

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



**ITEM: 3.26  
(ID # 29162)**

**MEETING DATE:**  
Tuesday, December 09, 2025

**FROM :** HOUSING AND WORKFORCE SOLUTIONS

**SUBJECT:** HOUSING AND WORKFORCE SOLUTIONS/WORKFORCE DEVELOPMENT DIVISION (HWS/WDD): Ratify and Approve the First Amendment to the Professional Services Agreement between the County of Riverside by and through Housing and Workforce Solutions, Workforce Development Division and California Family Life Center for the Youth Employment Program to extend the period of performance through February 28, 2026, District 2. [\$0]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Ratify and approve the First Amendment to the Professional Services Agreement (First Amendment) between the County of Riverside by and through Housing and Workforce Solutions, Workforce Development Division (County), and the California Family Life Center (CFLC) to extend the period of performance for the Youth Employment Program (Program) through February 28, 2026, and authorize the Chair of the Board to execute three (3) copies of First Amendment on behalf of the County;
2. Authorize the Director of HWS, or designee, to take all steps necessary to execute the First Amendment to Youth Employment Program Agreement terms including, but not limited to, exercise the options of the Agreement including modification to the scope of services as approved as to form by County Counsel; and
3. Direct the Clerk of the Board to retain one (1) copy and return two (2) copies of the First Amendment to County for distribution.

**ACTION:Policy**

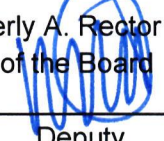
  
Heidi Marshall, Director 11/18/2025

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Medina, 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: December 9, 2025  
xc: HWS/WDD

Kimberly A. Rector  
Clerk of the Board  
By:   
Deputy

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<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> N/A			<b>Budget Adjustment:</b> No	
			<b>For Fiscal Year:</b> 25/26	

**C.E.O. Recommendation:** Approve

**BACKGROUND:**

**Summary**

On November 28, 2023, the Board of Supervisors, pursuant to Minute Order 3.26, approved the form of a professional services agreement between County and a selected service provider to implement the Program through October 31, 2025, in Supervisorial District 2. On January 23, 2024, the Board of Supervisors, pursuant to Minute Order 3.21, approved the form of a professional services agreement between County and a selected service provider to implement the same Program through February 28, 2025, in Supervisorial District 5. On June 5, 2024, CFLC was identified, by an evaluation committee, as the lowest and most responsive bidder to the Request for Proposal WDARC-000028. On August 12, 2024, the County entered into a professional services agreement (Original Agreement) with CFLC to begin the Program for both Supervisorial Districts 2 and 5. This First Amendment will modify the term of the Original Agreement for Supervisorial District 2 extending the period of performance from the original expiration date of October 31, 2025, to now be effective through February 28, 2026, aligning it with the term established for Supervisorial District 5.

In response to the widespread social, economic, and academic challenges caused by the COVID-19 pandemic, the County partnered with CFLC to support high school students, recent graduates, and young individuals disconnected from the workforce. This Program offers unique employment opportunities for youth to gain meaningful work experience while exploring potential career pathways.

Following the execution of the Original Agreement, the County and CFLC determined that an extension of the Program term, through February 28, 2026, is necessary to continue supporting youth impacted within Supervisorial District 2 in Riverside County. Under this First Amendment, CFLC will continue serving sixty-eight (68) youth, ages 16 to 24, providing up to two hundred forty (240) hours of work experience at a rate of sixteen dollars (\$16) per hour. The Program will also maintain support for small businesses through wage reimbursements and offer wraparound supportive services to ensure all participating youth have access to the Program. These supportive services will deliver critical economic relief, covering expenses such as uniforms, transportation (including gasoline), and bus passes, and will also include access to dedicated career coaches.

**Impact on Residents and Businesses**

Implementing this First Amendment will enable the Program to further strengthen its

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

partnerships with local government agencies and non-profit organizations, supporting their efforts to develop a young skilled workforce. Additionally, the Program will continue to grow and create direct employment opportunities for local youth. Specifically, this Program will directly assist at least sixty-eight (68) youth with obtaining employment. Additionally, local employers will gain the benefit of increasing their workforce while receiving wage reimbursements for the youth that they hire

**Additional Fiscal Information**

The previous Board approved Program cost will not be impacted as a result of this First Amendment. All previously approved funds will be administered by County during Fiscal Year 2025-2026, with no impact to the County's General Fund.

**Attachments**

- First Amendment to Youth Employment Program Professional Services Agreement

  
\_\_\_\_\_  
Stacey Pena, EO Management Analyst 11/21/2025

  
\_\_\_\_\_  
Aaron Gettis, Chief of Deputy County Counsel 11/19/2025

**FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT**  
**for**  
**YOUTH EMPLOYMENT PROGRAM**  
**between**  
**COUNTY OF RIVERSIDE**  
**and**  
**CALIFORNIA FAMILY LIFE CENTER**

This First Amendment to the Professional Services Agreement for the Youth Employment Program is entered into by County of Riverside, a political subdivision of the State of California, by and through its Department of Housing and Workforce Solutions, Workforce Development Division, (“County”) and the California Family Life Center, a California nonprofit corporation, (“Contractor”). County and Contractor are individually referred to herein as a “Party” and collectively as the “Parties.”

**RECITALS**

WHEREAS, the County has received funding through the American Rescue Plan Act (“ARPA”) of 2021, enacted in response to the COVID-19 pandemic, to implement strategic programs including, but not limited to, assistance to small businesses, households, hard-hit industries, and general economic recovery within the County’s jurisdiction, and in connection with the State of California to administer ARPA-funded program;

WHEREAS, on November 28, 2023, the Riverside County Board of Supervisors, pursuant to Minute Order 3.26 approved the form of Agreement to implement the Youth Employment Program (“Program”) in Supervisorial District Two (2), and approved funding in an amount not to exceed Four Hundred Thousand Dollars (\$400,000) for a period commencing on or after January 1, 2024, and terminating no later than October 31, 2025;

WHEREAS, on January 23, 2024, the Riverside County Board of Supervisors, pursuant to Minute Order 3.21, approved the form of Agreement to implement the Program in Supervisorial District Five (5), and approved funding in an amount not to exceed Four Hundred Thousand Dollars (\$400,000) for a period commencing on or after June 1, 2024, and terminating no later than February 28, 2026;

WHEREAS, in connection with the State of California, the County issued a Request for Proposal (RFP) on March 15, 2024, to solicit Program Coordinator(s) to implement the scope of services outlined in the RFP, and the Contractor responded and was awarded Seven Hundred Twenty Thousand Dollars (\$720,000) in District Two (2) and Five (5) ARPA funding based on its ability and capacity to serve the target population and service area;

WHEREAS, County subsequently entered into a single Professional Services Agreement No. WDARC-PSA-0003835 (“Agreement”), effective June 1, 2024, with Contractor, awarding Seven Hundred Twenty Thousand Dollars (\$720,000) in District Two (2) and District Five (5) ARPA funds to administer and implement the Program;

WHEREAS, following execution of the Agreement, the Parties determined that the Period of Performance set forth in the Agreement required modification to support the continued implementation of the Program; and

WHEREAS, Section 2 and Exhibit A – Description and Scope of Services of the Agreement shall be amended to reflect the revised term and service delivery timeline to allow for County and Contractor staff to effectively administer the Agreement without change to the total budget amount of Seven Hundred Twenty Thousand Dollars (\$720,000).

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: Section 2 of the Agreement is hereby deleted in its entirety and amended as follows:

The Contractor shall perform the scope of services for the County in a timely manner and to the County’s satisfaction, as more specifically set for in Exhibit A – Description and Scope of Services, and Exhibit B – Program Budget, as such services are necessary for the implementation and execution of the Youth Employment Program. This Agreement shall commence effective June 1, 2024, through February 28, 2026, unless terminated earlier. Contractor shall commence performance upon the effective date of this Agreement and shall diligently and continuously perform thereafter. The Riverside County Board of Supervisors is the only authority that may obligate the County for a non-cancelable multi-year agreement.

3. Exhibit A- Description and Scope of Services: Exhibit A of the Agreement is hereby deleted in its entirety and replaced with the “Amended Exhibit A Description and Scope of Services” attached hereto and incorporated by reference.
4. First Amendment to Prevail: The provisions of this First Amendment shall prevail over any inconsistency or conflicting provisions of the Agreement and shall supplement the remaining provisions thereof.
5. Effective Date: This First Amendment to the Agreement shall be effective as of June 1, 2024, the effective date of the original Agreement, notwithstanding the date of execution by the Parties, and shall apply retroactively to cover eligible services and expenditures incurred by Contractor on or after that date.
6. Entire Understanding: All other terms and conditions of the Agreement not modified herein shall remain unchanged and in full force and effect. 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.
7. Further Assurances: The Parties agree to take all reasonable actions and execute any additional documents necessary to carry out the intent and purpose of this First Amendment and to ensure its full and effective implementation.
8. Agreement in Full Force and Effect: Except as otherwise expressly modified herein, all other terms and conditions of the Agreement remain unmodified and in full force and effect.
9. Use Of Electronic Signatures: This Amendment 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 of this Amendment agrees to the use of electronic or 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 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. 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. 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 (i) of Section 1633.2 of the Civil Code.

[SIGNATURES ON FOLLOWING PAGE]


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:**

CALIFORNIA FAMILY LIFE CENTER, a California nonprofit

By:   
MANUEL V. PEREZ  
Board of Supervisors, Chair


By: Mary Jo Ramirez Oct.21/25  
MARY JO RAMIREZ  
Executive Director

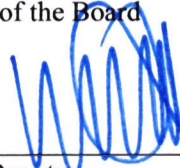
Dated: DEC 09 2025

Dated: Mary Jo Ramirez Oct.21/25

APPROVED AS TO FORM:  
MINH C. TRAN  
County Counsel

ATTEST:  
KIMBERLY A. RECTOR  
Clerk of the Board

By:   
PAULA S. SALCIDO  
Deputy County Counsel

By:   
Deputy

Dated: 10/22/2025

Dated: DEC 09 2025

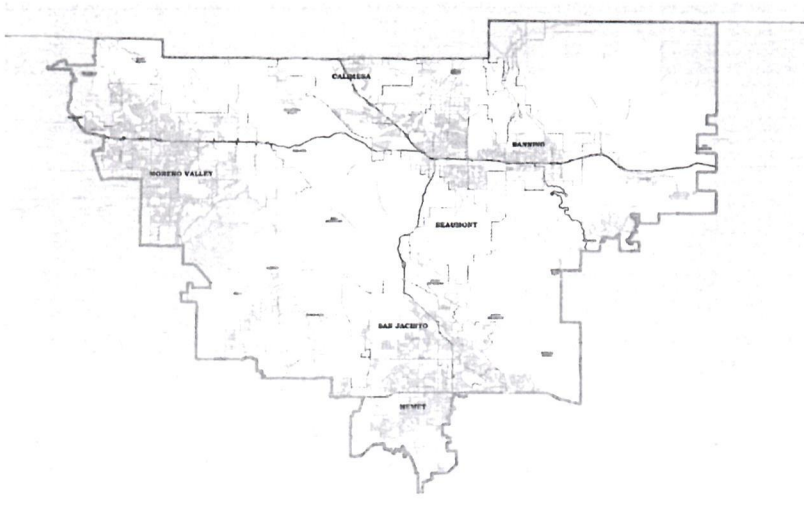
**AMENDED EXHIBIT A**  
**Description & Scope of Services**

1. CONTRACTOR agrees to provide outreach, recruitment, and other services necessary to youth for the Youth Employment Program in the following service areas.
  - a. Riverside County Supervisorial District 5 of the County of Riverside including the cities of Moreno Valley, Hemet, Banning, San Jacinto, Calimesa, Beaumont, and Banning.
  - b. Riverside County Supervisorial District 2 of the County of Riverside including the cities of Lake Elsinore, Corona, Eastvale, Norco, Jurupa Valley, and Temescal Valley.
2. CONTRACTOR must conduct eligibility and suitability assessment with individual youth recruited based on the following criteria:
  - a. Youth between the ages of 16-24, residing within the service areas.
3. CONTRACTOR will partner with local employers, school districts, Youth Opportunity Centers (YOC's), and other youth servicing organizations within the service area to implement an integrated and seamless service delivery process for youth enrolled in the Youth Employment Program.
4. CONTRACTOR is responsible for issuing stipends provided through the Youth Employment Program in an amount not to exceed \$3,200 per youth for a maximum of 10 weeks.
5. CONTRACTOR must use all reasonable endeavors to conduct outreach, recruit, and identify a minimum of 68 eligible youth for the Youth Employment Program within each supervisorial district, 136 total. Youth must be placed in employment or remain enrolled in secondary education, post-secondary education, pre-apprenticeship, apprenticeship, or advanced training within the period of performance from June 1, 2024, through February 28, 2026, for Districts Two (2) and Five (5).
6. CONTRACTOR must provide complete employment services to eligible youth including but not limited to; job applications, resume and cover letter assistance, job readiness workshops, job referrals, case management, post-employment follow-up services, transportation to participate in program activities, program oversight, employer of record, etc.

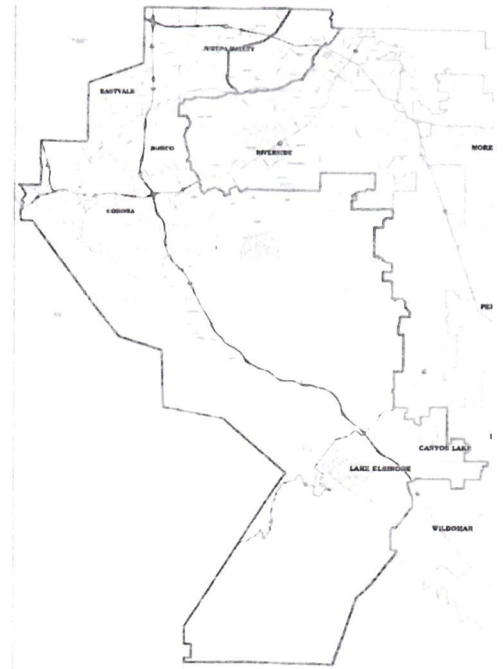
7. CONTRACTOR is responsible for providing support services to enable participants to fully participate in program activities which include but are not limited to Uniform Assistance: uniforms, tools, PPE required for employment or training; Transportation: bus passes, gas cards, mileage; Child Care; Medical Assistance; Housing/Utility Assistance; etc.
8. CONTRACTOR will maintain case management services to assist youth with a range of funded or leveraged activities based on the stated needs of the youth.
9. CONTRACTOR must maintain accurate and up-to-date records throughout the term of this contract. Such records shall include, but are not limited to, financial records (budgets, expenditure reports, financial statements), personnel records (employee documentation, timesheets, contracts), participant records (enrollment forms, attendance records, progress reports), program documentation (activity reports, evaluation reports), compliance documentation (ARPA compliance reports, monitoring records) and provide reports detailing program activities, expenditures, outcomes, and compliance status to HWS/WDD and Board of Supervisors, as required, on a timely basis.

*Maps of Services Area*

**District 5 :**



**District 2:**













# PI 202460937 001 First Amendment to Youth Employment Program Final

Final Audit Report

2025-10-22

Created:	2025-10-21
By:	Joselyn Garcia-Rojas (jgrojas@rivco.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAsHtZXITBpptARCuFnMFP7ClxSk1u_I0f

## "PL 202460937.001 First Amendment to Youth Employment Program Final" History

-  Document created by Joselyn Garcia-Rojas (jgrojas@rivco.org)  
2025-10-21 - 10:27:29 PM GMT- IP address: 158.61.6.1
-  Document emailed to mjramirez@cfckids.org for signature  
2025-10-21 - 10:28:24 PM GMT
-  Email viewed by mjramirez@cfckids.org  
2025-10-21 - 11:37:08 PM GMT- IP address: 172.226.2.120
-  Signer mjramirez@cfckids.org entered name at signing as Mary Jo Ramirez Oct.21/25  
2025-10-22 - 0:11:33 AM GMT- IP address: 172.113.79.230
-  Document e-signed by Mary Jo Ramirez Oct.21/25 (mjramirez@cfckids.org)  
Signature Date: 2025-10-22 - 0:11:35 AM GMT - Time Source: server- IP address: 172.113.79.230
-  Document emailed to psalcido@rivco.org for signature  
2025-10-22 - 0:11:37 AM GMT
-  Email viewed by psalcido@rivco.org  
2025-10-22 - 4:20:53 PM GMT- IP address: 104.47.64.254
-  Signer psalcido@rivco.org entered name at signing as PAULA S. SALCIDO  
2025-10-22 - 4:22:07 PM GMT- IP address: 158.61.6.1
-  Document e-signed by PAULA S. SALCIDO (psalcido@rivco.org)  
Signature Date: 2025-10-22 - 4:22:09 PM GMT - Time Source: server- IP address: 158.61.6.1
-  Agreement completed.  
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