



Kings County

Workforce Development Board Virtual Meeting:

<https://us02web.zoom.us/j/81481945858?pwd=cFV0R1o5YzVnYjZyd0hDVFE1Q2hoZz09>

September 2, 2021

10:00 a.m.

MEETING AGENDA

10:00 Call to Order/Chair Directed Introduction

Approval of Minutes – May 6, 2021 (pg. 12)

ACTION

Public Comment and Unscheduled Appearances

Any person may directly address the Board at this time on any item on the agenda, or on any other items of interest to the public, that is within the jurisdiction of the Board. Five (5) minutes are allowed for each item.

Reports

- **Career Center Usage Report-Lippincott**
- **Grants Report-Lippincott**

REPORT

Individual Training Account Guide

ACTION

EDA ARPA-Better Jobs Challenge

ACTION

Local Plan Approval

REPORT

Unemployment Rate

DISCUSSION

Member Roundtable

DISCUSSION

Adjournment

**SUMMARY OF AGENDA ITEMS
AND REPORTS**

**Workforce Development Board Meetings
First Thursday of every other month at 10:00 a.m.**

Sept 2	Nov 4	Jan 6
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If reasonable accommodations due to a disability are needed please contact Malisa Simon at (559) 852-4937

No less than 3 days prior to the scheduled meeting date

Information relating to open session items is available for review at 124 N. Irwin St, Hanford, CA 93230



Reports

- **Career Center Usage Report:** The career center is fully open and currently staffed by JTO. Utilization of the VOS Greeter is sporadic due to usage being made voluntary while COVID restrictions are in place and does not list all visits. A full report of visits by reason are as follows:

Parent Reason	Visit Reason	Individuals	Percent	Average Wait Time
I am here to see a specific staff member	I am here to see a specific staff member	15	44.12%	5 hours, 51 minutes
		15		
N/A	OLAM/Salas Recruitment	8	23.53%	17 hours, 25 minutes
		8		
State - Dept. of Rehabilitation	Dept. of Rehabilitation/Goodwill	1	2.94%	17 hours, 47 minutes
		1		
State - Resource Room: Self Service	Resource Center	9	26.47%	0 Minutes
		9		
State - Youth Services	YEOP	1	2.94%	12 hours, 3 minutes
		1		
Parent Reason	Visit Reason	Individuals	Percent	Average Wait Time
	Total Visit Reason Count:	34	100.00%	10 hours, 16 minutes
	Grand Total Number of Individuals:	32		
Total Rows: 5				

- **Grants Report:**

Grant Name	Grant # of Participants to be Served	Actual # of Participants Served to Date	% of Plan Served	Original Amount Awarded	Additional Funding Awarded or Available
Trade and Economic Transition NDWG	40	126	215%	\$250,000	\$262,000
Prison 2 Employment	12	17	142%	\$145,926	N/A
CDBG-Micro Business Assistance	TBD	TBD	TBD	TBD	TBD
COVID-19 NDWG	18	13	72%	\$100,000	N/A
AB-109	N/A	211	N/A	\$110,000	N/A

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INDIVIDUAL TRAINING ACCOUNT GUIDE (UPDATE)

The Individual Training Account Guide is a critical document, which provides limits for case management staff on what services can be provided. During a recent Employment Development Department scheduled monitoring event, the monitor identified that the limits prescribed in the Guide have not been updated in some time and needed to be re-examined. Based on an assessment of current costs for several items, the following categories have been adjusted for current costs:

- Work boots;
- Stethoscopes;
- Chromebooks;
- Watches; and,
- Uniforms/lab coats/smocks

Recommended Action: Approve the changes as indicated in the Individual Training Account Guide.

ECONOMIC DEVELOPMENT ADMINISTRATION-GOOD JOBS CHALLENGE

EDA’s American Rescue Plan Good Jobs Challenge aims to get Americans back to work by building and strengthening systems and partnerships that bring together employers who have hiring needs with other key entities to train workers with in-demand skills that lead to good-paying jobs. Through the Good Jobs Challenge, EDA is allocating \$500 million to collaborative skills training systems and programs.

JTO staff are currently collaborating on two different potential projects as follows:

- Central California Workforce Collaborative (CCWC) Application: This application is being made by the ten counties making up the CCWC. Tentative targets for this application are the health care industry, and multiple counties have committed to this application.
 - Award Target: \$25,000,000
- Kings-Tulare Application: Led by the South Valley Industrial Collaborative, there is a proposed Kings-Tulare Application with manufacturing as the targeted industry..
 - Award Target: \$25,000,000

Recommended Action: Determine if there is a target that makes better sense to pursue, and direct staff accordingly.

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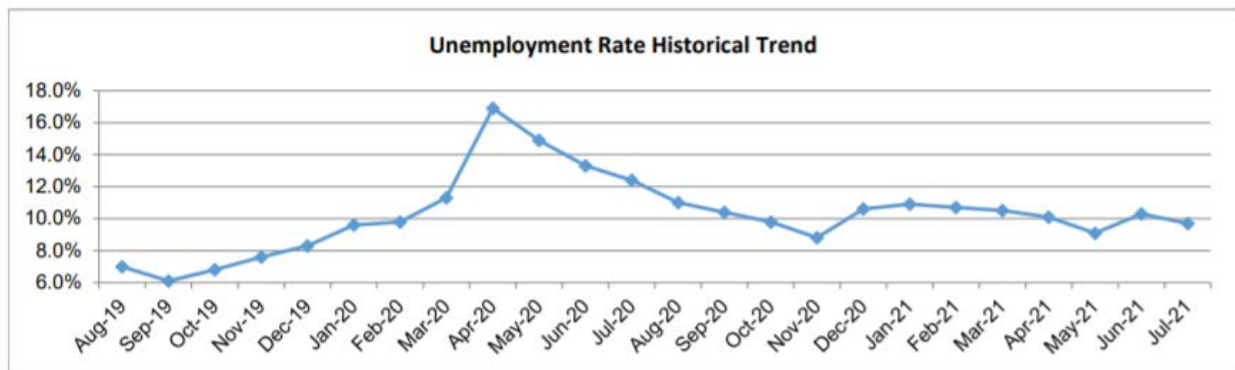
LOCAL PLAN APPROVAL

Pursuant to the Workforce Innovation and Opportunity Act, and Employment Development Department Active Directive WSD20-05, each local area is required to conduct strategic planning and submit a local plan for review to the state board.

Recommended Action: No action needed.

Unemployment Rate

The unemployment rate in the Kings County was 9.7 percent in July 2021, down from a revised 10.3 percent in June 2021, and below the year-ago estimate of 12.4 percent. This compares with an unadjusted unemployment rate of 7.9 percent for California and 5.7 percent for the nation during the same period.



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INDIVIDUAL TRAINING ACCOUNT GUIDE¹

July 6, 2017

(Revision 1: 9/17/19)

(Revision 2: 8/30/2021)

1	Maximum ITA dollar amount	Maximum Amounts: <ul style="list-style-type: none"> • Adult/Youth = \$4,500 • Dislocated Worker = \$4,500 • (Note: Dislocated Workers and Youth may be granted up to \$10,000 when circumstances warrant and must be approved Director or designee. Contracts are written on a “pay as you go basis”.)
2	May the maximum ITA dollar amount be waived?	Yes. The One-Stop Job Center Administrator, or his designee, may waive the maximum ITA based on extenuating circumstances.
3	Maximum time limit	<ul style="list-style-type: none"> • Full time: Three years • Part time: Five years • Can be waived by the One-Stop Director or designee.
4	May the maximum ITA time limit be waived?	Yes. The One-Stop Job Center Administrator, or his designee, may waive the maximum ITA based on extenuating circumstances.
5	What does the ITA cover?	<ul style="list-style-type: none"> • Registration • Fees • Books • Supplies • Required Uniforms
6	Are supportive services included in the ITA?	No. Transportation, licensing exams, licensing fees, review courses, and non-required uniforms will be disbursed by JTO as required.
7	Minimum attendance percentage to maintain active ITA	<ul style="list-style-type: none"> • 95% with below 2.0 GPA • 90% with 2.0-2.9 GPA • 85% with 3.0 or better GPA
8	Minimum academic standing to maintain active ITA	2.0 GPA

¹ The Director or designee has the ability at their discretion to allow the amounts listed in this guide to be exceeded, so long as there is no local, state, or federal policy/statute to the contrary. Permission to exceed maximums must be in writing, and a copy placed in the applicant’s case file.

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9	Leverage other funding sources	Must utilize other funds before WIOA. Coordinate with Human Services or other agencies.
10	Who disburses ITA payments?	JTO Fiscal Department
11	Are ITA amounts identical for disadvantaged adults and dislocated workers?	ITA amount limits are as follows: <ul style="list-style-type: none"> • Adult - \$4,500 • Dislocated Worker - \$4,500, may be increased to \$10,000 based on extenuating circumstances & approval.
12	What information is used to determine labor market demand in awarding an ITA?	Local labor market information such as Cal Jobs openings, placement rates for similar occupations from educational institutions, placement rates in similar occupations from One-Stop Job Center at an entry level wage rate sufficient to meet performance standards.
13	What documents are required for non-demand occupations in awarding an ITA?	A waiver that reflects an employer's willingness to hire customer at or above the performance standards wage rate or the career field has immediate upward mobility
14	Can ITA be cancelled?	Yes. The ITA may be cancelled due to the following circumstances: <ul style="list-style-type: none"> • If the customer is not in a training activity within 90 days. • If absences exceed 85% attendance after one semester, quarter, or module after probationary training. • If GPA falls below 1.5 GPA after one semester, quarter, or module after probationary training. • If funds cease to be available to support the ITA expense.
15	May an ITA be modified?	Modifications will be permitted on a case-by-case basis as determined by the case manager, Employment & Training Supervisor and Program Manager.
16	If the financial aid package indicates PELL monies are needed for living expenses, must the customer reimburse training costs provided through WIOA?	Any grants that can be applied to educational and training expenses will be utilized prior to use of WIOA funding.
17	If PELL monies are specifically earmarked for educational expenses only,	Any grants that can be applied to educational and training expenses will be utilized prior to use of WIOA funding.

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	will the ITA decreased in the amount of the PELL monies?	
18	What is the internal procedure for an ITA issuance?	The ITA content and format will be determined by JTO staff. The customer will attest their responsibilities and timeframes in accepting the ITA.
19	If the customer secures training-related employment prior to completion of the training, will the customer be permitted to continue their education while employed?	Yes. The ITA maximum timeframes may be extended in entered-employment cases.
20	How will participants receive assessment, counseling, and an individual employment plan through career services prior to issuance of an ITA?	The customers will receive assessment, counseling, and an individual employment plan through case management at the One-Stop Job Center.
21	Will the One-Stop Job Center enter into reciprocal agreements with Workforce Development Areas outside a daily commuting distance?	Case by case basis. The JTO Director or their designee, usually the Program Manager, may permit training outside the local area based on extenuating circumstances such as lack of training in the local area and a high demand for the occupation in the local area.
22	What is the process for documenting how other sources of funding were sought first, such as PELL, TANF, and Vocational Rehabilitation funds, or other funding streams at the One-Stop Job Center?	WIOA and Voc Rehab legislatively indicate they are providers of last resort. JTO Case Managers will document lack of alternate funding sources prior to issuance of an ITA.
23	How is mileage reimbursement calculated?	Reimbursement will be 25 cents per mile from city to city of training, but may not exceed \$40.00 per day. Modified 5/4/17 – maximum reimbursement is \$40.00
24	How is childcare reimbursement calculated?	<u>WIOA Youth</u> JTO only offers support services of childcare to WIOA Youth Participants. Rates are as follows: \$3 per hour, up to 4 hours \$12 per day maximum per day

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		<p><u>WIOA Adult/Dislocated Worker</u> JTO does not offer supportive services for childcare for WIOA Adult and Dislocated Worker participants. These customers needing childcare are referred to KCAO, Human Services or other related agencies.</p>
25	<p>What are the limits of miscellaneous support?</p>	<p>The following are the limits for supportive services provided by JTO, and are only provided if funds are available at the time of the request: <i>(Note: Customer must provide documentation indicating that the supportive services items are required for sponsored training before a purchase can occur.)</i></p> <ul style="list-style-type: none"> • Ammunition: \$300 per month. • Backpacks: \$30.00 plus tax • Blood Pressure Cuff: \$66.00 plus tax • Childcare: No childcare is offered for Adult/DW. Childcare is offered to Youth, as listed in item section 24. • Clothing: \$250.00 plus tax (<i>excludes undergarments and socks</i>) • Dental repairs: Director’s approval required • Driver’s Education and licensing: Adult/DW - Director’s approval required; Youth – authorized, if approved by case manager/manager. • Glasses: \$250.00 plus tax • Hotels: \$79.00 per night plus tax (Only if they attend overnight for training related licensing or conferences, must be approved prior to attending.) • Chromebook: \$500 • Licensing Review Courses: \$450 .00 • Meals for participants: \$6 breakfast, \$8 lunch, and \$10 dinner (Only if they attend overnight for training related licensing or conferences. Must be approved prior to attending.) • Medical: \$400.00 • Miscellaneous Supplies: \$50 plus tax, per semester

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		<ul style="list-style-type: none"> • Stethoscope: \$216.00 plus tax • RN Vest/Lab Coat/Smock: \$45.00 plus tax • Shoes: \$65.00 plus tax • Socks: NO SOCKS • State Exams & Licensing Fees: Dependent upon rate at time of exam. (<i>Proof of cost must be provided.</i>) • Tools: \$600.00 plus tax (<i>An employer or school letter indicating the required tools needed must be presented</i>) • Training Conventions: Director's approval required • Transportation daily maximum: \$40.00 per day • Uniform Tops: \$40 each plus tax Three uniform tops (one of which is at graduation) during training program for those who are required to wear them while in training. (If school requires a specific brand, JTO will cover the cost of the required brand) • Uniform Pants: \$40 each plus tax Three uniform pants (one of which is at graduation) during training for those who are required to wear them while in training. (If school requires a specific brand, JTO will cover the cost of the required brand) • Watch (Health Care Programs): \$60 plus tax • Work Boots (with or w/o steel toe): \$140 <p><i>Listed items can only be offered if funds are available.</i></p>
26	Must the school and program be on the approved ETPL before JTO can offer an ITA to a customer.	WIOA Adult/Dislocated Worker – Yes WIOA Youth - No
27	Is there a plan for tuition costs higher than the ITA limit?	JTO will reimburse on a pay as the student attends school based on the total hours or modules of the vocational training program. The amount will not exceed the ITA maximum for Kings County.

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ELIGIBILITY TRAINING PROVIDER LIST

1	Can JTO offer an ITA to a customer if the school and course are not on the ETPL?	<p><u>WIOA Adult/Dislocated Worker enrollments</u> JTO only sponsors and offers ITA's to participants that attend programs/providers that are on the ETPL.²</p> <p><u>WIOA Youth enrollments</u> JTO does sponsor and offer ITA's to participants that attend programs/providers that are and are not on the ETPL.</p>
2	Who reviews and oversees ETPL	JTO Program Staff
3	Who will have the responsibility for publishing the list of eligible training providers?	JTO Program Staff

² From time to time, it has become necessary for JTO to engage in WIOA sponsored custom trainings responsive to a specified business need in the local area. ITAs may be utilized for participants that are engaged in custom training at the discretion of the Director or designee.

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Dr. I. Angelov Farooq, Chair ▪ Tim Rainey, Executive Director ▪ Gavin Newsom, Governor

August 11, 2021

Lance Lippincott
Kings County Workforce Development Board

SUBJECT: Local Plan for PY 2021-2024

Dear Director Lippincott,

The Local Plan you have submitted for Program Year (PY) 2021 - 2024 has been reviewed and evaluated for compliance with the Regional and Local Plan requirements outlined in [Workforce Services Directive WSD20-05](#).

On behalf of the California Workforce Development Board (CWDB), your Local Plan has been approved. We want to thank you for your efforts to meet the goals outlined in the California Unified Strategic Workforce Development Plan by facilitating a planning process that ensures greater coordination and collaboration with our strategic partners.

If you have any questions, please contact your Employment Development Department Regional Advisor.



TIM RAINEY, Executive Director
California Workforce Development Board

cc: Yvette Quevedo, Regional Advisor

800 Capitol Mall, Suite 1022, Sacramento, CA 95814 ▪ Phone: (916) 657-1440 ▪ www.cwdb.ca.gov

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KINGS COUNTY JOB TRAINING OFFICE

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Phone (559) 852-4932 • Fax (559) 585-7395 • TDY Relay Number 1-800-735-2922
www.kingsworkforce.org

Workforce Development Board

Job Training Office
124 N. Irwin St
May 6, 2021
10:00 a.m.

Meeting called to order at: 10:02 a.m. via Zoom

Meeting adjourned at: 10:53 a.m.

Members Present

Nancy Silva, Chair, Silva Dental
Janet Long, Vice-Chair, Bank of the West
David Baquerizo, ProPath One-Stop Operator
Dan Ramirez, Proteus
Ronnie Jungk, IBEW Local 100
Jeanette Tackett, JH Tackett
Rosendo Flores, EDD LMI
Jey Lace, SCE
Kris Costa, Career Tech Ed
Kristin Robinson, COS
Buzz Felleke, B&D Quality Cleaners

Staff Present

Lance Lippincott, Director
Malisa Simon, Executive Secretary
Vince Velo, Program Manager
Laura Magana, Program Manager

Guests Present

None

Call to Order/Introduction

The Chair called the meeting to order at 10:02 am and introductions were made.

Approval of Minutes

M/S/C Dan Ramirez/Buzz to approve the minutes of the prior Workforce Development Board meeting.





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Public Comment and Unscheduled Appearances

None

Reports

- **Career Center Usage report**

Director Lippincott reported out that as of April 13th 2021, the career center is fully open to the public, our staff is now seeing clients.

- **Grant Report**

Director Lippincott reported out that most of the grants have exceeded performance on all levels, except for DEA and COVID NDWG. Disability Employment Accelerator (DEA) was a very hard project in light of COVID, and that Prison to Employment is at 150% performance with our toughest population base. Staff has gone above and beyond to leverage funding to the best benefit of the population.

Election of Officers.

Dan Ramirez (Proteus) identified to the board that Kristen Robinson (COS) and he were on the nominating committee, and that after reaching out to the board members, Nancy Silva and Janet Long agreed to nominations as chair and vice-chair respectively. Nominations were called to a vote. M/S/C Jeanette Tackett /Kris Costa to approve.

Individual Training Account Policy-Update.

Director Lance Lippincott reported out that JTO reviews policy's on a yearly basis, this was last reviewed on July 6, 2017 it is actually time to updated with the some of the waivers that have been put in by the state that allow us more flexibility. The modification is minor; it removes the language that gives staff room to better serve participants. M/S/C Dan Ramirez/Jeanette Tackett to approve.

Regional/Local Plan Approval.

Program Manager Vince Velo discussed that David Shinder who help write the local plan, commented on how impressed he was with how many people we have attended the forums based on the size of Kings County. The Local and Regional Plans need final approval before they are sent to the state board for approval.

M/S/C Kris Costa/Dan Ramirez





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Adult/Dislocated Worker Services Update

Vince Velo gave an overview of the Adult/Dislocated Worker programs, and indicated that both are progressing at a slower pace due to COVID. Due to the current performance of JTO staff with Career Hub, the organization was invited to co-present its utilization at Meeting of the Minds. Career Hub gives participants notifications of forms needed, job openings, and much more.

Youth Services Update

Program Manager Laura Magana reported that youth services continues to see low numbers due to COVID, though outreach over multiple mediums has been initiated. Drive through Job Fairs have been conducted, covering more than 800 jobs available across the county.

Unemployment Rate

Rosendo Flores of EDD reported in March the data for unemployment was 10.5% that was down from a 10.7% and 11.3% the year before, compares to an adjust rate of 8.2% for California and a 6.2% for the nation. Next release of data is scheduled for May 21 that will contain April data.

Member Roundtable

Jeanette T (JH Tackett)-Currently undertaking new projects in health care with Adventist. Also, a thank you to West Hills College, we are now handling all of their graduation needs from cap, gown, tassel and diplomas. If any of that is needed, we can now pack and ship.

Ronnie J (IBEW)- Last year was one of our busiest years yet, this year is going to be even busier and workers are needed. If anyone is looking to start a career, send them our way.

Kris C (WHCL)- Big news in our District, we have a new Chancellor. . . Dr. Kristin Clark. We are so excited to have her in that position and she will do wonderful things for our District. Looking for an Interim President till Dec, its hard to have these gaps in the workplace. Many projects kicking back off, and space is available.

Lance - David Baquerizo, ProPath One-Sop operator, this is the last meeting he will be on. I did want to thank David for all of his efforts on behalf of Kings County JTO.

David B- Thank Lance and the staff for being so easy to work with.

