



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

***Wednesday, August 19, 2020  
10:30 a.m. – 11:30 a.m.***

On the day of the meeting, the Board Meeting will be accessible to the public online by video conference and telephone access using the information listed below.

[Zoom](#) Online Video/Audio Conference

**Meeting ID:** 923 2707 5852 **Password:** 92507

**Online:** <https://zoom.us/j/92327075852?pwd=Ry9nUUpxY3lubEcvSEVmQjN1WkVVQT09>

**Phone:** (877) 853-5247 or (669) 900-9128

**One tap mobile:** +16699009128,,92327075852#,,1#,92507#

Participants should be advised that by engaging in meeting telephonically or electronically they acknowledge that input may be recorded, such recording is subject to inspection pursuant to the California Public Records Act.

MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDER [N-29-20](#) DATED MARCH 17, 2020, WHICH SUSPENDS CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT.

The Riverside County Workforce Development Board (Board) is holding Board of Directors meetings to conduct essential business. Members of the public may view and participate electronically or telephonically, not in person, consistent with directives from the Riverside County Public Health Officer, the California Department of Public Health, and the California Governor's Executive Order [N-33-20](#).

**Public Participation** Members of the public may address the Board on any item on the agenda and on any matter that is within the Board's jurisdiction. To address the Board regarding an item that is on the agenda, please submit an e-mail entitled "Public Comment" directly to the Board Coordinator, Jasmine Guerrero, via email at [jguerrer@rivco.org](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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Jamil Dada  
WDB Chairperson  
Carrie Harmon  
WDB Executive Director



Patrick Ellis  
WDB Vice Chairperson  
Leslie Trainor  
WDB Deputy Director

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# Riverside County Workforce Development Executive Committee Meeting AGENDA

Wednesday, August 19, 2020  
10:30 a.m. - 11:30 a.m.

## WELCOME

1.1 Call to Order and Self Introductions Jamil Dada

## ACTION ITEMS

2.1 Approve the Minutes from June 17, 2020 All

## REPORTS

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

## DISCUSSION ITEMS

4.1 RCIT Budget Presentation Angela Hines & Cathy Lovell  
4.2 Member Initiatives All

## PUBLIC COMMENT

Participants should be advised that by engaging in meeting telephonically or electronically they acknowledge that input may be recorded, such recording is subject to inspection pursuant to the California Public Records Act.

**CONFLICT OF INTEREST ADVISEMENT** Board members please be advised: If an Agenda item relates to the provision of services by you, your immediate family, the entity you represent, or any person who has made \$250.00 in campaign contributions to you during the last twelve months, or if approval or disapproval of an Agenda item would have a foreseeable material effect on an economic interest of you, your immediate family, or the entity you represent, then please follow these procedures: *“When the Agenda item is first introduced, please immediately announce that you are recusing yourself from participating in the agenda item and then refrain from discussing, voting on, or otherwise influencing the Board’s consideration of the Agenda item.”*

**ACCESSIBILITY** The Workforce Innovation Opportunity Act (WIOA) Title I financially assisted program or activity is an equal opportunity employer and program. Auxiliary aids and services are available upon request to individuals with disabilities. There are two ways of requesting reasonable accommodations. 1. For ADA Coordinator, please call (951) 955-3100, (951) 955-3744 TTY, CA Relay 711, or e-mail [ADACoordinator@rivcoeda.org](mailto:ADACoordinator@rivcoeda.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.

Jamil Dada  
WDB Chairperson

Carrie Harmon  
WDB Executive Director



*Infinite Opportunity, Lasting Prosperity*

Patrick Ellis  
WDB Vice Chairperson

Leslie Trainor  
WDB Deputy Director

## Executive Committee: Minutes June 17, 2020

Chair Jamil Dada called the meeting to order at 11:32 a.m.

### Members in Attendance

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

### Members Absent

Ricardo Cisneros	Francisca Hernandez			
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### Guests

Jackie Melendez	Carlos Vasquez	Heidi Marshall		
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### Staff

Carrie Harmon	Leslie Trainor	Loren Sims	Stephanie Adams	Zulma Michaca
Carolina Garcia	Jason Tang	Leah Deslata-Soliva	Wendy Frederick	Russel Best
Carolyn Reyna	Jasmine Guerrero	Rilla Jacobs		

### Administrative Item: 1.1 Approve the June 1, 2020, Executive Minutes

**Motion: that the WDB Executive Committee approve the minutes for June 1, 2020/**

<b>Moved by</b>	Patrick Ellis	<b>Second by</b>	Layne Arthur	<b>Abstain</b>	None	
<b>Vote</b>	Aye	6	No	0	Abstain	0
<b>Status</b>	Approved					

### Administrative Item: 1.2 Fiscal Year 2020/2021 Workforce Development /Division (WDD) Budget

**Motion: That the WDB approves the WDD budget for fiscal year 2020/2021.**

<b>Moved by</b>	Morris Myers	<b>Second by</b>	Patrick Ellis	<b>Abstain</b>	Mary Jo Ramirez	
<b>Vote</b>	Aye	5	No	0	Abstain	1
<b>Status</b>	Approved					

**Discussion**

Page one of the budget report is a summary of available funds and funds Utilization plan. Staff informed the committee that the fiscal numbers contain the changes made to the budget after COVID emergency was declared. WDD received approximately \$28 million in revenue, approximately \$23 million will go to our projected expenditures. There will be roughly \$15 million carry in dollars for the program. The carry in dollars will keep the WIOA program going until the 2020/2021 years funding is disseminated in October.

WDD has applied for Student Temporary Employment Program to assist 100 youth with disabilities by providing them work experience. We are waiting to hear the final \decision. Due to the COVID emergency our travel funds were not used as expected. 2020/2021 fiscal year but should return to normal travel amounts.

Loren was asked why the carry-in funds were so large for this year. He and Carrie explained that along with our regular training funds we also have the Prison to Employment (P2E) funds to expend. We need to get these dollars allocated as soon as we can. Loren then went over the detailed planned expenditure for 2020/2021. Members asked questions regarding the amount of carry in funding for this year and staff explained the federal governments system for obligation funds. How the major portion of 2020/2021 funds would not be received until sometime in October and carry in funds keep things moving until the yearly funds come in. Members asked if there was a plan in place to expend the funds, staff responded yes.

	<p>Rosibel Ochoa had a brief discussion with staff on the amount of training dollars that are available to provide region wide training and asked if ways were being explored to bring more training dollars in. Through grants and other venues.</p> <p>Layne and Morris expressed concerns asking why the cost for IT has gone up from \$800/\$950 thousand to \$1.5 million. Carrie explained there maybe some IT projects for workforce that may have an effect on the cost. Members wanted to know if other county department were paying the same amount in IT costs. The response was some departments were paying similar amounts. Morris asked if staff could have an outside vendor bid on or services. Carrie responded yes, but she will have the IT business unit come in a speak with the Executive Committee to discuss costs and services.</p>
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**Reports :**

<b>Federal and State Report</b>	
<p>3.1 Jamil Dada</p>	<p>There are two bills being introduced in Congress: Health and Economic Recovery Omnibus Emergency Solutions (HEROS) Act Relaunching America’s Workforce Act (RAWA)</p> <p>RAWA will put \$15 billion into the workforce system nationwide. HEROS is a \$2 Trillion bill that will provide funding to workforce boards, housing, transportation and infrastructure.</p>

<b>Chairperson’s Report</b>	
<p>3.2 Jamil Dada</p>	<p>The National Association of Workforce Board Forum will be a virtual event this year. Next year everyone who was assigned to attend this year will go to Washington D.C.</p>

<b>Executive Director’s Report</b>	
<p>3.3 Carrie Harmon</p>	<p>San Bernardino is writing a joint grant for \$750 thousand to train roads apprentices in the Inland Empire. We have expressed our interest in working with them and if they receive the grant Riverside should get one half for the \$750,000.</p> <p>The Riverside County Board of Supervisor (BOS) has created a Recovery Team to help lead the region through the reopening of businesses in our area.</p> <p>The County received \$453 million form the CARES Act and the funds are being allocated to various initiatives.</p> <p>With the amounts of funding poised to come our way we are working to be prepared to quickly launch this money whenever we receive it. We received some funding to towards a training program Riverside Community College tailored to get people back to work quickly in industries that were COVID resistant. We will also work with our Chambers to review their information and identify bus9iness who can use funding for recovery.</p> <p>Carrie will present eh proposed training program that is being created at the next board meeting. The CCC commissioned a report to help with the information for this proposal. Heidi said this report will be used to drive existing and future programs</p>

<b>Reopening of America Job Center of California (AJCC) Report</b>	
<p>3.4 Leslie Trainor</p>	<p>Leslie informed the committee that the AJCCs would be opining on June 15, 2020 with a Phase One soft opening. Supplies for cleaning and sanitation have been ordered. Signage is being prepared to let customers know what is available to them at this time. Clients will be seen by appointments only to control foot traffic during Phase One.</p>

<b>Business Solutions Response to COVID</b>	
<p>3.5 Stephanie Adams</p>	<ul style="list-style-type: none"> <li>- We continue to provide technical assistance to our businesses</li> <li>- We have received and responded to over 200 Worker Adjustment and Retraining Notification (WARN) letters.</li> <li>- We are assisting businesses who are reopening and need employees.</li> <li>- We continue to write on-the-job-training applications.</li> <li>- We are seeing how we can help companies reopen.</li> <li>- We are accessing what or if they have any training needs.</li> </ul>

	<p>Mary Jo asked if staff was tracking how many businesses are able to reopen or went out of business. Carrie responded that we are working with EDD to get this information.</p> <p>Patrick shared that 300 companies will not be coming back. These were smaller businesses who were in trouble before COVID closed their doors. Other companies are being impacted by how they must meet the reopening standards.</p>
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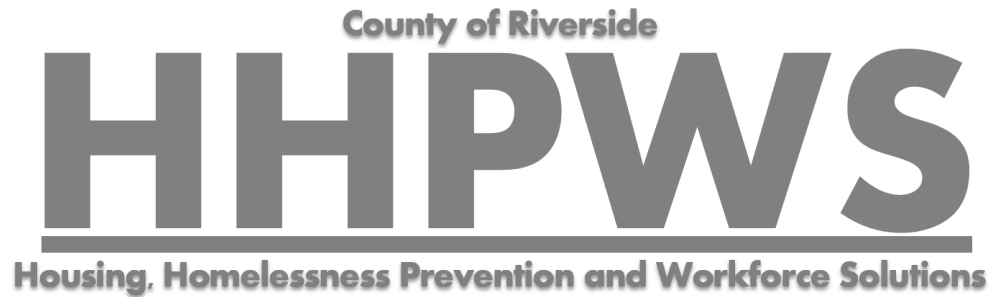
<b>Discussion Item:</b>	
4.1	Moreno Valley Employment Resource Center – Request for AJCC Designation
Carrie Harmon	<p>We are working with Moreno Valley City to convert their Employment Resource Center into a full AJCC. It receives a large amount of foot traffic and the Memorandum of Understanding is in place to begin the transition. We are working to have EDD support at the site. Once this is accomplished will till bring this item back to the Board as an action item for approval.</p> <p>Morris asked if this would affect the WDD budget if we have other areas that need the same sort of support. Jamil said it would not have an affect on the budget and the sit also has Moreno Valley’s financial support. Also, we will be able to help areas if needed. Carrie said this site agreement will serve as a potential model for other areas to replicate. It was decided to have this item move forward to the WDB for a vote to approve once it is ready.</p>
4.2	Establishment of Youth Community Corps
Carrie Harmon	<p>We are applying for \$2 million in funding to target a youth summer work program. The unemployment numbers for the youth population are at record highs. We don not want to lose these young people, as our plan is to assist 500 youth. One hundred form each supervisorial district. A brief discussion was held as to why this would be a good program for youth to gain work experience.</p> <p>Rosibel what the cost per youth would be and how long would they work.  \$2,150 for 6 weeks of work experience  \$4,550 for 12 weeks of work experience</p> <p>Morris asked how the program would be advertised, and where would the youth work. The BOS have legislative interns in each of their districts. We will task them with getting to work in their individual districts, along with requesting help from the Chambers and Riverside County Office on Education.</p>
4.2	Partnership with Community Colleges
Carrie Harmon	This topic was covered earlier.
4.4	Member Initiatives
All	Jackie Melendez thanked the committee for considering making the Moreno Valley ERC into and AJCC. Jamil suggested that members visit the ERC during one of its future board meetings

<b>Public Comments</b>	
NONE	

Adjourned: 12:56

# **DISCUSSION ITEM RCIT BUDGET PRESENTATION**

**Presented by:  
Angela Hines and Cathy Lovell**



***RCIT  
COST ALLOCATION FOR FY20/21***

*Prepared By: HHPWS Accounting & Finance*



# RCIT COSTS FY16/17 THROUGH FY20/21

## Workforce Development Division 5 Year Comparison - RCIT Charges

Account Code	Description	FY16/17	FY17/18	FY18/19	FY19/20	Budget FY20/21
525840	RCIT Device Access	547,862.04	544,338.96	544,338.96	841,743.42	499,496.00
525850	RCIT Device Public	82,070.04	54,694.92	54,694.92	-	-
525860	RCIT Device Support	211,552.95	125,166.00	125,166.00	-	-
525870	RCIT Physical Server Support	191,598.00	171,295.92	171,295.92	-	-
525880	RCIT Virtual Server Support	-	14,594.04	14,594.04	-	-
<b>Total</b>		<b>\$ 1,033,083.03</b>	<b>\$ 910,089.84</b>	<b>\$ 910,089.84</b>	<b>\$ 841,743.42</b>	<b>\$ 499,496.00</b>

# RCIT Rate Methodologies

- FY20/21 was based in a Fixed Allocation model based on FY18/19 actuals.
- FY19/20 was based in a Fixed Allocation model based on FY17/18 actuals.
- FY18/19 was based on a rollover of FY17/18
- FY17/18 was based on license counts for Access, device counts for Device Support, server counts for Server Support. Counts were taken in August/September of the current FY for the following FY.
- FY16/17 was based on rates for Access Device, Public Device Support, Physical Server and Virtual Server. Charges were the rates multiplied by the quantity per department.

# HHPWS Distribution of RCIT Costs

- FY20/21 distribution was applying a weighted average to distribute RCIT costs to Access Device, Public Device Support, Physical Server and Virtual Server cost pools.
  - Took inventory of filled position counts and device counts.
  - Applied dedicated public device, physical server and virtual server costs to divisions.
  - Allocated Access Device charges based on number of filled positions.
- FY19/20 distribution was based on inventory of license counts, device counts, and public computer counts for each division.
- FY18/19 distribution was based on the FY17/18 inventory of license counts, device counts, and public computer counts for each division.
- FY17/18 distribution was based on inventory of license counts, device counts, and public computer counts for each division.
- FY16/17 distribution was based on inventory of license counts, device counts, and public computer counts for each division.

# HHPWS ALLOCATION SUMMARY

ESTIMATED FY20-21 RCIT COST PASS-THROUGH  
COUNTY DEVICE ACCESS

\$3.853M Portion is Prior EDA Divisions Only

DIVISION	Microsoft Licenses	% for Allocation	Number of Devices	% of Allocation	Public PC	MS Dynamics		Access Support	Device Support	Public Device Support	Physical Server Support	Virtual Server Support-Dept.			525840 Enterprise Allocation	Dedicated Staff	ESTIMATED FY 20/21 RCIT Allocation	
						% of Allocation	% of Allocation					Dedicated Count	Support-Dept. Dedicated	Virtual Server Support				
Airports	0	0.00%	0	0.00%	-	-	0.00%	-	-	-	-	-	-	-	-	-	-	
CDBG	11	1.44%	7	1.17%	-	-	0.00%	35,097.92	11,201.62	-	-	0.25	4,759.68	1,055.06	52,114	183,831	52,114	
CSA	35	4.58%	10	1.67%	-	-	0.00%	111,675.20	16,002.31	-	-	0.33	6,282.78	1,507.23	135,468	110,937	135,468	
Economic Development	20	2.62%	19	3.17%	-	-	0.00%	63,814.40	30,404.39	-	-	-	-	2,863.74	97,083	-	97,083	
ED-Marketing		0.00%	0	0.00%	-	-	0.00%	-	-	-	-	-	-	-	-	-	-	
ED Bus Intelligence		0.00%	0	0.00%	-	-	0.00%	-	-	-	-	-	-	-	-	-	-	
Office on Foreign Trade		0.00%	0	0.00%	-	-	0.00%	-	-	-	-	-	-	-	-	-	-	
Office of Film & TV		0.00%	0	0.00%	-	-	0.00%	-	-	-	-	-	-	-	-	-	-	
Salton Sea		0.00%	0	0.00%	-	-	0.00%	-	-	-	-	-	-	-	-	-	-	
Fair	20	2.62%	25	4.17%	-	-	0.00%	63,814.40	40,005.78	-	-	0.25	4,759.68	3,768.08	112,348	183,831	112,348	
Libraries	9	1.18%	6	1.00%	-	-	0.00%	28,716.48	9,601.39	-	-	-	-	904.34	39,222	-	39,222	
Museum	4	0.52%	4	0.67%	-	-	0.00%	12,762.88	6,400.92	-	-	-	-	602.89	19,767	-	19,767	
Perris Valley Cemetery		0.00%	0	0.00%	-	-	0.00%	-	-	-	-	-	-	-	-	-	-	
EDA Admin/Acct-Fin	13	1.70%	59	9.83%	-	-	0.00%	41,479.36	94,413.63	-	-	0.33	6,282.78	8,892.68	151,068	110,937	151,068	
<b>SUB-TOTAL</b>	<b>112</b>	<b>14.66%</b>	<b>130</b>	<b>21.67%</b>			<b>0</b>	<b>357,360.64</b>	<b>208,030.03</b>	<b>-</b>	<b>-</b>	<b>1.16</b>	<b>22,084.93</b>	<b>19,594.03</b>	<b>607,070</b>	<b>294,768</b>	<b>607,070</b>	
Housing Authority	111	14.53%	109	18.17%	6	3.92%	0%	354,169.92	174,425.18	3,625.22	181,958.33	0.25	4,759.68	16,428.84	735,367	183,831	919,198	
Housing, Homeless, WDC Admii	4	0.52%	4	0.67%			0%	12,762.88	6,400.92					602.89	19,767		19,767	
Workforce Development	74	9.69%	96	16.00%			0%	236,113.28	153,622.18			0.34	6,473.17	14,469.44	410,678	110,937	521,615	
Workforce Devt Public PCs		0.00%		0%	147	96%	0%	-	-	88,817.79				-	88,818		88,818	
<b>TOTALS</b>	<b>301</b>	<b>39.40%</b>	<b>339</b>	<b>56.50%</b>	<b>153</b>	<b>100.00%</b>	<b>0</b>	<b>960,406.71</b>	<b>542,478.32</b>	<b>92,443.01</b>	<b>181,958.33</b>	<b>1.75</b>	<b>33,317.79</b>	<b>51,095.21</b>	<b>1,861,699</b>	<b>294,768</b>	<b>2,156,467</b>	
Facilities Management	463	60.60%	261	43.50%			342	100%	1,477,303.35	417,660.30			3.00	57,116.21	39,338.79	1,991,419	163,262	2,154,681
<b>TOTALS</b>	<b>764</b>	<b>100.00%</b>	<b>600</b>	<b>100%</b>	<b>153</b>	<b>100%</b>	<b>342</b>	<b>2,437,710.06</b>	<b>960,138.61</b>	<b>92,443.01</b>	<b>181,958.33</b>	<b>4.75</b>	<b>90,434.00</b>	<b>90,434.00</b>	<b>3,853,123</b>	<b>458,030</b>	<b>4,311,148</b>	