



Riverside County Workforce Development Executive Committee Meeting Agenda

***Wednesday, June 16, 2021
11:30 a.m. – 1:00 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: 995 8268 2071 **Passcode:** 92507

Online: <https://zoom.us/j/99582682071?pwd=aGhvK3Vlbk1GMW9GbjMwU2NuUDU3QT09>

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

One tap mobile: +16699009128,,99582682071# US

Find your local number: <https://zoom.us/u/amwWaCcv3>

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

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

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

Public Participation Members of the public may address the Board on any item on the agenda and on any matter that is within the Board's jurisdiction. To address the Board regarding an item that is on the agenda, please submit an e-mail entitled "Public Comment" directly to the Board Coordinator, Jasmine Guerrero, via email at jguerrer@rivco.org or by calling (951) 955-9068. Requests must be submitted to the Board Coordinator prior to the time the item is called for consideration or prior to the Public Comment section of the agenda. Please specify if comment is related to an Action Item or if it is General Public Comment. *If you cannot or choose not to attend when the meeting occurs but wish to make a comment, please submit your comments by 8:00 a.m. on the day of the Board meeting.* Comments will be presented by the Board Coordinator. They will be announced at the appropriate time and will be added to the record. Comments will be read after Action Items are discussed or during Public Comment period.

Patrick Ellis
WDB Chairperson
Carrie Harmon
WDB Executive Director



Jamil Dada
WDB Vice Chairperson
Leslie Trainor
WDB Deputy Director

Riverside County Workforce Development Executive Committee Meeting Agenda

Wednesday, June 16, 2021
11:30 a.m. - 1:00 p.m.

WELCOME

1.1 Call to Order and Self Introductions Patrick Ellis

ACTION ITEMS

2.1 Professional Services Agreements Holly Reeves
2.2 Fiscal Year 2021/22 Workforce Development Division Budget Leslie Trainor/Leah Deslate-Soliva

REPORTS

3.1 Chairperson's Report Patrick Ellis
3.2 Federal/State Report Jamil Dada
3.3 Executive Director's Report Carrie Harmon

DISCUSSION ITEMS

4.1 Bylaws Updates Leslie Trainor
4.2 Workforce Recovery Efforts Leslie Trainor/Carrie Harmon
4.3 Member Initiatives All

PUBLIC COMMENT

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

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

ACCESSIBILITY The Workforce Innovation Opportunity Act (WIOA) Title I financially assisted program or activity is an equal opportunity employer and program. Auxiliary aids and services are available upon request to individuals with disabilities. There are two ways of requesting reasonable accommodations. 1. For ADA Coordinator, please call (951) 955-3100, (951) 955-3744 TTY, CA Relay 711, or e-mail ADACoordinator@rivco.org. 2. For the Board Coordinator, please call (951) 955-9068 or e-mail jguerrer@rivco.org.

PUBLIC NOTICE While Board Meetings are open to the public, time constraints limit the Board’s ability to permit open discussions with members of the audience. Persons requesting to address the Board on matters not on the agenda but within the jurisdiction of the Board should do so under the agenda item Public Comments. Persons requesting to address the Board on an agenda item should register with staff prior to the meeting via e-mail to jguerrer@rivco.org or phone (951) 955-9068. The Chair will impose a 3-minute time limit on all speakers addressing the Board.

NON-EXEMPT MATERIALS Non-exempt materials related to an item on this agenda submitted to the Workforce Development Board after distribution of the agenda packet are available for public inspection on the Riverside County Economic Development Agency Workforce Division’s website at www.rivcoworkforce.com.

POSTED MATERIALS In accordance with the Ralph M. Brown Act, this meeting agenda is posted at least 72 hours prior to the regularly scheduled meeting on the Riverside County Workforce Development Board website (www.rivcoworkforce.com/WDB). The agenda, supporting documents, and all writing received by the Board are public records and can be viewed online, but may not include all available or the most current documentation. All documentation along with the most updated versions can be requested via e-mail to RivCoWDB@rivco.org, by calling (951) 955-9068 or (951) 955-3100.

EXECUTIVE COMMITTEE



ACTION ITEM # 2.1

SUBMITTAL DATE: June 16, 2021

SUBJECT: Approve Program Years 2020/21 and 2021/22 Workforce Innovation and Opportunity Act (WIOA) Title I funding recommendations for various Professional Services Agreements for the period of June 1, 2021, through June 30, 2022, in an amount not to exceed \$2,613,986.

RECOMMENDATION: That the Riverside County Workforce Development Board (WDB) Executive Committee approve the funding recommendations to providers procured through the Request for Proposals (RFPs) for the six service categories itemized below for the period of June 1, 2021 to June 30, 2022; and authorize and delegate authority to the Director of Workforce Development to negotiate and execute all necessary documents related to the RFPs, including but not limited to agreements and amendments.

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. The Riverside County Workforce Development Division (WDD) administers implementation of WIOA-funded programs and services.

WDD issued six (6) RFPs on multiple dates in March and April 2021 with closing dates in April and May 2021, respectively. The purpose was to solicit qualified professionals to provide various services, each of which is further described below. Procured services will augment and expand programs and services provided by WDD to County residents and employers.

Overviews of each program and service proposed under the RFPs are as follows:

1. Human Resources Hotline - The purpose of this RFP is to solicit, identify and provide funding for a Human Resources Hotline to provide no-cost professional consultation services to Riverside County employers with human resource questions. Funding allocated for the HR Hotline service is estimated to be \$30,000 to \$50,000 per fiscal year.
2. Job-Readiness Workshop Services - The purpose of the RFP is to identify a provider or providers of work-readiness workshops. These services will augment and expand workshop services that are currently available to prepare jobseekers for successful (re)entry into the workforce. Proposed workshops may be delivered virtually and/or in-person and include basic computer skills, resume writing and critique, interviewing skills, job search/career exploration, and soft skills. Funding allocated for the Workshop Services is estimated to be \$300,000 to \$700,000 per fiscal year.
3. Vocational Assessments - The purpose of this RFP is to identify a provider or providers of comprehensive vocational assessment services for job seekers receiving WIOA-funded workforce services. These services will augment and expand assessments that are currently available. Assessments will be particularly instrumental in assisting workers entering new occupations or industries as a result of COVID-related dislocation. Proposed assessment services may be

delivered virtually and/or in-person. Funding allocated for Vocational Assessments is estimated to be \$300,000 to \$500,000 per fiscal year.

4. Mental Health Service Provider(s) - The purpose of this RFP is to solicit access to out-patient mental health counseling services for qualifying job seekers who have mental health disorders, behavioral issues, and/or emotional impairments that prevent them from gaining successful employment. Activities proposed under this RFP include mental health assessment and diagnosis along with creation of a treatment plan in collaboration with the participant. Funding allocated for Mental Health Service Provider(s) is estimated to be \$200,000 to \$400,000 per fiscal year.

5. Employer of Record Program - The purpose of this RFP is to identify a provider or providers of Employer of Record services to job seekers receiving WIOA-funded workforce services. Paid work experience and on the job training are critical steps to successful employment. Job seekers with high barriers to employment (e.g., justice involved individuals, individuals with disabilities, etc.) may find these opportunities difficult to attain. One approach to overcoming those barriers is having a third party serve as the employer of record, taking on human resources responsibilities such as payroll processing, and assuming liability for standard employment-related issues (e.g., worker's compensation). These services may incentivize employers to provide on the job training and work experience to job seekers they may not otherwise consider for hire. Funding allocated for Employer of Record services is estimated to be \$763,986 per fiscal year.

6. Marketing Services - The purpose of this RFP is to identify a provider or providers of comprehensive, professional marketing services to increase knowledge and awareness about available workforce resources. Feedback from community members, businesses, members of the Workforce Development Board, and other stakeholders has consistently indicated that public awareness of Workforce Development services is extremely limited. Proposed marketing services will assist with outreaching to employers and residents, connecting resources to the communities where they are needed. Funding allocated for the Marketing services is estimated to be \$100,000 to \$200,000 per fiscal year.

The proposed procurements would be valid for up to four years (June 1, 2021 through June 30, 2025). Corresponding service agreements are proposed to have an initial term of one year (June 2021 through June 30, 2022) with the option to extend for three additional one-year periods, subject to satisfactory contractor performance and availability of WIOA funds. The Board of Supervisors approved the funding recommendations on May 11, 2021. To expedite implementation of programs and services contemplated under the RFPs, staff recommend that the Executive Committee approve the funding recommendations and authorize the Director of Workforce Development to enter into agreements with the selected bidders based on best value resulting from the most responsive and cost effective proposals, and responsible bidders for each of the aforementioned projects. The proposals will be vetted and carefully reviewed by an evaluation team consisting of various personnel through the County of Riverside and Workforce Professionals.

<p>Executive Committee</p> <p>Date: June 16, 2021</p> <p>Approval:</p>	<p>Board of Supervisors Concurrence</p> <p>Required: Yes</p>
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Riverside County Workforce Development Division

Proposed Budget Fiscal Year 2021/2022:

July 1, 2021- June 30, 2022



PROPOSED BUDGET

Workforce Development

Fiscal Year (FY) 2021-22: July 1, 2021 - June 30, 2022

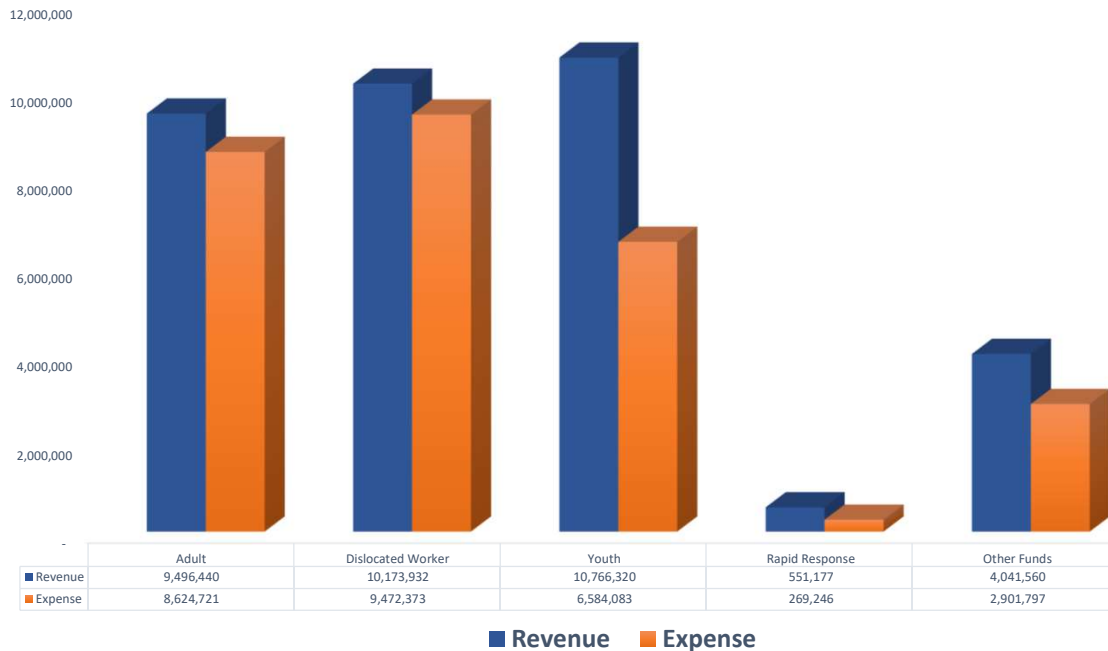
	Adult ¹	Dislocated Worker ²	Youth ³	Rapid Response ⁴	Other Funds ⁵	All Funds
Revenue						
FY 21-22 Projected Allocation	5,650,075	5,681,202	5,958,827	456,691	-	17,746,795
FY 21-22 Projected Other Funds	-	-	-	-	1,573,662	1,573,662
Projected Carry-In from FY 20-21	3,846,365	4,492,730	4,807,493	94,486	2,467,898	15,708,972
Total Funding Available	9,496,440	10,173,932	10,766,320	551,177	4,041,560	35,029,429

Projected Expenditures/Obligations						
Salary & Benefits - Direct	3,846,855	4,226,844	738,758	186,300	394,169	9,392,927
Salary & Benefits - Indirect	172,110	185,018	38,725	17,211	17,211	430,274
Operating Expenses - Direct and Inc	1,527,447	1,598,355	173,991	55,624	85,773	3,441,190
Training & Travel	55,296	58,465	16,028	3,277	74,153	207,218
Equipment	106,388	118,102	2,167	427	679	227,764
Direct Program Costs	2,916,626	3,285,588	5,614,414	6,406	2,329,812	14,152,846
Total Projected Expenditures	8,624,721	9,472,373	6,584,083	269,246	2,901,797	27,852,220

Notes: Funding under the Workforce Innovation and Opportunity Act (WIOA) is generally allocated across four main buckets: Adult, Dislocated Worker, Youth, and Rapid Response. Adult¹: 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 Worker²: 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. Youth³: The Youth WIOA Category assists participants age 16 to 24 who have one or more barriers to employment. Rapid Response⁴: The Rapid Response WIOA category provides assistance to employers to prevent and respond to job losses. Other Funds⁵ includes the following programs: Expanded Subsidized Employment, funded by Riverside County Department of Public Social Services; Regional Workforce Funding 3.0 (including the program formerly known as Slingshot); Rental/Lease revenue from co-located partners; and Prison to Employment.

Projected Carry-Forward into FY 22-23	871,719	701,559	4,182,237	281,931	1,139,763	\$ 7,177,209
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Revenue and Expense by Funding Source



Detail Sheet
Projected Revenue
 Workforce Development
 FY 21-22

Description	Adult	Dislocated Worker	Youth	Rapid Response	Other Funds	Total
FY 21-22 Projected Allocation						
Formula Funds/Rapid Response	5,650,075	5,681,202	5,958,827	456,691	-	17,746,795
DPSS	-	-	-	-	587,598	587,598
Slingshot 3.0	-	-	-	-	200,000	200,000
Rents/Leases	-	-	-	-	786,064	786,064
Total	5,650,075	5,681,202	5,958,827	456,691	1,573,662	\$ 19,320,457
Projected Carry-In from FY 20-21						
Formula Funds/Rapid Response	3,846,365	4,492,730	4,807,493	94,486	-	13,241,074
Prison to Employment IDS	-	-	-	-	791,170	791,170
Prison to Employment SSEL	-	-	-	-	1,676,728	1,676,728
Total	3,846,365	4,492,730	4,807,493	94,486	2,467,898	\$ 15,708,972
Total Funding Available	9,496,440	10,173,932	10,766,320	551,177	4,041,560	\$ 35,029,429

Detail Sheet
Projected Expenditures
 Workforce Development
 FY 21-22

Description	Adult	Dislocated Worker	Youth	Rapid Response	Other Funds	Total
Salaries and Benefits - Direct						
Regular Staff Direct Salaries and Benefits	3,483,105	3,830,356	724,836	180,953	386,931	8,606,182
Temporary Salaries (TAP)	238,928	269,430	-	-	-	508,358
Payroll related charges	5,205	5,174	333	98	210	11,021
Retirement	36,869	39,634	8,296	3,687	3,687	92,173
Workers Compensation	82,747	82,250	5,294	1,562	3,341	175,193
Total	3,846,855	4,226,844	738,758	186,300	394,169	\$ 9,392,927

Salaries and Benefits - Indirect						
Administration, Human Resources	172,110	185,018	38,725	17,211	17,211	430,274
Total	172,110	185,018	38,725	17,211	17,211	\$ 430,274

Operating Expenses - Direct and Indirect						
Communications	30,118	32,272	10,203	998	2,796	76,388
Rent/Lease	799,249	892,461	98,558	21,164	49,818	1,861,250
Liability and Property Insurance	37,690	37,464	2,411	711	1,522	79,799
*Advertising and Public Outreach	18,265	20,365	5,990	15,440	440	60,500
Bank Charges	410	440	92	41	41	1,024
General Office Expense	10,994	12,261	2,787	257	802	27,100
Memberships	9,298	9,691	3,465	243	561	23,259
Office Supplies	20,417	20,294	1,306	385	824	43,227
Security	88,879	100,204	9,902	2,036	7,357	208,377
*Riverside County IT (RCIT) Support	256,282	254,743	16,395	4,837	10,349	542,606
Special Program Expense ¹	117,023	69,625	8,746	3,887	3,887	203,168
Others/Miscellaneous Expense/ISF Rates ²	138,822	148,535	14,135	5,626	7,374	314,492
Total	1,527,447	1,598,355	173,991	55,624	85,773	3,441,190

*Training and Travel						
Travel - Registration	5,035	5,483	2,993	370	370	14,250
Travel - Airfare	10,854	11,787	3,937	861	861	28,300
Travel- Lodging	14,097	15,301	5,318	1,130	1,130	36,975
Travel- Meals	5,639	6,135	1,924	424	424	14,547
Other Miscellaneous Travel	3,233	3,419	805	181	204	7,842
Staff Training, Education - Regional Training (IERPU)	-	-	-	-	70,500	70,500
Fleet and Other Transportation Services	16,439	16,340	1,052	310	664	34,804
Total Training and Travel	55,296	58,465	16,028	3,277	74,153	207,218

*Equipment						
Office and Computer Equipment	71,143	80,224	1,125	164	266	152,921
Software Maintenance	35,245	37,879	1,043	263	413	74,843
Total Equipment	106,388	118,102	2,167	427	679	227,764

Direct Program Costs						
Client Services - Individual Training Account	1,598,737	1,802,831	-	-	188,209	3,589,777
Client Services - On-the-Job Training	1,065,825	1,201,889	-	-	-	2,267,713
Youth Contracts PY21-22	-	-	5,600,000	-	-	5,600,000
Support Services	141,000	159,000	-	-	64,000	364,000
Professional Services	47,000	53,000	-	-	-	100,000
Prison to Employment Planning Contracts and Others	-	-	-	-	2,031,196	2,031,196
Other Contracts	64,064	68,869	14,414	6,406	46,407	200,160
Total	2,916,626	3,285,588	5,614,414	6,406	2,329,812	14,152,846

Grand Total	8,624,721	9,472,373	6,584,083	269,246	2,901,797	27,852,220
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Notes: *Additional information provided on Detail Sheet. Special Program Expense¹ includes COVID related costs. Others/Miscellaneous Expense/ISF Rates² includes Internal Service Fund (ISF), or rates charged to Workforce Development by other County departments for services.

Detail Sheet
Training and Travel
 Workforce Development
 FY 21-22

Title of Meeting/Training	Location	Funding Source	# of Attendees	# Nights	FY 21-22 Budget
Workforce Development Division Staff Travel and Training					
CWA Youth Conference	California	Youth	3	3	\$ 3,789
CWA Spring Conference	California	Admin	15	3	\$ 18,945
CWA Board of Directors Meeting	Sacramento	Admin	2	2	\$ 7,736
CWA Meeting of the Minds	Monterey	Admin	2	3	\$ 4,060
MIS Training (CWSN)	Sacramento	AD/DW	2	3	\$ 2,426
Building Workforce Partnership	Los Angeles	RR	2	2	\$ 2,034
Sacramento Advocacy	Sacramento	Admin	4	1	\$ 2,884
Regional Organizer	Sacramento	Regional Organizer	2	1	\$ 1,442
EOO Training	Sacramento	Admin	1	1	\$ 721
Other Miscellaneous Travel	Sacramento	various	8	2	\$ 7,736
Workforce Technology Conference	Florida	AD/DW	2	4	\$ 4,018
Training/Conferences	TBD	Admin	6	3	\$ 7,878
Youth Advocacy	TBD	Youth	2	3	\$ 3,680
NAJA	TBD	Admin	2	4	\$ 4,018
Subtotal					\$ 71,367
Workforce Development Board (WDB) Member Travel and Training					
CWA Meeting of the Minds	Monterey	AD/DW	3	4	\$ 4,060
NAWB Conference and Advocacy	Washington DC	Admin	2	4	\$ 4,418
NAWB Conference	Washington DC	Admin	3	4	\$ 6,627
NAWB Board Meetings	Washington DC	Admin	2	4	\$ 3,118
Washington DC Advocacy	Washington DC	Admin	4	2	\$ 4,268
Youth Advocacy Trip	Washington DC	Youth	2	3	\$ 3,680
Other	TBD	Admin	2	2	\$ 2,134
Subtotal					\$ 28,305
Grand Total					\$ 99,672

Detail Sheet
Outreach and Advertising
 Workforce Development
 FY 21-22

Description	Funding Source	FY21-22 Budget
Public Outreach		
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
Subtotal \$		19,500
Advertising		
Rapid Response Marketing Materials	RR	15,000
Procurement Legal Advertising	VARIOUS	3,500
Job Postings/Recruitment	VARIOUS	7,500
Contracted Marketing Work - Search Engine Optimization	VARIOUS	15,000
Subtotal \$		41,000
Grand Total: \$		60,500

Detail Sheet
Software, Equipment and Riverside County IT (RCIT)
 Workforce Development
 FY 21-22

Vendor / Location	Description of purchase	FY19/20 Budget
Software Maintenance/Access Rights		
Eskill Corporation	Pre-Employment Hiring Assessments & Skills Testing	4,560
EMSI	Labor Market Information	4,950
Survey Monkey	Survey Monkey Subscription	384
Zoom Virtual	Virtual Meeting	6,153
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	30,296
Abila-SAGE	MIP Annual Renewal	7,676
Subtotal: \$		74,842
Office and Computer Equipment		
Office Equipment - Fixed Asset		22,500
Office and Computer Equipment - Non Fixed Asset		75,218
Subtotal: \$		97,718
RCIT Support		
RCIT Virtual Support		43,110
RCIT Enterprise Allocation		499,496
Subtotal: \$		542,606
Total Equipment and Software \$		715,166

Detail Sheet
Major Contracts
 Workforce Development
 FY 21-22

Funding Source	Fiscal Year of Award	Contract Name/Description	Contract Amount
Youth	2022	Arbor E & T-Moreno Valley	\$ 850,000
Youth	2022	Arbor E & T-Indio	850,000
Youth	2022	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
Total Youth:			\$ 5,600,000
AD/DW	2022	Rescare Arbor	100,000
Total AD/DW - Professional Services			100,000
P2E - IDS	2021-2022	San Bernardino Contract	481,251
Total P2E - IDS			\$ 481,251
P2E - SSEL	2021-2022	San Bernardino County Contract	1,144,284
P2E - SSEL	2021-2022	Center of Employment Opportunities	194,660
P2E - SSEL	2021-2022	IE United Way	22,000
P2E - SSEL	2021-2022	The Reintegration Academy	90,000
P2E - SSEL	2021-2022	Starting Over	99,000
Total P2E - SSEL			\$ 1,549,944
Regional Training		Staff Training, Education-Regional Training	\$ 70,500
Total Major Contracts:			\$ 7,801,695

Detail Sheet
Memberships
 Workforce Development
 FY 21-22

Description	FY21-22 Budget	
Coachella Chamber of Commerce	\$	300
Hemet Chamber of Commerce	\$	300
Indio Chamber of Commerce	\$	200
Lake Elsinore Chamber of Commerce	\$	200
Menifee Valler Chamber of Commerce	\$	165
Moreno Valley Chamber of Commerce	\$	185
Murrieta Chamber of Commerce	\$	625
California Workforce Association	\$	15,000
National Association of Workforce Boards	\$	2,500
National Youth Employment Coalition	\$	1,500
Norco Chamber of Commerce	\$	300
Palm Desert Chamber of Commerce	\$	200
Palm Springs Chamber of Commerce	\$	250
Perris Valley Chamber of Commerce	\$	175
San Jacinto Chamber of Commerce	\$	450
Temecula Valley Chamber of Commerce	\$	230
Desert Communities Employer Advisory Council	\$	40
Rancho Mirage	\$	200
Grand Total: \$		22,820