



WORKFORCE INVESTMENT BOARD MEETING AGENDA

Wednesday, May 13, 2026; 7:30 a.m. – 8:30 a.m.

Workforce Investment Board of Tulare County
309 W. Main Street, Suite 130, Visalia, CA

REMOTE ACCESS: To participate remotely, please join the meeting via Zoom Webinar: [Join the WIB Webinar](#)

1. **CALL MEETING TO ORDER**
2. **PUBLIC COMMENTS: Three minutes per speaker; fifteen minutes total for general public comment.**
Any member of the public wishing to address the Workforce Investment Board of Tulare County on a matter within its jurisdiction may do so during the general public comment period. The Board may not discuss or take action on items not listed on the Agenda. For items listed on the Agenda, public comment will be taken when the item is considered. Speakers are asked to state their name for the record. The Chair may limit the total time for public comment as needed.
3. **SUCCESS STORY:** Business Services Success Story - Tulare County Employment Connection
4. **CONSENT ITEMS:** Items listed under the Consent Calendar are considered routine and will be approved by a single motion. A Board member or member of the public may request that an item be removed for separate discussion and possible action. Items removed from the Consent Calendar will be considered under Regular Items at the direction of the Chair.
 - a. Workforce Investment Board Meeting Minutes
Approve April 8, 2026, Board Meeting Minutes.
 - b. Agreement with John Baker for Facilitation Training
Approve an agreement with John Baker to provide two facilitation training sessions for up to 40 WIB staff and partner organizations.
 - c. Agreement with Formation for Sector Partnership Training and Technical Assistance
Approve an agreement with Formation for sector partnership training, coaching, and technical assistance services in an amount not to exceed \$61,250, for a 12-month period commencing upon execution.

WORKFORCE INVESTMENT BOARD OF TULARE COUNTY

5. REGULAR ITEMS

- a. Renew WIOA Title I Adult and Dislocated Worker Career Services Agreements
Approve WIB Program and Evaluation Committee recommendations to renew PY 26-27 WIOA Title I Adult and Dislocated Worker Career Services agreements for the following:
 - i. Community Services Employment Training (CSET) for West Region-Visalia, Tulare, and rural communities
 - ii. Proteus, Inc. for East Region-Porterville, Dinuba, and rural communities
- b. Renew WIOA Title I Youth Services Agreements
Approve WIB Program and Evaluation Committee recommendations to renew PY 26-27 WIOA Title I Out-of-School Youth Services agreements for the following:
 - i. Community Services Employment Training (CSET) for West Region-Visalia, and Balance of County
 - ii. Proteus, Inc. for East Region-Porterville, and Balance of County
- c. Termination of Agreement #2382426 PY 24-26 with Kings County Job Training Office Good Jobs Challenge
Approve the termination of the Good Jobs Challenge (GJC) Subrecipient Agreement #2382426 with Kings County Job Training Office (JTO), effective May 3, 2026, and authorize staff to proceed with contract close-out in accordance with WIB Directive TUL 19-05.
- d. James Irvine Foundation Quality Jobs Pathways Lab Grant
Accept grant funding in the amount of \$1,000,000 from the James Irvine Foundation to support implementation of the Tulare County Quality-Jobs Pathways Lab over a two-year period.
- e. Agreement with Insights/Solutions for the Development of Standard Operating Procedures
Approve an agreement with Insight/Solutions to develop Standard Operating Procedures (SOPs) for the WIB.
- f. Agreement with CivicMakers for Human-Centered Design Services
Approve an agreement with CivicMakers to provide Human-Centered Design Services (HCD) for 24 months.

6. INFORMATION/DISCUSSION ITEMS

- a. Agreements Executed by WIB Executive Director Between \$5,000-\$20,000
- b. Workforce Data Newsletter – Volume 11, Issue 3 – March 2026
- c. Tulare County Metropolitan Statistical Area (MSA) – March 2026

7. WIB COMMITTEES REPORT

- a. Youth Committee

8. GOOD OF THE ORDER/ADJOURN

ACCOMMODATIONS: In compliance with the Americans with Disabilities Act (ADA), if you require special assistance to participate in this meeting, please contact Laura Gonzalez at (559) 713-5200 or laura.gonzalez@tularewib.org during normal business hours. Requests made at least forty-eight (48) hours in advance will help ensure appropriate accommodations can be arranged.

AGENDA MATERIALS: Agenda packets and supporting documents related to items on this Agenda are available at www.tularewib.org and for public inspection at the Workforce Investment Board office, 309 W. Main Street, Suite 120, Visalia, CA, during normal business hours.



WORKFORCE INVESTMENT BOARD OF TULARE COUNTY

MEETING

April 8, 2026, Minutes

WIB Directors Present: Colby Wells – Chair, Joe Hallmeyer – Vice Chair, Randy Baerg – Treasurer/Secretary, Brandon Lovenburg, Esbeydy Ruvalcaba, Gamaliel Aguilar, Graciela Soto, Miguel Mora, Rodney Wilson, Tricia Stever Blattler

WIB Directors Absent: Amy Shuklian, Brent Calvin, Jake Piland, Thomas Geiger, Yolanda Valdez

1. **Call to Order:** Colby Wells – Chair called the meeting to order at 7:30 a.m.
2. **Public Comment:** Colby Wells – Chair called for public comments; there were no public comments.
3. **Swearing in of Workforce Investment Board Member**
4. **Success Story:** [Community Partner: City of Visalia](#) - The City of Visalia partners with the WIB and CSET on the ECO program. ECO provides individuals experiencing homelessness with the opportunity gain job readiness skills, and put those skills to work on a work crew cleaning up the city. They then have the opportunity to work for the City of Visalia in the solid waste department to gain additional skills, and the confidence they need to find full-time employment.
5. **Consent Items**
 - a. Workforce Investment Board Meeting Minutes
Approve March 11, 2026, Board Meeting Minutes.
 - b. Employment Connection Partner Memorandums of Understanding with Able, Inc., Porterville Developmental Center, and Nominations to the Employment Connection Committee
Approve:
 - i. An Employment Connection Partner Memorandum of Understanding (MOU) with Able, Inc., and the nomination of Keith Stump to the Employment Connection Committee (ECC).
 - ii. An Employment Connection Partner MOU with Porterville Developmental Center, and the nomination of Jacky Bader to the ECC.
 - iii. The nomination of Julio Lopez from San Jose Job Corps to the ECC.

- c. Eligible Training Provider Contract: Kingsburg School of Dental Assisting
Approve an Eligible Training Provider (ETP) Contract with Kingsburg School of Dental Assisting from April 8, 2026, through June 30, 2029.

Motion was made by Tricia Stever Blattler, second by Joe Hallmeyer to approve the consent items, carried by unanimous vote.

6. Regular Items

- a. Workforce Investment Board Executive Director Delegated Authority Resolution
Approve a resolution authorizing the Executive Director to sign contracts, agreements, and related documents on behalf of the Workforce Investment Board.

Motion was made by Joe Hallmeyer, second by Gamaliel Aguilar to approve the Workforce Investment Board Executive Director Delegated Authority Resolution, carried by unanimous vote.

7. Information/Discussion Items

- a. 14th Annual Growing Health Leaders Conference
- b. Agreements Executed by WIB Interim Executive Director Between \$5,000-\$20,000
- c. Workforce Data Newsletter
- d. Tulare County Metropolitan Statistical Area (MSA) Update

8. WIB Committee Reports: No committee meetings were held since the last Board meeting.

9. Good of the Order/Adjourn: There being no further business; the meeting was adjourned by Colby Wells, the Chair, at 8:30 a.m.

Minutes submitted for approval by Randy Baerg, Secretary.

Randy Baerg, Secretary

Date Approved



INTEROFFICE MEMORANDUM

TO: Jennie C. Bautista, Executive Director

FROM: Nicola Wissler, Communications Coordinator

DATE: May 7, 2026

SUBJECT: Agreement with John Baker for Facilitation Training

Item	Comments
Agenda Date	WIB Meeting – Wednesday, May 13, 2026
Request	Approve an agreement with John Baker to provide two facilitation training sessions for up to 40 WIB staff and partner organizations.
Summary	<p>For more than 10 years, the WIB has invested in facilitation training for its staff and local partners. The facilitation training provides participants with tools and resources to help make meetings and other important conversations more efficient, collaborative, and impactful. John Baker is an expert in facilitation training, and typically, the WIB has contracted with him to provide training to organizations in Tulare County annually for more than a decade. However, he has not provided training in Tulare County for the past two years.</p> <p>The WIB is recommends the approval of an agreement with John Baker to provide two distinct facilitation training sessions over a four-day period (June 2 – 5, 2026).</p> <p>The first training session is a full two-day session and will take place June 2-3, 2026. The title of the session is “Designing Breakthrough Conversations and Meetings that Matter.” This training will include the standard facilitation training modules: Art of the Focused Conversation Method, Consensus Workshop Method, and Action Planning Method. This session will be provided to WIB staff and partner organizations. The goal of this session to train staff to design and facilitate effective conversations and meetings. Funds for this training session will come from the James Irvine Foundation Public Workforce Capacity Fund grant. The total cost for this training is \$15,000.</p>

	<p>The second session is a day and a half and will take place on June 4-5, 2026. The title of the session is "Convening High-Impact Sector Partnership Meetings." This training will include the following facilitation training modules: Art of the Focused Conversation Method and the Consensus Workshop Method. This session will be provided to staff from other local workforce boards and their partners. The goal of this session is to train and equip other local workforce boards to facilitate effective sector partnerships. The content of the training modules will reference sector partnership work and strategies. The WIB will charge each workforce board a registration fee to attend the training. The registration fees will cover the cost of this session. The total cost for this training is \$15,000.</p> <p>Included in the fee for the training is related travel expenses, a 78-page Participant Manual, and the book: The Art of Focused Conversation for each training participant.</p>
Fiscal Impact	The fiscal impact of this agreement is \$30,000.
Alternative(s)	If the WIB does not contract with John Baker, WIB staff and our local partners will not have the opportunity to receive facilitation training. Additional local workforce boards and their partners will not receive facilitation training that will provide them with the tools needed to effectively run sector partnerships for their area.
Involvement of Other Stakeholder(s)	Tulare County WIB staff and partner organizations, Workforce Development Board staff and partners from Fresno, Madera, and other workforce development boards from the San Joaquin Valley and Associated Counties Regional Planning Unit
Attachment(s)	No attachments are included with this item at this time.



INTEROFFICE MEMORANDUM

TO: Jennie C. Bautista, Executive Director

FROM: Sam Williford, Strategic Initiatives Coordinator

DATE: May 4, 2026

SUBJECT: Agreement with Formation for Sector Partnership Training and Technical Assistance

Item	Comments
Agenda Date	WIB Meeting – Wednesday, May 13, 2026
Request	Approve an agreement with Formation for sector partnership training, coaching, and technical assistance services in an amount not to exceed \$61,250, for a 12-month period commencing upon execution.
Summary	<p>The WIB is requesting approval to enter into an agreement with Formation to provide sector partnership training, coaching, and technical assistance for regional workforce and education partners.</p> <p>Formation is a national consulting organization with deep experience supporting regional economic strategy, workforce and education systems alignment, and industry-led sector partnerships. Formation also serves as the home of the national Next Gen Sector Partnership Community of Practice, which provides tools and guidance for building industry-driven, community-supported sector partnerships. The Next Gen Sector Partnership model is designed to bring businesses from the same industry and labor market region together with workforce development, education, economic development, and community partners to address shared workforce and competitiveness needs.</p> <p>This agreement will support implementation of a regional training framework led by the Tulare County Workforce Investment Board in partnership with the Fresno Regional Workforce Development Board, Kings County Job Training Office, and Madera County Workforce Development Board. The principal industry focus will be manufacturing, with the option to engage other industries in parallel as appropriate.</p>

	<p>The proposed work will build regional capacity to facilitate industry sector partnerships using Next Generation Sector Partnership and Talent Pipeline Management principles. Training and technical assistance will help participating workforce boards and partner organizations strengthen employer engagement, gather actionable industry feedback, identify urgent occupations, improve data sharing, and support work-based learning and career pathway alignment.</p> <p>Major activities are expected to include regional workshops, hands-on coaching, technical assistance on sector partnership design and sustainability, guidance on industry champion recruitment, support for long-term governance, and neutral facilitation focused on building local capacity. The work is expected to occur over a 12-month period and will include planning and alignment, training and technical assistance, local implementation, regional integration, and sustainability planning.</p> <p>Expected outputs include increased industry partner engagement, identification of urgent occupations, local occupational supply and demand analyses, career exploration or other public-facing activities, ongoing regional workgroups, and quarterly progress reports.</p> <p>Approval of this agreement will allow the Workforce Investment Board to retain specialized expertise from a nationally recognized sector partnership organization while building local and regional capacity among Central San Joaquin Valley workforce and education partners.</p>
Fiscal Impact	<p>The agreement will be in an amount not to exceed \$61,250. Costs will be paid from the Workforce Investment Board’s contract with the K-16 Collaborative.</p> <p>No additional local funds are required at this time.</p>
Alternative(s)	<p>The Board may decline to approve the agreement with Formation. If the agreement is not approved, the Workforce Investment Board would need to identify an alternative training and technical assistance provider or revise the regional sector partnership training framework.</p> <p>The Board may also direct staff to return with additional information or an alternative scope of work, if needed.</p>
Involvement of Other Stakeholder(s)	<p>Fresno Regional Workforce Development Board, Kings County Job Training Office, Madera County Workforce Development Board, K-16 Collaborative, local education and training institutions, local economic development organizations, manufacturing employers, and other industry partners.</p>
Attachment(s)	<p>No attachments are included with this item at this time.</p>



INTEROFFICE MEMORANDUM

TO: Jennie C. Bautista, Executive Director

FROM: Desiree Landeros, Career Services Coordinator

DATE: May 1, 2026

SUBJECT: Renew WIOA Title I Adult and Dislocated Worker Career Services Agreements

Item	Comments
Agenda Date	WIB Meeting – Wednesday, May 13, 2026
Request	<p>Approve WIB Program and Evaluation Committee recommendations to renew PY 26-27 WIOA Title I Adult and Dislocated Worker Career Services agreements for the following:</p> <ul style="list-style-type: none"> i. Community Services Employment Training (CSET) for West Region - Visalia, Tulare, and rural communities ii. Proteus, Inc. for East Region - Porterville, Dinuba, and rural communities
Summary	<p>Overview</p> <p>On February 19, 2025, the WIB released the Request for Proposal to procure for WIOA Title I Adult and Dislocated Worker Career Services. On May 14, 2025, the WIB Board approved the establishment of two service regions (East and West) and approved the qualification and award agreements to CSET and Proteus, Inc. to provide WIOA Title I Adult and Dislocated Worker Career Services within their respective regions. Agreements were awarded for one-year term, with the option to renew up to three additional years at the discretion of the WIB. PY 26-27 marks the second year of the four-year procurement cycle.</p> <p>Recommendation</p> <p>On May 4, 2026, the Program and Evaluation Committee evaluated the current WIOA Title I Adult and Dislocated Worker Career Services Subrecipient Performance and Expenditure Report Cards for PY 25-26 Quarter 3, enrollments, expenditures, accomplishments, and Risk Assessment Results.</p> <p>The Program and Evaluation Committee utilized this information to recommend that the WIB take action to renew PY 26-27 WIOA Title I Adult and Dislocated Worker Career Services agreements with CSET for the West Region-Visalia, Tulare, and rural communities</p>

	<p>and with Proteus Inc. for East Region-Porterville, Dinuba, and rural communities. This is the second year of the four-year procurement cycle.</p> <p>In addition, WIB staff will make WIOA Adult, Dislocated Worker, and specialized grant funding recommendations to the Program and Evaluation committee in June for PY 26-27.</p>
Fiscal Impact	Approval of the recommendation to renew agreements will result in budgeted expenditure during the June Board meeting.
Alternative(s)	To not accept the WIB Program and Evaluation Committee’s recommendations to renew but instead request WIB staff develop an alternative proposal for Adult and Dislocated Worker Career Services agreements.
Involvement of Other Stakeholder(s)	None
Attachment(s)	No attachments are included with this item at this time.



INTEROFFICE MEMORANDUM

TO: Jennie C. Bautista, Executive Director

FROM: Gicel Angeles, Youth Services Coordinator

DATE: May 1, 2026

SUBJECT: Renew WIOA Title I Youth Services Agreements

Item	Comments
Agenda Date	WIB Meeting – Wednesday, May 13, 2026
Request	<p>Approve WIB Program and Evaluation Committee recommendations to renew PY 26-27 WIOA Title I Out-of-School Youth Services agreements for the following:</p> <ul style="list-style-type: none"> i. Community Services Employment Training (CSET) for West Region - Visalia, and Balance of County ii. Proteus, Inc. for East Region - Porterville, and Balance of County
Summary	<p>Overview</p> <p>On February 19, 2025, the WIB released a request for proposal to procure for WIOA Title I Youth Services. On May 14, 2025, the WIB Board approved the establishment of two service regions (East and West) and approved the qualification and award of agreements to CSET and Proteus, Inc. to provide WIOA Title I Out-of-School Youth (OSY) services within their respective regions. Agreements were awarded for an initial one-year term, with the option to renew for up to three additional years at the discretion of the WIB. PY 26-27 marks the second year of the four-year procurement cycle.</p> <p>Recommendation</p> <p>On May 4, 2026, the Program and Evaluation Committee evaluated the current WIOA Title I Youth Services Subrecipient Performance and Expenditure Report Cards for PY 25-26 Quarter 3, enrollments, expenditures, accomplishments and Risk Assessment Results.</p> <p>The Program and Evaluation Committee utilized this information to recommend that the WIB take action to renew PY 26-27 WIOA Title I Out-of-School Youth Services agreements with CSET for the West Region-Visalia and Balance of County and with Proteus Inc. for East Region-Porterville and Balance of County.</p> <p>In addition, WIB staff will make WIOA Youth and specialized grant funding</p>

	recommendations to the Program and Evaluation committee in June for PY 26-27. The specialized workforce funding supplements services that allow the system to provide specialized services to students with disabilities and high school students who participated in the Board of Supervisors STEP UP program.
Fiscal Impact	Approval of the recommendation to renew agreements will result in budgeted expenditure during the June Board meeting.
Alternative(s)	To not accept the WIB Program and Evaluation Committee's recommendations to renew but instead request WIB staff develop an alternative proposal for Out-of-School Youth Services agreements.
Involvement of Other Stakeholder(s)	None
Attachment(s)	No attachments are included with this item at this time.



INTEROFFICE MEMORANDUM

TO: John Gonzalez, Business Services Manager

FROM: Lisa Martinez, Training Services Coordinator

DATE: April 15, 2026

SUBJECT: Termination of Agreement #2382426 PY 24-26 with Kings County Job Training Office Good Jobs Challenge

Item	Comments
Agenda Date	WIB Meeting – Wednesday, May 13, 2026
Request	Approve the termination of the Good Jobs Challenge (GJC) Subrecipient Agreement #2382426 with Kings County Job Training Office (JTO), effective May 3, 2026, and authorize staff to proceed with contract close-out in accordance with WIB Directive TUL 19-05.
Summary	<p>Background</p> <p>The Kings County JTO GJC Subrecipient Agreement #2382426 was executed in 2024 for a two-year period (July 1, 2024 to June 30, 2026) with a total allocation of \$87,259. The agreement established a performance goal for JTO to serve 98 Kings County participants through training and career services aligned with in-demand industrial sectors.</p> <p>Throughout the two program years, WIB staff engaged in regular coordination meetings with JTO to assess program performance, review expenditure plans and invoicing, and provide technical assistance related to reporting, participant tracking, and grant compliance. These efforts were to support successful implementation and address identified challenges in a timely manner.</p> <p>In December 2025, JTO ceased enrollment of new GJC participants and began evaluating its ability to continue under the agreement. Following ongoing coordination with WIB regarding performance, expenditures, and program requirements, JTO determined it was not feasible to continue program operations for the GJC. On April 6, 2026, the WIB received a formal Notice of Termination dated April 2, 2026, in compliance with the contract requirement to provide a 30-day written notice, with an effective termination date of May 3, 2026.</p>

Outcomes

JTO GJC program performance outcomes to date are summarized below:

July 2024-March 2026	Plan	Actual	Percent of Plan
Enrollments	94	72	77%
Training Enrollments	94	63	67%
Training Completions	75	49	65%
Employment	60	22	37%

The WIB has conducted reviews with JTO to assess performance, expenditures, and contract requirements. JTO confirmed that no new participants will be enrolled under GJC and currently enrolled participants will continue to be served under WIOA funding.

Expenditures

Total Allocation	\$87,259
Total Expenditure Plan through Dec. 2025	\$62,325
Total Expended	\$6,624.06
Allowable remaining to invoice	\$55,700.94

The total contract amount will be reduced accordingly, with remaining funds to be deobligated and reallocated in the next program year to support other applicable grant activities, including training and other subrecipients.

Request

JTO’s decision to terminate the agreement was based on their assessment of program capacity and ability to continue implementing Good Jobs Challenge services within the remaining contract period. As noted in their formal notice, JTO indicated they are unable to continue program operations under the GJC framework and have ceased enrollment of new participants as of December 2025. This decision follows ongoing coordination with WIB staff regarding performance, expenditures, and program requirements, and reflects JTO’s determination that continuation of services under the agreement is not feasible.

JTO will complete all required close-out activities in accordance with WIB Directive TUL 19-05, including submission of final invoices and required documentation.

To ensure regional performance goals under the GJC grant are achieved, WIB will reallocate remaining funds and participant goals to other Subrecipients in PY 26–27. Any new Kings County GJC referrals may be served by Employment Connection.

Fiscal Impact

The total contract amount will be reduced based on actual allowable expenditures, not to exceed \$62,325 total for the contract. The remaining \$24,934 will be deobligated from JTO and reallocated to support other GJC Subrecipients and/or training to ensure achievement of regional grant goals during PY 26-27. No additional fiscal impact is anticipated.

Alternative(s)	If the Board does not approve the termination, JTO would continue program operations under the full contract through June 2026, including enrolling new participants, and the remaining funds would not be reallocated to other partners.
Involvement of Other Stakeholder(s)	Community Services Employment Training (CSET), Proteus, Inc.
Attachment(s)	Letter from JTO dated April 6, 2026



KINGS COUNTY JOB TRAINING OFFICE

124 North Irwin Street • Hanford, California 93230
Phone (559) 852-4932 • Fax (559) 585-7395 • TDY Relay Number 1-800-735-2922
www.kingsworkforce.org

David
CC - John
Lisa
Manny
Destree
RECEIVED
4/7/26
APR 6 2026

April 2, 2026

Tulare County Workforce Investment Board
Jennie Bautista, Executive Director
309 West Main St., Suite 120
Visalia, CA 93291

Workforce Investment Board
of Tulare County

Subject: Notice of Termination – Good Jobs Challenge Subrecipient Contract No. 2382426

Dear Director Bautista,

This letter serves as formal Notice of Termination under the Good Jobs Challenge Subrecipient Contract No. 2382426. All remaining work under the contract will conclude as of May 3, 2026, which will serve as the effective termination date. This termination is being issued in accordance with the contractual provision requiring thirty (30) calendar days prior written notice.

Our partnership supported the Good Jobs Challenge by expanding access to quality jobs and reducing worker barriers through coordinated services like career services, training, transportation, and case management. We successfully enrolled 72 participants as of December 2025, contributing to meaningful progress toward expanding access to career pathways and supporting individuals’ movement toward stable employment opportunities.

Upon review of the current expenditure plan, Tulare County Workforce Investment Board (WIB) has approved funding in the amount of \$55,700.94 The Job Training Office (JTO) will submit a corrected final invoice in an amount that does not exceed the allotted amount, using the approved invoice forms.

There are no outstanding commitments requiring cancellation, and no liabilities remain from prior orders or services.

JTO will continue to serve participants that were co-enrolled in Good Jobs Challenge and WIOA with career services, training and supportive services, using WIOA funding. No new participants will be enrolled under the Good Jobs Challenge program. We understand that the WIB remains responsible for reporting outcomes for all participants enrolled in under the grant and may request follow-up information regarding training completion, credentials, or employment when unable to collect information from Cal JOBS reports.

We sincerely appreciate the partnership and collaboration with Tulare County WIB throughout this initiative. The work completed through this program assisted with the broader mission of supporting individuals in the Good Jobs Challenge program. Please let us know if there are any final steps or documentation needed as we move through the close-out process.

Sincerely,

Julieta Martinez, Executive Director
Kings County Job Training Office





INTEROFFICE MEMORANDUM

TO: Jennie C. Bautista, Executive Director

FROM: Sam Williford, Strategic Initiatives Coordinator

DATE: May 1, 2026

SUBJECT: James Irvine Foundation Quality Jobs Pathways Lab Grant

Item	Comments
Agenda Date	WIB Meeting – Wednesday, May 13, 2026
Request	Accept grant funding in the amount of \$1,000,000 from the James Irvine Foundation to support implementation of the Tulare County Quality-Jobs Pathways Lab over a two-year period.
Summary	<p>The WIB has been awarded \$1,000,000 over two years from the James Irvine Foundation to support the Tulare County Quality-Jobs Pathways Lab. The grant will provide \$500,000 per year for two years and will support system improvements that help low-income residents better access quality jobs, training, wraparound support, and career pathway guidance.</p> <p>The Quality-Jobs Pathways Lab is designed as a practice-change initiative rather than a new stand-alone program. The project will strengthen how the workforce system translates employer demand, sector partnership insights, and community feedback into clearer guidance for job seekers and frontline staff. The initiative will focus on improving career pathway navigation, strengthening partner referrals, expanding worker voice in service design, and testing entrepreneurship as an additional workforce pathway.</p> <p>Major project activities include the development of a Workforce Triage System, the creation of sector-based Career Pathway Playbooks for healthcare, industry/manufacturing, and agriculture, enhanced career learning spaces within Employment Connection centers, expanded coordination with trusted community partners, compensated worker and job seeker engagement, and pilot entrepreneurship training and coaching.</p> <p>The project is intended to improve how low-income residents, particularly those in rural and underserved communities, understand and access career pathways leading to quality jobs. It will also help staff and partners provide more consistent guidance, improve service</p>

	<p>coordination, and use employer and community input to strengthen workforce system practices.</p> <p>Expected outcomes include tested career advising tools, documented improvements to intake or referral processes, expanded partner coordination, increased job seeker participation in system improvement activities, and completion of entrepreneurship pathway milestones by at least 75% of pilot participants.</p>
Fiscal Impact	<p>The grant provides \$1,000,000 in revenue to support the project over two years.</p> <p>Existing workforce system resources, staff capacity, and partner contributions will be leveraged to support implementation and sustainability beyond the grant period.</p>
Alternative(s)	<p>If the grant is not accepted, the WIB would not implement the Quality-Jobs Pathways Lab as proposed and would lose the opportunity to use James Irvine Foundation resources to support system improvements, worker engagement, partner coordination, and career pathway development.</p>
Involvement of Other Stakeholder(s)	<p>Employment Connection partners, community-based organizations, healthcare employers, industry/manufacturing employers, agriculture employers, education and training providers, small business development partners, Valley Community Small Business Development Center or other qualified entrepreneurship training providers, low-income job seekers, rural community members, and Community Council participants.</p>
Attachment(s)	<p>No attachments are included with this item at this time.</p>



INTEROFFICE MEMORANDUM

TO: Jennie C. Bautista, Executive Director

FROM: Nicola Wissler, Communications Coordinator

DATE: May 1, 2026

SUBJECT: Agreement with Insights/Solutions for the Development of Standard Operating Procedures

Item	Comments
Agenda Date	WIB Meeting – Wednesday, May 13, 2026
Request	Approve an agreement with Insight/Solutions to develop Standard Operating Procedures (SOPs) for the WIB.
Summary	<p>Approximately 18 months ago, the WIB was awarded funding from the James Irvine Foundation’s Public Workforce Capacity Fund to strengthen internal capacity and improve organizational effectiveness. This funding was intended to help the WIB build sustainable systems, enhance staff capabilities, and better position the organization to serve the community.</p> <p>As part of this ongoing work, the WIB has identified a critical need to formalize and document internal processes. The organization benefits from highly experienced staff, many of whom have been with the WIB for an extended period and possess significant institutional knowledge. However, much of this knowledge currently resides with individual staff members and has not been consistently documented or standardized.</p> <p>In addition, existing processes have often been developed organically over time and are not always captured in a uniform format. This creates challenges for training new staff, ensuring operational consistency, and maintaining continuity during staff transitions.</p> <p>The development of Standard Operating Procedures (SOPs) is a key strategy to address these challenges. On March 26th, the WIB released a Request for Quotes (RFQ) to solicit proposals from potential contractors to develop 10-15 comprehensive, clear, and implementable SOPs in four domains:</p> <ol style="list-style-type: none"> 1. Fiscal Administration and Financial Reporting 2. Contract and Subaward Management

	<p>3. WIOA-Related Certifications and California Non-profit 501 (c)(3) Administrative Responsibilities</p> <p>4. Sector Partnership Development and Operation</p> <p>The WIB received six proposals from contractors. The proposals were evaluated by three individuals (a board member, a staff member, and a partner organization) using a 50-point scoring rubric. Each proposal was given a score for the following criteria:</p> <ol style="list-style-type: none"> 1. Cover letter 2. Organizational qualifications 3. Project approach 4. Personnel 5. References 6. Cost proposal <p>Insight/Solutions was selected as the recommended contractor for this project based on the evaluation scores. Each of the six proposals was evaluated by three individuals familiar with the WIB. Of the six proposals, Insights/Solutions scored the highest, with a combined score of 125 out of 150 possible points.</p> <p>In addition to the proposal score, Insights/Solutions was selected because the owner, Stephanie Koontz, has more than 20 years of experience in WIOA programs, including operations, fiscal, and administrative services. Her expertise includes developing SOPs and training materials for workforce boards and subrecipients nationwide. Her in-depth knowledge of WIOA policies will be an asset to this project.</p> <p>The SOP development process is expected to take seven months, starting in May 2026 and ending in December 2026. Each SOP will include templates, checklists, and workflows. Insights/Solutions will manage the development process, including facilitating interviews with WIB staff and stakeholders, reviewing current policies and procedures, providing updates via digital tools and regular check-ins, and producing the 10-15 desired SOPs.</p>
Fiscal Impact	The fiscal impact of this agreement is \$89,962. This project will be funded by the Irvine Foundation grant.
Alternative(s)	One alternative is that the WIB may choose to engage one of the other five contractors that submitted proposals, each of which included a budget between \$75,000 - \$100,000. A second alternative is not to enter a contract with any of the contractors and ask WIB staff to develop SOPs internally.
Involvement of Other Stakeholder(s)	None
Attachment(s)	No attachments are included with this item at this time.



INTEROFFICE MEMORANDUM

TO: Jennie C. Bautista, Executive Director

FROM: Nicola Wissler, Communications Coordinator

DATE: May 1, 2026

SUBJECT: Agreement with CivicMakers for Human-Centered Design Services

Item	Comments
Agenda Date	WIB Meeting – Wednesday, May 13, 2026
Request	Approve an agreement with CivicMakers to provide Human-Centered Design Services (HCD) for 24 months.
Summary	<p>The WIB has made a strategic commitment to embed Human-Centered Design (HCD) into its work, ensuring that programs, services, and system improvements are grounded in the real needs and experiences of job seekers, businesses, and community partners. This approach emphasizes continuous engagement, feedback, and co-design to create more responsive, effective, and equitable workforce solutions.</p> <p>In January 2024, the WIB received a grant from the Public Workforce Capacity Fund at the James Irvine Foundation. The goal of this fund is to help organizations enhance equity outcomes for local workforce systems. One of the WIB strategies to achieve the desired outcome was to embed human-centered design into the development of programs and policies that incorporate the voices and lived experiences of the customers we serve. In February 2024, the WIB entered into an agreement with Middlestate to provide human-centered design services over a two-year period. The funding for the contract with Middlestate will be fully expended as of May 30, 2026.</p> <p>At the WIB meeting in May, the WIB will accept another round of funding from the Irvine Foundation's Public Sector Practice Change fund to build on completed HCD work, continue investment into existing projects, and develop new projects.</p> <p>In order to ensure that the HCD work/services are not interrupted, on April 8, 2026, the WIB issued a Request for Quotes (RFQ) to solicit proposals from potential contractors to provide HCD services for a period of 24 months.</p> <p>The WIB received six proposals from potential contractors. The proposals were evaluated by three individuals familiar with the WIB. Of the six proposals, CivicMakers scored</p>

	<p>highest, earning 143 out of 150 possible points. Each proposal was given a score for the following criteria:</p> <ol style="list-style-type: none"> 1. Qualifications and Relevance 2. Demonstrated Project Experience and Impact 3. Project Approach and Methodology 4. Budget Narrative 5. References <p>In addition to the proposal score, CivicMakers was selected because has experience working with the WIB on various projects in the past. CivicMakers also plans to subcontract some of the work to the California Workforce Association and, specifically, to engage Tom Price (previously Middlestate) to handle some in-person work due to their familiarity with the Tulare County workforce system, WIB staff, partners, and operational realities. This would minimize the onboarding process for this contract and allow the WIB to maintain continuity between past and future HCD projects.</p> <p>This agreement will take place over a two-year period starting in June 2026 and ending in June 2027. CivicMakers will focus on providing HCD services in the following three areas:</p> <ol style="list-style-type: none"> 1. Developing and expanding the Community Council and Community Engagement work by strengthening the WIBs connection to job seekers, businesses, community-based organizations, and system partners through structured engagement and shared design processes. 2. Developing and prototyping a workforce triage & system connectivity project that will improve how individuals move through the workforce system and how partners coordinate services. 3. Providing design support and technical assistance for WIB staff to build internal capacity to apply HCD principles across departments and initiatives. <p>Throughout the agreement period, CivicMakers will be responsible for the following deliverables:</p> <ol style="list-style-type: none"> 1. Facilitate strategic planning sessions. 2. Participate in the design process for project prototypes. 3. Engage with customers, staff, and partners to collect information and feedback. 4. Develop customer journey and customer service maps. 5. Implement new systems and processes. 6. Build capacity for staff and partners. 7. Provide reports and documentation.
Fiscal Impact	The fiscal impact of this agreement is \$150,000. This project will be funded by the Irvine Foundation grant.
Alternative(s)	One alternative is that the WIB may choose to engage one of the other five contractors that submitted proposals, each with a \$150,000 budget. A second alternative is not to enter a contract with any of the contractors, and WIB staff will need to be responsible for implementing human-centered design in future projects, programs, and processes.
Involvement of Other Stakeholder(s)	Subrecipients (Community Services Employment Training & Proteus, Inc.), Employment Connection System Partners
Attachment(s)	No attachments are included with this item at this time.

From March 2025 to March 2026...



UNEMPLOYMENT RATE
decreased to **11.5%**



FARM JOBS
increased by **800**



LARGEST GAINS:
Educational and Health Services | **1,100**



LABOR FORCE
Decreased by **3,700**



NON FARM JOBS
increased by **100**



LARGEST DECLINE
Professional & Business Services | **-2,000**

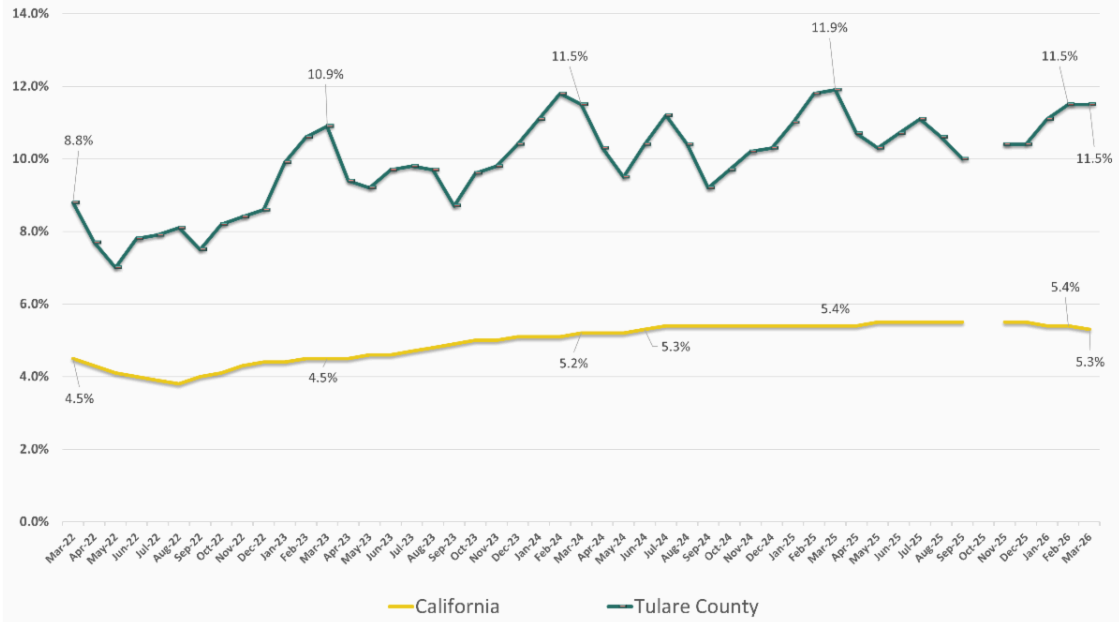
Highlights from the recent report include:

- From March 2025 to March 2026, the labor force decreased by an estimated 3,700 people. Educational and Health Services continued to show robust gains over the last year while the overall unemployment rate decreased from a revised 11.9% to 11.5% year-over-year.
- While unemployment is relatively better than it was a year ago, this appears to be due to workers leaving the Labor Force rather than the job market getting stronger. Overall employment is still down since last year.

Employment in Tulare County vs. California

HOW DOES TULARE COUNTY'S UNEMPLOYMENT RATE CHANGE OVER TIME?

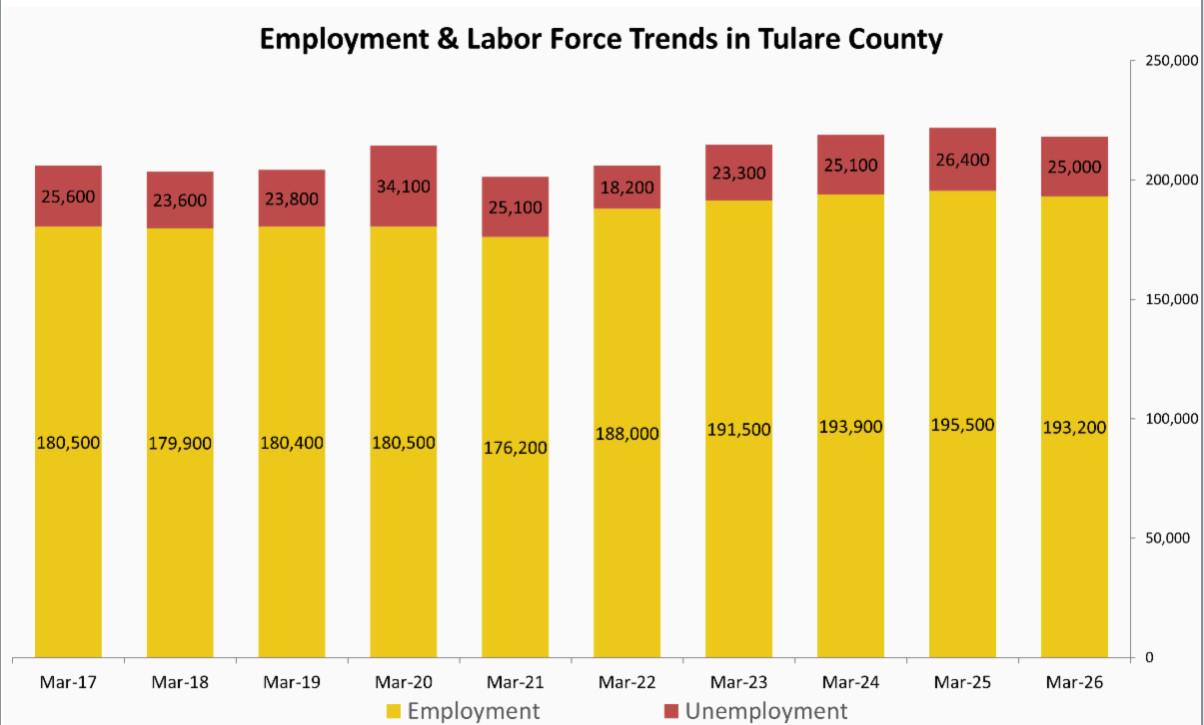
**California and Tulare County Unemployment Rates
March 2022 - March 2026**



Month to month from February 2026 to March 2026, the unemployment rate remained steady in Tulare County at 11.5%

	March 2025	February 2026	March 2026	Change	
				Month	Year
Labor Force	221,900	221,600	218,200	-3,400	-3,700
Employment	195,500	196,000	193,200	-2,800	-2,300
Unemployment	26,400	25,600	25,000	-600	-1,400

The graph below shows March employment and labor force trends over the last 10 years.



Gains + Losses | The Number of Jobs in Tulare County
HOW MANY JOBS HAVE COME AND GONE IN THE LAST YEAR & THE LAST MONTH?

YEAR OVER YEAR | A COMPARISON

From March 2025 to March 2026, Educational & Health Services and Local Government (Education) both showed strong gains with several others registering more modest growth.

Professional & Business Services along with Nondurable Goods (Manufacturing) registered declines year-to-year.

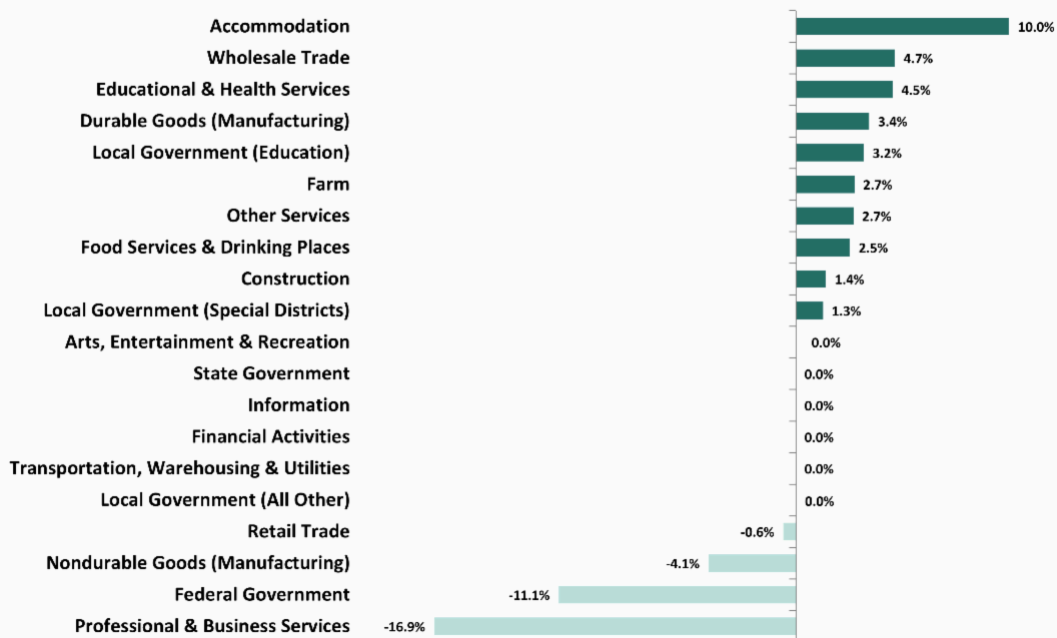
Tulare County 2025-2026 Change in Jobs

March 2025 - March 2026



Tulare County 2025-2026 Percent Change in Jobs

March 2025 - March 2026



MONTH OVER MONTH | A COMPARISON

On a month to month basis, Farm jobs were down 2,900 jobs from February to March 2026. Several others registered small losses. Only Local Government (Education and Special District) and Construction registered gains, although minimal.

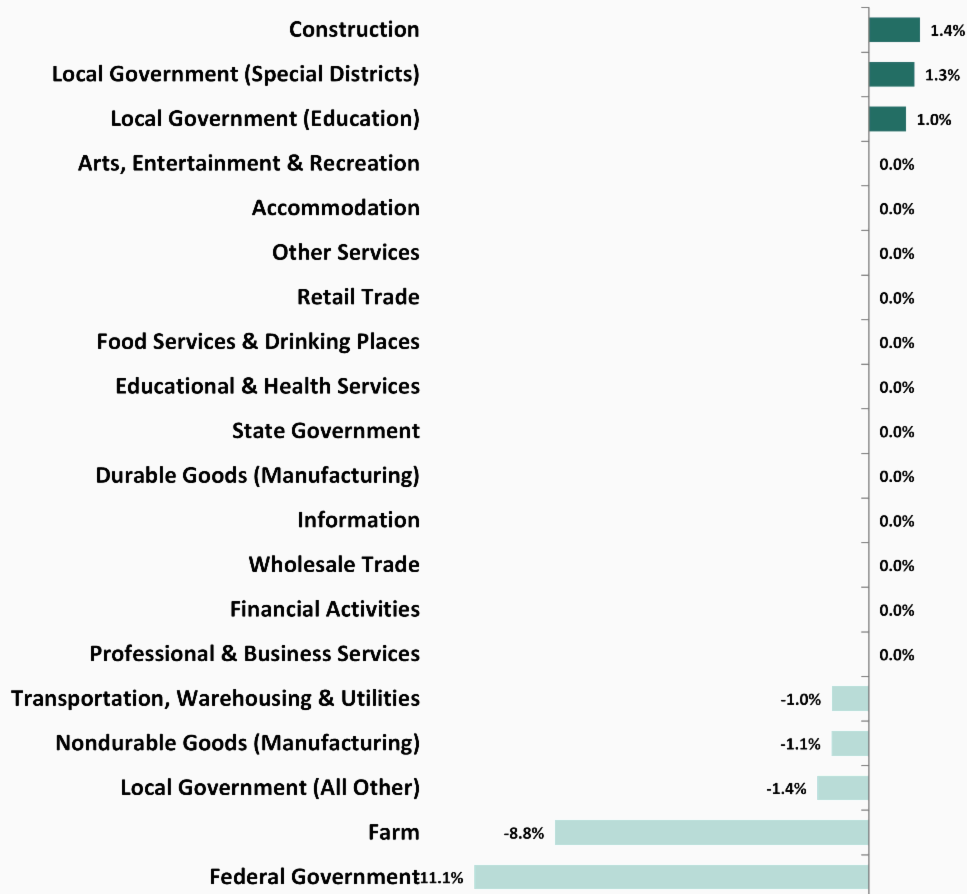
Tulare County Month-Over Change in Jobs

February 2025 - March 2026



Tulare County Month-Over Percent Change in Jobs

February 2025 - March 2026



The Tulare County WIB is excited to share our new [Economic Overview Dashboard](#) located directly on our website. This interactive tool provides stakeholders, partners, and the public with up-to-date, localized data on employment trends, industry growth, unemployment rates, job postings, and wage information.

We invite you to revisit this dashboard on a regular basis as data sets will be continuously updated with fresh information and insights. If you have further questions or want additional details on all of the labor market information that the Tulare County WIB has to offer, [please contact us!](#)

The employment data referenced in this newsletter is provided by the Employment Development Department of California.



we're your data hub

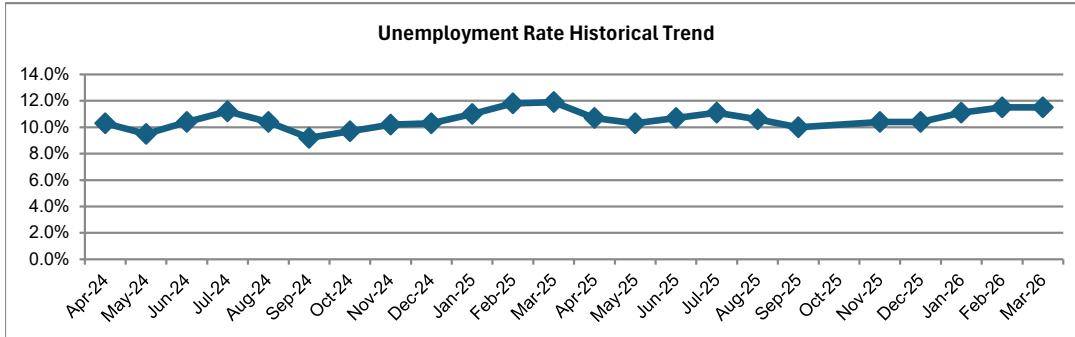
The Workforce Investment Board of Tulare County strives to bring you accurate and understandable data on workforce intelligence, industry trends, and labor market insight.

Agenda Item 6b

Please visit www.tularewib.org to learn more about our initiatives in Tulare County.

IMMEDIATE RELEASE
 VISALIA METROPOLITAN STATISTICAL AREA (MSA)
 (Tulare County)

The unemployment rate in Tulare County was 11.5 percent in March 2026, unchanged from a revised 11.5 percent in February 2026, and below the year-ago estimate of 11.9 percent. This compares with an unadjusted unemployment rate of 5.2 percent for California and 4.3 percent for the nation during the same period.



Industry	Feb-2026	Mar-2026	Change		Mar-2025	Mar-2026	Change
	Revised	Prelim				Prelim	
Total, All Industries	176,900	174,000	(2,900)		173,100	174,000	900
Total Farm	32,800	29,900	(2,900)		29,100	29,900	800
Total Nonfarm	144,100	144,100	0		144,000	144,100	100
Mining, Logging, and Construction	7,000	7,100	100		7,000	7,100	100
Manufacturing	12,500	12,400	(100)		12,700	12,400	(300)
Trade, Transportation, and Utilities	31,100	31,000	(100)		30,900	31,000	100
Information	600	600	0		600	600	0
Financial Activities	3,200	3,200	0		3,200	3,200	0
Professional and Business Services	9,800	9,800	0		11,800	9,800	(2,000)
Private Education and Health Services	25,300	25,300	0		24,200	25,300	1,100
Leisure and Hospitality	14,300	14,300	0		13,900	14,300	400
Other Services	3,800	3,800	0		3,700	3,800	100
Government	36,500	36,600	100		36,000	36,600	600

Notes: Data not adjusted for seasonality. Data may not add due to rounding
 Labor force data are revised month to month
 Additional data are available on line at www.labormarketinfo.edd.ca.gov