



**WORKFORCE
DEVELOPMENT
BOARD**

YOUTH COMMITTEE

November 12, 2025
3:00 P.M.



**1215 Olive Drive, Recruitment Center
Bakersfield, CA 93308**



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

November 12, 2025

Location: 1215 Olive Drive, Recruitment Center

Dial In: (831) 296-3421

Access ID: 251 153 319#

Time: 3:00

Committee Members:

Norma Rojas-Mora, Chair
Dale Countryman
Alyssa Cervantes

Jovon Dangerfield
Brandon Evans
Brian Holt

Olivia Kent
Priscilla Sanchez
Greg Terry

Priscilla Varela

Page No.

I. Introduction

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

- 1-2 A. Approval of the August 20, 2025, Meeting Minutes – **Action Item**
- 3-6 B. Proposed Kern, Inyo and Mono Workforce Development Board Youth Committee Meeting Schedule for Calendar Year 2026 – **Action Item**
- 7 C. Election of Youth Committee Chair for 2026 – **Action Item**
- 8-9 D. Authorization To Issue Request for Refunding for Workforce Innovation and Opportunity Act Comprehensive Youth Programs for Program Year 2026-2027 – **Action Item**

IV. Committee Member Reports

- A. Covenant Coffee – Randy Martin
- B. Youth Job Fair

V. Departmental Updates – Discussion Items

- 10 A. Youth Agency Quarterly Update
- 11-15 B. Youth Committee Strategic Planning
- C. EPIC Center Update

VI. Miscellaneous Filings Receive and File – Action Item

- 16 A. Youth Committee Attendance Report
- 17 B. Kern, Inyo and Mono Workforce Development Board and Committees' Meeting Schedule for Calendar Year 2025

VII. Adjournment

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 93307, 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, Bakersfield, CA 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 prior to the meeting will also be available for review at the same location. Please remember to turn all cell phones and all personal mobile devices to silent.

**KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD
YOUTH COMMITTEE
DISCUSSION AND ACTION ITEMS
AUGUST 20, 2025**

Members Present: Brian Holt, Dale Countryman, Prisilla Sanchez, and Priscilla Varela.

Members Absent Greg Terry*, Brandon Evans, Norma Rojas-Mora, and Todd Yopez

Staff Present: Marsha Manos, Scott Couture, Sandra Gutierrez Miller, Sarah Woodman, Jeremy Shumaker, Candy Cline-Gettman, Bernice Nunez, Marco Paredes, and Simone Bellanger.

Guests Present: Joshua Rudnick, Alyssa Cervantes, Jovon Dangerfield, Olivia Kent, Joselin Cazares, Joe Cantu,

Brian Holt called the meeting to order at 3:01 p.m.

*Unexcused Absence

Introductions

Staff and guests introduced themselves.

Public Comments

There were no public comments.

Approval of the May 7, 2025, Meeting Minutes

Dale Countryman moved to approve the May 7, 2025, meeting minutes. Priscilla Varela seconded the motion. All ayes. The motion carried.

Nominations For Youth Committee Membership

Candy Gettman reminded the committee that at their last meeting Ian Journey, Karine Kanikkeberg, Rosa Chipres, and David Villarino had been recommended to allow their terms to expire. Candy informed the committee that before them there were three applications for consideration of membership. Candy then introduced Alyssa Cervantes and Olivia Kent who were among the applicants and gave them an opportunity to speak as to their interest in serving on the committee. After their brief overview of their qualifications and interests. Dale Countryman made a motion to accept the staff's recommendation to forward their nomination to the WDB for appointment. Priscilla Varela seconded the motion. All ayes. The motion carried.

Youth Agency Quarterly Update

Jeremy Shumaker informed the committee Through June 30, 2025 (100% of the fiscal year), youth agencies submitted actual expenditures equal to 90% of the total allocated to youth providers in Program Year 2024-2025. Jeremy also said In-School Youth providers expended 88% of their allotted funds and enrolled 81% of their participants into work experience. Out-of-School Youth providers expended 91% of their allotted funds and enrolled 44% of their participants into work experience.

Department Update

Candy Gettman gave a brief department update and then asked Scott Couture to report on the EPIC center and youth activities.

Committee Members Comments

Jovon Dangerfield, the third applicant for membership, apologized for his tardiness and gave a brief overview of his qualifications and desire to serve on the committee.

Miscellaneous Filings

Dale Countryman made a motion to receive and file the following documents:

- Youth Committee Attendance Report
- Kern, Inyo and Mono Workforce Development Board and Committees' Meeting Schedule for Calendar Year 2025

Priscilla Varela seconded the motion. All ayes. The motion carried.

As there was no further business, the meeting was adjourned at 3:24 p.m.

**DRAFT
KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD
YOUTH COMMITTEES' MEETING SCHEDULE
CALENDAR YEAR 2026**

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.~~ **RESCHEDULED**

Wednesday, May 7, 2025, 3 p.m.

Wednesday, August 20, 2025, 3 p.m.

Wednesday, November 12, 2025, 3 p.m.

Youth Committee

Recruitment Center – 1215 Olive Drive

Tuesday, January 20, 2026, 2 p.m.

Tuesday, April 28, 2025, 2 p.m.

Tuesday August 18, 2025, 2 p.m.

Tuesday, November 10, 2025, 2 p.m.

**DRAFT
KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD AND
COMMITTEES' MEETING SCHEDULE
CALENDAR YEAR 2026**

Program and Business Services Committee

**Employers' Training Resource 1600 E. Belle Terrace
2nd Floor Conference Room**

Thursday, January 15, 2026, 8 a.m.
Thursday, April 23, 2026, 8 a.m.
Thursday, August 13, 2026, 8 a.m.
Thursday, November 5, 2026, 8 a.m.

Youth Committee

Recruitment Center – 1215 Olive Drive

Tuesday, January 20, 2026, 2 p.m.
Tuesday, April 28, 2025, 2 p.m.
Tuesday August 18, 2025, 2 p.m.
Tuesday, November 10, 2025, 2 p.m.

Executive Committee

Recruitment Center – 1215 Olive Drive

Thursday, February 5, 2026, 8 a.m.
Thursday, May 14, 2026, 8 a.m.
Thursday, September 10, 2026, 8 a.m.
Thursday, December 3, 2026, 8 a.m.

Workforce Development Board

Recruitment Center – 1215 Olive Drive

Wednesday, February 18, 2026, 7 a.m.
Wednesday, May 27, 2026, 7 a.m.
Wednesday, September 23, 2026, 7 a.m.
Wednesday, December 16, 2026, 7 a.m.

Responses Overview Active

Responses

10



Average Time

02:00



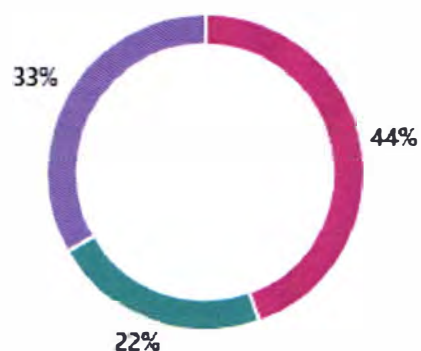
Duration

14 Days



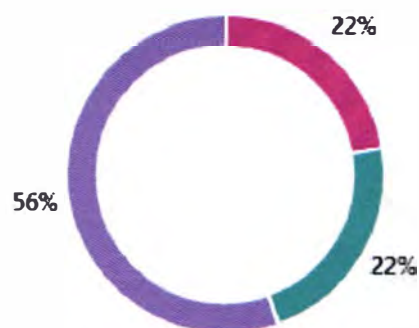
1. What day of the week works best for you?

Monday	0
Tuesday	4
Wednesday	2
Thursday	3
Friday	0



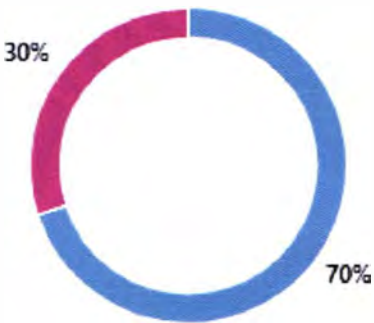
2. What time of day best fits your schedule?

7:00 a.m.	0
8:00 a.m.	2
11:00 a.m.	2
2:00 p.m.	5
4:00 p.m.	0



3. What location would you like to meet at?

● 1600 E. Belle Terrace	7
● 1215 Olive Drive - Recruitment Center	3



4. Is there anything else you'd like to be considered when scheduling this meeting?

4
Responses

Latest Responses
...



November 12, 2025

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

ELECTION OF YOUTH COMMITTEE CHAIR FOR 2026

Dear Committee Member:

The Workforce Development Board (WDB) bylaws regarding the election of the Chair to the Youth Committee read as follows:

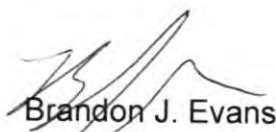
- The Committee shall elect one (1) member as Chair.
- The Chair shall serve a term of one (1) year and may serve consecutive terms.
- The Chair shall be a WDB member.

The role of the Youth Committee Chair is to preside over all regular meetings and to hold special meetings if necessary. As there is no Vice Chair of the committee, the Chief Workforce Development Officer of Employers' Training Resource presides over meetings in the absence of the Chair. The Youth Chair also serves on the WDB's Executive Committee.

As the one-year term begins on January 1, 2026, now is the time for your committee to elect its Chair. The current Youth Chair is Norma Rojas-Mora. She may be considered for re-election, and other members may also express their interest in being considered as nominees.

Therefore, IT IS RECOMMENDED that your committee hold a vote today to elect its Chair for calendar year 2026.

Sincerely,



Brandon J. Evans
Chief Workforce Development Officer

BE:rz



November 12, 2025

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

AUTHORIZATION TO ISSUE REQUEST FOR REFUNDING FOR WORKFORCE INNOVATION AND OPPORTUNITY ACT COMPREHENSIVE YOUTH PROGRAMS FOR PROGRAM YEAR 2026-2027

Dear Committee Member:

One of the functions of the Youth Committee is to recommend to the Workforce Development Board (WDB) the annual procurement process for contracted programs under the Workforce Innovation and Opportunity Act (WIOA). "Contracted programs" are those in which providers are reimbursed for expenses via a subgrant agreement.

Under current regulations, a full Request for Proposals (RFP) is required at least once every four years. Therefore, if year one is funded under the RFP process, with your WDB's approval, years two through four can be funded under the more limited Request for Refunding (RFR) process. The RFR process is more streamlined and allows our local area to continue to fund existing programs and services that are still needed and successfully meeting their contracted goals.

WIOA Comprehensive In-School and Out-of-School Youth Programs

A full RFP was issued in year one of the procurement cycle for Program Year (PY) 2023-2024 for WIOA comprehensive In-School Youth (ISY) programs and comprehensive Out-Of-School Youth (OSY) programs. The RFR process was then utilized in years two and three for PYs 2024-2025 and 2025-2026 (July 1, 2024 – June 30, 2026). Staff is recommending the same RFR process for the fourth and final year of this procurement cycle PY 2026-2027 (July 1, 2026 – June 30, 2027) to consider continued funding of the programs and services (below) approved under the PY 2023-2024 RFP and PYs 2024-2025 and 2025-2026 RFRs.

ISY Program

- Kern County Superintendent of Schools (KCSOS) – PY 2025-2026 contract amount: \$288,102 for 65 participants

- Kern High School District (KHSD) – PY 2025-2026 contract amount: \$300,000 for 80 participants

OSY Program

- Farmworkers Institute of Education and Leadership Development (FIELD) – PY 2025-2026 contract amount: \$200,445 for 20 participants
- Kern High School District (KHSD) – PY 2025-2026 contract amount: \$344,540 for 50 participants
- Proteus, Inc. – PY 2025-2026 contract amount: \$229,425 for 42 participants
- West Kern Adult Education Network JPA (WKAEN) – PY 2025-2026 contract amount: \$370,582 for 52 participants

In responding to the RFR, agencies will be required to submit a proposed budget for PY 2026-2027 and justify any cost increases or program changes. Staff will consider any outstanding monitoring findings and program or performance concerns. RFR funding recommendations will be presented to your committee to make a recommendation to the WDB. Final approval would then be obtained from the Kern County Board of Supervisors.

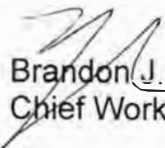
As a caveat, if ETR does have a need to issue an RFP for unanticipated funding or need during the program year, we request your authorization to do so. Your committee and the WDB will be notified should this occur.

Funding Availability

We anticipate the WIOA formula (Adult, Dislocated Worker, and Youth) allocations for PY 2026-2027 being released in late spring 2026. WIOA Youth funding for the current year PY 2025-2026 is \$6,839,324, which is an increase from the previous year.

Therefore, IT IS RECOMMENDED that your committee recommend that the WDB authorize the following: 1) issuance of an RFR limited to current programs for WIOA Comprehensive Youth programs for PY 2026-27; and 2) if needed, a RFP for other workforce funding or needs that may emerge during the year.

Sincerely,


Brandon J. Evans
Chief Workforce Development Officer

BE:dh



November 12, 2025

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

YOUTH AGENCY QUARTERLY UPDATE

Dear Committee Member:

Through September 30, 2025 (25% of the fiscal year), youth agencies submitted actual expenditures equal to 14% of the total allocated to youth providers in Program Year 2025-2026.

The Fourth Quarter Progress Report, which is attached, contains information about all of the youth providers and elements of their respective programs through the end of September. In-School Youth providers expended 14% of their allotted funds and enrolled 55% of their participants into work experience. Out-of-School Youth providers expended 14% of their allotted funds and enrolled 55% of their participants into work experience.

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

Sincerely,



Brandon J. Evans

Chief Workforce Development Officer

BE: dh

Strategic Plan 2025-26 Quarterly Implementation Timeline

Quarter 1: July-September

Fiscal Solvency

- Review and confirm annual budget allocations. - *Done*
- Obtain BOS approval of 25-26 budget. - *Done*
- Conduct audit of current funding usage - *Pending 24-25 close out; accrued invoices have been paid/awaiting final DOGWF accrued revenue, then will closeout*
- Identify and prioritize grant opportunities aligned with strategic goals - *Ongoing*

External Communication with Employers, Partners and Job Seekers

- Redesign newsletter and video content templates - *Done*
- Begin an initial survey of employers to identify training preferences (Targeted for October) Employer Survey has been developed. Sending out to Board members for feedback.
- Review social media content calendar for areas for improvement – *Ongoing*
- Launch "Job Talk" Podcast (Targeted for November)

Board Engagement

- Identify potential Board members for recruitment onto the Board – *Done, Pending Board meeting*
- Begin having Board discussions around key industry trends and challenges (9/24/25)
- Track Board member attendance and participation to determine level of engagement - *Ongoing*
- Present Budget and ROI information at each board meeting (9/11/25)
- Complete Recycling Lives review and re-present to Exec Committee (Will be done by 8/15/25)

Staffing

- Conduct staff skills gap assessment and plan training to address gaps - *Started. First training identified*
- Align job descriptions and titles with responsibilities - *Drafted. Pending Marketing position*
- Begin training initiatives focused on customer service and case management - Customer service completed, Case Management scheduled for late August. Eric Fan provided a 4-day customer service training to staff.

Partnerships

- Schedule onsite reviews and feedback sessions with current training partners - *Being scheduled*
- Identify priority gaps in training providers and industry coverage - *In process*
- Secure role as a Jobs First Sector Investment Coordinator (Early stages of contract for TA role to SIC)

- Partner with KCCD to bring all workforce development partners together in a roundtable setting to look for ways to better collaborate and coordinate efforts
 - Identifying entities to invite to first meeting
- Begin visiting/meeting with youth subrecipients to provide technical assistance and identify areas for improvement – *In progress*

- **Quarter 2: October-December**

Fiscal Solvency

- Conduct monthly grant reviews with fiscal and program staff for each grant that will make sure staff charges and performance are in alignment with funding amounts and performance goals. - Pending closeout of first quarter; these meetings will begin once quarter is closed and new closing process is implemented - *In progress*
- Prepare ETR/Kern profile templates for quick use on new grant proposals- *In progress*
- Begin quarterly review of spending effectiveness – *In progress*

External Communication with Employers, Partners and Job Seekers

- Launch revamped newsletter and shorter video content - *Done*
- Begin weekly targeted social media campaigns (Tuesday Trainings – *Done*) More designated content to follow
- Share initial success stories and metrics publicly (resetting stories / training, PWEX, OJT, etc.) (Website dashboard *in progress*)
- Establish new social media video segments (HIRE Road, Training Tuesdays, Get Hired!, Hot Jobs, Get Hired - Job Tips, Job Talk, Job Hub employer interviews) *In progress*

Board Engagement

- Onboard new Board members using revised process/approach (new orientation w/ added content about job seeker customer flow) - *Scheduled*
- Begin monthly communications with all members - *Done*
- Introduce new Budget and ROI reference materials for members –*In progress*

Staffing

- Conduct a review of staff assignments to ensure that staff are aligned with the "best fit". Review of intake and job development staff assignments was completed. New staff assignments will start October 20th. - *Done*
- Finalize updated staff role assignments October, 20th - *Done*
- Cross training for staff. Cross training began at the Youth Center for Job Developer and Case Manager. - *Done*
- Updated Technical Assistance Guide for intake staff. - *Done*
- New on boarding training. Peggy Langels is providing on boarding training to all new hires (Review and edits of New Employee manual in progress) - *In progress*
- New orientations for EPIC – *In progress* and SE AJCC Revamped orientation and increased frequency of orientations. - *Done*
- Orientation team from case managers. - *Scheduled*

Partnerships

- Reach out to new potential partners (non-profits, businesses, training providers) to address identified training needs/skill gaps - *In progress*
- Measure impact of existing key partnerships -?
- Continue visiting/meeting with subrecipients to provide technical assistance and identify

- areas for improvement - *Ongoing (ssw)*
- Conduct annual program and fiscal monitoring site visits to check for compliance and offer technical assistance - *Ongoing (ssw)*

Quarter 3: January - March

Fiscal Solvency

- Continue seeking new funding opportunities - *Ongoing*
- Adjust budget allocations specifically with training providers based on Q1-Q2 insights - *Ongoing*
- Completion of mid-year department budget projections - *Scheduled*

External Communication with Employers, Partners and Job Seekers

- Evaluate impact of social media and newsletter engagement (HIRE Road, Training Tuesdays, Get Hired!, Hot Jobs, Get Hired - Job Tips, Job Talk, Job Hub employer interviews video segments)
- Refine outreach strategies based on employer and job seeker feedback

Board Engagement

- - Continue monthly member check-ins and progress updates - *Started*
- - Host a Board strategy session - *Pending*

Staffing

- Evaluate effectiveness of staff training sessions and the development of written descriptions and expectations
- Provide targeted professional development based on mid-year performance reviews
- Update staff training materials (New employee orientation binder being updated)

Partnerships

- Formalize agreements with new training providers - *In progress*
- Survey partners for feedback on health of the partnership - *Ongoing*
- Conduct RFR for WIOA reimbursement programs - *In progress* (ssw)
- Conduct annual program and fiscal monitoring site visits to check for compliance and offer technical assistance - *Ongoing* (ssw)

Quarter 4: April - June

Fiscal Solvency

- - Final budget review and reallocation if necessary
- - Prepare annual financial report for Board and stakeholders

External Communication with Employers, Partners and Job Seekers

- - Publish annual performance report including client success stories
- - Launch year-end outreach campaign to employers and job seekers

Board Engagement

- - Conduct end-of-year Board evaluation and feedback session
- - Plan strategic Board recruitment for 2026 needs

Staffing

- - Ensure all staff performance evaluations are completed timely
- - Recognize high-performing staff and refine training programs
-

Partnerships

- Evaluate partnership outcomes for the year
- Develop partnership plan for 2026 based on lessons learned
- Continue visiting/meeting with youth subrecipients to provide technical assistance and identify areas for improvement (ssw)
- Conduct program and fiscal monitoring site visits to check for compliance and offer technical assistance (ssw)
- Conduct annual monitoring of training providers for compliance with Nondiscrimination and Equal Opportunity provisions in Section 188 of the WIOA and 29 CFR Part 38 (ssw)

Kern, Inyo & Mono Workforce Development Board Youth Committee Attendance 2025					
P = Present	U=Unexcused	X=Cancelled			
A = Excused Absence		1/24/25	5/7/25	8/20/25	11/12/25
Member					
First	Last	YC	YC	YC	YC
Alyssa	Cervantes				
Brandon	Evans	X	P	A	
Brian	Holt	X	P	P	
Dale	Countryman*	X	P	P	
David	Villarino*	X	U	REMOVED	
Greg	Terry*	X	U	A	
Jovon	Dangerfield				
Karine	Kanikkeberg*	X	RESIGNED		
Leticia	Perez	X	U	RESIGNED	
Norma	Rojas-Mora	X	P	A	
Olivia	Kent				
Priscilla	Sanchez		Appt 5/28	P	
Priscilla	Varela	X	A	P	
Rosa	Chipres *	X	U	REMOVED	
Todd	Yepez	X	A	A	
*Non-WDB					

**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.~~ **RESCHEDULED**

Wednesday, May 7, 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.~~ **RESCHEDULED**

Wednesday, May 7, 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.

Wednesday, May 28, 2025, 8:30 a.m. SPECIAL SESSION

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.