

SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM: 3.37
(ID # 25069)

MEETING DATE:
Tuesday, June 25, 2024

FROM : HOUSING AND WORKFORCE SOLUTIONS

SUBJECT: HOUSING AND WORKFORCE SOLUTIONS/WORKFORCE DEVELOPMENT DIVISION (HWS/WDD): Request for General Fund allocation to support the Youth Commission Coordinator salary for the Board of Supervisors Legislative Intern Program, FY 2023/2024; All Districts. [\$132,000, 100% General Fund Contingency]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve and direct the Auditor Controller to make the budget adjustment shown in Schedule A.

ACTION: 4/5 Vote Required, Policy


Michael J. Weber, Deputy Director of Housing Authority

6/6/2024

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Spiegel, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: June 25, 2024
xc: HWS

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$132,000	\$ 0	\$132,000	\$ 0
NET COUNTY COST	\$132,000	\$ 0	\$132,000	\$ 0
SOURCE OF FUNDS: 100% General Fund Contingency			Budget Adjustment: Yes	
			For Fiscal Year: 2023/2024	

C.E.O. Recommendation: Approve

BACKGROUND:

Summary

The Riverside County Board of Supervisors' Legislative Intern and Youth Commission Program was first introduced on January 6, 1998. The Youth Commission Coordinator oversees five (5) Legislative Interns (students pursuing higher education), each representing one of the five supervisorial districts. These interns manage their respective portions of the Youth Commission and Youth Advisory Councils. The Youth Advisory Councils are composed of one hundred twenty (120) youth representatives from various high schools within each district, meeting monthly to address youth issues within the County. Each district is represented by one Youth Commissioner and one Co-commissioner, forming a Commission of ten members. These Commissioners and Co-commissioners meet bi-monthly to discuss district goals, make decisions on major year-round programs, and provide reports on their district's Youth Advisory Council. The Commission acts as a vital link between the youth of Riverside County and their local government, collaborating with various organizations to support community members throughout the county.

Additionally, the Youth Commission Coordinator is responsible for coaching and mentoring a diverse group of Legislative Interns and high school students participating in each district's Youth Advisory Councils. These participants arrange community events, conduct community outreach, advocate for policies, and manage other Youth Commission programs and activities. The Youth Commission Coordinator also ensures that each district's YAC Program completes hundreds of hours of community service throughout the school year. The Councils discuss and set goals each year to address areas of concern within their districts, helping them determine their focus areas for community impact. Committees are created for each council goal to plan and facilitate events, projects, or collaborations to help achieve these goals.

As of Fiscal Year 2023-2024, the YAC Commission is being administered by the Riverside County Department of Housing and Workforce Solutions (HWS), within the Workforce Development Division (WDD). A Youth Commission Coordinator (Coordinator) oversees the five supervisorial district legislative interns who manage their respective parts of the Commission and Youth Advisory Councils (YAC). The Youth Commission Coordinator is a permanent position within HWS-WDD at an annual cost of \$132,000.

HWS-WDD does not have sufficient department funds to cover the costs for the Youth Commission Coordinator position and requests an allocation of \$132,000 of General Fund Contingency for the current fiscal year.

Youth Commission Coordinator Essential Duties and Responsibilities

The Youth Commission Program Coordinator is responsible for planning, organizing, directing, and evaluating programs and events for high school-aged youth. This role includes, but is not

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limited to:

- Mentoring youth at all levels of the program, providing guidance and support to foster their development.
- Supporting and facilitating youth-driven work, ideas, and civic engagement, empowering youth to take initiative and actively participate in their communities.
- Overseeing and managing the Youth Commission program budget, ensuring funds are allocated effectively to support various initiatives.
- Coordinating and running four (4) major annual events, including the Youth Commission Retreat, Youth in Government Day, Youth Career Development Day, and the Youth Summit, ensuring these events are successful and impactful.
- Exploring new ways to enhance the Youth Commission by seeking additional funding opportunities, such as grants and sponsorships, to expand and improve the program.
- Acting as a liaison between the Board of Supervisors and the program, facilitating communication and ensuring alignment with county goals.
- Engaging with key community stakeholders, including but not limited to, school districts, nonprofit organizations, businesses, Chambers of Commerce, City Councils, State and Local Representatives, Local College Districts, and Law Enforcement, to build partnerships and support for the program.
- Establishing and submitting an Annual Report to the Board of Supervisors, documenting the program's achievements, challenges, and future plans.

Impact on Residents and Businesses

This project supports and addresses the education and employment needs of the community by developing the legislative intern and young adult leadership program that will help support and inspire today's youth to become tomorrow's leaders. These services ensure that adolescents and young adults have the support needed to realize their education and career goals.

SCHEDULE A. BUDGET ADJUSTMENT FY 23/24

1) Increase Appropriations:

10000-1101000000-551100 Contribution to Other Funds \$132,000

2) Anticipated Use of Unassigned Fund Balance:

10000-1101000000-370100 Unassigned Fund Balance \$132,000

3) Decrease Appropriations:

10000-1109000000-581000 EO-Approp for Contingency-General \$132,000

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4) Anticipated Increase in Unassigned Fund Balance:

10000-1109000000-370100 Unassigned Fund Balance \$132,000


Heydee Koury, Sr Accountant - Auditor 6/7/2024


Brianna Lontajo, Principal Management Analyst 6/19/2024


Aaron Gettis, Chief of Deputy County Counsel 6/10/2024