



Riverside County Workforce Development Executive Committee Meeting AGENDA

***Wednesday, October 21, 2020
11:30 a.m. – 1:00 p.m.***

On the day of the meeting, 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: 926 8833 2528 **Password:** 92507

Online: <https://zoom.us/j/92688332528?pwd=d2N1SGJqVXRQZUhoZG52dE4yQ3cyUT09>

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

One tap mobile: +16699009128,,92688332528#,,1#,,92507#

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.

Jamil Dada
WDB Chairperson
Carrie Harmon
WDB Executive Director



Patrick Ellis
WDB Vice Chairperson
Leslie Trainor
WDB Deputy Director

Riverside County Workforce Development Executive Committee Meeting AGENDA

Wednesday, October 21, 2020
11:30 a.m. - 1:00 p.m.

WELCOME

1.1 Call to Order and Self Introductions Jamil Dada

ACTION ITEMS

2.1 Approve the Minutes from August 19, 2020 All
2.2 Approve Moreno Valley ERC as Comprehensive AJCC Loren Sims

REPORTS

3.1 Federal/State Report Jamil Dada
3.2 Chairperson's Report Jamil Dada
3.3 Executive Director's Report Carrie Harmon
3.4 Status of Service Delivery Leslie Trainor

DISCUSSION ITEMS

4.1 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@rivcoeda.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.

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 August 19, 2020

WDB Chair Jamil Dada called the meeting to order at 10:33 a.m.

Members in Attendance

Jamil Dada	Ricardo Cisneros	Morris Myers	Mary Jo Ramirez
Patrick Ellis	Rosibel Ochoa	Layne Arthur	

Members Absent

Sonia Nunez			
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Guests

Talisha Pitts	Ryan Cantes	Tracy Tillman	Jackie Melendez
Andrea Richards			

Staff

Carrie Harmon	Leslie Trainor	Stephanie Adams	Jasmine Guerrero
Cathy Lovell	Angela Hines	Wendy Frederick	Leah Deslata-Soliva
Carolina Garcia			

Action Item: 2.1

Motion: that the Workforce Development Board (WDB) approve the June 17, 2020, meeting minutes.

Moved by	Morris Myers	Second by	Patrick Ellis	Abstain	none
Vote	Aye	7	No	Abstain	
Status	Approved				

Reports :

Federal and State Report

3.1 Jamil Dada	No new updates for workforce and labor. No new funding bills have been passed for our programs. These will probably be taken up after the elections. For the state there has also been no movement for our programs.
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Chair's Reports

3.2 Jamil Dada	Jamil thanked everyone for their support during his absence
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Executive Director's Reports

3.3 Carrie Harmon	Carrie tabled her report to the Workforce Development Board meeting scheduled for 11:30 A.M. She informed member the county is going through its budget and if anything comes up that may affect Workforce, she would let everyone know.
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Status of Service Delivery

3.4 Leslie Trainor	<p>Leslie informed everyone the workforce Development Centers (WDC) continue to be closed to the public. Staff is completing their duties by partial telecommuting on Monday, Wednesday, and Fridays. Staff is responding to our customers via phone and emails. We are providing cameras and microphones so our career coaches can interact with the clients on virtual platforms. We are setting up virtual studios in each of our three WDCs to simulcast our workshops and training. We are seeing some of our clients by appointments.</p> <p>Indio has made its center available to a business to use recruitments and hiring events. We are providing this service on a limited basis in order to control traffic into the centers. The county is looking to open county offices on September 8, 2020, in a limited capacity. Our administrative team has equipped all our centers with plexiglass protection, hands free sanitizer stations, and floor spacing decals to control client distancing.</p>
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<p>Jackie Melendez</p>	<p>Jamil asked Jackie to give a brief update on the Moreno Valley Employment Resource Center (MoVal ERC). WDB is moving forward with its efforts to have the MoVal ERC become a fully functional America's Job Center of California (AJCC).</p> <p>Jackie reported the ERC continues to stay open during the COVID emergency. Their numbers are staying steady to 2019. Workforce clients and veterans are being serviced through virtual communications. Businesses are also requesting more hiring events be held at the ERC. They are looking at coordinating drive hiring events. We are also preparing for the time we have to fully open our doors again. To that end we have upgraded our internet service and purchased updated computers in our center. We are doing everything to keep our staff safe and creating a safe environment.</p>
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Discussion Item:

Riverside County Information Technology (RCIT) Budget Presentation

<p>4.1 Angela Hines Cathy Lovell</p>	<p>Angela introduced Tracy Tillman to the WDB and had her explain the RCIT benefits. Tracy is the Deputy Director for RCIT and she shared with the WDB the benefits it receives by being part of RCIT. She explained the hidden items and benefits people do not take into account when they turn their computers on, i.e., county desk phone system, faxes, internet connections, firewalls, enterprise applications such as peoplesoft, 24/7 monitoring for security, mail, laptop and desktop support.</p> <p>Leslie explained the how Workforce Development was placed under Housing Homelessness Prevention and Workforce Solutions (HHPWS) after the Economic Development Agency (EDA) was taken apart and restructured.</p> <p>Carrie explained with the restructure workforce became a smaller department and received an immediate cost saving. Cathy the initial allocation for workforce was submitted as a whole, after the restructure the costs had to split between the three new departments. The allocations were broken down into components. Cathy explained some of the costs we had in the past. A weighted average was performed using the hourly rates that were created for each of the services and they allocated the total allocation for the agency into those specific pots of services.</p> <p>We found during this year's inventory that no actual inventory was done in the past several years. Inventory counts from past counts were being reused and nothing matched. We use employee counts to allocate the specific costs to the new structured. We worked with RCIT to get good allocation costs to allow us to break away from the old agency and provide a revised allocation for each new department that was formed. Workforce Developments share of the costs is now \$499,000. A five-year history was provided so WDB members could see the cost savings.</p>
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Member Initiatives

<p>Rosibel Ochoa</p>	<p>Waiting for more information to provide to members on the grant that was submitted to CAREs for provision of specialized services to assist businesses affected by the pandemic. The grant is for \$1 million to provide direct contact to businesses to support 1,000 businesses over the next 18 months to provide training to help them sty/become competitive.</p>
<p>Ricardo Cisneros</p>	<p>Labor continues to move forward with its high road partnerships. The one with Stater Brothers to electrify its fleet and refuels to minimize pollution and also create jobs. We need build charging stations in the Inland Empire. We are looking at duplicating this with Goldstar foods, which supplies our schools. We are also trying to bring in a manufacturing company that builds these electric trucks.</p> <p>We are working with Inland Empire Trade Tech and others to bring in funding to build the trade school. Our current location for the building is Jurupa Valley City. Right now, we have everything is on track and we are building our curriculum.</p>
<p>Morris Myers</p>	<p>Mt San Jacinto College (MSJC) started their fall classes August 18, 2020. Enrollments are flat which is good. We are 98 percent online with our classes. Only 2 percent of our classes need on hands training and those are medical labs and automotive. Our new building is coming along, and we are looking to start having limited classes in January 2021.</p>
<p>Mary Jo Ramirez</p>	<p>California Family Life Centers (CFLC) Youth Opportunity Center (YOC) continues to have their program and is using all the preventive measures to protect everyone. They are involved in the "Mask Is Medicine" program and assist by helping them pass our protective masks to the community. Our Youth Build program is up and running through the pandemic. We are having great results with this program.</p>

	<p>Our Medical Scrip Program is getting ready to launch. This program helps give young adults a pathway into the medical field. The Youth Community Corp (YCC) has launched countywide and YOCs are the central point-of-contact. Workforce has created a site for the young adults to begin the application process. In the first week we had 417 young adults apply to be part of the program. CFLC has roughly 67 identified public nonprofits are interested in being part of the program. We will be placing the applicants in jobs very soon. This program is also assisting adults affected by layoffs due to COVID 19. They are able to assist this program as supervisors and mentors during the pandemic.</p>
Layne Arthur	<p>The East committee met on July 29, 2020, and he recapped an endorsement request from a presenter. The presenter is requesting Riverside and San Bernardino WDC endorse their work readiness tool, The Inland Empire Essential Skills Certification Tool. Layne requested guidance on how to proceed with an endorsement from the Executive Committee. Leslie will revisit her notes for next steps but did not recall any actions steps needed. Wendy explained the program in more detailed. She will see if the training providers will need to be on the state's Eligible Trainer Provider List. Staff will follow up on this item.</p> <p>Layne presented information regarding the unemployment rate in Coachella Valley as it compares to the overall rate for Riverside County and Coachella shows a 3 percent up tick. We will have to work hard to get people employed after the pandemic restrictions are lifted.</p> <p>Cal State Palm Desert is competition with five other locations to become the next California State University Campus to be adopted. Palm Desert is statistically and financially ahead of everyone and would like our endorsement for the CSU effort. Leslie and staff will look into the effort and will follow up on any action needed.</p>
Patrick Ellis	<p>Tabled his report until the WDB meeting at 11:30 a.m.</p>

Public Comments	
	None

Adjourned: 11:22 a.m.

EXECUTIVE COMMITTEE



ACTION ITEM #2.2

DATE: October 21, 2020

SUBJECT: Designation of the Moreno Valley Employment Resource Center (MVERC) as a Comprehensive America’s Job Center of California (AJCC)

BACKGROUND: In 2012, the City of Moreno Valley in partnership with the Riverside County Workforce Development Board established the MVERC to assist the residents and businesses of the Moreno Valley area with employment services as part of the recovery from the Great Recession. Since 2017, the MVERC served 41,952 job seekers and 1,948 businesses. Since the inception of the MVERC total employment has more than doubled in Moreno Valley adding more than 20,000 jobs.

The City of Moreno Valley is requesting to change the designation of the MVERC from an Access Point to a Comprehensive AJCC to increase the level of services being delivered at the MVERC. The State of California Workforce Services Directive 18-12 and the Riverside County Workforce Development Policy 10-11 established the requirements of designating and establishing AJCCs.

An Access Point is a location where job seekers and businesses receive information on WIOA orientations, workshops, self-service to computers and referrals to comprehensive AJCC’s for enrollment in training. A comprehensive AJCC is a location where job seekers and businesses can access the programs, services and activities of all the WIOA required partners such as the California Employment Development Department (EDD) Workforce Services Division and Department of Rehabilitation (DOR), Community Colleges, Adult Education, Job Corps, Senior Community Service and Temporary Assistance to Needy Families.

	Access Point AJCC	Comprehensive AJCC
Business Services	X	X
WIOA Orientations	X	X
Workshops	X	X
Self -Service Computers	X	X
Referrals to Training	X	
Enrollment in Individual Career Counseling and Support Services		X
Enrollment in Vocational and On-the-Job Training		X
Co-Location or electronic access to WIOA required Partners		X

To designate the MVERC as a Comprehensive AJCC a meeting with the required Partners of the WIOA Memorandum of Understanding would need to be convened to discuss the location, staffing, shared customers, shared costs, the MOU and additional items necessary to complete the process. Second, the Comprehensive AJCC must provide access to the WIOA required partners’ services through co-location, cross-information sharing or direct access through real-time technology such as instant messaging, Zoom (or other platforms) or an Internet portal.

The MVERC has WIOA services co-located and the remaining services are being proposed to be provided through direct access, additional co-location where possible and through the Riverside County Workforce Development website. Designated computers within the MVERC are proposed to have direct access through Skype, ZOOM, WebEx and other virtual communication platforms to provide one-on-one interaction by appointment and are proposed to provide access to videos and other on-line resources available from the required partners and other Workforce Development partners.

Due to MVERC's proximity to the Riverside Workforce Development Center (WDC) and limitations in staffing, the EDD Workforce Services Division are unable to co-locate within the MVERC, however, the self-service computers are proposed to have direct links to CalJobs and a phone bank where customers can access the EDD Unemployment Insurance. Additional EDD Workforce Services are proposed to be offered through direct access on-line communication resources previously mentioned.

If approved, a revised MOU with the City of Moreno Valley will be executed to establish the MVERC as a Comprehensive AJCC and a modification to the Riverside County WIOA MOU will be executed establishing the change from an Access Point to a Comprehensive AJCC. The MVERC will be certified to meet the Hallmarks of Excellence and staff at the MVERC will be provided additional training and resources of the partner agencies. Finally, the MVERC will be included in the functions and activities of the Riverside County AJCC One-Stop Operator and will have regularly scheduled partner meetings to communicate AJCC activities and facilitate seamless service delivery.

The current Memorandum of Understanding with the City of Moreno Valley defines the roles and obligations between the City of Moreno Valley and the Riverside County Workforce Development Department. Specifically, the City provides and pays for facility, operating expenses, an on-site manager and an office assistant, and provides oversight of the day-to-day operations of the MVERC. The County in conjunction with the City provides two additional fulltime employees for Career Services and Business Services and additional on-site supervision. The revised MOU with the City would retain those arrangements, while amending the designation from Access Point to Comprehensive AJCC.

This agenda item was discussed at the Riverside County Workforce Development Board on August 19, 2020.

<p>EXECUTIVE COMMITTEE</p> <p>Date:</p> <p>Approval: Yes/No</p>	<p>BOARD OF SUPERVISORS CONCURRENCE</p> <p>Required: Yes/No</p>
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