



YOUTH COMMITTEE

April 10, 2024
3:00 P.M.



1215 Olive Drive, Recruitment Center
Bakersfield, CA 93308



**Kern, Inyo & Mono
Workforce Development Board
Youth Committee Agenda**

April 10, 2024

Location: 1215 Olive Drive Recruitment Center

Dial In: (831) 296-3421

Access Code: 601 219 085#

Time: 3:00 pm.

Committee Members:

Norma Rojas-Mora, Chair
Dale Countryman
Rosa Chipres
Aaron Ellis

Brian Holt
Karine Kanikkeberg
Leticia Perez

Greg Terry
David Villarino
Priscilla Varela
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 January 24, 2024, Meeting Minutes – **Action Item**
- 3-9 B. Preliminary Allocation and Funding Recommendations for Youth Programs
Funded Under the Workforce Innovation and Opportunity Act for Program
Year 2024-25 - **Action Item**
- 10-11 C. Youth Agency Quarterly Update
- D. EPIC Center Update – **Oral Report**

IV. Committee Member Comments

V. Miscellaneous Filings

- 12 A. Status of Youth Subgrantee Monitoring Reports
- 13-14 B. Youth Committee Attendance Report
- 15 C. Kern, Inyo and Mono Workforce Development Board and Committees'
Meeting Schedule for Calendar Year 2024

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**KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD
YOUTH COMMITTEE
DISCUSSION AND ACTION ITEMS
JANUARY 24, 2024**

Members Present: Norma Rojas-Mora, Aaron Ellis, Bryan Forrest, Dale Countryman, David Villarino, Karine Kanikkeberg, and Todd Yepez.

Members Absent: Brian Holt, Greg Terry, Ian Journey, Proscilla Varela, and Rosa Chipres.

Staff Present: Michelle Pando, Katie Rivera, Ana Venegas, Jeremy Shumaker, Sandra Gutierrez, Marsha Manos, Marco Parades, and Sarah Woodman.

Guests Present: Wendy Rodriguez, Erica Maldonado, Joe Cantu, Joselin, Cazares, and Leslie Moreno,

Norma Rojas-Mora called the meeting to order at 3:05 p.m.

*Unexcused Absence

Introductions

Staff and guests introduced themselves.

Approval Of The November 29, 2023, Meeting Minutes

Todd Yepez made a motion to approve the November 29, 2023, meeting minutes. David Villarino seconded the motion. Karine Kanikkeberg clarified that she was at the meeting even though she was marked absent. All ayes. The motion carried.

Recommendation To Issue Request For Refunding For Workforce Innovation and Opportunity Act Comprehensive Youth Programs for Program Year 2024-25

Michelle Pando informed the committee that one of the primary functions of the Youth Committee is to identify and recommend funding for eligible providers of services and training programs for youth activities under the Workforce Innovation and Opportunity Act (WIOA). It is time to begin this process for Program Year (PY) 2024-25. Michelle also said that under current regulations a full Request for Proposals (RFP) is required at least once every four years and as a comprehensive RFP was issued last year for both In-School and Out-of-School services for PY 2023-24, this year the more limited RFR process may be utilized. Aaron Ellis made a motion to accept the staff's recommendation. Todd Yepez seconded the motion. David Villarino and Karine Kanikkeberg abstained from the vote. All ayes. The motion carried.

Youth Agency Quarterly Update

Michelle Pando informed the committee that through December 31, 2023, youth agencies have submitted actual expenditures equal to 27.6% of the total allocated to this year's youth providers. Michelle also said that the Second Quarter Progress

Report, which is attached, contains information about all of the WIOA Youth providers and elements of their respective programs. In-School providers, 22.2% of their allotted funds have been expended and 70.3% of their participants have been enrolled into work experience. Out-of-School Youth (OSY) providers have expended 29.5% of the allotted funds, with 36.1% of OSY enrolled into work experience and 9.3% enrolled into training. Work Experience contracts, which terminated December 31, 2023, have reached their enrollment goals and 9.3% of the participants have been employed. Agencies have until the end of the month to submit their final claims for payment. Jeremy Shumaker added additional information regarding the funding and expenditures.

Epic Center Update

Sandra Gutierrez informed the committee that 11 youth have been sent out to barber training, 2 for welding, and 9 to High Desert Medical training, and 7 to truck driver training. Sandra also said that there was 1 participant placed at UEI that had completed electrical training. Sandra added that there was 13 OJT's placed and 12 participants in Work Experience training. Sandra also mentioned that the EPIC center had paused enrollments as they have met their goal for the year but that they were referring to the mai office and other partner agencies. There was further discussion about enrollments and the funding.

Committee Members Comments

There were no additional comments.

Miscellaneous Filings

The Committee was provided with the following:

- Youth Committee Attendance Report
- Kern, Inyo and Mono Workforce Development Board and Committees' Meeting Schedule for Calendar Year 2024.

As there was no further business, the meeting adjourned at 4:05 p.m.



April 10, 2024

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

PRELIMINARY ALLOCATION AND FUNDING RECOMMENDATIONS FOR YOUTH PROGRAMS FUNDED UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT FOR PROGRAM YEAR 2024-25

Dear Committee Member:

At its meeting on February 7, 2023, the Workforce Development Board (WDB), approved a Request for Refunding (RFR) process for In- and Out-of-School Youth (ISY and OSY) programs under the Workforce Innovation and Opportunity Act (WIOA) for Program Year (PY) 2024-25.

While ETR has not yet been notified of youth funding amount for PY 2024-25, we are proceeding with funding recommendations. The funding for the current PY is \$5,627,541 and we anticipate funding for PY 2024-25 to be similar. The final funding recommendations may be adjusted prior to the contracts being executed depending on the actual funding ETR receives.

Funding opportunities were divided into two categories under the PY 2024-25 RFR:

1. Comprehensive ISY programs to serve youth in Community, Continuation, or Court School (RFR open to the currently contracted providers only);
2. Comprehensive OSY programs providing a full array of services directly or via referral (RFR open to the currently contracted providers only);

Applicants were asked basic questions about their history of success serving the population, any current challenges, proposed program changes, and budget/cost justification. All agencies were advised to request funding at the same level or lower than the current year.

Career Team and Kern Community College District (KCCD) chose not to submit for refunding. Any participants currently enrolled in either program will be transferred to ETR's EPIC program prior to the start of the new program year.

As per ETR's procurement policy, RFR applications were reviewed by a committee of ETR staff members. The committee of eight ETR staff members reviewed the RFR applications in terms of the following:

- Necessity and reasonableness of costs/proposed budget;
- Demonstrated success in the provision of services, participant outcomes, and goals;
- Continued need for the for the program or service;
- Significant monitoring findings or other issues reported by ETR staff;
- Proposed changes to current program and/or budget;

As part of the review process, agencies are required to provide a complete copy of their most recent audit or financial statements. ETR fiscal staff review the audit or financial statements for findings and/or major issues and make recommendations regarding the financial risk of the agency. West Kern Adult Education Network JPA (WKAEN) was unable to provide an audit more recent than Fiscal Year 2020-21, which was considered insufficient for review. The review committee concluded WKAEN shall be recommended at full request of funding contingent upon submitting and passing a financial statement review.

The review committee made the following recommendations:

ISY Program

Kern County Superintendent of Schools (KCSOS) - \$311,521 for 58 participants

Kern High School District (KHSD) - \$300,000 for 80 participants

OSY Program

Farmworkers Institute of Education and Leadership Development (FIELD) - \$200,445 for 20 participants

Kern High School District (KHSD) - \$344,540 for 50 participants

Proteus, Inc. - \$229,425 for 42 participants

West Kern Adult Education Network JPA (WKAEN) - \$370,582 for 52 participants

*Funding is contingent upon passing financial statement review.

The total recommended for ISY program funding is \$611,521. The total recommended for OSY program funding is \$1,144,992, and the total for all youth programs is \$1,756,513.

Notification to Agencies

RFR applicants were provided a copy of this letter and informed of your Committee and Board's meeting dates. Agencies were also provided information on the appeal process.

Therefore, IT IS RECOMMENDED that your Committee recommend that the Workforce Development Board authorize WIOA funding for Program Year 2024-25 in the amount of \$1,756,513 to the following: 1) Kern County Superintendent of Schools to provide comprehensive services to 58 ISY participants in the amount not to exceed \$311,521; 2) Kern High School District to provide comprehensive services to 80 ISY in the amount not to exceed \$300,000; 3) Farmworkers Institute of Education and Leadership Development (FIELD) to provide comprehensive services to 20 OSY in the amount not to exceed \$200,445; 4) Kern High School District to provide comprehensive services to 50 OSY in the amount not to exceed \$344,540; 5) Proteus, Inc. to provide comprehensive services to 42 OSY in the amount not to exceed \$229,425; and 6) West Kern Adult Education Network JPA to provide comprehensive services to 52 OSY in the amount not to exceed \$370,582, contingent upon submitting and passing a financial statement review; with awards subject to negotiations, funds available, and approval of the Kern County Board of Supervisors.

Sincerely,



Aaron Ellis
Chief Workforce Development Officer

AE:jh

Attachments:

- A) Funding Recommendations –Youth for Program Year 2024-25
- B) Description of Proposed Programs

FUNDING RECOMMENDATIONS
WORKFORCE INNOVATION & OPPORTUNITY ACT - YOUTH PROGRAMS
JULY 1, 2024 THROUGH JUNE 30, 2025

AGENCY/ACTIVITY	Criteria Met	Funding Stream	Youth Funding Rec'd PY 2023-24	PY 2023-24 Planned Participants	PY 2024-25 REQUESTED	Net Change in 2023-24 Request	Proposed # Participants	Proposed Cost per Participant	PY 2024-25 RECOMMENDED Funding	% of Requested Funding	RECOMMENDED # Participants	RECOMMENDED Cost Per Participant
Request for Funding - In-School Youth Programs												
Kern County Superintendent of Schools	Yes	In-School Youth	\$311,521	67	\$351,684	\$40,163	65	\$5,411	\$311,521	89%	58	\$5,411
Kern High School District	Yes	In-School Youth	\$300,000	100	\$300,000	\$0	80	\$3,750	\$300,000	100%	80	\$3,750
Totals In-School			\$611,521	167	\$651,684	\$40,163	145	\$4,494	\$611,521	94%	138	\$4,445
Request for Funding - Out of-School Youth Programs												
FIELD	Criteria Met											
	Yes	Out-of-School Youth	\$200,445	22	\$305,587	\$105,142	30	\$10,186	\$200,445	66%	20	\$10,186
Kern High School District	Yes	Out-of-School Youth	\$344,540	113	\$344,540	\$0	50	\$6,891	\$344,540	100%	50	\$6,891
Proteus	Yes	Out-of-School Youth	\$229,425	42	\$229,425	\$0	42	\$5,463	\$229,425	100%	42	\$5,463
West Kern Adult Education Network JPA	Contingent	Out-of-School Youth	\$370,582	50	\$370,582	\$0	52	\$7,127	\$370,582	100%	52	\$7,127
Totals Out-of-School			\$1,144,992	227	\$1,250,134	\$105,142	174	\$7,185	\$1,144,992	92%	164	\$6,995
Total Youth			\$1,756,513	394	\$1,901,818	\$145,305	319	\$5,962	\$1,756,513	92%	301	\$5,831

Out-of-School % 65%
In-School % 35%

BRIEF DESCRIPTION OF PROPOSED WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA) YOUTH PROGRAMS FOR PROGRAM YEAR 2024-2025

Comprehensive In-School Youth (ISY) Programs

1. Kern County Superintendent of Schools

Funding Request: \$351,684

Proposed Number to Serve: 65

Areas served: Court and Community Schools in Bakersfield and throughout Kern County

Jobs Plus!: The primary goal of the program is to prepare high-risk youth who have been expelled from home schools, parenting youth, foster youth, homeless youth, or incarcerated youth with 21st Century Employment Readiness Skills. To reach this goal the program focuses on the following: attainment of basic work-readiness skills, job shadowing to learn more about career options, training programs for specific industry skills (e.g. medical or construction), development of a job portfolio (i.e. resume, additional training certificates), graduation from high school, enrollment in college/trade school or enter an entry level job and successfully embarking on a career or academic path for the future.

Recommended at PY23-24 funding level at \$311,521 to serve 58 participants.

2. Kern High School District- Quest 4 Success

Funding Request: \$300,000

Proposed Number to Serve: 80

Areas served: Arvin, Bakersfield (multiple locations), Lamont, and Shafter.

Quest 4 Success: This program offers eligible participants attending one of the Kern High School District's continuation schools an opportunity to receive enhanced employability and life skills education followed by subsidized work experience. Participants attend an after-school class providing instruction in employability and life skills for which they earn up to 11 credits per semester. Participants who successfully complete the course are placed in a local worksite to receive subsidized work experience. Upon completion of Quest 4 Success, participants who are not college-bound are provided information and priority access to the Kern High School District's Out-of-School Youth program.

Recommended at full amount of request.

Comprehensive Out-of-School Youth (OSY) Programs

1. Farmworkers Institute of Education and Leadership Development

Funding Request: \$305,587

Proposed Number to Serve: 30

Areas served: Arvin, Bakersfield, California City, Delano, Lamont, McFarland, Tehachapi, and Wasco

WIOA Out-of-School Youth: This program is designed to provide educational services, workforce training services, paid employment, case management, financial literacy, and other activities to young adults. Some of the educational services include the opportunity to earn a high school diploma and an opportunity to enter a Career Technical Education (CTE) pathway. These CTE pathways offer participants the chance to earn certificates of completion, industry recognized certifications, and/or college credit. FIELD also provides the participants with paid work-experience opportunities in either recycling, natural resources, or firefighting. Program components also include 21st Century Work Skills and job readiness.

Recommended at PY23-24 funding level at \$200,445 to serve 20 participants.

2. Kern High School District- KernWorks!

Funding Request: \$344,540

Proposed Number to Serve: 50

Areas served: Greater Bakersfield, Lamont, Arvin, Shafter, and Kern River Valley

KernWorks!: This program is designed to provide high school graduates and non-graduates with the skills they need to become self-sufficient. Most of these youth are not college-bound, so vocational education is coupled with paid work experience to create a pathway into the workforce. Vocational training programs are developed based on current labor market needs and the interests of the youth with current options including medical front office, auto tech, business services, customer service-retail, and warehousing/logistics. Youth attend vocational training followed by paid work experience after which they attend Job Search "Boot Camp" in preparation for unsubsidized employment, or, alternately, enrollment in post-secondary education or advanced training.

Recommended at full amount of request.

3. Proteus, Inc.

Funding Request: \$229,425

Proposed Number to Serve: 42

Areas served: North Kern County- Delano, McFarland, Wasco, Shafter, and surrounding areas

WIOA Out-of-School Youth: This program provides services to the north side of Kern County to meet the needs of communities in outlying areas. The program provides opportunities for youth to acquire the educational and skill competencies necessary for successful transition into careers, future education, and training. Participants are offered the opportunity to gain paid-work experience (PWEX) for a total of 160 hours/8 weeks in various career pathways. Participants also have the opportunity to job-shadow for hands-on experience. In addition to PWEX and job-shadowing opportunities, youth are provided access to career counseling, job search assistance, and supportive services. Proteus uses a two-pronged approach engaging youth with immediate employer-driven, work-based learning components and on-going counseling emphasizing the benefits of continuing education.

Recommended at full amount of request.

4. West Kern Adult Education Network Joint Powers Authority

Funding Request: \$370,582

Proposed Number to Serve: 52

Areas served: West Kern County- Taft, Maricopa, Fellows, Elk Hills, McKittrick, Tupman, Derby Acres, Dustin Acres, and Valley Acres

West Kern Youth at Work: This program provides services to the west side of Kern County where the communities have a high poverty level. The program serves at-risk youth by building upon the capacity of the local areas to expand employment opportunities through work-based learning, work experiences, and educational options. Youth are provided access to soft skills training, job search assistance, CTE pathways, a youth counselor, and GED preparation. West Kern Youth at Work supports a system strategy that leads to community involvement.

Recommended at full amount of request- contingent upon submitting audit and passing financial review.



April 10, 2024

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

YOUTH AGENCY QUARTERLY UPDATE

Dear Committee Member:

Your committee's meeting occurs prior to the availability of final fiscal and performance data for the quarter. For this reason, the numbers below reflect data through February 2024 (70% of the fiscal year), and the youth agencies have submitted actual expenditures equal to 40.3% of the total allocated to this year's youth providers.

The Third Quarter Progress Report, which is attached, contains information about all the WIOA Youth providers and elements of their respective programs through the end of February. Reviewing the In-School providers, 47% of their allotted funds have been expended and 70.2% of their participants have been enrolled into work experience. The Out-of-School Youth (OSY) providers have expended 37.9% of the allotted funds, with 34.0% of OSY enrolled into work experience and 23.4% enrolled into training.

The Work Experience contracts, which terminated December 31, 2023, have reached their enrollment goals and the agencies expended 74.8% of the total allocated funds.

Staff continues to work closely with our youth providers to assist them with the implementation of their respective programs as well as providing technical assistance to ensure the goals are met.

Sincerely,

Aaron Ellis
Chief Workforce Development Officer

AE:mp

Attachment

THIRD QUARTER PROGRESS*

YOUTH PROVIDERS PY2023-24

	BUDGET	EXPENDITURES YTD	ENROLLMENTS	PWEX	TRAINING
IN SCHOOL YOUTH PROVIDERS					
Kern County Superintendent of Schools	\$ 311,521	\$ 182,105	45	13	0
Kern High School District	\$ 300,000	\$ 105,970	86	79	0
TOTALS	\$ 611,521	\$ 288,075	131	92	0
OUT-OF-SCHOOL YOUTH PROVIDERS					
Career TEAM	\$ 161,000	\$ 62,689	0	0	0
FIELD	\$ 200,445	\$ 37,595	21	4	3
Kern Community College District	\$ 402,500	\$ -	26	2	0
Kern High School District	\$ 344,540	\$ 165,953	122	51	46
Proteus	\$ 229,425	\$ 115,674	16	7	0
West Kern Adult Education Network	\$ 370,582	\$ 264,952	50	16	6
TOTALS	\$ 1,708,492	\$ 646,863	235	80	55
GRAND TOTAL	\$ 2,320,013	\$ 934,938	366	172	55

WORK EXPERIENCE CONTRACTS

	BUDGET	EXPENDITURES YTD	ENROLLMENT		Employed at Exit
FIELD	\$ 375,000	\$ 359,373	Goal	Actual	
KHSD	\$ 375,000	\$ 336,846	30	33	4
MAOF	\$ 375,000	\$ 144,846	25	25	3
			20	22	0
These contracts terminated December 2023.					
	\$ 1,125,000	\$ 841,065			



April 10, 2024

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

STATUS OF YOUTH SUBGRANTEE MONITORING REPORTS

Dear Committee Member:

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

Monitoring reports with findings:

Farmworkers Institute of Education and Leadership (FIELD) (3/20/24) Fiscal Report. Findings were for improperly charging accrued liabilities and for paying participants more than California's minimum wage. In response, FIELD reimbursed Employers' Training Resource for disallowed costs. The findings are closed.

Tehachapi Unified School District (TUSD) (12/12/23) Fiscal Report. Findings were for: not charging expenses to the correct line item; overcharging indirect costs; providing unallowable supportive services; and not submitting claims for payment on time. TUSD did not seek a new contract, and disallowed costs were remitted from TUSD's final payment. The findings are closed.

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

Sincerely,

Aaron Ellis
Chief Workforce Development Officer
AE:sw

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	X	P	A
Rosa	Chipres *	A	X	A	U
Aaron	Ellis		X	P	P
Teresa	Hitchcock	P	RESIGNED	-	-
Brian	Holt	P	X	P	P
Ian	Journey	P	X	P	P
Karine	Kanikkeberg*	A	X	P	P
Clare	Pagnini	A	X	A	P
Leticia	Perez	A	X	A	U
Norma	Rojas-Mora	P	X	P	A
Greg	Terry*	P	X	A	P
Priscilla	Varela	A	X	A	A
David	Villarino*	A	X	A	P
Todd	Yepez	P	X	A	P
*Non-WDB					

Kern, Inyo & Mono Workforce Development Board Youth Committee Attendance 2024					
P = Present	U=Unexcused	X=Cancelled			
A = Excused Absence		1/24/24	4/10/24	8/28/24	11/13/24
Member					
First	Last	YC	YC	YC	YC
Dale	Countryman*	P			
Rosa	Chipres *	U			
Aaron	Ellis	P			
Brian	Holt	A			
Ian	Journey	A			
Karine	Kanikkeberg*	P			
Leticia	Perez	A			
Norma	Rojas-Mora	A			
Greg	Terry*	A			
Priscilla	Varela	A			
David	Villarino*	P			
Todd	Yepez	P			
*Non-WDB					

**KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD AND
COMMITTEES' MEETING SCHEDULE
CALENDAR YEAR 2024**

Program and Business Services Committee

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

~~Thursday, January 18, 2024, 8 a.m.~~ **CANCELLED**

Thursday, April 4, 2024, 8 a.m.

Thursday, August 22, 2024, 8 a.m.

Thursday, November 7, 2024, 8 a.m.

Youth Committee

America's Job Center of California – Oildale Affiliate,
1215 Olive Drive **Recruitment Center**

Wednesday, January 24, 2024, 3 p.m.

Wednesday, April 10, 2024, 3 p.m.

Wednesday, August 28, 2024, 3 p.m.

Wednesday, November 13, 2024, 3 p.m.

Executive Committee

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

Thursday, February 1, 2024, 3 p.m.

Thursday, April 18, 2024, 3 p.m.

Thursday, September 19, 2024, 3 p.m.

Thursday, November 21, 2024, 3 p.m.

Workforce Development Board

America's Job Center of California – Oildale Affiliate,
1215 Olive Drive **Recruitment Center**

Wednesday, February 7, 2024, 7 a.m.

Wednesday, May 1, 2024, 7 a.m.

Wednesday, September 25, 2024, 7 a.m.

Wednesday, December 11, 2024, 7 a.m.