



Workforce Development Nonprofit Board

Minutes

November 20, 2017

Jamil Dada, Chairperson, called the meeting to order at 11:45 a.m.

Members in Attendance

Jamil Dada Juan De Lara Morris Myers

Members Absent

Mary Jo Ramirez

Guest

Francisca Hernandez

Staff

Carrie Harmon Leslie Trainor Thi Pham Heidi Marshall

Action Item: A. Approve June 26, 2017, Minutes						
Motion: that the Riverside Country Works (RCW) Executive Board approve the June 26, 2017, Minutes.						
Moved by	Morris Myers	Second by	Juan De Lara	Abstain		
Vote	Aye	1	No	0	Abstain	1
Status	Approved					

Action Item: B. Recommendation to adopt the Amended and Restated Bylaws						
Motion: that the (RCW) Executive Board approve the recommendation to adopt the Amended and Restated Bylaws.						
Moved by	Juan De Lara	Second by	Morris Myers	Abstain	None	
Vote	Aye	3	No	0	Abstain	0
Status	Approved					
Discussion	<p>Currently the Bylaws name the director and officers of the Board. Based on discussions from the last meeting, to suit the corporation better it was determined to change the composition of the directors. Leslie went over the current bylaws as they are now and then the proposed changes, and the changes to the staff officers.</p> <p>Page 4 Section 7.2 outlines the composition of the Board of Directors. Pursuant to the bylaws there are five Directors, the proposed changes from going forward will be: Chairperson of the Riverside County Workforce Development Board (WDB), Vice-Chairperson of the Riverside County WDB,</p>					

Three additional WDB members as deemed necessary by the current affairs of the Corporation and appointed by the Assistant County Executive Officer Assistant (CEO) and the Executive Director of the Riverside WDB. Heidi Marshall previously held this position, she was asked if she still held it. Heidi responded no, the Executive Director of the WDB is the Assistant Director of the Economic Development Agency (EDA). Carrie Harmon has been promoted to this position and the title transfers over to her.

Morris asked for clarification on proposed bylaws. They do not state that the three additional members to the Board have to be WDB members. This means individuals outside of workforce development can sit on this Board. Discussions were held on why other individuals could potentially sit on the Board, especially those skilled in fund raising.

The current bylaws have the WDB Chair and Vice Chairperson serving as Directors, the difference is the current bylaws have the County Board of Supervisors (BOS) appointing the other three members. The cost to change members through this process is very expensive. In the original composition of the Board, the three original members were appointed by the BOS. The proposed bylaws will have these member being appointed by the Assistant CEO and the Executive Director of WDB. By approving the proposed bylaws, these are the changes the Board will be ratifying today.

There are no recommended or proposed changes to the officers. A brief discussion was held on how to explain the EDA umbrella and how RCW is connected to it. Leslie went through the officers and named them as they read in the proposed bylaws on Page 9, Section 9.2:

RCW Director Positions	Currently Held By	Name
Chairperson	WDB Chairperson	Jamil Dada
Vice Chairperson	WDB Vice Chairperson	Juan De Lara
Chief Executive Officer	Assistant County Executive Officer, EDA	Rob Field
Chief Operating Officer	Executive Director, WDB	Carrie Harmon
Secretary	Deputy Director, WDB	Vacant
Treasurer	Managing Director, EDA	Heidi Marshall

Action Item: C. Recommendation to appoint Francisca LeDoux Hernandez to RCW Board

Motion: that the (RCW) Executive Board approve the recommendation to appoint Francisca LeDoux Hernandez to the RCW's Board.

Moved by	Juan De Lara	Second by	Morris Myers	Abstain	None	
Vote	Aye	3	No	0	Abstain	0
Status	Approved					
Discussion	The RWC Board was asked how they would like it documented that Carrie Harmon and Rob Field have given their mutual approval for Francisca's nomination. Carrie approved the nomination from floor. Rob Field was called during the motion discussion and approved the appointment over the phone.					
Moved by	Juan De Lara	Second by	Morris Myers	Abstain	None	
Vote	Aye	3	No	0	Abstain	0

Action Item: D. Recommendation to approve letter of support for the Transformative Climate Communities

Motion: that the (RCW) Executive Board approve the recommendation to approve the letter of support for the Transformative Climate Communities.

Moved by	Juan De Lara	Second by	Francisca Hernandez	Abstain	None	
Vote	Aye	3	No	0	Abstain	0
Status	Approved					
Discussion	<p>This is funding from the State, through Cap and Trade money designed to improve communities at the greatest risk of being impacted by climate change. A project area has been identified and it has a workforce component to it. The funding will improve environmental hazards in the project area, and will put people to work.</p> <p>The planning grant portion is for \$250,000, and possibly \$20 - \$40 million for the implementation grant. The implementation grant will improve a 5 square mile community. The planning grant portion will place us in the que to be invited next year to participate in a larger effort that will result receiving in the larger funding to improve the project area. We as a workforce system would be assisting the workforce community in this area. This is a very distressed area and our efforts will include; creation of an affordable housing project, a community garden, and a community park.</p> <p>Workforce effort's goal will be to get people employed in the clean tech sector, and reduce their commute time.</p>					

Reports: Staff Update	
Discussion	<p>Members received the annual report and briefly went over. It was noted that the RCW was able to raise the largest amount of scholarships for Jamil Dada Character Counts Youth event. The 501(c)(3) allowed more entities to participate. Leslie reminded members what purposes the annual report serves. It is a requirement that shows the directors the accomplishments of the nonprofit, it is a financial summary of our activities, and it also serves as a housekeeping tool. To keep things current and up-to-date.</p> <p>The RWC Insurance Documents were reviewed.</p> <p>Morris asked about a fund raising database. He wanted to know if any progress was made in obtaining the use of a database. Thi Pham responded yes, but the cost depends on amount of usage. Full access to the database can range as high as \$15,000. To use the database is expensive, and because it is updated yearly, you have to purchase it every year. A discussion on how we currently fund raise, and how to expand the efforts were held. It was determined that staff would draft a Letter of Intent to use to reach out to public entities who donate to organizations.</p>

Discussion Item: Next Steps	
Discussion	<p>Group went over the 2018 meeting schedule. There are four scheduled meetings:</p> <ul style="list-style-type: none"> • January 10 • April 11 • July 11 • October 10 <p>April 11, was rescheduled to April 4, and staff will send out an updated calendar appointment to the members.</p>

Adjourned: 12:40 p.m.