



WORKFORCE DEVELOPMENT BOARD

Executive Committee
February 6, 2025
3:00 p.m.



1600 E. Belle Terrace Bakersfield, CA 93307



**Kern, Inyo & Mono
Workforce Development Board
Executive Committee Agenda
February 6, 2025**

Location: 1600 E. Belle Terrace – 2nd Floor Large Conference Room
Dial In #: (831) 296-3421
Access Code: 989 901 661#
Time: 3:00 – 4:30 p.m.

Members:

Leo Bautista
Kelly Bearden
Brandon Evans

Ian Journey
Brenda Mendivel
Lizette Patterson
Alissa Reed

Norma Rojas-Mora
Kristen Watson
Todd Yopez

Page No.

I. Introductions

II. Public Comments

This portion of the meeting is reserved for persons to address the Committee on any matter not on this agenda but under the jurisdiction of the Committee. Committee members may respond briefly to statements made or questions posed. They may ask a question for clarification, make a referral to staff for information, or request staff to report back to the Committee at a later meeting. Also, the Committee may take action to direct the staff to place a matter of business on a future agenda. **SPEAKERS ARE LIMITED TO THREE MINUTES.**

III. New Business

- 1-3 A. Approval of the November 21, 2024, Meeting Minutes – **Action Item**
- 4-5 B. Approval of the Proposed Agenda for the February 19, 2025, Workforce Development Board Meeting – **Action Item**
- 6-20 C. Local Area Subsequent Designation and Local Board Recertification Application for Program Year 2025-27 – **Action Item**
- 21-76 D. Request For Approval To Be An Adult and Dislocated Worker Career Services Provider - July 1, 2025, through June 30, 2029 – **Action Item**
- 77 E. Issuance of Request for Proposals – One-Stop Operator for Program Years 2025-2028 – **Action Item**
- 78-79 F. Local and Regional Plans PY 25-28
- 80-81 G. Performance Dashboard
- H. Continuous Improvement Plan for The AJCCs - **Handout**

IV. Department Updates

V. Committee Member Comments

VI. Miscellaneous Filings

- 82 A. Second Quarter Enrollment vs. Actual December 2024 Report
- 83-88 B. Workforce Development Board and Committee's Attendance Reports
- 89 C. Kern, Inyo and Mono Workforce Development Board and Committee's Meeting Schedule Calendar Year 2025

Disabled individuals who need special assistance to attend or participate in a meeting of the Workforce Development Board may request assistance at Employers' Training Resource, 1600 East Belle Terrace, Bakersfield, California or by calling (661) 336-6893. Every effort will be made to reasonably accommodate individuals with disabilities by making meeting materials available in alternative formats. Requests for assistance should be made at least three (3) working days in advance whenever possible. All agenda item supporting documentation is available for public review at Employers' Training Resource, 1600 East Belle Terrace, second floor, Bakersfield, 93307 during regular business hours, 8:00 a.m. - 5:00 p.m., Monday through Friday, following the posting of the agenda. Any supporting documentation that relates to an agenda item for an open session of any regular meeting that is distributed after the agenda is posted and before the meeting will also be available for review at the same location. Please remember to turn all personal mobile devices to silent during the meeting.

**KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE
DISCUSSION AND ACTION ITEMS
NOVEMBER 21, 2024**

Members Present: Leo Bautista, Kelly Bearden, Brandon Evans, Ian Journey, Brenda Mendivel, Lizette Patterson, Alissa Reed,

Members Absent: Anita Martin, Norma Rojas-Mora, Kristen Watson, and Todd Yopez.

Staff Present: Jeremy Shumaker, Marsha Manos, Anne Meert, Linda Lara, Michael Saltz, and Rebecca Zepeda.

Guests Present: Kelly King and Gary Baudette.

Ian Journey called the meeting to order at 3:02 p.m.

*UNEXCUSED ABSENCE

Introductions

Committee members, staff, and guests introduced themselves.

Public Comments

There were no additional public comments.

Approval of the September 12, 2024, Meeting Minutes

Lizette Patterson moved to approve the September 12, 2024, meeting minutes. Brenda Mendivel seconded the motion. All ayes. The motion carried.

Approval of the October 24, 2024, Special Session Meeting Minutes

Brenda Mendivel moved to approve the October 24, 2024, meeting minutes. Kelly Bearden seconded the motion. All ayes. The motion carried.

Request For Approval to Apply for The Farmworkers Advancement Program – Program Year 2024-25

Jeremy Shumaker informed the committee that ETR intended to apply for grant funding from the Farmworkers Advancement Program on behalf of the Kern/Inyo/Mono Consortium. This program is being funded by the Workforce Innovation and Opportunity Act Governor's Discretionary funds through the California Employment Development Department. Jeremy said the grant aims to research, design, and implement projects focusing exclusively on farmworker needs. Jeremy also noted that Kern High School District, Kern Community College District, and Proteus, Inc. would be partners on the grant. The anticipated start date is March 2025. Additionally, ETR will apply for \$1,000,000 to serve 85 farmworkers. The grant does require a 20% funding match, so ETR plans to co-enroll participants with the WIOA Title I Adult. The grant period is 18-24 months. There was further clarifying discussion of the current FAP grant and its providers and the changes in the new grant that ETR would be applying for. It

was mentioned that a current partner had lost its ESL instructor, which was the deciding factor restricting the use of that current provider of service. Brenda Mendivel motioned to approve the staff's recommendation to act on behalf of the Workforce Development Board to authorize the Chief Workforce Development Officer to submit the grant application and execute the required grant documents. Alissa Reed seconded the motion. All ayes. The motion carried.

Approval of the Proposed Agenda for the December 11, 2024, Workforce Development Board Meeting

Brenda Mendivel motioned to approve the agenda for the December 11, 2024, Workforce Development Board meeting. Alissa Reed seconded the motion. All ayes. The motion carried.

Approval of the Proposed Kern, Inyo, and Mono Workforce Development Board and Committees' Meeting Schedule Calendar Year 2025

Jeremy Shumaker informed the committee that the 2025 calendar of meetings was before them for their review and approval. Brenda Mendivel motioned to approve the 2025 calendar of meetings. Alissa Reed seconded the motion. All ayes. The motion carried.

Workforce Development Board Composition and Membership Changes

Anne Meert reported that staff learned that Education member Trudy Gerald, Associate Vice Chancellor, Kern Community College District, has retired. Staff received no response when attempting to contact Ms. Gerald regarding her retirement and her service on the WDB. Anne also said filling that vacancy was not required to maintain the education representation because another representative was on the board. Anne added that Business member Anita Martin has recently moved out of state. ETR staff received no response when attempting to contact Ms. Martin regarding her move and her service on the WDB. Anne said that the board is in compliance with the business majority recommendation and, therefore, recommended that Ms. Martin be removed from the Board and that not filling her vacancy would reduce the board size from 28 to 27 members. Anne reminded the committee that any changes to the composition needed to be done before the certification timeline. Anne also informed the committee that ETR received a WDB member application from Stephanie Ahlf, Controller of Driltek Operating, LLC. Anne added that Ms. Ahlf may be considered a replacement for Anita Martin, or her nomination could be placed in a pool for future vacancies. Additionally, Season Susko, who was appointed a member of the WDB by the Kern County Board of Supervisors on November 5, 2024, was previously employed by Driltek but is currently not employed. Anne also said that before today's meeting, Season informed staff that she is now the HR director for Truitt Corporation and expressed an interest in remaining on the board. Anne said that staff is recommending that the committee approve the removal of Trudy Gerald and not filling this vacancy, thus reducing the Board size to 28 members; approve the removal of Anita Martin, therefore decreasing the Board size to 27, and decide if it wants to recommend that the WDB fill the Business vacancy with Stephanie Ahlf resulting in a Board size of 28 members or keep her nomination in a pool for future consideration. There was further clarifying discussion among the committee members on whether to add Ms. Ahlf to the board. Alissa Reed made a motion to remove Trudy Gerald and Anita Martin. Brenda Mendivel seconded the motion. All ayes. The motion carried.

Discussion of Election of Workforce Development Board Officers

Jeremy Shumaker informed the committee that the Bylaws provide for the election of one Chairperson and one Vice Chairperson by the board members. These officers serve a one-year term, may serve consecutive terms, and shall be Business representatives. Ian Journey and Brenda Mendivel expressed an interest in serving in their respective capacities.

Local and Regional Plans for Program Years 2025-2028

Michael Saltz said that WIOA requires the Local Workforce Development Area and the Regional Planning Unit to prepare the Local and Regional Plans. The KIM Counties Consortium held a virtual Stakeholder and Community Engagement – Local Planning Forum on November 13, 2024, from 8:30 a.m. to 11:30 a.m. There were 71 attendees at the Local Planning Forum. The RPU will hold a virtual Southern Regional Community and Stakeholder Engagement Forum on December 5, 2024, from 9:00 a.m. – 10:30 a.m. Attendees can participate in the Southern Regional Community and Stakeholder Engagement Forum through Zoom or telephone.

Continuous Improvement Plan for The AJCCs

Michael Saltz informed the committee that in accordance with the Workforce Innovation and Opportunity Act, each Local Workforce Development Board must create a Continuous Improvement Plan for each comprehensive, affiliate, and specialized America's Job Center of California (AJCC) One-Stop Center. The plans were derived from the AJCC Certification Indicator Assessments based on the recommendations and evaluations from the Ad-Hoc Committee, including Ian Journey, Brenda Mendivel, Alissa Reed, and Leo Bautista. The plans have been completed. Members asked that the board be provided with progress information at the next board meeting.

Department Updates

Brandon Evans informed the members that EDD monitors had been on-site reviewing ETR's services, focusing on veterans receiving priority service. Brandon added that ETR has enrolled 87 participants in the Dislocated Oil Workers grant, and the proposal is for 750.

Committee Member Comments

Ian Journey commented that closing the EPIC location had been discussed in previous conversations. He added that he wanted to see that center stay open and thought it was a very inviting facility.

Miscellaneous Filings

- Status of Subgrantee Monitoring Reports
- Workforce Development Board and Committee's Attendance Reports
- Kern, Inyo, and Mono Workforce Development Board and Committee's Meeting Schedule Calendar Year 2024

There was no further business, so the meeting was adjourned at 4:27 p.m.

Location: 1215 Olive Drive – Recruitment Center
Time: 7:00 a.m.
Dial-in: (831) 296-3421
Access Code: 287 838 072#
Page No.

- I. Call to Order**
- II. Flag Salute**
- III. Introductions**
- IV. Public Comments**

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V. Presentation

- New Members Introduction

VI. Consent Agenda

If a member of the audience wishes to comment or ask questions regarding an item or items on the consent agenda, they may do so prior to a vote being taken on the consent agenda. A member of the Board may remove any item from the consent agenda and it will be considered in the listed sequence with an opportunity for any member of the public to address the Board concerning the item before action is taken.

- A. Approval of the December 11, 2024, Meeting Minutes
- B. Local Area Subsequent Designation and Local Board Recertification Application for Program Year 2025-27
- C. Request For Approval to be an Adult and Dislocated Worker Career Services Provider - July 1, 2025, through June 30, 2029

VII. New Business

- A. Issuance of Request for Proposals – One -Stop Operator for Program Years 2025- 2028 – **Action Item**
- B. Local and Regional Plans PY 2025-2028

VIII. Department Updates

- A. Employers' Training Resource/America's Job Center of California Update
- B. One-Stop Operator Report – Gary Baudette
- C. Marketing Presentation

IX. Board Member Comments

- A. Economic Development Report
- B. Open Discussion

X. Miscellaneous Filings

- A. Second Quarter Enrollment vs. Actual December 2024 Report
- B. Draft Executive Committee February 6, 2024, Meeting Minutes
- C. Kern, Inyo and Mono Workforce Development Board and Committee's Attendance Reports

D. Kern, Inyo and Mono Workforce Development Board and Committee's Meeting Schedule Calendar Year 2024

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

DRAFT



February 6, 2025

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

**LOCAL AREA SUBSEQUENT DESIGNATION AND LOCAL BOARD
RECERTIFICATION APPLICATION FOR PROGRAM YEAR 2025-27**

Dear Committee Member:

On January 16, 2025, the State Employment Development Department (EDD) issued Workforce Services Directive WSD24-10 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, 2025 through June 30, 2027.

The designation/recertification application deadline is April 7, 2025. Applications must be signed by the Local Board Chair and the Local Chief Elected Official (Kern County Board of Supervisors). Per the Directive, Local Areas unable to obtain signatures by the submission date may submit an unsigned application with an explanation for the absent signature(s) and the date by which the signed original will be sent. Local Areas will not receive full subsequent designation status until a fully signed application is received.

The California Workforce Development Board (CWDB), in coordination with the EDD, will verify the information provided in the application to ensure the required criteria are met. The CWDB will then determine whether to recommend an approval, conditional approval, or denial of the application. The local CEO will be notified in writing of the decision.

Therefore, IT IS RECOMMENDED that your Committee: 1) review the Kern, Inyo, Mono Local Area Subsequent Designation and Local Board Recertification Application for Program Year 2025-27; 2) recommend that the Workforce Development Board approve the application and authorize its Board Chair to sign the document; and 3) recommend that the Workforce Development Board authorize staff to submit the application to the Kern County Board of Supervisors for approval/signature and to the CWDB by the April 7, 2025 deadline.

Sincerely,


Brandon J. Evans
Chief Workforce Development Officer

BJE:am
Attachment

**Local Area Subsequent Designation
and
Local Board Recertification Application
for
Program Year 2025-27**

Local Workforce Development Area

Kern, Inyo and Mono Counties

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) 2025-27 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. Contact your [Regional Advisor](#) for technical assistance or questions related to completing and submitting this application.

Completed applications must be submitted to the CWDB at PolicyUnit@cwdb.ca.gov by **5 p.m. on Monday, April 7, 2025.**

Kern, Inyo and Mono Counties Workforce Development Area

Name of Local Area

1600 E. Belle Terrace

Mailing Address

Bakersfield, CA 93307

City, State, ZIP

Date of Submission

Brandon J. Evans, Chief Workforce Development Officer

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. **ATTACHED**

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.
- Individuals appointed by those who have been nominated by local business organizations and business trade associations.

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
Ian Journey, CHAIR	Owner/Engineer	Journey Engineering, Inc.	7/19/2022	6/30/2025
Mike Beaumont	HR Manager/ Company Liaison	Unified Field Services Corporation	10/24/2023	12/31/2026
Kelly Bearden	Director	California State University, Bakersfield Small Business Development Center	4/28/2015	12/31/2026
Richard Chapman	President/CEO	Kern Economic Development Corp.	1/9/2007	12/31/2026
Greg Gutierrez	President/CEO	Truitt Oilfield Maintenance Corp.	1/30/2018	12/31/2026
Season Susko	Director of Human Resources	Truitt Corporation	11/5/2024	6/30/2025

Cody Brooks	Executive Director	K.C. Chapter National Electric Contractors	6/18/2024	12/31/2026
Brenda Mendivel	VP of Human Resources	VP of Human Resources	10/8/2019	6/30/2025
Laura Barnes	President	Associated Builders and Contractors	6/16/2015	12/31/2026
Alex Haver	Human Resources Director	Buttonwillow Warehouse Co.	11/5/2024	12/31/2026
Michele Warren	Director of Human Resources	Golden Empire Transit	7/19/2022	6/30/2025
Todd Yopez	Human Resources Manager	PCL Industrial Services, Inc.	1/28/2014	6/30/2025
Greg Knittel	President	Centralize HR	3/20/2018	12/31/2026
Lizette Patterson	CEO	Cazador Consulting Group, Inc.	10/24/2023	12/31/2026

Category: Workforce - Not less than 20 percent of the Local Board members shall be representatives from the Local Area's workforce (WIOA 107[b][2][B]) who:

- Shall include representatives of labor organizations (for a Local Area in which employees are represented by labor organizations) 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. California Unemployment Insurance Code (CUIC) Section 14202(b)(1) further requires and specifies that these representatives shall amount to not less than 15 percent of the Local Board membership and be subject to the following:
 - a. For a Local Area in which no employees are represented by such organizations, other representatives of employees shall be appointed to the board, but any Local Board that appoints representatives of employees that are not nominated by local labor federations shall demonstrate that no employees are represented by such organizations in the area.
 - b. Shall include a representative, who shall be a member of a labor organization or a training director from a joint labor-management apprenticeship program, or if no such program exists in the area, such a representative of a state-approved apprenticeship program in the area, if such a program exists.
- May include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities.
- May include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth.

List the Local Board's workforce members:

Local Board Labor Members

Name	Title	Entity	Appointment Date	Term End Date
Bryan Forrest	Apprenticeship Coordinator	Operating Engineers Local 12	10/24/2023	6/30/2025
Steven Gomez	Business Agent	SMART Sheet Metal Local 105	8/17/2010	6/30/2025
Chris Gonzalez	Business Agent	SMART Sheet Metal Local 105	3/28/2017	6/30/2025
Alissa Reed	Executive Secretary	KIM Building Trades Council	10/24/2023	12/31/2026
John Moralez	Secretary – Treasurer	Teamsters Local Union No. 87	2/8/2022	6/30/2025
Brian Holt	Business Manager	IBEW Local 428	8/24/2021	6/30/2025

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
Scott Odlin	Assistant Superintendent	Kern High School District	11/5/2024	12/31/2026
Norma Rojas-Mora	Associate Chancellor, Public Affairs & Development	Kern Community College District/ 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 Chief Elected Official (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
Christina Garza	Deputy Division Chief	Employment Development Department	1/9/2024	12/31/2026
Priscilla Varela	Staff Services Manager	Department of Rehabilitation	2/8/2022	12/31/2026
Brandon J. Evans	Chief Workforce Development Officer	Kern County Employers' Training Resource	11/5/2024	6/30/2025
Randy Martin	CEO	Covenant Community Services	10/23/2018	12/31/2026
Jeremy Tobias	Executive Director	Community Action Partnership of Kern	8/11/2009	6/30/2025

Performed Successfully

The Local Area hereby certifies that it has performed successfully, defined as having an Individual Indicator Score of 50 percent or higher in PY 22-23 or PY 23-24, as described in Workforce Services Directive (WSD) WSD20-02, Calculating Local Area Performance and Nonperformance (September 18, 2020).

Note – Report your “*performance score*” rather than the “*adjusted level of performance*.”

PY 22-23 Scores

Indicator	Adults	Dislocated Workers	Youth
Employment Rate 2 nd Quarter After Exit	97.8%	91.8%	114.1%
Employment Rate 4 th Quarter After Exit	94.9%	109.2%	114.8%
Median Earnings	127.6%	115%	101.3%
Credential Attainment	106.8%	128%	99.5%

PY 23-24 Scores NOT AVAILABLE

Indicator	Adults	Dislocated Workers	Youth	Overall Indicator Score
Employment Rate 2 nd Quarter After Exit	____%	____%	____%	____%
Employment Rate 4 th Quarter After Exit	____%	____%	____%	____%
Median Earnings	____%	____%	____%	____%
Credential Attainment	____%	____%	____%	____%
Measurable Skills Gain	____%	____%	____%	____%
Overall Program Score	____%	____%	____%	---

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 22-23 or PY 23-24:

- *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 misexpended 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 (Uniform Guidance).

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 Regional Plan for the Program Years (PYs) 2025-28 has been managed by the Stanislaus County WDB.

To facilitate the engagement of stakeholders to the Regional Plan for PYs 2025-28 for the workforce development delivery system, 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 three community and stakeholder forums focused on topics affecting strategies and services across the system. These forums included the following topics:

Opportunities and Challenges for the Workforce Development System. WIOA was authorized in 2014, and the program continues to prescribe services and strategies from previous federal workforce programs dating back as far as the early 1970s. To meet current industry needs for a job-ready workforce, opportunities may exist to change, adjust, and improve services. In striving to meet the changing needs of employers and employees, the workforce system seeks the communities' input to formulate solutions that are needed to address systemic challenges.

The Changing Landscape of Jobs and The Economy. Significant changes from norms that existed a decade ago are evident in the perceptions and behaviors of workers and in the activities of businesses. The evolving landscape of employment is characterized by several key trends: the rise of remote work, the increasing importance of skills over degrees, the growth of the gig economy, and the increasing impact of artificial intelligence and automation. Workforce development and career education and training providers must continue to track and assess these and other changes in order for their services to remain relevant to key customers: businesses and job seekers.

The RPU reached out to the community through the following forums held via Zoom:

- October 22, 2024 (hosted by Fresno Regional WDB)
- November 18, 2024 (hosted by Stanislaus County WDB)

- December 5, 2024 (hosted by Kern, Inyo and Mono 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 approximately 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.

Local Area Assurances

Through PY 25-27, 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 following:

- The Local Area's procurement procedures will avoid the acquisition of unnecessary or duplicative items, software, and subscriptions (in alignment with Uniform Guidance 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 (Uniform Guidance Section 200.508).

Note that failure to comply with the audit requirements specified in Uniform Guidance Subpart F will subject the Local Area to a potential cash hold (Uniform Guidance Section 200.339).

- 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 WSD 19-05, 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 a potential cash hold. (Uniform Guidance Section 200.339)

- 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 the 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 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 Title 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 25-27 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 Board Chair

Local CEO

Signature

Signature

Ian Journey

Leticia Perez

Name

Name

Chair, Kern, Inyo and Mono Workforce
Development Board

Chair, Kern County Board of
Supervisors

Title

Title

February 19, 2025

Date

Date

**KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD ROSTER**

BUSINESS:

Ian Journey, Chair
Owner/Engineer
Journey Engineering, Inc.

Mike Beaumont
HR Manager/Company Liaison
Unified Field Services Corporation

Kelly Bearden
Director
CSUB Small Business Development Center

Richard Chapman
President/CEO
Kern Economic Development Corporation

Greg Guitierrez
President/CEO
Truitt Oilfield Maintenance

Season Susko
Director of Human Resources
Truitt Corporation

Cody Brooks
Executive Director
K.C. Chapter National Electric Contractors

Brenda Mendivel, Vice Chair
VP of Human Resources
Bakersfield Family Medical Center

Laura Barnes
President
Associated Builders and Contractors

Alex Haver
Human Resources Director
Buttonwillow Warehouse Co.

Michele Warren
Director of Human Resources
Golden Empire Transit

Todd Yepez
Human Resources Manager
PCL Industrial Services, Inc.

Greg Knittel
President
Centralize HR

Lizette Patterson
CEO
Cazador Consulting Group, Inc.

EDUCATION AND TRAINING:

Scott Odlin
Assistant Superintendent
Kern High School District

Norma Rojas-Mora
Associate Chancellor, Public Affairs &
Development
Kern Community College
District/Bakersfield College

WORKFORCE REPRESENTATIVES:

A. Labor and Apprenticeships

Bryan Forrest
Apprenticeship Coordinator
Operating Engineers Local 12

Steven Gomez
Business Agent
Plumbers & Pipefitters Local 460

Chris Gonzales
Business Agent
SMART Sheet Metal Local 105

Alissa Reed
Executive Secretary
KIM Building Trades Council

John Moralez
Secretary - Treasurer
Teamsters Local Union No. 87

Brian Holt
Business Manager
IBEW Local 428

B. Community-Based Organizations:

Randy Martin
CEO
Covenant Community Services

Jeremy Tobias
Executive Director
Community Action Partnership of Kern

GOVERNMENT & ECONOMIC OR COMMUNITY DEVELOPMENT:

A. Economic Development - see Business*

B. Government: Wagner-Peyser

Christina Garza
Deputy Division Chief
Employment Development Department

**C. Government: Vocational
Rehabilitation:**

Priscilla Varela
Staff Services Manager
Department of Rehabilitation

ONE-STOP PARTNER PROGRAMS:

Brandon J. Evans
Chief Workforce Development Officer
Kern County Employers' Training Resource



February 6, 2025

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

REQUEST FOR APPROVAL TO BE AN ADULT AND DISLOCATED WORKER CAREER SERVICES PROVIDER - JULY 1, 2025 THROUGH JUNE 30, 2029

Dear Committee Member:

The Workforce Innovation and Opportunity Act (WIOA) allows the local Workforce Development Board (WDB) or administrative entity to provide Adult and Dislocated Worker career services at America's Job Center of California (AJCC) locations with the agreement of the Chief Elected Official (CEO) and the Governor. In 2017 and again in 2021, our WDB applied and was granted this four-year designation to provide such services in our local Workforce Development Area (Kern, Inyo and Mono Counties). It is time again to apply to continue providing these services, and the State Employment Development Department (EDD) has issued guidance on the application process.

For your information, the roles and responsibilities of the Adult and Dislocated Worker Career Services Provider includes the following:

- Provide basic career services including, but not limited to, participant intake, orientations, initial assessments, employment services, and referrals to other partners and services.
- Provide individualized career services including, but not limited to, comprehensive and specialized assessments, case management, individual employment plans, career planning, and vocational counseling.
- Manage the daily operations in coordination with local fiscal agents for the lease, utilities, and other property activities in support of AJCC premises.
- Managing the hours of operation for AJCCs.
- Report to Local Boards on operations, performance, and continuous improvement recommendations.
- Implement policies established by Local Boards.
- Adhere to all applicable federal and state guidance.

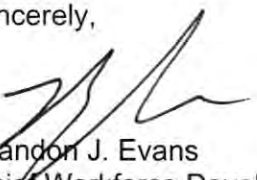
Currently, Employers' Training Resource (ETR) staff provide career services in Bakersfield and parts of Kern County, and these services are contracted out in northern Kern County. Inyo and Mono Counties staff provide these services in their respective counties.

According to EDD Directive WSD22-13 *Selection of AJCC Operators and Career Services Providers*, "if a Local Board receives approval to provide Adult and Dislocated Worker Career Services, that approval will be valid for a maximum of four years, after which time another request must be submitted." In order to request approval, the local CEO must submit the Request for Approval – America's Job Center of California Adult and Dislocated Worker Career Services Provider application and the required supporting documentation to the California Workforce Development Board (CWDB) by March 1, 2025. The local CEO will be notified in writing by June 1, 2025, regarding the status of the request. If approved, the designation will be effective immediately.

Attached is the application and supporting documentation prepared on behalf of the Kern, Inyo, Mono Counties Workforce Development Area and your WDB. The six questions in the application have been answered which highlight the qualifications, past experience, performance outcomes, monitoring reports, assurances, and other justification for ETR and Inyo, and Mono County staff to continue providing Adult and Dislocated Career Services in Kern, Inyo, and Mono Counties through June 30, 2029.

Therefore, IT IS RECOMMENDED that your Committee review the application and recommend that the WDB approve the following: 1) the "Request for Approval – America's Job Center of California Adult and Dislocated Worker Career Services Provider" application for the Kern, Inyo, Mono Counties Workforce Development Board/Area for the period July 1, 2025 through June 30, 2029; 2) the WDB Chair signing the application; and 3) the application being submitted to the Kern County Board of Supervisors and the State Workforce Development Board for their respective approvals.

Sincerely,



Brandon J. Evans
Chief Workforce Development Officer

BE:am
Attachment

Request for Approval

America's Job Center of CaliforniaSM Adult and Dislocated Worker Career Services Provider

Local Workforce Development Board

Kern, Inyo, Mono Counties

Local Workforce Development Area

Kern, Inyo, Mono Counties Consortium

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

The *Workforce Innovation and Opportunity Act* (WIOA) allows Local Workforce Development Boards (Local Board) to be an Adult and Dislocated Worker Career Services Provider with the agreement of the Chief Elected Official (CEO) and the Governor.

This application will serve as the Local Board's or administrative entity's request for Governor Approval to be an Adult and Dislocated Worker Career Services Provider within a Local Workforce Development Area (Local Area) under WIOA. The application must be submitted to the California Workforce Development Board (CWDB) by **March 1, 2025**, through the following method:

Email CWDBPolicyUnit@cwdb.ca.gov
Subject line Career Services Provider Application

If the CWDB determines the request 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 request.

Kern, Inyo, Mono Counties
Workforce Development Board

Name of Local Board

1600 E. Belle Terrace

Mailing Address

Bakersfield, CA 93307

City, State, Zip

Brandon J. Evans

Contact Person

661-336-3956

Contact Person's Phone Number

Date of Submission

Request for Approval Adult and Dislocated Worker Career Services Provider

Local Chief Elected Official Statement

A Local Board or administrative entity that seeks approval to be an Adult and Dislocated Worker Career Services Provider within an America's Job Center of CaliforniaSM must provide a statement from the local CEO indicating his/her request as well as responses to the following questions.

Please provide responses to the following items on a separate document:

1. What factors guided the Local Board's or administrative entity's decision to submit this application to be an Adult and Dislocated Worker Career Services Provider within the Local Area?

The Kern, Inyo and Mono Counties Consortium (KIM), which is administered by Employers' Training Resource (ETR) in Kern County, currently provides Career Services to the Local Workforce Development Area (Local Area) – an area which encompasses 21,522 square miles of the central valley, desert and mountains in California. KIM and its partners operate one Comprehensive Center in Bakersfield - America's Job Center of California (AJCC), two Specialty Sites (Business Center and EPIC Youth Center), seven Satellite Sites (three of which are in Inyo and Mono Counties), and four Partner Sites where resource rooms and staff are available to assist clients. We started providing career services to the local area during the Comprehensive Employment and Training Act (CETA), and we have continued to provide them through the Job Training Partnership Act (JTPA), Workforce Investment Act (WIA) and Workforce Innovation and Opportunity Act (WIOA) legislations.

These decades of experience serving the residents of the three counties led the KIM Workforce Development Board (WDB) and Chief Local Elected Officials (CEO) to agree that KIM should continue to be an Adult and Dislocated Worker Career Services Provider. Under their Joint Powers Agreement, the Kern County Board of Supervisors (CEO) has approved our previous Career Services Provider applications to the State. The WDB and the CEO are requesting that KIM continue this designation for another four years. KIM's successful performance over the past program years and its excellent customer service to job seekers and employers provides the basis for this request to continue operating as an Adult and Dislocated Worker Career Services Provider.

KIM has acquired an ability to adapt well to change while constantly looking for ways to streamline our processes and integrate continuous improvement methods to ensure customers receive appropriate services in a timely manner. During the COVID pandemic, our AJCCs continued to provide exemplary services to employers and job seekers in a safe manner. The WDB Bylaws lists one Board function under the WIOA

and the State plan to “Develop strategies for using technology to maximize accessibility.” Staff have continued to be innovative in providing services such as virtual workshops, QR codes, and social media outreach.

KIM continues to have highly qualified staff already in place to provide career services. As employees of the County of Kern, Inyo or Mono, hiring policies require application screening, testing, background checking, and interviewing. Vacancies are posted on each county's website, and only applicants who meet the minimum job requirements are considered for employment.

Over the past five years, KIM WDB, in partnership with the California Workforce Association (CWA) and California State University, Sacramento, College of Continuing Education has had 75 of its staff members participate in the Workforce Development Apprenticeship Program (WDAP). The WDAP is presently funded under the DAS Apprenticeship Expansion, Equity and Innovation (SAEEI) Grant and was developed to create formalized training that supports regional, state and national agendas under WIOA.

The most recent Capstone Projects resulting from the apprenticeship graduates include the following topics:

- “Show Me the Money” – Simplifying the OJT Process & Payments
- The Value of Inclusive Communication: The Key to Closing Gaps and Building Bridges of Understanding
- 10-Key Certification Testing at All AJCC Locations
- Improving Access to Services for Clients in Isolated, Outlying Communities: Reimagining the Collaboration between Counties to Benefit Our Citizens
- Improving ETR Employees' Training
- Using Technology to Streamline our Organization's Intake and Customer Relationship Management
- Knowing Your Organization: Who are You and What Do You Do?
- Building Stronger Community Partnerships to Better Serve Our Young Adult Population
- Improving Employee Morale by Providing Childcare, Lounge Areas, and Leisure Center
- Podcast for Youth in Kern County
- Developing a User-Friendly Google Classroom Platform That Actively Tracks Workforce Development Welfare to Work Program Participant's Progress
- Streamlining the APEX Referral Process to Improve Employment Outcomes
- Working Outside of Regular Work Hours
- Promoting Retention & Building a Successful Career Path
- AJCC of Kern Mobile App
- Serving Re-entry Populations – Teaching Soft Skills While Expanding Hard Skills Through Paid Work Experience.

The WDAP involves 144 hours of classroom training which is held during working hours and 2,080 hours of On-the-Job Training (OJT) 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. Upon the successful completion of the WDAP, including the OJT, each participant will receive (i) the California State University, Sacramento, Workforce Development Professional Certificate issued from the California Apprenticeship Council, which is an industry-recognized credential; and (ii) an increase in their annual salary of five percent. The WDAP is a combination of theory and practice and equips the apprentices with the knowledge (both classroom and on-the-job training) that will allow them to lead the workforce development system into the 21st Century and enable the apprentices to perform at high levels in their jobs as journey-level workforce development professionals.

Of our current staff, forty-nine percent have a Bachelor's degree or higher, and several have degrees in Education, Psychology, Sociology, Criminal Justice, and Counseling. Thirty-four percent of the staff have worked for the administrative entity for more than ten years, with seventeen staff members having worked here for twenty years or more. Collectively, LWDA staff have over 1,000 years in combined experience in workforce development. At the present, fifty-five percent of staff are bilingual, and languages spoken besides English include Spanish, Chinese, and Tagalong. Staff also have experience understanding, implementing, and transitioning the various workforce development laws from CETA to WIOA.

All staff who provide career services are trained in the CalJOBS applications required for WIOA operations. Staff has received disability training offered through the Employment Development Department's (EDD) Disability Program Navigator, video presentations, and other workshops. All staff are required to complete Internet web-based Target Solutions, Department of Fair Employment and Housing, and Vector Solutions trainings. Topics have included Active Shooter, Creating a Workplace of Respect, Customer Service, Ethics in the Workplace, Disaster Preparedness, Back Injury Prevention, and Alcohol-Free Workplace. Staff utilize the guidance provided by the EDD via Directives and Information Notices and participate in webinars offered by the State, the Department of Labor (DOL), and other workforce-related organizations. The County of Kern also requires all its employees to attend a Sexual Harassment Prevention workshop and offers the Leadership Development Program series of courses for its managers. All KIM staff are required to complete computer awareness sessions from the Ninjio series to protect our networks from threats and security breaches caused by hackers and scammers. Lessons have focused on social media account cloning, phishing, DocuSign scams, malvertising, ransomware, and other topics.

Lean Six Sigma is a continuous improvement strategy adopted by the County of Kern. KIM staff are encouraged to participate to learn how to enhance quality of life for residents, be a model of excellence, and foster a culture of innovation.

Several key staff have completed the California Workforce Association (CWA) Executive Edge Boot Camp. The year-long training provided these individuals with

the knowledge, tools, and peer-to-peer learning needed to thrive in the ever-changing workforce development world as regional leaders, stewards of public resources, and effective workforce development professionals. Boot Camp graduates were instructed in core skills topics such as Understanding the Labor Market, Effective Meetings, Fiscal and Grant Management, Current State and National Policy Developments, Sector Strategies, and Career Pathway Development. Graduates gave capstone project presentations at the CWA "Meeting of the Minds" conference.

Over the 40+ years of providing services to the Local Area, KIM has worked diligently to form strong relationships with the local community, our partners, employers, and businesses. Having established these relationships helps us to coordinate efforts and thereby avoid duplication of services. We are also able to leverage funding from other sources to provide additional services. KIM has Memorandums of Understanding (MOUs) in place to serve CalFresh, CalWORKs, justice-involved, and farmworker clients. In addition, KIM was recently awarded a grant from the State to serve displaced oil and gas workers through March 2027.

Since 2017, all career services provider staff have been cross-trained on services provided by our local WIOA partners which allows staff to better serve their clients and meet their needs with additional resources available outside of WIOA. The cross-training of the 20 local WIOA partners was recorded and added to our YouTube video library in order to provide new employees videos to watch and learn about the various services our partners provide and as a reference for established employees to refer to when needed before referring clients to other services.

Operationally and fiscally, KIM continues to meet performance measures and monitoring compliance guidelines. We have consistently been compliant and have met or exceeded our WIOA performance goals for many years. Finally, we are very proud of the fact that KIM is designated as a High Performing Board.

2. How would participants be better served by the Local Board or administrative entity acting in this role rather than through the awarding of contracts?

Participants would be better served by the administrative entity as it would maintain continuity of services with an experienced and knowledgeable staff as described above. KIM has over forty-five years of experience providing quality services to the community. Our qualified staff are resident experts that are effectively addressing barriers to employment, screening and coaching candidates, developing and facilitating workshops, performing case management, and determining eligibility for services. They are also experienced in working with diverse populations such as ex-offenders, people with mental health issues, veterans and their spouses, long-term unemployed, youth, and migrant-seasonal farmworkers.

Staff is trained in being responsive to local crisis situations and operates in-sync with stakeholders to leverage resources to benefit the community. Examples of this are coordinating emergency and temporary employment opportunities for individuals

affected by natural disasters such as the Ridgecrest earthquake (2019) and the COVID pandemic, and economic changes such as that affecting displaced oil and gas workers today. During these times, KIM has not only coordinated targeted job fairs, but also incorporated the resources of the local food bank, EDD and other community-based agencies to help address additional needs. We have also worked with National Emergency Grants which have targeted long-term unemployed, older workers, and veterans.

Staff have established relationships with business, education, labor, community and faith-based organizations. As a result, we collaborate easily to produce programs and results in shorter time frames than would an outside organization. Our partners include the following agencies and community organizations: EDD, Department of Rehabilitation, Department of Human Services, Kern Community College District, Bakersfield College, Cerro Coso College, Taft College, Kern High School District, Kern County Housing Authority, Job Corps, Youth Build, Latino Coalition for Community Leadership (Second Chance Act), SER Jobs for Progress, Community Action Partnership for Kern County, California Indian Manpower Consortium, Delano Joint Union HS District, and FIELD (Farmworker Institute of Education and Leadership Development).

Other community partners include Proteus, Inc.; Kern County Behavioral Health and Recovery Services (formerly Mental Health); Mexican American Opportunity Foundation; Bakersfield Adult School; Kern County Veteran Services Department; Kern County Sheriff and Probation Departments; Kern County Superintendent of Schools; Kern Economic Development Corporation; Black and Hispanic Chambers of Commerce; Greater Bakersfield Chamber of Commerce; North of the River Chamber of Commerce; Shafter Chamber of Commerce; California State University-Bakersfield; and other entities.

ETR is well-recognized in the community and is known for its collaborative spirit and ability to get results. Participants are familiar with our AJCC locations, and we continue to make those locations state-of-the-art in meeting their needs. The centers have up-to-date resource rooms, safe locations, and nurturing staff. All locations are conducive to offering services in person, on-line, over the phone or on an appointment basis.

3. **Describe the Basic and Individualized Career Services the Local Board or administrative entity will provide as well as their past experience providing these services.**

Basic Career Services

Dedicated staff of KIM provide basic career services, such as assisting walk-in customers with interviewing strategies, job search, and job referrals and screening for job placement opportunities. Career counseling as it relates to in-demand industry sectors and occupations, transferrable skills, and career pathways is also provided. We co-facilitate a weekly job club/Job Squad forum with AJCC partners using

Facebook Live Streaming. The group shares job search tips, job leads and then meets individually with customers that are pursuing the shared openings. All services provided in the local area are tracked through the CalJOBS VOS Greeter Module.

Staff provide job-driven, industry sector focused services to meet the demands of the local area. Through employer engagement that enable us to build relationships and learn the inner workings of businesses, we are a reliable, responsive resource for their economic viability. This knowledge is beneficial as we work with clients to fill any job skills gaps and help build and grow our workforce.

KIM provides determination of eligibility to receive services; outreach; intake; and orientation to the services available through the one-stop delivery system. Initial assessment of skill levels (including literacy, numeracy, and English language proficiency), aptitudes, and abilities (including skills gaps) is performed, and supportive service needs are provided. During COVID, KIM added an on-line orientation to services. Recently, the on-line version changed to a Virtual Orientation to allow customers to interact with staff and get their questions answered directly. Orientations are also offered in-person. In addition, the following on-line workshops are also available: Basic Computer Skills, Social Media for Job Search, and Resume and Interview Skills.

As part of labor exchange, we network and conduct outreach to industry leaders such as Chambers of Commerce, Rotaries, the Society of Human Resource Management, Kern Economic Development Corporation and others to disseminate information on workforce services. These include On-the-Job Training (OJT), Work Opportunity Tax Credits, recruitments, screenings, and labor market information. We promote job openings online, through flyers, on-air radio and television news segments, newspapers, radio, television, cinema screens, and billboards as well as hosting job fairs, career expos, workforce summits and industry forums. We also make our facilities available to employers to meet their hiring needs. This allows them to interview in our conference rooms, host new employee orientations, and hold large recruitment events.

We make referrals to and coordinate activities with other programs and services such as Rapid Response, Layoff Aversion, apprenticeships, Small Business Development Center and education entities. In addition, staff has been trained by the Department of Industrial Relations and Apprenticeship in order to accurately communicate its offerings and interacts with their outreach team concerning businesses' needs and interests.

We provide workforce and labor market employment statistics information including data relating to local, regional, and national labor market areas. Staff interact with businesses to develop job vacancy listings, addressing clear and concise postings, and legal language. Staff inform clients of standard wages based on labor law, local market and education and skills expectations. Staff provide information and educate customers on local in-demand occupations and vacancy listings, along with earnings

and skills requirements during desk counseling and determination of eligibility, in Career Pathways Workshops, at outreach events, community and committee meetings, and at public speaking engagements.

We provide information on our local area performance along with eligible training provider performance and cost information. We also provide information on, and referral to, supportive services or assistance, including the following:

- Childcare, child support, medical or child health assistance under title XIX or XXI of the Social Security Act;
- Benefits under the Supplemental Nutrition Assistance Program (SNAP) established under the Food and Nutrition Act of 2008;
- Assistance through the Earned Income Tax Credit (EITC) under section 32 of the Internal Revenue Code of 1986; and
- Assistance under a state program Temporary Assistance for Needy Families (TANF) funded under part A of title IV of the Social Security Act.

Staff make referrals to community resources through the Community Services Directory and partner agencies. KIM is in the process of establishing an electronic referral system to better assist customers using the on-line "Fillout" platform which facilitates the receiving, sending and tracking of referrals to other community partners.

Staff also provide help and information to individuals seeking assistance in filing unemployment insurance claims (UIB), along with assisting them in establishing eligibility for financial aid for programs which necessitate this.

Additional services provided include resource room access; copying/faxing/scanning services; typing test certificates; GED testing lab; job search and placement assistance; resume and interview workshops; employment skills workshops; and a career clothing closet.

Individualized Career Services

Assessment testing is provided using CASAS, WorkKeys, and other diagnostic testing, including the use of Traitify to determine job interest and O*NET for in-depth interviewing and evaluation in identifying employment barriers and appropriate employment goals. Additionally, Tranfr VR provides clients an opportunity to explore a variety of in-demand occupations by performing a series of tasks that help them better understand the job environment, duties, and procedures. These virtual reality simulators help clients make more well-informed decisions about career pathways. Individual employment plans are developed with input from the client in order to identify the appropriate employment goals, objectives, and combination of services for

the participant to best reach their employment potential. Participants are also assessed for WIOA training that is available on the State's Eligible Training Provider List (ETPL).

In Job Squad, staff provide participants with listings of job openings, interviewing techniques, job retention strategies, and soft skills instruction. Participants may attend a staff-lead Job Search Assistance class offered in both English and Spanish that addresses communication skills, on-line applications, resume development, cover letters, labor market research, goal setting, wage negotiations and professional dress. Job Search Assistance is a structured three-day service that is offered in-person or virtually. Dependent upon a client's specific needs, the client may also receive this service in a one or two-day option. We also offer group and individualized counseling through our career planners and job developers to address personal barriers to employment.

Staff conduct typing tests, and career planners and job developers offer participants short-term workshops covering Problem Solving, Communication Skills, Ethics and Self-Management, Technology Skills, Planning and Organizing, Personal Inventory, Workplace Image Skills, Teamwork Skills, and Leadership Skills. Staff can also host Virtual Job Fairs and Informational Events and assist employers with their employee orientations.

OJTs are available for employers to hire permanent, full-time employees who qualify under WIOA, and these employers may be reimbursed up to 50% of the equivalent of that employee's wages during the training contract to cover training expenses. In Program Year 2023, KIM wrote 150 OJT agreements with 36 employers with an 87 percent success rate and over \$800,000 reinvested into the community. To date, 78 OJTs have been entered into thus far for Program Year 2024. Kern staff train and assist Inyo and Mono staff so that OJTs are available in all three counties.

Work experience opportunities are also made available to participants seeking temporary subsidized employment to supplement recent vocational training and to provide opportunities to justice-involved clients.

Follow-up services are provided to all WIOA customers that are exited from the program. Exceptions will be for exclusionary exits such as death and incarceration. Customers entering follow-up will receive a notice of all the services available to them. During the follow-up period, staff provide job search assistance, referrals to other agencies, Job Squad, resource room, and labor market information. Documentation is sent to the State to report on customer's employment status as well as attainment of credential and measurable skill gains.

Responsiveness to Participant and Employer Needs

To meet participant and employer needs, KIM has several social media accounts where programs and services are promoted. We expanded our social media presence

by adding accounts on Facebook (10,265 followers), Instagram (3,714 followers), LinkedIn (634 followers), X (102 followers), and YouTube (146 followers). This allows the timely sharing of events, job announcements and training opportunities with the community.

During COVID, KIM adjusted quickly to providing services virtually. Staff continue to use laptops and cell phones to facilitate working remotely if needed so they can continue to meet participant and employer needs, attend virtual office meetings, present job seeker orientations and offer on-line Job Search Assistance classes. These new service delivery models were retained to enhance KIM's ability to connect with businesses and clients, offering seamless interaction both virtually and in-person.

KIM staff participate in meetings of the Central Valley's Rapid Response Roundtables and the Central Valley Industry Engagements Roundtables. Our Rapid Response Team consists of staff from KIM, EDD, and Kern County Child Support who connect with employers who have given WARN notices, making sure their employees are aware of the WIOA and AJCC services available to them. In Program Year 2023, KIM received 24 WARN notices affecting 3,454 employees. Eight formal orientations were provided by KIM staff who shared information about the array of WIOA and other services available. Services for dislocated workers include the following: financial literacy, job loss coping skills, employment skills workshops, computer literacy, resume writing, and job search assistance.

KIM operates a Business Center near an existing AJCC One-Stop Satellite office to better serve the local business community and clients. This center braids resources and coordinates services specific to employers and dislocated job seekers. Business engagement, Rapid Response and Layoff Aversion is the focus of this center. The center offers business recruitments, forums, and applicant screening. KIM's job developers also promote an HR hotline, providing employers with no-cost access to expert answers for legal and HR-related questions. This invaluable resource enables small and medium-sized businesses to obtain accurate HR information without the need to hire an external consultant. While the center is currently staffed with WIOA personnel, the plan is to bring in additional partners such as the Small Business Development Center to provide entrepreneurial training and mentoring for dislocated workers that desire to start their own businesses.

4. **Provide the Local Area's performance outcomes for each of the last two Program Years (PY 20-21 and 21-22) and evidence that the Local Board or administrative entity is qualified to provide Adult and Dislocated Worker Career Services, including testimonials that speak to the effectiveness and efficiency with which the Local Board or administrative entity has provided or can provide those services.**

KIM's WIOA Adult and Dislocated Worker programs have performed successfully in PY 2020-2021 and PY 2021-2022, defined as having Individual Indicator Scores of 50 percent or higher on specified indicators (**Attachments 1A** and **1B** [Adult] and **Attachments 2A** and **2B** [Dislocated Worker]). Unadjusted performance, per the

State's Annual Report, are provided in **Attachment 3** for PY 2022 and **Attachment 4** for PY 2023.

Local Workforce Development Area: Kern, Inyo, Mono		
Indicator	PY 2020 – 2021 Performance Scores (per WSIN21-28)	PY 2021 – 2022 Performance Scores (per WSIN22-37)
Adult		
Employment Rate 2nd Quarter After Exit	96.0%	95.3%
Median Earnings	119.9%	171.5%
Dislocated Worker		
Employment Rate 2nd Quarter After Exit	103.2%	91.1%
Median Earnings	120.4%	133.0%

In addition, KIM is meeting its funds utilization requirements as explained below. We continue to provide quality services without incurring any monitor findings. The most recent EDD Program Monitoring Report is attached and further explained below.

2023-24 and 2024-25 EDD Funds Utilization Status Report – December 2, 2024 (Attachment 5)

EDD provided a funds utilization status of KIM's Adult, Youth, and Dislocated Worker formula funds for Program Year (PY) 2023-24 and PY 2024-25. KIM was in compliance with the following:

- Expend a minimum of 75 percent of the Youth "program" funds on out-of-school (OS) youth activities.
- Expend a minimum of 20 percent of the Youth "program" funds on work experience activities.
- Expend no more than 20 percent of combined Adult and Dislocated Worker allotments on Incumbent Worker Training.
- Expend no more than 10 percent of combined Adult and Dislocated Worker allotments on Transitional Jobs activities.
- Expend no more than 10 percent of combined Adult and Dislocated Worker allotments on Pay-for-Performance contracts.
- Expend a minimum of 30 percent of combined Adult and Dislocated Worker allotments on Training Services.

2023-24 EDD Fiscal and Program Review – December 30, 2024 (Attachment 6)

EDD focused on our WIOA Adult and Dislocated Worker programs, policies and procedures, financial reporting, expenditures, cost allocation, indirect cost rate, cash management, internal controls, payroll, procurement, oversight of our subrecipients, eligibility, case management and supportive services. Additionally, EDD reviewed our

implementation of the priority of service to veterans and eligible spouses' requirements which included a brief tour of one of our AJCCs.

- **FISCAL REVIEW RESULTS**

EDD concluded that it did not identify any areas of the KIM ETR not meeting WIOA requirements concerning financial management.

- **PROCUREMENT REVIEW RESULTS**

EDD concluded that it did not identify any areas of the KIM ETR not meeting WIOA requirements concerning procurement.

- **PROGRAM REVIEW RESULTS**

EDD concluded that it did not identify any areas of the KIM ETR not meeting WIOA requirements concerning program management.

Testimonials have been obtained from satisfied customers, both participants and employers. Two such examples are provided as **Attachment 7A** and **Attachment 7B**. Testimonial videos of clients and employers are shared with the WDB during their meetings as part of our marketing presentation.

5. **Attach documentation (signed and dated letter) that the members of the Local Board and other relevant parties (e.g., Board of Supervisors) reviewed the information provided in the application and approved the request in a public meeting.**

Letters, minutes and/resolutions from the Workforce Development Board meeting of February 19, 2025 (**Attachment 8**) and the Kern County Board of Supervisors meeting of **February XX, 2025** (**Attachment 9**) are attached.

6. **Attach documentation of internal controls, conflict of interest, and firewall policies.**

Since implementation of WIOA, KIM has competitively procured the KIM AJCC Operator. Prior to WIOA, the One-Stop Operator was a consortium of one-stop partners, which included EDD and ETR. As a department of the County of Kern, ETR serves as the administrative entity for WIOA. Some ETR staff provide support to the KIM WDB, while others provide Career Services.

The current One-Stop Operator is Beaudette Consulting Inc. On June 24, 2021, the Kern, Inyo and Mono Workforce Development Board unanimously approved the engagement of Beaudette Consulting Inc. to be the One-Stop Operator for the Comprehensive AJCC Centers located in the KIM WDA. In addition to the KIM WDB, Beaudette Consulting Inc. is the One-Stop Operator until June 30, 2025 for Kings, Madera, San Joaquin, and Stanislaus Counties. A Request for Proposals (RFP) will be issued in February 2025 to procure the One-Stop Operator for Program Years 2025-2029. **Attachment 10** is the KIM organization chart which shows the One-Stop Operator reporting to the WDB.

As a County Department, KIM is subject to the oversight provided by the County of Kern. Staff annual attest to abiding by the County's policies regarding nepotism, favoritism, and conflict of interest (**Attachment 11**). In addition, WDB members and designated staff comply with the Employers' Training Resource Conflict of Interest Code governed by the Fair Political Practices Commission (**Attachment 12**). **Attachment 13** details the Internal Controls used by the ETR Finance Department as well as the agency's Firewall statement.

Signature Page

By signing below, the local CEO and Local Board chair request approval from the Governor to be an Adult and Dislocated Worker Career Services Provider. Each party certifies that this application submission was reviewed and demonstrates that the Local Board or administrative entity will meet all the requirements as an Adult and Dislocated Worker Career Services Provider under WIOA law and regulations.

Instructions

The Local Board chair and local CEO must sign and date this form. Include the original signatures with the request.

Local Workforce Development Board Chair

Signature

Ian Journey
Name

Kern, Inyo, Mono Counties
Workforce Development Board
Chairperson
Title

February 19, 2025
Date

Local Chief Elected Official

Signature

Leticia Perez
Name

County of Kern
Board of Supervisors
Chairperson
Title

Date

PY 20 ADULT FINAL PERFORMANCE SCORE BY LOCAL AREA

Adult	Employment Rate 2 nd Quarter After Exit Adjusted Level of Performance	Employment Rate 2 nd Quarter After Exit Performance Score	Median Earnings Adjusted Level of Performance	Median Earnings Performance Score
ALAMEDA	72.4%	85.3%	\$7,011	109.5%
ANAHEIM	70.4%	96.5%	\$7,652	126.7%
CONTRA COSTA	65.6%	91.1%	\$5,261	129.4%
FOOTHILL	80.5%	88.9%	\$7,330	124.4%
FRESNO	77.9%	90.7%	\$7,639	97.0%
GOLDEN SIERRA	79.1%	94.5%	\$7,743	104.4%
HUMBOLDT	91.2%	85.2%	\$7,700	102.9%
IMPERIAL	71.5%	101.0%	\$7,410	92.5%
KERN/INYO/MONO	78.5%	96.0%	\$6,461	119.9%
KINGS	64.8%	128.0%	\$5,717	128.6%
LONG BEACH	70.7%	92.8%	\$6,736	109.8%
L.A. CITY	65.4%	83.7%	\$5,635	108.1%
L.A. COUNTY	73.2%	87.7%	\$6,114	108.3%
MADERA	69.2%	90.3%	\$6,219	89.5%
MERCED	72.3%	94.1%	\$6,164	125.0%
MONTEREY	71.7%	87.8%	\$6,918	93.6%
MOTHER LODE	54.4%	112.5%	\$5,278	114.9%
NCCC	70.4%	106.6%	\$8,067	110.6%
NORTEC	80.3%	104.6%	\$8,533	122.8%
NOVA	60.8%	86.3%	\$8,846	132.5%
OAKLAND	63.3%	89.5%	\$5,972	132.0%
ORANGE	70.0%	92.0%	\$7,423	114.0%
RICHMOND	70.5%	116.8%	\$5,512	112.7%
RIVERSIDE	71.6%	102.6%	\$6,307	114.7%
SETA	68.0%	92.9%	\$6,102	107.9%
SAN BENITO	63.8%	129.2%	\$7,456	100.7%
SAN BERNARDINO	68.2%	91.1%	\$5,437	115.5%
SAN DIEGO	69.9%	125.5%	\$7,046	109.4%
SAN FRANCISCO	65.5%	90.0%	\$5,046	131.1%
SAN JOAQUIN	78.9%	90.7%	\$7,532	115.4%
SAN JOSE	62.1%	111.4%	\$6,848	134.5%
SAN LUIS OBISPO	74.2%	97.8%	\$7,949	91.0%
SANTA ANA	77.2%	63.0%	\$4,731	132.1%
SANTA BARBARA	72.9%	89.5%	\$6,552	92.9%
SANTA CRUZ	54.6%	138.3%	\$7,103	108.4%

PY 20 ADULT FINAL PERFORMANCE SCORE BY LOCAL AREA

Adult	Employment Rate 2nd Quarter After Exit Adjusted Level of Performance	Employment Rate 2nd Quarter After Exit Performance Score	Median Earnings Adjusted Level of Performance	Median Earnings Performance Score
SOLANO	67.2%	109.3%	\$5,427	128.4%
SONOMA	74.9%	80.6%	\$8,524	107.3%
SOUTH BAY	70.9%	91.3%	\$6,777	120.1%
SELACO	62.7%	99.2%	\$7,241	94.7%
STANISLAUS	75.2%	103.7%	\$6,362	127.0%
TULARE	61.0%	89.2%	\$3,839	121.4%
VENTURA	76.1%	69.6%	\$6,321	129.1%
VERDUGO	68.4%	83.5%	\$6,518	101.8%
YOLO	73.3%	89.5%	\$6,309	137.5%
NORTH BAY	70.9%	96.3%	\$7,810	87.0%

PY 21 ADULT FINAL PERFORMANCE SCORES BY LOCAL AREA

Adult	Employment Rate 2 nd Quarter After Exit Adjusted Level of Performance	Employment Rate 2 nd Quarter After Exit Performance Score	Median Earnings Adjusted Level of Performance	Median Earnings Performance Score
ALAMEDA	74.3%	76.4%	\$6,514	142.0%
ANAHEIM	70.3%	114.6%	\$10,166	138.1%
CONTRA COSTA	70.8%	89.2%	\$6,034	149.9%
FOOTHILL	79.4%	86.9%	\$10,495	90.3%
FRESNO	81.4%	96.3%	\$7,035	116.5%
GOLDEN SIERRA	79.5%	91.3%	\$6,246	125.4%
HUMBOLDT	86.2%	84.6%	\$9,222	90.1%
IMPERIAL	79.3%	88.0%	\$8,297	105.1%
KERN/INYO/MONO	84.4%	95.3%	\$6,542	171.5%
KINGS	73.8%	78.3%	\$4,691	181.3%
LONG BEACH	83.3%	67.9%	\$7,217	114.1%
L.A. CITY	70.7%	88.8%	\$5,449	124.0%
L.A. COUNTY	76.9%	87.7%	\$6,239	115.1%
MADERA	75.8%	91.1%	\$6,395	96.9%
MERCED	75.4%	88.1%	\$4,854	142.0%
MONTEREY	74.6%	89.9%	\$7,072	121.4%
MOTHER LODE	68.4%	100.5%	\$4,975	141.6%
NCCC	80.0%	101.5%	\$7,586	129.5%
NORTEC	85.5%	101.6%	\$7,608	141.3%
NOVA	68.2%	87.5%	\$9,865	148.6%
OAKLAND	73.5%	82.4%	\$4,543	174.2%
ORANGE	73.3%	82.5%	\$5,081	153.5%
RICHMOND	64.2%	128.3%	\$6,746	122.5%
RIVERSIDE	76.9%	96.8%	\$6,009	142.7%
SETA	69.4%	92.7%	\$6,230	125.7%
SAN BENITO	91.2%	92.3%	\$5,814	167.5%
SAN BERNARDINO	76.3%	87.5%	\$5,916	130.1%
SAN DIEGO	72.3%	113.2%	\$7,262	119.9%
SAN FRANCISCO	68.2%	95.3%	\$5,886	149.9%
SAN JOAQUIN	81.2%	96.5%	\$7,309	123.3%
SAN JOSE	63.4%	92.9%	\$6,369	166.1%
SAN LUIS OBISPO	68.1%	64.7%	\$6,066	97.6%
SANTA ANA	84.0%	66.7%	\$6,232	125.1%
SANTA BARBARA	85.4%	78.1%	\$6,263	122.1%
SANTA CRUZ	60.0%	135.5%	\$8,142	108.4%

PY 21 ADULT FINAL PERFORMANCE SCORES BY LOCAL AREA

Adult	Employment Rate 2nd Quarter After Exit Adjusted Level of Performance	Employment Rate 2nd Quarter After Exit Performance Score	Median Earnings Adjusted Level of Performance	Median Earnings Performance Score
SOLANO	65.7%	114.1%	\$7,838	131.0%
SONOMA	84.8%	69.8%	\$6,083	113.9%
SOUTH BAY	73.3%	100.0%	\$7,350	134.8%
SELACO	65.4%	106.1%	\$7,097	112.0%
STANISLAUS	83.8%	90.6%	\$5,677	144.4%
TULARE	68.6%	86.1%	\$3,768	177.3%
VENTURA	90.4%	49.6%	\$6,933	118.0%
VERDUGO	74.7%	90.4%	\$7,200	110.7%
YOLO	76.5%	74.2%	\$4,385	181.4%
NORTH BAY	73.8%	88.8%	\$6,601	125.6%

PY 2020 DISLOCATED WORKER FINAL PERFORMANCE SCORE BY LOCAL AREA

Dislocated Worker	Employment Rate 2 nd Quarter After Exit Adjusted Level of Performance	Employment Rate 2 nd Quarter After Exit Performance Score	Median Earnings Adjusted Level of Performance	Median Earnings Performance Score
ALAMEDA	73.2%	88.0%	\$8,137	180.7%
ANAHEIM	82.5%	99.0%	\$8,189	130.7%
CONTRA COSTA	66.7%	86.6%	\$9,307	110.6%
FOOTHILL	68.7%	84.6%	\$6,705	148.4%
FRESNO	79.1%	99.9%	\$8,040	100.3%
GOLDEN SIERRA	72.9%	96.7%	\$9,236	111.6%
HUMBOLDT	82.1%	95.7%	\$5,372	128.3%
IMPERIAL	78.4%	104.6%	\$7,065	116.5%
KERN/INYO/MONO	71.7%	103.2%	\$6,491	120.4%
KINGS	59.7%	127.6%	\$7,601	150.5%
LONG BEACH	87.3%	77.3%	\$8,940	116.2%
L.A. CITY	70.1%	80.4%	\$7,763	104.1%
L.A. COUNTY	73.3%	92.2%	\$7,826	107.2%
MADERA	77.9%	77.6%	\$7,524	103.6%
MERCED	69.4%	103.2%	\$6,685	116.9%
MONTEREY	75.1%	91.9%	\$7,773	115.8%
MOTHER LODE	65.0%	109.2%	\$6,396	110.9%
NCCC	75.0%	96.4%	\$6,934	131.6%
NORTEC	75.3%	108.0%	\$7,421	114.2%
NOVA	65.1%	88.0%	\$9,183	221.4%
OAKLAND	64.2%	97.9%	\$6,954	136.0%
ORANGE	72.3%	97.7%	\$8,565	139.9%
RICHMOND	67.8%	124.8%	\$7,405	150.4%
RIVERSIDE	71.5%	88.1%	\$7,384	109.4%
SETA	73.2%	103.1%	\$7,784	102.2%
SAN BENITO	76.5%	113.6%	\$8,001	165.9%
SAN BERNARDINO	65.8%	97.0%	\$7,650	104.9%
SAN DIEGO	69.1%	131.2%	\$8,374	121.0%
SAN FRANCISCO	61.5%	97.4%	\$6,779	127.4%
SAN JOAQUIN	73.5%	103.0%	\$8,536	112.3%
SAN JOSE	68.9%	100.7%	\$8,055	156.6%
SAN LUIS OBISPO	67.9%	117.6%	\$8,107	105.1%
SANTA ANA	74.3%	84.8%	\$8,239	99.8%
SANTA BARBARA	66.5%	114.9%	\$7,160	121.7%
SANTA CRUZ	74.6%	81.5%	\$9,665	89.4%

PY 2020 DISLOCATED WORKER FINAL PERFORMANCE SCORE BY LOCAL AREA

Dislocated Worker	Employment Rate 2nd Quarter After Exit Adjusted Level of Performance	Employment Rate 2nd Quarter After Exit Performance Score	Median Earnings Adjusted Level of Performance	Median Earnings Performance Score
SOLANO	67.3%	117.5%	\$7,532	164.1%
SONOMA	72.0%	76.7%	\$9,503	84.9%
SOUTH BAY	70.4%	102.6%	\$8,776	140.4%
SELACO	67.2%	90.0%	\$8,521	100.5%
STANISLAUS	67.0%	103.8%	\$8,294	103.7%
TULARE	68.1%	92.1%	\$5,205	128.9%
VENTURA	71.5%	76.0%	\$8,332	102.1%
VERDUGO	67.3%	81.6%	\$9,073	104.0%
YOLO	57.5%	130.4%	\$7,131	111.6%
NORTH BAY	73.5%	90.1%	\$6,756	145.6%

PY 2021 DISLOCATED WORKER FINAL PERFORMANCE SCORES BY LOCAL AREA

DISLOCATED WORKER	Employment Rate 2 nd Quarter After Exit Adjusted Level of Performance	Employment Rate 2 nd Quarter After Exit Performance Score	Median Earnings Adjusted Level of Performance	Median Earnings Performance Score
ALAMEDA	83.8%	77.9%	\$8,507	150.9%
ANAHEIM	78.6%	70.7%	\$10,559	117.7%
CONTRA COSTA	76.6%	90.9%	\$9,182	103.3%
FOOTHILL	76.8%	84.2%	\$7,965	156.0%
FRESNO	82.9%	91.4%	\$8,048	106.8%
GOLDEN SIERRA	78.7%	82.2%	\$9,815	118.7%
HUMBOLDT	90.8%	74.5%	\$6,950	129.1%
IMPERIAL	83.4%	78.6%	\$8,178	77.6%
KERN/INYO/MONO	79.5%	91.1%	\$6,265	133.0%
KINGS	62.0%	128.0%	\$7,223	157.9%
LONG BEACH	90.8%	70.9%	\$8,850	119.1%
L.A. CITY	77.7%	80.9%	\$7,165	109.8%
L.A. COUNTY	79.3%	91.6%	\$7,816	122.6%
MADERA	82.1%	64.4%	\$7,199	41.8%
MERCED	77.7%	86.8%	\$7,751	106.6%
MONTEREY	83.1%	81.5%	\$8,457	93.3%
MOTHER LODE	72.3%	92.9%	\$6,537	119.3%
NCCC	82.5%	88.0%	\$6,793	125.9%
NORTEC	83.4%	93.4%	\$7,678	121.4%
NOVA	71.1%	92.4%	\$9,512	236.5%
OAKLAND	64.7%	93.8%	\$6,766	127.6%
ORANGE	68.2%	92.9%	\$6,455	158.5%
RICHMOND	69.1%	105.7%	\$7,832	163.1%
RIVERSIDE	79.5%	80.8%	\$7,063	121.5%
SETA	81.0%	88.5%	\$7,581	113.3%
SAN BENITO	85.7%	77.8%	\$7,060	114.5%
SAN BERNARDINO	70.9%	84.0%	\$7,536	116.0%
SAN DIEGO	72.5%	115.8%	\$9,105	131.3%
SAN FRANCISCO	73.1%	78.1%	\$6,529	107.6%
SAN JOAQUIN	81.3%	89.2%	\$8,392	124.3%
SAN JOSE	74.2%	90.7%	\$8,696	140.8%
SAN LUIS OBISPO	66.1%	105.2%	\$7,651	155.6%
SANTA ANA	69.9%	78.5%	\$9,916	84.4%
SANTA BARBARA	80.7%	75.3%	\$7,700	130.3%
SANTA CRUZ	83.3%	93.3%	\$9,705	135.9%

PY 2021 DISLOCATED WORKER FINAL PERFORMANCE SCORES BY LOCAL AREA

DISLOCATED WORKER	Employment Rate 2nd Quarter After Exit Adjusted Level of Performance	Employment Rate 2nd Quarter After Exit Performance Score	Median Earnings Adjusted Level of Performance	Median Earnings Performance Score
SOLANO	76.8%	104.9%	\$8,317	161.1%
SONOMA	81.5%	72.8%	\$8,477	112.9%
SOUTH BAY	75.3%	102.5%	\$9,039	139.6%
SELACO	75.2%	70.4%	\$7,599	101.4%
STANISLAUS	68.4%	82.6%	\$7,585	92.4%
TULARE	78.5%	81.1%	\$5,918	116.2%
VENTURA	76.1%	45.9%	\$7,554	90.7%
VERDUGO	76.5%	100.2%	\$8,468	96.7%
YOLO	64.2%	82.3%	\$5,083	194.6%
NORTH BAY	80.9%	66.3%	\$7,810	111.0%

PY 2022 WIOA Local Workforce Development Area Performance Tables

Kern/Inyo/Mono Consortium

Title I Adult

Service Type	Participants Served	Participants Exited	Percent Training-Related Employment	Percent Enrolled in More than One Core Program
Career Services	1,229	815	N/A	N/A
Training Services	872	581	N/A	N/A
Total Local Area	1,229	815	12.4%	7.6%

Performance	Employment Rate (Q2)	Employment Rate (Q4)	Median Earnings	Credential Rate	Measurable Skill Gains
Negotiated Target	73.0%	68.0%	\$7,800	73.0%	79.0%
Total Local Area	82.3%	80.4%	\$11,633	58.2%	90.5%

Title I Dislocated Worker

Service Type	Participants Served	Participants Exited	Percent Training-Related Employment	Percent Enrolled in More than One Core Program
Career Services	257	160	N/A	N/A
Training Services	160	103	N/A	N/A
Total Local Area	257	160	13.5%	24.9%

Performance	Employment Rate (Q2)	Employment Rate (Q4)	Median Earnings	Credential Rate	Measurable Skill Gains
Negotiated Target	71.0%	70.0%	\$7,800	71.1%	75.0%
Total Local Area	76.1%	73.9%	\$8,395	64.4%	81.5%

Title I Youth

Service Type	Participants Served	Participants Exited	Percent Training-Related Employment	Percent Enrolled in More than One Core Program
Career Services	894	448	N/A	N/A
Training Services	257	75	N/A	N/A
Total Local Area	894	448	9.1%	2.5%

Performance	Youth Employment / Education / Training Rate (Q2)	Youth Employment / Education / Training Rate (Q4)	Median Earnings	Credential Rate	Measurable Skill Gains
Negotiated Target	67.7%	64.5%	\$4,800	64.2%	70.0%
Total Local Area	70.0%	72.4%	\$5,128	59.2%	73.6%

Program Year 2023 WIOA Local Workforce Development Area Performance Tables

Kern/Inyo/Mono Consortium

Title I Adult

Service Type	Participants Served	Participants Exited	Percent Training-Related Employment	Percent Enrolled in More than One Core Program
Career Services	922	706	N/A	N/A
Training Services	594	468	N/A	N/A
Total Statewide	922	706	47.4%	6.3%

Performance	Employment Rate (Q2)	Employment Rate (Q4)	Median Earnings	Credential Rate	Measurable Skill Gains
Negotiated Target	73.0%	68.0%	\$7,800	73.0%	79.0%
Total Statewide	81.6%	80.0%	\$10,411	79.5%	91.9%

Title I Dislocated Worker

Service Type	Participants Served	Participants Exited	Percent Training-Related Employment	Percent Enrolled in More than One Core Program
Career Services	201	152	N/A	N/A
Training Services	113	82	N/A	N/A
Total Statewide	201	152	48.4%	27.4%

Performance	Employment Rate (Q2)	Employment Rate (Q4)	Median Earnings	Credential Rate	Measurable Skill Gains
Negotiated Target	71.0%	70.0%	\$7,800	71.1%	75.0%
Total Statewide	78.1%	72.7%	\$9,713	85.4%	85.7%

Title I Youth

Service Type	Participants Served	Participants Exited	Percent Training-Related Employment	Percent Enrolled in More than One Core Program
Career Services	496	412	N/A	N/A
Training Services	221	184	N/A	N/A
Total Statewide	732	616	18.2%	2.5%

Performance	Youth Employment / Education / Training Rate (Q2)	Youth Employment / Education / Training Rate (Q4)	Median Earnings	Credential Rate	Measurable Skill Gains
Negotiated Target	67.7%	64.5%	\$4,800	64.2%	70.0%
Total Statewide	66.3%	64.5%	\$5,831	64.4%	75.9%



Gavin Newsom, Governor
California Labor and Workforce Development Agency



December 2, 2024

Mr. Brandon Evans, Chief Workforce Development Officer
Kern/Inyo/Mono Consortium
1600 East Belle Terrace, 2nd Floor
Bakersfield, CA 93307

Dear Mr. Evans:

FUNDS UTILIZATION STATUS - PERIOD ENDING SEPTEMBER 30, 2024, FOR PY 23-24 AND PY 24-25

This letter is to provide a funds utilization status of your Local Area's Adult, Youth, and Dislocated Worker formula funds for Program Year (PY) 2023-24 and PY 2024-25. A similar letter is being sent to all Local Area administrators to assist them with the management of their formula funds. Each Local Area is responsible for ensuring that the following expenditure requirements are met by the end of the grant term dates:

- Expend a minimum of 75 percent of the Youth "program" funds on out-of-school (OS) youth activities.
- Expend a minimum of 20 percent of the Youth "program" funds on work experience activities.
- Expend no more than 20 percent of combined Adult and Dislocated Worker allotments on Incumbent Worker Training.
- Expend no more than 10 percent of combined Adult and Dislocated Worker allotments on Transitional Jobs activities.
- Expend no more than 10 percent of combined Adult and Dislocated Worker allotments on Pay-for-Performance contracts.
- Expend a minimum of 30 percent of combined Adult and Dislocated Worker allotments on Training Services.

Local Areas are also required to obligate at least 80 percent of their program dollars by the end of the first program year for which they were allotted. We are including benchmark data regarding this requirement for PY 24-25 in Enclosure 1. Please refer to Workforce Services Directive *Funds Utilization Requirements for WIOA Funds* (WSD15-08), dated November 18, 2015, for more information on this requirement.

Enclosure 2 reflects your expenditure levels for OS youth activities and work experience within your Local Area for PY 23-24. Each Local Area is responsible for meeting the 75 percent OS youth minimum expenditure level and the 20 percent youth work experience minimum expenditure level (see Workforce Services Directive *WIOA Youth Program*

Requirements (WSD17-07), dated January 16, 2018). Expenditure levels are calculated based on "program" funds (total allotment less administrative expenditures).

If your Local Area does not meet the 75 percent OS youth expenditure requirement by June 30, 2024, then you must submit a corrective action plan to your assigned Regional Advisor within six months after the end of the program year. A corrective action plan is included as Attachment 2 to Workforce Services Directive *WIOA Youth Program Requirements* (WSD17-07), dated January 16, 2018.

Enclosure 3 reflects expenditure levels for Incumbent Worker Training, Transitional Jobs, and Pay-for-Performance contracts.

Enclosure 4 reflects your expenditure levels towards the 30 percent training expenditure imposed by California Unemployment Insurance Code section 14211, as amended by AB 1149. This requirement is specific to Adult and Dislocated Worker WIOA formula funds. Local Boards may apply designated leveraged resources used for training and supportive services (up to 10 percent of the combined total of the Adult and Dislocated Worker formula fund allocation) toward meeting the minimum training expenditure requirement. This analysis assumes the use of the 10 percent cap. Please refer to *WIOA Training Expenditure Requirement* (WSD18-10), dated January 31, 2019, for more information.

All data enclosed is as of the September 30, 2024, reporting period and was obtained from expenditure reports submitted by each Local Area through CalJOBSSM. Please review the data and make adjustments, if necessary, within your program to ensure meeting the expenditure requirements going forward into the subsequent program years.

If you have any questions or require assistance with financial reporting, please contact EDD WSB Financial Management Unit at WSBFinancialManagementUnit@edd.ca.gov. If you have questions or require technical assistance relative to the programs, please contact your Regional Advisor.

Sincerely,

/s/KIMBERLEE MEYER
Chief
Central Office Workforce Services Division

Enclosures

cc: Kristy Thorp, Regional Advisor

FUNDS UTILIZATION STATUS - 80 PERCENT OBLIGATION REQUIREMENT
PY 24-25 - Reporting Period September 30, 2024

KIM
KERN/INYO/MONO CONSORTIUM

Formula Fund	Total Allocation	Allowable "Program" Funding 90% (-10% Admin)	80% Required Obligation Amount	Total Program Obligations Reported Period End September 30, 2024	Percentage of Total "Program" Obligations to 80% Requirement	Additional Obligations Needed by June 30, 2025
Adult	\$ 1,269,296.00	\$ 1,142,366.40	\$ 913,893.12	\$ 1,142,366.40	125.00%	\$ -
Youth	\$ 6,568,883.00	\$ 5,911,994.70	\$ 4,729,595.76	\$ 6,371,612.19	134.72%	\$ -
Dislocated Worker	\$ 859,768.00	\$ 773,791.20	\$ 619,032.96	\$ 776,982.23	125.52%	\$ -

Out-Of-School Youth & Work Experience Expenditure Status
PY 23-24 - Reporting Period September 30, 2024

KIM
KERN/INYO/MONO CONSORTIUM

Out-of-School Youth

Grant Code	Total Youth Allocation	Admin Expenditures	Program Expenditures	50% Out-of-School Requirement on "Program" Funding	Out-of-School Expenditures as of September 30, 2024	Additional Expenditures Needed to meet 50% Requirement by June 30, 2025	Percentage of Required Out of School Expenditures
301	\$ 5,627,541.00	\$ 469,494.59	\$ 5,158,046.41	\$ 2,532,393.45	\$ 4,626,027.88	\$ -	82%

Work Experience - Youth

Grant Code	Total Youth Allocation	Admin Expenditures	Program Expenditures	20% Work Experience Requirement on "Program" Funding	Work Experience Expenditures as of September 30, 2024	Additional Expenditures Needed to meet 20% Requirement by June 30, 2025	Percentage of Required Out of School Expenditures
301	\$ 5,627,541.00	\$ 469,494.59	\$ 5,158,046.41	\$ 1,012,957.38	\$ 2,153,091.33	\$ -	213%

WIOA Formula Funds Expenditure Status
PY 23-24 - Reporting Period September 30, 2024

KIM
KERN/INYO/MONO CONSORTIUM

KIM Expense Category / Type	Reported Category Expenditures			Allocation	Requirement		
	Adult Expenses Grant Codes: 201, 202, 499, 500	Dislocated Worker Expenses Grant Codes: 501, 502, 200, 299	Total Expenses (Adult + DW)		Percent Spent	Max Expenditure Allowed	Within Requirement
Incumbent Worker Training	\$ -	\$ -	\$ -	\$ 9,273,392	0.00%	20%	YES
Transitional Jobs	\$ 138,110	\$ 13,913	\$ 152,023	\$ 9,273,392	1.64%	10%	YES
Pay-for-Performance	\$ -	\$ -	\$ -	\$ 9,273,392	0.00%	10%	YES



Gov. Gavin Newsom, Governor
California Labor and Workforce Development Agency



December 30, 2024

Brandon Evans
Chief Workforce Development Officer
Kern/Inyo/Mono Consortium Employers' Training Resource
1600 East Belle Terrace
Bakersfield, CA 93307

Dear Brandon Evans:

ANNUAL REVIEW
85% FORMULA GRANT
FISCAL YEAR 2023-24 FINAL MONITORING REPORT

This final monitoring report is to inform you of the results of the Employment Development Department, Compliance Review Office (CRO), Workforce Innovation and Opportunity Act (WIOA), on-site monitoring review of Kern/Inyo/Mono Consortium's Employers' Training Resource (KIM ETR) fiscal and program systems for Program Year (PY) 2023-24.

Our review was conducted under the authority of WIOA, Sections 183(a) and 184(a)(4). The purpose of this review was to determine the level of compliance by KIM ETR with applicable federal and state laws, regulations, policies, and directives related to the WIOA grant activities for PY 2023-24. The KIM ETR was awarded WIOA funds to provide centralized comprehensive workforce services to adults, dislocated workers, youth, and rapid response. The scope of the review covered the period of July 1, 2023, through June 30, 2024.

For the review, we focused on the WIOA Adult and Dislocated Worker programs, policies and procedures, financial reporting, expenditures, cost allocation, indirect cost rate, cash management, internal controls, payroll, procurement, oversight of your subrecipients, eligibility, case management and supportive services. Additionally, we focused on the Local Workforce Development Areas (Local Area) implementation of the priority of service to veterans and eligible spouses' requirements which included a brief tour of one of the Local Areas comprehensive America's Job Center of CaliforniaSM (AJCC).

The on-site review was conducted by Olga Ledergerber and Melissa McDaniel from November 18, 2024, through November 22, 2024. The exit conference for this review was held on November 26, 2024. We collected the information for this report through interviews with KIM ETR representatives; and by reviewing applicable policies, procedures, a sample of PY 2023-24 expenditures, and your response to the Annual Review Questionnaire.

FISCAL REVIEW RESULTS

We conclude that we did not identify any areas of the KIM ETR not meeting WIOA requirements concerning financial management.

PROCUREMENT REVIEW RESULTS

We conclude that we did not identify any areas of the KIM ETR not meeting WIOA requirements concerning procurement.

PROGRAM REVIEW RESULTS

We conclude that we did not identify any areas of the KIM ETR not meeting WIOA requirements concerning program management.

TECHNICAL ASSISTANCE

The CRO provided technical assistance during the review to address areas of non-compliance. The KIM ETR was able to remedy the following items prior to the conclusion of the monitoring review:

- We found that KIM ETR's Individual Training Account (ITA) policy was missing required information and referred to an outdated regulation. The KIM ETR provided their updated ITA policy to the CRO team, and the policy is now in compliance.
- During the review it was noted that the KIM ETR website did not have priority of service information for eligible spouses. To address this issue, the KIM ETR has updated their website to include eligible spouses.
- We found that the KIM ETR website did not make veterans and eligible spouses aware of how to access services via the nearest AJCC. In response, the KIM ETR updated their website.

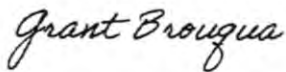
- In addition, we found that KIM ETR's application package was missing required information to identify veterans' eligible spouses. In response, the KIM ETR revised its application package to include veterans' eligible spouses and provided documentation of its actions.
- Lastly, we identified that the KIM ETR was missing two required criteria in its subrecipient monitoring log. In response, the KIM ETR added both criteria to its subrecipient monitoring log and provided documentation of its actions.

SUMMARY

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all areas included in our review. It is KIM ETR's responsibility to ensure that the systems, programs, and related activities comply with the WIOA grant program, federal and state regulations, and applicable state directives. Therefore, any deficiencies identified in subsequent reviews, such as an audit, would remain KIM ETR's responsibility.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact Olga Ledergerber, Compliance Monitoring Analyst, at Olga.Ledergerber@edd.ca.gov or Melissa McDaniel, Compliance Monitoring Manager, at Melissa.McDaniel@edd.ca.gov.

Sincerely,



GRANT BROUQUA, Chief
Compliance Monitoring Section
Compliance Review Office

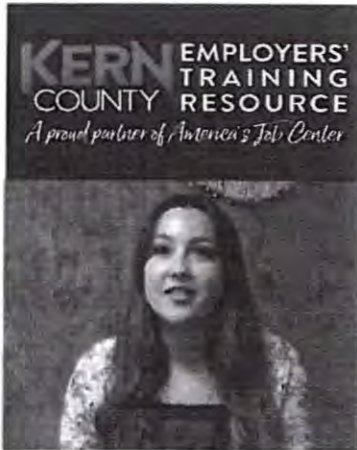
cc: See Attached Distribution List

Brandon Evans
December 30, 2024
Page 4

Distribution List

Brenda Dueñas, KIM ETR
Jeremy Shumaker, KIM ETR
Gustavo Alatorre
Grant Brouqua
Jennifer Gouvaia
Cynthia Harrington
Olga Ledergerber
Melissa McDaniel
Kimberlee Meyer
Tim Reynaga
Kristy Thorp
Charles Tobia
Natalie Villanueva

Job Seeker Testimonial



Anissa Maldonado
Esthetician/Lash Tech
The Hideaway

"My name is Anissa Maldonado, I work at The Hideaway as a Lash Tech. I've been here in Kern County for 4 years; I came here working in a grocery store and one day I just said no I need to make a big risk and follow my heart and do something like lashes, something that I'm already loving, getting done on myself and I just decided one day maybe I should be a Lash Tech."

"I heard about it (America's Job Center) from my great friend Kat, one day I was just talking to her, actually doing her lashes, and in conversation I kept talking about how I really wanted to go to school, and she told me about the program which I actually had no idea about Get Faded Barber College, it was all new news to me and I didn't know I could actually find such an easy program to go through to go to school."

"I got in touch with America's Job Center and they let me know that with me not being 25 yet I can enroll in EPIC (Youth Center) and they let me know like the kind of resources they offered, such as offering laptops if needed and bus passes since I don't drive, and everything was like at my fingertips when it came to my case workers. Julie in the beginning and then Erika at the end. It just felt really easy because I could text them, especially with being like a younger generation I could just send them a text and find out what step I needed to take from there; Julie walked me through all the steps I needed to take to get accepted."

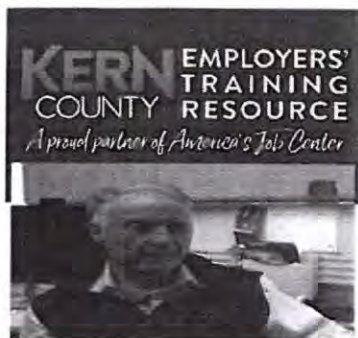
"My experience was mind-opening. I felt like I met a whole bunch of other like-minded people and I learned how to do facials, waxing, I already knew how to do lashes, so I was like passing that information on to my friends in the class. I learned how to thread a little bit which was so surprising."

"I had a great experience with the people I met and the connections I made, actually one of my good friends at the school was a Nail Tech and she introduced me to Priscilla, the one that runs The Hideaway, so that is how I got here today, and I would have never gotten here without the connections I made in school."

"I would recommend it to anybody, I mean thinking of financial aid makes me like so stressed but when it came to America's Job Center, I didn't have to worry about anything, like everything was at the touch of my fingertips, when it came to my case workers keeping in touch with me and taking me through all the steps, I just felt like the whole process was just so easy for me and they took all the stress off my shoulders. I would do it again if I needed to."

"I want to give a big thank you to Kat and Julie and Erika and Maria, they just made everything so nice, and they were really informative, and I wouldn't have picked a better group of ladies to work with in this process, so I really appreciate it and thank you."

Quotes transcribed from video interview recorded on 9/18/24



Employer Testimonial

**Kent Halley, Partner/EVP Business & Strategy
Cornerstone Engineering**

"I'm Kent Halley and I'm one of the Senior Principles of Cornerstone Engineering; and Cornerstone's been around about 40 years, my role is I'm the Executive Vice President of Strategy & Business."

"My HR Manager, Kimberly, came to me and said hey I came across something I've talked to the group at America's Job Center and this is an interesting program I'd like to have you meet and talk to them about; and so we proceeded had that discussion, it made a lot of sense, so America's Job Center has played a role in helping us identify talent and help us integrate talent into the company."

"There's always some risk in new talent you don't know, America's Job Center allowed us to do is to help cover some of that cost to bring those people up to speed, the key in the consulting service is you bring in an employee and they're at a certain level and the goal is to train them up to an efficiency level where they're delivering more value to the client, and that's been a really key attribute of what we've been able to do with America's Job Center."

"(Benefits of using AJCC services) It's this ability to bring in what looks like in an interview process and based on a resume someone who is a potential fit, but when you look at the purpose statement of America's Job Center they don't necessarily expect them to be at the optimum level so it's an opportunity for us to get some assistance to do some very specific On-the-Job Training to get this employee with after a few weeks you know into the system at a much more better fit level into a position."

"So we interviewed a gentleman named Andrew W. and he's outstanding talent, well highly educated we didn't quite have full-time work for him, so we ended up talking to America's Job Center and with them coming alongside helping us to make that transition from part-time to full-time we were able to move into a full-time role, give him full benefits, provide security for him and his family, and he's an excellent fit for where we're going."

"(On No-Fee services being a factor on using AJCC services) Yeah, I mean it's it helps, every bit every bit helps, 'cause you know when you're in a people business cost management's key; fees, license, software it adds up, so in the scheme of things those things all contribute."

"I think now that 2-3 years into this we've hit a pretty good stride, and I think the organization understands us, I think they appreciate what we do, we have a very diverse workforce so it offers lots of opportunities, so I think going forward actually, this is a core philosophy that we want to keep embracing and keep utilizing."

"I have lots of relationships with business owners and I frequently recommend you should take a look at this, here's the contact, here's basically how it works, and I think at least four or five of them have followed through."

"The team over at the Job Center has been great to work with, early on they had to explain a couple details to us, we had to catch on to all the all the details but overall great relationship; you know you can you can take a good idea, I spend a lot of time building client relations, you can take a good idea and great talent and ruin it by not supporting what you're doing well, not making it easy for the client to work with you, so I'd say the team over there has done a very good job trying to make this easy for us to work with them, they represent the need of those people well, and I think they show some compassion for what those families need."

Quotes transcribed from video interview recorded on 11/13/24

TO BE ADDED

WDB Letter of February 19, 2025
Minutes attesting to WDB approval of above

TO BE ADDED

Board of Supervisors Letter

Resolution

Minutes attesting to Board of Supervisors approval of above

**Employers' Training Resource
As of SEPTEMBER 2024
Authorized Positions: 140**

ORGANIZATION CHART

Kern County Board of Supervisors

County Administrative Office

Kern, Inyo and Mono
Workforce Development Board

(3) Committees
Executive
Program & Business Services
Youth Committee

One-Stop Operator

(1) Kern County Division Budget Unit 5923
Employers' Training Resource
Appointed by: CAO
Chief Workforce Development Officer

(1) Client Services
CAO Manager

(8) Office Services
Technician

(2) Program Support
Supervisor

(1) Sr. Systems Analyst

(3) Office Services
Assistant

(1) Workforce Dev.
Program Manager

(1) Senior Office
Services Specialist

(2) Job Developer

(13) Program Specialist
I/II

(7) Program Technician

(1) Office Services
Specialist

(5) Senior Workforce
Develop. Analyst

(6) Departmental Analyst
I/II

(4) Fiscal Support
Specialist

(3) Contracts
Administrator

(2) Fiscal Support
Technician

(1) Supervising
Departmental Analyst

(1) Office Services
Technician

(1) Fiscal Support
Supervisor

(4) Marketing &
Promotions Associate I/II

(1) Senior Office
Services Specialist

(2) Workforce Dev.
Program Manager

(23) Job Developer

(5) Office Services
Technician

(4) Program Technician

(1) Administration
Assistant Director Workforce
Development

(1) Employer Services
CAO Manager

(5) Program Support
Supervisor

(17) Program Specialist
I/II

(1) Computer Lab
Instructor

(1) Administration
Coordinator

(1) Office Services
Coordinator

(1) Administrative
Services Officer

EMPLOYERS' TRAINING RESOURCE

1600 E. Belle Terrace
Bakersfield, CA 93307

POLICY BULLETIN: #ETR 09d-19

TO: All ETR and *Subrecipients*
 FROM:  *Teresa Hitchcock, Assistant County Administrative Officer*
 DATE: May 9, 2019
 SUBJECT: Policy for Nepotism, Favoritism and Conflict of Interest

This Policy Bulletin Supersedes Any Previously Issued Policy Statements Concerning Nepotism, Favoritism, and Conflict of Interest

The following policy is prepared to act as a guideline for conduct in working with our program customers and with other program staff.

The goal of Employers' Training Resource (ETR) is to give our customers the best program quality possible. This means that our customers know that:

- They are treated fairly,
- Our staff **and subrecipients** act in the most professional way possible, and
- Staff conduct meets the highest ethical standard for public service.

It is the policy of ETR that all program customers will be provided the highest quality of service and treated with respect and courtesy in the highest professional manner while showing no:

- Favoritism,
- Nepotism,
- Conflict of interest,
- Violation of confidentiality or privacy rights, or
- Special treatment given to anyone except for valid legal reasons.

Under the Workforce Innovation and Opportunity Act (WIOA) regulations, General Procurement Standards under Uniform Guidance 2 CFR 200.318, General Procurement Standards, regarding Conflict of Interest must be adhered to by grant recipients and subrecipients.

20 CFR § 683.200 (g) Nepotism: (1) No individual may be placed in a WIOA employment activity if a member of that person's immediate family is directly supervised by or directly supervises that individual. (2) To the extent that an applicable State or local legal requirement regarding nepotism is more restrictive than this provision, such State or local requirement must be followed.

For this policy, the definition of "relative" (i.e. family) was taken from the Kern County Administrative Policy and Procedures Manual's Nepotism Policy, Attachment E (see Attachment 4).

Definitions:

Conflict of interest exists when staff, *including the staff of a subrecipient*, use WIOA-subsidized time or resources for private gain or advantage. *ETR's contract with subrecipients may also utilize this definition when non-WIOA funds are used to contract for services.*

Nepotism exists when staff acts in a way that affects services for a relative or person of interest.

A relative is a relative by blood, marriage, or adoption, including the following relationships: spouse, child, stepchild, parent, stepparent, grandparent, **grandchild**, brother, sister, half-brother, half-sister, aunt, uncle, niece, nephew, parent-in-law, daughter-in-law, son-in-law, **brother-in-law**, **sister-in-law**, and first cousin.

A person of interest may include, but is not limited to, persons such as a cousin, a friend, or a person of close but non-marital relationship.

Standards of Conduct

The following **standards** apply to ETR and its **subrecipients**:

- General assurances: Every reasonable course of action will be taken to maintain the integrity of this expenditure of public funds and to avoid favoritism and questionable or improper conduct. This agreement will be administered in an impartial manner, free from efforts to gain personal, financial or political gain. ETR and its **subrecipients** will avoid situations that suggest that any decision was influenced by prejudice, bias, special interest, or desire for personal gain.
- Conducting business involving relatives: No relative by blood, adoption or marriage of any ETR employee or its **subrecipients** will receive favorable treatment when considered for employment or enrollment in programs provided by ETR or its **subrecipients**.
- Conducting business involving close personal friends and associates: Executives and employees of ETR or its **subrecipients** will be particularly aware of the varying degrees of influence that can be exerted by personal friends and associates and, in administering the agreement, will exercise due diligence to avoid situations which appear that favorable treatment is being granted to friends or associates.

Subrecipient requirement: *Subrecipient staff that become aware of any potential or enrolled participant in their program who is related to an employee must provide this information to ETR immediately. The staff employee that is a relative of the participant may not enroll, case manage or supervise any aspect of that participant's activities. In addition, no individual may be placed in a WIOA employment activity if a member of that person's immediate family is directly supervised by or directly supervises that individual.*

ETR staff will strive to meet the highest standards of professional ethical conduct. Therefore, all staff shall:

- Review this "Policy for Nepotism, Favoritism, and Conflict of Interest,"
- State by signature that they have done so and will act according to this policy, and
- Understand that disciplinary action may result for failure to comply with the policy.

The following are provided *to ETR staff* as a guide for policy application:

1. When an *ETR* staff member becomes aware that the potential for a policy violation exists for her/himself, s/he is to alert her/his supervisor so that appropriate action can be taken immediately. In this way, the potential for the appearance of a conflict of interest or nepotism is removed, trust between the worker, co-worker and supervisor is maintained and reinforced, and the highest ethical standards met and reinforced.
2. When an *ETR* staff member becomes aware that the potential for a policy violation exists for a co-worker, s/he is to alert the co-worker so that s/he can take appropriate action. In this way, trust between workers will be maintained and the highest ethical standards met and reinforced.
3. If an *ETR* staff member is unaware that a potential for a policy violation has occurred, no violation has occurred.
4. In no instance will an *ETR* staff member access records of a close relative or person of interest.
5. In no instance will the County employ a relative or co-habiting employee in the same unit or department if one has direct authority to hire, supervise, transfer, reward, discipline or otherwise affect working terms and conditions of the other. A co-habiting employee means an employee of the County sharing a residence with another employee of the same County department. This applies only to regular assignments or terms of more than 80 hours in a fiscal year. One must be reassigned, otherwise one of these relatives or cohabiting employees must choose to resign within 120 days or the employee with least seniority will be terminated.

In addition to 2 CFR 200.318 and 20 CFR § 683.200, ETR staff must adhere to Kern County Ordinance Code and the Kern County Administrative Policy and Procedures Manual regarding conflict of interest and nepotism (see Attachments).

Attachments:

1. Employers' Training Resource (ETR) annual employee signature form regarding compliance with ETR's Policy for Nepotism, Favoritism, and Conflict of Interest
2. Kern County Ordinance Code, Title 2 Administration, Chapter 2.02 Conflict of Interest, 2.02.010 Acts constituting conflict of interest
3. Kern County Ordinance Code, Title 2 Administration, Chapter 2.02 Conflict of Interest, 2.02.020 Departmental regulations to implement chapter provisions
4. Kern County *Administrative* Policy and Procedures Manual, Chapter 1 *Human Resources*, Exhibit E Nepotism Policy

INQUIRIES: If you have questions, *subrecipients* please contact your assigned *Departmental* Analyst. *ETR staff should contact their supervisor or Deputy Director.*

EMPLOYERS' TRAINING RESOURCE
POLICY FOR NEPOTISM, FAVORITISM, AND CONFLICT OF INTEREST

All employees must comply with the Employers' Training Resource Policy for Nepotism, Favoritism, and Conflict of Interest dated *May 9, 2019* including the Kern County Ordinance Code Sections 2.02.01-.02 regarding Conflict of Interest, and the Kern County *Administrative* Policy and Procedures Manual, Exhibit E Nepotism *Policy*.

By signing and dating below, I acknowledge that I have received, read, understood and will abide by the Employers' Training Resource Policy for Nepotism, Favoritism, and Conflict of Interest.

Name (Please Print): _____

Signature: _____ Date: _____

KERN COUNTY ORDINANCE CODE

Title 2: ADMINISTRATION

Chapter 2.02: CONFLICT OF INTEREST

2.02.010 Acts constituting conflict of interest.

A. No appointed officer or employee of the county of Kern shall engage in any employment, activity or enterprise which results in any of the following:

1. Using the prestige or influence of a county office or employment for the officer's or employee's private gain or advantage, or the private gain or advantage of another;
2. Using county time, facilities, equipment or supplies for the officer's or employee's private gain or advantage, or the private gain or advantage of another;
3. Using confidential information acquired by virtue of county employment for the officer's or employee's private gain or advantage, or the private gain or advantage of another;
4. Receiving or accepting money or any other consideration from anyone other than the county for the performance of an act which the officer or employee would be required or expected to render in the regular course or hours of his county employment or as a part of his duties as a county officer or employee;
5. Performance of an act in other than his capacity as a county officer or employee knowing that such act may later be subject, directly or indirectly, to the control, inspection, review, audit or enforcement by the officer or employee or by the department or agency by which he is employed;
6. Make, participate in making or in any way attempt to use his official position to influence a governmental decision (other than a decision affecting the officer's or employee's wages, hours, or working conditions) in which he knows or has reason to know he has a financial interest. The provisions of Government Code Sections 87100 through 87103.5, as amended from time to time, including, but not limited to, the definition of what constitutes "financial interest," and the regulations of the California Fair Political Practices Commission shall be controlling.

For purposes of this subsection an officer or employee has a "financial interest" in a decision if it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from its effect on the public generally, on the officer or employee or a member of his immediate family or on:

- a. Any business entity in which the officer or employee has a direct or indirect investment worth one thousand dollars (\$1,000.00) or more.
- b. Any real property in which the officer or employee has a direct or indirect interest worth one thousand dollars (\$1,000.00) or more.
- c. Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating two hundred fifty dollars (\$250.00) or more in value provided to, received by or promised to the officer or employee within twelve (12) months prior to the time when the decision is made.
- d. Any business or entity in which the officer or employee is a director, officer, partner, trustee, employee, or holds any position of management.
- e. Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating two hundred fifty dollars (\$250.00) or more in value provided to, received by or promised to the officer or employee within twelve (12) months prior to the time when the decision is made.

"Indirect investment or interest" means any investment or interest owned by the spouse or dependent child of the officer or employee, by an agent on behalf of the officer or employee, or by a business

entity or trust in which the officer or employee, the officer's or employee's agents, spouse, and dependent children own directly, indirectly, or beneficially a ten percent (10%) interest or greater.

7. Non-county employment or self-employment outside of regular county working hours which involves such time demands or services of such a character as to impair effectiveness in county office or employment.

B. Any violation of the provisions contained in this section shall constitute sufficient grounds for immediate dismissal, suspension or reduction in rank or compensation of any appointed officer or employee of the county, subject to the right of officers and employees in the classified service to appeal such action in accordance with the provisions of Rule 1700 of the Rules of the Civil Service Commission of the county.

(Ord. G-4647 § 2, 1988: Prior code § 991)

KERN COUNTY ORDINANCE CODE

Title 2: ADMINISTRATION

Chapter 2.02: CONFLICT OF INTEREST

2.02.020 Departmental regulations to implement chapter provisions.

A. Each officer and employee having charge of a department or institution in Kern County government shall review the activities of personnel in their respective departments or agencies and promulgate departmental regulations determining and proscribing employments, activities, and enterprises which are prohibited as being inconsistent, incompatible, in conflict with or inimical to their duties as employees in such departments under the provisions of Section 2.02.010 and other applicable provisions of law. Such regulations shall be consistent with the provisions of Section 2.02.010 and other applicable ordinances and general law, and are intended to facilitate employees' understanding of the basic policy contained in said provisions and accomplish its effective implementation within the respective departments of county government.

B. Each department and agency head shall file a copy of such departmental regulations with, and the same are subject to review and modification by, the board of supervisors or such county officer as it may designate.

C. Departmental regulations shall be re-examined and revised from time to time as necessary to facilitate compliance of department and agency personnel and to make such regulations more specific and definite with reference to the particular activities and functions of the department or agency.

D. Any appointed officer or employee may engage in any employment, activity or enterprise which is not incompatible, inconsistent, or in conflict with or inimical to his office or duties subject to the prior approval of his appointing authority. Any appointed officer or employee denied approval to engage in such employment, activity, or enterprise by his appointing authority may submit a written appeal of such denial to the board of supervisors or its designee within ten (10) days of notice of such denial. The board of supervisors, or designee, shall consider the submitted appeal and the reasons for denial and render a decision, which decision shall be final.

(Ord. G-4647 § 3, 1988: Prior code § 992)

NEPOTISM POLICY

- Purpose: To establish policy for the employment of immediate relatives in order to assure employment fairness consistent with the Civil Service Ordinance.
- Policy: It is the County's policy not to discriminate in its employment and personnel actions with respect to its employees and applicants on the basis of marital, familial, or residential cohabitation status. Notwithstanding this policy, the County will not appoint a person to a position in the same department, division or facility where:
1. A relative and/or person cohabitating with an employee would have the direct authority to hire, supervise, transfer, suspend, layoff, recall, promote, discharge, assign, reward, discipline, or evaluate the performance of another relative or cohabitating employee.
 2. One relative or cohabitating employee would be responsible for auditing the work of the other.
 3. Other circumstances exist which place the relatives or cohabitating employees in a situation of conflict between the County's interest and their own.
 4. This policy would apply only to the employee's permanent or regular assignment and not to any temporary or incidental assignment of the employee.
- Definitions: *Relatives* means individuals who are related by blood, marriage or adoption including the following relationships: spouse, child, stepchild, parent, stepparent, grandparent, grandchild, brother, sister, half-brother, half-sister, aunt, uncle, niece, nephew, parent-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, and first cousin.
- Cohabitating Employees* means a County employee sharing a residence with another County employee or other County employees.
- Application: All full- and part-time appointments to positions in the County service and appointments of extra-help employees and contract employees when the expected duration of the appointment is in excess of 80 hours in a fiscal year are subject to this policy. This policy also applies to persons related by blood or marriage residing in an employee's home.
- Existing
- Employees: When two existing employees marry or begin cohabitating, and a determination has been made that the relationship is subject to this policy, if reasonable accommodation cannot be made to reassign one of the employees, then one of the two employees must separate from County service within 120 days of the marriage or the onset of cohabitating living arrangements. The choice of who shall separate from County service is the employees'. In the event the employees do not agree with respect to which one shall resign, the employee with the least seniority, as defined in Civil Service Rules, shall be terminated.
- In the event existing employees are working in capacities that are subject to this policy on the date of its effect, the department head shall notify the County Administrative Officer of names of the employees, and describe the employees' relationship and current work situation. The department head is responsible for achieving compliance with this policy at the earliest possible opportunity through reassignment of one employee to another work unit or facility, or other reasonable means. The department head shall annually submit a status report showing progress towards achieving compliance with this policy.

**CONFLICT OF INTEREST CODE
FOR THE
EMPLOYERS' TRAINING RESOURCE**

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730), which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendix designating officials and employees and establishing disclosure categories shall constitute the conflict of interest code of the **EMPLOYERS' TRAINING RESOURCE**.

Individuals holding designated positions shall file their statements of economic interests with the **EMPLOYERS' TRAINING RESOURCE**, who will make the statements available for public inspection and reproduction (Gov. Code Section 81008). Statements for all designated positions will be retained by **EMPLOYERS' TRAINING RESOURCE**.

APPENDIX A

DESIGNATED POSITIONS

The following Employers' Training Resource (ETR) positions are designated and their respective disclosure categories are as follows:

<u>Positions</u>	<u>Disclosure Categories</u>
Workforce Development Member	1
Youth Committee Member	
With the exception of students	1
Kern County Staff	
Assistant County Administrative Officer (CAO)	1
Assistant Director of Workforce Development	1
Workforce Development Program Manager	1
CAO Manager	1
Business Manager	1
Senior Workforce Development Analyst	1
Inyo County Staff	
Director	1
Mono County Staff	
Director	1
Consultants/New Positions	*

* Consultants/New Positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitations:

The Assistant CAO may determine in writing that a particular consultant or new position although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Assistant CAO's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code (Gov. Code Sec. 81008).

APPENDIX B
DISCLOSURE CATEGORIES

Category No. 1

- A. Designated positions in this category must report investments and business positions in, and income (including receipt of gifts, loans, and travel payments) from:
 - 1. Entities located within Kern, Inyo and/or Mono Counties whose primary function is to train people for employment or employment improvement;
 - 2. Employment agencies located in Kern, Inyo and/or Mono Counties;
 - 3. Candidates for receipt of funds under the jurisdiction of the Workforce Development Board during the reporting period.
- B. Designated positions in this category must report interests in real property within in Kern, Inyo and/or Mono Counties which were acquired by, leased, or otherwise used by Employers' Training Resource or by an agency receiving funds under the jurisdiction of the Employers' Training Resource.
- C. Designated positions in this category must report investments, business positions, and income (including gifts, loans, and travel payments) from sources that provide the type of services, goods, or equipment used by Employers' Training Resource.

This is the last page of the conflict of interest code for the Employers' Training Resource



CERTIFICATION OF FPPC APPROVAL

Pursuant to Government Code Section 87303, the conflict of interest code for the
Employers' Training Resource was approved on 5/8/23

This code will become effective on 6/7/2023

Sukhdip Brar
Digitally signed by Sukhdip
Brar
Date: 2023.05.08 11:17:18
-07'00'

Sukhi K. Brar
Assistant Chief Counsel
Fair Political Practices Commission

KIM LWDA Career Services Provider - Internal Controls

Per the Joint Powers Agreement with Inyo and Mono Counties, the County of Kern is the fiscal recipient of WIOA funds. As a department of the County of Kern, Employers' Training Resource (ETR) serves as the administrative entity. As a County Department, ETR is subject to the oversight provided by the County of Kern, including auditing.

Drawdowns or deposits at ETR are prepared by senior Accountants III, then reviewed by the Administrative Services Officer or County Administrative Office (CAO) Manager in their absence. An email is sent to the Kern County Treasurer's Office with copies to Finance Staff who can process Electronic Records of Deposit (ERODs) stating the following:

ETR is expecting Cash in the Amount of "\$XXXX" on "MM-DD-YYYY" and to notify the ETR EROD group [specifying the names] of the funds when they arrive.

An EROD is then prepared by one of the EROD group recipients at ETR to ensure the funds are deposited into the correct fund and revenue key. The bank account is reconciled by the Kern County Auditor-Controller Staff and an ETR Accountant III.

Reconciling credit cards: All purchases require a Supply Request Form signed by an area Manager. Each purchasing card user provides supporting documentation [i.e. receipts, approvals, etc.] for purchases and must enter the supporting documentation into the County's Purchasing Card On-Line system. The purchasing card user submits the physical supporting documentation to the Fiscal Unit's Administrative Coordinator, who then balances the totals and receipts to the statements. The Fiscal Unit Administrative Coordinator prepares the documents for review, on-line certification, and approval by the Administrative Support Officer (ASO). The Administrative Support Officer reviews and must certify the monthly statements received from the Purchasing Card Company. In addition, the purchasing cards are controlled by the County with spending limitations and allowable usage limitations placed on the cards by the County.

Petty cash is handled by a Fiscal Support Specialist and is reconciled by the Fiscal Unit's Administrative Coordinator. Cash receipts are accepted by the Kern County Treasurer Tax Collector staff. Accounts Receivable is handled by the Fiscal Support Specialists.

Checks (warrants) are issued externally from the department by the Kern County Auditor-Controller's Office. Accounts Payable is completed by the Fiscal Unit staff, including the Fiscal Support Specialists, Accountant IIIs, and the Administrative Coordinator, all with approval by the Administrative Services Officer or a CAO Manager and payment is made by the Kern County Auditor-Controller Department.

Operational effectiveness and efficiency are achieved through staff training, monitoring, and active engagement. Internal and external reporting reliability is ensured by reviewing information thoroughly. Compliance with applicable laws and regulations is maintained through regular training and reviews.

Management receives directives and information notices from the state via email and shares relevant updates with staff during meetings. Staff also access requirements through online resources. New fiscal staff are introduced to WIOA requirements through these emails and weekly Fiscal Unit meetings. Additionally, fiscal staff participate in Department of Labor training and conferences.

Given the small size of the Fiscal Unit, communication is frequent, and staff are encouraged to ask questions when unsure.

Electronic financial and programmatic records (e.g., personnel) are secured with online security measures managed by the County's HR and Auditor-Controller. Approval of financial payment information is restricted to authorized personnel via password-protected access. During the review and certification of electronic records, corrections are sent back to the clerk for revision by either the approver or the Auditor-Controller. ETR uses electronic time reporting methods (e.g., timesheets), which undergo three levels of internal approval within the department and may also be rejected or questioned by the Auditor-Controller's office.

Effective control and accountability of electronically stored data are maintained through password-protected access, with network access limited to authorized staff. Kern County and the agency have policies and procedures to protect Personally Identifiable Information (PII), including safeguarding sensitive and confidential information. Transmitted PII is encrypted, and provider access is restricted to authorized personnel only.

KIM LWDA Career Services Provider - Firewalls

Fiscal Agent

- County Audit
 - ETR is audited biannually by the Kern County Auditor
- Independent Audit
 - The County contracts with an independent auditor for an annual Single Audit to comply with 2 CFR 200.501.
- Dispersal of Funds
 - The Kern County Treasurer receives the WIOA funds and deposits them into a trust.
- Fiscal Monitoring
 - EDD monitors WIOA-funded programs annually
 - DOL monitors the 167 (Farmworker) program every two years

Staff to the Board

- Program Monitoring
 - EDD monitors WIOA-funded programs annually
- Local Plan approved by EDD

Career Services and Youth Services

- Program and Fiscal Monitoring
 - EDD monitors WIOA-funded programs annually
- Program and Fiscal Monitoring of Subrecipients



February 6, 2025

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

**ISSUANCE OF REQUEST FOR PROPOSALS – ONE-STOP OPERATOR FOR
PROGRAM YEARS 2025- 2028**

Dear Committee Member:

The Workforce Innovation and Opportunity Act (WIOA) and its implementing regulations require Local Workforce Development Boards (LWDBs) to select a one-stop operator for the system, to support continuous improvements through the evaluation of the one-stop operator performance, and to competitively procure the operator every four years (PYs 2025 -2028). Competition is intended to promote the efficiency and effectiveness of one-stop operator by providing a mechanism for LWDBs to regularly examine performance and costs against original expectations. The comprehensive America's Job Center of California (AJCC) One-Stop Operator Agreement (One-Stop Operator Agreement) is for a one-year period (July 1, 2025 – June 30, 2026), with three additional one-year options exercisable by Kern County Employers' Training Resource (ETR). The funding under the One-Stop Operator Agreement is in the sum of \$50,000 per fiscal year.

Therefore, IT IS RECOMMENDED that your Executive Committee give ETR permission to issue a Request for Proposals to solicit competitive proposals to identify qualified providers as the comprehensive AJCC One-Stop Operator under Title I of the WIOA for Program Years 2025 - 2028.

Sincerely,


Brandon J. Evans
Chief Workforce Development Officer

BJE:ms



February 6, 2025

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

LOCAL AND REGIONAL PLANS PY 25-28

Dear Committee Member:

The Workforce Innovation and Opportunity Act (WIOA) requires the Local Workforce Development Area, being the Kern, Inyo and Mono Counties Consortium and the Regional Planning Unit (RPU), which is the San Joaquin Valley and Associated Counties, to prepare the Local and Regional Plans. The San Joaquin Valley and Associated Counties include the counties of Kern, Inyo, Mono, Fresno, Kings, Madera, Merced, San Joaquin, Stanislaus and Tulare. Each plan serves four-years during Program Years 2025-2028 (July 1, 2025, to June 30, 2029), and must be submitted to the California Workforce Development Board (CWDB) on or before April 27, 2025. The due date has been extended by the CWDB.

On February 19, 2025, the Draft Local and Regional Plans will be made available to the public for review online at www.employerstrainingresource.com and www.americasjobcenterofkern.com.

Furthermore, paper copies of the plans will be available at Kern County Employers' Training Resource (ETR) and the America's Job Center of California (AJCC) of Inyo County and Mono County. Individuals who do not own computers are able to gain access to the plans commencing on February 19, 2025, by using public computers through an appointment at any of the twenty-two public libraries located in Kern County, six in Inyo County and seven in Mono County. The websites are easily usable by the public and the public will be provided identifiable public comment links to both the Local and Regional Plans.

The public comment period will start at 8:00 a.m. on February 19, 2025, and will end at 5:00 p.m. on March 20, 2025. Persons who wish to comment on the Local and/or Regional Plan(s) can do so during the public comment period by any of the following methods:

- Via email at: WIOALocalPlan@kerncounty.com and WIOARegionalPlan@kerncounty.com;
- In writing to: Jeremy Shumaker, Assistant Director, ETR, 1600 East Belle Terrace, Bakersfield, CA 93307;
- By telephone to: Jeremy Shumaker at (661) 635-2758; or
- In person by attending the public forum during the Kern, Inyo and Mono Workforce Development Board's meeting being held on February 19th at the AJCC – Oildale located at 1215 Olive Drive, Suite C, Recruitment Center in Bakersfield, CA. American Sign Language and Spanish interpreters will be made available.

ETR will continue to update your committee on the status of the Local and Regional Plans and provide more specifics when additional information is forthcoming.

Sincerely,



Brandon J. Evans
Chief Workforce Development Officer

BJE:ms

Dashboard List 2025

Employment Data – Kern County

- Current State Unemployment #
- Current Kern County Unemployment #
- # KC residents currently in the Labor Force
- # KC residents currently Employed
- # KC residents currently Unemployed
- Unemployment #'s – historical trend
- Monthly Employment #'s by Industry

Demographics of Customers

- Median Age of enrolled customers (one age provided)
- Customer breakdown - # enrolled by age (graph of ages from youngest to oldest)
- Customer breakdown - # enrolled by gender
- Customer breakdown – by ethnicity/race
- Customer breakdown – by education levels

Work Experience & Training

- PWEX
 - o # of Enrollments
 - o # of Completions
 - o # of Placements into Employment
- Vocational Training
 - o # of Enrollments
 - o # of Completions
 - o # of Placements into Employment
- OJT Training
 - o # of Completions
 - o # of Placements into Employment
 - o Average wage of OJT customers
 - o \$ Funds reinvested in the Community through OJT

Job Search Classes & Workshops

- # Attended Job Search Classes, and Resume & Interview Workshops

Employment Data

- Average Wage of employed customers

Rapid Response & Lay Off Aversion Services

- # WARN Notices
- # of Affected Employees
- # RR Orientations held

Community Connection

- # Employer Recruitments held

EMPLOYERS' TRAINING RESOURCE

SECOND QUARTER ENROLLMENT PLAN VS ACTUAL DECEMBER 2024

Funding Source	Annual Planned Enrollments	Planned Enrollments Thru Dec. 2024	Enrollments Thru Dec. 2024	Percentage of Plan
WIOA Adult	764	541	550	101.76%
WIOA Dislocated Worker	180	121	103	85.48%
WIOA Youth	681	432	379	87.83%
National Farmworker Jobs Program (7/1/23-9/30/24)	420	420	453	107.86%
EPIC	252	152	174	114.47%
AB 109 (Public Safety & Realignment)	125	63	64	102.40%
La Coop 167 Housing (7/1/23 - 9/30/24)	79	79	81	102.53%
Displaced Oil & Gas Workers (8/1/24 - 3/31/27)	750	117	113	96.43%
Earmark Valley Build MC3 (11/6/23-9/30/25)	30	20	18	90.00%
HRCC (9/1/23-12/31/25)	105	58	70	120.00%
Regional Equity & Recovery (12/1/22 - 9/30/25)	120	88	94	106.53%
Prison 2 Employment (6/1/23 - 12/31/25)	42	26	45	174.81%
La Coop USDA Farmworker Relief (11/1/22 - 10/31/24)	5,280	4,440	5,280	118.92%
La Coop Dislocated Ag Worker Program (2/1/24-3/31/25)	25	25	34	136.00%
STEP (2/1/24 - 12/31/26)	10	10	5	50.00%
Transformative Climate Communities (9/1/24 - 8/31/29)	27	2	-	0.00%
Farmworkers Advancement Program (2/1/24 - 3/31/26)	24	24	54	225.00%
TOTAL ENROLLMENTS	8,914	6,617	7,517	113.61%
	2ND Qtr Planned	2ND Qtr Actual	YTD Planned	YTD Actual
Total Job Seekers at America's Job Center Combined Youth & Adult***	2,500	3,326	5,000	6,794
Employers Served at America's Job Center***	75	106	150	174

***As the numbers reported for each quarter are non-duplicated customers/employers, the quarters when added will not equal the year-to-date numbers. In addition, as many employers/customers can receive services in all reporting quarters, the year-to-date goals are adjusted for non-duplication of services and may be less than the total of all quarters when added.

Noteable accomplishments this quarter:

Highest paid wage for the 2nd quarter is \$185.10/hr for a Physician. Out of the 387 placements for the 2nd quarter, 69.5% had wages higher than \$20/hr and 33 placements with annual wages of \$100,000/year or more.

Kern, Inyo & Mono Workforce Development Board PBS Committee Attendance 2024					
P = Present	U=Unexcused	X=Cancelled			
A = Excused Absence		1/16/25	4/24/25	8/14/25	11/6/25
Member					
First	Last	PBS	PBS	PBS	PBS
Alissa	Reed	X			
Brandon	Evans	X			
Brenda	Mendivel	X			
Brian	Holt	X			
Jeremy	Tobias	X			
Linda	Parker*	X			
Richard	Chapman	X			
Leo	Bautista*	X			
*Non-WDB					

Kern, Inyo & Mono Workforce Development Board PBS Committee Attendance 2024					
P = Present	U=Unexcused	X=Cancelled			
A = Excused Absence		1/18/24	4/4/24	8/22/24	11/7/24
Member					
First	Last	PBS	PBS	PBS	PBS
Richard	Chapman	X	A	P	A
Brandon	Evans	-	-	-	A
Aaron	Ellis	X	P	P	-
Brian	Holt	X	P	P	P
Linda	Parker*	X	P	P	P
Alissa	Reed	X	P	P	P
Jeremy	Tobias	X	P	P	P
Brenda	Mendivel	X	P	P	P
Arleana	Waller*	X	U	REMOVED	
Leo	Bautista*	-	P	P	P
*Non-WDB					

Kern, Inyo & Mono Workforce Development Board Youth Committee Attendance 2024					
P = Present	U=Unexcused	X=Cancelled			
A = Excused Absence		1/24/25	4/30/25	8/20/25	11/12/25
Member					
First	Last	YC	YC	YC	YC
Aaron	Ellis	X			
Brandon	Evans	X			
Brian	Holt	X			
Dale	Countryman*	X			
David	Villarino*	X			
Greg	Terry*	X			
Ian	Journey	X			
Karine	Kanikkeberg*	X			
Leticia	Perez	X			
Norma	Rojas-Mora	X			
Priscilla	Varela	X			
Rosa	Chipres *	X			
Todd	Yepez	X			
*Non-WDB					

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

Kern, Inyo & Mono Workforce Development Board Executive Committee Attendance 2024							
P = Present	U=Unexcused	X=Cancelled					
A = Excused Absence		2/1/24	4/18/24	5/16/24	9/12/24	10/24/24	11/21/24
Member						Special Session	
First	Last	EXEC	EXEC	EXEC	EXEC	EXEC	EXEC
Leo	Bautista**	P	A	P	P	A	P
Kelly	Bearden	A	P	A	A	P	P
Brandon	Evans	-	-	-	P	P	P
Aaron	Ellis	P	P	P	P	RESIGNED	-
Ian	Journey	P	A	P	P	P	P
Anita	Martin	P	A	A	A	U	U
Brenda	Mendivel	P	A	P	P	P	P
Clare	Pagnini	A	A	A	RESIGNED		
Lizette	Patterson	U	P	A	A	P	P
Alissa	Reed	A	P	P	P	A	P
Norma	Rojas-Mora	U	P	P	A	A	A
Kristen	Watson*	A	P	P	P	A	A
Todd	Yepez	P	P	P	P	P	A
*Non-WDB							
**Non-WDB as of 10/4/23							

Kern, Inyo & Mono Workforce Development Board Attendance 2024					
P = Present	U=Unexcused	X=Cancelled			
A = Excused Absence		2/7/24	5/1/24	9/25/24	12/11/24
Member					
First	Last	WDB	WDB	WDB	WDB
Laura	Barnes	P	A	A	P
Kelly	Bearden	P	A	P	A
Mike	Beaumont	P	P	P	A
Richard	Chapman	A	P	P	P
Brandon	Evans	-	-	P	P
Aaron	Ellis	P	P	RESIGNED	-
Bryan	Forrest	A	A	P	P
Steven	Gomez	P	A	P	P
Chris	Gonzales	P	A	A	P
Cody	Brooks	-	-	P	P
Greg	Gutierrez	P	U	A	P
Brian	Holt	P	P	P	P
Ian	Journey, Chair	P	P	P	P
Greg	Knittel	P	P	P	P
Anita	Martin	U	U	A	RESIGNED
Randy	Martin	P	P	A	P
Dean	McGee	P	P	RESIGNED	
Brenda	Mendivel	P	P	P	A
John	Moralez	P	P	P	P
Clare	Pagnini	A	A	RESIGNED	
Lizette	Patterson	p	U	A	A
Alissa	Reed	P	A	P	P
Norma	Rojas-Mora	A	P	A	A
Jay	Tamsi	U	U	A	RESIGNED
Christina	Garza	p	A	P	P
Jeremy	Tobias	P	A	P	P
Priscilla	Varela	P	P	A	P
Todd	Yepez	P	A	P	A
Trudy	Gerald	A	P	A	A
Michele	Warren	P	P	P	P
Alex	Haver	-	-	-	A
Season	Susko	-	-	-	P
Scott	Odlin	-	-	-	P

**DRAFT KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD AND
COMMITTEES' MEETING SCHEDULE
CALENDAR YEAR 2025**

Program and Business Services Committee

America's Job Center of California – Bakersfield
1600 East Belle Terrace, Bakersfield, Second Floor
Thursday, January 16, 2025, 8 a.m.
Thursday, April 24, 2025, 8 a.m.
Thursday, August 14, 2025, 8 a.m.
Thursday, November 6, 2025, 8 a.m.

Youth Committee

America's Job Center of California – Oildale Affiliate
1215 Olive Drive Recruitment Center
Wednesday, January 22, 2025, 3 p.m.
Wednesday, April 30, 2025, 3 p.m.
Wednesday, August 20, 2025, 3 p.m.
Wednesday, November 12, 2025, 3 p.m.

Executive Committee

America's Job Center of California – Bakersfield
1600 East Belle Terrace, Bakersfield, Second Floor
Thursday, February 6, 2025, 3 p.m.
Thursday, May 15, 2025, 3 p.m.
Thursday, September 11, 2025, 3 p.m.
Thursday, December 4, 2025, 3 p.m.

Workforce Development Board

America's Job Center of California – Oildale Affiliate
1215 Olive Drive Recruitment Center
Wednesday, February 19, 2025, 7 a.m.
Wednesday, May 28, 2025, 7 a.m.
Wednesday, September 24, 2025, 7 a.m.
Wednesday, December 17, 2025, 7 a.m.