

**POLICY BOARD
MEETING**

**April 20, 2021
Tuesday**

12:00 Noon

AGENDA

A Meeting of the SELACO Workforce Development Policy Board

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

12:00 noon, Tuesday, April 20, 2021

Join Zoom Meeting

<https://zoom.us/j/98686118400>

Meeting ID: 986 8611 8400

Passcode: 429480

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

Member Rene Trevino, Mayor, City of Artesia
Member Naresh Solanki, Mayor, City of Cerritos
Member Blanca Pacheco, Mayor Pro Tem, City of Downey
Member Jesse Alvarado, Council Member, City of Hawaiian Gardens
Member Tony Ayala, Vice Mayor, City of Norwalk
Member Peggy Lemons, Mayor, City of Paramount
Vice Chairman Sonny Santa Ines, Council Member, City of Bellflower
Chairman Jeff Wood, Vice Mayor, City of Lakewood

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

A. Approval of the Minutes of the Joint Policy Board and WDB Executive Committee Meeting of February 23, 2021 Page 1

B. WDB Attendance Roster 6

C. Program Report for 07/01/20-2/28/21 8

7. Business Session

A. Report from the WDB Executive Director

B. Consideration of Appointments to the Workforce Development Board 31

SELACO Workforce Development Policy Board Agenda

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E. Selection of Auditing Firm	48
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10. Items from Staff	
11. Board Member Comments	
12. Adjournment to June 15, 2021	

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. PLEASE ADVISE STAFF IF YOU DESIRE TO USE THIS DEVICE.

MINUTES

A SPECIAL JOINT MEETING OF THE WORKFORCE DEVELOPMENT POLICY BOARD OF SOUTHEAST LOS ANGELES COUNTY AND THE SELACO WORKFORCE DEVELOPMENT BOARD EXECUTIVE COMMITTEE (Meeting Held via Zoom)

February 23, 2021

12:00 noon

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

CALL TO ORDER

The Joint Policy Board and WDB Executive Committee meeting was called to order by Policy Board Chairman Jeff Wood at 12:04 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Policy Board Member Trevino.

ROLL CALL

POLICY BOARD MEMBERS PRESENT: Jeff Wood, Lakewood, Chairman; Sonny Santa Ines, Bellflower, Vice Chairman; Rene Trevino, Artesia;; Blanca Pacheco, Downey Jesse Alvarado, Hawaiian Gardens; Tony Ayala, Norwalk; Peggy Lemons, Paramount.

POLICY BOARD MEMBERS ABSENT: Naresh Solanki, Cerritos.

WDB EXECUTIVE COMMITTEE MEMBERS PRESENT: Mark Dameron, WDB Chair; Aaron Drake, WDB Vice Chair; Joseph Derthick, WDB Executive Committee Member; Barbara Levine, WDB Executive Committee Member.

WDB EXECUTIVE COMMITTEE MEMBERS ABSENT: WDB Secretary/Treasurer Ben Espitia.

OTHERS PRESENT: Jack Joseph, Policy Board Administrator/Policy Director; Yolanda Castro, SELACO WDB Executive Director; Carol Davis, SELACO WDB Human Resources Administrator; Chau Diep, SELACO WDB Director of Finance; Kay Ford, SELACO WDB Deputy Executive Director; SELACO WDB Director of Policy and

Compliance; Peter Blanco, WDB Member, Department of Rehabilitation; Karen Lee, Management Analyst, City of Artesia.

PUBLIC COMMENTS

There were no public comments.

CONSENT CALENDAR

- A. Approval of the Minutes of the Policy Board Meeting of December 15, 2020**
- B. WDB Attendance Roster**
- C. Program Report for 07/01/20-12/31/20**

It was moved by Policy Board Member Trevino, seconded by Policy Board Member Pacheco, to approve the consent calendar. The motion was approved unanimously.

BUSINESS SESSION

A. Report from the WDB Executive Director

WDB Executive Director Yolanda Castro reported that SELACO is still operating on a hybrid level with some staff working at home. She said there is a daily limit of 33 customers and employees to be onsite.

Ms. Castro reported that they are in the process of completing the local and regional plans. She said a regional forum on the plan had been held last week. She thanked those who have participated in earlier forums.

Ms. Castro thanked the board leadership for sending letters of support for launching the American Workforce Act with additional funding. She said it would add \$15.6 million to the current funding level.

Ms. Castro said that SELACO has had a unique opportunity to work with Microsoft, who has been introducing new tools to help SELACO at a much reduced cost. She said Microsoft general manager Tim Ryder would be willing to serve as a member of the WDB. She said he is very familiar with workforce development boards.

B. Consideration of Annual Appointments to the Workforce Development Board

The Policy Board Administrator reported that there are currently Workforce Development Board+ vacancies for a Hawaiian Gardens private sector representative and two labor organization representatives.

It was moved by Member Ayala, seconded by Member Alvarado, to appoint Tracy Polley to a new two-year term expiring June 30, 2022. The motion was approved unanimously.

C. Application for Delivery of Career Services

The Executive Director reported that the WDB had approved staff's recommendation to apply to the California Workforce Development Board for SELACO to continue as the provider of Basic and Individualized Career Services for Adults and Dislocated Workers. She reviewed SELACO's success over the past five years in maintaining high quality of services with the in house staff and resources. She said if SELACO receives approval to provide for Adult and Dislocated Worker career services, that approval would be valid for four years, after which another request to continue providing those services would need to be submitted.

It was moved by Policy Board Member Lemons, seconded by Policy Board Member Trevino, that the Policy Board approve the action taken by the WDB to continue direct delivery of Basic and Individualized Career Services of Adult and Dislocated Workers and to authorize staff to submit an application to the California Workforce Development Board. The motion was approved unanimously.

INFORMATION ITEMS

A. Status of Auditor Procurement for 2020-2023

The Executive Director reported that staff had received no responses to the Request for Proposals to perform auditing services for SELACO WDB activity from July 1, 2020 to June 30, 2023 by the time of the deadline for receipt of proposals. She said staff had reached out to the County for a list of firms that have a specific interest in auditing workforce programs. Additionally, staff is considering additional outreach, including to firms that have previously submitted proposals but were not selected. She said four firms attended a recent bidder's conference in advance of the new RFP deadline of February 28th.

It was the consensus of the Policy Board to receive and file the report.

INTERESTING CORRESPONDENCE

A. Success Stories

The Executive Director reported on two recent success stories involving program participants from Compton and Bellflower.

ITEMS FROM STAFF

There were no items presented.

BOARD MEMBER COMMENTS

Policy Board Vice Chairman Santa Ines said he had attended a lot of Zoom meetings. As a result, he said he has learned that he can attend a lot more meetings. He thanked the staff for all that they do.

Policy Board Member Lemons said that she is one of the lucky ones in that she has received both Covid shots.

Policy Board Member Ayala said he would like to adjourn today's meeting in memory of former Norwalk Mayor and Councilmember and Policy Board Member Luigi Vernola, who passed away in January. He said Luigi Vernola had been a friend and mentor of his for over thirty years.

Policy Board Member Alvarado said he is excited about the addition of Paramount to SELACO and with the programs that are available to the community. He thanked staff for doing a great job.

Policy Board Member Pacheco said she can't wait until the Policy Board can meet in person again. She thanked Member Lemons for the addition of Paramount to SELACO.

Policy Board Member Trevino said he echoed all the other comments. He said he also had been attending more meetings than before because of Zoom. He said the pandemic has really affected the mental aspect of people out of work and out of school. On the other hand, he said, there has been some significant entrepreneurship and he is looking for ways to support this.

The Executive Director said there would be a kickoff meeting by Zoom on March 4th from 11:00 to noon for employers on how to engage with SELACO.

Chairman Wood said he echoed all of the comments and complimented the board and the staff for great work.

ADJOURNMENT

**Minutes of the SELACO WDB Policy Board and
SELACO WDB Executive Committee
February 23, 2021
Page 5 of 5**

It was the consensus of the Policy Board to adjourn at 1:00 p.m. in memory of former Norwalk Mayor and Councilmember Luigi Vernola.



**SELACO WDB Board of Directors
Attendance Roster – PY 20/21**

Board Members	7/23 2020	9/24 2020	10/22 2020	1/28 2021	3/25 2021	5/27 2021						
1. Blanco, Peter Rehabilitation Organization	Appointed by Policy Board on 10/20/20			X	A							
2. Castellanos, Allison Business Representative – City of Lakewood	X	X	X	AE	X							
3. Crespo, Leonard Business Representative City of Paramount	X	X	X	X	X							
4. Dameron, Mark Chair Business Representative – City of Lakewood	X	X	X	X	AE							
5. Derthick, Joseph Business Representative – City of Norwalk	X	X	X	X	X							
6. Drake, Aaron Vice Chair Business Representative – City of Bellflower	X	X	X	X	X							
7. Espitia, Ben Secretary/Treasurer Labor Organization	X	X	X	X	X							
8. Gomez, Belle Education Entity	X	X	X	X	X							
9. Gutierrez, Liza Marie Business Representative - City of Hawaiian Gardens	A	A	A	A	A							
10. Kucera, Kevin Labor Organization	AE	AE	AE	AE	AE							
11. Levine, Barbara Economic Development	X	X	X	X	X							

Board Members	7/23 2020	9/24 2020	10/22 2020	1/28 2021	3/25 2021	5/27 2021				
12. Lugo, Julia Public Employment Service	X	X	X	X	X					
13. Macias, Elia Business Representative – City of Hawaiian Gardens	A	A	A	A	A					
14. McGehee, Shannon Business Representative City of Paramount	X	X	A	X	X					
15. Nam, Leila Business Representative City of Artesia	A	X	X	X	X					
16. Patel, Vijay Business Representative – City of Downey	X	X	X	AE	X					
17. Polley, Tracy Business Representative – City of Norwalk	X	X	X	X	X					
18. Rapue, Judith Labor Organization	A	A	A	A	A					
19. Saucedo-Garcia, Cristina Business Representative – City of Downey	AE	X	AE	X	X					
20. Shah, Jawahar Business Representative City of Cerritos		X	X	A	A					
21. Todd, Sharon Education Entity	AE	X	AE	X	X					
22. Trivedi, Sanjay Business Representative – City of Cerritos		AE	X	AE	A					
23. Uttecht, Greg Business Representative City of Artesia	X	X	A	X	X					
24. Wehage, Larry Business Representative City of Bellflower	X	X	X	X	X					
25. VACANT Labor Organization										
26. Vacant Labor Organization										
27. Vacant Labor Organization										

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



Program Operations Report

EIGHT REPORT

JULY 1, 2020 – FEBRUARY 28, 2021

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PURPOSE

The Southeast Los Angeles County Workforce Development Board (SELACO WDB) respectfully submits the eighth Program Operations Report for the program year 2019-2020. This report reflects the various grants and services offered to our local job seekers and employers. This report includes information on America's Job Center of California Activity, Adult Programs, Youth Programs, Employer Services, Special and Regional Programs. The report will reflect performance and activity requirements of our funding entities.

SPOTLIGHT

CONGRATULATIONS TO CAREER CENTER MANAGER CORINA CORONEL AND THE CHANGE MAKERS TEAM!

The Change Makers team was nominated for a California Workforce Connection (CWC) Workforce System Customer Service Award to recognize and commend the group's work and commitment to collaborate, as a system, to take action on the critical issues/challenges faced with providing appropriate and seamless services to workforce system customers in a safe manner. On January 30, 2021, Corina attended the virtual Gala as a nominee and left as a winner. Congrats Corina and team!

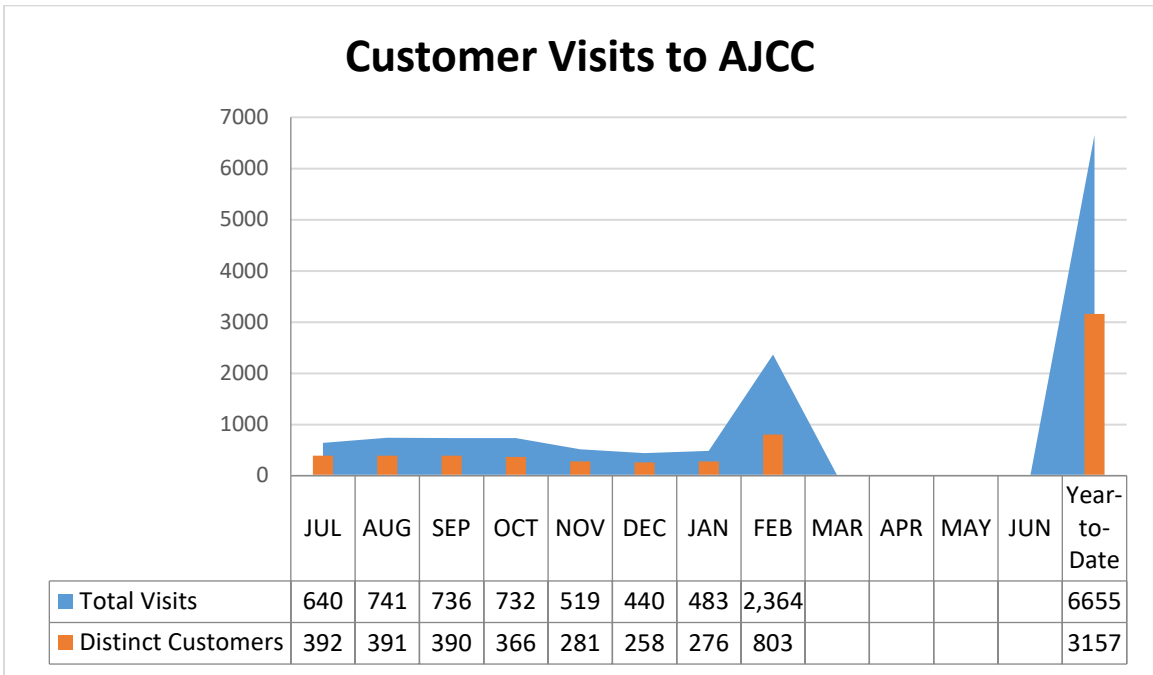


IN-THE-KNOW WITH SELACO

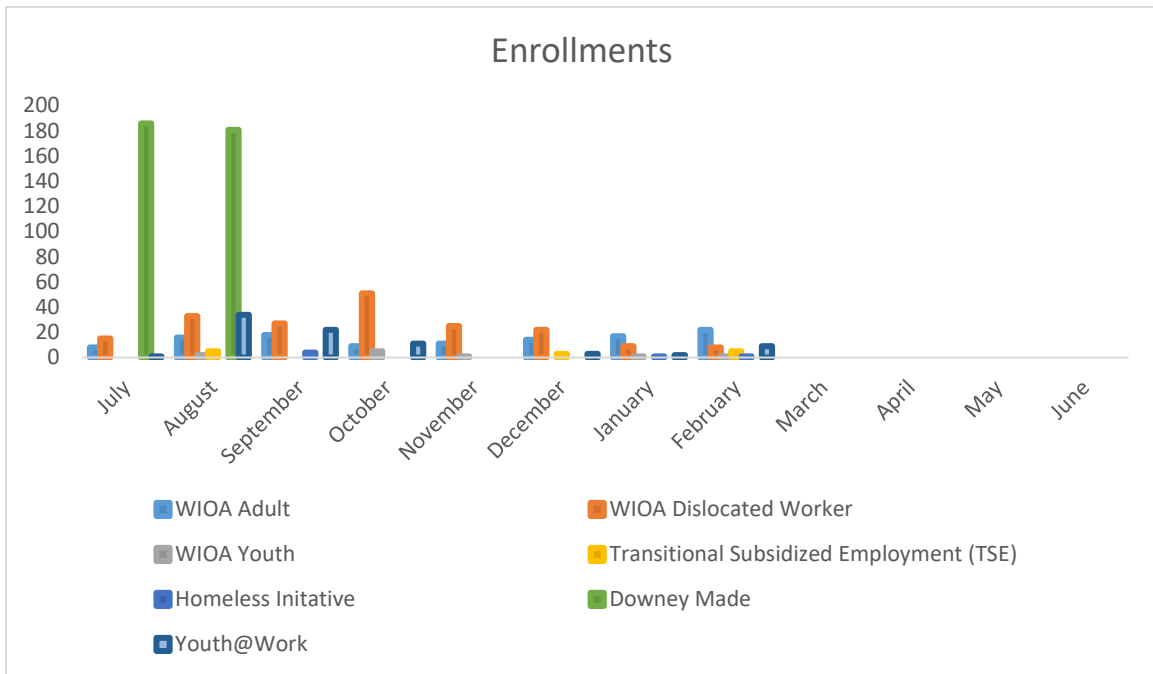
“In-the-Know with SELACO” is the name of the SELACO WDB Constant Contact company newsletter. Our newsletter is published quarterly and features articles highlighting recent activities and events including board and community engagement, special programs and success stories. Constant Contact also allows SELACO to deliver mass emails to multiple groups all at the same time without affecting the company server. We use Constant Contact to promote job recruitments and announcements for events such as The Collaborative Community Network meetings and Disability Awareness Training as well as in-house to inform staff. The following link provides you access to our most recent publication of “In-the-Know with SELACO”: [In-The-Know](#)

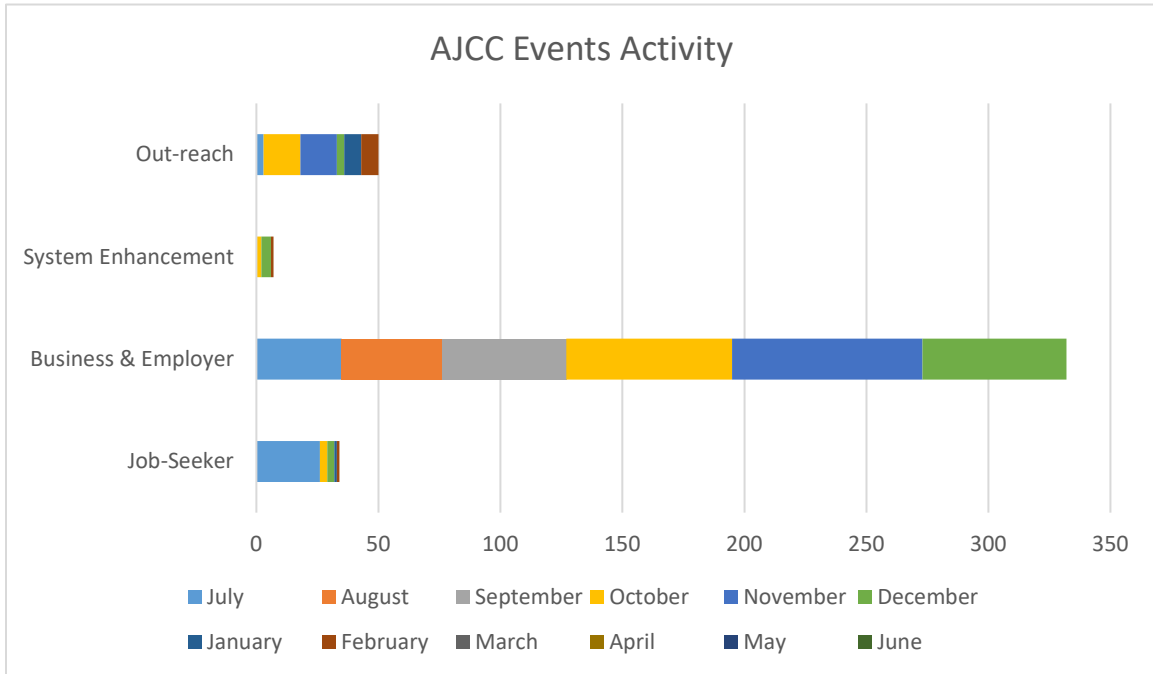
CAREER SERVICES

Customer Visits to AJCC



Enrollments





ADULT JOB SEEKER PROGRAMS

EVENTS

JOB SEEKER EVENTS	DESCRIPTION
Virtual Job Club	Partnered with Microsoft to host a LinkedIn presentation
Virtual Youth Workshops	Virtual workshops for youth focused on job readiness, job preparation, interview skills, and resume building
Labor Market Information (LMI) Presentation	EDD Host a workshop for Career Exploration
Personalized Job Search Assistance (PJSA)	EDD host a workshop to review job search activities and sharing of resource information.
Reemployment Services and Eligibility Assessment (RESEA)	EDD host a workshop to Review of job search activity and sharing of resource information.
Skills Discovery Job Search Workshop	Discover your strengths and learn how to talk about your skills that sell your value! Use this critical information during a job interview, on your resume, at a job fair, while networking and in your cover letter
The Job Hunt Begins Workshop	Discover the best ways to look for a job.
Applications, Cover Letters and Thank You Notes Workshop	Cover letters are more important than your resume! Find out why in this hands-on cover letter writing class.
Job Interview Preparation and Practice Workshop	It is the interview that lands the job offer, NOT the résumé. Ease those Job Interview jitters with preparation and practice.
Be a Super Star Employee Workshop	This workshop offers an opportunity to learn how to become the employee that you would be proud to be.
MS Word Basics / a Business Card	In this hands-on class, you will learn some basic Microsoft Word functions that will help you to a professional looking résumé.
CATS	Virtual bootcamp for young adults, allowing them the opportunity to establish a career pathway.
BUSINESS & EMPLOYER EVENTS	DESCRIPTION
SBRF Round 3	Small business revitalization fund grant available for small businesses, within the eight cities served by SELACO, who have been affected by COVID-19
SYSTEM ENHANCEMENT EVENTS	DESCRIPTION
System Management Team Meeting (SMT)	WIOA Partner meeting facilitated by One Stop Operator; to align service delivery, enhance service delivery, and quality control at AJCC.
SMT Symposium	The SMT hosted a symposium for 150 of their staff to virtually meet each other and educate each other on the services provided through the SELACO SMT partnerships.
Partnership Meetings	
OUTREACH EVENTS	DESCRIPTION
Learn for Life (L4L) Alma Family Services	SELACO hosted a virtual recruitment event for L4L and Alma Family Services staff, where they were informed on CATS and its goal
Downey Adult School	Presented SELACO services to prospective DAS students
CWA – AB1111 Peer Learning Community	SELACO staff spoke with fellow AB1111 grantees to gain knowledge on their experience

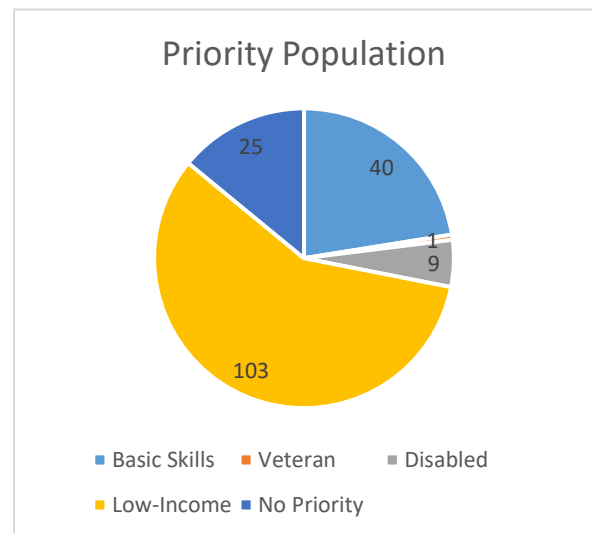
WIOA ADULT

To prepare workers -- particularly individuals with barriers to employment -- for good jobs by providing job search assistance and training. The Adult Program provides an emphasis on serving public assistance recipients, other low-income individuals, and individuals who are low-skilled.

WIOA PERFORMANCE INDICATORS PER QUARTER

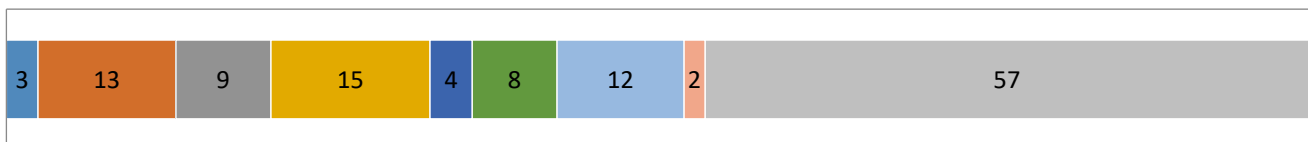
Performance Measure	Negotiated PY 20/21	Q1 PY 20/21	Q2 PY 20/21
Employed 2 nd Quarter after Exit	72.9%	65.1%	59.5%
Employed 4 th Quarter after Exit	71.4%	69.1%	48.4%
Measurable Skills Gain	52.0%	36.8%	36.7%
Credential Rate	40%	69.2%	73.3%
Median Wage	\$8,079	\$6,751.88	\$6,538.68

Activity Breakdown	
Carryover	183
Enrollments	123
Exits	95
Program Services	
Training	37
Work Experience/OJT	3
Supportive Services	45



WIOA Adult Enrollment by City

■ Artesia ■ Bellflower ■ Cerritos ■ Downey ■ Hawaiian Gardens ■ Lakewood ■ Norwalk ■ Paramount ■ Other



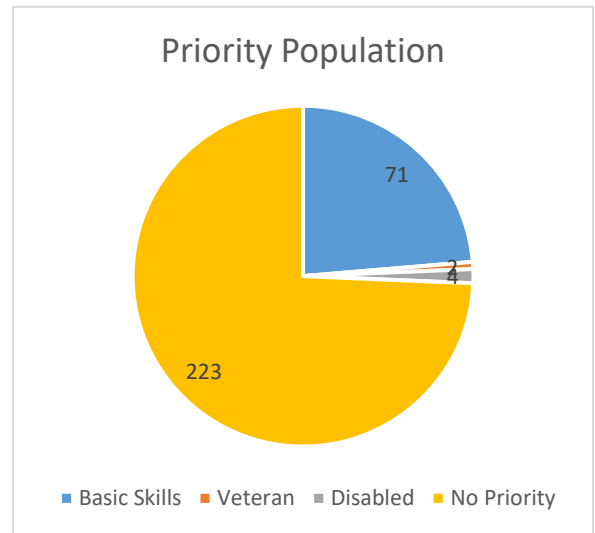
WIOA DISLOCATED WORKER (DW)

To prepare workers -- particularly individuals recently separated from employment -- for good jobs by providing job search assistance and training. The Dislocated Worker Program provides an emphasis on serving transitioning veterans, homemakers, recently unemployed, and struggling independent business owners.

WIOA PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Negotiated PY 20/21	Q1 PY 20/21	Q2 PY 20/21
Employed 2 nd Quarter after Exit	73.8%	66.7%	70.8%
Employed 4 th Quarter after Exit	73.8%	73.7%	81.0%
Measurable Skills Gain	50.0%	35.1%	30.8%
Credential Rate	56.4%	50.0%	100%
Median Wage	\$8,546	\$8,564.35	

Activity Breakdown		Grant 1187 Supportive Services
Carryover	144	
Enrollments	217	229
Exits	164	
Program Services		
Training	64	
Work Experience/OJT	1	
Supportive Services	77	191



*1187 is a special grant. The target population are dislocated workers impacted by the COVID-19 pandemic. The grant provides access to supportive service funds to individuals who meet eligibility criteria and do not need to be enrolled in WIOA employment services.

WIOA DW Enrollment by City

■ Artesia ■ Bellflower ■ Cerritos ■ Downey ■ Hawaiian Gardens ■ Lakewood ■ Norwalk ■ Paramount ■ Other



TRANSITIONAL SUBSIDIZED EMPLOYMENT (TSE)

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.

TSE PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Planned	Actual
Carry Over	50	5
New Enrollment	85	16
Placements		16
Retention		

TSE WEX PLACEMENT BY CITY

■ Artesia
 ■ Bellflower
 ■ Cerritos
 ■ Downey
 ■ Hawaiian Gardens
 ■ Lakewood
 ■ Norwalk
 ■ Paramount
 ■ Other



HOMELESS INITIATIVE

The SELACO RISE project is designed to move individuals from homelessness to employment with a focus on individual assessment, job readiness, support services, skills training, earn and learn/on-the-job training, placement and retention in a job which pays a living wage. In order to end individual homelessness, job retention is crucial to the success of these individuals and will require the necessary supports to be provided by Mentored. Our overall objective is to meet the employment challenges facing homeless persons in their search for employment and to facilitate their assimilation into the workplace thereby enhancing the outcomes within the workforce.

HOMELESS INITIATIVE PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Planned	Actual
New Enrollment	15	6
Exits		1

Program Services	Planned	Actual
Work Experience		0
OJT		0

Homeless Initiative Enrollment by City

■ Artesia ■ Bellflower ■ Cerritos ■ Downey ■ Hawaiian Gardens ■ Lakewood ■ Norwalk ■ Paramount ■ Other

6

WIOA YOUTH

To prepare youth (ages 14-24) with barriers to employment -- for good jobs by providing career exploration and training. The Youth Program provides an emphasis on serving public assistance recipients, other low-income individuals, basic skills deficient, pregnant or parenting young, foster youth, and youth with additional barriers to employment.

WIOA PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Negotiated PY 20/21	Q1 PY 20/21	Q2 PY 20/21
Employed or Placed in Education 2 nd QT after Exit	62.9%	54.5%	71.4%
Employed or Placed in Education 4 th QT after Exit	68.0%	47.6%	50.0%
Measurable Skills Gain	56.4%	46.9%	58.1%
Credential Rate	39.0%	37.5%	2.9%
Median Wage	\$3,610	\$13,348.20	\$7,238.74

Out-of-School Activity Breakdown	Planned	Actual
Carryover		53
Enrollments	84	14
Exits		22
Program Services		
Training		7
Work Experience/OJT		2
Supportive Services		40

*Due to COVID-19 sites such as Field of Dreams and Learn4Life have been closed and has hindered the recruitment process; therefore causing a lack in enrollments.

WIOA Youth Enrollment By City

■ Artesia ■ Bellflower ■ Cerritos ■ Downey ■ Hawaiian Gardens ■ Lakewood ■ Norwalk ■ Paramount ■ Other



YOUTH@WORK

The Youth@Work program 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 receives 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 on 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 weakness. Upon completion of the program, youth receive a certificate of Work Readiness.

YOUTH@WORK ENROLLMENT GOALS

Agency	CalWORKS		Foster		JJCPA		Other Under Served Youth (OUSY)		System Involved Youth (SIY)		TOTAL	
	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual
City of Hawaiian Gardens	20	28	0	0	10	4	50	24	26	11	70	67
SELACO	0	2	14	11	0	1	0	2	0	0	14	16

Progress	CalWORKS	Foster	JJCPA	OUSY	SIY	Total
Enrollments	30	11	5	26	11	83
Exits	23	1	4	20	10	58

BRIDGE TO WORK

The Bridge-to-Work-Foster program works with foster youth that are eligible to enroll in the Independent Living Program (ILP) and aims to get them started on a path to a high wage career.

BRIDGE TO WORK PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Planned	Actual
Carry Over	50	0
New Enrollment	8	15
Exits		0
Retention		

Program Services	
Work Experience (WEX)	15

Bridge to Work Enrollment by City

■ Artesia
 ■ Bellflower
 ■ Cerritos
 ■ Downey
 ■ Hawaiian Gardens
 ■ Lakewood
 ■ Norwalk
 ■ Paramount
 ■ Other

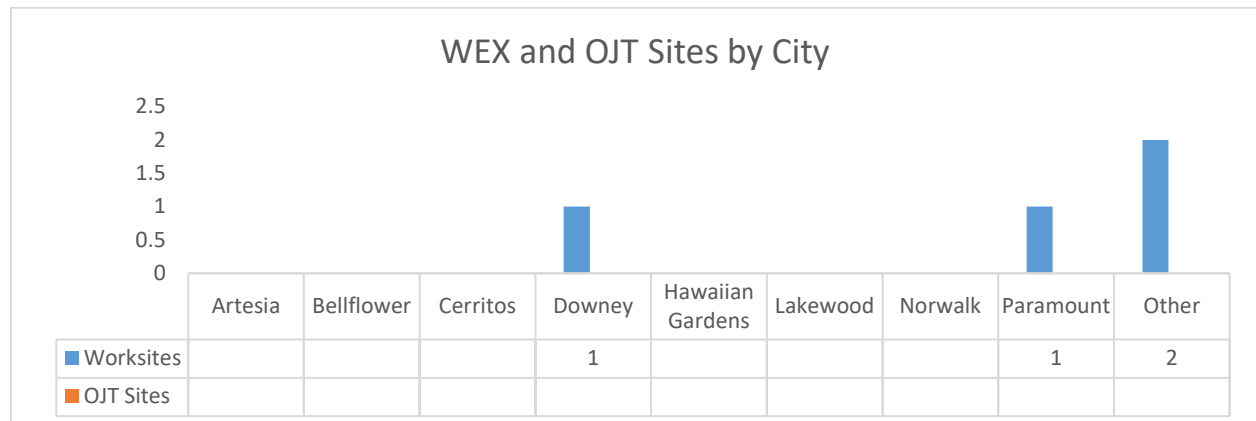


BUSINESS SERVICES

Business services engage with a diverse range of employers to promote business representation on the local board and develop effective linkages with employers to support local workforce investment activities. Develop and deliver innovative workforce investment services and strategies for employers, which may include career pathways, skills upgrading, skill standard development and certification for recognized postsecondary credential or other employer use, apprenticeship, and other effective initiatives for meeting the workforce investment needs of area employers and workers.

Offer appropriate recruitment and other business services on behalf of employers, including small employers, which may include services such as providing information and referral to specialized business and services not traditionally offered through the one-stop delivery system. Provide assistance to employers in managing reductions in force in coordination with rapid response activities and strategies for the aversion of layoffs, which strategies may include early identification of firms at risk of layoffs, use of feasibility studies to assess the needs of and options for at-risk firms, and the delivery of employment and training activities to address risk factors.

Activity Breakdown	
Job Fairs	6
Job Development	202
Special Recruitments	13
Rapid Response	18
Lay-off Aversion	118
Total	357



SMALL BUSINESS REVITALIZATION FUND GRANT

SELACO WDB is pleased to announce the release of the SELACO COVID-19 Small Business Revitalization Fund (CV19SBRF) grant, in cooperation with the California Employment Development Department (EDD). The SBRF grants are designed to assist small employers located in the cities of Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, Norwalk and Paramount. The SBRF is specially designed to support employers experiencing economic stresses and in need of assistance to prevent employee layoffs or facility closures during the COVID-19 pandemic. SELACO WDB has designated \$200,000 of local and State Rapid Response funding for the SELACO CV19SBRF. Qualified companies may be eligible for up to one \$5,000 grant as awarded through a lottery. The third round of applications will be accepted between 10:00am on October 26, 2020 and 10:00am on November 2, 2020 via email to sbrf2020@selaco.com. The following link provides you with access to further information on the application process, eligibility requirements, guidelines, and application packet: [CV19SBRF](#)

Round 1 Applicants	Artesia	Bellflower	Cerritos	Downey	Lakewood	Hawaiian Gardens	Norwalk	Paramount
Hi BBQ			\$10,000					
Liz Travel			\$10,000					
O'Neal Associates		\$10,000						
Royal Cuts		\$10,000						
Advocates for Family Unity								\$10,000
Round 1 Total		\$20,000	\$20,000					\$10,000

Round 2 Applicants	Artesia	Bellflower	Cerritos	Downey	Lakewood	Hawaiian Gardens	Norwalk	Paramount
Labwerkz					\$10,000			
Natrapro					\$10,000			
Hi Tek Nails			\$10,000					
Hair We Are					\$10,000			
GLOBAL Termite Inspection			\$10,000					
The Stand Up Comedy Club		\$10,000						
Yogurt Flavors		\$10,000						
New York Chimi's & More/Emerald Services		\$10,000						
Souls Health Lifeline		\$10,000						
Epic Lounge				\$10,000				
PaigeMarq Luxe	\$10,000							
Round 2 Total	\$10,000	\$4,000	\$20,000	\$10,000	\$30,000			

Round 2 Applicants	Artesia	Bellflower	Cerritos	Downey	Lakewood	Hawaiian Gardens	Norwalk	Paramount
Moonstone Label				\$8,517				
Yoli's Zumba				\$1,859				
Visual Strategy Signs				\$8,364				
Stay Gallery				\$9,000				
Elias and Ethan Art Studios					\$10,000			
La De Da Salon					\$10,000			
Prep Ed Programs Inc.					\$6,335			
The Nest Eatery		\$9,910						
Parent, Family Engagement and Comm. Services						\$10,000		
Downey Foundation for Educational Opportunities				\$10,000				
Round 3 Total		\$9,910		\$37,740	\$26,335	\$10,000		
Net Total All Rounds	\$10,000	\$69,910		\$57,740	\$56,335	\$10,000		\$10,000
Grant Total	\$243,985							

EMPLOYER TRAINING PANEL (ETP)

SELACO WDB is a prime contractor for the State’s Employment Training Panel (ETP) enterprise, a performance-based initiative supporting job creation and retention, through customized skills training. ETP is funded by a special California corporate tax and differs from other workforce development programs whose emphasis is on pre-employment training. SELACO WDB, with ETP funds, fulfills its mission by reimbursing the cost of employer-driven training for incumbent workers. Overall, the ETP program helps to ensure that California businesses will have the skilled workers they need to remain competitive. Employers must be able to effectively train workers in response to changing business and industry needs. While the need for workforce training is critical, businesses generally reserve capacity-building dollars for highly technical and professional occupations – Limiting investment in training for frontline workers who produce goods and deliver services. ETP helps to fill this gap by funding training that is targeted to the frontline workers.

Eligible Training Panel (ETP)		
ET-20-0219 (Contract Term: 2019-2021)		
	Planned	Actual
Enrollments	198	451
Completions	103	15
Retention	15	15

SPECIAL AND REGIONAL PROGRAMS

CHILD DEVELOPMENT PROGRAM

Facilities	Planned Enrollments	Actual Enrollments
A. J. Padelford Child Development Center 11922 169 th Street, Artesia, CA 90701 Center Director: Liz Quintanilla Phone Number: (562) 926-2427	88	32
Artesia Child Development Center 18730 Clarkdale Avenue, Artesia, CA 90701 Center Director: Malajat Raja Phone Number: (562) 653-0290	77	47
Bellflower Child Development Center 447 Flower Street, Bellflower, CA 90706 Center Director: Regina Mayo Phone Number: (562) 804-7990	88	36
Bellflower II Child Development Center 14523 Bellflower Blvd., Bellflower, CA 90706 Phone Number: (562) 867-8399	96	45
Lakewood Child Development Center 5225-A Hayter Avenue, Lakewood, CA 90712 Center Director: Maria Navarro Phone Number: (562) 531-9440	94	47
Maywood Child Development Center 4803 58 th Street, Maywood, CA 90270 Center Director: Silvia Guzman Phone Number: (323) 560-5656	96	40
Norwalk Child Development Center 14000 San Antonio Drive, Norwalk, CA 90650 Center Director: Silvia Guzman Phone Number: (562) 864-1958	40	19
Total	579	266

*Due to COVID-19, all centers are limited to group sizes in each classroom. Until further notice, enrollment will be 50% of normal as per County Department of Health and Licensing directives.

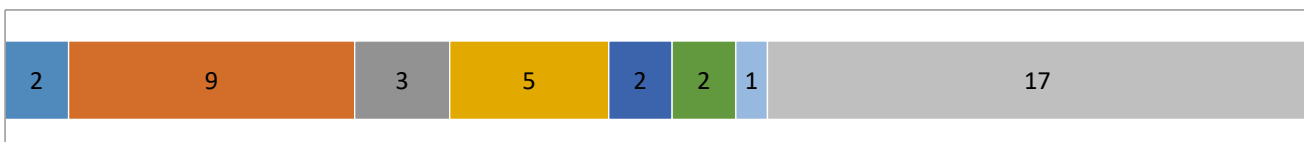
PRISON TO EMPLOYMENT (P2E)

P2E (Prison to Employment) is an initiative to strengthen partnerships between Workforce Development and CDCR (California Department of Corrections & Rehabilitation) in order to collectively provide workforce services to the reentry population. It is intended for Parole Agents and AJCC staff to work together to successfully provide employment services, training, work experience and support services to ensure Parolee's success. Per the funding stream and program design, progress is reported cumulatively on a quarterly basis per the categories below:

Prison to Employment PY 19/20								
Quarterly End Date (MM/YY)	03/20		06/20		09/20		12/20	
	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual
Total Participants enrolled	25	12	25	17	25	30	25	41
Total Participants enrolled in training		2		2		6		11
Total participants completed training		0		1		1		1
Attained Industry-valued certification or degree		0		0		0		0
Placement in post-secondary education		0		0		0		0
Placement in State Approved Apprenticeship		0		0		0		0
Placement in Industry Sector employment		0		0		0		6
Placement in Temporary other employment		0		0		0		4
Employment retention-2 nd quarter after exit		0		0		0		0

Prison to Employment Enrollment by City

■ Artesia ■ Bellflower ■ Cerritos ■ Downey ■ Hawaiian Gardens ■ Lakewood ■ Norwalk ■ Paramount ■ Other



BOT-CDCR REFERRAL PROJECT

In collaboration with CDCR, EDD workforce Services, and the California Workforce Development Board, the SELACO WDB pioneered an electronic referral process that facilitates a hard hand-off of re-entry participants into the SELACO WDB AJCC. The SELACO WDB successfully piloted the process in October 2019 and fully implemented in November 2019. Below is the progress of the referral process:

BOT-CDCR Referrals	
Total electronic referrals from CDCR	226
Referrals enrolled into P2E	41
Enrolled into WIOA	46
Pending Intake	2
Referred to other services/agency	2
Not suitable due to full time employment/employment schedule conflict	35
Not interested/declined services	25
No response	95

COUNCIL OF GOVERNMENTS (COG) - HOMELESS EMPLOYMENT PROGRAM

In collaboration with Gateway Cities Council of Government, SELACO WDB, SHARE and HUB cities, the Homeless Employment Program is designed to provide immediate shelter for the homeless within the Gateway region, followed by employment and training services. The overall goal of the project is to support homeless candidates secure permanent housing, long term employment and self-sufficiency.

The role of each partner:

Gateway Cities: will serve as the project administrator and provide oversight/guidance to the selected providers.

SHARE! Collaborative Housing: will provide affordable permanent supportive housing in single-family houses throughout Los Angeles County and assist candidates in addressing issues that hinder their ability to secure full time employment. Once barriers to employment have been addressed, SHARE will refer candidates to the workforce partners for training and employment services.

SELACO WDB and HUB Cities: each agency will support 50 candidates. Services will include:

- Co-enrollment into WIOA
- Career planning
- Development of Individual Employment Plans that may include paid work experience, vocational training, On-the-Job training, and/or placement into full time employment
- Ongoing Case Management
- Follow-Up services for one year after exit

REFERRAL ACTIVITY	
Referrals to SHARE	28
Referrals from SHARE	12
Enrollments resulting from SHARE referrals	5

ENROLLMENT ACTIVITY	
Work Experience (WEX)	
On-the-Job Training (OJT)	
Training	4
Placements	
Supportive Services	
Exits	2

GLOSSARY OF TERMS

AJCC:	American Job Center of California
ASE:	Academic Skills Enhancement
CalJOBS:	California Job Services
CWDB	California Workforce Development 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
WIOA:	Workforce Innovation and Opportunity Act

To: SELACO WDB Policy Board
From: Jack Joseph, Policy Board Administrator
Date: April 20, 2021
Subject: Consideration of Appointments to the WDB


There is currently a vacancy for a private sector representative from the City of Hawaiian Gardens and three additional vacancies for representatives from labor organizations.



MEMORANDUM

DATE: April 20, 2021

TO: SELACO Policy Board

FROM: Yolanda Castro, Executive Director 

RE: Approval of SELACO WDB Local Area Subsequent Designation and Local Board Recertification Application for Program Year 2021-23

Attached for your review and approval is the SELACO WDB Local Area Subsequent Designation and Local Board Recertification Application for Program Year 2021-23. At this time, we are seeking Recertification of our Board with no changes to our current service delivery area representing the cities of Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, Norwalk and Paramount.

Action Required:

Review and approve the attached application for signature for the SELACO WDB Local Area Subsequent Designation and Local Board Recertification Application for Program Year 2021-23 identifying no changes to our service delivery area.

**Local Area Subsequent Designation and
Local Board Recertification
Application for Program Year 2021-23**

Local Workforce Development Area

Southeast Los Angeles County Workforce Development Board

Application for Local Area Subsequent Designation and Local Board Recertification

This application will serve as your request for Local Workforce Development Area (Local Area) subsequent designation and Local Workforce Development Board (Local Board) recertification for Program Year (PY) 2021-23 under the *Workforce Innovation and Opportunity Act* (WIOA).

If the California Workforce Development Board (CWDB) determines the application is incomplete, it will either be returned or held until the necessary documentation is submitted. Please contact your [Regional Advisor](#) for technical assistance or questions related to this application.

Southeast Los Angeles County Workforce Development Board

Name of Local Area

10900 E 183rd Street, Suite 350

Mailing Address

Cerritos, CA 90703

City, State, ZIP

April 12, 2021

Date of Submission

Yolanda L Castro

Contact Person

(562) 402-9336 extention 1201

Contact Person's Phone Number

Local Board Membership

The WIOA Section 107(b)(2)(A) through (E) states the requirements for nominating and selecting members in each membership category. The WIOA Section 107(b)(2)(A) requires that business members constitute a majority of the Local Board. The chairperson shall be a business representative, per WIOA Section 107(b)(3).

The local Chief Elected Official (CEO) is required to provide the names of the individuals appointed for each category listed on the following pages, and attach a roster of the current Local Board which identifies each member’s respective membership category.

Business – A majority of the members must be representatives of businesses in the Local Area who (i) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policy-making or hiring authority; (ii) represent businesses, including small businesses, or organizations; and (iii) are appointed from among individuals nominated by local business organizations and business trade association (WIOA Section 107[b][2][A]).

Please identify the Local Board chairperson by typing CHAIR after their name.

Name	Title	Entity	Appointment Date	Term End Date
Leila Nam		D.K.for Property Management	8/2019	6/2021
Gregg Uttecht		Fabrica Fine Carpets and Rugs	12/2019	6/2022
Aaron Drake	Vice Chair	USC - University Policy Department	9/2004	6/2021
Larry Wehage		Lions Club International	12/2016	6/2022
Sanjay Trivedi		Law Office of Sam Trivedi	8/2020	6/2021
Jawahar Shah		AMC Inc	8/2020	6/2022
Cristina Saucedo-Garcia		Kaiser	8/2016	6/2021
Vijay Patel		Deputy City Attorney - Central Criminal	6/2018	6/2022
Lisa Marie Gutierrez		Marcie's	4/2019	6/2022
Mark Dameron	Chair	Rotary Club of Lakewood	6/2016	6/2021
Allison Castellanos		Allison Tutoring	4/2015	6/2022
Joseph Derthick		AFLAC	4/2010	6/2021
Tracy Polley		Kelco Sales	12/2014	6/2022
Leonard Crespo		Total-Western	7/2020	6/2021
Shannon McGehee		World Energy	7/2020	6/2022

Tim Ryder (In Process) Microsoft Pending board approval
Labor – Not less than 20 percent of the members must be representatives of workforce within the Local Area who must include (i) representatives of labor organizations who have been nominated by state labor federations; (ii) a member of a labor organization or a training director from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area; and may

include (iii) representatives of community-based organizations with demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, veterans, or individuals with disabilities; and (iv) representatives of organizations with demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth and/or out-of-school youth (WIOA Section 107[b][2][B]).

California Unemployment Insurance Code (CUIC) Section 14202(b)(1) further requires and specifies that at least 15 percent of Local Board members shall be representatives of labor organizations unless the local labor federation fails to nominate enough members. For a local area in which no employees are represented by such organizations, other representatives of employees shall be appointed to the board, but any local board that appoints representatives of employees that are not nominated by local labor federations shall demonstrate that no employees are represented by such organizations in the local area.

Name	Title	Entity	Appointment Date	Term End Date
1. Ben Espitia	Secretary/Treasurer CBO	Goodwill	12/2008	6/2022
2. Judy Rapue	Labor Organization	CWA District 9	3/2006	6/2021
3. Kevin Kucera	Labor Organization	IAM #1484	2000	6/2022
4. ***				

***Several attempts have been made to secure a representative, with no response from the California Labor Federation. See attached letters.

Education – Each Local Board shall include representatives of entities administering education and training activities in the Local Area who must include (i) a representative of eligible providers administering WIOA Title II adult education and literacy activities; (ii) a representative of institutions of higher education providing workforce investment activities; and may include (iii) representatives of local educational agencies, and community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment (WIOA Section 107[b][2][C]).

Name	Title	Entity	Appointment Date	Term End Date
1. Sharon Todd	Adult Education and Literacy	Norwalk La Mirada Adult School	2/2015	6/2021
2. Bellegran Gomez	Institution Higher Education	Cerritos College	10/2011	6/2022
3.				
4.				

Economic and Community Development – Each Local Board shall include representatives of governmental, economic, and community development entities serving the Local Area who must include (i) a representative of economic and community development entities; (ii) a representative from the state employment service office under the *Wagner-Peyser Act*; (iii) a representative of the Vocational Rehabilitation program; and may include (iv) representatives of agencies or entities administering programs serving the Local Area relating to transportation,

housing, and public assistance; (v) Representatives of philanthropic organizations serving the Local Area; and (E) individuals or representatives of entities as the local CEO in the Local Area may determine to be appropriate (WIOA Section 107[b][2][D] and [E]).

Name	Title	Entity	Appointment Date	Term End Date
1. Barbara Levine	Economic & Community Development	Los Angeles County Economic Development	10/2008	6/2022
2. Julia Lugo	Employment Services	EDD	4/2018	6/2021
3. Peter Blanco	Rehabilitation Act of 1973	CA Department of Rehabilitation	10/2020	6/2022
4.				
5.				
6.				
7.				
8.				

Performed Successfully

The Local Area hereby certifies that it has performed successfully, defined as having met 80 percent of their negotiated performance goals in PY 2018-19 or PY 2019-20 for the following indicators:

- Employment Rate 2nd Quarter After Exit
- Median Earnings

PY 2018 Performance Goals				
	Adults	Dislocated Workers	Youth	
Employment Rate 2nd Quarter After Exit	106 %	95 %	87.8 %	Employment or Education Rate 2nd Quarter After Exit
Median Earnings 2nd Quarter After Exit	\$ \$8,125.92	\$ \$9,512.15	BASELINE	Median Earnings

PY 2019 Performance Goals				
	Adults	Dislocated Workers	Youth	
Employment Rate 2nd Quarter After Exit	101%	121 %	88.6 %	Employment or Education Rate 2nd Quarter After Exit
Median Earnings 2nd Quarter After Exit	\$ \$7,345.23	\$ \$9,021.62	BASELINE	Median Earnings

Sustained Fiscal Integrity

The Local Area hereby certifies that it has not been found in violation of one or more of the following during PY 18-19 or PY 19-20:

- *Final determination of significant finding(s)* from audits, evaluations, or other reviews conducted by state or local governmental agencies or the Department of Labor identifying issues of fiscal integrity or misexpended funds due to the willful disregard or failure to comply with any WIOA requirement.
- *Gross negligence* – defined as a conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both.
- *Failure to observe accepted standards of administration* – Local Areas must have adhered to the applicable uniform administrative requirements set forth in Title 2 *Code of Federal Regulations* (CFR) Part 200.

Certify No Violation

Engaged in Regional Planning

Engaged in regional planning is defined as participating in and contributing to regional planning, regional plan implementation, and regional performance negotiations. The Local Area hereby certifies that it has participated in and contributed to regional planning and negotiating regional performance measures in the following ways:

***See attached

Local Area Assurances

Through PY 21-23, the Local Area assures:

- A. It will comply with the applicable uniform administrative requirements, cost principles, and audit requirements (WIOA Section 184[a][2] and [3]).

Highlights of this assurance include the following:

- The Local Area's procurement procedures will avoid acquisition of unnecessary or duplicative items, software, and subscriptions (in alignment with Title 2 CFR Section 200.318).
- The Local Area will maintain and provide accounting and program records, including supporting source documentation, to auditors at all levels, as permitted by law (Title 2 CFR Section 200.508).

Note that failure to comply with the audit requirements specified in Title 2 CFR Part 200 Subpart F will subject the Local Area to potential cash hold (Title 2 CFR Section 200.338).

- B. All financial reporting will be done in compliance with federal and State regulations and guidance.

Highlights of this assurance include the following:

- Reporting will be done in compliance with Workforce Services Directive WSD19-05, *Monthly and Quarterly Financial Reporting Requirements*, (December 4, 2019).
- All closeout reports will comply with the policies and procedures listed in WSD16-05, *WIOA Closeout Requirement*, (July 29, 2016).

Note that failure to comply with financial reporting requirements will subject the Local Area to potential cash hold. (Title 2 CFR Section 200.338)

- C. Funds will be spent in accordance with federal and state laws, regulations, and guidance.

Highlights of this assurance include:

- The Local Area will meet the requirements of the *California Unemployment Insurance Code Section 14211*, to spend a minimum of 30 percent of combined total of WIOA Title I adult and dislocated worker formula fund allocations on training services.
- The Local Area will not use funds to assist, promote, or deter union organizing (WIOA Section 181[b][7]).

- D. The Local Board will select the America's Job Center of CaliforniaSM operator(s), with the agreement of the local CEO, through a competitive process such as a Request for Proposal, unless granted a waiver by the state (WIOA Section 121[d][2][A] and 107[g][2]).
- E. The Local Board will collect, enter, and maintain data related to participant enrollment, activities, and performance necessary to meet all CalJOBSSM reporting requirements and deadlines.
- F. The Local Board will comply with the nondiscrimination provisions of WIOA Section 188, including the collection of necessary data.
- G. The Local Area will engage in and contribute to, regional planning and regional plan implementation (for example, Local Area has participated in regional planning meetings and regional plan implementation efforts, and the Local Board and local CEO have reviewed and approved the regional plan and modifications).
- H. The Local Area will participate in regional performance negotiations.
- I. It will comply with CWDB policies and guidelines, legislative mandates and/or other special provisions as may be required under federal law or policy, including the WIOA or state legislation.
- J. Priority shall be given to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of career and training services funded by WIOA Adult funding (WIOA Section 134[c][3][E] and *Training and Employment Guidance Letter* [TEGL] 10-09, and TEGL 19-16).

Application Signature Page

Instructions – The local CEO and Local Board chair must sign and date this form. Electronic signatures are permitted for the PY 21-23 application.

By signing the application below, the local CEO and Local Board chair request subsequent designation of the Local Area and recertification of the Local Board. Additionally, they agree to abide by the Local Area assurances included in this application.

Local Workforce Development Board Chair

Local Chief Elected Official

Signature

Signature

Name

Name

Title

Title

Date

Date

Board Members	Business Representative	Labor Organization	Community Based Organization	Educational Agency	Vocational Rehabilitation Agency	Public Assistance Agency	Economic Development Agency	Public Employment Service	Community Service Agency
14. Tracy Polley KELCO Sales	Norwalk								
15. Leonard Crespo Total-Western	Paramount								
16. Shannon McGehee World Energy	Paramount						LAEDC		
17. Barbara Levine Los Angeles County Economic Development Corporation									
18. Kevin Kucera IAM #1484		IAM #1484							
19. Judy Rapue CWA District 9		CWA District 9							
20. Ben Espitia Goodwill		Goodwill							
21. VACANT		X							
22. VACANT		X							
23. VACANT		X							
24. Belle Gomez Cerritos College				Cerritos College					
25. Sharon Todd Norwalk La Mirada Adult School				Norwalk La Mirada Adult School					
26. Peter Blanco Department of Rehabilitation					Dept. of Rehab				
27. Julia Lugo Employment Development Department								EDD	

23 – ACTIVE MEMBERS 4- VACANCIES 27 – TOTAL SEATS AS REQUIRED BY WIOA



December 16, 2020

John Brauer
Executive Director
California Labor Federation
600 Grand Ave #410
Oakland, Ca. 94610

Dear Mr. Brauer,

The Southeast Los Angeles County Workforce Development Board serving the cities of Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, Norwalk and Paramount is seeking your assistance in assigning a Labor Representative to serve on our Workforce Development Board. It is our understanding that all requests for representation are submitted to you for consideration and assignment.

Attached for your information is a nomination form and fact sheet that provides an overview of our board and the role of a SELACO WDB Board Member. Your nomination will be reviewed and confirmed by our local elected officials (SELACO Policy Board).

Your assistance in meeting the Workforce Investment Opportunity Act of 2014 (WIOA) requirements for labor representation on local Workforce Development Boards is greatly appreciated. At this time one member is needed to maintain compliance with WIOA.

Should you have any questions please feel free to contact me or my Executive Secretary, Carol Reyes Davis at 562 402-9336.

Respectfully,

A handwritten signature in black ink, appearing to read "Yolanda L. Castro", is written over a horizontal line.

Yolanda L Castro
Executive Director

10900 E. 183rd Street • Suite 350 • Cerritos CA 90703
(562) 402-9336 • Fax (562) 860-4701 • www.selacowdb.com
For information selaco@selaco.com

Serving our eight cities:

Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, Norwalk and Paramount



April 1, 2021

John Brauer
Executive Director
California Labor Federation
600 Grand Ave #410
Oakland, Ca. 94610

Dear Mr. Brauer,

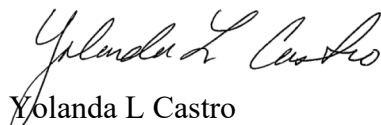
The Southeast Los Angeles County Workforce Development Board serving the cities of Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, Norwalk and Paramount is seeking your assistance in assigning a Labor Representative to serve on our Workforce Development Board. It is our understanding that all requests for representation are submitted to you for consideration and assignment.

Attached for your information is a nomination form and fact sheet that provides an overview of our board and the role of a SELACO WDB Board Member. Your nomination will be reviewed and confirmed by our local elected officials (SELACO Policy Board).

Your assistance in meeting the Workforce Investment Opportunity Act of 2014 (WIOA) requirements for labor representation on local Workforce Development Boards is greatly appreciated. At this time three members are needed to maintain compliance with WIOA.

Should you have any questions please feel free to contact me or my Executive Secretary, Carol Reyes Davis at 562 402-9336.

Respectfully,



Yolanda L Castro
Executive Director

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For information selaco@selaco.com

Serving our eight cities:

Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, Norwalk and Paramount Page 45 of 66

Engaged in Regional Planning *Engaged in regional planning* is defined as participating in and contributing to regional planning, regional plan implementation, and regional performance negotiations. The Local Area hereby certifies that it has participated in and contributed to regional planning and negotiating regional performance measures in the following ways:

SELACO WDB supported the **development of the LARPU Regional Plan** for 2021-2024 by:

- Participating in planning meetings
- Provided information on activities we are engaged in that support regional planning goals and objectives.
- Participated and promoted the February 16th and 18th Stakeholder meetings.
- Posted for public comment the draft LARPU Plan for local stakeholder comments.
- Preparing to submit local plan to Foothill Workforce Development Board (Regional Coordinator) for submittal with the LARPU Regional plan by March 27, 2021.
- Support meeting objectives of the Regional Plan by participating in regular coordinated Director Meetings.

SELACO WDB **supported regional performance negotiations** by:


- Joined a regional performance planning team that included staff with program and performance expertise from each of the seven WDBs in RPU 14.
- Participated in two regional performance planning team meetings to discuss regional performance in preparation for regional negotiations. Discussed target populations, program design, and factors to be included in setting performance standards as a local area and as a region. Discussed WIOA performance not solely within a local area, rather in the context of joint planning among the seven WDBs in our region.
- Participated in a regional performance planning team meeting with the EDD performance staff in preparation for regional negotiations. Discussed the Statistical adjustment model and the impact regional special projects have on regional performance, such as the DEA grants and P2E.
- Negotiated local performance numbers in an open, regional setting with the CWDB.



MEMORANDUM

DATE: April 20, 2021

TO: SELACO Policy Board

FROM: Yolanda Castro, Executive Director 

RE: SELACO WDB Annual Audit Report for Fiscal Year 2019-20

On March 25, 2021, the SELACO WDB reviewed and approved the attached annual audit for FY 2019-20.

This item comes to the Policy Board for your review and approval the annual audit report and management letter for Fiscal Year 2019-20. There were no findings or questioned costs identified in the audit. The management letter contained no comments. There are three things in the audit report we would like to point out:

1. That in the auditor's opinion the reports "present fairly" the financial position of SELACO WDB. That attestation is on page 1 of the report.
2. That SELACO WDB has a positive "net assets" balance (\$469,630). That information is on page 3 of the report.
3. That there are no findings and questioned costs. That information is on pages 39-42 of the report.

The audit report also contained no items of material noncompliance.

Action Required:


Approve the audit report and direct the Executive Director to forward the audit report to all necessary agencies.



MEMORANDUM

DATE: April 20, 2021

TO: SELACO Policy Board

FROM: Yolanda Castro, Executive Director 

RE: Selection of Auditing Firm

On December 16, 2020, the SELACO WDB staff released a Request for Proposal (RFP) to select an auditing firm to provide Single Audit services from July 1, 2020 to June 30, 2023. The initial release was posted on our website, announced in the Press Telegram, and staff outreached to 20 auditing firms within the LA Region. Unfortunately, our initial release of Request for Proposal resulted in no responses.

Our Compliance Team released another notification for proposal with a submittal date of February 28, 2021. To increase responses to our next call for proposals, our staff have reached out to local boards and County auditor requesting auditing firms they have procured. SELACO WDB also advertised in the Gaslamp local paper as well as the Cerritos news. We had also increased our outreach list from 20 to an additional 20 firms for a total of 40.

On the due date, February 28, 2021 we received only one (1) response to our RFP. The response is from Lance, Soll, and Lunghard LLP (LSL). This auditing firm met the qualifications and experience listed in our RFP; however, the fee proposed, which is \$46,000, is much higher than the fee we paid to Craig Accountancy, which is currently at \$27,945 all-inclusive. Attempting to assess cost paid by our WDB's for auditing activity we confirmed that SouthBay WDB pays \$25,000 and the California Workforce Association (CWA) budgets \$18,000 for their auditing services.

John Craig Accountancy has announced he is retiring, and this will be his last year. He has agreed to support one more year at his existing rate while we continue our search for an auditor.

Action Required:


Staff is requesting that the Policy Board allow staff to extend our existing contract with Craig Accountancy for one more year of services (July 1, 2020 through June 30, 2021), while we continue our search to secure a new Auditor who can meet our needs at a reasonable cost for the next program year.



MEMORANDUM

DATE: April 20, 2021

TO: SELACO Policy Board

FROM: Yolanda Castro, Executive Director 

RE: Approval of SELACO WDB Budget Modification for Program Year 2020-21

On March 25, 2021, the SELACO WDB reviewed and approved the attached budget modification for Program Year 2020-2021.

This item comes to the Policy Board for our review and approval. Attached is the modified budget for program year 2020-21.

Attached for your review and approval is SELACO WDB's modified budget for Program Year (PY) 2020-21. Please keep in mind that due to the uncertainty of our current COVID-19 crises and how long services will be minimized our budget is presented as "Business as Usual". We do anticipate the final outcome of our budget will be influenced by the length of time we are directed to operate at minimum capacity.

We have estimated adjustments to the best of our ability to both the Revenue and Expenditure budgets as followed:

Revenues

Total Operating Revenue Budget for PY2020-21 is increased by a net of \$706,700, approximately 6.9% compared to the budget approved on July 23, 2020.

Increases of \$928,851 to the revenue budget are as followed:

- 1) An increase of \$100,000 is from a new grant received for the Homeless Employment Project, which is a collaboration between the Gateway Cities Council of Government, SELACO WDB, SHARE, and HUB Cities. It is designed to provide immediate shelter for the homeless, followed by employment and training services. SELACO WDB is awarded \$150,000, and we anticipate spending approximately \$100,000 in PY2020-2021 due to the late start of the project.
 - #04. Gateway Cities Homeless Employment Program (+ \$100,000)

- 2) Total increase of \$810,300 is from additional funds received from Los Angeles County for the following projects:
 - #05. LA County - Youth @ Work – received additional \$611,300 to serve 227 youths.
 - #06. LA County - Homeless (Measure H) – received additional \$74,000 to extend the program from November 2020 to June 2021.
 - #07. LA County - Probation Investment – received \$125,000 to continue conducting administrative services for managing contracting procurement, invoicing and payments for contractors designated specifically to meet the needs of the LA County Workforce Services.

- 3) Total increase of \$18,551 is from the Transitional Subsidized Employment (TSE) and Bridge Youth grants, which include net projected increase to both PY 2020-21 revenue estimates and to carried-over revenues earned prior to PY 2020-21:
 - #11. Transitional Subsidized Employment – Carry-Over (+ \$6,551)
 - #12. Transitional Subsidized Employment (- \$6,000)
 - #13. Transitional Subsidized Employment - BridgeYouth (+ \$18,000)

Decreases of \$222,151 from the revenue budget are as followed:

- 1) A decrease of \$65,969 is from unused fund from the Downey USD’s MADE Project from May to August 2020.
 - #02. Downey USD’s MADE Career Initiative (- \$65,969)

- 2) A decrease of \$61,866 is from the Employment Training Panel (ETP) grant. SELACO WDB is in the final year of the two-year grant term and is projected to earn approximately 92% of the grant. Due to changes to enrollment plans because of the COVID-19 crisis, most of the enrollments have been shifted to the current year.
 - #03. Employment Training Panel-ETP (- \$61,866)

- 3) Total decrease of \$94,316 is from reduction in WIOA formulas and special project carried-over funds from PY 2019-20 due to reconciliation of year-end estimates to actuals:
 - #14. WIOA Adult-Carry Over (- \$16,672)
 - #16. WIOA Dislocated Workers-Carry Over (- \$10,628)
 - #18. WIOA Youth-Carry Over (- \$7,812)
 - #20. WIOA Rapid Response-Carry Over (- \$5,990)
 - #21. WIOA Lay-Off Aversion (+ \$13)
 - #22. WIOA SP Covid-19 Response (- \$3,240)
 - #23. WIOA SP Underserved Covid-19 Impacted Individuals (- \$49,988)

See attached Projected Revenue Budget for explanations on each budget line item that resulted in an increase or decrease in all funding allocations.

Expenditures

Total Expenditure Budget for PY 2020-21 is increased by a net of \$423,541, which is 4.5% more compared to the budget approved on July 23, 2020. Detail breakdown of net increase to total Expenditure Budget is as followed:

- 1) The overall personnel costs are decreased by \$94,264, a 3.4% reduction compared to the budget approved on July 23, 2020. The reduction is due to the net of annual step increases, costs of unfilled positions, unanticipated medical leaves, reimbursement of salaries from the CARES Act, and savings from the Medical Benefits Opt-Out Program.

- 2) Non-personnel costs are decreased by a net of \$42,826, a 5.6% reduction compared to the budget approved on July 23, 2020. Due to the continued pandemic, most of the budget line items have been reduced or adjusted to align with actual expenditures to-date and projected expenditures from March through June 2021. The net decrease is due to the followings:
 - Decrease of \$5,000 to Mileage.
 - Decrease of \$21,500 to Conferences/Staff Development.
 - Decrease of \$6,000 to Meeting.
 - Increase of \$174 to Rent due to an increase in cost of storage unit.
 - Decrease of \$7,000 to Telephone to reflect reimbursements of telephone/internet costs from partners and also reimbursements for expenses from prior year.
 - Decrease of \$10,000 to Furniture and Equipment.
 - Decrease of \$5,000 to Repair & Maintenance due to reclassification of costs to the Subscription/Dues/Membership budget line item for the Accounting/Payroll System annual maintenance cost.
 - Increase of \$3,500 to Outreach/Recruitment due to additional costs in advertisement for employee hiring and publication notices for the RFP for the Single Audit.
 - Increase of \$18,000 to Subscriptions/Due/Memberships due to \$5,000 budget reclassification from Repair & Maintenance for the Accounting/Payroll System annual maintenance cost; \$4,664 for the proposed HR/EWS (time and attendance) module; and balance of \$8,336 for other subscriptions that staff is currently evaluating to determine value in assisting SELACO WDB's ability to enhance virtual environment for customer services and program operations.
 - Decrease of \$10,000 to Professional Fees due to reclassification of costs to the Subscription/Dues/Membership budget line item to cover the monthly

subscription cost of the HR and EWS module and other subscriptions staff are currently evaluating as mentioned in the previous bullet.

- 3) Total Training and Support Services is increased by \$560,631, a 9.5% increase compared to the budget approved on July 23, 2020. Most of the increases is due to the additional funds received from the County for the Youth @ Work Project, the Homeless Project, and the Probation Investment Project. See notes section on the attached Expenditure Budget for explanation on each line-item change that resulted in an increase or decrease in funding.

Unobligated Balance

With the projected revenues and proposed expenditures, we will have an unobligated balance of \$987,316, which represents an increase of \$283,159 compared to the budget approved on July 23, 2020.

Action Required:

Approve budget modification for Program Year 2020-21 as submitted.

**SELACO WDB
PROJECTED REVENUE BUDGET
FISCAL YEAR 2020-2021**

REVENUE SOURCES	REVENUES APPROVED ON 7/23/20	PROPOSED BUDGET	INCREASE / (DECREASE)	NOTES
1 AB1111 Initiative: Breaking Barriers to Employment	220,300	220,300	0	
2 Downey USD's MADE Career Initiative	249,000	183,031	(65,969)	1
3 Employment Training Panel Grant	523,000	461,134	(61,866)	2
4 Gateway Cities Homeless Employment Program	-	100,000	100,000	2
5 LA County - Youth @ Work	333,450	944,750	611,300	2
6 LA County - Homeless (Measure H)	37,000	111,000	74,000	2
7 LA County - Prob-Invest	-	125,000	125,000	2
8 Preschool Grant	3,062,637	3,062,637	0	
9 Prison to Employment (P2E)	214,300	214,300	0	
10 Regional Training Coordinator Project (RTC)	54,500	54,500	0	
11 Transitional Subsidized Employment (TSE) - Carry Over	2,000	8,551	6,551	3
12 Transitional Subsidized Employment (TSE)	36,000	30,000	(6,000)	2
13 Transitional Subsidized Employment Bridge Youth	-	18,000	18,000	2
14 WIOA Adult - Carry Over	408,000	391,328	(16,672)	3
15 WIOA Adult	1,017,968	1,017,968	0	
16 WIOA Dislocated Workers - Carry Over	205,000	194,372	(10,628)	3
17 WIOA Dislocated Workers	927,928	927,928	0	
18 WIOA Youth - Carry Over	315,000	307,188	(7,812)	3
19 WIOA Youth	1,087,167	1,087,167	0	
20 WIOA Rapid Response	179,264	173,274	(5,990)	3
21 WIOA Lay-Off Aversion	50,178	50,191	13	3
22 WIOA SP Covid19 Response	840,000	836,760	(3,240)	3
23 WIOA SP Underserved Covid19 Impacted Individuals	200,000	150,012	(49,988)	2
TOTAL OPERATING REVENUES	9,962,692	10,669,392	706,700	
24 Non-WIOA Training Revenues	211,000	211,000	-	
TOTAL REVENUES	10,173,692	10,880,392	706,700	

NOTES:

- 1 Unused funds returned back to grantor.
- 2 Additional revenues/revenue adjustments received after submission of budget on July 23, 2020
- 3 Revised revenues reflect actual amount carried-in from FY19/20.

**SELACO WDB
PROJECTED EXPENDITURE BUDGET
FISCAL YEAR 2020-2021**

LINE ITEM DESCRIPTION	APPROVED BUDGET ON 7/23/20	REVISED BUDGET	INCREASE / (DECREASE)	NOTES
PERSONNEL COSTS				
Salaries & Wages	2,024,749	1,972,870	(51,879)	
Payroll Taxes/Worker Compensation	190,539	194,482	3,943	
Employee Benefits	587,343	541,015	(46,328)	
TOTAL PERSONNEL COSTS	2,802,631	2,708,367	(94,264)	1
NON-PERSONNEL COSTS				
Mileage	10,000	5,000	(5,000)	2
Conferences/Staff Development	60,000	38,500	(21,500)	2
Meeting Expenses	7,500	1,500	(6,000)	2
Rent	324,676	324,850	174	2
Telephone	24,500	17,500	(7,000)	2
Furniture & Equipment	33,649	23,649	(10,000)	2
Repair & Maintenance	15,000	10,000	(5,000)	3
Outreach/Recruitment	4,000	7,500	3,500	2
Supplies	55,000	55,000	0	
Subscriptions/Dues/Memberships	23,500	41,500	18,000	2,3,4
Insurance	25,500	25,500	0	
Professional Fees	160,000	150,000	(10,000)	5
Legal Fees	15,000	15,000	0	
Interest Expense	5,000	5,000	0	
TOTAL NON-PERSONNEL COSTS	763,325	720,499	(42,826)	
TOTAL IN-HOUSE COSTS	3,565,956	3,428,866	(137,090)	
TRAINING & SUPPORT SERVICES				
Vendor Training Payments				
AB1111 Initiative: Breaking Barriers to Employment	53,079	53,079	0	
Disability Employment Accelerator (DEA)	0	0	0	2
Employment Training Panel (ETP)	384,431	357,036	(27,395)	2
LA County - Homeless Initiative (Measure H)	0	29,000	29,000	6
Prison to Employment (P2E)	52,000	52,000	0	
WIOA Adult	340,956	431,948	90,992	2
WIOA Dislocated Workers	211,640	127,153	(84,487)	2
WIOA Youth	53,575	120,000	66,425	2,7
WIOA SP Covid19 Response	250,481	248,880	(1,601)	2
Non-WIOA Training Expenditures	211,000	211,000	0	
Subtotal	1,557,162	1,630,096	72,934	
Cost Reimbursements / Contracted Services				
AB1111 Initiative: Breaking Barriers to Employment	33,886	33,886	0	
Day Care Pre-School / Renovation	2,832,939	2,832,939	0	
Disability Employment Accelerator (DEA)	0	0	0	2
Employment Training Panel (ETP)	8,950	10,100	1,150	2
Gateway Cities' Homeless Employment Program	0	15,000	15,000	6
LA County - Youth @ Work	303,210	658,422	355,212	6
LA County - Homeless Initiative (Measure H)	5,000	10,000	5,000	6

LINE ITEM DESCRIPTION	APPROVED BUDGET ON 7/23/20	REVISED BUDGET	INCREASE / (DECREASE)	NOTES
LA County - Prob Invest	0	112,500	112,500	6
LA RPU - Back on Track for Ex-Offenders (BOT)	0	0	0	2
Regional Training Coordinator Project (RTC)	50,523	50,523	0	
WIOA Youth	140,326	100,000	(40,326)	7
WIOA SP Covid19 Response	200,000	200,000	0	
WIOA One-Stop Operator	25,000	40,000	15,000	2
Subtotal	3,599,835	4,063,371	463,536	
Work Experience / Skillz Menu				
Downey's USD MADE Career Initiative	222,338	164,336	(58,002)	8
LA County - Youth @ Work	0	145,013	145,013	6
LA County - Homeless Initiative (Measure H)	20,000	25,500	5,500	6
Prison to Employment (P2E)	89,430	89,430	0	
WIOA Adult	0	0	0	2
WIOA Youth	125,539	106,796	(18,743)	2
Subtotal	457,307	531,075	73,768	
Training Supplies				
Employment Training Panel	4,000	0	(4,000)	2
Prison to Employment (P2E)	845	845	0	
WIOA Adult	5,000	2,500	(2,500)	2
WIOA Dislocated Workers	5,000	2,500	(2,500)	2
WIOA Youth	2,000	2,000	0	
Subtotal	16,845	7,845	(9,000)	
Direct Support Payments				
AB1111 Initiative: Breaking Barriers to Employment	0	581	581	2
LA County - Youth @ Work	0	7,300	7,300	6
LA County - Homeless Initiative (Measure H)	0	6,500	6,500	6
Prison to Employment (P2E)	22,430	22,430	0	
WIOA Adult	15,000	15,000	0	
WIOA Dislocated Workers	15,000	15,000	0	
WIOA Youth	20,000	15,000	(5,000)	2
WIOA Underserved Covid19 Impacted Individuals	200,000	150,012	(49,988)	2
Subtotal	272,430	231,823	(40,607)	
TOTAL TRAINING & SUPPORT SERVICES	5,903,579	6,464,210	560,631	
GRAND TOTAL	9,469,535	9,893,076	423,541	
CURRENT UNOBLIGATED BALANCE	704,157	987,316	283,159	

Notes:

- 1 Decrease is due to the net of annual step increases, costs of unfilled positions, unanticipated medical leaves, reimbursement of salaries from the CARES Act, and savings from the Medical Benefits Opt-Out Program.
- 2 Adjustments to original estimates due to the pandemic, revised enrollment / expenditure plan and/or revised carried-in funds from FY19/20.
- 3 Budget adjustment - moved annual cost of Accounting/Payroll maintenance fee from Repair & Maintenance to Subscription/Dues/Membership.
- 4 Includes projected additional costs of \$4,664 for moving from premise-based Accounting/Payroll system and the HR and EWS module.
- 5 Budget adjustment - moved projected costs originally budgeted for Paychex from Professional Services to Subscription/Dues/Membership for the HR and EWS module.
- 6 Increase due to additional expenditures associated with new grant revenues received after submission of budget on July 23, 2020.
- 7 Transfer of FY19/20 unused funds from the In-school Youth Project to the Vendor Training Budget line item.
- 8 Unused funds returned to grantor.

Communication Transmittal/Grant Application

Submitted To

WDB Chair: Mark Dameron
Policy Board Chair: Jeff Wood
Business Advisory Committee: Barbara Levine
Staff: ALL
Partners: ALL

Title of Application: CWDB Accelerator Fund 9.0 Grant

Submitted By:

Estimated Start Date: 6/1/2021-12/31/22

Estimated End Date: 12/21/22

Funding Level: \$154,500

Funding Source: State WDB

Purpose/Goal of Project:

This project is a partnership between South Bay WDB, SELACO WDB, Hospital Association of So. California, Health Impact and Downy Adult School. Total Project funding is \$500,000 with each partner allocated appropriately for their role in the project. The project will build on the successes of the previous State funded slingshot programs by expanding the focus area for specialty nursing training to include Ambulatory training. This will also grow from being a specialty occupational training into becoming a registered apprenticeship. Partner organization, Health Impact, has developed the ambulatory competencies in their curriculum to a level that it has been recognized and registered with Department of Apprenticeship Standards (DAS). This project will provide Health Impact with the support needed to finalize the development of the apprenticeship, recruit participants, and provide supports to ensure a successful pilot. These apprenticeships are the first in the area registered at in their specialties. This project will also connect shortages identified by local healthcare providers for Certified Nursing Assistants, Certified Laboratory Specialists and Phlebotomists, to available area occupational training for individuals from underrepresented groups and historically disadvantaged areas. It will build on prior successful models and combine the Phlebotomy and CNA programs into one continuous training. Another positive aspect of the project is that it will allow participants to gain multiple competencies and be marketable to employers. It will also afford employers more flexibility by supplying a more skilled labor pool that has potential to fill needs in multiple areas. This project will serve employers by directly applying their input and needs into establishing training programs needed to develop a local labor pool. It will also serve individuals as it will provide training and education to develop a career pathway into high wage, high demand positions. The successes of this project will be documented through data captured in CalJobs.

Benefit and Expectations:

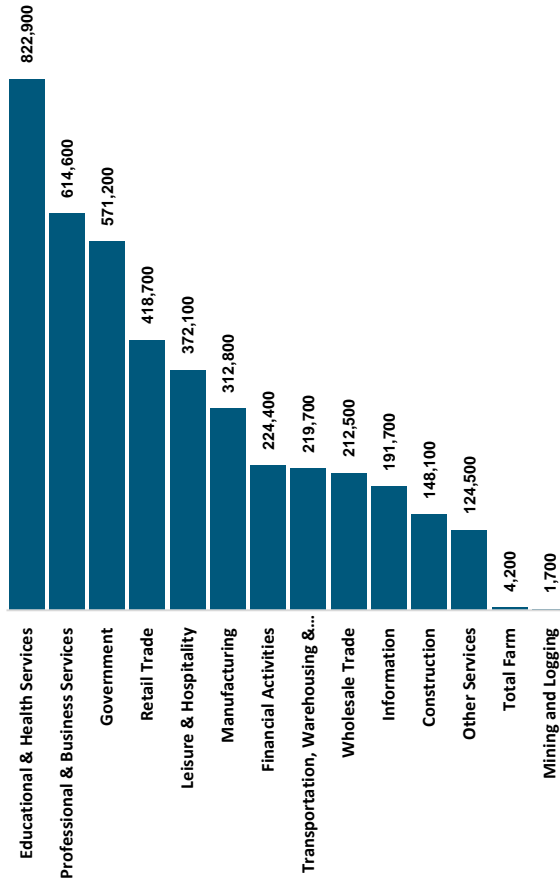
Quality Jobs – This project will establish an apprenticeship model that will allow access to high demand and high wage positions in the specialty nursing sector. Apprenticeship models, by nature, incorporate many of the traits that meet the quality jobs definition, this includes: living wages, safe work environments, paid on the job training, and worker voice through the apprenticeship committee. Additional efforts will be made to ensure quality jobs by working with area healthcare employers to identify and develop training programs targeted to both meet the employer demand but also ensure that participants receive a living wage in a defined career pathway. For example, due to shortages caused by the pandemic, the starting wage for Certified Nursing Assistants and Phlebotomists has risen from \$15/hr. to \$18-20/hr.

Equity – Traditionally, there have been barriers for individuals from minority and underrepresented populations to gain access to specialty training and/or have the resources to either pay for the training or undergo delay in wages to take the training. Target recruitments will improve the access to training and the apprenticeship model will provide an opportunity to earn income while simultaneously pursuing certifications to further their careers.

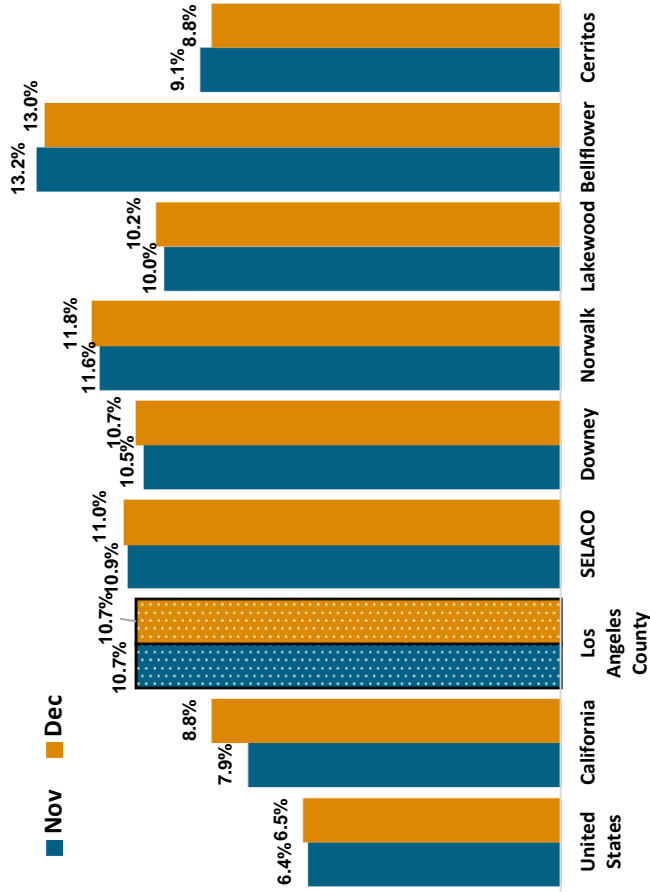
System Alignment - This project will work to build further system alignment by including a set of partners that are all integral components of the labor healthcare industry, we will work together to establish/further build upon the system alignment of two workforce boards, an industry association, local employers, colleges, adult schools and community organizations. Through efforts to design and implement a program model that will incorporate both employer labor needs and ensure living wages and worker voice, this project seeks to further expand a healthcare sector strategy for the area that will last beyond the accelerator funding.

Is there a target population?	Yes X	No	If Yes, explain. WIOA eligible customers graduating from nursing school with an interest to specialize and local residents interested in entering health care industry										
What Partner Collaboration will be required? Hospital Association of So. California – Employer Association Health Impact - Trainer SouthBay WDB – Co lead SELACO WDB – Co lead Downey Adult School - Trainer													
Who will be eligible for service under this program? New Nurse Graduates eligible for WIOA and interested in a specialty field. WIOA eligible youth/adult job seekers interested in establishing a career pathway in the health care field.													
How will results be measured? <table border="1" data-bbox="82 548 1541 1058"> <thead> <tr> <th data-bbox="82 590 646 632"><u>Outcome Goals</u></th> <th data-bbox="646 590 1541 632"><u>Measures</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="82 667 646 751">Enroll participants into a healthcare sector training programs</td> <td data-bbox="646 667 1541 751">75 total participants</td> </tr> <tr> <td data-bbox="82 787 646 871">Training Completion/Obtaining Industry Recognized Credential or Certificate</td> <td data-bbox="646 787 1541 871">85%, 64/75 participants</td> </tr> <tr> <td data-bbox="82 907 646 991">Entering into a DAS recognized apprenticeship program</td> <td data-bbox="646 907 1541 991">15 Participants</td> </tr> <tr> <td data-bbox="82 1026 646 1058">Enter Employment Rate</td> <td data-bbox="646 1026 1541 1058">80%, 60 participants</td> </tr> </tbody> </table>				<u>Outcome Goals</u>	<u>Measures</u>	Enroll participants into a healthcare sector training programs	75 total participants	Training Completion/Obtaining Industry Recognized Credential or Certificate	85%, 64/75 participants	Entering into a DAS recognized apprenticeship program	15 Participants	Enter Employment Rate	80%, 60 participants
<u>Outcome Goals</u>	<u>Measures</u>												
Enroll participants into a healthcare sector training programs	75 total participants												
Training Completion/Obtaining Industry Recognized Credential or Certificate	85%, 64/75 participants												
Entering into a DAS recognized apprenticeship program	15 Participants												
Enter Employment Rate	80%, 60 participants												
Comments:													

Dec. LA County Industry Sectors Ranked by Employment Size¹



Unemployment Rate (%)²



Online Job Advertisements – December 2020 Help Wanted Online³

Top Employers

- Anthem Blue Cross - 967
- Kaiser Permanente - 84
- The Home Depot Incorporated - 72
- Charter Communications - 67
- Peopleready - 56
- Macy's - 51
- Nordstrom - 43
- Northgate Gonzalez Market - 43
- Hospitals of Providence - 42
- Raytheon - 38

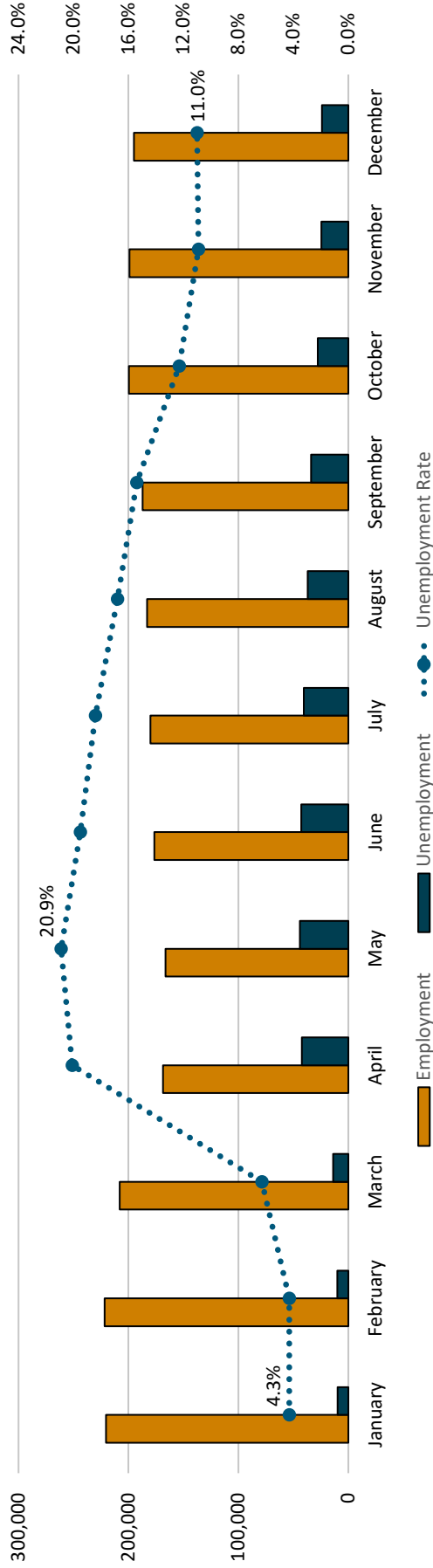
Top Occupations

- Retail Salespersons – 336
- Registered Nurses – 331
- Sales Representative, Wholesale and Mfg – 190
- Customer Service Representatives - 181
- First-Line Supervisors of Retail Sales Workers – 163
- Medical and Health Services Managers – 155
- Laborers and Freight, Stock, and Material Movers, Hand – 135
- Managers, All Other – 115
- Combined Food Preparation and Serving Workers, Including Fast Food – 100
- Heavy and Tractor-Trailer Truck Drivers - 100

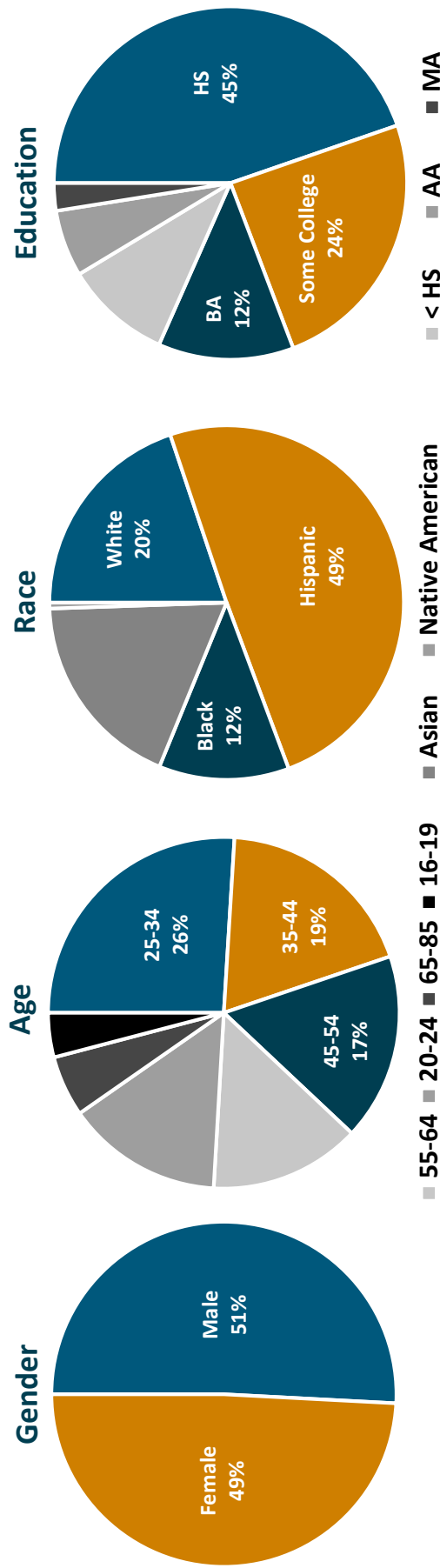
Top Cities

- Downey – 1,821
- Cerritos – 1,802
- Lakewood - 705
- Norwalk - 599
- Paramount - 492
- Bellflower – 362
- Artesia - 169
- Hawaii Gardens - 65

2020 Monthly Employment, Unemployment and Unemployment Rate⁴



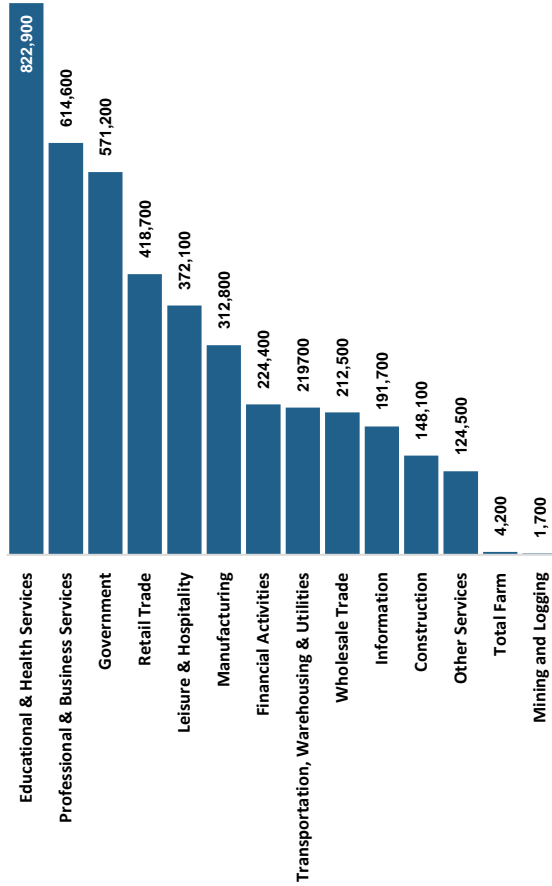
2020 Total Initial Weekly Unemployment Insurance (UI) Claims by Demographic Characteristics⁵



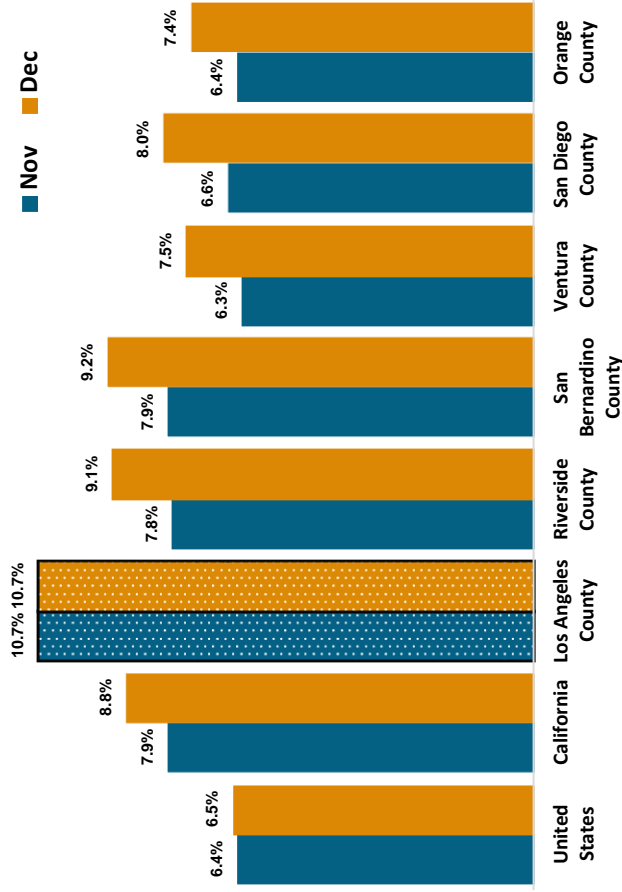
Please note all demographic characteristics are self-reported. Percentages are taken from total claims processed, excluding non-respondents. Initial UI claims include: new, transitional and additional UI claims.

Sources: ¹ Current Employment Statistics (December 2020), ² Local Area Unemployment Statistics (December 2020), ³ Conference Board; Help Wanted Online (December 2020), ⁴ Local Area Unemployment Statistics, ⁵ Employment Development Department, Labor Market Information Division (1/5/20-1/9/21)

December Industry Sectors Ranked by Employment Size¹



Unemployment Rate (%)²



Online Job Advertisements – December 2020 Help Wanted Online³

Top Employers

- Anthem Blue Cross – 5,761
- Northrup Grumman – 1,088
- Allied Universal – 1,073
- UCLA – 1,050
- Amazon – 940
- Cedar-Sinai – 873
- Raytheon – 859
- USC – 696
- IBM – 608
- City of Hope – 601

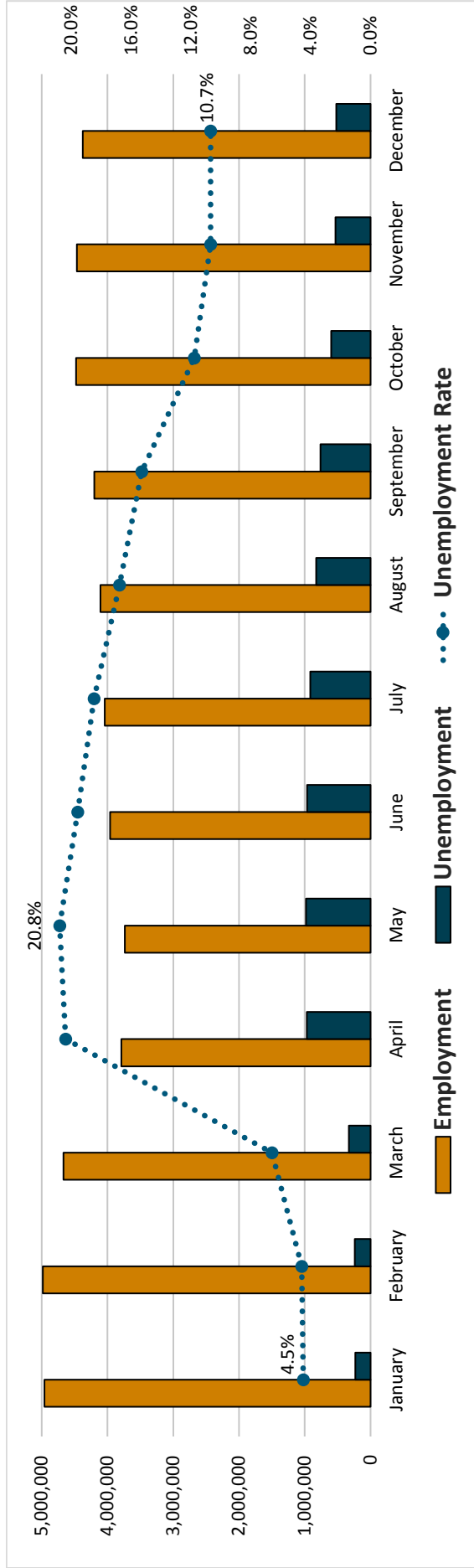
Top Occupations

- Registered Nurses – 5,120
- Sales Representatives, Wholesale and Mfg. – 4,621
- Retail Salesperson – 4,206
- Managers, All Others – 3,905
- Computer Occupations, All Other – 3,446
- Customer Service Representatives – 3,405
- First-Line Supervisors of Retail Sales Worker – 2,556
- Laborers and Freight and Material Movers, Hand – 2,464
- Software Developers, Applications – 2,414
- Security Guards – 2,369

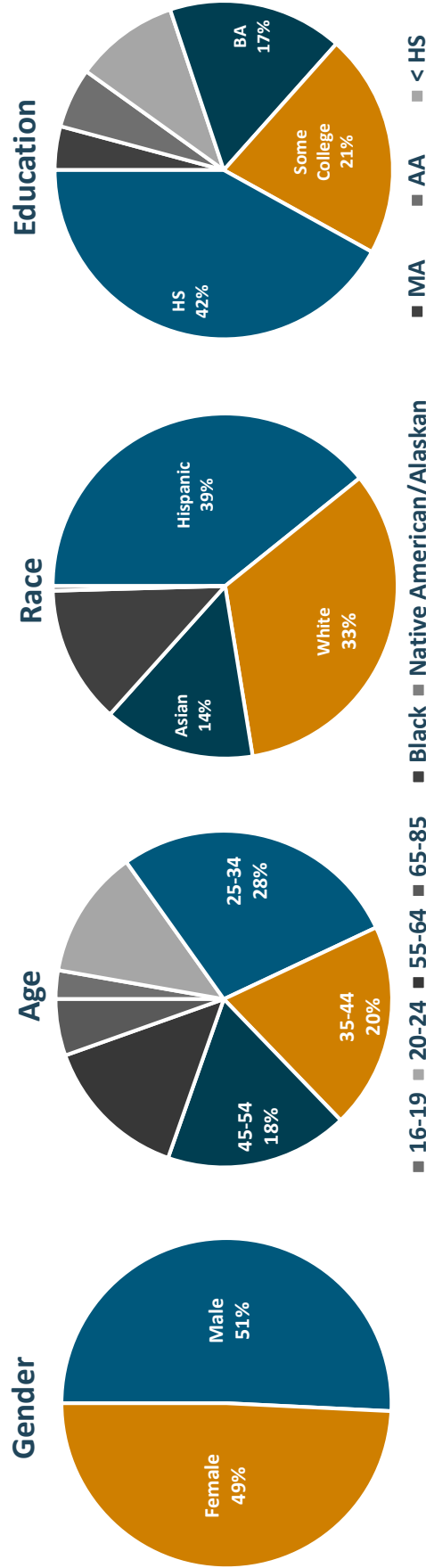
Top Cities

- Los Angeles – 61,511
- Long Beach – 6,375
- Torrance – 3,920
- Santa Monica – 3,512
- Pasadena – 3,421
- Glendale – 3,411
- El Segundo – 3,038
- Burbank – 2,771
- Santa Clarita – 2,736
- Culver City – 1,950

Employment: January 2020 – December 2020⁴



2020 Total Initial Weekly Unemployment Insurance (UI) Claims by Demographic Characteristics⁵



Please note all demographic characteristics are self-reported. Percentages are taken from total claims processed, excluding non-respondents. Initial UI claims include: new, transitional and additional UI claims.

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March 16, 2021

Yolanda Castro, Executive Director
SELACO Workforce Development Board
10900 East 183rd Street, Suite 350
Cerritos, CA 90703

Dear Yolanda Castro:

**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) SECTION 188
NONDISCRIMINATION AND EQUAL OPPORTUNITY PROVISIONS
ANNUAL COMPLIANCE MONITORING REVIEW
FINAL REPORT PROGRAM YEAR (PY) 2020-21**

This notification informs you of the results of the Employment Development Department's (EDD) Equal Employment Opportunity (EEO) Office desk compliance monitoring review of SELACO Workforce Development Board (SELACO) for compliance to the WIOA Section 188 for PY 2020-21.

Our review was conducted under the authority of WIOA Section 188 and its implementing regulation Title 29 Code of Federal Regulations Part 38. The purpose of this review was to determine the level of compliance by SELACO Workforce Development Board (SELACO) with applicable federal and state laws, regulations, policies, and directives related to the WIOA grant regarding nondiscrimination and equal opportunity provisions for PY 2020-21.

We collected the information for this report through a desk review of documents submitted by the SELACO Workforce Development Board (SELACO), the completed EDD's EEO Office Compliance Monitoring Guide completed by your Equal Opportunity (EO) Officer, interviews with SELACO Workforce Development Board (SELACO) representatives, and a review of applicable policies and procedures.

COMPLIANCE MONITORING REVIEW RESULTS

We conclude that, overall, SELACO Workforce Development Board (SELACO) is meeting applicable WIOA Section 188 requirements concerning nondiscrimination and equal opportunity provisions.

Yolanda Castro
March 16, 2021
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This report contains no findings or concerns; therefore, we are issuing this report as the final report.

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all of the areas included in our review. It is SELACO Workforce Development Board (SELACO)'s responsibility to ensure that its systems, programs, and related activities comply with the WIOA grant program, federal and state regulations, and applicable state directives. Consequently, any deficiencies identified in subsequent reviews, such as an audit, would remain SELACO Workforce Development Board (SELACO)'s responsibility.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact Melanie Malley at Melanie.Malley@edd.ca.gov Kimberly Clinton, EEO Office Manager, at Kimberly.Clinton@edd.ca.gov.

Sincerely,

/s/ MATILDA AIDAM
State-level EO Officer

cc: Anthony Crouch, Workforce Services Branch, MIC 50
Carol Reyes-Davis, SELACO Workforce Investment Board



Rona Hodges, Paramount

Workforce Challenge:

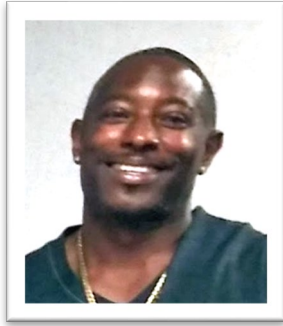
Without a job or money to pay the rent, Rona came to the America's Job Center in Cerritos looking for support. After working 5 years as a supervisor/recruiter at a city management service company, Rona's job came to a halt with the fall out of COVID19. She looked everywhere for employment, but remained unemployed for 8 months. She felt it was age discrimination that was holding her back from succeeding.

Workforce Solution:

Rona enrolled into the Workforce Innovation and Opportunity Act (WIOA) program at the America's Job Center of California in Cerritos and worked with a Career Development Specialist (CDS) who was able to provide funding to pay for her utilities, phone, rent and the Internet so she could continue her job search without having to worry about being evicted or having the electricity and heat turned off. Rona also received many job leads, one-on-one counseling and resumé assistance. She was encouraged to believe that there was a job out there for her and to keep trying.

Workforce Results:

Through a friend, Rona eventually was hired part-time as a Club Demonstration Services (CDS) Associate for Advanced Sales and Marketing in Lakewood, the preferred in-house marketing provider for Costco. Rona will influence customers' buying decisions by preparing and demonstrating food and non-food vendor products to Costco club members. She stated that she is happy to be working and advises others to keep on searching.



Le'andre Robertson, Long Beach

Workforce Challenge:

After his career in the makeup industry ended, Le'andre decided to look for occupational training and job placement. He heard about SELACO WDB America's Job Center of California in Cerritos from a referral from a partner agency. Because applying for jobs online was unsuccessful, Le'andre felt that his biggest challenge at this time was his resumé.

Workforce Solution:

SELACO WDB provided supportive services, career guidance and training. Le'andre completed a 3-month, MC3 Multi-Craft Core Curriculum Apprenticeship Readiness Construction Training Program at Career Expansion and earned multiple certifications. He also earned his Refinery Safety Overview (RSO) card, which is a requirement for employees working at oil refineries on the west coast. Less than a month after graduating he was hired full-time at Chevron refinery in El Segundo as a safety attendant.

Workforce Results:

With his current skills, experience and positive attitude, Le'andre sought new employment. In no time, he landed a better job closer to home with JMH Engineering and Construction Inc. in Signal Hill as a Second Level Apprentice. He stated he enjoys the team, the better salary, hours and benefits. Unfortunately, Le'andre took several months off to recover from a serious bike accident, but because he was such a valuable employee, he was able to keep his position and eventually return to work. He is now looking forward to obtaining his Transportation Worker Identification Credential (TWIC) card. Le'andre claimed, "SELACO WDB helped by putting the right people around me to succeed." He advised other job seekers, "Stay committed."



Sophia, Downey

Workforce Challenge:

After working as an Office Assistant for almost a year, Sophia had difficulty finding employment again. She searched for jobs online, networked and followed up on referrals, but her efforts were fruitless. She believed that her biggest challenges were her lack of experience, lack of skills and being discriminated against. Sophia ended up being unemployed for years and finally sought job placement assistance. A partner agency referred her to the SELACO WDB America's Job Center of California in Cerritos.

Workforce Solution:

Sophia worked with a Career Development Specialist (CDS) who provided job coaching, constant encouragement, interview preparation and help with her resumé and cover letter. She also received support for car repairs, gas money, and professional clothing. Practicing with a typing tutorial on a SELACO computer, Sophia increased her typing speed / accuracy and obtained a printed typing certificate. She was also enrolled into Cerritos College where she completed 2 semesters of online paralegal studies earning her American Bar Association (ABA) approved certificate in a matter of a year. Afterwards, Sophia worked about 3 months as an intern at a family law firm in Whittier but preferred a change and interned an additional 4 months at a personal injury law firm in Norwalk.

Workforce Result:

When Sophia's internship at the Norwalk law firm was completed, she persisted and continued to volunteer at the same firm for a few more weeks, until she was eventually hired permanently as a Legal Assistant. Her job duties include case file management, preparing personal injury demand packages, making record requests and much more. She said that she enjoys the location, hours and job duties of her new job. Sophia stated, "I will never forget the great help which I have received from SELACO's case manager, Renee F. She is the most excellent case manager that I have ever had! Her compassion, her understanding of the needs of her participants, and her passion for going above and beyond in order to provide the best assistance, are the major factors which enabled me to keep going and to not give up on my job search journey. I am very thankful for all the amazing assistance I have been receiving from SELACO."