



Riverside County Workforce Development Executive Committee Meeting Agenda

*Wednesday, February 9, 2022
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: 834 3282 7929 **Password:** 92507

Online: <https://us06web.zoom.us/j/83432827929?pwd=ZzR6KytrcFNCdm80ZHAvV1lQQ09KZz09>

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

One tap mobile: +12532158782,,83432827929# US

Find your local number: <https://us06web.zoom.us/j/83432827929?pwd=ZzR6KytrcFNCdm80ZHAvV1lQQ09KZz09>

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

Wednesday, February 9, 2022
10:30 a.m. - 11:30 a.m.

WELCOME

1.1 Call to Order and Self Introductions Patrick Ellis

ACTION ITEMS

2.1 Approve the Minutes from December 8, 2021 Leslie Trainor
2.2 Resolution Authorizing Remote Teleconference Meetings Leslie Trainor
2.3 Restructuring WDB Committees Leslie Trainor
2.4 WIOA Youth Opportunity Center Operations Funding Recommendation Carolina Garcia
2.5 Youth and Young Adult Entrepreneur Training Services Carolina Garcia

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 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@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.

Patrick Ellis
WDB Chairperson

Carrie Harmon
WDB Executive Director



Jamil Dada
WDB Vice Chairperson

Leslie Trainor
WDB Deputy Director

Infinite Opportunity, Lasting Prosperity

Executive Committee: Minutes December 08, 2021

Patrick Ellis, Chairperson called the meeting to order at 11:04a.m.

Members in Attendance

Connie Golds	Diane Strand	Jamil Dada	Mary Jo Ramirez
Ricardo Cisneros	Ricardo Cisneros		

Members Absent

Morris Myers	Dr. Rosibel Ochoa		
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Guests

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Staff

Carolina Garcia	Carrie Harmon	Heidi Marshall	Janice Simmons
Jasmine Guerrero	Jason Tang	Leslie Trainor	Valeria Lopez
Stephanie Adams	Sylvia Walker	Tammy Mathis	Karsyn Moore
Cheryl Mahayni			

Action Item 2.1: Approve Meeting Minutes for April, June, August, October 2021						
Motion: Patrick Ellis						
Moved by	Jamil Dada	Second by	Ricardo Cisneros	Abstain	None	
Vote	Aye	6	No	0	Abstain	0
Status	Approved					
Discussion						

Action Item 2.2: Resolution 2021-002, Authorizing Remote Teleconference Meetings						
Motion: Patrick Ellis						
Moved by	Ricardo Cisneros	Second by	Diane Strand	Abstain	None	
Vote	Aye	6	No	0	Abstain	0
Status	Approved					
Discussion						
Leslie Trainor	Resolution Template base on template by County Counsel. Teleconference meetings are easily accessible to everyone. Gave brief explanation of the Background. The WDB is governed by the Workforce Innovation and Opportunity Act of 2014 (WIOA).					
Ricardo Cisneros	There was a question at prior meeting with regards to re-visiting this every 30-days.					

Reports:	
3.1 Chairperson's Report	
Patrick Ellis	Strategic Planning Session that was held on November 09, 2021, was found very helpful and useful to the Group. A second Session is planned for early 2022 (1 st Quarter – TBA)
3.2 Federal and State Report	
Jamil Dada	Build, Back, Better (BBB) Act was passed in the House, but not the Senate. President originally stated that \$100B will be set aside, but now it is \$40B will go towards Workforce. We shall remain hopeful with what will pass.

3.3 Executive Director's Report

Carrie Harmon	In the interest of time, Carrie wanted to keep it brief, advising that she is looking forward to 2022.
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3.4 Operations Report

Leslie Trainor	Leslie shared graph of the Unemployment Rate 03.01.2020 – 10.01.2021 for the USA, Sate and Riverside County (comparison). How unemployment peaked in April and May of 2020 due to COVID and how it continued to decline and began leveling off through Oct. 01, 2021. Number of unemployed as of October 2021 was 70,500/Unemployment Rate 6.3% in Riverside County. Then, reviewed the Percentage of Recovery.
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Discussion Items

Ricardo Cisneros	Regarding jobs during COVID times, 8 close friends had quit their jobs to open their own businesses. Some of them were laid off.
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Carrie Harmon	Many younger were balancing childcare during this time.
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Member Initiatives 4.4

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Adjourned: 11:25am

EXECUTIVE COMMITTEE

ACTION ITEM # 2.2

SUBMITTAL DATE: February 9, 2022

SUBJECT: Approve the attached Resolution No. 2022-001, A Resolution of the Riverside County Workforce Development Board Authorizing Remote Teleconference Meetings of the Legislative Bodies of the Riverside County Workforce Development Board for the Period February 9, 2022, through March 8, 2022, Pursuant to the Ralph M. Brown Act (Resolution No. 2022-001).

RECOMMENDATION: That the Riverside County Workforce Development Board (WDB) Executive Committee approve, on behalf of the WDB, Resolution No. 2022-001.

BACKGROUND:

The Riverside County Workforce Development Board (WDB) is a private sector led policy and oversight body that supports economic expansion and the development of the regional workforce. The WDB is governed by the Workforce Innovation and Opportunity Act of 2014 (WIOA). 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.

On March 4, 2020, Governor Newsom declared a state of emergency due to COVID-19. The Governor also issued Executive Orders that suspended certain provisions of the Brown Act. Because the WDB is subject to the Brown Act, WDB meetings were directly impacted.

The Brown Act generally requires that meetings of the WDB and its committees be open and public and that all persons be permitted to attend and participate. The Brown Act allows for meetings via teleconference as long as certain requirements are met. One such requirement is that each teleconference location must be accessible to the public and that members of the public be allowed to address the WDB at each teleconference location.

The Governor's COVID-related Executive Orders temporarily suspended these teleconference requirements, allowing the WDB to hold teleconference meetings without opening all teleconference locations to the public. This arrangement is known as abbreviated teleconferencing procedures.

On September 16, 2021, the Governor signed Assembly Bill 361 (AB 361). Among other things, AB 361 allows the WDB to continue use of abbreviated teleconferencing procedures, subject to certain conditions. One such condition is the existence of a gubernatorial-declared state of emergency. Another condition is that the WDB must formally specify the need to continue use of abbreviated teleconferencing initially and then every 30 days thereafter. The formal specification can be accomplished by adopting a related Resolution. The WDB Executive Committee, on behalf of the WDB, approved the initial resolution on October 20, 2021 (Resolution No. 2021-001). A second 30-day extension was approved on December 8, 2021 (Resolution No. 2021-002). This action item is requesting approval for a subsequent resolution allowing for an additional 30-day extension.

(Continued on next page)

The attached Resolution No. 2022-001 is based on a template provided by Riverside County Counsel. The Resolution incorporates language and motions required to satisfy AB 361 conditions and allows continued use of abbreviated teleconferencing procedures at meetings of the WDB and its committees. Staff recommends that the WDB approve Resolution No. 2022-001. Once approved, the WDB must then approve related resolutions every 30 days during the state of emergency in order to continue use of abbreviated teleconferencing procedures.

Executive Committee Date: Approval:	Board of Supervisors Concurrence Required: No
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RESOLUTION NO. 2022-001

**A RESOLUTION OF THE RIVERSIDE COUNTY WORKFORCE DEVELOPMENT BOARD
RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS
OF THE LEGISLATIVE BODIES OF THE RIVERSIDE COUNTY WORKFORCE
DEVELOPMENT BOARD FOR THE PERIOD FEBRUARY 9, 2022, THROUGH MARCH 8,
2022, PURSUANT TO THE RALPH M. BROWN ACT.**

WHEREAS, all meetings of the Riverside County Workforce Development Board and its legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and view the legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions and requirements; and

WHEREAS, a required condition of Government Code section 54953(e) is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558(b); and

WHEREAS, a further required condition of Government Code section 54953(e) is that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body holds a meeting to determine or has determined by a majority vote that meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, on March 4, 2020, Governor Newsom issued a Proclamation of a State of Emergency declaring a state of emergency exists in California due to the threat of COVID-19, pursuant to the California Emergency Services Act (Government Code section 8625); and,

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-07-21, which formally rescinded the Stay-at-Home Order (Executive Order N-33-20), as well as the framework for a

1 gradual, risk-based reopening of the economy (Executive Order N-60-20, issued on May 4, 2020) but did
2 not rescind the proclaimed state of emergency; and,

3 **WHEREAS**, on June 11, 2021, Governor Newsom also issued Executive Order N-08-21, which set
4 expiration dates for certain paragraphs of the State of Emergency Proclamation dated March 4, 2020, and
5 other Executive Orders but did not rescind the proclaimed state of emergency; and,

6 **WHEREAS**, as of the date of this Resolution, neither the Governor nor the state Legislature have
7 exercised their respective powers pursuant to Government Code section 8629 to lift the state of emergency
8 either by proclamation or by concurrent resolution the state Legislature; and,

9 **WHEREAS**, the California Department of Industrial Relations has issued regulations related to
10 COVID-19 Prevention for employees and places of employment. Title 8 of the California Code of
11 Regulations, Section 3205(5)(D) specifically recommends physical (social) distancing as one of the
12 measures to decrease the spread of COVID-19 based on the fact that particles containing the virus can travel
13 more than six feet, especially indoors; and,

14 **WHEREAS**, on October 20, 2021, the Riverside County Workforce Development Board previously
15 adopted Resolution No. 2021-001, finding that the requisite conditions existed for the Riverside County
16 Workforce Development Board and its legislative bodies to conduct remote teleconference meetings
17 without compliance with Government Code section 54953 (b)(3), as authorized by Section 54953(e); and,

18 **WHEREAS**, on December 8, 2021, the Riverside County Workforce Development adopted
19 subsequent Resolution No. 2021-002 allowing for a 30-day extension for the Period of December 8, 2021,
20 through January 7, 2022, to the initial Resolution No.2021-001.

21 **WHEREAS**, as a condition of extending the use of the teleconferencing provisions for another 30
22 days beyond the Resolution No. 2021-002 adopted on December 8, 2021, pursuant to Government Code
23 Section 54953(e), the Riverside County Workforce Development Board must reconsider the circumstances
24 of the state of emergency that exists and find that either the state of emergency continues to directly impact
25 the ability of the members to meet safely in person or state or local officials continue to impose or
26 recommend measures to promote social distancing; and,

27 **WHEREAS**, the Riverside County Workforce Development Board has reconsidered the
28 circumstances of the state of emergency and finds that state or local officials continue to impose or

1 recommend measures to promote social distancing, based on the California Department of Industrial
2 Relations regulations related to COVID-19 Prevention, specifically, Title 8 of the California Code of
3 Regulations, Section 3205(5)(D), continuing to remain in effect; and,

4 **WHEREAS**, as a consequence, the Riverside County Workforce Development Board does hereby
5 find that it and its legislative bodies may continue to conduct their meetings by teleconferencing without
6 compliance with Government Code section 54953 (b)(3), pursuant to Section 54953(e), and that such
7 legislative bodies shall comply with the requirements to provide the public with access to the meetings as
8 prescribed by Government Code section 54953(e)(2).

9 **NOW, THEREFORE, BE IT RESOLVED, FOUND AND ORDERED** by the Riverside County
10 Workforce Development Board, by and through its Executive Committee, in regular session assembled
11 on February 9, 2022, does hereby resolve as follows:

12 Section 1. Recitals. All of the above recitals are true and correct and are incorporated into this
13 Resolution by this reference.

14 Section 2. Reconsideration of the State of Emergency. The Riverside County Workforce
15 Development Board has reconsidered the circumstances of the state of emergency that continues to exist
16 and was proclaimed by the Governor through a State of Emergency Proclamation on March 4, 2020.

17 Section 3. State or Local Officials Continue to Impose or Recommend Measures to Promote
18 Social Distancing. The Riverside County Workforce Development Board hereby proclaims that state
19 officials continue to impose or recommend measures to promote social (physical) distancing based on the
20 continuance of California Department of Industrial Relations regulations related to COVID-19 Prevention
21 through Title 8 of the California Code of Regulations, Section 3205(5)(D).

22 Section 4. Remote Teleconference Meetings. The Riverside County Workforce Development
23 Board and any of its legislative bodies are hereby authorized and directed to take all actions necessary to
24 carry out the intent and purpose of this Resolution including, conducting open and public meetings in
25 accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

26 Section 5. Effective Date. This Resolution shall take effect immediately upon its adoption and
27 shall be effective until the earlier of (i) March 8, 2022, or (ii) such time the Riverside County Workforce
28 Development Board adopts a subsequent resolution in accordance with Government Code section

1 54953(e)(3) to extend the time during which its legislative bodies may continue to teleconference without
2 compliance with Section 54953(b)(3).

3 ADOPTED this 9th day of February 2022 by the Riverside County Workforce Development Board,
4 by and through its Executive Committee, by the following vote:

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6 YES:

7 NO:

8 ABSENT:

9 ABSTAIN:

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EXECUTIVE COMMITTEE



ACTION ITEM # 2.3

DATE: February 9, 2022

SUBJECT: Eliminating Regional Committees of the Riverside County Workforce Development Board (WDB) and Removing Regional Committee Meetings from the WDB's 2022 meeting calendar.

RECOMMENDATION: That the WDB Executive Committee approve elimination of WDB Regional Committees as set forth in the proposed WDB Amended Bylaws that were approved by the WDB Executive Committee on October 20, 2021 (Amended Bylaws), subject to approval of the Amended Bylaws by the Riverside County Board of Supervisors; and authorize staff to update the 2022 meeting calendar to reflect the elimination of Regional Committee meetings and the addition of Ad Hoc Committee meetings as appropriate.

BACKGROUND:

On August 18, 2015, the Riverside County Board of Supervisors established the WDB and adopted the WDB'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. WDB 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.

The WDB's existing 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 WDB 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.

During meetings on June 16 and August 18 of 2021, the WDB Executive Committee discussed utilizing Ad Hoc Committees in lieu of Regional Committees, as well as corresponding amendments to the WDB Bylaws. On October 20, 2021, the WDB Executive Committee approved the proposed Amended Bylaws, a redlined copy of which is attached hereto. The proposed Amended Bylaws change, among other things, the composition of WDB Committees by eliminating Regional Committees and instead allowing for discretionary formation of Ad Hoc committees. The proposed Amended Bylaws require approval from the Riverside County Board of Supervisors in order to become effective. Staff anticipate presenting the proposed Amended Bylaws to the Board of Supervisors on or near their March 1, 2022, meeting date.

(Continued on next page)

On December 8, 2021, the WDB Executive Committee approved the WDB 2022 Meeting Calendar, which includes Regional Committee meetings. A copy of the approved WDB 2022 Meeting Calendar is attached hereto.

Staff recommends that the WDB Executive Committee approve the elimination of Regional Committees effective as of the date the Riverside County Board of Supervisors approves the Amended Bylaws. Staff further recommend that the WDB Executive Committee authorize staff to update the WDB 2022 calendar to remove corresponding Regional Committee meetings and add Ad Hoc meetings as appropriate.

EXECUTIVE COMMITTEE Date: Approval: Yes/No	BOARD OF SUPERVISORS CONCURRENCE Required: Yes/No
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Riverside County Workforce Development Board's 2022 Meeting Calendar

JANUARY				
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MARCH				
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SEPTEMBER				
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OCTOBER				
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NOVEMBER				
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DECEMBER				
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Deleted Regional Meetings:
-March 9th, 16th & 17th

Deleted Regional Meetings:
-May 4th, 11th & 26th

Deleted Regional Meetings:
-July 6th, 13th & 28

Deleted Regional Meetings:
-Sept. 14th, 21st & 22nd

Deleted Regional Meetings:
-Nov. 2nd, 9th & 17th

- Riverside County Works 501(c)3 Board of Director Meetings (9:30 am-10:30 am or 10:30am-11:30am)* Time depends on Executive Committee & Workforce Development Board Meetings (Ex Com 10:30 am-11:30 am; WDB 11:30 am-1:00pm)
- Executive Committee & Workforce Development Board Meetings (Ex Com 10:30 am-11:30 am; WDB 11:30 am-1:00pm)
- Executive Committee (11:30 am-1:00 pm)
- Ad-Hoc Committee (11:30 am-1:00 pm)
- Ad-Hoc Committee (11:30 am-1:00 pm)
- Ad-Hoc Committee (11:30 am-1:00 pm)
- Youth Ad-Hoc Committee (2:00 pm-3:00 pm)



Jasmine Guerrero,
WDB Coordinator

jguerrero@rivco.org

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Direct: (951) 955-9068

Office: (951) 955-3100
1325 Spruce Street Suite 400
Riverside, CA 92502

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*Depending on COVID related circumstances, meetings may be held in person, virtually, or both. **Revised 2/09/2022 JG



Riverside County Workforce Development Board

AMENDED BYLAWS

As of October 20, 2021

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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. 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);
- C. Select eligible One-Stop Operators (WIOA §3) of the Riverside County America’s Job Centers (AJCs) with the agreement of the chief elected official (WIOA §107);

Moved (insertion) [1]

Deleted: Select One-Stop operators also known as America’s Job Centers (AJCs) (WIOA §3) with the agreement of the chief elected official (WIOA §107);

Moved up [1]: 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 (WIOA §123);

Deleted: based on the recommendations of the RCWDB

Deleted: and standing regional committees,

E. 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;

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F. Negotiate and reach agreement on local performance measures with the Board of Supervisors and the Governor (WIOA §307);

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G. Assist the Governor in developing the statewide and local performance employment statistics system under the Wagner-Peyser Act (WIOA §308);

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H. Coordinate workforce investment activities with economic development strategies and developing business linkages (WIOA §223);

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I. 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 Local Area, industry sector partnerships or through other organizations to assist businesses in meeting hiring needs (WIOA §129);

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J. 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.);

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K. Serve in an advisory capacity to the BOS on all matters relating to workforce development and training covered by Title I of the WIOA; and

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L. Perform all functions required in Section 107 (d) of WIOA.

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II. APPOINTMENT, REAPPOINTMENT AND DISQUALIFICATION OF MEMBERS

A. The RCWDB shall consist of no less than 19 members (WIOA §107) and no more than 29 members;

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B. RCWDB membership composition shall comport with requirements under WIOA §107 as follows;

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1. At least 51% Business Representatives, including the Chair (as more specifically defined in WIOA §107(b))

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- 2. At least 20% Representatives of the Workforce (as more specifically defined in WIOA §107(b))
- 3. At least 1 Adult Education/Literacy Representative (as more specifically defined in WIOA §107 (b))
- 4. At least 1 Vocational Rehabilitation Representative (as more specifically defined in WIOA §107 (b))
- 5. At least 1 Higher Education Representative (as more specifically defined in WIOA §107 (b))
- 6. At least 1 Wagner-Peyser Representative (as more specifically defined in WIOA §107 (b))
- 7. At least 1 Representative from an Economic and Community Development entity (as more specifically defined in WIOA §107 (b))

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- C. Members shall be appointed by the Board of Supervisors (WIOA §107) 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.

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Removal or resignation may be a result of:

- 1. A member is not reappointed after completion of a term.
- 2. A member resigning. Members shall offer their resignation in writing to the RCWDB Chairperson, with a copy to the Chairman of the BOS.

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3. A member does not attend at least 50% of RCWDB meetings or meetings of the Executive Committee or ad hoc committees (as applicable).

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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 one or more ad hoc committees related to their areas of interest and expertise. There are at least four ad hoc committee meetings held each calendar year.

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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, CUI Code §15031(e), and the California Government Code 54970 through §54975.
- 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 an ad hoc~~ 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)).

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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 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.

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

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

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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 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 that is necessary and appropriate. 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 for processes such as 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. Unless specified otherwise, ad hoc committees shall serve in an advisory capacity only.

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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 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 Vice Chairperson, 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 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.

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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 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.

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V. STAFF, OFFICE, AND BUDGET

- A. The following Workforce Development Division (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. WDD Principal Development Specialist
 4. 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.

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Standing Regional Committees¶

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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.¶

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- C. The Assistant Director of County 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.

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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 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)).

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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

EXECUTIVE COMMITTEE



ACTION ITEM #2.4

DATE: February 9, 2022

SUBJECT: Workforce Innovation and Opportunity Act (WIOA) Youth Opportunity Center Operations Funding Recommendation for the period of October 1, 2021, through June 30, 2023.

RECOMMENDATION: That the Riverside County Workforce Development Board (WDB) Executive Committee ratify and approve the WIOA Youth Program funding recommendation to operate the six Youth Opportunity Centers (Youth Centers) within Riverside County during the period of October 1, 2021, through June 30, 2023.

BACKGROUND: The Riverside County Housing, Homelessness Prevention and Workforce Solutions Department/Workforce Development Division (WDD) and the Riverside County Workforce Development Board (WDB) established the Youth Opportunity Center system in 2000 to provide “One-Stop” centers for youth to receive federally funded workforce services. The WDD currently administrates six Youth Centers throughout Riverside County located in: Hemet, Indio, Lake Elsinore, Moreno Valley, Perris, and Jurupa Valley. The six centers are funded through Title I of the Workforce Innovation and Opportunity Act (WIOA) of 2014 which is administered by the U.S. Department of Labor. Arbor E&T, LLC (known as Equus) and California Family Life Center (CFLC) currently serve as the Youth Center Operators under agreement with WDD.

Riverside County’s Purchasing Department, on behalf of WDD, conducted a procurement for Youth Center Operators under Request for Proposals (RFP) WDARC-021. In order to allow time to complete the RFP evaluation process, the WDB approved an extension to existing agreements with Equus CFLC to continue serving as Youth Center Operators. As Agenda Item 3.18 during their July 20, 2021, meeting, the Riverside County Board of Supervisors also approved an extension to the agreements. This extension expired on September 30, 2021.

The procurement RFP WDARC-21 was deemed a failed competition due to insufficient number of responses for each Youth Center. Pursuant to Riverside County’s Procurement policies, allowable resolutions to a failed RFP include reissuing the RFP to solicit additional competition or obtaining a Single Source Justification. Reissuance of the RFP would cause significant delays and disruption in services to customers. Alternately, Single Source Justification is obtained more quickly and prevents service disruption. It allows for continued contracting with the existing Youth Center Operators despite the failed RFP. WDD requested a Single Source Justification from the Riverside County Purchasing Department, and the request was approved. Because the resulting agreements between WDD and the Youth Center operators were obtained through Single Source Justification, the agreement require approval by the Riverside County Board of Supervisors. Staff anticipate that the item will go before the Board of Supervisors on or around their March 1, 2022, meeting.

This Action Item 2.4 is requesting that the WDB Executive Committee, on behalf of the WDB, approve Agreements between WDD and the existing Youth Center Operators, Equus and CFLC, to provide services at the Youth Centers shown in Table A. The proposed Agreements have an initial term of October 1, 2021, through June 30, 2023, with the option to extend for one additional two-year period, subject to satisfactory contractor performance and availability of WIOA funds. Staff recommends that the WDB approve the proposed funding recommendations itemized in Table A.

TABLE A				
Recommended Service Provider	Youth Center Location	Oct. 1, 2021 - June 30, 2022 Funding Recommendation	July 1, 2022 - June 30, 2023 Funding Recommendation	Total Funding Recommendation
California Family Life Center	Hemet	\$685,000	\$900,000	\$1,585,000
California Family Life Center	Lake Elsinore	\$597,032	\$800,000	\$1,397,032
California Family Life Center	Rubidoux (Jurupa Valley)	\$635,000	\$850,000	\$1,485,000
Arbor E&T, LLC	Perris	\$635,000	\$850,000	\$1,485,000
Arbor E&T, LLC	Indio	\$635,000	\$850,000	\$1,485,000
Arbor E&T, LLC	Moreno Valley	\$635,000	\$850,000	\$1,485,000
TOTAL		\$3,822,032	\$5,100,000	\$8,922,032

EXECUTIVE COMMITTEE Date: February 9, 2022 Approval: Yes	BOARD OF SUPERVISORS CONCURRENCE Required: Yes
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EXECUTIVE COMMITTEE



ACTION ITEM #2.5

DATE: February 9, 2022

SUBJECT: Youth and Young Adult Entrepreneur Training Services Funding Recommendation for the estimated period of March 2022 through August 2022.

RECOMMENDATION: That the Riverside County Workforce Development Board (WDB) Executive Committee approve the Fiscal Year (FY) 2021/2023 Youth and Young Adult Entrepreneur Training Services funding recommendation in the amount of \$57,600 to provide training services.

BACKGROUND: The Riverside County Workforce Development Board (WDB) is comprised of a majority private sector members body who serves as the conveyer for business, labor, education and economic development partners to focus on workforce issues. The WDB is governed by the Workforce Innovation and Opportunity Act (WIOA) of 2014. The Riverside County Workforce Development Division (WDD) administrates implementation of WIOA-funded programs and services. WIOA funding is allocated to training and employment-related services that benefit County employers as well as adult (age 18 and over) and youth (ages 16-24) job seekers.

The Board of Directors of WDD's nonprofit affiliate, Riverside County Works, initiated the idea of creating a youth and young adult entrepreneurship program. This program will target disconnected youth and young adults and is designed to educate and empower participants on entrepreneurship. The plan is to expand this program out to youth and young adults throughout the County to provide them with opportunities. Traditional pathways in workforce development are built on the premise that participants are being trained and prepared to become employees of someone else. In addition, career aspirations that do not include obtaining a college degree are often stigmatized. For many individuals, entrepreneurship represents a viable alternative to higher education following high school. In many cases, business and financial literacy classes have been removed from secondary education curricula. As a result, individuals with a desire to become entrepreneurs may not possess the knowledge necessary to do so. Through this program, individuals interested in entrepreneurship as a potential career will be equipped with a foundational level of competence and network resources to embark on that path.

WIOA Youth Program services includes Entrepreneurial skill training as one of its fourteen (14) program elements. Traditional workforce pathways include post-secondary and vocational training and have existing approved programs on the Eligible Training Provider List (ETPL). In order to be approved on the ETPL a program must fulfill several requirements one of which includes being a program available to the general public. The Youth and Young Adult Entrepreneur Program is being customized for WIOA participants and therefore would not fulfill ETPL requirements. In order to enter into an agreement with a training provider without conducting a procurement process, a Single Source Justification was approved by Riverside County's Purchasing Department. This also requires WDB and Board of Supervisors approval.

If approved, training services for the pilot cohort of the Youth and Young Adult Entrepreneur Program will have a duration of approximately six (6) months (24 weeks), a class size of up to 12 participants with the option to increase class size and pre as well as post program assessments. The training

services will be imparted at the Hemet Youth Opportunity Center (YOC), 930 State Street, Hemet, CA 92543 and the pilot cohort participants will be WIOA youth program participants from the Hemet YOC. The pilot will include Murrieta/Wildomar Chamber of Commerce mentors. The pilot cohort tentative start date will be March 2022 with a tentative end date of August 2022. The cost of the pilot program includes the curriculum, instruction hours, liaising with the Murrieta/Wildomar Chamber of Commerce and assessments for future modification of the program. This item is tentatively scheduled to go before the Board of Supervisors for approval on Tuesday, March 1, 2022.

TABLE A			
Recommended Service Provider	Training Location	Training Duration	Funding Recommendation
Mt. San Jacinto College	Hemet Youth Opportunity Center 930 N. State Street, Hemet, CA 92543	6 months (24 weeks) Est. March 2022-August 2022	\$57,600

EXECUTIVE COMMITTEE Date: February 9, 2022 Approval: Yes	BOARD OF SUPERVISORS CONCURRENCE Required: Yes
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