



WORKFORCE DEVELOPMENT BOARD

Program and Business Services Committee



Date: January 15, 2026

Time: 8:00 A.M.

Location: 1600 E. Belle Terrace Bakersfield, CA 93307,
Second Floor, Large Conference Room



Kern, Inyo & Mono Workforce Development Board
Program and Business Services Committee Meeting Agenda

Date: January 15, 2026

Time: 8:00 a.m.

Location: 1600 E. Belle Terrace – Bakersfield, 2nd Floor Conference Room

Dial In: (831) 296-3421

Access Code: 777 665 649#

Committee Members:

Lizette Gomez, Chair

Leo Bautista

Richard Chapman

Brandon Evans

Brian Holt

Brenda Mendivel

Linda Parker

Alissa Reed

Kenny Spratt

Jeremy Tobias

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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 6, 2025, Meeting Minutes – **Action Item**

4 B. Revised Workplan for the Transformative Climate Communities Grant

IV. Workforce Development Board Chair – Discussion Items

A. Special Committee Opportunities

V. ETR Director Updates – Discussion Items

A. Program and Business Services Committee Strategic Planning

B. Local Board Determination Training Approval Process Discussion

C. Workforce Development Performance Dashboard

D. Site Visits

VI. Committee Member Comments

VII. Miscellaneous Filings Receive and File – Action Item

5 A. Program and Business Services Committee Attendance Report

6 B. Kern, Inyo and Mono Workforce Development Board and Committees' Meeting
Schedule for Calendar Year 2026

VIII. Adjournment

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**KERN, INYO & MONO
WORKFORCE DEVELOPMENT BOARD
PROGRAM AND BUSINESS SERVICES COMMITTEE
DISCUSSION AND ACTION ITEMS
NOVEMBER 6, 2025**

Members Present: Brenda Mendivel, Leo Bautista, Richard Chapman, Brandon Evans, Brian Holt, Alissa Reed, Linda Parker, and Jeremy Tobias.

Members Absent:

Staff Present: Candy Gettman, Anne Meert, Michael Saltz, Linda Lara, Danette Williams, Jeremy Shumaker, Marsha Manos.

Guests Present: Lizette Gomez, Joshua Rudnick, and Kenny Spratt.

The meeting was called to order at 8:07 a.m. by Brenda Mendivel.

*Unexcused Absence

Introduction

Member, Staff and Guests introduced themselves.

Public Comments

There were no public comments.

Approval of August 14, 2025, Meeting Minutes

Alissa Reed made a motion to approve August 14, 2025, meeting minutes. Brenda Mendivel seconded the motion. All ayes. The motion passed.

Kern, Inyo and Mono Workforce Development Board and Committees' Meeting Schedule for Calendar Year 2026

Brandon Evans presented the proposed 2026 calendar to the committee members. Brandon informed the members that this calendar was created from the poll they were asked to participate in. Brenda Mendivel made a motion to approve the proposed calendar of meetings for 2026. Brian Holt seconded the motion. All ayes. The motion passed,

Authorization To Issue Request for Refunding for Workforce Innovation and Opportunity Act Adult, Dislocated Worker, and Combined Programs for Program Year 2026-2027

Anne Meert informed the committee that one of the functions of the Program and Business Services Committee is to recommend to the Workforce Development Board (WDB) the annual procurement process for contracted programs under the Workforce Innovation and Opportunity Act. Anne clarified that the recommendation for their consideration is to approve the Request for Refunding (RFR) process for:

- Provider of Career Services at the Delano AJCC, including administering the OJT program (Proteus, Inc.) – PY 2025-2026 contract amount: \$647,073

- Paid Work Experience (Proteus, Inc.) – PY 2025-2026 contract amount: \$134,237
- Paid Work Experience (Kern High School District) – PY 2026-2027 contract amount: \$454,102

Anne also mentioned that this is the final year that ETR can do an RFR and that the following year we would need to issue a full Request for Proposals. Additionally, ETR is requesting approval to issue an RFP for other workforce funding or needs that may emerge during the year. Anne said that ETR does not anticipate the need to request an RFP but would like to have their permission to do so if the need arises. Alissa Reed made a motion to accept the staff's recommendation to authorize the following: 1) issuance of an RFR limited to current programs and services for WIOA Adult, Dislocated Worker, and Combined programs for Program Year 2026-2027; and 2) if needed, an RFP for other workforce funding or needs that may emerge during the year. Brenda Mendivel seconded the motion. All Ayes. The motion passed.

Local Board Determination Training Approval Process Discussion

Brandon Evans said that at the last full board meeting ETR was approved to use the Local Board Determination Process for certain Workforce Innovation and Opportunity Act (WIOA) funded Adult and Dislocated Worker training programs that are not currently on the ETPL. Also, at that meeting at the meeting, a policy was shared which outlined the steps needed for a provider to bypass the ETPL process and have its program be considered as a locally approved program. Brandon moved on to say that the question being posed to them is how would they like to proceed? And asked if there is the need to form another committee for the vetting process. Brenda Mendivel stated that she did not think there was a need to change the bylaws to form an ad-hoc committee and that she didn't think that it needed to be more than three people on the committee. There was further clarifying conversation with County Counsel to determine the best route to take. The committee also discussed what the application and vetting process would look like. Brenda Mendivel asked the committee to contact Marsha Manos if they are interested in serving on a review committee. Brandon said that staff would fine tune the process and bring it back to the group for further discussion.

Program and Business Services Committee Strategic Planning

Brandon Evans reported on the progress of the Strategic Planning meetings and briefly discussed the topics of discussion during those meetings. Brandon talked about ETR's Job Talk podcast and Hire Road as a way to introduce Kern County residents to local businesses that are hiring. There was further discussion among the committee members on how to get more employers to engage with ETR and Danette Williams talked about the commercial that would be airing soon.

Brandon asked the committee to consider having a board member workshop to meet with and have an interactive forum where staff can educate the members on various topics.

Department Updates

Jeremy Shumaker provided the committee with a brief departmental update.

Committee Member Comments

There was a brief discussion about the Hard Rock Casino and Pacific Steele.

Miscellaneous Filings

Alissa Reed made a motion to receive and file the following:

- Program and Business Services Committee Attendance Report
- Continuous Improvement Plan Status Update
- Kern, Inyo and Mono Workforce Development Board and Committees' Meeting Schedule for Calendar Year 2025

Brenda Mendivel seconded the motion. All ayes. The motion passed.

The meeting was adjourned at 8:15 a.m.



January 15, 2026

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

REVISED WORKPLAN FOR THE TRANSFORMATIVE CLIMATE COMMUNITIES GRANT

Dear Committee Member:

On April 4, 2024, your committee approved the acceptance of grant funding in the amount of \$286,200 from the City of Bakersfield to provide targeted outreach to potential participants who meet the priority of service criteria from the focus area which includes the county island around South Dr. Martin Luther King Boulevard and East Casa Loma Drive. Initially, Employers' Training Resource (ETR) was planned to:

- Enroll 9 residents into the Eligible Training Provider List (ETPL) or similar competitively procured subcontracted training programs. Provide 5 job placement services post-training.
- Enroll 8 residents into Transitional Jobs Training (TJT) paid work-based experience program with some classroom training, using contracted providers. Provide 4 job placement services post-training; and
- Place 10 residents into a paid job at a business via On-the-Job Training (OJT) contract, targeting and prioritizing employers in the TCC area.

Due to concerns about not being able to meet the workplan within the budgetary limitation, ETR revised the workplan to:

- Enroll 27 residents into Individual Training Accounts through the Recycling Lives program with paid work experience and classroom training; and
- Provide 14 job placement services post-training.

The grant will end on June 30, 2028. ETR will continue to update your committee on the status of the Transformative Climate Communities grant and provide more specifics when additional information is forthcoming.

Sincerely,


Brandon J. Evans
Chief Workforce Development Officer
BJE:ms

Kern, Inyo & Mono Workforce Development Board PBS Committee Attendance 2025					
P = Present	U=Unexcused	X=Cancelled			
A = Excused Absence		1/16/25	5/7/25	8/14/25	11/6/25
Member					
First	Last	PBS	PBS	PBS	PBS
Alissa	Reed	X	P	P	P
Brandon	Evans	X	P	P	P
Brenda	Mendivel	X	P	P	P
Brian	Holt	X	P	A	P
Jeremy	Tobias	X	A	P	A
Linda	Parker*	X	P	P	P
Richard	Chapman	X	P	A	P
Leo	Bautista*	X	A	A	A
*Non-WDB					

**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

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

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.