



WORKFORCE INVESTMENT BOARD MEETING AGENDA

Wednesday, January 14, 2026; 7:30 AM – 8:30 AM

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

- 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** - Workforce Professional of the Year: Ramiro Emigdio
- 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 the December 10, 2025, WIB Meeting Minutes.
 - b. WIB Directive TUL 25-07 WIOA Training Expenditure Requirement
Approve WIB Directive TUL 25-07 WIOA Training Expenditure Requirement.
 - c. WIB Directive TUL 25-08 Priority of Services for Veterans and Eligible Spouses
Approve WIB Directive TUL 25-08 Priority of Services for Veterans and Eligible Spouses.
 - d. Revisions to the WIB Bylaws
Approve the revisions to the WIB Bylaws and forward to the Tulare County Board of Supervisors for approval.
 - e. Program Year (PY) 2025-26 WIOA Title I Career Services Agreement
Modify PY 2025-26 WIOA Title I Career Services Agreement No. 3812526 West Region-Visalia with Community Services Employment Training (CSET) to:
 - i. Increase the WIOA Adult training allocation by \$37,000.
 - ii. Increase the transitional jobs performance goal by four for a total of for a total of six (6).

WORKFORCE INVESTMENT BOARD OF TULARE COUNTY

5. REGULAR ITEMS

a. Good Jobs Challenge (GJC) Industrial Equipment Funds Award

Approve the Tulare Kings Industrial Partnership Evaluation Committee recommendation to award an agreement to West Hills Community College District (WHCC) - Lemoore College for up to \$100,000 to purchase industrial equipment to serve GJC customers, contingent upon approval from the Fresno County Economic Development Corporation (EDC) and the U.S. Department of Commerce, Economic Development Administration (EDA).

6. INFORMATION/DISCUSSION ITEMS

- a. Agreements Executed by WIB Interim Executive Director Between \$5,000-\$20,000
- b. Workforce Data Newsletter – Volume 10, Issue 9 – September 2025
- c. Tulare County Metropolitan Statistical Area (MSA) – September 2025

7. WIB COMMITTEES REPORT

- a. Youth Committee

8. CLOSED SESSION

NOTICE TO THE PUBLIC CLOSED SESSIONS

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 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. The Board intends to meet in Closed Session concerning:

PUBLIC EMPLOYEE APPOINTMENT

(Government Code Section 54957)

TITLE: EXECUTIVE DIRECTOR, WORKFORCE INVESTMENT BOARD (WIB)

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

December 10, 2025, Minutes

WIB Directors Present: Colby Wells – Chair, Joe Hallmeyer – Vice Chair, Randy Baerg – Treasurer/Secretary, Amy Shuklian, Brandon Lovenburg, Esbeydy Ruvalcaba, Gamaliel Aguilar, Jake Piland, Jeff Hudson-Covolo, Miguel Mora, Robert Kleyn, Rodney Wilson, Thomas Geiger

WIB Directors Absent: Brent Calvin, Tricia Stever Blattler, Yolanda Valdez

- 1. Call to Order:** Colby Wells - Chair called the meeting to order at 7:33 a.m.
- 2. Public Comment:** Bill Huott addressed the Board regarding his community outreach efforts focused on cleanup initiatives in Visalia and shared his motto, “Clean is Less Mean.”
- 3. Swearing in of WIB Members**
- 4. Success Story:** [Community Partner: Visalia Economic Development Corporation \(VEDC\)](#)
- 5. Consent Items:**
 - a. [Workforce Investment Board Meeting Minutes](#)
Approve the November 12, 2025, WIB Meeting Minutes.
 - b. [WIB Directive TUL 25-04 WIOA Title I Eligibility Technical Assistance Guide \(TAG\) Errata](#)
Approve WIB Directive TUL 25-04 WIOA Title I Eligibility TAG Errata.
 - c. [Program Year \(PY\) 2025-2026 Prison to Employment Grant \(P2E\)](#)
 - i. Accept the no-cost extension agreement with San Joaquin County Employment & Economic Development Department through June 30, 2026.
 - ii. Modify PY 2025-2026 WIOA Title I Career Services Agreements for the P2E grant to incorporate a no-cost extension from December 31, 2025, to June 30, 2026, as follows:
 - a. Community Services Employment Training (CSET) for the West Region- Agreement #3812526
 - b. Proteus Inc. for the East Region- Agreement #3822526
 - d. [2023 Quality Jobs, Equity, Strategy and Training \(QUEST\) Disaster Recovery National Dislocated Worker Grant \(DR NDWG\)](#)

WORKFORCE INVESTMENT BOARD OF TULARE COUNTY

WIB Meeting Minutes
December 10, 2025

- i. Modify PY 2025-26 WIOA Title I Career Services Agreements listed below to increase the QUEST DR NDWG Occupational Skills Training (OST) performance goals from 22 to 42 and increase the training obligation through June 30, 2026:
 - a. Community Services Employment Training (CSET) for the West Region-Visalia agreement #3812526 Appendix 6B
 - b. Proteus Inc. for the East Region – Porterville agreement #3822526 Appendix 6A

Motion was made by Joe Hallmeyer, second by Robert Kleyn to approve the consent items, carried by unanimous vote.

6. Regular Items:

- a. Agreement with Foundation for California Community Colleges, Career Catalyst Program
Approve an agreement with the Foundation for California Community Colleges (FoundationCCC) to provide employer-of-record services for up to 23 participants in the MC3 Pre-Apprenticeship Project. The agreement is not-to-exceed \$213,787.76 and runs through August 31, 2026.

Motion was made by Jeff Hudson-Covolo, second by Joe Hallmeyer to approve an agreement with the FoundationCCC to provide employer-of-record services for up to 23 participants in the MC3 Pre-Apprenticeship Project, carried by unanimous vote.

7. Information/Discussion Items:

- a. Agreements Executed by WIB Interim Executive Director Between \$5,000-\$20,000
- b. Revisions to the WIB Bylaws
- c. Progress Update on Middlestate Partnership
- d. Tulare-Kings Industrial Partnership Update
- e. Tulare-Kings Ag Skills Partnership Update
- f. Tulare-Kings Healthcare Partnership Update
- g. Tulare County Metropolitan Statistical Area (MSA) Update

8. WIB Committee Reports

- a. WIB Employment Connection Committee

9. Good of the Order/Adjourn:

There being no further business; the meeting was adjourned by Colby Wells, the Chair, at 8:26 a.m.

Minutes submitted for approval by Randy Baerg, Secretary.

Randy Baerg, Secretary

Date Approved



Workforce Investment Board
OF TULARE COUNTY
Driving Economic Success

INTEROFFICE MEMORANDUM

TO: John Gonzalez, Business Services Program Manager

FROM: Lisa Martinez, Training Services Program Coordinator

DATE: December 18, 2025

SUBJECT: WIB Directive TUL 25-07 WIOA Training Expenditure Requirement

Item	Comments
Agenda Date	WIB Meeting – Wednesday, January 14, 2026
Request	Approve WIB Directive TUL 25-07 WIOA Training Expenditure Requirement.
Summary	<p>On February 18, 2015, the WIB approved TUL 14-05 WIA Training Expenditure Requirement. On January 13, 2019, the Employment Development Department (EDD) issued WSD 18-10 WIOA Training Expenditure Requirement to establish policies and procedures to align with the Workforce Innovation and Opportunity Act (WIOA) imposed by Assembly Bill (AB) 1149.</p> <p>WSD 18-10 requires Local Workforce Development Boards to meet minimum training expenditure levels for WIOA Adult and Dislocated Worker funds, including the types of allowable training services and leveraged resources that may be applied toward meeting the requirement. It mandates that each Local Board spend at least 30% of its combined adult and dislocated worker formula funding on qualifying training services, with up to 10% credit allowed for designated leveraged resources, and outlines definitions, calculation methods, and corrective action procedures for areas that do not meet the requirement.</p> <p>TUL 25-07 WIOA Training Expenditure Requirement Directive provides guidance that aligns with current state requirements, ensures compliance with federal and state law, supports workforce training investments that improve participant employment outcomes, and mitigates potential corrective actions or sanctions for failure to meet training expenditure thresholds. Board approval of this directive will authorize implementation of these updated requirements and provide guidance to staff and Subrecipients on compliance expectations. This directive will supersede TUL 14-05.</p>

	On November 13, 2025, TUL 25-07 WIOA Training Expenditure Requirement Directive was released for a 30-day public comment period. No comments were received.
Fiscal Impact	Policy supports ensuring the WIB meetings the training expenditure requirements. WIOA allocations will determine the amount of funds required to expend on training as required.
Alternatives	There is no alternative. The WIOA Training Expenditure Requirement policy is a requirement under AB 1149.
Involvement of Other Organizations	Eligible Training Providers and Subrecipients



Workforce Investment Board
OF TULARE COUNTY
Driving Economic Success

DIRECTIVE

Workforce Investment Board of Tulare County

Date: January 14, 2026

TUL 25-07 WIOA Training Expenditure Requirement:

EXECUTIVE SUMMARY:

This policy provides guidance and establishes the procedures regarding the Workforce Innovation and Opportunity Act (WIOA) training expenditure requirement imposed by Assembly Bill (AB) 1149 and the WIOA Training Expenditures Requirement [WSD 18-10](#), dated January 31, 2019.

This directive is intended for Subrecipient staff, Workforce Investment Board (WIB) staff, and Eligible Training Providers (ETPs) listed on the ETPL and is effective on the date of issuance. Based on the guidance provided in [WSD 18-10](#) issued by the California Employment Development Department (EDD), this local directive has been developed to align with state policy while providing clear local procedures and expectations.

This policy contains state and locally imposed requirements. All locally-imposed requirements are indicated by ***bold, italic*** type. This policy supersedes Workforce Investment Board of Tulare County (WIB), WIA Training Expenditure Requirements TUL 14-05, dated February 18, 2015. Retain this directive until further notice.

REFERENCES:

- WIOA Sections 3(59), 3(60), 134(c)(2)(A)(xii)(I) – (VII), 134(c)(3)(D)(viii), and 134(d)(5)
- Title 29 United States Code (USC) Section 3174(c)(3)(D)
- Title 20 Code of Federal Regulations (CFR) Sections 680.180 - 680.200 and 680.900680.970
- Title IV of the Higher Education Act of 1965 Section 401
- California Unemployment Insurance Code (CUIC) Section 14211

- AB 1149 (Arambula), Chapter 423, Statutes of 2017
- Senate Bill (SB) 734 (DeSaulnier), Chapter 498, Statutes of 2011
- [WSD 19-05](#) Monthly and Quarterly Reporting Requirements Directive (December 4, 2019)
- [WSD 18-10](#) WIOA Training Expenditures Requirement Directive (January 31, 2019)
- [TUL 17-02](#) WIOA Title I Adult, Dislocated Worker, and Youth Supportive Services Policy (August 9, 2017)
- [TUL 20-05](#) Recovery of WIOA Tuition and Training Refunds Directive (June 10, 2020)
- [TUL 23-04](#) WIB WIOA Eligible Training Provider List Policy and Procedures (November 8, 2023)
- [TUL 24-08](#) Individual Training Accounts Policy and Procedures (February 19, 2025)

BACKGROUND:

EDD issued Workforce Services Directive ([WSD 18-10](#), which establishes policy guidance applicable to all Local Workforce Development Boards. In alignment with this state directive, this local policy has been developed to ensure compliance and provide clear guidance at the local level.

SB 734 (Chapter 498, Statutes of 2011) added section 14211 to the CUIC. This section imposed training expenditure requirements on Local Boards carrying out Workforce Investment Act, and subsequently WIOA funded programs. Specifically, during Program Years (PY) 2012-13 through 2015-16, Local Boards were required to spend at least 25 percent of their adult and dislocated worker formula funds on training services. Beginning PY 2016-17, this training expenditure requirement increased to 30 percent. SB 734 allowed Local Boards to use seven categories of leveraged funds to receive a credit of up to 10 percent toward meeting their training expenditure requirement. Additionally, it detailed the actions that were required to be taken in the event that a Local Board did not meet the specified requirements.

AB 1149 (Chapter 327, Statutes of 2017) amended the CUIC Section 14211 to expand the types of services to which leveraged funds may be applied, and the types of leveraged funds that may be applied toward the 10 percent credit. In addition to the seven categories of leveraged resources permitted under SB 734, AB 1149 allows the following types of leveraged funds to count toward meeting the 30 percent minimum training expenditure requirement: Temporary Assistance for Needy Families (TANF) funds spent on supportive services, TANF funds spent on transitional and subsidized employment, local, state, or federal funds spent on training or supportive services, and any other public or private funds spent on training or supportive services, for individuals enrolled in training.

POLICY AND PROCEDURES:

Definitions

Note – These definitions apply only to this Directive and the requirements of the CUIC Section 14211. They are independent of the definitions provided in WIOA and Workforce Services Directive Monthly and Quarterly Financial Reporting Requirements (WSD19-05).

Cash Contributions – Federal and/or non-federal contributions of funds made available to the subrecipient to be used for training or supportive services. Examples include federal and/or non-federal money received from employers, foundations, private entities, local governments, etc.

In-Kind Contributions – Federal and/or non-federal contributions of non-cash resources used for training or supportive services. Examples include donated personnel, services, or use of equipment or space.

Job Readiness Training – Job readiness training includes services that teach skills needed to be successful in the workplace, rather than skills needed to get into the workplace. It should provide participants with specific occupational competencies needed to perform specific work tasks on the job. For example, job readiness training courses could teach WIOA clients skills such as how to communicate in an office environment, how to function as part of a team, or how to work in a deadline driven workplace. In each of these instances, the focus of the training would be on competencies needed to succeed during the workday while on the job (rather than the skills needed to find and apply for a job).

Job Readiness Training does not include skills needed to find and apply for a job, (e.g., job search, interview, or resume writing skills). Under WIOA Section 134, services that teach skills necessary to find and apply for a job are classified either as basic career services or individualized career services. For example, job search assistance is defined as a basic career service, while group counseling or prevocational services focused on resume writing and interview skills are classified as individualized career services. These types of services do not qualify as training because they do not provide the client with competencies needed to perform specific tasks on the job. As such they do not qualify as training expenditures under the CUIC Section 14211.

Leveraged Resources – Federal and non-federal resources (cash contributions and in-kind contributions) used by the subrecipient and/or subrecipient contractor for training or supportive services. Leveraged resources must be allowable and auditable under the WIOA program, and meet the requirements included in the “Leveraged Resources” section of this Directive.

Match – Resources expended to support training or supportive services, if required as a condition of funding. Match resources can be cash match and/or in-kind contribution match. Match resources must meet the requirements included in the “Leveraged Resources” section of this Directive.

Private Entity – any entity that is not a unit of government, including but not limited to a corporation, partnership, company, nonprofit organization, or other legal entity or a natural person. *Subrecipient* – An organization funded directly by the state.

Subrecipient Contractor – An organization funded by the Subrecipient.

Supportive Services – Services such as assistance with transportation, child care, dependent care, housing, uniforms, safety gear, testing fees, tools, books, school supplies, and needs related payments that are necessary to enable an individual to participate in WIOA funded activities.

Training Services – See the “Qualifying Training Services” section of this Directive.

Transitional Jobs – A time-limited work experience that is wage-paid and subsidized, and is in the public, private, or non-profit sectors for those individuals with barriers to employment who are chronically unemployed or have inconsistent work history, as determined by the Local Board. Local Areas may use up to 10 percent of their combined adult and dislocated worker allocations for transitional jobs (DOL Final Rules Section 680.180 - 680.200).

Training Expenditure Requirement

The WIB must spend at least 30 percent of the combined total of their adult and dislocated worker WIOA formula fund allocation on training services. The minimum training expenditure requirement does not apply to the youth WIOA formula fund allocation. The WIB may apply designated leveraged resources used for training and supportive services (up to 10 percent of the combined total of their adult and dislocated worker formula fund allocation) toward meeting the minimum training expenditure requirement. See the “Leveraged Resources” section of this Directive.

The training expenditure level for each Local Board after the two-year availability period of the funds is in the “Procedures” section of this Directive.

Calculating the Required Training Expenditure Level

The following examples display how a Local Board would calculate their required training expenditure level:

- Example 1 – A Local Board met the 30 percent training expenditure requirement using adult and/or dislocated worker formula funds combined with leveraged resources.

In PY 2017-18, the Local Board received \$1,000,000 in WIOA adult formula funds and \$2,000,000 in WIOA dislocated worker formula funds.

Total adult and dislocated worker formula fund allocation (Calculation: \$1,000,000 + \$2,000,000)	<u>\$3,000,000</u>
Training expenditure requirement (Calculation: \$3,000,000 X 30%)	\$900,000
Leveraged resources applied to training expenditure requirement (Calculation: \$3,000,000 X 10%)	(\$300,000)
Required formula fund training expenditure (Calculation: \$900,000-\$300,000)	(\$600,000)

In this first example, the Local Board must spend at least \$600,000 of WIOA adult and/or dislocated worker formula funds on training services. There is no requirement that a specific amount be spent from each allocation (WIOA adult vs. WIOA dislocated worker), therefore the \$600,000 could be WIOA adult funds, WIOA dislocated worker funds, or a combination of both.

- Example 2 – A Local Board met the 30 percent training expenditure requirement using WIOA adult and/or dislocated worker formula funds only (no leveraged resources).

In PY 2017-18, the Local Board received \$1,000,000 in WIOA adult formula funds and \$2,000,000 in WIOA dislocated worker formula funds.

Total adult and dislocated worker formula fund allocation (Calculation: \$1,000,000 + \$2,000,000)	\$3,000,000
Minimum training expenditure requirement (Calculation: \$3,000,000 X 30%)	\$900,000

In this second example, the Local Board is not using any leveraged resources to meet the training expenditure requirement, and therefore must spend at least \$900,000 of WIOA adult and/or dislocated worker formula funds on training services. There is no requirement that a specific amount be spent from each allocation (WIOA adult vs. WIOA dislocated worker) therefore the \$900,000 could be WIOA adult funds, WIOA dislocated worker funds, or a combination of both.

Qualifying Training Services

In order to be applied toward the training expenditure requirement, training services must meet the following criteria:

1. Must be provided to WIOA adult or dislocated worker participants enrolled in a training activity in CalJOBSSM.
2. Must meet the definition of training services provided in WIOA Section 134(c)(3)(D):
Training services may include the following:
 - a. Occupational skills training, including training for nontraditional employment.
 - b. On-the-job training.
 - c. Incumbent worker training.
 - d. Programs that combine workplace training with related instruction, which may include cooperative education programs.
 - e. Training programs operated by the private sector.
 - f. Skill upgrading and retraining.
 - g. Entrepreneurial training.
 - h. Transitional jobs. *
 - i. Job readiness training provided in combination with any of the services in (a)-(h).
 - j. Adult education and literacy activities provided concurrently or in combination with any of the services in (a)-(g).
 - k. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

* Note – The Department of Labor (DOL) clarified that a transitional job is an individualized career service and should be reported as an individualized career service for federal financial and performance reporting. For the purposes of this Directive, any funds spent on transitional jobs will be counted towards meeting the minimum training expenditure requirement under state law.

3. Must meet the definition of a training service as provided in Title 20 CFR Section 680.420:

A program of training services is one or more courses or classes, or a structured regimen that provides the services in Title 20 CFR Section 680.200 and leads to one of the following:

- a. An industry-recognized certificate or certification, a certificate of completion of a registered apprenticeship, a license recognized by the state involved or the federal government, an associate or baccalaureate degree.
- b. A secondary school diploma or its equivalent.
- c. Employment.

- d. Measurable skill gains toward a credential described in (a) or (b) above, or employment.
4. Must pass the following three-pronged test:
 - a. Is the service defined as a basic or individualized career service under WIOA? If so, the service cannot be counted toward the training expenditure requirement.
* Note – For the purposes of this Directive, any funds spent on Transitional Jobs (**using Adult or DW funds**) will be counted towards meeting the minimum training expenditure requirement per state law.
 - b. Is the service defined as training under WIOA section 134(c)(3)(D)? If so, the service can be counted toward the training expenditure requirement.
 - c. Is the service not listed under WIOA section 134(c)(3)(D) but meets the definition of training in Title 20 CFR Section 680.420? If so, the service can be counted toward the training minimum.

The determining factors are whether the services are provided through a structured learning process and whether this learning process leads to the attainment of skills or competencies needed to perform work duties during the course of the workday. In summary, the service should lead to employment and/or greater labor productivity on the job.

Leveraged Resources

Allowable Leveraged Resources

The WIB may apply leveraged resources spent on training and supportive services toward meeting a portion of their minimum training expenditure requirement (an amount of up to 10 percent of their adult and dislocated worker formula fund allocation). **The WIB** may apply only the leveraged funds listed below as part of the 10 percent credit:

1. Federal Pell Grants established under Title IV of the Higher Education Act of 1965.
 - a. *This data will be collected from the customer by Subrecipient staff to upload in the customer's file, in accordance with [TUL 24-08 Individual Training Accounts Policy and Procedures](#), or the most current directive.*
 - b. *ETPL Providers will provide the WIB with the names, amounts, and disposition of all grants including Pell grants received by the students attending WIOA funded training in accordance with [TUL 20-05 Directive of Recovery of WIOA Tuition and Training Refunds](#), or the most current directive.*
2. Public programs authorized by the Workforce Innovation and Opportunity Act of 2014 (e.g., Job Corps, Migrant and Seasonal Farm Worker, Rapid Response, WIOA Title II Adult

Education and Literacy, national and state WIOA discretionary grants, WIOA youth program, etc.). This category of leveraged resources does not include WIOA adult and dislocated worker formula funds.

The WIB is permitted to apply youth formula funds expended on training for individuals ages 18-24 as a leveraged resource if: (1) the individuals are co-enrolled in either the WIOA adult or dislocated worker program, and (2) the training meets all requirements set forth in this Directive.

3. Trade Adjustment Assistance.
4. Department of Labor National Emergency Grants.
5. Match funds from employers, industry, and industry associations (including the employer paid portion of customized training, the wages of an apprentice during the apprenticeship period, and the employer paid portion of on-the-job training). Note – Match funds from the employer paid portion of on-the-job training may only include the employer's cost attributed to the participant's training. See **reference** to Attachment 2, of the [WSD 18-10](#) Summary of Leveraged Resources for further details.
6. Match funds from joint labor-management trusts.
7. Employment Training Panel grants.
8. Supportive services as defined by WIOA and the corresponding sections of the CFR, but only for those individuals enrolled in training services for occupations in demand by industry, as defined in Section 3174(c)(3)(D) of Title 29 of the United States Code and the corresponding sections of the CFR. Supportive services may include, but are not limited to, the costs of trainees' or students' books, safety and lab equipment, tools and any payment of costs permitted under WIOA rules and corresponding regulations pertaining to supportive services expenditures, including the rule that these supportive services costs are necessary for the individual to participate in training. Refer to [TUL 17-02 WIOA Title I Adult, Dislocated Worker, and Youth Supportive Services Policy or the most current Directive.](#)
9. TANF funds spent on supportive services as defined by WIOA and the corresponding sections of the CFR, for TANF enrolled individuals co-enrolled in and receiving training services for occupations in demand by industry through WIOA. Supportive services may include, but are not limited to, the costs of trainees' or students' books, safety and lab equipment, tools and any payment of costs permitted under WIOA rules and corresponding regulations pertaining to supportive services expenditures, including the rule that these supportive services costs are necessary for the individual to participate in training.
10. TANF funds spent on transitional and subsidized employment for TANF enrolled individuals co-enrolled in and receiving training services through WIOA.

11. Any other local, state, or federal funds (***including Specialized Workforce grants as applicable***) spent on training or supportive services for individuals enrolled in training, provided the individuals are enrolled in WIOA for performance reporting and tracking purposes.
12. Any other public or private funds source, approved by the California Workforce Development Board (CWDB) used to provide training or supportive services to individuals enrolled in training, provided the individuals are enrolled in WIOA for performance reporting and tracking purposes. Local Areas seeking approval for funds under this category must submit a letter to the CWDB. The CWDB will respond with a decision in writing within ten days. Letters must be emailed to the CWDB's Policy Unit at CWDBPolicyUnit@cwdb.ca.gov.

Shared Leveraged Resources Among Local Boards

If the WIB uses leveraged resources to subcontract with another Local Board to obtain training services, those funds cannot be counted by both parties toward meeting the training expenditure requirement. It is the responsibility of the Local Boards to negotiate and decide which Local Board will account for the expenditure towards meeting the training expenditure requirement.

- Example 1 – Local Board A sub awarded \$25,000 in National Dislocated Worker Grant funds to Local Board B to provide training services. The participants served by the \$25,000 were co-enrolled by both Local Areas.

In this scenario, either Local Board A or Local Board B can apply the \$25,000 as leveraged funds toward meeting the training expenditure requirement. They both cannot apply the \$25,000.
- Example 2 – Local Board A sub awarded \$30,000 in WIOA adult and/or dislocated worker formula funds to Local Board B to provide training services. The participants served by the \$30,000 were co-enrolled by both Local Areas.

In this scenario, only Local Board A can apply the \$30,000 of formula funds toward meeting the training expenditure requirement. Local Board B cannot apply the \$30,000 as leveraged funds since WIOA adult and dislocated worker formula funds are not one of the leveraged resources authorized under the CUIC Section 14211.

Reporting Leveraged Resources

The WIB is not required to use leveraged resources toward meeting the minimum training expenditure requirement. However, if the WIB does choose this option, they must report all

leveraged resources applied as part of the 10 percent credit in Attachment 2, of the [WSD 18-10](#) Summary of Leveraged Resources.

All leveraged resources reported under this Directive must also be included in the amounts reported under Section VII, Miscellaneous Items, of the WIOA Summary of Expenditures Report (see [WSD 19-05](#), Monthly and Quarterly Financial Reporting Requirements).

Recordkeeping Requirements

The WIB is required to keep and maintain sufficient records of the leveraged resources which can be independently verified by the EDD. Any records of leveraged resources that cannot be verified will be removed from the Local Board's Summary of Leveraged Resources report and may result in failure to meet the minimum training expenditure requirement.

The EDD does not specifically define what would be classified as sufficient records. However, some examples of documentation that could qualify as sufficient records would include the following:

- A commitment letter or written agreement from an employer or training provider.
- A training agreement with an employer detailing the employer's contribution.
- A copy of the Pell Grant award letter or relevant correspondence from the school.
- An executed worksite agreement and participant time record.
- A participant progress report and/or evidence of completion.

This list is not all inclusive. In accordance with [WSD 18-10](#), the WIB has the discretion to determine what constitutes sufficient records. ***The Subrecipient must also ensure the customer's file has a record of the supporting documentation, refer to the Procedures section.***

Costs arising from the recordkeeping required to demonstrate compliance with leveraged resources requirements are the responsibility of the WIB.

Procedures

To ensure accurate reporting of leveraged resources and compliance with WSD 18-10, Subrecipients are required to submit quarterly expenditure data beyond the submitted monthly cash request. This process captures expenditures tied to Specialized Workforce grant-funded activities, such as transitional jobs and support services, provides additional details and supporting documentation, and provides back-up documentation for training that the WIB will report to the state. The purpose is to maintain transparent financial reporting, demonstrate leveraged investment in workforce services, and support performance accountability at the state and local level. The WIB will provide a standardized template for Subrecipients, based on contract budgets, to use when submitting quarterly data.

Subrecipient and WIB Responsibility:

1. Data Collection

- *Subrecipients must collect and submit expenditure data for transitional jobs and/or applicable support services for the reporting quarter.*
- *The entity responsible for providing On-the-Job Training (OJT) services is responsible for accurately reporting all associated training expenditure data, including required training match.*
- *Required data elements must include, but are not limited to:*
 - *Site*
 - *Customer Name*
 - *State ID (CalJOBS)*
 - *Employer Name (if applicable)*
 - *Amount Expended*
 - *Quarter dates expended*
 - *Identify if the activity is a Transitional Job, OJT, or Support Service.*
 - *Type of Support Service (if applicable)*
 - *Funding source*
- *Data must align with CalJOBS customer files to ensure consistency in reporting.*
- *All reporting data must be for customers enrolled in WIOA Adult or DW services.*

2. Submission Timeline

- *Quarterly expenditure reports must be submitted to the WIB by 10th of the following month for each reporting quarter.*
- *Data must be submitted to the appropriate WIB fiscal and program staff.*

3. Review and Verification

- *The WIB will review submissions for accuracy and completeness.*
- *Discrepancies or missing information will be returned to the Subrecipient for correction.*

4. Final Reporting

- *Verified data will be compiled by the WIB for inclusion in the state reporting form, [WSD 18-10](#) Attachment 1, Summary of Leveraged Resources, in compliance with [WSD 18-10](#).*

EDD Responsibility:

The EDD will calculate training expenditures for each Local Board within six months after the end of the second program year of the two-year availability period of funds. The EDD will notify the CWDB whether each Local Board met their respective minimum training expenditure requirement.

- WIOA Adult and Dislocated Worker Formula Funds

The EDD will use the information provided in Section V, lines 5a (WIOA Training Payments), 5c (WIOA Training Supportive Services), and Section VII, line 7 (Transitional Jobs Expenditures) of the WIOA Summary of Expenditures Report to calculate training expenditures of formula funds.

Transitional Jobs expenditures must be reported on the WIOA Summary of Expenditures Report ([WSD19-05](#) - Attachment 1) under Section VII. Miscellaneous Items (Admin and/or Program), line 7 (Transitional Jobs Expenditures). Transitional Jobs expenditures must not be reported in Section V, lines 5a (WIOA Training Payments) and 5c (WIOA Training Supportive Services). Failure to properly report Transitional Jobs expenditures will result in inaccurate reporting (Transitional Jobs expenditures being counted twice).

- Leveraged Resources

The WIB may apply leveraged resources toward the minimum training requirement must submit a signed copy of [WSD 18-10](#) Attachment 2, Summary of Leveraged Resources, to the EDD no later than the August 1st following the end of the two-year period of fund availability. Local Boards may email the completed summary to the Branch Financial Management Unit at WSBFinancialManagementUnit@edd.ca.gov.

Corrective Action

Should the WIB not meet the minimum training expenditure requirement, they will be required to submit a corrective action plan to their EDD Regional Advisor that provides reasons for not meeting the requirement and actions the Local Board will take to address the training expenditure deficiencies. The corrective action plan will be due within 90 days of receiving EDD notification that the Local Board did not meet the training expenditure requirement. The Local Board's corrective action plan must be submitted by email to their assigned Regional Advisor. Successful Corrective Action Plans typically contain (at a minimum) the following elements:

- What was your total (adult and dislocated worker) training expenditure level for the program year?
- What is your plan to meet the 30 percent minimum training expenditure requirement for the current program year? (What will you do differently than the prior program year?)
- What strategies did you use in order to leverage resources from training and supportive services?

- Monitoring and tracking the training expenditures throughout the year is essential in order to meet the minimum training expenditure requirement. What strategies are you using to monitor and track your training and supportive services expenditures?
- What strategies, if any, did you use to procure service providers to meet the 30 percent minimum training expenditure requirement?
- What, if any, are your technical assistance needs that must be addressed in order to meet the 30 percent minimum training expenditure requirement?

Should a Subrecipient fail to meet the established training enrollment or expenditure goals, they will be required to submit a Corrective Action Plan to the WIB in accordance with the Subrecipient agreement, detailing the specific actions they will take to address the deficiencies.

ACTION:

Bring this Directive to the attention of Subrecipient staff, WIB staff, and Eligible Training Providers (ETPs) listed on the ETPL.

INQUIRIES:

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

Jennie C. Bautista
Interim Executive Director

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.



INTEROFFICE MEMORANDUM

TO: Mary Rodarte, Workforce Services Manager

FROM: Desiree Landeros, Career Services Coordinator

DATE: December 30, 2025

SUBJECT: WIB Directive TUL 25-08 Priority of Services for Veterans and Eligible Spouses

Item	Comments
Agenda Date	WIB Meeting – Wednesday, January 14, 2026
Request	Approve WIB Directive TUL 25-08 Priority of Services for Veterans and Eligible Spouses.
Summary	<p>If approved, the proposed directive TUL 25-08 will supersede WIB Directive TUL 22-01, titled <i>Priority of Services for Veterans and Eligible Spouses</i>, which was originally issued on May 11, 2022.</p> <p>The WIB Directive TUL 25-08 was released for a 30-day public comment period. No public comments were received. Board approval of this directive will authorize implementation of these updated requirements and provide guidance to staff and Subrecipients on compliance expectations.</p> <p>This directive is intended to provide updated guidance on the procedures regarding the process for providing Priority of Services to veterans, transitioning service members, and eligible spouses at AJCCs where EDD is located. WIB Subrecipient shall collaborate with Title III/Wagner-Peyser staff and to ensure Priority of Service procedures for WIOA Title I and WIOA Title III/Wagner Peyser staff are aligned at AJCC sites where both are present.</p> <p>Subrecipient will ensure that veterans, transitioning service members, and eligible spouses are identified in the following ways.</p> <ul style="list-style-type: none">• Prominent Priority of Service signage is posted that encourages veterans, eligible spouses, and transitioning service members to self-identify as a veteran/transitioning service member.• Ensuring that front desk staff or other first points of contact staff ask individuals at the point of entry, regardless of gender, if he or she, or his or her spouse, is currently serving, or has ever served, in the United States Military.• Staff review the individual's military service section in CalJOBS, which identifies veterans with an America flag icon.

	When a veteran self-identifies during CalJOBS registration, a pop-up window informs the veteran of the Priority of Service policy and identifies the “Office Nearest You” (the closest AJCC location) based on their zip code. Asking whether the individual has completed their CalJOBS registration helps ensure that veterans and eligible spouses are identified, immediately informed of Priority of Service at the point of entry, and given an opportunity to take full advantage of Priority of Service.
Fiscal Impact	None
Alternatives	There are no alternatives recommended, as this is a state requirement.
Involvement of Other Organizations	This policy applies to all WIB staff and Subrecipients delivering WIOA Title I Adult, DW, Youth, and National Dislocated Worker Grant, WIOA discretionary, Wagner-Peyser, and Jobs for Veterans State Grant (JVSG) funded activities.



Workforce Investment Board
OF TULARE COUNTY
Driving Economic Success

DIRECTIVE

Workforce Investment Board of Tulare County

Date: January 14, 2026

TUL 25-08 Priority of Services for Veterans and Eligible Spouses

EXECUTIVE SUMMARY:

This policy provides guidance regarding the Priority of Service requirements for veterans and their eligible spouses. This policy applies to all recipients and Subrecipients of Workforce Innovation and Opportunity Act (WIOA) Title I and Title III funding or any other grant funded in whole or in part by the U.S. Department of Labor (DOL) and is effective immediately.

This Directive supersedes WIB Directive TUL 22-01 *Priority of Services for Veterans and Eligible Spouses* dated May 11, 2022. Retain this Directive until further notice.

This Directive contains WIB-imposed requirements. ***WIB-imposed requirements are in bold italics.***

REFERENCES:

- WIOA (Public Law 113-128) Section 3(5), 3(36), and 3(50), and 134
- Veterans Benefits, Health Care, and Information Technology Act of 2006 (Public Law 109-461)
- Jobs for Veterans Act (JVA) id 2002 (Public Law 107-288)
- [Title 38](#) United States Code (U.S.C.) Sections 101(2), 3106, 3501(8), 4103A (a)(1), 4211, 4213, and 4215(a), and Chapters 11, 13, 15, 30-31, 33, and 35-36.
- [Title 20 Code of Federal Regulations \(CFR\) Part 1010](#): Priority of Service for Covered Persons
- Title 20 CFR Sections 680.600, 680.650, and 683.230
- [Training and Employment Guidance Letter \(TEGL\) 07-20](#), Subject: *Effective Implementation of Priority of Service Provisions for Most in Need Individuals in the*

Workforce Innovation and Opportunity Act (WIOA) Adult Program (November 24, 2020)

- [TEGL 19-16](#), Guidance on Services Provided Through the Adult and Dislocated Worker Programs Under the WIOA and the Wagner-Peyser Act Employment Services (ES), as Amended by Title III, Under the WIOA Final Rule (March 1, 2017)
- [TEGL 26-13](#), Impact of the U.S. Supreme Court's Decision in *United States v. Windsor* on Eligibility and Services Provided Under Workforce Grants Administered by the Employment and Training Administration (June 18, 2014)
- [TEGL 10-09](#), Implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs Funded in whole or part by DOL (November 10, 2009)
- [Training and Employment Notice 15-10](#), Protocol for Implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs Funded in whole or part by the U.S. Department of Labor (November 10, 2010)
- [EDD Workforce Services Directive \(WSD\) 24-15](#) Priority of Service for Veterans and Eligible Spouses (this directive supersedes Workforce Services Directive Priority of Service for Veterans and Eligible Spouses)
- [EDD WSD 24-06](#) Adult Program Priority of Service
- [Workforce Investment Board Directive TUL 25-04](#) Eligibility Technical Assistance Guide (TAG) or the most current directive
- [Veterans' Program Letter 05-24](#), Jobs for Veterans State Grants Staff roles and Responsibilities and Coordination with Workforce Innovation and Opportunity Act Services to Veterans, (April 25, 2024)
- [Veterans' Program Letter 07-09](#), Implementing Priority of Service for Veterans and Eligible Spouses in all Qualified Job Training Programs Funded in Whole or in Part by the U.S. Department of Labor (November 10, 2009)
- [National Veterans Training Institute Priority of Services for Grantees video training](#), Victor Glover and John Savage, presenters (July 14, 2022)
- [California Employment Development Department Resources for Veterans](#).

BACKGROUND:

Section 2(a) of the Jobs for Veterans Act (JVA) mandates Priority of Service for veterans and eligible spouses who otherwise meet the eligibility requirements for participation in DOL programs. These requirements are for all qualified job training programs funded in whole or in part by the DOL. This includes but is not limited to the following: WIOA Title I and Title III, WIOA Title I Discretionary Grants, National Dislocated Worker Grants (NDWG), and the Jobs for Veterans State Grant (JVSG).

POLICY AND PROCEDURES:

Definitions

The definitions listed below are for the purpose of implementing Priority of Service only. The definitions of “veteran” and “eligible spouse” applicable to the Priority of Service requirement are different from, and broader than, than the definitions of “veteran” and “other eligible persons” applicable to services in the JVSG program provided by Disabled Veterans’ Outreach Program (DVOP) Specialist, Local Veterans’ Employment Representative (LVER), and Consolidated Veterans’ Representative (CVR) staff.

Covered Person – An individual who meets the definition of veteran, or eligible spouse and as such, is eligible for Priority of Service.

Eligible Spouse – the spouse (including the same-sex spouse) of any of the following:

- a. Any veteran who died of a service-connected disability.
- b. Any member of the Armed Forces serving on active duty who, at the time of application for the priority, is listed in one or more of the following categories for more than 90 days:
 - i. Missing in action.
 - ii. Captured in the line of duty by a hostile force.
 - iii. Forcibly detained or interned in the line of duty by a foreign government or power.
- c. Any veteran who has a total disability resulting from a service-connected disability, as evaluated by the U.S. Department of Veterans Affairs (VA).
- d. Any veteran who died while a disability, as indicated in category c. of this definition, was in existence.

A spouse whose eligibility is derived from a living veteran or service member (i.e., categories b. or c. above) would lose his or her eligibility if the veteran or service member were to lose the status that is the basis for the eligibility (e.g., if a veteran with a total service-connected disability were to receive a revised disability rating at a lower level), or upon divorce from the veteran or service member. However, a spouse who qualifies under categories a. or d. would not lose covered status through subsequent remarriage.

Note – A surviving spouse who is a widow or widower AND remarries on or after December 16, 2003, AND on or after attaining age 57, is entitled to continue to receive Dependency and Indemnity Compensation.

The term *Eligible Spouse* is the term used for Priority of Service and is different than the term *Eligible Person*, which is used for JVSG eligibility purposes. Since this Directive is concerned with Priority of Service, we will only define the term *Eligible Spouse*.

Non-covered Person – any individual who neither meets the definition of veteran nor the definition of eligible spouse.

Point of Entry – the point at which a veteran or eligible spouse expresses an interest in receiving employment, training, and placement services. It may be in-person, online, or by telephone and can include physical locations such as reception areas, resource areas, self-service kiosks, and informational bulletin boards in an America's Job Center of CaliforniaSM (AJCC), as well as websites such as CalJOBSSM and other virtual service delivery resources.

Priority of Service – with respect to any qualified job training program, a covered person shall be given priority over a non-covered person for the receipt of employment, training, and placement services provided under that program, notwithstanding any other provision of the law. Such priority includes giving access to such services to a covered person earlier in time than a non-covered person or, if resources are limited, giving access to such services to a covered person instead of a non-covered person. Covered persons should be informed of the following:

- Their entitlement to Priority of Service
- The full array of employment, training, and placement services available under Priority of Service
- Any applicable eligibility requirements for those programs and/or services

Program Operator – a recipient or Subrecipient of DOL funds for a qualified job training program. A Program Operator can include grantees/subgrantees of WIOA discretionary grants, Subrecipients of Local Boards, AJCC operators, or any other recipient or Subrecipient of WIOA funds. This includes “Project Operators” for WIOA-funded discretionary grants.

Qualified Job Training Program – any program or service for workforce preparation, development, or delivery that is funded, in whole or in part by the DOL. This includes but is not limited to: WIOA Title I, WIOA Title III (Wagner-Peyser Employment Services), WIOA Title I Discretionary Grants, National Dislocated Worker Grants (NDWG), the Jobs for Veterans State Grant (JVSG), or any other grant funded in whole or in part by the DOL.

Recipient – an entity that is awarded federal financial assistance, in whole or in part, directly from the DOL or through a subaward for any qualified job training program.

Self-Attestation – When a participant states his or her status for a particular data element, such as status as a veteran, transitioning service member, or eligible spouse, and then signs and dates a form acknowledging this status. The key elements for self-attestation are (1) the

participant identifying his or her status for permitted elements, and (2) signing and dating a form attesting to this self-identification. The form and signature can be on paper or in CalJOBS, with an electronic signature (TEGL 23-19, Attachment II).

Service-Connected Disability – means with respect to disability or death that such disability was incurred or aggravated, or that the death resulted from a disability incurred or aggravated, in the line of duty in active military, naval, air, or space service.

Subrecipient/Subgrantee – an entity that is awarded federal financial assistance through a subaward funded by the DOL for any qualified job training program.

Total Disability – means any disability rated total for the purposes of disability compensation which is based upon an impairment reasonably certain to continue throughout the life of a disabled person. 38 USC 3501 (8) A 100% disability rating from the VA indicates that a veteran is completely disabled (Source: [100% VA Disability Explained | Veterans Guide](#)).

Transitioning Service Member – a person currently serving in the United States Military for military duties. Transitioning members of the Armed Forces who at the time of enrollment, have participated in the Transition Assistance Program (TAP) including self-paced online modules and Individualized Initial Counseling, and have been identified as in need of intensive services (individualized career services).

Veteran – a person who served at least one day in the active military, naval, or air service, and who was discharged or released under conditions other than dishonorable. Active service includes full-time duty in the National Guard or a Reserve component, other than full-time duty for training purposes. This definition includes Reserve units and National Guard units activated for Federal Service and does not include full-time active duty performed by National Guard personnel who are mobilized by State authorities.

Note – The definition of veteran for Priority of Service differs from the definition of veteran that applies to the reporting of Wagner-Peyser services and for JVSG program eligibility. The veteran definition (eligible veteran) that requires the individual to have more than 180 days of active service still applies to Wagner-Peyser reporting and to JVSG program eligibility but does not apply to Priority of Service in DOL-funded employment and training programs.

Local Policy and Procedures

Federal guidance including TEGL 10-09, VPL 07-09, and TEN 15-10 requires veteran's priority of service processes to be put into place at any facility that oversees, and houses employment and training programs funded in whole or in part by the Department of Labor; this includes all WIOA (Title I Adult, Dislocated Worker, Youth, and National Dislocated Worker Grant), WIOA discretionary, Wagner-Peyser, and Jobs for Veterans State Grant (JVSG) funded activities. If an

individual self-identifies as a veteran or eligible spouse at the point of entry for any WIOA funded services, that individual must be provided Priority of Service in the delivery of employment and training services.

WIB Subrecipients will adhere to all Veterans Priority of Service requirements, as outlined in this Directive. It is the responsibility of EDD Field Division staff and leadership to follow WIB policy and processes for providing Priority of Service to veterans, transitioning service members, and eligible spouses at AJCCs where EDD is located. WIB Subrecipient shall collaborate with Title III/Wagner-Peyser staff and to ensure Priority of Service procedures for WIOA Title I and WIOA Title III/Wagner-Peyser staff are aligned at AJCC sites where both are present.

The state conducts annual monitoring of the WIB to ensure compliance with WIOA eligibility requirements including implementation of veteran's Priority of Service policies. Likewise, WIB is required to monitor Subrecipients to ensure compliance with veteran's Priority of Service requirements.

Identifying Veterans, Eligible Spouses, and Transitioning Service Members

WIB Subrecipients will ensure veterans and eligible spouses are properly identified as covered persons at the point of entry. Veterans, eligible spouses, and transitioning service members shall be offered the opportunity to self-identify at any point of entry so that they may take full advantage of their entitlement to Priority of Service, the full array of employment, training and placement services available under Priority of Service, services available to them, and any applicable eligibility requirements for those programs and/or services. Visible Priority of Service signage is required where individuals physically access points of entry. Points of entry include **Employment Connection Comprehensive, Employment Connection Affiliate Centers, and Employment Connection rural sites, as well as websites such as CalJOBS, the telephone, and other virtual service delivery resources.**

WIB Subrecipients will ensure that veterans, transitioning service, and eligible spouses are identified in the following ways:

- Prominent Priority of Service signage is posted that encourages veterans, eligible spouses, and transitioning service members to self-identify as a veteran/transitioning service member.
- Ensuring that front desk staff or other first points of contact staff ask individuals at the point of entry, regardless of gender, if he or she, or his or her spouse, is currently serving, or has ever served, in the United States Military.
- Staff review the individual's military service section in CalJOBS, which identifies veterans with an American flag icon.

- When a veteran self-identifies during CalJOBS registration, a pop-up window informs the veteran of the Priority of Service policy and identifies the “Office Nearest You” (the closest AJCC location) based on their zip code. Asking whether the individual has completed their CalJOBS registration helps ensure that veterans and eligible spouses are identified, immediately informed of Priority of Service at the point of entry, and given an opportunity to take full advantage of Priority of Service.

Written copies of the most current WIB Directive for Priority of Service for Veterans and Eligible Spouses are maintained at all service delivery entry points and, to the extent practical, should be posted in a way that makes it possible for members of the general public to easily access them.

When identifying veterans and eligible spouses, AJCCs and other grantees and sub-grantees must ensure that veteran and eligible spouses are made aware of the following:

- The entitlement to Priority of Service
- The full array of employment, training and placement services available
- Applicable eligibility requirements for programs and services
- In cases of virtual points of entry, how to access assistance via the nearest AJCC or in person program service location.

Priority of Service

WIB Subrecipients shall provide Priority of Service to veterans, transitioning service members, and eligible spouses who receive services under any qualified job training program funded in whole or in part by the DOL, including all WIOA, WIOA discretionary, Wagner-Peyser, JVSG funded activities, and technology-assisted activities. Veterans, transitioning service members, and eligible spouses are entitled to Priority of Service under any qualified job training program if they otherwise meet the eligibility requirements for participation in the program. Priority of Service means that veterans, transitioning service members, and eligible spouses are entitled to take precedence over noncovered persons in obtaining employment, training, and placement services. More specifically, a veteran, a transitioning service member, or an eligible spouse either receives access to a service earlier in time than a non-covered person or, if the resource is limited, they receive access to the service instead of or before the non-covered person.

Priority of Service is not intended to allow a veteran, transitioning service member, or eligible spouse to bump the non-covered participant who is already enrolled in a workshop or training class from that workshop or training class.

Real-world examples of how Priority of Service may be provided, but is not limited to the following examples:

- Exclusive access to CalJOBS job listings for the first 24 hours a job is posted
- If a resource room is at capacity and a waiting list is established, a veteran will move to the top of the waiting list for the next available computer.
- If slots in a training are limited and there are eligible veteran and non-veteran participants that are interested in enrolling, the veteran would receive priority over the non-veteran for available slots. The veteran would not “bump” anyone that has already taken a slot but would move to the top of any waiting lists over non-covered persons.
- ***Opportunity to meet with a dedicated Veteran Career Coach.***
- ***Providing veterans with early access to hiring events hosted by the Employment Connection***
- ***Allowing veterans to enter Job Connect meetings prior to other attendees.***

Applying Priority of Service

The application of Priority of Service varies depending on the eligibility requirements of each program. There are two basic categories of DOL-funded programs: universal access programs and programs that require participants to meet specified eligibility criteria. The following describes how Priority of Service applies to these basic types of programs.

Universal Access Programs

For workforce programs that operate or deliver services to the public without targeting specific groups, veterans, transitioning service members, and eligible spouses assessed at the point of entry that meet all the eligibility requirements of the program receive Priority of Service over all other program participants. WIOA basic career services would be considered a universal access program.

Programs with Eligibility Criteria

Eligibility criteria identify basic conditions that each participant in a specific program is required to meet. For any grant or program that falls under this category, a veteran or eligible spouse must first meet all eligibility criteria required for participation in the program. Once determined eligible for participation, the veteran or eligible spouse receives priority for participation in the program and receipt of services. WIOA Adult, Dislocated Worker, and Youth programs are considered programs with eligibility criteria. ***Staff should refer to the current WIB WIOA Title I Eligibility Technical Assistance Guide (TAG) for eligibility information and guidance.***

WIOA 15% Governor’s discretionary grants with specific eligibility criteria will also fall under this category, with the eligibility criteria set by the Solicitation for Proposals (SFP). Examples of this type of grant may include those that specifically fund services to individuals with disabilities, English Language Learners, farmworkers, opportunity young adults, etc. National Dislocated

Worker Grants (NDWGs) also fall into this category, with eligibility criteria set by the applicable TEGL for each award.

In addition to eligibility criteria, some programs may also have priorities that establish a rank order of priority including programs with statutory priorities and programs with discretionary priorities.

Programs with Statutory Priorities

In addition to the eligibility criteria that all participants are required to meet, some programs have priorities that target specific populations and establish a rank order for enrolling or serving participants. While veterans' priority is required under federal law and cannot be waived, it is not intended to displace existing eligibility requirements and statutory priorities. Therefore, in these instances, veterans and eligible spouses must first meet both the program's eligibility and statutory priority criteria to receive priority for participation in the program and receipt of services.

Programs with statutory priorities must determine the status of each individual veteran or eligible spouse and apply Priority of Service in the following order:

1. Veterans, transitioning service members, and eligible spouses who meet the program's statutory priority requirement.
2. Non-covered persons who meet the program's statutory priority requirement.
3. Veterans, transitioning service members, and eligible spouses who do not meet the program's statutory priority requirement.
4. Priority populations established by the Governor and/or Local Board. Examples may include individuals with disabilities, English language learners, farmworkers, opportunity youth, or other targeted populations.
5. Non-covered persons outside the program's statutory priority requirement.

An example of a program with statutory priorities is WIOA Adult formula funds, which establishes the priority to serve recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient. This means that veterans, transitioning service members, and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient receive first-priority for services with WIOA Adult formula funds for individualized career services and training services. ***Staff should refer to the current [WIB WIOA Title I Eligibility Technical Assistance Guide \(TAG\)](#) for eligibility information and guidance.***

Programs with Discretionary Priorities

Programs with discretionary priorities may try to provide a certain level of service to a particular group. However, WIOA law does not mandate that the target group be served before other eligible individuals. With respect to Priority of Service, the only feature that distinguishes discretionary targeting programs from universal access programs is the additional application of the discretionary targeting criterion to non-covered persons. Therefore, for veterans and eligible spouses, priority of service applies to discretionary targeting programs and services the same way that it applies to universal access programs, i.e., veterans and eligible spouses first.

Programs with discretionary priorities must apply Priority of Service in the order below:

1. Veterans, transitioning service members, and eligible spouses who meet the discretionary target group.
2. Veterans, transitioning service members, and eligible spouses outside the discretionary targeting group.
3. Non-covered persons within the discretionary targeting group.
4. Non-covered persons outside the discretionary targeting group.

This applies to any WIOA program where the Governor, Local Board, or other WIOA-funded Program Operator determines discretionary priorities above and beyond WIOA statutory requirements or eligibility criteria for the funding source.

Income Eligibility Requirements

When determining eligibility for programs that have a statutory requirement to serve low-income individuals, many types of military service-related income are exempt. Specifically, the following pay, financial allowances, and financial benefits must be disregarded for veterans, transitioning service members, or any other individuals for whom these amounts would normally be applied in making an eligibility determination:

- Military pay or allowances paid while on active duty.
- Military pay or allowances paid by the VA for vocational rehabilitation, disability payments, or related VA-funded programs (including the VA work study allowance), and including any financial benefits received under the following chapters of Title 38 U.S.C.:
 - Chapter 11 – Compensation for service-connected disability or death.
 - Chapter 13 – Dependency and indemnity compensation for service-connected deaths.
 - Chapter 30 – All-volunteer force educational assistance program.
 - Chapter 31 – Training and rehabilitation for veterans with service-connected disabilities.
 - Chapter 33 – Post-9/11 educational assistance.

- Chapter 35 – Survivors’ and dependents’ educational assistance.
- Chapter 36 – Administration of educational benefits.
- Any benefits received under Title 10 U.S.C. Chapter 106 - Educational assistance for members of the selected reserve.

In contrast, the following types of military-related income are included in low-income calculations:

- Pension payments authorized by Title 10 U.S.C., such as those received by military retirees, whether or not their retirement was based on disability.
- Pension benefits paid under Title 38 U.S.C. Chapter 15 – Pensions for low-income, wartime veterans who are disabled for reasons not connected or related to their military service.

It is also important to note that VA benefits for education and training services do not constitute “other grant assistance” under WIOA’s eligibility requirements. Therefore, veterans or eligible spouses who are eligible for the GI Bill or other forms of VA-funded education or training are not required to coordinate their entitlement to those benefits with their eligibility for WIOA-funded training, as stipulated under 20 CFR Section 680.230. Specifically, Program Operators may not require veterans or eligible spouses to exhaust their entitlement to VA funded training prior to enrolling them in WIOA-funded training.

Staff should refer to the current [WIB WIOA Title I Eligibility Technical Assistance Guide \(TAG\)](#) and the current [WIB 70 Percent LLSIL, Poverty Guidelines, and Self-Sufficiency Levels](#) for eligibility information and guidance for the latest low-income guidelines.

Documenting Eligibility for Priority of Service

It is not necessary for staff to verify the status of a veteran, transitioning service member, or eligible spouse until the individual undergoes eligibility determination and is enrolled in an individualized career service or training service. Until the point at which the participant receives an individualized career service or training service, an individual who states they meet the veterans’ priority eligibility criteria must be accorded veterans’ Priority of Service based on verbal self-identification.

Those instances, in which eligibility determination and enrollment in a WIOA individualized career service occur at the point of entry, a covered person must be enrolled, provided immediate priority, and permitted to follow-up subsequently with any required verification of his or her status as a covered person. In the absence of other documentation, a self-attestation should be documented either via a paper form or in CalJOBS. **Staff should refer to the current**

WIB WIOA Title I Eligibility Technical Assistance Guide (TAG) for information and guidance on eligibility documentation.

For WIOA Title I Adult services, self-attestation cannot be used when a financial commitment is involved, such as classroom training, supportive services, on-the-job training, or transitional jobs. Verification of veteran or eligible spouse status is only required at the point when a decision is made to allocate limited external resources to one participant over another. However, when only staff time or services are being provided, verification of veteran status is not required before service delivery. For example, once a veteran or eligible spouse has completed WIOA Title I Adult eligibility, staff may proceed with providing individualized or intensive services while allowing the participant to submit verification of their veteran or eligible spouse status afterward, in accordance with TEGL No. 10-09.

ACTION:

Please bring this directive to the attention of all WIB Subrecipients, Employment Development Department Staff, and WIB Staff,

INQUIRIES:

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

Jennie C. Bautista
Interim Executive Director

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.



INTEROFFICE MEMORANDUM

TO: Jennie C. Bautista, Interim Executive Director

FROM: David McMunn, Deputy Director of Administration

DATE: December 30, 2025

SUBJECT: Revisions to the WIB Bylaws

Item	Comments
Agenda Date	WIB Full Board Meeting – January 14, 2026
Request	Approve the revisions to the WIB Bylaws and forward to the Tulare County Board of Supervisors for approval.
Summary	<p>WIB staff are recommending targeted revisions to the WIB Bylaws to provide additional clarity, strengthen transparency, and formally document governance practices that the Board has long followed but were not explicitly reflected in the written bylaws. Staff have identified four sections where current procedures were being implemented consistently but were not clearly described in the governing document:</p> <ol style="list-style-type: none">Nomination process for the Board of Supervisors (BOS) to appoint Board members and select the WIB Chair.Staggering of Board member terms to ensure only a portion of appointments expire in any given year.Process for notifying the BOS of vacancies to ensure timely nomination and appointmentProxy and alternate designee process for Board members. <p>These revisions are grounded in the federal requirements outlined in 20 CFR 679.310(g), which identifies the minimum governance elements that local workforce development boards must include in their bylaws. The updates strengthen the bylaws by codifying long-standing WIB practices, improving clarity for current and future Board members, and ensuring that the bylaws accurately reflect the Board's current business practices.</p> <p>Overall, these revisions modernize and clarify the bylaws, enhance transparency, and reinforce consistent governance in alignment with both established WIB practice and federal regulatory guidance.</p> <p>The WIB Bylaws with the recommended revisions highlighted in yellow, and a side-by-side comparison of the revisions is attached to this report.</p>
Fiscal Impact	None
Alternatives	Request that WIB staff recommend alternative revisions.
Involvement of Other Organizations	None

WIB Bylaws Revisions Side-by-Side

SECTION 4.5 APPOINTMENT OF MEMBERS	SECTION 4.5 APPOINTMENT OF MEMBERS The WIB shall identify, review, and recommend nominees to the BOS for appointment to the WIB in accordance with the WIOA Section 107(b) and 20 CFR 679.320. The BOS retains final appointment authority for all WIB members. Nominations shall be solicited by the WIB Executive Director from among appropriate entities representing business, education, labor, economic development agencies, chambers of commerce, trade associations, labor organizations, government agencies, and other stakeholder groups as required by WIOA. The WIB shall review all nominations to ensure eligibility and appropriate representation of required membership categories and shall take formal action to recommend nominees to the BOS for appointment. A member of the BOS shall administer the oath of office to newly appointed members prior to the commencement of their service.
SECTION 4.6 TERM OF OFFICE	SECTION 4.6 TERM OF OFFICE The WIB operates on a four-year, staggered term system. Board member terms are divided into two groups so that approximately one-half of the Board seats expire every two years. Members appointed to fill a vacancy serve only the remainder of the unexpired term, and any reappointment thereafter is for a full four-year term. This structure ensures continuity and prevents all terms from expiring at the same time. Members whose terms are completed may be recommended to the BOS for reappointment.

SECTION 4.7 VACANCIES A vacancy or vacancies on the Board of Directors shall be deemed to exist on the occurrence of any of the following: (a) the death of any Director; (b) the increase of the authorized number of Directors; (c) the removal of a Director; (d) the resignation of any Director; or (e) if the Director is a County of Tulare elected official, the expiration, resignation, suspension, or termination of the elected official's term of office with the County of Tulare, as the case may be.	SECTION 4.7 VACANCIES A vacancy or vacancies on the Board of Directors shall be deemed to exist on the occurrence of any of the following: (a) the death of any Director; (b) the increase of the authorized number of Directors; (c) the removal of a Director; (d) the resignation of any Director; or (e) if the Director is a County of Tulare elected official, the expiration, resignation, suspension, or termination of the elected official's term of office with the County of Tulare, as the case may be. When a vacancy occurs, the WIB Executive Director shall promptly notify the BOS and the Clerk of the Board in accordance with the Maddy Act (Government Code §54970 et seq.) . The vacancy shall be posted publicly to ensure transparency and opportunity for nomination. The WIB Executive Director shall initiate the nomination process consistent with Section 4.5, seeking nominees from eligible organizations and sectors. The WIB shall review and recommend nominees to the BOS for appointment.
	<p>(New) Section 8.9 – Proxy and Alternate Designee Policy In accordance with the Ralph M. Brown Act (Government Code §54950 et seq.), proxy voting designees are not permitted unless specifically authorized by federal or state law.</p> <p>Alternate designees will not be used.</p> <p>Only duly appointed WIB members may participate and vote in WIB meetings. Members may attend in person or, when permitted, participate remotely in compliance with Government Code §54953 and Assembly Bill (AB) 2449.</p> <p>The WIB shall maintain attendance and participation records consistent with these requirements.</p>

BYLAWS

OF THE

TULARE COUNTY WORKFORCE INVESTMENT BOARD, INCORPORATED

**A NONPROFIT ENTITY FORMED
PURSUANT TO CALIFORNIA'S
NONPROFIT CORPORATION LAW (Cal. Corp. Code§ 5000 *et seq.*)**

**ARTICLE I
GENERAL**

SECTION 1.1 NAME

The complete name of this organization is the Tulare County Workforce Investment Board, Incorporated ("WIB"). The WIB is a nonprofit public benefit entity formed in accordance with the Nonprofit Public Benefit Corporation Law of California, as currently in effect and as may be amended.

SECTION 1.2 PRINCIPAL OFFICE

The principal office for the transaction of the business for the WIB is located at 309 W. Main Street, Suite 120, Visalia, California 93291. The WIB may change the principal office from one location to another by amending these Bylaws.

**ARTICLE II
PURPOSE**

SECTION 2.1 GENERAL PURPOSE

The WIB is organized by mandate of the Workforce Innovation and Opportunity Act 2014 (Public Law 113-128, 29 U.S.C.§ 3101 *et seq.*), as currently in effect and as may be amended (the "WIOA" or the "Act"), to set policy for the portion of the statewide workforce development system within the local area in order to, among other things:

- (1) Make investments in the skills and talent of our workforce to advance Tulare County's economic vitality;
- (2) Lead efforts to engage with a diverse range of employers to ensure that workforce investment activities meet the needs of employers and support economic growth in the region; and,
- (3) Conduct workforce research and regional labor market analysis regarding economic conditions, workforce availability, and needed knowledge and skills.

SECTION 2.2**SPECIFIC PURPOSES**

The WIB shall do any and all things necessary to administer workforce development projects within the local area in accordance with the WIOA.

The primary purposes of the WIB are:

- A. To develop a local plan for the local workforce area;
- B. To select the local One-Stop Operator through a competitive procurement process;
- C. To develop memoranda of understanding with all service providers operating within WIB's One-Stop system;
- D. To identify eligible training services providers;
- E. To identify eligible youth activities providers and award grants or contracts on a competitive basis;
- F. To develop the budget of the WIB;
- G. To conduct oversight of the One-Stop system and employment and training activities within the workforce development area;
- H. To perform all functions in partnership with the Tulare County Board of Supervisors (BOS), also known as the Chief Elected Official ("CEO"), as defined in the WIOA;
- I. To develop and implement all workforce development policy recommendations and actions for the County of Tulare;
- J. To provide local leadership to plan, change, and oversee the local workforce development system;
- K. To forecast and identify local workforce needs and develop innovative solutions to meet those needs;
- L. To streamline access to employment, training, workforce development, and other services in the One-Stop system to benefit job seekers and employers;
- M. Ensure that workforce investment activities meet the needs of employers and support economic growth in the region by enhancing communication, coordination, and collaboration among employers, economic development entities, education and other partners;
- N. To collaborate with workforce boards in other areas, statewide and nationwide, when the WIB can benefit from such collaboration; and,
- O. To perform any other function as required under the WIOA.

ARTICLE III **POWERS**

SECTION 3.1

GENERAL POWERS

The Tulare County Board of Supervisors (BOS), as the Chief Elected Official, has designated the WIB, pursuant to Resolution No. 2000-390 adopted May 23, 2000, and pursuant to the Administrative Services Agreement executed August 22, 2017 and as periodically amended, as the lead agency to: (a) respond to both State and Federal directives relating to workforce activities; (b) educate the public about workforce activities offered within the community; (c) develop and implement the WIB's One-Stop system of service delivery for workforce development within the County; and (d) to enter into memoranda of understanding with required and permitted workforce partners and to identify each partner's role and responsibility within the One-Stop service delivery system.

SECTION 3.2

ENUMERATED POWERS

Without prejudice to such general powers, it is hereby expressly declared that the WIB, within the limitations imposed by these Bylaws and the WIOA, has the following powers and may:

- A. Prepare a comprehensive local plan for the One-Stop service delivery system;
- B. Prepare an annual budget and cost allocation plan;
- C. Receive and disburse all funds related to program operations of, and act as fiscal agent under, the WIOA;
- D. Develop procedures for governance, planning, operation, assessment, and fiscal management;
- E. Monitor and evaluate program performance based on measurable outcomes and customer satisfaction and determine resulting needs and reallocation of resources;
- F. Execute and/or modify grant agreements with the U.S. Department of Labor, the State of California, and the County of Tulare, as may be necessary or desirable from time-to-time;
- G. Enter into subgrants, contracts, and other agreements;
- H. Upon obtaining prior consent of its Board of Directors, select and hire personnel as specifically detailed in the Administrative Services Agreement referenced in Section 3.1 above;
- I. Acquire, by lease or purchase, buildings or sites, and construct, maintain, manage, or operate the same for public purposes;

- J. Hold or dispose of property by lease or sale;
- K. Incur debts, liabilities, or obligations required by the exercise of these powers;
- L. Secure proper and adequate insurance for public liability, property damage, fire, theft, workers' compensation, and other risks or exposures necessary for the administration of employment and training programs;
- M. Sue and be sued;
- N. Delegate some or all of its powers to an Executive Director; and,
- O. Carry out the specific purposes enumerated in SECTION 2.2 of these Bylaws.

ARTICLE IV **BOARD OF DIRECTORS**

SECTION 4.1 **GENERAL**

The WIB shall be administered solely by the WIB's Board of Directors (sometimes referred to as the "Board"). The Board shall be deemed, for all purposes, the policy making body of the WIB. Subject to the provisions and limitations of these Bylaws, the activities and affairs of the WIB shall be managed, and all corporate powers shall be exercised by, or under the direction of, the Board of Directors.

SECTION 4.2 **SPECIFIC POWERS AND RESPONSIBILITIES**

Without prejudice to the general powers set forth in SECTION 4.1 of these Bylaws, but subject to the same limitations, the Board of Directors shall have the power to do the following:

- (1) Perform any and all duties imposed upon them collectively or individually by law or by any agreement with the State of California, the Federal government, or by these Bylaws; and,
- (2) Change the principal executive office in the State of California from one location to another; cause the WIB to conduct its activities within or without the State of California; and designate any place within or without the State of California for holding any meeting of the Board of Directors;
- (3) To appoint committees and delegate to such committees the powers and authority of the Board of Directors in the management of the activities and affairs of the WIB, except as otherwise set forth herein.

SECTION 4.3 COMPENSATION

Directors shall not receive any compensation for their service on the Board but shall be entitled to reimbursement for any reasonable expenses actually incurred in connection with serving as a member of the Board, if the WIB determines that such expense shall be reimbursed and there are unencumbered funds available for such purpose.

SECTION 4.4 NUMBER AND REPRESENTATION

The composition of the WIB Board may be changed from time to time with the approval of the Board, provided that sector representation requirements of the **WIOA** are met (e.g., business, labor, education, employment services, community based organizations, economic development, etc.) and shall not exceed a maximum of nineteen (19).

SECTION 4.5 APPOINTMENT OF MEMBERS

The BOS bears final responsibility for appointment of members.

The WIB shall identify, review, and recommend nominees to the BOS for appointment to the WIB in accordance with the WIOA Section 107(b) and 20 CFR 679.320. **The BOS retains final appointment authority for all WIB members.**

The WIB Executive Director shall solicit nominations from among appropriate entities representing business, education, labor, economic development agencies, chambers of commerce, trade associations, labor organizations, government agencies, and other stakeholder groups as required by WIOA.

The WIB shall review all nominations to ensure eligibility and appropriate representation of required membership categories and shall take formal action to recommend nominees to the BOS for appointment. A member of the BOS shall administer the oath of office to newly appointed members prior to the commencement of their service.

SECTION 4.6 TERM OF OFFICE

The term of office of members shall be fixed at four years. Members whose terms are completed may be recommended to the BOS for reappointment.

The WIB operates on a four-year, staggered term system. Board member terms are divided into two groups so that approximately one-half of the Board seats expire every two years. Members appointed to fill a vacancy serve only the remainder of the unexpired term, and any reappointment thereafter is for a full four-year term. This structure ensures continuity and prevents all terms from expiring at the same time. Members whose terms are completed may be recommended to the BOS for reappointment.

SECTION 4.7**VACANCIES**

A vacancy or vacancies on the Board of Directors shall be deemed to exist on the occurrence of any of the following: (a) the death of any Director; (b) the increase of the authorized number of Directors; (c) the removal of a Director; (d) the resignation of any Director; or (e) if the Director is a County of Tulare elected official, the expiration, resignation, suspension, or termination of the elected official's term of office with the County of Tulare, as the case may be.

When a vacancy occurs, the WIB Executive Director shall promptly notify the **BOS** and the **Clerk of the Board** in accordance with the **Maddy Act (Government Code §54970 et seq.)**. The vacancy shall be posted publicly to ensure transparency and opportunity for nomination.

The WIB Executive Director shall initiate the nomination process consistent with Section 4.5, seeking nominees from eligible organizations and sectors. The WIB shall review and recommend nominees to the BOS for appointment.

SECTION 4.8**RESIGNATIONS**

Any WIB member may resign by submitting written notice to the Board Chairperson. The resignation shall be effective when the notice is given unless it specifies a later time for the resignation to become effective.

SECTION 4.9**REMOVAL**

Any member may be removed if a two-thirds (2/3) majority of the Board approves such action at a legally constituted meeting for the following causes: (a) the member ceases to be representative of the group from which the member was selected; (b) the member lacks adequate participation in the business of the Board; and/or (c), the member has other activities or interests detrimental to or in conflict with the interests of the Board. Any such removal action must be consistent with the BOS's policy, if any

ARTICLE V
OFFICERS

SECTION 5.1 **GENERAL**

The officers of the WIB shall be a Chairperson, Vice-Chairperson, and a Secretary/Treasurer. The Chairperson and Vice-Chairperson shall be from private sector businesses. The Chairperson, Vice-Chairperson, and Secretary/Treasurer shall not be the same individual.

The WIB may, from time-to-time, appoint such other officers with such titles, authority, and duties as it may designate and deem appropriate.

SECTION 5.2 **ELECTION OF OFFICERS**

The officers of the WIB shall be chosen every two (2) years by the members without approval of the BOS, and shall be chosen from among the Board members. The Chair (or designee) shall notify in writing the BOS of the election of any officer.

SECTION 5.3 **TERM OF OFFICE**

Each officer shall serve for a period of two (2) years or until a successor is elected. Officers are eligible for reelection to serve consecutive terms. No more than three (3) consecutive terms may be served unless the Board waives this limit for a particular officer.

SECTION 5.4 **DUTIES OF THE CHAIRPERSON**

The Chairperson shall preside at all meetings.

Except as otherwise expressly provided by law or by these Bylaws, the Chairperson shall, in the name of the WIB, execute any instruments which may be authorized by the Board.

The Chairperson may appoint such temporary *ad hoc* committees as in his or her discretion the activities of the Board require, and shall appoint a chairperson to convene each of such temporary ad hoc committees, and shall delegate to such committees such powers and duties as he or she may deem appropriate within the limitations prescribed by these Bylaws and otherwise by law.

SECTION 5.5 **DUTIES OF THE VICE-CHAIRPERSON**

The Vice-Chairperson shall perform all the duties of the Chairperson in his or her absence or in the event of his or her inability or refusal to act.

The Vice-Chairperson shall have all the powers of, and be subject to all the restrictions on, the Chairperson. The acting Vice-Chairperson shall have other powers and perform such other duties as may be prescribed by the WIB.

SECTION 5.6 DUTIES OF THE SECRETARY /TREASURER

The Secretary/Treasurer shall have the responsibility to keep a full and complete record of the proceedings of the meetings of the Board. The Secretary/Treasurer shall also perform or cause to be performed the following duties: (a) certify these Bylaws and maintain the original or a copy of the same; (b) keep and maintain an official listing of the current members of the Board, including contact information for each member; and, (c) give official notice of all meetings of the Board and its actions.

SECTION 5.7 RESIGNATION OF OFFICERS

Any officer may resign at any time by giving written notice to the Chairperson. Any resignation shall take effect at the date of the receipt of that notice or at any later time specified in that notice; and, unless otherwise specified in that notice, the acceptance of the resignation shall not be necessary to make it effective. Any resignation is without prejudice to the rights, if any, of the WIB or the County of Tulare under any contract to which the officer is a party.

SECTION 5.8 OFFICER VACANCIES

In the event of a vacancy during the term of an office, the Chairperson shall appoint an interim replacement, subject to approval of the full Board.

SECTION 5.9 COMPENSATION AND EXPENSES

Officers shall serve without compensation except as provided in Section 4.3 above.

ARTICLE VI **COMMITTEES**

SECTION 6.1 GENERAL POWERS AND LIMITATIONS

The WIB shall appoint standing committees at any regular meeting. The Chairperson shall appoint temporary ad hoc committees as required. The Chairperson shall appoint the chairpersons for all standing committees, provided that the chairperson of each standing committee shall be a voting member of the WIB. Standing committees may include other members of the WIB and must include other individuals appointed by the WIB who are not members of the WIB and who have demonstrated experience and expertise in accordance with WIOA.

The Board may delegate decision-making authority to committees according to their purpose. All actions of any committee shall be advisory to the full Board, unless the full Board has expressly delegated final authority to a given committee.

SECTION 6.2**PROGRAM AND EVALUATION COMMITTEE**

The Program and Evaluation Committee shall be designated as a standing committee of the WIB and will provide for development and implementation of the following WIB objectives:

- A Program procurement; and,
- B. Review and oversight for monitoring and evaluation of the WIB workforce development system activities under the local plan.

The Program and Evaluation Committee chair will be appointed by the WIB Chairperson from among the WIB membership. As chair of the Program and Evaluation Committee, the appointee shall represent the WIB.

SECTION 6.3**EMPLOYMENT CONNECTION COMMITTEE**

An Employment Connection Committee shall be designated as a standing committee of the WIB and will provide information and assist with operational and other issues relating to the One-Stop delivery system. The Employment Connection Committee will provide the means by which the local One-Stop partners will have opportunities for input regarding the operations of the local One-Stop workforce delivery system.

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

The Employment Connection Committee Chair will be appointed by the WIB Chairperson from among the WIB membership. As chair of the Employment Connection Committee, the appointee shall represent the WIB.

SECTION 6.4**YOUTH COMMITTEE**

A Youth Committee shall be designated as a standing committee of the WIB to provide information and to assist with planning, operational, and other issues relating to the provision of services to youth.

The Youth Committee shall be comprised of members in compliance with WIOA, State Law, and the local workforce development area needs.

The Youth Committee chair shall be appointed by the WIB Chairperson from the among the WIB membership. As chair of the Youth Committee, the appointee shall represent the WIB.

SECTION 6.5**AD HOC COMMITTEES**

The Chairperson may appoint temporary ad hoc committees as necessary for performance of one-time projects or activities projected to require no more than twelve (12)-months' activity.

ARTICLE VII
STAFF SUPPORT

SECTION 7.1**EXECUTIVE DIRECTOR**

Staff support is provided to the WIB by the County of Tulare. The County shall, after consultation with the WIB Board of Directors, appoint an Executive Director of the corporation. The Executive Director shall:

- A. Direct and supervise day-to-day operations and affairs of the WIB;
- B. Advise the WIB on all aspects of and developments relating to the Board's objectives;
- C. Provide for program planning and development;
- D. Prepare a report on the Board's performance and activities at least annually; and,
- E. Perform such other duties as from time-to-time may be prescribed by the Chairperson of the Board.
- F. Appoint committees that are advisory to the Executive Director.

ARTICLE VIII
VOTING

SECTION 8.1**GENERAL**

Each regular member of the Board of Directors shall have one vote. A majority vote of a quorum is needed to pass a motion.

SECTION 8.2**NON-VOTING MEMBERS**

Non-voting members shall not count in establishing a quorum at WIB meetings. Non-voting members may fully participate in all discussions with the same restrictions applied to voting members; however, they may not vote.

SECTION 8.3**QUORUM**

The presence of fifty percent plus one of the voting members shall constitute a quorum for the transaction of WIB business at any meeting. Every action or decision

by a majority of the voting members present at a meeting duly held at which a quorum is present shall be regarded as an act by the members, unless a greater number is required by law.

SECTION 8.4 CONFLICT OF INTEREST

The WIB shall comply with the conflict of interest and disclosure code established by the BOS. At a minimum, this code shall provide that members and committee members employed or in any way affiliated with an organization receiving or attempting to receive funding from the WIB shall abstain from discussing or voting on any official action relating to that organization. In the event such a potential conflict of interest does arise, the member shall be required to disclose such interest, which shall be recorded in the official minutes of the corporation prior to the vote.

Section 8.9 – Proxy and Alternate Designee Policy

In accordance with the **Ralph M. Brown Act (Government Code §54950 et seq.)**, **proxy voting designees are not permitted** unless specifically authorized by federal or state law.

Alternate designees will not be used.

Only duly appointed WIB members may participate and vote in WIB meetings. Members may attend in person or, when permitted, participate remotely in compliance with **Government Code §54953 and Assembly Bill (AB) 2449**.

The WIB shall maintain attendance and participation records consistent with these requirements.

ARTICLE IX MEETINGS

SECTION 9.1 GENERAL

Meetings of the WIB and its duly appointed standing committees shall be open to the public and shall comply with the provisions of the Ralph M. Brown Act, as currently in effect and as may be amended. Participation shall be limited to members of the Board, its committees, or their designated representatives with the following exceptions:

- A. Participation by the public, pursuant to the Ralph M. Brown Act, at appropriate times and as reflected by the WIB's agendas for each of its meetings;
- B. Regularly scheduled agenda items that call for reports of participation by non-members; and,
- C. At the discretion of the Chairperson or with the majority consent of members present, comment by non-members which is relevant to the matter under consideration.

2/21/2018

Minutes of the proceedings shall be taken at all meetings of the Board and its duly appointed standing committees, be distributed to all members, and be made available to the public for review.

SECTION 9.2 REGULAR MEETINGS

Regular meetings of the WIB shall generally be quarterly and at such time, date, and place as the Chairperson designates. The Chairperson may call additional meetings as necessary.

Regular meetings of the standing committees shall be held no less than two (2) times per year, but may be held more frequently as needed.

SECTION 9.3**SPECIAL MEETINGS**

Special meetings of the WIB may be called by the Chairperson, the Executive Director, or any three (3) members at such time, date, and place and only for the purpose(s) specified by the meeting notice.

SECTION 9.4**ADVANCE MEETING NOTICE**

Advance notice of the time, date, place and general purpose for all meetings shall be given to each member, and to any other interested party who in writing has requested such advance notices, and shall be posted at public locations designated by the Board.

Advance notices for meetings of the WIB and its duly appointed standing committees shall meet the requirements of the Ralph M. Brown Act. Standing committees shall include the standing committees.

The official record of members, and the mailing list of other interested parties shall be maintained and used by the Executive Director for such notices.

ARTICLEX
AMENDMENTS

SECTION 10.1**PROCEDURE**

These Bylaws may be altered, amended or repealed and new Bylaws adopted by the vote of a majority of the voting members at any meeting of the WIB, provided notice has been given at the previous meeting or thirty (30)-day's written notice has been given.

ARTICLE XI
GENERAL PROVISIONS

SECTION 11.1**PARLIAMENTARY PROCEDURES**

When parliamentary procedures are not covered by these Bylaws, the latest edition of Robert's Rules of Order, as amended or revised, shall prevail.

SECTION 11.2**PRECEDENCE**

Nothing in these Bylaws shall be construed to take precedence over federal, state, or local laws and regulations.

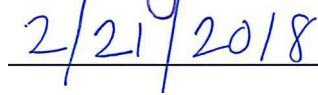
2/21/2018

CERTIFICATIONS

I, the undersigned, certify that I am the presently elected Chairperson of the WIB, and the above Bylaws consisting of eleven (11) pages are the Bylaws of the WIB as adopted at a meeting of the Board members held on February 21, 2018.

APPROVED BY
WORKFORCE INVESTMENT BOARD
MINUTES OF 02-21-2018



Chairperson


Date

2081157vl / 20558.0001
2081210vl / 20400.0001



INTEROFFICE MEMORANDUM

TO: Mary Rodarte, Workforce Services Manager

FROM: Desiree Landeros, Career Services Coordinator

DATE: January 6, 2026

SUBJECT: Program Year (PY) 2025-26 WIOA Title I Career Services Agreement

Item	Comments
Agenda Date	WIB Meeting – Wednesday, January 14, 2026
Request	Modify PY 2025-26 WIOA Title I Career Services Agreement No. 3812526 West Region-Visalia with Community Services Employment Training (CSET) to: <ol style="list-style-type: none">i. Increase the WIOA Adult training allocation by \$37,000.ii. Increase the transitional jobs performance goal by four for a total of for a total of six (6).
Summary	Local Workforce Development Boards must expend at least 30 percent of their combined total formula funds allocation on training according to the WIOA training expenditure requirement (Workforce Services Directive 18-10). Based on updated expenditure projections and current program demand, \$37,000 in training funds was initially budgeted for Incumbent Worker Training (IWT) and is available for reallocation to another allowable training activity to maximize participant impact. WIB staff requests approval to reallocate \$37,000 in training funds originally designated to IWT to support additional transitional job placements for justice involved individuals reentering the workforce. This reallocation reflects an adjustment to align training investments with current service demand while maintaining compliance with the 30 percent training expenditure requirements. The proposed reallocation will enable CSET to enroll an additional four participants in a transitional job activity. Approval of this request will increase the contract budget amount to \$4,271,774.

	<p>Proposed Allocation</p> <table border="1"> <thead> <tr> <th colspan="4">PY 2025-26 WIOA Title I Career Services Agreement #3812526</th></tr> <tr> <th>CSET- West Region</th><th>Approved June 11, 2025</th><th>Recommendation WIOA Formula Funds</th><th>Total Allocation</th></tr> </thead> <tbody> <tr> <td>Allocation</td><td>\$4,234,774</td><td>\$37,000</td><td>\$4,271,774</td></tr> </tbody> </table> <p>The additional allocation will also increase transitional jobs performance goals from two six through June 30, 2026. As indicated below.</p> <p>Proposed Performance Goals</p> <table border="1"> <thead> <tr> <th>Region</th><th>Performance Measure</th><th>Current Goals</th><th>Proposed Increase</th><th>Adjusted Goals</th></tr> </thead> <tbody> <tr> <td>CSET- West Region</td><td>Total number of participants enrolled in a transitional job (WIOA & Other funding)</td><td>2</td><td>4</td><td>6</td></tr> </tbody> </table>	PY 2025-26 WIOA Title I Career Services Agreement #3812526				CSET- West Region	Approved June 11, 2025	Recommendation WIOA Formula Funds	Total Allocation	Allocation	\$4,234,774	\$37,000	\$4,271,774	Region	Performance Measure	Current Goals	Proposed Increase	Adjusted Goals	CSET- West Region	Total number of participants enrolled in a transitional job (WIOA & Other funding)	2	4	6
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Region	Performance Measure	Current Goals	Proposed Increase	Adjusted Goals																			
CSET- West Region	Total number of participants enrolled in a transitional job (WIOA & Other funding)	2	4	6																			
Fiscal Impact	The \$37,000 reallocation will support continued access to paid work-based training opportunities and ensure utilization of the training allocation in alignment with the 30 percent training expenditure requirement.																						
Alternatives	The Board may choose not to approve reallocating training funds or request WIB staff to develop an alternative plan.																						
Involvement of Other Organizations	N/A																						



INTEROFFICE MEMORANDUM

TO: John Gonzalez, Business Services Manager

FROM: Lisa Martinez, Training Services Coordinator

DATE: December 29, 2025

SUBJECT: Good Jobs Challenge (GJC) Industrial Equipment Funds Award

Item	Comments
Agenda Date	WIB Meeting – Wednesday, January 14, 2026
Request	Approve the Tulare Kings Industrial Partnership Evaluation Committee recommendation to award an agreement to West Hills Community College District (WHCC) - Lemoore College for up to \$100,000 to purchase industrial equipment to serve GJC customers, contingent upon approval from the Fresno County Economic Development Corporation (EDC) and the U.S. Department of Commerce, Economic Development Administration (EDA).
Summary	<p>Overview</p> <p>On April 12, 2023, the WIB approved entering into an agreement with EDC to receive \$2,050,799 to operate the GJC aimed at enhancing regional workforce training systems that promote, create, and strengthen sector partnerships. The ultimate goal is to help individuals in Tulare and Kings Counties secure high-quality jobs. The GJC initiative provides training and support in industrial skills, along with case management and follow-up services, to connect individuals with quality employment opportunities in the Distribution & Logistics and Manufacturing industries.</p> <p>The goal is to enroll 400 individuals in training across Tulare and Kings Counties and support their employment outcomes. As of October 2025, more than 200 GJC customers have enrolled in training. The GJC budget includes an allocation of \$100,000 for industrial equipment.</p> <p>On September 25, 2025, the WIB issued a competitive Request for Applications (RFA) to procure industrial equipment utilizing GJC funds, in accordance with the GJC agreement with EDC. The purpose of the request was to solicit proposals for industry-aligned equipment purchases that enhance training capacity for Good Jobs Challenge participants in industrial sectors.</p>

	<p>Equipment Solicitation and School Selection</p> <p>Five schools applied for the RFA, demonstrating strong regional interest in meeting industry needs. An evaluation panel of five industry partners reviewed the applications individually, submitted their scores in November 2025, met on December 3, 2025, and collectively recommended WHCCD- Lemoore College as the recipient, utilizing a scoring rubric for all evaluations.</p> <p>Lemoore College is requesting funding to purchase an Amatrol Smart Controls Troubleshooting Learning System, a state-of-the-art industrial automation training platform that replicates real-world smart manufacturing environments using PLCs, motor controls, sensors, and process control systems. The equipment will be used in existing Manufacturing Automation degree and certificate programs to provide approximately 50 students with hands-on training in automation, troubleshooting, and industrial systems, directly preparing them for high-demand technician roles in manufacturing, logistics, and warehousing across Tulare and Kings Counties.</p> <p>Recommendation</p> <p>Approve the Tulare Kings Industrial Partnership (TKIP) Evaluation committee recommendation to award an agreement to purchase industrial equipment to serve GJC customers, contingent on EDA approval.</p> <p>The GJC agreement requires equipment purchases to be approved by EDC in accordance with the Uniform Guidance. Upon WIB approval, the request will be provided to EDA.</p>
Fiscal Impact	Expenditure of up to \$100,000 in GJC funds.
Alternatives	Not utilize the equipment fund allocated and redistribute the funds to other line items through a GJC Budget Modification, select another applicant, or reissue another RFA.
Involvement of Other Organizations	WHCCD - Lemoore College Kings County Job Training Office (JTO)

A Note Before the Data Newsletter Begins:

Because of the federal government shutdown in October of 2025, the Bureau of Labor Statistics (BLS) experienced delays in producing and publishing their regular data releases. The California Employment Development Department (EDD) updates rely on BLS inputs and timelines so those delays have cascaded to the state level as well. While publication schedules are resuming, it may take the next few months for releases to fully normalize and return to their regular cadence.

From September 2024 to September 2025...



UNEMPLOYMENT RATE

increased to **9.8%**



FARM JOBS

held steady with no change



LARGEST GAINS:

Local Government (Education) | 1,600

Educational and Health Services | 1,400



LABOR FORCE

increased by **4,900**



NON FARM JOBS

increased by **1,400**



LARGEST DECLINE

Transportation, Warehousing, & Utilities | **-600**

Highlights from the recent report include:

- From September 2024 to September 2025, the labor force increased by an estimated 4,900 people. Educational and Health Services and Local Government (Education) both continued to show robust gains over the last year while the overall unemployment rate increased from 9.1% to 9.8% year-over-year.
- Despite the large growth in labor force, Transportation, Warehousing, & Utilities registered 600 fewer workers compared to the same time last year. The warehousing boom over the last several years is slowing with some closures. Automation and a change in employment strategies (such as short term staffing services) have led to an apparent stagnation in labor growth in the industry.

Employment in Tulare County vs. California

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

California and Tulare County Unemployment Rates
September 2021 - September 2025

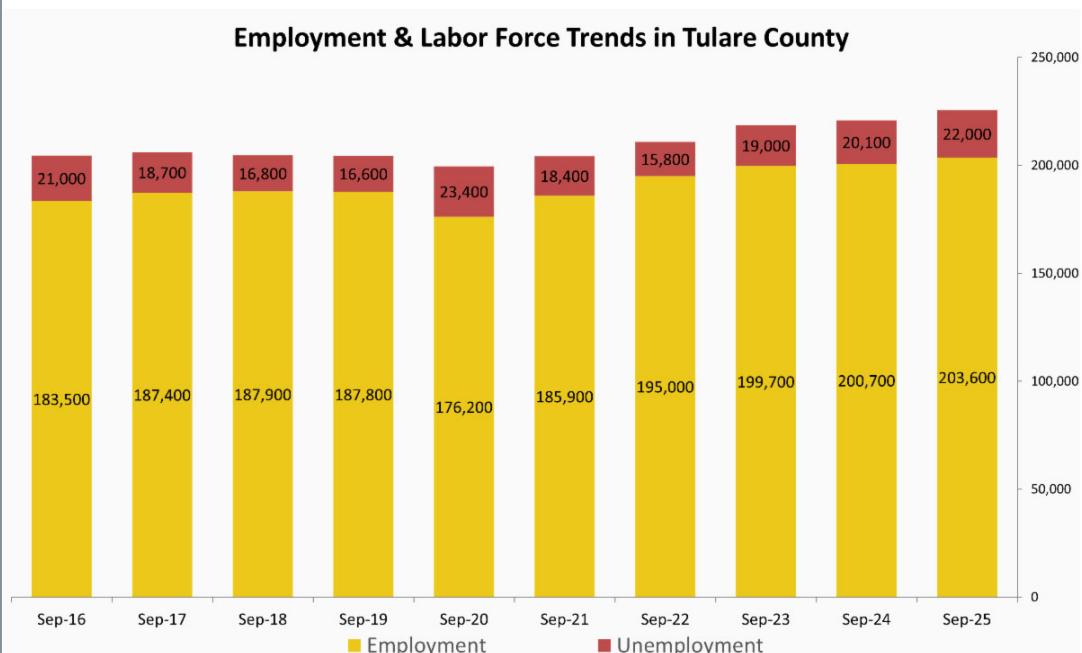


The California Employment Development Department (EDD) reported that the rate of unemployment rose from 9.1 percent in September 2024 to 9.8 percent in September 2025.

However, month to month from August to September of 2025, the unemployment rate in Tulare County decreased from a revised 10.4 percent to 9.8 percent. The seasonal rehiring of public education employees as well as gains in Farm employment contributed to the decline.

	September 2024	August 2025	September 2025	Change	
				Month	Year
Labor Force	220,700	224,900	225,600	700	4,900
Employment	200,700	201,600	203,600	2,000	2,900
Unemployment	20,100	23,300	22,000	-1,300	1,900

The graph below shows September 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?

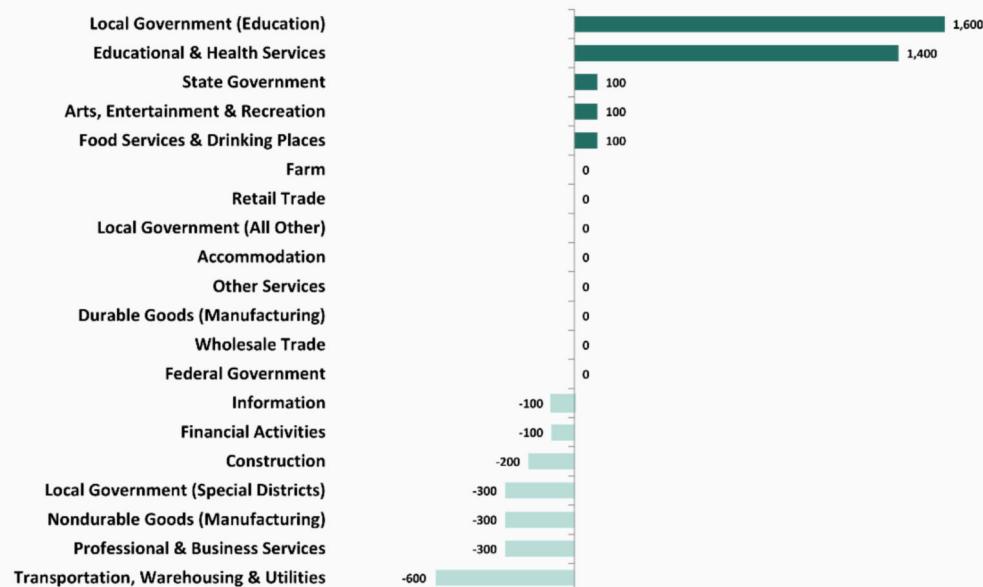
YEAR OVER YEAR | A COMPARISON

From September 2024 to September 2025, Educational & Health Services and Local Government (Education) both showed robust gains.

Unfortunately, most other industry categories registered no or negative gains in employment. Notably the labor markets for Transportation, Warehousing, & Utilities, Construction, Nondurable Goods (Manufacturing), and Professional & Business Services all lost jobs year to year, further evidence of a softening labor market especially for private firms in the area. Because of rounding conventions, the 16.7% drop for Information jobs can be misleading. The base number of employed individuals in that category locally is very small and the category registered the smallest drop possible with an estimated 100 jobs lost.

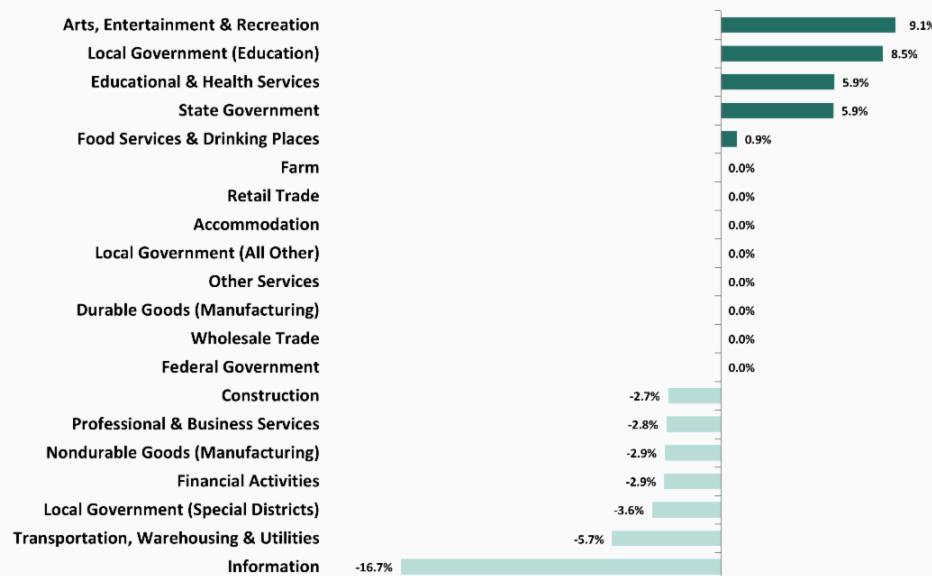
Tulare County 2024-2025 Change in Jobs

September 2024 - September 2025



Tulare County 2024-2025 Percent Change in Jobs

September 2024 - September 2025

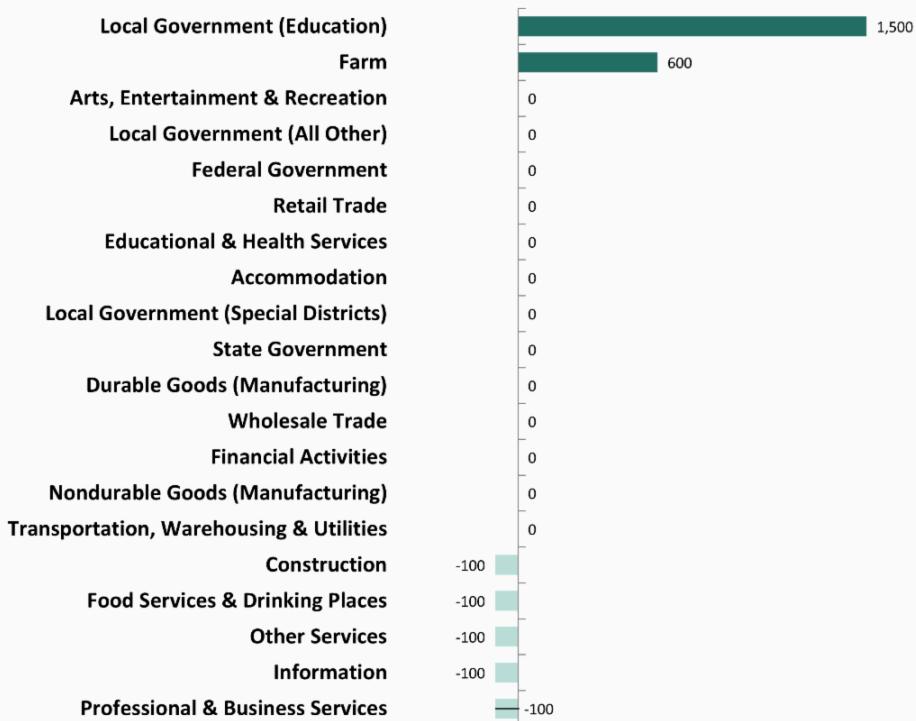


MONTH OVER MONTH | A COMPARISON

Local Government (Education) and Farm jobs both bounced back from their seasonal declines over summer as expected. Still, the turnover in Local Government (Education) remained high, potentially due to fluctuating funding from Federal sources and expiration of COVID-era emergency funds leading to an outsized reshuffling of positions.

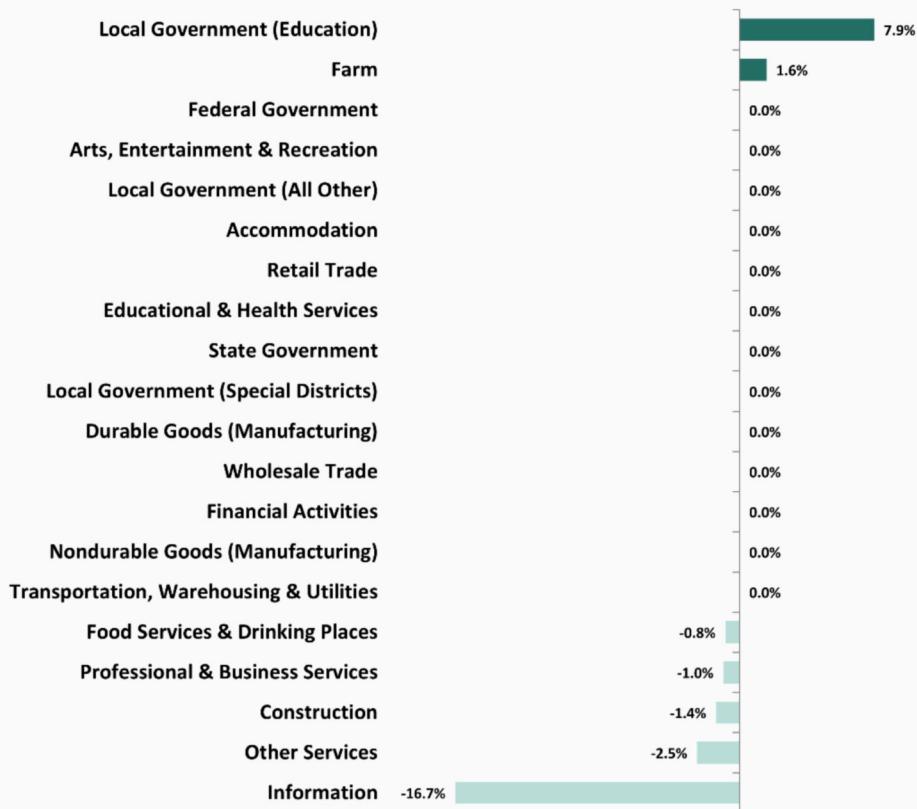
Tulare County Month-Over Change in Jobs

August 2025 - September 2025



Tulare County Month-Over Percent Change in Jobs

August 2025 - September 2025



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.

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

Let's Connect!
LIKE US | TWEET US

Workforce Investment Board of Tulare County | 309 W. Main St. Suite 120 | Visalia, CA 93291 US

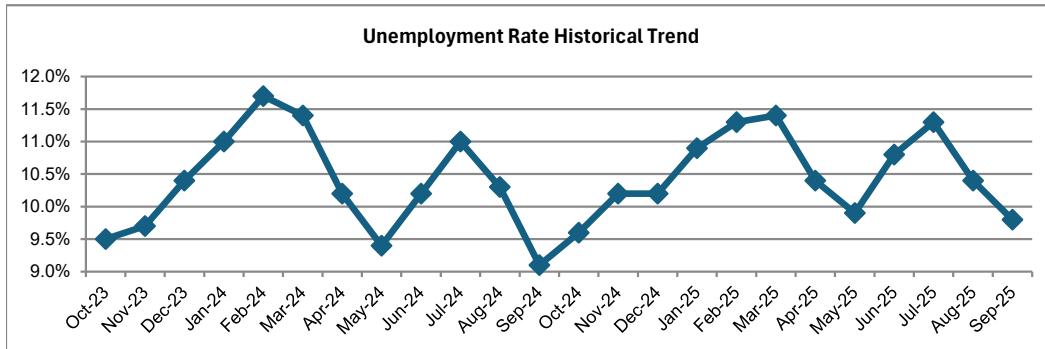
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IMMEDIATE RELEASE
 VISALIA METROPOLITAN STATISTICAL AREA (MSA)
 (Tulare County)

The unemployment rate in Tulare County was 9.8 percent in September 2025, down from a revised 10.4 percent in August 2025, and above the year-ago estimate of 9.1 percent. This compares with an unadjusted unemployment rate of 5.6 percent for California and 4.3 percent for the nation during the same period.



Industry	Aug-2025	Sep-2025	Change		Sep-2024	Sep-2025	Change
	Revised	Prelim				Prelim	
Total, All Industries	183,500	185,100	1,600		183,700	185,100	1,400
Total Farm	37,900	38,500	600		38,500	38,500	0
Total Nonfarm	145,600	146,600	1,000		145,200	146,600	1,400
Mining, Logging, and Construction	7,200	7,100	(100)		7,300	7,100	(200)
Manufacturing	13,000	13,000	0		13,300	13,000	(300)
Trade, Transportation, and Utilities	31,000	31,000	0		31,600	31,000	(600)
Information	600	500	(100)		600	500	(100)
Financial Activities	3,300	3,300	0		3,400	3,300	(100)
Professional and Business Services	10,400	10,300	(100)		10,600	10,300	(300)
Private Education and Health Services	25,000	25,000	0		23,600	25,000	1,400
Leisure and Hospitality	14,200	14,100	(100)		13,900	14,100	200
Other Services	4,000	3,900	(100)		3,900	3,900	0
Government	36,900	38,400	1,500		37,000	38,400	1,400

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