



## *Riverside County Workforce Development Executive Committee Meeting Agenda*

*Tuesday, June 21, 2022  
2:00 p.m. – 3:00 p.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:** 840 0369 4863 **Passcode:** 92507

**Online:** <https://us06web.zoom.us/j/84003694863?pwd=YsS3WCswUkpjS0JWLzk4cEFZaStjZz09>

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

**One tap mobile:** +13462487799,,84003694863# US

**Find your local number:** <https://us06web.zoom.us/u/kcgdnQRvBb>

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](mailto: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.

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Patrick Ellis  
WDB Chairperson  
Carrie Harmon  
WDB Executive Director



Jamil Dada  
WDB Vice Chairperson  
Leslie Trainor  
WDB Deputy Director

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## Riverside County Workforce Development Executive Committee Meeting Agenda

Tuesday, June 21, 2022  
2:00 p.m. - 3:00 p.m.

### WELCOME

1.1 Call to Order and Self Introductions Patrick Ellis

### CONSENT CALENDAR

2.1 Approve the Minutes from February 9, 2022 Patrick Ellis  
2.2 Approve Resolution Authorizing Remote Teleconference Meetings

### ACTION ITEMS

3.1 Request to approve WIOA Partner Memorandum of Understanding for the period from July 1, 2022 through June 30, 2025 Adriana Escobedo  
3.2 Request to approve WIOA Contract Renewal for the AJCC One-Stop Operator for the period from July 1, 2022 through June 30, 2023 Adriana Escobedo  
3.3 Request to approve WIOA Fund Transfers Leslie Trainor  
3.4 Request to approve Workforce Development Division Budget for the period from July 1, 2022 through June 30, 2023 Leslie Trainor

### REPORTS

4.1 Chairperson's Report Patrick Ellis  
4.2 Federal/State Report Jamil Dada  
4.3 Executive Director's Report Carrie Harmon  
4.4 Service Delivery Report Leslie Trainor

### DISCUSSION ITEMS

5.1 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](mailto:ADACoordinator@rivco.org). 2. For the Board Coordinator, please call (951) 955-9068 or e-mail [jguerrer@rivco.org](mailto: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](mailto: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](http://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](http://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](mailto:RivCoWDB@rivco.org), by calling (951) 955-9068 or (951) 955-3100.



*Infinite Opportunity, Lasting Prosperity*

## Executive Committee: Minutes February 09, 2022

Patrick Ellis, Chairperson called the meeting to order at 10:30

### Members in Attendance

Jamil Dada	Mary Jo Ramirez	Morris Myers	Patrick Ellis
Ricardo Cisneros			

### Members Absent

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### Guests

Veronica Champayne	Yvette Quevedo	Connie Golds	
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### Staff

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

<b>Action Item 2.1: Approve Meeting Minutes from December 8, 2021</b>						
<b>Motion: Patrick Ellis</b>						
<b>Moved by</b>	Jamil Dada	<b>Seconded by</b>	Mary Jo Ramirez	<b>Abstained</b>	Morris Myers	
<b>Vote</b>	Aye	4	No		Abstained	1
<b>Status</b>	Approved					
<b>Discussion</b>						
	None					

<b>Action Item 2.2: Resolution 2021-002, Authorizing Remote Teleconference Meetings</b>						
<b>Motion: Leslie Trainor</b>						
<b>Moved by</b>	Jamil Dada	<b>Seconded by</b>	Morris Myers	<b>Abstained</b>	0	
<b>Vote</b>	Aye	5	No		Abstained	
<b>Status</b>	Approved					
<b>Discussion</b>						
Leslie Trainor	This item is related to the Brown Act requirements of public meetings. Workforce Development Board is subject to the requirements of the CA Brown Act. Due the pandemic, we were allowed to have teleconference meetings like the zoom meetings we held without making each and every location accessible to the public. That arrangement was known as the abbreviated teleconferencing procedures. September 2021 the Governor legislature passed Assembly Bill 361 that allows the Workforce Development Board to continue this arrangement subject to 2 conditions. 1) Continued gubernatorial declared state of emergency, which currently there still is and 2) Workforce Development Board has to specifically stipulate that there is still a need for these abbreviated teleconferencing procedures. We would do this by passing an initial resolution which we did in October 2021 and the passing an update every 30-days thereafter. The most recent updated to the resolution that the Executive Committee approved was at our December 8, 2021, meeting. So, we are at a point of an updated resolution that says there is still value in holding these abbreviated teleconferencing procedures under the Brown Act. We are asking the Workforce Development Board to approve Resolution No. 2022-01.					
Group	A consensus to approve Consent items in block as other Boards conduct their Board meetings with reference to time.					

<b>Action Item 2.3: Restructuring WBD Committees</b>						
<b>Motion: Leslie Trainor</b>						
<b>Moved by</b>	Patrick Ellis	Seconded by	Ricardo Cisneros	Abstained	Connie Golds – came in late to mtg.	
<b>Vote</b>	Aye	4	No	0	Abstained	1
<b>Status</b>	Approved					
<b>Discussion</b>						
Morris Myers	Has a question with regards to how this will affect the Executive Committee. Since the Chairs of the regional committees are automatically on there, would there be a chair of the Ad-Hoc committee?					
Leslie Trainor	We will address that as part of the amended bylaws. The redline bylaws state, the Executive Committee shall be composed of the WDB Chairperson, Vice Chairperson, past Chairperson, the Chairperson of the Ad-Hoc Committees. One WDB member, one representative from Labor and one from Education. We did change the structure of the Executive Committee to reflect the new Ad-Hoc structures in lieu of the Reginal Committee.					

<b>Action Item 2.4: WIOA Youth Opportunity Center Operational Funding Recommendation</b>						
<b>Motion: Carolina R. Garcia</b>						
<b>Moved by</b>	Jamil Dada	Seconded by	Morris Myers	Abstained		
<b>Vote</b>	Aye	5	No	0	Abstained	0
<b>Status</b>	Approved					
<b>Discussion</b>						
Carolina Garcia	This item is the Workforce Innovation and Opportunity Act, Youth Opportunity Centers funding recommendation for October 01, 2021 – June 30, 2023. Riverside County Purchasing department conducted a procurement for youth center operations on behalf of the Workforce Development Division. There was an extension that was approved by the Workforce Development Board back in April 2021. Extending the agreements with Equus and CFLC to continue operating the Youth Opportunity Centers. It was also approved by the Board of Supervisors at the Board meeting on July 20, 2021. This extension is from July 01, 2021-September 30, 2021. The Procurements were deemed a failed competition, due to insufficient number of responses for each of the Youth Centers. As this would cause significant delays and possible disruption in services, a Single Source justification was thought of and obtained. It would be a 2-year term with an additional option for 1 or 2-year term, assuming that the performance is satisfactory. Staff recommends that the Workforce Board approved the proposed funding recommendation.					
Carrie Harmon	We’ve discussed this internally many ways. We’ve also solicited feedback from our Youth Providers. One of the ways to address this in the future is the multi-year contracts with satisfactory performance to extend for another period beyond just a year, getting ahead of the procurement aspect of it. Then, we can focus on our meetings to detail performance, leveraging funding, rather than focusing on the procurement aspects of the funding. The real key is the multi-year funding contract and the option to renew.					

<b>Action Item 2.5: Youth and Young Adult Entrepreneur Training Services</b>						
<b>Motion: Carolina R. Garcia</b>						
<b>Moved by</b>	Jamil Dada	Seconded by	Ricardo Cisneros	Abstained	Morris Myers	
<b>Vote</b>	Aye	4	No		Abstained	1
<b>Status</b>	Approved					
<b>Discussion</b>						
Carolina Garcia	This item is the Youth and Young Adult Entrepreneur Training Services funding recommendation for the estimated period of March 2022 – August 2022. This item initiated through the Board of Directors of Workforce Development divisions, our non-profit Riverside County Works. It was to create youth and young adult entrepreneur program targeting disconnect youth, those we served through the Youth Opportunity Centers (YOC’s). It was designed to basically educate and empower these parented participants on entrepreneurship.					
Leslie Trainor	Would like to clarify that we are specifically asking the Executive Committee to vote on this funding recommendation of \$57,600 awarded to Mt. San Jacinto College, specifically providing training for the Youth and Young Adult Entrepreneurship pilot program.					

<b>Reports:</b>	
<b>3.1 Chairperson’s Report</b>	
Patrick Ellis	Committee voted to conduct all reports for the actual Board meeting.
<b>3.2 Federal and State Report</b>	
Jamil Dada	Committee voted to conduct all reports for the actual Board meeting.

<b>3.3 Executive Director's Report</b>	
Carrie Harmon	Committee voted to conduct all reports for the actual Board meeting.
<b>3.4 Operations Report</b>	
Leslie Trainor	Committee voted to conduct all reports for the actual Board meeting.
<b>Discussion Items</b>	
Yvette Quevedo	Will be our new regional advisor as of March 1, 2022. Will also be the statewide response coordinator for the employment development department.
<b>Member Initiatives 4.4</b>	

Adjourned: Meeting Adjourned at 11:59 am.



## EXECUTIVE COMMITTEE

**ACTION ITEM # 2.2**

**SUBMITTAL DATE: June 21, 2022**

**SUBJECT:** Approve the attached Resolution No. 2022-002, 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 June 8, 2022, through July 8, 2022, Pursuant to the Ralph M. Brown Act (Resolution No. 2022-002).

**RECOMMENDATION:** That the Riverside County Workforce Development Board (WDB) Executive Committee approve, on behalf of the WDB, Resolution No. 2022-002.

**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 attached Resolution No. 2022-002 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. 2022-002. 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. 2022-002**

**A RESOLUTION OF THE RIVERSIDE COUNTY WORKFORCE DEVELOPMENT BOARD  
AUTHORIZING REMOTE TELECONFERENCE MEETINGS  
FOR THE PERIOD JUNE 21, 2022 THROUGH JULY 21, 2022  
PURSUANT TO THE RALPH M. BROWN ACT**

**WHEREAS**, pursuant to its Bylaws, all meetings of the Riverside County Workforce Development Board and its committees 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 such 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 gradual, risk-based reopening of the economy (Executive Order N-60-20, issued on May 4, 2020) but did

1 not rescind the proclaimed state of emergency; and,

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

5       **WHEREAS**, on February 25, 2022, Governor Newsom issued Executive Order N-04-22, which set  
6 expiration dates for certain paragraphs of the State of Emergency Proclamation dated March 4, 2020 and  
7 other Executive Orders but did not rescind the proclaimed state of emergency; and,

8       **WHEREAS**, on February 28, 2022, Governor Newsom issued Executive Order N-05-22, which  
9 updated and extended the Division of Occupational Safety and Health (Cal/OSHA) COVID-19 Emergency  
10 Temporary Standards but did not rescind the proclaimed state of emergency; and,

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

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

19       **WHEREAS**, on May 5, 2022, the COVID-19 Prevention Emergency Temporary Standards were  
20 updated related to workplace standards but otherwise remain in effect, including for training and instruction  
21 on physical (social) distancing as one of the measures to decrease the spread of COVID-19; and,

22       **WHEREAS**, the Riverside County Workforce Development Board finds that state or local officials  
23 have imposed or recommended measures to promote social distancing, based on the California Department  
24 of Industrial Relations' issuance of regulations related to COVID-19 Prevention through Title 8 of the  
25 California Code of Regulations, Section 3205(c)(5)(D); and,

26       **WHEREAS**, as a consequence, the Riverside County Workforce Development Board does hereby  
27 find that it, and its committees, shall conduct their meetings by teleconferencing without compliance with  
28 Government Code section 54953 (b)(3), pursuant to Section 54953(e), and that such bodies shall comply

1 with the requirements to provide the public with access to the meetings as prescribed by Government Code  
2 section 54953(e)(2).

3 **NOW, THEREFORE, BE IT RESOLVED, FOUND AND ORDERED** by the Riverside County  
4 Workforce Development Board, by and through its Executive Committee, in regular session assembled  
5 on June 21, 2022, does hereby resolve as follows:

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

8 Section 2. State or Local Officials Have Imposed or Recommended Measures to Promote Social  
9 Distancing. The Riverside County Workforce Development Board hereby proclaims that state officials  
10 have imposed or recommended measures to promote social (physical) distancing based on the California  
11 Department of Industrial Relations’ issuance of regulations related to COVID-19 Prevention through Title  
12 8 of the California Code of Regulations, Section 3205(c)(5)(D).

13 Section 3. Remote Teleconference Meetings. The Riverside County Workforce Development  
14 Board and any of its committees are hereby authorized and directed to take all actions necessary to carry  
15 out the intent and purpose of this Resolution including, conducting open and public meetings in accordance  
16 with Government Code section 54953(e) and other applicable provisions of the Brown Act.

17 Section 4. Effective Date. This Resolution shall take effect immediately upon its adoption and  
18 shall be effective until the earlier of (i) July 21, 2022, or (ii) such time the Riverside County Workforce  
19 Development Board adopts a subsequent resolution in accordance with Government Code section  
20 54953(e)(3) to extend the time during which its legislative bodies may continue to teleconference without  
21 compliance with Section 54953(b)(3).

22 ADOPTED this 21<sup>st</sup> day of June 2022 by the Riverside County Workforce Development Board, by  
23 and through its Executive Committee, by the following vote:

24  
25 YES:

26 NO:

27 ABSENT:

28 ABSTAIN:

## EXECUTIVE COMMITTEE



### ACTION ITEM #3.1

DATE: June 21, 2022

**SUBJECT:** Update of the Workforce Innovation and Opportunity Act (WIOA) Partner Memorandum of Understanding for the period from July 1, 2022 through June 30, 2025.

**RECOMMENDATION:** That the Riverside County Workforce Development Board (WDB) Executive Committee, on behalf of the WDB, approves the attached updated WIOA Partner Memorandum of Understanding.

**BACKGROUND:** The federal WIOA is the primary funding source for programs and services provided by the County of Riverside Department of Housing and Workforce Solutions (HWS) Workforce Development Division (WDD). WIOA funding is granted by the United States Department of Labor (DOL) to the State of California Employment Development Department (EDD), which, in turn, subgrants WIOA funds to WDD that is subject to regulations and requirements of WIOA funding promulgated by both DOL and EDD. The purpose of WIOA is to strengthen the ability of our public workforce system to align investment in workforce, education, and economic development with regional in-demand jobs.

WDD provides workforce development services to residents and employers in the County of Riverside through a one-stop delivery system known as America's Job Center of California (AJCC). Riverside County's four AJCCs serve as all-inclusive access points for education and training programs that provide demand-driven skills attainment, especially for those with barriers to employment.

Service delivery is provided by WDD and its partners. Certain workforce system partners are co-located at WDD's AJCCs. Other workforce system partners are not co-located, but still provide coordinated services to customers.

Under WIOA, the WDB was required to develop a Memorandum of Understanding (MOU) with its partners to solidify partnerships and provide comprehensive, integrated workforce development services to businesses and jobseekers in Riverside County. EDD implemented a phased approach to the MOU-development process. In MOU Phase I, WDD identified and addressed service coordination and collaboration among AJCC partners to operate the AJCCs. In Phase II, the partners addressed how to sustain the AJCCs described in Phase I through the use of resource sharing and joint infrastructure cost funding. Subsequent amendments to the MOU in 2017 and 2018 added partners and included the operational cost of the One-Stop system. The cost sharing methodology increased the partners' share and support of the AJCCs. The current MOU is effective through June 30, 2022.

EDD requires WDD to review and update the MOU at least once every three years. EDD also requires that related infrastructure funding agreements and other system costs budgets be reviewed annually and if any substantial changes have occurred, be amended. To satisfy those requirements, WDD's review and update of the MOU is due by June 30, 2022. Staff have completed required reviews and updates, which are reflected in the attached Updated WIOA Partner MOU for the period from July 1, 2022 through June 30, 2025.

The purpose of this Action Item is for the WDB to approve the Updated Partner MOU. If approved, the Updated Partner MOU will then be provided to EDD.

EXECUTIVE COMMITTEE  Date: Approval: Yes/No	BOARD OF SUPERVISORS CONCURRENCE  Required: Yes/No
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**EXECUTIVE COMMITTEE**



**ACTION ITEM #3.2**

**DATE: June 21, 2022**

**SUBJECT:** Workforce Innovation and Opportunity Act (WIOA) contract renewal for the America’s Job Center of California (AJCC) One-Stop Operator for the period from July 1, 2022 through June 30, 2023.

**RECOMMENDATION:** That the Riverside County Workforce Development Board (WDB) approve the contract renewal for Arbor E&T, LLC for the One-Stop Operator Services for the period from July 1,2022 through June 30,2023.

**BACKGROUND:** On February 28, 2020, the County of Riverside Purchasing Department released a Request for Proposal (RFP) to solicit One-Stop Operator services from an experienced and qualified entity to serve as the One-Stop Operator for the Housing and Workforce Solutions (HWS)/Workforce Development Division (WDD)/America’s Jobs Center of California (AJCC). As a result, Arbor E&T, LLC was awarded as the One-Stop Operator during Fiscal Year 2021/2022, commencing July 1, 2021, through June 30, 2022. Subsequent annual agreement approvals through June 30, 2023, are contingent upon Arbor E&T, LLC meeting the deliverables stated in the agreement and continued WIOA funding.

The One-Stop Operator serves as the Facilitator/Coordinator of AJCC partner, shared services, and service providers. The One-Stop Operator provides proactive and innovative ways to involve partners, facilitates and assesses reports on the implementation of partner responsibilities and contributions agreed upon in the Partner MOU.

Arbor E&T, LLC has successfully met the deliverables and services outlined in the scope of work for Fiscal Year 2021/2022. Therefore, HWS/WDD is requesting to renew Arbor E&T LLC contract for continued service for Fiscal Year 2022-23 (July 1, 2022 through June 30, 2023) for a total cost of \$100,000.

<b>Contractor</b>	<b>Description of Services</b>	<b>Total Cost</b>
Arbor E&T, LLC	One Stop Operator to coordinate WIOA Partner Services	\$100,000
<b>TOTAL COST FISCAL YEAR 2022/2023 NOT TO EXCEED</b>		<b>\$100,000</b>

EXECUTIVE COMMITTEE  Date:  Approval: Yes/No	BOARD OF SUPERVISORS CONCURRENCE  Required: Yes/No
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## EXECUTIVE COMMITTEE

**ACTION ITEM #3.3**

**DATE: June 21, 2022**

**SUBJECT:** Request to delegate authority to approve Workforce Innovation and Opportunity Act (WIOA) fund transfers between Adult and Dislocated Worker Categories.

**RECOMMENDATION:** That the Riverside County Workforce Development Board (WDB) Executive Committee, on behalf of the WDB, delegate authority to the WDB Executive Director, or designee, to approve fund transfers/re-allocations between the WIOA Adult category and the WIOA Dislocated Worker category.

**BACKGROUND:** WIOA funds activities that serve job seekers ages 18 and over in two categories: Adult and Dislocated Worker. The Adult WIOA category assists participants who are low income, basic skills deficient, and/or are recipients of public assistance. The Dislocated Worker WIOA category assists participants who are no longer in the workforce as a result of job loss, mass layoffs, global trade dynamics, or transitions in economic sectors.

Riverside County Workforce Development's (WDD) annual budget allocates WIOA funds to either the Adult category or the Dislocated Worker category. Funds in those budget categories may then be used to finance activities that benefit corresponding job seeker groups (i.e., participants that qualify under the Adult category or participants that qualify under the Dislocated Worker category).

Certain circumstances and economic conditions require funding to be transferred or re-allocated from one funding category to another. For example, if the demand for services under the Adult category exceeds the demand under the Dislocated Worker category, funds may be re-allocated to the Adult category, enabling increased provision of services to those customers. The necessity for such transfers tends to arise towards the end of the fiscal year, when it becomes apparent that one funding category is depleted to a greater extent than the other.

When re-allocations between WIOA funding categories are necessary, WIOA and the California Employment Development Department (EDD) stipulate corresponding procedures. The WDB is empowered under WIOA to approve the transfer of funds between funding categories. WDD then provides documentation of this approval and related paperwork to the EDD. Because the need for funding transfers between categories tends to occur later in the fiscal year and near expenditure cut-offs, the ability to quickly re-allocate funding is critical.

The purpose of this Action Item is to delegate authority to the WDB Executive Director, or designee, to approve funding re-allocations between the Adult and Dislocated Worker categories. If approved, transfers between categories will be facilitated to ensure timely and responsive provision of services to customers.

EXECUTIVE COMMITTEE  Date:  Approval: Yes/No	BOARD OF SUPERVISORS CONCURRENCE  Required: No
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Riverside County  
Workforce Development Division

Proposed Budget  
Fiscal Year 2022/2023:

July 1, 2022- June 30, 2023



**PROPOSED BUDGET**

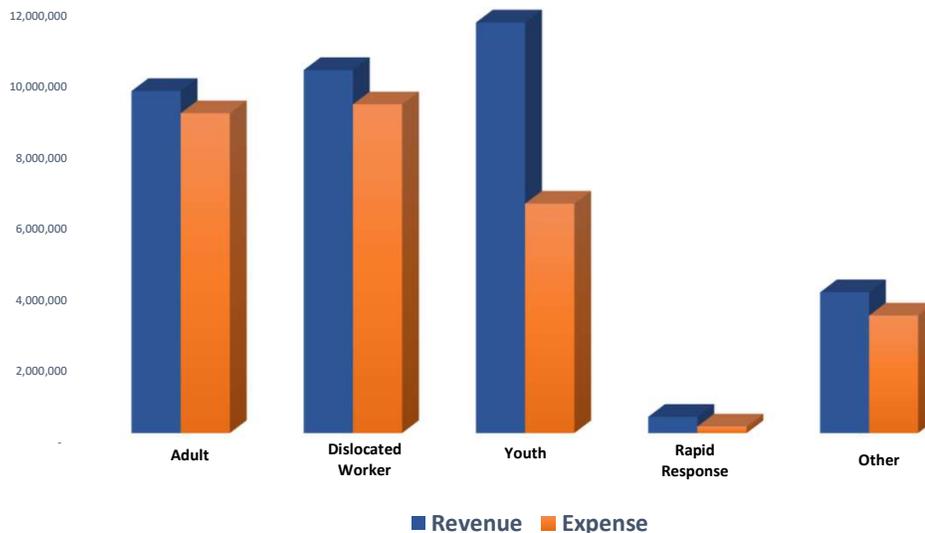
*Workforce Development*

**Fiscal Year (FY) 2022-23; July 1, 2022 - June 30, 2023**

	Adult <sup>1</sup>	Dislocated Worker <sup>2</sup>	Youth <sup>3</sup>	Rapid Response <sup>4</sup>	Other Funds <sup>5</sup>	All Funds
<b>Revenue</b>						
FY 22-23 Projected Allocation	6,136,248	6,166,509	6,498,138	456,691	-	19,257,586
FY 22-23 Projected Other Funds	-	-	-	-	3,643,662	3,643,662
Projected Carry-In from FY 21-22	3,483,180	4,043,803	5,051,260	-	315,062	12,893,305
<b>Total Funding Available</b>	<b>9,619,428</b>	<b>10,210,312</b>	<b>11,549,398</b>	<b>456,691</b>	<b>3,958,724</b>	<b>35,794,553</b>
<b>Projected Expenditures/Obligations</b>						
Salary & Benefits - Direct	4,066,676	3,812,633	620,780	122,578	2,541,554	11,164,221
Salary & Benefits - Indirect	170,333	183,128	38,325	17,021	17,021	425,828
Operating Expenses - Direct and Inc	1,348,046	1,467,365	171,126	42,778	169,463	3,198,777
Training & Travel	54,736	63,268	13,412	2,191	67,843	201,449
Equipment	96,297	108,880	2,126	380	1,050	208,732
Direct Program Costs	3,259,194	3,609,742	5,606,419	-	508,571	12,983,927
<b>Total Projected Expenditures</b>	<b>8,995,281</b>	<b>9,245,017</b>	<b>6,452,186</b>	<b>184,948</b>	<b>3,305,502</b>	<b>28,182,935</b>
<b>Projected Carry-Forward into FY23-24</b>	<b>624,147</b>	<b>965,295</b>	<b>5,097,212</b>	<b>271,742</b>	<b>653,222</b>	<b>\$ 7,611,618</b>

*Notes: Funding under the Workforce Innovation and Opportunity Act (WIOA) is generally allocated across four main buckets: Adult, Dislocated Worker, Youth, and Rapid Response. Adult<sup>1</sup>: The Adult WIOA Category assists participants 18 years or older with priority given to recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient. Dislocated Worker<sup>2</sup>: The Dislocated Worker WIOA Category assists participants 18 years or older who are no longer in the workforce as a result of job loss, mass layoffs, global trade dynamics, or transitions in economic sectors. Youth<sup>3</sup>: The Youth WIOA Category assists participants age 16 to 24 who have one or more barriers to employment. Rapid Response<sup>4</sup>: The Rapid Response WIOA category provides assistance to employers to prevent and respond to job losses. Other Funds<sup>5</sup> includes the following programs: Expanded Subsidized Employment, funded by Riverside County Department of Public Social Services; Regional Workforce Funding (including the program formerly known as Slingshot); and Rental/Lease revenue from co-located partners.*

**Revenue and Expense by Funding Source**



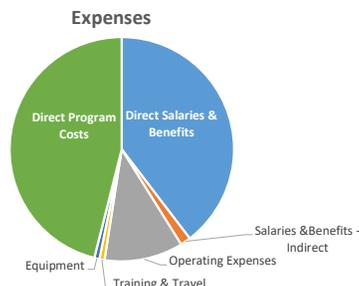
**Detail Sheet**  
**Projected and Carry-In Revenue**  
 Workforce Development  
 FY 22-23

Description	Adult	Dislocated Worker	Youth	Rapid Response	Other Funds	Total
<b>FY22-23 Projected Allocation</b>						
Formula Funds/Rapid Response	6,136,248	6,166,509	6,498,138	456,691	-	19,257,586
DPSS	-	-	-	-	587,598	587,598
Regional Planning/Slingshot	-	-	-	-	200,000	200,000
Other Contracts *					2,070,000	2,070,000
Rents/Leases	-	-	-	-	786,064	786,064
<b>Total</b>	<b>6,136,248</b>	<b>6,166,509</b>	<b>6,498,138</b>	<b>456,691</b>	<b>3,643,662</b>	<b>22,901,248</b>
<b>Projected Carry-In from FY22-23</b>						
Formula Funds/Rapid Response	3,483,180	4,043,803	5,051,260	-	315,062	12,893,305
<b>Total</b>	<b>3,483,180</b>	<b>4,043,803</b>	<b>5,051,260</b>	<b>-</b>	<b>315,062</b>	<b>\$ 12,893,305</b>
<b>Total Funding Available</b>	<b>9,619,428</b>	<b>10,210,312</b>	<b>11,549,398</b>	<b>456,691</b>	<b>3,958,724</b>	<b>\$ 35,794,553</b>

**Detail Sheet**  
**Projected Expenditures**  
 Workforce Development  
 FY 22-23

Description	Adult	Dislocated Worker	Youth	Rapid Response	Other Funds	Other Reimbursement	Total
<b>Salaries and Benefits - Direct</b>							
					3643662.08		
Regular Staff Direct Salaries and Benefits	3,744,496	3,486,245	592,734	115,262	2,526,550		10,465,287
Temporary Salaries (TAP)	202,097	187,915	-	-	-		390,013
Payroll related charges	5,375	5,527	333	98	210		11,544
Retirement	50,000	53,750	11,250	5,000	5,000		125,000
Workers Compensation	64,707	79,195	16,462	2,218	9,794		172,377
<b>Total</b>	<b>4,066,676</b>	<b>3,812,633</b>	<b>620,780</b>	<b>122,578</b>	<b>2,541,554</b>	<b>-</b>	<b>11,164,221</b>
<b>Salaries and Benefits - Indirect</b>							
Executive Management, Administration, Human Resources	170,333	183,128	38,325	17,021	17,021		425,828
<b>Total</b>	<b>170,333</b>	<b>183,128</b>	<b>38,325</b>	<b>17,021</b>	<b>17,021</b>	<b>-</b>	<b>425,828</b>
<b>Operating Expenses - Direct and Indirect</b>							
Communications	26,595	29,265	10,706	771	2,471		69,808
Rent/Lease	717,339	756,035	108,746	22,839	101,130		1,706,089
Liability and Property Insurance	57,150	63,980	3,488	2,086	7,867		134,571
*Advertising and Public Outreach	16,454	16,895	5,119	450	53		38,971
Bank Charges	42	45	9	4	4		105
General Office Expense	7,212	8,542	2,868	282	1,145		20,049
*Memberships	6,573	11,476	3,848	723	1,550		24,170
Office Supplies	5,975	6,700	973	203	834		14,686
Security	97,473	109,391	12,056	3,180	13,696		235,795
*RCIT Support	214,495	240,514	15,988	7,293	29,960		508,250
Special Program Expense	93,286	104,521	2,877	3,287	1,279		205,249
Others/Miscellaneous Expense/ISF Rates	105,451	120,001	4,447	1,658	9,475		241,033
<b>Total</b>	<b>1,348,046</b>	<b>1,467,365</b>	<b>171,126</b>	<b>42,778</b>	<b>169,463</b>	<b>-</b>	<b>3,198,777</b>
<b>*Training and Travel</b>							
Travel - Registration	5,074	5,796	2,837	301	301		14,310
Travel - Airfare	11,697	13,797	2,969	431	431		29,325
Travel- Lodging	14,173	16,833	3,792	452	452		35,701
Travel- Meals	5,625	6,675	1,380	183	183		14,046
Other Miscellaneous Travel	3,133	3,479	648	103	103		7,465
Staff Training, Education - Regional Training (IERPU)	-	-	-	-	64,600		64,600
Fleet and Other Transportation Services	15,034	16,688	1,785	722	1,774		36,002
<b>Total Training and Travel</b>	<b>54,736</b>	<b>63,268</b>	<b>13,412</b>	<b>2,191</b>	<b>67,843</b>	<b>-</b>	<b>201,449</b>
<b>Equipment</b>							
Office and Computer Equipment	67,660	76,640	1,198	123	493		146,114
Software Maintenance	28,637	32,240	927	257	557		62,618
<b>Total Equipment</b>	<b>96,297</b>	<b>108,880</b>	<b>2,126</b>	<b>380</b>	<b>1,050</b>	<b>-</b>	<b>208,732</b>
<b>Direct Program Costs</b>							
Client Services - Individual Training Account	1,980,820	2,184,914	-	-	225,079		4,390,813
Client Services - On-the-Job Training	1,065,825	1,201,888	-	-	-		2,267,712
*Youth Contracts FY 22-23	-	-	5,600,000	-	-		5,600,000
Support Services	141,000	159,000	5,238	-	15,238		320,476
Professional Services	66,302	58,300	1,181	-	-		125,783
*Other Contracts	5,247	5,641	-	-	268,254		279,143
<b>Total</b>	<b>3,259,194</b>	<b>3,609,742</b>	<b>5,606,419</b>	<b>-</b>	<b>508,571</b>	<b>-</b>	<b>12,983,927</b>
<b>Grand Total</b>	<b>8,995,281</b>	<b>9,245,017</b>	<b>6,452,186</b>	<b>184,948</b>	<b>3,305,502</b>	<b>-</b>	<b>28,182,935</b>

\*Additional information provided on Detail Sheet



**Detail Sheet**  
**Training and Travel**  
 Workforce Development  
 FY 2022-2023

Title of Meeting/Training	Location	Funding Source	# of Attendees	# Nights	FY 22-23 Budget
<b>Workforce Staff Travel</b>					
CWA Youth Conference	California	Youth	3	3	\$ 5,889
CWA Spring Conference	California	Admin	3	3	\$ 29,445
CWA Board of Directors Meeting	Sacramento	Admin	2	2	\$ 6,386
CWA Meeting of the Minds	Monterey	Admin	2	3	\$ 6,077
MIS Training (CWSN)	Sacramento	AD/DW	2	3	\$ 2,926
Building Workforce Partnership	Los Angeles	RR	2	2	\$ 2,234
Sacramento Advocacy	Sacramento	Admin	4	1	\$ 2,234
Regional Organizer	Sacramento	Regional Organizer	2	1	\$ 2,313
EOO Training	Sacramento	Admin	1	1	\$ 771
Other Miscellaneous Travel	Sacramento	various	8	2	\$ 15,288
Workforce Technology Conference	Florida	AD/DW	2	4	\$ 4,618
Training/Conferences	TBD	Admin	6	3	\$ 16,396
Youth Advocacy	TBD	Youth	2	3	\$ 3,926
NAJA	TBD	Admin	2	4	\$ 4,618
Subtotal					\$ <b>103,121</b>
<b>WDB Member Travel</b>					
CWA Meeting of the Minds	Monterey	AD/DW	3	4	\$ 6,927
NAWB Conference	Washington DC	Admin	3	4	\$ 6,927
NAWB Board Meetings	Washington DC	Admin	2	4	\$ 4,618
Washington DC Advocacy	Washington DC	Admin	4	2	\$ 6,468
Youth Advocacy Trip	Washington DC	Youth	2	3	\$ 3,926
Other	TBD	Admin	2	2	\$ 6,468
Subtotal					\$ <b>35,334</b>
<b>Grand Total</b>					\$ <b>138,455</b>

**Detail Sheet**  
**Advertising and Outreach**  
 Workforce Development  
 FY 2022-2023

Description	Funding Source	FY2022-2023 Budget
<b>Public Outreach</b>		
Valley Wide Expo	AD/DW	500
Greater Riverside Chamber of Commerce - College & Career Fair	Youth	1,000
RCOE - Steam Conference	Youth	1,000
Valley Wide Economic & Workforce Summit	AD/DW	2,000
Manufacturers Council	Admin	2,500
Women in Manufacturing	Admin	2,500
National Association of Workforce Boards (NAWB)	Admin	5,000
Jamil Dada Character Excellence (RCWorks)	Youth	5,000
	<b>Subtotal \$</b>	<b>19,500</b>
<b>Advertising</b>		
Rapid Response Marketing Materials	RR	15,000
Procurement Legal Advertising	VARIOUS	3,500
Job Postings/Recruitment	VARIOUS	7,500
	<b>Subtotal \$</b>	<b>26,000</b>
<b>Grand Total: \$</b>		<b>45,500</b>

**Detail Sheet**  
**Software, Equipment & Riverside County Information Technology (RCIT)**

Workforce Development

FY 2022-2023

Vendor / Location	Description of purchase	FY2022/2023 Budget
<b>Software Maintenance/Access Rights</b>		
EMSI	Labor Market Information	4,950
Survey Monkey	Survey Monkey Subscription	384
Zoom Virtual	Virtual Meeting	6,309
Job Board Platform	Cloud based, mobile ready job board software	4,558
Premier Virtual	Software to conduct virtual job fairs	13,500
Adobe Sign	Software	2,765
RCIT - Microsoft Licensing	Microsoft EA Licensing	26,636
Abila-SAGE	MIP Annual Renewal	7,676
<b>Subtotal: \$</b>		<b>66,779</b>
<b>Office and Computer Equipment</b>		
Office Equipment - Fixed Asset		-
Office and Computer Equipment - Non Fixed Asset		80,240
<b>Subtotal: \$</b>		<b>80,240</b>
<b>RCIT Support</b>		
RCIT Virtual Support		43,110
RCIT Enterprise Allocation		495,758
<b>Subtotal: \$</b>		<b>538,868</b>
<b>Total Equipment and Software \$</b>		<b>685,887</b>

**Detail Sheet**  
**Memberships**  
 Workforce Development  
 FY 2022-2023

Description	Budget
Beaumont Chamber of Commerce	240
California Workforce Association (CWA) WDB	15,000
Coachella Chamber of Commerce	300
Hemet/San Jacinto Chamber of Commerce	300
Indio Chamber of Commerce	200
Lake Elsinore Valley Chamber of Commerce	200
Menifee Valley Chamber of Commerce	165
Moreno Valley Chamber of Commerce	185
Murrieta Chamber of Commerce	625
National Association of Workforce Board (NAWB) WDB	2,500
National Youth Employment Coalition	1,500
Norco Chamber of Commerce	360
Palm Desert Chamber of Commerce	200
Palm Springs Chamber of Commerce	250
Perris Valley Chamber of Commerce	175
Rancho Mirage Chamber of Commerce	450
San Jacinto Chamber of Commerce	450
Temecula Valley Chamber of Commerce	230
The Desert Communities Employer Advisory Council (DCEAC)	40
Other Misc Memberships	800
<b>Total:</b>	<b>\$ 24,170</b>

**Detail Sheet**  
**Contracts**  
Workforce Development  
Program Year 2022-2023

Funding Source	Fiscal Year of Award	Contract Name	FY 22-23 Contract Amount
Youth	2022	Rescare Arbor E & T-Moreno Valley	850,000
Youth	2022	Rescare Arbor E & T-Indio	850,000
Youth	2022	Rescare Arbor E & T-Perris	850,000
Youth	2022	California Family Life Center-Hemet	900,000
Youth	2022	California Family Life Center-Lake Elsinore	800,000
Youth	2022	California Family Life Center-Rubidoux	850,000
Youth	2022	Other Youth Contracts	500,000
<b>Youth Total:</b>			<b>\$ 5,600,000</b>
AD/DW	2022	Rescare Arbor	100,000
<b>AD/DW Professional Services</b>			<b>\$ 100,000</b>
WIOA	2022-2023	Other Contracts (e.g., MSJC entrepreneur training, job readiness workshops, marketing services, employer of record services, mental health support services, human resources hotline, Riverside Community College District training)	\$ 2,000,000
<b>Total Other Contracts</b>			<b>\$ 2,000,000</b>
Slingshot/Reg Trng	2022-2023	San Bernardino County Contract	\$ 200,000
<b>Total RPI Slingshot 4.0</b>			<b>\$ 200,000</b>
Regional Training		Staff Training, Education-Regional Training	\$ 64,600
<b>Total Major Contracts:</b>			<b>\$ 7,964,600</b>