



Riverside County Works
501(C)3

Board of Directors
Virtual Committee Meeting

June 17, 2020
10:30-11:30am

Riverside County Works 501(c)(3)



Board of Directors Meeting

Agenda

June 17, 2020, 10:30 – 11:30 a.m.

[Zoom](#) Online Video/Audio Conference

Meeting ID: 997 0287 1257 **Password:** 92507

Online: <https://zoom.us/j/99702871257?pwd=cHVGUdUSzVOMFBLaGVweEhjR2ZoZz09>

Phone: (888) 788-0099 or (669) 900-9128

One tap mobile: +16699009128,,99702871257#,,1#,92507#

Find local number here: <https://zoom.us/u/acYSQfKU9r>

Participants are 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.

I. WELCOME

A. Call to Order

Jamil Dada

II. ACTION ITEMS

A. Approve the Minutes from Feb. 26, 2020

All

B. 2020/21 Budget

Leslie Trainor

II. DISCUSSION ITEMS

A. PayPal Electronic Donations

Leslie Trainor

III. REPORTS

A. Chairperson's Report

Jamil Dada

B. Executive Director's Report

Carrie Harmon

V. PUBLIC COMMENTS

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. 2. For the Board Coordinator, please call (951) 955-0481 or e-mail zmichaca@rivco.org.

PUBLIC NOTICE

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, Zulma Michaca, via email at zmichaca@rivco.org or by calling (951) 955-0481. 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.

NON-EXEMPT 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) 955-0481, or (951) 955-3100.

Jamil Dada
Chairperson

Carrie Harmon
Executive Director



Juan De Lara
Vice Chairperson

Leslie Trainor
Secretary

Infinite Opportunity, Lasting Prosperity

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

February 26, 2020

Jamil Dada, Chairperson, called the meeting to order at 9:30 a.m.

Members in Attendance

Jamil Dada	Francisca Hernandez	Patrick Ellis	Morris Myers
Mary Jo Ramirez			

Staff

Carrie Harmon	Leslie Trainor	Loren Sims	Zulma Michaca
Rilla Jacobs	Stephanie Adams	Tammy Mathis	Maria Durazo
Carolina R. Garcia			

Action Item: II. Approve December 18, 2019, Minutes						
Motion: That the Riverside County Works committee approve the December 18, 2019, meeting minutes						
Moved by	Morris Myers	Second by	Patrick Ellis	Abstain	None	
Vote	Aye	5	No	0	Abstain	0
Status	Approved					

Discussion Item: III. A. 2020 Calendar	
Discussion	<p>Members reviewed the 2020 meeting calendar and agreed to align their two mandatory meetings with the Workforce Development Board's Executive Committee meetings on June 17th and October 21, 2020. If more meetings become necessary, the members will request them. Members discussed the need to focus on raising funds for Riverside County Works (RivCoWorks) projects going forward. They determined a plan to solicitate sponsorships and donations needs to be created.</p> <p>Patrick suggested members make a consorted effort to engage in conversations with boards who have successful fund-raising programs and learn from them. Jamil reminded members that along with the creation of a fund-raising campaign there are always opportunities to enlist funds for special populations within the Riverside community.</p> <p>Mary Jo reminded the committee to not worry about other non-profit organizations in the Riverside area. Our board is positioned to benefit programs across the county versus other localized non-profits. Collaboration with other 501(c)(3) organizations is beneficial for large grant opportunities.</p>

	<p>Leslie informed the committee an initiative with United Way to hold a Grant Symposium at Rustin Center on April 23, 2020. The symposium is for grant writers and will focus on presenting them with tools to help write grants. An invitation to the Symposium will be sent the Workforce Development Board members.</p>
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Discussion Item: III. B. Review Brochure	
Discussion	<p>The committee reviewed the updated brochure and presented the following recommendations:</p> <ul style="list-style-type: none"> • Add the pentagon to the sources section, • Add other Local Representatives pictures to the Brochure, • Remove the list of Key Partnerships and use the space for instructions on ways to donate to RivCoWorks. Label the section 'Ways to Donate.' <p>A brief discussion was held on various ways donors can contribute RivCoWorks. Fiscal will need to use a financial program to collect donations. A website will need to be created where donations can be collected. Going forward as RivCoWorks matures we want to be able to show donors what their funds accomplished.</p>

Adjourned: 9:57 a.m.



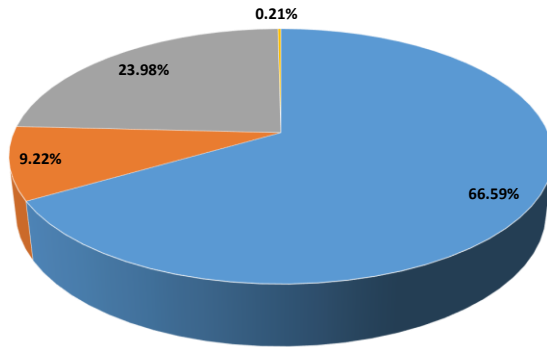
Riverside County Works
Statement of Financial Activities
 From Inception to Month Ended April 30, 2020

	Actuals FY16/17 As of 06.30.2017	Actuals FY 17/18 As of 06.30.2018	Actuals FY 18/19 As of 06.30.2019	Actuals FY 19/20 As of 04.30.2020	Actuals From Inception As of 04.30.2020
Cash on Hand - Beginning Balance	-	16,320	37,613	89,014	-
Revenues					
Jamil Dada Character Excellence Youth Sponsorships	27,775	52,407	44,174	14,162	138,518
SoCal Gas (Homeless Veterans Employment Assistance Program)	-	-	20,000	-	20,000
SoCal Gas (Communities Helping Communities)	-	-	-	25,000	25,000
Total Revenues:	Sch. - I 27,775	52,407	64,174	39,162	183,518
Expenses					
Jamil Dada Character Excellence Youth Award Scholarships	11,000	26,500	-	* 25,000	62,500
Dues, Fees, Insurance: Insurance, Bank Fee, Filing	283	1,410	4,447	2,517	8,658
Jamil Dada Character Excellence Youth Awards Event Expense	-	3,203	8,326	10,979	22,508
Miscellaneous: Office Supplies, Meals & Entertainment	173	-	-	23	196
Total Expenses:	Sch. - II 11,455	31,113	12,773	38,519	93,861
Cash on Hand - Ending Balance * (UnionBank)	16,320	37,613	89,014	89,657	89,657

* Disbursed in July, 2019 Scholarships for FY18/19

At - A - Glance

Actual Expense Chart From Inception to Month Ended April 30, 2020



- Jamil Dada Character Excellence Youth Award Scholarships
- Dues, Fees, Insurance: Insurance, Bank Fee, Filing
- Jamil Dada Character Excellence Youth Awards Event Expense
- Miscellaneous: Office Supplies, Meals & Entertainment

Schedule - I

Riverside County Works
Detailed Revenue List
 From Inception to Month Ended April 30, 2020

Name of Sponsor	FY16/17	FY17/18	FY18/19	FY19/20	From Inception
	As of 06.30.2017	As of 06.30.2018	As of 06.30.2019	As of 04.30.2020	As of 04.30.2020
Sum of Amount \$	Column Labels				
Row Labels	FY16/17	FY17/18	FY18/19	FY19/20	Grand Total
Jamil Dada Character Excellence Youth Award Scholarships					
A Layne Arthur & Julie T Arthur	500.00			100.00	600.00
Albert A. Webb Associates - Civil Engineers		750.00	1,500.00		2,250.00
Altura Credit Union	500.00	500.00	500.00		1,500.00
AMR HOLDCO, INC		500.00	500.00		1,000.00
Associated Students of Riverside Community College			2,374.22		2,374.22
Ayres-Moreno Valley, LP Ayres Hotel Moreno Valley	500.00	1,000.00			1,500.00
Board of Supervisor - 1st District	1,000.00	1,000.00	1,000.00		3,000.00
Board of Supervisor - 2nd District	500.00	1,500.00	2,000.00		4,000.00
Board of Supervisor - 3rd District	1,000.00	1,000.00	1,000.00		3,000.00
Board of Supervisor - 4th District	1,000.00	1,000.00			2,000.00
Board of Supervisor - 5th District		3,000.00	2,500.00		5,500.00
Bourns Revocable Trust (Gordon Lee Bourns & Jill D. Bourns)		500.00	500.00		1,000.00
Brand Savants INC.		500.00	100.00		600.00
California Alliance for Renewable Energy Solutions		5,000.00			5,000.00
California Family Life Center	500.00	500.00	500.00		1,500.00
Cheryl & Ronald Vito	25.00				25.00
City of Jurupa Valley			500.00		500.00
City of Moreno Valley	1,000.00	1,000.00		1,000.00	3,000.00
City of Perris			2,500.00		2,500.00
Consuming Fire Ministries International		100.00			100.00
ConvergeOne		1,000.00			1,000.00
Corona Chamber of Commerce		500.00			500.00
Corona-Norco Unified School	100.00				100.00
Eastern Municipal Water District (EMWD)	1,000.00	1,000.00	1,000.00		3,000.00
Elsinore Valley Municipal Water (EVMW)		150.00			150.00
EMS Management	500.00				500.00
Eventbrite, Inc		1,207.27		1,261.71	2,468.98
First Baptist Church		100.00			100.00
G.J. Hurley & L. J. Hurley			100.00		100.00
Grant Gautsche		100.00			100.00
Highland Fairview Operating Co.		1,000.00	2,500.00		3,500.00
Hot Purple Energy	1,000.00				1,000.00
Hub International Limited		1,000.00	1,000.00		2,000.00
Jeff Kraus		50.00			50.00
Johnson, La Tonya		100.00			100.00
Juan and Eliza Perez	500.00				500.00
K.Nasim / A.Hayat		50.00			50.00
Lewis Management Corp.				1,000.00	1,000.00
Linda M Ramos & Glenn P Murguia				150.00	150.00
March 1 LLC		1,050.00	1,000.00		2,050.00
March Field Museum Foundation, INC				1,000.00	1,000.00
March Joint Powers Authority	500.00	500.00	500.00		1,500.00
Mayor Michael Vargas and Julie Vargas	100.00				100.00
MCARC Dept/Riverside University Health Sys	1,000.00				1,000.00
Miller Jones Mortuary & Crematory INC			500.00		500.00
Monster Media Inc		500.00			500.00
Moreno Valley Rotary Club Foundation		300.00			300.00
Moss Bros			500.00		500.00
National Association of Workforce - FCE Travel Stipend			2,000.00		2,000.00
Notre Dame High School	50.00				50.00
Parkview Community Hospital Medical Center		2,000.00			2,000.00
Provident Bank	500.00	500.00	500.00		1,500.00
Rescare INC.	1,000.00	1,000.00	1,000.00		3,000.00
Richard & Cathy Bruich	100.00				100.00
Riverside Community College District (Riverside County Treasurer of Riverside, California)	2,500.00	500.00	5,000.00	1,000.00	9,000.00
Riverside Community College District Foundation		500.00	500.00		1,000.00
Riverside County Treasurer (DPSS)	400.00	1,100.00			1,500.00
Riverside County Treasurer (Riverside County District Attorney)	2,500.00	1,500.00	1,000.00		5,000.00
Riverside County Treasurer (Riverside County Medical Center)			500.00		500.00
Riverside Medical Clinic Patient Services LLC	1,000.00	1,050.00	1,000.00		3,050.00
Riverside Sheriffs Association , General Acctount		2,500.00			2,500.00
Ross Stores Foundation			2,000.00		2,000.00
Rotary Club of Moreno Valley Inc. Truck Party Fundraising Account	500.00	500.00	500.00	150.00	1,650.00
Sharon Duffy & John Duffy	500.00				500.00
Soboba Foundation Inc.		1,000.00			1,000.00

Schedule - I

Riverside County Works
Detailed Revenue List

From Inception to Month Ended April 30, 2020

Name of Sponsor	FY16/17	FY17/18	FY18/19	FY19/20	From Inception
	As of 06.30.2017	As of 06.30.2018	As of 06.30.2019	As of 04.30.2020	As of 04.30.2020
SoCalGas (Sempra Energy)		2,000.00		1,000.00	3,000.00
The Gathering Chaplain		100.00			100.00
Trammell Crow Company LLC, So Cal Dev Petty Cash		2,500.00		2,500.00	5,000.00
United Way of the Inland Valleys		1,000.00	1,000.00		2,000.00
UnitedHealthcare		150.00	100.00		250.00
VARNER&BRANDT,LLP			1,000.00		1,000.00
Vista Norte Public Charter School (Learn 4 Life)				5,000.00	5,000.00
Waste Management			500.00		500.00
Wendy B. Frederick		50.00			50.00
West Cost University Inc.	2,500.00	2,500.00			5,000.00
Western Riverside Council of Governments		500.00			500.00
Workforce Development	5,000.00	5,000.00	5,000.00		15,000.00
Other Revenue					
SoCalGas (Sempra Energy) Homeless Veterans Employment Assistance Program			20,000.00		20,000.00
SoCalGas (Sempra Energy) Communities Helping Communities				25,000.00	25,000.00
Grand Total	27,775.00	52,407.27	64,174.22	39,161.71	183,518.20

Schedule - II

Riverside County Works
Detailed Expenditure List

From Inception to Month Ended April 30, 2020

Expense Type	Name of Vendor	FY16/17	FY17/18	FY18/19	FY19/20	From Inception
		As of 06.30.2017	As of 06.30.2018	As of 06.30.2019	As of 04.30.2020	As of 04.30.2020
Jamil Dada Character Excellence Youth Award Scholarships	Alanna Callow	2,000.00				2,000.00
	Alexander Mulvaney				2,500.00	2,500.00
	Ana Luna-Flores				2,500.00	2,500.00
	Analinda Heredia				2,500.00	2,500.00
	Breanna Kamakeeaina	2,500.00				2,500.00
	Brittany Reyes		1,500.00			1,500.00
	Carlos Daniel Bolanos-Esquivel		2,500.00			2,500.00
	Daniel Sierra Hernandez	2,500.00				2,500.00
	Donat Omoragbon		2,500.00			2,500.00
	Floella Co		1,500.00			1,500.00
	Gladys Zuniga		2,500.00			2,500.00
	Guadalupe Rodriguez				2,500.00	2,500.00
	Isaac DeLira		2,500.00			2,500.00
	Isela Marquez		2,500.00			2,500.00
	Jackalyn Helter		1,500.00			1,500.00
	Janico Bracken		2,500.00			2,500.00
	Javier Jarquin Soriano		2,500.00			2,500.00
	Jennifer Dora		1,500.00			1,500.00
	Jordan Leverette				2,500.00	2,500.00
	Marlene Ozuna				2,500.00	2,500.00
	Palak Gajera	2,500.00				2,500.00
	Rebecca Marie Lara				2,500.00	2,500.00
	Roshell Davison		1,500.00			1,500.00
	Steven Serrano				2,500.00	2,500.00
	Tabitha Parrish				2,500.00	2,500.00
	Taylor Wilson	1,500.00				1,500.00
Yesenia Martinez		1,500.00			1,500.00	
Yunuen Ibarra				2,500.00	2,500.00	
Dues, Fees, Insurance: Insurance, Bank Fee, Filing	AMS (Alliance Member Services) Insurance			3,216.00	1,608.00	4,824.00
	SOS SI-100 filing fee			20.00		20.00
	STATE OF CALIFORNIA DEPT OF JUSTICE					
	Attorney General's Registry of Charitable Trusts			25.00	25.00	50.00
	Bank Charges - Maintenance and Analysis Fee	282.83	1,410.26	1,186.43	874.28	3,753.80
Jamil Dada Character Excellence Youth Awards Event Expenses	FTB - California Franchise Tax Board				10.00	10.00
	Awards and Specialties		608.04	760.05		1,368.09
	Derrel Thomas Foundation - Keynote Speaker				1,000.00	1,000.00
	Margarita's Grill Restaurant and Catering, LLC			3,845.08	4,490.15	8,335.23
	Mint Print Media - Retractable Banners				400.20	400.20
	Moreno Valley Conference & Recreation Center		1,233.00	1,512.00	1,387.00	4,132.00
	Moreno Valley Flower Box		830.80			830.80
	PIP Printing - Youth Awards Program				998.09	998.09
	Premier Party & Tent Rentals				372.20	372.20
	Riverside Mission Florist				1,299.57	1,299.57
	Sterling Productions - DJ and Lighting Services		350.00	1,200.00	850.00	2,400.00
	Others - Miscellaneous Expense		181.26	1,008.71	181.45	1,371.42
Miscellaneous: Office Supplies, Meals & Entertainment	Checking Account Supplies	172.61				172.61
	Others - Miscellaneous Expense				23.23	23.23
Grand Total		11,455.44	31,113.36	12,773.27	38,519.17	93,861.24



RIVERSIDE COUNTY WORKS
Fiscal Year 2020-2021 Budget

	Proposed FY 20-21 Budget 12 months
REVENUE	
Projected gifts, grants, and contributions	\$ 14,250
Carry Forward - Gifts, grants, and contributions	89,657
<hr/>	
TOTAL REVENUE	\$ 103,907
<hr/>	
EXPENSE	
Jamil Dada Character Excellence Youth Scholarships	2,500
Interim Career Coaches from Disadvantaged Communities	20,000
Centralized Online Job Board with current local business listings	5,000
Direct Services for Veterans	20,000
Occupancy (rent, utilities, etc.)	-
Reimbursement to WDC under MOU	-
Insurance expense	1,688
Others Bank Monthly Charges (Analysis and Maintenance Fee)	1,245
Dues, Fees, Filing	47
Jamil Dada Character Excellence Youth Awards Event Expense	2,250
Others/Miscellaneous: Office Supplies, Meals & Entertainment	60
TOTAL EXPENSE	\$ 52,790
<hr/>	
NET GAIN (LOSS)	\$ 51,117

RIVERSIDE COUNTY WORKS
Fiscal Year 2020-2021 Budget
Detail Sheet
Jamil Dada Character Excellence Youth Awards

REVENUE	Proposed FY 20-21 Budget 12 months
Projected gifts, grants, and contributions	\$ 14,250
Carry forward - JDCEYA Sponsorships	44,657
TOTAL REVENUE	\$ 58,907
EXPENSE	
Jamil Dada Character Excellence Youth Scholarships	\$ 2,500
Occupancy (rent, utilities, etc.)	-
Reimbursement to WDC under MOU	-
Insurance expense	1,688
Others Bank Monthly Charges (Analysis and Maintenance Fee)	1,245
Dues, Fees, Filing	47
Jamil Dada Character Excellence Youth Awards Event Expense	2,250
Others/Miscellaneous: Office Supplies, Meals & Entertainment	60
TOTAL EXPENSE	\$ 7,790
NET GAIN (LOSS)	\$ 51,117

Riverside County Works
Fiscal Year 2020-2021 Budget



RIVERSIDE COUNTY WORKS
Fiscal Year 2020-2021 Budget
Detail Sheet
SoCal Gas SEMPRA - Communities Helping Communities

REVENUE	Proposed FY 20-21 Budget <u>12 months</u>
Carry Forward - SEMPRA Grant (Communities Helping Communities)	\$ 25,000
<hr/>	
TOTAL REVENUE	\$ 25,000
<hr/>	
EXPENSE	
Interim Career Coaches from Disadvantaged Communities	20,000
Centralized Online Job Board with current local business listings	5,000
<hr/>	
TOTAL EXPENSE	\$ 25,000
<hr/>	
NET GAIN (LOSS)	\$ -

Riverside County Works
Fiscal Year 2020-2021 Budget



RIVERSIDE COUNTY WORKS
Fiscal Year 2020-2021 Budget
 Detail Sheet
SoCal Gas - Homeless Veterans Employment Assistance Program

REVENUE	Proposed FY 20-21 Budget 12 months
Carry Forward - SoCal Gas Grant (Homeless Veterans Employment Assistance)	\$ 20,000
TOTAL REVENUE	\$ 20,000
EXPENSE	
Direct Services for Veterans	20,000
TOTAL	\$ 20,000
NET GAIN (LOSS)	\$ -

Riverside County Works
 Fiscal Year 2020-2021 Budget



Riverside County Workforce Development Board's Revised 2020 Meeting Calendar

JANUARY				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

FEBRUARY				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

APRIL				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JUNE				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

JULY				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

AUGUST				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
23	24	25	26	27
30	31			

SEPTEMBER				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

OCTOBER				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

DECEMBER				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

- Riverside County Works 501(c)3 Board of Director Meetings
(9:30 am-10:30 am or 10:30am-11:30am via Zoom)* Time depends on or
- Executive Committee & Workforce Development Board Meetings
(Ex Com 10:30 am-11:30 am; WDB 11:30 am-1:00pm via Zoom)
- Executive Committee
(11:30 am-1:00 pm via Zoom)
- West Regional Committee
(11:30 am-1:00 pm via Zoom)
- Southwest Regional Committee
(11:30 am-1:00 pm via Zoom)
- East Regional Committee
(11:30 am-1:00 pm via Zoom)
- Cancellation due to Coronavirus pandemic