



Riverside County Workforce Development Executive Committee Meeting Agenda

***Wednesday, August 18, 2021
10:30 a.m. – 11:30 a.m.***

The Board Meeting will be accessible to the public online by video conference and telephone access using the information listed below.

[Zoom](#) Online Video/Audio Conference

Meeting ID: 856 2218 8683 **Passcode:** 92507

Online: <https://us06web.zoom.us/j/85622188683?pwd=WkYzYU1XbTBmNINIU0wxdjB4L2FBZz09>

Phone: (888) 788-0099 or (877) 853-5247

One tap mobile: +12532158782,,85622188683# US

Find your local number: <https://us06web.zoom.us/j/85622188683?pwd=WkYzYU1XbTBmNINIU0wxdjB4L2FBZz09>

Participants should be advised that by engaging in meeting telephonically or electronically they acknowledge that input may be recorded, such recording is subject to inspection pursuant to the California Public Records Act.

MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDER [N-29-20](#) DATED MARCH 17, 2020, WHICH SUSPENDS CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT.

The Riverside County Workforce Development Board (Board) is holding Board of Directors meetings to conduct essential business. Members of the public may view and participate electronically or telephonically, not in person, consistent with directives from the Riverside County Public Health Officer, the California Department of Public Health, and the California Governor's Executive Order [N-33-20](#).

Public Participation Members of the public may address the Board on any item on the agenda and on any matter that is within the Board's jurisdiction. To address the Board regarding an item that is on the agenda, please submit an e-mail entitled "Public Comment" directly to the Board Coordinator, Jasmine Guerrero, via email at jguerrer@rivco.org or by calling (951) 955-9068. Requests must be submitted to the Board Coordinator prior to the time the item is called for consideration or prior to the Public Comment section of the agenda. Please specify if comment is related to an Action Item or if it is General Public Comment. *If you cannot or choose not to attend when the meeting occurs but wish to make a comment, please submit your comments by 8:00 a.m. on the day of the Board meeting.* Comments will be presented by the Board Coordinator. They will be announced at the appropriate time and will be added to the record. Comments will be read after Action Items are discussed or during Public Comment period.

Patrick Ellis
WDB Chairperson
Carrie Harmon
WDB Executive Director



Jamil Dada
WDB Vice Chairperson
Leslie Trainor
WDB Deputy Director

Riverside County Workforce Development Executive Committee Meeting Agenda

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10:30 a.m. - 11:30 a.m.

WELCOME

1.1 Call to Order and Self Introductions Patrick Ellis

ACTION ITEMS

2.1 Amendment to WDB Bylaws Leslie Trainor

REPORTS

3.1 Chairperson's Report Patrick Ellis
3.2 Federal/State Report Jamil Dada
3.3 Executive Director's Report Carrie Harmon
3.4 Operations Report Leslie Trainor

DISCUSSION ITEMS

4.1 Role of the WDB in Workforce Recovery Efforts All
4.2 Member Initiatives All

PUBLIC COMMENT

Participants should be advised that by engaging in meeting telephonically or electronically they acknowledge that input may be recorded, such recording is subject to inspection pursuant to the California Public Records Act.

CONFLICT OF INTEREST ADVISEMENT Board members please be advised: If an Agenda item relates to the provision of services by you, your immediate family, the entity you represent, or any person who has made \$250.00 in campaign contributions to you during the last twelve months, or if approval or disapproval of an Agenda item would have a foreseeable material effect on an economic interest of you, your immediate family, or the entity you represent, then please follow these procedures: *“When the Agenda item is first introduced, please immediately announce that you are recusing yourself from participating in the agenda item and then refrain from discussing, voting on, or otherwise influencing the Board’s consideration of the Agenda item.”*

ACCESSIBILITY The Workforce Innovation Opportunity Act (WIOA) Title I financially assisted program or activity is an equal opportunity employer and program. Auxiliary aids and services are available upon request to individuals with disabilities. There are two ways of requesting reasonable accommodations. 1. For ADA Coordinator, please call (951) 955-3100, (951) 955-3744 TTY, CA Relay 711, or e-mail ADACoordinator@rivco.org. 2. For the Board Coordinator, please call (951) 955-9068 or e-mail jguerrer@rivco.org.

PUBLIC NOTICE While Board Meetings are open to the public, time constraints limit the Board’s ability to permit open discussions with members of the audience. Persons requesting to address the Board on matters not on the agenda but within the jurisdiction of the Board should do so under the agenda item Public Comments. Persons requesting to address the Board on an agenda item should register with staff prior to the meeting via e-mail to jguerrer@rivco.org or phone (951) 955-9068. The Chair will impose a 3-minute time limit on all speakers addressing the Board.

NON-EXEMPT MATERIALS Non-exempt materials related to an item on this agenda submitted to the Workforce Development Board after distribution of the agenda packet are available for public inspection on the Riverside County Economic Development Agency Workforce Division’s website at www.rivcoworkforce.com.

POSTED MATERIALS In accordance with the Ralph M. Brown Act, this meeting agenda is posted at least 72 hours prior to the regularly scheduled meeting on the Riverside County Workforce Development Board website (www.rivcoworkforce.com/WDB). The agenda, supporting documents, and all writing received by the Board are public records and can be viewed online, but may not include all available or the most current documentation. All documentation along with the most updated versions can be requested via e-mail to RivCoWDB@rivco.org, by calling (951) 955-9068 or (951) 955-3100.

EXECUTIVE COMMITTEE



ACTION ITEM #2.1

DATE: August 18, 2021

SUBJECT: Amendment to Riverside County Workforce Development Board Bylaws

RECOMMENDATION: That the Riverside County Workforce Development Board approve proposed changes in the attached Riverside County Workforce Development Board Amended Bylaws (Amended Bylaws) and authorize staff to present the Amended Bylaws to the Riverside County Board of Supervisors for approval.

BACKGROUND:

On August 18, 2015, the Riverside County Board of Supervisors established the Riverside County Workforce Development Board (RCWDB) and adopted RCWDB’s Bylaws. The Board of Supervisors’ action was in response to enactment of the Workforce Innovation and Opportunity Act of 2014 (WIOA), which replaced the Workforce Investment Act. RCWDB is a private sector led policy and oversight body that is governed by WIOA and supports economic expansion and the development of the regional workforce. Federal funds received under WIOA are allocated to activities that link resources, people, business, and education, resulting in a competitive workforce. Related programs and services benefit workers and employers in Riverside County. The Riverside County Workforce Development Division (WDD) administrates implementation of WIOA-funded programs and services.

During the six-year period from 2015 to present, changes have occurred which require RCWDB’s Bylaws to be updated. One such change is the restructuring of the Riverside County Economic Development Agency (EDA). WDD was previously a division within the EDA. In early 2020, the EDA was restructured and WDD became part of a new County department. The existing RCWDB Bylaws contain reference to EDA, which need to be updated to reflect the new departmental structure. A second significant change involves the RCWDB’s needs for committees. The existing RCWDB Bylaws stipulate three standing Regional Committees to address workforce development issues relevant to the East, West, and Southwest geographic areas of the County. Recently and particularly in light of changes brought about by the COVID-19 pandemic, members of the RCWDB have expressed a desire for a more flexible committee structure with options to form a variety of work groups based on an array of subject matters, as deemed necessary and appropriate.

As part of Discussion Item No. 4.1 during its June 16, 2021 meeting, the RCWDB Executive Committee discussed these changes and the need to update RCWDB’s Bylaws correspondingly. Additionally, areas of the existing Bylaws that were unclear or had caused confusion and were in need of clarification were also discussed. Following the meeting, WDD staff invited RCWDB members to provide input into changes that were discussed and to recommend any additional changes. Input was received from one individual during the two-and-a-half-week feedback period.

Staff is recommending that the RCWDB Executive Committee approve the attached draft Amended Bylaws, which are tracked/redlined to identify proposed changes. If approved, the draft Amended Bylaws would then be presented to the Riverside County Board of Supervisors for approval.

<p>EXECUTIVE COMMITTEE</p> <p>Date:</p> <p>Approval: Yes/No</p>	<p>BOARD OF SUPERVISORS CONCURRENCE</p> <p>Required: Yes</p>
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Riverside County Workforce Development Board

AMENDED BYLAWS

As of August 18, 2021

WHEREAS, the Workforce Innovation and Opportunity Act (WIOA) of 2014, Public Law 113-128 (hereinafter WIOA), authorizes the expenditure of federal funds for workforce development programs in designated Local Areas (WIOA §3);

WHEREAS, the State of California has designated the County of Riverside (County) as a Local Area (LA); hereinafter referred to as LA;

WHEREAS, the WIOA required the establishment of a Riverside County Workforce Development Board (RCWDB) (WIOA §107) to provide policy guidance and oversight of the workforce development system for the LA;

WHEREAS, the Riverside County Board of Supervisors (BOS), the designated Chief Elected Officials (WIOA §3), hereby established the RCWDB to serve in accordance with the provisions of the WIOA and adopted bylaws for the RCWDB (Bylaws); and

WHEREAS, it is the intent and desire of the BOS to develop the Bylaws and adopt these Bylaws.

NOW, THEREFORE, the BOS hereby adopts Bylaws as follows herein. The Bylaws stated herein are the complete and exclusive statement of the RCWDB Bylaws and supersede all previous versions of any existing bylaws. Any previous bylaws not contained herein shall not be binding and are of no force and effect:

I. RESPONSIBILITIES OF THE RCWDB

The RCWDB shall have the following responsibilities:

- A. Provide policy guidance in the development of the 4-year local workforce strategic plan (Local Plan) and oversight of the One-Stop system, youth activities, employment services to individuals with disabilities and training activities under Title I of WIOA, in partnership with the chief elected officials (WIOA §107 and §108);
- B. Select One-Stop operators also known as America's Job Centers (AJCs) (WIOA §3) with the agreement of the chief elected official (WIOA §107);



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- C. Develop a budget for the purpose of carrying out the duties of the RCWDB subject to the approval of the Board of Supervisors (WIOA §107);
- D. Select eligible youth service providers based on the recommendations of the RCWDB (WIOA §123), Executive Committee, and ~~standing regional~~ related ad hoc committees (as applicable); identify eligible providers of adult and dislocated worker services and training services; and maintain a list of eligible providers with performance and cost information, as required in the WIOA §107;
- E. Negotiate and reach agreement on local performance measures with the Board of Supervisors and the Governor (WIOA §307);
- F. Assist the Governor in developing the statewide and local performance employment statistics system under the Wagner-Peyser Act (WIOA §308);
- G. Coordinate workforce investment activities with economic development strategies and developing business linkages (WIOA §223);
- H. Promote private sector involvement in the county-wide workforce development system through effective convening, brokering, and linkage activities through intermediaries such as the One-Stop operator in the LA, industry sector partnerships or through other organizations to assist businesses in meeting hiring needs (WIOA §129);
- I. Coordinate activities with education and training providers in the local area, including providers of workforce development activities, providers of adult education and literacy activities under Title II, providers of career and technical education as defined in §3 of the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2302) and local agencies administering plans under Title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.); and
- J. Serve in an advisory capacity to the BOS on all matters relating to workforce development and training covered by Title I of the WIOA.
- K. Perform all functions required in Section 107 (d) of WIOA.

II. APPOINTMENT, REAPPOINTMENT AND DISQUALIFICATION OF MEMBERS

- A. The RCWDB shall consist of at least 19 members (minimum required WIOA members) to meet the federal statutory requirements under WIOA appointed by the BOS in accordance with the provisions of WIOA §107.
- B. Minimum membership under WIOA §107 can be met with 19 members:



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- (10) Business Representatives (51%), including the Chair (as more specifically defined in WIOA §107(b))
 - (4) Representatives of the Workforce (20%) (as more specifically defined in WIOA §107(b))
 - (1) Adult Education/Literacy Representative (as more specifically defined in WIOA §107 (b))
 - (1) Vocational Rehabilitation Representative (as more specifically defined in WIOA §107 (b))
 - (1) Higher Education Representative (as more specifically defined in WIOA §107)
 - (1) Wagner-Peyser Representative (as more specifically defined in WIOA §107 (b))
 - (1) Economic Development Representative (as more specifically defined in WIOA §107 (b))
- C. Members shall be appointed for two-year terms and serve at the pleasure of the Board of Supervisors.
- D. If the appointee is a current Workforce Investment Board member, the initial two-year term shall coincide with the members' prior term of appointment.
- E. Each member of the RCWDB shall be entitled to one vote during a regular or called meeting in which said member is present and provided a quorum is present at the time the vote is taken, except that no matter which has direct bearing on services to be provided by that member or their parent organization; this agreement shall not provide for alternate membership.
- F. A proxy may be designated by a member at the beginning of each year to cast votes in the board member's absence. A change of proxy during the course of the year must be requested in writing to the Chairperson prior to a scheduled board meeting. A proxy must formally represent the same member organization as the absent board member.
- G. Membership on the RCWDB shall cease in case of death, resignation, disqualification, failure to be reappointed, and may cease based on attendance. The right of a member to vote and all of his/her rights, title and interest in and to the RCWDB shall cease based on the above mentioned.

Removal or resignation may be a result of:

1. A member is not reappointed after completion of a term;



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2. A member resigning. Members shall offer their resignation in writing to the RCWDB Chairperson, with a copy to the Chairman of the BOS;
 3. A member does not attend meetings such as RCWDB, ~~and~~ Executive Committee, and ~~ad hoc standing Regional C~~committee meetings;
 4. Members may be removed by action of the BOS.
 5. RCWDB members shall be removed in the event any of the following events occur:
 - a) documented violation of a conflict of interest,
 - b) failure to meet RCWDB member representation requirements pursuant to WIOA, and/or
 - c) documented proof of fraud or abuse.
- H. All members must attend at least one-half of the meetings (50%). There are at least four board meetings held each calendar year. Executive Committee meetings are scheduled to respond to matters needing action during the time between RCWDB meetings. Each board member ~~is strongly encouraged to participate in shall join a standing Regional Cone or more ad hoc committees related to their areas of interest and expertise located in their respective region~~. There are at least ~~six-four Regional Cad hoc~~committee meetings ~~in each respective geographic area~~ held each calendar year.
- I. In the event of the occurrence of a vacancy in the membership of the RCWDB, the following procedures shall be followed:
1. The RCWDB shall immediately inform the BOS, through the RCWDB Staff, of the occurrence of such vacancy;
 2. The Staff assigned to the RCWDB will assist the BOS to solicit nominations for membership as defined in the WIOA so as to meet eligibility for one of the mandated membership categories;
 3. Nominations to fill any such vacancy, together with appropriate disclosure statements and documentation, shall be submitted to the BOS for consideration and appointment;
 4. The BOS shall proceed to fill vacancies within 60 days in accordance with the provisions of the WIOA, CUIC Code §15031(e), and the California Government Code 54970 through §54975.



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5. RCWDB members replacing out-going members mid-term will serve the remainder of the out-going member term.

J. Notwithstanding any provisions of law to the contrary, RCWDB members, as public officials, shall be fully subject to any and all provisions of conflict of interest law, whether state, federal or local, including, but not by way of limitation, the provisions of Government Code §1090 et seq. and, Government Code §87100 et seq. A member of the RCWDB, the Executive Committee, or ~~a member of an ad hoc standing~~ committee may not (1) vote on a matter under consideration by the local board (A) regarding the provision of services by such member (or by an entity that such member represents); or (B) that would provide direct financial benefit to such member; or (2) engage in any other activity determined by the governor to constitute a conflict of interest per the State Plan (WIOA §107(h)).

III. FUNCTIONS OF RCWDB OFFICERS

The presiding officers of the RCWDB shall be called Chairperson and Vice Chairperson and shall serve a one-year term starting January 1 and ending December 31. The Chairperson and a Vice Chairperson shall be elected by the RCWDB from the private sector membership. In no instance shall a Chairperson serve more than four consecutive terms or four consecutive years as Chairperson.

A. Functions and responsibilities of the Chairperson shall be as follows:

1. Shall be the official representative and spokesperson of the RCWDB;
2. Shall preside at all meetings of the RCWDB and the Executive Committee of the RCWDB;
3. Shall coordinate with the Head of the Riverside County ~~Economic Development Agency (EDA) Director of the~~ Workforce Development Division (WDD) and/or RCWDB assigned staff in preparing the agenda for RCWDB meetings;
4. Shall call special meetings of the Executive Committee on matters needing action during the time between RCWDB meetings;
5. Shall sign on behalf of the RCWDB all necessary documents; and
6. Perform other responsibilities as determined by the RCWDB.

B. Functions and responsibilities of the Vice Chairperson shall be as follows:



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1. Shall assume all responsibilities of the Chairperson in his/her absence;
2. Shall serve as member-at-large on the Executive Committee; and
3. Perform other responsibilities as directed by the Chairperson.

IV. COMMITTEES ~~STRUCTURE~~

RCWDB's committee structure is set forth herein. RCWDB committees shall comport with WIOA requirements.

A. Ad Hoc Committees

All reference in these Bylaws to "ad hoc committee" or "ad hoc committees" shall have the meaning described in this Section IV(A). The RCWDB Chairperson may create a body or bodies of persons assigned to consider, investigate, take action on, or report on a particular subject matter. Such bodies may be in the form of ~~ad hoc committees~~, task forces, working groups, or any other form as necessary and appropriate; may remain in existence for a duration that is necessary and appropriate; and may convene at a frequency ~~as that is deemed~~ necessary and appropriate ~~to conduct~~. Ad hoc committees may be formed for the purpose of conducting assigned business related to a particular topical area, population, geography, industry, strategic initiative, or any other issues of concern to RCWDB, as deemed necessary and appropriate. Ad hoc committees may also be formed ~~the for~~ processes such as ~~for~~ nominating and electing officers to the RCWDB; reviewing and making recommendations for amendments to the bylaws; and for other processes as deemed necessary and appropriate. ~~purposes such as addressing specific programs, strategic initiatives, and issues of concern to the Board.~~ Unless specified otherwise, ad hoc ~~ad hoc~~ committees shall serve in an advisory capacity only.

The RCWDB Chairperson shall appoint a private-sector member for Chairperson and a private-sector or public-sector member or non-member for Vice Chairperson of the ad hoc committees. The term of ad hoc committee Chairpersons and Vice Chairpersons shall correspond with the term of the appointing RCWDB Chairperson. The Chairperson may appoint individuals, including board members and non-members, to various ad hoc committees of the RCWDB, as appropriate. A staff member of the Administrative Entity will be assigned to work with the respective ad hoc committees. ~~Ad hoc~~ ad hoc committees shall report on their activities to the RCWDB and/or Executive Committee on a regular basis and may be dissolved at any time by the Chairperson of the RCWDB.

B. Executive Committee

The Executive Committee shall be composed of the RCWDB Chairperson, ~~the RCWDB and Vice Chairperson of the RCWDB, the Chairpersons of the standing Regional Committees,~~



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the past RCWDB Chairperson, the Chairpersons of the ad hoc committees, one at-large RCWDB member, one representative from labor, and one from education. Ad hoc Regional Committee Chairpersons, at-large Executive Committee member, labor representative, and the education representative shall be appointed by the RCWDB Chairperson on an annual basis and their terms shall correspond with the term of the appointing RCWDB Chairperson. In the event that one individual is qualified to hold two seats on the Executive Committee, the RCWDB Chairperson may appoint a private sector replacement from the RCWDB.

The functions and responsibilities of the Executive Committee shall be as follows:

1. Shall act on behalf of the RCWDB on matters needing action during the time between RCWDB meetings;
2. Shall, in the absence of the RCWDB Chairperson and Vice Chairperson, designate a member of the Executive Committee to preside over the RCWDB and Executive Committee meetings;
3. Shall receive ~~standing and~~ ad hoc committee reports and act on recommendations for the RCWDB;
4. Shall assist the Chairperson in setting agendas for regularly scheduled RCWDB meetings;
5. Shall coordinate RCWDB activities with the County through the RCWDB Coordinator;
6. Shall oversee the participation of RCWDB members and recommend to the RCWDB those members who should be removed for cause as outlined herein;
7. Fulfill legislative requirements of the WIOA; and
8. Perform other responsibilities as may be designated by the RCWDB.

~~A. Standing Regional Committees~~

~~The standing regional committees as deemed necessary and appropriate by WIOA are committees responsible for assisting the RCWDB in carrying out its functions relative to regional workforce matters to include One-Stop partner services, youth services, and individuals with disabilities services.~~

~~The three standing Regional Committees are:~~



- ~~Eastern Regional Committee — Indio~~
- ~~Southwest Regional Committee — Murrieta~~
- ~~Western Regional Committee — Riverside~~

~~The committees shall be chaired by a member of the RCWDB, may include other RCWDB members and shall include other RCWDB appointees who are not RCWDB members and who have appropriate experience and expertise (WIOA §107(b)(4)). A staff member of the Administrative Entity will be assigned to work with the committees. The committees shall report on their activities to the RCWDB on a regular basis.~~

V. STAFF, OFFICE, AND BUDGET

- A. The following ~~Workforce Development Division Economic Development Agency (EDA-WDD)~~, herein referred to as the Administrative Entity) RCWDB positions will be designated as staff to the RCWDB:
1. RCWDB Executive Director
 2. RCWDB Deputy Director
 3. ~~EDA-WDD~~ Principal Development Specialist
 4. ~~EDA-WDD Supervising~~ Development Specialist
 5. RCWDB Coordinator
 6. Secretary to the RCWDB
- B. The Administrative Entity shall establish the staff positions for the RCWDB, designating such positions as it may deem appropriate. The Administrative Entity may solicit applications for employment and hire and employ persons to fill such positions in accordance with the established personnel procedures of the County.
- C. The Assistant Director of County ~~EDA-WDD~~ also known as the RCWDB Executive Director, shall direct said RCWDB staff and office support, in accordance with the personnel policies and procedures of County, shall select and hire said staff, the members of which shall be employees of the County.
- D. The Administrative Entity shall annually adopt an operational budget that shall provide for the necessary staff, office and material support for grant administration and program support.
- E. Such operational budget shall provide the necessary staff, office and material support determined by the Administrative Entity and the RCWDB to be necessary for the proper and effective discharge of the RCWDB functions and duties as contained herein.

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VI. OPERATIONAL PROCEDURES

A. RCWDB as a Public Entity

The County is a public entity created and existing under California law, and the RCWDB shall, therefore, operate as a public body, consistent with the laws of the State of California which govern public meetings and State conflict of interest laws, and specifically including the provisions of the Ralph M. Brown Act, Government Code §54950 et seq.

B. Meeting Schedules of Actions

The RCWDB shall meet not less than two times a year at such place as the Chairperson may designate on the date set by resolution for the transaction of such business as may properly come before the meeting. All meetings of the RCWDB, the RCWDB Executive Committee, and ad hoc committees, including and without limitations, regular, adjourned regular and special meetings shall be called, noticed, held and conducted in accordance with the provisions of the Ralph M. Brown Act, California Code §54960 et seq., as amended.

C. Quorum for the RCWDB

Fifty-one percent (51%) of the existing RCWDB members and RCWDB Executive Committee (not including vacancies) shall constitute a quorum for transaction of business and action may be taken provided such quorum is preserved; provided however, a member with a conflict of interest in connection with a matter before the RCWDB must leave the room while that matter is being discussed, heard or acted upon, and that member cannot be counted toward the quorum for that matter.

D. The Administration of Grants and Funds

The administration of all grants or other funds awarded to the County shall be the responsibility of the County, whose responsibility shall include expressing grant interest and submission of grant applications, preparation and submittal of grant documents, receipt of funds or awards, dispersal of funds, auditing of funds, audit resolutions, reporting, monitoring, evaluating and the closing out of programs.

E. Reimbursement of Expenses

RCWDB members shall be entitled to mileage reimbursement to and from all RCWDB activities, and for all other reasonable expenses incurred while on RCWDB

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business. Said reimbursement shall be in the form and manner of reimbursement provided to County department heads.

F. Sunshine Provision

The local board shall make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the local board. (WIOA §107(e)).

VII. CERTIFICATE OF SECRETARY

I certify that I am the duly appointed and acting Secretary of the Riverside County Workforce Development Board and that the above Bylaws, consisting of ## pages, are the Bylaws of the Riverside County Workforce Development Board as adopted by the Board on month day, 2021 and further approved by the Riverside County Board of Supervisors on month day, 2021, and that they have not been amended or modified since that date.

Executed on month day, 2021 at Riverside, California.

By: _____
Name here, Secretary

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