



WORKFORCE DEVELOPMENT BOARD

May 31, 2023
7:00 A.M.

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

1215 Olive Dr. Suite C
Bakersfield, CA 93308



**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**

This portion of the meeting is reserved for persons to address the Board on any matter not on this agenda but under the jurisdiction of the Board. Board 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 Board at a later meeting. Also, the Board may take action to direct the staff to place a matter of business on a future agenda. **SPEAKERS ARE LIMITED TO THREE MINUTES.**

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.

- | | |
|-------|---|
| 1-3 | A. Approval of the March 8, 2023, Meeting Minutes |
| 4-7 | B. Preliminary Funding Recommendations for Workforce Innovation and Opportunity Act Adult, Dislocated Worker, and Combined Programs and Services for Program Year 2023-2024 |
| 8-11 | C. Preliminary Funding Recommendations for National Farmworker Jobs Program for Program Year 2023-2024 |
| 12-18 | D. High Performing Board Application |
| 19-33 | E. Subsequent Local Area Designation and Local Board Recertification for PY 2023-25 |
| | VI. New Business |
| 34-36 | A. Workforce Development Board and Standing Committee Composition, Appointment, Resignation, and Board Membership Status – Action Item |
| 37-38 | B. Transfer of Funds Request – Action Item |
| 39 | C. Request for Approval to Extend Procurement of the Foundation for California Community Colleges Career Catalyst Services through June 30, 2025 – Action Item |
| | D. Budget Update |
| 40-41 | E. Workforce Development Apprenticeship Program Update |

- 42 F. Two-Year Modification to the Local and Regional Plans for
Program Years 2021 – 2024 Update
- VII. **Director's Report**
- A. America's Job Center of California Update
 - B. Marketing Presentation
 - C. EPIC Center Update
 - D. One-Stop Operator Report
- VIII. **Board Member Comments**
- A. Economic Development Report
 - B. Open Discussion
- IX. **Miscellaneous Filings**
- 43 A. Status of Subgrantee Audits
- 44-46 B. Draft Program and Business Services Committee May 11, 2023,
Meeting Minutes
- C. Draft Executive Committee March 25, 2023, Meeting Minutes -
Handout
- 47 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
- 48-51 E. Kern, Inyo and Mono Workforce Development Board and
Committee's Attendance Reports
- 52 F. Kern, Inyo and Mono Workforce Development Board and
Committees' Meeting Schedule for 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) 336-6849. 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, 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 off all cell phones, pagers, or electronic devices during the meeting.

**KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD
DISCUSSION AND ACTION ITEMS
MARCH 8, 2023**

Members Present: Alissa Reed, Leo Bautista, Todd Yopez, Ian Journey, Richard Chapman, Shelly Tarver, Brenda Mendival, Trudy Gerald, Jeremy Tobias, Kelly Bearden, Nick Hill, Steven Gomez, Brian Holt, Randy Martin, Norma Rojas- Mora, Michelle Warren, and Teresa Hitchcock.

Members Absent: Chris Gonzalez, John Means, Jay Tamsi, Priscilla Varela, and Michelle Warren.

Staff Present: Danette Williams, Marsha Manos, Michael Saltz, Jeremy Shumaker, Aaron Ellis, Simone Bellenger, Candy Gettman, Anne Meert, Valerie Toliver, Michelle Pando, and Randy Lormand.

Guests Present: Jose Gonzalez, Gary Baudette, Dan Ramirez, Mae Lee, Lita San Pedro, Magda Menendez, Rosendo Flores, Joe Cantu, and Gustavo Alatorre.

* unexcused

Alissa Reed called this virtual meeting to order at 7:09 a.m. via Microsoft Teams.

Introductions

Marsha Manos did a roll call of members. Staff and guests introduced themselves.

Public Comments

There were no additional comments from the public.

Presentation

Erin Arriola gave a brief overview of the Café 1600 culinary arts program.

Consent Agenda

Jeremy Tobias made a motion to approve the following items:

- Approval of the December 14, 2022, Meeting Minutes
- Two-Year Modification to the Local and Regional Plans
- High Road Training Partnerships – Resilient Workforce Program Grant

Kelly Bearden seconded the motion. Marsha Manos polled the Board for their votes. All ayes. The motion carried.

Funding Recommendations for In-School and Out-Of-School Youth Programs Funded Under the Workforce Innovation and Opportunity Act for Program Year 2023-24

Michelle Pando told the Board on December 19, 2022, the Board approved a Request for Proposals process for In- and Out-of-School Youth for Program Year (PY) 2023-24. Although the award amount has not been released as of this meeting. ETR would be proceeding with the funding amount of \$6,049,887 as awarded the previous year.

The funding opportunities were divided into two categories under the PY 2023-24 RFP:

1. Comprehensive ISY programs to serve youth in Community, Continuation, or Court Schools.
2. Comprehensive OSY programs providing a full array of services directly or via referral.

Michelle also said the applicants were asked about their capability and demonstrated ability serving the youth/young adult population; feasibility of their program design in relation to their

outreach efforts and the 14 Elements of Service; performance outcomes under WIOA or other funding streams in relation to this population; and their program costs. Michelle said the In-School Youth programs were capped at \$5,000 cost per participant, but the Out-of-School Youth programs had no associated caps. All of the applications were reviewed by a committee of three and were reviewed on the following:

- Necessity and reasonableness of costs;
- Demonstrated success in the provision of services, participant outcomes, and goals;
- Overall program design;
- Ability to manage/track participant activities, maintain fiscal integrity and meet performance indicators; and
- Accessibility of services from the proposers.

Upon completion of the review the committee made the following recommendations for funding:

- Kern County Superintendent of School (KCSOS), ISY Program – \$311,521 for 67 participants
- Kern High School District (KHSD), ISY Program - \$300,000 for 100 participants
- Open Door Network, ISY Program - \$218,944 for 44 participants
- Equus (dba Arbor), OSY Program - \$416,650 for 50 participants
- Career Team, OSY Program - \$161,000 for 50 participants
- FIELD, OSY Program - \$249,000 for 30 participants
- Kern High School District, OSY Program - \$428,000 for 80 participants
- Kern Community College District (KCCD), OSY Program - \$500,000 for 65 participants
- Proteus, OSY Program - \$285,000 for 50 participants
- West Kern Adult Education, OSY Program - \$460,350 for 60 participants

The total recommended for ISY program funding is \$830,465. The total recommended for OSY program funding is \$2,500,000 and the total for all youth programs is \$3,330,465. Randy Martin made a motion to approve funding as outlined in the letter. Brenda Mendivel seconded the motion. Marsha Manos polled the members for their votes. Norma Rojas- Mora and Jeremy Tobias abstained from the vote. All ayes. The motion carried.

Notification of Travel Opportunity: CWA Annual Spring Conference

Anne Meert informed the committee that the California Workforce Association's 32nd Annual Spring Conference will be in San Diego. This year's event, WORKCON 2023: Clarity Through Action, acknowledges the fact that there might be a "fog" over our economy, and it might be hard to predict what 2023 or beyond might bring. The event will be held May 31–June 2, 2023, at the Westin San Diego Gas Light Quarter. Anne reminded the Board members requesting sponsorship of the conference costs must be in good standing.

Budget Update

Jeremy Shumaker gave a brief overview of the status of the budget saying that at the time of the meeting, ETR had expended 60-70% of the allotted funding. Jeremy said the training percentage was at 31%.

Director's Report

Teresa Hitchcock informed the Board that this meeting was to be her last meeting. She's accepted a position with another County agency. Teresa thanked everyone for their service and dedication to the County of Kern.

Danette Williams presented a PPT presentation to the Board on the activities of the center.

Gary Baudette provided the Board with a quarterly report.

Board Member Comments

Richard Chapman provided the Board with an update on Kern Economic Development and the activities within the city. Kelly Bearden also provided the Board with a brief update on various activities.

Aaron Ellis presented Teresa with an award for her 22 years of dedicated service to the residents of Kern County.

Miscellaneous Filings

The committee was provided with the following documents for review:

- Draft Program and Business Services Committee February 16, 2023, Meeting Minutes
- Draft Youth Committee March 1, 2023, Meeting Minutes
- Draft Executive Committee March 2, 2023, Meeting Minutes
- Employment Development Department Fiscal and Procurement 85% Formula Grant Fiscal Year 2019-20 Final Monitoring Report, dated May 2, 2022
- Employment Development Department Workforce Innovation and Opportunity Act (WIOA) Program Year 2019-20 Program Review Final Monitoring Report, dated April 8, 2021
- Employment Development Department Workforce Innovation and Opportunity Act (WIOA) Program Year 2020-21 Program Review Final Monitoring Report, dated November 9, 2022
- Employment Development Department Workforce Innovation and Opportunity Act (WIOA) Section 188 Nondiscrimination and Equal Opportunity Provisions Annual Compliance Monitoring Review Final Report Program Year (PY) 2020-21, dated December 14, 2020
- La Cooperativa Campesina de California Oversight Review of Workforce Innovation and Opportunity Act (WIOA) Program, Financial, and Procurement Management Systems for Program Year (PY) 2021-2022, dated May 25, 2022
- Fresno Regional Workforce Development Board Final Determination Program and Financial Review Program Year 2021-2022 HRCC: SB1 Valley Build, dated July 7, 2022
- Kern, Inyo, and Mono Workforce Development Board and Committee's Attendance Reports
- Kern, Inyo and Mono Workforce Development Board and Committees' Meeting Schedule for Calendar Year 2023

As there was no further business the meeting was adjourned at 8:42 a.m.



May 31, 2023

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

**PRELIMINARY FUNDING RECOMMENDATIONS FOR WORKFORCE INNOVATION
AND OPPORTUNITY ACT ADULT, DISLOCATED WORKER, AND COMBINED
PROGRAMS AND SERVICES FOR PROGRAM YEAR 2023-2024**

Dear Board Member:

Under the Workforce Innovation and Opportunity Act (WIOA), a Request for Proposals (RFP) is required at least once every four years to procure providers of services. On March 9, 2023, Employers' Training Resource (ETR) issued an RFP to procure certain WIOA Adult, Dislocated Worker, and Combined Programs and Services for Program Year (PY) 2023-2024 (July 1, 2023 through June 30, 2024) for Kern County. Your Workforce Development Board (WDB) authorized the issuance of this RFP at your December 14, 2022 meeting. The RFP targeted the following:

- One WIOA Provider of Career Services at the Delano America's Job Center of California (AJCC) [up to \$350,000], including On-the-Job Training (OJT) operations [up to \$340,000]; and
- Up to Two Providers of Subsidized Adult Work Experience with 15 slots in Delano/Northern Kern County and surrounding areas [up to \$160,000] and 25 slots in Bakersfield [up to \$340,000].

The RFP made available up to \$1,190,000 in funding. Two agencies submitted proposals resulting in one proposal for each of the targeted areas.

Request for Proposals Process

Applicants were required to provide threshold documents, most recent audit/financial statements, proposal narrative (program design and planned approach, capabilities and demonstrated abilities, and performance goals and outcomes), budget and budget justification. Three volunteers reviewed and scored the proposals. All three proposals received high scores, requested at or below the maximum funding levels identified in the RFP, and are recommended for funding.

Preliminary Funding Recommendations

Below are the funding recommendations which total \$1,132,727.

Provider of Career Services for the Delano AJCC, Including OJT Operations

- Proteus, Inc. – Provider of Career Services \$307,073; OJT Operations (41 participants) \$327,032

Subsidized Work Experience

- Proteus, Inc. – Delano/Northern Kern County (15 participants) \$158,622
- Kern High School District – Bakersfield (25 participants) \$340,000

In the attachment, each proposal is summarized. The funding recommendations match the funds requested in the three proposals. The State recently released WIOA formula planning allocations for Program Year 2023-24, and the Kern, Inyo and Mono Counties Adult allocation is \$5,469,297 and the Dislocated Worker allocation is \$3,804,095. This is a reduction of \$977,097 from the current year's allocation.

Notification to Agencies

RFP applicants were provided a copy of the Program and Business Services Committee letter with the preliminary funding recommendations, as well as informed of the Committee and Board meeting dates. Agencies were also provided information on the appeal process. Should an agency wish to file an appeal, the required paperwork must be received by 5:00 p.m. on June 7, 2023.

At its May 11, 2023 meeting, your Program and Business Services Committee concurred with the recommendations below. No members of the public commented on the funding recommendations at that meeting.

Therefore, IT IS RECOMMENDED that your WDB approve the distribution of \$1,132,727 in PY 2023-2024 WIOA funds, subject to negotiations, funds available, and approval of the Kern County Board of Supervisors, to the following: 1) Proteus, Inc. to provide Career Services at the Delano AJCC, OJTs, and Paid Work Experience in the amount not to exceed \$792,727; and 2) Kern High School District to provide Paid Work Experience in the amount not to exceed \$340,000.

Sincerely,



Aaron Ellis
Interim Chief Workforce Development Officer

Attachment

**ADULT, DISLOCATED WORKER AND COMBINED PROGRAMS
DESCRIPTION OF PROGRAMS AND SERVICES
PROGRAM YEAR 2023-2024**

PROVIDER OF CAREER SERVICES FOR DELANO AJCC AND OJT

Proteus, Inc.

Provider of Career Services at the Delano America's Job Center of California (AJCC):

As the current provider of career services at the Delano America's Job Center of California (AJCC), Proteus, Inc. proposes to continue operating the AJCC and providing comprehensive WIOA services to low-income adults, dislocated workers (DW), and agricultural workers. Proposed operation of the AJCC includes overall facilities management such as overseeing maintenance, security, and infrastructure. WIOA service delivery includes all aspects of the AJCC such as outreach and recruitment, greeting customers, registration, resource room access, ETR network partner referrals, orientations, resume writing, job readiness workshops, job search assistance, career counseling, case management, supportive services, direct job placement, entry into unsubsidized employment via On-the-Job Training, Occupational Skills Training, Work Experience, follow-up services, and all other WIOA services as needed. AJCC Adult/DW line staff are Bilingual in English and Spanish. Services will continue to align with Kern County's efforts to invigorate the local economy and improve opportunities for North Kern County residents and enhance their quality of life.

Funding request: \$307,073

Recommendation: \$307,073

On-the-Job Training (OJT): Proteus, Inc. plans to complete a total of 41 On-the-Job Training (OJT) contracts. Of those, 36 contracts will be at 50 percent reimbursement rate of \$8.00/hour and the other five at a higher hourly reimbursement rate of \$10.50/hour with a goal of either completing a skills upgrade OJT or an OJT in an industry with higher pay and skills. OJTs will be provided in accordance with customer aptitude, goals of the Individual Employment Plan (IEP), and employer needs. Proteus develops and negotiates OJT contracts utilizing our current existing network of employers and provides counseling during and after completion.

Funding request: \$327,032

Recommendation: \$327,032

SUBSIDIZED WORK EXPERIENCE

Proteus, Inc.

Proteus, Inc. proposes to continue providing planned and structured work-based learning opportunities via Work Experience (WEX) to low-income adults, dislocated workers, and farmworkers. As a current provider of WEX in Kern County, Proteus has developed a solid reputation with local employers and are trusted in these communities. Proteus will serve as the “employer of record” for participants as they learn the skills necessary to secure long-term employment in high-demand and high-growth occupations and industries. WEX opportunities will occur in a variety of already established workplaces that include public, private, or non-profit employers as well as other potential employers established by Proteus’ Employer Service Representatives (ESRs). Proteus will place customers into employment with a worksite related to the training they received or client skills, which align with locally available industry sectors. WEX will provide participants with the opportunity to attain skills, develop appropriate work habits via a work readiness module and encourage career pathways that will enable them to secure and retain unsubsidized employment and lead to self-sufficiency. Proposed WEX opportunities will continue to be aligned with locally selected industry clusters as stated in the RFP (Energy/Natural Resources; Healthcare; Transportation, Logistics, Manufacturing; and Public Sector Infrastructure - Construction) and other growth industries to meet the current and future needs of area employers. The planned number of participants to be served is 15.

Funding request: \$158,622

Recommendation: \$158,622

Kern High School District

The Careers 4 Success (C4S) program is a paid work experience program designed to provide work readiness skills to participants ages 18 and older. The program is intended to help participants gain valuable work experience, build their resumes, and improve their chances of finding long-term employment. The program offers a variety of work placements across a range of occupations and worksites, which are carefully selected based on participants’ English language skills, occupational skills, interests, transportation, and childcare needs. Placements may include positions in industries such as healthcare, hospitality, manufacturing, and customer service. Overall, the Careers 4 Success program is designed to provide participants with a comprehensive and supportive experience that prepares them for success in their chosen career paths. The planned number of participants to be enrolled is 25.

Funding request: \$340,000

Recommendation: \$340,000



May 31, 2023

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

**PRELIMINARY FUNDING RECOMMENDATIONS FOR NATIONAL FARMWORKER
JOBS PROGRAM FOR PROGRAM YEAR 2023-2024**

Dear Board Member:

Employers' Training Resource (ETR) applied for and received Workforce Innovation and Opportunity Act (WIOA) Section 167 National Farmworker Jobs Program (NFJP) grant funding from the U.S. Department of Labor (DOL) for Program Years (PY) 2020-2024. The competitive grant provides career and training services for Kern County migrant and seasonal farmworkers and their dependents for four years (July 1, 2020 – September 30, 2024). Program Year 2023-2024 is the fourth and final year of the four-year grant.

On May 15, 2023, ETR received word from the DOL that ETR's NFJP grant funding amount for PY 2023-2024 will be \$2,553,842. This is an increase of \$78,839 from the current PY 2022-2023 funding of \$2,475,003. ETR staff is preparing the grant plan and budget documents that are due to the DOL by June 16, 2023.

Written into the DOL grant application were services provided under contract by partner agencies including the Kern High School District – Farmworker Opportunity Program; Proteus, Inc. – Farmworker Outreach and Placement, and Targeted Work Experience/On-the-Job Training; and California State University, Bakersfield Auxiliary for Sponsored Programs Administration – Migrant Book Assistance Program. A description of these programs, current funding, any changes to the program for PY 2023-2024, and recommended funding levels for PY 2023-2024 is in the attached Funding Recommendations for the National Farmworker Jobs Program for Program Year 2023-2024.

On February 13, 2023, ETR released a "Request for Refunding (RFR) for Year Four Under the WIOA National Farmworker Jobs Program for Program Year 2023-2024 (July 1, 2023 through September 30, 2024)". The Kern High School District; Proteus, Inc.; and

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

California State University, Bakersfield Auxiliary for Sponsored Programs were eligible for refunding and submitted applications. The RFR was sent to each of the eligible agencies via email and posted on the ETR website.

A committee of ETR staff reviewed the applications in terms of the following:

- Necessity and reasonableness of costs;
- Proposed changes to current program and/or budget;
- Any improvements or changes to the program planned in PY 2023-2024;
- Significant monitoring findings;
- Continued need for the training/and or service;
- Demonstrated success in the provision of services, participant outcomes and goals; and
- Issues or problems reported by ETR staff.

All four of the programs were determined eligible for refunding with the total recommended funding at \$647,071.

As a reminder, while these recommendations are for farmworker-only programs, farmworker clients have access to the full array of programs and services that are available to all other WIOA clients. This includes on-the-job training, vocational training with providers on the Eligible Training Provider List, classroom training, youth services, etc. The PY 2022-2023 enrollment goal for the NFJP is 420 clients, and to date we have served 431 (102% of goal). The enrollment goal will remain the same for PY 2023-2024.

At its meeting on May 11, 2023, the Program and Business Services Committee concurred with the funding recommendations below.

Therefore, IT IS RECOMMENDED that your Board authorize the distribution of WIOA NFJP funds as indicated in the attachment to the following: (1) California State University, Bakersfield Auxiliary for Sponsored Programs Administration in the amount not to exceed \$25,000; (2) Kern High School District in the amount not to exceed \$268,960; and (3) Proteus, Inc. in the amount not to exceed \$353,111, with all awards subject to negotiations, funds available, and approval by the Kern County Board of Supervisors.

Sincerely,



Aaron Ellis
Interim Chief Workforce Development Officer

TH:jw

Attachment

**FUNDING RECOMMENDATIONS FOR THE
NATIONAL FARMWORKER JOBS PROGRAM FOR PROGRAM YEAR 2023-2024**

**CSUB Auxiliary for Sponsored Programs Administration
Migrant Book Assistance Program**

This program provides outreach and recruitment of National Farmworker Jobs Program (NFJP) students by offering career development supplies, access to career development resources, one-on-one career counseling, and referrals to ETR for supportive services to purchase required books and/or materials. The books and materials are provided through a separate purchase order with the CSUB Bookstore. Emphasis is on education until the participant completes college. Clients are referred to ETR for job search assistance prior to graduation.

The number of students to be served in PY 2022-2023 is 25; for PY 2023-2024 the plan remains at 25.

Changes proposed for PY 2023-2024: Participants will be required to complete mid-term academic progress reports for each course enrolled when low academic outcomes are reported for the preceding semester. In addition, participants will be required to meet one-on-one with the program coordinator and to attend one of the two workshops scheduled during the academic year.

PY 2022-2023 funding - \$25,000
Recommended PY 2023-2024 funding - \$25,000

**Kern High School District
Farmworker Opportunity Program**

This program enrolls eligible participants that would benefit from a planned, structured learning experience into paid work experience. Clients who have completed training but lack work experience or are job searching after training are ideal for this activity.

No proposed changes PY 2023-2024: The number of clients to be served in PY 2022-2023 is 22; for PY 2023-2024 the plan remains at 22.

PY 2022-2023 funding - \$268,960
Recommended PY 2023-2024 funding - \$268,960

Proteus, Inc.

Farmworker Outreach and Placement

This program provides outreach for farmworkers in Northern Kern County and enrolls them into career services and training activities available through ETR and the Delano America's Job Center of California. Placement services include job search assistance, resume preparation, and referrals to job openings.

Changes proposed for PY 2023-2024: In PY 2022-2023 Proteus included the use of a mobile unit for outreach and recruitment; however, the mobile unit is now out of compliance with the California emissions requirement due to the age of the unit. Proteus is proposing to add an additional program support specialist to conduct outreach and recruitment. The budget requested is an increase of \$5,664. Budget adjustments include increases in Staff Salaries and Wages, Indirect Costs, and addition of Supportive Services; decreases in Facility Expense, Supplies & Equipment, Insurance/Bonding/Professional & Special Services, and Travel and Training Expense.

The outreach goal for PY 2022-2023 is 65; for PY 2023-2024 the goal remains at 65.

PY 2022-2023 funding - \$115,659

Recommended PY 2023-2024 funding - \$121,323

Proteus, Inc.

Targeted Work Experience/On-the-Job Training

This program provides paid work experience and on-the-job training opportunities for farmworkers to enhance their ability to gain employment. This program operates out of the Delano America's Job Center of California.

Changes proposed for PY 2023-2024: The proposed budget is an increase of \$8,083. Budget adjustments include increases in Staff Salaries and Wages, Participant Wages & Fringe Benefits, Employer Reimbursement and Income, and Indirect Costs; decreases in Facility Expense, Supplies & Equipment, Travel and Training Expense, and Insurance/Bonding/Professional & Special Services.

Total number of clients to serve in PY 2022-2023 is 25; for PY 2023-2024 the plan remains at 25.

PY 2022-2023 funding - \$223,705

Recommended PY 2023-2024 funding - \$231,788



May 31, 2023

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

HIGH PERFORMING BOARD APPLICATION

Dear Board 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.

Per the Directive and 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 an 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 HPBs 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) Established a 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, and the Board's efforts to work with their regional planning units to align industry engagement and create regional career pathways.

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

As the deadline to submit the application was May 19, 2023, and Employers' Training Resource staff determined that your WDB appears to meet the HPB criteria, the attached application was submitted on behalf of your Board. At its May 25, 2023 meeting, the Executive Committee concurred with the recommendation below.

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

Sincerely,



Aaron Ellis
Interim Chief Workforce Development Officer

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 2 nd Quarter After Exit	95.3%	91.1%
Median Earnings 2 nd 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 2 nd 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 31, 2023

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 Board 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 application completed for our Local Area and Local Board is attached.

The designation/recertification application deadline was May 26, 2023, and 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 fully signed original will be sent.

Upon approval of the application by your Board, 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. Your Board will be informed when the subsequent designation and recertification is granted.

At the Executive Committee meeting on May 25, 2023, that Committee, acting on your Board's behalf, approved the application and authorized the Chair present at the meeting

to sign in order to meet the May 26, 2023 deadline. This application was emailed to the State following the meeting.

Therefore, IT IS RECOMMENDED that your Board: 1) ratify the actions taken by the Executive Committee in order to meet the Local Area Subsequent Designation and Local Board Recertification Application's May 26, 2023 deadline; 2) approve the attached Kern, Inyo, Mono Local Area Subsequent Designation and Local Board Recertification Application for PY 2023-25 and authorize the WDB Chair to sign; 3) authorize staff to submit the application to the Kern County Board of Supervisors for approval/signature; and 4) 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

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 25, 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	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
Alissa Reed, CHAIR	Managing Member	AC Investment Partners LLC	02/14/2012	12/31/2023

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 2 nd Quarter After Exit	96.0%	103.2%

Median Earnings 2 nd 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 2 nd 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 2 nd Quarter After Exit	95.3%	91.1%
Median Earnings 2 nd 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 2 nd 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 WDBs 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 CaliforniaSM 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 CalJOBSSM 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

Alissa Reed

Name

Chair, Kern, Inyo and Mono Workforce
Development Board

Title

05/25/2023

Date

Signature

Jeff Flores

Name

Chair, Kern County Board of Supervisors

Title

06/20/2023

Date



May 31, 2023

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

**WORKFORCE DEVELOPMENT BOARD AND STANDING COMMITTEE COMPOSITION -
APPOINTMENT, RESIGNATION, AND BOARD MEMBERSHIP STATUS**

Dear Board Member:

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

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 the 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

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

industry sectors or occupations in the local area. Per the WDB Bylaws, non-WDB committee members do not have to file a Statement of Economic 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.

Board Membership Status

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 to 28, which puts the Labor representation percentage at 17.9%. As a result, your Board is in compliance with Labor representation.

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 (53.5%).

At its meeting on May 25, 2023, the Executive Committee concurred with the recommendation below.

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

Sincerely,



Aaron Ellis
Interim Chief Workforce Development Officer

Attachment

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.



May 31, 2023

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

TRANSFER OF FUNDS REQUEST

Dear Board 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 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 CaliforniaSM system, effect on existing agreements for the delivery and/or coordination of employment and training services, effect on current state and Local Area

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

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. At its May 25, 2023 meeting, the Executive Committee, acting on behalf of your Board, reviewed and approved the Transfer Request. Attached are the Transfer of Funds Request documents that were sent to the EDD Regional Advisor on May 26, 2023.

Therefore, IT IS RECOMMENDED that your Board ratify the action taken by the Executive Committee and retroactively approve the Transfer of Funds Request of \$1,200,000 of Dislocated Worker funding to Adult funding for Program Year 2022-23.

Sincerely,

A handwritten signature in blue ink, appearing to read 'A. Ellis', is written over the word 'Sincerely,'.

Aaron Ellis
Interim Chief Workforce Development Officer

Attachment

AE:am



May 31, 2023

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

**REQUEST FOR APPROVAL TO EXTEND PROCUREMENT OF THE FOUNDATION
FOR CALIFORNIA COMMUNITY COLLEGES CAREER CATALYST SERVICES
THROUGH JUNE 30, 2025**

On February 16, 2021, Employers' Training Resource (ETR) issued a Request for Proposals (RFP) for third-party human resources and payroll services, including the ability to act as Employer of Record, for participants enrolled in various forms of subsidized work experience under the Workforce Innovation and Opportunity Act and/or other available funding streams, through the fiscal year ending June 30, 2022. The Foundation for California Community Colleges (Foundation) was the sole applicant, and their Career Catalyst services were procured through June 30, 2022. According to the terms of the original RFP, your Board has the authority to extend this procurement for up to three additional years before another RFP is required. Your Board used this authority to extend procurement of Career Catalyst services through June 30, 2023. This procurement may be extended by your Board for another two years.

ETR is requesting your Board's approval to extend termination of the extended procurement from June 30, 2023, to June 30, 2025, to allow for uninterrupted service through the full allowable extension period. ETR has been satisfied with the services provided by the Foundation and has not been able to identify any potential competitors who are willing to serve as Employer of Record. Although a full Request for Proposals will be required prior to the beginning of the 2025-26 Program Year, extension for the full two years remaining will provide ample opportunity for us to identify additional prospective providers (if there are any), and to provide for continuity and a smooth transition of services should it be necessary.

Therefore, IT IS RECOMMENDED that your Board approve our request to extend the procurement of the Foundation for California Community Colleges Career Catalyst Services through June 30, 2025.

Sincerely,



Aaron Ellis
Interim Chief Workforce Development Officer

AE/kb

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



May 31, 2023

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

WORKFORCE DEVELOPMENT APPRENTICESHIP PROGRAM UPDATE

Dear Board 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. In addition 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 in virtual mode.

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

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

- 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. The Capstone project presentations will be held in the Recruitment Center located at 1215 Olive Drive, Suite C, in Bakersfield on June 27th from 8:00 am through 5:00 pm and June 28th from 8:00 am through 12:00 pm.

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 Board advised of any updates regarding the WDAP.

Sincerely,



Aaron Ellis
Interim Chief Workforce Development Director

AE:ms



May 25, 2023

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

**TWO-YEAR MODIFICATION TO THE LOCAL AND REGIONAL PLANS FOR PROGRAM
YEARS 2021 – 2024 UPDATE**

Dear Board 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

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



May 31, 2023

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

STATUS OF SUBGRANTEE AUDITS

Dear Board Member:

Employers' Training Resource has received audits from the following agencies for which there were no findings related to Workforce Innovation and Opportunity Act programs.

<u>ENTITY NAME</u>	<u>AUDIT PERIOD</u> (Year Ended)
Kern Community College District	June 30, 2021
Kern County Superintendent of Schools	June 30, 2021

Sincerely,

Aaron Ellis
Interim Chief Workforce Development Officer

AE:brd

**KERN, INYO & MONO
WORKFORCE DEVELOPMENT BOARD
PROGRAM AND BUSINESS SERVICES COMMITTEE
DISCUSSION AND ACTION ITEMS
MAY 11, 2023**

Members Present: Leo Bautista, Nick Hill, Aaron Ellis, Brian Holt, Linda Parker, Alissa Reed, and Jeremy Tobias.

Members Absent: Richard Chapman, Arleana Waller.

Staff Present: Gurujodha Khalsa, Marsha Manos, Marco Paredes, Michael Saltz, Jana Webb, Anne Meert, Jeremy Shumaker and Jotveer Khangura.

Guests Present: Priscilla Gonzalez, Jose Gonzalez, Karine Kannikeberg.

The meeting was called to order at 8:02 a.m. by Leo Bautista through Microsoft Teams.

*Unexcused Absence

Introductions

Marsha Manos took a roll call vote of the Committee.

Public Comments

There were no public comments.

Approval of February 16, 2023, Meeting Minutes

Brian Holt made a motion to approve the February 16, 2023, meeting minutes. Jeremy Tobias seconded the motion. All ayes. The motion carried.

Preliminary Funding Recommendations for Workforce Innovation and Opportunity Act Adult, Dislocated Worker, and Combined Programs and Services for Program Year 2023-2024

Anne Meert informed the Committee that the Workforce Development Board authorized the issuance of this RFP at its December 14, 2022 meeting. The RFP targeted the following:

- One WIOA Provider of Career Services at the Delano America's Job Center of California (AJCC) [up to \$350,000], including On-the-Job Training (OJT) operations [up to \$340,000]; and
- Up to Two Providers of Subsidized Adult Work Experience with 15 slots in Delano/Northern Kern County and surrounding areas [up to \$160,000] and 25 slots in Bakersfield [up to \$340,000].

Anne said The RFP made available up to \$1,190,000 in funding and was due on April 12, 2023. There were three applications received. There were three outside evaluators for the RFPs received. All three if the applicants scored really well. The staff recommended:

Provider of Career Services for the Delano AJCC, Including OJT Operations

- Proteus, Inc. – Provider of Career Services \$307,073; OJT Operations (41 participants) \$327,032

Subsidized Work Experience

- Proteus, Inc. – Delano/Northern Kern County (15 participants) \$158,622
- Kern High School District – Bakersfield (25 participants) \$340,000

Anne also mentioned the State Employment Development Department has yet to release WIOA formula allocations for PY 2023-2024 and that we hope to have this information by the May 31, 2023 WDB meeting at which final funding recommendations will be presented for approval.

Brian Holt made a motion to accept staff's recommendation to recommend that the WDB approve the distribution of \$1,132,727 in PY 2023-2024 WIOA funds, subject to negotiations, funds available, and approval of the Kern County Board of Supervisors, to the following: 1) Proteus, Inc. to provide Career Services at the Delano AJCC, OJTs, and Paid Work Experience in the amount not to exceed \$792,727; and 2) Kern High School District to provide Paid Work Experience in the amount not to exceed \$340,000. There were a few clarifying questions on the performance on the agencies recommended for funding. Aaron Ellis seconded the motion. Marsha Manos polled the Committee for their votes. All Ayes. The motion carried.

Preliminary Funding Recommendations for National Farmworker Jobs Program for Program Year 2023-2024

Jana Webb informed the Committee National Farmworker Jobs Program is a part of WIOA and that is a competitive grant provides career and training services for Kern County migrant and seasonal farmworkers and their dependents for four years (July 1, 2020 – September 30, 2024). Program Year 2023-2024 is the fourth and final year of the four-year grant. Written into the grant application were services provided under contract by partner agencies which is why there was not an RFP. Jana mentioned that the allocation amount had not been released as of yet and that we should have the information soon. Jana said on February 13, 2023, ETR released a Request for Refunding and that the Kern High School District; Proteus, Inc.; and California State University, Bakersfield Auxiliary for Sponsored Programs Administration were eligible for refunding and submitted applications. Jana referred the committee to pages 9-10 on the agenda and discussed further the programs and their goals for the next year. All four of the programs were determined eligible for refunding with the total recommended funding at \$647,071. Linda Parker made a motion to accept the recommendation of staff to recommend that the Workforce Development Board authorize the distribution of Workforce Innovation and Opportunity Act National Farmworker Jobs Program funds as indicated in the attachment to California State University, Bakersfield Auxiliary for Sponsored Programs Administration in the amount not to exceed \$25,000; to the Kern High School District in the amount not to exceed \$268,960; and to Proteus, Inc. in the amount not to exceed \$353,111, with all awards subject to negotiations, funds available, and approval by the Kern County Board of Supervisors. Jeremy Tobias seconded the motion. Marsha Manos polled the committee for their votes. All ayes. The motion carried.

Approval of the Two-Year Modification to the Local and Regional Plans for Program Years 2021 – 2024

Michael Saltz referred the committee to page 11 of the agenda and stated that WIOA required the Local Workforce Development Area to prepare a Two-Year Modification to the Local Plan and the Regional Planning Unit, to prepare its Two-Year Modification to the Regional Plan. 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 covers Program Years 2021 – 2024 (July 1, 2021 to June 30, 2025).

Both of the plans were filed by the deadline of March 31, 2023. Employers' Training Resource has been advised by the CWDB that the evaluations on the Plans will be completed by May 5, 2023, and letters approving or seeking revision(s) to the Two-Year Modification to the Local and/or Regional Plans will be sent to each Local Workforce Development Board on May 12, 2023.

Workforce Development Apprenticeship Program

Michael Saltz informed the committee that staff of Employers' Training Resource and Garden Pathways were currently attending the second cohort of the WDAP. There were 30 enrolled students of the program but one has since dropped out. 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.

Nine of the twelve WDAP courses have already been taken by the participants, with the first two held in person and the other six in virtual mode. 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. 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%.

Director's Report

Aaron Ellis informed the committee that ETR the USDA grant is to serve 5280 farmworkers it is a two-year grant and we are at 3125 participants and we are in a slow-down mode. La Cooperativa is possibly looking at shifting some money around to continue the grant. Aaron said there are currently 11 different grants and that ETR is up to plan with the enrollments. The RERP grant is slow going and is a little challenging getting students to enroll. There was a meeting the previous day to brainstorm ideas to get the ball rolling. Valley Build MC3 will be starting a new cohort June.

Marketing Presentation

Marco Paredes provided the committee with a report on the activities of ETR's various centers.

Committee Member Comments

There were no further comments.

Miscellaneous Filings

- A. Program and Business Services Committee Attendance Report
- B. Kern, Inyo and Mono Workforce Development Board and Committees' Meeting Schedule Calendar Year 2023

The meeting was adjourned at 8:45 a.m.



May 1, 2023

Aaron Ellis
Interim Chief Workforce Development Officer
Employers' Training Resource
1600 East Belle Terrace
Bakersfield, CA 93307

Dear Mr. Ellis,

This refers to the 2022-2023 oversight review conducted during the period April 24-28, 2023, of ETR's Workforce Innovation and Opportunity Act (WIOA) program, financial and procurement management systems, and the financial and procurement management systems of the US Department of Agriculture (USDA) Farm and Food Workers Relief Program. A report on the program review of the USDA subaward will be provided separately.

Information was obtained through documentation and communication with representatives of your agency and review of internal and external policies and procedures as applicable.

No findings were identified in this review.

Because the methodology of our monitoring review includes sample testing, this report is not a comprehensive assessment of all areas included in our review. Therefore, it will be ETR's responsibility to ensure its systems, programs, and related activities comply with applicable Federal, State and local regulations and directives.

Please extend our appreciation to your staff for their assistance and cooperation during this review. If you have any questions regarding this report or the review that was conducted, please contact Marina Tapia at (916) 388-2224.

Sincerely,

Marco Lizarraga
Executive Director

1107 9th Street, Suite 420, Sacramento, CA 95814 - (916) 388-2220 - Fax (916) 388-2425

Hermelinda Sapien
Chairperson



Marco Lizarraga
Executive Director

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 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 Executive Committee Attendance 2023					
P = Present	U=unexcused	X=Cancelled			
A = Excused Absence		3/2/23	5/25/23	9/21/23	12/7/23
Member					
First	Last				
Leo	Bautista	A	P		
Teresa	Hitchcock	P	RETIRED		
Brenda	Mendivel	P	P		
Alissa	Reed	P	P		
Norma	Rojas-Mora	P	U		
Victoria	Stockman*	A	RESIGNED		
Kristen	Watson	A	A		
Todd	Yepez	P	P		
*Non-WDB					

Kern, Inyo & Mono Workforce Development Board Attendance 2023					
P = Present	U=unexcused	X=Cancelled			
A = Excused Absence		3/8/23	5/31/23	10/4/23	12/13/23
Member					
First	Last				
John	Adams	A			
Laura	Barnes	A			
Leo	Bautista	P			
Kelly	Bearden	P			
Richard	Chapman	P			
Steven	Gomez	P			
Chris	Gonzales	A			
Greg	Gutierrez	P			
Nick	Hill III	P			
Teresa	Hitchcock	P			
Brian	Holt	P			
Ian	Journey	P			
Greg	Knittel	A			
Anita	Martin	P			
Randy	Martin	P			
Dean	McGee	A			
Brenda	Mendivel	P			
John	Moralez	A			
Clare	Pagnini	A			
Alissa	Reed, Chair	P			
Norma	Rojas-Mora	P			
Jay	Tamsi	A			
Shelly	Tarver	P			
Jeremy	Tobias	P			
Priscilla	Varela	A			
Todd	Yepez	P			
Trudy	Gerald	P			
Michele	Warren	P			

**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.