



Executive Committee Agenda



Special Session

Date: September 3, 2026

Time: 8:00 a.m.

Location: Recruitment Center
1215 Olive Drive



Executive Committee Agenda

Date: September 3, 2026

Time: 8:00 a.m.- 9:30 a.m.

Location: Recruitment Center – 1215 Olive Drive

Dial In #: (831) 296-3421

Access Code: 413 768 509#

Members:

Leo Bautista
Kelly Bearden
Cody Brooks
Devin Brown
Brandon Evans

Lizette Gomez
Greg Knittel
Brenda Mendivel
Alissa Reed

Norma Rojas-Mora
Season Susko
Kenny Spratt
Michele Warren
Kristen Watson

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. Consent Agenda

- 1-14 A. Approval of the May 14, 2026, Meeting Minutes – **Action Item**
 B. Approval of the July 15, 2026, Special Session Meeting Minutes – **Action Item**
 C. Approval of the August 7, 2026, Special Session Meeting Minutes – **Action Item**
 D. Miscellaneous Filings – Receive and File – **Action Item**
- 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 2026

IV. New Business

- 15-28 A. Workforce Development Board and Committees' Composition – Retirement, Resignation, Nominations, Status Change, And Expiring Terms – **Action Item**
- 29-34 B. Board and Committee Member Travel Budget for Program Year 2026-2027 – **Action Item**

V. Workforce Development Board Chair Discussion Items – Oral Report

- A. Paid Work Experience
B. Conflict of Interest

VI. ETR Director and Staff Discussion Items – Oral Report

- A. Healthcare Job Fair
B. Youth Job Fair
C. Hire Road
D. Budget Report
E. Local Provider Applications

- F. ITA Changes
- G. Heavy Equipment Academy
- H. Cal State PWEX

VII. Committee Member Comments

VIII. Adjournment

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**KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE
DISCUSSION AND ACTION ITEMS
MAY 14, 2026**

Members Present: Alissa Reed, Brandon Evans, Brenda Mendivel, Cody Brooks, Greg Knittel, Kelly Bearden, Kenny Spratt, Kristen Watson, Leo Bautista, Lizette Gomez, and Michelle Warren.

Members Absent: Devin Brown, Kristen Watson, Norma Rojas-Mora, and Season Susko.

Staff Present: Marsha Manos, Jeremy Shumaker, Chase Wheeler, Danette Williams, Bernice Nunez, Candy Gettman, Anne Meert, Susie Vasquez, and Danette Williams.

Guests Present: Andrew Hamilton, Priscilla Sanchez, Joshua Rudnick, Lita San Pedro, Yovani Jimenez.

The meeting was called to order at 8:02 a.m.

*UNEXCUSED ABSENCE

Introduction

Committee members, staff, and guests introduced themselves.

Approval of February 5, 2026, Meeting Minutes

Lizette Gomez made a motion to approve the meeting minutes as presented. Michelle Warren seconded the motion. The committee voted unanimously. The motion passed.

Request for Retroactive Recommendation for Approval of Second Amendment to Increase Program Year 2025-2026 Subgrant Agreement with Proteus, Inc. for On-The-Job Training Services

Brandon Evans informed the committee that on February 18, 2026, your Board approved the first amendment for Proteus, Inc., the provider of Career Services for Delano AJCC to increase funding for On-the-Job Training services. Increasing the funds from Proteus, Inc. - On-the-Job Training Operations - \$340,000 to \$400,000 and since that time Proteus has exhausted the increased allocation due to continued employer demand and OJT placements in the Delano area. Brandon said that OJT continues to be one of the most effective training strategies available under WIOA. Lita San Pedro added that Proteus works with several employers that utilize OJTs and that the program is extremely successful. Kenny Spratt made a motion to approve the staff's recommendation. Brenda Mendivel seconded the motion. The committee voted unanimously. The motion passed.

Transfer of Funds Request

Linda Lara explained to the committee that WIOA allows for a transfer of funds between the Adult and Dislocated Worker funding streams to maximize customer service and provide Local Workforce Development Boards with greater flexibility to meet local needs. Linda also said that EDD Directive 22-09 issued on January 30, 2023, provides the guidance and establishes the procedures regarding the transfer of funds and based on current workforce training needs in our Local Area, it has become necessary to request a transfer of \$700,000 from Dislocated Worker funding to Adult funding for Program Year 2025-2027. After clarifying questions, Greg Knittel made a motion to approve the staff's recommendation. Kelly Bearden seconded the motion. The committee voted unanimously. The motion passed.

Workforce Industry Discussion Prompts: Brandon proposed that the committee consider “What do you see as the number one workforce challenge your industry will face in the next three years?” as a discussion prompt at the next Workforce Development Board meeting. After a brief discussion the committee agreed.

Workforce Development Board Chair Discussion Items

One-Stop Operator Expectations – Brenda Mendivel said that she wanted to see more engagement from the One-Stop-Operator. Brandon explained the purpose of having a one-stop-operator and the requirement to have one in our workforce development area. Brenda said that she would reach out to him to see how the Board could be of more support to him in his role.

Local Provider Application Report – Jeremy Shumaker reported that after meeting with the vetting committee and completing a comprehensive review of the applications that had been submitted it was determined that none of applications met the requirements to be funded as a Local Provider.

ETR Director Discussion Items – Oral Report

Workforce Development Financial Report – Linda Lara provided an overview of the financial report that was included in the packet.

WIOA Adult & Dislocated Worker Training Requirement Expenditure – Linda Lara provided an overview of the training report that was included in the packet.

Board and Committees Meeting Schedule – Brandon Evans wanted to committee to be aware that the scheduled dates and times may be moved if a conflict arises and that staff would work to avoid that in the future.

Kahoot! Discussion – Chase Wheeler led a quiz on based on the training requirement discussion.

Workforce Development Board Composition – Brandon informed the committee that there were several organizations that have shown interest in sitting on the board.

Committee Member Comments

Alissa Reed asked for data on placements and the success of OJTs and ITAs. She also asked if there was a way to track how many people are turned away from orientation and if it is a continual problem.

Kenny Spratt added that it is important to look at the length of training programs.

Miscellaneous Filings

Alissa Reed made a motion to receive and file the Workforce Development Board and Committee’s Attendance Reports and the Kern, Inyo and Mono Workforce Development Board and Committee’s Meeting Schedule Calendar Year 2026. Michelle Warren seconded the motion. The committee voted unanimously to approve the motion. The motion passed.

There was no further business, so the meeting was adjourned at 9:45 a.m.

**KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD
SPECIAL SESSION EXECUTIVE COMMITTEE
DISCUSSION AND ACTION ITEMS
JULY 15, 2026**

Members Present: Alissa Reed, Brandon Evans, Greg Knittel, Kristen Watson, Leo Bautista, Lizette Gomez, Michelle Warren, and Season Susko.

Members Absent: Kelly Bearden, Cody Brooks, Norma Rojas- Mora.

Staff Present: Marsha Manos, Jeremy Shumaker, Jasmine Hernandez, and Marsha Manos.

Guests Present: Magda Menendez, Yovani Jimenez, Gary Baudette, and Andrew Hamilton.

The meeting was to order at 8:04 a.m.

*UNEXCUSED ABSENCE

Introduction

Committee members, staff, and guests introduced themselves.

Conduct Hearing for Mexican American Opportunity Foundation's Appeal the Workforce Development Board Denial Decision for Inclusion on its Local Board Provider List

Yovani Jimenez and Magda Menendez provided a formal presentation detailing the rationale for the Mexican American Opportunity Foundation (MAOF) being approved as a qualified vendor on the Local Provider list under Activity Code 330.

Approve California Aeronautical University (CAU) as an Automatic Addition to The Workforce Development Board's List of Local Providers as An Institute of Higher Learning

Jeremy Shumaker explained that California Aeronautical University (CAU) applied to be on KIM's Local Providers list but was denied because staff expected it to be approved on the State's Eligible Training Provider List, which has not happened yet.

Jeremy recommended that CAU's Aviation Maintenance Technology Program, as an Institution of Higher Learning, be automatically added to the Workforce Development Board's local provider list and referred the decision to the board for ratification. Michelle Warren made a motion to approve the staff's recommendation to act on behalf of the WDB. Alissa Reed seconded the motion. The motion was unanimously approved.

Approve Inclusion of Associated Builders and Contractors to The Workforce Development Board's Local Provider List

Jeremy Shumaker notified the committee that Associated Builders and Contractors (ABC) applied in May to join the Local Provider List. The Review Committee sent ABC's application back to staff for more information due to concerns.

On July 9, 2026, the Review Committee evaluated and scored ABC's Truck Driving Program based on its demand and previous success. The program received a passing score of 75% or higher.

Jeremy recommended approving ABC's Truck Driving Program for inclusion on the Workforce Development Board's Local Provider List. Alissa Reed made a motion to approve the staff's recommendation. Keny Spratt seconded the motion. The motion was unanimously approved.

Approve Retroactive Transitional Job Individual Training Account Agreement with Kern Alliance of Business in the Amount of \$150,000

Jeremy Shumaker notified the committee that last summer, Kern Alliance of Business (KAB) was included as an automatic provider due to its unique structure and being the only Transitional Jobs training program available.

Jeremy added that last year's agreement was for \$200,010 and that during this past year, staff have spent less than anticipated and are seeking a contract amount of \$150,000. Linda Lara provided a fiscal overview of the program. Adding the cost of each cohort is estimated at a cost of \$2982.61 per client.

Jasmine Hernandez included programmatic information and the success and the expectation of the program moving forward.

Alissa Reed made a motion to approve the staff's recommendation. Brenda Mendivel seconded the motion. The motion was unanimously approved.

Kern, Inyo, and Mono Counties AJCC System | Annual OSO Report FY 2025 - 2026

Jeremy Shumaker briefly spoke about the enclosed report and Gary Baudette added that the electronic referral system was now up and running. Additionally, he stated that attendance from the partners had increased.

There was no further business, so the meeting was adjourned at 9:10 a.m.

**KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD
SPECIAL SESSION EXECUTIVE COMMITTEE
DISCUSSION AND ACTION ITEMS
AUGUST 7, 2026**

Members Present: Brandon Evans, Brenda Mendivel, Lizette Gomez, Norma Rojas- Mora, Kenny Spratt, Alissa Reed, Greg Knittle, and Season Susko.

Members Absent: Cody Brooks, Devin Brown, Kristen Watson, and Leo Bautista.

Staff Present: Jeremy Shumaker, Melanie Miller, and Jasmine Hernandez.

Guests Present: Magda Menendez, Yovani Jimenez, and Andrew Hamilton.

The meeting was to order at 9:03 a.m.

*UNEXCUSED ABSENCE

Introduction

Committee members, staff, and guests introduced themselves.

Discussion and Vote on Mexican American Opportunity Foundation's Appeal of The Workforce Development Board's Denial Decision for Inclusion on Its Local Board Provider List

Jeremy Shumaker informed the committee that the Mexican American Opportunity Foundation (MAOF) was denied inclusion on the Eligible Training Provider List (ETPL) by the State due to insufficient demand and a projected decline in job growth for the relevant program. He explained that, based on state data, the bookkeeping, accounting, and auditing clerks program operated by MAOF is anticipated to experience a negative job outlook of 6% from 2024 to 2034. In accordance with state policy, programs exhibiting these characteristics must be excluded from the ETPL. Jeremy further noted that in the past, the State has exhibited flexibility regarding these requirements; however, in recent years, increased auditing has resulted in stricter enforcement of these policies. Consequently, additional pressure has been placed on compliance with these regulations.

Jeremy stated that MAOF's bookkeeping program covers bookkeeping and accounting fundamentals such as payroll, accounts payable and receivable, and income tax preparation. Students use software including QuickBooks, Excel, and Word. The program is in-person, self-paced, lasts 896 hours, and costs \$10,000. He added that students receive a certificate of completion once done with the course.

In contrast, Amphisoft offers a comprehensive accounting and taxation program. Students receive training and practical experience in bookkeeping, QuickBooks, and computerized accounting. After completing the program, students can take the certification exam for Mastering Adjusting Entries to become certified bookkeepers. The taxation course covers federal income tax laws for individuals, employees, and sole proprietors, preparing students to complete individual tax returns using Form 1040 and related forms while learning current laws and regulations. This program is online, instructor-led, 440 hours at a cost of a little more than \$9k. And there are two certifications, an AIPB and a CTEC. Jeremy then opened it up to the committee and guests for questions.

Kenny Spratt noted that the training program lasts 896 hours over eight months. He asked if the training is entirely in person, whether all information is available on the website, and if participants are expected to attend from 8:00 a.m. to 4:00 p.m. each day.

Yovani Jimenez replied that the training was in-person with different class periods.

Brenda Mendivel asked what software programs were used for their bookkeeping training and asked and if an employer doesn't use QuickBooks, what do you do?

MOAF's instructor commented that once a student has learned QuickBooks it shouldn't be too difficult to transfer to different software because the process is the same.

Yovani added that MAOF also trains their students on how to complete tax returns through VIDA. He also added that students receive 16.5 credits from Bakersfield College.

Kenny Spratt asked for clarification on whether the clerical training program is projected to decline by 6%, while the job outlook for bookkeeping and payroll accounting positions is expected to increase by 5%.

Yovani responded by explaining that, since the committee is relying on state data, he stated that he analyzed local county data instead and reviewed all relevant professions where bookkeeping and clerical students could qualify, and when comparing the total projected job openings over the next ten years to current job openings, the data indicates growth.

Yovani urged the board to consider this local data, specifically the column showing total job openings for the coming decade, to see that both the bookkeeping and clerical programs are expected to expand.

Yovani also pointed out that, although the board says it must follow state guidelines, prior to opening applications for Activity Code 330, several organizations including the board's own nonprofit were granted automatic acceptance into Activity Code 330 without a formal application process. Yovani questioned whether these organizations met state guidelines and noted that, in practice, exceptions were made allowing four organizations to participate without being vetting.

Jeremy clarified that Yovani was referring to the board's decision last year to allow certain educational institutions back onto the ETPL. These organizations had previously been removed for non-performance resets but were reinstated because they are accredited institutions of higher education and their students earn credentials and degrees upon completion. The state had no performance concerns with these organizations; their removal was due to contractual issues rather than performance or credential attainment.

Jeremy explained that for institutions like KCCD and CSUD, the removal from ETPL was based on minor contractual details, not performance. The board decided to add them back since there were no performance-related issues. Similarly, for KAB, the city recommended inclusion due to credential attainment through their recycling program, and again, there were no performance concerns.

Jeremy confirmed that MAOF programs were not removed from ETPL for performance reasons, but rather due to a self-paced module which caused participants to take longer to complete. This resulted in lower annual credential attainment figures, as completions extended beyond the 896-hour program and into the next fiscal year, making it appear that fewer credentials were earned each year when the state closed its reporting window.

Alissa Reed asked if MAOF was removed from the ETPL due to performance issues.

Jeremy clarified that MAOF was not removed for performance issues, but because their self-paced program resulted in students taking longer to finish, which affected credential attainment figures. The state referenced credential attainment in related emails.

Yovani explained that MAOF was removed for not meeting credential attainment requirements in fiscal year 25. ETR decided not to contract with MAOF for this reason, even though they funded another provider offering similar training that same year.

Magda Menedez noted that the bookkeeping program had consistently met credential attainment since 2014, except for 2023, which was affected by COVID.

Magda emphasized the importance of considering local data when evaluating programs, as it shows strong demand for bookkeeping and clerical jobs with thousands of positions available annually.

Magda also explained that ETR developed specific policies, procedures, and regulations to determine which organizations can be designated as local training providers. Based on these criteria, MAOF meets all the requirements set by ETR and should qualify to become a training provider.

Alissa Reed stated that she finds condition one of the policy confusing, as it uses both "or" and "and" in different places, even though the criteria seem to be the same. She noted that the policy indicates organizations should be allowed to use code 330 and receive local board designation, which she finds unclear. She then referenced condition two, which focuses on historical performance, job placement, and serving populations with significant barriers.

Alissa asked if these are the criteria being used for decision-making and confirmed that this is the case. She observed that the policy does not mention job growth, other providers, or the economic outlook for jobs as part of the criteria. She concluded that none of these factors are included in the decision-making process.

Alissa asked if MAOF's history of performance been satisfactory? Brenda Mendivel followed up stating that she would like to see their enrollments and their placements to see if they meet those goals.

Jeremy explained that MAOF's clerical program has been absent from the Eligible Training Provider List (ETPL) for the past six years, and ETR has not contracted with MAOF for this program during that period. Regarding the bookkeeping program, MAOF transitioned from a contracted training platform to an Individual Training Account (ITA) model approximately three years ago. As a result, the bookkeeping program has been on the ETPL for three years. Previously, MAOF operated under the contracted training model, which was a different approach. Under the contracted training model, MAOF received reimbursement based on a contract amount, regardless of the number of students enrolled.

Alissa clarified that the discussion wasn't about funding but asked if MAOF's performance history was ever considered unsatisfactory. Jeremy responded that out of all the students, they had nine placements. This past year, there were 15 students served, 11 exited, 9 completed, 10 were employed second quarter after exit.

Alissa added that based on our policy, our policy doesn't say anything about outlook of the job. It doesn't say anything about openings or economic outlook for placements, it says.

Is there a satisfactory history of performance? Have there been successful placements in employment? and is the individual participant has significant barriers to employment that can more effectively be addressed during this training?

Brenda Mendivel responded that she thought the programs needed to be discussed separately.

Alissa Reed made a motion to overturn and approve the bookkeeping program. Norma Rojas-Mora seconded the motion. All ayes Season Susko and Brandon Evans abstained from the vote. The motion passed unanimously.

The committee then went on to discuss the clerical program. Alissa Reed asked how long the clerical program training was.

Yovani added that the clerical program was 896 hours or nine months and included 400 hours in externship.

Brenda asked about the curriculum. Yovani replied that it covers skills currently in demand in the job market and accommodates various learning styles. He added that earning the certification helps students qualify for a range of employment opportunities.

Brenda asked for the enrollment and placement numbers. Jeremy said that MAOF had seven people served, five exited, one completed, employees in second quarter after exit were seven.

Magda emphasized that we need to address the needs of certain populations, like CalWorks participants, who may not pursue higher-paying jobs. These positions serve as important pathways for these individuals.

Alissa inquired about the target median wage for the state. Jeremy clarified that for the 2025 fiscal year, the median earnings six months after program exit were projected to be \$8,600 for adults and \$8,800 for dislocated workers, with these figures excluding benefits.

Brenda asked MAOF how much time and money were spent for a single placement. Yovani explained that MAOF had to seek donations from the community to maintain their curriculum and reduce staff to stay operational.

Brenda asked Yovani how MAOF plans to increase clerical program enrollments. Yovani explained that they will use various marketing strategies, leverage partnerships with both nonprofit and for-profit organizations, attend outreach events, and continue working with the Department of Human Services.

Season Susko made a motion to include MAOF's clerical program on the Local Provider list. Alissa Reed seconded the motion. Brenda Mendivel voted against the motion. Season Susko, Kenny Spratt and Brandon Evans abstained from the vote. The motion passed.

There was no further business, so the meeting was adjourned at 10:02 a.m.

September 3, 2026

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

STATUS OF SUBGRANTEE MONITORING REPORTS

Dear Committee Member:

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

Monitoring reports with no findings:

Kern High School District (KHSD) (3/26/26) Fiscal
KHSD (1/21/26) Program
Inyo County (8/20/26) Fiscal
Inyo County (4/26/26) Program
Mexican American Opportunity Foundation (2/26/26) Program
Mono County (4/13/26) Fiscal
Mono County (2/26/26) Program
Proteus, Inc. (2/26/26) Fiscal
Proteus, Inc. (7/9/26) Program

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

Sincerely,



Brandon J. Evans
Chief Workforce Development Officer

BE:sw

Kern, Inyo & Mono Workforce Development Board PBS Committee Attendance 2026					
P = Present		U=Unexcused	X=Cancelled		
A = Excused Absence					
Member		1/15/26	4/30/26	8/13/26	11/5/26
First	Last	PBS	PBS	PBS	PBS
Alissa	Reed	P	P	X	
Brandon	Evans	P	A	X	
Brenda	Mendivel	P	P	X	
Brian	Holt	P	P	X	
Jeremy	Tobias	P	A	X	
Kenny	Spratt	P	P	X	
Linda	Parker*	P	P	X	
Lizette	Gomez	P	P	X	
Richard	Chapman	A	A	X	
Leo	Bautista*	P	P	X	
*Non-WDB					

Kern, Inyo & Mono Workforce Development Board Youth Committee Attendance 2026					
P = Present	U=Unexcused	X=Cancelled			
A = Excused Absence					
Member		1/20/26	4/29/26	8/19/26	11/12/26
First	Last	YC	YC	YC	YC
Alyssa	Cervantes	P	P	P	
Brandon	Evans	P	A	P	
Brian	Holt	P	P	P	
Dale	Countryman*	P	P	P	
Greg	Terry*	A	RETIRED		
Jovon	Dangerfield	P	P	A	
Norma	Rojas-Mora	A	P	A	
Olivia	Kent	P	P	P	
Priscilla	Sanchez	P	P	P	
Priscilla	Varela	P	A	P	
*Non-WDB					

Kern, Inyo & Mono Workforce Development Board Executive Committee Attendance 2026							
P = Present	U=Unexcused	X=Cancelled				Special Session	
A = Excused Absence							
Member		2/5/26	5/14/26	7/15/26	8/7/26	9/3/26	12/3/26
First	Last	EXEC	EXEC	Special Session	Special Session	Special Session	EXEC
Alissa	Reed	P	P	P	P		
Brandon	Evans	P	P	P	P		
Brenda	Mendivel	A	P	P	P		
Cody	Brooks	P	P	A	A		
Devin	Brown	A	A	P	A		
Greg	Knittel	P	P	P	A		
Kelly	Bearden	P	P	A	P		
Kenny	Spratt		P	P	P		
Kristen	Watson*	P	A	A	A		
Leo	Bautista**	P	P	P	A		
Lizette	Gomez	P	P	P	P		
Michelle	Warren	P	P	P	P		
Norma	Rojas-Mora	P	A	A	P		
Season	Susko	P	A	P	P		
*Non-WDB							
**Non-WDB as of 10/4/23							

Kern, Inyo & Mono Workforce Development Board Attendance 2025					
P = Present		U=Unexcused	X=Cancelled		
A = Excused Absence					
Member		2/18/26	5/27/26	9/23/26	12/16/26
First	Last	WDB	WDB	WDB	WDB
Alex	Haver	P	A		
Alissa	Reed	P	P		
Brandon	Evans	A	P		
Brenda	Mendivel	P	P		
Brian	Holt	P	P		
Chris	Gonzales	A	RESIGNED		
Christina	Garza	P	P		
Clare	Pagnini	P	P		
Cody	Brooks	A	P		
Devin	Brown	P	P		
Greg	Knittel	P	P		
Jason	Smoot	A	P		
Jeremy	Tobias	P	A		
John	Moralez	P	p		
Julian	Najera	A	P		
Kelly	Bearden	p	A		
Kenny	Spratt	P	P		
Laura	Barnes	P	P		
Lizette	Gomez	P	P		
Michele	Warren	P	P		
Mikin	Plummer	P	P		
Mike	Beaumont	P	P		
Norma	Rojas-Mora	A	A		
Priscilla	Varela	A	A		
Randy	Martin	P	P		
Richard	Chapman	P	P		
Robert	Watson	P	P		
Scott	Odlin	P	P		
Season	Susko	P	A		
Steven	Gomez	A	P		

**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. Canceled~~

Thursday, November 5, 2026, 8 a.m.

Youth Committee

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

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

Wednesday, April 29, 2026, 2 p.m.

Wednesday, August 19, 2026, 2 p.m.

Thursday, November 12, 2026, 2 p.m. (Due to Veterans Holiday)

Executive Committee

Recruitment Center – 1215 Olive Drive

Thursday, February 5, 2026, 8 a.m.

Thursday, May 14, 2026, 8 a.m.

Friday, August 7, 2026, 9 a.m. Special Session

~~Thursday, September 10, 2026, 8 a.m.~~

Thursday, September 3, 2026, 8 a.m. Special Session

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.



September 3, 2026

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

WORKFORCE DEVELOPMENT BOARD AND COMMITTEES' COMPOSITION – RETIREMENT, RESIGNATION, NOMINATIONS, STATUS CHANGE, AND EXPIRING TERMS

Dear Committee Member:

Below are actions brought before your Executive Committee regarding the Workforce Development Board (WDB) and its committees in terms of composition and membership changes and updates.

Youth Committee Non-Board Member Retirement and New Members

The Youth Committee currently consists of ten members, six of whom are non-board members. One of the non-board members, **Greg Terry**, has officially retired as Chief of the Bakersfield Police Department. Despite multiple efforts to contact Mr. Terry to inquire about his interest in remaining on the committee, staff have not been successful. Given these circumstances, it is recommended that he be formally removed from the Youth Committee. At its meeting on August 19, 2026, the Youth Committee concurred with this recommendation.

Efforts have been made to add more WDB members to the Youth Committee. **Brenda Mendivel Mikin Plummer** and **Cody Brooks**, current WDB members, have expressed interest in joining the Youth Committee. In addition, **Chris Machado** from Circle M Tire and Automotive and XGen Academy has indicated his desire to join the Youth Committee as a non-Board member (nomination form – Attachment A). Non-Board Business nominees must meet the same requirements as a WDB nominee in that they must be an owner, chief executive or operating officer or other business executive or have optimum policymaking or hiring authority. In addition, nominees must be nominated by a local business organization or business trade association. As a reminder, appointments to the standing committees of the Board are recommended through the WDB Chair and the Executive Committee and approved by the WDB.

Resignation and Nomination – Labor Members

On June 29, 2026, **Steven Gomez** (Business Manager/Financial Secretary for Plumbers and Pipefitters Local 460) submitted his letter of resignation from the WDB (Attachment B). Mr. Gomez joined the Board in 2010. We thank him for his service and wish him well in his retirement.

Javier Flores, Business Manager, Plumber and Steamfitters Local 460, was nominated to replace Mr. Gomez. His nomination (Attachment C) was endorsed by Alissa Reed, Executive Secretary, Kern, Inyo and Mono Building Trades Council.

Nominations – Business Members

A business individual has expressed his interest in serving on your Board. **Ryan Carney** is the CEO of Ernst Manufacturing (located in Bakersfield) and Modern Machine Company (located in Tehachapi). His nomination form and statement of interest (Attachment D) are provided for your review. Mr. Carney was nominated by Richard Chapman, Kern Economic Development Corporation.

Currently, the WDB consists of 29 members with 16 representing Business. WIOA requires a Business majority, a Labor minimum of 15%, and total Workforce Representatives (Labor plus Community-Based Organizations) of minimum 20%. Should the Business nominee be added, the Board size will increase to 30 members with 17 representing Business (56%), six representing Labor (20%) and eight representing Workforce (26%). The change in Board size from 29 to 30 will need to be approved by the Kern County Board of Supervisors.

Status Change

Season Susko is no longer employed at Truitt Corporation, and is now the owner of Seasoned HR. This status change notice is for your information and will need to be reported to the Kern County Board of Supervisors/Clerk of the Board as the official WDB roster-holding body.

Terms Expiring on December 31, 2026

WDB and non-Board members serve three-year “fixed and staggered” terms so that approximately half of the members have terms expiring every 18 months. On December 31, 2026, 14 Board and five non-Board members will have terms expiring. (See list below.)

Name	Representation	Board and/or Committee(s)
Mike Beaumont	Business	WDB only
Kelly Bearden	Business	WDB, Executive
Richard Chapman	Business	WDB, Program and Business Services (PBS)
Greg Knittel	Business	WDB, Executive
Cody Brooks	Business	WDB, Executive
Lizette Gomez	Business	WDB, PBS, Executive,
Laura Barnes	Business	WDB
Alex Haver	Business	WDB
Scott Odlin	Education	WDB
Alissa Reed	Labor	WDB, PBS, Executive
Randy Martin	Community-Based	WDB only
Christina Garza	Gov’t: Wagner-Peyser	WDB
Pricilla Varela	Gov’t: Vocational Rehab	WDB, Youth
Brandon Evans	One-Stop Partner	WDB, PBS, Youth, Executive
Leo Batista	Non-Board Member	PBS, Executive
Linda Parker	Non-Board Member	PBS
Dr. Kristen Watson	Non-Board Member	Executive

Dale Countryman	Non-Board Member	Youth
Pricilla Sanchez	Non-Board Member	Youth

ETR staff will assist the WDB Chair in contacting these members to gauge their interest in re-committing to another three-year term. Recommendations will be presented at your next series of meetings in December. WDB reappointments will then be sent to the Kern County Board of Supervisors for approval. The WDB and committee rosters (Attachments E-H) are provided for your reference.

Your Committee should discuss the items outlined above and recommend actions to be taken by the WDB at its September 23, 2026 meeting.

Recommendation

Therefore, IT IS RECOMMENDED that your Committee recommends to the WDB that it: 1) accepts the removal of Greg Terry from the Youth Committee; 2) appoints WDB members Brenda Mendivel, Mikin Plummer, and Cody Brooks to the Youth Committee; 3) appoints Chris Machado as a non-Board member to the Youth Committee with a term end date of December 31, 2029; 4) accepts the resignation of Steven Gomez and acts on the nomination of his replacement Javier Flores to the WDB with a term end date of December 31, 2029; and 5) accepts and acts on the nomination of Ryan Carney as a Business representative on the WDB with the term end date of December 31, 2029.

Sincerely,



Brandon J. Evans
Chief Workforce Development Officer

Attachments

- A. Chris Machado Nomination Form
- B. Steven Gomez Resignation Letter
- C. Javier Flores Nomination Form
- D. Ryan Carney Nomination Form and Statement of Interest
- E. Workforce Development Board Roster
- F. Youth Committee Roster
- G. Program and Business Services Committee Roster
- H. Executive Committee Roster



**KERN, INYO, MONO COUNTIES CONSORTIUM
LOCAL WORKFORCE DEVELOPMENT BOARD
NOMINATION AND STATEMENT OF INTEREST FORM**

Please check one or both boxes:

Interest in being Workforce Development Board Member ☒

Interest in being non-Workforce Development Board Member ☐ (member of a subcommittee only)

NOMINEE INFORMATION

Date: 08/30/2026

Name: Chris Machado Job Title: Owner / CEO & COO

Business/Agency Name: XGen Academy; Circle M Truck Repair; Circle M Tire & Automotive

Business/Agency Address: 10120 Rosedale Hwy. Bakersfield 93312
(Street) (City) (Zip)

Phone: 661-588-3841 Secondary Phone*:

Email: Chris@circlem-inc.com Secondary Email*:

Preferred method of contact? Email

RESPONSIBILITIES OF A WORKFORCE DEVELOPMENT BOARD (WDB) MEMBER

- Provide joint responsibility, along with the Board of Supervisors, for Workforce Innovation and Opportunity Act (WIOA) activities in Kern, Inyo and Mono Counties
- Serve a three (3) year term
- Attend quarterly Committee (usually at 8:00 a.m. or 3:00 p.m.) and Board meetings (usually at 7:00 a.m.), as assigned
- Bring a level of expertise in specific areas to advise staff and other board members on issues pertaining to workforce development
- Represent a particular group (or groups), as required under WIOA

NOTE: Some nominees may be considered for "non-Board member" positions on WDB Committees (Program and Business Services, Executive and Youth). Non-Board members may vote on matters at the Committee level only. They may be considered for vacancies on the WDB.

SPECIFY GROUP TO BE REPRESENTED

Nominees may represent one or more. Please check all that apply.

☒ Business	☒ Small 1-50	☐ Mid 51-250	☐ Large >250
☐ Labor			
☒ Education and Training	☒ Adult	☐ Youth	☐ Higher
☐ Workforce Representative	☐ CBO	☐ Other (specify)	
☐ Government, Economic and Community Development	☐ Economic/Community Development	☐ Wagner-Peyser Office	☐ Vocational Rehabilitation
☐ One-Stop Partner (specify)			
☐ Other (specify)			

If nominated for Business Representative:

- (1) Does nominee represent business that reflects the employment opportunities of the local area? Yes ☒ No ☐

*non-work related

- (2) Is the nominee's position that of owner, chief executive or operating officer or other business executive or employer with "optimum policymaking or hiring authority?"

Yes ☒ No ☐ Please explain below:

I am the owner of all three businesses and hold full policymaking, operational, and hiring authority.

- (3) Has business nominee been nominated by local business organization or business trade association?

Yes ☐ No ☒ *Nominating organization must be completed below.

If nominated for Labor Representative:

- (1) Has nominee been nominated by local labor federation or a member of a labor organization or a training director from a joint-labor management apprenticeship program, or other such program?

Yes ☐ No ☐ *Nominating organization must be completed below.

ALL NOMINEES: STATEMENT OF INTEREST

Explain why you wish to serve on the WDB (include interests, qualifications, etc.).

I own and operate three Kern County businesses in the skilled trades, and I founded XGen Academy in response to a gap I see every day: employers cannot find trained technicians, and residents cannot find a clear path into careers that pay a living wage. I want to serve on the WDB to help close that gap through innovation, structured mentorship, and hands-on training with classroom theory woven in. As a small-business owner who hires, trains, and promotes locally, I can bring a practical employer's view of which skills actually lead to jobs here, and I am committed to programs that serve both job seekers and the businesses that need them.

ALL NOMINEES: WORKFORCE DEVELOPMENT EXPERIENCE

List specific experience with employment, training and/or education programs.

Founder of XGen Academy, a Bakersfield training program preparing students for careers in the automotive and diesel trades by combining classroom instruction with hands-on shop experience. Owner and operator of Circle M Truck Repair and Circle M Tire & Automotive, where I recruit, train, and mentor entry-level technicians and advance them into skilled, higher-wage roles. Direct experience building curriculum, structuring on-the-job mentorship, and developing a local workforce in the skilled trades.

I understand the expectations of a WDB member/non-member and volunteer to serve.

Date: 08/30/2026

Nominee Signature: 

***NOMINATING ORGANIZATION (Required for Business and Labor Representatives)**

Name of Organization: Kern Economic Development Corporation

Type of Organization: Economic Development

Nominating Person's Name/Title: Richard Chipman / President CEO

Date: 8/31/26

Signature: 

Qualified nominees will be considered by the WDB. Final appointments for non-WDB members are made by the WDB, and final appointments for WDB members are made by the Kern County Board of Supervisors.



PLUMBERS, PIPE and REFRIGERATION FITTERS LOCAL UNION 460
6718 MEANY AVENUE, BAKERSFIELD, CALIFORNIA 93308
 Phone: 661 589 4600 Fax: 661 5893196
info@local460.com



Chartered 1908

Business Manager/ Financial Secretary
Steven Gomez

Business Agent
Javier Flores

Founded 1889

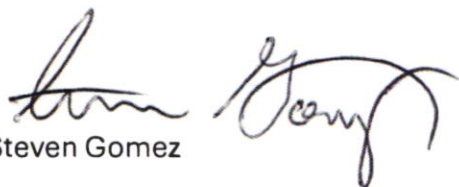
June 29, 2026

Brandon Evans
 Chief Workforce Development Officer
 Kern, Inyo and Mono Counties Workforce Development Board

Mr. Evans and the Workforce Development Board,

Please accept this notification as my resignation from the Board. I am retiring from my Local Union as Business Manager and am moving on to the next life chapter. I have been a board member since 2010 and have learned a great deal from this Board. It has truly been an honor to serve the community and this Board in my capacity as a Board member. I do hope that as a Labor representative my position could be filled by my successor, Javier Flores. He has been a member of my Local for many years and has served as my Business Agent for the last ten years. We will serve this Board with diligence and enthusiasm. Thank you for the opportunity to have served on this Board. I wish this Board continued success.

Sincerely,


 Steven Gomez

**KERN, INYO, MONO COUNTIES CONSORTIUM
LOCAL WORKFORCE DEVELOPMENT BOARD
NOMINATION AND STATEMENT OF INTEREST FORM**

Please check one or both boxes:

Interest in being Workforce Development Board Member ☐

Interest in being non-Workforce Development Board Member ☐ (member of a subcommittee only)

NOMINEE INFORMATION

Date: 7-10-26

Name: JAVIER FLORES Job Title: BUSINESS MANAGER

Business/Agency Name: PLUMBERS AND STEAMFITTERS LOCAL 460

Business/Agency Address: 6718 MEANY AVENUE BAKERSFIELD 93308
(Street) (City) (Zip)

Phone: 661-619-1226 Secondary Phone*: _____

Email: jflores@local460.com Secondary Email*: _____

Preferred method of contact? _____

RESPONSIBILITIES OF A WORKFORCE DEVELOPMENT BOARD (WDB) MEMBER

- Provide joint responsibility, along with the Board of Supervisors, for Workforce Innovation and Opportunity Act (WIOA) activities in Kern, Inyo and Mono Counties
- Serve a three (3) year term
- Attend quarterly Committee (usually at 8:00 a.m. or 3:00 p.m.) and Board meetings (usually at 7:00 a.m.), as assigned
- Bring a level of expertise in specific areas to advise staff and other board members on issues pertaining to workforce development
- Represent a particular group (or groups), as required under WIOA

NOTE: Some nominees may be considered for "non-Board member" positions on WDB Committees (Program and Business Services, Executive and Youth). Non-Board members may vote on matters at the Committee level only. They may be considered for vacancies on the WDB.

SPECIFY GROUP TO BE REPRESENTED

Nominees may represent one or more. Please check all that apply.

☐ Business	☐ Small 1-50	☐ Mid 51-250	☐ Large >250
☒ Labor			
☐ Education and Training	☐ Adult	☐ Youth	☐ Higher
☐ Workforce Representative	☐ CBO	☐ Other (specify)	
☐ Government, Economic and Community Development	☐ Economic/Community Development	☐ Wagner-Peyser Office	☐ Vocational Rehabilitation
☐ One-Stop Partner (specify)			
☐ Other (specify)			

If nominated for Business Representative:

- (1) Does nominee represent business that reflects the employment opportunities of the local area? Yes [] No []

*non-work related

- (2) Is the nominee's position that of owner, chief executive or operating officer or other business executive or employer with "optimum policymaking or hiring authority?"
Yes [] No [] Please explain below:
- (3) Has business nominee been nominated by local business organization or business trade association?
Yes [] No [] ***Nominating organization must be completed below.**

If nominated for Labor Representative:

- (1) Has nominee been nominated by local labor federation or a member of a labor organization or a training director from a joint-labor management apprenticeship program, or other such program?
Yes [] No [] ***Nominating organization must be completed below.**

ALL NOMINEES: STATEMENT OF INTEREST

Explain why you wish to serve on the WDB (include interests, qualifications, etc.).

I AM INTERESTED IN SERVING ON THE WDB BECAUSE I BELIEVE THAT A STRONG WORKFORCE IS THE FOUNDATION OF A STRONG COMMUNITY. AS A LABOR LEADER, I HAVE HAD THE OPPORTUNITY TO ADVOCATE FOR WORKING MEN AND WOMEN, PROMOTE FAIR WAGES AND SAFE WORKING CONDITIONS AND HELP INDIVIDUALS BUILD MEANINGFUL CAREERS. SERVING ON THE BOARD WOULD ALLOW ME TO BRING THE PERSPECTIVE OF ORGANIZED LABOR TO IMPORTANT DISCUSSIONS THAT SHAPE WORKFORCE POLICIES AND TRAINING OPPORTUNITIES THROUGHOUT KERN, INYO & MONO COUNTIES.

ALL NOMINEES: WORKFORCE DEVELOPMENT EXPERIENCE

List specific experience with employment, training and/or education programs.

I HAVE BEEN A PROUD MEMBER OF PLUMBERS AND STEAMFITTERS LOCAL 460 FOR THE PAST 26 YEARS, BUILDING A CAREER FOUNDED ON HARD WORK AND INTEGRITY. AFTER BEING ACCEPTED INTO THE UNION, I SUCCESSFULLY COMPLETED A RIGOROUS FIVE YEAR APPRENTICESHIP PROGRAM.

I understand the expectations of a WDB member/non-member and volunteer to serve.

Date: 7-10-26

Nominee Signature: *Alma Reed*

***NOMINATING ORGANIZATION (Required for Business and Labor Representatives)**

Name of Organization: Kern, Inyo, & Mono Counties Building Trades Council

Type of Organization: Labor

Nominating Person's Name/Title: Alma Reed, Exec. Secretary

Date: 7/14/2024

Signature: *Alma Reed*

Qualified nominees will be considered by the WDB. Final appointments for non-WDB members are made by the WDB, and final appointments for WDB members are made by the Kern County Board of Supervisors.



**KERN, INYO, MONO COUNTIES CONSORTIUM
LOCAL WORKFORCE DEVELOPMENT BOARD
NOMINATION AND STATEMENT OF INTEREST FORM**

Please check one or both boxes:

Interest in being Workforce Development Board Member ☒

Interest in being non-Workforce Development Board Member ☐ (member of a subcommittee only)

NOMINEE INFORMATION

Date: 1 June 2026

Name: Ryan Carney Job Title: _____

Business/Agency Name: Ernst Manufacturing / Modern Machine Company

Business/Agency Address: 2121 S. Union Ave. Bakersfield, CA 93307
(Street) (City) (Zip)

Phone: 661.831.7553 Secondary Phone*: 213.268.0354

Email: ryan@ernstusa.com Secondary Email*: ryanjcarney@gmail.com

Preferred method of contact? email

RESPONSIBILITIES OF A WORKFORCE DEVELOPMENT BOARD (WDB) MEMBER

- Provide joint responsibility, along with the Board of Supervisors, for Workforce Innovation and Opportunity Act (WIOA) activities in Kern, Inyo and Mono Counties
- Serve a three (3) year term
- Attend quarterly Committee (usually at 8:00 a.m. or 3:00 p.m.) and Board meetings (usually at 7:00 a.m.), as assigned
- Bring a level of expertise in specific areas to advise staff and other board members on issues pertaining to workforce development
- Represent a particular group (or groups), as required under WIOA

NOTE: Some nominees may be considered for "non-Board member" positions on WDB Committees (Program and Business Services, Executive and Youth). Non-Board members may vote on matters at the Committee level only. They may be considered for vacancies on the WDB.

SPECIFY GROUP TO BE REPRESENTED

Nominees may represent one or more. Please check all that apply.

☒ Business	☒ Small 1-50	☐ Mid 51-250	☐ Large >250
☐ Labor			
☐ Education and Training	☐ Adult	☐ Youth	☐ Higher
☐ Workforce Representative	☐ CBO	☐ Other (specify)	
☐ Government, Economic and Community Development	☐ Economic/Community Development	☐ Wagner-Peyser Office	☐ Vocational Rehabilitation
☐ One-Stop Partner (specify)			
☐ Other (specify)			

If nominated for Business Representative:

- (1) Does nominee represent business that reflects the employment opportunities of the local area? Yes ☒ No ☐

*non-work related

2

- (2) Is the nominee's position that of owner, chief executive or operating officer or other business executive or employer with "optimum policymaking or hiring authority?"

Yes ☒ No ☐ Please explain below:

I am the CEO of both Ernst Manufacturing and Modern Machine Company, manufacturing

- (3) Has business nominee been nominated by local business organization or business trade association?

Yes ☐ No ☒ *Nominating organization must be completed below.

If nominated for Labor Representative:

- (1) Has nominee been nominated by local labor federation or a member of a labor organization or a training director from a joint-labor management apprenticeship program, or other such program?

Yes ☐ No ☐ *Nominating organization must be completed below.

ALL NOMINEES: STATEMENT OF INTEREST

Explain why you wish to serve on the WDB (include interests, qualifications, etc.).

See attached letter

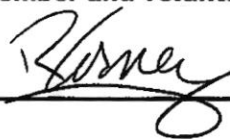
ALL NOMINEES: WORKFORCE DEVELOPMENT EXPERIENCE

List specific experience with employment, training and/or education programs.

See attached letter

I understand the expectations of a WDB member/non-member and volunteer to serve.

Date: 1 June 2026

Nominee Signature: 

***NOMINATING ORGANIZATION (Required for Business and Labor Representatives)**

Name of Organization: Kern Economic Development Corporation

Type of Organization: Business

Nominating Person's Name/Title: Richard Chapman / President + CEO

Date: 6/7/26

Signature: 

Qualified nominees will be considered by the WDB. Final appointments for non-WDB members are made by the WDB, and final appointments for WDB members are made by the Kern County Board of Supervisors.

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

BUSINESS:

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

Lizette Gomez, Vice Chair
CEO
Cazador Consulting Group, Inc.

Mike Beaumont
HR Manager/Company Liaison
Unified Field Services Corporation

Laura Barnes
President
Associated Builders and Contractors

Kelly Bearden
Director
CSUB Small Business Development Center

Alex Haver
Human Resources Director
Buttonwillow Warehouse Co.

Richard Chapman
President/CEO
Kern Economic Development Corporation

Michele Warren
Director of Human Resources
Golden Empire Transit

Greg Knittel
President
Centralize HR

Mikin Plummer
Executive Director
Kern County Builders Exchange

Season Susko
Director of Human Resources
Truitt Corporation

Robert Watson
Vice President
Browns Construction Service, Inc.

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

Kenny Spratt
Founder/CEO
TalentBase

Devin Brown
Chief Human Resources Officer
Kern Family Health Care

Clare Pagnini
Human Resource Director
Driltek Operating, LLC

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

Jason Smoot
Apprenticeship Coordinator
Operating Engineers Local 12

Steven Gomez
Business Agent
Plumbers & Pipefitters Local 460

Julian Najera
Field Representative
Painters Local 52/IUPAT District
Council 36

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

**KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD
YOUTH COMMITTEE**

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

Dale Countryman*
Retired School Administrator

Brandon J. Evans, Executive Secretary WDB
Chief Workforce Development Officer
Kern County Employers' Training Resource

Brian Holt
Business Manager
IBEW Local 428

Priscilla Sanchez*
District Director
Kern County Board of Supervisors

Jovon Dangerfield*
Executive Director
Transitional Youth Mobilizing for Change

Alyssa Cervantes*
Project Specialist
Kern High School District

Olivia Kent*
Program Specialist
Kern Community Foundation

Priscilla Varela
Staff Services Manager I
Department of Rehabilitation

Greg Terry*
Chief
Bakersfield Police Department

*Non-WDB Member

**KERN, INYO AND MONO
WORKFORCE DEVELOPMENT BOARD
PROGRAM AND BUSINESS SERVICES COMMITTEE**

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

Linda Parker*
President
LP Consulting

Richard Chapman
President/CEO
Kern Economic Development Corporation

Alissa Reed
Executive Secretary
KIM Building Trades Council

Brandon J. Evans, Executive Secretary WDB
Chief Workforce Development Officer
Kern County Employers' Training Resource

Jeremy Tobias
Executive Director
Community Action Partnership of Kern

Brian Holt
Business Manager
IBEW Local 428

Leo Bautista*
At-Large

Kenny Spratt
Founder/CEO
TalentBase

Lizette Gomez, WDB Vice Chair
CEO
Cazador Consulting Group

*Non-WDB Member

**KERN, INYO AND MONO
WORKFORCE DEVELOPMENT
BOARD EXECUTIVE COMMITTEE**

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

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

Alissa Reed
Executive Secretary
KIM Building Trades Council

Kelly Bearden
Director
CSUB Small Business Development Center

Season Susko
Director of Human Resources
Truitt Corporation

Kenny Spratt
Founder/CEO
TalentBase

Michele Warren
Director of Human Resources
Golden Empire Transit

Brandon J. Evans, WDB Executive Secretary
Chief Workforce Development Officer
Employers' Training Resource

Dr. Kristen Watson*
Chief of Staff
Cal State University Bakersfield

Leo Bautista*
At-Large

Lizette Gomez, WDB Vice Chair
CEO
Cazador Consulting Group, Inc.

Greg Knittle
President
Centralize HR

Devin Brown
Human Resources Officer
Kern Family Health Care

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

*Non-WDB member



September 3, 2026

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

BOARD AND COMMITTEE MEMBER TRAVEL BUDGET FOR PROGRAM YEAR 2026-2027

Dear Committee Member:

The Workforce Development Board (WDB) encourages its members to participate in conferences, trainings, and events that deepen their understanding of local, state, and federal workforce issues. These opportunities enhance the Board's effectiveness by supporting continued learning and fostering valuable networking within the workforce development community.

Throughout the program year, the California Workforce Association (CWA) hosts conferences such as WORKCON and Meeting of the Minds, and other events may be offered by other organizations. To minimize financial hardship and promote member participation, the Board adopted a policy outlining guidelines for conference and training travel. Reimbursements are based on the County of Kern's travel, meal, and lodging limits, which may be updated periodically.

Members requesting reimbursement must adhere to the Board and Committee Member Travel Policy (attached). Requests must be approved by your Executive Committee, when time permits, or by the WDB Chairperson. In some cases, final approval may also be required from the County Administrative Office and the Kern County Board of Supervisors.

In accordance with the policy, the WDB must approve an annual travel budget, which is typically set at \$10,000. During Program Year 2025–2026, no members submitted travel requests. However, this month, Board Member Lizette Gomez will be attending the Meeting of the Minds conference in Monterey at an estimated cost of \$2,500.

Therefore, IT IS RECOMMENDED that your Committee recommend that the WDB adopt the Board and Committee member travel budget of \$10,000 for Program Year 2026-2027.

Sincerely,



Brandon J. Evans
Chief Workforce Development Officer

Attachment

**KERN, INYO, MONO COUNTIES CONSORTIUM
WORKFORCE DEVELOPMENT BOARD AND COMMITTEE
TRAVEL POLICY AND PROCEDURES
(Covering Conference/Training/Seminar Attendance and Travel)
[First Adopted: October 15, 2015]**

1. PURPOSE

The Governor of California has designated the Kern, Inyo, Mono Counties Consortium (KIM) as a Local Workforce Development Area under the federal Workforce Innovation and Opportunity Act of 2014 (WIOA). The Workforce Development Board (WDB) and Standing Committees (SC) members are encouraged to attend events that will enhance their knowledge of local, State and Federal WIOA issues. Members can and should take advantage of the workshops and opportunities for networking to further their ability to contribute to the Board and Committees' effectiveness.

In an effort to minimize any financial hardships service on the WDB or SC may cause their members and in order to sponsor and encourage member participation at conferences, training and seminars, WIOA funds may be used to reimburse members for authorized expenses incurred during service to the WDB and SC. This policy sets forth the guidelines for such spending and reimbursement and is based on the County of Kern's travel, meal and lodging policy which is changed from time to time.

As limited funding will be made available for WDB and SC members to travel (the amount to be approved by the WDB annually), the WDB Chairperson will encourage and seek volunteers, approve requests, and make recommendations through the Executive Committee, as time permits. It is expected that non-business members (e.g., those members representing community-based organizations, education, labor, partner agencies, etc.) seek funding from their own agencies/organizations first. There may be occasions when sharing costs will be considered, particularly when agencies/organizations have a duality of purpose in the conference, training or seminar. Members who represent agencies/organizations and who have WIOA or other workforce funds available should use those funds prior to asking for WDB sponsorship.

2. MEMBER ELIGIBILITY TO REQUEST TRAVEL AND PRIORITY OF SERVICE

In order for travel requests to be considered, the member must:

- Be listed on the KIM WDB or SC roster on file at Employers' Training Resource (ETR) and the Kern County Board of Supervisors, as applicable;

- Be a member in good standing defined as unexpired term and meeting attendance requirements; and
- Have complied with the travel policy in the past, if applicable, including the requirement to provide a written and/or oral report at the next WDB or SC meeting following the conference, training or seminar.

To encourage broad participation, generally a member will be considered for one conference, training or seminar per year, and the number of attendees per event will be limited. Priority will be given to members whose costs will be shared by another entity, members more likely to benefit than other members (based on the training/seminar/conference topic), and officers of the WDB and SC.

Events which involve no cost are not covered by this policy. Members are encouraged to attend local events, participate in free webinars, and leverage other resources to expand their workforce development knowledge and to network.

Only approved training/seminars/conferences will be considered under this policy. All expenses must be justified to demonstrate that they are necessary and reasonable. Examples of allowed events include the California Workforce Association (CWA) Annual Youth Conference, Spring Conference and Meeting of the Minds. ETR staff will alert the WDB and SC of upcoming events. The Executive Committee and WDB Chairperson will have final approval as to which events will be considered allowable and which travel requests will be approved, based on the recommendation of the ETR Director. As the Executive Committee and WDB meet quarterly, to ensure timely travel reservations and meeting "early bird" or government discounts, the WDB Chairperson will be authorized to approve events and travel requests on behalf of the Executive Committee. These approvals will be reported at the next regularly scheduled meeting of the Executive Committee and the WDB. The WDB Chairperson will resolve any conflicts that may arise regarding conference attendance. The Kern County Board of Supervisors has final approval of travel using WIOA or other County funds.

3. BOARD MEMBER/COMMITTEE TRAVEL REQUEST FORM

Any member requesting travel reimbursement will complete a "Kern, Inyo, Mono Counties Consortium Workforce Development Board and Committee Members Travel Request Form" which will require the member to justify why it is in the interest of the WDB or SC for that member to attend the training, seminar or conference. All non-business members will have to provide verification that they have requested the agency or organization they represent to sponsor or partially sponsor their attendance at the training, seminar or conference; the agency or organization response; and the amount of sponsorship if any.

4. TRAVEL REQUESTS

Approved travel requests will be processed by ETR staff following the County of Kern's travel, meals, and lodging policy which changes from time to time.

5. ALLOWABLE EXPENSES

A. General Provisions

When possible, ETR staff will be responsible for all conference registration arrangements, hotel reservations, transportation reservations and trip logistics. Members who use WIOA/County funds to travel should do so in the most reasonable economic manner possible. This would include obtaining government rates or special conference rates at hotels, shopping for reasonable airfares, and using public transportation if available and reasonably convenient.

Once a member has been approved to travel, ETR staff will complete the necessary paperwork and submit to the ETR Director, the County Administrative Office, and the Kern County Board of Supervisors for processing/approval, ***as applicable***.

B. Expenses

Allowable expenses may include the following:

- Conference/training registration fees
- Hotel accommodations
- Mileage
- Intercity/state transportation
- Toll charges
- Parking
- Meals (those not provided as part of the conference)

Acceptable rates for the above will be determined by the County of Kern's travel policy. Members will be required to submit receipts for hotel, parking, and other expenses along with a copy of the agenda or flyer for the event. If valet parking is the only service provided by the hotel for guests, you must obtain from the hotel a written statement confirming that only valet parking is available. Meal per diem availability is based on location and departure/return times.

C. Automobile Insurance

The liability on any personal vehicle used for WDB or SC business must conform to the minimum requirements of the California Vehicle Code. Members will not be reimbursed for mileage expenses unless proof of

automobile insurance coverage or a Certificate of Insurance is on file with the County of Kern. Members should submit proof of such coverage to ETR staff prior to travel.

6. TRAVEL REQUEST APPROVAL

All travel requests are to be submitted to the ETR Director for review. Requests will be forwarded to the WDB Chairperson and the Executive Committee for consideration and approval. Requests approved will be processed by ETR staff and submitted to the County Administrative Office and the Kern County Board of Supervisors for approval, **as applicable**. The member will be notified as soon as possible when the travel request has been finalized. The member may need to submit additional items to complete the travel claim process. Care should be taken to ensure that approved travel does not exceed the WDB/SC travel budget.

7. POST-CONFERENCE REPORT

Members who attend conferences, training or seminars are expected to make a report to the WDB or SC at the next regular meeting of the WDB or SC following the event and to contribute informational and training materials to the ETR resource library. This will be an agenda item.

**KERN, INYO, MONO COUNTIES CONSORTIUM
WORKFORCE DEVELOPMENT BOARD AND COMMITTEE MEMBERS
TRAVEL REQUEST FORM**

Name: _____

Date: _____

Address: _____

Phone: _____

**I am a member of:
(check all that apply)**

- ☐ **Workforce Development Board (WDB) Member**
- ☐ **Youth Committee**
- ☐ **Program and Business Services Committee**
- ☐ **Executive Committee**

Agency/Employer I represent: _____

Am I a Member in good standing? (See Travel Policy for definition) Yes _____ No _____

If no, explain: _____

Event Information

Conference/Training/Seminar Name: _____

Travel Location: _____

Event Dates: _____

Departure Date/Time: _____

Return Date/Time: _____

Sponsorship/Cost Sharing [REQUIRED for all non-business Members]:

If I represent a WIOA partner agency or non-business organization, **attach verification that the agency/organization will/will not pay for all/part of the travel expenses** that I am requesting. Indicate pledged amount, if any. It is encouraged that costs be paid with other funds or shared prior to asking for WDB sponsorship.

Justification for Request: I wish to attend the above event for the following reasons:

NOTE: If necessary or appropriate, please attach additional information as justification.

Submit to:

Employers' Training Resource
Attn: Brandon J. Evans
1600 East Belle Terrace, Bakersfield, CA 93307
Fax: 661-336-6855