

**POLICY BOARD  
MEETING**

**February 15, 2022  
Tuesday**

**12:00 Noon**

# AGENDA

## A Meeting of the SELACO Workforce Development Policy Board

Columbia Memorial Space Center  
12400 Columbia Way  
Downey, California

OR via Zoom

<https://us06web.zoom.us/j/86144967585>

Meeting ID: 861 4496 7585

Passcode: 102874

**12:00 noon, Tuesday, February 15, 2022**

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

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

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

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C. WDB Attendance Roster	7
D. Program Report for 07/01/21-12/31/21	9

**SELACO Workforce Development Policy Board Agenda**

**February 15, 2022**

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- 7. Business Session
  - A. Report from the WDB Executive Director
  - B. Consideration of Annual Appointments to the WDB 30
  - C. SELACO WDB Annual Audit Report for Fiscal Year 2020-2021 31
  - D. Request for Proposal: Single Auditing Services Results 32
- 8. Information Items
- 8. Interesting Correspondence
  - A. Success Stories 34
- 10. Items from Staff
- 11. Board Member Comments
- 12. Adjournment to April 19, 2022, in the City of Paramount

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.

RESOLUTION NO. 2021-1A

A RESOLUTION OF THE POLICY BOARD OF THE SOUTHEAST LOS ANGELES COUNTY WORKFORCE DEVELOPMENT BOARD AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE SOUTHEAST LOS ANGELES COUNTY WORKFORCE DEVELOPMENT BOARD PURSUANT TO GOVERNMENT CODE SECTION 54953(e)

WHEREAS, Government Code section 54953(e), as amended by Assembly Bill No. 361, allows legislative bodies to hold open meetings by teleconference without reference to otherwise applicable requirements in Government Code section 54953(b)(3), so long as the legislative body complies with certain requirements, there exists a declared state of emergency, and one of the following circumstances is met:

1. State or local officials have imposed or recommended measures to promote social distancing.
2. The legislative body is holding the meeting for the purpose of determining whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
3. The legislative body has determined that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

WHEREAS, the Governor of California proclaimed a state of emergency pursuant to Government Code section 8625 on March 4, 2020; and

WHEREAS, the Policy Board of the Southeast Los Angeles County Workforce Development Board previously adopted Resolution No. [2021-1] finding that the requisite conditions exist for the Southeast Los Angeles County Workforce Development Board to conduct teleconference meetings under California Government Code section 54953(e); and

WHEREAS, more than thirty days have passed since Resolution No. [2021-1] was adopted and the Policy Board of the Southeast Los Angeles County Workforce Development Board has not met since Resolution No. [2021-1] has passed; and

WHEREAS, the Policy Board of the Southeast Los Angeles County Workforce Development Board desires to hold and continue holding its public meetings by teleconference consistent with Government Code section 54953(e).

NOW, THEREFORE, THE POLICY BOARD OF THE SOUTHEAST LOS ANGELES COUNTY WORKFORCE DEVELOPMENT BOARD DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Conditions for Initial Teleconferencing Meeting are Met. The Policy Board of the Southeast Los Angeles County Workforce Development Board found on the 14<sup>th</sup> day of December 2021 and hereby finds and declares the following, as required by Government Code section 54953(e)(3):

1. The Governor of California proclaimed a state of emergency on March 4, 2020, pursuant to Government Code section 8625, which remains in effect.
2. State or local officials have imposed or recommended measures to promote social distancing.

Section 2. Conditions for Continued Teleconferencing Meeting are Met. Although more than thirty days have passed since Resolution No. [2021-1] was adopted, this Resolution is adopted in the spirit of continuing the findings made in Resolution No. [2021-1]. In keeping with Resolution No. [2021-1] and Section 2 above, the Policy Board of the Southeast Los Angeles County Workforce Development Board hereby finds and declares the following, as required by Government Code section 54953(e)(3):

1. The Policy Board of the Southeast Los Angeles County Workforce Development Board has reconsidered the circumstances of the state of emergency declared by the Governor pursuant to his or her authority under Government Code section 8625;
2. The state of emergency continues to directly impact the ability of members of the Policy Board of the Southeast Los Angeles County Workforce Development Board to meet safely in person; and
3. State and local officials have imposed or recommended measures to promote social distancing.

PASSED AND ADOPTED by the Policy Board of the Southeast Los Angeles County Workforce Development Board, this 15th day of February 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

# MINUTES

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

December 14, 2021

12:00 noon

City of Hawaiian Gardens  
Public Safety Center  
Second Floor  
11940 Carson Street  
Hawaiian Gardens, 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 Alvarado.

### **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.

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

OTHERS PRESENT: Jack Joseph, Policy Board Administrator/Policy Director; Yolanda Castro, SELACO WDB Executive Director; Mark Dameron, SELACO WDB Chair; Carol Davis, SELACO WDB Human Resources Administrator; Kay Ford, SELACO WDB Deputy Executive Director; Corina Coronel, SELACO WDB Manager of Career Services; Ben Sandoval, SELACO WDB Manager of Business Services; Shavon Moore-Cage, Executive Assistant, City of Hawaiian Gardens.

Member Trevino welcomed everyone to the City of Artesia.

### **PUBLIC COMMENTS**

There were no public comments.

## **CONSENT CALENDAR**

### **A. RESOLUTION NO. 2021-1**

**A RESOLUTION OF THE POLICY BOARD OF THE SOUTHEAST LOS ANGELES COUNTY WORKFORCE DEVELOPMENT BOARD AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE POLICY BOARD PURSUANT TO GOVERNMENT CODE SECTION 54953(e)**

### **B. Approval of the Minutes of the Policy Board Meeting of October 19, 2021**

### **C. WDB Attendance Roster**

### **D. Program Report for 07/01/21-9/30/21**

It was moved by Vice Chairman Santa Ines, seconded by Member Alvarado, 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 good progress has been made regarding the RFP for auditor services. She said staff has reached out to 35 firms and thus far have received confirmations from three firms that they will be attending the bidders conference scheduled for Thursday.

Ms. Castro referred the Policy Board to the Labor Market Report for Los Angeles County. She highlighted the key sectors that are hiring. She pointed out that Downey has had the highest number of job advertisements in the SELACO region, followed by Cerritos.

Ms. Castro recognized the SELACO staff who had worked on the Home 2 Employment project, a collaborative effort of SELACO, the Gateway Cities COG, the Hub Cities Consortium, and the Self-Help And Recovery Exchange (SHARE!) to transition the homeless into employment. She explained that, to qualify, participants had to be homeless in the streets. In the past year there were fifty participants each from SELACO and Hub Cities. Of these participants, twenty-four received straight employment placements, three received subsidized employment, and three received assistance with vocational or short-term credentials. Fifty other participants were provided with job leads, interviews, and applications. She said CVS, Grocery Outlet, and other employers had participated in the program. The goal for 2022 is to have seventy participants from the SELACO region.

Ms. Castro handed out certificates to the staff members who worked on the Home 2 Employment project: Vanessa Ramirez, Amber Hernandez, Linda Bowman, Meredith Alvarez, Christina Onay, and Alexander Hidalgo.

**B. Consideration of Appointments to the WDB to Fill Current Vacancies**

There was no action taken on this item.

**INFORMATION ITEMS**

There were no items presented.

**INTERESTING CORRESPONDENCE**

**A. Success Stories**

The Executive Director shared a recent success story involving a program participant from South Gate.

**ITEMS FROM STAFF**

There were no items presented.

**BOARD MEMBER COMMENTS**

Chairman Wood congratulated Member Trevino on an outstanding year as Mayor of Artesia and congratulated Vice Chairman Santa Ines on becoming Mayor Pro Tem again in Bellflower. He noted that Member Pacheco would become Mayor of Downey later tonight.

Vice Chairman Santa Ines said that he would be attending the Downey City Council reorganization meeting tonight and wished everyone a Merry Christmas and Happy New Year.

Member Alvarado wished everyone Happy Holidays and said he was glad to have hosted today's meeting.

Member Pacheco said the Downey City Council would be reorganizing tonight and that she is looking forward to 2022.

Member Trevino thanked everyone for a great year and congratulated Member Pacheco and Vice Chairman Santa Ines. He wished everyone a Merry Christmas and Happy New Year.



**ADJOURNMENT**

The meeting was adjourned at 12:33 p.m. to a meeting to be held in the City of Downey on February 15, 2022.



**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				
<b>1. Blanco, Peter</b> Rehabilitation Organization	X	X	X	A						
<b>2. Chan, Connie</b> Public Employment Service	Approved by Policy Board 10/19/21		X	X						
<b>3. Crespo, Leonard</b> Business Representative City of Paramount	X	A	X	X						
<b>4. Dameron, Mark</b> Chair Business Representative – City of Lakewood	X	X	X	X						
<b>5. Derthick, Joseph</b> Business Representative – City of Norwalk	X	X	X	A						
<b>6. Drake, Aaron</b> Vice Chair Business Representative – City of Bellflower	X	X	X	X						
<b>7. Espitia, Ben</b> Secretary/Treasurer Labor Organization	X	AE	AE	X						
<b>8. Gomez, Belle</b> Education Entity	A	X	X	X						
<b>9. Gutierrez, Liza Marie</b> Business Representative - City of Hawaiian Gardens	A	A	A	AE						
<b>10. Kucera, Kevin</b> Labor Organization	AE	AE	AE	AE						
<b>11. Levine, Barbara</b> Economic Development	X	X	AE	X						

Board Members	7/23 2020	9/24 2020	10/22 2020	1/27 2021	3/24 2021	5/26 2021				
<b>12. McGehee, Shannon</b> Business Representative City of Paramount	X	A	X	X						
<b>13. Nam, Leila</b> Business Representative City of Artesia	X	A	X	X						
<b>14. Patel, Vijay</b> Business Representative – City of Downey	X	AE	A	X						
<b>15. Polley, Tracy</b> Business Representative – City of Norwalk	X	X	X	X						
<b>16. Rapue, Judith</b> Labor Organization	A	A	A	A						
<b>17. Ryder, Tim</b> Business Representative – City of Hawaiian Gardens	X	X	AE	X						
<b>18. Saucedo-Garcia, Cristina</b> Business Representative – City of Downey	AE	AE	X	AE						
<b>19. Segura, Michael</b> Business Representative – City of Lakewood	Approved by Policy Board 10/19/21		X	X						
<b>20. Shah, Jawahar</b> Business Representative City of Cerritos	X	X	X	AE						
<b>21. Todd, Sharon</b> Education Entity	X	AE	X	X						
<b>22. Trivedi, Sanjay</b> Business Representative – City of Cerritos	X	A	X	AE						
<b>23. Uttecht, Greg</b> Business Representative City of Artesia	A	X	X	AE						
<b>24. Wehage, Larry</b> Business Representative City of Bellflower	X	X	X	X						
<b>25. VACANT</b> Labor Organization										
<b>26. VACANT</b> Labor Organization										
<b>27. VACANT</b> Labor Organization										

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



# Operations Report

SIXTH REPORT

JULY 1, 2021 – DECEMBER 31, 2021

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## PURPOSE

The Southeast Los Angeles County Workforce Development Board (SELACO WDB) respectfully submits the sixth Program Operations Report for the program year 2021-2022. 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.

## Success Story

### Mark Duran, Norwalk

#### Workforce Challenge:

Mark was rehired as a mechanical engineer with his previous employer on a 4-month, temporary assignment. At the end of February 2021, he was laid off again, but took this time to recover from shoulder surgery. Mark visited the AJCC in Cerritos to find out about his unemployment insurance, but also sought information about job training from the SELACO Workforce Development Board. SELACO WDB scheduled Mark to take a very valuable job training, but unfortunately due to challenges, the school needed to postpone training to 6 months to a year out. He continued to search for positions online using Indeed, LinkedIn, CalJOBS, and Monster but felt that his biggest challenge was understanding how job searching has changed.

#### Workforce Solution:

SELACO WDB helped Mark by exposing him to various networking sites, new approaches to resumé writing and how to brand himself. “The staff have been very helpful to me. I have seen their dedication to their customers. They have provided relevant and timely information regarding job searching.” stated, Mark. He attended different workshops and Job Club on Fridays, watched recommended videos, networked, and developed relations with several online recruiters, one of which helped him land his current position.

#### Workforce Outcome and Results:

After several months, Mark was approached by a recruiter who saw his resumé on Indeed.com. Following the interview process, he was offered a full-time position in the beauty industry for a company that makes hydra dermabrasion equipment and formulas in North Long Beach. He will be working as a SOLIDWORKS Designer creating new product designs and updating SolidWorks drawings. Mark appreciates the good salary and that the job is only a 20-minute drive from his home. He stated that the youthful staff are enjoyable to be around, and that he also enjoys working on the product line that this company produces. Mark advises other job seekers, “Up until recently, when looking for a job we would reveal our skills at using a particular software or our ability to operate a piece of equipment. We would list the companies we worked for and what we did there. Today, this seems to be the wrong approach. We need to let the potential employer know how valuable an asset we are, demonstrate how we will improve the quality of their team and convince them that we will contribute to the company’s success.”

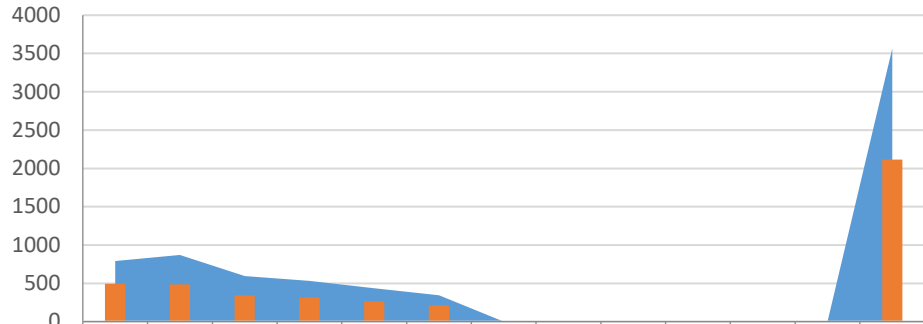
#### Congratulations, Mark!

## 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](#)



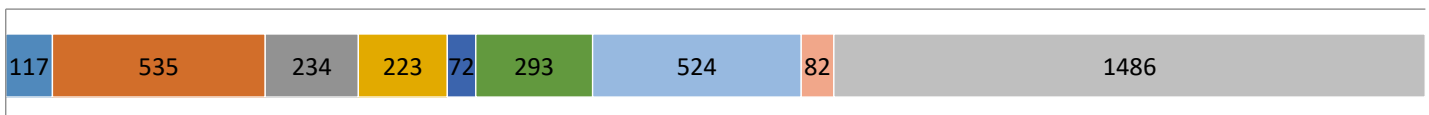
### Customer Visits to AJCC

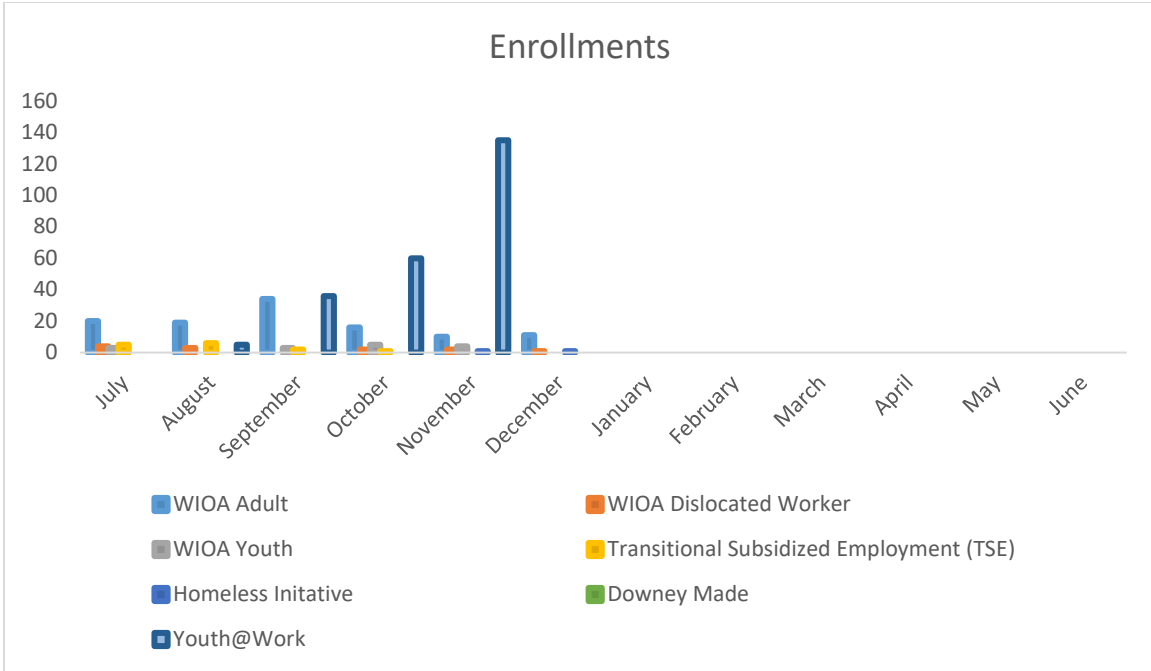


	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Year-to-Date
Total Visits	792	870	593	532	435	344							3566
Distinct Customers	493	487	343	315	266	210							2114

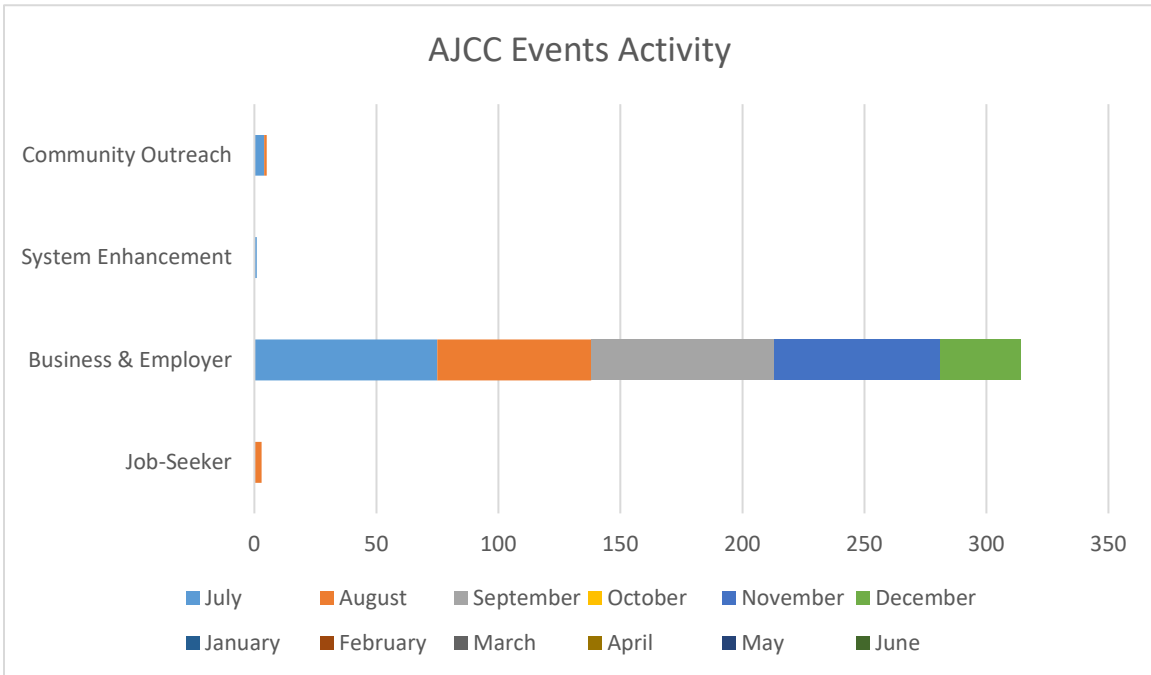
### Customer Visits by City

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





## EVENTS



## ADULT JOB SEEKER PROGRAMS

### EVENTS

<b>JOB SEEKER EVENTS</b>	<b>DESCRIPTION</b>
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
Reemployment Services and Eligibility Assessment (RESEA)	EDD host a workshop to Review of job search activity and sharing of resource information.
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.
Career Academy for Targeted Sectors (CATS)	Virtual bootcamp for young adults, allowing them the opportunity to establish a career pathway.
<b>BUSINESS &amp; EMPLOYER EVENTS</b>	<b>DESCRIPTION</b>
CCN	The business community and service agencies meet and connect to promote self-reliance, life-long learning, and a healthy community.
<b>SYSTEM ENHANCEMENT EVENTS</b>	<b>DESCRIPTION</b>
<b>OUTREACH EVENTS</b>	<b>DESCRIPTION</b>

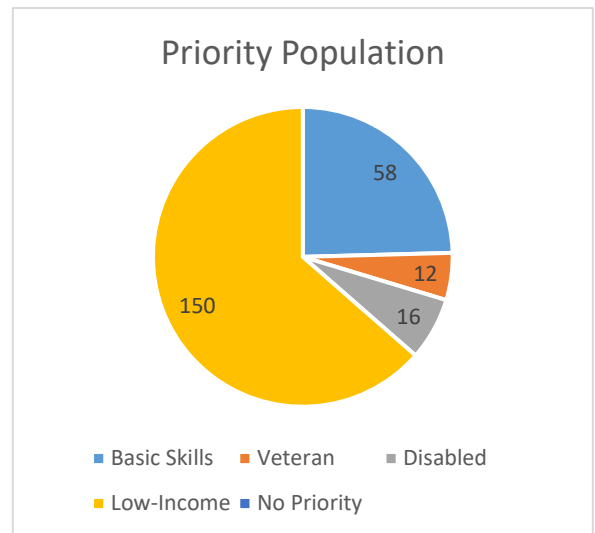
## WIOA ADULT

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

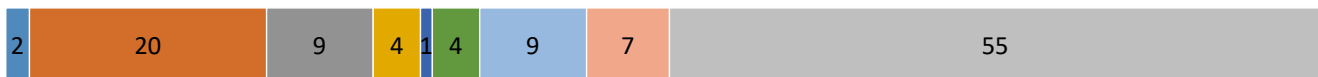
Performance Measure	Negotiated PY 21/22	Q1 PY 21/22	Q2 PY 21/22
Employed 2 <sup>nd</sup> Quarter after Exit	72.9%	57.4%	72.7%
Employed 4 <sup>th</sup> Quarter after Exit	71.4%	63.0%	64.7%
Median Earnings	\$8,079	\$7,117.36	\$8,813.60
Credential Rate	40%	66.7%	40.0%
Measurable Skill Gain (MSG)	52%	48.7%	38.5%

Activity Breakdown	
Carryover	139
Enrollments	111
Exits	94
<b>Program Services</b>	
Active Training Services	27
Active On the Job Training Services	8
Supportive Services	72



## WIOA Adult Enrollment by City

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



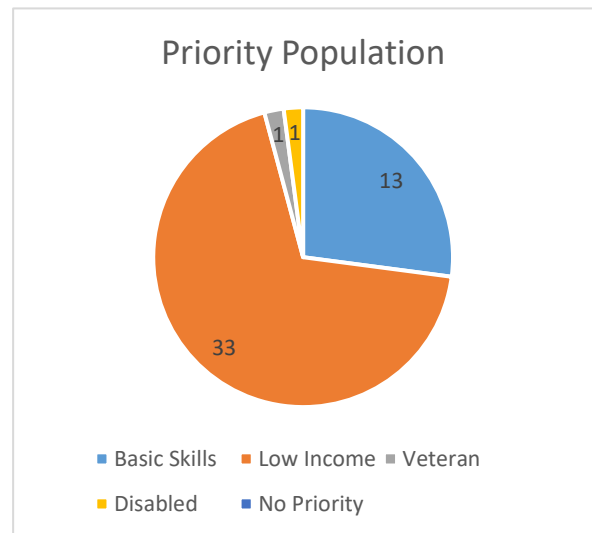
## WIOA DISLOCATED WORKER (DW)

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

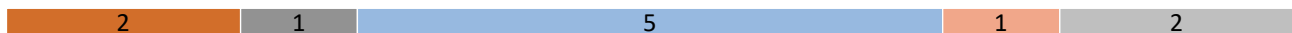
Performance Measure	Negotiated PY 21/22	Q1 PY 21/22	Q2 PY 21/22
Employed 2 <sup>nd</sup> Quarter after Exit	73.8%	41.8%	43.5%
Employed 4 <sup>th</sup> Quarter after Exit	73.8%	58.8%	56.3%
Median Earnings	\$8,546	\$3,616.60	\$5,980.16
Credential Rate	56.4%	88.9%	66.7%
Measurable Skill Gain	50%	48.7%	34.8%

Activity Breakdown	
Carryover	86
Enrollments	11
Exits	39
<b>Program Services</b>	
Training	8
<b>Work Experience/OJT</b>	0
<b>Supportive Services</b>	<b>18</b>



## WIOA Dislocated Worker 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

TSE Performance Measures PY 21/22	Goal	Actual
Enrollments	40	14
WEX Placements	40	14
WEX Completions	40	0
Employment Placement	40	0
Employment Retention-Follow-up	40	0

Carry-Over Performance Measures PY 20/21	Carryover Projection	Active/Actual
WEX Placements	20	20
WEX Completions	20	0
Employment Placement	43	0
Employment Retention-Follow-up	23	23

## 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	21
WIOA Co-enrollments	15	9
Placements	15	0

Program Services	Planned	Actual
Work Experience	15	2
On the Job Training	15	0
Supportive Services	15	12

## 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 21/22	Q2 PY 21/22
Employed or Placed in Education 2 <sup>nd</sup> QT after Exit	62.9%	68.8%	87.5%
Employed or Placed in Education 4 <sup>th</sup> QT after Exit	68.0%	72.2%	78.6%
Median Wage	\$4,558.71	\$5,377.90	\$5,177.87
Credential Rate	40%	91.7%	86.4%
Measurable Skills Gain	52%	20%	15.4%

Out-of-School Activity Breakdown	Actual
Carryover	36
Enrollments	16
Exits	11
<b>Program Services</b>	
Training	4
<b>Work Experience</b>	<b>8</b>
<b>Supportive Services</b>	<b>20</b>

## 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	28	8	0	0	0	0	26	14	26	17	80	39
SELACO	0	0	23	12	12	8	0	0	0	0	35	20
ABCUSD	92	4	0	0	0	0	124	22	17	9	233	35

Progress	CalWORKS	Foster	JJCPA	OUSY	SIY	Total
Enrollments	12	12	8	36	26	94
Exits	0	0	0	0	0	0

## BRIDGE TO WORK

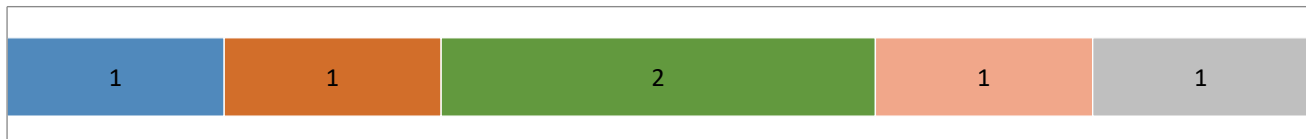
The Bridge-to-Work-Foster program works with foster youth that are eligible to enroll in the Independent Living Program (ILP) and aims to get them started on a path to a high wage career.

### BRIDGE TO WORK PERFORMANCE INDICATORS PER QUARTER

B2W Project Goals			
	Planned Enrollments	Actual Enrollments	Completions
WEX Placements	15	6	0
WEX Completions	15	0	0
Exits	15	0	

### Bridge to Work Enrollment by City

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

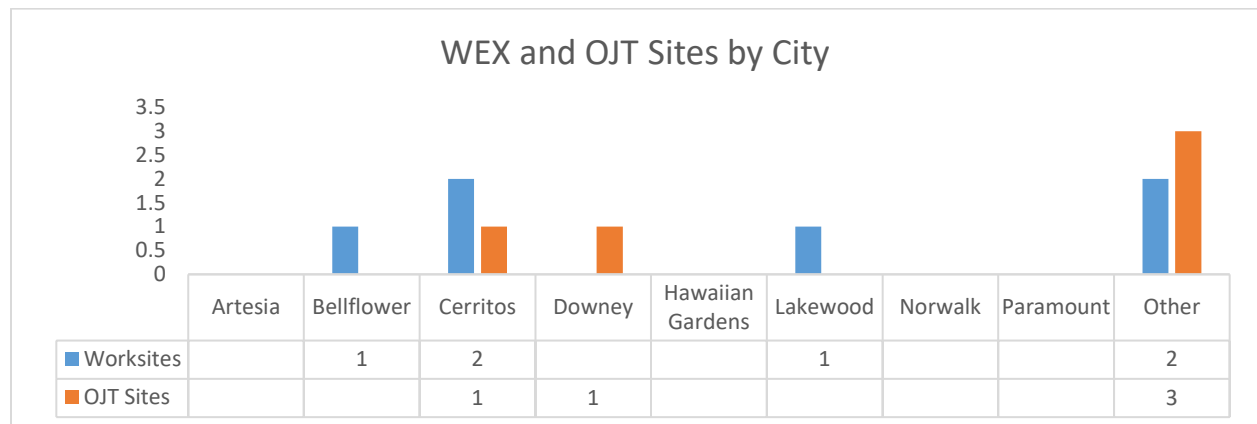


## BUSINESS SERVICES

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	1
Job Development	214
Special Recruitments	16
Rapid Response	1
Lay-off Aversion	0
Total	232



## 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	973	1,171
Completions	971	971
Retention	897	897

Eligible Training Panel (ETP)		
ET-21-0333 (Contract Term: 2021-2023)		
	Planned	Actual
Enrollments	686	56
Completions	686	19
Retention	686	19

SPECIAL AND REGIONAL PROGRAMS

CHILD DEVELOPMENT PROGRAM

Facilities	Planned Enrollments	Actual Enrollments
<b>A. J. Padelford Child Development Center</b> 11922 169 <sup>th</sup> Street, Artesia, CA 90701 Center Director: Liz Quintanilla Phone Number: (562) 926-2427	88	43
<b>Artesia Child Development Center</b> 18730 Clarkdale Avenue, Artesia, CA 90701 Center Director: Malajat Raja Phone Number: (562) 653-0290	77	55
<b>Bellflower Child Development Center</b> 447 Flower Street, Bellflower, CA 90706 Center Director: Regina Mayo Phone Number: (562) 804-7990	88	58
<b>Bellflower II Child Development Center</b> 14523 Bellflower Blvd., Bellflower, CA 90706 Phone Number: (562) 867-8399	96	60
<b>Lakewood Child Development Center</b> 5225-A Hayter Avenue, Lakewood, CA 90712 Center Director: Maria Navarro Phone Number: (562) 531-9440	94	60
<b>Maywood Child Development Center</b> 4803 58 <sup>th</sup> Street, Maywood, CA 90270 Center Director: Silvia Guzman Phone Number: (323) 560-5656	96	70
<b>Norwalk Child Development Center</b> 14000 San Antonio Drive, Norwalk, CA 90650 Center Director: Silvia Guzman Phone Number: (562) 864-1958	40	32
<b>Total</b>	<b>579</b>	<b>378</b>

**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	48
Referrals from SHARE	48
Enrollments resulting from SHARE referrals	48

ENROLLMENT ACTIVITY	
Work Experience (WEX)	4
On-the-Job Training (OJT)	0
Completed STEPS	27
Paired with a Mentor	25
Training	3
Employment Placement	20
Housing Placement	40
Supportive Services	16
Exits	20

**COG Home Enrollment by City**

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



## ACCELERATOR GRANT 9.0

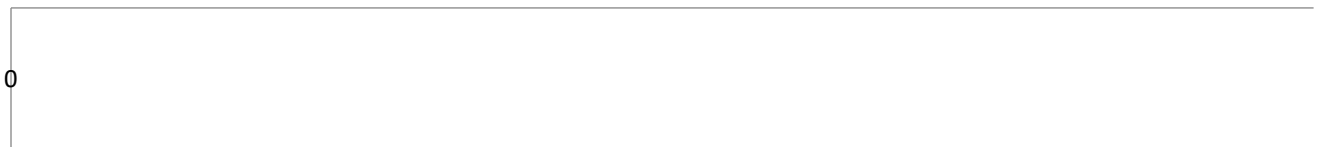
SELACO WDB in partnership with South Bay Workforce Investment Board, Health Impact, HASC (Hospital Association of Southern California) and Downey Adult School have been awarded funding under the State’s Accelerator Grant WAF.90 for the development of a Specialty Nursing Training and Apprenticeship Project. The WAF9.0 will focus on establishing an apprenticeship model that will allow access to high demand and high wage positions in the specialty nursing sector.

The project goal is to enroll 15 to 20 eligible candidates into the Specialty Nursing Apprenticeship, 25 to 30 eligible candidates into a CNA/Phlebotomy training program and 25 to 30 eligible candidates into a Clinical Laboratory Scientist training program.

Accelerator Project Goals			
	Planned Enrollments	Actual Enrollments	Completions
Specialty Nursing Apprenticeship	20	0	
CNA/Phlebotomy training program	30	0	
Clinical Laboratory Scientist training program	30	0	

### Accelerator 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: February 15, 2022**  
**Subject: Consideration of Annual Appointments to the WDB**

There is one remaining pending reappointment to the WDB for a new two-year term expiring June 30, 2023:


Cerritos Private Sector—Sanjay Trivedi (Trivedi & Associates)



## MEMORANDUM

**DATE:** February 15, 2022

**TO:** SELACO Policy Board

**FROM:** Yolanda Castro, Executive Director 

**RE:** SELACO WDB Annual Audit Report for Fiscal Year 2020-2021

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On January 27, 2022, the SELACO WDB reviewed and approved the attached annual audit for FY 2020-21.

This item comes to the Policy Board to accept SELACO WDB Board's actions to review and approve the annual audit report and management letter for Fiscal Year 2020-21. There were no findings or questioned costs identified in the audit. The management letter contained no comments. There are three things in the audit report we would like to point out:

1. That in the auditor's opinion the reports "present fairly" the financial position of SELACO WDB. That attestation is on page 1 of the report.
2. That SELACO WDB has a positive "net assets" balance (\$553,920). That information is on page 3 of the report.
3. That there are no findings and questioned costs. That information is on pages 39-42 of the report.


The audit report also contained no items of material noncompliance.

### **Action Required:**

Support the SELACO WDB Board's approval to accept the audit report and direct the Executive Director to forward the audit report to all necessary agencies.



## MEMORANDUM

**DATE:** February 15, 2022  
**TO:** SELACO Policy Board  
**FROM:** Yolanda Castro, Executive Director   
**RE:** Request for Proposal: Single Auditing Services Results

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On January 27, 2022, the SELACO WDB Board reviewed and approved the contract recommendation for SELACO WDB's single auditing services.

This item comes to the Policy Board for your review and approval.

On September 23, 2022, the Board approved the release of a Request for Proposals (RFP) from qualified independent auditing firms to conduct "Single Auditing" services for the fiscal year ending June 30, 2022.

The SELACO WDB released the RFP per the timeline approved and received a total of five (5) proposals.

Proposals:

- Harshwal & Company
- Moss, Levy & Harzheim
- The Pun Group
- RJI International
- Vasin, Heyn & Company

The review of the proposals was completed on 1/14/2022, by a panel of four (4) members. The panel consisted of two (2) board members, one (1) SELACO WDB fiscal staff member, and one (1) subject-matter expert.

Panel:

- Meredith Alvarez

- Ron Crossley
- Mark Dameron
- Ben Espitia

Per the evaluation and scoring of the review panel, and per the scoring sheet certification of the recorders, it is the recommendation to award a contract to Moss, Levy and Harzheim. Moss, Levy and Harzheim were unanimously scored as the top candidate by the entire panel of four (4).

Proposals, panelist individual scoring sheets, and panel tabulation in its entirety are available for public review upon request. Below is the Panel tabulation as it was certified and recorded.

	<b>Proposals</b>				
<b>Panelist</b>	<b>Harshwal &amp; Co.</b>	<b>Moss, Levy, &amp; Harzheim</b>	<b>Pun Group</b>	<b>RJI</b>	<b>Vasin, Heyn &amp; Co.</b>
M. Alvarez	54	88	54	49	81
R. Crossley	40	50	32	31	34
M. Dameron	66	73	55.5	43	63
B. Espitia	74.5	81	76	63	72.5
<b>Total(s)</b>	<b>234.5</b>	<b>292</b>	<b>217.5</b>	<b>186</b>	<b>250.5</b>

The contract recommendation is a one-year (1) contract at the estimated cost of \$26, 485.00, with an option to extend services, upon mutual agreement and upon a contract performance review, for three (3) succeeding years thereafter.

**Action Required:**

Support the SELACO WDB Board’s approval to:

- Approve and authorize the SELACO WDB Executive Director to award a one-year contract to Moss, Levy and Harzheim at the estimated cost of \$26, 485.00, with an option to extend for three (3) additional years, upon a contract performance review.
- If applicable, approve and authorize the SELACO WDB Executive Director to award a three-year (3) term extension to the Moss, Levy and Harzheim contract, upon the successful completion of the contract performance review.



Mark Duran, Norwalk

#### **Workforce Challenge:**

Mark was rehired as a mechanical engineer with his previous employer on a 4-month, temporary assignment. At the end of February 2021, he was laid off again, but took this time to recover from shoulder surgery. Mark visited the AJCC in Cerritos to find out about his unemployment insurance, but also sought information about job training from the SELACO Workforce Development Board. SELACO WDB scheduled Mark to take a very valuable job training, but unfortunately due to challenges, the school needed to postpone training to 6 months to a year out. He continued to search for positions online using Indeed, LinkedIn, CalJOBS, and Monster but felt that his biggest challenge was understanding how job searching has changed.

#### **Workforce Solution:**

SELACO WDB helped Mark by exposing him to various networking sites, new approaches to resumé writing and how to brand himself. “The staff have been very helpful to me. I have seen their dedication to their customers. They have provided relevant and timely information regarding job searching.” stated, Mark. He attended different workshops and Job Club on Fridays, watched recommended videos, networked and developed relations with several online recruiters, one of which helped him land his current position.

#### **Workforce Outcome and Results:**

After several months, Mark was approached by a recruiter who saw his resumé on Indeed.com. Following the interview process, he was offered a full-time position in the beauty industry for a company that makes hydradermabrasion equipment and formulas in North Long Beach. He will be working as a SOLIDWORKS Designer creating new product designs and updating SOLIDWORKS drawings. Mark appreciates the good salary and that the job is only a 20-minute drive from his home. He stated that the youthful staff are enjoyable to be around, and that he also enjoys working on the product line that this company produces. Mark advises other job seekers, “Up until recently, when looking for a job we would reveal our skills at using a particular software or our ability to operate a piece of equipment. We would list the companies we worked for and what we did there. Today, this seems to be the wrong approach. We need to let the potential employer know how valuable an asset we are, demonstrate how we will improve the quality of their team and convince them that we will contribute to the company’s success.”

Congratulations, Mark!



Joseph Curial, Lakewood

### **Workforce Challenge-**

Though retired, Navy veteran Joseph still enjoyed working. For over 7 years, he had volunteered for a startup entrepreneurship business banking/financial service, but he was also seeking full-time employment. Joseph earned his MBA degree from UCLA and possessed an extraordinary level of experience with 30 plus years in extensive, hands-on financial administration in the banking industry. Some of his roles included credit counselor and financial literacy teacher. Though he networked and volunteered he was not having success finding a job. He called the SELACO WDB America's Job Center of California (AJCC) in Cerritos and spoke with a representative to ask about job search assistance and how to improve his technology skills.

### **Workforce Solution-**

Joseph enrolled with SELACO Workforce Development Board and worked closely with a Career Development Specialist (CDS) who provided him with career counseling, resumé assistance and mock interview practice. He was also introduced to an EDD Veterans specialist, who provided a variety of veteran services, benefits, and resources that Joseph was unaware of. During this time, Joseph was pleasantly persistent with his counselors, and professionally followed up, while continuing his job search activities.

### **Workforce Outcome-**

Being a natural networker and someone who loved "connecting the dots", Joseph continued making connections. After building a relationship with the people at Cerritos College through SCORE business mentorship, Joseph was offered a part-time position for a good wage. He was hired on an emergency basis as staff support for a new adult education course program and will be teaching a "Bilingual Entrepreneur - Starting a Business" course in Spanish and English. Joseph will be teaching class to 20 students while also having an opportunity to upgrade his technology skills through Cerritos College. He stated that he is very excited and expressed much appreciation to the EDD veteran team at the AJCC, for all of the assistance provided in his employment pursuit.



Sergio Gonzales, Bellflower

**Workforce Challenge:**

Sergio was referred to the SELACO WDB America’s Job Center in Cerritos because he was seeking job search assistance after being out of work for a significant length of time. Without recent work experience, Sergio needed new skills that would lead to a secure and bright future so that he could support himself and his family.

**Workforce Solution:**

Sergio attended job search workshops, received career counseling, resumé assistance and interview advice. His Career Development Specialist (CDS) was diligent in helping him fill out paperwork and scheduled meetings. Sergio stated that his CDS “made the process fun and enjoyable.” SELACO enrolled Sergio into the California

Truck Driving Academy and provided gas cards and moral support during his education.

**Workforce Results and Outcome:**

In December 2021 Sergio completed eight weeks of truck driver training and was hired full-time by Rifle Freight in early January. Sergio will be working in the warehouse until he is able to get 18 months of driving experience under his belt. “I want to thank all the SELACO team for the wonderful experience that I had through every step of the process. Now that I have my class A driver’s license, I plan to keep on working with my counselor Renee G., to assist me with finding a trucking career. I am excited for me and my family because a trucking career will bring new opportunities.”