



WORKFORCE DEVELOPMENT BOARD

Program and Business Services Committee



Date: April 30, 2026 **SPECIAL SESSION**

Time: 2:00 P.M.

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



Date: April 30, 2026 SPECIAL SESSION

Time: 2:00 p.m.

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

Dial In: (831) 296-3421

Access Code: 875 351 085#

Committee Members:

Lizette Gomez, Chair	Brandon Evans	Alissa Reed
Leo Bautista	Brian Holt	Kenny Spratt
Richard Chapman	Brenda Mendivel	Jeremy Tobias
	Linda Parker	

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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

- 1-2 A. Approval of the January 15, 2026, Meeting Minutes – **Action Item**
- 3-8 B. Preliminary Funding Recommendations for Workforce Innovation and Opportunity Act Adult, Dislocated Worker, and Combined Programs and Services for Program Year 2026-2027 – **Action Item**
- 9-10 C. Request For Retroactive Approval to Apply for the Regional Coordination Project – Program Year 2025-26 – **Action Item**

IV. Workforce Development Board Chair – Discussion Items

- A. Strategic Plan Update
- B. Bakersfield Women’s Conference
- C. Workforce Development Dashboard

V. ETR Director Updates – Discussion Items

- A. Board Protocols
- B. Diane Brown, CWDB follow-up visit
- C. Kahoot!

VI. Committee Member Comments

VII. Miscellaneous Filings Receive and File – Action Item

- 11-12 A. Program and Business Services Committee Attendance Report
- 13 B. Kern, Inyo and Mono Workforce Development Board and Committees’ Meeting Schedule for Calendar Year 2026

VIII. 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 before 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 & MONO WORKFORCE DEVELOPMENT BOARD
PROGRAM AND BUSINESS SERVICES COMMITTEE
DISCUSSION AND ACTION ITEMS
JANUARY 15, 2026**

Members Present: Alissa Reed, Brandon Evans, Brenda Mendivel, Brian Holt, Jeremy Tobias, Kenny Spratt, Linda Parker, Lizette Gomez, Leo Bautista.

Member Absent: Richard Chapman

Staff Present: Candy Gettman, Anne Meert, Michael Saltz, Danette Williams, Marsha Manos.

Guest Present: Joshua Rudnick

The meeting was called to order at 8:05 a.m. by Lizette Gomez.

Introduction

Members, staff, and guests introduced themselves.

Public Comments

No public comments were made.

Approval of November 6, 2025, Meeting Minutes

A motion to approve the minutes was made by Brenda Mendivel and seconded by Alissa Reed. All ayes. Motion passed.

Revised Workplan For The Transformative Climate Communities Grant

Michael Saltz reported revisions to meet budget constraints, enrolling 27 residents in training with job placement for 14. The grant ends June 30, 2028.

Workforce Development Board Chair – Discussion Items

Brenda Mendivel discussed participation in special committees: Site-Visit, Vetting, and Hire Road. She mentioned recruiting efforts would begin.

ETR Director Updates – Discussion Items

Brandon Evans provided updates:

- **Program and Business Services Strategic Planning:** ETS has finalized a working document for tracking KPIs, item will be reviewed by PBS.
- **Local Board Determination Training Approval Process:** Draft documents distributed for review. Brandon asked for the members' input to finalize the documents.
- **Workforce Development Performance Dashboard:** Board members requested comprehensive information, but the website has limited space for widgets. Brandon requested that members consider alternative methods for gathering this information. Brandon stated that he would like to have a subcommittee to review

these items. Candy Gettman, Keny Spratt, Brenda Mendivel, Lizette Gomez, Alissa Reed and Danette Williams volunteered.

- **Site Visits:** Members chose to visit the MC3 program first. Staff will coordinate with Alissa Reed to arrange a date and time for the visit.

Committee Member Comments

There were no additional comments.

Miscellaneous Filings

Motion to receive and file attendance report and 2026 meeting schedule made by Alissa Reed and seconded by Brenda Mendivel. All ayes. Motion passed.

Meeting adjourned at 8:42 a.m.



April 30, 2026

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

PRELIMINARY FUNDING RECOMMENDATIONS FOR WORKFORCE INNOVATION AND OPPORTUNITY ACT ADULT, DISLOCATED WORKER, AND COMBINED PROGRAMS AND SERVICES FOR PROGRAM YEAR 2026-2027

Dear Committee Member:

Under the Workforce Innovation and Opportunity Act (WIOA), a Request for Proposals (RFP) is required at least once every four years to procure providers of services. On March 9, 2023, Employers' Training Resource (ETR) issued an RFP to procure WIOA Adult, Dislocated Worker, and Combined Programs and Services for Program Year (PY) 2023-2024 for Kern County. The RFP stated, "Upon approval of the Workforce Development Board (WDB), funded programs may be eligible for refunding for up to three subsequent program years before another RFP is issued." For PYs 2024-2025 and 2025-2026, your Board approved the use of the Request for Refunding (RFR) process, and on December 17, 2025, your Board again approved the use of the RFR process for PY 2026-2027, which represents the final year of refunding allowed under the current RFP. The RFR was issued on February 17, 2026 to two agencies representing four programs and services.

RFR Process

Keeping in mind that several funded programs and services were already thoroughly evaluated by members of your WDB and other non-ETR persons during the RFP review, the RFR application requires applicants to provide updated threshold documents, descriptions of any proposed program or services changes, PY 2026-2027 participant goals, and proposed budgets. The RFR also noted that the WIOA funding allocations will not likely be known until late spring 2026, and that agencies were advised to request funding near the same level as the current year and to justify any increases. ETR would reserve the right to make changes to funding awards once the WIOA allocations are

received. Agencies were authorized to reduce participant enrollment goals or the percentage of personnel assigned to WIOA functions to lower expenses.

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

- Necessity and reasonableness of costs/proposed budget;
- Proposed changes to current program or service;
- Monitoring findings;
- Continued need for the program or service;
- Demonstrated success in the provision of services;
- Proposed participant outcomes and goals; and
- Issues or problems reported by ETR staff.

RFR Programs and Services

RFR applications were received for the following programs and services with requested funding totaling \$1,295,412. As the agencies requested the same amounts as their PY 2025-2026 contracts, this represents a net zero percent change.

Provider of Career Services for the Delano AJCC, Including On-The-Job Training

- Proteus, Inc. - WIOA AJCC Operations/Direct Placements - \$307,073 requested
- Proteus, Inc. - On-the-Job Training (OJT) Operations - \$400,000 requested

Paid Work Experience

- Proteus, Inc. – Delano/Northern Kern County area - \$134,237 requested
- Kern High School District – Bakersfield area - \$454,102 requested

The attachment includes descriptions of the programs and services; any program changes; and current, requested and recommended funding.

Work Experience Wage Cap Increase Beginning Program Year 2026

ETR is implementing a change to its WIOA Adult Work Experience programs beginning July 1, 2026, and the agencies were notified of this change in the RFR. The work experience wage cap has been increased from \$5,000 to \$6,000 per participant. Agencies are required to pay participants the applicable minimum wage for their industry, with the lowest current minimum wage being \$16.90 per hour. It will be the agency's responsibility to document the correct minimum wage for each participant to determine the maximum number of hours the participant may work without exceeding the \$6,000 cap.

Preliminary Funding Recommendations

All programs and services were determined eligible and recommended for refunding at a total of \$1,295,412. As mentioned previously, the State has yet to release WIOA formula allocations for PY 2026-2027. We hope to have this information by the May 27, 2026

WDB meeting at which final funding recommendations will be approved. Additionally, these activities may also serve clients eligible under non-WIOA formula grants such as the Displaced Oil and Gas Workers Fund, Farmworker Advancement Program, and the Opportunity Young Adult Career Pathway Program; therefore, further adjustments to final contract amounts may be warranted.

As a reminder, Workforce Development Areas are required to expend at least 30 percent of their WIOA Adult and Dislocated Worker funds on training. ETR has been successfully meeting this requirement largely due to the increase in the number of OJTs being utilized each year. OJTs help meet the in-demand needs of area employers who, in turn, provide training for in-demand jobs. Funds spent on participants attending Eligible Training Provider List (ETPL) trainings also contribute to the training percentage requirement.

Notification to Agencies

RFR applicants were provided a copy of this preliminary funding letter and were informed of the Committee and Board's meeting dates. Agencies were also provided information on the appeal process.

Therefore, IT IS RECOMMENDED that your Committee recommend that the WDB authorize the distribution of \$1,295,412 in PY 2026-2027 WIOA funds, subject to negotiations, funds available, and approval of the Kern County Board of Supervisors, to the following: Proteus, Inc. to provide Career Services at the Delano AJCC (\$307,073), OJTs (\$400,000), and Paid Work Experience (\$134,237) in the total amount not to exceed \$841,310; and Kern High School District to provide Paid Work Experience in the amount not to exceed \$454,102.

Sincerely,



Brandon J. Evans
Chief Workforce Development Officer

BJE: cw

Attachment

**ADULT, DISLOCATED WORKER AND COMBINED PROGRAMS AND SERVICES
PROGRAM YEAR 2026-2027**

PROVIDER OF CAREER SERVICES FOR DELANO AJCC AND OJT

Proteus, Inc.

1. WIOA AJCC Operations/Direct Placements

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

Currently, Proteus staff are housed at 707 Main St. in Delano, which is a temporary location. A new facility located at 325 Dover St., has been leased by the County of Kern, and it is expected that all functions of the AJCC will be available at this new location later this year.

Proposed Changes

Proteus is proposing to enroll 91 new participants and carry-over 12 participants from PY 2025-2026. Examples of proposed budget changes reflect a decrease in staff salaries and benefits, and an increase in facility expenses and indirect costs.

Current, Requested and Recommended Funding

PY 2025-2026 Funding: \$307,073

PY 2026-2027 Funding Requested: \$307,073

PY 2026-2027 Funding Recommended: \$307,073

2. On-the-Job Training

Proteus, Inc. plans to continue offering On-the-Job Training (OJT) contracts to employers in Kern County. OJTs will be provided in accordance with customer aptitude, goals of

the Individual Employment Plan (IEP), and employer needs. Proteus develops and negotiates OJT contracts utilizing its existing network of employers and provides counseling during and after completion. The proposed number of OJT participants is 36 new and 12 carry-overs.

Proposed Changes

“No reflected changes other than a slight increase in staffing. Budget remains the same as the total approved for 2025-2026.” Examples of proposed budget changes reflect a decrease in staff salaries and benefits and an increase in facility expenses and indirect costs.

Current, Requested and Recommended Funding

PY 2025-2026 Funding: \$340,000
PY 2025-2026 Funding with Amendment: \$400,000
PY 2026-2027 Funding Requested: \$400,000
PY 2026-2027 Funding Recommended: \$400,000

SUBSIDIZED WORK EXPERIENCE

1. Proteus, Inc.

Proteus, Inc. proposes to continue providing planned and structured work-based learning opportunities via Work Experience (WEX) to eligible adults and dislocated workers. As a current provider of WEX in Kern County, the agency has developed a solid reputation with local employers and is trusted in the communities it serves. Proteus will serve as the employer of record for participants as they learn the skills necessary to secure long-term employment in high-demand and high-growth occupations and industries. WEX opportunities will occur in a variety of already established workplaces that include public, private, and non-profit employers as well as other potential employers established by Proteus’ Employer Service Representatives (ESRs). Proteus will place participants at worksites related to the training they received or aligned with the client’s skills and interests. WEX will provide participants with the opportunity to attain skills, develop appropriate work habits via a work readiness module and encourage career pathways that will enable them to secure and retain unsubsidized employment and lead to self-sufficiency. The planned number of new participants to be served is 10.

Proposed Changes

“Increased the hourly wage to better reflect current minimum wage.” Examples of proposed budget changes reflect a decrease in staff benefits and salaries and an increase in facility expenses and indirect costs.

Current, Requested and Recommended Funding

PY 2025-2026 Funding: \$134,237

PY 2026-2027 Funding Requested: \$134,237
PY 2026-2027 Funding Recommended: \$134,237

2. Kern High School District

Kern High School District's (KHSD) Careers 4 Success (C4S) program is a paid work experience program designed to provide work readiness skills to participants ages 18 and older. The program is intended to help participants gain valuable work experience, build their resumes, and improve their chances of finding long-term employment. The program offers a variety of work placements across a range of occupations and worksites, which are carefully selected based on participants' English language skills, occupational skills, interests, transportation, and childcare needs. Placements may include positions in industries such as healthcare, hospitality, manufacturing, and customer service. Overall, the C4S program is designed to provide participants with a comprehensive and supportive experience that prepares them for success in their chosen career paths. The KHSD also serves as the employer of record. The planned number of participants to be served is 30.

Proposed Changes

"The proposed number of participants may be subject to change based on the number of training hours each participant receives. For example, participants in the Bakersfield Adult School CNA program complete approximately 130 hours due to the need for instructor supervision during clinical. In such cases, these participants would remain under the earnings cap of \$6,000 per individual, allowing for the potential to serve additional participants. The Career Resource Department (CRD) would like to increase enrollment to serve additional participants from the Café 1600 program in PY 2026-2027. CRD will continue to adhere to ETR's Work Experience Policy." Examples of proposed budget changes reflect a decrease in facility expenses and staff salaries and benefits and an increase in participant wages and benefits.

Current, Requested and Recommended Funding

PY 2025-2026 Funding: \$454,102
PY 2026-2027 Funding Requested: \$454,102
PY 2026-2027 Funding Recommended: \$454,102



April 30, 2026

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

**REQUEST FOR RETROACTIVE APPROVAL TO APPLY FOR THE REGIONAL
COORDINATION PROJECT – PROGRAM YEAR 2025-26**

Dear Committee Member:

This letter is to inform your Committee that Employers' Training Resource (ETR) has submitted a grant application under the Regional Coordination Project (RCP) for Program Year (PY) 2025–26 on behalf of the Kern/Inyo/Mono Workforce Development Area. This funding opportunity is supported by the Workforce Innovation and Opportunity Act (WIOA) Governor's Discretionary funds and administered by the California Employment Development Department (EDD).

The competitive proposal was submitted by the required deadline of March 17, 2026. The project is designed as an essential and strategic workforce pipeline to address the critical regional shortage of Registered Nurses (RNs). The program will support individuals already enrolled as RN students by paying for their current education and accelerating their progression through the nursing pathway. Upon completion of their academic requirements, these students will transition directly into structured on-the-job training (OJT) opportunities with Adventist Health, ensuring a seamless connection from education to employment. To support persistence and completion, participants will also receive completion stipends tied to credential attainment and successful transition into OJT placements.

ETR partnered with Kern Community College District – Bakersfield College as the primary educational provider for Registered Nursing instruction. ETR also collaborated with Adventist Health to secure OJT placements, clinical alignment, and long-term employer engagement to strengthen the nursing workforce pipeline. Due to the hands-on nature of OJT and the intensive training requirements, the proposal is designed to serve approximately 50 participants. In accordance with the RCP Solicitation for Proposals, this project includes a 20 percent leveraged resource commitment. For this proposal, the 20 percent match will be met through employer contributions provided by Adventist Health tied to OJT wages and related support.

ETR requested \$1,000,000 in funding. The anticipated grant period of performance is 18 to 24 months, with an estimated start date of June 2026, pending award notifications.

Therefore, IT IS RECOMMENDED that your Program and Business Services Committee act on behalf of the Workforce Development Board to retroactively authorize the submission of the grant application and the execution of the required grant documents by the Chief Workforce Development Officer.

Sincerely,



Brandon J. Evans
Chief Workforce Development Officer

BJE:cw:rz

Kern, Inyo & Mono Workforce Development Board PBS Committee Attendance 2026					
P = Present		U=Unexcused	X=Cancelled		
A = Excused Absence					
Member		1/15/26	4/23/26	8/13/26	11/5/26
First	Last	PBS	PBS	PBS	PBS
Alissa	Reed	P			
Brandon	Evans	P			
Brenda	Mendivel	P			
Brian	Holt	P			
Jeremy	Tobias	P			
Kenny	Spratt	P			
Linda	Parker*	P			
Lizette	Gomez	P			
Richard	Chapman	A			
Leo	Bautista*	P			
*Non-WDB					

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					

**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.
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.
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.