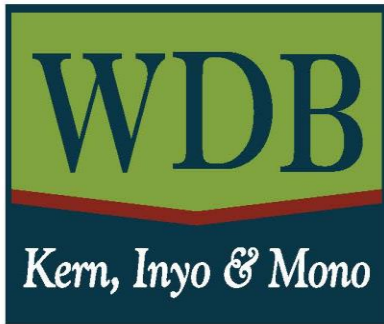




**WORKFORCE
DEVELOPMENT
BOARD**

SPECIAL SESSION
Executive Committee
June 22, 2023
3:00 p.m.

KERN EMPLOYERS'
COUNTY 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**

June 22, 2023

Location: 1600 E. Belle Terrace – 2nd Floor Large Conference Room
Dial In #: (831) 296-3421
Access Code: 920 492 316#
Time: 3:00 p.m.

Members: Alissa Reed, Chair Brenda Mendivel Dr. Kristen Watson
Leo Bautista Norma Rojas-Mora Todd Yepez
Aaron Ellis

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**
1-5 A. Transfer of Funds Request - Update – **Action Item**
- IV. Committee Member Comments**
- V. Miscellaneous Filings**
6 A. 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.



June 22, 2023

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

TRANSFER OF FUNDS REQUEST – UPDATE

Dear Committee Member:

A letter of request to allow the transfer of funds between the Adult and Dislocated Worker funding streams was approved by your committee on May 25, 2023, and ratified by the Workforce Development Board and was submitted to EDD for approval May 31, 2023. This letter is to update the requested dollar amount from \$1,200,000 to \$1,400,000.

Based on the current workforce situation in our Local Area, and due to updated cost projections, it became necessary to update the funding dollars. The decision to adjust from \$1,200,000 to \$1,400,000 was made before the May 31, 2023 board meeting, but due to the Brown Act requirements we could not amend.

Therefore, IT IS RECOMMENDED that your Committee approve, on behalf of the Workforce Development Board, the additional Transfer of Funds Request of \$ 200,000 of Dislocated Worker funding to Adult funding, increasing the total amount of the transfer to \$1,400,000 for Program Year 22-23.

Sincerely,

Aaron Ellis
Chief Workforce Development Officer

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

Transfer of Funds Request

1. Local Area Employers' Training Resource

2. Subgrant Number AA311009 3. Request Date 06/22/2023

4. Program Year 2022 5. Transfer Request No 01

6. Direction of Transfer (Check One):

Adult program to Dislocated Worker program Dislocated Worker program to Adult program

☐ 201 → 299

☐ 501 → 499

☐ 202 → 200

☒ 502 → 500

7. Amount of Transfer \$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.

Transfer of Funds Request Participant Plan

Local Area: Employers' Training ResourcePrepared Date 5/5/2023

Enter the number of individuals in each category.

TOTALS FOR PY 20__	ADULT	DW
1. Registered Participants Carried in from PY 2023__	860	109
2. New Registered Participants for PY 20__23__	782	123
3. Total Registered Participants for PY 20__23__ (Line 1 plus 2)	1,642	232
4. Exiters for PY 20__23__	545	98
5. Registered Participants Carried Out to PY 2023 (Line 3 minus 4)	1,097	134

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 Division661-635-2180**Contact Person, Title****Telephone Number****Comments:**

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 Budget Plan

Local Area <u>Employers' Training Resource</u>	Date Prepared <u>5/8/2023</u>
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Subgrant Number <u>AA311009</u>	Grant	Adult to DW	DW to Adult
Year of Appropriation <u>2022</u>	Code	☐ 201 → 299 ☐ 202 → 200	☐ 501 → 499 ☒ 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	661-635-2180
Contact Person, Title	Telephone Number

Comments

**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, June 22, 2023, **3:00** p.m. **SPECIAL SESSION**

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.