



***Executive Committee
AGENDA***

***August 15, 2018
10:30 A.M. – 11:30 A.M.***

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

***The next Executive Committee meeting will be held
October 17, 2018, at the Riverside AJCC 1325 Spruce Street,
Fourth Floor, Conference Room 4A.***

Jamil Dada
WDB Chairperson
Carrie Harmon
WDB Executive Director



Juan De Lara
WDB Vice Chairperson
Leslie Trainor
WDB Deputy Director

**March Field Air Museum ~ Library Room
22550 Van Buren Blvd., Riverside, CA**

**Executive Committee
AGENDA**

August 15, 2018
10:30 a.m. – 11:30 a.m.

Call to Order and Self Introductions

Jamil Dada

ADMINISTRATIVE/Action Items

1.1 Approve the June 13, 2018 Meeting Minutes

All

1.2 Professional Services Coordinator for the Board of Supervisors Young Adult Program; FUNDING SOURCE Workforce Innovation Opportunity Act (WIOA) Program Year (PY) 2018/19)

Gloria Perez

DISCUSSION ITEMS

2.1 Member Initiatives

All

REPORTS

PUBLIC COMMENTS

The WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Please call 951.955.3100, 951.955.3744 TTY, CA Relay 711, or ADACoordinator@rivcoeda.org 5 to 7 days in advance.

PUBLIC NOTICE

While the WDB Meetings are open to the public, time constraints limit the WDB's ability to permit open discussions with members of the audience. Persons requesting to address the WDB on matters not on the agenda but are within the jurisdiction of the WDB should do so under the agenda item Public Comments. Persons requesting to address the WDB on an agenda item should register with staff prior to the meeting. The Chair will impose a 3-minute time limit on all speakers addressing the WDB.

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.rivcoeda.com.

POSTED MATERIALS

Such documents are also available on the Riverside County Economic Development Agency Board Division's website at www.rivcoeda.com subject to staff's ability to post the documents before the meeting.

Jamil Dada
WDB Chairperson

Carrie Harmon
WDB Executive Director



Juan De Lara
WDB Vice Chairperson

Leslie Trainor
WDB Deputy Director

Infinite Opportunity, Lasting Prosperity

**Executive Committee: Minutes
June 13, 2018**

WDB Chairperson Jamil Dada called the meeting to order at 11:38 a.m.

Members in Attendance

Jamil Dada	Juan De Lara	Francisca Hernandez	Laurie Stalnaker
Rosibel Ochoa	Diane Strand	Mary Jo Ramirez	

Members Absent

Sonia Nunez	Morris Myers		
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Guests

Don Brock			
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Staff

Carrie Harmon	Leslie Trainor	Carolina Garcia	Thi Pham
Gloria Perez	Jessica Enriquez	Loren Sims	Antonio Orono
Tammy Mathis			

Administrative Item: 1.1 Approve the April 18, 2018, WDB Executive Committee Minutes

Motion: That the Workforce Development Board (WDB) Executive Committee approve the April 18, 2018, WDB Executive Committee minutes.

Moved by	Francisca Hernandez	Second by	Mary Jo Ramirez	Abstain	None	
Vote	Aye	4	No	0	Abstain	0
Status	Approved					

Administrative Item: 1.2 Approve the PY 2017/2020 Workforce Innovation and Opportunity Act (WIOA) First Amendment to Phase II Partner Memorandum of Understanding (MOU)

Motion: That the WDB Executive Committee approve the first amendment of Phase II Partner MOU.

Moved by	Francisca Hernandez	Second by	Laurie Stalnaker	Abstain	None	
Vote	Aye	7	No	0	Abstain	0
Status	Approved					
Discussion	The First Amendment WIOA Phase II Partner MOU adds partners and locations not previously included in the operational costs of the One-Stop system. The cost sharing methodology increases the partner share and support of the AJCC's through both cash and in-kind support and resources identified on the attached amended cost sharing agreement and agreed upon formula. The deadline for the agreement is June 30, 2018. Loren explained the partners share is not rent. Partners agree on what their shared costs will be and the cost is based on square footage.					

Administrative Item: 1.3 Approve the PY 2018/2019 Profession Service Agreement with Reach Out Healthcare Industry Consultant

Motion: That the WDB Executive Committee approve the 2018/2019 Professional Agreement with Reach Out to serve as the Healthcare Industry Sector Consultant for the amount not to exceed \$60,000 Service Agreement

Moved by	Juan De Lara	Second by	Laurie Stalnaker	Abstain	Mary Jo Ramirez	
Vote	Aye	5	No	0	Abstain	1
Status	Approved					
Discussion	Thi Pham brought the committee a recommendation to approve the Professional Service Agreement with Reach Out to continue serving the healthcare industry as their industry consultant. The contract recommended is not to exceed \$60,000 for one year.					

	Reach Out has completed one year’s work and under its contract a report was created along with other accomplishments. In our second year contract, we are requesting they meet with and engage employers in the healthcare industry. We want them to assist in bringing training that is relevant to jobs that provide a sustainable livable wage. A brief discussion was held on the types of training provided in the first year contract, the challenges and successes, outcomes, and what will be done to improve the trainings.
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Reports

Regional Committee Reports	
Federal/State	Jamil Dada – Congress is focused on appropriations, within 30 days we will know how much of our funding we will receive. With unemployment so low appropriators are asking if workforce still needs its full funding. Our reply is yes, we want to keep up the success we have made in getting our workforce employed. There is nothing new to report for the State.
West	Francisca Hernandez – the West Committee was well attended. Inland Empire Growth and Opportunity (IEGO) gave a presentation on apprenticeship and upskilling the workforce of the middle wage income. IEGO is a Brookings Institute Project out of a Washington DC think tank. Our two county region is one of several projects they are involved with. There will be a comprehensive study released at the end of the year.
East	Update will be provided at the next meeting
Southwest	Diane Strand – the Southwest committee is refocusing on what the year will look like for our committee. Our group is growing and we have some new businesses attending. We will look at how our Summit is evolving and what should be the focus for next year. We want to keep businesses engaged. Mount St Jacinto College just acquired a larger facility which was the old Abbot facility, Temecula Valley hospital is expanding and hiring, and Pechanga is also hiring. The committee also discussed how to upskill entry-level jobs

Chairperson’s Report	
Jamil Dada	There is a state mandate for SlingShot requiring the training of workforce boards and staff. WDB staff will be sending out an appointment for November training to our board members and I encourage everyone to try to attend. The results will sent to the State for ratification and then sent to the Department of Labor. We want to show that our region is strong, vibrant, and the two counties work well together.

Executive Director’s Report	
Carrie Harmon	This has been a busy year. Our partnership initiatives are proceeding well, and we are working with Norco College and San Bernardino to expand apprenticeship opportunities in our regions with traditional and non-traditional apprenticeships. The next priority we have is working with individuals exiting the criminal justice system. There is a cross county collaborative that wants to do targeted work with youth, possibly in Moreno Valley, but it is not finalized. Our next challenge is with unemployment at record lows, the clients entering our doors need more hands-on coaching. We are restructuring our services to ensure these clients receive the full structure of services available to them.

Discussions	
Diane Strand	Diane expressed her concerns that workforce development is working consistently with Norco College to build their apprenticeship program, but does not focus on Mt. San Jacinto College (MSJC) who is also working to build their program in the southwest area. Carrie informed her that workforce is working with MSJC on an IT apprenticeship. We are working with employers and the county. Jamil suggested bringing Diane into the communication list and dialog. A discussion was held on Southwest’s frustration regarding the seemingly lack of focus to apply workforce funding and resources to their region. Jamil addressed these concerns and explained the southwest is a strategic area and we are working with MSJC, and the southwest sector is a strategic area of our regional plan. He asked Diane to continue to keep the Board updated on southwest activities.
Jamil Dada	Our Youth Advocacy trip to Washington DC is scheduled for September. The meetings resonant with the members of Congress who our youth address, and this trip has been life altering for many of the youth who have traveled with us in the past. The group will meet with the DOL, Department of Education, Senators, five (5)

	<p>members of the House, and they will tour, the Capitol, Pentagon, Supreme Court, and several memorials.</p> <p>Jamil thanked Gloria for her efforts in securing sponsorships for the Jamil Dada Character Excellence Youth Award. She was able to raise more sponsorship than ever, we were able to award \$2,500 to each of the ten (10) awardees and had record attendance. Next year's Keynote Speaker will be Laker Legend James's Worthy, and the event is set for June 28, 2019.</p>
Laurie Stalnaker	<p>Laurie asked if our jobseeker clients have a common theme when they request training. Do they request specifically for manufacturing, or other crafts/trade jobs? Carrie responded that yes sometimes clients do ask for specific trade/craft training and others we are encouraging them to seek high growth industry and sectors. These are identified in our regional and local plans. We are trying to guide people to a career ladder that will lead to middle income.</p> <p>Laurie also asked what the age range trend may be for people seeking training in other areas. A brief discussion was held on the age range and what it represents, and what resources maybe needed to address the trend.</p>
Francisca Hernandez	<p>Francisca informed members that upskilling employees in hospitals is being looked at by several committees. Their research has shown that the scribe programs may need to become medical assistant programs because of the higher level of skills needed to capture information from the doctor as he confers with the patient. We will also meet with staff to see if this is necessary. Employers need to start talking with staff when jobs are in transition. Additional discussions were held on how to address employer needs for upskilling.</p> <p>Mary Jo reminded members there are pockets of areas where unemployment is still high. Especially for youth of color finding entry level jobs. There unemployment rate is at 32 percent for youth ages 16 – 24. This is the age range experiencing the automation of entry level jobs. Additional discussions were held regarding areas where youth can work during the summer.</p>
Rosibel Ochoa	<p>IEGO is focused on things that will impact our region. One item is the 2020 California Air Resource Board (CARB) which wants to bring back 400 high paying jobs to our region. Because of our regions expertise in air quality, emissions, and other air quality issues. Companies are looking at opening centers in our area which will require hiring people with skills in this area. We are looking at training to supply this skilled workforce.</p> <p>Innovation Entrepreneurship incubators for bio-tech, or live sciences businesses to launch will be opening soon on the UCR campus and in Riverside downtown. We opened a company called Citrus Clinical Research will offer research services to companies who need access to population information in our region. We have a good ethnic mix profile. This will require a clinical research coordinator, which is a profession that also requires new training be created to fill the job requests.</p>
Diane Strand	<p>Our media training program has started a news program for our county called Spectrum of Innovation and will be a weekly show covering Riverside County and schedule to premier in August. It will have live streaming, webcasts, and you can have us share your information and we will cover it on the show. Laurie asked if training will be provided for applicants. Diane responded yes we have ONET codes to train ten (10) people.</p>

Adjourned: 11:40 a.m.

EXECUTIVE COMMITTEE



ACTION ITEM # 1.2

SUBMITTAL DATE: August 15, 2018

SUBJECT: Professional Services Coordinator for the Board of Supervisors Young Adult Program;
FUNDING SOURCE Workforce Innovation Opportunity Act (WIOA) Program Year (PY) 2018/19

RECOMMENDED MOTION: That the Riverside County Workforce Development Board (WDB) Executive Committee approve the selection of California Family Life Center (CFLC) to serve as the Professional Services Coordinator for the Board of Supervisors Young Adult Program and approve the allocation of \$75,000 in WIOA Title I funding for the Professional Services Contract.

BACKGROUND: The Riverside County Economic Development Division(EDA)/Workforce Development Division (WDD) issued a Request for Qualifications (RFQ) on March 15, 2017 for a qualified professional to oversee the Board of Supervisor's Legislative Intern Program and the Riverside County Youth Advisory Council otherwise known as the "Board of Supervisor's Young Adult Program." The RFQ closed on April 14, 2017 and resulted in one response from CFLC. Staff reviewed the proposal and determined it met all RFQ requirements and thresholds. Staff recommended proceeding with a single source contract with CFLC as a highly qualified respondent. CFLC's proposal demonstrated: extensive experience working with youth; knowledge of the local area and the unique needs of Riverside County youth; familiarity with evidenced-based youth development and engagement strategies; a willingness to embrace the concept of "youth driven spaces", expertise in leadership development; skill in supervising young adults in internship environments; and flexibility in service delivery and schedule. CFLC is highly qualified and has extensive experience working with youth, has knowledge of the local area and the unique needs of Riverside County youth; familiarity with evidenced-based youth development and engagement strategies; willingness to embrace the concept of "youth driven spaces", expertise in leadership development; skill in supervising young adults in internship environments; and flexibility in service delivery and schedule. The Service Agreement was approved for a 1 year period through June 30, 2018. Staff recommends renewing the Service Agreement with CFLC for 1 additional contract period beginning July 1, 2018 through June 30, 2019.

Key Contract Services will include:

Serving as a liaison between the Young Adult Program and the Riverside County Board of Supervisors;

Coordinator would coordinate all the Youth Commission (YC) events including recruitment and coordination of exhibitors, registration, invitees and high schools, interviews, welcome, meetings, officer trainings, coordinate, secure and approve venue, Youth Advisory Council (YAC) assignments, responsible for budget, responsible for follow-up and all administrative assignments as needed.

The Coordinator would also support the Board of Supervisors through the Young Adult Intern Programs, Youth Advisory Council and Youth Commissions meetings, Youth in Government Day, Youth Summit, and Youth Commission Retreat. They would also be responsible for Supervisorial District Specific recruitments for Legislative Interns, meetings events, assignments and schedules.

Staff recommends the WDB accepts the recommendations to renew the existing Service Agreement with CFLC commencing July 1, 2018 through June 30, 2019. The valid procurement period for this RFQ is May 1, 2017 through May 1, 2020.

Executive Committee Date 8-15-2018 Approval: Yes	Board of Supervisors concurrence Required: Yes
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