

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



ITEM: 3.39
(ID # 28401)

MEETING DATE:
Tuesday, July 29, 2025

FROM : HUMAN RESOURCES

SUBJECT: HUMAN RESOURCES: Approve the Riverside Community College District Work Agreement, Apprenticeship Building America (ABA) Grant in the Amount of \$200,000; All Districts; (\$200,000 - 100% Grant Funded)

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the Agreement with Riverside Community College District for \$200,000 to be used to support activities related to the Apprenticeship Building America (ABA) Grant;
2. Authorize the Director of Human Resources, or designee, to take all steps necessary to implement and administer the Agreement, including but not limited to, signing all necessary documents, subject to approval as to form by County Counsel.


ACTION: 4/5 Vote Required


Tami Douglas-Schatz, Director of Human Resources 7/21/2025

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: HR

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: Apprenticeship Building America Grant | | | Budget Adjustment: | No |
| | | | For Fiscal Year: | 25/26 |

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Riverside Community College District (RCCD) is seeking to partner with the County of Riverside Human Resources to grow apprenticeship opportunities within the public sector. Under the Apprenticeship Building America (ABA) Grant, RCCD has proposed an Agreement to provide the County \$200,000 for the purposes of hiring staff or paying for a portion of staff salaries and benefits, that are dedicated to helping grow and administer apprenticeship opportunities offered by the County of Riverside as an employer. This grant funding would be available until June 30, 2026, unless all funds are utilized prior to that date.

An apprenticeship program is a system that combines on-the-job training and classroom instruction together, allowing apprentices to gain hands-on experience and theoretical knowledge that align with one another in a specific trade or industry. At the end of a program, the apprentice will have gained the pre-defined knowledge, skills, and experience to enter the workforce within the role they were apprenticing to obtain. This program offers a pathway for individuals to gain valuable skills and enter the workforce without the need for a traditional college degree.

This grant will provide an opportunity to hire an employee within the County of Riverside Human Resources Department through the Temporary Assignment Program (TAP) who will focus on researching, developing, launching, and administering apprenticeship opportunities offered by the County of Riverside. This temporary staff member would be overseen by the Learning and Organizational Development Division within Human Resources.

Impact on Residents and Businesses

This opportunity will leverage community-based partnerships to increase the usage of apprenticeships in the public sector. This will offer more opportunities for current or future employees to obtain State funded education while also obtaining on-the-job experience. These apprenticeships are often focused on fields or industries that may be difficult to find qualified candidates, such as social services, nursing, and similar fields. These apprenticeship opportunities can be utilized as a workforce and succession planning tool to address areas that have recruitment and retention challenges within County departments.

ATTACHMENT:

- 1) Riverside Community College District Work Agreement, Apprenticeship Building America (ABA) Grant

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

Minh C. Tran
Minh C. Tran, County Counsel 7/21/2025

**Riverside Community College District and County of Riverside
Work Agreement, Apprenticeship Building America (ABA) Grant**

This professional service agreement ("Agreement") is made and entered into by and between the Riverside Community College District ("RCCD") and the County of Riverside, a political subdivision of the State of California ("COUNTY").

WHEREAS, RCCD provides project management for the ABA Apprenticeship Grant and was awarded funding to coordinate apprenticeship efforts between the participating agencies and community colleges; and

WHEREAS, RCCD provides registered apprenticeship opportunities to students and job-seekers in Riverside and San Bernardino Counties.

NOW, THEREFORE, COUNTY intends to provide outreach services for the purposes of increasing public agency apprenticeships within the County of Riverside's Departments (DEPARTMENTS) and will complete the following scope of work from the date of execution and continues in effect through the expiration of grant funds or June 30, 2026. The parties agree as follows:

- I. COUNTY will serve as coordinating liaison between RCCD and DEPARTMENTS to inform both participating departments and employees of apprenticeship benefits and services.
 - a. COUNTY will participate with RCCD staff and the LAUNCH Apprenticeship Network to plan, schedule, and attend apprenticeship committee meetings with signed public agency partners.
 - b. COUNTY will compile and report information on available apprenticeship opportunities and newly participating departments within the County to current and prospective employees.

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WHEN DOCUMENT IS FULLY EXECUTED RETURN
CLERK'S COPY
to Riverside County Clerk of the Board, Stop 1010
Post Office Box 1147, Riverside, Ca 92502-1147
Thank you.

- II. COUNTY will conduct coordination services to support the implementation and launch of new apprenticeship programs within the County in partnership with RCCD and the LAUNCH Apprenticeship Network.

- III. COUNTY will use funding for the purposes of hiring staff or paying a portion of staff salaries and benefits that are dedicated to providing the following outreach services for the purposes of increasing public agency apprenticeships within the County of Riverside's DEPARTMENTS:
 - i. Continued meeting, recruitment, and engagement with DEPARTMENTS and employees.
 - ii. Meeting with applicable college and high school partners, current and prospective County employees.
 - iii. Assisting with planning, scheduling, and facilitating apprenticeship committee meetings.
 - iv. Developing and implementing apprentice recruitment plans in coordination with DEPARTMENTS, RCCD, and the LAUNCH Apprenticeship Network.

- IV. COUNTY will support the creation and implementation of public apprenticeship opportunities across DEPARTMENTS through the following:
 - a. Reporting on implementation of new programs will include:
 - i. Agreements from committed DEPARTMENTS that provide work-based learning experiences.
 - ii. Participant recruitment planning and projected participation targets by DEPARTMENTS.
 - iii. Information on wage gains, recruitment, and retention as required by approved apprenticeship agencies (Department of Labor and/or California Department of Apprenticeship Standards).
 - b. COUNTY will work closely with industry and education partners to ensure program fidelity in the following areas:

- i. COUNTY will work with RCCD and the LAUNCH Apprenticeship Network to design apprenticeship pathways that ensure participants exit experiences with accurate, meaningful, and relevant information and/or skills in their field.
 - ii. COUNTY will work with DEPARTMENTS to **maintain rigor and engagement** for all participants.
 - iii. COUNTY will maintain **safe environments** for participants.
 - 1. COUNTY will work with departments to ensure that participants have a clear understanding of their roles and responsibilities in the program.
 - 2. Participants will have multiple avenues of communication within and outside of DEPARTMENTS, including support from the COUNTY, RCCD, and the LAUNCH Apprenticeship Network.
 - 3. COUNTY will host coordination meetings open to all partners and participants, which will serve as a venue to address any concerns.
- c. COUNTY will coordinate and facilitate, as part of their expected outcomes, the start of apprenticeships in departments not currently participating in approved apprenticeship programs and will continue to support those programs already approved (as of September 2023).
- i. COUNTY will work with RCCD to identify and/or establish a series of stackable credentials and/or trainings that allow participants to move forward in the complexity of their tasks while earning credentials (when possible) along the way they can use.
 - ii. COUNTY will work with DEPARTMENTS, RCCD, and LAUNCH to establish robust apprenticeship program(s) in departments without currently approved apprenticeship programs to create new apprenticeship opportunities.
 - iii. COUNTY will work with departments to create a progressive wage scale, wherein wages increase based on training, with starting salaries above minimum wage, for participants starting from the Apprentice/Trainee level, resulting in qualification for full employment at program completion. Participants will receive these wages as part of their program participation

following the "Earn and Learn" model but final employment opportunities and corresponding wages will be determined by the COUNTY and its respective departments.

- V. Activities and reporting to be conducted under this Agreement: Report on activities and results:
 - a. COUNTY will provide a report of DEPARTMENTS that are participating in an apprenticeship program through their partnership with RCCD and the LAUNCH Apprenticeship Network.
 - b. Updated report will be submitted quarterly.
 - c. COUNTY will provide a detailed report on participating apprentice candidates.
 - d. Provide a summary statement of activities along with invoices.

- VI. Invoice RCCD for services:
 - a. COUNTY will submit invoice for services quarterly to RCCD.
 - b. Reimbursable direct costs will include the actual cost of salaries, benefits, and COUNTY costs including supplies, services, training, and transportation costs for a position necessary to fulfill the services.
 - c. For each invoice, COUNTY will attach documentation/justification as requested by RCCD showing how the invoice costs were calculated based on how much time was reported for the services.
 - d. For budgetary purposes, the estimated total cost for services under this Agreement:

| Classification | Amount |
|-----------------------|---------------|
| Salaries/Benefits | \$150,000 |
| Operating Cost | \$31,818 |
| Indirect Cost (10%) | \$18,182 |
| Total | \$200,000 |

VII. Term:

The term of this Agreement and total funding allocated for this Agreement is **\$200,000** and will be from the date executed until the expiration of funds or June 30, 2026, whichever occurs first. Based on achievements aligned with the scope of work, availability of funds, and needs of the project, additional funding may be made available but is not guaranteed.

VIII. Termination:

Either Party may terminate this Agreement without cause upon 30 days written notice served upon the other Party stating the extent and effective date of termination.

IX. Independent Parties:

The parties to this Agreement shall act in independent capacities during the term of the Agreement and not as agents or representatives of the other. Nothing in this Agreement will create a combined entity, and each will act independently.

X. Indemnification:

The parties mutually agree and understand that during the terms of this Agreement:

The County of Riverside will indemnify, defend, and hold harmless the Riverside Community College District and its Trustees, officers, employees, and agents, individually and collectively, from and against all claims, liabilities, obligations, and causes of action of whatever kind, arising in any manner whatsoever, out, or in connection with its performance of this Agreement for the active negligence and willful acts or omissions of County officers, employees, and agents.

The Riverside Community College District will indemnify, defend, and hold harmless the County of Riverside and its Trustees, officers, employees, and agents, individually and collectively, from and against all claims, liabilities, obligations, and causes of action of whatever kind, arising in any manner whatsoever, out, or in connection with its performance

of this Agreement for the active negligence and willful acts or omissions of District's Trustees, officers, employees, and agents.

XI. Nondiscrimination:

The parties shall not discriminate against any person in the provision of services or employment of persons on the basis of ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, ancestry, genetic information, sexual orientation, physical or mental disability, pregnancy, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law. Contractor understands that harassment of any student or employee of Riverside Community College District with regard to ethnic group identification, national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, ancestry, genetic information, sexual orientation, physical or mental disability, pregnancy, or any characteristic listed or defined in Section 11135 of the Government Code or any characteristic that is contained in the prohibition of hate crimes set forth in subdivision (1) of Section 422.6 of the California Penal Code, or any other status protected by law is strictly prohibited.

XII. Governing Law:

This Agreement will be governed by and construed in accordance with the laws of the State of California.

XIII. Venue:

Any action at law or in equity brought by any of the parties for the purpose of enforcing a right or rights provided for by this Agreement shall be tried in a court of competent jurisdiction in the County of Riverside, California.

XIV. Disputes:

The parties shall attempt to resolve any disputes amicably at the working level. If that is not successful, the dispute shall be referred to the senior management of the parties.

Prior to the filing of any legal action related to this Agreement, the parties shall be obligated to attend a mediation session in Riverside County before a neutral third-party mediator. A second mediation session shall be required if the first session is not successful. The parties shall share the cost of the mediations.

XV. No Other Representations:

The parties acknowledge that no representations, inducements, promises, or agreements, orally or otherwise, have been made by anyone acting on behalf of either party, which is not here stated. Any other agreement or statement of promises not contained in this Agreement shall not be binding or valid. Any modification of this Agreement will be effective only if it is in writing and signed by both parties.

XVI. Complete Agreement:

This Agreement constitutes the complete understanding of the parties regarding the matters to which it refers and incorporates all prior oral agreements in contemplation of this written Agreement. This written Agreement contains all the relevant understandings between the parties. This Agreement has been read and agreed upon by the following representatives of both parties. This Agreement may be changed or modified only by a written amendment signed by authorized representatives of both parties.

XVII. Electronic Signature:

This Agreement may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each party to this Agreement agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act ((“CUETA”) Cal. Civ.

Code §§ 1633.1 to 1633.17), for executing this Agreement. The parties further agree that the electronic signatures of the parties included in this Agreement are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. The CUETA authorizes use of an electronic signature for transactions and contracts among parties in California, including a government agency. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the parties. For purposes of this section, a digital signature is a type of "electronic signature" as defined in subdivision (h) of Section 1633.2 of the Civil Code.


(Signature Page Follows)

IN WITNESS WHEREOF, the Parties hereto have caused their duly authorized representatives to execute this Agreement.

RIVERSIDE COMMUNITY COLLEGE
DISTRICT

COUNTY OF RIVERSIDE, a political
subdivision of the State of California

By: _____

By: 
V. Manual Perez, Chair
Board of Supervisors

Title: _____

Date: _____

Date: JUL 29 2025

ATTEST:

Kimberly A Rector
Clerk of the Board

By: 
Deputy

APPROVED AS TO FORM:

Minh C. Tran, County Counsel

By: 
Tawny Lieu
Supervising Deputy County Counsel