

SELACO WDB EXECUTIVE COMMITTEE

AGENDA

**December 10, 2025
Wednesday**

12:00 Noon



**SPECIAL MEETING OF THE EXECUTIVE
COMMITTEE**

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

December 10, 2025
Wednesday

12:00 noon – 1:00 pm

AGENDA

CALL TO ORDER

ROLL CALL

2025 – 2026

Page 1

EXECUTIVE DIRECTORS' REPORT

CONSENT CALENDAR:

1. Approval of Minutes:

April 23, 2024

2

ACTION ITEM(S):

2. One-Stop Operator RFP Results and Approval to Award Contract

5

INFORMATION ITEM(S):

NONE

AGENDA REQUESTS FOR NEXT MEETING

ADJOURNMENT

ANNOUNCEMENT OF NEXT MEETING

Meetings of the SELACO WDB are accessible to persons with disabilities. The SELACO WDB will provide reasonable accommodation upon request. Please call (562) 402-9336 to request accommodation.



**SELACO WDB Executive Committee
Attendance Roster
2025-2026**

Board Members	12/10 2025																	
1. LeGaspi, Richard Chair Business Representative City of Norwalk																		
2. Parada, Erika Business Representative City of Lakewood																		
3. Perez, Genoveva Business Representative City of Paramount																		
4. Villarreal, Rudy Secretary/Treasurer Labor Organization																		
5. Wehage, Larry Vice Chair Business Representative City of Bellflower																		

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

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

Meeting of the Executive Committee MINUTES

April 23, 2024

4:00 pm

SELACO WDB

CALL TO ORDER

The meeting of the Executive Committee was called to order at 4:11 p.m.

ROLL CALL

Committee Members PRESENT

Drake, Aaron
Espitia, Ben
Levine, Barbara
Wehage, Larry

Committee Members ABSENT

None

Committee Members Excused ABSENT

Dameron, Mark

SELACO WIB STAFF PRESENT:

Castro, Yolanda
Davis, Carol
Diep, Chau
Ford, Kay
Mariscal, Albert
Michel, Sandra

MEMBERS OF THE PUBLIC PRESENT:

Joseph, Jack

EXECUTIVE DIRECTOR'S REPORT

No information to report out.

CONSENT CALENDAR

- 1. Approval of Minutes:**
June 28, 2022
November 28, 2023

A motion was made by Aaron Drake to approve the minutes of the June 28, 2022, and November 28, 2023, meetings as presented, seconded by Ben Espitia. With no further discussion, motion carries. Abstained – Larry Wehage (June 28, 2022 - minutes)

ACTION ITEM(S):

- 2. Approval of SELACO WDB Board Consent Calendar**
 - A. Approval of Minutes**
January 25, 2024

B. Approval of Fiscal Reports

07/01/23 – 02/29/24

C. Approval of Program Report

07/01/23 – 02/29/24

A motion was made by Aaron Drake to approve the Approval of SELACO WDB Consent Calendar as presented, seconded by Barbara Levine. With no further discussion, motion carries.

3. Security Guard Service Contract Adjustment

A motion was made by Aaron Drake to:

- Approve for the adjusted increase of \$0.36 will support the alignment of security guard salary with the current minimum wage
- Authorize staff to proceed with the procurement of security guard services for the SELACO WDB America's Job Center of California (AJCC)

Seconded by Ben Espitia. With no further discussion motion carries.

4. Approval of SELACO WDB Budget Modification for Program Year 2023 – 2024.

A motion was made by Aaron Drake to approve budget modification for Program Year 2023 -24 as submitted, seconded by Barbara Levine. With no further discussion, motion carries.

5. Proposed Revision to the SELACO WDB WIOA Youth Services Policy

A motion was made by Ben Espitia to approve and adopt the proposed revision to the SELACO WDB WIOA Youth Policy, effective upon board approval with the modification of the core grade point average to change from 1.5 to 2.0, seconded by Aaron Drake. With no further discussion, motion carries.

6. Propose Electronic Signature

A motion was made by Aaron Drake to approve and adopt the SELACO WDB's electronic signature, seconded by Ben Espitia. With no further discussion, motion carries.

7. Contract Extension Proposal Between SELACO WDB and Quality Children's Services (QCS)

A motion was made by Ben Espitia to approve and authorize the Executive Director to execute a term extension of the contract between the SELACO WDB and QCS for the provision of childcare services and management of the SELACO WDB childcare centers in the Cities of Artesia, Bellflower, Norwalk, Lakewood, and Maywood, seconded by Aaron Drake. With no further discussion, motion carries.

8. Approval of SELACO WDB Infrastructure Funding Agreement (IFA) for Program Year 2023 – 2024

A motion was made by Aaron Drake to approve the SELACO WDB's update of the Shared Infrastructure Agreement (IFA) with the WIOA partners listed below:

- Employment Development Department (EDD)
- Department of Rehabilitation (DOR)
- Partnership for Adult Academic & Career Education (PAACE)
- Department of Public Social Services – Temporary Assistance for Needy Families (TANF)
- Norwalk Housing Authority (NHA)
- Paramount Adult School (PAS)
- United American Institute (UAI)

Seconded by Barbara Levin, with no further discussion, motion carries.

9. Approval to Release a Request for Proposal for One Stop Operator Services

A motion was made by Ben Espitia to:

- Approve the Executive Director to release a One Stop Operator RFP for the SELACO WDB
- Approve the budget not to exceed \$50,000 per contract year for deliverable established under the One Stop Operator’s negotiated Scop of Work (Sow)

Seconded by Aaron Drake with an update to the timeline. With no further discussion, motion carries.

10. HR Policy Update: Personnel Policies and Procedures

- **030 Equal Employment Opportunity/Non-Discrimination**
- **232 Drug and Alcohol-Free Workplace**
- **321 Family Care and Medical Leaves of Absence**
- **323 Paid and Unpaid Leaves of Absence**
- **325 Sick Leave**

A motion was made by Ben Espitia to review and approve policies as presented, seconded by Barbara Levine. With no further discussion, motion carries.

11. Changes to the SELACO WDB’s ETP Performance Incentive

A motion was made by Aaron Drake to authorize the Executive Director to move forward with the revisions to the current ETP Performance Incentive Structure effective upon board approval, seconded by Ben Espitia. With no further discussion, motion carries.

12. Executive Director Contract Renewal

A motion was made by Ben Espitia to approve the Executive Director’s employment contract as presented, seconded by Aaron Drake. With no further discussion, motion carries.

INFORMATION ITEM(S):

None

AGENDA REQUESTS FOR NEXT MEETING

None

ADJOURNMENT

The meeting was adjourned at 5:20 p.m.



MEMORANDUM

DATE: December 10, 2025
TO: SELACO WDB Executive Committee
FROM: Yolanda L Castro, Executive Director 
RE: One-Stop Operator RFP Results and Approval to Award Contract

In May 2025, the Southeast Los Angeles County Workforce Development Board (SELACO WDB) released its initial Request for Proposals (RFP) for the One-Stop Operator role, as required under the Workforce Innovation and Opportunity Act (WIOA). The initial release did not generate any responses from potential bidders. To address this, staff conducted a thorough review of the RFP language to ensure it did not include components that could be perceived as restrictive.

On June 30, 2025, the Board approved a recommendation to re-release the RFP with revised language to ensure clarity and compliance. The updated RFP included enhanced outreach strategies to attract qualified vendors and broaden participation. During this period, the Board also authorized a three-month extension for the current operator to maintain continuity of services while the procurement process was underway.

Following the re-release, three proposals were received: Andrew Munoz, Inc., Pro Path Inc., and Performance Partners. Each proposal was evaluated by a review panel using established scoring criteria, including organizational capacity, experience, compliance readiness, and ability to deliver innovative workforce solutions. After careful review and scoring, Pro Path Inc. emerged as the highest-ranked bidder, demonstrating strong alignment with SELACO WDB's operational goals and compliance requirements.

The evaluation process concluded in late November 2025. The panel consisted of four panelists with extensive workforce experience. The scoring results confirmed Pro Path Inc. as the recommended One-Stop Operator based on its comprehensive approach to service delivery, integration with SELACO WDB's systems, and commitment to meeting WIOA standards.

Upon Board approval, the compliance team will finalize negotiations and ensure compliance with all procurement and reporting requirements.

Action Required:

1. Approve authorization for the Compliance Team to enter into contract negotiations with Pro Path Inc. based on the submitted proposal.
2. Authorize the Executive Director to execute a contract with Pro Path Inc. in the amount of \$50,000 for One Stop Operator services and deliverables as outlined in the proposal.