

**POLICY BOARD
MEETING**

**October 24, 2017
Tuesday**

12:00 Noon

AGENDA

A Meeting of the Policy Board of the SELACO Workforce Development Board

**SELACO WDB Offices
10900 East 183rd Street, Suite 350
Cerritos, California**

12:00 noon, Tuesday, October 24, 2017

1. Call to Order
2. Pledge of Allegiance
3. Roll Call

Member Victor Manalo, Councilmember, City of Artesia
Member Grace Hu, Mayor, City of Cerritos
Member Rick Rodriguez, Council Member, City of Downey
Member Hank Trimble, Mayor, City of Hawaiian Gardens
Member Tony Ayala, Councilmember, City of Norwalk
Vice Chairman Sonny Santa Ines, Council Member, City of Bellflower
Chairman Jeff Wood, Council Member, City of Lakewood

4. Self-Introduction of Guests
5. Public Comments
6. Consent Calendar

A. Approval of the Minutes of the Policy Board Meeting of August 15, 2017 Page 1

B. WDB Attendance Roster 5

C. Program Report for 07/01/17-8/31/17 7

7. Business Session

A. Report from the WDB Executive Director

B. Annual Appointments to the WDB 18

C. Approval of SELACO WDB Budget for Program Year 2017-18 19

SELACO WDB Policy Board Agenda

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- 8. Information Items
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- 9. Interesting Correspondence
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- 10. Items from Staff
- 11. Board Member Comments
- 12. Adjournment

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE SELACO WDB AT (562) 402-9336. NOTIFICATION OF AT LEAST 48 HOURS PRIOR TO THE MEETING WILL ENABLE STAFF TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING. ASSISTIVE LISTENING DEVICES ARE AVAILABLE FOR THIS MEETING. ASK THE CITY CLERK IF YOU DESIRE TO USE THIS DEVICE.

MINUTES

A MEETING OF THE POLICY BOARD OF THE WORKFORCE DEVELOPMENT BOARD OF SOUTHEAST LOS ANGELES COUNTY

August 15, 2017

12:00 p.m.

**SELACO WDB Offices
10900 E. 183rd Street
Suite 350.
Cerritos, CA**

CALL TO ORDER

The Policy Board Meeting was called to order by Chairman Jeff Wood at 12:00 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Member Hu.

ROLL CALL

POLICY BOARD MEMBERS PRESENT: Jeff Wood, Lakewood, Chairman; Sonny Santa Ines, Bellflower, Vice Chairman; Victor Manalo, Artesia; Grace Hu, Cerritos; Blanca Pacheco, Downey; Hank Trimble, Hawaiian Gardens; Tony Ayala, Norwalk.

POLICY BOARD MEMBERS ABSENT: None.

OTHERS PRESENT: Jack Joseph, Policy Board Administrator; Yolanda Castro, SELACO WDB Executive Director; Tam Dang, SELACO WDB Deputy Director; Carol Reyes Davis.

PUBLIC COMMENTS

There were no public comments.

CONSENT CALENDAR

A. Approval of the Minutes of the Policy Board Meeting of June 27, 2017

B. WDB Attendance Roster

C. Program Report for 07/01/16-5/31/17

It was moved by Member Ayala, seconded by Member Trimble, to approve the consent calendar. The motion was approved unanimously.

BUSINESS SESSION

A. Report from the WDB Executive Director

SELACO WDB Executive Director Yolanda Castro reported on Metro's WIN-LA (Workforce Initiative Now-LA) launch event held on July 28th at which SELACO was represented by Policy Board Chairman Jeff Wood. She said 39 percent of Metro's workforce will be eligible for retirement over the next three years and Metro has asked local WIBs to help Metro fill these positions.

Ms. Castro said the out of school youth program has been revamped and that SELACO WDB has developed a Career Academy for Targeted Sectors (CATS) program through which SELACO is working with local industries to direct students. She reported that four students had completed the first pilot boot camp, which featured representatives from different companies. She said participants were spoken to about budgeting, what clothes to wear for work, and other practical things about the workplace. She asked Cory Lovelady, a Bellflower resident who graduated from the program, to speak of his experiences in the CATS program. He said he plans to become a medical assistant.

Ms. Castro announced the September 15th grand opening of the business resource room.

B. Annual Appointment to the WDB

No action was taken on this item.

C. MOU Phase I with the Norwalk Housing Authority

D. MOU Phase II with the Employment Development Department (EDD)

E. MOU Phase I Amendment and Phase II with Department of Social Services—Temporary Assistance for Needy Families (DPSS-TANF)

F. MOU Phase I and Phase II with Field of Dreams

G. MOU Phase II with Department of Rehabilitation (DOR)

The Executive Director summarized the agreements with the required partners in SELACO local area regarding the operations of the One-Stop system as it relates to shared services and customers.

It was moved by Member Trimble, seconded by Member Manalo, to approve MOUs C through G. The motion was approved unanimously.

INFORMATION ITEMS

A. Local Board Certification

The Executive Director referred the Policy Board to the letter from the California Workforce Development Board granting SELACO full local board certification. Chairman Wood asked the Executive Director to convey the Policy Board's appreciation to the staff.

B. Workforce Initiative Now—Los Angeles (WIN-LA)

This item was covered under the Executive Director's Report.

C. Status of Partner Memorandum of Understanding (MOU) for Phase I and Phase II

The Executive Director provided an overview of the status of the required MOU's.

D. Summary of Funding Allocation for California Workforce Development Board 2017-18 Program Year

The Executive Director referred the Policy Board to a chart showing the changes in allocations to the workforce boards throughout the state. Overall, the Los Angeles County/Orange County region experienced a \$15,391,074 reduction in funding from PY 2016-17 to 2017-18.

INTERESTING CORRESPONDENCE

There were no items presented.

ITEMS FROM STAFF

There were no additional items from staff.

BOARD MEMBER COMMENTS

Chairman Wood reported that the Lakewood City Council had hired Santa Fe Springs City Manager Thaddeus McCormack as the new city manager and that he would be starting the day after Labor Day.

Member Ayala said the City of Norwalk is moving forward on a new facility for SELACO.

Vice Chairman Santa Ines reported that construction of the City of Bellflower's Event Center and Fire Museum will be completed by Christmas.

Member Trimble reported that the Hawaiian Gardens City Council had completed its MOU with the employees' union. He reported on the Robert Canada Friendship Pow Wow, an annual event attended by Indian tribes held in Hawaiian Gardens. He said the City had initiated a second chance program for ex-felons.

Member Manalo said the Artesia City Council had approved a new development on South Street west of Pioneer Blvd. He said the City would be holding its annual International Fair during the first weekend of October.

Member Hu said that Cerritos is doing very well and that the Council had adopted a balanced budget and added a half million dollars to trim trees.

Member Pacheco reported that the City of Downey is giving high school students opportunities to work in other employments. She said the City would be hosting an International Food Festival on September 16th.

ADJOURNMENT

The meeting of the Policy Board was adjourned by consensus at 1:15 p.m.



**SELACO WDB Board of Directors
Attendance Roster – PY 17/18**

| Board Members | 7/27 2017 | 8/24 2017 | 9/28 2017 | 10/26 2017 | 11 2017 | 12 2017 | 1/25 2018 | 2/22 2018 | 3/22 2018 | 4/26 2018 | 5/24 2018 | 6/28 2018 |
|--|--------------|--------------|--------------|---------------|------------|------------|--------------|--------------|--------------|--------------|--------------|--------------|
| 1. Castellanos, Allison Chair Business Representative – City of Lakewood | ~ | X | A | | | | | | | | | |
| 2. Cummins, Byron Labor Organization | ~ | A | A | | | | | | | | | |
| 3. Dameron, Mark Business Representative – City of Lakewood | ~ | A | X | | | | | | | | | |
| 4. Derthick, Joseph Vice Chair Business Representative – City of Norwalk | ~ | X | X | | | | | | | | | |
| 5. Drake, Aaron Business Representative – City of Bellflower | ~ | AE | X | | | | | | | | | |
| 6. Escamilla, Georgina Business Representative - City of Hawaiian Gardens | ~ | A | AE | | | | | | | | | |
| 7. Espitia, Ben Secretary/Treasurer Labor Organization | ~ | X | X | | | | | | | | | |
| 8. Flores, Val Business Representative – City of Downey | ~ | AE | X | | | | | | | | | |
| 9. Gomez, Belle Education Entity | ~ | X | X | | | | | | | | | |
| 10. King, Olin Public Employment Service | ~ | X | X | | | | | | | | | |

| Board Members | 7/27 2017 | 8/24 2017 | 9/28 2017 | 10/26 2017 | 11 2017 | 12 2017 | 1/25 2018 | 2/22 2018 | 3/22 2018 | 4/26 2018 | 5/24 2018 | 6/28 2018 |
|--|--------------|--------------|--------------|---------------|------------|------------|--------------|--------------|--------------|--------------|--------------|--------------|
| 11. Kucera, Kevin Labor Organization | ~ | A | A | | | | | | | | | |
| 12. Levine, Barbara Economic Development | ~ | AE | X | | | | | | | | | |
| 13. Li, Chad Business Representative – City of Hawaiian Gardens | ~ | A | A | | | | | | | | | |
| 14. Menezes, Paulo Business Representative – City of Artesia | ~ | A | A | | | | | | | | | |
| 15. Ngo, Henry Business Representative – City of Cerritos | ~ | A | A | | | | | | | | | |
| 16. Ochoa, Pete Business Representative – City of Artesia | ~ | AE | AE | | | | | | | | | |
| 17. Pathak, Pino Business Representative – City of Cerritos | ~ | A | A | | | | | | | | | |
| 18. Polley, Tracy Business Representative – City of Norwalk | ~ | X | X | | | | | | | | | |
| 19. Rapue, Judith Labor Organization | ~ | AE | AE | | | | | | | | | |
| 20. Reed, Richard Labor Organization | ~ | A | A | | | | | | | | | |
| 21. Saucedo-Garcia, Cristina Business Representative – City of Downey | ~ | X | X | | | | | | | | | |
| 22. Todd, Sharon Education Entity | ~ | X | AE | | | | | | | | | |
| 23. Wehage, Larry Business Representative City of Bellflower | ~ | X | X | | | | | | | | | |
| 24. Williams, Candy Rehabilitation Organization | ~ | A | X | | | | | | | | | |

X = Present A = Absent AE = Absence Excused SP = Special Meeting ~ = No Meeting



PROGRAM OPERATIONS REPORT

July 01, 2017 – August 31, 2017

The Southeast Los Angeles County Workforce Development Board (SELACO WDB) respectfully submits the second Program Operations Report for the program year 2017-2018. This report reflects the various activities and services offered to our local employer and job seekers. This report demonstrates enrollments and service activities developed to meet the expectations of our Local Workforce Development Board in addition to meeting the requirements of our funding entities. The report includes information on the following:

- I. SUMMARY OF ENROLLMENTS
- II. CAREER CENTER VISITS
- III. ADULT SERVICES
- IV. PARTNER SERVICES
- V. YOUTH SERVICES
- VI. BUSINESS SERVICES
- VII. CHILD DEVELOPMENT PROGRAM
- VIII. CUSTOMER OUTREACH
- IX. GLOSSARY OF TERMS

I. SUMMARY OF ENROLLMENTS

LOCAL SERVICES PROGRAMS

| | ARTESIA | BELLFLOWER | CERRITOS | DOWNEY | HAWAIIAN GARDENS | LAKEWOOD | NORWALK | OTHER AREAS | TOTAL |
|-------------------|---------|------------|----------|--------|------------------|----------|---------|-------------|-------|
| ADULT | 7 | 35 | 19 | 50 | 3 | 49 | 40 | 102 | 305 |
| DISLOCATED WORKER | 3 | 13 | 15 | 14 | 2 | 13 | 15 | 1 | 76 |
| YOUTH SERVICES | 14 | 6 | 4 | 4 | 8 | 9 | 19 | 8 | 72 |
| TOTAL ENROLLMENTS | 24 | 54 | 38 | 68 | 13 | 71 | 74 | 111 | 453 |

- In area service percentage: 76% Out of area service percentage: 24%**

REGIONAL SERVICES PROGRAMS

| | ARTESIA | BELLFLOWER | CERRITOS | DOWNEY | HAWAIIAN GARDENS | LAKEWOOD | NORWALK | OTHER AREAS | TOTAL |
|---------------------------|---------|------------|----------|--------|------------------|----------|---------|-------------|-------|
| ETP PROGRAM | 0 | 10 | 3 | 27 | 0 | 10 | 18 | 1,169 | 1,237 |
| CHILD DEVELOPMENT PROGRAM | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL ENROLLMENTS | 0 | 10 | 3 | 27 | 0 | 10 | 18 | 1,169 | 1,237 |

- In area service percentage 6% Out of area service percentage 94%

II. CAREER CENTER VISITS

A. First Time Visits

| | CERRITOS AJCC | Firestone AJCC | Total |
|------------------|---------------|----------------|------------|
| ARTESIA | 8 | 0 | 8 |
| BELLFLOWER | 43 | 2 | 45 |
| CERRITOS | 13 | 0 | 13 |
| DOWNEY | 54 | 1 | 55 |
| HAWAIIAN GARDENS | 6 | 2 | 8 |
| LAKEWOOD | 26 | 0 | 26 |
| NORWALK | 79 | 5 | 84 |
| OTHER AREAS | 177 | 6 | 183 |
| TOTAL | 406 | 16 | 422 |

B. Return Visits

| | CERRITOS AJCC | Firestone AJCC | Total |
|------------------|---------------|----------------|--------------|
| ARTESIA | 69 | 0 | 69 |
| BELLFLOWER | 265 | 2 | 267 |
| CERRITOS | 104 | 1 | 105 |
| DOWNEY | 19 | 13 | 32 |
| HAWAIIAN GARDENS | 24 | 1 | 25 |
| LAKEWOOD | 203 | 0 | 203 |
| NORWALK | 353 | 15 | 368 |
| OTHER AREAS | 338 | 15 | 353 |
| TOTAL | 1,375 | 47 | 1,422 |

* Firestone AJCC closed on August 30, 2017.

III. ADULT SERVICES

*(Data is presented based on Point of Entry.)

WIOA Adult Program

Customer Activity Breakdown by One-Stop Center

| | CERRITOS AJCC | FIRESTONE AJCC | TOTAL |
|-----------------|---------------|----------------|-------|
| Carry Over | 185 | 45 | 230 |
| New Enrollments | 75 | 0 | 75 |
| Training | 5 | 2 | 7 |
| Exits | 6 | 2 | 8 |
| Placements | 1 | 0 | 1 |

Customer Activity Breakdown by City

| | ARTESIA | BELLFLOWER | CERRITOS | DOWNEY | HAWAIIAN GARDENS | LAKEWOOD | NORWALK | OTHER AREAS | TOTAL |
|-----------------|---------|------------|----------|--------|------------------|----------|---------|-------------|-------|
| Carry Over | 7 | 29 | 15 | 40 | 2 | 37 | 34 | 66 | 230 |
| New Enrollments | 0 | 6 | 4 | 10 | 1 | 12 | 6 | 36 | 75 |
| Training | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 5 | 7 |
| Exits | 0 | 0 | 0 | 1 | 1 | 1 | 2 | 3 | 8 |
| Placements | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |

*Training, Exits and Placements include carry-over from last program year.

*SELACO WDB's current Placement Rate in the xxx month of reporting is 12%.

WIOA Dislocated Worker Program

Customer Activity Breakdown by One-Stop Center

| | CERRITOS AJCC | FIRESTONE AJCC | TOTAL |
|-----------------|---------------|----------------|-------|
| Carry Over | 59 | 11 | 70 |
| New Enrollments | 6 | 0 | 6 |
| Training | 1 | 0 | 1 |
| Exits | 3 | 0 | 3 |
| Placements | 0 | 0 | 0 |

Customer Activity Breakdown by City

| | ARTESIA | BELLFLOWER | CERRITOS | DOWNEY | HAWAIIAN GARDENS | LAKEWOOD | NORWALK | OTHER AREAS | TOTAL |
|-----------------|---------|------------|----------|--------|------------------|----------|---------|-------------|-------|
| Carry Over | 3 | 11 | 15 | 12 | 2 | 13 | 14 | 11 | 70 |
| New Enrollments | 0 | 2 | 0 | 2 | 0 | 0 | 2 | 0 | 6 |
| Training | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| Exits | 0 | 1 | 0 | 0 | 1 | 1 | 0 | 0 | 3 |
| Placements | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

*Training, Exits and Placements include carry-over from last program year.

*SELACO WDB's current Placement Rate in the xxx month of reporting is xx%.

California Disability Employment Initiative (DEI)

The DEI grant's purpose is to link people with disabilities to gainful employment, providing career lattices in a variety of high growth/high demand industry sectors. Create a system change that is sustainable for continuing the services and quality of services offered to persons with disabilities that enter the workforce investment system.

California Career Pathways Trust Grant Project

The Career Pathways Trust Grant Project aims to build awareness of the variety of careers available, connect the related postsecondary education, and encourage identification of career interest for middle through high school students. The project will create exposure and awareness of career options and workplace environments; knowledge of skills for in-demand occupations within manufacturing and engineering as well as training requirements and preparation, understanding of peer and parental influences and effectively connect the students to the workplace. The goal of the experiences/activities is to decrease drop-out rates, increase employer engagement, improve quality of career decision making and tie school-to-real-world for 7th – 12th graders.

Transitional Subsidized Employment (TSE) Program

The TSE program is a program in collaboration with the South Bay Workforce Development Board that provides individuals the opportunity to gain the skills and hands on experience needed to transition into their next job and/or career. The program also gives companies a chance to give back to the community and provide opportunities for individuals to gain access into the workforce. SELACO WDB's role in bridging the gap between both parties is to help meet employer's workforce needs by providing qualified, pre-screened applicants.

IV. PARTNER SERVICES

EDD/CalJOBS Activity

Upcoming Events

| EVENT | DATE / TIME | LOCATION / ADDRESS | TOPIC |
|---|---------------------------|----------------------------|--|
| Labor Market Information (LMI) Presentation | 1st Monday of the Month | SELACO WDB – Cerritos AJCC | Career Exploration |
| Veteran Workshop | 3rd Thursday of the Month | SELACO WDB – Cerritos AJCC | Overview of Veteran Services |
| Personalized Job Search Assistance (PJSA) | Every Wednesday | SELACO WDB – Cerritos AJCC | Review of Job Search Activities and Providing Resource Information |

V. YOUTH SERVICES

WIOA Youth Programs

| | Out of School Youth | | In School Youth |
|-----------------|---------------------|-----------------|-----------------|
| Carry Over | 37 | New Enrollments | 0 |
| New Enrollments | 3 | | |

Los Angeles County Earn and Learn Program

The Earn and Learn program is designed to provide work-based learning to Los Angeles County's youth ages 14-21. The goal of the program is to introduce young people to the workplace, gain valuable employment skills and earn an income. Through this process, youth receive up to 20 hours of paid Personal Enrichment and Work Readiness Training (PET) to help them acquire some of the basic "soft skills" necessary to succeed in the workplace. Youth also work an average of 100 hours of work experience after the completion of the PET for a total of 120 hours of combined work preparation and work experience. Youth will also receive a monthly performance evaluation to better gauge their individual strengths and weaknesses. Upon completion of the program, youth receive a certificate of Work Readiness.

| | ABC USD | City of Hawaiian Gardens | Field of Dreams | TOTAL |
|-------------|---------|--------------------------|-----------------|-------|
| Enrollments | 31 | 1 | 0 | 32 |
| Completions | 0 | 0 | 0 | 0 |

Slingshot Apprenticeship Project

The Slingshot approved apprenticeship project will address two identified issues. The apprenticeship program through local employer, Stay Studio, focusing on small business/entrepreneurs will target the creative economy and will provide much needed on-the-job-training to students. The project will also concurrently address another gap – many local small businesses do not recognize their need to pay very close attention to the growing need for social media and digital marketing strategies. These small businesses fail to see the potential return on a fairly small investment in this area.

Through Stay Studio and Downey Unified School District, the recently state-approved Downey MADE Small Business/Entrepreneurs Apprenticeship Program was developed to operate in the local creative economy to combat these issues. The course takes place over the span of 16 weeks and is a combination of classroom instruction and on-the-job training. Utilizing the Slingshot Apprenticeship funding, STAY will supplement incumbent workers' salaries to take on new skills in entrepreneurship, leadership and digital marketing. In addition to this, the Slingshot Apprenticeship funding will highly incentivize the employers/small businesses to take on a new apprentice – and thereafter, elect to retain this employee full-time at a higher salary. We will incentivize employer participation in the project by paying the employee's salary while completing a total of 144 hours of required Related Supplemental Instruction (RSI).

The project kicked off on September 1, 2017. Projected outcomes and enrollment status will be reported in upcoming reports

VI. BUSINESS SERVICES

Employment Training Panel (ETP) Programs

Customer Activity

| ET16-0124 (Contract Term: 8/3/2015-8/2/2017) | | |
|--|---------|--------|
| | Planned | Actual |
| Enrollments | 1056 | 1003 |
| Completions | 768 | 763 |
| Retention | 618 | 407 |

| ET17-0284 (Contract Term: 10/31/2016-10/30/2017) | | |
|--|---------|--------|
| | Planned | Actual |
| Enrollments | 181 | 178 |
| Completions | 91 | 64 |
| Retention | 64 | 27 |

ETP Business and Training Highlights:

In August SELACO's Business Services Dept. and ETP Dept. participated in an event at Toolots in Cerritos. Toolots hosted a delegation of Chinese manufacturing managers and government bureaucrats, who were in the US to promote Janxing City in Xiuzhou District. Created specifically to support Chinese manufacturing companies while encouraging innovation and technical research, the city was designed from the ground up for the purpose of furthering Chinese's interests while attracting foreign investment capital. Industrial parks were designed to promote Hi-tech, Food, Smart Homes, Intelligent Kitchens, Photoelectric products, Logistics, Science and Nano-tech, CCloud technology, Connection and Control tech, and Waste Treatment. Cerritos Mayor Grace Hu made a presentation to the audience, followed by representatives of local govt. in the area. SELACO representatives had an opportunity to question the members of the delegation regarding accessing capital, logistical challenges, the costs involved in creating this industrial city, and future projects. The event presented an interesting view of business / government collaboration to achieve a common goal.

ETP Portraits of Success:

Business Service Activities

BUSINESS HIGHLIGHTS/PORTRAIT OF SUCCESS:

For the Month of July SELACO and Walmart partnered up once again to host one day recruitment at our Cerritos office. Walmart was looking to hire 60 positions for their Downey location. On the day of the recruitment, a total of 143 Job Seekers attended the recruitment. All job seekers received an interview and more than half were called in for a second interview.

Walmart has constantly stated that SELACO is their number one Workforce partner to contact as they have worked with multiple One-Stop centers but none even come close to the level of professionalism SELACO displays every time both parties partner up to have a recruitment.

A. Partner Activity

(Identify any Business Service Partner activity and/or relationships established)

| PARTNER | ON-SITE | REFERRAL | Other | Description of Partnership |
|------------------------------|----------------|-----------------|--------------|-----------------------------------|
| Cerritos Chamber of Commerce | | | X | Networking/ Sharing Information |
| Norwalk Chamber of Commerce | | | X | Networking/ Sharing Information |

B. Business Activities

| | ARTESIA | BELLFLOWER | CERRITOS | DOWNEY | HAWAIIAN GARDENS | LAKEWOOD | NORWALK | OTHER AREAS |
|--|----------------|-------------------|-----------------|---------------|-------------------------|-----------------|----------------|--------------------|
| PLACEMENTS (Represents Employers and their city of business who have hired WIOA Adult and Youth Participants.) | | | | | | | | |
| Call Center Operator | | | | | | | | X |
| College Medical Center | | | | | | | | X |
| Covenant House | | | | | | | | X |
| Costco | | | | | | | | X |
| Del Rio Sanitarium | | | | | | | | X |
| LA County Registrar's Office | | | | | | | X | |
| The Orchard Post Acute Care | | | | | | | | X |
| The RWD Group | | | | | | | | X |
| SASSFA | | | | X | | | | |
| Shorline Healthcare Center | | | | | | | | X |
| Univision KMEX TV | | | | | | | | X |
| Walmart | | | | | | | | X |
| SPECIAL RECRUITMENT (Identify any Employer and the city in which they operate, that you and/or your team has assisted with direct recruiting activities.) | | | | | | | | |
| Kanor Driving School | | | | | | | | X |
| LAPD | | | | | | | | X |
| MINISO | | | | | | X | | |
| Sherrif's | | | X | | | X | | |
| Walmart | | | | X | | | | |
| ETP (Represents Companies receiving training and other ETP related services and the city the company is located in.) | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

| | ARTESIA | BELLFLOWER | CERRITOS | DOWNEY | HAWAIIAN GARDENS | LAKEWOOD | NORWALK | OTHER AREAS |
|---|---------|------------|----------|--------|------------------|----------|---------|-------------|
| WORK EXPERIENCE (Represents Companies with whom SELACO has work site agreements with and the city the company is located in.) | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| GRAND TOTALS | | | 1 | 2 | | 2 | 1 | 12 |

VII. CHILD DEVELOPMENT PROGRAM

Customer Activity

| | PADEFORD PARK CHILD DEV'T CTR. | | ARTESIA PARK CHILD DEV'T CTR. | | MAYWOOD CHILD DEV'T CTR. | | NORWALK CHILD DEV'T CTR. | |
|-------------|--------------------------------|--------|-------------------------------|--------|--------------------------|--------|--------------------------|--------|
| | Planned | Actual | Planned | Actual | Planned | Actual | Planned | Actual |
| Enrollments | 96 | | 96 | | 96 | | 40 | |

| | BELLFLOWER I CHILD DEV'T CTR. | | BELLFLOWER II CHILD DEV'T CTR. | | LAKEWOOD CHILD DEV'T CTR. | | TOTAL | |
|-------------|-------------------------------|--------|--------------------------------|--------|---------------------------|--------|---------|--------|
| | Planned | Actual | Planned | Actual | Planned | Actual | Planned | Actual |
| Enrollments | 80 | | 99 | | 96 | | 603 | 0 |

* Child Development Centers open in September.

Facilities:

Artesia Child Development Center
18730 Clarkdale Avenue, Artesia, CA 90701
Center Director: Malajat Raja
Phone Number: (562) 653-0290

Lakewood Child Development Center
5225-A Hayter Avenue, Lakewood, CA 90712
Center Director: Maria Navarro
Phone Number: (562) 531-9440

A. J. Padelford Child Development Center
11922 169th Street, Artesia, CA 90701
Center Director: Liz Quintanilla
Phone Number: (562) 926-2427

Maywood Child Development Center
4803 58th Street, Maywood, CA 90270
Center Director: Silvia Guzman
Phone Number: (323) 560-5656

Bellflower Child Development Center
447 Flower Street, Bellflower, CA 90706
Center Director: Regina Mayo
Phone Number: (562) 804-7990

Bellflower II Child Development Center
14523 Bellflower Blvd., Bellflower, CA 90706
Phone Number: (562) 867-8399

Norwalk Child Development Center
14000 San Antonio Drive, Norwalk, CA 90650
Center Director: Silvia Guzman
Phone Number: (562) 864-1958

VIII. CUSTOMER OUTREACH

(Represents the number of contacts and/or events by service population made in each of our seven-city service area.)

| OUTREACH ACTIVITY | ARTESIA | BELLFLOWER | CERRITOS | DOWNEY | HAWAIIAN GARDENS | LAKEWOOD | NORWALK | OTHER AREAS | TOTAL |
|----------------------|---------|------------|----------|--------|---------------------|----------|---------|----------------|-------|
| Adult | | | | 2 | 2 | 2 | 1 | 1 | 8 |
| Youth | | | | | 2 | 2 | | | 4 |
| Employer | 0 | 3 | 11 | 11 | 3 | 6 | 3 | 58 | 95 |
| Other | | | | | | | | | 0 |
| TOTAL | 0 | 3 | 11 | 13 | 7 | 10 | 4 | 59 | 107 |

IX. GLOSSARY OF TERMS

| | |
|-------------|--|
| AJCC: | American Job Center of California |
| ASE: | Academic Skills Enhancement |
| CalJOBS: | California Job Services |
| CWDB | California Workforce Development Board |
| CWIB: | California Workforce Investment Board |
| DEI: | Disability Employment Initiative |
| EDD: | Employment Development Department |
| ETP: | Employment Training Panel |
| GED: | General Education Development |
| LMI: | Labor Market Information |
| PJSA: | Personalized Job Search Assistance |
| SELACO WDB: | Southeast Los Angeles County Workforce Development Board |
| STEPS: | Steps to Economic and Personal Success Workshop |
| TSE: | Transitional Subsidized Employment |
| WDB: | Workforce Development Board |
| WIA: | Workforce Investment Act |
| WIOA: | Workforce Innovation and Opportunity Act |

To: SELACO WDB Policy Board

From: Jack Joseph, Policy Board Administrator

Date: October 24, 2017

Subject: Pending Annual Appointments to the WDB

The terms of the following WDB members expired as of June 30, 2017. However, they continue to serve on the Board until they are either re-appointed or replaced. The two-year terms would expire on June 30, 2019.


Artesia Private Sector—Paolo Menezes (Law Offices of Duarte & Menezes)
Cerritos Private Sector—Henry Ngo (Golden Star Technology)



MEMORANDUM

DATE: October 18, 2017

TO: SELACO Policy Board

FROM: Yolanda Castro, Executive Director 

RE: Approval of SELACO WDB Budget for Program Year 2017-18

On August 24, 2017, the SELACO WDB Executive Committee reviewed and approved the attached budget for Program Year 2017-18. Pending ratification of SELACO WDB Board.

This item comes to the Policy Board for your review and approval. Attached is the proposed budget for program year 2017-18. Below is the detail explaining changes in revenues and expenditures.

Revenues

Changes in revenue are a result of the following:

1. SELACO received \$531,923 less in WIOA formula funding for Adult, Dislocated Worker and Youth (#15, #17 and #19), a 16% reduction compared to last fiscal year.
2. Our total WIOA projected carry-overs into FY 2017-18 (#14, #16 and #18) is \$1,086,773, which is \$87,120 more than last fiscal year. The State waived the traditional 20% carryover restriction allowing for a greater carry over of funds into the next program year.
3. There are five new grants (#4, #9, #10, #11 and #23), totaling to \$578,576. The balance of the projected revenue budget is coming from recurring programs and carry-overs (#3, #22, #25 and #27) with projected revenues compared to last year as shown on the last column of the projected revenue.

Expenditures

Changes in expenditures are a result of the following:

1. The overall personnel costs are reduced by \$220,040, a 7.4% reduction compared to last fiscal year. The reduction is due to layoff of four (4) staff in July and adjustment in staff benefits.
2. Total non-personnel costs are reduced by \$131,005 compared to last fiscal year.
3. The biggest reduction (\$94,658) is in rent due to the closing of the Norwalk location.
4. The overall in-house costs are reduced by \$351,045, a reduction of 9.1% compared to last fiscal year.
5. The proposed budget for Training and Support Services is increased by \$1,226,021, an increase of 27.7% compared to last fiscal year. The increases are due to the new programs, carry over program and project increase in earning in Pre-School program.

Unobligated Balance

With the projected revenues and proposed expenditures we will have an unobligated balance of \$824,174, \$782,034 of which is projected WIOA carry-overs into next fiscal year. The carry over funds represent \$304,739 less than last fiscal year.

Action Required

Approve budget for Program Year 2017-18 as submitted.

SELACO WDB
PROJECTED REVENUE BUDGET
FISCAL YEAR 2017-2018

| REVENUE SOURCES | REVENUES APPROVED ON 2/23/17 | PROJECTED REVENUES | INCREASE / (DECREASE) |
|--|---|-------------------------------|----------------------------------|
| 1 AmpSocal Career Pipeline Project - Cerritos College | 15,000 | - | (15,000) |
| 2 Career Pathway Trust - Cerritos College | 48,814 | 24,407 | (24,407) |
| 3 Disability Employment Initiative (DEI) | 312,901 | 140,912 | (171,989) |
| 4 Disability Employment Initiative (DEI), Rd 7 | - | 1,778 | 1,778 |
| 5 Downey USD's MADE Career Initiative | 37,923 | 31,631 | (6,292) |
| 6 Employment Training Panel Grant | 755,656 | 695,678 | (59,978) |
| 7 LA County Youth Work Experience Program | 316,000 | 370,000 | 54,000 |
| 8 Preschool Grant | 2,613,444 | 2,766,618 | 153,174 |
| 9 Regional Training Coordinator Project (RTC) | - | 219,066 | 219,066 |
| 10 Slingshot - Ex-Offender Project | - | 154,732 | 154,732 |
| 11 Slingshot - STAY Capacity Building Project | - | 200,000 | 200,000 |
| 12 Transitional Subsidized Employment (TSE) - Carry Over | 8,818 | 8,818 | - |
| 13 Transitional Subsidized Employment (TSE) | 84,000 | 49,200 | (34,800) |
| 14 WIOA Adult - Carry Over | 440,850 | 506,020 | 65,170 |
| 15 WIOA Adult | 1,547,279 | 1,301,359 | (245,920) |
| 16 WIOA Dislocated Workers - Carry Over | 207,011 | 181,267 | (25,744) |
| 17 WIOA Dislocated Workers | 605,332 | 515,429 | (89,903) |
| 18 WIOA Youth - Carry Over | 351,792 | 399,486 | 47,695 |
| 19 WIOA Youth | 1,172,289 | 976,189 | (196,100) |
| 20 WIOA Rapid Response | 122,713 | 140,786 | 18,073 |
| 21 WIOA Rapid Response - LOA | 34,614 | 24,041 | (10,573) |
| 22 WIOA 15% CalJOBS Regional Training | 54,399 | 119,459 | 65,060 |
| 23 WIOA 15% CalJOBS VOS | - | 3,000 | 3,000 |
| 24 WIOA 15% High Performing Boards PY16/17 | 54,838 | - | (54,838) |
| 25 WIOA 15% Slingshot Project | 95,756 | 919,062 | 823,305 |
| 26 WIOA 25% Long-Term Unemployed Project | 39,571 | - | (39,571) |
| 27 WIOA 25% Customer Centered Design Project | 19,209 | 38,506 | 19,297 |
| TOTAL OPERATING REVENUES | 8,938,209 | 9,787,444 | 849,235 |
| 28 Non-WIOA Training Revenues | 215,261 | 181,679 | (33,582) |
| TOTAL REVENUES | 9,153,470 | 9,969,123 | 815,652 |

**SELACO WIB
EXPENDITURE BUDGET
FISCAL YEAR 2017-2018**

| LINE ITEM DESCRIPTION | APPROVED BUDGET ON 2/23/17 | PROPOSED BUDGET | INCREASE / (DECREASE) |
|--|---|----------------------------|----------------------------------|
| PERSONNEL COSTS | | | |
| Salaries & Wages | 2,127,251 | 1,975,237 | (152,014) |
| Payroll Taxes/Worker Compensation | 218,559 | 200,421 | (18,137) |
| Employee Benefits | 641,980 | 592,091 | (49,889) |
| Temporary Help | 5,000 | 5,000 | 0 |
| TOTAL PERSONNEL COSTS | 2,992,789 | 2,772,749 | (220,040) |
| NON-PERSONNEL COSTS | | | |
| Mileage | 15,547 | 20,000 | 4,453 |
| Conferences/Staff Development | 75,000 | 73,150 | (1,850) |
| Meeting Expenses | 12,500 | 12,500 | 0 |
| Rent | 409,444 | 314,786 | (94,658) |
| Telephone | 47,500 | 39,500 | (8,000) |
| Furniture & Equipment | 53,950 | 28,000 | (25,950) |
| Repair & Maintenance | 20,000 | 15,000 | (5,000) |
| Outreach/Recruitment | 8,000 | 8,000 | 0 |
| Supplies | 70,000 | 70,000 | 0 |
| Subscriptions/Dues/Memberships | 12,500 | 12,500 | 0 |
| Insurance | 25,000 | 25,000 | 0 |
| Professional Fees | 103,150 | 103,150 | 0 |
| Legal Fees | 15,000 | 15,000 | 0 |
| Interest Expense | 5,000 | 5,000 | 0 |
| TOTAL NON-PERSONNEL COSTS | 872,591 | 741,586 | (131,005) |
| TOTAL IN-HOUSE COSTS | 3,865,380 | 3,514,335 | (351,045) |
| TRAINING & SUPPORT SERVICES | | | |
| Vendor Training Payments | | | |
| Disability Employment Initiative (DEI) | 71,770 | 46,553 | (25,217) |
| Employment Training Panel (ETP) | 441,498 | 515,857 | 74,359 |
| Slingshot - Ex-Offender Project | 0 | 38,970 | 38,970 |
| WIOA Adult | 323,974 | 344,023 | 20,050 |
| WIOA Dislocated Workers/NEG DW | 107,991 | 80,465 | (27,526) |
| WIOA Youth | 80,000 | - | (80,000) |
| Non-WIOA Training Expenditures | 215,261 | 181,679 | (33,582) |
| Subtotal | 1,240,494 | 1,207,548 | (7,729) |

| LINE ITEM DESCRIPTION | APPROVED BUDGET ON 2/23/17 | PROPOSED BUDGET | INCREASE / (DECREASE) |
|--|----------------------------------|--------------------|--------------------------|
| Cost Reimbursements / Contracted Services | | | |
| Day Care Pre-School / Renovation | 2,417,436 | 2,559,122 | 141,686 |
| Disability Employment Initiative (DEI) | 10,000 | 0 | (10,000) |
| Employment Training Panel (ETP) | 35,840 | 10,064 | (25,776) |
| LA County Youth Work Experience Program | 294,100 | 295,150 | 1,050 |
| Regional Training Coordinator Project (RTC) | 0 | 173,175 | 173,175 |
| SlingShot Project | 82,436 | 825,109 | 742,672 |
| Slingshot - Ex-Offender Project | 0 | 0 | 0 |
| Slingshot - STAY Capacity Building Project | 0 | 180,000 | 180,000 |
| WIOA Youth | 185,614 | 0 | (185,614) |
| WIOA One-Stop Operator | 0 | 55,000 | 55,000 |
| WIA 25% Long-Term Unemployed Project | 22,503 | 0 | (22,503) |
| WIOA 25% Customer Centered Design Project | 0 | 23,000 | 23,000 |
| Subtotal | 3,047,929 | 4,120,620 | 1,072,691 |
| Work Experience / Skillz Menu | | | |
| Downey's USD MADE Career Initiative | 34,782 | 31,502 | (3,280) |
| LA County Youth Work Experience Program | 0 | 39,600 | 39,600 |
| Slingshot - Ex-Offender Project | 0 | 25,000 | 25,000 |
| WIOA Youth | 18,000 | 141,295 | 123,295 |
| Subtotal | 52,782 | 237,398 | 184,615 |
| Training Supplies | | | |
| Employment Training Panel | 1,000 | 624 | (376) |
| Slingshot - Ex-Offender Project | 0 | 3,600 | 3,600 |
| Transitional Subsidized Employment (TSE) | 1,000 | 0 | (1,000) |
| WIOA Adult | 3,060 | 2,500 | (560) |
| WIOA Dislocated Workers | 1,545 | 2,500 | 955 |
| WIOA Youth | 2,000 | 2,000 | 0 |
| Subtotal | 8,605 | 11,224 | 2,619 |
| Direct Support Payments | | | |
| Disability Employment Initiative (DEI) | 0 | 0 | 0 |
| LA County Youth Work Experience Program | 0 | 3,600 | 3,600 |
| Slingshot - Ex-Offender Project | 0 | 13,520 | 13,520 |
| WIOA Adult / DEI | 40,000 | 20,000 | (20,000) |
| WIOA Dislocated Workers | 20,000 | 10,000 | (10,000) |
| WIOA Youth | 20,000 | 6,705 | (13,295) |
| Subtotal | 80,000 | 53,825 | (26,175) |
| TOTAL TRAINING & SUPPORT SERVICES | 4,429,809 | 5,630,614 | 1,226,021 |
| GRAND TOTAL | 8,295,189 | 9,144,949 | 874,976 |
| CURRENT UNOBLIGATED BALANCE | 858,281 | 824,174 | (34,107) |

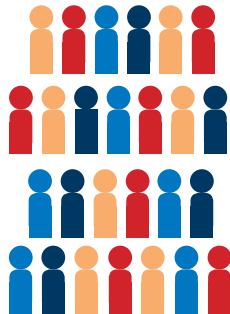


1 proven network



OUR REACH

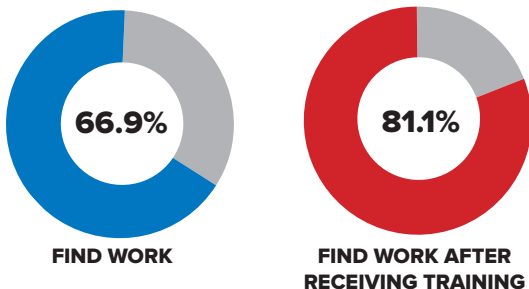
**More than
13
million
people¹ received
career services**



i = 500,000

¹ <https://www.doleta.gov/performance/results/pdf/WagnerPeyserPY2015.pdf>

JOB PLACEMENT²



98,500 adults and dislocated workers obtained a credential.

59,000 young people found jobs or entered post-secondary school.

³ WIOA took effect in PY 2015, but required WIA performance measures for PY 2015.

WHO WE SERVE

Services to fit
**individual
needs**



WHO WE SERVE

Veterans
Ex-Offenders
Displaced Workers
Workers with Disabilities
Victims of Natural Disasters

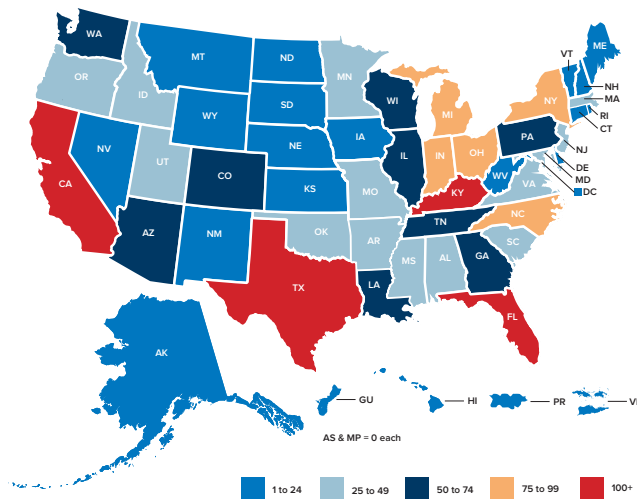
Youth
Native Americans
Older Workers
Military Spouses
Homeless
Businesses

... and MORE!

The American Job Center network offers help for a broad range of people. Veterans, laid off workers, older workers, youth and people with disabilities are just a small sample of the communities who can get specialized services to address their needs.

WHERE WE ARE

2,400 American Job Centers nationwide



If you need help finding a job or upgrading your skills, you can find your nearest American Job Center by visiting www.careeronestop.org.

SPECIAL SERVICE RESULTS⁴

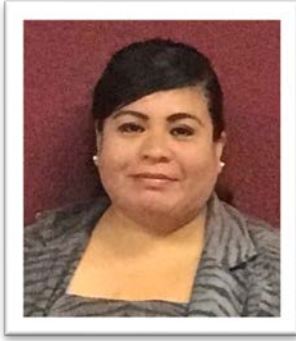
**In program
year 2015⁵:**

 **2.6 million**
individuals on unemployment
insurance found work



360,000
unemployed veterans
found work

 **156,000**
people with disabilities
found work



Maria Chavez, Norwalk

Workforce Challenge:

Maria was searching for permanent employment after being out of work for 1 year and 3 months. She held her prior job for 15 years and worked in the real estate division of a law firm as an Assistant Property Manager, where she earned a good salary. Unfortunately, the company was sold and then shut down. Maria lacked personal connections in the firm and also faced difficulties finding jobs close to home with a salary comparable to her previous position.

Workforce Solution:

Maria learned about the America's Job Center of California (AJCC) through the Job Club offered at the Greater Avenues for Independence (GAIN) program. In early December 2016, Maria enrolled with the Southeast Los Angeles County Workforce Development Board (SELACO WDB) at the AJCC, Norwalk and secured paid work experience through the Transitional Subsidized Employment (TSE) program. The Field of Dreams in Norwalk hired Maria as a temporary Administrative Assistant while her Career Development Specialist (CDS) at SELACO WDB provided guidance, support services, encouragement and sent her job leads. Maria remained determined and never lost hope to become self-sufficient again.

Workforce Outcome:

Maria finally found a job through a friend's referral. After 3 interviews, she was offered a full-time position as a phone operator for an Urgent Care facility near LAX. Because of the combined efforts of the workforce partnerships, Maria was able to get back on her feet, gained valuable work experience and learned how to conduct an effective job search. She advises other job seekers, "Don't be discouraged, a good opportunity will come up. Remain positive. Use all the resources that are given to you. Knock on many doors. Someone will answer and it will be your time to shine. Prepare prior to any phone interview or actual face-to-face interview. Practice your pitch and have your resume active. Contact your references and let them know you applied for positions."

Target Population:

- 201
- TSE



Megan Lazaro
Lakewood

Megan came to SELACO WDB in early May 2017 to inquire about displaced worker services and make use of the job center to upgrade her skills and learn how to better market herself.

Megan had worked in many part-time retail jobs while going to school for radiology technology. She had a short stint in the hospital and interned on a per diem basis. Her last job was at a temp agency. At the time of her last assignment, she was starting her second trimester of pregnancy. Since part of her duties included boxing files

and preparing them for storage, she may have been let go before the assignment end to reduce liability.

After being a stay-at-home mom for 4 ½ years, Megan was ready and looking for help to enter back into the workforce hoping to remain in the medical field. She mostly searched online job boards for openings. At one point, she had an opportunity to work with her brother-in-law, but unfortunately due to an unexpected company merger, plans fell through.

Megan's biggest challenges in seeking employment was lack of current experience, having big employment gaps, finding a schedule compatible to child care service availability, and lastly, not being bilingual.

SELACO WDB staff helped Megan by offering job search workshops and Steps to Economic and Personal Success (STEPS), proofreading her résumés and cover letters; and instilling more confidence and self-worth.

Megan eventually found a job through the Helpmates Staffing Network; "I originally applied for a different position directly through the Helpmates website. After about a week, I walked into the staffing office and requested to work with an agent, whom I had read great reviews about on Yelp and who I looked up on LinkedIn. A little more than a week after my 1st unsuccessful interview with the client company, Trojan Professional Services, I received a call out of the blue by another Helpmates branch inquiring if I would be interested in a part-time, long-term administrative support position. I had one interview with the client company before receiving an offer."

Megan's official title is Senior Secretary. The client company is Nutrilite, a supplement manufacturing division of Amway, located in Buena Park, CA. The hours match what Megan was seeking and she is able to use her administrative skills while building current work experience.

Congratulations, Megan!

Target Population:

201

Long term unemployed



Wayne Bumpus,
Bellflower

Workforce Challenge:

Wayne is a veteran who worked as an Electronic Technician in the Air Force for 15 years. He was very adamant about remaining in the same occupation and using the skills he had already acquired on-the-job, but he did not know how to conduct an effective job search after leaving the military.

Solution:

In late November of 2014, Wayne enrolled with the Southeast Los Angeles County Workforce Development Board (SELACO WDB) at the America's Job Center of California (AJCC) in Cerritos to obtain job search assistance and receive individualized service with a career counselor. He attended all of the job search workshops, including Steps to Economic and Personal Success (STEPS). Not only was Wayne a faithful member of the weekly Cerritos Job Club on Fridays, he consistently arrived 15 minutes early. He searched for jobs online, but found very few if any positions for an Electronic Technician. He kept applying for jobs that were a close fit, but never landed an interview. The Employment Development Department's (EDD) Veterans Representative also worked with Wayne, providing job leads and career guidance. After about a year without success, Wayne started working with the AJCC Firestone staff in Norwalk. Career Development Specialists Sylvia Sosa and Shirley Green assisted Wayne with his résumé and job search. Sylvia enrolled Wayne into the Advanced Manufacturing Program offered through Cerritos College. After 6 weeks, Wayne completed the program and received an Advanced Manufacturing Fundamentals certificate. For nearly a year afterward, Wayne still remained unemployed, but continued to job search while teaching himself how to use Python - a computer programming language.

Outcome and Benefits:

Wayne applied for an open position at a local Radio Frequency company that he found online through ZipRecruiter.com. After 2 ½ years of fruitless job searching and disappointment, Wayne finally was asked for a job interview! Wayne was interviewed and tested. The business owner stated that many recent engineers did not have the same Radio Frequency experience that Wayne had and consequently, offered him a job. Wayne had been contemplating a career change, but fortunately he finally found work using his existing skills, proving that persistence and patience can pay off. Wayne is doing very well and enjoying his new job as a RF Bench Technician in Compton.

Target Population:

- Veteran
- LTU
- 201
- Older Worker



Michael Ponce, Lakewood

Challenge:

Michael has been in the engineering field for over 15 years. He was unemployed for 13 months after being laid off as a Project Manager at Wahlco, a global environmental company in Santa Ana. He came to the Southeast Los Angeles County Workforce Development Board (SELACO WDB) after receiving his Unemployment Insurance (UI) letter from the Employment Development Department (EDD). After unsuccessfully looking for Jobs only on the Internet, Michael decided to learn better ways of finding his next job. Even with a BA Degree in Engineering, his biggest challenge was that he did not know how to answer interview questions effectively. He had received at least 10 job interviews from online applications, but sadly received not a single job offer.

Solution:

The SELACO WDB staff helped Michael prepare a professional résumé and coached him on how to answer difficult interview questions. SELACO WDB also funded his Project Management Professional Bootcamp training and exam at California State University, Long Beach (CSULB) College of Continuing Education. Michael commented, “Getting my certificate really helped build my confidence during my interviews.” After attending the job search workshops, he discovered that most jobs (80%) are found through networking, not the Internet.

Outcome and Benefits:

Michael started networking with friends and contacted a previous employer. Because the company was so busy with quite a number of projects, they contacted Michael and offered him a position. Michael is now working as a Principal Mechanical Engineer at Parsons, an engineering and consulting firm in Pasadena. He advises, “Always stay positive. Your current situation is only temporary and you will eventually find a new job if you have the correct attitude and prepare. Use what SELACO provides.”

Target Population

- Older Worker
- 501