Executive Committee and FULL WDB BOARD OF DIRECTORS' MEETING

October 26, 2017
Thursday

3:00 – 5:00

Executive Committee and FULL WDB BOARD OF DIRECTORS' MEETING

SELACO WDB
10900 E 183rd Street, Suite 350
Cerritos, CA 90703

October 26, 2017
Thursday
3:00 – 5:00 PM

NOTE: PLEASE BE PROMPT
MEETING WILL START AT 3:00 PM

Members of the public wishing to address the board must complete and return a public comment speaker card prior to the start of the meeting.

AGENDA

CALL TO ORDER	Castellanos	
PLEDGE OF ALLEGIANCE	Castellanos	
ROLL CALL	Espitia	Page 1
PUBLIC COMMENTS	Derthick	
CHAIR'S COMMENTS	Castellanos	
EXECUTIVE DIRECTOR'S MESSAGE / UPDATE / STAFF REPORT	Castro	
CONSENT CALENDAR	Castellanos	
1A. Approval of Minutes September 28, 2017		3
1B. Approval of Fiscal Reports 07/01/16 - 09/30/17		9
1C. Approval of Program Report for 07/01/17 – 09/30/17		22

ACTION ITEM (S):

2. Ratify the Approval of the Executive Committee on:	Castro	35
-Approve MOU Phase I with the Norwalk Housing Authority		
-Approve MOU Phase II with the Employment Development Department		
-Approve MOU Phase I Amendment and Phase II with Department of Social Services – Temporary Assistance fo Needy Families (DPSS-TANF)		
-Approve MOU Phase I and Phase II with Field of Dreams		
-Approve MOU Phase II with Department of Rehabilitation (DOR)		
-Approval of Amended Conflict of Interest Code		
-Revised SELACO WDB Policies and Procedures		
-Approval of Earn and Learn Youth Program Sub Recipients and Funding Allocations for FY 17-18		
-Approval of SELACO WDB Budget for Program Year 2017-18		
-Approval of Proposed Meeting Schedule Change		
- Revised Personnel Salary Scale Identifying Changes in Compensation for Leadership Staff and Revised Organizational Chart		
3. Ratify the Approval of the Executive Committee on:		37
-Revised SELACO WDB Policies and Procedures -WIOA Follow-up Services -Recovery of Tuition and Training Funds -Debt Collection		
-AJCC Certification Process		
-HR Policy Update: SELACO WDB Personal Relationship Policy		
-SELACO WDB Employee Handbook		
4. Revised SELACO WDB Policies and Procedures	Castro	
Revised Petty Cash Policy		38

Materials related to an item on this agenda submitted to the SELACO WDB after distribution of the agenda packet are available for public inspection in the SELACO WDB office at 10900 E. 183rd Street. Suite 350, Cerritos, CA 90703 during normal business hours.

4. Authorization to Contract with Southbay WDB (SlingShot)	Castro	43
BUSINESS ADVISORY COMMITTEE REPORT	Levine	
Presentation / Information / Recommendations		
ACTION ITEM (S): NONE		
INFORMATION ITEM (S): NONE		
ONE STOP OPERATOR REPORT	Girdner	
Presentation / Information / Recommendations		
ACTION ITEM (S): NONE		
INFORMATION ITEM (S):		
NONE		
INFORMATION ITEM (S):		
1. Ethics Training AB1234	Castro	47
2. DOL Newsletter	Castro	48
3. Amended Conflict of Interest Code	Castro	51
INTERESTING CORRESPONDENCE	Castro	
BOARD MEMBER COMMENTS	Castellanos	
POLICY BOARD ITEMS/REQUESTS	Castellanos	
AGENDA REQUESTS FOR NEXT MEETING	Castellanos	
CHAIR'S CLOSE	Castellanos	
ADJOURNMENT OF OPEN SESSION	Castellanos	

Policy Board Meeting: December 19, 2017
Business Advisory Committee: To Be Announced

Next Full WDB Meeting: To Be Announced

Materials related to an item on this agenda submitted to the SELACO WDB after distribution of the agenda packet are available for public inspection in the SELACO WDB office at 10900 E. 183rd Street. Suite 350, Cerritos, CA 90703 during normal business hours.

SELACO WDB UPCOMING EVENTS

CATS (Career Academy for Targeted Sectors)
Youth Build Cohort
Monday, October 16, 2017 – Friday, October 27, 2017
SELACO WDB
For more information on this event, please call the Cerritos AJCC at (562) 402-9336 extension 1207.

Collaborative Community Network (CCN) Meeting
Partner Agency Resource Information Sharing
Every 2nd Wednesday of the month from 8:30 to 10:30 a.m.
Various Locations

Networking Success Team – Job Club
Every Friday from 10 a.m. to Noon
SELACO WDB Cerritos AJCC

For more information on these events, please call the Cerritos AJCC at (562) 402-9336 extension 1219.

PARTNER UPCOMING EVENTS

Cerritos Cheerful Chatters Toastmaster Club
Provide a positive learning environment where everyone has the opportunity to develop oral communication and leadership skills for personal and professional growth.
Every Wednesday of the month from 12:00 to 1:00 p.m.
Cerritos Career Center

Santa Fe Springs Chamber
Human Resources Fourm
Tuesday, October 31, 2017 from 11:45 a.m. – 1:00 p.m.
Gus Velasco Neighborhood Center
9255 Pioneer Blvd. Santa Fe Springs 90670

For more information on these events, please call Larry Lee at (562) 402-9336 extension 1245.

Labor Market Information (LMI) Presentation
Career Exploration
Every 3rd Thursday of the month
EDD at SELACO WDB - Cerritos

Veteran Orientation
Overview of Veteran Services
Every 3rd Thursday of the month
EDD at SELACO WDB - Cerritos

Personalized Job Search Assistance (PJSA)
Review of Job Search Activities and Sharing of Resource Information
Every Wednesday
EDD at SELACO WDB - Cerritos

For more information on these events, please call Julia Lugo at (562) 929-9128.

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

WORKFORCE DEVELOPMENT BOARD OF THE SOUTHEAST LOS ANGELES COUNTY, INC.

Executive Committee and FULL WDB BOARD OF DIRECTORS MINUTES

September 28, 2017 **3:00 PM** **SELACO WDB Boardroom 10900 E 183rd St, Ste 350 Cerritos, CA**

CALL TO ORDER

The meeting of the Executive Committee and FULL WDB Board of Directors' was called to order by Joseph Derthick, Vice Chair at 3:06 p.m.

PLEDGE OF ALLEGIANCE

Board Member Olin King led the Pledge of Allegiance.

ROLL CALL

WDB BOARD DIRECTORS PRESENT

Dameron, Mark	Derthick, Joseph
Drake, Aaron	Espitia, Ben
Flores, Val	Gomez, Belle
King, Olin	Levine, Barbara
Polley, Tracy	Saucedo-Garcia, Cristina
Wehage, Larry	Williams, Candy

WDB BOARD DIRECTORS ABSENT

Castellanos, Allison	Cummins, Byron
Kucera, Kevin	Li, Chad
Menezes, Paulo	Ngo, Henry
Pathak, Pino	Reed, Richard

WDB BOARD DIRECTORS EXCUSED

Escamilla, Georgina	Ochoa, Pete
Rapue, Judith	Todd, Sharon

SELACO WDB STAFF PRESENT:

Castro, Yolanda
Dang, Tam
Davis, Carol
Ferranti-Lansdown, Tammy
Ibarra, Angel
Leon, Anna
Michel, Sandra
Sandoval, Ben

MEMBERS OF THE PUBLIC PRESENT:

Joseph, Jack – Policy Board Administrator

PUBLIC COMMENTS
NONE

CHAIR'S COMMENTS
NONE

EXECUTIVE DIRECTOR'S MESSAGE/UPDATE/STAFF REPORT
September 15 was the ground opening of the Business Resource Center. Mrs. Castro thanked those who were able to stop by. She encouraged all to stop by for a visit.

Ben Sandoval, SELACO WDB Career Development Specialist was introduced. Mr. Sandoval was responsible for putting together a job fair on September 25. There was a high influx of employers contacting Mr. Sandoval wanting to have individual recruitments. With all those interested, Mr. Sandoval created the job fair. There were a total of fifteen employers who attended with one hundred and sixty four job seekers (over one hundred job seekers were either offered employment or a second interview).

Angel Ibarra, SELACO WDB Computer Support Technician was introduced to the board. Mr. Ibarra gave the board an overview of the creation of events and news on the updated website. Mr. Ibarra asked for suggestions on modifications to the website. The board is requesting a separate tab for easy access to success stories.

Save the Date for the upcoming Board Retreat to take place on January 26. Froom 8:30 – 1 will be for the board and after lunch will be for partners. Mrs. Castro confirmed with the board that the regular scheduled board meeting will take place on January 25 from 4:30 – 7:00. Details to follow.

AB111 passed the House and Senate and is pending signature from the Governor. Mrs. Castro thanked all those who provided letters of support.

The Board of Supervisors sent out a request for proposals for the amount of $25,000. SELACO submitted two proposals: one to develop a youth internship program and the other to develop an employer education campaign.

CONSENT CALENDAR
Due to a lack of a quorum, the members of the WDB Board of Directors' were not able to take action.

There was a quorum of the Executive Committee and the following took place: A motion was made by Valentin Flores to approve the Consent Calendar as presented, seconded by Barbara Levine. With no further discussion, motion carries to approve.

1A. Approval of Minutes: August 24, 2017

1B. Approval of Fiscal Reports for Periods: 07/01/15 – 08/31/17

1C. Approval of Program Report for: 07/01/15 – 08/31/17 (Receive and file)

ACTION ITEM(S)
Due to a lack of a quorum, the members of the WDB Board of Directors' were not able to take action. The item will be agendized for the next scheduled meeting.

2. Ratify the Approval of the Executive Committee on:

-Approve MOU Phase I with the Norwalk Housing Authority

-Approve MOU Phase II with the Employment Development Department

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

-Approve MOU Phase I and Phase II with Field of Dreams

-Approve MOU Phase II with Department with Rehabilitation (DOR)

-Approval of Amended Conflict of Interest Code

-Revised SELACO WDB Policies and Procedures

-Approval of Earn and Learn Youth Program Sub Recipients and Funding Allocations for FY 17-18

-Approval of SELACO WDB Budget for Program Year 2017-2018

-Approval of Proposed Meeting Schedule Change

-Revised Personnel Salary Scale Identifying Changes in Compensation for Leadership Staff and Revised Organization Chart

3. Revised SELCO WDB Policies and Procedures
Due to a lack of a quorum, the members of the WDB Board of Directors' were not able to take action.

There was a quorum of the Executive Committee and the following took place: A motion was made by Ben Espitia to Approve the revisions and adopt the following policies and procedures:

- WIOA Follow-up Services
- Recovery of Tuition and Training Funds
- Debt Collection

Seconded by Barbara Levine. With no further discussion, motion carries to approve.

4. AJCC Certification Process

Due to a lack of a quorum, the members of the WDB Board of Directors' were not able to take action.

There was a quorum of the Executive Committee and the following took place: A motion was made by Barbara Levine to approve staff recommendations to have the SELACO WDBB AJCC Operator lead the certification process with a committee of two to three WDB board members (Ben Espitia, Valentin Flores and Aaron Drake were those identified board members). With a minimum one (1) business member and one (1) non-profit entity familiar with workforce services, who is not under the MOU AJCC partner system, seconded by Valentin Flores. With no further discussion, motion carries to approve.

5. HR Policy Update: SELACO WDB Personal Relationships Policy

Due to a lack of a quorum, the members of the WDB Board of Directors' were not able to take action.

There was a quorum of the Executive Committee and the following took place: A motion was made by Ben Espitia to approve the SELACO WDB Personal Relationships Policy as presented, seconded by Ben Espitia. With no further discussion, motion carries to approve.

6. SELACO WDB Employee Handbook

Due to a lack of a quorum, the members of the WDB Board of Directors' were not able to take action.

There was a quorum of the Executive Committee and the following took place: A motion was made by Barbara Levine to approve the attached SELACO WDB Employee Handbook as presented, seconded by Valentin Flores. With no further discussion, motion carries to approve.

BUSINESS ADVISORY COMMITTEE REPORT

Then next meeting is scheduled for October 26 at 1:30.

ACTION ITEM(S):

None

INFORMATION ITEM(S):

None

ONE STOP OPERATOR REPORT

Stacy Girdner asked if any of the board knew the meaning of what SMT and why it was formed. She informed the board that SMT is the System Management Team and was formed to comply with WIOA MOU requirements. SELACO formed the SMT Team that consist of MOU partners.

This week was SELACO's first planning meeting. Six of the eight core partners were in attendance with great participation and lots of agreement. The group reviewed and agreed on their responsibilities. The responsibilities are to increase the public's awareness of the one AJCC in SELACO's region. The partners also agreed to get up to speed on CalJobs software program

so that everybody can track mutual customer progress. Everyone agreed to provide cross training to the staff of each partner. And they all agreed to participate in the SMT.

The next meeting is scheduled for November 28.

ACTION ITEM(S):
None

INFORMATION ITEM(S):
None

INFORMATION ITEM(S):

1. **Ethics Training AB1234**

Page 88 of the agenda shows the most updated list of board members who completed the mandatory ethics training. All board members must complete a two hour training. Please contact Carol for direct link to online course or for any questions.

2. **DOL WIOA Infographic**

Page 89 of the agenda is a handout from the Department of Labor.

INTERESTING CORRESPONDENCE

1. **Success Stories**

Success stories can be found beginning on page 90. The success stories can be found on the website as well.

BOARD MEMBER COMMENTS

Barbara Levine thanked the board for the opportunity to represent SELACO at the recent CWA Conference. Each and every session was really good. She informed the board that it was very well attended. There was recurring conversation on apprenticeships.

Olin King shared that he attended an Economic Development Conference sponsored by Cerritos College. There were a number of highly qualified speakers in the area of workforce development. They focused a lot on the economic profile of the local area.

Larry Wehage announced he has the information needed for the upcoming Bellflower Car Show. He may be contacted for anything SELACO may need.

POLICY BOARD ITEMS/REQUESTS
None

AGENDA REQUESTS FOR NEXT MEETING
None

CHAIR'S CLOSE

Mrs. Castro announced that she just received word that AB1111 was just signed by the Governor.

ADJOURNMENT OF OPEN SESSION
The meeting was adjourned at 4:10 p.m.

SELACO WDB

Statement of Activities (by Fund) - 01 FY17/18

From 7/1/17 through 9/30/17

	WIOA Adult&DW & Special Projects	WIOA Youth	WIOA Rapid Response / Lay-Off Aversion	Pre-School	Employment Training Panel	Other Funds	SlingShot	Non-WIOA Training Expenditures	Total
Revenues	167,481	67,018	11,790	308,505	(106,977)	524	7,517	45,636	501,494
Accounts Receivable	225,761	71,652	8,112	76,855	-	156,271	22,203	-	560,853
Total Revenues	393,242	138,670	19,902	385,360	(106,977)	156,795	29,720	45,636	1,062,348
Expenditures									
Administration Services	37,152	15,333	2,709	36,480	9,137	17,370	8,425	-	126,606
Contracted Program Costs	1,295	486	-	348,880	2,700	36,971	21,119	-	411,451
Support Services	2,659	652	-	-	-	-	-	-	3,311
Vendor Training	(8,906)	(2,999)	-	-	26,634	1,960	-	45,636	62,325
Work Exp/Skillz Menu/Supplies	-	350	-			24,048	-	-	24,398
# WIOA Core/Basic Career Services	73,512	30,508	-	-	-	19,885	-	-	123,905
WIOA Intensive/Individualized Career Services	88,140	-	-	-	-	3,098	167	-	91,404
WIOA Follow-Up Career Services	59,325	292	-	-	-	122	-	-	59,740
WIOA Business Services	66,536	27,658	-	-	-	-	-	-	94,194
Other Program Costs	-	66,389	17,192	-	32,437	43,280	10	-	159,309
Cash Expenditures	319,713	138,670	19,902	385,360	70,908	146,735	29,720	45,636	1,156,643
. Accrued Expenditures	73,530	-	-	-	-	10,060	-	-	83,590
Total Expenditures	393,242	138,670	19,902	385,360	70,908	156,795	29,720	45,636	1,240,233
Net Income (Loss)	-	-	-	-	(177,885)	-	-	-	(177,885)

SELACO WDB

Statement of Functional Expenditures

From 7/1/17 through 9/30/17

	Administrative Services	Contracted Program Cost	Support Services	Vendor Training	Work Exp / Skills Menu Program	WIOA Core / Basic Career Services	WIOA Intensive / Individualized Career Services	WIOA Follow-Up Career Services	WIOA Business Services	Other Program Costs	Total
Expenditures											
Personnel	98,587	-	-	-	-	93,912	71,841	46,468	77,313	124,083	512,204
Non-Personnel	28,019	-	-	-		29,950	19,563	13,272	16,881	34,942	142,627
Training	-	411,451	-	145,914	24,398	43	-	-	-	284	582,091
Support Services	-	-	3,311	-	-	-	-	-	-	-	3,311
Total Expenditures	126,606	411,451	3,311	145,914	24,398	123,905	91,404	59,740	94,194	159,309	1,240,233

SELACO WDB

Statement of Functional Expenses - 02 Administrative Services

From 7/1/2017 Through 9/30/2017

(In Whole Numbers)

		Total
Expenditures		
Personnel		
Salaries & Wages	50100	64,746
Social Security Tax	50200	5,227
Medicare Tax	50210	1,222
Workers Comp - Staff	50220	1,029
UI & ETT Taxes	50250	123
Other Payroll Adjustments	50255	0
Employee Benefits	50300	20,953
Employer 403(B) Contributions	50403	5,287
Total Personnel		98,587
Non-Personnel		
Mileage	51100	105
Conferences/Staff Development	51200	1,365
Meeting Expenses	51230	80
Rent	52100	15,716
Telephone	52200	2,416
Furniture/Fixtures	52300	0
Office Equipment	52330	14
Leased Equipment	52350	134
Repair & Maintenance	52360	183
Outreach/Recruitment	53300	0
Office Supplies	53400	1,709
Subscriptions/Dues/Memberships	53600	356
Insurance	53900	1,380
Professional Services	54100	3,699
Legal	54300	127
Bank Charges/Miscellaneous	59990	737
Interest Expense	59999	0
Total Non-Personnel		28,019
Training		
Cost Reimbursement Billing	60300	0
Total Training		0
Total Expenditures		126,606

SELACO WDB

Statement of Functional Expenses - 02 Contracted Program Cost

From 7/1/2017 Through 9/30/2017

(In Whole Numbers)

		Total
Expenditures		
Training		
Cost Reimbursement Billing	60300	369,587
Other Contracted Services	60400	25,600
Day Care Rent	66000	16,264
Total Training		411,451
Total Expenditures		411,451

SELACO WDB

Statement of Functional Expenses - 02 Supportive Services

From 7/1/2017 Through 9/30/2017

(In Whole Numbers)

		Total
Expenditures		
Support Services		
Direct Support Payment	65200	3,311
Total Support Services		3,311
Total Expenditures		3,311

SELACO WDB

Statement of Functional Expenses - 02 Vendor Training Payments

From 7/1/17 Through 9/30/17

		Total
Expenditures		
Training		
Vendor Training	60100	73,645
Vendor Training - ETP	60200	26,634
Non-WIOA Training Expenditures		45,636
Total Expenditures		145,914

SELACO WDB

Statement of Functional Expenses - 02 Work Experience / Skillz Menu Program

From 7/1/2017 Through 9/30/2017

(In Whole Numbers)

		Total
Expenditures		
Personnel		
Salaries & Wages	50100	0
Social Security Tax	50200	0
Medicare Tax	50210	0
Workers Comp - Staff	50220	0
Total Personnel		0
Non-Personnel		
Mileage	51100	0
Rent	52100	0
Telephone	52200	0
Leased Equipment	52350	0
Repair & Maintenance	52360	0
Office Supplies	53400	0
Total Non-Personnel		0
Training		
Wages - WE/Internship	60500	21,102
SS Tax - WE/Internship	60510	1,286
MC Tax - WE/Internship	60520	328
WC - WE/Internship	60530	1,331
Training Supplies	60600	0
Participant Incentive Payments	65401	350
Total Training		24,398
Support Services		
Direct Support Payment	65200	0
Total Support Services		0
Total Expenditures		24,398

SELACO WDB

Statement of Functional Expenses - 02 WIOA Career Services

From 7/1/2017 Through 9/30/2017

(In Whole Numbers)

		Core / Basic Services	Intensive / Individualized Services	Follow-Up Services	Total
Expenditures					
Personnel					
Salaries & Wages	50100	61,914	47,318	29,202	138,434
Social Security Tax	50200	5,031	3,670	2,296	10,997
Medicare Tax	50210	1,177	859	537	2,572
Workers Comp - Staff	50220	1,036	782	496	2,315
Employee Benefits	50300	17,940	14,263	10,848	43,051
Employer 403(B) Contributions	50403	6,815	4,949	3,089	14,853
Total Personnel		93,912	71,841	46,468	212,221
Non-Personnel					
Mileage	51100	256	144	107	507
Conferences/Staff Development	51200	2,467	650	446	3,563
Meeting Expenses	51230	201	45	34	279
Rent	52100	19,311	13,793	8,398	41,502
Telephone	52200	2,287	1,575	1,048	4,910
Office Equipment	52330	9	8	7	25
Leased Equipment	52350	171	114	69	354
Repair & Maintenance	52360	250	140	82	472
Office Supplies	53400	1,954	1,071	714	3,738
Subscriptions/Dues/Memberships	53600	634	219	189	1,042
Insurance	53900	2,292	1,721	936	4,949
Professional Services	54100	0	0	1,188	1,188
Legal	54300	118	83	55	256
Total Non-Personnel		29,950	19,563	13,272	62,785
Training					
Training Supplies	60600	43	0	0	43
Total Training		43	0	0	43
Total Expenditures		123,905	91,404	59,740	275,049

SELACO WDB

Statement of Functional Expenses - 02 WIOA Business Services

From 7/1/2017 Through 9/30/2017

(In Whole Numbers)

		Total
Expenditures		
Personnel		
Salaries & Wages	50100	48,210
Social Security Tax	50200	4,120
Medicare Tax	50210	964
Workers Comp - Staff	50220	912
UI & ETT Taxes	50250	0
Employee Benefits	50300	18,503
Employer 403(B) Contributions	50403	4,605
Total Personnel		77,313
Non-Personnel		
Mileage	51100	346
Conferences/Staff Development	51200	593
Meeting Expenses	51230	147
Rent	52100	10,040
Telephone	52200	1,465
Furniture/Fixtures	52300	0
Office Equipment	52330	10
Leased Equipment	52350	67
Repair & Maintenance	52360	145
Outreach/Recruitment	53300	203
Office Supplies	53400	1,489
Subscriptions/Dues/Memberships	53600	1,071
Insurance	53900	1,187
Professional Services	54100	0
Legal	54300	119
Total Non-Personnel		16,881
Total Expenditures		94,194

SELACO WDB

Statement of Functional Expenses - Other Program Costs

From 7/1/17 through 9/30/17

	Employment Training Panel	WIOA Youth	WIOA Rapid Response / Lay-Off Aversion	Transitional Subsidized Employment (TSE)	Other Funds	Total
Personnel						
Salaries & Wages	22,177	33,374	8,283	4,251	16,360	84,444
Payroll Taxes/WC	2,285	3,919	951	517	1,967	9,637
Employee Benefits	1,548	14,408	5,697	1,810	6,539	30,002
Temporary Help	-	-	-	-		-
Total Personnel	26,009	51,700	14,931	6,578	24,865	124,083
Non - Personnel						
Mileage	73	67	94	4	47	284
Conferences/Staff Development	107	461	177	60	2,907	3,711
Meeting Expenses	82	34	18	4	25	163
Rent/Utilities	3,860	10,444	1,213	1,751	4,601	21,868
Telephone	1,053	931	300	102	683	3,069
Furniture/Equipment	33	87	5	12	46	184
Repair & Maintenance	31	607	26	16	46	726
Outreach/Recruitment	38	-	-	-	-	38
Supplies	653	772	267	86	492	2,271
Subcriptions & Dues	-	182	136	24	90	431
Insurance	499	1,049	1	138	395	2,083
Consulting	-	-	-	-	-	-
Legal Payments	-	55	25	6	27	113
Total Non-Personnel	6,428	14,689	2,262	2,203	9,360	34,942
Training and Supportive Services						
Training Supplies	-	-	-	-	284	284
Total Expenditures	32,437	66,389	17,192	8,780	34,510	159,309

SELACO WDB

Statement of Functional Expenditures

From 7/1/17 through 9/30/17

Line Item Description	Current Period Actual	Current Year Budget	Budget Variance	Total Budget Remaining (%)
PERSONNEL COSTS				
Salaries/Wages	335,833	1,975,237	1,639,404	83.0%
Payroll Taxes/WC	39,116	200,421	161,305	80.5%
Employee Benefits	137,254	592,091	454,837	76.8%
Temporary Help	0	5,000	5,000	100.0%
TOTAL PERSONNEL COSTS	**512,204**	**2,772,749**	**2,260,545**	**81.5%**
NON-PERSONNEL COSTS				
Mileage	1,242	20,000	18,758	93.8%
Conference/Staff Development	9,232	73,150	63,918	87.4%
Meeting Expenses	670	12,500	11,830	94.6%
Rent/Utilities	89,125	314,786	225,661	71.7%
Telephone	11,860	39,500	27,640	70.0%
Furniture & Equipment	787	28,000	27,213	97.2%
Repair & Maintenance	1,526	15,000	13,474	89.8%
Outreach/Recruitment	240	8,000	7,760	97.0%
Supplies	9,208	70,000	60,792	86.8%
Subscriptions/Dues/Memberships	2,900	12,500	9,600	76.8%
Insurance	9,599	25,000	15,401	61.6%
Professional Fees	4,887	103,150	98,263	95.3%
Legal Fees	615	15,000	14,385	95.9%
Interest Expense/Miscellaneous	737	5,000	4,264	85.3%
TOTAL NON-PERSONNEL COSTS	**142,627**	**741,586**	**598,959**	**80.8%**
TOTAL IN-HOUSE COSTS	**654,831**	**3,514,335**	**2,859,505**	**81.4%**
TRAINING & SUPPORT SERVICES				
Vendor Training Payments				
Disability Employment Initiative (DEI)	12,020	46,553	34,533	74.2%
Employment Training Panel (ETP)	26,634	515,857	489,223	94.8%
Slingshot - Ex-Offender Project	0	38,970	38,970	100.0%
WIOA Adult	52,339	344,023	291,684	84.8%
WIOA Dislocated Workers/NEG DW	12,285	80,465	68,181	84.7%
WIOA Youth	(2,999)	0	2,999	0.0%
Non-WIOA Training Expenditures	45,636	181,679	136,043	74.9%
Subtotal	145,914	1,207,548	1,061,634	87.9%

SELACO WDB

Statement of Functional Expenditures

From 7/1/17 through 9/30/17

Line Item Description	Current Period Actual	Current Year Budget	Budget Variance	Total Budget Remaining (%)
TRAINING & SUPPORT SERVICES - continued				
Cost Reimbursements / Contracted Services				
Day Care Pre-School / Renovation	348,880	2,559,122	2,210,242	86.4%
Employment Training Panel (ETP)	2,700	10,064	7,364	73.2%
LA County Youth Work Experience Program	36,971	295,150	258,179	87.5%
Regional Training Coordinator Project (RTC)	0	173,175	173,175	100.0%
SlingShot Project	21,119	825,109	803,989	97.4%
Slingshot - STAY Capacity Building Project	0	180,000	180,000	100.0%
WIOA One-Stop Operator	1,781	55,000	53,219	96.8%
WIOA 25% Customer Centered Design Projec	0	23,000	23,000	100.0%
Subtotal	411,451	4,120,620	3,709,169	90.0%
Work Experience / Skillz Menu Program				
Downey's USD MADE Career Initiative	24,048	31,502	7,454	23.7%
LA County Youth Work Experience Program	0	39,600	39,600	100.0%
Slingshot - Ex-Offender Project	0	25,000	25,000	100.0%
WIOA Youth	350	141,295	140,945	99.8%
Subtotal	24,398	237,398	212,999	89.7%
Training Supplies				
Employment Training Panel	0	624	624	100.0%
Slingshot - Ex-Offender Project	0	3,600	3,600	100.0%
WIOA Adult / DEI / CCDP	306	2,500	2,194	87.8%
WIOA Dislocated Workers	10	2,500	2,490	99.6%
WIOA Youth	13	2,000	1,987	99.4%
Subtotal	328	11,224	10,896	97.1%
Direct Support Payments				
LA County Youth Work Experience Program	0	3,600	3,600	100.0%
Slingshot - Ex-Offender Project	0	13,520	13,520	100.0%
WIOA Adult / DEI	2,521	20,000	17,479	87.4%
WIOA Dislocated Workers	138	10,000	9,863	98.6%
WIOA Youth	652	6,705	6,053	90.3%
Subtotal	3,311	53,825	50,514	93.8%
TOTAL TRAINING & SUPPORT SVCS	**585,402**	**5,630,614**	**5,045,211**	**89.6%**
GRAND TOTAL	**1,240,233**	**9,144,949**	**7,904,716**	**86.4%**

SELACO WDB

Balance Sheet

September 30, 2017

	Day Care & Day Care Facilities Revolving Funds	Employment Training Panel (ETP)	Transitional Subsidized Employment (TSE)	WIOA Adult	WIOA Dislocated Workers	WIOA Youth	WIOA Rapid Response	WIOA Special Projects	Other Grants	General Funds	Pools	Total
Assets												
Cash & Cash Equivalents ***	1,148,572	16,696	39,831	(91,900)	(43,796)	(60,859)	(8,112)	(34,194)	107,833	96,813	(3,425)	1,167,461
Petty Cash	-	-	-	-	-	1,000	-	-	-	-	2,000	3,000
Accounts Receivable	8,878	87,134	-	-	-	-	-	-	16,303	-	21,606	133,921
Deposit	9,100	-	-	-	-	-	-	-	-	-	30,139	39,239
Due from Other Fund	-	-	-	-	-	26,455	-	-	-	385,846	-	412,301
Fixed Assets	1,005,713	-	-	-	-	-	-	-	-	-	-	1,005,713
Accumulated Depreciation	(762,806)	-	-	-	-	-	-	-	-	-	-	(762,806)
Total Assets	1,409,457	103,830	39,831	(91,900)	(43,796)	(33,404)	(8,112)	(34,194)	124,136	482,659	50,320	1,998,829
Liabilities and Net Assets												
Liabilities												
Accounts Payable	421,672	(46,290)	-	16,536	-	10,793	-	10,305	39,680	-	-	452,695
Accrued Expenses	-	-	-	-	-	-	-	-	-	-	-	-
Due to LA ECE - Bridge Fund	-	-	-	-	-	-	-	-	-	-	-	-
Due to Department of Education	9,100	-	-	-	-	-	-	-	-	-	-	9,100
Due to Employment Development D	-	-	-	-	-	1,000	-	-		-	32,139	33,139
Due to CSS									(1,199)			(1,199)
Due to Vendors	-	-	-	-	-	-	-	-	5,658	-	(300)	5,358
Due to Other Fund	-	240,005	3,309	-	-	-	-	6,610	135,923	-	26,455	412,301
Payroll Clearing	-	-	-	-	-	-	-	-	-	-	(7,974)	(7,974)
Revenues Received in Advance	783,414	19,369	35,714	-	-	26,455	-	-	2,489	-	-	867,441
Total Liabilities	1,214,186	213,084	39,022	16,536	-	38,248	-	16,915	182,551	-	50,320	1,770,862
Net Assets												
Current YTD Net Income	(168,844)	(281,117)	(35,624)	(108,435)	(43,796)	(71,652)	(8,112)	(51,109)	(70,347)	69,230	-	(769,805)
Unrestricted	364,115	171,863	36,433	-	-	-	-	-	11,932	413,429	-	997,772
Total Net Assets	195,272	(109,254)	809	(108,435)	(43,796)	(71,652)	(8,112)	(51,109)	(58,415)	482,659	-	227,967
Total Liabilities and Net Assets	1,409,457	103,830	39,831	(91,900)	(43,796)	(33,404)	(8,112)	(34,194)	124,136	482,659	50,320	1,998,829

*** Additional cash request of $241,031.81 for September, 2017 was requested on October 6 and posted to Bank Account on October 11, 2017.

PROGRAM OPERATIONS REPORT

July 01, 2017 – September 30, 2017

The Southeast Los Angeles County Workforce Development Board (SELACO WDB) respectfully submits the third 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

I I. CAREER CENTER VISITS

I I I. ADULT SERVICES

I V. PARTNER SERVICES

V. YOUTH SERVICES

V I. BUSINESS SERVICES

V I I. CHILD DEVELOPMENT PROGRAM

V I I I. CUSTOMER OUTREACH

I X. GLOSSARY OF TERMS

I. SUMMARY OF ENROLLMENTS

LOCAL SERVICES PROGRAMS

	ARTESIA	BELLFLOWER	CERRITOS	DOWNEY	HAWAIIAN GARDENS	LAKEWOOD	NORWALK	OTHER AREAS	TOTAL
ADULT	9	40	24	61	4	52	46	117	353
DISLOCATED WORKER	4	14	16	14	2	13	15	2	80
YOUTH SERVICES	18	6	6	4	20	12	19	8	93
TOTAL ENROLLMENTS	31	60	46	79	26	77	80	127	526

- 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	113	186	0	0	0	91	41	92	523
TOTAL ENROLLMENTS	113	196	3	27	0	101	59	1,261	1,760

- In area service percentage 29% Out of area service percentage 71%

II. CAREER CENTER VISITS

A. First Time Visits	CERRITOS AJCC	Firestone AJCC	Total
ARTESIA	32	0	32
BELLFLOWER	128	2	130
CERRITOS	58	0	58
DOWNEY	135	1	136
HAWAIIAN GARDENS	24	2	26
LAKEWOOD	119	0	119
NORWALK	220	5	225
OTHER AREAS	540	6	546
TOTAL	1,256	16	1,802

B. Return Visits	CERRITOS AJCC	Firestone AJCC	Total
ARTESIA	197	0	197
BELLFLOWER	692	2	694
CERRITOS	361	1	362
DOWNEY	334	13	347
HAWAIIAN GARDENS	95	1	96
LAKEWOOD	553	0	553
NORWALK	959	15	974
OTHER AREAS	955	15	970
TOTAL	4,143	47	4,190

*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	123	0	123
Training	5	2	7
Exits	11	3	14
Placements	7	1	8

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	2	11	9	21	2	15	12	51	123
Training	0	1	0	1	0	0	0	5	7
Exits	0	1	0	1	1	4	3	4	14
Placements	0	0	0	1	1	2	3	1	8

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

*SELACO WDB's current Placement Rate in the xxx month of reporting is 57%.

WIOA Dislocated Worker Program

Customer Activity Breakdown by One-Stop Center

	CERRITOS AJCC	FIRESTONE AJCC	TOTAL
Carry Over	59	11	70
New Enrollments	10	0	10
Training	2	0	2
Exits	4	0	4
Placements	2	0	2

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	1	3	1	2	0	0	2	1	10
Training	0	0	0	0	0	1	1	0	2
Exits	0	1	1	0	1	1	0	0	4
Placements	0	0	0	0	1	1	0	0	2

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

*SELACO WDB's current Placement Rate in the xxx month of reporting is 50%.

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.

- At of the end of August 2017 SELACO WDB enrolled 102 of the planned 110 participants: All have received core and intensive services; 78 are co-enrolled in WIOA
- 20 out of the 80 planned have received training; 19 have completed training and received a certificate.
- $486,231.36 spent
- 19 of the 70 planned have found employment

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.

Freedom2Work Project

This project finally got its start the beginning of September with extensive outreach to organizations working with 6 orientations currently the project has 6 enrollees attending the Entrepreneurship class that started Oct. 6 and will complete Oct. 27. The class meets every Friday from 1-5pm. Once this course is completed the enrollees will attend Steps Nov. 7, 8 & 9.

All enrollees have participated in the SDS Assessment which develops a Holland code aligning their interests with the goals of the grant.

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
Carry Over	37
New Enrollments	4

	In School Youth
New Enrollments	0

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 gage 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	52	8	6	66
Completions	24	0	0	24

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 Slinsghot Apprenticeship funding, STAY will supplement incumbent workers' salaries to take on new skills in entrepreneurship, leadership and digital marketing. In addition to this, the Slinsghot 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	802	798
Retention	798	435

	ET17-0284 (Contract Term: 10/31/2016-10/30/2017)	
	Planned	Actual
Enrollments	181	194
Completions	91	91
Retention	91	27

ETP Business and Training Highlights:

SELACO participated in two significant events during the month of September: WESTEC, and the Cerritos Taste of the Region. WESTEC is one of the largest, most well-attended manufacturing trade shows in CA. The ETP Dept. sent one of its instructors to circulate, make contacts, discuss SELACO's ETP program, and secure leads. Since the event the staff has been following up on the leads generated, contacting employers for ETP training and other business services. At the Cerritos Taste of the Region the Business Services team at SELACO manned a table and talked to hundreds of attendees regarding SELACO's services for jobseekers and for businesses. Again, follow up on leads has been conducted post-event.

ETP Portraits of Success:

Business Service Activities

BUSINESS HIGHLIGHTS/PORTRAIT OF SUCCESS:

For the Month of September SELACO hosted a Job Fair at the AJCC Cerritos office. There were a total of 15 employers that attended. Some of those employers were Wal-Mart, The Gardens Casino, LAPD, and the Sherriff's Department to name a few. There was a total of 162 Job Seekers that attended the SELACO Job Fair. Of those 162 Job Seekers, over half ended up being offered a second interview and employment.

A Survey Monkey was sent to all employers to see what they thought of the Job Fair. Over half responded and all had nothing but great things to say about the Job Fair. Overall the SELACO Job Fair was a huge success and SELACO will be hosting another Job Fair in the upcoming months.

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.)								
Alamillo Rebar Inc.								X
Autism Spectrum Interventions								X
Bezich, Uriquidez & Salazar								X
Call Center Operator								X
College Medical Center								X
Convenant House								X
Costco								X
DE WELL Logistics, LLC			X					
Del Rio Sanitarium								X
InClusion Specialized								X
LA County Registrar's Office							X	
Pharmerica								X
Reliant Immediate Care								X
The Orchard Post Acute Care								X
The RWD Group								X
SASSFA				X				
Shorline Healthcare Center								X
TECAN								X
Ultimate Staffing			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
LASD	X	X	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.)								
WORK EXPERIENCE (Represents Companies with whom SELACO has work site agreements with and the city the company is located in.)								
GRAND TOTALS	1	1	4	2		2	1	19

VII. CHILD DEVELOPMENT PROGRAM

Customer Activity

	PADELFORD 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	88	56	88	57	96	92	40	41

	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	88	90	96	96	88	91	603	523

* 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

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

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

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

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

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

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

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		3		4	2	2	1	3	15
Youth		3		2	2	2		1	10
Employer	0	5	29	27	5	8	3	168	245
Other									0
TOTAL	0	11	29	31	9	12	4	171	270

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

SOUTHEAST LOS ANGELES COUNTY
WORKFORCE DEVELOPMENT BOARD
A proud partner of
America's JobCenter of California℠

MEMORANDUM

DATE: September 20, 2017

TO: SELACO WDB Board of Directors

FROM: Yolanda Castro, Executive Director

RE: Ratify the Executive Committee's Approved Action Items from the August 24, 2017 WDB Board Meeting

---

The items listed below were submitted for approval at the August 24, 2017 Executive Committee and FULL WDB Board meeting. Due to a lack of a quorum of the full board, the Executive Committee reviewed and approved these action items.

Actions Required: Ratify the approval of the Executive Committee on the following action items:

1) Approve MOU Phase I with the Norwalk Housing Authority

2) Approve MOU Phase II with the Employment Development Department

3) Approve MOU Phase I Amendment and Phase II with Department of Social Services – Temporary Assistance for Needy Families (DPSS-TANF)

4) Approve MOU Phase I and Phase II with Field of Dreams

5) Approve MOU Phase II with Department of Rehabilitation (DOR)

6) Approval of Amended Conflict of Interest Code

7) Revised SELACO WDB Policies and Procedures

8) Approval of Earn and Learn Youth Program Sub Recipients and Funding Allocations for FY 17-18

9) Approval of SELACO WDB Budget for Program Year 2017-18

10) Approval of Proposed Meeting Schedule Change

11) Revised Personnel Salary Scale Identifying Changes in Compensation for Leadership Staff and Revised Organizational Chart

SOUTHEAST LOS ANGELES COUNTY
WORKFORCE DEVELOPMENT BOARD
A proud partner of
America's JobCenter of California℠

MEMORANDUM

DATE: October 19, 2017

TO: SELACO WDB Board of Directors

FROM: Yolanda Castro, Executive Director

RE: Ratify the Executive Committee's Approved Action Items from the September 28, 2017 WDB Board Meeting

---

The items listed below were submitted for approval at the September 28, 2017 Executive Committee and FULL WDB Board meeting. Due to a lack of a quorum of the full board, the Executive Committee reviewed and approved these action items.

Actions Required: Ratify the approval of the Executive Committee on the following action items:

1) Revised SELACO WDB Policies and Procedures
   -WIOA Follow-Up Services
   -Recovery of Tuition and Training Funds
   -Debt Collection

2) AJCC Certification Process

3) HR Policy Update:
   SELACO WDB Personal Relationship Policy

4) SELACO WDB Employee Handbook

SOUTHEAST LOS ANGELES COUNTY
WORKFORCE DEVELOPMENT BOARD
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MEMORANDUM

DATE: October 18, 2017

TO: SELACO WDB Board of Directors

FROM: Yolanda Castro, Executive Director

RE: Revised Petty Cash Policy

The purpose of this memo is to inform the Board that the SELACO WDB Petty Cash policy has been revised to comply with current WIOA law and regulations. This revision will replace Policy No. 34, Petty Cash. Upon approval from the Board, the revision will be effective immediately.

Action Required: Approve the revised of Petty Cash Policy for immediate Implementation.

Policy Number: SELxx

Date: 10/26/2017

Effective Date:
This policy is effective on the date of Southeast Los Angeles County Workforce Development Board (SELACO WDB) approval.

Purpose:
The purpose of this policy is to establish procedures for the request and distribution of petty cash.

Policy:
A centralized petty cash fund, for small expenditures, is managed by a petty cash custodian under the oversight of the Policy and Compliance Department. The petty cash custodian is responsible for disbursing the funds and maintaining an acceptable level of security and control. Approved reimbursements and advancements are given in cash only. The petty cash custodian does not issue or accept checks. The total petty cash fund balance is not to exceed $3,000. Of the $3,000 total, $200 is given to each Career Development Specialist (CDS), who is responsible for managing his or her petty cash allocation. Each CDS is assigned a cash box with a lock to support the management and security of their petty cash allocation. Petty cash assigned to CDS is used only for approved customer supportive service activities. The balance of the allocated $3,000 remains with the petty cash custodian. Unless otherwise stated, the CDS's will follow the same procedures as the petty cash custodian.

Procedures:

Petty Cash Guidelines
Petty cash must be held in a locked cash drawer or locked cash box. A primary key to the drawer or box is held by the petty cash custodian. A secondary key is assigned to a back-up custodian, identified by the department head for emergency purposes. Funds are to be secured each time the custodian leaves the office. The keys are to be kept in the possession of the custodian, not left in desks or in the office overnight.

In the event the petty cash custodian has a scheduled absence, the back-up custodian takes over responsibility for processing reimbursements. Prior to taking leave, the petty cash custodian will perform a cash count in the presence of the back-up custodian and again upon returning from leave.

In the event the petty cash custodian has an unscheduled absence, the back-up custodian will be responsible for processing reimbursements. Prior to taking on responsibility of the petty cash fund the back-up custodian will perform a cash count in the presence of the department head or his/her designee before disbursing any of the available funds. A similar cash count must be performed upon the return of the petty cash custodian.

DRAFT

Upon departure or termination of the petty cash custodian or CDS, keys to secured petty cash box must be returned to the appropriate departmental authority. A final cash count, balancing of funds and submission for replenishment will occur prior to the new custodian or CDS assuming responsibility.

- *Quarterly Maintenance Requirements* – Each quarter, a cash count and balancing of funds will be performed. The cash count and balancing of funds of CDS's petty cash fund will be performed by the petty cash custodian. The cash count and balancing of funds of the petty cash custodian's allocation will be performed by a designated individual from the Fiscal unit. The results will be recorded in a balancing cash log that is maintained with the petty cash fund as it must be available during any unannounced cash count and balancing of funds. A copy of the results must also be submitted to the Fiscal unit. The individual performing the count must also retain a copy of the log. The log will include:
    - Date of cash count/fund balance
    - Total cash available
    - Total receipts for all disbursements
    - Name and signature of individual who performed the cash count/fund balance
    - Name and signature of the individual in custody of the cash box

- *Unannounced Cash Count and Balancing of Funds* – Unannounced cash count and balancing of funds of CDS's cash box will be performed quarterly by the petty cash custodian. Unannounced cash count and balancing of funds of the cash box managed by the petty cash custodian will be performed by a designated individual from the Fiscal unit. The results will be recorded in the same log that is maintained to demonstrate compliance with "*Quarterly Maintenance Requirements.*" A copy of the results must also be submitted to the Fiscal unit.

Reimbursement

Petty cash may be used to reimburse a staff member for a purchase that was made using his/her personal funds. Upon presentation of a petty cash slip and an original receipt, vendor invoice, or other adequate documentation to support the expenditure, the petty cash custodian will reimburse for the exact amount of the purchase, based upon the documentation presented. Documentation must be an original; copies of receipts or receipts via fax will not be accepted. Petty Cash slips must be signed, indicating approval, by the manager/director of the department requesting the reimbursement; interdepartmental director approvals are acceptable in the absence of the department's manager/director. All signatures must be in blue ink.

- *Advanced Funds* – The petty cash custodian may advance petty cash to an individual in anticipation of a purchase with the authorization from the individual's department manager/director. Since the purchase has not yet been made at the time of the petty cash disbursement, the amount received may vary from the amount of the actual purchase. Upon use of the funds, supporting documentation (an original receipt, vendor invoice, or other adequate documentation) must be submitted to the petty cash custodian within three working days. If the actual expenditure was less than the amount advanced, the individual must return the excess cash together with valid

documentation of the expenditure, again within three working days. If the actual expenditure was more than the amount advanced, requiring the use of personal funds to secure the purchase, the individual will be reimbursed for the excess amount after submitting adequate documentation to support the expenditure.

- *Supportive Service Reimbursement* - Petty cash may be used by the CDS to reimburse a customer for a purchase that was made using his/her personal funds. Upon presentation of an Individual Employment Plan (IEP) Supportive Service Form and an original receipt, vendor invoice, or other adequate documentation to support the expenditure, the CDS will reimburse the customer for the exact amount of the purchase, based upon the documentation presented. Copies of receipts will not be accepted, nor will receipts via fax be accepted. IEP Supportive Service Forms must be signed by both the CDS requesting the reimbursement and the customer; both signatures must be in blue ink. Photocopies of IEP Supportive Service forms will not be accepted. IEP Supportive Service forms in the customer's file must also have original signatures in blue ink with a copy of the supporting documentation.

- *Mileage Reimbursement* - Petty cash requests may be used to reimburse a staff member for mileage accrued using his/her personal vehicle while conducting SELACO duties. No single petty cash fund transaction for mileage reimbursement will exceed $50 without Executive Director approval. Mileage forms may be submitted no more than once a week, Monday through Friday, between the hours of 9:00AM–10:00AM or 2:00PM–3:00 PM. All other reimbursements exceeding $50 must be submitted to Accounts Payable for processing. Upon presentation of a SELACO mileage form and documentation to support the distance claimed, the petty cash custodian will reimburse the individual for the exact amount claimed. Mileage forms must be signed by both the staff member and the manager/director of the department requesting the reimbursement; interdepartmental director approvals are acceptable in the absence of the department's manager/director. Both signatures must be in blue ink. Photocopies of mileage forms will not be accepted. Mileage forms via email or fax will not be accepted.

Replenishment Request

The petty cash custodian will request replenishment bi-weekly or sooner if needed, by submitting a check request to Accounts Payable. The requests for fund replenishment must be submitted in a timely manner and allow ample time for processing. The request must include a log of all petty cash disbursements as well as all supporting documentation, i.e. mileage reimbursement vouchers, receipts, invoices, case notes, etc. The replenishment request must be signed by the petty cash custodian and reviewed and approved by the Director of Policy and Compliance. The total receipts plus the cash on hand must equal $3,000 at all times. Upon review of petty cash disbursements log and supporting documentation, Accounts Payable will issue a check in the amount requested to the payee "Petty Cash Custodian." The petty cash custodian will cash the check at the bank and replenish the cash box.

The CDS's will request replenishment from the petty cash custodian. The requests for fund replenishment must be submitted at minimum once a month. The request must include a log of

all petty cash disbursements as well as all supporting documentation, i.e. IEP, original receipts, invoices, case notes, etc. The replenishment request must be signed by the CDS and reviewed and approved by the petty cash custodian. The total receipts plus the cash on hand must equal $200 at all times. Upon review of petty cash disbursements log and supporting documentation, the petty cash custodian will issue cash in the amount requested to the CDS to replenish their cash box.

DRAFT

SOUTHEAST LOS ANGELES COUNTY
WORKFORCE DEVELOPMENT BOARD
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MEMORANDUM

DATE: October 19, 2017

TO: SELACO WDB Board of Directors

FROM: Yolanda Castro, Executive Director

RE: Authorization to Contract with Southbay WDB

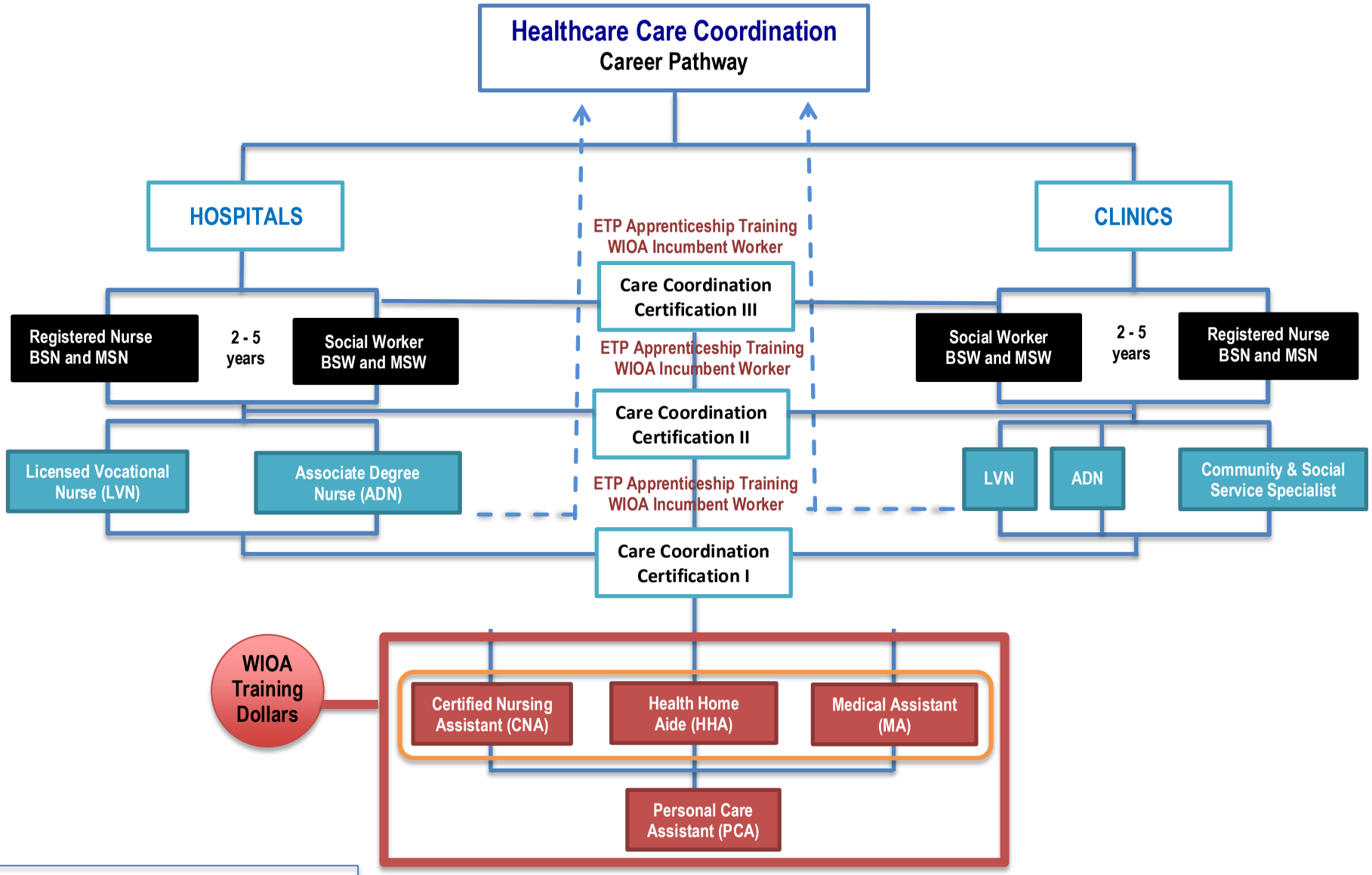
SELACO WDB has taken the lead in administering the 2015 State funded SlingShot Project. The LA Basin and Ventura County joined forces to initiate a sector strategy to address the need of training and hiring Care Coordinators within the Health Care Industry. To date there are 18 stakeholders invested in the SlingShot project. Stakeholders include 7 Workforce Boards, 8 members of education, 5 employers, and 5 other organizations. Since the implementation of the project we have been successful in:

- Developing a team framework around industry and education partner engagement that enhances communication and decision-making.
- Introducing a new way of doing business that embraces innovation through regional collaboration.
- Establishing the foundation for a viable industry-led regional strategy that is replicable in other sectors.
- Mobilizing and surveying hospitals and clinics throughout the region to identify target occupations, skill standards, and labor market demand for Care Coordination.
- Working collaboratively with education partners to define a career pathway with multiple entrance and advancement points for new and incumbent workers.
- Developing a "Career Pathway Map" with input from industry and education partners that guides training strategies and funding allocations.
- Establishing and conducting a regional asset mapping process to identify care coordination training public/private programs and best practices that are viable for training new and incumbent workers. See attached.
- Engaging Education in the completion of a DACUM, an educational tool used to develop curriculum that's focuses on "needed skills" identified by industry.
- Engaging Community Colleges, Adult Schools, and the Cal. State University system in the development and/or enhancement of curriculum.

- Establishing training goals for entry level and mid-level trainees.
- Developing a marketing committee and strategies to promote the Care Coordinator career pathways; tell our SlingShot story; and develop materials to engage employers around incumbent worker training.

Following the above accomplishments we are now in the process of preparing for one-on-one training activity. The project will support the training of 200 participants for both mid and level positons. The workforce boards invested in the project along with our education, and industry partners will recruit potential candidates. To support the process of individual training accounts (ITA), the SouthBay WDB who currently oversees a comprehensive training provider management system has agreed to serve as the administrator of the SlingShot ITAs.

Action Requested:
Approve management to establish a contract with the SouthBay Workforce Development Board to manage the SlingShot ITAs for a total up to $400,000.00. Contract period will be effective upon Board approval and will continue through June 2018.



KEY

- Potential with some training to immediately move into Care Coordinator/Case Management
- More intensive training to move to Care Coordinator/Case Management
- Long Term Development Training

NEXT STEP
➔Create Income Mobility Map

<table>
<tr><th colspan="3">Professional Level III Enriching the Pipeline</th></tr>
<tr><th>Target Occupations</th><th>Requisite Education and Certifications</th><td rowspan="3">Training Entity: Hospital Association of Southern California (HASC) and selected training provider(s).

Training: 50 nurses and social workers (mostly incumbent and some laid-off workers) with requisite education, certification and experience in care management and oversight of care coordination.

Level III training builds upon an existing “RN Specialty Project” already under development by HASC. It will be short-term, stand-alone training and certification in care coordination/case management. Potential leverage with workforce agencies and post-secondary institutions; OJT potential for new hires who meet education, certification and experience requisites.

Timeline: Winter 2017.

Cost: $150,000 - 50 trainees at an average cost of $3000 per participant. May leverage with WIOA and other State-funded initiatives.</td></tr>
<tr><td>29-1141-00 - Registered Nurse</td><td>Bachelor’s Degree in Nursing (BSN); Master’s Degree in Nursing (MSN); 2-5 years of experience.
Certification: RN, NCLEX-RN, CCM, ACM</td></tr>
<tr><td>21-1022.00 - Healthcare Social Worker</td><td>Bachelor’s (BSW), Master’s (MSW) Degree in Social Work; Licensed Clinical Social Worker (LCSW); 2-5 years of experience.
Certification: C-SWHC, CCM, ACM</td></tr>
<tr><th colspan="3">Technical/Middle-Skill Level II Strengthening the Pipeline</th></tr>
<tr><th>Target Occupations</th><th>Requisite Education and Certifications</th><td rowspan="5">Training Entity: Public, private and non-profit post-secondary training providers.

Training: New and incumbent workers with requisite education and certification; individuals with a related post-secondary degree and an interest in healthcare. Training providers will be I-TRAIN/ETPL-approved as identified in asset mapping. New programs will be developed in collaboration with public schools and private training providers.

Timeline: Winter 2017.

Cost: $250,000 - 50 trainees at an average cost of $5000 per participant. New hires may be co-enrolled with workforce agencies to leverage training costs. OJT wage reimbursement potential for new hires.</td></tr>
<tr><td>21-1798.00 - Community & Social Service Specialist</td><td>Associates to Bachelor’s degree in related human services field.
Certification: CCM, ACM</td></tr>
<tr><td>29-2061-00 - Licensed Vocational Nurse</td><td>High school diploma; post-secondary training. Certification: LVN, CCM, CM</td></tr>
<tr><td>29-1141-00 - Registered Nurse</td><td>Associates Degree (ADN) or Bachelor’s Degree (BSN) in Nursing. Certification: RN, NCLEX-RN, CCM, ACM</td></tr>
<tr><td>21-1022.00 - Healthcare Social Worker</td><td>Bachelor’s Degree in Social Work (BSW). Certification: CCM, ACM</td></tr>
<tr><th colspan="3">Entry Level I Creating the Pipeline</th></tr>
<tr><th>Target Occupations</th><th>Requisite Education and Certifications</th><td rowspan="4">Training Entity: Adult Schools; Regional Occupational Centers and Programs (ROCP); Career and Technical Education (CTE); and private/non-non-profit occupational training providers.

Training: 100 entry-level workers with requisite education; job seekers enrolled in target occupational training programs. Curriculum will replicate or incorporate viable curriculum identified in asset mapping and may augment existing curriculum in the target occupations. Objective is to introduce care coordination career pathway and basic skills requirements as a specialty area. Training must be I-TRAIN/ETPL-approved.

Timeline: Early 2018.

Cost: $50,000 - 100 trainees at an average cost of $500 per participant. May co-enroll with local workforce development boards/AJCCs to leverage cost of training.</td></tr>
<tr><td>31-9092.00 - Medical Assistant</td><td>High school diploma; post-secondary training.
Certification: CMA (AAMA)</td></tr>
<tr><td>31-1014.00 - Certified Nurse Assistant</td><td>High school diploma or equivalent.
Certification: CNA</td></tr>
<tr><td>31-1011.00 - Home Health Aide (aka Personal Care Aide, Personal Care Assistant)</td><td>High school diploma or equivalent.
Certification: CHHA</td></tr>
</table>

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MEMORANDUM

DATE: October 20, 2017

TO: SELACO WDB Board of Directors

FROM: Yolanda Castro, Executive Director

RE: Ethics Training AB1234

At the June 23, 2016 WDB Board meeting, it was announced that all board members are required to take a mandatory two hour ethics training every two years to comply with AB1234. As of October 20, 2017, the following board members have completed the training:

Allison Castellanos
Byron Cummins
Mark Dameron
Joseph Derthick
Aaron Drake
Georgina Escamilla
Belle Gomez
Olin King
Paulo Menezes
Tracy Polley
Sharon Todd
Larry Wehage
Candy Williams

For those who have yet to complete the training, you may do so using the online course at:

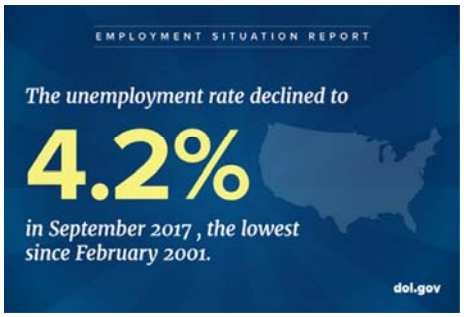
http://localethics.fppc.ca.gov/login.aspx

As a reminder, you ***must*** print the Certification of Completion provided at the end and submit to Carol Davis.

If you have any questions regarding the training, please contact Carol directly at the SELACO WDB.

News & Events: October 06, 2017 | **Read Online**

U.S. DEPARTMENT OF LABOR



Unemployment Rate Drops

Despite disruptions from multiple devastating hurricanes, the unemployment rate decreased to 4.2 percent in September, the lowest since February 2001. In a statement, U.S. Secretary of Labor Alexander Acosta addressed the resilience of the American economy.

Inclusion Drives Innovation

During National Disability Employment Awareness Month, the Department is recognizing how disability inclusion benefits today's innovative economy.

Safety Excellence

A family-owned business achieved safety excellence with help from Wyoming OSHA's on-site consultation program — creating cost savings.

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STATEMENT BY U.S. SECRETARY OF LABOR ACOSTA ON THE SEPTEMBER JOBS REPORT

WASHINGTON, DC – U.S. Secretary of Labor Alexander Acosta issued the following statement on the September 2017 Employment Situation report:

“Even as parts of our nation recover from multiple devastating hurricanes, September’s jobs report reflects the resilience of the American economy.

“The bottom line is this: 154.35 million Americans are employed compared to 153.44 million the previous month, an increase of 906,000. The number of paychecks earned for the week of September 10th through 16th declined by 33,000, largely reflecting Irma’s devastating landfall on September 10th. The difference in these two numbers is that more Americans are employed, yet many missed a paycheck in September. These Americans are counted as employed for purposes of the employment survey but not for purposes of the jobs (payroll) survey. Thus, while more individuals are employed—which is why the unemployment rate decreased—33,000 fewer individuals received a paycheck for the survey period.

“The unemployment rate declined to 4.2 percent, the lowest since February 2001. This is the first month that the unemployment rate for women, presently at 3.9 percent, has been below 4 percent since June 2007. The labor force participation rate increased 0.2 percentage point to 63.1 percent. In short, more Americans are working both as a percent of our population and as an overall number.

“As parts of our nation recover from the recent hurricanes, the Department of Labor is working closely with states and territories to help them assess workforce needs so that Americans can return to work or find a new job. Getting dislocated workers back on their feet is a top priority.

“I would like to thank the men and women of the Bureau of Labor Statistics for their outstanding work conducting these surveys under difficult circumstances.”

OPA News Release: 10/06/2017

Contact Name: Eric Holland
Email: holland.eric.w@dol.gov
Phone Number: (202) 693-4676

Release Number: 17-1377-NAT

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MEMORANDUM

DATE: October 20, 2017

TO: SELACO WDB Board of Directors

FROM: Yolanda Castro, Executive Director

RE: Amended Conflict of Interest Code

At the August 24, 2017 SELACO WDB Board Meeting, the Executive Committee approved the Amended Conflict of Interest Code as presented. Staff then notified the county that the proposed code is acceptable for subsequent processing and adoption by the county board.

On September 21, 2017, the County notified staff that there were additional changes they have made. The disclosure category for Consultants was deleted (Category 3) and replaced with generic footnotes as the end of the code describing the requirements and responsibilities that Consultants and New Positions need to follow regarding the filling of Statements of Economic Interest (form 700).

Attached is the code with the proposed changes made by the county.

Actions Required: No action required.

Conflict of Interest Code
of the

~~**SOUTHEAST L.A. COUNTY WORKFORCE INVESTMENT BOARD (SELACO WIB)**~~

SOUTHEAST L. A. COUNTY WORKFORCE DEVELOPMENT BOARD (SELACO WDB)

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its ~~WIB~~ **WDB** Members, Alternate ~~WIB~~ **WDB** Members, as appropriate and the Executive Director and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

~~**SOUTHEAST L.A. COUNTY WORKFORCE INVESTMENT BOARD (SELACO WIB)**~~

SOUTHEAST L. A. COUNTY WORKFORCE DEVELOPMENT BOARD (SELACO WDB)

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose investments in, income (including gifts, loans and travel payments) from and business positions with:

A. Business entities located within Los Angeles County that train people for employment or employment improvement.

B. Employment agencies located in Los Angeles County.

C. Business entities that employ, or plan to employ, persons who have received ~~Workforce Investment Act (WIA)~~ **Workforce Innovation and Opportunity Act** training for which the SELACO ~~WIB~~ **WDB** was responsible.

CATEGORY 2

Persons in this category shall disclose interests in real property in the service delivery area.

Persons are not required to disclose a residence, such as a home or vacation cabin, used exclusively as a personal residence; however, a residence in which a person rents out a room or for which a person claims a business deduction may be reportable.

~~CATEGORY 3~~

~~Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.~~

~~In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information, advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the Executive Director or his or her designee of the agency. (See footnote **in Exhibit "B"** for clarification.)~~

~~**SOUTHEAST L.A. COUNTY WORKFORCE INVESTMENT BOARD (SELACO WIB)**~~

SOUTHEAST L. A. COUNTY WORKFORCE DEVELOPMENT BOARD (SELACO WDB)

EXHIBIT "B"

Designated Positions	**Disclosure Categories**	
WDB Members **(was)** WIB Members	1, 2	**Title Change**
Executive Director	1, 2	
General Counsel	1, 2	
Consultants/New Positions*	~~3~~ *	

* Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:

The Executive Director or his or her designee may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director or his or her designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

Individuals who perform under contract the identical duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position.

EFFECTIVE DATE: