

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



ITEM: 3.27
(ID # 30626)

MEETING DATE:
Tuesday, June 23, 2026

FROM : HOUSING AND WORKFORCE SOLUTIONS

SUBJECT: HOUSING AND WORKFORCE SOLUTIONS/WORKFORCE DEVELOPMENT DIVISION (HWS/WDD): Approve the First Amendment to the Professional Service Agreement Between HWS/WDD and Mt. San Jacinto Community College District for the Career Technical Education Program, District 3. [Total Agreement Amount \$2,314,800 – 100% American Rescue Plan Act (ARPA) Funds (Previously Approved)]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the First Amendment to the Professional Service Agreement No. WDARC-PSA-003842 between HWS/WDD and Mt. San Jacinto Community College District for the Career Technical Education Program to decrease the contract amount, from \$2,500,000 to \$2,314,800, amend Agreement provisions, decrease contract performance term from December 31, 2026 to September 30, 2026; and authorize the Chair of the Board to execute three (3) copies of the First Amendment on behalf of the County;
2. Authorize the Director of HWS, or designee, to take all steps necessary to execute the Agreement terms including, but not limited to, (a) implementing the terms of the First Amendment; and (b) signing future amendments to revise budget line items, provided there is no increase to the total Board-approved contract amount and such amendments are 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 6/9/2026

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: June 23, 2026
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	\$1,484,800	\$830,000	\$2,314,800	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 100% American Rescue Plan Act (ARPA) Funds (Previously Approved)			Budget Adjustment: No	
			For Fiscal Year: 25/26 - 26/27	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Department of Housing and Workforce Solutions/Workforce Development Division (“HWS/WDD”), administers workforce development programs that support employment, training, and career pathway opportunities throughout Riverside County. On November 5, 2024 (Minute Order 3.47), the Board of Supervisors approved Professional Service Agreement No. WDARC-PSA-003842 (“Agreement”) with Mt. San Jacinto Community College District (“Contractor”) for implementation and expansion of the Career Technical Education Program (“Program”).

The First Amendment (“Amendment”) is necessary to align the Agreement with revised program implementation, funding allocations, expenditure timelines, and administrative requirements associated with the Program. The Amendment revises certain Agreement provisions, including the total compensation amount, program budget, expenditure provisions, and period of performance to support the continuation of the Program, contract administration, ARPA expenditure timelines, and contract closeout requirements. The Amendment decreases the total Agreement amount from \$2,500,000 to \$2,314,800 and revises the period of performance to shorten the term and conclude the contract on September 30, 2026, rather than December 31, 2026.

Impact on Residents and Businesses

Approval of the Amendment will continue supporting workforce development and Career Technical Education opportunities to expanded workforce training and educational resources. Residents, students, businesses, and employers may benefit from increased access to career pathway education and workforce development opportunities that support regional workforce demands.

Additional Fiscal Information

The revised total cost of the Agreement is \$2,314,800 and is funded 100% through previously approved ARPA funds, with no impact on the County’s General Fund. The balance of the previous project amount will be moved to another eligible ARPA project.

Funding through this Agreement shall be provided only for allowable services and activities associated with the Program. The budget allocation is as follows:

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STATE OF CALIFORNIA**

Proposed Budget

Budget Category	Amount
Administrative/Indirect Costs	\$230,645
Student Support	\$7,200
Consulting, Professional Experts, Faculty, and Stipends	\$118,194
Curriculum Development and Apprenticeship Program	\$215,427
Marketing/Program Awareness	\$9,826
Program and Equipment Costs	\$1,733,508
TOTAL	\$2,314,800

Contract History and Price Reasonableness

On November 5, 2024 (Minute Order 3.47), the Board of Supervisors approved the Agreement with the Contractor for the Program. The First Amendment reduces the total contract amount by \$185,200, from \$2,500,000 to \$2,314,800, and revises certain Agreement provisions, including the period of performance through September 30, 2026.

HWS/WDD determined that the Contractor has the facilities, infrastructure, educational resources, and workforce training capabilities necessary to support the implementation and expansion of the Program within the project area. The Agreement amount is considered reasonable and necessary to support allowable activities associated with the Program.

Attachments

- First Amendment to Professional Service Agreement for CTE


Stacey Pena, EO Management Analyst 6/17/2026


Aaron Gettis, Chief Deputy County Counsel 6/11/2026

**FIRST AMENDMENT
TO PROFESSIONAL SERVICE AGREEMENT
for
CAREER TECHNICAL EDUCATION PROGRAM
between
COUNTY OF RIVERSIDE
and
MT. SAN JACINTO COMMUNITY COLLEGE DISTRICT (MSJCCD)**

This First Amendment to the Professional Service Agreement for the Career Technical Education Program (“Agreement”), effective the 1st day of July 2024, by and Mt. San Jacinto Community College District, a public community college district in the State of California (herein referred to as the “CONTRACTOR”), and the COUNTY OF RIVERSIDE, a political subdivision of the State of California, by and through its DEPARTMENT OF HOUSING AND WORKFORCE SOLUTIONS, WORKFORCE DEVELOPMENT DIVISION (HWS/WDD), (herein referred to as the “COUNTY”). CONTRACTOR and the COUNTY are individually referred to herein as a “Party” and together 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 programs; and

WHEREAS, on October 19, 2021, the Board of Supervisors, pursuant to Minute Order 3.5, approved the first installment allocation of ARPA funds for countywide programs and initiatives; and on October 4, 2022, pursuant to Minute Order 3.44, the Board of Supervisors approved the second installment allocation of ARPA funds for countywide programs and initiatives; and

WHEREAS, on November 5, 2024, pursuant to Minute Order 3.47, the Board of Supervisors approved the allocation of two million five hundred thousand dollars (\$2,500,000) in ARPA funding for the Career Technical Education Program (“PROGRAM”), authorized a Professional Service Agreement with Mt. San Jacinto Community College District (“CONTRACTOR”) without competitive procurement for the Third Supervisorial District, and the COUNTY subsequently entered into Agreement No. WDARC-PSA-003842 with CONTRACTOR for the implementation of the PROGRAM effective July 1, 2024 through December 31, 2026; and

WHEREAS, the Parties desire to amend Agreement No. WDARC-PSA-003842 to revise the compensation amount, period of performance, Exhibit A – Description and Scope of Services, and Exhibit B – Payment Provisions and Program Budget to align with updated program implementation needs, revised funding allocations, and the remaining allowable funding available for the PROGRAM;

JUN 23 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. Section 2 – Period of Performance: Section 2 of the Agreement is hereby amended in its entirety to read as follows:

The CONTRACTOR shall perform the scope of services for the COUNTY in a timely manner and to COUNTY's satisfaction, as more specifically set forth in Exhibit A, Scope of Services, and Exhibit B, Program Budget, as such services are necessary for the implementation and execution of the Career Technical Education Program. This Agreement shall commence effective July 1, 2024, and continue in effect through September 30, 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. Section 3.1 – Compensation: Section 3.1 of the Agreement is hereby amended in its entirety to read as follows:

The COUNTY shall pay the CONTRACTOR for services performed, products provided, and expenses incurred for the Scope of Services defined in Exhibit A, pursuant to the Program Budget set forth in Exhibit B. Maximum payments by COUNTY to CONTRACTOR shall not exceed two million three hundred fourteen thousand eight hundred dollars (\$2,314,800) for the duration of the contract term, including all expenses. The COUNTY is not responsible for any fees or costs incurred above or beyond the contracted amount and shall have no obligation to purchase any specified number of services or products unless agreed to by the COUNTY in writing.

4. Exhibit A – Description & Scope of Services: Exhibit A of the Agreement is hereby deleted in its entirety and replaced with the "Amended Exhibit A Description & Scope of Services" attached hereto and incorporated by reference.
5. Exhibit B – Payment Provisions and Budget Breakdown: Exhibit B of the Agreement is hereby deleted in its entirety and replaced with the "Amended Exhibit B Payment Provisions and Budget Breakdown" attached hereto and incorporated by reference.
6. 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.
7. Effective Date: This First Amendment to the Agreement shall be effective as of July 1, 2024, the effective date of the original Agreement, notwithstanding the date of execution by the Parties. It shall apply retroactively to cover eligible services and expenditures incurred by CONTRACTOR on or after that date. All other terms and conditions of the Agreement remain unchanged and in full force and effect.
8. 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.

9. 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.
10. 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.
11. 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

By: Karen S. Spiegel
Karen Spiegel
Chair, Board of Supervisors

Dated: JUN 23 2026

CONTRACTOR:

Mt. San Jacinto Community College District, a public community college district of the State of California

By: Michael Beckham
Michael D. Beckham
Vice President of Business Services

Dated: 06/08/2026

APPROVED AS TO FORM:

MINH C. TRAN
County Counsel

By: Braden Holly
Braden Holly
Deputy County Counsel

Dated: 06/08/2026

ATTEST:

KIMBERLY A. RECTOR
Clerk of the Board

By: [Signature]
Deputy

Dated: JUN 23 2026

AMENDED EXHIBIT A
Description & Scope of Services

Contractor shall provide the following Services/Scope of Work:

1. CONTRACTOR shall administer and implement the Career Technical Education Program (“PROGRAM”) to expand workforce training opportunities, support career pathway education, workforce development, and economic recovery efforts.
2. CONTRACTOR shall establish, expand, operate, and support the following Career Technical Education (“CTE”) programs: (1) Digital Media; (2) Nursing; (3) Medical Assisting; (4) Diagnostic Medical Synography; (5) Radiology Technologist; (6) Certified Nursing Assistant; and (7) Emergency Medical Technician. The CTE programs shall be located at the Mt. San Jacinto Community College Menifee Valley Campus, located at 28237 La Piedra Road, Menifee, California, and/or the Temecula Valley Campus located at 41888 Motor Car Parkway, Temecula, California 92591.
3. CONTRACTOR shall conduct outreach and identify a minimum of 150 participants for the PROGRAM.
4. CONTRACTOR may provide program-related assistance, resources, and support services necessary to support participant engagement and successful participation in the PROGRAM and may coordinate with COUNTY regarding additional supportive service needs, as appropriate.
5. CONTRACTOR shall ensure all outreach, recruitment, and marketing materials related to the PROGRAM are reviewed and approved by COUNTY prior to distribution or public release.
6. CONTRACTOR may procure, purchase, lease, install, maintain, or utilize programmatic, classroom, instructional, technology, and related equipment, supplies, materials, and resources necessary to support the PROGRAM and shall submit invoices and supporting documentation to COUNTY for review and reimbursement consistent with the approved Program Budget.
7. In coordination with COUNTY, CONTRACTOR shall use reasonable efforts to support participant outreach, enrollment, program participation, and related reporting activities associated with the PROGRAM and shall provide information reasonably requested by COUNTY during the term of the Agreement.
8. CONTRACTOR shall coordinate with COUNTY and other applicable partners, as appropriate, to support implementation of the PROGRAM.
9. In coordination with COUNTY, CONTRACTOR shall use reasonable efforts to support participant access to employment, career pathway, educational, or workforce-related resources associated with the PROGRAM.
10. COUNTY may coordinate resources, supportive services, or other assistance for eligible participants referred to through by CONTRACTOR, as appropriate.

AMENDED EXHIBIT B
Payment Provisions and Budget Breakdown

I. Program Provisions

1. COUNTY agrees to reimburse CONTRACTOR for allowable services performed, program implementation activities, products, equipment, materials, supplies, and expenses incurred in connection with the PROGRAM as outlined in Exhibit A – Description & Scope of Services and consistent with the approved Program Budget.
2. COUNTY may issue a one-time advance payment to CONTRACTOR in an amount not to exceed twenty-seven percent (27%) of the maximum reimbursable amount upon written request submitted by CONTRACTOR on official letterhead. Any advance payment issued by the COUNTY shall be recouped through subsequent invoice reimbursements submitted by CONTRACTOR. COUNTY may withhold, offset, reduce, or deny future reimbursements as necessary to ensure full recoupment of any outstanding advance payment balance prior to final contract closeout. CONTRACTOR shall remain responsible for repayment of any unrecovered advance funds determined by COUNTY to be unallowable, unsupported, unexpended, or otherwise not eligible for reimbursement under the terms of this Agreement.
3. CONTRACTOR shall be paid only in accordance with invoices submitted to COUNTY by CONTRACTOR for allowable expenditures incurred under the PROGRAM. CONTRACTOR shall submit invoices and supporting documentation to COUNTY within thirty (30) calendar days following the end of each service month.
4. CONTRACTOR shall submit all final invoices and supporting documentation no later than ten (10) business days following expiration or termination of the Agreement. CONTRACTOR agrees to include applicable supporting documentation and other expenditures consistent with the approved Program Budget attached as Exhibit B.
5. CONTRACTOR understands that COUNTY may request additional supporting documentation, expenditure records, invoices, receipts, participant information, reports, or other documentation reasonably necessary to support reimbursement review, monitoring, compliance, audit, or closeout activities. CONTRACTOR shall provide requested documentation within ten (10) business days of COUNTY's request unless otherwise approved in writing by COUNTY.
6. CONTRACTOR shall ensure all expenditures submitted for reimbursement are allowable, adequately supported, and consistent with the approved Program Budget attached as Exhibit B and the activities authorized under Exhibit A of this Agreement.
7. CONTRACTOR shall maintain timely expenditure and invoicing progress throughout the term of the Agreement and achieve cumulative expenditure milestones of at least sixty-two percent (62%) of the total contract amount approximately two (2) months prior to Agreement expiration, seventy-two percent (72%) approximately one (1) month prior to Agreement expiration, and one hundred percent (100%) upon Agreement expiration. Failure to demonstrate reasonable progress toward expenditure of PROGRAM funds or timely submission of invoices may result in corrective action requirements, reimbursement delays, withholding of funds, budget modifications, or termination of the Agreement at COUNTY's discretion.
8. CONTRACTOR shall ensure program funds are expended, invoiced, and reconciled in accordance with COUNTY-established expenditure and closeout timelines unless otherwise approved in writing by COUNTY.

II. Budget Breakdown:

The following budget categories and descriptions are estimates intended to support the PROGRAM. Actual expenditures may vary within and between budget categories and may include related allowable instructional, operational, technology, staffing, equipment, educational, classroom, programmatic, and workforce development expenses necessary to support the PROGRAM, subject to COUNTY review and approval.

Line Item	Description	Amount
Costs Associated/Supporting All Programs		
Administrative/Indirect Costs	Salaries, benefits and/or expenses related to activities concerned with establishing and administering policy, financial reconciliation, preparation of reports, and activities related to program requirements	\$230,645.00
Student Support	Participant and program support activities	\$7,200.00
Consulting, professional experts, faculty, stipends	Instructional, consulting, faculty, and related support costs	\$118,194.00
Curriculum development, apprenticeship program	Curriculum development, instructional planning, and related activities	\$215,427.00
Marketing/Program Awareness	Outreach, recruitment, marketing, and public awareness activities	\$9,826.00
Program/Equipment Costs		
<i>Digital Media</i>	Licenses, equipment, app development, technology, instructional, operational, classroom, and related program support costs	\$489,308.00
<i>Nursing</i>	Building refurbishment, classroom furniture, network infrastructure, audiovisual equipment, classroom computers, service warranties, instructional, operational, and related program support costs	\$524,535.00
<i>Medical Assisting</i>	Supported through leveraged or alternative funding sources associated with the PROGRAM	N/A
<i>Diagnostic Medical Synography</i>	Ultrasound machines, ultrasound tables, classroom furniture, supplies, instructional, operational, and related program support costs	\$631,396.00
<i>Radiology Technologist</i>	Supported through leveraged or alternative funding sources associated with the PROGRAM	N/A
<i>Certified Nursing Assistant</i>	Supported through leveraged or alternative funding sources associated with the PROGRAM	N/A
<i>Emergency Medical Technician</i>	Ambulance simulator, gurneys, EKG equipment, medical supplies, practice equipment, instructional, operational, classroom, and related program support costs	\$88,269.00
TOTAL		\$2,314,800.00






Please Sign | Receivable - County of Riverside - Amendment 01 - Agreement WDARC- PSA-0003842

Final Audit Report

2026-06-08

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By:	Alysse Itatani (aitatani@msjc.edu)
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-  Document created by Alysse Itatani (aitatani@msjc.edu)
2026-06-08 - 1:47:56 PM GMT- IP address: 207.233.8.10
-  Document emailed to Michael Beckham (mbeckham@msjc.edu) for signature
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-  Document e-signed by Michael Beckham (mbeckham@msjc.edu)
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PL 202463303.002 MSJC CTE- Agreement WDARC-PSA-0003842

Final Audit Report

2026-06-08

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