

Jamil Dada
WDB Chairperson

Carrie Harmon
WDB Executive Director



Patrick Ellis
WDB Vice Chairperson

Leslie Trainor
WDB Deputy Director

Infinite Opportunity, Lasting Prosperity

Executive Committee: Minutes April 17, 2019

Chair Jamil Dada called the meeting to order at 10:34 a.m.

Members in Attendance

Jamil Dada	Rosibel Ochoa	Patrick Ellis	Morris Myers
Francisca Hernandez	Layne Arthur	Sonia Nunez	

Members Absent

Mary Jo Ramirez	Ricardo Cisneros		
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Guests

Malia Bryant	Lorraine Torres	Jesse Vela	Jeremy May
Haimanot Fekadu			

Staff

Carrie Harmon	Leslie Trainor	Loren Sims	Carolina Garcia
Thi Pham	Retha Smith	Rilla Jacobs	Stephanie Adams

Administrative Item: 1.1 Approve the February 20, 2019, Executive Minutes

Motion: That the WDB Executive Committee approve the February 20, 2019, minutes.

Moved by	Layne Arthur	Second by	Morris Myers	Abstain	None	
Vote	Aye	7	No	0	Abstain	0
Status	Approved					

Administrative Item: 1.2 Approve Funding for Business Process Improvement Services PY 2019/2020

Motion: That the WDB Executive Committee Funding for Business Process Improvement Services PY 2019/2020

Moved by	Francisca Hernandez	Second by	Rosibel Ochoa	Abstain	None	
Vote	Aye	7	No	0	Abstain	0
Status	Approved					

Discussion
Business Process Improvement Services is one of the function of our Rapid Response services to business. We contract this work out to California Manufacturing Technology Consulting (CTMC) and we are recommending the approval not to exceed \$50,000 for Program Year (PY) 2019/2020.

Annually CTMC serves roughly 5 companies, who need help saving jobs. Jobs saved depend on types of services they require, amount of employees and other factors. Members asked what types of business were helped. Currently the business being helped are those in manufacturing. Another company was contracted to assist non-manufacturing companies, but that contract was allowed to expire without renewal. Staff provided more information on how the lists on businesses who need help are compiled.

Administrative Item: 1.3 Ratify and Approve the Subsequent Recertification of the Riverside WDB Application for PY 2019/2020

Motion: That the WDB Executive Committee approve the Subsequent Recertification of the Riverside WDB Application for PY 2019/2020.

Moved by	Layne Arthur	Second by	Patrick Ellis	Abstain	None	
Vote	Aye	7	No	0	Abstain	0
Status	Approve					

Discussion
Retha provided members with the historic background on the certification process. Now an additional criteria

has been added that ensures our Board is engaged in regional planning within our region. We are certifying for 2019/2021 that our board meets the membership requirements, we are meeting our performance goals, fiscal sustainability and integrity.

Administrative Item: 1.4 Approve Public Outreach Funding Recommendation for the 2019 Inland Empire Women in Manufacturing Event.

Motion: That the WDB Executive Committee approve the Public Outreach Funding Recommendation of \$2,500 for the 2019 Inland Empire Women in Manufacturing Event.

Moved by	Morris Myers	Second by	Francisca Hernandez	Abstain	None	
Vote	Aye	7	No	0	Abstain	0
Status	Approve					
Discussion	Thi Pham gave an historic overview of the event and what it strives to achieve. Women are underrepresented in our region. The goal of the event is to bring women together and assist them with integrating into manufacturing positions and into the industry. The event will be at the Ontario Convention Center. San Bernardino County will also support this event with the same amount of funding.					

Administrative Item: 1.5 Approve the PY 2019/2020 Workforce Innovation Opportunity Act (WIOA) Year-Round Youth Program Funding Recommendations

Motion: That the WDB Executive Committee approve the PY 2019/2020 Workforce Innovation Opportunity Act (WIOA) Year-Round Youth Program Funding Recommendations

Moved by		Second by		Abstain		
Vote	Aye		No		Abstain	
Status	Not Approved. Tabled to Special Executive Committee Meeting.					

Discussion
 Loren Sims – this is a funding recommendation to contract providers to operate our six Youth Opportunity Centers (YOC)s through our year round youth funds.
 Last August we sent out Requests for Proposals to providers to run our YOCs. A review panel consisting of three (3) non-profit, and business professionals evaluated the proposals based upon the criteria outlined in the RFP. After a thorough review of all the proposals by the panel, and a financial review by County Staff, the PY 2019/2020 funding recommendations are as follows:

Recommended Service Provider	YOC Location	2019/2020 Funding Recommendation	Final Enrollment Numbers
California Family Life Center	Hemet	\$900,000	114
California Family Life Center	Lake Elsinore	\$800,000	101
California Family Life Center	Rubidoux (Jurupa Valley)	\$850,000	107
California Family Life Center	Perris	\$850,000	107
ResCare Workforce Services	Indio	\$850,000	112
El Proyecto del Barrio	Moreno Valley	\$850,000	115

This is a one-year contract and the following July 1st we will have another contract in place, which we hope will be for three-years. Members asked why this contract was for only one year. Staff responded, a study of our youth services is being conducted. We use a brick and mortar model to service our youth clients and other models are moving towards other venues to service youth. The study will look into if our model is best for our region, or if adaptations to other models could service our youth more productively. Once the third party review is complete, a plan will be provided on how to move forward.

Members asked more questions on how the funding to the providers is calculated and how is it used. Staff went through the numbers with the members and gave more detailed explanations how the funding is expended during and after the youth completes the program.
 Members were reminded that in the past the WDB was more involved with the Youth program and gave their input how the certification and funding were utilized. It was determined that this was a reasonable request and

	<p>the question was put to the Executive Committee if they would prefer the WDB participate in a subcommittee that would give input on Youth Program. Carrie and Carolina will send out an email to the WDB and convene a youth subcommittee.</p> <p>The members had additional questions and concerns they wanted addressed in more detail. Members were given the option to not approve the recommendation and have staff come back with additional information. Rosibel motioned to table the recommendation and have additional information provided for the Executive Committee to make a decision at a later date, Layne Arthur seconded. Item 1.5 is tabled to be addressed at the Special Executive Committee Meeting.</p>
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Administrative Item: 1.6 Approve the Professional Services Coordinator for the Board of Supervisors Young Adult Program PY 2019/2020

Motion: That the WDB Executive Committee approve the funding recommendation of \$75,000 to provide a Professional Services Coordinator for the Board of Supervisors Young Adult Program PY 2019/2020.

Moved by		Second by		Abstain	None
Vote	Aye		No		Abstain
Status	Not Approved. Item Tabled until the Special Executive Committee Meeting.				
Discussion	<p>Loren Sims - this is funding recommendation for a position that is utilized with the County Board of Supervisors (BOS) Legislative Intern Program, also called the Young Adult Program (YAP). WIOA adult funds are utilized to fund the position as a liaison between the BOS and YAP. The recommendation is for \$75,000 to fund the position from July 1, 2019, - June 30, 2020.</p> <p>This is the second year for this contract, previously the position was filled by an internal staff position. Members asked what the individual's responsibilities were. Staff explained how the program began and how the position evolved. Members asked if the position was part of WIOA and if there was a matrix of past accomplishments. Staff responded yes and would begin providing these to the Board.</p> <p>Members agreed the program is a good and valid program but it is not a WIOA program. Staff explained how the program ties into WIOA through the youth in the program who are still in school but are served because they have some barriers. This program introduces them to experiences they will have in a professional environment and helps them to grow and improve their soft-skills. The coordinator position is to teach, guide, and provide events that will help the young adults learn these skills. Concerns were raised regarding using WIOA funding for this program when it may be possible to fund it through other channels. Member had other concerns and suggestions. Morris Myers moved to table this item until the Special Executive Committee meeting Rosibel Ochoa second.</p>				

Administrative Item: 1.7 Approve the PY 2019/2020 Funding Recommendation for Registered Apprenticeship Program with Norco College

Motion: That the WDB Executive Committee approve the PY 2019/2020 Funding Recommendation of \$173,849 for the Registered Apprenticeship Program with Norco College.

Moved by	Patrick Ellis	Second by	Morris Myers	Abstain	None
Vote	Aye	7	No	0	Abstain
Status	Approve				
Discussion	<p>Thi explained the joint application Workforce Development and Norco College applied for through the James Irvine Foundation. This funding amount of \$173,849 will be used to employ a regional Workforce Development Apprenticeship Coordinator for the Local Apprenticeships Uniting a Network of Colleges and High schools (LAUNCH) program.</p> <p>There will be an event to introduce the program on Tuesday, May 14, 2019 from 2:00 – 4:00 p.m. at Norco College, staff will also email the event information to the committee. Members asked if the entire amount was for the coordinator's salary. Thi responded no it would set-up and other items, she informed the members that a budget is available and would provide it for their review. Additional questions were asked by the members regarding if this was a grant fund to be accepted or were matching funds being requested. Thi provided additional information on how Norco College and Workforce worked together to secure the grant and create a joint program that would meet Norco College's outcomes under the foundations criteria and meet our WIOA outcomes as they apply to the State for apprenticeships. This program is funded for two years and is a regional effort that we hope will become a sustainable in our region.</p> <p>Members asked additional questions regarding how the coordinator's position will be used throughout the two-county region. Thi explained, Norco College will be the sponsoring program for the district. All other campus</p>				

	will be able to utilize Norco's registered designation on file with the state and federal level to run an apprenticeship program at their site. It was explained that the grant funding is not WIOA funds and can only be used in the west area of the district, not in the southwest, desert, or San Bernardino county. Concerns were expressed that other areas in the county do not get same the attention as the west, Riverside area. Staff explained there are other efforts ongoing in these regions meet their needs, but they will encourage the other areas to be more active.
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Administrative Item: 1.8 Approve the FY 2019/2020 Workforce Development Division Budget Recommendations						
Motion: That the WDB Executive Committee approve the FY 2019/2020 Workforce Development Division Budget Recommendations.						
Moved by	Jamil Dada	Second by	Morris Myers	Abstain	None	
Vote	Aye		No		Abstain	
Status	Tabled to Special Executive Committee Meeting					
Discussion	Loren explained the budget approval process to the members. He went over the Workforce Development Division budget report and explained revenues and expenditures for the program year of 2019/2020. Due time constraints, Jamil suggested that this item be presented again at the special Executive Committee and Morris asked for a report on budget history to compare how the budget has changed. Staff agreed and will provide the requested information.					

Administrative Item: 1.9 Approve the Demand Industries and Occupations for Riverside County						
Motion: That the WDB Executive Committee approve the Demand Industries and Occupations for Riverside County.						
Moved by		Second by		Abstain	None	
Vote	Aye	7	No		Abstain	
Status	Tabled to Special Executive Committee Meeting					

Reports :

Federal and State Report	
	Tabled to WDB Meeting

Regional Committee Reports	
West	Tabled to WDB Meeting
East	Tabled to WDB Meeting
Southwest	Tabled to WDB Meeting

Chairperson's Report	
	Tabled to WDB Meeting

Executive Director's Report	
	Tabled to WDB Meeting

Public Comments	
	None

Adjourned: 11:29 a.m.