

**POLICY BOARD
MEETING**

**August 17, 2021
Tuesday**

12:00 Noon

AGENDA

A Meeting of the SELACO Workforce Development Policy Board

**Green Room
Bellflower City Hall
Second Floor
16600 Civic Center Drive
Bellflower, CA**

OR via Zoom

<https://us06web.zoom.us/j/81441494025>

Meeting ID: 814 4149 4025

Passcode: 726501

12:00 noon, Tuesday, August 17, 2021

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

Member Rene Trevino, Mayor, City of Artesia
Member Naresh Solanki, Councilmember, 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, Mayor, City of Lakewood

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

- | | |
|---|--------|
| A. Approval of the Minutes of the Policy Board meeting of June 15, 2021 | Page 1 |
| B. WDB Attendance Roster | 6 |
| C. Program Report for 07/01/20-6/30/21 | 8 |

SELACO Workforce Development Policy Board Agenda

August 17, 2021

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7. Business Session
 - A. Report from the WDB Executive Director
 - B. Consideration of Annual Appointments to the Workforce Development Board 33
 - C. Approve MOU with Paramount Adult School 34
8. Information Items
 - A. Small Business Revitalization Fund (SBRF) Final Report and Staff Presentation 56
 - B. Application for Subsequent Designation of Local Areas and Recertification of Local Workforce Development Board (Local Board) 64
 - C. LA Basin Regional Approval Letter 65
9. Interesting Correspondence
 - A. Success Stories 66
10. Items from Staff
11. Board Member Comments
12. Closed Session

CONFERENCE WITH LEGAL COUNSEL—Anticipated Litigation
(Government Code Section 54956.9(d)(2))

Number of potential cases: 1
13. Adjournment to October 19, 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 MEETING OF THE WORKFORCE DEVELOPMENT POLICY BOARD OF SOUTHEAST LOS ANGELES COUNTY

June 15, 2021

12:00 noon

Executive Board Room
Lakewood City Hall
5000 Clark Avenue
Lakewood, CA

CALL TO ORDER

The Policy Board Meeting was called to order by Chairman Jeff Wood at 12:01 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Member Pacheco.

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; Peggy Lemons, Paramount (via teleconference).

POLICY BOARD MEMBERS ABSENT: Naresh Solanki, Cerritos; Tony Ayala, Norwalk.

OTHERS PRESENT: Jack Joseph, Policy Board Administrator/Policy Director; Yolanda Castro, SELACO WDB Executive Director; Kay Ford, SELACO WDB Deputy Executive Director; Carol Davis, SELACO WDB Human Resources Administrator; Chau Diep, SELACO WDB Director of Finance; Karen Murray, Administrative Assistant, City of Lakewood; Lucia Gomez, Cal State Los Angeles.

PUBLIC COMMENTS

There were no public comments.

CONSENT CALENDAR

A. Approval of the Minutes of the Policy Board Meeting of April 20, 2021

B. WDB Attendance Roster

C. Program Report for 07/01/20-4/30/21

It was moved by member Alvarado, seconded by Vice Chairman Santa Ines, 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 effective today all SELACO employees who do not have a medical condition or child care obligation must be in the office. As of July 1st, all employees will be expected to be in the office. She said SELACO will probably go to a hybrid model in the new year. She said currently all employees will continue to use masks when working with customers or walking around the building.

Ms. Castro said that SELACO's WIOA funding allocation is increasing by \$519,363, a 17% increase. She estimated that the addition of the City of Paramount was responsible for \$450,000 of the increase in funding. She said the committee involved in the search for a new auditing firm met on May 26th. She said the committee recommended that the compliance team conduct a survey of the firms that expressed an interest in the previous RFP but did not apply. She said they will also reach out to child care providers regarding firms that they use for audit services.

Ms. Castro reported that employers have been contacting SELACO regarding their need for employees. She said inquiries have particularly been coming from restaurants and manufacturers. She said staff has held discussions regarding conducting a job fair. She said the target is to do one in Paramount for all eight cities.

B. Consideration of Annual Appointments to the Workforce Development Board

The Policy Board Administrator presented the list of Workforce Development Board members whose terms expire on June 30th and were eligible for appointment for new two-year terms. Member Trevino said that he would need to check with the Artesia private sector representative to determine her interest in continuing to serve. It was the consensus of the Policy Board to table until the August meeting the Artesia, Cerritos, and Norwalk private sector appointments.

It was moved by Chairman Wood, seconded by Vice Chairman Santa Ines, to appoint the following Workforce Development Board members to new two-year terms expiring on June 30, 2023:

Bellflower Private Sector—Aaron Drake
Downey Private Sector—Cristina Saucedo-Garcia
Lakewood Private Sector—Mark Dameron
Paramount Private Sector—Leonard Crespo
Educational Entity—Sharon Todd
Labor Organization—Judith Rapue

The motion was approved unanimously.

C. Regional and Local Plans for Program Years (PY) 2021-2024
■ Los Angeles Basin Regional Planning Unit Regional Plan
■ SELACO WDB's 4-Year Local Plan

The Executive Director presented a report summarizing the regional and local plans for the 2021-2024 Program Year and the process by which the plans were developed. She said approval by the Policy Board was the last action needed to accomplish the approval of the plans.

Chairman Wood said he wanted to express the Policy Board's appreciation to everybody involved in putting the plans together.

It was moved by Member Pacheco, seconded by Member Alvarado, to receive and file the Los Angeles Basin Regional Planning Unit 4-Year Regional Plan for PY 2021-2024; and to review and approve SELACO WDB's 4-Year Local Plan for PY 2021-2024 as presented, and to authorize the Policy Board Chair to sign the plan on behalf of the Policy Board. The motion was approved unanimously.

INFORMATION ITEMS

A. EDD Economic Summary 2021

The Executive Director reviewed the labor market summary information prepared by the Economic Development Department.

INTERESTING CORRESPONDENCE

A. Success Stories

The Executive Director shared recent success stories involving job seekers from Lakewood, Hawaiian Gardens, and Watts.

ITEMS FROM STAFF

There were no items presented.

BOARD MEMBER COMMENTS

Member Pacheco said it was nice to see everybody in person. She said National Night Out would be observed in Downey on August 3rd.

Vice Chairman Santa Ines said that he had joined staff in presenting a grant check to Lifeline Staffing in Bellflower.

Member Trevino said that Artesia would be opening on July 1st. He said a large celebration would be held on the Fourth of July, and that Artesia would be participating in the National Night Out in August. He said the City Council had approved the FY 2021-22 budget.

Member Alvarado said he was glad to see everyone in person. He said the Hawaiian Gardens Casino had opened to 50% capacity. He said the casino provides 68% of the City's revenues. He said the City had to use \$14 million from the general fund reserve to stay afloat over the past year. He said the City is looking to replace the reserve by saving at least \$1 million a year. He said a new Holiday Inn is coming to town and could help the City with its bed tax revenues.

Chairman Wood said the Lakewood City Council had just approved the 2021-22 fiscal year budget. He said he had helped to distribute grant checks to three businesses in Lakewood. He said the pandemic had shown that the digital divide is huge, particularly for seniors. He said he would like to adjourn today's meeting in memory of long-time Lakewood City Manager Howard Chambers, who had recently passed away.

The Policy Board members discussed a rotating schedule of cities hosting the Policy Board meetings and tentatively agreed on the following schedule:

August 2021—Bellflower
October 2021—Artesia
December 2021—Hawaiian Gardens
February 2022—Downey
April 2022—Paramount

ADJOURNMENT

It was the consensus of the Policy Board to adjourn in memory of former Lakewood City Manager Howard Chambers at 1:02 p.m.



**SELACO WDB Board of Directors
Attendance Roster – PY 21/22**

| Board Members | 7/22 2021 | 9/23 2021 | 10/28 2021 | 1/27 2022 | 3/24 2022 | 5/26 2022 | | | | | | | |
|--|--------------|--------------|---------------|--------------|--------------|--------------|--|--|--|--|--|--|--|
| 1. Blanco, Peter Rehabilitation Organization | X | | | | | | | | | | | | |
| 2. Castellanos, Allison Business Representative – City of Lakewood | AE | | | | | | | | | | | | |
| 3. Crespo, Leonard Business Representative City of Paramount | X | | | | | | | | | | | | |
| 4. Dameron, Mark Chair Business Representative – City of Lakewood | X | | | | | | | | | | | | |
| 5. Dertick, Joseph Business Representative – City of Norwalk | X | | | | | | | | | | | | |
| 6. Drake, Aaron Vice Chair Business Representative – City of Bellflower | X | | | | | | | | | | | | |
| 7. Espitia, Ben Secretary/Treasurer Labor Organization | X | | | | | | | | | | | | |
| 8. Gomez, Belle Education Entity | A | | | | | | | | | | | | |
| 9. Gutierrez, Liza Marie Business Representative - City of Hawaiian Gardens | A | | | | | | | | | | | | |
| 10. Kucera, Kevin Labor Organization | AE | | | | | | | | | | | | |
| 11. Levine, Barbara Economic Development | 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 | A | | | | | | | | | |
| 13. McGehee, Shannon Business Representative City of Paramount | X | | | | | | | | | |
| 14. Nam, Leila Business Representative City of Artesia | X | | | | | | | | | |
| 15. Patel, Vijay Business Representative – City of Downey | X | | | | | | | | | |
| 16. Polley, Tracy Business Representative – City of Norwalk | X | | | | | | | | | |
| 17. Rapue, Judith Labor Organization | A | | | | | | | | | |
| 18. Ryder, Tim Business Representative – City of Hawaiian Gardens | X | | | | | | | | | |
| 19. Saucedo-Garcia, Cristina Business Representative – City of Downey | AE | | | | | | | | | |
| 20. Shah, Jawahar Business Representative City of Cerritos | X | | | | | | | | | |
| 21. Todd, Sharon Education Entity | X | | | | | | | | | |
| 22. Trivedi, Sanjay Business Representative – City of Cerritos | X | | | | | | | | | |
| 23. Uttecht, Greg Business Representative City of Artesia | A | | | | | | | | | |
| 24. Wehage, Larry Business Representative City of Bellflower | X | | | | | | | | | |
| 25. VACANT Labor Organization | | | | | | | | | | |
| 26. Vacant Labor Organization | | | | | | | | | | |

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



Program Operations Report

TWELFTH REPORT

JULY 1, 2020 – JUNE 30, 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 2020-2021. 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.

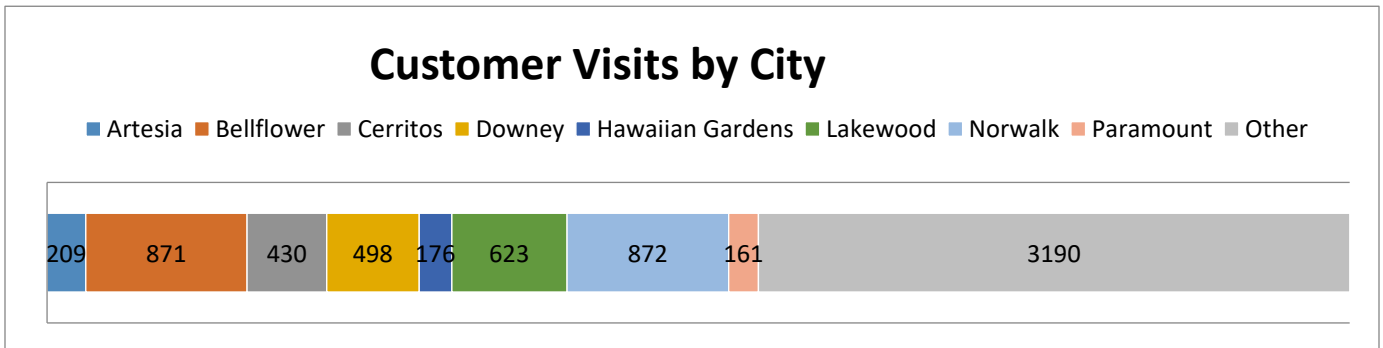
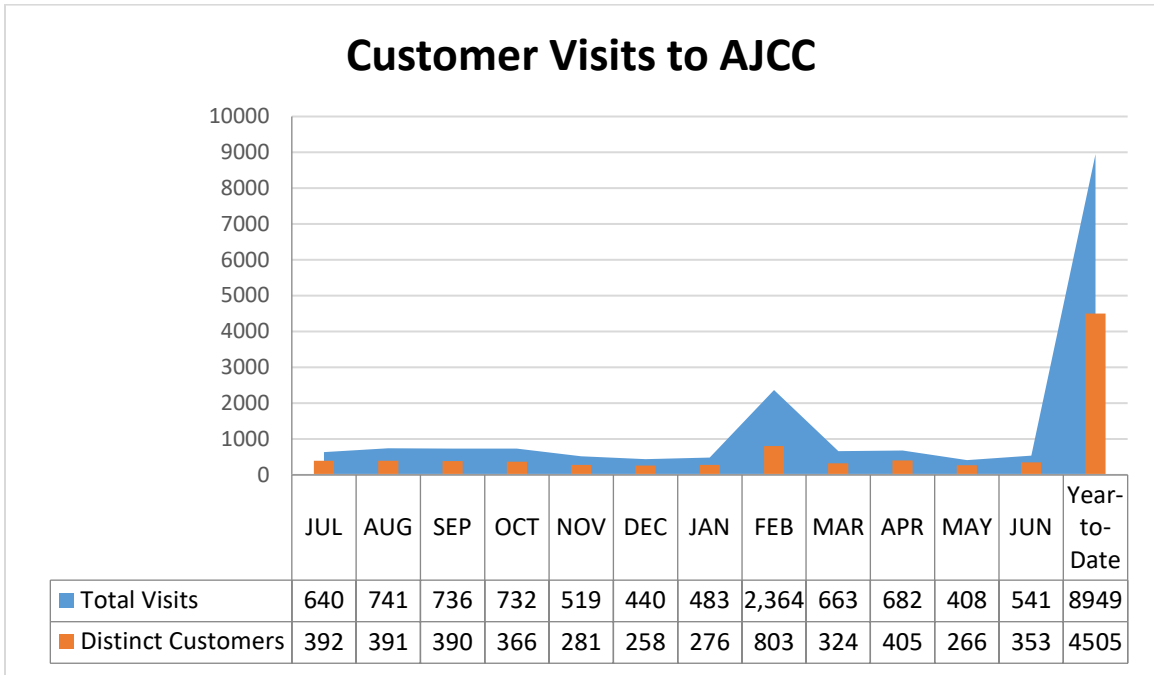
THANK YOU SELACO TEAM!

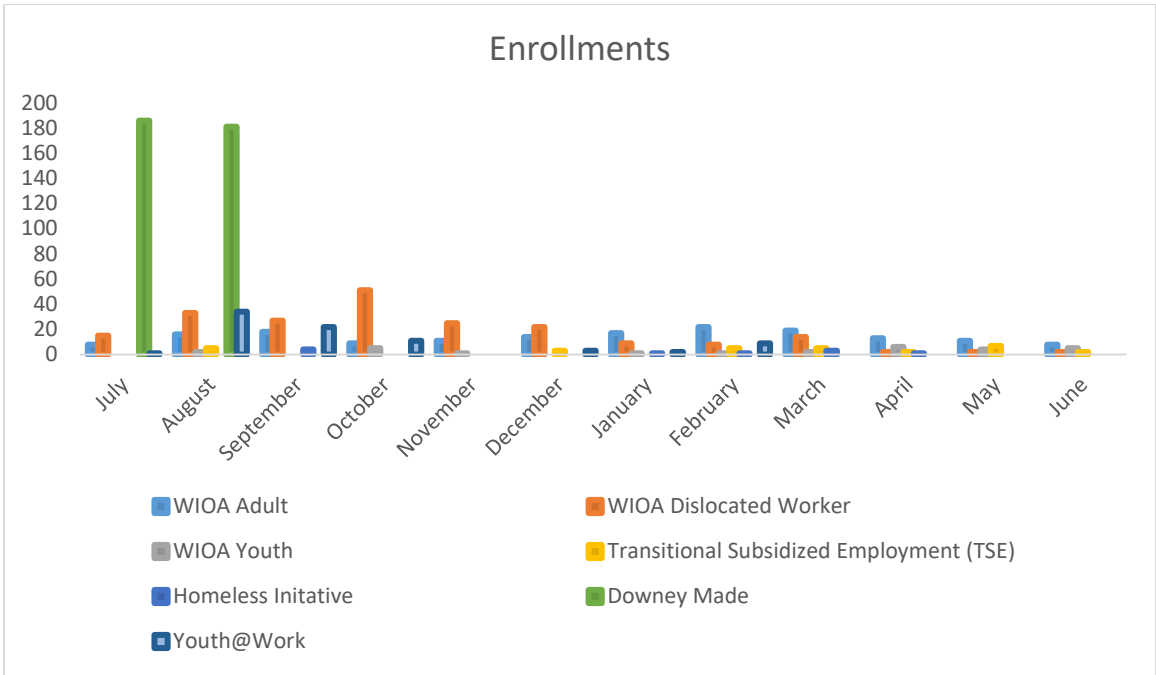
For the first time in over a year, due to COVID-19 restrictions, the SELACO team finally got to celebrate their staff appreciation get together; in person! Thank you, SELACO team, you all have played a key role in changing lives in our community during the unforeseen times of the COVID-19 Pandemic. Thank you to Jeff Wood, Aaron Drake and Mark Dameron for taking the time to acknowledge staff for their hard work and commitment during the COVID-19 season. Go SELACO!!



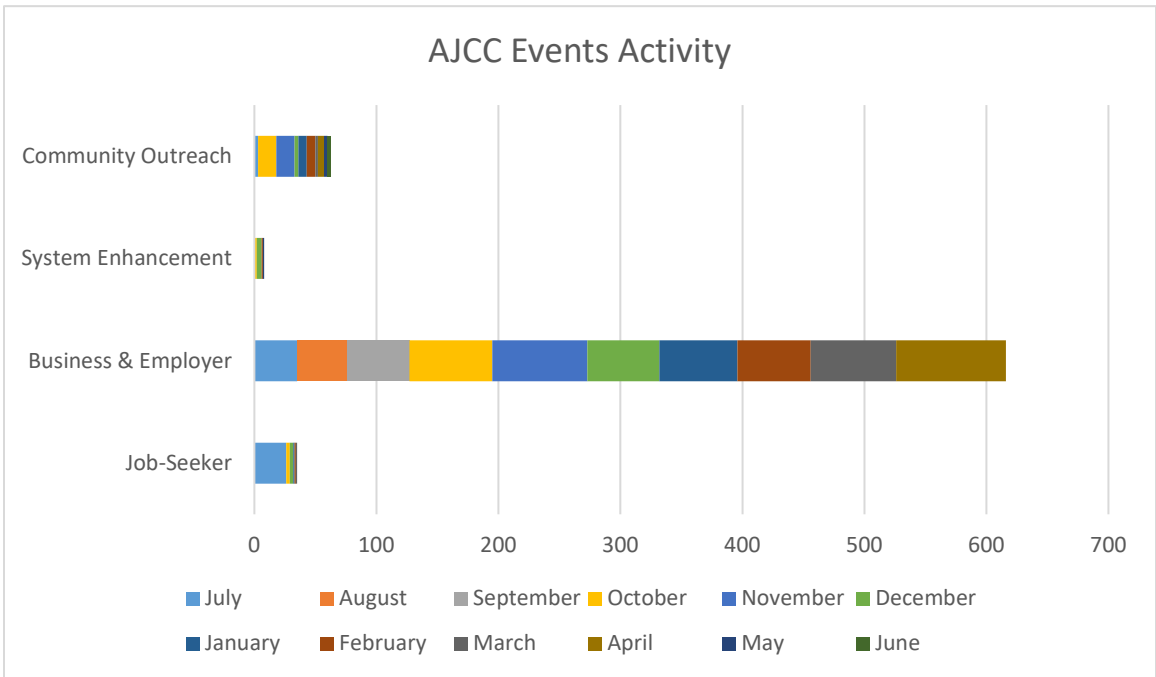
IN-THE-KNOW WITH SELACO

“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](#)





EVENTS



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. |

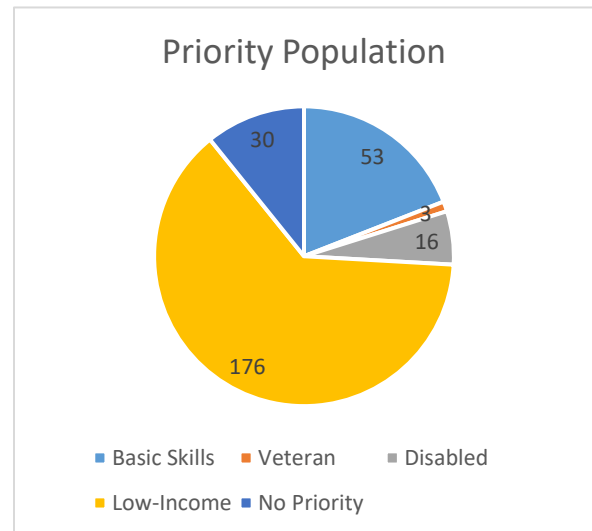
WIOA ADULT

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

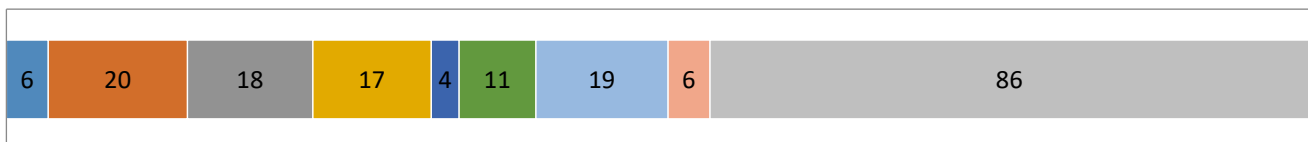
| Performance Measure | Negotiated PY 20/21 | Q1 PY 20/21 | Q2 PY 20/21 | Q3 PY 20/21 | Q4 PY 20/21 |
|---|---------------------|-------------|-------------|-------------|-------------|
| Employed 2 nd Quarter after Exit | 72.9% | 65.1% | 59.5% | 59.3% | 62.75% |
| Employed 4 th Quarter after Exit | 71.4% | 69.1% | 48.4% | 60.3% | 54.43% |
| Measurable Skills Gain | 52.0% | 36.6% | 40.8% | 52.8% | 58.44% |
| Credential Rate | 40% | 69.2% | 73.3% | 77.3% | 70.37% |
| Median Wage | \$8,079 | \$6,751.88 | \$6,538.68 | \$7,609.31 | \$7,129.10 |

| Activity Breakdown | |
|-------------------------|-----|
| Carryover | 183 |
| Enrollments | 187 |
| Exits | 164 |
| Program Services | |
| Training | 49 |
| Work Experience/OJT | 9 |
| Supportive Services | 108 |



WIOA Adult Enrollment by City

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



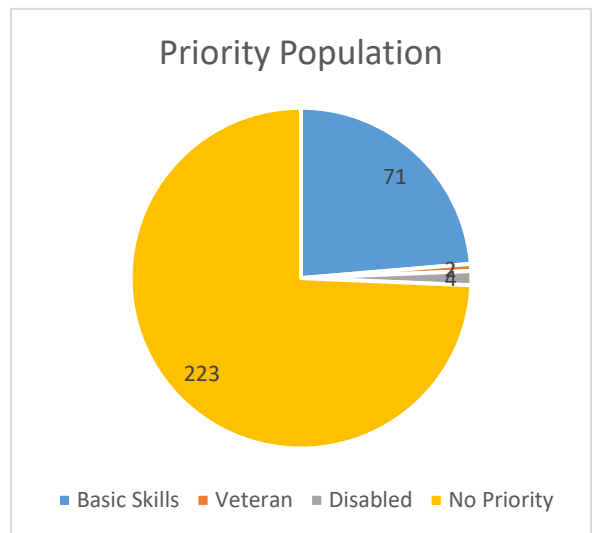
WIOA DISLOCATED WORKER (DW)

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 | Q3 PY 20/21 | Q4 PY 20/21 |
|---|---------------------|-------------|-------------|-------------|-------------|
| Employed 2 nd Quarter after Exit | 73.8% | 66.7% | 70.8% | 52.9% | 54.55% |
| Employed 4 th Quarter after Exit | 73.8% | 73.7% | 81.0% | 76.7% | 62.50% |
| Measurable Skills Gain | 50.0% | 38.5% | 36.9% | 56.6% | 52.54% |
| Credential Rate | 56.4% | 50.0% | 100% | 66.7% | 66.67% |
| Median Wage | \$8,546 | \$8,564.35 | \$8,675.12 | \$8,944.27 | \$6,808.82 |

| Activity Breakdown | | Grant 1187 Supportive Services |
|-------------------------|-----|--------------------------------|
| Carryover | 144 | |
| Enrollments | 251 | 244 |
| Exits | 215 | |
| Program Services | | |
| Training | 69 | |
| Work Experience/OJT | 2 | |
| Supportive Services | 115 | 266 |



*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 | 33 |
| Placements | | 33 |
| 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.

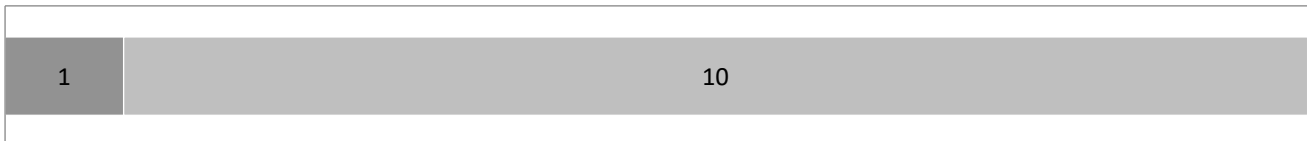
HOMELESS INITIATIVE PERFORMANCE INDICATORS PER QUARTER

| Performance Measure | Planned | Actual |
|---------------------|---------|--------|
| New Enrollment | 15 | 11 |
| Exits | | 4 |

| Program Services | Planned | Actual |
|---------------------|---------|--------|
| Work Experience | | 5 |
| OJT | | 1 |
| Supportive Services | | 16 |

Homeless Initiative Enrollment by City

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



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

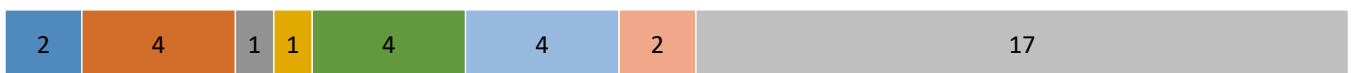
| Performance Measure | Negotiated PY 20/21 | Q1 PY 20/21 | Q2 PY 20/21 | Q3 PY 20/21 |
|--|------------------------|----------------|----------------|----------------|
| Employed or Placed in Education 2 nd QT after Exit | 62.9% | 54.5% | 71.4% | 27.8% |
| Employed or Placed in Education 4 th QT after Exit | 68.0% | 47.6% | 50.0% | 63.6% |
| Measurable Skills Gain | 56.4% | 50.0% | 58.1% | 74.1% |
| Credential Rate | 39.0% | 37.5% | 55.9% | 80.0% |
| Median Wage | \$3,610 | \$3,348.20 | \$7,238.74 | \$3,869.97 |

| Out-of-School Activity Breakdown | Planned | Actual |
|-------------------------------------|---------|--------|
| Carryover | | 53 |
| Enrollments | 84 | 35 |
| Exits | | 45 |
| Program Services | | |
| Training | | 11 |
| Work Experience/OJT | | 6 |
| Supportive Services | | 65 |

*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 | 17 |
| Exits | | 0 |
| Retention | | |

| Program Services | |
|-----------------------|----|
| Work Experience (WEX) | 17 |

Bridge to Work Enrollment by City

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

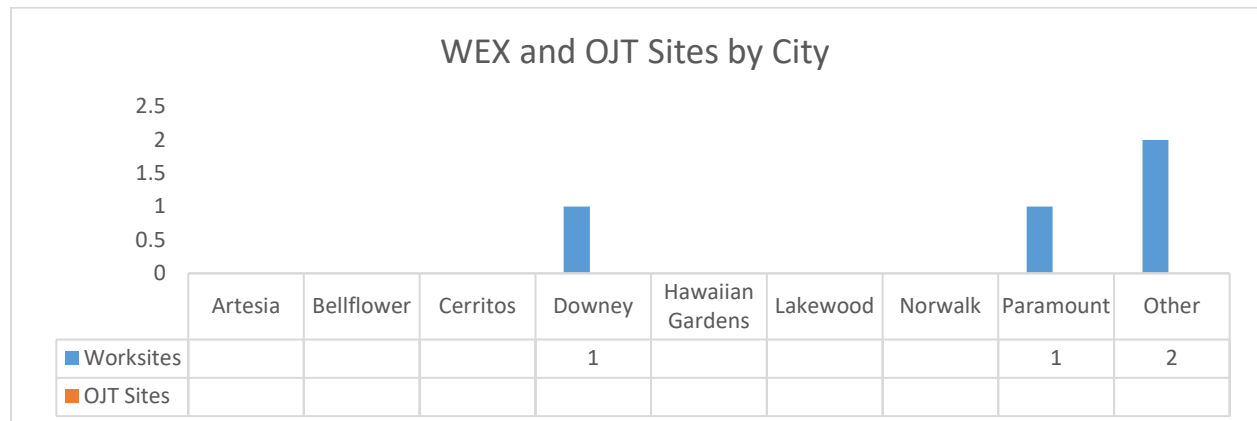


BUSINESS SERVICES

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 | 371 |
| Special Recruitments | 22 |
| Rapid Response | 18 |
| Lay-off Aversion | 118 |
| Total | 535 |



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 | 1058 |
| Completions | 118 | 66 |
| Retention | 66 | 0 |

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 | 41 |
| Artesia Child Development Center 18730 Clarkdale Avenue, Artesia, CA 90701 Center Director: Malajat Raja Phone Number: (562) 653-0290 | 77 | 56 |
| Bellflower Child Development Center 447 Flower Street, Bellflower, CA 90706 Center Director: Regina Mayo Phone Number: (562) 804-7990 | 88 | 46 |
| Bellflower II Child Development Center 14523 Bellflower Blvd., Bellflower, CA 90706 Phone Number: (562) 867-8399 | 96 | 52 |
| Lakewood Child Development Center 5225-A Hayter Avenue, Lakewood, CA 90712 Center Director: Maria Navarro Phone Number: (562) 531-9440 | 94 | 54 |
| Maywood Child Development Center 4803 58 th Street, Maywood, CA 90270 Center Director: Silvia Guzman Phone Number: (323) 560-5656 | 96 | 44 |
| Norwalk Child Development Center 14000 San Antonio Drive, Norwalk, CA 90650 Center Director: Silvia Guzman Phone Number: (562) 864-1958 | 40 | 26 |
| Total | 579 | 319 |

*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:

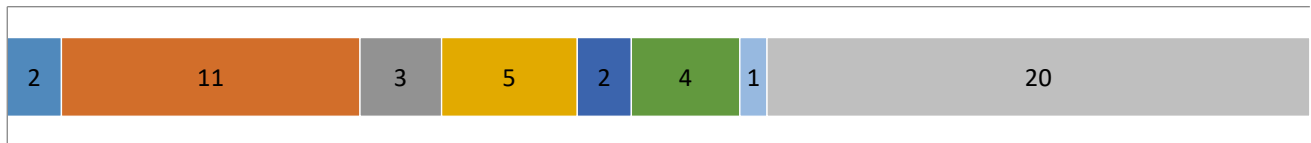
| Prison to Employment PY 19/20 | | | | | | | | | | |
|---|----------------|---------------|----------------|---------------|----------------|---------------|----------------|---------------|----------------|---------------|
| Quarterly End Date (MM/YY) | 03/20 | | 06/20 | | 09/20 | | 12/20 | | 03/21 | |
| | Planned | Actual | Planned | Actual | Planned | Actual | Planned | Actual | Planned | Actual |
| Total Participants enrolled | 25 | 12 | 25 | 17 | 25 | 30 | 25 | 41 | 25 | 48 |
| Total Participants enrolled in training | | 2 | | 2 | | 6 | | 11 | | 11 |
| Total participants completed training | | 0 | | 1 | | 1 | | 1 | | 8 |
| Attained Industry-valued certification or degree | | 0 | | 0 | | 0 | | 0 | | 0 |
| Placement in post-secondary education | | 0 | | 0 | | 0 | | 0 | | 0 |
| Placement in State Approved Apprenticeship | | 0 | | 0 | | 0 | | 0 | | 0 |
| Placement in Industry Sector employment | | 0 | | 0 | | 0 | | 6 | | 6 |
| Placement in Temporary other employment | | 0 | | 0 | | 0 | | 4 | | 4 |
| Employment retention-2nd quarter after exit | | 0 | | 0 | | 0 | | 0 | | 0 |

| 06/21 | |
|--|---------------|
| Planned | Actual |
| Total Participants enrolled | 48 |
| Total Participants enrolled in training | 14 |
| Total participants completed training | 10 |

| | |
|---|----|
| Attained Industry-valued certification or degree | 10 |
| Placement in post-secondary education | 0 |
| Placement in State Approved Apprenticeship | 0 |
| Placement in Industry Sector employment | 8 |
| Placement in Temporary other employment | 23 |
| Employment retention-2 nd quarter after exit | 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 | 38 |
| Referrals from SHARE | 35 |
| Enrollments resulting from SHARE referrals | 26 |

| ENROLLMENT ACTIVITY | |
|---------------------------|----|
| Work Experience (WEX) | 3 |
| On-the-Job Training (OJT) | 0 |
| Completed STEPS | 10 |
| Paired with a Mentor | 5 |
| Training | 4 |
| Employment Placement | 10 |
| Housing Placement | 16 |
| Supportive Services | 30 |
| Exits | 6 |

COG Home Enrollment by City

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



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: August 17, 2021

Subject: Consideration of Annual Appointments to the WDB

Action on the re-appointments of the Workforce Development Board members listed below to new two-year terms was deferred from the June 15th meeting of the Policy Board. They are eligible for reappointment to the WDB for new two-year terms expiring June 30, 2023.

Artesia Private Sector—Leila Nam (Kam Bor, Inc.)
Cerritos Private Sector—Sanjay Trivedi (Trivedi & Associates)
Norwalk Private Sector—Joseph Derthick (AFLAC)


In addition to the above, there are three vacancies for labor representatives as well as for a representative of EDD.



MEMORANDUM

DATE: August 17, 2021

TO: SELACO Policy Board

FROM: Yolanda Castro, Executive Director 

RE: Approve MOU with Paramount Adult School

On July 22, 2021, the SELACO WDB reviewed and approved the attached Memorandum of Understanding (MOU) with Paramount Adult School. This item comes to the Policy Board for your review and approval.

In compliance with Workforce Innovation Opportunity Act (WIOA) requirements to establish a high quality AJCC delivery system and enhance collaborations among partner programs, the Southeast Los Angeles County Workforce Development Board (SELACO WDB) has active Memoranda of Understanding (MOUs) with all required partners identified within our service area. These MOUs serve as a functional tool for how the Local Board and AJCC partners will work together to create a unified service delivery system that best meets the needs of their shared customers.

Due to the recent addition of the City of Paramount to the SELACO WDB's local service area, the SELACO WDB has negotiated an MOU with the Paramount Adult School (PAS). The PAS falls under the adult school category. The agreed-upon MOU addresses service coordination and collaboration between the SELACO WDB and PAS and among PAS and all SELACO WDB AJCC partners. The SELACO WDB-PAS MOU includes the key elements of an MOU as outlined in TEGL 16-16. SELACO WDB will negotiate an Infrastructure Funding Agreement (IFA) with PAS at the upcoming SELACO WDB IFA annual review scheduled with all AJCC partners.

The Paramount Adult School (PAS) is in the city of Paramount and strongly believes in providing all students with a quality educational program and is dedicated to individuals' academic, personal, and social growth within a student-centered environment. PAS offers classes in four program areas: Adult Basic Education (ABE), Adult Secondary Education (ASE), including High School Diploma and High School Equivalency (HSE), Career Technical Education (CTE), and English as a Second Language (ESL) /Citizenship.

Attached for review and approval is the MOU with PAS. In accordance with State directive, the PAS MOU was created in a joint effort by SELACO WDB and PAS with a focus on three major components: Shared customers, Shared Services, and Shared Access.

Action Required:

- Review and approve action taken by the SELACO WDB Board and sign the MOU between the SELACO WDB and PAS.

**Workforce Innovation and Opportunity Act
One-Stop Delivery System Memorandum of Understanding
between
Southeast Los Angeles County Workforce Development Board
and
Paramount Adult School**

1. Purpose

Pursuant to the federal Workforce Innovation and Opportunity Act (PL 113-128), this Memorandum of Understanding (MOU) is entered into between the Workforce Development Corporation of Southeast Los Angeles County, Inc. (dba Southeast Los Angeles County Workforce Development Board) and Paramount Adult School.

WIOA requires that an MOU be developed and executed between the Local Board and the America's Job Center of CaliforniaSM (AJCC) partners to establish an agreement concerning the operations of the AJCC delivery system. The purpose of the MOU is to establish a cooperative working relationship between the parties and to define their respective roles and responsibilities in achieving policy and program objectives. The MOU also serves to establish the framework for providing services to businesses, employed individuals, job seekers and others needing workforce services.

2. California's Vision for the One-Stop System

California's one-stop delivery system, represented by the AJCCs, is locally-driven. It develops partnerships and provides programs and services to achieve three main policy objectives established by the California Workforce Development Strategic Plan, including the following:

- Foster demand-driven skills attainment
- Enable upward mobility for all Californians
- Align, coordinate and integrate programs and services

These objectives will be accomplished by ensuring access to high-quality AJCCs that provide the full range of services available in the community for all customers, who are:

- Looking to find a job;
- Building basic educational or occupational skills;
- Earning a postsecondary certificate or degree;
- Obtaining guidance on how to make career choices; or
- Seeking to identify and hire skilled workers.

3. Local/Regional Vision Statement, Mission Statement, Principles and Goals

Congress and the U.S. Department of Labor (DOL) envision three hallmarks of excellence, for the nation's workforce development delivery system under WIOA:

- The needs of businesses and workers drive workforce solutions and local boards are accountable to communities in which they are located;
- One-stop centers (the AJCCs) provide excellent customer service to jobseekers and employers and focus on continuous improvement; and
- The workforce system supports strong regional economies and plays an active role in community and workforce development.

To support these objectives, the SELACO WDB has established a service delivery system in cooperation with organizations operating WIOA-mandated AJCC partner programs, along with a wide range of other community stakeholders. The system is guided by the following vision, mission, principles and goals:

Vision: SELACO WDB’s vision for meeting workforce development challenges within Southeast Los Angeles County is one centered on collaboration to address a wide range of stakeholders’ interests, including those of business, labor, education, social services, philanthropy and community organizations. Bringing this vision to fruition requires that stakeholders work together to address the skills development and training needs of priority sectors, while at the same time ensuring that workers have access to career pathway services and training to meet those needs.

Mission: SELACO WDB’s mission is two-fold. Our AJCC system supports the needs of job seekers for career services and training, while providing services to promote the success of local businesses.

Principles: Our local AJCCs strive to meet the WIOA vision for an effective one-stop system, which is one that is designed to increase access to and opportunities for the employment, education, training, and support services that individuals need to succeed in the labor market, particularly those with barriers to employment. It aligns workforce development, education, and economic development programs with regional economic development strategies to meet the needs of local and regional employers, and provides a comprehensive, accessible and high-quality workforce development system. SELACO WDB’s AJCC partners are committed to developing and maintaining a one-stop system that is:

Quality-Focused: Supporting the content and approaches used to deliver all services the system has to offer is a commitment to ensuring that each service adds value to the achievement of goals and objectives by job seekers and businesses using the AJCCs.

Business-Driven: Local companies’ talent and skill needs dictate the content, scope, and intensity of services the SELACO WDB’s one-stop system offers. The system is driven to respond to the needs of business by sourcing, training and delivering qualified candidates.

Customer-Centered: Leveraging a wide range of strategies within an integrated service delivery environment, the local AJCCs are intensively focused on evaluating and

responding to the needs, preferences, desires and circumstances of all customers using the system.

Meets the Unique Needs of the Regional Economy: The SELACO WDB represents a unique sub-region of Los Angeles County – one that sits at the cross roads of various transportation corridors and on the border California’s two largest counties. Some of the State’s fastest growing and most dynamic industries are inside or within a reasonable commuting distance of SELACO WDB’s borders. The AJCCs are actively involved in working with businesses in priority sectors to ensure the system remains responsive to their needs.

System Goals: Broadly, the goals of the Board reflect those espoused by DOL, which commit the one-stop system to:

- Provide job seekers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages;
- Provide access and opportunities to all job seekers, including individuals with barriers to employment, such as individuals with disabilities, to prepare for, obtain, retain, and advance in high-quality jobs and high-demand careers;
- Enable businesses and employers to easily identify and hire skilled workers and access other supports, including education and training for their current workforce;
- Participate in rigorous evaluations that support continuous improvement of one-stop centers by identifying which strategies work better for different populations; and
- Ensure that high-quality integrated data inform decisions made by policy makers, employers, and job seekers.

Specific goals supporting one-stop system effectiveness that are part of SELACO WDB’s current Local Area Strategic Plan include the following:

- Successfully implement national models to build strong career pathway programs.
- Use the Sector Partnerships as the vehicle for the identification of career pathways and the development, re-tooling and alignment of courses/curricula to meet business needs.
- Working with partners, increase the numbers of workers who are able to access and take advantage of skills training geared to employment in priority sectors and other promising industries.
- Explore alternative basic education models to reduce the time spent in this activity by some learners.
- Refine existing approaches to rapid response and business services so that they are fully transformed into proactive business retention and layoff aversion programs.
- Expand the use of work-based learning models to create additional skills development and employment opportunities for all workers and align work-based learning strategies with career pathway strategies.

- Continue to build strong linkages to registered apprenticeship programs and fully integrate these programs in the one-stop and WIA Youth Program delivery systems.

Support from Paramount Adult School and all other AJCC partners is critical to the system's ability to achieve these goals.

4. **Parties**

The parties to this MOU are:

Southeast Los Angeles County Workforce Development Board

10900 East 183rd Street, Suite 392, Cerritos, CA 90703
(562) 402-9336

Paramount Adult School

14507 Paramount Blvd., Paramount, CA 90723
(562) 602 - 8080

5. **One-Stop System and Services**

The one-stop system overseen by the SELACO WDB includes the following full service AJCCs:

Cerritos AJCC
10900 East 183rd St, Suite 350 Cerritos, CA 90703

Firestone AJCC
12440 E. Firestone Blvd, Suite 100W, Norwalk, CA 90650

Attachment A to this MOU provides a summary of the basic career services, individualized career services, follow-up services, training services and businesses services provided by the system.

Attachment B summarizes the specific shared services provided by Paramount Adult School in partnership with the SELACO WDB and the full range of AJCC partners.

6. **Responsibility of AJCC Partners**

To promote the development and sustainability of a quality-focused system capable of meeting the full range of needs of its customers, Paramount Adult School agrees to participate with SELACO WDB and other partners in joint planning, plan development, and system improvement activities to accomplish the following:

- Continuous partnership building.
- Continuous planning in response to state and federal requirements.

- Responsiveness to local and economic conditions, including employer needs.
- Adherence to common data collection and reporting needs.

In addition, Paramount Adult School agrees to:

- Make its applicable service(s) available to customers through the one-stop delivery system.
- Participate in the operation of the one-stop system, consistent with the terms of the MOU and requirements of authorized laws.
- Participate in capacity building and staff development activities in order to ensure that all partners and staff are adequately cross-trained.

7. Funding of Services and Operating Costs

By September 1, 2021 Paramount Adult School agrees to negotiate and implement a cost sharing plan, which will constitute Attachment C to this MOU. In accordance with this plan, Paramount Adult School and all relevant parties to this MOU will agree to share in the operating costs of the AJCC system, either in cash or through in-kind services. The cost of services, operating costs, and infrastructure costs of the system will be funded by all AJCC partners through a separately negotiated cost sharing agreement based on an agreed upon formula or plan.

Paramount Adult School will ensure that the shared costs are supported by accurate data, the shared costs are consistently applied over time, and the methodology used in determining the shared costs are reflected in a separate Cost Sharing Agreement that will be attached to this MOU.

8. Methods for Referring Customers

All AJCC system partners agree to support and mutually implement processes for the referral of customers to services not provided on-site.

Paramount Adult School and system partners are committed to ensuring that intake and referral processes are customer-centered and provided by staff trained in effective customer service techniques. Partners will ensure that general information regarding AJCC programs, services, activities and resources are made available to all customers as appropriate. Customer referrals will be made through a variety of approaches, including verbally, via electronic media, and by way of traditional correspondence. Through cross training of AJCC staff and use of real-time technology, Paramount Adult School agrees to provide other AJCC partner staff access to meaningful information on services needed by customers.

Attachment B provides a summary of how Paramount Adult School will support shared service delivery, including referrals of customers.

9. Access for Individuals with Barriers to Employment

Along with other partners, Paramount Adult School agrees to ensure access for individuals with barriers to employment. Under WIOA, the term “individual with a barrier to employment” means a member of 1 or more of the following populations:

- A. Displaced homemakers
- B. Low-income individuals
- C. Indians, Alaska Natives, and Native Hawaiians
- D. Individuals with disabilities, including youth who are individuals with disabilities
- E. Older individuals
- F. Ex-offenders
- G. Homeless individuals or homeless children and youths
- H. Youth who are in or have aged out of the foster care system
- I. Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers
- J. Eligible migrant and seasonal farm workers
- K. Individuals within 2 years of exhausting lifetime eligibility (for TANF)
- L. Single parents (including single pregnant women)
- M. Long-term unemployed individuals
- N. Such other groups as the Governor involved determines to have barriers to employment

As part of the AJCC system, Paramount Adult School commits to offer priority for services to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient when providing individualized career services and training services with WIOA adult funds. Furthermore, Paramount Adult School will ensure its policies, procedures, programs, and services are in compliance with the *Americans with Disabilities Act of 1990* and its amendments, in order to provide equal access to all customers with disabilities.

10. Shared Technology and System Security

WIOA emphasizes technology as a critical tool for making all aspects of information exchange possible, including, but not limited to, client tracking, common case management, reporting, and data collection.

To support the use of technology, Paramount Adult School agrees to:

- Comply with the applicable provisions of WIOA, Welfare and Institutions Code, California Education Code, Rehabilitation Act, and any other appropriate statutes or requirements.
- Adhere to the principles of common reporting and shared information through electronic mechanisms, including shared technology.
- Commit to share information to the greatest extent allowable under its governing legislation and confidentiality requirements.

- Maintain all records of the AJCC customers or partners (e.g. applications, eligibility and referral records, or any other individual records related to services provided under this MOU) in the strictest confidence, and use them solely for purposes directly related to such services.
- Develop technological enhancements that allow interfaces of common information needs, as appropriate.
- Acknowledge that system security provisions shall be agreed upon by all partners.

11. Confidentiality

Paramount Adult School agrees to comply with the provisions of WIOA as well as the applicable sections of the Welfare and Institutions Code, the California Education Code, the Rehabilitation Act, and any other appropriate statute or requirement to assure the following:

- All applications and individual records related to services provided under this MOU, including eligibility for services and enrollment and referral, shall be confidential and shall not be open to examination for any purpose not directly connected with the delivery of such services.
- No person will publish, disclose use, or permit, cause to be published, disclosed or used, any confidential information pertaining to AJCC applicants, participants, or customers overall unless a specific release is voluntarily signed by the participant or customer.
- The AJCC partner agrees to abide by the current confidentiality provisions of the respective statutes to which AJCC operators and other AJCC partners must adhere, and shall share information necessary for the administration of the program, as allowed under law and regulation. The AJCC partner, therefore, agrees to share client information necessary for the provision of services such as assessment, universal intake, program or training referral, job development or placement activities, and other services as needed for employment or program support purposes.
- Client information shall be shared solely for the purpose of enrollment, referral or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

12. Non-Discrimination and Equal Opportunity

Paramount Adult School shall not unlawfully discriminate, harass or allow harassment against any employee, applicant for employment or AJCC applicant due to gender, race, color, ancestry, religion, national origin, veteran status, physical disability, mental disability, medical condition(s), age, sexual orientation or marital status. The AJCC partner agrees to comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12990) and related, applicable regulations.

The AJCC partner will assure compliance with the Americans with Disabilities Act of 1990 and its amendments, which prohibits discrimination on the basis of disability, as well as

other applicable regulations and guidelines issued pursuant to the Americans with Disabilities Act.

13. Grievances and Complaints Procedure

Paramount Adult School agrees to establish and maintain procedures for grievance and complaints as outlined in WIOA. The process for handling grievances and complaints is applicable to customers and partners. These procedures will allow customers or entities filing the complaint to exhaust every administrative level in receiving a fair and complete hearing and resolution of their grievance. Paramount Adult School further agrees to communicate openly and directly to resolve any problems or disputes related to the provision of services in a cooperative manner and at the lowest level of intervention possible.

14. American's with Disabilities Act and Amendments Compliance

Paramount Adult School agrees to ensure that its policies and procedures, as well as the programs and services provided at the AJCC, are in compliance with the Americans with Disabilities Act and its amendments. Additionally, Paramount Adult School agrees to fully comply with the provisions of WIOA, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, 29 CFR Part 37 and all other regulations implementing the aforementioned laws.

15. Effective Dates and Term of MOU

This MOU shall be binding upon each party hereto upon execution by such party. The term of this MOU shall be three years, commencing on the date of execution by all parties. The MOU will be reviewed every three years or more frequently to identify any substantial changes that have occurred.

16. Modifications and Revisions

This MOU constitutes the entire agreement between the parties and no oral understanding not incorporated herein shall be binding on any of the parties hereto. This MOU may be modified, altered, or revised, as necessary, by mutual consent of the parties, by the issuance of a written amendment, signed and dated by the parties.

17. Termination

The parties understand that implementation of the AJCC system is dependent on the good faith effort of every partner to work together to improve services to the community. The parties also agree that this is a project where different ways of working together and providing services are being tested and evaluated. In the event that it becomes necessary for one or more parties to cease being a part of this this MOU, said entity shall notify the other parties, in writing, 30 days in advance of that intention.

18. Administrative and Operations Management Sections

To support the effective administration and operation of the AJCC system, the parties agree to the following:

License for Use

During the term of this MOU, all parties shall have a license to use all space of the AJCCs for the sole purpose of conducting acceptable AJCC services as outlined herein.

Supervision/Day to Day Operations

The day-to-day supervision of staff assigned to the AJCCs will be the responsibility of the site supervisor(s). The employer of staff assigned to the AJCCs will continue to set the priorities of its staff. Any change in work assignments or any problems at the worksite will be handled by the site supervisor(s) and the management of the staff's employer.

The office hours for the staff at the AJCCs will be established by the site supervisor(s) and the staff's employer. All staff members assigned to the AJCC will comply with the holiday schedule of their employer and will provide a copy of their holiday schedule to the operator and host agency at the beginning of each fiscal year.

Disciplinary actions may result in removal of co-located staff from the AJCCs and each party will take appropriate action.

Each party shall be solely liable and responsible for providing to, or on behalf of, its employee(s), all legally-required employee benefits. In addition, each party shall be solely responsible for and hold all other parties harmless from all matters relating to payment of each party's employee(s), including compliance with social security withholding, workers' compensation, and all other regulations governing such matters.

Dispute Resolution

The parties agree to attempt to resolve policy or practice disputes at the lowest level possible, starting with the site supervisor(s) and staff. If issues cannot be resolved at this level, they shall be referred to the management of the staff's employer and the operator for discussion and resolution.

Press Releases and Communications

All parties shall be included when communicating with the press, television, radio or any other form of media regarding its duties or performance under this MOU. Participation of each party in press/media presentations will be determined by each party's public relations policies. Unless otherwise directed by the other parties, in all communications, each party shall make specific reference to all other parties.

The parties agree to utilize the AJCC logo developed by the State of California and the Local Board on buildings and other items identified for AJCC usage. Such items include letterhead, envelopes, business cards, any written correspondence and fax transmittals.

Hold Harmless/Indemnification/Liability

In accordance with provisions of Section 895.4 of the California Government Code, each party hereby agrees to indemnify, defend and hold harmless all other parties identified in this MOU from and against any and all claims, demands, damages and costs arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. In addition, except for Departments of the State of California which cannot provide for indemnification of court costs and attorney's fees under the indemnification policy of the State of California, all other parties to this MOU agree to indemnify, defend and hold harmless each other from and against all court costs and attorney's fees arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. It is understood and agreed that all indemnity provided herein shall survive the termination of this MOU.

19. Attachments

The following attachments are included in this MOU:

Attachment A: One-Stop System Services

Attachment B: Paramount Adult School – Shared System Services

Attachment C: Cost Sharing Agreement

Attachment D: One-Stop System Map

Attachment E: AJCC Required Regional Partners: Roles of Providers of Career Services

20. Authority and Signatures

The individuals signing below have the authority to commit the party they represent to the terms of this MOU and do so commit by signing:

Southeast Los Angeles County Workforce Development Board (SELACO WDB)

| | | |
|--------------|-----------|------|
| Mark Dameron | | |
| Name | Signature | Date |

SELACO WDB Policy Board of Elected Officials

| | | |
|-----------|-----------|------|
| Jeff Wood | | |
| Name | Signature | Date |

Paramount Adult School

| | | |
|-------------|--|--------|
| Patricia Tu |  | 7/9/21 |
| Name | Signature | Date |

**Workforce Innovation and Opportunity Act
One-Stop Delivery System Memorandum of Understanding**

One-Stop System Services

WIOA establishes two levels of employment and training services for adults and dislocated workers: career services and training services. Following is general information on WIOA career, training and business services to guide the SELACO WDB AJCC system in the delivery of these services.

Career Services: Career services for adults and dislocated workers are available at both local AJCCs. U.S. DOL has identified three types of career services:

- Basic career services;
- Individualized career services; and
- Follow-up services

Basic Career Services: Basic career services must be made available and, at a minimum, must include the following services:

- Determinations of whether the individual is eligible to receive assistance from the adult, dislocated worker, or youth programs;
- Outreach, intake (including worker profiling), and orientation to information and other services available through the local workforce system;
- Initial assessment of skills levels, including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and support service needs;
- Labor exchange services, including:
 - job search and placement assistance, and, when needed by an individual, career counseling, including the provision of information on nontraditional employment and in-demand industry sectors and occupations; and
 - appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services not traditionally offered through the local workforce system;
- Provision of referrals to and coordination of activities with other programs and services, including programs and services within the local workforce system and, when appropriate, other workforce development programs;
- Provision of workforce and labor market employment statistics information, including information relating to local, regional, and national labor market areas;
- Provision of performance information and program cost information on eligible providers of training services by program and provider type;
- Provision of information, in usable and understandable formats and languages, about how the Board is performing on local performance accountability measures,

as well as any additional performance information relating to the local workforce system;

- Provision of information, in usable and understandable formats and languages, relating to the availability of support services or assistance, and appropriate referrals to those services and assistance;
- Provision of information and assistance regarding filing claims for unemployment compensation, by which the Board must provide assistance to individuals seeking such assistance.
- Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.

Individualized Career Services: Individualized career services must be made available if determined to be appropriate in order for an individual to obtain or retain employment. These include the following services:

- Comprehensive and specialized assessments of the skills levels and service needs of adults and dislocated workers; Section 134(c)(2) and (c)(3) list the required local employment and training activities. To satisfy some of these requirements, the use of assessments is necessary. To avoid duplication of services, WIOA allows the use of previous assessments from another education or training program. The previous assessments must be determined to be appropriate by AJCC representatives and must have been completed within the previous six months
- Development of an individual employment plan to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals, including information regarding eligible training providers;
- Group counseling;
- Individual counseling;
- Career planning;
- Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training;
- Internships and work experience that are linked to careers;
- Workforce preparation activities;
- Financial literacy services as described in WIOA §129(b)(2)(D);
- Out-of-area job search and relocation assistance; and
- English language acquisition and integrated education and training programs.

Follow-up Services: These services must be made available, as appropriate (including counseling regarding the workplace) for participants in adult or dislocated worker activities that are placed in unsubsidized employment for a minimum of 12 months after the first day of employment.

Training Services: WIOA is designed to increase participant access to training services.

Training services are provided to equip individuals to enter the workforce and retain employment. Examples of training services include:

- Occupational skills training, including training for nontraditional employment;
- On-the-job training (OJT), including registered apprenticeship;
- Incumbent worker training in accordance with WIOA §134(d)(4);
- Workplace training and cooperative education programs;
- Private sector training programs;
- Skills upgrading and retraining;
- Entrepreneurial training;
- Transitional jobs in accordance with WIOA §134(d)(5);
- Job readiness training provided in combination with other training described above;
- Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, in combination with training; and
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

WIOA clarifies that there is no sequence of service requirement in order to receive training. However, DOL has indicated that, at minimum, to be eligible for training, an individual must receive an interview, evaluation, or assessment and career planning or any other method through which the one-stop operator/partner can obtain enough information to make an eligibility determination for training services. Where appropriate, a recent interview, evaluation, or assessment may be used for the assessment purpose.

Business Services: SELACO WDB's AJCCs are part of a business-focused system. Examples of system services to serve business customers include:

- Customized screening and referral of qualified participants in training services to employers
- Customized employment-related services to employers, employer associations, or similar organizations on a fee-for-service basis that are in addition to labor exchange services available to employers under the Wagner-Peyser Act
- Work-based learning activities, including incumbent worker training, Registered Apprenticeship, transitional jobs, on-the-job training, and customized training.
- Activities to provide business services and strategies that meet the workforce investment needs of employers, as determined by the Board and consistent with the local plan.

**Workforce Innovation and Opportunity Act
One-Stop Delivery System Memorandum of Understanding**

Paramount Adult School - Shared System Services

The Paramount Adult School (PAS) is in a diverse urban community that strongly believes in providing all students with a quality educational program and is dedicated to individuals' academic, personal, and social growth within a student-centered environment. PAS offers classes in four program areas: Adult Basic Education (ABE), Adult Secondary Education (ASE), including High School Diploma and High School Equivalency (HSE), Career Technical Education (CTE), and English as a Second Language (ESL) /Citizenship. In 2017, PAS added an Integrated English Training (IET) program in Information Technology to provide access and support the ELA Learner. To meet the goal of increasing career pathways, PAS has created two new CTE programs: Phlebotomy and Cosmetology. Classes are available weekday mornings, afternoons, and evenings.

SELACO WDB has adopted an Integrated Service Delivery (ISD) model that supports the objectives of the MOU. With the implementation of WIOA, Title II partners will generally support and/or deliver the activities listed in Attachment E, "AJCC Required Regional Partners: Roles of Providers of Career Services."

The following information summarizes Paramount Adult School 's role within the AJCC system:

- Sharing System Design and Access
- Sharing System Services
- Sharing Customers

Sharing System Design and Access

With regard to system design and access, Paramount Adult School and SELACO WDB agreed to use of the following terms to characterize the participation of Paramount Adult School within the local AJCC system:

- "Bricks:" Achieved through co-location:
- "Clicks: Providing direct linkages through use of various technology applications; and
- "Connect:" Cross training partner program staff to increase system capacity.

Paramount Adult School will be present and participate in the system through "Clicks" and "Connect". "Clicks" participation will support the active training of PAS staff in the

active use of CalJOBS system, which functions as the technology centerpiece and information sharing hub for the AJCC partners and its key customers.

PAS will “connect” with AJCC partners by providing training on the process of direct referral.

Sharing System Services

Paramount Adult School’s role in the coordinated delivery of AJCC services will include the following services and participation.

1. Outreach

To broaden community awareness and utilization of the one-stop career center system, adult education programs and the programs and services of other AJCC partners, SELACO WDB and Paramount Adult School have agreed initially to create links among their websites, thereby providing those seeking information about jobs or training access to many sources at once. In addition, Paramount Adult School has agreed to explore opportunities for unified messaging through the development of a welcome video that will promote the partnership.

2. Intake

As a system partner, Paramount Adult School acknowledges that CalJOBS is the state-recognized system for intake, registration and enrollment into AJCC services. SELACO WDB and Paramount Adult School have agreed to provide cross-training in CalJOBS and educational intake/registration processes and systems, including those used for adult basic career services.

3. Orientation

SELACO WDB and Paramount Adult School have agreed to provide cross training to ensure that AJCC partner staff is knowledgeable of and promotes one another’s programs and services. In addition, there is agreement to develop: common marketing messages and materials that will promote the system, including all partners: a common orientation video that describes programs/services available: primary points of access and points of contact at each site operated by the partners; and a training protocol/system that will educate partners about each other’s orientation and enrollment processes.

4. Initial Assessment

SELACO WDB and Paramount Adult School have agreed to share initial/basic assessment results (to the extent permissible without infringing upon client confidentiality) and to make the information available to other AJCC partners as needed and when allowable.

Sharing Customers

A system is currently in place between SELACO WDB and Paramount Adult School through which points of contact at each partner institution have been identified for referral of students/participants to the one-stop system and the AJCC partners. Staff from all partners currently refers and schedules appointments through direct contact by phone. Partners have agreed to adopt technology-based communication methods to supplement telephone calls. This will likely include use of real-time tools, such as Google Docs and implementation of a shared online calendar. The partnership will move to strengthen the referral process by possibly connecting it to the K-16 Bridge program, a student success initiative and partnership between Cerritos College and local school districts that supports students' effectively transitioning from high school to college.

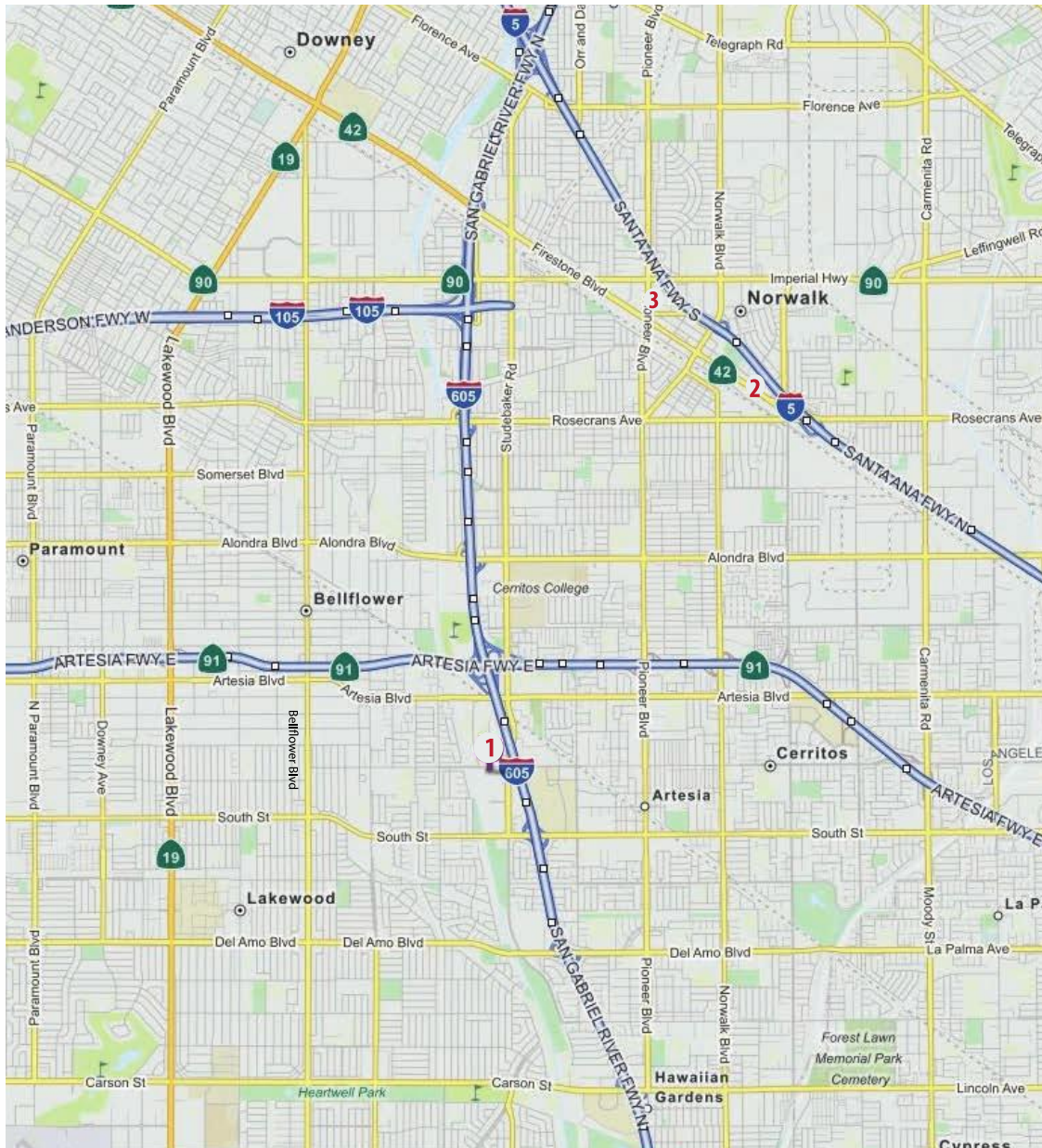
**Workforce Innovation and Opportunity Act
One-Stop Delivery System Memorandum of Understanding**

Cost Sharing Agreement

As indicated in section 7 of the MOU, the Paramount Adult School agrees to negotiate and implement a cost sharing plan by September 1, 2021.

Workforce Innovation and Opportunity Act One-Stop Delivery System Memorandum of Understanding

One-Stop System Map



SELACO WDB AJCC:

1. Cerritos Comprehensive AJCC – 10900 E. 183rd St., Cerritos CA 90703
2. Norwalk Affiliated, "Firestone AJCC" – 12440 Firestone Blvd., Suite 100, Norwalk, CA 90650 *
3. Norwalk EDD Affiliated AJCC - 12715 S. Pioneer Blvd., Norwalk, CA 90650 *

* The two centers in Norwalk are temporarily split, but by July 1, 2018 will be combined into one building that is currently under construction.

**Workforce Innovation and Opportunity Act
One-Stop Delivery System Memorandum of Understanding**

**AJCC Required Regional Partners:
Roles of Providers of Career Services System**

AJCC Required Regional Partners: Roles of Providers of Career Services

| | WIOA Title I Adult | WIOA Title I Dislocated Worker | WIOA Title I Youth | WIOA Title II Adult Ed. | WIOA Title III Wagner-Peyser Act | Title I of Rehab. Act | Carl D. Perkins | Title V Older Americans | L.A. Job Corps | Native American Programs | Veterans JVSG | Trade Adjustment Assistance Act | Community Services Block Grant | Housing and Urban Dev. | Unemploy. Comp. | Migrant Seasonal Farmworkers | Youth Build | Second Chance | TANF |
|---|--------------------|--------------------------------|--------------------|-------------------------|----------------------------------|-----------------------|-----------------|-------------------------|----------------|--------------------------|---------------|---------------------------------|--------------------------------|------------------------|-----------------|------------------------------|-------------|---------------|------|
| Assess Skills and Needs; Eligibility; Intake; Orientation | X | X | X | X | X | X | X | X | X | X | X | X | X | X | | X | X | X | X |
| Assist with Tuition/Fees | X | X | X | | | | | | | | | | X | X | | | X | | |
| Develop Curriculum/Programs | X | X | X | X | | X | X | X | X | X | | | X | X | | | X | X | X |
| Deliver Training | X | X | X | X | | X | X | | X | X | | | X | | | | X | X | X |
| Engage Employers | X | X | X | X | X | X | X | X | X | X | X | X | X | | X | X | X | X | X |
| Identify Industry-Recognized Credentials | X | X | X | | | X | X | X | X | X | | | X | | | | X | | |
| Provide Counseling (Academic/Personal/Career) | X | X | X | X | X | X | X | X | X | X | X | X | X | X | | X | X | X | X |
| Provide Case Management | X | X | X | X | | X | X | | | X | X | X | X | | | | X | X | X |
| Provide Informational Services | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |
| Provide Job Placement | X | X | X | X | X | X | X | X | | | X | X | X | | | X | X | X | |
| Provide Job Search Assistance | X | X | X | X | X | X | X | X | X | X | X | X | X | X | | X | | X | X |
| Provide Labor Market Information | X | X | X | X | X | X | X | X | X | X | X | X | X | X | | X | X | X | X |
| Provide Support Services | X | X | X | | | | | | | | X | X | X | X | | | | X | X |
| Provide Work-Based Learning Opportunities | X | X | X | X | | X | X | X | X | X | | | X | | | | X | X | X |
| Recruit and Make Referrals | X | X | X | X | X | X | | X | X | X | X | X | X | X | | X | X | X | X |



Small Business Revitalization Fund (SBRF) Final Report

The State of California, Employment Development Department (EDD) awarded COVID 19 relief funds through the Governor's WIOA Discretionary fund, called "Additional Assistance" (AA) grants; designed to provide Workforce Development Boards with an opportunity to utilize funds to assist job seekers and businesses experiencing the serious impact of the COVID 19 pandemic. SELACO applied for these funds and was awarded \$900,900. SELACO in consultation with its Board of Directors (BOD) and its Business Advisory Committee (BAC) chose to utilize some of the State AA award, to provide a total of \$200,000 in grants to eligible small local businesses, who were facing staff layoffs, and potential business closure. This SELACO grant initiative is known as the Small Business Revitalization Fund (SBRF).

Grant Application Process: SELACO staff, in concert with the BOD and the Business Advisory Committee, were clearly seeing the impact of so many local businesses facing employee layoffs, severely reduced revenues, and hundreds of business closures in the Southeast LA Area. COVID 19 was in its infancy, with very little known about how long the pandemic would last, how soon there might be a remedy, or IF there was even going to be a remedy. The world was in chaos, and SELACO wanted to find a way to mitigate some of the devastation facing our region's small companies. We knew the oversight of a full grant program would be challenging, but the decision was made to proceed anyway, knowing the value of grants awarded to our business community would be impactful.

SELACO created an outline of our planned goals with the grant project. We knew there were thousands of economic development dollars being let by large Cities and Counties in the form of sizeable grants to businesses. We discovered businesses who could afford consultants to write a grant or loan application explaining their economic plight, or large enough companies with in-house talent to write such a financial aid application, had a huge advantage in response to these local government grants. These substantial grants being awarded by large government agencies, were leaving the small business owners behind. With input from our own business representatives on the BAC, SELACO agreed to focus our grant project on small business owners, who had not previously received a substantial amount of government grants or loans, and whose companies resided in our 8 City Service Delivery Area (SDA). That Area includes businesses located in: Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, Norwalk and Paramount. The grant project was named the "Small Business Revitalization Grant" (SBRF), and the final qualification requirements are listed below.

Small businesses located in our SELACO Service Delivery Area, with 100 employees or fewer, were encouraged to apply for up to a \$5,000 grant in the initial first round of funding. Companies had to: assure they were in "good standing" with the State of California, Secretary of State (up to date with tax filings); not have received more than \$10,000 in previous grants/loans; and they had to provide proof that an SBRF awarded grant would help prevent staff layoffs, or business closure. A simple two-page SBRF Application was created to assure all businesses could access and complete the grant process; included was an easy "Employer Checklist" for companies to use as a completion tool prior to submitting their final Application. SELACO accessed its excellent network of partners in business, social enterprises, and government

agencies and through that network, was able to spread the word regarding the availability of the SBRF grants. SELACO worked with many entities to outreach to local businesses in our community and provide details on the process of applying for the SBRF Grants. Networks of partners supporting the outreach effort included: SELACO's Collaborative Community Network; SELACO WDB Policy Board Members; members of SDA City Economic Development offices; LAEDC; SELACO's Social Media Sites; and SELACO's extensive database of businesses with whom we had previously conducted business. SELACO also utilized its SDA Cities and our own social media platforms to further outreach to businesses who needed support and who were at-risk of facing a business closure, or employee layoffs.

The initial SBRF plan was to have one round of funding, with all qualified grant applications being placed in a lottery pool. Once determined that a Company application met all qualifications, it was entered into the funding "SBRF Lottery". The plan was to award up to 5 applications per member City, randomly pulled from the lottery pool. Each "winner" of the Lottery Pull, would be entitled to up to a \$5,000 grant.

After SELACO's first round of the SBRF Grant application process, it was determined we would need additional rounds of funding to fully utilize the \$200,000 SBRF pool. The SELACO staff and BAC saw a growing need in the amount of funds for each awardee and revised the award cap from \$5,000 to \$10,000. It was determined this would be in the best interests of our small company owners, and winners from the Round One Lottery, were allowed to apply for another \$5,000 to bring them even with the newly revised cap of \$10,000 per company. We also determined these companies were more likely to apply for the SBRF if they were allowed to have a greater cap on previously received government loans/grants; that cap moved from \$10,000 to no more than \$20,000 previously received government grant funds. With those changes, two more rounds of SBRF applications were conducted before the full \$200,000 in SBRF funds were awarded.

A "Lottery Pull" for each Round was conducted by selected SELACO WDB Board Members, and those qualified applications that were entered in the Lottery were considered "finalists".

In Summary, SBRF companies had to meet the following criteria:

- Business was located within the SELACO WDB SDA Cities: Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, Norwalk, Paramount
- Business had not previously received any grant funding exceeding \$20,000
- Business was in "good standing" with the State of CA
- Business had to have been negatively impacted by COVID-19
- Awarded SBRF funds had to be used to mitigate staff layoffs or business closure
- Business employed 100 individuals, or less

The original SBRF applications were reviewed and analyzed by the Business Services staff and applicants were asked to clarify, or to explain any discrepancies. It was at this time SELACO staff became acutely aware of the bilingual requirements in working with some of our grant winners. SELACO staff were allowed to provide technical assistance during the application process but were not allowed to help a Company complete their applications, so the interaction became much greater at the point where an application was deemed a "winner".

Implementation of the Grants: Once the lottery winners were selected, each company attended an SBRF Orientation to better understand the regulations behind the funding and to

understand the contract and fiscal reporting process. A separate Orientation was offered to the companies more proficient in a language other than English. Many of the awardees had never been the recipient of government-regulated funds, so there was a steep learning curve, and the technical educational process was much greater than SELACO staff anticipated. This resulted in numerous meetings with each awardee, to ensure they were provided with all the technical assistance needed to successfully complete their budget and to align their needs with the requirements of the grant. It was a lengthy process to reach an understanding of the budgetary requirements in the use of funds, the fiscal spending restrictions, the invoicing process, and the compliance and monitoring responsibilities. SELACO staff was concerned we might lose some lottery winners due to the government requirements which were perceived to be restrictive. SELACO's staff were exceedingly patient with all our companies, and that created a better experience for the award winners.

Below are some significant summary statistics from the SBRF Grant process:

- 27 total SBRF Applications were received
- 24 SBRF Applications awarded, up to \$10,000 each
- Over 100 jobs were saved through the SBRF grants
- Every Company awarded an SBRF grant indicated the grant assisted them from closing and or losing their business.
- A total of \$200,000 in WIOA "AA" funds were allocated in SBRF grants
- 3 Companies were disqualified because they were not located in one of our 8 SDA Cities or they had received more than \$20,000 in government loans/grant
- It took an estimated average of 2.75 meetings per company for the grant package to be fully completed.
- **Below is a summary of the awards, by City location of the business:**
 - Artesia: 1 Company = \$9,990 grant
 - Bellflower: 6 Companies = \$51,876 in grants
 - Cerritos: 3 Companies = \$29,990 in grants
 - Downey: 6 Companies = \$44,550 in grants
 - Hawaiian Gardens = 0
 - Lakewood: 6 Companies = \$53,568 in grants
 - Norwalk: 0
 - Paramount: 1 Company - \$10,000 in grants
- It took an estimated average of 3.50 staff hours to review, approve and appropriately document reimbursements for each awardee's submitted invoices.
- It took an estimated average of 3.20 staff hours to assist a company with purchase orders through SELACO, so that those with cash flow challenges were able to obtain their needed materials and supplies.
- The most common items reimbursed/purchased were: CV-19 related safety equipment (masks, shields, gloves); cleaning and disinfecting materials; CV-19 signs (such as COVID rules and the 6 ft. distance requirement); plexiglass; items to allow businesses to move outdoors/conduct business remotely (tents, heaters; wi-fi for outside; touchless ordering systems); and laptops/ipads for remote connectivity.

Satisfaction Survey Results: After the final grants were processed, SELACO sent a Customer Satisfaction Survey to all the SBRF Recipients. We made 4 contacts with each awardee, in an attempt to encourage the completion of a satisfaction survey. In total, 16 companies responded to our survey, which is a 70% return rate. We intend to use the results of the surveys as planning tools should SELACO ever choose to administer a Grant Project again.

The most significant responses to the Survey:

- 93% of the awardees were very satisfied with the entire grant process from start to finish.
- 94% of the awardees felt the SBRF Grant Application process was “user friendly”.
- 93% of the awardees said the SBRF Grant saved them from potentially closing their doors.
- 93.3% rated SELACO’s technical assistance (customer service) at a “10” with 10 being the highest score.

Below are some of the more interesting comments from the survey, seeking advice for improvement, should they have ideas:

Question: What suggestions can you provide to make a future SBRF Grant Program run more effectively.

- *Easier application process and distribution*
- *Less back and forth and less paperwork*
- *No further suggestions, but English is my second language, and it was really difficult for me to understand the application form and the process. Staff (especially Ben) was very patient with me and assisted me where allowed.*
- *Process was very tedious*
- *Usage of the funds was not fully understood and needed more flexibility in spending under the grant*
- *I wouldn’t change a thing. SELACO employees were always very helpful and professional during the whole process.*
- *Staff were very friendly and helpful, hoping you offer more grants in the future.*
- *Nothing to suggest, we received excellent service.*
- *The application was fairly easy and the staff at SELACO were the best. I think better marketing/advertising of the grant.*
- *The SELACO team was incredibly helpful throughout the whole process. The application was easy to understand and thoroughly explained.*

Success Stories:

Please see Attachment I at the end of this Report.

Lessons Learned from SELACO’s first-ever Grant Awards project:

- The SBRF Project was far more time consuming than originally expected – it took 3 ½ times more staff time than we anticipated. Plan for a year to complete the whole grant process in the future.
- The SBRF Project required assistance from more Departments than anticipated; since SELACO was new to the grant awarding process, the Compliance Dept. had a far greater role in educating the SBRF grant staff.
- The restrictions made it difficult for some of the companies to spend their entire award. Less restrictions from the State on use of the grant funds would have been ideal.
- The need for bilingual services in the SBRF Grant project was greater than anticipated.
- It is imperative to build a successful partnership to assist in outreaching to eligible companies in all eight cities within the SELACO WDB service area.
- We received excellent input from our BAC, and their business knowledge was essential.
- Figure out a way to speed up the grant process.
- As easy as we tried to make the application process, it was still daunting to a few businesses.

Attachment I

Success Stories from the SELACO Small Business Revitalization Fund Grant Project

PAINTING WITH A TWIST

1) How did the pandemic affect your business?

The pandemic impacted our business significantly, as our business model was conducting indoor classes with large audiences. That camaraderie was part of the fun of our events to use as teambuilding as well as social activities. Most of our events were with large audiences. When the Pandemic hit and the CDC mandated social distancing, our events were reduced to outdoor and or very small group gatherings. which resulted in an immediate revenue loss for our business.

2) How did the SBRF grant assist your business from potentially closing your doors due to COVID-19?

We decided to remain in business we would have to hold our classes virtually and the SBRF grant allowed us to stay relevant and connected to our customers virtually. Furthermore, because of this we were able to keep several of our Artists working during the pandemic, avoiding a layoff.

3) What's changed since being granted the SBRF grant?

We have great PPE items to offer our customers, we now have virtual options that are also very professional in quality, and most importantly, the SBRF grant helped us keep our doors open and for our business to survive during the Pandemic



SOULS HEALTH LIFELINE

1) How did the pandemic affect your business?

Initially the Pandemic had a very heavy impact on the business. Ms. Tarver had to close her company doors and rethink her business model and customer approach. Now with the Pandemic limitations, Ms. Tarver could not operate her small business in her usual fashion. She had to figure out a new way of finding clients, a new way of making a living with Pandemic restrictions, and how to keep her business afloat during these very uncertain COVID 19 times. Basic daily business processes were challenging such as shipping procedures and how to transition a business to an online platform. Unfortunately, just like so many small businesses, Souls was caught off-guard by the Pandemic, and lost many clients in the process. Retaining customers was nearly impossible, as many canceled with COVID-19 fears, or did not show up to their scheduled meetings over the same concerns.

2) How did the SBRF grant assist your business from potentially closing your doors due to COVID-19?

With the assistance of the SBRF Grant, Souls Health Lifeline was able to obtain the PPE equipment needed to protect their staff, and transition Souls Health Lifeline from a brick-and-mortar business to an online business. They were able to secure equipment to video broadcast and enhance their social media presence, and more importantly, the grant assisted Souls Health Lifeline with re-opening their business doors once again.

3) What's changed since being granted the SBRF grant?

With the remodeling of their business approach and model, to deal with the Pandemic requirements and more remote contact and delivery, Souls Health Lifeline had a renewed ability to earn income. With the new business model, regular clients started to return, and new customers began making appointments once again. Their doors have re-opened with the assistance of SELACO WDB SBRF Grant.



MOONSTONE LABEL

1) How did the pandemic affect your business?

Moonstone Label scheduled their Grand Opening during the same week as the Pandemic closures began. These State-mandated closures prevented Ms. Escobedo not only from opening her doors, but it put all of her current business plan in limbo. No one knew the future for small businesses, and no one had an idea of how devastating the Pandemic would become on small business owners. The most significant and devastating hardship was the financial capital Ms. Escobedo had in savings to run her business, was depleted just trying to meet her lease payments. Without the revenue of customers paying for her products, the immediate impact of lost business made it impossible to know what the future would hold.

2) How did the SBRF grant assist your business from potentially closing your doors due to COVID-19?

The SBRF Grant greatly assisted Ms. Escobedo with the basic requirements to stay afloat and meet State requirements. Since most of her now meager income was going to rent payments, that left no capital to be used for PPE, Curbside Pickup, Contactless Pay-System, PPE, Cleaning Supplies and many more items she needed to change her business operations. Due to the SBRF grant, those essential items were purchased for Moonstone Label, and she was able to continue operating her business.

3) What's changed since being granted the SBRF grant?

With all the essential items Ms. Escobedo received from the SBRF grant, it lifted the financial burden for many of the new State and Local COVID requirements for Moonstone Label. She was then able to focus on the business and marketing needed to find new clients.

"Thank you SELACO WDB." – Moonstone Label





Dr. Angelo Farooq, Chair ▪ Tim Rainey, Executive Director ▪ Gavin Newsom, Governor

June 29, 2021

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

SUBJECT: Application for Subsequent Designation of Local Areas and Recertification of Local Workforce Development Board (Local Board)

Dear Ms. Castro,

The California Workforce Development Board (State Board) has received and carefully assessed your application requesting subsequent designation of local area and recertification of the Local Board under the Workforce Innovation and Opportunity Act (WIOA).

This letter is to inform you that the SELACO WDB met the eligibility requirements for subsequent designation and recertification. This determination was made by applying the criteria and evaluating the specific requirements included in Directive WSD 20-06, dated February 22, 2021.

Therefore, your application for initial designation for the period of July 1, 2021, through June 30, 2023, has been approved.

If you have any questions, please contact your Employment Development Department Regional Advisor.

A handwritten signature in black ink, appearing to read 'Tim Rainey'.

Tim Rainey, Executive Director
California Workforce Development Board

cc: Carlos Bravo, California Workforce Development Board
Anthony Crouch, Employment Development Department

August 10, 2021

Ricardo Quezada
Los Angeles Basin Regional Planning Unit

SUBJECT: Regional Plan for PY 2021-2024

Dear Ricardo,

The Regional Plan you have submitted for Program Year (PY) 2021 - 2024 has been reviewed and evaluated for compliance with the Regional and Local Plan requirements outlined in [Workforce Services Directive WSD20-05](#).

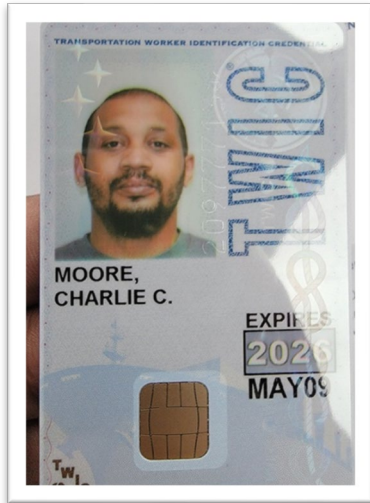
On behalf of the California Workforce Development Board (CWDB), your Regional Plan has been approved. We want to thank you for your efforts to meet the goals outlined in the California Unified Strategic Workforce Development Plan by facilitating a planning process that ensures greater coordination and collaboration with our strategic partners.

If you have any questions, please contact your Employment Development Department Regional Advisor.



TIM RAINEY, Executive Director
California Workforce Development Board

cc: Anthony Crouch, Regional Advisor
Carol Hammond, Regional Advisor



Charlie Moore, Bellflower

Workforce Challenge: As a father of a large family, Charlie sought a career that would allow him to provide for his loved ones. Despite some setbacks, he hoped to find a career in a growing industry that was justice-involved friendly. He had previous experience working for a temp agency in warehouse and construction, but lacked the certification to move forward in either industry. Charlie was referred to the SELACO Workforce Development Board, America's Job Center in Cerritos to find job search assistance, training opportunities, placement services and career guidance.

Workforce Solution:

SELACO provided Charlie with exactly what he needed. He worked closely with his Career Development Specialists who provided coaching, encouragement and training services. Charlie completed both the classroom training and the DMV test for a Class A Driver with endorsements. SELACO also assisted him with applying for and funding the Transportation Worker Identification Credential (TWIC) card which will open more doors for jobs and stable employment.

Workforce Results:

After looking for jobs online and through temp agencies, Charlie was able to land a position through family members to gain more behind-the-wheel experience as a truck driver, but continues to seek employment elsewhere. As of now, Charlie enjoys his position as a Class A Trainee transporting goods to various locations. He likes that there is room for growth and that his salary is based on load per job.