

Jamil Dada  
Chairperson

Carrie Harmon  
Executive Director



Juan De Lara  
Vice Chairperson

Vacant  
Secretary

*Infinite Opportunity, Lasting Prosperity*

**RiversideCountyWorks  
501 (c)(3): Minutes**

**January 10, 2018**

Jamil Dada, Chairperson, called the meeting to order at 10.43 a.m.

**Members in Attendance**

Jamil Dada                  Morris Myers                  Francisca Hernandez

**Members Absent**

Juan De Lara                  Mary Jo Ramirez

**Staff**

Carrie Harmon                  Thi Pham                  Leslie Trainor                  Rilla Jacobs

<b>Action Item: 1. Approve November 20, 1017, Minutes</b>						
<b>Motion: That the Riverside County Works approve the November 20, 2017, minutes.</b>						
<b>Moved by</b>	Morris Myers	<b>Second by</b>		Francisca Hernandez	<b>Abstain</b>	<b>None</b>
<b>Vote</b>	Aye	3	No	0	Abstain	0
<b>Status</b>	Approved					

<b>Discussion:</b>	
<b>A. 2018 Calendar</b>	
Discussion	<p>Members discussed and revised the current meeting calendar. The remaining RivCoWorks meetings will be held for one half hour on the dates below: 04/18/18 10:00 – 10:30 a.m. 10/17/18 11:00 – 11:30 a.m.</p> <p>Members discussed changes to the logo. Leslie will have marketing design several versions and submit them for a final selection.</p> <p>Members discussed being able to conference call in for the RivCoWorks meetings. Members were reminded that to stay in compliance with the Brown Act, the conference location needs be available to the public and must be published three days prior to the meeting.</p>

<b>Reports:</b>	
<b>B. Staff Updates- None</b>	

## Discussion Item:

### A. Next Steps

#### 1. Letter of Intent DRAFT – Thi Pham

Thi passed out the draft letter template for the members to review and give their comments.

The following suggestions were:

- Draft letter for Family Foundations
- Shorten the letter to capture target audience.
  - Follow-up with a phone call
- Have marketing create a brochure highlighting our programs.
- Create a fold out brochure
- Start small with youth as the targeted initiative.
  - Scholarships for Character Counts
  - Youth Summer Employment Plan – jobs
  - Provide history, stats on our youth, pictures
  - Disconnected youth
  - Use the verbiage funding and/or administrating programs which supporting upskilling of workforce.
- Identify WIOA as a congressional act.

Thi will make the changes and send the draft to members to review and comments, and she will contact marketing to begin drafting the brochure.

#### 2. Database – Thi followed up on Morris’s question from November’s meeting regarding the cost for a sponsors’ database. Razor’s Edge’s database system is to large and expensive the level we are at right now. A listing or directory of foundations is what our group needs at our beginning level. This is available free on the internet, but you need a personal contact to reach out to. Members were asked to provide any contacts name they may have. Staff will have to also begin developing a rapport with individuals in our local foundation communities. Carrie tasked staff with creating a rapport with individuals in our local foundation communities. Carrie tasked staff with creating a proposed fund raising strategy and goals of scholarship dollars to reach and present to the board in April. More discussions were held on the types of funding to target and how to present Riverside County Works.

#### 3. Switzerland – Jamil was asked by the State Workforce Development Board about sending a state delegation to Zurich. There is a conference in Zurich, which the State Workforce Board and the Labor agency are working on grants to fund a group to go. Jamil was asked to mobilize three or four people from our region. Carrie Harmon, and others will go for one week to learn how Switzerland conducts its apprenticeship programs.

Adjourned: 11.22 a.m.