



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

***Wednesday, December 8, 2021  
11:00 a.m. – 11:30 a.m.***

The Board Meeting will be accessible to the public at the location listed below:

**March Field Air Museum  
22550 Van Buren Boulevard  
Riverside, CA 92518**

Online by video conference and telephone access using the information listed below:

**Zoom** Online Video/Audio Conference  
**Meeting ID:** 815 2231 2525 **Password:** 92507  
**Online:** <https://us06web.zoom.us/j/81522312525?pwd=VHM4S1h6aEZRaFdvMnJVQ0xsWnNnZz09>  
**Phone:** (888) 788-0099 or (877) 853-5247  
**One tap mobile:** +12532158782,,81522312525# US  
**Find your local number:** <https://us06web.zoom.us/u/kebtWGZ8Kp>

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

Wednesday, December 8, 2021  
11:00 a.m. - 11:30 a.m.

### WELCOME

1.1 Call to Order and Self Introductions

Patrick Ellis

### ACTION ITEMS

2.1 Approve Meeting Minutes for April, June, Aug & Oct 2021

Leslie Trainor

2.2 Resolution Authorizing Remote Teleconference Meetings

Leslie Trainor

### REPORTS

3.1 Chairperson's Report

Patrick Ellis

3.2 Federal/State Report

Jamil Dada

3.3 Executive Director's Report

Carrie Harmon

3.4 Operations Report

Leslie Trainor

### DISCUSSION ITEMS

4.4 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.

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 April 21, 2021

Patrick Ellis, WDB Chairperson called the meeting to order at 10:32 a.m.

### Members in Attendance

Connie Golds	Diane Strand	Jamil Dada	Mary Jo Ramirez
Morris Myers	Patrick Ellis	Ricardo Cisneros	Rosibel Ochoa

### Members Absent

Sonia Nunez			
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### Staff

Carolina Garcia	Carrie Harmon	Jasmine Guerrero	Leslie Trainor
Stephanie Adams	Heidi Marshall	Tammy Mathis	Adriana Escobedo
Holly Reeves	Cheryl Mahayni	Leah DeSlate-Soliva	Jason Tang
Janice Simmons			

### Action Item 2.1: Approve 2/17/21 Meeting Minutes

**Motion: Patrick Ellis**

<b>Moved by</b>	Jamil Dada	<b>Second by</b>	Ricardo Cisneros	<b>Abstain</b>	None	
<b>Vote</b>	Aye	8	No	0	Abstain	0
<b>Status</b>	Approved					

### Action Item 2.2: Regional and Local Plans

**Motion: Patrick Ellis**

<b>Moved by</b>	Jamil Dada	<b>Second by</b>	Mary Jo Ramirez	<b>Abstain</b>	None	
<b>Vote</b>	Aye	8	No	0	Abstain	0
<b>Status</b>	Approved					

### Discussion

Tammy Mathis	WDB required to create regional and local plans every 4 years. Riverside County WDB in partnership with San Bernardino County had comprehensive stakeholder process. Two stakeholder input sessions, two Workforce Development planning workshops, small group sessions, employer sessions to get greatest amount of feedback for goals. Over 350 people attended. Regional and local plans required to align with local needs. Based on feedback from stakeholders, both plans have been written and posted for public comment in March. There for 30 days and had few comments with regional plan which were just punctuation and no content issues. No comments on local plan. Plans will travel to board of supervisors then be submitted to state on April 30 <sup>th</sup> .
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### Action Item 2.3: Approve Hallmark of Excellence Certifications

**Motion: Patrick Ellis**

<b>Moved by</b>	Diane Strand	<b>Second by</b>	Mary Jo Ramirez	<b>Abstain</b>	None	
<b>Vote</b>	Aye	8	No	0	Abstain	0
<b>Status</b>	Approved					

### Discussion

Leslie Trainor	Program overview of America's job centers that the county oversees. Requested action from board is to receive and approve certification and authorize chair of board to sign them. County and Workforce development board responsible for overseeing AJCC. Riverside, Indio, Hemet, and Moreno valley general centers and 6 specialized centers. Overseen using California Family Life Center and EQUUS. State of California requires periodically reports of how each facility is performing. Uses certification processes to show programs are meeting effectiveness, physical and programmatic accessibility for those with disabilities, and continuous improvement requirements. Had panel members assess programs. Recommending that board acknowledge and approve Hallmarks of Excellence certifications and authorize chair to sign to submit to the state for approval.
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<b>Action Item 2.4: Approve Recertification Application of Workforce Development Board</b>						
<b>Motion: Patrick Ellis</b>						
<b>Moved by</b>	Jamil Dada	Second by	Mary Jo Ramirez	Abstain	None	
<b>Vote</b>	Aye	8	No	0	Abstain	0
<b>Status</b>	Approved					
<b>Discussion</b>						
Leslie Trainor	Ask Workforce Development Board to approve application. Provides background of recertification. Before funds can be approved, must have a local development board and local area that they serve. Riverside County counts as local area and Workforce Development Board counts as local development board. Meet all criteria and qualifications. Recommend to approve application of recertification of development board to be submitted to state.					

<b>Action Item 2.5: WIOA Fund Transfer Request</b>						
<b>Motion: Patrick Ellis</b>						
<b>Moved by</b>	Morris Myers	Second by	Ricardo Cisneros	Abstain	None	
<b>Vote</b>	Aye	8	No	0	Abstain	0
<b>Status</b>	Approved					
<b>Discussion</b>						
Leslie Trainor	WIOA funding received in buckets with certain criteria. Buckets are named and serve specific populations. Adult bucket and dislocated worker's bucket. Adult bucket can serve adults that are employed. Dislocated workers bucket helps serve population with those dislocated from workforce. Request to authorize moving funds from Adult designated bucket to dislocated worker's bucket. Transfer supposed to reflect types of customers that are being served. No statutory or regulatory amount for transfer funds.					

<b>Action Item 2.6: Renewal for One-Stop Operator</b>						
<b>Motion: Patrick Ellis</b>						
<b>Moved by</b>	Jamil Dada	Second by	Connie Golds	Abstain	None	
<b>Vote</b>	Aye	8	No	0	Abstain	0
<b>Status</b>	Approved					
<b>Discussion</b>						
Holly Reeves	Provides brief background of WIOA. Second year of three-year procurement period. Bring this to board for approval to enter into new contract beginning in July for new program year. Would be approved for July 2021 to 2022.					

<b>Action Item 2.7: Extension for Youth Services Programs</b>						
<b>Motion: Patrick Ellis</b>						
<b>Moved by</b>	Morris Myers	Second by	Ricardo Cisneros	Abstain	None	
<b>Vote</b>	Aye	8	No	0	Abstain	0
<b>Status</b>	Approved					
<b>Discussion</b>						
Carolina Garcia	Regarding youth services program agreements with youth Services Providers. Currently going through a procurement for youth providers with youth opportunity centers. Given time frame, the due date for procurement is beginning of May. Will go through evaluation process that may take another 30 days. Will be brought to executive committee then board of supervisors. Request extension of current agreement to allow transition period and allow new contracts to be put in place. Especially if there are changes in service providers. Asking for 3-month period. Would ensure no gap in services in youth. Possibility for three-month extension but would have to be approved again.					
Jamil Dada	After year has finished, recommends more funds since cost of living has gone up.					
Carrie Harmon	Some feedback provided. Recommends procuring longer contracts rather than one-year duration. Provides continuity.					

<b>Reports:</b>
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<b>3.1 Chair Report</b>	
Patrick Ellis	Will save for next meeting

<b>3.2 Federal and State Report</b>	
Jamil Dada	Will save for next meeting

<b>3.3 Executive Director's Report</b>	
Carrie Harmon	Will save for next meeting

<b>3.4 Status of Service Delivery</b>	
Leslie Trainor	Status of service delivery. Transitioning back to all staff being back in office full time. Shooting for mid-May to be back in person. Several services also have more people. Received notification from California Workforce Development Board a request to continue providing career services. Current authorization expired June 30 <sup>th</sup> . Applied to California Workforce Development Board. Starting RFP process. Received approval in the morning. Next meeting will have overview of Workforce Development Resilience Plan.

<b>4.1 Member Initiatives</b>
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Patrick Ellis	Encourages all to share when they are comfortable meeting in-person. Will try to have hybrid meetings if there are those that cannot attend. Use public health as guideline. Wanted to bring up conversation.
Diane Strand	Wants to know if there is service code written for workforce development program, but parameters are too general. Talking about supported employment program but more specific. Where can they get service code.

Adjourned: 11:17 a.m.

Patrick Ellis  
WDB Chairperson

Carrie Harmon  
WDB Executive Director



Jamil Dada  
WDB Vice Chairperson

Leslie Trainor  
WDB Deputy Director

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## Executive Committee: Minutes June 16, 2021

Patrick Ellis, Chairperson called the meeting to order at 11:42 a.m.

### Members in Attendance

Connie Golds	Diane Strand	Mary Jo Ramirez	Morris Myers
Patrick Ellis	Ricardo Cisneros	Rosibel Ochoa	

### Members Absent

Jamil Dada	Sonia Nunez		
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### Guests

Gena Leisten	Jackie Melendez	Jesse Vela	Veronica Champayne
Vince			

### Staff

Adriana Escobedo	Carolina Garcia	Carrie Harmon	Cheryl Mahayni
Heidi Marshall	Holly Reeves	Janice Simmons	Jasmine Guerrero
Jason Tang	Lea Deslate-Soliva	Leslie Trainor	Stephanie Adams
Sylvia Walker	Tammy Mathis		

### **Action Item 2.1: Professional Services Agreement**

**Motion: Patrick Ellis**

<b>Moved by</b>	Morris Myers	<b>Second by</b>	Rosibel Ochoa	<b>Abstain</b>	None	
<b>Vote</b>	Aye	7	No	0	Abstain	0
<b>Status</b>	Approved					

#### **Discussion**

Holly Reeves	Want board to approve various professional agreements starting June 1 <sup>st</sup> 2021 to June 30 <sup>th</sup> 2022. Amount will not exceed \$2,613,986. WDB issued 6 RFPs in March and April. Received responses in April and May for RFPs. Purpose was to solicit different qualified professionals to provide various services that staff have been serving. Looking to expand services to all of programs. Overview of programs that need funding. Want professional vendor on board to handle marketing. Taken this to county board of supervisors to expedite. Staff recommend to approve service agreements. Mary Jo Ramirez asked question. Connie Golds asked question.
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### **Action Item 2.2: Fiscal Year for 2021-2022 Workforce Development Division Budget**

**Motion: Patrick Ellis**

<b>Moved by</b>	Morris Myers	<b>Second by</b>	Diane Strand	<b>Abstain</b>	None	
<b>Vote</b>	Aye	6	No	0	Abstain	1
<b>Status</b>	Approved					

#### **Discussion**

Leslie Trainor	For Fiscal year 2021/2022 July 1 <sup>st</sup> 2021 – June 30, 2022. Like to have money that rolls over. Preferably \$7 million dollars because of lag in receiving funds. Projected funds rolling over is around \$15 million. Overview of different programs that are funded. One area of budget has been moved to training. Represents larger portion of funding.
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<b>Reports:</b>	
<b>3.1 Chairperson's Report</b>	
Patrick	Patrick Traveling to DC for a conference and meetings on the Hill. Excited to hear what potential funding will be coming our way. More information to come
<b>3.2 Federal/State Report</b>	
N/A	
<b>3.3 Executive Director's Report</b>	
Carrie Harmon	Traveling with Workforce Development board members to Washington DC NAWB Conference. Will share experiences in inland region and getting more information on funding at federal level. Governor's budget proposal. After, sending communication to WDB what pending legislation applies and how that affects the region. Apprenticeships important.

<b>Discussion Item: 4.1 Jobs Blueprint</b>
Tabled for a later time

<b>Discussion Item: 4.2 UCR Proposal for Innovation &amp; Design Management Student Program</b>
Tabled for a later time

<b>Discussion Item: 4.3 Bylaws Updates</b>	
<b>Discussion</b>	
Leslie Trainor	Bylaws for WDB need to be updated. Used to be part of Economic Development Agency. Economic Development Agency Restructured in 2020. Bylaws formed in 2015. Can add in new updates to suit region better. Did not get much notice to members of executive committee of bylaw updates. Will send out bylaw's updates. Gives overview of current bylaws. Diane Strand, Mary Joe Ramirez, Rosibel Ochoa, Morris Myers provided feedback.

<b>Member Initiatives: 4.4</b>	
Patrick Ellis	<p>Mary Jo Ramirez: Riverside County Office of Ed and California Family Life Center awarded new cycle of youth funding for area. Expanded to include medical field for apprenticeship.</p> <p>Diane Strand: JDS Creative academy job training program for adults with development disabilities moving towards paid internship level. Placing first consumer from inland regional at lake Elsinore storm. Begin in August. Looking for other businesses to bring someone with autism or developmental disabilities. Invitation to collaborate with businesses.</p>

Adjourned: 1:01 p.m.



Patrick Ellis  
WDB Chairperson

Carrie Harmon  
WDB Executive Director



Jamil Dada  
WDB Vice Chairperson

Leslie Trainor  
WDB Deputy Director

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## Executive Committee: Minutes August 18, 2021

Patrick Ellis, Chairperson called the meeting to order at 10:32 a.m.

### Members in Attendance

Diane Strand	Jamil Dada	Mary Jo Ramirez	Morris Myers
Patrick Ellis	Rosibel Ochoa		

### Members Absent

Connie Golds	Ricardo Cisneros		
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### Guests

Jackie Melendez			
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### Staff

Ariana Escobedo	Carolina Garcia	Carrie Harmon	Cheryl Mahayni
Janice Simmons	Jasmine Guerrero	Jason Tang	Leslie Trainor
Patrick Guinaw	Stephanie Adams	Sylvia Walker	

### **Action Item 2.1: Amendment to WDB Bylaws**

**Motion: Patrick Ellis**

<b>Moved by</b>	N/A	<b>Second by</b>	N/A	<b>Abstain</b>	N/A
<b>Vote</b>	Aye	No		Abstain	
<b>Status</b>	Voting did not take place				

### Discussion

Patrick Ellis	Member Initiatives discussed by board and suggestions given. Leslie will red line according to suggestions given and will revisit on the Oct 20 <sup>th</sup> meeting. Voting did not take place for bylaws.
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### **Reports:**

#### **3.1 Chairperson's Report**

Patrick Ellis	Deferred to Full Board Meeting
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#### **3.2 Federal/State Report**

Jamil Dada	Deferred to Full Board Meeting
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#### **3.3 Executive Director's Report**

Carrie Harmon	Deferred to Full Board Meeting
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#### **3.3 Operations Report**

Leslie Trainor	Provided operations report
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### **Discussion Item: 4.1 Role of the WDB in Workforce Recovery Efforts**

#### Discussion

Patrick Ellis	Patrick mentioned that there is a lot of need for childcare facilities throughout the county. Approximately 3800 Child Care facilities closed during the pandemic and some may never re-open. We need to address this matter in order to help people get back to work.
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Adjourned: 11:31 a.m.



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## Executive Committee: Minutes October 20, 2021

Jamil Dada, Vice Chairperson called the meeting to order at 11:34 a.m.

### Members in Attendance

Connie Golds	Diane Strand	Jamil Dada	Mary Jo Ramirez
Morris Myers	Ricardo Cisneros	Rosibel Ochoa	

### Members Absent

Patrick Ellis			
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### Guests

Keith Gemmell	Veronica Champayne	Rubidoux Youth	Steve Massa
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### Staff

Carolina Garcia	Carrie Harmon	Heidi Marshall	Janice Simmons
Jasmine Guerrero	Jason Tang	Leslie Trainor	Patrick Guinaw
Stephanie Adams	Sylvia Walker	Tammy Mathis	Karsyn Moore

Action Item 2.1: Resolution Authorizing Remote Teleconference Meetings						
<b>Motion: Jamil Dada</b>						
<b>Moved by</b>	Morris Myers	<b>Second by</b>	Connie Golds	<b>Abstain</b>	None	
<b>Vote</b>	Aye	7	No	0	Abstain	0
<b>Status</b>	Approved					
Discussion						
Leslie Trainor	Presented Resolution No. 2021-001 and provided an overview					

Action Item 2.2: Amendment to Workforce Development Board Bylaws						
<b>Motion: Jamil Dada</b>						
<b>Moved by</b>	Morris Myers	<b>Second by</b>	Rosibel Ochoa	<b>Abstain</b>	None	
<b>Vote</b>	Aye	7	No	0	Abstain	0
<b>Status</b>	Approved					
Discussion						
Leslie Trainor	Recommend board approve proposed changes in Riverside County Workforce Development Board Amended Bylaws and authorize staff to present Amended Bylaws to Riverside County Board of Supervisors for approval. Briefly reviews amendments with executive board.					

Reports:	
3.1 Chairperson's Report	
Patrick Ellis	N/A
3.2 Federal and State Report	
Jamil Dada	10 Million a year over 10 years big package legislation getting passed. State level has meeting in two weeks. Riverside considered disadvantaged county. Riverside County is rank 7 of veterans within county. Working on trying to waive military personal needed California training because they are on temporary reassignment.
3.3 Executive Director's Report	
Carrie Harmon	Request for proposal process for one-stop system. Given direction from WDB to conducted RFP to evaluate outside providers of job centers. Evaluate what other providers are available and reevaluate cost-effectiveness. Will close late December. Workforce landscape of local data suggests workers coming back into droves. Great reassessment, great resignation. Look into data shows workers that have resigned are more of middle-income workers. Taking this as moment to move towards different career, go back to school, stay at home more with kids.

<b>3.4 Operations Report</b>	
Leslie Trainor	Provide support to executive director's report. Want to leverage resources and partner space to continue to get services out there when seeing this slow increase of people going back to work. 8 other procurements. Provides overview of 8 procurements. Working on two applications for programs under Build Back Better.
<b>Discussion Items</b>	
<b>4.1 IERPU Steering Committee Member Policy</b>	
Tammy Mathis	Have steering committee between Riverside and San Bernardino County. No policy on the number of members which caused imbalance.
<b>4.2 WIOA Year-Round Youth Opportunity Center Youth Services RFP Update</b>	
Carolina Garcia	Youth year round (which are youth opportunity center providers) purchasing department is taking longer. Want to have it finalized by November 1 <sup>st</sup> . 2 <sup>nd</sup> youth RFP are looking to expand and service target population. Youth Awards great attendance.
<b>4.3 2022 Proposed Calendar</b>	
Jasmine Guerrero	Removed from the agenda, will present at a later time

<b>Member Initiatives 4.4</b>	
Leslie Trainor	Patrick Ellis holding in-person economic outlook event. Speakers give advice on workforce trends.
Ricardo Cisneros	Moving with training partnership with trucks. Bring movie studio to Coachella valley region continuing to move forward. Will bring both low and high-paying jobs. Working with RCC and San Bernardino Community College to provide trainings.
Diane Strand	Workforce development training for adults with special needs. Teach video production, media. Launched paid internship program. Currently have two participants place in another business and working digital media and video production. Growing internship program. Fundraiser coming up. October 29 <sup>th</sup> and 30 <sup>th</sup> starts as class and moves towards fundraiser. Will build sets and props and turn into scarers. Spirit of Innovation drop next week. New host for show is Mia. Keynote presentation next week on digital media. Economic Development Coalition has hired new executive director.
Jasmine Guerrero	Workforce Development Strategic Planning session takes place November 9 <sup>th</sup> .
Rosibel Ochoa	Submitted Build Back Better application and links with initiative. Application requires more integration, equity and community engagement. Nov. 1 <sup>st</sup> will officially launch small business outreach. Comes out of CARES ACT to support businesses affected by COVID.

Adjourned: 12:56 p.m.

**EXECUTIVE COMMITTEE**

**ACTION ITEM # 2.2**

**SUBMITTAL DATE:** December 8, 2021

**SUBJECT:** Approve the attached Resolution No. 2021-002, 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 December 8, 2021 through January 7, 2022 Pursuant to the Ralph M. Brown Act (Resolution No. 2021-002).

**RECOMMENDATION:** That the Riverside County Workforce Development Board (WDB) Executive Committee approve, on behalf of the WDB, Resolution No. 2021-002.

**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 WDB Executive Committee approved the initial resolution on October 20, 2021. This action item is requesting approval for a subsequent resolution allowing for an additional 30-day extension.

The attached Resolution No. 2021-002 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. 2021-002. 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: Yes
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**RESOLUTION NO. 2021-002**

**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 DECEMBER 8, 2021 THROUGH JANUARY 7,  
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**, as a condition of extending the use of the teleconferencing provisions for another 30  
19 days beyond the Resolution No. 2021-001 adopted on October 20, 2021, pursuant to Government Code  
20 Section 54953(e), the Riverside County Workforce Development Board must reconsider the circumstances  
21 of the state of emergency that exists and find that either the state of emergency continues to directly impact  
22 the ability of the members to meet safely in person or state or local officials continue to impose or  
23 recommend measures to promote social distancing; and,

24 **WHEREAS**, the Riverside County Workforce Development Board has reconsidered the  
25 circumstances of the state of emergency and finds that state or local officials continue to impose or  
26 recommend measures to promote social distancing, based on the California Department of Industrial  
27 Relations regulations related to COVID-19 Prevention, specifically, Title 8 of the California Code of  
28 Regulations, Section 3205(5)(D), continuing to remain in effect; and,

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

6           **NOW, THEREFORE, BE IT RESOLVED, FOUND AND ORDERED** by the Riverside County  
7 Workforce Development Board, by and through its Executive Committee, in regular session assembled  
8 on December 8, 2021 does hereby resolve as follows:

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

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

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

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

23           Section 5. Effective Date. This Resolution shall take effect immediately upon its adoption and  
24 shall be effective until the earlier of (i) January 7, 2022 or (ii) such time the Riverside County Workforce  
25 Development Board adopts a subsequent resolution in accordance with Government Code section  
26 54953(e)(3) to extend the time during which its legislative bodies may continue to teleconference without  
27 compliance with Section 54953(b)(3).

28           **ADOPTED** this 8th day of December 2021 by the Riverside County Workforce Development



1 Board, by and through its Executive Committee, by the following vote:

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3 YES:

4 NO:

5 ABSENT:

6 ABSTAIN:

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