

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



ITEM: 3.29
(ID # 27520)

MEETING DATE:
Tuesday, May 06, 2025


FROM : HOUSING AND WORKFORCE SOLUTIONS

SUBJECT: HOUSING AND WORKFORCE SOLUTIONS / WORKFORCE DEVELOPMENT DIVISION (HWS/WDD): Approve and Adopt the Amended Bylaws of the Riverside County Workforce Development Board; All Districts. [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve and Adopt the attached Amended Bylaws of the Riverside County Workforce Development Board.


ACTION:Policy


Heidi Marshall, Director 3/27/2025

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Medina, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: May 6, 2025
xc: HWS/WDD

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

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

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 0	\$ 0	\$ 0	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: N/A			Budget Adjustment:	No
			For Fiscal Year:	2025-2026

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

In July of 2014, Congress enacted the Workforce Innovation and Opportunity Act (WIOA). WIOA is the primary funding source for programs and services provided by the Riverside County Housing and Workforce Solutions / Workforce Development Division (HWS/WDD). The purpose of WIOA is to strengthen the ability of the public workforce system to align investment in workforce and education with regional in-demand jobs. On August 18, 2015, the Riverside County Board of Supervisors established the Riverside County Workforce Development Board (WDB) and adopted the WDB's Bylaws. This was a result of the enactment of the WIOA, which replaced the Workforce Investment Act. The WDB is a private sector led policy and oversight body that is governed by WIOA and supports the development of the regional workforce. The Riverside County WDD administers implementation of WIOA-funded programs and services.

Since 2015, changes have occurred which require WDB Bylaws to be updated. Such changes are outlined below:

- Change in department name to reference Housing and Workforce Solutions.
- Allow the Chairperson of the WDB to form ad hoc committees that serve in an advisory capacity as determined necessary for workforce development initiatives.
- Clarify voting requirements and terms for the Chairperson and Vice Chairperson of the WDB.

The attached Amended Bylaws of the Riverside County Workforce Development Board are approved as to form by County Counsel.

The Amended Bylaws were approved by the WDB on February 5, 2025, subject to final approval by the Board of Supervisors. Staff recommends that the Board of Supervisors approve the WDB Amended Bylaws.

Impact on Residents and Businesses

Approving amendments to the WDB's Bylaws allows the WDB to effectively continue overseeing workforce development services, ensuring strong and resilient businesses along with a ready and skilled workforce.

Additional Fiscal Information

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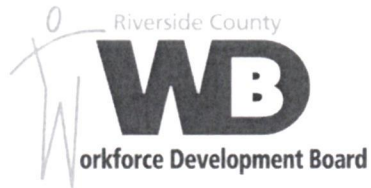
There are no costs associated with amending the WDB Bylaws.

ATTACHMENT:

- WDB Bylaws, Amended February 5, 2025


Brannia Lontajo, Principal Management Analyst 4/25/2025


Aaron Gettis, Chief of Deputy County Counsel 4/20/2025



RIVERSIDE COUNTY WORKFORCE DEVELOPMENT BOARD BYLAWS

FEBRUARY 5, 2025



Riverside County Workforce Development Board

Bylaws

Amended February 2025

RECITALS

WHEREAS, the Workforce Innovation and Opportunity Act of 2014, Public Law 113-128 (hereinafter WIOA), authorizes the expenditure of federal funds for workforce development programs in designated Local Areas (WIOA §3);

WHEREAS, the State of California has designated the County of Riverside (County) as a Local Workforce Development Area (LWDA) for the operation and administration of workforce development system activities related to employment and training programs;

WHEREAS, the WIOA required the establishment of a Riverside County Workforce Development Board (RCWDB) to provide policy guidance and oversight of the workforce development system for the LWDA (WIOA §107);

WHEREAS, the Riverside County Board of Supervisors, the designated Chief Elected Officials (WIOA §3), established the RCWDB to serve in accordance with the provisions of the WIOA and adopted bylaws for the RCWDB; and

NOW, THEREFORE, the Bylaws stated herein are the complete and exclusive statement of the RCWDB Bylaws and supersede all previous versions of any existing bylaws. Any previous bylaws not contained herein shall not be binding and are of no force and effect.

I. NAME

The name of this organization shall be the Riverside County Workforce Development Board, hereinafter referred to as RCWDB.

II. PURPOSE AND RESPONSIBILITIES OF THE RCWDB

The RCWDB shall be responsible to the Riverside County Board of Supervisors, hereinafter alternately referred to as Board of Supervisors, for providing planning and oversight for the comprehensive workforce development program throughout the local Workforce Development Area.

The RCWDB shall have the following responsibilities:

- A. Perform all functions required in Section 107(d) of the WIOA including, but not limited to, the following;



1. Develop and submit the 4-year local workforce strategic plan (Local Plan) to the Governor that meets the requirements in Section 108 of the WIOA, and oversight of the One-Stop system, youth activities, employment services to individuals with disabilities and training activities under Title I of WIOA, in partnership with the Board of Supervisors.
2. Develop a budget for the purpose of carrying out the duties of the RCWDB consistent with the local plan and subject to the approval of the Board of Supervisors.
3. Select eligible One-Stop operators (WIOA §3) of the Riverside County America's Job Centers (AJCs), consistent with Section 121(d) of the WIOA and with the agreement of Board of Supervisors.
4. Select eligible youth service providers, consistent with Section 123 of the WIOA.
5. Identify eligible providers of adult and dislocated worker services and training services, consistent with Section 122 of WIOA; and maintain a list of eligible providers with performance and cost information, as required in the WIOA §107.
6. Negotiate and reach agreement with the Riverside County Board of Supervisors and the Governor of California on local performance measures as described in Section 116(c) of the WIOA.
7. Support the Governor of California in developing the statewide workforce and labor market information and local performance employment statistics system (WIOA §308).
8. Coordinate workforce investment activities with economic development strategies and developing business linkages (WIOA §223).
9. Promote and lead efforts to engage a diverse range of employers and entities in the region to support utilization of the local workforce development system and to ensure that the workforce investment activities meet the needs of the employers and support economic growth in the region, in accordance with Section 107(d)(4) of WIOA. The WDB shall promote participation from those businesses whose employment opportunities reflect existing and emerging regional employment opportunities.
10. Develop and implement promising strategies for meeting the employment and skill needs of workers and employers that provide the skilled workforce needed by the region and that expand employment and career advancement opportunities for participants in in-demand sectors or occupations.



11. Promote private sector involvement in the county-wide workforce development system through effective convening, brokering, and linkage activities through intermediaries such as the One-Stop Operator in the Local Area, industry sector partnerships or through other organizations to assist businesses in meeting hiring needs (WIOA §129).
12. Coordinate activities with education and training providers in the local area, including providers of workforce development activities, providers of adult education and literacy activities under Title II, providers of career and technical education as defined in §3 of the Carl D. Perkins Career and Technical Education Act of 2006 (20 U.S.C. 2302) and local agencies administering plans under Title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.).
13. Annually assess the physical and programmatic accessibility, in accordance with Section 188 if applicable, and applicable provisions of the American with Disabilities Act of 1990 (42.U.S.C 12101 et seq), of all one-stop centers in the local area.
14. Serve in an advisory capacity to the Board of Supervisors on all matters relating to workforce development and training covered by Title I of the WIOA.

III. APPOINTMENT, REAPPOINTMENT AND DISQUALIFICATION OF MEMBERS

- A. The RCWDB shall consist of no less than 19 members, (and no more than 29) members to meet the federal statutory requirements under WIOA appointed by the Board of Supervisors in accordance with the provisions of WIOA §107.
- B. RCWDB membership composition shall comport with requirements under WIOA §107 as follows:
 1. A majority of the members shall be Business Representatives (51%), including the Chairperson (WIOA §107(b)(2)(A)).
 2. At least 20% Representatives of the Workforce within the local area (WIOA §107(b)(2)(B)).
 3. At least 1 Adult Education/Literacy Representative (WIOA §107 (b)(2)(C)).
 4. At least 1 Vocational Rehabilitation Representative (WIOA §107 (b)(2)(D)).
 5. At least 1 Higher Education Representative (WIOA §107 (b)(2)(C)).
 6. At least 1 Wagner-Peyser Representative (§107 (b)(2)(D)).
 7. At least 1 Representative from an Economic and Community Development entity (WIOA §107 (b)(2)(D)).
- C. Members shall be appointed by, and serve at the pleasure of, the Riverside County Board of Supervisors (WIOA §107(c)) for two-year terms.



- D. If the appointee is a current Workforce Development Board member, the initial two-year term shall coincide with the members' prior term of appointment.
- E. Each member of the RCWDB shall be entitled to one vote during a regular or called meeting in which said member is present and provided a quorum is present at the time the vote is taken, except that no matter which has direct bearing on services to be provided by that member or their parent organization; this agreement shall not provide for alternate membership.
- F. A proxy may be designated by a member of the RCWDB at the beginning of each year to cast votes in the board member's absence. A change of proxy during the course of the year must be requested in writing to the Chairperson prior to a scheduled board meeting. A proxy must formally represent the same member organization as the absent board member.
- G. Membership on the RCWDB shall cease in case of death, resignation, disqualification, failure to be reappointed, and may cease based on attendance. The right of a member to vote and all of his/her rights, title and interest in and to the RCWDB shall cease based on the above mentioned.

Removal or resignation may be a result of:

- 1. A member is not reappointed after completion of a term.
- 2. A member resigning. Members shall offer their resignation in writing to the RCWDB Chairperson, with a copy to the Chairman of the Board of Supervisors.
- 3. A member does not attend at least 50% of the RCWDB meetings and the Executive Committee (as applicable).
- 4. Members may be removed by action of the Board of Supervisors.
- 5. RCWDB members shall be removed in the event any of the following events occur:
 - a) documented violation of a conflict of interest,
 - b) failure to meet RCWDB member representation requirements pursuant to WIOA, and/or
 - c) documented proof of fraud or abuse.
- H. All members must attend at least one-half of the meetings (50%). There are at least four board meetings held each calendar year. Executive Committee meetings are scheduled to respond to matters needing action during the time between RCWDB meetings.



- I. In the event of the occurrence of a vacancy in the membership of the RCWDB, the following procedures shall be followed:
 1. The RCWDB shall immediately inform the Board of Supervisors, through the RCWDB Staff, of the occurrence of such vacancy.
 2. The Staff assigned to the RCWDB will assist the Board of Supervisors to solicit nominations for membership as defined in the WIOA so as to meet eligibility for one of the mandated membership categories.
 3. Nominations to fill any such vacancy, together with appropriate disclosure statements and documentation, shall be submitted to the Board of Supervisors for consideration and appointment.
 4. The Board of Supervisors shall proceed to fill vacancies within 60 days in accordance with the provisions of the WIOA.
 5. RCWDB members replacing out-going members mid-term will serve the remainder of the out-going member term.
- J. Notwithstanding any provisions of law to the contrary, RCWDB members, as public officials, shall be fully subject to any and all provisions of conflict-of-interest law, whether state, federal or local, including, but not by way of limitation, the provisions of Government Code §1090 et seq. and, Government Code §87100 et seq. A member of the RCWDB or the Executive Committee may not (1) vote on a matter under consideration by the local board (A) regarding the provision of services by such member (or by an entity that such member represents); or (B) that would provide direct financial benefit to such member of the immediate family of such member; or (2) engage in any other activity determined by the Governor to constitute a conflict of interest as specified in the State Plan (WIOA §107(h)).

IV. FUNCTIONS OF RCWDB OFFICERS

The presiding officers of the RCWDB shall be called Chairperson and Vice Chairperson and shall serve a one-year term starting January 1 and ending December 31. The Chairperson and Vice Chairperson shall be from the private sector and will be elected by the RCWDB. In no instance shall a Chairperson serve more than four consecutive terms or four consecutive years as Chairperson.

- A. Functions and responsibilities of the Chairperson shall be as follows:
 1. Shall be the official representative and spokesperson of the RCWDB.



2. Shall preside at all meetings of the RCWDB and the Executive Committee of the RCWDB.
3. Shall coordinate with the Head of the Riverside County Workforce Development Division (WDD) and/or RCWDB assigned staff in preparing the agenda for RCWDB meetings.
4. Shall call special meetings of the Executive Committee on matters needing action during the time between RCWDB meetings.
5. Shall sign on behalf of the RCWDB all necessary documents.
6. Perform other responsibilities as determined by the RCWDB.

B. Functions and responsibilities of the Vice Chairperson shall be as follows:

1. Shall assume all responsibilities of the Chairperson in his/her absence.
2. Shall serve as member-at-large on the Executive Committee.
3. Perform other responsibilities as directed by the Chairperson.

V. **COMMITTEE STRUCTURE**

RCWDB's committee structure is set forth herein. RCWDB committees shall comport with WIOA requirements.

A. Ad Hoc Committees

All reference in these Bylaws to "ad hoc committee" or "ad hoc committees" shall have the meaning described in this Section V(A). The RCWDB Chairperson may create a body of bodies of persons assigned to consider, investigate, take action on, or report on a particular subject matter. Such bodies may be in the form of committees, task forces, working groups, or any other forms as necessary and appropriate; may remain in existence for a duration that is necessary and appropriate; and may convene at a frequency necessary and appropriate. Ad hoc committees may be formed for the purpose of conducting assigned business related to a particular topical area, populations, geography, industry, strategic initiative, or any other issues of concern to RCWDB, as deemed necessary and appropriate. Ad hoc committees may also be formed for processes such as nominating and electing officers to the RCWDB; reviewing and making recommendations for amendments to the bylaws; and for other processes as deemed necessary and appropriate. Unless specified otherwise, ad hoc committees shall serve in



an advisory capacity only. The RCWDB Chairperson shall appoint a private-sector member for Chairperson and a private-sector, public-sector member or non-member for Vice Chairperson of the ad hoc committees. The term of the ad hoc committee Chairperson and Vice Chairperson shall correspond with the term of the appointing RCWDB Chairperson. The Chairperson may appoint individuals, including board members and non-members, to various ad hoc committees of the RCWDB, as appropriate. A staff member of the Administrative Entity (defined in Section VI.A) will be assigned to work with the respective ad hoc committees. Ad hoc committees shall report on their activities to the RCWDB and/or Executive Committee on a regular basis and may be dissolved at any time by the Chairperson of the RCWDB.

B. Executive Committee

The Executive Committee shall be composed of the RCWDB Chairperson, the RCWDB Vice Chairperson, one at-large RCWDB member, one representative from labor, and one from education. At-large Executive Committee member, labor representative, and the education representative shall be appointed by the RCWDB Chairperson on an annual basis and their terms shall correspond with the term of the appointing RCWDB Chairperson. In the event that one individual is qualified to hold two seats on the Executive Committee, the RCWDB Chairperson may appoint a private sector replacement from the RCWDB.

The functions and responsibilities of the Executive Committee shall be as follows:

1. Shall act on behalf of the RCWDB on matters needing action during the time between RCWDB meetings.
2. Shall, in the absence of the RCWDB Chairperson and Vice Chairperson, designate a member of the Executive Committee to preside over the RCWDB and Executive Committee meetings.
3. Shall receive ad hoc committee reports and act on recommendations for the RCWDB.
4. Shall assist the Chairperson in setting agendas for regularly scheduled RCWDB meetings.
5. Shall coordinate RCWDB activities with the County through the RCWDB Coordinator.
6. Shall oversee the participation of RCWDB members and recommend to the RCWDB those members who should be removed for cause as outlined herein.



7. Fulfill legislative requirements of the WIOA.
8. Perform other responsibilities as may be designated by the RCWDB.

VI. STAFF, OFFICE AND BUDGET

- A. The following Workforce Development Division (WDD, herein referred to as the Administrative Entity) RCWDB positions will be designated as staff to the RCWDB:
 1. RCWDB Executive Director
 2. WDD Deputy Director
 3. WDD Principal Development Specialist
 4. RCWDB Coordinator
 5. Secretary to the RCWDB
- B. The Administrative Entity shall establish the staff positions for the RCWDB, designating such positions as it may deem appropriate. The Administrative Entity may solicit applications for employment and hire and employ persons to fill such positions in accordance with the established personnel procedures of the County.
- C. The Deputy Director of County WDD also known as the RCWDB Executive Director shall direct said RCWDB staff and office support, in accordance with the personnel policies and procedures of County, shall select and hire said staff, the members of which shall be employees of the County.
- D. The Administrative Entity shall annually adopt an operational budget that shall provide for the necessary staff, office and material support for grant administration and program support.
- E. Such operational budget shall provide the necessary staff, office and material support determined by the Administrative Entity and the RCWDB to be necessary for the proper and effective discharge of the RCWDB functions and duties as contained herein.

VII. OPERATIONAL PROCEDURES

A. RCWDB as a Public Entity

The County is a public entity created and existing under California law, and the RCWDB shall, therefore, operate as a public body, consistent with the laws of the State of California which govern public meetings and State conflict of interest laws, and specifically including the provisions of the Ralph M. Brown Act, Government Code §54950 et seq.



B. Meeting Schedules of Actions

The RCWDB shall meet not less than two times a year at such place as the Chairperson may designate on the date set by resolution for the transaction of such business as may properly come before the meeting. All meetings of the RCWDB, the RCWDB Executive Committee, and ad hoc committees, including and without limitations, regular, adjourned regular and special meetings shall be called, noticed, held and conducted in accordance with the provisions of the Ralph M. Brown Act, California Code §54960 et seq., as amended.

C. Quorum for the RCWDB

Fifty-one percent (51%) of the existing RCWDB members and RCWDB Executive Committee (not including vacancies) shall constitute a quorum for transaction of business and action may be taken provided such quorum is preserved; provided however, a member with a conflict of interest in connection with a matter before the RCWDB must leave the room while that matter is being discussed, heard or acted upon, and that member cannot be counted toward the quorum for that matter.

D. The Administration of Grants and Funds

The administration of all grants or other funds awarded to the County shall be the responsibility of the County, whose responsibility shall include expressing grant interest and submission of grant applications, preparation and submittal of grant documents, receipt of funds or awards, dispersal of funds, auditing of funds, audit resolutions, reporting, monitoring, evaluating and the closing out of programs.

E. Reimbursement of Expenses

RCWDB members shall be entitled to mileage reimbursement to and from all RCWDB activities, and for all other reasonable expenses incurred while on RCWDB business. Said reimbursement shall be in the form and manner of reimbursement provided to County department heads.

F. Sunshine Provision

The local board shall make available to the public, on a regular basis through electronic means and open meetings, information regarding the activities of the local board, including information regarding the local plan prior to submission of the plan, and regarding membership, the designation and certification of the one-stop operators, and the award of grants to eligible providers of youth workforce investment activities, and on request, minutes of the formal meetings of the local board (WIOA §107(e)).