



**Meeting of the Board of Directors  
12:00pm, Monday, July 14, 2025  
AGENDA**

**This meeting will be conducted via teleconference pursuant to Cal. Govt. Code § 54953(b)(1)  
Members of the public may access this meeting physically, at the following locations, where the  
meeting agenda will be posted:**

**Location where members intend to take the meeting:**

- Susan Allen – CalMutuals JPRIMA - 3108 La Sombra Way, Fullerton
- Pacal Cornejo – Eastern Municipal Water District - 6378 Riverside Ave. Riverside
- Angela Garcia – West Valley Water District, 855 W Baseline Rd, Rialto, CA 92376
- Lisa Dye IEUA, 6075 Kimball Ave., Building A, Chino
- Jasmin Hall - IEUA, 6075 Kimball Ave., Building A, Chino
- Haydee Sainz – West Valley Water District, 855 W Baseline Rd, Rialto, CA 92376
- Gracie Torres -2344 Trafalgar Ave, Riverside

**Members may access this meeting online or telephonically and have the opportunity to provide  
comments by using the following link or calling the following number and entering the Conference ID:**

Join Zoom Meeting

<https://us06web.zoom.us/j/87459567300?pwd=gSVMP5XbHln7lZtgSGYsocvt7Ofe2h.1>

Meeting ID: 874 5956 7300 Passcode: 610541

One tap mobile

+16694449171,,87459567300#,,,,\*610541# US

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- +1 669 900 6833 US (San Jose)

Meeting ID: 874 5956 7300 Passcode: 610541

Each item on the agenda, no matter how described, shall be deemed to include any appropriate motion, whether to adopt a minute motion, resolution, payment of any bill, approval of any matter or action, or any other action. Items listed as "For information" or "For discussion" may also be the subject of an "action" taken by the Board or a Committee at the same meeting.

Due to teleconferencing requirements, all votes will be taken by roll call.

**1. PLEDGE OF ALLEGIANCE**

**2. DETERMINATION OF A QUORUM**

### 3. PUBLIC COMMENT

Pursuant to Government Code Section 54954.3 (To make a Public Comment, click on the hand symbol on your screen to be placed in the queue, and when recognized and unmuted, please announce your name for the record.)

### 4. ADDITIONAL ITEMS TO THE AGENDA

Determine the need to add items to the agenda. In order for the Board to add an item to the agenda it must make a determination that: (i) The item came to the attention of the Board after the posting of the agenda; (ii) That there is a need for immediate action to be taken by the Board. If these two tests are met, the Board may add the item in question to the agenda for consideration consistent with the provisions of the Brown Act.

## ACTION ITEMS

### 5. FINANCIAL REPORT

- a. Review and Approval of Financial Report for period ending June 30, 2025
- b. Review and Approval of Proposed Budget FY25/26

### 6. UPDATE ON APPLICATION FOR CALIFORNIA WORKFORCE DEVELOPMENT: HIGH ROAD TRAINING PARTNERSHIP 2025 GRANT PROGRAM

- ### 7. REVIEW AND POTENTIAL APPROVAL OF PRESIDENT'S RECOMMENDATION: CONSULTING AGREEMENT FOR TRANSITIONAL PROGRAM SUPPORT
- Link to MOU on IE Works Website  
<https://ieworks.org/wp-content/uploads/2025/05/Job-Description-IE-Works-Transitional-Support-CLEAN.pdf>

INFORMATIONAL ITEMS (No Informational items to be considered at this meeting.)

- ### 8. CLOSED SESSION
- (No Closed Session items to be considered at this meeting.)

### 9. ADJOURNMENT

In compliance with the Americans with Disabilities Act (ADA), if special assistance is needed to participate in the meeting, please contact the IEWorks Manager at (415) 802-5576 for assistance to enable IEWorks to make reasonable accommodations.

All public records relating to an agenda item on this agenda are available for public inspection at the time the record is distributed to all, or a majority of all, members of the Board. Request for such records shall be made available by emailing the IEWorks Manager at [sgoodell@jvs.org](mailto:sgoodell@jvs.org).

Agendas are available at the IEWorks website, [www.ieworks.org](http://www.ieworks.org).

**EXHAUSTION OF ADMINISTRATIVE REMEDIES** – If you challenge an IEWorks action in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the IEWorks Manager at, or prior to, the public hearing. Any written correspondence delivered to the IEWorks office before the IEWorks' final action on a matter will become a part of the administrative record.

**Meeting of the Board of Directors  
 12:00pm, Monday, April 21, 2025  
 Meeting Minutes**

**Board Members Present:** Gracie Torres, Ex-officio (voting), Susan Allen, CalMutuals/JPRIMA (voting); Pacal Cornejo, EMWD (voting); Jasmin Hall, IEUA (voting), Lisa Dye, IEUA; Angela Garcia, WVWD (voting); Haydee Sainz, WVWD.

**Others Present:** Kelcie Wong, JVS; Elizabeth Toups, JVS/IEWorks

*Pursuant to Assembly Bill 361, this meeting was conducted via teleconference to minimize the spread of COVID-19.*

Call to order at 12:03pm by Susan.

1. **PLEDGE OF ALLEGIANCE** – Lisa led the group in the Pledge of Allegiance.
2. **DETERMINATION OF A QUORUM** - Elizabeth called the roll of Board members present and announced the presence of a quorum.
3. **PUBLIC COMMENT**- Elizabeth announced that no comments from the public were received prior to the start of the meeting and no members of the public announced themselves or were present on the zoom call. If there were members of the public present, pursuant to Government Code Section 54954.3, they would have been instructed to make a Public Comment, they should click on the hand symbol on their screen to be placed in the queue, and when recognized and un-muted, they should announce their name for the record. No public comments were shared during the meeting.
4. **ADDITIONAL ITEMS TO THE AGENDA** - Gracie asked for any additional agenda items for the meeting. No additional agenda items were noted.
5. **CONSENT CALENDAR**

**5A. Approve the minutes of March 24, 2025, Meeting of Board of Directors.**

The minutes were reviewed by the group. No changes were needed.

The motion to approve the Consent Calendar as presented was moved by Jasmin and seconded by Susan. The roll was called with three members voting yes and one member abstaining as she was not present at the March meeting. The motion passed.

	<b>AYES:</b>	<b>NOES:</b>	<b>ABSENT:</b>	<b>ABSTAIN:</b>
Representative of Member Agency CalMutuals/JPRIMA	X			
Ex Officio Representative			X	
Representative of Member Agency IEUA	X			
Representative of Member Agency EMWD	X			
Representative of Member Agency WVWD				X

## **INFORMATIONAL ITEMS**

### **1. JVS UPDATE**

Kelcie from JVS reported out to the Board on the status of recruiting interns for IEUA and WVWD. JVS to continue supporting some costs of these interns, including wages once hired by agencies. JVS is working with Susan to identify needs at 29 Palms.

Kelcie oriented the Board to the upcoming grant funding opportunity from the state's CA Workforce Development Board (CWDB). The first stage of the proposal (pre-application) is due on May 21<sup>st</sup>, 2025. Susan and Gracie will work with the Board to identify priorities. JVS will support grant writing capacity.

No action was taken.

### **2. IEWORKS FINANCE COMMITTEE UPDATE**

Susan and Gracie reported out to the Board on the need for a plan to address administrative support until additional grant funding and staffing are in place.

### **3. IDENTIFY BOARD PRIORITIES – PART 3**

Gracie and Susan will schedule a Special Board meeting to consider Board priorities as well as a plan for interim Board support and the CWDB grant funding opportunity presented at this meeting. The date and time of the Special Board Meeting will be communicated shortly.

### **4. IEWORKS SPECIAL and REGULAR BOARD MEETING DATES**

The Board was reminded of upcoming meeting dates:

- TBD, Special Board Meeting
- June 16<sup>th</sup>, 12:00 noon Regular Board Meeting

**5. CLOSED SESSION-** Gracie announced there were no items for the closed session.

### **6. ADJOURNMENT**

Gracie moved to adjourn the meeting at 12:41pm.

In compliance with the Americans with Disabilities Act (ADA), if special assistance is needed to participate in the meeting, please contact Elizabeth Toups at (415) 238-6545 for assistance to enable IEWorks to make reasonable accommodations.

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**Special Meeting of the Board of Directors  
12:00pm, Wednesday, April 30, 2025 - Minutes**

**1. CALL TO ORDER and PLEDGE OF ALLEGIANCE**

President Torres called the meeting to order at 12:03 PM.

**2. ROLL CALL and DETERMINATION OF A QUORUM**

President Torres called the roll of Board members present and announced the presence of a quorum.

*Present*

Susan Allen – CalMutuals JPRIMA (Voting)  
Angela Garcia- West Valley Water District (Voting)  
Haydee Sainz – West Valley Water District  
Lisa Dye IEUA  
Jasmin Hall - IEUA (Voting)  
Gracie Torres - Western Municipal Water District (Voting)

*Absent*

Pacal Cornejo – Eastern Municipal Water District

**3. PUBLIC COMMENT**

No public comments were shared.

**4. ADDITIONAL ITEMS TO THE AGENDA**

President Torres requested a revision to the agenda to change Item 5 from “Discussion” to “Approval” of Potential Engagement. President Torres invited other additions to the agenda. Director Hall asked that a new item be added to the agenda focused on the direction of IE Works moving forward. On a motion by Angela Garcia, seconded by Susan Allen, the changes to the agenda were unanimously approved by roll call vote.

**ACTION ITEMS**

**5. RECOMMENDATION OF POTENTIAL APPROVAL OF ENGAGEMENT WITH NON-PROFIT TO PARTNER IN DRAFTING AND SUBMITTING APPLICATION FOR CALIFORNIA WORKFORCE DEVELOPMENT: [HIGH ROAD TRAINING PARTNERSHIP 2025 GRANT PROGRAM](#)**

President Torres and Secretary Treasurer Allen provided an update to the Board and signatory agency leadership on recent conversations with JVS that clarified that the grant funding that has supported IE Works has been exhausted and JVS, while remaining committed to

supporting IE Works can no longer provide administrative support and coordination for IE Works.

JVS has committed limited support for current interns and through a youth opportunity grant they secured.

President Torres asked the Board and signatory agency leadership for help in clarifying priorities for IE Works moving forward, in light of these realities. The Board and signatory agency leadership identified the following priorities:

- Securing new signatories
- Finding and securing grant funds
- Maintaining the programs in place right now
- Continue IE Works as a non-profit organization

President Torres advised the Board that she had begun to explore alternatives to JVS. One potential partner she identified is the Inland Southern California United Way, which does identical work to JVS but has the benefit of being here in the IE. IESocCal United Way is interested in partnering with us and has the infrastructure and staff to help us manage and support the program.. They understand H RTP and youth opportunity grants, although they have not yet worked with water/wastewater.

Director Hall advised that she is hesitant to move away from JVS without careful consideration and consultation with the IEUA Board. The majority of the Board members and signatory agency leaders shared this perspective.

On a motion by Secretary/Treasurer Allen, seconded by Director Garcia the Board agreed to engage JVS to draft, submit and support the H RTP Grant and then move forward with further conversations with Inland SoCal United Way with a roll call vote of 3 Yes and 1 No (Torres).

Additional issues and ideas that Board wishes to address include:

- Building regional partnerships. Potential continued relationship with Black Workers Center (Hall).
- Ensuring that the grant includes funds for IE Works so we are not left without funding (Torres).
- Exploring Operator in Training model for program (Dye).

## **6. RECOMMENDATION AND POTENTIAL APPROVAL OF RECRUITMENT OR CONSULTING AGREEMENT FOR TRANSITIONAL PROGRAM SUPPORT**

President Torres shared her recommendation that the Board expand the contract with “Beyond the Message” for key responsibilities that had been managed by Elizabeth Toups and Scott Goodell. A draft scope of work for Beyond the Message was included in the Board meeting packet and reviewed with the Board.

Director Garcia asked for clarification about how the expanded contract would be paid for. President Torres advised that IE Works has \$111k in its operating budget from signatory dues that are available to support this need.

Director Hall shared her preference to identify other potential professionals or firms for this work and asked that clear expectations for performance be included in IE Works contract with

the individual or firm we ultimately engage. On a motion by President Torres, seconded by Secretary/Treasurer Allen the Board unanimously authorized the President to continue outreach and provide a final recommendation at the next Board meeting, by roll call vote.

President Torres asked Board members and signatory agency leadership to forward suggestions for individuals and public affairs firms that have the experience and talent to address IE Works needs.

**INFORMATIONAL ITEMS** (No Informational items to be considered at this meeting.)

**7. CLOSED SESSION** (No Closed Session items to be considered at this meeting.)

**8. ADJOURNMENT - Meeting adjourned at 1:06 PM.**

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**IEWorks**  
**FY25 Financial Summary (7/1/2024 - 6/30/2025)**  
**Through 6/30/2025**

	FY25 Budget Amount	Actual	(Over)/Under Budget	% of Budget	In-kind Budget	Notes
<b>SIGNATORY FEES</b>	\$50,000	\$50,000.00	\$0.00	100%	\$0.00	FY '25 fees from 6 agencies received
<b>Grant Income</b>	\$0	\$0.00	\$0.00	0%	\$30,000.00	JVS has committed to supporting intern wages @ \$30,000 from either grant funds or unrestricted funds. Additional grant revenue TBD.
<b>Interest Revenue (Checking)</b>	\$3	\$3.61	(\$0.61)	120%	\$0.00	
<b>Interest Revenue (CD - 9 mo.)</b>	\$150	\$257.58	(\$107.58)	172%	\$0.00	Based on FY'25 actuals.
<b>Interest Revenue (CD - 7 mo.)</b>	\$200	\$205.77	(\$5.77)	103%	\$0.00	Based on FY'25 actuals.
<b>TOTAL REVENUE FY25</b>	<b>\$50,353</b>	<b>\$50,466.96</b>	<b>(\$113.96)</b>	<b>100%</b>	<b>\$30,000.00</b>	
<b>1 New Staff Training (Workforce of the Future)</b>						
1.A Regional Training Programs (partially funded by grant revenue)	\$5,000	\$0.00	\$5,000.00	0%	\$30,000.00	10 interns- Employer Interns wage payments
1.B Worker Supportive Services	\$5,000	\$0.00	\$5,000.00	0%	\$0.00	Supportive services for 10 students (@\$500 each); leveraging grant funds.
<b>Initiative 1 Budget</b>	<b>\$10,000</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	<b>0%</b>	<b>\$30,000.00</b>	
<b>2 Incumbent Worker Training</b>						
2.A Operator Certification Prep Course, Mentor Training, etc.	\$5,000	\$0.00	\$5,000.00	0%	\$0.00	Based on FY'25 actuals (mentor training)
<b>Initiative 2 Budget</b>	<b>\$5,000</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>0%</b>	<b>\$0.00</b>	
<b>3 WEBSITE/COMMUNICATIONS</b>						
3.A Other Marketing/Communication needs including photography and videography (currently funded by grant revenue)	\$1,200	\$281.25	\$918.75	23%	\$0.00	
3.B Annual Fees for website & social media (currently funded by grant revenue)	\$250	\$0.00	\$250.00	0%	\$0.00	Annual fees for website for 3 years.
3.C IEWorks Collateral (ex. pens, re-usable bags, chip clips, hats)	\$1,000	\$0.00	\$1,000.00	0%	\$0.00	
3.D Printing (business cards, brochures - currently funded by grant revenue)	\$1,000	\$0.00	\$1,000.00	0%	\$1,000.00	
<b>Initiative 3 Budget</b>	<b>\$3,450</b>	<b>\$281.25</b>	<b>\$3,168.75</b>	<b>8%</b>	<b>\$1,000.00</b>	
<b>4 CONTRACTED SERVICES</b>						
4.A Contract for IEWorks Manager (1 FTE salary + benefits - currently funded by grant revenue)	\$0	\$0.00	\$0.00	0%	\$105,000.00	
4.B Staff Travel	\$0	\$0.00	\$0.00	0%	\$1,000.00	
4.C Contract for Communications/Marketing (K. Gongora /Beyond The Message - currently funded by grant revenue)	\$5,350	\$2,638.65	\$2,711.35	49%	\$0.00	
4.D Contract for Fundraising (ex. Grant writing)	\$2,000	\$0.00	\$2,000.00	0%	\$10,000.00	
4.E Contract for Bookkeeper (currently provided through JVS, funded by grant revenue)	\$3,000	\$2,231.25	\$768.75	74%	\$0.00	
<b>Initiative 4 Budget</b>	<b>\$10,350</b>	<b>\$4,869.90</b>	<b>\$5,480.10</b>	<b>47%</b>	<b>\$116,000.00</b>	
<b>OTHER SERVICES</b>						
5.A Facilities Rent/PO Box Rent	\$1,200	\$182.00	\$0.00	15%	\$24,000.00	Office space (as needed) + PO Box rental (annual)
5.B Legal Services (Leal-Trejo - currently offering in-kind services)	\$4,000	\$5,765.58	\$0.00	144%	\$0.00	
5.C Meeting Facilitation (ex. Retreat/Open House)	\$4,000	\$0.00	\$0.00	0%	\$4,000.00	
5.D Insurance (ex. D & O policy - currently provided through JVS, funded by grant revenue)	\$2,000	\$0.00	\$0.00	0%	\$3,500.00	
5.E Accounting and Banking Fees (minimal bank fees + annual audit currently provided through JVS, funded by grant revenue)	\$20	\$793.65	\$0.00	3968%	\$2,000.00	Bank fees for ACH payments, Intuit
<b>Initiative 5 Budget</b>	<b>\$11,220</b>	<b>\$6,741.23</b>	<b>\$0.00</b>	<b>60%</b>	<b>\$33,500.00</b>	
<b>TOTAL EXPENDITURES FYTD25</b>	<b>\$40,020</b>	<b>\$11,892.38</b>	<b>\$23,649</b>	<b>30%</b>	<b>\$180,500.00</b>	
<b>NET INCOME/(LOSS) FYTD25</b>	<b>\$10,333</b>	<b>\$38,574.58</b>	<b>(\$23,762.81)</b>	<b>373%</b>		
Checking Account - US Bank (as of 6/30/2025)	\$74,232.33					
Certificate of Deposit - 7 Mo. (US Bank - matures 11/14/25)	\$18,464.07					
Certificate of Deposit - 9 Mo. (US Bank - matures 8/14/2025)	\$12,454.75					
<b>Bank Balance (as of 6/30/2025)</b>	<b>\$105,151.15</b>					

**IWorks**  
**FY26 Financial Summary (7/1/2025 - 6/30/2026)**  
**DRAFT Budget - FY 2025-26**

	<b>FY26</b>	<b>Actual</b>	<b>(Over)/Under</b>	<b>% of</b>
<b>SIGNATORY FEES</b>	\$50,000	\$0.00	\$50,000.00	0%
<b>Grant Income</b>	\$0	\$0.00	\$0.00	0%
<b>Interest Revenue (Checking)</b>	\$3	\$0.00	\$3.00	0%
<b>Interest Revenue (CD - 9 mo.)</b>	\$260	\$0.00	\$260.00	0%
<b>Interest Revenue (CD - 7 mo.)</b>	\$200	\$0.00	\$200.00	0%
<b>TOTAL REVENUE FY25</b>	<b>\$50,463</b>	<b>\$0.00</b>	<b>\$50,463.00</b>	<b>0%</b>
<b>1 New Staff Training (Workforce of the Future)</b>				
1.A Regional Training Programs (partially funded by grant revenue)	\$5,000	\$0.00	\$5,000.00	0%
1.B Worker Supportive Services	\$5,000	\$0.00	\$5,000.00	0%
<b>Initiative 1 Budget</b>	<b>\$10,000</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	<b>0%</b>
<b>2 Incumbent Worker Training</b>				
2.A Operator Certification Prep Course	\$5,000	\$0.00	\$5,000.00	0%
<b>Initiative 2 Budget</b>	<b>\$5,000</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>0%</b>
<b>3 WEBSITE/COMMUNICATIONS</b>				
3.A Other Marketing/Communication needs including photography and videography (currently funded by grant revenue)	\$2,500	\$0.00	\$2,500.00	0%
3.B Annual Fees for website & social media (currently funded by grant)	\$500	\$0.00	\$500.00	0%
3.C IWorks Collateral (ex. pens, re-usable bags, chip clips, hats)	\$1,000	\$0.00	\$1,000.00	0%
3.D Printing (business cards, brochures - currently funded by grant)	\$1,000	\$0.00	\$1,000.00	0%
<b>Initiative 3 Budget</b>	<b>\$5,000</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>0%</b>
<b>4 CONTRACTED SERVICES</b>				
4.A Contract for IWorks Manager (1 FTE salary + benefits -	\$0	\$0.00	\$0.00	0%
4.B. Staff Travel	\$0	\$0.00	\$0.00	0%
4.C Contract for Program Management & Marketing	\$66,000	\$0.00	\$66,000.00	0% *
4.D Contract for Fundraising (ex. Grant writing)	\$5,000	\$0.00	\$5,000.00	0%
4.E Contract for Bookkeeper (currently provided through JVS, funded	\$3,000	\$0.00	\$3,000.00	0%
<b>Initiative 4 Budget</b>	<b>\$74,000</b>	<b>\$0.00</b>	<b>\$74,000.00</b>	<b>0%</b>
<b>OTHER SERVICES</b>				
5.A Facilities Rent/PO Box Rent	\$500	\$0.00	\$0.00	0%
5.B Legal Services (Leal-Trejo - currently offering in-kind services)	\$4,000	\$0.00	\$0.00	0%
5.C Meeting Facilitation (ex. Retreat/Open House)	\$5,000	\$0.00	\$0.00	0%
5.D Insurance (ex. D & O policy - currently provided through JVS,	\$2,000	\$0.00	\$0.00	0%
5.E Accounting and Banking Fees (minimal bank fees + annual audit	\$4,300	\$0.00	\$0.00	0%
<b>Initiative 5 Budget</b>	<b>\$15,800</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0%</b>
<b>TOTAL EXPENDITURES FYTD25</b>	<b>\$109,800</b>	<b>\$0.00</b>	<b>\$94,000</b>	<b>0%</b>
<b>NET INCOME/(LOSS) FYTD25</b>	<b>(\$59,337)</b>	<b>\$0.00</b>	<b>(\$43,537.00)</b>	<b>0%</b>
Checking Account - US Bank (as of 5/31/2025)	\$74,594.32			
Certificate of Deposit - 7 Mo. (US Bank - matures 11/14/25)	\$18,463.29			
Certificate of Deposit - 9 Mo. (US Bank - matures 8/14/2025)	\$12,454.22			
<b>Bank Balance (as of 5/31/2025)</b>	<b>\$105,511.83</b>			

Policy liquidity requirement 33% of expenses

\* Potential to be offset by H RTP Grant

**From:** GRACIE TORRES <mrs.gracietorres@gmail.com>

**Sent:** Friday, July 11, 2025 8:31:16 AM

**To:** Susan Allen <susan@calmutuals.org>; jhall@ieua.org <jhall@ieua.org>; cornejop@emwd.org <cornejop@emwd.org>; ldye@ieua.org <ldye@ieua.org>; John Thiel <jthiel@wvwd.org>; Haydee Sainz <hsainz@wvwd.org>; Angela Garcia <agarcia@wvwd.org>; lthomas@mwdh20.com <lthomas@mwdh20.com>; Elizabeth Toups <etoups@jvs.org>; Jinny Jung <jjung@jvs.org>; Kelcie Wong <kwong@jvs.org>; Kareem Gongora <kareem@ieworks.org>

**Subject:** Re: Board Meeting

Some people who received this message don't often get email from mrs.gracietorres@gmail.com. [Learn why this is important](#)

Dear IEWorks Board Members,

I am pleased to share that IEWorks officially submitted our proposal prior to the deadline for the High Road Training Partnership (H RTP) grant.

While we were unable to secure a Memorandum of Understanding (MOU) from an employer agency prior to submission due to timing restrictions, we did successfully secure MOUs from our training and workforce partner. In addition, the team worked diligently to identify an alternative approach that hopefully meets the grant criteria.

I remain optimistic about the strength of our proposal and the potential impact this grant could have in advancing equitable workforce development across the Inland Empire.

I also want to extend my sincere appreciation to JVS for their continued support, collaboration, and responsiveness throughout this process. Their partnership has been invaluable in helping us move this important work forward. I'd be remiss if I didn't specifically thank Elizabeth, Jinny, Kelcie, and Kareem for their efforts and fortitude.

Thank you all for your ongoing commitment to IEWorks. I look forward to keeping you updated as we receive further information.

**Lastly, as a reminder we would like to meet next Monday for a board meeting. Please let us know if you're unable to attend.**

Best regards,

GRACIE TORRES, MSEES

(She/Her/ella)

**C:** 951-970-8692 | **E:** mrs.gracietorres@gmail.com | **W:** www.gracietorres.com

**To:** IEWorks

**From:** Beyond the Message

**Re:** Proposal to Support Workforce Development and Industry Partnerships in Inland Southern California

**Date:** April 30, 2025

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## **Introduction**

Thank you for the opportunity to submit a proposal outlining how we can support IEWorks in expanding water/wastewater career pathways in the Inland Empire's water/wastewater, clean energy, advanced manufacturing, and utilities sectors. We are excited to present our strategic framework for stakeholder engagement, communications support, and regional workforce alignment, all rooted in inclusive community-driven values.

This proposal focuses on enhancing IEWorks' existing work across San Bernardino and Riverside counties while identifying opportunities to deepen collaboration and expand partnerships with employers, educational institutions, organized labor, and local government.

Given our long standing involvement since IEWorks' inception, we bring valuable historical context and deep familiarity with the program, positioning us to deliver immediate impact.

We look forward to discussing this plan in detail and supporting the bold mission of IEWorks to bridge talent and opportunity across the Inland Region.

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## **Overview:**

The Inland Empire is poised to lead California's transition to a clean energy economy. With recent federal and state investments in infrastructure, climate resilience, and workforce development, the region is uniquely positioned to scale sustainable, high-road careers.

Yet, the Inland Empire continues to face challenges with access to training, job quality, and regional coordination. Communities most affected by pollution and economic displacement also have the most to gain from inclusive and future-ready workforce strategies.

IEWorks ensures this transition benefits everyone, especially underrepresented and historically excluded communities. Our proposal supports IEWorks' goals by building partnerships responsive to industry needs and community priorities.

**Monthly Retainer Fee:** \$5,500

**Total Contract Value:** \$33,000 over 6 months (May 1, 2025 – October 31, 2025)

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## Campaign Objectives

We propose a 6-month campaign beginning in May 2025 to achieve the following goals:

### **Goal 1: Stakeholder Intelligence and Regional Mapping**

Conduct landscape analyses to identify key employers, unions, policymakers, and community leaders across Riverside and San Bernardino Counties. This includes understanding workforce trends, gaps in the talent pipeline, and identifying barriers to access.

### **Goal 2: Strategic Engagement and Coalition Building**

Convene and cultivate partnerships with employers, educational institutions, CBOs, and labor unions to align programs with high-demand careers. The focus will be on clean energy, water infrastructure, and advanced logistics sectors. Securing 5-10 additional signatory agencies.

### **Goal 3: Government Affairs, Media, and Messaging Support**

Craft compelling narratives to elevate IEWorks' brand and mission through earned media, social media storytelling, and tailored communications collateral targeting workforce boards, employers, and policy influencers.

### **Goal 4: Administrative and Board Support**

Enhance the operational effectiveness of IEWorks by providing reliable administrative support, coordinating Board meetings and materials, and ensuring accurate documentation to facilitate informed decision-making and sustained strategic leadership.

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## Recommended Tactics:

### **Stakeholder Mapping and Intelligence Gathering**

- Identify key decision-makers at workforce boards, regional employers, school boards, and elected offices.
- Map existing training providers and apprenticeship programs.
- Survey community-based organizations to assess training access and perception of career pathways.
- Monitor and engage with local, state, and federal government initiatives relevant to workforce development and sustainability sectors.

### **Partnership Activation**

- Recruit champions among local officials, business leaders, and community influencers to support IEWorks' programs.
- Host targeted roundtables and listening sessions with labor unions and employers to understand evolving workforce demands.

- Develop MOUs or letters of support with partner institutions, including K-12 districts and community colleges.
- Conduct targeted outreach to Inland Empire water suppliers to increase signatory agencies from 5 to 10, using customized engagement materials and personalized follow-up.
- Develop and cultivate 5 to 10 new strategic partnerships with educational institutions, nonprofits, trade unions, and governmental entities.
- Facilitate partnership meetings, manage communications, and ensure alignment of objectives across parties.
- Build collaboration with San Bernardino Valley College and the Inland Empire Labor Center to support work-based learning and internship opportunities.

### **Community Outreach and Equity Engagement**

- Facilitate connections with organizations serving at-risk youth, formerly incarcerated individuals, and English-language learners.
- Promote workforce stories through human-centered storytelling and student/graduate spotlights.
- Identify sponsorship and co-branding opportunities aligned with IEWorks' values (e.g., local job fairs, youth summits).
- Advocate on behalf of IEWorks to promote policy initiatives that align with organizational goals.
- Build relationships with key policymakers and regulatory agencies to enhance IEWorks' visibility and impact.
- Provide regular updates and strategic guidance regarding legislative and regulatory developments.

### **Messaging and Communications Support**

- Draft and distribute press releases, social media toolkits, and op-eds to lift IEWorks' impact.
- Coordinate with local and diverse media outlets to increase visibility in underserved communities.
- Develop policy briefs or white papers to demonstrate workforce ROI and impact in Inland California.

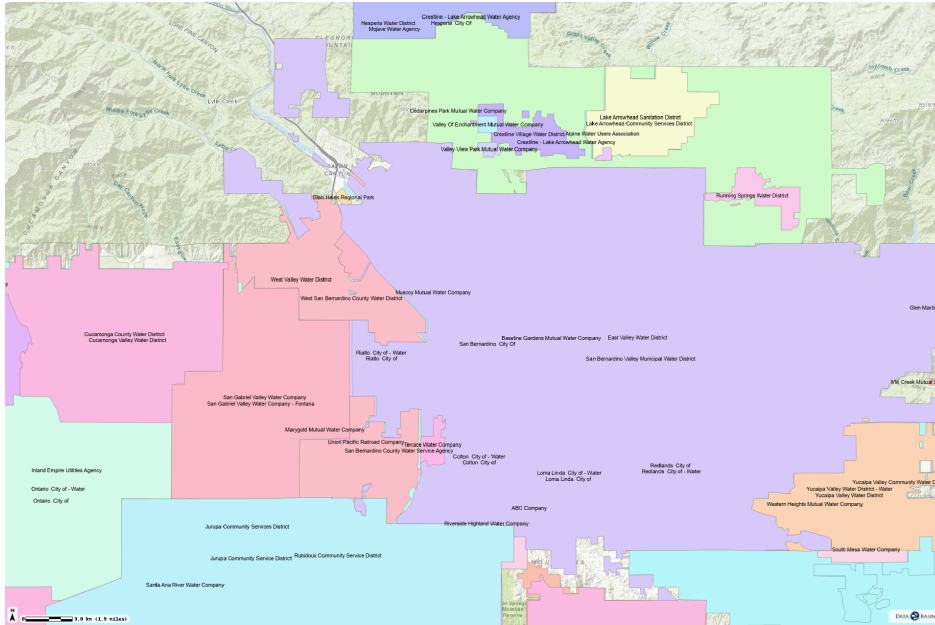
### **Administrative and Board Support**

- Schedule and facilitate monthly Board meetings; prepare agendas, take minutes, and track action items.
- Support Board operations through timely data reporting, document organization, and technical assistance.
- Maintain contact databases, track partner and program engagement through CRM (Salesforce or other).

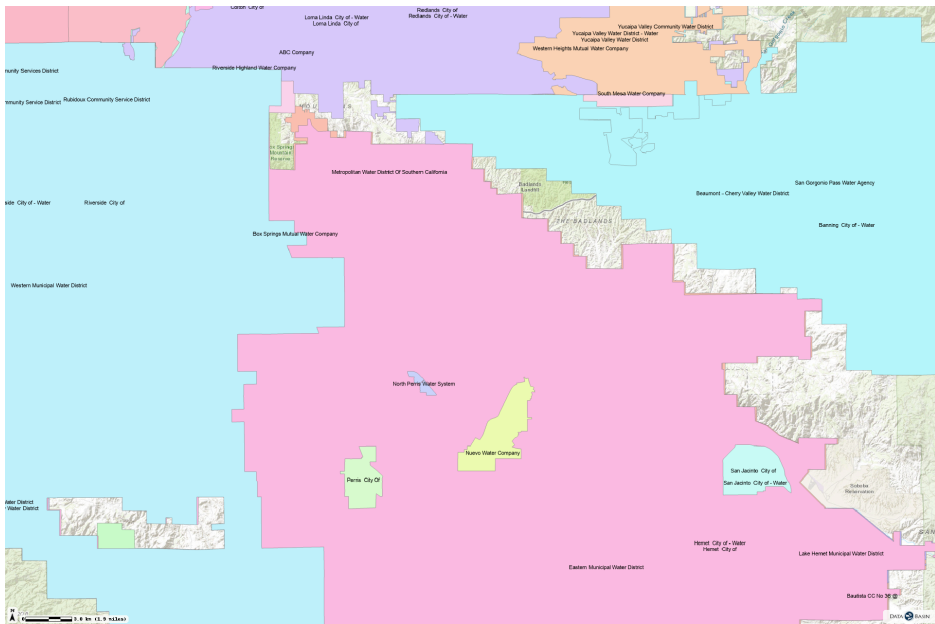
## Local and Regional Dynamics

IEWorks' target region spans diverse geographies with varying levels of industry presence and workforce readiness.

### San Bernardino County



### Riverside County



Our approach will factor in:

- **San Bernardino County's** strong logistics and construction sector and its need for decarbonized upskilling pathways.
    - San Bernardino County
      - Amount: \$99 million
      - Source: WRDA of 2024
      - Purpose: Funding for four significant flood control projects, including the Magnolia Storm Drain Project and Cedar Glen water system rehabilitation.
    - Inland Empire Utilities Agency (IEUA) – Chino Basin Program
      - Amount: \$10.8 million
      - Source: U.S. Bureau of Reclamation (WaterSMART Large-Scale Water Recycling Program)
      - Purpose: To develop 15,000 acre-feet per year of advanced purified recycled water for storage in the Chino Basin, enhancing drought resilience.
    - West Valley Water District
      - Amount: \$1.48 million
      - Source: Community Project Funding
      - Purpose: Construction of two new groundwater production wells, a storage tank, and an emergency generator to increase water supply reliability.
  - **Riverside County's** growth in solar, water, and health infrastructure projects, and a need to bridge postsecondary and industry-aligned credentials.
    - Eastern Municipal Water District (EMWD) – South Perris Desalination Program
      - Amount: \$100 million
      - Source: Water Resources Development Act (WRDA) of 2024
      - Purpose: To support Stage II of the desalination program, adding up to 5.4 million gallons of potable water daily for EMWD customers.
    - City of Moreno Valley
      - Amount: \$2.4 million
      - Source: U.S. Department of Commerce (Economic Development Administration)
      - Purpose: Drainage system expansion to support local businesses and job creation.
  - Recent efforts by the **IEGO (Inland Economic Growth & Opportunity)** and the **California Jobs First** program emphasize quality jobs and regional collaboration.
  - Existing IEWorks accomplishments in the areas of pre-apprenticeship and internships.
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## Potential Allies and Stakeholders

Our outreach may include, but is not limited to:

- **Community-Based Organizations:** Inland Empire United, GRID Alternatives, Uplift San Bernardino, JUST SB, Inland Empire Black Worker Center
  - **Educational Institutions:** Chaffey College, Moreno Valley College, Riverside City College, Rialto Unified, San Bernardino City Unified, Fontana Unified, Corona-Norco Unified
  - **Labor Partners:** IBEW Local 440 & 477, LiUNA Local 783, Operating Engineers Local 12, Western States Regional Carpenters Union, and Inland Empire Labor Council as well as Inland Empire Building Trades
  - **Public Agencies:** San Bernardino County Workforce Development Board and Riverside County Workforce Development Board, California Volunteers, California Service Corps
  - **Employers:** Southern California Edison, BNSF Railway, Ecolution, Frontier Energy
  - **Youth-Focused Programs:** Youth Action Project, Operation New Hope, CA Conservation Corps
  - **Influential Regional Organizations:** Inland Economic Growth and Opportunity (IEGO), Inland Empire Economic Partnership (IEEP), Inland Action, Inland Empire Chamber of Commerce, Building Industry Association of Southern California, Inland Empire Resource Conservation District
  - **Elected Officials:** See Appendix, Page 7
  - **Water/Wastewater Agencies:** See Appendix, Page 8
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## Deliverables

- Biweekly email updates to the Board and key stakeholders.
  - Monthly activity and impact reports.
  - Midterm and final performance summary reports.
  - Partnership documentation.
  - Public-facing materials and content for distribution.
  - Provide administrative support for the Board of Directors, including scheduling and facilitating Board meetings, meeting minutes, data management, and technical assistance.
  - Coordinate with the Board of Directors, JVS, United Way, and other potential partners in identifying and drafting grants to support IE Works' needs and priorities
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## Next Steps:

Thank you again for the opportunity to support IEWorks' inspiring mission. We are eager to refine this proposal in collaboration with your team and begin advancing workforce equity and resilience in the Inland Empire.

Please feel free to reach out with feedback or requests for clarification—we are ready to start immediately.

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## About Beyond the Message:

**BTM** is uniquely positioned to lead public affairs and communications by combining deep expertise in culturally competent storytelling with proven grassroots organizing, digital media, and stakeholder engagement strategies. Founded with the mission of bridging communities and campaigns through authentic narrative building, BTM has established itself as a trusted partner for clients seeking to move hearts and shift power.

Our team brings decades of experience in public affairs, strategic communications, digital advocacy, multicultural outreach, and coalition building. We specialize in crafting resonant messages, building local and statewide power, and mobilizing communities around issues that matter most. BTM has led successful efforts across political, nonprofit, and corporate sectors by mapping power structures, identifying key messengers, and executing holistic campaigns that move the needle.

At BTM, we go beyond the talking points — we connect the message to the moment, and the movement to the people.

### *Our Team*

#### *Kareem Gongora (Riverside County)*

Kareem Gongora is a communications professional who has devoted his career to serving others. Kareem has worked within hard-to-reach communities, coordinating programs for at-risk youth, developing asset-building programs and tax credit awareness campaigns, launching community outreach initiatives, and overseeing self-sufficiency grants and contracts to support underrepresented families.

Kareem has vast experience in environmental policy and renewable energy, working alongside advocacy groups and government stakeholders. He actively worked with policymakers regarding the passage of the indirect source rule, managed the community engagement and outreach for the Joint Electric Truck Scaling Initiative (JETS), and advanced regional air quality monitoring.

He has worked on the AG-OMEGA project, which required strategic placement of air monitoring systems within the city of Ontario and the community engagement and outreach of NFI's installation of battery electric truck chargers and launch of heavy-duty battery electric trucks, which are also located within Ontario's industrial district. Through this involvement, Kareem has established notable and strong relationships with stakeholders and community partners who are engaged in environmental and energy issues but are interested in the economic benefits of such investments.

In 2014, the Inland Empire Hispanic Chamber of Commerce honored Kareem as "Young Leader of the Year" and recognized him as a "30 under 30" 2017 by Assemblymember Eloise Gomez Reyes.

Kareem holds a BA in English from UC Riverside and an MA in Management from the University of Redlands. He is attending California Baptist University to earn his Doctorate in Public Administration. In 2021, he was appointed to serve on the County of San Bernardino Planning Commission and as a County of San Bernardino representative on the South Coast Air Quality Management District Environmental Justice Advisory Group.

#### *Juan Villa (San Bernardino County)*

Juan Villa brings to the team his extensive experience of almost a decade in issue-based and electoral organizing, including wide-range communication and field operations. Notably, Juan spearheaded an effort with Assemblymember James Ramos to declare California Native American Day in over 50 counties and cities throughout California. This first-of-its-kind endeavor has led to significant regional alliances and network opportunities. Juan's dedication to seeing the Inland Empire grow and develop has made him a household name in organizing and the political arena.

As a campaigns coordinator and field organizer at Golden State Opportunity, a statewide nonprofit dedicated to reducing poverty and uplifting low-income Californians, Juan played a pivotal role in expanding the utilization of the California Earned Income Tax Credit.

Juan grew up on the West side of San Bernardino, a diverse, low-income community, where he developed a passion for community organizing. Juan enjoys mobilizing his community and has led grassroots efforts to increase civic engagement. Juan has worked on several local and federal political campaigns and organizations, including NextGen America and Pete Aguilar for Congress.

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## **Appendix: Elected/Appointed Officials**

- US House of Representatives, Pete Aguilar (CA-31)
  - US House of Representatives, Norma Torres (CA-35)
  - California State Senator, Eloise Gomez Reyes
  - California State Assemblymember, James Ramos
  - California State Assemblymember, Robert Garcia
  - California Workforce Board, Angelo Farooq
  - Metropolitan Water District, Adan Ortega
  - San Bernardino Community College District Trustees
    - Joseph Williams
    - Nathan Gonzales
    - Frank Reyes
    - John Longville
    - Cherina Betters
    - Carlos Aguilera
    - Stephanie Houston
  - Riverside Community College District Trustees
    - Jose Alcala
    - Keri Then
    - Mary Figueroa
    - Virginia Blumenthal
    - Bill Hedrick
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## **Appendix: Inland Regional Water Districts**

### **Riverside County Water Districts**

- Eastern Municipal Water District (EMWD) - IEWorks signatory
- Western Municipal Water District (WMWD)
- Elsinore Valley Municipal Water District (EVMWD)
- Rancho California Water District

- Coachella Valley Water District (CVWD)
- Mission Springs Water District (MSWD)
- Cabazon County Water District
- Chiriaco Summit County Water District
- Home Gardens County Water District
- Idyllwild Water District
- Lake Hemet Municipal Water District
- Pine Cove Water District
- Pinyon Pines County Water District
- Beaumont-Cherry Valley Water District
- Palo Verde Irrigation District
- Riverside Public Utilities
- Jurupa Community Services District
- Rubidoux Community Services District
- Desert Water Agency
- Riverside County Flood Control & Water Conservation District

## **San Bernardino County Water Districts**

- Inland Empire Utilities Agency (IEUA) - IEWorks signatory
- San Bernardino Valley Municipal Water District (SBVMWD) - IEWorks signatory
- West Valley Water District - IEWorks signatory
- East Valley Water District
- San Bernardino Municipal Water Department
- Cucamonga Valley Water District
- Monte Vista Water District
- Fontana Water Company
- Ontario Municipal Utilities Company
- City of Upland Water Department
- Rialto Water Services
- Yucaipa Valley Water District