

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



**ITEM: 3.36
(ID # 28044)**

MEETING DATE:

Tuesday, July 29, 2025

FROM : HOUSING AND WORKFORCE SOLUTIONS

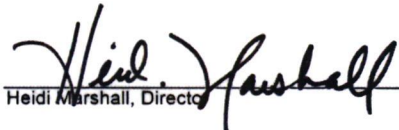
SUBJECT: HOUSING AND WORKFORCE SOLUTIONS/WORKFORCE DEVELOPMENT DIVISION (HWS/WDD): Ratify and Approve First Amendment to the Amended and Restated Professional Service Agreement #WDARC-0004330 for America's Job Center of California One-Stop Operator Services with Arbor E&T, LLC, through June 30, 2026, for an annual amount not to exceed \$150,000, with the option to renew for up to one (1) additional year through June 30, 2027. All Districts. [Not to exceed an annual amount of \$150,000 - 100% Federal WIOA funds].

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and approve First Amendment to the Amended and Restated Professional Service Agreement #WDARC-0004330 for America's Job Center of California One-Stop Operator Services with Arbor E&T, LLC, effective July 1, 2025, June 30, 2026, for an annual amount not to exceed \$150,000, with the option to renew for one (1) additional year through June 30, 2027; and authorize the Chair of the Board to execute three (3) copies of the same on behalf of the County;
2. Authorize the Purchasing Agent, in accordance with Ordinance No 459, based on the availability of fiscal funding and as approved as to form by County Counsel, to exercise the renewal option of the Agreement, including modifications to the statement of work that stay within the intent of Agreement;
3. Authorize the Purchasing Agent to issue Purchase Orders to Arbor E&T, LLC for required goods and/or services that do not exceed the Board of Supervisors-approved total amount; and

Continued on Page 2

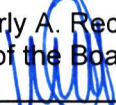
ACTION:Policy


Heidi Marshall, Director 7/2/2025

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Gutierrez, seconded by Supervisor Medina 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: July 29, 2025
xc: HWS/WDD

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

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RECOMMENDED MOTION: That the Board of Supervisors:

4. Direct the Clerk of the Board to retain one (1) copy and return two (2) copies of the First Amendment to the Department of Housing and Workforce Solutions/Workforce Development Division for distribution.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$150,000	\$150,000	\$300,000	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 100% Federal Workforce Innovation and Opportunity Act Title I Funds			Budget Adjustment: No	
			For Fiscal Year: 25/26-26/27	

C.E.O. Recommendation: Approve

BACKGROUND:

Summary

The County of Riverside Department of Housing and Workforce Solutions/Workforce Development Division (HWS/WDD) administers the Workforce Innovation and Opportunity Act (WIOA) program, which is federally funded through the Department of Labor (DOL). Federal funds received under WIOA are allocated to activities that link resources, people, businesses, and education resulting in a competitive workforce. Related programs and services benefit workers and employers in Riverside County.

HWS/WDD administrates implementation of WIOA-funded programs and services. On June 27, 2023 (Minute Order 3.48), the Board of Supervisors approved the first allocation and agreement to the One-Stop Operator Services Provider for a total of \$150,000 for Fiscal Year 2023-2024. On August 27, 2024 (Minute Order 3.45), the Board of Supervisors approved the second allocation and agreement to the One-Stop Operator Services Provider for a total of \$150,000 for Fiscal Year 2024-2025. HWS/WDD seeks to continue these services through June 30, 2027, with the selected service provider, and allocate an additional \$150,000 for Fiscal Year 2025-2026 and \$150,000 for Fiscal Year 2026-2027, subject to availability of funds and satisfactory performance.

The programs and services are delivered to residents through the Americas Job Centers of California (AJCC's), which serve as a one-stop delivery system of multiple partners and service providers within the Local Workforce Development Area (Local Area). The Local Area is comprised of (4) comprehensive AJCC's located in the following cities: Riverside (Western County), Hemet (Mid-County), Indio (East County), Moreno Valley (Western County) and one (1) Satellite Center in Blythe (East County). DOL and WIOA regulations require the utilization of a One-Stop Operator to coordinate service delivery among all AJCC's partners and service providers within the Local Area.

The duties of the One-Stop Operator include, but are not limited to the following:

- Facilitates and coordinates partnerships and linkages between service providers and partners that include Department of Rehabilitation, Adult Education, State of California

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Employee Development Department, Community Colleges, K-12, and local non-profits and Community Based Organizations.

- Ensures a seamless referral system amongst all partners.
- Ensures the AJCC's are in compliance with state and federal regulations.
- Administers a Partner Memorandum of Understanding that establishes a cooperative working relationship amongst all partners.
- Reports to the Local Board on operations, performance, and continuous improvement recommendations.
- Implements policies established by the Local Board and adhere to all applicable federal and state guidance.

Impact on Residents and Businesses

There is no negative impact on residents and business within the County of Riverside. Approving AJCC's One-Stop Operator agreement will benefit both residents and businesses by improving access to employment services, enhancing job matching, and supporting economic growth through a better trained workforce. In addition, it will allow for continued management and partner coordination of the AJCC's to serve all residents and businesses throughout the County.

Contract History and Price Reasonableness

WIOA regulations require that the One-Stop Operator is selected through a competitive selection.

On February 1, 2023, the County of Riverside Purchasing Department on behalf of HWS/WDD released a Request for Proposal (RFP) WDARC-019 America's Job Center of California One Stop Operator Services, with two (2) bids received. The RFP was released on PublicPurchase.com which is open to the public until March 7, 2023. Twenty-nine (29) bidders were notified, fourteen (14) downloaded the bid package, and two (2) bids were received. Bid responses were reviewed by Purchasing and the HWS/WDD to ensure the specifications of the County were met. Arbor E&T, LLC was determined to be the lowest and most responsive and responsible bidder to solicit year-round services from an experienced and qualified entity to serve as the AJCC One-Stop Operator for HWS/WDD.

Additional Fiscal Information

Fiscal Year	Compensation Amount
2025-2026	\$150,000
2026-2027	\$150,000
Total Not to Exceed	\$300,000

ATTACHMENTS:

- First Amendment to the Amend and Restated Professional Service Agreement #WDARC-0004330 for America's Job Center of California One-Stop Operator Services with Arbor E&T, LLC

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Stacy Orton *Stacey Pena*
Stacy Orton, Assistant Director of Purchasing 7/16/2025 Stacey Pena, EO Management Analyst 7/17/2025

Aaron Gettis
Aaron Gettis, Chief of Deputy County Counsel 7/17/2025

**FIRST AMENDMENT
TO THE AMEND and RESTATED PROFESSIONAL SERVICE AGREEMENT
FOR AMERICA'S JOB CENTER OF CALIFORNIA (AJCC) ONE-STOP OPERATIONS
SERVICES**

**By and Between
COUNTY OF RIVERSIDE
And
ARBOR E&T, LLC dba EQUUS WORKFORCE SOLUTIONS**

First Amendment to the Amend and Restated Professional Service Agreement for America's Job Center of California (AJCC) One-Stop Operator is entered into by and between COUNTY OF RIVERSIDE, a political subdivision of the State of California, by and through its Department of Housing and Workforce Solutions(HWS)/ Workforce Development Division (WDD) ("County") ARBOR E&T, LLC, dba Equus Workforce Solutions, a Kentucky Limited Liability Company, ("Contractor"), effective as of July 1, 2025. Contractor and the County are individually referred to herein as a "Party" and together as the "Parties."

RECITALS

WHEREAS, on August 27, 2024 via Minute Order 3.45, the Board of Supervisors approved the Professional Services Agreement with ARBOR E&T, LLC, DBA Equus Workforce Solutions and COUNTY ("Original Agreement") effective July 1, 2024, and expiring on June 30, 2025 with options to renew for up to two (2) additional one-year periods through June 30, 2027.

WHEREAS, the Parties now desire to exercise option one (1) to extend period of performance to June 30, 2026.

NOW, THEREFORE, in consideration of the foregoing, and the promises and mutual covenants and conditions hereinafter set forth, the Parties hereby do agree as follows:

1. Recitals – The recitals set forth above are true and correct and incorporated herein by this reference.
2. Period of Performance – Replace Section 2.1 of the Agreement with the following:

"This Agreement shall be effective upon execution of the amendment ("Effective Date") and continues in effect through June 30, 2026, for an annual amount not to exceed \$150,000, with the option to renew for up to one (1) additional one-year renewal. CONTRACTOR shall commence performance upon the Effective Date and shall diligently and continuously perform thereafter until the end of the period of performance."
3. Effective Date. This First Amendment to the Agreement shall be effective July 1, 2025.
4. Entire Understanding. The First Amendment and the Agreement set forth and contain the entire understanding and agreement of the Parties hereto. There are no oral or written representations, understandings, or ancillary covenants, undertakings, or agreements, which are not contained or expressly referred to within this First Amendment and the Agreement. Except as amended or modified herein, all the terms of the Agreement shall remain in full force and effect.

5. Use of Electronic Signatures.: This Amendment may be executed in any number of counterparts, each of which will be original, but all of which together will constitute one instrument. Each party of this Amendment agrees to the use of electronic or digital signatures that meet the requirements of the California Uniform Electronic Transactions Act ("the Act") Cal. Civ. Code §§ 1633.1-1633.17), for executing this Amendment. The parties further agree that the electronic or digital signatures of the parties included in this Amendment are intended to authenticate this writing and to have the same force and effect as manual signatures. The Act authorizes use of an electronic signature for transactions and contracts among parties in California, including governmental agencies. For purposes of this section, a digital signature is a type of "electronic signature" as defined in subdivision (i) of Section 1633.2 of the Civil Code.

SIGNATURES ON FOLLOWING PAGE

Signature: *Cameron Tovey*

Email: Contracts@equusworks.com

IN WITNESS WHEREOF, the Parties have caused their duly authorized representatives to execute this First Amendment as of the date set forth below.

COUNTY:

COUNTY OF RIVERSIDE, a political subdivision of the State of California, by and through its Department of Housing and Workforce Solutions, Workforce Development Division

CONTRACTOR:

ARBOR E&T, LLC dba EQUUS WORKFORCE SOLUTIONS, a Kentucky Limited Liability Company

By: *V. Manuel Perez*
V. Manuel Perez
Board of Supervisors, Chair

By: *CT*
Cameron Tovey
Chief Financial Officer

Dated: JUL 29 2025

Dated: 07/19/2025

ATTEST:
Kimberly A. Rector
Clerk of the Board

By: *[Signature]*
Deputy

APPROVED AS TO FORM:
MINH C. TRAN
County Counsel

By: *[Signature]*
Paula Salcido
Deputy County Counsel

Dated: 7-21-2025












OSO 2025-2027 Amendment 1

Final Audit Report


2025-07-18

Created:	2025-07-15
By:	Jasmin Guerrero (JGuerrer@rivco.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAM_J93C4QXb5TNwW4icez7Xlb_u9QldPc

"OSO 2025-2027 Amendment 1" History

-  Document created by Jasmin Guerrero (JGuerrer@rivco.org)
2025-07-15 - 4:08:56 PM GMT- IP address: 158.61.6.0
-  Document emailed to contracts@equusworks.com for delegation
2025-07-15 - 4:14:30 PM GMT
-  Email viewed by contracts@equusworks.com
2025-07-15 - 4:30:21 PM GMT- IP address: 170.85.130.125
-  Document signing delegated to Contracts@equusworks.com by contracts@equusworks.com
2025-07-17 - 3:58:22 PM GMT- IP address: 170.85.130.125
-  Document emailed to Contracts@equusworks.com for signature
2025-07-17 - 3:58:22 PM GMT
-  Email viewed by Contracts@equusworks.com
2025-07-17 - 4:07:05 PM GMT- IP address: 104.47.66.126
-  Signer Contracts@equusworks.com entered name at signing as Cameron Tovey
2025-07-17 - 4:07:27 PM GMT- IP address: 170.85.130.125
-  Document e-signed by Cameron Tovey (Contracts@equusworks.com)
Signature Date: 2025-07-17 - 4:07:29 PM GMT - Time Source: server- IP address: 170.85.130.125
-  Document emailed to cameron.tovey@equusworks.com for signature
2025-07-17 - 4:07:30 PM GMT
-  Email viewed by cameron.tovey@equusworks.com
2025-07-17 - 8:24:42 PM GMT- IP address: 167.103.102.86
-  Signer cameron.tovey@equusworks.com entered name at signing as Cameron Tovey
2025-07-18 - 9:08:35 PM GMT- IP address: 101.185.201.16

 Document e-signed by Cameron Tovey (cameron.tovey@equusworks.com)
Signature Date: 2025-07-18 - 9:08:37 PM GMT - Time Source: server- IP address: 101.185.201.16

 Agreement completed.
2025-07-18 - 9:08:37 PM GMT

**Riverside County Board of Supervisors
Request to Speak**

Submit request to Clerk of Board (right of podium),
Speakers are entitled to three (3) minutes, subject to
Board Rules listed on the reverse side of this form.

SPEAKER'S NAME: ROY BLECHMAN

Address: _____
(only if follow-up mail response requested)

City: _____ **Zip:** _____

Phone #: _____

Date: _____ **Agenda #** 3.29-3.31
(NINE ITEMS)

PLEASE STATE YOUR POSITION BELOW:

Position on "Regular" (non-appealed) Agenda Item:

Support **Oppose** **Neutral**

Note: If you are here for an agenda item that is filed
for "Appeal", please state separately your position on
the appeal below:

Support **Oppose** **Neutral**

I give my 3 minutes to: _____

BOARD RULES

Requests to Address Board on "Agenda" Items:

You may request to be heard on a published agenda item. Requests to be heard must be submitted to the Clerk of the Board before the scheduled meeting time.

Requests to Address Board on items that are "NOT" on the Agenda:

Notwithstanding any other provisions of these rules, member of the public shall have the right to address the Board during the mid-morning "Oral Communications" segment of the published agenda. Said purpose for address must pertain to issues which are under the direct jurisdiction of the Board of Supervisors. YOUR TIME WILL BE LIMITED TO THREE (3) MINUTES.

Power Point Presentations/Printed Material:

Speakers who intend to conduct a formalized Power Point presentation or provide printed material must notify the Clerk of the Board's Office by 12 noon on the Monday preceding the Tuesday Board meeting, insuring that the Clerk's Office has sufficient copies of all printed materials and at least one (1) copy of the Power Point CD. Copies of printed material given to the Clerk (by Monday noon deadline) will be provided to each Supervisor. If you have the need to use the overhead "Elmo" projector at the Board meeting, please insure your material is clear and with proper contrast, notifying the Clerk well ahead of the meeting, of your intent to use the Elmo. **Speakers are prohibited from bringing signs, placards or posters into the hearing room.**

Individual Speaker Limits:

Individual speakers are limited to a maximum of three (3) minutes.

Please step up to the podium when the Chairman calls your name and begin speaking immediately. Pull the microphone to your mouth so that the Board, audience, and audio recording system hear you clearly. Once you start speaking, the "green" podium light will light. The "yellow" light will come on when you have one (1) minute remaining. When you have 30 seconds remaining, the "yellow" light will begin flash, indicating you must quickly wrap up your comments. Your time is up when the "red" light flashes. The Chairman adheres to a strict three (3) minutes per speaker. ***Note: If you intend to give your time to a "Group/Organized Presentation", please state so clearly at the very bottom of the reverse side of this form.***

Group/Organized Presentations:

Group/organized presentations with more than one (1) speaker will be limited to nine (9) minutes at the Chairman's discretion. The organizer of the presentation will automatically receive the first three (3) minutes, with the remaining six (6) minutes relinquished by other speakers, as requested by them on a completed "Request to Speak" form, and clearly indicated at the front bottom of the form.

Addressing the Board & Acknowledgement by Chairman:

The Chairman will determine what order the speakers will address the Board, and will call on all speakers in pairs. The first speaker should immediately step to the podium and begin addressing the Board. The second speaker should take up a position in one of the chamber aisles in order to quickly step up to the podium after the preceding speaker. This is to afford an efficient and timely Board meeting, giving all attendees the opportunity to make their case. Speakers are prohibited from making personal attacks, and/or using coarse, crude, profane or vulgar language while speaking to the Board members, staff, the general public and/or meeting participants. Such behavior, at the discretion of the Board Chairman may result in removal from the Board Chambers by Sheriff Deputies.