WDB Kern, Inyo & Mono

WORKFORCE DEVELOPMENT BOARD

Executive Committee
May 25, 2023
3:00 p.m.

KERN COUNTY EMPLOYERS' TRAINING RESOURCE

A proud partner of America's Job Center

1600 E. Belle Terrace
Bakersfield, CA 93307

Kern, Inyo & Mono
Workforce Development Board
Executive Committee Agenda

May 25, 2023

Location: 1600 E. Belle Terrace – 2nd Floor Large Conference Room
Dial In #: (831) 296-3421
Access Code: 441 386 741#
Time: 3:00 p.m.
Members: Alissa Reed, Chair; Leo Bautista; Aaron Ellis; Brenda Mendivel; Norma Rojas-Mora; Dr. Kristen Watson; 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

1-2 A. Approval of the March 2, 2023, Meeting Minutes – **Action Item**
3-4 B. Approval of the Proposed Agenda for the May 31, 2023, Workforce Development Board Meeting – **Action Item**
5 C. Board Officers **– Action Item**
6-8 D. Workforce Development Board and Standing Committee Composition, Appointment, and Resignation – **Action Item**
9-14 E. Transfer of Funds Request **– Action Item**
15-29 F. Subsequent Local Area Designation and Local Board Recertification for PY 2023-25 – **Action Item**
30-36 G. High Performing Boards Application – **Action Item**
37 H. Approval of the Two-Year Modification to the Local and Regional Plans for Program Years 2021-2024
38-39 I. Workforce Development Apprenticeship Program

IV. Director's Report

V. Committee Member Comments

VI. Miscellaneous Filings

40-41 A. Status of Subgrantee Monitoring Reports
42-47 B. Workforce Development Board and Committee's Attendance Reports
48 C. Kern, Inyo and Mono Workforce Development Board and Committee's Meeting Schedule Calendar Year 2023

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 before 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.

KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE
DISCUSSION AND ACTION ITEMS
MARCH 2, 2023

Members Present: Alissa Reed, Teresa Hitchcock, Norma Rojas-Mora, Brenda Mendivel, and Todd Yepez

Members Absent: Leo Bautista, Kristen Watson, and Victoria Stockman

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

Guests Present: Samantha Rodriguez.

Alissa Reed called the virtual meeting to order at 3:02 p.m. via Microsoft TEAMS.

*UNEXCUSED ABSENCE

INTRODUCTIONS
Committee members, staff, and guests introduced themselves.

PUBLIC COMMENTS
There were no additional public comments.

APPROVAL OF THE DECEMBER 8, 2022 MEETING MINUTES
Teresa Hitchcock made a motion to approve the December 8, 2022, meeting minutes. Norma Rojas-Mora seconded the motion. All ayes. The motion carried.

APPROVAL OF THE PROPOSED AGENDA FOR THE MARCH 8, 2023 WORKFORCE DEVELOPMENT BOARD MEETING
Brenda Mendivel made a motion to approve the Workforce Development Board's meeting agenda with staff's recommended changes to remove the performance goals and to add the CWA WORKCON travel opportunity Norma Rojas-Mora seconded the motion. All ayes. The motion carried.

TWO-YEAR MODIFICATION TO THE LOCAL AND REGIONAL PLANS
Michael Saltz reminded the committee the Local Workforce Development Board is required to prepare a modification to the Local and Regional Plans every two years. Each two-year modification to the plans covers Program Years 2021 – 2024 and must be submitted by March 31, 2023. Michael told the committee that the public comment period for the plans began on February 6, 2023, and will end on March 8, 2023, and to date, there had not been any public comments received on either plan. Michael asked the committee to make a recommendation to the Board to approve the Two-Year Modification to the Local Plan for Program Years 2021 – 2024 and the Two Year

DRAFT

Modification to the Regional Plan for Program Years 2021 – 2024. Brenda Mendivel made a motion to approve the staff's recommendation. Todd Yepez seconded the motion. All ayes. The motion carried.

HIGH ROAD TRAINING PARTNERSHIPS – RESILIENT WORKFORCE PROGRAM GRANT

Michael Saltz said that on January 27, 2023, the California Workforce Development Board (CWDB), in partnership with the Labor and Workforce Development Agency, announced the High Road Training Partnerships - Resilient Workforce Program (HRTP) grant. The objectives of the HRTP grant are to increase access to existing high-road jobs for underserved populations and create pathways for job growth for incumbents already employed with high-road employers. The term of the grant is 36 months and the combined applicants intend to seek up to $5.5. for its project. After further discussion and clarification, Todd Yepez made a motion to approve the staff's recommendation to partner with the SJVAC RPU and apply for the grant. Brenda Mendivel seconded the motion. All ayes. The motion carried.

DIRECTOR'S REPORT

Teresa Hitchcock announced that March 15, 2023, would be her last day with the County and that she was recommending Aaron Ellis as her replacement. Jeremy Shumaker informed the committee of two special grants that the department would be applying for.

COMMITTEE MEMBER COMMENTS

There were no further 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 2023.

As there was no further business, the meeting was adjourned at 4:04 p.m.

KERN, INYO & MONO COUNTIES
WORKFORCE DEVELOPMENT BOARD
AGENDA

MAY 31, 2023

Location: 1215 Olive Drive Suite C – Recruitment Center
Time: 7:00 a.m.
Dial-in: (831) 296-3421
Access Code: 408 982 771#

Page No.

I. Call to Order

II. Flag Salute

III. Introductions

IV. Public Comments

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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. Board Officers
B. Approval of the March 8, 2023, Meeting Minutes
C. Funding Recommendations for Workforce Innovation and Opportunity Act Adult, Dislocated Worker, and Combined Programs and Services for Program Year 2023-2024
D. Funding Recommendations for National Farmworker Jobs Program for Program Year 2023-2024
E. High Performing Board Application
F. Subsequent Local Area Designation and Local Board Recertification for PY 2023-25

VI. New Business

A. Transfer of Funds Request – **Action Item**
B. Request for Approval to Extend Procurement of the Foundation for California Community Colleges Career Catalyst Services through June 30, 2025 – **Action Item**
C. Budget Update

VII. Director's Report

A. America's Job Center of California Update
B. Marketing Presentation

DRAFT

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 Audits
B. Draft Program and Business Services Committee May 11, 2023, Meeting Minutes
C. Draft Executive Committee March 25, 2023, Meeting Minutes
D. La Cooperativa Campesina de California Oversight Review of Workforce Innovation and Opportunity Act Program, Financial and Procurement Management Systems for Program Year (PY) 2022-2023, dated May 1, 2023
E. Kern, Inyo and Mono Workforce Development Board and Committee's Attendance Reports
F. Kern, Inyo and Mono Workforce Development Board and Committees' Meeting Schedule for Calendar Year 2023

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

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KERN COUNTY EMPLOYERS' TRAINING RESOURCE

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May 25, 2023

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

BOARD OFFICERS

Dear Committee Member:

Employers' Training Resource (ETR) was recently notified of a Workforce Development Board (WDB) member employment status change which necessitates action by your Committee on behalf of the WDB. Per the WDB Bylaws, one of the functions of the Executive Committee is to "act on matters requiring expediency and function for the full Board between Local Board meetings."

WDB Chair Alissa Reed's employment status has changed from Business to Labor and Joint/Labor Management Apprenticeship. As such, she is no longer eligible to serve as Board Chair. The WDB Bylaws require both the Board's Chair and Vice Chair be Business representatives. Therefore, it is recommended that your Committee, acting on behalf of the Board, designate Vice Chair Leo Bautista as acting Chair until a vote of officers can take place at the WDB meeting on May 31, 2023. Since the Subsequent Local Area Designation and Local Board Certification for Program Year 2023-25 requires the signature of the Local Board Chair, and the application is due tomorrow, May 26, 2023, it is necessary that an acting Board Chair be designated today.

Therefore, IT IS RECOMMENDED that your Committee, acting on behalf of the WDB, designate Leo Bautista to serve as acting Chair effective immediately.

Additionally, IT IS RECOMMENDED that your Committee recommend that the WDB conduct an election of officers at its May 31, 2023 meeting to fill the positions of Chair and Vice Chair, as needed.

Sincerely,

Aaron Ellis
Interim Chief Workforce Development Officer
Employers' Training Resource

AE:am

KERN COUNTY EMPLOYERS' TRAINING RESOURCE
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May 25, 2023

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

WORKFORCE DEVELOPMENT BOARD AND STANDING COMMITTEE COMPOSITION, APPOINTMENT, AND RESIGNATION

Dear Committee Member:

Below is an update of your Workforce Development Board (WDB) in terms of composition and recent membership changes.

Composition

With the passing of John Spaulding, Labor and Joint/Labor Management Apprenticeship representation is five members. Per the WDB Bylaws, California requires Labor and Joint/Labor Management Apprenticeship representation be at least 15% of the Board. This vacancy decreases WDB size from 29 to 28, which puts the Labor representation percentage at 17.9%. Therefore, filling this vacancy is not necessary to maintain the required Labor representation percentage.

Leo Bautista has changed employers and is now the Senior Talent Acquisition Advisor at Kern Medical. This change in employment does not result in a change in membership status; therefore, the Local Board maintains a Business majority at 15 members.

The status change of Alyssa Reed will necessitate a recalculation of WDB composition ratios. An update will be provided at your May 31, 2023 meeting.

Appointment

On March 15, 2023, Aaron Ellis was appointed Interim Chief Workforce Development Officer for Employers' Training Resource (ETR). The ETR Director is an ex-officio member of the WDB, serves as its Executive Secretary, and represents the category of One-Stop Partner. On April 18, 2023, the Board of Supervisors approved Mr. Ellis' appointment with a term ending date of June 30, 2025.

Resignation

On March 6, 2023, Executive Committee member Victoria Stockman submitted her letter of resignation (attached). As Ms. Stockman served as a non-WDB member, the only action required is to accept her resignation. However, 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 size of your Executive Committee is now seven which includes only one of the two required non-WDB committee members.

As a reminder, non-WDB members may be considered for WDB membership; therefore, Business non-WDB members must meet the same criteria as WDB Business members. That is, they must be: (a) an owner, chief executive or chief operating officer, or other individual with optimum hiring (e.g., Human Resources Director) or policy-making authority; and (b) represent businesses that provide employment opportunities that, at a minimum, include high-quality, work relevant training and development in in-demand industry sectors or occupations in the local area. Per the WDB Bylaws, non-WDB committee members do not have to file a Statement of Interests Form 700; however, they would have to file the form if appointed to the WDB.

For non-WDB nominations, Marsha Manos, Board Liaison, can be reached at charlesm@kerncounty.com or 661-336-6849 for a Board application/nomination form. Applications should be received two weeks prior to the next Executive Committee meeting in order to be considered during the quarter.

Therefore, IT IS RECOMMENDED that your Committee accept the resignation of Victoria Stockman, notify the WDB, and seek possible candidates to fill the non-WDB vacancy on the Executive Committee.

Sincerely,

Aaron Ellis
Interim Chief Workforce Development Officer
Employers' Training Resource

Attachment

AE:am

Letter of Resignation

From: Victoria Stockman
901 Tower Way STE 102
Bakersfield, CA 93309

To: Teresa Hitchcock
1600 E. Belle Terrace
Bakersfield, CA 93307

March 6, 2023

Dear Ms. Hitchcock,

I am writing to inform you of my intention to resign from my position as Workforce Development Board Executive Committee Board member, effective today, March 6, 2023.

My other commitments have become too great for me to be able to fulfill the requirements of my position, and I feel it best for me to open the position to someone with more time to devote to the board.

I appreciate the opportunity I was given to serve on the board and am thankful for the experience I have earned.

Sincerely,
Victoria Stockman
Driltek, Inc.

KERN COUNTY EMPLOYERS' TRAINING RESOURCE
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May 25, 2023

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

TRANSFER OF FUNDS REQUEST

Dear Committee Member:

The Workforce Innovation and Opportunity Act (WIOA) allows the transfer of funds between the Adult and Dislocated Worker funding streams in order to maximize customer service and provide Local Workforce Development Boards (Local Board) with greater flexibility to provide services in the areas of greatest need. The WIOA Section 133(b)(4) states that up to and including 100 percent of funds allocated to Title I Adult and Dislocated Worker programs may be transferred between these two funding streams.

Employment Development Department (EDD) Workforce Services Directive (WSD) 22-09 issued January 30, 2023, provides the guidance and establishes the procedures regarding the transfer of funds. The transfer request must include the following:

1. Transfer of Funds Request which describes who is making the request, the transfer amount, and why the transfer is being requested. This document requires signature/approval of the Local Area administrator/designee.

2. Participant Plan which describes how the transfer of funds impacts the Local Area's participants.

3. Budget Plan which describes how the transfer of funds impacts the Local Area's budget using the plus and minus format.

The Local Area must submit the transfer request in writing to their EDD Regional Advisor. Requests must contain the reason(s)/rationale for the transfer. Local Areas should consider the following when providing a justification for the transfer: changes in planned services to eligible participants, unexpected layoffs requiring additional funds, changes in

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the goals for serving eligible participants, changes in labor market conditions, effect of transfer on jointly funded employment and training programs in the local America's Job Center of California℠ system, effect on existing agreements for the delivery and/or coordination of employment and training services, effect on current state and Local Area employment and training systems, and effect on the employment and training needs of eligible participants in the Local Area. All transfer requests must be approved and signed off by the Local Board prior to submitting the transfer request to the EDD Regional Advisor.

Based on the current workforce situation in our Local Area, it has become necessary to request a transfer of $1,200,000 from Dislocated Worker funding to Adult funding for the current Program Year 2022-23. Attached are the proposed Transfer of Funds Request documents for your review and approval.

Therefore, IT IS RECOMMENDED that your Committee recommend that the WDB approve the Transfer of Funds Request of $1,200,000 of Dislocated Worker funding to Adult funding for Program Year 2022-23 and authorize staff to submit the required documents to the EDD Regional Advisor for immediate consideration.

Sincerely,

Aaron Ellis
Interim Chief Workforce Development Officer
Employers' Training Resource

Attachment

AE:am

Transfer of Funds Request

1. Local Area: Employers' Training Resource
2. Subgrant Number: AA311009
3. Request Date: 05/08/23
4. Program Year: 2022
5. Transfer Request No: 01

6. Direction of Transfer (Check One):

Adult program to Dislocated Worker program

☐201 → 299

☐202 → 200

Dislocated Worker program to Adult program

☐501 → 499

☒502 → 500

7. Amount of Transfer: $1,200,000
8. Contact Person: Jeremy Shumaker
9. Contact Person's Telephone Number: 661-635-2758

10. All transfer requests must be approved and signed off by the Local Board.

Date of Local Board meeting to discuss transfer _____

Date of Local Board meeting to approve transfer _____

11. By signing below, the Local Area Administrator/Designee requests a transfer of funds and certifies that this transfer request was approved at the Local Board meeting on the date indicated above.

Signature _____

Name _____

Title _____

Date _____

12. Taking into account the factors described under the Transfer of Funds Procedures section on page 4 of the Directive, describe the Local Board's reasoning to request a transfer of funds.

- Changes in labor market conditions.
- Effect on the employment and training needs of eligible participants in the Local Area.

Instructions for Completing the Transfer of Funds Request Form

TRANSFER OF FUNDS REQUEST FORM

Line 1. Enter the Local Area name.

Line 2. Enter the subgrant number.

Line 3. Enter the date of the request

Line 4. Enter the program year.

Line 5. Enter the transfer request number for reference purposes. If this is your Local Area's first transfer of funds request enter 01; subsequent requests are 02, 03, etc.

Line 6. Check the appropriate block regarding the direction of transfer. Only one type of transfer can be entered on each form.

Line 7. Provide the amount of the transfer. Do not include any amount previously transferred.

Line 8. Enter the contact person's name.

Line 9. Enter the contact person's telephone number.

Line 10. Enter the date of the Local Board meeting during which the transfer request was a specific agenda item with public comment time made available. This is needed to fulfill the "Sunshine Provision" requirement. Also enter the date that the Local Board approved the transfer.

Line 11. Have the Local Area Administrator/Designee sign the form. Also enter the name of the Local Area Administrator/Designee, title, and the date the Local Area Administrator/Designee signed the Transfer of Funds Request forms.

Line 12. Provide the reason(s) for the transfer of funds along with any other pertinent data.

Transfer of Funds Request
Participant Plan

Local Area: Employers' Training Resource **Prepared Date** 5/8/2023

Enter the number of individuals in each category.

TOTALS FOR PY 20__	ADULT	DW
1. Registered Participants Carried in from PY 20__		
2. New Registered Participants for PY 20__		
3. Total Registered Participants for PY 20__ (Line 1 plus 2)		
4. Exiters for PY 20__		
5. Registered Participants Carried Out to PY 20__ (Line 3 minus 4)		

PROGRAM SERVICES		
6. Career Services	**2,607,176**	**1,564,064**
a. Basic Career Services	530,501	470,478
b. Individualized Career Services	2,076,675	1,093,586
7. Training Services	2,293,149	182,772

Jeremy Shumaker, CAO Manager - Administrative Division
Contact Person, Title

661-635-2180
Telephone Number

Comments:

Transfer of Funds Request
Budget Plan

Local Area Employers' Training Resource **Date Prepared** 5/8/2023

Subgrant Number AA311009
Year of Appropriation 2022

Grant Code	Adult to DW	DW to Adult
	☐ 201 → 299	☐ 501 → 499
	☐ 202 → 200	☑ 502 → 500

FUNDING IDENTIFICATION	ADULT	DW
1. Formula Allocation	4,783,219	3,512,724
2. Prior Adjustments - Plus or Minus	0	0
3. Previous Amounts Transferred	0	0
4. Current Amount to be Transferred	1,200,000	(1,200,000)
5. TOTAL FUNDS AVAILABLE (Lines 1 through 4)	**5,983,219**	**2,312,724**

TOTAL ALLOCATION COST CATEGORY PLAN		
6. Program Services (Lines 6a through 6c)	**5,384,897**	**2,081,452**
a. Career Services	2,607,176	1,564,064
b. Training Services	2,293,149	182,772
c. Other	484,572	334,615
7. Administration	598,322	231,272
8. TOTAL (Lines 6 plus 7)	**5,983,219**	**2,312,724**

QUARTERLY TOTAL EXPENDITURE PLAN (cumulative)		
9. September 2022	0	0
10. December 2022	2,531,608	175,541
11. March 2023	2,112,297	983,554
12. June 2023	1,339,315	1,153,629
13. September 2023	0	0
14. December 2023	0	0
15. March 2024	0	0
16. June 2024	0	0

COST COMPLIANCE PLAN (maximum 10%)		
17. % for Administration Expenditures (Line 7/Line 5)	**10.00%**	**10.00%**

Jeremy Shumaker, CAO Manager - Administrative Division
Contact Person, Title

661-635-2180
Telephone Number

Comments

KERN COUNTY EMPLOYERS' TRAINING RESOURCE
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May 25, 2023

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

SUBSEQUENT LOCAL AREA DESIGNATION AND LOCAL BOARD RECERTIFICATION FOR PY 2023-25

Dear Committee Member:

On May 2, 2023, the State Employment Development Department (EDD) issued Workforce Services Directive WSD22-14 which provides guidance for subsequent designation of Local Workforce Development Areas (Local Area) and recertification of Local Workforce Development Boards (Local Board) as required under the Workforce Innovation and Opportunity Act (WIOA).

According to WIOA Section 106, a Local Area must have performed successfully, sustained fiscal integrity, and engaged in the regional planning process to receive subsequent designation. According to WIOA Section 107, a Local Board must have performed successfully, sustained fiscal integrity, and met membership requirements to receive recertification. Approved applications will be effective July 1, 2023 – June 30, 2025.

The designation/recertification application deadline is tomorrow, May 26, 2023. Applications must be signed by the Local Board Chair and the Local Chief Elected Official (i.e., Kern County Board of Supervisors). Per the Directive, Local Areas unable to obtain signatures by the submission date may submit an unsigned application with an explanation for the absent signature(s) and the date by which the signed original will be sent.

Since the Directive requires that the Board Chair be denoted in the application, Leo Bautista has been recommended to be appointed as acting Workforce Development Board (WDB) Chair and authorized to sign the application (attached). This unofficial version will be emailed to the State tomorrow in order to meet the deadline. Should

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another member be appointed Chair at the May 31, 2023 WDB meeting, another application will be available for signature at that meeting.

Approval of the application by the Local Board will be recommended at its meeting on May 31, 2023. Thereafter, staff will submit the application to the Kern County Board of Supervisors for its approval/signature on June 20, 2023 and to the State as soon thereafter as possible. According to the Directive, Local Areas will not receive full subsequent designation status until a fully signed application is received.

Therefore, IT IS RECOMMENDED that your Committee: (1) approve the attached unofficial Kern, Inyo, Mono Local Area Subsequent Designation and Local Board Recertification Application for PY 2023-25 and authorize the Acting WDB Chair to sign for submission on May 26, 2023; and (2) recommend to the Board that it: (a) approve the application and authorize the Board Chair to sign; (b) authorize staff to submit the application to the Kern County Board of Supervisors for final approval/signature; and (c) subsequently authorize staff to submit the final fully signed application to the State as soon thereafter as possible.

Sincerely,

Aaron Ellis
Interim Chief Workforce Development Officer
Employers' Training Resource

Attachment

AE:am

Local Area Subsequent Designation
and
Local Board Recertification Application
for
Program Year 2023-25

Local Workforce Development Area

Kern, Inyo and Mono Workforce Development Board

Application for Local Area Subsequent Designation and Local Board Recertification

This application will serve as your request for Local Workforce Development Area (Local Area) subsequent designation and Local Workforce Development Board (Local Board) recertification for Program Year (PY) 2023-25 under the *Workforce Innovation and Opportunity Act* (WIOA).

If the California Workforce Development Board (CWDB) determines the application is incomplete, it will either be returned or held until the necessary documentation is submitted. Please contact your Regional Advisor for technical assistance or questions related to completing and submitting this application.

Completed applications must be submitted by 5 p.m. on Friday, May 26, 2023, to the CWDB at PolicyUnit@cwdb.ca.gov.

Kern, Inyo and Mono Workforce Development Area

Name of Local Area

1600 E. Belle Terrace

Mailing Address

Bakersfield, CA 93307

City, State, ZIP

May 26, 2023

Date of Submission

Jeremy Shumaker, CAO Manager-Administrative Division

Contact Person

661-635-2758

Contact Person's Phone Number

Local Board Membership

The WIOA Section 107(b)(2)(A) through (E) states the requirements for nominating and selecting Local Board members.

1. Provide the names of the individuals appointed for each membership category listed below.
2. Attach a roster for the current Local Board.

Category: Business – WIOA Section 107(b)(2)(A) requires that business members constitute a simple majority of the Local Board, and WIOA Section 107(b)(3) states that the chairperson shall also be a member under this category. Specifically, a majority of the Local Board's business members shall constitute the following representatives under this membership category:

- Owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority;
- Representatives of businesses, including small businesses or business organizations; and
- Individuals appointed by those who have been nominated by local business organizations and business trade associations.

Please list the Local Board's business members and identify the chairperson by typing CHAIR after their name:

Local Board Business Members

Name	Title	Entity	Appointment Date	Term End Date
Laura Barnes	President	Associated Builders and Contractors	06/16/2015	12/31/2023
Leo Bautista, CHAIR	Senior Talent Acquisition Advisor	Kern Medical	05/16/2006	12/31/2023
Kelly Bearden	Director	CSUB Small Business Development Center	04/28/2015	12/31/2023
Richard Chapman	President/CEO	Kern Economic Development Corp.	01/09/2007	12/31/2023
Greg Gutierrez	President/CEO	Truitt Oilfield Maintenance Corp.	01/30/2018	12/31/2023
Nick Hill III	President	Kern County Black Chamber of Commerce	01/05/2021	12/31/2023
Ian Journey	Mechanical Engineer	Cantelmi Engineering	07/19/2022	06/30/2025
Greg Knittel	President	Centralize HR	03/20/2018	12/31/2023
Anita Martin	Chief HR Manager	Kern Health Systems	12/07/2010	12/31/2023
Brenda Mendivel	VP of HR	Bakersfield Family Medical Center	10/08/2019	12/31/2023
Clare Pagnini	HR Manager	Macpherson Oil Co.	01/28/2014	06/30/2025
Jay Tamsi	President/CEO	Kern Co. Hispanic Chamber of Commerce	02/14/2012	12/31/2023
Todd Yepez	HR Manager	PCL Industrial Services, Inc.	01/28/2014	06/30/2025
Michelle Warren	Director of Human Resources	Golden Empire Transit	07/19/2022	06/30/2025

Category: Labor – At least 20 percent of the Local Board members shall be labor representatives from the Local Area's workforce. Specifically, the Local Board shall have labor representatives under this membership category from the following entities (WIOA 107[b][2][B]):

- Labor organizations (for a Local Area in which employees are represented by labor organizations) and who have been nominated by local labor federations, or (for a Local Area in which no employees are represented by such organizations) other representatives of employees.

- A member of a labor organization or a training director from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists.

Members may be representatives from community-based organizations with demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, veterans, or individuals with disabilities; and organizations with demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth and/or out-of-school youth.

California Unemployment Insurance Code (CUIC) Section 14202(b)(1) further requires and specifies that at least 15 percent of Local Board members shall be representatives of labor organizations unless the local labor federation fails to nominate enough members. For a Local Area in which such organizations represent no employees, other representatives of employees shall be appointed to the Local Board, but any Board that appoints representatives of employees not nominated by local labor federations must demonstrate that no employees are represented by such organizations in the Local Area.

List the Local Board's labor members:

Local Board Labor Members

Name	Title	Entity	Appointment Date	Term End Date
Brian Holt	Business Manager	IBEW Local #428	08/24/2021	06/30/2025
Chris Gonzales	Business Agent	SMART Sheet Metal Local #105	03/28/2017	06/30/2025
John Adams	District Representative-Kern, Inyo, Mono	Operating Engineers Local 12	04/26/2022	06/30/2025
John Moralez	Secretary-Treasurer	Teamsters Local Union #87	02/08/2022	06/30/2025
Steven Gomez	Business Agent	Plumbers, Pipefitters, and Refrigeration Local #460	08/17/2010	06/30/2025

Category: Education – WIOA Section 107[b][2][C] requires that each Local Board include members who represent entities that administer education and training activities in the Local Area. Specifically, the Local Board shall have education representatives under this membership category from the following entities:

- Eligible Title II adult education and literacy providers.
- Institutions of higher education providing workforce investment activities.

Members may be representatives from local educational agencies and community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.
List the Local Board's education members:

Local Board Education Members

Name	Title	Entity	Appointment Date	Term End Date
Dr. Dean McGee	Adult Education and Literacy - Superintendent	Kern High School District	02/10/2015	06/30/2025
Dr. Trudy Gerald	Associate Vice Chancellor - Economic and Workforce Development	Kern Community College District	07/19/2022	06/30/2025
Norma Rojas-Mora	Higher Education Director, Communication & Community Relations	Bakersfield College	07/16/2019	06/30/2025

Category: Economic and Community Development – WIOA Sections 107[b][2][D] and [E] require each Local Board to include governmental, economic, and community development representatives under this membership category from the following entities:

- Economic and community development organizations.
- The state's employment service office under the Wagner-Peyser Act.
- Programs carried out under Title I of the federal Rehabilitation Act.

A Local Board may have representatives from transportation, housing and/or public assistance agencies; philanthropic organizations; and/or an individual or representatives of entities determined to be appropriate by the local CEO.

List the Local Board's economic and community development members:

Local Board Economic and Community Development Members

Name	Title	Entity	Appointment Date	Term End Date
Shelly Tarver	Employment Services, UI, TAA, Veterans Kern/Tulare Cluster Manager	Employment Development Department	04/17/2012	12/31/2023
Priscilla Varela	Staff Services Manager I	Department of Rehabilitation	02/08/2022	12/31/2023
Jeremy Tobias	Community Services Block Grantee – Executive Director	Community Action Partnership of Kern	08/11/2009	06/30/2025
Randy Martin	CEO	Covenant Community Services	10/23/2018	12/31/2023
Aaron Ellis	Title I Ad/DW/Youth & MSFW 167 Grantee - Interim Chief Workforce Development Officer	Employers' Training Resource	04/18/2023	06/30/2025

Performed Successfully

The Local Area hereby certifies that it has performed successfully, defined as having an Individual Indicator Score of 50% or higher in PY 20-21 **or** PY 21-22, as described in Workforce Services Directive WSD20-02, *Calculating Local Area Performance and Nonperformance* (September 18, 2020), for the following primary indicators of performance:

- Employment Rate 2nd Quarter After Exit
- Median Earnings

Note: Please report your "performance score" rather than the "adjusted level of performance."

PY 20-21 Individual Indicator Scores

Indicators of Performance	Adults	Dislocated Workers
Employment Rate 2nd Quarter After Exit	96.0%	103.2%

Median Earnings 2nd Quarter After Exit	$6,461 (119.9%)	$6,491 (120.4%)

PY 20-21 Individual Indicator Scores

Indicators of Performance	Youth
Employment or Education Rate 2nd Quarter after Exit	89.5%
Median Earnings	$3,508 (138.5%)

PY 21-22 Individual Indicator Scores

Indicators of Performance	Adults	Dislocated Workers
Employment Rate 2nd Quarter After Exit	95.3%	91.1%
Median Earnings 2nd Quarter After Exit	$6,542 (171.5%)	$6,265 (133.0%)

PY 21-22 Individual Indicator Scores

Indicators of Performance	Youth
Employment or Education Rate 2nd Quarter after Exit	93.8%
Median Earnings	$3,607 (158.2%)

Sustained Fiscal Integrity

The Local Area hereby certifies that it has not been found in violation of one or more of the following during PY 20-21 or PY 21-22:

- *Final determination of significant finding(s)* from audits, evaluations, or other reviews conducted by state or local governmental agencies or the Department of Labor identifying issues of fiscal integrity or improperly expended funds due to the willful disregard or failure to comply with any WIOA requirement.

- *Gross negligence* – defined as a conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both.

- *Failure to observe accepted standards of administration* – Local Areas must have adhered to the applicable uniform administrative requirements set forth in Title 2 *Code of Federal Regulations* (CFR) Part 200.

Certify No Violation: ☒

Engaged in Regional Planning

Engaged in regional planning is defined as participating in and contributing to regional planning, regional plan implementation, and regional performance negotiations. The Local Area hereby certifies that it has participated in and contributed to regional planning and negotiating regional performance measures in the following ways:

The parties to the Regional Plan are the eight local Workforce Development Boards (WDBs) within the San Joaquin Valley and Associated Counties (SJVAC) Regional Planning Unit (RPU), which include seven boards representing single counties (Fresno, Kings, Madera, Merced, San Joaquin, Stanislaus and Tulare) and our one consortium board representing three counties (Kern, Inyo and Mono). Through their Central California Workforce Collaborative (CCWC) network, the WBDs have all been actively involved in the regional planning process by reviewing State guidance, selecting consultants to assist in the process, providing resource documents, organizing regional forums, and meeting regularly with the consultants as a group and individually to share insights, make decisions, and establish priorities for regional coordination. As the designated lead for the RPU, development of the Biennial Modification to the Program Year (PY) 2021-24 Regional Plan has been managed by the Stanislaus County WDB.

To facilitate the engagement of stakeholders in the modification to the regional plan for the workforce development delivery system and the development of the Biennial Modification to the PY 2021-24 Regional Plan, the SJVAC RPU [that is, the three sub-regions of North Valley: Merced, San Joaquin, and Stanislaus counties; Mid-Valley: Fresno, Kings, Madera, and Tulare counties; and South Valley: Kern, Inyo, and Mono counties] hosted a series of ten community and stakeholder forums focused on topics affecting strategies and services across the system. These forums included:

Tracking Equity Outcomes for Central Valley Workforce Programs: The Voice of the Central Valley is Vital. Across the Central Valley, eight local WDBs have developed the following equity statement: "The Local Boards of the Central Valley are committed to Diversity, Inclusion, Equity and Access in Every Aspect of their Operations and Programs." As the modification to the regional plan must address the goals of the workforce system in tracking equity outcomes for workforce development programs through the voices of workers, businesses, and stakeholders in our region, our RPU reached out to the community through the following forums held via Zoom:

- November 2, 2022 (hosted by Kern, Inyo and Mono Counties WDB)

- November 9, 2022 (hosted by San Joaquin County WDB)
- November 10, 2022 (hosted by Fresno Regional WDB)
- December 1, 2022 (conducted in Spanish and hosted by Merced County WDB)

In addition to the regional planning forums, Kern, Inyo and Mono WDB staff regularly meet with the other Counties included in the SJVAC region as the CCWC. These meetings are held every six weeks and are designed to facilitate discussions around areas of common interest throughout the region. Examples of regional coordination and collaboration include staff training coordinated through the regional organizer, the CCWC regional website, and joint grant applications applied for as a region. In addition, there are less formalized meetings offered by CCWC that involve WDBs' fiscal teams and case managers to provide coordination and guidance in regional and local WDB activities, as well as discussions regarding new directives issued by the State of California Employment Development Department and the impact of those directives on the region and local WDBs.

Kern, Inyo and Mono WDB staff also actively participate in the Central Valley Industry Engagement Roundtable (CVIER). Business engagement teams from the SJVAC meet through this forum to discuss best practices for industry engagement, layoff aversion and rapid response activities for the region.

Coordinated through Stanislaus County, the SJVAC Regional WIOA performance negotiations meeting with the State was held on September 15, 2022. Prior to the meeting, the member WDBs provided proposed goals to Stanislaus which, in turn, compiled the data and shared with all the partner WDBs. At the meeting, each area participated in the goal negotiation process with the State. Following the meeting, Stanislaus shared the regions PY 2022 and 2023 negotiated goals with the WDBs.

Local Area Assurances

Through PY 23-25, the Local Area assures that:

A. It will comply with the applicable uniform administrative requirements, cost principles, and audit requirements (WIOA Section 184[a][2] and [3]).

Highlights of this assurance include:

- The Local Area's procurement procedures will avoid acquisition of unnecessary or duplicative items, software, and subscriptions (in alignment with Title 2 CFR Section 200.318).

- The Local Area will maintain and provide accounting and program records, including supporting source documentation, to auditors at all levels, as permitted by law (Title 2 CFR Section 200.508).

Note that failure to comply with the audit requirements specified in Title 2 CFR Part 200 Subpart F will subject the Local Area to potential cash hold (Title 2 CFR Section 200.338).

B. All financial reporting will be done in compliance with federal and state regulations and guidance.

Highlights of this assurance include the following:

- Reporting will be done in compliance with Workforce Services Directive WSD19-05, *Monthly and Quarterly Financial Reporting Requirements*, (December 4, 2019).

- All close out reports will comply with the policies and procedures listed in WSD16-05, *WIOA Closeout Requirements* (July 29, 2016).

Note that failure to comply with financial reporting requirements will subject the Local Area to potential cash hold. (Title 2 CFR Section 200.338)

C. Funds will be spent in accordance with federal and state laws, regulations, and guidance.

Highlights of this assurance include the following:

- The Local Area will meet the requirements of the *CUIC Section* 14211, to spend a minimum of 30 percent of combined total of WIOA Title I adult and dislocated worker formula fund allocations on training services.

- The Local Area will not use funds to assist, promote, or deter union organizing (WIOA Section 181[b][7]).

D. The Local Area will select the America's Job Center of California℠ operator(s) through a competitive procurement process, such as a Request for Proposals, unless designated or certified as an operator with the agreement of the local CEO and the Governor (WIOA Section 121[d][2][A] and 107[g][2]).

E. The Local Area will collect, enter, and maintain data related to participant enrollment, activities, and performance necessary to meet all CalJOBS℠ reporting requirements and deadlines.

F. The Local Area will comply with the nondiscrimination provisions of WIOA Section 188 and 29 CFR Part 38, including the collection of necessary data.

G. The Local Area will engage in and contribute to, regional planning and regional plan implementation (for example, the Local Area has participated in regional planning meetings and regional plan implementation efforts, and the Local Board and local CEO have reviewed and approved the regional plan and two-year modifications).

H. The Local Area will participate in regional performance negotiations.

I. The Local Area will comply with CWDB policies and guidelines, legislative mandates and/or other special provisions as may be required under federal law or policy, including the WIOA or state legislation.

J. Priority shall be given to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of career and training services funded by WIOA Adult funding (WIOA Section 134[c][3][E] and *Training and Employment Guidance Letter* [TEGL] 10-09, and TEGL 19-16).

Application Signature Page

Instructions – The local CEO and Local Board Chair must sign and date this form. Electronic signatures are permitted for the PY 23-25 application.

By signing the application below, the local CEO and Local Board Chair request subsequent designation of the Local Area and recertification of the Local Board. Additionally, they agree to abide by the Local Area assurances included in this application.

Local Workforce Development Board Chair	Local Chief Elected Official
Signature	Signature
Leo Bautista	Jeff Flores
Name	Name
Chair, Kern, Inyo and Mono Workforce Development Board	Chair, Kern County Board of Supervisors
Title	Title
05/25/2023	06/20/2023
Date	Date

KERN COUNTY EMPLOYERS' TRAINING RESOURCE
A proud partner of America's Job Center

May 25, 2023

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

HIGH PERFORMING BOARD APPLICATION

Dear Committee Member:

The State issued Workforce Services Directive (WSD) 22-11 on April 27, 2023, which provided guidance and an application form to submit for High Performing Board (HPB) designation. The application was due to the State on May 19, 2023.

Accordingly, the Directive outlined the statutory criteria and associated deliverables. In accordance with California Unemployment Insurance Code (CUIC) Section 14200, Local Boards who submit a completed HPB Application and meet all of the associated deliverables will receive certification as a HPB. Your Workforce Development Board (WDB) last applied for HPB status in May of 2020 and was designated in April of 2021 resulting in an award of $3,864.

According to state law, recertification of HPB must occur midway through the implementation of the local and regional plans. State law also directs the Governor and the Legislature, as part of the annual budget process, and in consultation with the California Workforce Development Board (CWDB), to annually reserve a portion of the WIOA 15 percent discretionary funds for the purpose of providing incentive funds to Local Boards who are certified as HPB. For Program Year (PY) 2021-22, $100,000 was reserved in order to be divided equally amongst all those identified as HPBs.

Criteria in the application include the following: (1) Performed Successfully; (2) Approved Regional and Local Plans; (3) Met WIOA Training Expenditure Requirement; (4) Met WIOA Youth Funding Requirement; and (5) Business Services Plan addressing efforts to partner with business and labor locally and regionally, the utilization of an electronic system for businesses and job seekers to communicate about job opportunities, the establishment of a subcommittee or workgroup comprised of business representatives,

Aaron Ellis - Interim Chief Workforce Development Officer - Employers' Training Resource
1600 E. Belle Terrace, Bakersfield, CA 93307 | Office: 661.336.6957 | 661.325-HIRE | www.etronline.com

and the Board's efforts to work with their regional planning units to align industry engagement and create regional career pathways.

As the deadline to submit the application was May 19, 2023, and ETR staff determined that your WDB appears to meet the HPB criteria, the attached application was submitted on behalf of your Board.

Therefore, IT IS RECOMMENDED that your Committee recommend that the WDB retroactively authorize staff to submit the HPB application on behalf of the Board.

Sincerely,

Aaron Ellis
Interim Chief Workforce Development Officer
Employers' Training Resource

Attachment

AE:am

High Performing Board Application
Local Workforce Development Board

In order to be considered for High Performing Board certification, a completed application and documentation must be submitted to the California Workforce Development Board (CWDB) electronically to PolicyUnit@cwdb.ca.gov no later than **Friday, May 19, 2023, at 5 PM (PST).**

1. **Deliverable: Performed Successfully**
   Complete the table below to show the Local Workforce Development Board (Local Board) met the definition of Performed Successfully outlined in the Directive for Program Year (PY) 2021-22.

   Note – Please report your "performance score" rather than the "adjusted level of performance".

PY 21-22 Individual Indicator Scores

Indicators	Adults	Dislocated Workers
Employment Rate 2nd Quarter After Exit	95.3%	91.1%
Median Earnings 2nd Quarter After Exit	$6,542 (171.5%)	$6,265 (133.0%)

PY 21-22 Individual Indicator Scores

Indicators of Performance	Youth
Employment or Education Rate 2nd Quarter after Exit	93.8%
Median Earnings	$3,607 (158.2%)

2. **Deliverable: Approved Regional and Local Plan**
   Regional Plan Modification and Local Plan Modification approval from the CWDB that confirms the Local Board's adherence to the planning requirements outlined in Workforce Services Directive WSD22-05. (You do **not** need to attach the letters.)

3. **Deliverable: WIOA Training Expenditure Requirement**
   Did the Local Board meet the *Workforce Innovation and Opportunity Act* (WIOA) Training Expenditure Requirements established in WSD18-10 for PY 21-22?

   Check one of the following options:
   YES ☒ NO ☐

4. **Deliverable: WIOA Youth Funding Requirement**
   Did the Local Board meet the WIOA Youth Funding Requirements established in WSD17-07 for PY 21-22 or utilize the WIOA OSY Expenditure Waiver for PY 21-22?

   Check one of the following options:
   YES ☒ NO ☐

5. **Deliverable: Business Services Plan**
   Attach a statement detailing the Local Board's business service plan. The narrative must explain how the business service plan integrates local business and labor involvement with workforce initiatives by addressing the following items:

   A. The Local Board's efforts to partner with businesses and labor to identify:
      - Workforce training and educational barriers to attract jobs in the relevant regional economy.
      - Existing skill gaps reducing the competitiveness of local businesses in the relevant regional economies.
      - Potential emerging industries that would likely contribute to job growth in the relevant regional economy if investments were made in training and educational programs.

      The Kern, Inyo and Mono Counties (KIM) Workforce Development Board (WDB) offers business services to employers including, but not limited to, Earn and Learn Programs, On-the-Job Training, Paid Work Experience, Incumbent Worker Training, and Customized Training. In addition, KIM WDB has WDB Sector Champions in Advanced Manufacturing; Healthcare; Construction (including Public Infrastructure); Transportation and Logistics; Energy (including Green Energy); and Value-Added Agriculture with large businesses to align our regional and local employment goals to meet employers' needs. KIM WDB anticipates having WDB Sector Champions with large businesses aligned with our regional and local employment goals in order to meet employers' needs.

      KIM continues to operate a dedicated Business Center which serves as a specialized AJCC One Stop center and a Recruitment Center for Businesses to utilize for business recruitment needs. These centers braid resources and coordinate services specific to employers and dislocated job seekers. Business Engagement is the primary focus, and Rapid Response and Layoff Aversion are the secondary focus of this center. The center is located within a shopping center providing convenient access to professional business services such as business recruitments, forums, and applicant screening. Services for

dislocated workers include job loss coping skills, computer literacy, and resume and job search assistance.

Business Services include, but are not limited to, the following: (1) Working with our business clients to develop customized solutions and connect them with our business servicing partners; (2) Forming a business partner collaborative that works together to address businesses' needs; (3) Standard business services, such as Layoff Aversion, Rapid Response, etc.; (4) Workforce Development, including job related assessments and employer driven curriculum; (5) Earn and Learn programs; (6) Training solutions; (7) Offering HR Hotline service to employers free of charge; and (8) Customized business solutions.

KIM WDB continues to provide employer webinars and in-person employer informational events such as "Empowering & Delegating Effectively" and "Leading Positive Change." The latest news and resources for local small businesses are shared on "Wednesday Webinars" with employers in partnership with California State University, Bakersfield's Small Business Development Center (SBDC) and Central California SBDC Network. Topics have included "New Entrepreneurship Ecosystem Technical Assistance and Grant Program," " CA Small Business Loan Guarantee Program," "Small Business Technology Transfer Program," and the "$1.2 Million Micro-Grant Program" as part of the Managing Your Small Business Beyond the Pandemic Series.

B. The use of an electronic system for both businesses and job seekers to communicate about job opportunities.

KIM WDB uses the State's CalJOBS system for tracking and communication of employment opportunities. In addition, the Client and Employer Services divisions use CareerHubUS.com daily to communicate with their customers. Our Outreach/Marketing department uses the AJCC and Employers' Training Resource (ETR) websites, as well as GovDelivery, Constant Contact, Facebook, Twitter, Linkedin, Instagram and YouTube to share and post our flyers, our events, and programs. In addition, KIM WDB offers Facebook Live to job seekers which shares current job openings, recruitment events and job fairs.

C. The Local Board subcommittee or workgroup comprised of business and labor representatives who represent both the leading industries in the relevant regional economy and potential emerging sectors that further develop and make recommendations for the business service plan.

The functions of the Program and Business Services Committee of the KIM WDB include the following: (1) Review and recommend approval of the local plan and the Business Services Plan to the Local Board; (2) Research/review labor market needs through EconoVue and JobsEQ; (3) Provide overall guidance and promote the economic development strategy for the local area; (4) Review and recommend marketing strategies

to promote the LWDA activities and service delivery goals; and (5) Review and recommend grants that the Local Board should apply for the benefit of the LWDA.

D. The Local Board's efforts to work with their regional planning units to align industry engagement and create regional career pathways.

The KIM WDB is one of the eight local WDBs which make up the San Joaquin Valley and Associated Counties (SJVAC) Regional Planning Unit (RPU). The WDB leadership in the region agreed on the following regional priority sectors: Advanced Manufacturing; Healthcare; Construction (including Public Infrastructure); Transportation and Logistics; Energy (including Green Energy); and Value-Added Agriculture. These sectors have continued to show their value in terms of creating jobs, offering good wages and providing career advancement opportunities for those who build experience and attain credentials through school and work-based learning activities. Given the strength of these industries, KIM WDB works with the SJVAC to not only emphasize careers in these sectors to job seekers, but to prioritize WIOA training funds to programs that prepare workforce system customers for employment in high quality demand industries.

- In Advanced Manufacturing, KIM WDB has worked closely with the Fresno Regional WDB, other local WDBs and several regional community colleges to design the Maintenance Mechanic program to allow students to take welding and blueprint reading courses.
- In Construction, public infrastructure projects are driving the demand for more workers. KIM WDB is working together with SJVAC RPU and their respective Building Trades Councils (BTCs) to increase the use of MC3 Pre-Apprenticeship Training and to transition those completing MC3 to building trades apprenticeships.
- In Energy, a subset of this sector which has shown regional growth and collaboration is solar installation, including large scale projects. By working with the BTCs, KIM WDB has provided career opportunities via the building trades apprenticeships.
- In Healthcare, KIM WDB has worked with other local WDBs, in conjunction with industry, educational institutions, economic development, organized labor, and community partners on the Regional Equity and Recovery Partnership grant in serving 119 participants in targeted populations. The target populations include English Language Learners, Veterans, First-Generation College Students, Lower Income Communities & Households, and Dislocated Workers. The grant focuses on increasing the number of healthcare workers by expanding the system to increase access to training and work-based opportunities that will lead to sustainable quality employment.

In addition, the KIM WDB in collaboration with the RPU will continue to work with businesses, industry associations and organized labor to develop and strengthen sector pathway programs and to guide job seekers to training, preparing them for opportunities

in growth industries. The Slingshot grant has developed benchmarks and measurements to track progress towards (i) ensuring equity and job quality and serving employers who provide quality jobs which provides economic security through sustainable wages and comprehensive benefits; and (ii) individuals that complete training and/or attain industry recognized credentials aligned with the sectors and occupations emphasized in the Regional Plan.

KIM WDB and the RPU has been involved in the California Central Valley Economic Development Corporation which is implementing regional strategies to assist the workforce system in expanding partnerships, enhancing industry engagement, and creating a structure for sharing information with business stakeholders. This exemplifies the RPU's commitment to maintaining strong partnerships with economic development and to utilizing economic and labor market data as a tool for both outreach to businesses and for providing services that meet the workforce needs of the Central Valley's leading industries.

May 25, 2023

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

APPROVAL OF THE TWO-YEAR MODIFICATION TO THE LOCAL AND REGIONAL PLANS FOR PROGRAM YEARS 2021 - 2024

Dear Committee Member:

The Workforce Innovation and Opportunity Act (WIOA) required the Local Workforce Development Area, which is the Kern, Inyo, Mono (KIM) Counties Consortium, to prepare a Two-Year Modification to the Local Plan. In addition, WIOA also required the Regional Planning Unit (RPU), which is the San Joaquin Valley and Associated Counties to prepare its Two-Year Modification to the Regional Plan. The San Joaquin Valley and Associated Counties include the counties of Kern, Inyo, Mono, Fresno, Kings, Madera, Merced, San Joaquin, Stanislaus, and Tulare. The purpose of preparing the Two-Year Modification to the Local and Regional Plans is to keep them consistent with the policy direction of the State Plan. The Two-Year Modification to the Local and Regional Plans (collectively referred to as "Plans") covers Program Years (PY) 2021 – 2024 (July 1, 2021 to June 30, 2025).

The Two-Year Modification to the Local and Regional Plans were filed with the California Workforce Development Board (CWDB) by the deadline of March 31, 2023.

The Plans were reviewed by a team of readers that included representatives from the CWDB, Employment Development Department Regional Advisors, and other state partners, such as the State Board of Education, the California Department of Education, the Department of Rehabilitation, and the Chancellor's Office. Employers' Training Resource has been advised by the CWDB that the evaluations on the Plans are completed and the Two-Year Modification to the Local and Regional Plans have been approved by the CWDB.

Sincerely,

Aaron Ellis
Interim Chief Workforce Development Officer
AE:ms

May 25, 2023

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

WORKFORCE DEVELOPMENT APPRENTICESHIP PROGRAM

Dear Committee Member:

Employers' Training Resource (ETR), in partnership with the California Workforce Association (CWA) and California State University, Sacramento, College of Continuing Education is having 30 of its staff members participate in the Workforce Development Apprentice Program (WDAP). The 30 staff members are from the following ETR divisions: 8 from Administration, 8 from Client Services and 14 from Employers Services. Unfortunately, 1 participant had to drop out of the program. An additional 3 participants from Garden Pathways, a community-based organization have joined the cohort which started on January 9, 2023. The WDAP is funded under the Chancellor's Office of the California Apprenticeship Initiative. The WDAP was developed to create formalized training that supports regional, state and national agendas under the Workforce Innovation and Opportunity Act. The WDAP is aimed at strengthening skills of workforce professionals and providing opportunities of advancement within the Workforce System. The program involves 144 hours of classroom training which will be held during working hours and 2080 hours of On-the-Job Training which must be completed within 24 months of the last day of class. Each participant is required to attend every class and pass each course with a grade of "CR".

Ten of the twelve WDAP courses have already been taken by the participants, with the first two held in-person and the other eight were held virtually. The completed courses are as follows:

- The Future of Workforce Development
- Facilitation Skills
- Service Excellence
- Career Coaching
- Building High-Performing Teams
- The Art & Science of Leadership
- Communicating for Results

- Leading Organizational Change
- Managing Successful Projects
- Business Engagement & Sector Strategies

The Remaining Courses are as follows:

- Relationship Development & Negotiation Skills
- Workforce Development Professional Capstone Presentations

In the last course of the program, participants will demonstrate understanding and application of the content presented in the Workforce Development Professional series through their Capstone project. Participants will deliver a short presentation on a workplace issue or project using the skills and tools gained in the courses. Feedback will be offered, and an Individual Development Plan (IDP) will be created to help further competencies beyond the program.

Based on early discussions, the rules and expectations regarding the Capstone project presentations were set at 1) having a maximum of three participants per group, 2) choosing a topic that had not been presented before, 3) aiming for a topic with potential implementation by the participant's organization, and 4) seeking approval and input from respective supervisors. During the last cohort in 2019 - 2020, past Capstone projects included the following topics: Coordinating Business Engagement; Making Services to Individuals with Disabilities Commonplace; Creating the Resource Room of Today; and Using Mobile Applications to Assist Jobseekers.

Upon the successful completion of the WDAP, including the 2080 hours of On-the-Job training, each ETR staff member will receive the California State University, Sacramento Workforce Development Professional Certificate issued from the California Apprenticeship Council, which is an industry recognized credential. In addition, ETR staff will receive an increase in their annual salary of 5%. WDAP will also benefit ETR by providing it with a highly trained workforce with improved customer service. 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 on-going training for employees at the local workforce development boards.

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

Sincerely,

Aaron Ellis
Interim Chief Workforce Development Director
Employers' Training Resource

AE:ms

KERN COUNTY EMPLOYERS' TRAINING RESOURCE
A proud partner of America's Job Center

May 25, 2023

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

STATUS OF SUBGRANTEE MONITORING REPORTS

Dear Committee Member:

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

Monitoring reports with no findings:

Mono County (12/19/22) Fiscal report.
California State University, Bakersfield (1/16/23) Program report.
Mono County (1/18/23) Program report.
Proteus, Inc (2/15/23) Fiscal report.
CityServe Network (5/9/23) Program report.

Monitoring reports with findings:

Kern High School District (KHSD) (2/14/23) Program report. Findings were for: altering of documents; timecards signed prior to last day worked in pay period; worksite agreements not signed; and emailing of Personally Identifiable Information (PII). In response, KHSD has instructed staff to follow appropriate protocol and not alter documents; instructed staff to not collect timecards that are completed or signed prior to time worked; have staff monitor paperwork for accuracy; and will review documents for PII prior to sending. KHSD has also hired additional staff to assist with rectifying the issues. The findings are closed.

Laborers of the Harvest (LOTH) (4/18/23) Fiscal report. Findings were for: improper allocation of costs; lack of documentation to support costs; charges for non-budgeted items including rent of a facility not approved for use; duplication of timecard charges; non-program related charges; an inefficient procurement policy; and lack of internal controls. In response, LOTH stated they only had one project/grant to which they could charge expenses; they would provide additional documentation to support costs; they

cross-reference timecards to sign-in sheets; and they are a small organization. LOTH's response was inadequate to resolve the findings, but since LOTH's contract with ETR ended on March 30, 2023, ETR considered a few of the matters resolved. Disallowed costs total $13,411.35, and LOTH's deadline to respond to the open findings is June 5, 2023.

Copies of these reports are on file and available for review by committee members.

Sincerely,

Aaron Ellis
Interim Chief Workforce Development Officer
Employers' Training Resource

AE:sw

Kern, Inyo & Mono Workforce Development Board PBS Committee Attendance 2023					
P = Present	U=unexcused	X=Cancelled			
A = Excused Absence		2/16/23	5/11/23	8/31/23	11/16/23
First	**Last**	**PBS**	**PBS**	**PBS**	**PBS**
Leo	Bautista	P	**P**		
Richard	Chapman	P	**A**		
Aaron	Ellis		**P**		
Nick	Hill III	P	**P**		
Brian	Holt	P	**P**		
Teresa	Hitchcock	P	**Retired**		
Linda	Parker*	A	**P**		
Alissa	Reed	P	**P**		
Jeremy	Tobias	P	**P**		
Arleana	Waller*	A	**U**		
*Non-WDB					

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
First	**Last**	**PBS**	**PBS**	**PBS**	**PBS**
Leo	Bautista	X	**A**	**x**	**P**
Richard	Chapman	X	**P**	**x**	**P**
Stacy	Ferreira	X	**A**	**x**	**RESIGNED**
Nick	Hill III	X	**P**	**x**	**P**
Brian	Holt	X	**A**	**x**	**P**
Teresa	Hitchcock	X	**P**	**x**	**P**
Linda	Parker*	X	**P**	**x**	**P**
Alissa	Reed	X	**P**	**x**	**A**
Jeremy	Tobias	X	**P**	**x**	**P**
Arleana	Waller*	X	**P**	x	**A**
*Non-WDB					

Kern, Inyo & Mono Workforce Development Board Youth Committee Attendance 2023					
P = Present	U=unexcused	X=Cancelled			
A = Excused Absence		3/1/23	5/17/23	9/13/23	11/29/23
Member					
First	**Last**	**YC**	**YC**	**YC**	**YC**
Dale	Countryman*	P	**Cancelled**		
Rosa	Chipres *	A	**Cancelled**		
Teresa	Hitchcock	P	**RESIGNED**		
Brian	Holt	P	**Cancelled**		
Ian	Journey	P	**Cancelled**		
Karine	Kanikkeberg*	A	**Cancelled**		
Clare	Pagnini	A	**Cancelled**		
Leticia	Perez	A	**Cancelled**		
Norma	Rojas-Mora	P	**Cancelled**		
Greg	Terry*	P	**Cancelled**		
Priscilla	Varela	A	**Cancelled**		
David	Villarino*	A	**Cancelled**		
Todd	Yepez	P	**Cancelled**		
*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**	**A**
Rosa	Chipres			**A**	**P**
Teresa	Hitchcock	P	**P**	**P**	**A**
Brian	Holt	Appt 3/30/22	P	**A**	
Ian	Journey	RESIGNED			
Ian	Journey		Reinstated	**P**	**P**
Karine	Kanikkeberg*	P	**P**	**P**	**A**
Clare	Pagnini	P	**P**	**P**	**A**
Leticia	Perez	A	**A**	**A**	**A**
Norma	Rojas-Mora	P	**P**	**P**	**P**
Jayme	Stuart*	P	**A**	**A**	**RESIGNED**
Greg	Terry*	P	**P**	**P**	**A**
Priscilla	Varela			**A**	**P**
David	Villarino*	P	**U**	**P**	**P**
Todd	Yepez	A	**P**	**P**	**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	12/8/22
Member						
First	**Last**					
Leo	Bautista	P	P	P	P	P
Teresa	Hitchcock	P	P	P	P	P
Karen	King	P	P	P	RESIGNED	
Brenda	Mendivel	P	P	P	A	P
Alissa	Reed	P	P	P	P	P
Norma	Rojas-Mora	A	P	P	P	P
John	Spaulding	P	A	A	A	
Victoria	Stockman*	A	P	P	P	A
Todd	Yepez	A	A	P	A	P
Kristen	Watson					A
*Non-WDB						

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	12/14/22
Member						
First	**Last**					
John	Adams	Appt 4/26/22	P	P	P	P
Laura	Barnes	A	P	P	P	P
Leo	Bautista	P	P	P	P	P
Kelly	Bearden	P	P	P	P	P
Richard	Chapman	P	A	P	A	P
Stacy	Ferreira	U	U			
Michael	Frey	**RESIGNED**				
Steven	Gomez	P	P	P	A	P
Chris	Gonzales	U	P	P	P	A
Greg	Gutierrez	P	P	A	P	P
Nick	Hill III	U	P	A	P	P
Teresa	Hitchcock	P	P	P	P	P
Brian	Holt	A	P	P	P	P
Ian	Journey	**RESIGNED**				
Ian	Journey			REINSTATED	P	P
Karen	King	P	P	P	**RESIGNED**	
Greg	Knittel	P	P	A	P	P
Anita	Martin	P	A	P	A	P
Randy	Martin	A	A	P	P	P
Diane	McClanahan	**RESIGNED**				
Dean	McGee	P	P	A	A	P
John	Means	P	**RESIGNED**			
Brenda	Mendivel	P	P	P	P	P
John	Moralez	P	A	A	A	P
Clare	Pagnini	P	A	A	A	P
Alissa	Reed, Chair	P	P	P	P	P
Norma	Rojas-Mora	P	P	A	P	P
Rick	Schoengerdt	**RESIGNED**				
John	Spaulding	A	A	A	A	
Joseph	Sumlin	**RESIGNED**				
Jay	Tamsi	U	A	P	A	A
Shelly	Tarver	P	P	A	A	P
Jeremy	Tobias	P	P	P	P	P
Priscilla	Varela	P	P	P	P	A
Todd	Yepez	P	P	A	P	P
Trudy	Gerald		P	P	P	P
Michele	Warren				P	A

KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD AND
COMMITTEES' MEETING SCHEDULE
CALENDAR YEAR 2023

Program and Business Services Committee

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

Thursday, February 16, 2023, 8:00 a.m.
Thursday, May 11, 2023, 8:00 a.m.
Thursday, August 31, 2023, 8:00 a.m.
Thursday, November 16, 2023, 8:00 a.m.

Youth Committee

America's Job Center of California – Oildale Affiliate, **1215 Olive Dr. Suite C, Bakersfield**

Wednesday, March 1, 2023, 3:00 p.m.
~~Wednesday, May 17, 2023, 3:00 p.m.~~ **Cancelled**
Wednesday, September 13, 2023, 3:00 p.m.
Wednesday, November 29, 2023, 3:00 p.m.

Executive Committee

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

Thursday, March 2, 2023, **3:00** p.m.
Thursday, May 25, 2023, **3:00** p.m.
Thursday, September 21, 2023, **3:00** p.m.
Thursday, December 7, 2023, **3:00** p.m.

Workforce Development Board

America's Job Center of California – Oildale Affiliate, 1215 Olive Dr. Suite C, Bakersfield

Wednesday, March 8, 2023, 7:00 a.m.
Wednesday, May 31, 2023, 7:00 a.m.
Wednesday, October 4, 2023, 7:00 a.m.
Wednesday, December 13, 2023, 7:00 a.m.