



# WORKFORCE INVESTMENT BOARD MEETING AGENDA

**Wednesday, November 12, 2025; 7:30 AM – 8:30 AM**

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

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1. **CALL MEETING TO ORDER**
2. **PUBLIC COMMENTS (Three minutes per individual/organization, fifteen minutes total)** - Any member of the public wishing to address the Workforce Investment Board of Tulare County on a specific matter under its jurisdiction, please notify the Secretary of the Board of your name and provide a brief description on the subject matter prior to the meeting. The Board will not be able to take action on any item not appearing on the agenda.
3. **SUCCESS STORY** - Business Services - Dinuba Healthcare
4. **CONSENT ITEMS** – All items under the Consent Calendar are considered routine and will be approved in one action without discussion. If a Board member requests that an item be removed from the Consent Calendar or a citizen wishes to speak on an item, the item will be considered under Regular Items.
  - a. Workforce Investment Board Meeting Minutes  
Approve September 10, 2025, Board Meeting Minutes and October 8, 2025, Annual Meeting Minutes.
  - b. WIB Directive TUL 25-06 Release of Confidential Unemployment Insurance (UI) Information  
Approve WIB Directive TUL 25-06 Release of Confidential UI Information.
  - c. Program Year (PY) 2025-2026 Student Training and Employment Program (STEP)  
Modify PY 2025-2026 WIOA Title I Youth Services Agreements to increase STEP performance goals through December 30, 2025, as follows:
    - i. Community Services Employment Training (CSET) for the West Region – Visalia Balance of County – STEP Exhibit B.
    - ii. Proteus Inc. for the East Region – Porterville Balance of County – STEP Exhibit B.
  - d. Fiscal Year 25-26 Infrastructure Funding Agreement with SER-Jobs for Progress, Inc. at the Employment Connection Centers in Visalia  
Approve the Fiscal Year 25-26 Infrastructure Funding Agreement, effective November 17, 2025, with SER-Jobs for Progress, Inc., with staff colocated at the comprehensive Employment Connection Centers in Visalia.

## WORKFORCE INVESTMENT BOARD OF TULARE COUNTY

e. Employment Connection Committee Nominations

Approve the following nominations for the Employment Connection Committee: Nuvia Varela for America Works of California, Inc., and Esbeydy Ruvalcaba for the State of California, Employment Development Department.

### 5. REGULAR ITEMS

a. Workforce Investment Board of Tulare County Board of Directors Appointments

Recommend three appointments to the WIB of Tulare County Board of Directors in noted categories, contingent upon Tulare County Board of Supervisors (BOS) approval.

- Jake Piland, IBEW Local #100 Business Manager – Labor (term expiration date June 30, 2028)
- Thomas Geiger, Roofers and Waterproofers Local #27 Business Manager - Labor (term expiration date June 30, 2026)
- Esbeydy Ruvalcaba, Employment Development Department (EDD) Employment Program Manager II – Wagner-Peyser/Employment Services (term expiration date June 30, 2028)

b. Provision of the 2026 WIOA Title I In-School Youth Program–Leadership, Education, and Pathways to Employment (LEAP)

Approve WIB Program and Evaluation Committee recommendations to award an agreement to provide WIOA Title I In-School Youth Services for one year with the option to renew for up to two additional years at the discretion of the WIB to:

- i. Proteus, Inc. an allocation up to \$693,000 to operate the WIOA Title I 2026 In-School Youth LEAP program at the following high schools:
  - a. Dinuba High School
  - b. Oroquieta High School
  - c. Woodlake High School
  - d. Tulare Western High School

### 6. INFORMATION/DISCUSSION ITEMS

- a. Agreements Executed by WIB Interim Executive Director Between \$5,000-\$20,000
- b. Engagement of Pine, Pedroncelli & Aguilar, Inc.
- c. 33<sup>rd</sup> Annual Tulare County Job Fair Update
- d. INNOVATORS by Design Conference Update
- e. Tulare-Kings Industrial Partnership Update
- f. Tulare-Kings Ag Skills Partnership Update
- g. Tulare-Kings Healthcare Partnership Update
- h. Federal Shutdown Update (as of November 6, 2025)

### 7. WIB COMMITTEES REPORT

- a. WIB Employment Connection Committee
- b. WIB Youth Committee
- c. WIB Program & Evaluation Committee

## WORKFORCE INVESTMENT BOARD OF TULARE COUNTY

### 8. CLOSED SESSION

#### NOTICE TO THE PUBLIC

#### CLOSED SESSION

As provided in the Ralph M. Brown Act, Government Code sections 54950 et seq., the Workforce Investment Board may meet in closed session with members of its staff, county employees and its attorneys. These sessions are not open to the public and may not be attended by members of the public. The matters the Board will meet on in closed session are identified below or are those matters appropriately identified in open session as requiring immediate attention and arising after the posting of the agenda. Any public reports of action taken in the closed session will be made in accordance with Government Code sections 54957.1

- a. It is the intention of the Board to meet in closed session concerning:

#### CONFERENCE WITH REAL PROPERTY NEGOTIATOR

(Government Code Section 54956.8)

Property Description: Workforce Investment Board of Tulare County

309 W. Main Street, Suites 120, 130 and 143-148, Visalia CA

Agency Negotiator: Jennie C. Bautista

Under Negotiation: Price and Terms

### 9. GOOD OF THE ORDER/ADJOURN

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Laura Gonzalez at 559-713-5200 no later than noon the Tuesday before the meeting.

Documents related to the items on this agenda which are distributed to the board members after the mailing of the agenda packet are available for public inspection in the WIB office, located at 309 W. Main St., Suite 120, Visalia, CA.



## WORKFORCE INVESTMENT BOARD OF TULARE COUNTY

### MEETING

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September 10, 2025, Minutes

**WIB Directors Present:** Colby Wells – Chair, Joe Hallmeyer – Vice Chair, Randy Baerg - Treasurer/Secretary, Amy Shuklian, Brandon Lovenburg, Brent Calvin, Gamaliel Aguilar, Jeff Hudson-Covolo, Rodney Wilson, Robert Kleyn, Tricia Stever Blattler, Yolanda Valdez

**WIB Directors Absent:** Miguel Mora

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. **Success Story:** Workforce Professional – Amanda Miller is a dedicated workforce professional who creates an environment at the Employment Connection Center that allows her staff to positively impact the job seekers they serve.
4. **Consent Items:**
  - a. Workforce Investment Board Meeting Minutes  
Approve August 13, 2025, Board Meeting Minutes.
  - b. Employment Connection Committee Nominations  
Approve the following nominations for the Employment Connection Committee: Krishna Adams for Tulare Joint Union High School District – Tulare Adult School and Mary Rodarte for Workforce Investment Board of Tulare County.

Motion was made by Joe Hallmeyer, second by Jeff Hudson-Covolo to approve the consent items; carried by unanimous vote.

5. **Regular Items:**
  - a. Workforce Investment Board Interim Executive Director Delegated Authority Resolution  
Approve resolution authorizing Interim Executive Director to sign agreements on behalf of the Workforce Investment Board.

Motion was made by Gamaliel Aguilar, second by Yolanda Valdez to approve WIB Interim Executive Director Delegated Authority Resolution, carried by unanimous vote.

- b. Lightcast Developer and eIMPACT Agreements  
Approve two agreements with Lightcast for the period of July 1, 2025, through June 30, 2026, to do the following:
  - i. Renew Lightcast Developer subscription in the amount of \$20,000.
  - ii. Renew Lightcast eIMPACT subscription in the amount of \$9,500.

Motion was made by Joe Hallmeyer, second by Robert Kleyn to approve Lightcast Developer and eIMPACT agreements, carried by unanimous vote.

**6. Information/Discussion Items:**

- a. 33<sup>rd</sup> Annual Tulare County Job Fair
- b. INNOVATORS by Design Conference 2025
- c. Agreements Executed by WIB Interim Executive Director Between \$5,000-\$20,000
- d. Tulare-Kings Industrial Partnership Update
- e. Tulare-Kings Ag Skills Partnership Update
- f. Tulare-Kings Healthcare Partnership Update
- g. America's Talent Strategy
- h. Workforce Data Newsletter – Volume 10, Issue 7 – July 2025
- i. Tulare County Metropolitan Statistical Area (MSA) – July 2025

**7. WIB Committee Reports**

- WIB Employment Connection Committee

**8. Good of the Order/Adjourn:** There being no further business; the meeting was adjourned by Colby Wells, Chair at 8:29 a.m.

Minutes submitted for approval by Randy Baerg, Secretary.

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Randy Baerg, Secretary

Date



## WORKFORCE INVESTMENT BOARD *OF TULARE COUNTY*

### WIB ANNUAL MEETING

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October 8, 2025, Minutes

**WIB Directors Present:** Joe Hallmeyer – Vice Chair, Amy Shuklian, Brent Calvin, Jeff Hudson Covolo, Robert Kleyn, Rodney Wilson, Tricia Stever Blatter

**WIB Directors Absent:** Colby Wells – Chair, Randy Baerg - Treasurer/Secretary, Brandon Lovenburg, Gamaliel Aguilar, Miguel Mora, Yolanda Valdez

1. **Call to Order:** Joe Hallmeyer – Vice Chair called the meeting to order at 8:07 a.m.
2. **Public Comment:** Joe Hallmeyer – Vice Chair called for public comments; there were no public comments.
3. **Regular Items:**

- a. Annual Report of WIB Activities for 2024-25

The Annual Report of WIB Activities for 2024-25 was shared during the Annual Meeting in accordance with the WIB By-Laws and noted for the record.

4. **Adjourn:** There being no further business; the meeting was adjourned by Joe Hallmeyer – Vice Chair at 8:08 a.m.

Minutes submitted for approval by Randy Baerg, Secretary.

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Randy Baerg, Secretary

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Date



## INTEROFFICE MEMORANDUM

**TO:** David McMunn, Deputy Director - Administration

**FROM:** Lucero Sanchez, Monitoring Analyst

**DATE:** October 23, 2025

**SUBJECT:** WIB Directive TUL 25-06 Release of Confidential Unemployment Insurance (UI) Information

Item	Comments
Agenda Date	WIB Meeting – Wednesday, November 12, 2025
Request	Approve WIB Directive TUL 25-06 Release of Confidential UI Information.
Summary	<p>If approved, the proposed directive TUL 25-06 will supersede WIB Directive TUL 05-8, titled <i>Release of Confidential Unemployment Insurance</i>, which was originally issued on October 5, 2005.</p> <p>The WIB Directive TUL 25-06 was released for a 30-day public comment period. No public comments have been received to date. The comment period will close on November 13, 2025. Staff is requesting approval of the directive, contingent upon no comments being received or upon receipt of comments that do not require substantive or material changes. If comments are received after the WIB approves the Directive that require substantive or material changes, the Directive will be placed on the WIB's December 2025 meeting agenda for approval.</p> <p>This directive is intended to provide updated guidance on the procedures regarding the process for Workforce Innovation and Opportunity Act (WIOA) Subrecipients to obtain Unemployment Insurance (UI) claimant information from the Employment Development Department (EDD) for WIOA customers.</p> <p>Under the Information Practice Act (IPA), California Civil Code 798-1798.78, the release of personal information maintained by state agencies is permitted upon receipt of written consent from the individual who is the subject of the request. The EDD processes Data Consent Authorization Forms (DCAF) that provide WIOA Subrecipients with confidential UI information to determine a customer's WIOA eligibility.</p> <p>This policy applies to all WIB staff and Subrecipients delivering WIOA Title I services.</p>

<b>Fiscal Impact</b>	None
<b>Alternatives</b>	There are no alternatives recommended, as this is a state requirement.
<b>Involvement of Other Organizations</b>	This policy applies to all WIB staff and Subrecipients delivering WIOA Title I Adult, DW, and Youth services.





## DIRECTIVE

Workforce Investment Board of Tulare County

Date: November 12, 2025

### TUL 25-06 Release of Confidential UI Information

#### EXECUTIVE SUMMARY:

This policy provides guidance and establishes procedures regarding the process for Workforce Innovation and Opportunity Act (WIOA) subrecipients to obtain Unemployment Insurance (UI) claimant information from the Employment Development Department (EDD) for WIOA customers. This policy applies to all WIOA subrecipients and is effective immediately.

This directive contains State-imposed requirements. ***This directive contains no WIB-imposed requirements.***

This Directive supersedes WIB Directive TUL 05-8, Release of Confidential Unemployment Insurance, dated October 5, 2005. Retain this Directive until further notice.

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#### REFERENCES:

- Workforce Innovation and Opportunity Act of 2014, Public Law 113-128, July 22, 2014
- California Unemployment Insurance Code, Section 1094, 2111
- Information Practices Act (IPA), California Civil Code 1798-1798.78
- Current WIOA Program Year (PY) Subgrant Agreement, General Provisions, Item 20
- Workforce Services Directive (WSD) [16-08](#), Release of Confidential UI Information (October 3, 2016)

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#### BACKGROUND:

The UI Code prohibits the disclosure of UI claimant information for purposes not related to the administration of the UI Program. However, the Information Practices Act (IPA) permits release of personal information maintained by state agencies with the written consent from the individual who is the subject of the request. Currently, the EDD processes Data Consent Authorization Forms (DCAF) that provide WIOA subrecipients confidential UI information to determine a customer's

WIOA eligibility, although, some confidential UI claim data can now be accessed online by UI claimants due to the implementation of UI Online<sup>SM</sup>.

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**POLICY AND PROCEDURES:**

WIOA subrecipients wishing to obtain UI claimant data to determine eligibility for a WIOA customer or potential customer, or to evaluate how to best serve them, should first attempt to obtain all required UI eligibility information directly from the customer. WIOA subrecipients should first request that customers provide their confidential UI information by accessing their [UI Online](#) account, or from the Notice of Unemployment Insurance Award ([DE 429Z](#)) letter, Notice of Unemployment Insurance Claim Filed ([DE 1101CLMT](#)) letter, or the Automated UI Check Stub Message. Therefore, the DCAF process should only be used when all other means of obtaining the WIOA customer's relevant UI information directly from the customer have been exhausted.

The following table identifies specific confidential UI information provided to a WIOA customer through the UI Program for verification of employment and claim status:

UI Data That Will Be Released via the WIOA DCAF	Alternate UI Data Sources
Quarterly Wages for the Most Recent Completed Three Quarters	<ul style="list-style-type: none"><li>• Notice of Unemployment Insurance Award (<a href="#">DE 429Z</a>)</li></ul>
Effective and Ending Date of Claim	<ul style="list-style-type: none"><li>• <a href="#">UI Online</a> (Account Homepage)</li><li>• Notice of Unemployment Insurance Award (<a href="#">DE 429Z</a>)</li><li>• Notice of Unemployment Insurance Claim Filed (<a href="#">DE 1101CLMT</a>) (Only Effective Date of Claim)</li></ul>
Claim Award	<ul style="list-style-type: none"><li>• UI Online (Account Homepage)</li><li>• Notice of Unemployment Insurance Award (<a href="#">DE 429Z</a>)</li></ul>
Last Employer Name and Address Last Day Worked Reason for Separation	<ul style="list-style-type: none"><li>• UI Online (Account Homepage)</li><li>• Notice of Unemployment Insurance Claim Filed (<a href="#">DE 1101CLMT</a>)</li></ul>
Claim Balance Benefits Exhausted	<ul style="list-style-type: none"><li>• UI Online (Account Homepage)</li><li>• Automated UI Check Stub Message</li></ul>

The WIOA subrecipients are encouraged to assist the customer in obtaining their confidential UI information from their UI Online account. Prior to registering on UI Online, WIOA customers must have their EDD Customer Account Number, which can be found on their Employment Development Department (EDD) Customer Account Number ([DE 5614](#)) letter.

WIOA customers may contact an EDD UI Representative to retrieve their EDD Customer Account Number, in the event that the DE 5614 letter provided by the EDD has been misplaced or lost.

In the event that the initial UI letter(s) provided by the EDD has been misplaced or lost, the WIOA customer may request that the EDD mail another copy of their DE 429Z and DE 1101CLMT letters

to them through [Ask EDD](#) by selecting the “Unemployment Insurance Benefits” category. However, WIOA customers are to be advised of the potential delay in receiving a copy of their UI letter(s) due to the mailing process.

For the UI Online Fact Sheet, instructional videos and resources, please visit [EDD UI Online](#).

If the WIOA customer is unable to provide sufficient information, WIOA subrecipients may use the DCAF process outlined below as an option of last resort to collect UI claim data by submitting a WIOA UI - Data Consent Authorization Form (DCAF) to the EDD UI Program. The WIOA UI-DCAF (Attachment 1), will be required from the WIOA customer to allow release of the UI claim status and UI wage information. The UI Program has agreed to process the DCAF within three (3) business days of receipt.

Prior to submission of WIOA UI-DCAF for processing by the EDD UI Program, the WIOA subrecipient must email, fax or mail to EDD a completed Request to Assign or Change Location Code form (Attachment 3). The procedure for completing this form is outlined below. Because the information transmitted by the EDD in response to submission of a WIOA UI-DCAF is confidential, the EDD must make a reasonable effort to assure that the information provided is faxed or mailed to a location authorized to receive confidential information and received by someone fully informed about the procedures for the use of confidential data, as specified in the Subrecipient Statement of Work, General Provisions – Confidentiality Requirements.

### **Procedure to Request to Assign or Change a Location Code**

1. Each WIOA subrecipient who needs to use the WIOA UI-DCAF to receive UI information for WIOA customers or program participants must complete the Request to Assign or Change Location Code form (Attachment 3). The EDD WSD staff will assign the Location Code to each business location (mailing address and fax number) where UI information may be transmitted. In order to comply with the automated process, the Location Code must consist of the three-letter WIOA subrecipient code, a dash, and then a two-digit number to identify each physical location. For example, if subrecipient “XYZ” provides only one address and fax number for responses, the Location Code could be XYZ-01. If subrecipient “XYZ” provides multiple addresses and fax numbers for receipt of UI data the codes might be XYZ-01, XYZ-02, and so on. The two-digit numeric code is required to be sequential. Please limit the number of designated Location Codes to the minimum necessary to effectively transact business.

2. The WIB, subrecipient administrator or the individual designated in the current WIOA PY Subgrant Agreement, who is responsible for the administration of confidential information (Subrecipient Statement of Work, General Provisions – Confidentiality Requirements), must sign the Request to Assign or Change Location Code form.

3. The WIOA subrecipient must adopt administrative, technical, and physical safeguards to protect the privacy and confidentiality of the UI data. This includes ensuring that the UI data is sent to securely located fax machines—housed in areas without public access. Subrecipients have the option, and are encouraged, to use fax modems (i.e., fax numbers that transport directly into

a personal computer), rather than traditional fax machines. However, a traditional fax machine located in an area not accessible to the public is acceptable.

4. The Request to Assign or Change Location Code Form must be submitted to the Central Office Workforce Services Division (COWSD) at the email address, fax number, or mailing address indicated on the form. The COWSD must be notified immediately of any change of address or fax number associated with an assigned Location Code.

#### **Procedure to Request UI Claim Information of a WIOA Customer**

1. The WIOA subrecipient may fax or mail the attached WIOA UI-DCAF to the UI Program at the fax number or address indicated on the form.

The WIOA UI-DCAF authorizes the EDD to release records pertaining to the WIOA customer's UI status. The customer completes the top half of the WIOA UI-DCAF and the caseworker completes the bottom half. Line Item instructions for the WIOA UI-DCAF are included with this directive as Attachment 2.

2. The subrecipient must add their own letterhead to the attached WIOA UI-DCAF template. The UI Program will not accept or process WIOA UI-DCAFs that are not on WIOA subrecipient letterhead.

3. The WIOA customer must indicate on the WIOA UI-DCAF if the response to the data request will be sent via fax or mail.

4. The EDD will only respond to WIOA subrecipient data requests submitted on WIOA UI-DCAF forms signed and dated by the WIOA customer. The UI Program will verify that the Social Security Number on the WIOA UI-DCAF is valid and matches the name provided.

5. The WIOA UI-DCAF must include a valid Location Code.

6. Upon receipt of the WIOA UI-DCAF, the UI Program will process the request and, as requested by the WIOA customer, fax or mail the response to the location identified by the Location Code. The original, if faxed, or a copy, if mailed, of the WIOA UI-DCAF must be kept in the WIOA customer's file and is subject to audit.

7. A signed WIOA UI-DCAF is valid for 12-months. If 12-months have passed and WIOA subrecipients wish to obtain updated UI claimant information, a new WIOA UI-DCAF must be obtained from the WIOA customer.

A completed WIOA UI-Data Consent Authorization Form will allow the WIOA subrecipient access to the following confidential UI claimant information:

- Wage information for the most recent three completed quarters.
- Current claim information (claim award, claim balance, effective and ending date of claim, if benefits are exhausted, last employer name/address, date last worked and if reason for separation was laid off due to lack of work).

- If no current claim on file, available information on any claim in the last nine months.

The confidential UI information obtained by WIOA subrecipients with the DCAF process outlined in this directive can be used as an acceptable documentation for only the following

Dislocated Worker (DW) eligibility criteria: Is eligible for or has exhausted entitlement to unemployment compensation. For acceptable documentation of other DW eligibility criteria, please refer to the appropriate WIOA Directive regarding eligibility. WIOA UI-DCAF should not be used for performance calculation(s). For performance related information, please refer to [www.caljobs.ca.gov](http://www.caljobs.ca.gov).

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**ACTION:**

Please bring this directive to the attention of all WIB Subrecipients and WIB Staff.

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**INQUIRIES:**

Please direct inquiries regarding this Directive to the WIB at (559) 713-5200.

Jennie C. Bautista  
Interim Executive Director

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**ATTACHMENTS:**

- Attachment A (WIOA UI-Data Consent Authorization Form)
- Attachment B (Subrecipient Instructions for WIOA UI-Data Consent Authorization Form)
- Attachment C (Request to Assign or Change Location Code Form)

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The Workforce Investment Board of Tulare County is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

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## INTEROFFICE MEMORANDUM

**TO:** Jennie C. Bautista, Interim Executive Director

**FROM:** Jacqueline Guereca, Youth Services Analyst

**DATE:** November 5, 2025

**SUBJECT:** Program Year (PY) 2025-2026 Student Training and Employment Program (STEP)

Item	Comments
<b>Agenda Date</b>	WIB Meeting – Wednesday, November 12, 2025
<b>Request</b>	<p>Modify PY 2025-2026 WIOA Title I Youth Services Agreements to increase STEP performance goals through December 30, 2025, as follows:</p> <ul style="list-style-type: none"> <li>i. Community Services Employment Training (CSET) for the West Region – Visalia Balance of County – STEP Exhibit B.</li> <li>ii. Proteus Inc. for the East Region – Porterville Balance of County – STEP Exhibit B.</li> </ul>
<b>Summary</b>	<p>On December 11, 2024, the WIB accepted \$574,526 from the Foundation for California Community Colleges to operate the STEP program January 1, 2025, through December 31, 2025.</p> <p>The Student Training and Employment Program (STEP) is a three-year grant that operates from January 1, 2024, through December 31, 2026. STEP provides paid work readiness training and paid work experience to students with disabilities ages 16 to 21 in all the WIB's youth service areas.</p> <p>For PY 24-25, performance was below target for mid-year (January-June 2025), resulting in initial planned goals for PY 25-26 (July -December 2025) that are too conservative to achieve the program's annual benchmarks.</p> <p>To align Subrecipient goals with annual STEP grant deliverables and expenditure requirements, WIB staff recommend increasing performance by region as follows:</p>

	<p><b><u>Adjusted Performance Goals by Region:</u></b></p> <table><tr><th>Region</th><th>Performance Measure</th><th>Current Goals</th><th>Proposed Increase</th><th>Total Adjusted Goals</th></tr><tr><td>East Region – Proteus Inc.</td><td>Enrollment</td><td>17</td><td>11</td><td>28</td></tr><tr><td></td><td>Work Experience</td><td>29</td><td>0</td><td>29</td></tr><tr><td></td><td>Participant Stipends</td><td>17</td><td>12</td><td>29</td></tr><tr><td colspan="5"></td></tr><tr><td>West Region – CSET</td><td>Enrollment</td><td>14</td><td>7</td><td>21</td></tr><tr><td></td><td>Work Experience</td><td>17</td><td>1</td><td>18</td></tr><tr><td></td><td>Participant Stipends</td><td>14</td><td>11</td><td>25</td></tr></table>	Region	Performance Measure	Current Goals	Proposed Increase	Total Adjusted Goals	East Region – Proteus Inc.	Enrollment	17	11	28		Work Experience	29	0	29		Participant Stipends	17	12	29						West Region – CSET	Enrollment	14	7	21		Work Experience	17	1	18		Participant Stipends	14	11	25
Region	Performance Measure	Current Goals	Proposed Increase	Total Adjusted Goals																																					
East Region – Proteus Inc.	Enrollment	17	11	28																																					
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	Participant Stipends	17	12	29																																					
West Region – CSET	Enrollment	14	7	21																																					
	Work Experience	17	1	18																																					
	Participant Stipends	14	11	25																																					
<b>Fiscal Impact</b>	No additional funding is requested.																																								
<b>Alternatives</b>	The Board may choose not to approve an increase in STEP performance goals and instead request that WIB staff maintain current targets or develop an alternative adjustment plan.																																								
<b>Involvement of Other Organizations</b>	<ul style="list-style-type: none"><li>• Department of Rehabilitation</li><li>• K-12 School District Partners</li><li>• Community Colleges: College of the Sequoias, Porterville College</li><li>• Adult Schools: Porterville Adult School, Tulare Adult School, and Visalia Adult School</li></ul>																																								



## INTEROFFICE MEMORANDUM

**TO:** David McMunn, Deputy Director – Administration

**FROM:** Edith Hernandez, One-Stop Partnership Coordinator

**DATE:** October 31, 2025

**SUBJECT:** Fiscal Year 25-26 Infrastructure Funding Agreement with SER-Jobs for Progress, Inc. at the Employment Connection Centers in Visalia

Item	Comments
Agenda Date	WIB Meeting - Wednesday, August 13, 2025
Request	Approve the Fiscal Year 25-26 Infrastructure Funding Agreement, effective November 17, 2025, with SER-Jobs for Progress, Inc., with staff colocated at the comprehensive Employment Connection Centers in Visalia.
Summary	<p>SER-Jobs for Progress has been an active, proud partner of the Employment Connection since 2020, and was colocated at the Visalia Employment Connection Center from February 2021 to June 30, 2025. They were unable to commit to the 25-26 Infrastructure Funding Agreement due to federal funding challenges. These issues have been resolved, and SER is ready to resume colocation at the Visalia Employment Connection Center effective December 1, 2025.</p> <p>As the Senior Community Service Employment Program (SCSEP) service provider for Tulare County, SER-Jobs for Progress, Inc., is a required partner under the Workforce Innovation and Opportunity Act (WIOA). SER's SCSEP division operates the nation's oldest program dedicated to helping low-income, unemployed individuals aged 55 and older find employment. Their mission closely aligns with the Employment Connection System's goal of providing coordinated, customer-centered workforce services.</p> <p><b><u>Infrastructure Funding Agreement (IFA)</u></b> Term: November 17, 2025, through June 30, 2025 (<i>unless otherwise modified or terminated by mutual agreement</i>) Staff: two (2) Space: 234.84 Sq. ft Estimated Monthly Cost: \$675</p>



<b>Fiscal Impact</b>	The IFA provides the mechanism for colocated partners to share the infrastructure cost of the Employment Connection Centers in Visalia and Porterville. It will increase WIB revenue by approximately \$8,102.
<b>Alternatives</b>	Not to accept SER-Jobs for Progress, Inc.'s colocation request.
<b>Involvement of Other Organizations</b>	WIOA Employment Connection MOU Partners

**Workforce Investment Board of Tulare County  
Infrastructure Funding Agreement and Other Shared Costs  
Employment Connection Centers – Visalia and Porterville**

**I. Parties to this Infrastructure Funding Agreement**

**Participating in the Infrastructure Cost Agreement:**

1. State of California Employment Development Department: Title III Wagner-Peyser
2. Workforce Investment Board of Tulare County: Title I Adult, Dislocated Worker, and Youth
3. State of California Department of Rehabilitation: Title IV Vocational Rehabilitation
4. Community Services Employment Training: SAFE Program, #LEAD
5. Tulare County Health & Human Services Agency: TANF/Welfare-to-Work, TANF/Expanded Subsidized Employment
6. America Works of California: Ticket to Work
7. Parenting Network, Inc.: Family Services
8. SER – Jobs for Progress, Inc.: Title V Senior Community Service Employment Program (SCSEP)

**Participating in the other shared system – Applicable Career Service Cost:**

1. College of the Sequoias
2. Kern Community College District, Porterville College
3. Community Services Employment Training (CSET)
4. State of California Employment Development Department
5. Tulare County Health & Human Services Agency (TC HHSA)
6. US Department of Labor, Job Corps
7. Proteus, Inc., Migrant Seasonal Farmworker
8. State of California Department of Rehabilitation
9. Tule River Indian Tribal Council
10. Workforce Investment Board of Tulare County
11. Sequoias Adult Education Consortium
12. Visalia Unified School District, Visalia Adult School
13. Tulare Joint Union High School District, Tulare Adult School
14. Cutler-Orosi Unified School District, Cutler-Orosi Adult School
15. Porterville Unified School District, Porterville Adult School
16. Porterville Sheltered Workshop
17. Farmersville Unified School District, Farmersville Adult School
18. America Works of California
19. Parenting Network, Inc.
20. SER – Jobs for Progress, Inc.

**II. Consensus**

If a one-stop partner appeals to the State regarding infrastructure cost which results in a change to the one-stop partner's infrastructure cost contributions, the MOU will be updated to reflect the final one-stop partner contribution cost contributions.

Through a series of meetings and information sharing, and in the spirit of inclusion, participation, and cooperation, the Parties have negotiated in good faith to reach a consensus on the Infrastructure Funding Agreement.

### **III. Comprehensive Employment Connection Centers and Colocated Partners**

The WIB and Employment Connection System Partners have chosen to develop a separate infrastructure cost budget for each of the two comprehensive Employment Connection's located in Tulare County.

#### **Employment Connection - 4025 W. Noble Ave., Visalia, CA 93277**

1. State of California Employment Development Department, Workforce Services Branch
2. Workforce Investment Board of Tulare County
3. State of California Department of Rehabilitation
4. Community Services Employment Training (CSET)
5. Tulare County Health & Human Services Agency (TC HHSA), through a contractual agreement with CSET.
6. America Works
7. Parenting Network, Inc.
8. SER – Jobs for Progress, Inc.

#### **Employment Connection - 1063 W. Henderson Ave., Porterville, CA 93257**

1. State of California Employment Development Department, Workforce Services Branch
2. Workforce Investment Board of Tulare County
3. State of California Department of Rehabilitation

*Definition of Colocated Partners – “All Employment Connection System Partners who have a physical presence within the center, either full-time or part-time.”*

### **IV. Infrastructure Cost Allocation Methodology**

The colocated Partners agree that the cost methodology to be used to determine the proportionate share of infrastructure costs for each colocated Partner is the proportion of a Partner program's occupancy percentage of the Employment Connection Center (square footage).

The initial proportionate share of infrastructure costs allocated to each Partner is based on the agreed-upon cost allocation methodology, each Partner's estimated total contribution amount, and whether it will be provided through cash, non-cash (in-kind), and/or third-party in-kind contributions. This initial determination will be periodically reconciled against actual costs incurred and adjusted accordingly.

Although cash, non-cash, and third-party in-kind contributions to cover their proportionate share of infrastructure costs are allowable, the partners have agreed that cash contribution is the only method of payment. This cost allocation methodology was selected because it adheres to the following: consistent with federal laws authorizing each Partner's program, complies with federal cost principles in the Uniform Guidance, includes only costs that are allowable, reasonable, necessary, and allocable to each program Partner, is based on a measure that mathematically determines the proportionate use and benefit received by each colocated Partner.

V. **Infrastructure Cost Budget: Employment Connection - Visalia**

<b>FY 25-26 Estimated Infrastructure Budget: Employment Connection - Visalia</b>		
<i>Cost Category/Line Item</i>	<i>Line-Item Cost Detail</i>	<i>Annual Cost</i>
<b>Rent</b>		
Rental of Facilities	4025 W. Noble Ave., Visalia Rent	\$ 543,390.00
<b>Subtotal: Rental Costs</b>		<b>\$ 543,390.00</b>
<b>Utilities and Maintenance</b>		
Electric	Southern California Edison	\$ 107,792.32
Gas	Southern California Gas	\$ 4,254.96
Water/ Sewer Connections	City of Visalia	\$ 29,784.72
Custodial	Janitorial Service	\$ 35,700.00
Facility Maintenance/Repair	Building Maintenance and Repairs	\$ 2,826.00
High-Speed Internet **	Internet-Resource Room/Reception/ Computer Lab Internet	\$ 7,761.91
Telephones **	VOIP - AT&T	\$ 4,320.00
Security	Security Guard Contract	\$ 55,000.00
<b>Subtotal: Utilities and Maintenance Costs</b>		<b>\$ 247,439.91</b>
<b>Equipment</b>		
Assistive technology for individuals with disabilities (“Access and Accommodation”)	No expenditures in the previous year.	\$ 0
Copiers **	Resource Room Copier	\$ 2,300.00
<b>Subtotal: Equipment Costs</b>		<b>\$ 2,300.00</b>
<b>SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS</b>		
<i>Cost Category</i>	<i>Total Cost</i>	
<b>Subtotal: Rental Costs</b>	<b>\$ 543,390.00</b>	
<b>Subtotal: Utilities and Maintenance Costs</b>	<b>\$ 247,439.91</b>	
<b>Subtotal: Equipment Costs</b>	<b>\$ 2,300.00</b>	
<b>TOTAL COSTS FOR THE EC - VISALIA</b>	<b>\$ 793,129.91</b>	

\* Paid through a contractual arrangement

\*\* Not included in EDD sublease

**FY 25-26 Colocated Partner Infrastructure Cost Budget**  
**Employment Connection – Visalia**

<b>Visalia Employment Connection Colocated Partners</b>	<b>Funding Source</b>	<b>Shared Infra- structure Costs</b>	<b>Methodology Square Footage Occupancy</b>	<b>Allocated Initial Share Amount: Cash</b>
EDD: Workforce Services Branch	Title III Wagner-Peyser	\$ 793,129.91	5,568 Sq. Ft.	<b>\$ 184,458.62</b> <b>** \$ 2,312.37</b> <b>\$ 186,770.99</b> <i>(Costs not included in EDD sublease.)</i>
Department of Rehabilitation	Title IV Vocational Rehabilitation	\$ 793,129.91	231.79 Sq. Ft.	<b>\$ 7,867.70</b>
Workforce Investment Board	<ul style="list-style-type: none"> <li>WIOA Title I Adult/DW</li> <li>WIOA Title I Youth</li> </ul>	\$ 793,129.91	<ul style="list-style-type: none"> <li>10,451.53 Sq. Ft.</li> <li>3,334.27 Sq. Ft.</li> </ul>	<b>\$ 352,093.87</b> <b>\$ 112,726.74</b>
Tulare County HHSA via contract with CSET *	<ul style="list-style-type: none"> <li>Temporary Aide for Needy Families/ Welfare-to-Work</li> </ul>	\$ 793,129.91	1,097.96 Sq. Ft.	<b>\$ 37,593.11</b>
Tulare County HHSA via contract with WIB	<ul style="list-style-type: none"> <li>Temporary Aide for Needy Families/Expanded Subsidized Employment</li> </ul>	\$ 793,129.91	<ul style="list-style-type: none"> <li>901.24 Sq. Ft.</li> </ul>	<b>\$30,473.16</b>
CSET	<ul style="list-style-type: none"> <li>SAFE</li> <li>#LEAD</li> </ul>	\$ 793,129.91	<ul style="list-style-type: none"> <li>1,049.16 Sq. Ft.</li> <li>421.66 Sq. Ft.</li> </ul>	<b>\$ 35,541.95</b> <b>\$ 14,469.00</b>
America Works	Ticket to Work	\$ 793,129.91	108.27 Sq. Ft.	<b>\$ 3,745.68</b>
Parenting Network, Inc.	Family Services	\$ 793,129.91	108.27 Sq. Ft.	<b>\$ 3,745.68</b>
SER – Jobs for Progress, Inc	Title V Senior Community Service Employment Program	\$ 793,129.91	234.84 Sq. Ft.	<u><b>Annual</b></u> <b>***\$ 8,102.02</b> <b>(Upon move-in through 6/30/25)</b>  <u><b>Monthly</b></u> <b>\$675.17</b>

\* ***Paid through a contractual arrangement***

\*\* ***Not included in EDD sublease***

\*\*\* ***Prorated monthly amount***

VI. **Infrastructure Cost Budget: Employment Connection – Porterville**

FY 25-26 Estimated Infrastructure Budget: Employment Connection - Porterville		
<i>Cost Category/Line Item</i>	<i>Line Item Cost Detail</i>	<i>Annual Cost</i>
<b>Rent</b>		
Rental of Facilities	1063 W. Henderson Ave., Porterville Rent	\$ 212,129.00
<b>Subtotal: Rental Costs</b>		<b>\$ 212,129.00</b>
<b>Utilities and Maintenance</b>		
Electric	Southern California Edison	\$ 35,773.20
Gas	Southern California Gas	\$ 1,192.44
Water/ Sewer Connections	City of Porterville	\$ 2,782.36
Custodial	Janitorial Service	\$ 27,626.00
Facility Maintenance/Repair	Building Maintenance and Repair	\$ 5,428.00
High-Speed Internet **	Internet RR/Reception/Computer Lab	\$ 3,973.86
Telephones **	VOIP – AT&T	\$ 4,146.77
Security	Security Guard Contract	\$ 51,500.00
<b>Subtotal: Utilities and Maintenance Costs</b>		<b>\$ 132,422.63</b>
<b>Equipment</b>		
Assistive technology for individuals with disabilities (“Access and Accommodation”) **	No expenditures in previous year.	\$ 0
Copiers**	Resource Room Copier	\$ 420.00
<b>Subtotal: Equipment Costs</b>		<b>\$ 420.00</b>
<b>SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS</b>		
<i>Cost Category</i>	<i>Total Cost</i>	
<b>Subtotal: Rental Costs</b>	<b>\$ 212,129.00</b>	
<b>Subtotal: Utilities and Maintenance Costs</b>	<b>\$ 132,422.63</b>	
<b>Subtotal: Equipment Costs</b>	<b>\$ 420.00</b>	
<b>TOTAL INFRASTRUCTURE COSTS FOR THE EC - Porterville</b>	<b>\$ 344,971.63</b>	

\* Paid through a contractual arrangement

\*\* Not included in EDD sublease

**FY 25-26 Colocated Partner Infrastructure Cost Budget  
Employment Connection – Porterville**

<b>Porterville Employment Connection Colocated Partner</b>	<b>Funding Source</b>	<b>Shared Infra- structure Costs</b>	<b>Methodology Square Footage Occupancy</b>	<b>Allocated Initial Share Amount: Cash</b>
EDD: Workforce Services Branch	Title III - Wagner-Peyser	\$ 344,971.63	3,563 Sq. Ft.	<b>\$ 108,254.64</b> <b>** \$ 2,079.34</b> <b>\$ 110,333.98</b> <i>(Costs not included in EDD Sublease.)</i>
Department of Rehabilitation	Title IV - Vocational Rehabilitation	\$ 344,971.63	135.12 Sq. Ft.	<b>\$ 4,341.88</b>
Workforce Investment Board	<ul style="list-style-type: none"> <li>Title I - Adult/Dislocated Worker</li> <li>Title I – Youth</li> </ul>	\$ 344,971.63	4,606.63 Sq. Ft. 2,354.86 Sq. Ft.	<b>\$ 143,879.99</b> <b>\$ 73,347.29</b>
Tulare County HHSA via contract with WIB *	Temporary Aide for Needy Families Expanded Subsidized Employment	\$ 344,971.63	413.39 Sq. Ft.	<b>\$13,068.50</b>

*\* Paid through a contractual arrangement*

*\*\* Not included in EDD sublease*

*\*\*\* Prorated monthly amount*

## VII. Authority and Signatures

The individuals signing below have the authority to commit the party they represent to the terms of this MOU and do so commit by signing. Notwithstanding the use of the term's partners and partnerships in this MOU, I understand that these terms are used only in a colloquial sense. Therefore, all parties to this MOU are independent contractors with respect to one another and agree that there is no legally enforceable partnership, agency, or joint venture among or between the parties.

### **Colocated Partners Sharing Infrastructure Cost (Visalia and Porterville)**

This Infrastructure Funding Agreement may be executed in duplicate counterparts, each of which shall be deemed a duplicate original. The Infrastructure Funding Agreement shall be deemed executed when it has been signed by all Parties.

By signing below, all Parties agree to the terms prescribed in the sharing of infrastructure costs.

**Workforce Investment Board of Tulare County**

**America Works of California**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

**State of California Employment Development Department**

**Community Services Employment Training**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

**State of California Department of Rehabilitation**

**SER – Jobs for Progress, Inc**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

**Tulare County Health and Human Services Agency**

**Tulare County – County Administrative Officer  
Attest for HHSA**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date

\_\_\_\_\_  
Signature and Date

**Parenting Network, Inc.**

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature and Date





## INTEROFFICE MEMORANDUM

**TO:** David McMunn, Deputy Director - Administration

**FROM:** Edith Hernandez, One-Stop Partnership Coordinator

**DATE:** October 31, 2025

**SUBJECT:** Employment Connection Committee Nominations

Item	Comments
<b>Agenda Date</b>	WIB Meeting – Wednesday, November 12, 2025
<b>Request</b>	Approve the following nominations for the Employment Connection Committee: Nuvia Varela for America Works of California, Inc., and Esbeydy Ruvalcaba for the State of California, Employment Development Department.
<b>Summary</b>	<p><b>Background</b></p> <p>In accordance with the by-laws, the Employment Connection Committee is established as a standing committee of the Workforce Investment Board (WIB) of Tulare County. Its role is to provide information and assistance on operational and related matters concerning the Employment Connection One-Stop System and ensure that Employment Connection partners have opportunities for input regarding the system's operations.</p> <p>Representatives on the Employment Connection Committee are selected from WIB partners who have successfully negotiated a Memorandum of Understanding with the WIB. Each partnering agency may nominate one designee to the committee.</p> <p><b><u>Employment Connection Committee Designee Updates</u></b></p> <p><b>America Works of California, Inc.</b></p> <ul style="list-style-type: none"> <li>• <i>Nomination:</i> Nuvia Varela (to replace Marco Velasquez)</li> <li>• <i>Funding Source:</i> Ticket to Work, Farmworker Rural Individuals Equity to Service</li> </ul> <p><b>State of California, Employment Development Department (EDD)</b></p> <ul style="list-style-type: none"> <li>• <i>Nomination:</i> Esbeydy Ruvalcaba (to replace Danielle Beckett)</li> <li>• <i>Funding Source:</i> WIOA Title III – Wagner-Peyser</li> </ul>
<b>Fiscal Impact</b>	None
<b>Alternatives</b>	Not to accept nominations from America Works of California, Inc., and EDD for the Employment Connection Committee and request another designee.
<b>Involvement of Other Organizations</b>	Employment Connection One-Stop Partners



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of California<sup>SM</sup> network.

## Workforce Investment Board of Tulare County Employment Connection Committee Designee Nomination

An Employment Connection Committee shall be designated as a standing committee of the Workforce Investment Board of Tulare County (WIB) and will provide information and assist with operational and other issues relating to the Employment Connection Career Center System. The Employment Connection Committee will provide the means by which the local Employment Connection partners will have opportunities for input regarding the operations of the Employment Connection Career Center System.

The Employment Connection Committee representatives shall be from WIB partners which have successfully negotiated a Memorandum of Understanding with the WIB. Each partnering agency shall have no more than one (1) representative on the Employment Connection Committee.

Our agency designates the following representative(s) to be a member of the WIB Employment Connection Committee.

<b>Partner Organization</b>	America Works of California, Inc.
<b>Partner Program/Funding</b> (Example: WIOA Title I-B)	Ticket to Work, Farmworker Rural Individuals Equity to Service
<b>Name and Title of Designee</b>	Nuvia Varela, Program Manager
<b>Address</b>	1477 E Shaw, Suite 100
<b>City, State, Zip</b>	Fresno, CA 93710
<b>Telephone Number</b>	(559) 412-5788 ext 124
<b>E-mail Address</b>	nvarela@americaworks.com



Authorized Signature

10/28/25

Date

Dr. Lee Bowes , CEO

Print Name

Title

America Works of CA

212-599-5627

Agency Name

Telephone Number

228 East 45th Street, 16th Floor New York, NY 10017

lbowes@americaworks.com

Agency Address

email



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## Workforce Investment Board of Tulare County Employment Connection Committee Designee Nomination

An Employment Connection Committee shall be designated as a standing committee of the Workforce Investment Board of Tulare County (WIB) and will provide information and assist with operational and other issues relating to the Employment Connection Career Center System. The Employment Connection Committee will provide the means by which the local Employment Connection partners will have opportunities for input regarding the operations of the Employment Connection Career Center System.

The Employment Connection Committee representatives shall be from WIB partners which have successfully negotiated a Memorandum of Understanding with the WIB. Each partnering agency shall have no more than one (1) representative on the Employment Connection Committee.

Our agency designates the following representative(s) to be a member of the WIB Employment Connection Committee.

<b>Partner Organization</b>	State of California, Employment Development Department
<b>Partner Program/Funding</b> (Example: WIOA Title I-B)	Title III
<b>Name and Title of Designee</b>	Esbeydy Ruvalcaba, Alternate Cluster Manager
<b>Address</b>	1600 E Belle Terrace
<b>City, State, Zip</b>	Bakersfield, CA 93307
<b>Telephone Number</b>	(916) 639-4578
<b>E-mail Address</b>	Esbeydy.Ruvalcaba@edd.ca.gov

Christina Garza  
Authorized Signature

Christina Garza  
Print Name

Employment Development Department  
Agency Name

1600 E Belle Terrace, Bakersfield, CA 93307  
Agency Address

10/30/2025  
Date

Deputy Division Chief  
Title

(916) 639-4598  
Telephone Number

Christina.Garza@edd.ca.gov  
E-mail Address



## INTEROFFICE MEMORANDUM

**TO:** Directors

**FROM:** Jennie C. Bautista, Interim Executive Director

**DATE:** November 5, 2025

**SUBJECT:** Workforce Investment Board of Tulare County Board of Directors Appointments

Item	Comments
<b>Agenda Date</b>	WIB Meeting – Wednesday, November 12, 2025
<b>Request</b>	<p>Recommend three appointments to the WIB of Tulare County Board of Directors in noted categories, contingent upon Tulare County Board of Supervisors (BOS) approval.</p> <ul style="list-style-type: none"><li>• Jake Piland, IBEW Local #100 Business Manager – Labor (term expiration date June 30, 2028)</li><li>• Thomas Geiger, Roofers and Waterproofers Local #27 Business Manager - Labor (term expiration date June 30, 2026)</li><li>• Esbeydy Ruvalcaba, Employment Development Department (EDD) Employment Program Manager II – Wagner-Peyser/Employment Services (term expiration date June 30, 2028)</li></ul>
<b>Summary</b>	<p>As per the WIB By-laws: SECTION 4.5 Appointment of Members, the BOS bears final responsibility for the appointment of members.</p> <p>In compliance with the Workforce Innovation and Opportunity Act (WIOA) of 2014, BOS will make appointments to the Workforce Investment Board of Tulare County Board of Directors.</p> <p>Appointments will be forwarded to the BOS for the December 9, 2025, BOS meeting agenda.</p>
<b>Fiscal Impact</b>	None
<b>Alternatives</b>	Not to accept nominations for the WIB.



## INTEROFFICE MEMORANDUM

**TO:** Jennie C. Bautista, Interim Executive Director

**FROM:** Gicel Angeles, Youth Services Coordinator

**DATE:** November 5, 2025

**SUBJECT:** Provision of the 2026 WIOA Title I In-School Youth Program–Leadership, Education, and Pathways to Employment (LEAP)

Item	Comments
<b>Agenda Date</b>	WIB Meeting – Wednesday, November 12, 2025
<b>Request</b>	<p>Approve WIB Program and Evaluation Committee recommendations to award an agreement to provide WIOA Title I In-School Youth Services for one year with the option to renew for up to two additional years at the discretion of the WIB to:</p> <ul style="list-style-type: none"> <li>i. Proteus, Inc. an allocation up to \$693,000 to operate the WIOA Title I 2026 In-School Youth LEAP program at the following high schools: <ul style="list-style-type: none"> <li>a. Dinuba High School</li> <li>b. Orosi High School</li> <li>c. Woodlake High School</li> <li>d. Tulare Western High School</li> </ul> </li> </ul>
<b>Summary</b>	<p><b>Overview</b></p> <p>In February 2025, the WIB issued a competitive Request for Proposals to procure WIOA Title I Youth and Adult/Dislocated Worker Career Services. On May 14, 2025, the WIB took action to qualify Community Services Employment Training (CSET), Career Team LLC, and Proteus, Inc. as eligible providers of Youth Services in Tulare County by approving the WIB Program &amp; Evaluation Committee recommendation to award agreements to eligible youth service providers, with Proteus, Inc. designated to serve the East Region and CSET to serve the West Region. The board took these actions knowing that decisions regarding In-School Youth (ISY) would be delayed and determined in the future.</p> <p><b>LEAP Solicitation and School Selection</b></p> <p>To enhance ISY programming, WIB staff developed the LEAP initiative to provide career readiness services, paid and unpaid work experience opportunities, and leadership development for low-income, at-risk juniors and seniors.</p>

On August 25, 2025, the WIB issued a solicitation for high schools to apply to partner with the WIB to implement the LEAP Program and provide on-campus services in compliance with WIOA Title I. Six schools applied, demonstrating strong interest from district partners. An evaluation panel of youth committee members and community representatives reviewed applications and selected the following four schools:

#### High School Selection by Region

School Name	Career Services & OSY Region	Provider in Existing Region Structure
Dinuba High School	East -Rural	Proteus, Inc.
Woodlake	East- Rural	Proteus, Inc.
Tulare Joint Unified High School	West-Rural	CSET
Cutler-Orosi Joint Unified High School	East - Rural	Proteus, Inc.

#### Recommendation

While three of the four selected schools fall within the East Region, the Program & Evaluation Committee recommends awarding the ISY contract as a single, stand-alone agreement operating on a calendar-year term (January through December) to Proteus, Inc. This contract will be separate from the existing Out-of-School Youth contract, enabling more transparent program oversight, targeted performance tracking, and maximizing funding efficiency.

The proposed allocation will support a minimum of 68 at-risk juniors and seniors who face significant barriers to success across four high school sites and will fund 34 paid work experience placements as outlined below.

#### Performance Goals by School Site:

School Name	Enrollment	Work Experience
Dinuba High School	17	8
Woodlake	17	10
Tulare Western High School	17	8
Orosi High School	17	8
Total	68	34

This action will:

- Implement a countywide In-School Youth model that aligns with WIOA Title I youth program goals.
- Strengthen collaboration between the WIB, school districts, and community-based partners.
- Improve fiscal efficiency by minimizing administrative duplication.
- Ensure timely program start-up for PY 2026.

#### Fiscal Impact

Approval of this action authorizes the award and expenditures of \$693,000 in WIOA Title I Youth funds to Proteus, Inc.

<b>Alternatives</b>	If not approved, staff will develop an alternative recommendation to identify a service provider for In-School Youth services. However, this will delay implementation and reduce fiscal efficiency.
<b>Involvement of Other Organizations</b>	<ul style="list-style-type: none"> <li>• Dinuba Unified School District</li> <li>• Woodlake Unified School District</li> <li>• Tulare Joint Unified School District</li> <li>• Cutler-Orosi Joint Unified School District</li> </ul>



## INTEROFFICE MEMORANDUM

**TO:** David McMunn, Deputy Director - Administration

**FROM:** Debbie Bach, Administrative Services Officer II

**DATE:** November 3, 2025

**SUBJECT:** Engagement of Pine, Pedroncelli & Aguilar, Inc.

Item	Comments
Agenda Date	WIB Meeting - Wednesday, November 12, 2025
Summary	<p>The WIB has engaged the firm Pine, Pedroncelli &amp; Aguilar, Inc. to prepare state and federal tax filings. A grant through the Irvine Foundation in the amount of \$250,000 was received in FY 2025 under the WIB's non-profit tax ID number. An equal amount is expected to be received in FY 2026. The funds are to be used for WIB, Subrecipient, and community staff development.</p> <p>The WIB has never received revenue under the non-profit tax ID number, and staff are not familiar with the required tax forms. Staff sought out professional assistance in preparing the required tax filings and received support with the state and federal tax filings from Pine, Pedroncelli, &amp; Aguilar, Inc. The fee will not exceed \$200.00.</p>
Involvement of Other Organizations	None





## INTEROFFICE MEMORANDUM

**TO:** Jennie C. Bautista, Interim Executive Director

**FROM:** Sam Williford, Strategic Initiatives Coordinator

**DATE:** November 6, 2025

**SUBJECT:** Federal Shutdown Update (as of November 6, 2025)

Item	Comments
Agenda Date	WIB Meeting – Wednesday, November 12, 2025
Summary	<p>The federal government has been in a funding lapse since October 1, 2025, after Congress failed to enact full FY 2026 appropriations or a continuing resolution to prevent a shutdown.</p> <p>Because funding under the Workforce Innovation and Opportunity Act (WIOA) is appropriated a year in advance, we continue to operate and have so far been able to draw down funds normally.</p> <p>The pathway forward requires the Senate to pass either full appropriations bills or a continuing resolution (CR). Under Senate rules, 60 votes are required to proceed with most appropriations bills, and the Democratic caucus has withheld consent in part to advance its policy goals, principally, extending the tax credits under the Affordable Care Act aimed at reducing health-care premiums.</p> <p>We are monitoring legislative activity closely. Before the shutdown, the reported funding levels in the Senate and House proposals for WIOA State-formula grants were as follows:</p> <ol style="list-style-type: none"><li>1. Senate WIOA appropriations: Adult \$875.6 M, Youth \$948.1 M, Dislocated Worker \$1.1 B.</li><li>2. House WIOA appropriations: Adult \$712 M (rescinding FY 2025 forward funding), Youth \$0, Dislocated Worker \$1.1 B.</li></ol> <p>The Senate proposal amounts to essentially level funding from last fiscal year to this. The House proposal would zero out the WIOA Youth program and rescind appropriated WIOA Adult funds to create a “gap year” in which Adult funds would drop to zero and then resume the following year.</p> <p>Because of Senate procedural rules and the need for the 60-vote threshold, it is unlikely that the House version of WIOA appropriations becomes law, making either a CR or the Senate-level funding the most probable outcome.</p>
Involvement of Other Organizations	N/A