galaxy tablets preloaded with a voice-to-text program called "AVA", will be provided to allow seamless communication between participants, training providers and employers. Partner agencies will also conduct assessments to identify other necessary accommodations

needed by participants on a case-by-case basis, followed by co-enrollment into their programs.

In order to address barriers preventing them from obtaining and keeping employment, participants and their families will participate in peer mentoring classes with trained students and staff from KHSD to improve their self-confidence and develop social skills needed to be successful in the workplace. DOR will provide counseling services to co-enrolled participants and advise them about available programs which will allow them to work while continuing to receive entitlement benefits.

ETR and partner agencies will identify potential worksite hosts and employers. Employers will be given information on available Work Opportunity Tax Credits (WOTC) and will be offered free worksite assessments and training by DOR on how to work alongside people who have disabilities.

Supportive Services will be made available to participants during training, work experience and for a short duration at the start of employment. In addition to the Samsung Galaxy tablet and AVA app that each participant will receive, American Sign Language (ASL) interpreters will be available on an as-needed basis on-campus at BC and during activities with KHSD and partnering agencies for the duration of the grant period.

Due to the limited funding of the DEA grant and to serve the number of required participants for the duration of the grant, all participants will be co-enrolled under the Adult or Out-of-School funding streams. In addition, grant partners have committed \$169,000 in matching funds for training and staff costs. The total program cost including DEA funds, matching funds and formula funding is \$468,374.

Under the terms of the DEA Grant, we are required to enroll 31 participants, who are deaf or hard of hearing, and place at least 20 in unsubsidized employment, preferably in the Healthcare or Manufacturing sectors. Co-enrolled participants will also be required to meet all other applicable WIOA performance measures.

Sincerely,



Teresa Hitchcock
Assistant County Administrative Officer

TH:ng:kb

EMPLOYERS' TRAINING RESOURCE

September 13, 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 no findings:

Housing Authority of the County of Kern (8/15/17) Fiscal report.
Kern County Superintendent of Schools (8/7/17) Fiscal report.
Kern County Superintendent of Schools (5/2/17) Program report.

Monitoring reports with findings:

Farmworker Institute of Education and Leadership Development (FIELD) (8/2/17) Fiscal report. Findings were for two instances of participant wages charged to the wrong program and costs for food allocated to both the In-School and Out-of-School programs.

In response, FIELD corrected the wage charges and credited Employers' Training Resource (ETR) for the food charges. These findings are closed.

Housing Authority of the County of Kern (HACK) (4/17/17) Program report. Findings were for having 90 day gaps in services for four participants; overdue follow-up reports; follow-up documentation missing from one file; case notes are not entered monthly, three participants had not had a case note entered in more than 95 days, case notes do not sufficiently document services; participant files missing required documentation; Entrance Interview Questionnaire was not completed; work experience documentation was missing or was incomplete; CalJOBS activity codes were missing or were not accurate; participant's Individual Service Strategies forms were missing, incomplete and were not individualized; and exit dates for two participants did not reflect their last date of service.

HACK is not currently operating youth programs for ETR. Responsibility for HACK's participants and all related files and issues, have been assumed by ETR. These findings are closed.

Taft Union High School District (TUHSD) (5/16/17) Program report. Findings were for a 90 day gap in services for one participant; case notes are not entered monthly and do not sufficiently document services; and one participant performed work experience at a church.

In response, TUHSD reviewed all participant files and exited those with a 90 day gap; indicated that staff will keep in touch with participants and enter case notes monthly; and removed the participant from the church work site. These findings are closed.

Tehachapi Unified School District (TUSD) (8/2/17) Program report. Findings were for 90 day gaps in services for three participants; follow-up documentation is incomplete or missing; and case notes are not entered monthly and do not sufficiently document services.

In response, TUSD hired additional support staff and exited any participants exceeding the 90 days between services; hired additional support staff and reviewed files to ensure that incomplete documentation was completed and missing documentation was located and placed in participant files; and staff will be required to input case notes on a weekly basis. 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

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**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. **POSTPONED**
Thursday, September 14, 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 2017 Qtrs 1-4					
P = Present	U=unexcused	X=Cancelled		Not a member of	
P = Present					
Member		1/25/17	4/12/17	9/13/17	11/15/17
First	Last	YC	YC	YC	YC
Rob	Arias				
Karen	Blake	A	U		
Tom	Corson	P	A		
Dale	Countryman	P	P		
Jim	Elrod	P	P		
Christopher	Gerry	A	A		
Teresa	Hitchcock	A	P		
Ian	Journey	U	P		
Karine	Kanikkeberg	P	P		
Randy	Martin	P	U		
Diane	McClanahan	P	P		
Greg	McGiffney	P	U		
John	Means	A	U		
Brian	Mendiburu	A	U		
Magda	Menendez	P	P		
Mark	Novak	A	A		
Clare	Pagnini	P	P		
Leticia	Perez	A	U		
Ngoc	Pham	U	U		
Norma	Rojas-Mora	P	A		
Greg	Terry	P	P		
Veronica	Vega	P	A		
David	Villarino	P	P		
Todd	Yepez	P	P		