

**Executive Committee and FULL WDB BOARD OF DIRECTORS' MEETING**

**January 22, 2026**

**Thursday**

**3:00**



**Executive Committee and FULL WDB BOARD OF DIRECTORS' MEETING**

**SELACO WDB  
10900 E 183<sup>rd</sup> Street, Suite 350  
Cerritos, CA 90703**

**January 22, 2026  
Thursday  
3:00 PM – 5:00 PM**

**Members of the public wishing to address the board must complete and return a public comment speaker card prior to the start of the meeting. Please contact Carol Reyes-Davis at [carol.reyes@selaco.com](mailto:carol.reyes@selaco.com)**

**AGENDA**

CALL TO ORDER	LeGaspi	
PLEDGE OF ALLEGIANCE	LeGaspi	
ROLL CALL	Wehage	
2025 – 2026		Page 1
PUBLIC COMMENTS	Villarreal	
CHAIR'S COMMENTS	LeGaspi	
EXECUTIVE DIRECTOR'S MESSAGE / UPDATE / STAFF REPORT	Castro	
CONSENT CALENDAR	LeGaspi	
1A. Approval of Minutes October 23, 2025		3
1B. Approval of Fiscal Report 07/01/25 – 12/31/25		8
1C. Approval of Program Report for 07/01/25 – 12/31/25		21
ACTION ITEM (S):		
2. Ratify the Executive Committee's Approved Action Item From the December 10, 2025, Executive Committee Meeting	Castro	44
A) One-Stop Operator RFP Results and Approval to Award Contract		45

**Executive Committee and FULL WDB Board of Directors' Meeting**

**January 22, 2026**

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3. Establishment of a SELACO WDB Participant Work Authorization Policy	Castro	46
4. Revision to the Purchasing, Inventory and Disposal Policy	Castro	54
5. SELACO WDB Annual Audit Report for Fiscal Year 2024-2025	Castro	62
6. Revised SELACO WDB Audit Resolution Policy and Procedures	Castro	63
7. Revised SELACO WDB Incumbent Worker Training Policy	Castro	70
8. California Department of Education Status Update	Castro	79
9. Revisions to SELACO WDB Personnel Policies and Procedures (PPP) Manual Policy #247 – Performance Evaluations	Castro	81
ONE STOP OPERATOR REPORT	Baquerizo	
Presentation / Information / Recommendations		
ACTION ITEM (S): NONE		
INFORMATION ITEM (S):		
INFORMATION ITEM (S):		
1. Ethics Training AB1234	Castro	86
2. Employment Development Department SELACO WDB 2024 Third Quarter Changes in Establishment, Employment, and Wages	Castro	87
INTERESTING CORRESPONDENCE		
None		
BOARD MEMBER COMMENTS	LeGaspi	
POLICY BOARD ITEMS/REQUESTS	LeGaspi	
AGENDA REQUESTS FOR NEXT MEETING	LeGaspi	
CHAIR'S CLOSE	LeGaspi	
ADJOURNMENT OF OPEN SESSION	LeGaspi	

**Policy Board Meeting: February 17, 2026**

**Next Full WDB Meeting: March 26, 2026**

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*Please call (562) 402-9336 to request accommodations.*

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



**SELACO WDB Board of Directors  
Attendance Roster – PY 25/26**

<b>Board Member</b>	<b>7/24/25</b>	<b>9/25/25</b>	<b>10/23/25</b>	<b>1/22/26</b>	<b>3/26/26</b>	<b>5/28/26</b>
<b>1. Amansec, Jason</b> Business Representative City of Cerritos	Appointed by PB 10/21/25		X			
<b>2. Barrales, Leonard</b> Economic Development	Appointed by PB 10/21/25					
<b>3. Beech, Jennifer</b> Business Representative City of Bellflower	X	X	AE			
<b>4. Burrell, Ashley</b> Rehabilitation Organization	AE	X	X			
<b>5. Ceballos, Rene</b> Labor Organization	Appointed by PB 12/16/25					
<b>6. Cueva, Sergio</b> Business Representative City of Hawaiian Gardens	X	X	XV			
<b>7. Gomez, Belle</b> Education Entity	X	X	X			
<b>8. Kucera, Kevin</b> Labor Organization	AE	AE	AE			
<b>9. LeGaspi, Richard</b> Chair Business Representative City of Norwalk	X	X	X			
<b>10. McGehee, Shannon</b> Business Representative City of Paramount	A	A	A			

Board Member	7/24/25	9/25/25	10/23/25	1/22/26	3/26/26	5/28/26
<b>11. Mendoza, Shaila</b> Labor Organization	Appointed by PB 10/21/25					
<b>12. Nam, Leila</b> Business Representative City of Artesia	AE	AE	X			
<b>13. Parada, Erika</b> Business Representative City of Lakewood	AE	AE	A			
<b>14. Perez, Genoveva</b> Business Representative City of Paramount	X	X	A			
<b>15. Polley, Tracy</b> Business Representative City of Norwalk	X	X	X			
<b>16. Quirino, Demeven</b> Business Representative City of Cerritos	X	AE	X			
<b>17. Rochin, Blanca</b> Education Entity	X	X	X			
<b>18. Ryder, Tim</b> Business Representative City of Hawaiian Gardens	AE	AE	AE			
<b>19. Segura, Michael</b> Business Representative City of Lakewood	AE	X	X			
<b>20. Taylor, Joseph</b> Labor Organization	X	X	X			
<b>21. Uva, Carrie</b> Business Representative City of Downey	X	X	X			
<b>22. Uttecht, Greg</b> Business Representative City of Artesia	A	AE	AE			
<b>23. Valladares, Cesar</b> Public Employment Service	Appointed by PB 12/16/25					
<b>24. Vasquez, Salvador</b> Labor Organization		AE	X			
<b>25. Villarreal, Rudy</b> Secretary/Treasurer Labor Organization	AE	X	X			
<b>26. Wehage, Larry</b> Vice Chair Business Representative City of Bellflower	X	X	X			
<b>27. VACANT</b> Business Representative City of Downey						



**Executive Committee and FULL WDB Board of Directors' Board Meeting MINUTES**

**October 23, 2025**

**3:00 PM**

**SELACO WDB**

**CALL TO ORDER**

The Executive Committee and FULL WDB Board of Directors' Board Meeting was called to order by Richard LeGaspi at 3:05 p.m.

**PLEDGE OF ALLEGIANCE**

Rudy Villarreal led the Pledge of Allegiance.

**ROLL CALL**

**WDB BOARD OF DIRECTORS PRESENT**

Amansec, Jason	Burrell, Ashley
Chan, Connie	Cueva, Sergio (virtual)
Gomez, Belle	LeGaspi, Richard
Nam, Leila	Polley, Tracy
Quirino, Demeven	Rochin, Blanca
Segura, Michael	Taylor, Joseph
Uva, Carrie	Vasquez, Salvador
Villarreal, Rudy	Wehage, Larry

**WDB BOARD OF DIRECTORS ABSENT**

McGehee, Shannon	Parada, Ericka
Perez, Genoveva	

**WDB BOARD OF DIRECTORS EXCUSED**

Beech, Jennifer	Kucera, Kevin
Ryder, Tim	Uttecht, Greg

**SELACO WDB STAFF PRESENT**

Alvarez, Meredith	Cardenas, David
Cardona, Jefferson	Coronel, Corina
Davis, Carol	Diep, Chau
Ferranti-Lansdown, Tammy	Gutierrez, Jeanette
Mercado, Ana	Michel, Sandra
Von Heeder, Adam	

**MEMBERS OF THE PUBLIC PRESENT**

Derthick, Joseph  
 Joseph, Jack – Policy Board Administrator  
 Kratzer, Paul - CASAS

**PUBLIC COMMENTS**

Paul Kratzer with CASAS provided an introduction of their services to the board.

**WDB CHAIR'S COMMENTS**

Chairman LeGaspi introduced new board members Salvador Vasquez, representing Labor and Jason Amansec, representing Business – City of Cerritos.

On behalf of Yolanda Castro, a heartfelt appreciation message was read to Connie Chan for her upcoming December retirement. Flowers and a token of appreciation were presented to Ms. Chan.

**EXECUTIVE DIRECTOR'S MESSAGE/UPDATE/STAFF REPORT**

On behalf of Yolanda Castro, the Executive Director report was provided by Deputy Directors Corina Coronel and Sandra Michel:

**October 1<sup>st</sup> Stakeholder Event Overview**

- Appreciation was extended to Richard LeGaspi for sponsoring breakfast. Board members (WDB and Policy Board) were thanked for their valuable participation. City Managers and other local officials were also in attendance.
- A total of 54 stakeholders were in attendance. Attendees represented a broad cross-section of the community, including K-12 education, adult education, community and four-year colleges, employers, private and nonprofit organizations, and economic development entities.
- The central focus of the event was to showcase what distinguishes SELACO WDB and how we collaborate with local stakeholders to address the evolving needs of employers and job seekers.
- Attendees were given a tour of the AJCC. Additionally, CalAPs students provided lunch, after which a tour of Artesia High School was given to spotlight the welding project SELACO WDB supports in partnership with Harbor Freight.
- The Director of CWDB expressed interest in the work being done to build a bridge from high school Career Technical Education (CTE) program to future opportunities. He was impressed by the high level of stakeholder involvement and spent most of his time actively listening and taking notes.

**City Activities**

- The team remains actively engaged in the community, maintaining a “boots on the ground” approach.
- The City of Hawaiian Gardens sponsored five non-profits to participate in their annual golf tournament. The SELACO WDB Team was well represented.
- SELACO WDB presented at the City of Cerritos Economic Commission, offering insights into what a workforce board is and the services provided to local businesses.
- October 8<sup>th</sup>, SELACO WDB participated in the Paramount “Unlocking AI for Business: Practical Tools and Change.” The goal was to identify businesses for ETP engagement.
- SELACO WDB will outstation staff to serve youth accessing the Dream Catcher Youth Facility in the City of Norwalk.
- Staff will be serving on a Cerritos College Advisory committee focused on AI and curriculum development.

### Possibilities for 2026

- The City of Bellflower's Economic Development Representatives recently met with staff to explore potential collaboration opportunities, including interest in holding a job fair.
- Similarly, the City of Lakewood Chamber has expressed interest in pursuing a job fair.
- Staff are exploring job fairs that are more industry-focused such as the job fairs held for logistics with Cerritos College.
- Staff is also focusing on supporting job fairs that are sponsored by Assembly/Congress members like Barragan's annual job fair.
- While job fairs provide exposure, they have not resulted in new enrollments and job placement for enrolled customers.
- Staff are re-evaluating how we collect data and can enhance the outcome of job fairs for a greater return on investment.

### Government Shutdown and Impacts on WIOA

- Currently on 23 days into the shutdown but business continues to operate as usual.
- According to our State Representative, there are no anticipated impacts on the current year's funding. A second round of funding is expected by the end of November. While other states have already received their funding, California may be among the last, but the funds are expected to arrive.
- The state has successfully drawn down funds, and the Department of Labor (DOL) has been responsive. No issues anticipated. Should delays occur, there are reserves to sustain operations through December.

### Funding for 2026-2027 remains uncertain

- There is no clear understanding of what the 2026-2027 funding will look like.
- Some believe workforce funding is being used as a bargaining chip.
- Both Democrats and Republicans support workforce initiatives, so significant cuts are unlikely; however, the possibility of allocating 50% of funding into training and keeping 25% of all funding at the Governor's discretion appears strong.
- As planning begins for 2026-2027, a budget will be prepared to support funding at the same level as 2025-2026, as well as a budget that anticipates 50% of total funds going to training and at least a 10% overall cut, allowing staff to assess the potential impact on staffing and services.

### Lease negotiations

- Another important item under consideration is the lease, which terminates in June 2026. A meeting is scheduled for Friday with EDD, a key partner in these discussions.

### Board Retreat 2026

- Exploring the potential of a board retreat in April. The retreat will start with a Policy Board meeting followed by a guest speaker and strategic planning session.
- Potential date is April 12 from 9:00 – 4:00.
- What topics would you like to hear addressed?
- What type of speakers would be of value to you?

**CONSENT CALENDAR**

A motion was made by Larry Wehage to approve the consent calendar as presented, seconded by Rudy Villarreal. With no further discussion, motion carries to approve.

**1A. Approval of Minutes: September 25, 2025****1B. Approval of Fiscal Report: 07/01/24 – 09/30/25****1C. Approval of Program Report: 07/01/24 – 09/30/25 (Receive and File)****ACTION ITEM(S)****2. Procedures for Terminated Employee's Retirement Account Balances**

A motion was made by Tracey Polley to authorize the Executive Director to approve the adoption and implementation of the Terminated Employee Procedures received from RSG as the official process for managing account balances of former employees in SELACO WDB's retirement plan with balances less than \$7,000, seconded by Rudy Villarreal. With no further discussion, motion carries to approve.

**3. Approval for SELACO WDB Personnel Policies and Procedures**

A motion was made by Connie Chan to approve the amended policies as presented:

- 321 – Family Care and Medical Leaves of Absence
- 323 – Paid and Unpaid Leaves of Absence

Seconded by Jason Amansec. With no further discussion, motion carries to approve.

**4. HR Policy Update: Employee Handbook**

A motion was made by Larry Wehage to review and approve amended Handbook as presented and to authorize staff to update as needed when the PPP is amended, seconded by Michael Segura. With no further discussion, motion carries to approve.

**5. Board Resolution for California Department of Education PY 2026-2027**

A motion was made by Tracey Polley to:

1. Approve the resolution authorizing the SELACO WDB to enter into an agreement with the California Department of Education to provide childcare and development services for PY 226-2027.
2. Authorize the Executive Director, as the signatory authority to sign all contract documents for Fiscal Year 2026-2027, including the Continuing Funding Application.
3. Authorize the Executive Director to accept DOE funding for the continued implementation of childcare and developmental services.
4. Authorize the Executive Director to execute and amend as applicable related subcontractor awards.
5. Authorize the Executive Director to amend related subleases if applicable according to the program design changes.

Seconded by Connie Chan. With no further discussion, motion carries to approve.

**6. Approval to Award Contract for IT Support Services**

A motion was made by Larry Wehage to:

1. Approve the award to \$25,000 contract to Frontline Inc. for the provision of Information Technology (IT) Support Services as outlined on the SELACO WDB RFP.
2. Authorize the Executive Director to negotiate and execute a contract consistent with the SELACO WDB's budget and procurement policies.

Seconded by Connie Chan. With no further discussion, motion carries to approve.

**ONE STOP OPERATOR REPORT**

No items to report out.

**INFORMATION ITEM(S)**

**1. Ethics Training AB1234**

Page 111 of the agenda provides an updated list of board members who completed the mandatory ethics training. All board members must complete a two-hour training. Please contact Carol for a direct link to the online course or for any questions.

**2. Status of Lease**

Sandra Michel provided an update on the status lease. The report can be found on page 112 of the agenda.

**INTERESTING CORRESPONDENCE**

None

**BOARD MEMBER COMMENTS**

Jason Amansec inquired about signage on the marquee for the SELACO WDB.

**POLICY BOARD ITEMS/REQUESTS**

None

**AGENDA REQUESTS FOR NEXT MEETING**

None

**CHAIR'S CLOSE**

None

**ADJOURNMENT OF OPEN SESSION**

The meeting was adjournment at 4:06 p.m.

SELACO WDB

Statement of Activities (by Fund)

From 7/1/2025 through 12/31/2025

	Employment Training Panel Grant	LA County Grants	Pre-School Grant	WIOA Adult&DW & Special Projects	WIOA Youth Grant	Rapid Response / Lay-Off Aversion Grants	Other Grants	Non-WIOA Training Expenditures	Total
Revenues / (Deferred Revenues)	208,240	124,300	2,715,121	835,828	634,736	43,929	425,097	39,289	5,026,540
Accounts Receivable	0	84,912	0	385,657	303,612	29,883	83,518	0	887,582
Total Revenues	208,240	209,212	2,715,121	1,221,484	938,349	73,811	508,615	39,289	5,914,123
Expenditures	6,169	18,376	229,477	99,226	74,436	6,833	32,416	0	466,934
Administration Services	4,420	173,145	2,400,795	14,267	126,851	0	58,092	0	2,777,570
Contracted Program Costs	0	0	0	17,721	3,540	0	4,833	0	26,094
Support Services	69,743	0	0	135,087	19,501	0	42,096	39,289	305,715
Vendor Training	0	17,432	0	41,511	48,284	0	19,640	0	126,868
Work Exp/Skillz Menu/Supplies	0	0	0	309,193	264,061	0	0	0	573,254
WIOA Core/Basic Career Services	0	0	0	258,242	0	0	0	0	258,242
WIOA Intensive/Individualized Career Svcs	0	0	0	85,485	8,348	0	0	0	93,833
WIOA Follow-Up Career Services	0	0	0	145,796	119,722	0	0	0	265,517
WIOA Business Services	58,764	259	0	0	269,971	66,978	275,046	0	671,019
Other Program Costs	139,096	209,212	2,630,272	1,106,528	934,714	73,811	432,123	39,289	5,565,046
Cash Expenditures	-	-	-	114,956	3,635	-	76,492	0	195,083
Accrued Expenditures	139,096	209,212	2,630,272	1,221,484	938,349	73,811	508,615	39,289	5,760,129
Total Expenditures	69,145	0	84,849	0	0	0	0	0	153,994
Net Income (Loss)									

**SELACO WDB**  
**Statement of Functional Expenditures**  
 From 7/1/2025 through 12/31/2025

	Administrative Services	Contracted Program Cost	Support Services	Vendor Training	Work Exp / Skills Menu Program	WIOA Core / Basic Career Services	WIOA Intensive / Individualized Career Services	WIOA Follow-Up Career Services	WIOA Business Services	Other Program Costs	Total
Expenditures											
Personnel	317,144	0	0	0	0	474,992	210,998	75,690	214,484	536,906,28	1,830,215
Non-Personnel	95,863	0	0	0	0	98,262	47,243	18,144	51,033	134,113	444,657
Training	53,927	2,777,570	0	500,799	126,867.53	0	0	0	0	0	3,459,163
Support Services	0	0	26,094	0	0	0	0	0	0	0	26,094
Total Expenditures	466,934	2,777,570	26,094	500,799	126,868	573,254	258,242	93,833	265,517	671,019	5,760,129

SELACO WDB  
**Statement of Functional Expenses - TR - 0201 Administrative Services**  
From 7/1/2025 Through 12/31/2025  
(In Whole Numbers)

		Total
Expenditures		
Personnel		
Salaries & Wages	50100	224,437
Social Security Tax	50200	15,951
Medicare Tax	50210	3,731
Workers Comp - Staff	50220	1,324
UI & ETT Taxes	50250	1,243
Employee Benefits	50300	58,319
Employer 403(B) Contributions	50403	12,139
Total Personnel		317,144
Non-Personnel		
Mileage	51100	101
Conferences/Staff Development	51200	2,497
Meeting Expenses	51230	1,390
Rent	52100	21,903
Telephone	52200	947
Furniture/Fixtures	52300	410
Office Equipment	52330	4,261
Leased Equipment	52350	2,786
Repair & Maintenance	52360	232
Outreach/Recruitment	53300	522
Office Supplies	53400	5,045
Subscriptions/Dues/Memberships	53600	11,569
Insurance	53900	4,504
Professional Services	54100	38,116
Legal	54300	1,182
Bank Charges/Miscellaneous	59990	397
Total Non-Personnel		95,863
Training		
Cost Reimbursement Billing	60300	53,927
Total Training		53,927
Total Expenditures		466,934

SELACO WDB  
**Statement of Functional Expenses - TR - 0202 Contracted Program Cost**  
 From 7/1/2025 Through 12/31/2025  
 (In Whole Numbers)

		Total
Expenditures		
Training		
Cost Reimbursement Billing	60300	2,620,113
Other Contracted Services	60400	85,650
Day Care Rent	66000	71,806
Total Training		2,777,570
Total Expenditures		2,777,570

SELACO WDB  
**Statement of Functional Expenses - TR - 0203 Supportive Services**  
 From 7/1/2025 Through 12/31/2025  
 (In Whole Numbers)

		Total
Expenditures		
Support Services		
Direct Support Payment	65200	17,745
Supportive Services - Training	65201	8,350
Total Support Services		26,094
Total Expenditures		26,094

SELACO WDB  
**Statement of Functional Expenses - TR - 0204 Vendor Training Payments**  
 From 7/1/2025 Through 12/31/2025  
*(In Whole Numbers)*

		Total
Expenditures		
Training		
Vendor Training	60100	352,478
Incumber Worker Training	60101	39,289
Vendor Training - ETP	60200	69,743
Non-WIOA Training Expenditures		39,289
Total Expenditures		500,799

SELACO WDB  
**Statement of Functional Expenses - TR - 0205 Work Experience / Skillz Menu Program**  
 From 7/1/2025 Through 12/31/2025  
 (In Whole Numbers)

		Total
Expenditures		
Training		
Wages - WE/Internship	60500	108,858
SS Tax - WE/Internship	60510	6,749
MC Tax - WE/Internship	60520	1,578
WC - WE/Internship	60530	4,367
Participant Incentive Payments	65401	5,315
Total Training		126,868
Total Expenditures		126,868

SELACO WDB  
**Statement of Functional Expenses - TR - 0206 WIOA Career Services**

From 7/1/2025 Through 12/31/2025

(In Whole Numbers)

		Core / Basic Services	Intensive / Individualized Services	Follow-Up Services	Total
Expenditures					
Personnel					
Salaries & Wages	50100	353,479	158,082	54,393	565,954
Social Security Tax	50200	23,498	10,460	3,541	37,500
Medicare Tax	50210	5,496	2,446	828	8,770
Workers Comp - Staff	50220	2,279	1,077	333	3,689
UI & ETT Taxes	50250	2,622	1,004	343	3,968
Other Payroll Expenses	50251	1	1	0	1
Employee Benefits	50300	75,899	31,997	14,509	122,405
Employer 403(B) Contributions	50403	11,718	5,931	1,743	19,393
Total Personnel		<u>474,992</u>	<u>210,998</u>	<u>75,690</u>	<u>761,680</u>
Non-Personnel					
Mileage	51100	614	271	11	896
Conferences/Staff Development	51200	9,532	4,567	835	14,934
Meeting Expenses	51230	405	286	87	778
Rent	52100	40,716	21,116	5,683	67,515
Telephone	52200	2,361	925	256	3,542
Furniture/Fixtures	52300	1,065	292	247	1,604
Office Equipment	52330	3,553	3,969	439	7,961
Leased Equipment	52350	8,393	1,154	409	9,956
Repair & Maintenance	52360	444	395	61	901
Outreach/Recruitment	53300	1,769	176	61	2,006
Office Supplies	53400	11,925	4,035	1,233	17,194
Subscriptions/Dues/Memberships	53600	6,738	4,155	670	11,564
Insurance	53900	7,823	4,267	1,382	13,472
Professional Services	54100	2,924	1,634	6,769	11,327
Total Non-Personnel		<u>98,262</u>	<u>47,243</u>	<u>18,144</u>	<u>163,649</u>
Total Expenditures		<u><u>573,254</u></u>	<u><u>258,242</u></u>	<u><u>93,833</u></u>	<u><u>925,329</u></u>

SELACO WDB  
**Statement of Functional Expenses - TR - 0207 Business Services**  
From 7/1/2025 Through 12/31/2025  
(In Whole Numbers)

		Total
Expenditures		
Personnel		
Salaries & Wages	50100	161,440
Social Security Tax	50200	10,863
Medicare Tax	50210	2,541
Workers Comp - Staff	50220	1,054
UI & ETT Taxes	50250	1,224
Other Payroll Expenses	50251	0
Employee Benefits	50300	31,175
Employer 403(B) Contributions	50403	6,187
Total Personnel		214,484
Non-Personnel		
Mileage	51100	1,408
Conferences/Staff Development	51200	6,690
Meeting Expenses	51230	880
Rent	52100	14,733
Telephone	52200	668
Furniture/Fixtures	52300	373
Office Equipment	52330	3,703
Leased Equipment	52350	1,052
Repair & Maintenance	52360	253
Outreach/Recruitment	53300	7,889
Office Supplies	53400	3,266
Subscriptions/Dues/Memberships	53600	5,731
Insurance	53900	3,266
Professional Services	54100	1,120
Total Non-Personnel		51,033
Total Expenditures		265,517

## SELACO WDB

### Statement of Functional Expenses - TR - 0212 Other Program Costs

From 7/1/2025 through 12/31/2025

	Employment Training Panel	WIOA Youth	WIOA Rapid Response / Lay-Off Aversion	Transitional Subsidized Employment (TSE)	Other Funds	Total
<b>Personnel</b>						
Salaries & Wages	41,324	164,241	46,237	640	155,509	407,951
Payroll Taxes/WC	3,616	15,754	4,216	87	15,476	39,149
Employee Benefits	6,915	36,797	9,934	149	36,012	89,807
<b>Total Personnel</b>	<b>51,855</b>	<b>216,791</b>	<b>60,386</b>	<b>876</b>	<b>206,998</b>	<b>536,906</b>
<b>Non - Personnel</b>						
Mileage	269	654	18	0	429	1,370
Conferences/Staff Development	0	6,417	582	0	0	6,999
Meeting Expenses	63	413	91	0	205	772
Rent/Utilities	3,801	21,514	3,516	166	58,296	87,293
Telephone	168	708	135	6	2,716	3,733
Furniture/Equipment	189	9,845	535	6	809	11,385
Repair & Maintenance	37	191	36	2	221	487
Outreach/Recruitment	-91	846	32	0	0	788
Supplies	1,034	3,531	759	20	1,954	7,298
Subscriptions & Dues	577	5,105	341	18	698	6,740
Insurance	631	2,854	296	69	1,151	5,001
Consulting	229	1,102	251	7	659	2,247
<b>Total Non-Personnel</b>	<b>6,910</b>	<b>53,180</b>	<b>6,592</b>	<b>293</b>	<b>67,138</b>	<b>134,113</b>
<b>Total Expenditures</b>	<b>58,764</b>	<b>269,971</b>	<b>66,978</b>	<b>1,170</b>	<b>274,136</b>	<b>671,019</b>

SELACO WDB  
**Statement of Functional Expenditures**  
From 7/1/25 through 12/31/25

Line Item Description	Current Period Actual	Budget	Budget Variance	Total Budget Remaining (%)
<b>PERSONNEL COSTS</b>				
Salaries/Wages	1,359,781	3,364,833	2,005,052	59.6%
Payroll Taxes/WC	131,007	305,961	174,954	57.2%
Employee Benefits	339,426	721,824	382,398	53.0%
<b>TOTAL PERSONNEL COSTS</b>	<b>1,830,215</b>	<b>4,392,618</b>	<b>2,562,403</b>	<b>58.3%</b>
<b>NON-PERSONNEL COSTS</b>				
Mileage	3,775	10,000	6,225	62.3%
Conference/Staff Development	31,119	206,500	175,381	84.9%
Meeting Expenses	3,821	15,000	11,179	74.5%
Rent/Utilities	191,444	395,283	203,840	51.6%
Telephone	8,890	22,500	13,610	60.5%
Furniture & Equipment	43,492	65,000	21,508	33.1%
Repair & Maintenance	1,873	17,000	15,127	89.0%
Outreach/Recruitment	11,205	25,000	13,795	55.2%
Supplies	32,803	55,000	22,197	40.4%
Subscriptions/Dues/Memberships	35,604	114,500	78,896	68.9%
Insurance	26,242	47,000	20,758	44.2%
Professional Fees	52,810	100,000	47,190	47.2%
Legal Fees	1,182	25,000	23,818	95.3%
Interest Expense/Miscellaneous	397	3,000	2,603	86.8%
<b>TOTAL NON-PERSONNEL COSTS</b>	<b>444,657</b>	<b>1,100,783</b>	<b>656,126</b>	<b>59.6%</b>
<b>TOTAL IN-HOUSE COSTS</b>	<b>2,274,872</b>	<b>5,493,401</b>	<b>3,218,529</b>	<b>58.6%</b>
<b>TRAINING &amp; SUPPORT SERVICES</b>				
Vendor Training Payments (Classroom/OJT/IWT)				
Employment Training Panel (ETP)	69,743	450,058	380,316	84.5%
Hired LA Program	118,588	125,709	7,121	5.7%
Regional Equity and Recovery Partnership (R	0	4,808	4,808	100.0%
WIOA Adult	193,801	702,603	508,802	72.4%
WIOA Dislocated Workers	56,242	55,773	(469)	-0.8%
WIOA Youth	23,136	85,568	62,432	73.0%
Non-WIOA Training Expenditures	39,289	326,727	287,438	88.0%
Subtotal	500,799	1,751,246	1,250,448	71.4%

SELACO WDB  
**Statement of Functional Expenditures**  
From 7/1/25 through 12/31/25

Line Item Description	Current Period Actual	Budget	Budget Variance	Total Budget Remaining (%)
<b>Cost Reimbursements / Contracted Services</b>				
Day Care Pre-School / Renovation	2,454,722	5,314,204	2,859,482	53.8%
Disability Access, Equity & Inclusion (DAEI)	37,098	183,857	146,759	79.8%
Employment Training Panel (ETP)	4,420	30,000	25,580	85.3%
Hired LA Program	15,400	76,400	61,000	79.8%
LA County - Youth @ Work	173,145	429,164	256,019	59.7%
Regional Equity and Recovery Partnership (RE)	0	11,500	11,500	100.0%
WIOA ETPL Delegation Services	2,928	5,000	2,072	41.4%
WIOA Youth	117,980	717,571	599,591	83.6%
WIOA One-Stop Operator	2,600	50,178	47,578	94.8%
WIOA Security Guard	23,204	68,023	44,819	65.9%
Subtotal	2,831,497	6,885,897	4,103,591	59.6%
<b>Work Experience / Skillz Menu Program</b>				
Disability Access, Equity & Inclusion (DAEI)	0	133,113	133,113	100.0%
Hired LA Program	15,726	20,598	4,872	23.7%
LA County - Youth @ Work	17,432	52,364	34,932	66.7%
Regional Equity and Recovery Partnership (RE)	3,914	6,501	2,588	39.8%
WIOA Adult	41,511	87,134	45,622	52.4%
WIOA Youth	48,284	256,706	208,422	81.2%
Subtotal	126,868	556,416	429,549	77.2%
<b>Training Supplies</b>				
WIOA Adult	0	6,500	6,500	100.0%
WIOA Dislocated Workers	0	500	500	100.0%
WIOA Youth	0	5,000	5,000	100.0%
Subtotal	0	12,000	12,000	100.0%
<b>Direct Support Payments</b>				
Gateway Cities' Homeless Employment Prg	240	11,299	11,058	97.9%
Gateway Cities' AOFY Employment Prg	0	0	0	0.0%
LA County - Youth @ Work	0	1,420	1,420	100.0%
Hired LA Program	4,593	4,593	0	0.0%
WIOA Adult	15,509	50,000	34,491	69.0%
WIOA Dislocated Workers	2,212	15,000	12,788	85.3%
WIOA Youth	3,540	25,000	21,460	85.8%
Subtotal	26,094	107,312	81,217	75.7%
<b>TOTAL TRAINING &amp; SUPPORT SVCS</b>	<b>3,485,257</b>	<b>9,312,871</b>	<b>5,876,804</b>	<b>63.1%</b>
<b>GRAND TOTAL</b>	<b>5,760,129</b>	<b>14,806,272</b>	<b>9,095,334</b>	<b>61.4%</b>

**SELACO WDB**  
**Balance Sheet**  
12/31/2025

	Employment Training Panel (ETP)	Preschool & Facilities Revolving Funds	Transitional Subsidized Employment (TSE)	WIOA Adult	WIOA Dislocated Workers	WIOA Youth	WIOA Rapid Response / LOA	Other Grants	General Funds	Pools	Total
<b>Assets</b>											
Cash & Cash Equivalents	120,221	7,313,235	19,876	(202,527)	(33,733)	(332,950)	(29,883)	(41,533)	340,883	200,220	7,353,811
Petty Cash	0	0	0	0	0	0	0	0	0	5,000	5,000
Accounts Receivable	362,005	0	0	20,555	0	0	0	200,511	0	0	583,071
Prepaid Expenses	0	0	0	0	0	0	0	0	0	0	0
Deposit	0	9,100	0	0	0	0	0	0	0	20,238	29,338
Due from Other Fund	0	0	0	0	0	(3,000)	0	0	195,776	0	192,776
Fixed Assets	0	1,005,713	0	0	0	0	0	0	0	0	1,005,713
Accumulated Depreciation	0	(1,005,713)	0	0	0	0	0	0	0	0	(1,005,713)
<b>Total Assets</b>	<b>482,225</b>	<b>7,322,335</b>	<b>19,876</b>	<b>(181,972)</b>	<b>(33,733)</b>	<b>(335,950)</b>	<b>(29,883)</b>	<b>158,979</b>	<b>536,659</b>	<b>225,458</b>	<b>8,163,995</b>
<b>Liabilities and Net Assets</b>											
<b>Liabilities</b>											
Accounts Payable	224,940	0	0	0	0	0	0	44,819	0	0	269,759
Accrued Expenses	0	0	0	0	0	0	0	1,692	0	98,423	100,115
Capital Lease Payable	0	0	0	0	0	0	0	0	0	0	0
Due to LA ECE - Credit Line	0	0	0	0	0	0	0	0	0	0	0
Due to Companies (ETP)	0	0	0	0	0	0	0	0	0	0	0
Due to Department of Education	0	774,775	0	0	0	0	0	0	0	0	774,775
Due to EDID	0	0	0	0	0	0	0	0	0	0	0
Due to ETP	0	0	0	0	0	0	0	0	0	0	0
Due to Toastmasters Intl	0	0	0	0	0	0	0	0	0	0	0
Due to CSS	0	0	0	0	0	0	0	0	0	0	0
Due to Vendors (ETP)	0	0	0	0	0	0	0	(850)	0	50	(800)
Due to Other Fund	0	0	537	20,115	0	0	0	173,580	0	(1,456)	192,776
Payroll Clearing	0	0	0	0	0	0	0	0	0	99,326	99,326
Revenues Received in Advance	182,315	6,444,691	12,812	0	0	0	0	22,802	0	0	6,662,621
Suspended Account	0	0	0	0	0	0	0	0	0	0	0
<b>Total Liabilities</b>	<b>407,256</b>	<b>7,219,466</b>	<b>13,350</b>	<b>20,115</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>242,042</b>	<b>0</b>	<b>225,458</b>	<b>8,127,686</b>
<b>Net Assets</b>											
Current YTD Net Income	69,145	84,849	(37,462)	(202,087)	(33,733)	(335,950)	(29,883)	(85,093)	31,709	0	(538,505)
Unrestricted	5,825	18,021	43,989	0	0	0	0	2,029	504,950	0	574,814
<b>Total Net Assets</b>	<b>74,970</b>	<b>102,869</b>	<b>6,527</b>	<b>(202,087)</b>	<b>(33,733)</b>	<b>(335,950)</b>	<b>(29,883)</b>	<b>(83,063)</b>	<b>536,659</b>	<b>-</b>	<b>36,309</b>
<b>Total Liabilities and Net Assets</b>	<b>482,225</b>	<b>7,322,335</b>	<b>19,876</b>	<b>(181,972)</b>	<b>(33,733)</b>	<b>(335,950)</b>	<b>(29,883)</b>	<b>158,979</b>	<b>536,659</b>	<b>225,458</b>	<b>8,163,995</b>



# Operations Report

6<sup>TH</sup> REPORT OF PY 2025 – PY 2026

JULY 1, 2025 – DECEMBER 31, 2025

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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.

## Employment Training Panel (ETP)

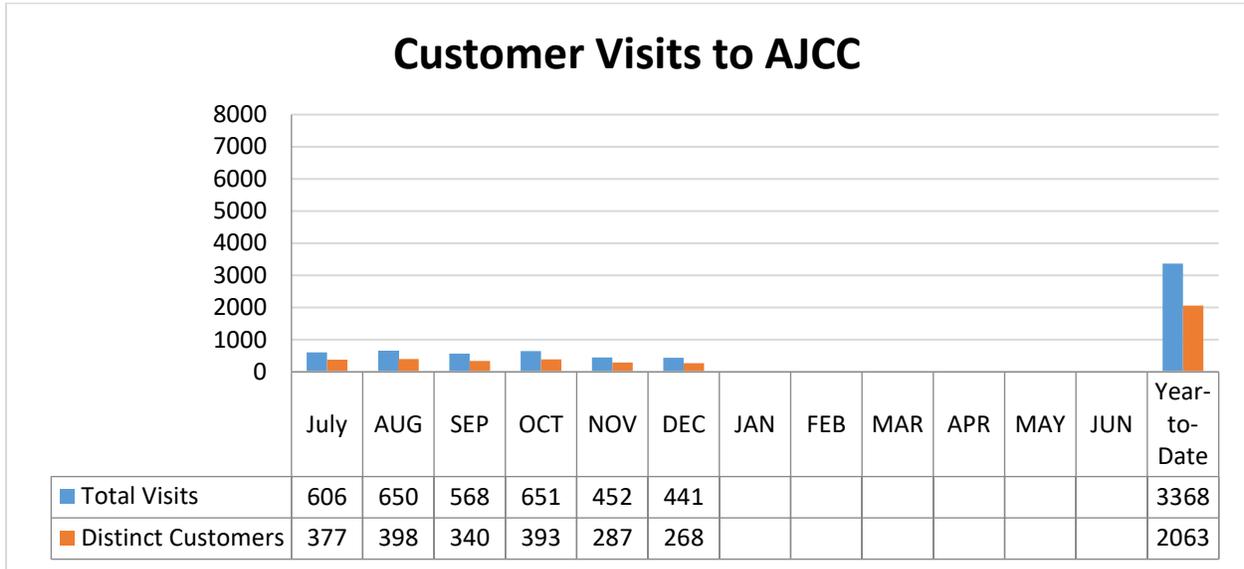


On December 16, 2025, we celebrated the Bodycote leaders who completed our Management & Supervisor Development Program. This group demonstrated commitment, curiosity, and a genuine desire to grow as leaders qualities that will continue to create a significant impact within their teams and across their organization. With the help of ETP, Bodycote invested in leadership excellence and partnered with us to develop strong, confident, people-centered leaders.

## 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](#)

**Program Year 2025 – 2026**

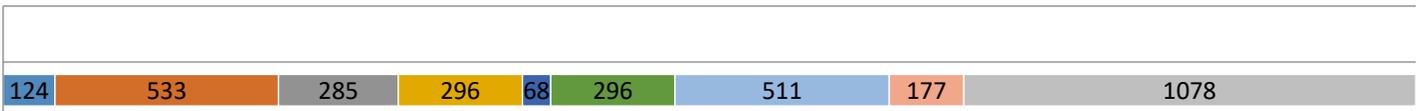


**Program Year 2024 – 2025**

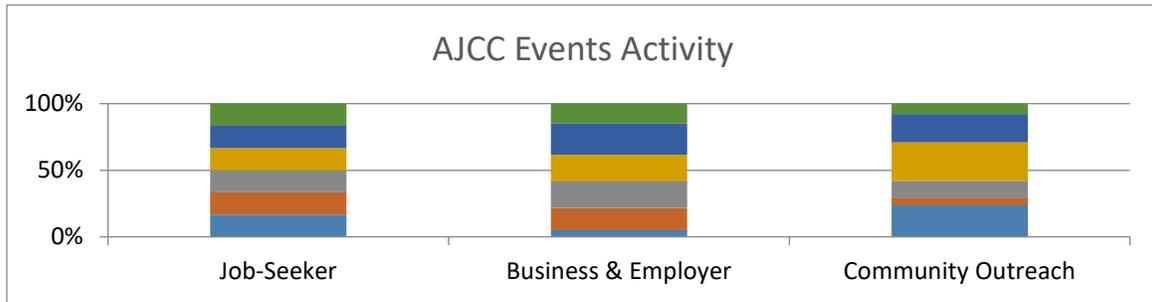
	July	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Year-to-Date
Total Visits	750	589	570	635	543	511	668	584	616	728	693	558	7445
Distinct customers	490	397	367	398	345	349	428	384	373	453	424	370	5778

### 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>
Bellflower Chamber Chat and Cheers	Bellflower Chamber Event
Celt Salt	Ribbon Cutting
Bellflower Chamber Morning Mingle	Chamber Event
El Camino High School	Career Day
Cerritos College	Justice Scholars
Paramount Chamber Holiday Mixer	Paramount Chamber Event
Coffe at the Chamber	Paramount Chamber Event
Community Dental Center	Ribbon Cutting
<b>OUTREACH EVENTS</b>	<b>DESCRIPTION</b>
Compton College PACT Re-entry	Community outreach Re-entry PACT Tools for Success
Downey Adult School	Boots on the ground

## 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.

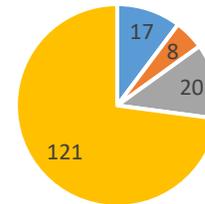
### WIOA PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Negotiated PY 23/24	Q1 PY 25/26	Q2 PY 25/26	Q3 PY 25-26	Q4 PY 25-26
Employed 2 <sup>nd</sup> Quarter after Exit	67.5%	71.8%	36.4%		
Employed 4 <sup>th</sup> Quarter after Exit	65.5%	62.9%	40.2%		
Median Earnings	\$7,622	\$8,736.47	\$11,180.00		
Credential Rate	66.0%	82.6%	84.6%		
Measurable Skill Gain (MSG)	73.0%	61.4%	77.6%		

*Performance numbers are reflective of the predictive report*

Activity Breakdown	
Carryover	220
Enrollments	143
Exits	70
Employed at Closure	28
<b>Program Services</b>	
Occupational Skills Training	18
On the Job Training	4
Transitional Jobs	15
Supportive Services	84
Follow-up Services	17

### Priority Population



■ Basic Skills    ■ Veteran  
■ Disabled    ■ Low-Income

## 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.

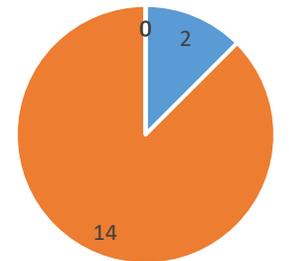
### WIOA PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Negotiated PY 23/24	Q1 PY 25/26	Q2 PY 25/26	Q3 PY 25/26	Q4 PY 25/26
Employed 2 <sup>nd</sup> Quarter after Exit	71.0%	80%	33.3%		
Employed 4 <sup>th</sup> Quarter after Exit	71.8%	92.3%	40.0%		
Median Earnings	\$9,800	\$5,898.91	\$26,850.00		
Credential Rate	75.4%	80%	100%		
Measurable Skill Gain	78.0%	61.5%	71.4%		

*Performance numbers are reflective of the predictive report*

Activity Breakdown	
Carryover	23
Enrollments	14
Exits	10
Employed at Closure	4
<b>Program Services</b>	
Occupational Skills Training	8
On the Job Training	0
Supportive Services	13
Follow-up Services	1

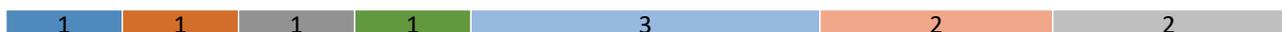
### Priority Population



■ Basic Skills 
 ■ Low Income 
 ■ Veteran 
 ■ Disabled

## 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 24/25	Allocations	Goal	Actual
Projected Enrollments	25	25	31
Placements	25	20	13

PY24-25 Carryover
44

## TSE WEX PLACEMENT BY CITY

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



## WIOA YOUTH SELACO

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.

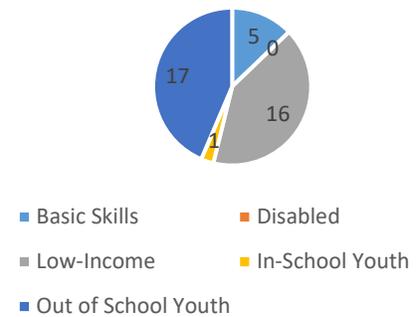
### WIOA PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Negotiated PY 23/24	Q1 PY 25/26	Q2 PY 25/26	Q3 PY 25/26	Q4 PY 25/26
Employed or Placed in Education 2 <sup>nd</sup> QT after Exit	72.0%	54.5%	29.4%		
Employed or Placed in Education 4 <sup>th</sup> QT after Exit	69.6%	87.5%	20.7%		
Median Wage	\$4,500	\$4,086.78	\$10,530.00		
Credential Rate	61.0%	75%	77.8%		
Measurable Skills Gain	80.0%	13.3%	38.5%		

*Performance numbers are reflective of the predictive report.*

Out-of-School Activity Breakdown	Actual
Carryover	52
Enrollments	18
Exits	7
Employed/ Placed at Closure	4
<b>Program Services</b>	
Occupational Skills Training	3
Enrolled in Secondary Education	2
Work Experience	14
Supportive Services	25
Follow-up Services	2

### Priority Population



## WIOA Youth Enrollment By City

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



## WIOA YOUTH ABC

To prepare youth (ages 17-21) 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.

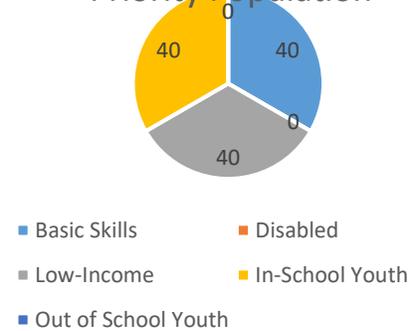
### WIOA PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Negotiated PY 23/24	Q1 PY 25/26	Q2 PY 25/26	Q3 PY 25/26	Q4 PY 25/26
Employed or Placed in Education 2 <sup>nd</sup> QT after Exit	72.0%	-	-		
Employed or Placed in Education 4 <sup>th</sup> QT after Exit	69.6%	86%	97.7%		
Median Wage	\$4,500	-	-		
Credential Rate	61.0%	86%	100%		
Measurable Skills Gain	80.0%	0%	0%		

*Performance numbers are reflective of the predictive report.*

In-School Activity Breakdown	Actual
Carryover	43
Enrollments	40
Exits	7
Employed/ Placed at Closure	0
<b>Program Services</b>	
Enrolled in Secondary Education	0
Work Experience	39
Supportive Services	0
Follow-up Services	0

Priority Population



## WIOA Youth Enrollment By City

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



## WIOA YOUTH HAWKEYE

To prepare youth (ages 17-21) 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.

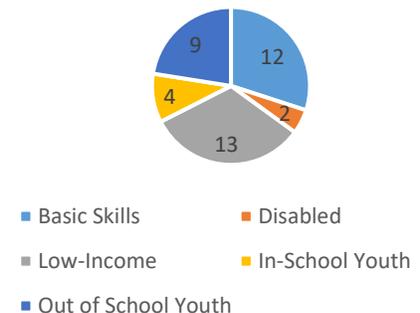
### WIOA PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Negotiated PY 23/24	Q1 PY 25/26	Q2 PY 25/26	Q3 PY 25/26	Q4 PY 25/26
Employed or Placed in Education 2 <sup>nd</sup> QT after Exit	72.0%	-	-		
Employed or Placed in Education 4 <sup>th</sup> QT after Exit	69.6%	-	-		
Median Wage	\$4,500	-	-		
Credential Rate	61.0%	-	-		
Measurable Skills Gain	78.0%	57.1%	60%		

*Performance numbers are reflective of the predictive report.*

In-School & Out of School Activity Breakdown	Actual
Carryover	10
Enrollments	13
Exits	3
Employed/ Placed at Closure	0
<b>Program Services</b>	
Enrolled in Secondary Education	7
Work Experience	6
Supportive Services	22
Follow-up Services	4

### Priority Population



## 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 receive up to 20 hours of paid Personal Enrichment and Work Readiness Training (PET) to help them acquire some of the basic “soft skills” necessary to succeed in the workplace. Youth also work 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		NCC		JJCPA		TOTAL	
	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual
City of Hawaiian Gardens	10	7	60	53	0	0	70	60
Artesia	4	0	30	15	0	0	34	15
SELACO	2	1	8	7	4	0	14	8

Progress	CalWORKS	NCC	JJCPA	Total
Enrollments	8	75	0	83
Exits	0	0	0	0

## Youth@Work Enrollment by City

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

16

11

56

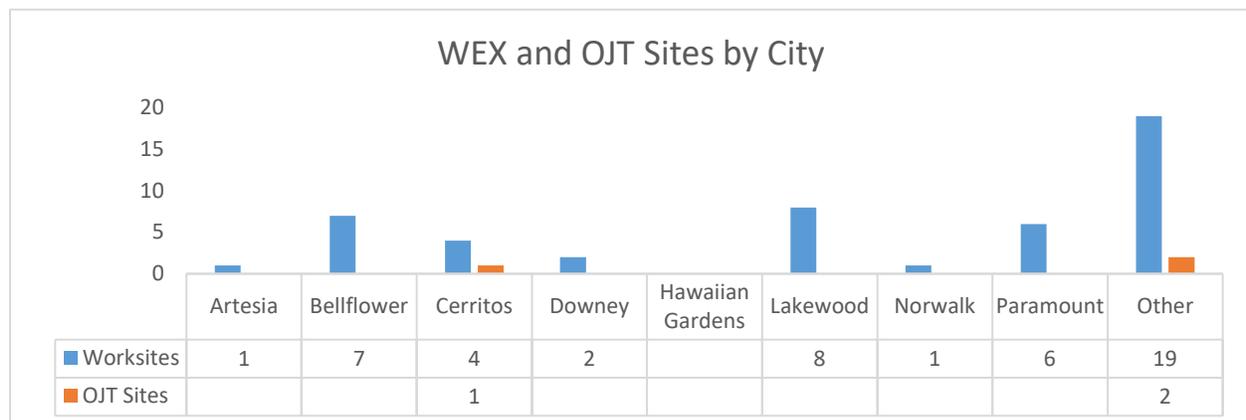
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## BUSINESS SERVICES

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/ Special Recruitments	4
Resume Referral	44
Candidate Pre-screening	1
Employer Networking	89
Referral to Community Services	6
Tax Credit Program Awareness	0
Rapid Response	0
Lay-off Aversion	0
Total	107



## BUSINESS NEEDS ASSESSMENT

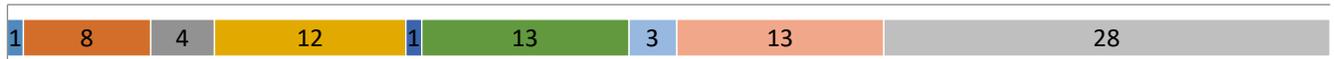
A business needs assessment is a systematic process of identifying, analyzing, and prioritizing the needs of a business. It involves gathering and evaluating information about the organization's current state, needs, future goals, and any gaps that exist between the two. The purpose of a needs assessment is to provide a clear understanding of what the business needs to improve performance, efficiency, and effectiveness. This information is then used to develop strategies and action plans to address these needs and achieve the organization's objectives.

Business Needs Assessment					
<b>Goal: 384</b>			<b>Actual: 32</b>		
<b>Completed: 83</b>			<b>Outcome: 182</b>		
Industry		Type of Need		Results	
Construction	3	Recruitment and hiring	24	Recruitment and hiring	3
Healthcare	4	Upskills training for current employees.	16	Upskills training for current employees.	0
Hospitality	9	Subsidized wages for new employees/ trainees	53	Subsidized wages for new employees/ trainees	25
Information Technology (IT)	1	Layoff prevention and aversion	0	Layoff prevention and aversion	0
Logistics	2	Tax Incentives	0	Tax Incentives	0
Manufacturing	7	Other:	0	Other:	154
Other:	64				

BNA Reports Completed PY24-25
155

## Business Needs Assessment

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



## 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-25-0241 (Contract Term: 2025-2027)				
ETP Trainees		Enrollments	Completions	Retentions
Planned	Large Business 100+ Employees	246	246	246
Planned	Small Business >100 Employees	227	227	227
Actual	Large Business 100+ Employees	312	221	159
Actual	Small Business >100 Employees	102	102	102

SPECIAL AND REGIONAL PROGRAMS

CHILD DEVELOPMENT PROGRAM REGIONAL SUPPORTIVE SERVICES 3.0

Facilities	Planned Enrollments	Actual Enrollments
<b>A. J. Padelford Child Development Center</b> 11922 169 <sup>th</sup> Street, Artesia, CA 90701 Center Director: Maria Olmedo Phone Number: (562) 926-2427	72	19
<b>Artesia Child Development Center</b> 18730 Clarkdale Avenue, Artesia, CA 90701 Center Director: Katya Valencia-Campoy Phone Number: (562) 653-0290	72	63
<b>Bellflower Child Development Center</b> 447 Flower Street, Bellflower, CA 90706 Center Director: Gloria Torres Phone Number: (562) 804-7990	48	40
<b>Bellflower II Child Development Center</b> 14523 Bellflower Blvd., Bellflower, CA 90706 Center Director: Maria Brena Phone Number: (562) 867-8399	72	34
<b>Lakewood Child Development Center</b> 5225-A Hayter Avenue, Lakewood, CA 90712 Center Director: Silvia Guzman Phone Number: (562) 531-9440	72	35
<b>Maywood Child Development Center</b> 4803 58 <sup>th</sup> Street, Maywood, CA 90270 Center Director: Josefina Perez Phone Number: (323) 560-5656	72	60
<b>Norwalk Child Development Center</b> 14000 San Antonio Drive, Norwalk, CA 90650 Center Director: Maria Vasquez Phone Number: (562) 864-1958	40	23
<b>Total</b>	448	274

*Information above has yet to reflect cumulative numbers. Last updated December 2025.*

## 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 48 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		
	Planned	Actual
Referrals to SHARE	N/A	2
Referrals from SHARE	N/A	0
Enrollments	48	20

Enrollment Activity		
	Planned	Actual
Attended a Job Search Workshop	20	1
Completed Individual Service Plan	50	4
Internships	8	0
Secured Part-time Employment	3	0
Secured Full-time Employment	28	0
Retained Employment (3-months)	23	0
Increased wages	40	0

PY24-25 Carryovers
14

### COG Home Enrollment by City

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



## REGIONAL EQUITY AND RECOVERY PARTNERSHIP (RERP)

The overall goal of the Regional Equity and Recovery Partnership (RERP) is to improve job quality and job access for individuals from underserved and underrepresented populations, meet the skill and profitability needs of employers and meet the economic, social, and environmental needs of the community. SELACO will provide program coordination and management, data collection and reporting, and partner with Cerritos College to provide training in supply chain logistics

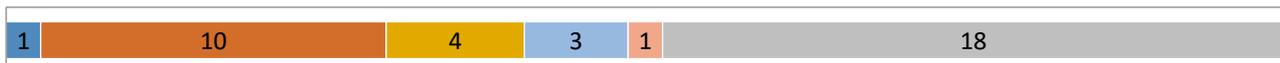
### RERP PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Planned	Actual
New Enrollment	35	37
Individuals in Training	35	27
Individuals Completed Training	30	26
Attained Industry Recognized Certificate or Credential	30	26
Employment Obtained	30	30

PY24-25 Carryovers
7

### RERP Enrollment by City

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



## PRISON TO EMPLOYMENT – P2E

The Workforce Development Boards (WDB) of the Los Angeles region (LARPU) submitted a plan to create a regional approach in serving reentry individuals and the justice system. The plan was awarded under Prison to Employment (P2E) through the California Workforce Development Board in January of 2023.

### P2E INITIATIVE PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Planned	Actual
New Enrollment	26	28
Individuals in Training	9	9
Individuals Completed Training	8	7
Attained Industry Recognized Certificate or Credential	8	7
Placement in Postsecondary Education	1	0
Placement in State Approved Apprenticeship	3	1
Employment	16	13

#### PY24-25 Carryovers

2

### P2E Enrollment by City

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



## HELPING JUSTICE-INVOLVED EMPLOYMENT - HIRE

The **Helping Justice-Involved Reenter Employment (HIRE)** initiative, funded by the California Workforce Development Board (CWDB), helps justice-involved individuals achieve meaningful employment. At SELACO WDB, the HIRE grant addresses challenges faced by formerly incarcerated individuals by providing workforce development services and fostering employer partnerships.

Key focus areas include:

- **Target Population:** Supporting justice-involved individuals through skill-building and sustainable employment.
- **Customized Support:** Tailored career services, training, and resources to overcome employment barriers.
- **Employer Engagement:** Partnering with businesses for job placements and fair hiring practices.
- **Community Partnerships:** Collaborating with organizations specializing in reentry services.
- **Outcomes Measurement:** Tracking job placements, retention, and wage growth to ensure success.

By leveraging the HIRE grant, SELACO WDB empowers individuals to achieve economic stability and reduces recidivism through meaningful career pathways.

### HIRE INITIATIVE PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Planned	Actual
New Enrollment	60	48
Enrolled In Training	24	13
Completed Training	19	10
Attained Industry-Identified Certificate or Degree	19	7

Program Services	Planned	Actual
Placement in Postsecondary Education	8	0
Placement in State Approved Apprenticeship	6	4
Career Advancement	6	0
Employment	36	11

PY24-25 Carryovers
35

### HIRE 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



**MEMORANDUM**

**DATE:** January 22, 2026

**TO:** SELACO WDB Board of Directors

**FROM:** Yolanda L Castro, Executive Director 

**RE:** Ratify the Executive Committee's Approved Action Item from the December 10, 2025, Executive Committee Meeting

---

The item listed below was submitted for approval at the December 10, 2025, Executive Committee Meeting.

**Action Required:**

Ratify the approval of the Executive Committee on the following action item:

- 1) One-Stop Operator RFP Results and Approval to Award Contract



## 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.



## MEMORANDUM

**DATE:** January 22, 2026

**TO:** SELACO WDB Board of Directors

**FROM:** Yolanda L. Castro, Executive Director 

**RE:** Establishment of a SELACO WDB Participant Work Authorization Policy

---

Pursuant to State Directive WSD 18-03, the Southeast Los Angeles County Workforce Development Board (SELACO WDB) is required to establish policies and procedures to ensure participants meet federal work authorization requirements. Local policy must clearly define the timing and method for verifying eligibility to work and must be consistent with the requirements of USCIS Form I-9.

In practice, case managers obtain a Social Security card or other acceptable proof of work authorization at the point when a participant is scheduled to receive a funded activity or any service associated with an employer-related activity code. To date, this has been an established operational practice rather than a formally documented policy.

To address this gap, staff have drafted a standalone policy that clearly defines the circumstances under which right-to-work documentation is collected, the method of collection, and the responsible parties.

For your review, attached is the proposed Work Authorization Policy.

Upon approval from the Board, the new Work Authorization Policy will be effective immediately.

**Action Required:**

Approve and adopt the SELACO WDB Participant Work Authorization Policy.

## AUTHORIZATION TO WORK VERIFICATION AND ACCESS TO SERVICES

Board Approval: Scheduled for 11/24/2025

This directive is effective on the date of SELACO WDB Board Approval.

### PURPOSE

The purpose of this policy is to provide guidance and establish procedures for verifying authorization to work and ensuring that SELACO Workforce Development Board (WDB) services are accessible to all individuals. This policy supports California's goal of fostering an inclusive workforce system that prepares all residents for meaningful employment, while ensuring compliance with federal and state regulations.

### SCOPE

This policy applies to all SELACO WDB-funded programs and partners operating within the America's Job Center of California (AJCC) system, including WIOA Title I Adult, Dislocated Worker, and Youth programs, as well as coordination with Title III (Wagner-Peyser).

### REFERENCES

- WIOA (Public Law 113-128), Section 188(a)(5)
- 8 CFR Part 274a.6
- 20 CFR §§ 677.150, 680.900, 680.910
- TEGL 10-23 (2024); TEGL 10-16, Change 2 (2022); TEGL 19-16 (2017); TEGL 02-14 (2014)
- SB 733 (1993), AB 2532 (2016)
- USCIS Form I-9 and Handbook for Employers
- WSD 19-06 (CalJOBS Activity Codes)
- WSIN 21-52 (WIOA Services for DACA Recipients)
- WSD 18-03 (Pathway to Services, Referral, and Enrollment)

### BACKGROUND

Historically, California required verification of legal status prior to the provision of employment services (Senate Bill 733, 1993). This requirement was repealed by Assembly Bill 2532 (2016). There is currently no state requirement to verify authorization to work before providing workforce services.

However, under federal law (Immigration Reform and Control Act, Title 8 CFR §274a.6), employers must verify employment eligibility before hiring, and state employment agencies are permitted to verify authorization to work in certain circumstances.

This policy ensures that SELACO WDB and AJCC staff apply verification requirements appropriately—only when necessary—and that services remain open and accessible to all

populations, including those awaiting work authorization, English language learners, justice-involved individuals, foster and homeless youth, and others with barriers to employment.

## **POLICY**

### **Access to Services:**

All individuals may access SELACO WDB and AJCC services regardless of their work authorization status. Verification of work authorization shall **not** be a condition for entry, orientation, initial assessment, or access to basic or informational services.

### **When Verification is Required:**

Staff shall verify authorization to work **only** when a participant receives services that require coordination with an employer or that represent a direct financial benefit to the participant.

### **When Verification is Not Required:**

Verification is **not required** for self-service or information-only Basic Career services, general assessments, referrals, or supportive services that do not provide direct financial benefits.

### **Prohibition of Discriminatory Practices:**

SELACO WDB strictly prohibits discrimination based on citizenship or immigration status. Public postings or verbal statements suggesting that services are limited to U.S. citizens or individuals legally authorized to work are not permitted.

## **DEFINITIONS**

**Period of Participation:** Begins when an individual receives a staff-assisted Basic Career, Individualized Career, or Training service, and ends at program exit.

**Verification of Authorization to Work:** Confirmation that an individual is legally authorized to work in the United States, typically by reviewing documentation consistent with USCIS Form I-9.

**Direct Financial Benefit:** Services such as reimbursements, vouchers, or stipends that result in a monetary gain to the participant.

## SERVICE GUIDANCE

Service Type	Triggers Participation	Authorization to Work Verification Required
<b>Basic Career – Self-Service/Information Only</b> (e.g., job search tools, workshops, labor market info, referrals, CalJOBS access)	No	<b>No-Cannot verify</b>
<b>Basic Career – Staff-Assisted</b> (e.g., assessments, resume prep, career counseling)	Yes	Verify <b>only</b> if providing job referrals or job placement assistance.
<b>Individualized Career Services</b> (e.g., case management, IEPs, mentoring)	Yes	Verify <b>only</b> if service involves employment activities such as internships, on the job training, transitional jobs, or work experience.
<b>Training Services</b> (e.g., occupational skills training, OJT, pre-apprenticeship)	Yes	Verify <b>only</b> if training is employment-based or directly tied to post-secondary credentials. Not required for classroom or ESL training.
<b>Supportive Services</b> (e.g., transportation, childcare, tools, or financial stipends)	Yes	Verify <b>only</b> if supportive service represents a <b>direct financial benefit</b> (e.g., reimbursements or vouchers). Not required for non-financial referrals.

## VERIFICATION PROCEDURES

### Timing:

Verification must occur **no earlier than the start of participation** and only when the participant enters a service that requires work authorization (e.g., OJT or job referral).

### Documentation:

Staff shall upload a copy of the documentation to CalJOBS or review and record in CalJOBS or the participant's case file the type and expiration date of document(s) viewed.

### Single Verification Process:

If a partner program within the AJCC network has already verified a participant's authorization to work, SELACO staff may rely on that verification, provided the documents have not expired.

### Individuals Awaiting Authorization:

Individuals without current authorization to work shall be offered access to all non-restricted services, including training and referrals to Title II Adult Education or English Language

programs, and community-based organizations (CBOs) that assist with citizenship or DACA-related processes.

## **REFERRALS AND COLLABORATION**

### **Title II Coordination:**

SELACO WDB and AJCC partners will coordinate referrals to WIOA Title II providers (adult schools, community colleges, literacy programs) for individuals without work authorization. Co-enrollment will be encouraged to promote progress toward citizenship and employability.

### **Community Partnerships:**

SELACO WDB will maintain partnerships with local CBOs, immigrant support agencies, and legal aid organizations to connect participants with resources related to citizenship, legal assistance, and employment preparation.

## **PUBLIC NOTIFICATION**

All SELACO and AJCC locations shall:

- Remove or refrain from posting signage indicating that employment services are limited to U.S. citizens or work-authorized individuals.
- Display inclusive messaging consistent with WIOA Section 188, ensuring all individuals understand their right to access services.

## **ATTACHMENTS**

- Attachment A: Authorization to Work Service Flow Chart
- Attachment B: Sample Referral Resources for Individuals without Work Authorization

**ATTACHMENT A – AUTHORIZATION TO WORK VERIFICATION FLOW CHART**

**Purpose:**

To outline the standardized process by which SELACO WDB staff verify a participant’s authorization to work in the United States prior to enrollment and service delivery, ensuring compliance with WIOA regulations and federal eligibility requirements.

**Authorization to Work Verification Workflow**

<b>Step</b>	<b>Responsible Party</b>	<b>Action / Description</b>	<b>Documentation / System Entry</b>
<b>1. Initial Contact / Application</b>	Intake Staff	Collects basic participant information during orientation, outreach, or inquiry.	Application / Eligibility Intake Form
<b>2. Eligibility Determination</b>	Intake Staff	Reviews eligibility criteria, including age, selective service (if applicable), and right to work.	WIOA Eligibility Checklist
<b>3. Request for Work Authorization Documentation</b>	Case Manager	Requests acceptable documentation verifying the participant’s authorization to work in the U.S. (e.g., Social Security Card, Permanent Resident Card, Employment Authorization Document, U.S. Passport, or other DHS-approved documents).	Document Verification Log
<b>4. Verification and Recording</b>	Case Manager	Confirms document authenticity and ensures documentation is uploaded into CalJOBS and internal participant file.	CalJOBS and Internal File
<b>5. Service Access Granted</b>	Case Manager	Once work authorization is verified, participant is granted access to individualized and career services.	Service Plan / Case Notes
<b>6. Referral to Partner Services (if needed)</b>	Case Manager	If documentation is missing or pending, refer participant to partner agencies that can assist with obtaining necessary work authorization or immigration support.	Case Notes
<b>7. Quality Assurance Review</b>	Compliance Team	Reviews random samples of participant files to ensure compliance with work authorization verification procedures.	Monitoring Log / QC Checklist

**Key Notes**

- Case Managers must ensure all verification documents are current and legible.
- All referrals made for documentation support must be tracked in case notes.

**ATTACHMENT B – REFERRAL RESOURCE FOR WORK AUTHORIZATION ASSISTANCE AND DOCUMENTATION SUPPORT**

<b>Agency / Organization</b>	<b>Service Type</b>	<b>Description of Services</b>	<b>Contact Information</b>
<b>Central American Resource Center (CARECEN)</b>	Immigration Legal Assistance	Provides assistance with DACA renewals, employment authorization, and adjustment of status applications.	2845 W. 7th St., Los Angeles, CA 90005 • (213) 385-7800 • <a href="http://www.carecen-la.org">www.carecen-la.org</a>
<b>Asian Americans Advancing Justice – Los Angeles (AJSOCAL)</b>	Immigration Legal Support	Free and low-cost legal consultations for immigrants; assistance with work permits and citizenship.	1145 Wilshire Blvd., Los Angeles, CA 90017 • (213) 977-7500 • <a href="http://www.advancingjustice-la.org">www.advancingjustice-la.org</a>
<b>Todec Legal Center</b>	Legal Services & Document Assistance	Offers bilingual immigration legal aid including EAD, green card renewals, and general documentation support.	4155 Tyler St., Riverside, CA 92503 • (888) 863-3291 • <a href="http://www.todec.org">www.todec.org</a>
<b>Catholic Charities of Los Angeles – San Pedro Region</b>	Immigration and Supportive Services	Provides free and low-cost legal immigration assistance, including help with obtaining work authorization.	123 East 14th St., Long Beach, CA 90813 • (562) 591-1351 • <a href="http://www.catholiccharitiesla.org">www.catholiccharitiesla.org</a>
<b>Norwalk Public Library – Citizenship Corner</b>	Community Resource	Offers guided resources for citizenship, English classes, and assistance with immigration document navigation.	12350 Imperial Hwy., Norwalk, CA 90650 • (562) 868-0775 • <a href="http://www.norwalk.org">www.norwalk.org</a>
<b>United Cambodian Community of Long Beach</b>	Immigration & Workforce Support	Provides employment support, ESL, and assistance with documentation for work eligibility.	2201 E. Anaheim St., Suite 200, Long Beach, CA 90804 • (562) 433-2490 • <a href="http://www.ucclb.org">www.ucclb.org</a>
<b>Southeast Community Development Corporation (SCDC)</b>	Workforce & Technology Access	Offers support for digital access, job applications, and guidance to obtain proper documentation for employment.	972 Goodrich Blvd., Commerce, CA 90022 • (323) 722-3955 • <a href="http://www.scdcinc.org">www.scdcinc.org</a>

**ATTACHMENT B – REFERRAL RESOURCE FOR WORK AUTHORIZATION ASSISTANCE  
AND DOCUMENTATION SUPPORT**

**Notes:**

- Staff should provide referrals to participants who need assistance in obtaining or renewing authorization to work documents.
- All referrals must be documented in the participant's case file and CalJOBS case notes.
- Resources listed are subject to availability and periodic updates.



## MEMORANDUM

**DATE:** January 22, 2026

**TO:** SELACO WDB Board of Directors

**FROM:** Yolanda L. Castro, Executive Director 

**RE:** Revision to the Purchasing, Inventory and Disposal Policy

---

Pursuant to State Directive WSD 16-10, the Southeast Los Angeles County Workforce Development Board (SELACO WDB) is required to establish Purchasing, Inventory and Disposal policies and procedures to ensure proper acquisition, use, maintenance, and disposition of federally funded property.

To meet State Compliance with updated state and federal regulations, the SELACO WDB has updated the SELACO WDB's Purchasing, Inventory and Disposal Policy.

For your review, attached is the current SELACO WDB Purchasing, Inventory and Disposal Policy with additional proposed language highlighted in yellow. The additional language addresses:

- A process for maintenance to ensure it remains in good condition.
- The threshold for the reporting of sale proceeds or disposition has been increased to \$10,000.

Upon approval from the Board, the revisions to the current policy will be effective immediately and will replace and supersede the current policies and procedures.

### **Action Required:**

Approve and adopt the revisions to the SELACO WDB's Purchasing, Inventory and Disposal Policy.

# PROPERTY: PURCHASING, INVENTORY & DISPOSAL

Board Approval: 8/24/2017

Revised: Proposed for Board Approval 11/20/2025

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This directive is effective on the date of SELACO WDB Board Approval.

## PURPOSE

This policy provides guidance and establishes the procedures for the purchasing, inventory, and disposal of property under the *Workforce Innovation and Opportunity Act* (WIOA) Title I funds.

## PURPOSE

This policy applies to all programs operated under WIOA funds.

## REFERENCES

- WIOA (Public Law 113-128)
- Title 2 *Code of Federal Regulations* (CFR) Part 200: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” (Uniform Guidance)
- Title 2 CFR Part 2900: “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards” (Department of Labor [DOL] Exceptions)
- Title 20 CFR: “WIOA; Final Rule,” Section 683.200
- Training and Employment Guidance Letter (TEGL) 15-14, Subject: *Implementation of the New Uniform Guidance Regulations* (December 19, 2014)
- Workforce Services Directive WSD16-05, Subject: *WIOA Closeout Requirements* (July 29, 2016)
- WSD16-10, Subject: *Property-Purchasing, Inventory, and Disposal* (November 10, 2016)
- Title 2 Code of federal Regulations (CFR) 200.313(e)(1) *Disposition*

## BACKGROUND

On December 26, 2013, the U.S. Office of Management and Budget (OMB) issued the Uniform Guidance under Title 2 CFR Part 200, in order to streamline the guidance on

administrative requirements, cost principles, and audit requirements for federal awards and was adopted by DOL on December 19, 2014.

The Uniform Guidance provides fiscal and administrative guidance for the administration of the WIOA program, including specific requirements for purchasing property. The intent is to ensure that purchases of property are approved, performed through fair and open competition, and managed according to proper inventory, maintenance, and disposition procedures.

## **POLICY & PROCEDURES**

### **Purchase Considerations**

To ensure funds are being spent in a fiscally prudent and efficient manner, the SELACO WDB needs to consider the following questions prior to purchasing property:

- Is this purchase reasonable?
- Why is the purchase needed?
- Have the best products been selected?
- What procurement method will be used?
- Has a lease option been considered verses purchasing?
- Does the state already provide the item, service, or software being considered for rent, purchase, or subscription?

### **Budget Plans**

Approved Budget plans that include a request to purchase property do not constitute approval of the purchase request. A separate request to purchase property must still be submitted and approved by the state prior to purchase.

### **Cost Sharing Information**

When the SELACO WDB plans to enter into a “cost sharing” agreement for the purchase of property with a per unit purchase price of \$5,000 or more, it must first obtain prior approval no matter the size of the portion it plans to contribute. During the time that the property is used on the project or program for which it was acquired, the SELACO WDB must also make the property available for use on other projects or programs either currently or previously supported by the federal government, provided that the property’s use will not interfere with the work on the projects or program for which it was originally acquired.

The SELCO WDB must give the first preference for other use to programs or projects supported by the federal awarding agency that financed the property and must give the second preference to programs or projects under federal awards from other federal awarding agencies. Use of the property for non-federally-funded programs or projects is also permissible (Uniform Guidance 200.313[c][2]).

A user fee option may also be considered, if appropriate. For example, if the SELACO WDB is going to replace an IT system but the other partners are unable or unwilling to cover a portion of the cost up front, the SELACO WDB may instead consider charging the partner a user fee anytime they use the new IT system. If they choose this option, the SELACO WDB should include in its prior approval request how it plans to recoup costs from its partner's use of the system in order to ensure everyone is contributing their fair share.

### **Leasing Considerations**

The decision to lease or buy personal property should be governed by considerations of what is economical. Consideration for leasing may differ by property type and according to market conditions. The length of the contract period of the lease should also be considered. Leasing with an option to purchase is generally preferable to straight leasing. However, for real property, administrative requirements make leasing the only option, as the construction or purchase of real property is not allowed under the WIOA program except in certain limited circumstances, which are outlined in the following section.

While leasing is not considered a purchase, any lease agreement with a total value of \$5,000 or more shall still require prior approval.

### **Capital Assets and Construction Costs**

The WIOA Title I funds may not be spent on the construction or purchase of facilities or buildings, or other capital expenditures for improvement to land or buildings, except with the prior written approval of the DOL Secretary. However, exceptions to that rule in which WIOA Title I funds can be used for construction include the following:

- Meeting obligations to provide physical and programmatic accessibility and reasonable accommodations.
- Certain repairs, renovations, alterations, and capital improvements of property.
- For disaster relief projects under WIOA Section 170(d).
- For Youth Build programs under WIOA Section 171(c)(2)(A)(i).
- For any other projects the DOL Secretary determines are necessary to carry out WIOA Section 189(c).

### **Intangible and Intellectual Property**

As a Subrecipient of a federal award, SELACO WDB obtains the title to intangible property once it has been acquired. The SELACO WDB must use the property for the originally-authorized purpose. Further, DOL has the right to obtain, reproduce, publish, or otherwise use the data produced under a federal award, and authorize others to receive, reproduce, publish, or otherwise use such data for federal purposes. (Uniform Guidance Section 200.315[a],[d])

In addition, DOL requires intellectual property developed under a competitive federal award process to be licensed under a Creative Commons Attribution license. This license allows subsequent users to copy, distribute, transmit and adapt the copyrighted work and

requires such users to attribute the work in the manner specified by the recipient (DOL Exceptions Section 2900.13).

## **Property Control System – Prevention of Loss, Damage, or Theft**

### **1. Safeguarding Measures**

- Property will be stored in secure, access-controlled areas.
- Staff must lock up laptops, tablets, or sensitive equipment when not in use.
- Vehicles, tools, and portable equipment must be checked in/out using a tracking form.
- Access to storage areas and property records will be restricted to authorized personnel only.

### **2. Reporting and Investigation of Loss, Damage, or Theft**

- Any employee discovering or suspecting property loss, damage, or theft must notify their supervisor and the IT/Facilities Manager within **24 hours**.
- The IT/Facilities Manager (or designated staff) will conduct a preliminary review and complete an **Incident Report Form**.
- A formal investigation will be initiated to determine the cause, responsible parties, and corrective actions.
- Findings will be documented, and appropriate disciplinary or corrective measures will be implemented as needed.
- The IT/Facilities Department will update the asset inventory and notify relevant funding sources if required.

### **3. Corrective and Preventive Actions**

- Any weaknesses identified through the investigation will lead to updated procedures, staff training, or strengthened security measures.

#### **Responsible Department:**

IT/Facilities Manager (or Property Custodian) in coordination with the Fiscal Department.

## **Preventive Maintenance**

- The IT/Facilities Department will develop and distribute a **Preventive Maintenance Schedule** by equipment type.
- Maintenance activities may include cleaning, updates, lubrication, calibration, or filter changes, depending on the equipment.
- Preventive maintenance will be performed as follows:
  - **Computers/Servers:** Quarterly software and hardware inspection
  - **Printers/Copiers:** Semi-annual servicing
- The individual performing maintenance must record the date, task completed, and initials in the **Equipment Maintenance Log**.

## **Inventory Records:**

All property records must be maintained from date of acquisition, through final disposition. To maintain accurate inventory records of all equipment purchased with WIOA funds, all equipment shall have a SELACO WDB unique identification number to be used for inventory purposes. A physical property inventory must be taken and reconciled with the Inventory Log at least once every two years. Inventory Log must be recorded and updated during the life of the equipment. **Inventory Records shall be retained for a minimum of three (3) years after disposal of the equipment.** Inventory Log shall include the following information:

1. A description of the equipment
2. SELACO WDB assigned tag number
3. Source of funding for the property
4. Acquisition date
5. Per-unit cost at acquisition
6. The location of the equipment/property
7. Use and condition of the property
8. Disposition date and sale price if applicable
9. Manufacturer's Product Serial Number

**Disposition:**

For equipment with a current fair market value of \$10,000 or less (per unit) may be retained, sold, or otherwise disposed of with no further responsibility to the Federal agency or pass-through entity. SELACO WDB shall utilize the following guidelines:

- The SELACO WDB may use the equipment in the program or project for which acquired as long as needed, whether or not the project or program continues to be supported by federal funds.
- If the equipment is no longer needed by the original program/project, the SELACO WDB shall use the equipment in connection with its other federally sponsored activities. Priority shall be given to programs funded by the DOL Employment Training Administration.
- If the equipment is no longer needed by the program/project or used in connection with other federally sponsored activities, the SELACO WDB may retain the equipment for other uses. If the equipment is not retained then compensation must be made for the WIOA federal funds used in the purchase. The amount of compensation shall be computed by applying the percentage of WIOA federal funds used in the purchase. If only WIOA federal funds were used for the purchase then the percentage would be 100 percent. If both WIOA federal and local funds were used in the purchase, then the WIOA federal funds percentage will be used for the calculation. This percentage is applied to the fair market value or proceeds

of the sale for the equipment. SELACO WDB is permitted to deduct actual reasonable selling and handling expenses (\$500 or 10 percent of the proceeds of the sale, whichever is less) from the proceeds of the sale. The balance of WIOA federal funds shall be sent within 30 days to:

Fiscal Programs Division, MIC 70  
Employment Development Department  
P.O. Box 826217  
Sacramento, CA 94230-6217

- If SELACO WDB has no further use of the equipment and wishes to dispose of the equipment (other than selling the equipment), SELACO WDB's Executive Director will seek disposition approval from the SELACO WDB Board. Once approved, the SELACO WDB's Compliance Department will request disposition instructions from the State.

Attn: Cash Control Unit  
Fiscal Programs Division, MIC 70  
Employment Development Department  
P.O. Box 826217  
Sacramento, CA 94230-6217

For property with fair market value of less than \$10,000 SELACO WDB may retain, sell or dispose of the property and the transaction does not need to be reported, however a disposition must be approved by the Executive Director in writing and a record must be kept for any transaction.

## DEFINITIONS

**Equipment**—tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$10,000 (Uniform Guidance Section 200.33).

Uniform Guidance specifies that equipment includes information technology systems, computing devices, software and services (including support services). *This includes fees for licensing or subscriptions to software and software support services. Even if a monthly subscription fee is under \$5,000, if the total annual cost for the subscription exceeds \$5,000, then prior approval must be obtained.*

**General Purpose Equipment**—Examples include office equipment and furnishings modular offices, telephone networks, information technology equipment and systems, air conditioning equipment, reproduction and printing equipment, and motor vehicles (Uniform Guidance Section 200.48).

**Information technology systems**—computing devices, ancillary equipment, software, firmware, and similar procedures, services (including support services), *licensing or subscriptions to software and software support services*, and related services (Uniform Guidance Section 200.58).

**Intangible Property**—property having no physical existence, such as trademarks, copyrights, patents and patent applications and property, such as loans, notes and other debt instruments, lease agreements, stock and other instruments of property ownership (whether the property is tangible or intangible) (Uniform Guidance Section 200.59).

**Personal Property**—property other than real property. It may be tangible, having physical existence or intangible (Uniform Guidance Section 200.78).

**Property**—real property or personal property (Uniform Guidance Section 200.81).

**Real Property**—land, including land improvements, structures and appurtenances thereto, but excludes moveable machinery and equipment (Uniform Guidance Section 200.85).

**Subrecipient**—a non-federal entity that receives a subaward from a pass-through entity to carry out part of a federal program, but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency (Uniform Guidance Section 200.93).

**Supplies**—all tangible personal property other than equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-federal entity for financial statement purposes or \$5,000, regardless of the length of its useful life (Uniform Guidance Section 200.94).



**MEMORANDUM**

**DATE:** January 22, 2026  
**TO:** SELACO WDB Board of Directors  
**FROM:** Yolanda L. Castro, Executive Director   
**RE:** SELACO WDB Annual Audit Report for Fiscal Year 2024-2025

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We submit for your review and approval the annual audit report and management letter for Fiscal Year 2024 - 2025. 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 the Southeast Los Angeles County Workforce Development Board (SELACO WDB). That attestation is on page 1 of the report.
2. That SELACO WDB has a positive “net assets” balance (\$562,055). That information is on page 4 of the report.
3. That there are no findings or questioned costs. That information is on pages 43-45 of the report.

The audit report also contained no items of material noncompliance.

**Action Required:**

Approve the audit report and direct the Executive Director to forward the audit report to the Policy Board for review and distribute copies to all necessary agencies.



**MEMORANDUM**

**DATE:** January 22, 2026  
**TO:** SELACO WDB Board of Directors  
**FROM:** Yolanda L. Castro, Executive Director   
**RE:** Revised SELACO WDB Audit Resolution Policy and Procedures

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Per State Directive WSD 22-06, the Southeast Los Angeles County Workforce Development Board (SELACO WDB) must establish and follow written procedures for audit compliance and resolution. These procedures must cover subrecipient audit review, resolution timelines, issuance of determinations, documentation retention, and hearing or appeal processes.

To meet State Compliance with updated state and federal regulations, the SELACO WDB has updated the SELACO WDB's Audit Resolution Policy.

For your review, attached is the current SELACO WDB Audit Resolution Policy with revised language highlighted in yellow. The additional language addresses:

- The requirement for a Single audit to be conducted if federal expenditure exceeds the new threshold of \$1,000,000 in a fiscal year.
- The notification of the right to appeal as part of the Final Determination issuance.

Upon approval from the Board, the revisions to the current policy will be effective immediately and will replace and supersede the current policy and procedures.

**Action Required:**

Approve and adopt the revisions to the SELACO WDB's Audit Resolution Policy and Procedures.

# Southeast Los Angeles County Workforce Development Board

## Audit Resolution Policy and Procedures

### PURPOSE

This policy provides guidance and establishes the procedures for resolving audit findings and disallowed costs for all SELACO and lower-tier subrecipients expending WIOA funds. It is effective on the date of issuance. This policy contains some state-imposed requirements, which are indicated by bold?italic type.

The audit resolution consists of a three-part process that includes the Initial Determination, informal resolution period, and the Final Determination. To ensure compliance with audit resolution requirements, Fiscal Department staff shall review the single audit reports submitted by subrecipients to ensure that all findings are properly documented. Upon identification of findings, the department will issue an Initial Determination Letter to notify the subrecipient. Following any informal resolution efforts, a Final Determination Letter will be issued to communicate the disposition of questioned costs and the corrective actions taken for each finding.

### REFERENCES

- Title 2 Code of Federal Regulations (CFR) Part 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)
- Title 2 CFR Part 2900: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (DOL Exceptions)
- Title 20 CFR Sections 667.510, 683.210, and 683.420
- Title 29 CFR Sections 95.26, 96.53, and 97.26
- Training and Employment Guidance Letter (TEGL) 15-14, Implementation of the New Uniform Guidance Regulations (December 19, 2014)
- One-Stop Comprehensive Financial Management Technical Assistance Guide
- Workforce Services Directive WSD22-06, Audit Resolution (November 14, 2022)
- Workforce Services Directive WSD22-07, Debt Collection (November 14, 2022)
- Workforce Services Directive WSD20-03, Audit Requirements (March 1, 2021)
- Workforce Services Directive WSD16-05, WIOA Closeout Requirements (July 29, 2016)

### BACKGROUND

Entities receiving awards of Workforce Innovation and Opportunity Act (WIOA) and Wagner Peyser Act (WP) funds must meet the audit requirements of 2 CFR Part 200, Subpart F – Audit Requirements, 2 CFR 2900, Subpart F – Audit Requirements, and Title 29 CFR Section 97.26 – Non-federal audit.

Title 20 CFR Section 683.210 requires that all recipients of WIOA Title I and WP funds who **expend more than \$1,000,000 of federal funds** during the fiscal year must have a program specific or single audit conducted in accordance with 2 CFR part 200, Subpart F. These regulations require the establishment of procedures for audit resolution. The procedures apply to subrecipient resolution of their subrecipients' audits. In addition, the EDD's Compliance Review Office (CRO) may use these procedures in resolving the findings from other reviews, such as incident and investigation reports, and monitoring. The CRO is responsible for state-level audit resolution and coordination of state-level hearings. Please submit correspondence and requested information to the CRO through one of the following methods (email is preferred).

Email [PACBCROIncidentReports@edd.ca.gov](mailto:PACBCROIncidentReports@edd.ca.gov)

Mail Employment Development Department  
Compliance Review Office  
Compliance Resolution Unit  
PO Box 826880, MIC 22  
Sacramento, CA 94280-0001

## PROCEDURES

### I. Subrecipient General Requirements and Standards

A. SELACO WDB and Subrecipients must do the following:

1. Review the audit report of their subrecipients to ensure compliance with the requirements of Uniform Guidance 2 CFR Part 200, Subpart F. If there are no concerns, a copy of the Single Audit must be kept on file and added to the audit control log as being compliant. If there are concerns, follow the following steps.
  - 8j Establish an audit resolution file to document the disposition of reported questioned costs and corrective actions taken for all findings; The audit file may be saved electronically or in a physical file or binder;
3. Complete a Control Log. This log should include the review of all single audits including those that are compliant and must contain the following:
  - date of the audit
  - period covered by the audit
  - date audit was received
  - auditor name
  - questioned costs (includes number of findings and amounts)

- administrative findings (includes number of findings)
  - assigned audit number
  - date or dates of Initial and Final Determination, and
  - documentation of decisions regarding administrative findings, disallowed costs, and appeals
4. Issue a letter of Initial Determination based on the audit review. The letter includes the following:
- A list of all questioned costs;
  - Whether the costs are allowed or disallowed, including the reasons with appropriate citations for such actions;
  - Acceptance or rejection of any corrective action taken to date, including corrective action on administrative findings;
  - Possible sanctions; and
  - The opportunity for informal resolution of no more than 60 days from the date of Initial Determination.
5. During informal resolution, the subrecipient may provide documentation to support the allowability of costs and proposed corrective action of administrative findings.

Informal resolution discussions may be held by telephone, video conference or in person if practicable. When a meeting is held, provide a sign-in sheet. The sign-in sheet must be retained as part of the audit file. The meeting must be documented either with a voice recording or written notes. Negotiation of repayments can be initiated at this time, and the arrangements are to be documented (i.e., re-payment schedule).

6. Issue a written Final Determination letter, which includes:
- Reference to the Initial Determination;
  - Summation of the informal resolution meeting, if held;
  - Decisions regarding the disallowed costs, listing each disallowed cost and noting the reasons for each disallowance;
  - Questioned cost that have been allowed by the awarding agency and the basis for the allowance;
  - Demand for repayment of the disallowed costs;
  - Description of the debt collection process and other sanctions that may be imposed if payment is not received. See the debt collection process in Debt.Collection (WSD22-07);
  - **Notice of appeal rights**, including rights to a hearing;
  - The status of each administrative finding;
  - Identified areas of disagreement between the parties; and

- Advice to subrecipient that the determination is based on information that is currently available. If new information becomes available, the Final Determination may be reopened at the awarding agency's option.
- B. The audit resolution process must be completed within six months after receipt of the audit report and must ensure that the subrecipient takes appropriate and timely corrective action.
- C. The audit file must be assembled for reference in the event of future action; Electronic files must be saved in a chronological order and contain all supporting documentation; Physical files must be tabulated with the most current documentation first; All audit files should include the following:
- Final determination and proof of receipt by the subrecipient;
  - Additional documentation submitted as part of the informal resolution process:
    - Notes related to the informal resolution;
    - Sign-in sheet from any informal resolution meetings;
  - Initial Determination and proof of receipt by the subrecipient;
  - Response to the final audit report; and
  - Final audit report
- D. SELACO WDB reserves the right to overturn a hearing officer's decision where it determines that noncompliance with the applicable act or its regulations still exists. The hearing allows both parties the right to present either written or oral testimony, call and question witnesses in support of their position, present oral and written arguments, examine records and documents relevant to the issues, and be represented. The hearing shall be documented either with a voice recording? written notes? or by a court reporter.

The subrecipient has 96 calendar days after the Final Determination is issued to submit a written request for a hearing. At least 76 calendar days before the hearing? SELACO WDB must provide written notice of the date and site of the hearing. The 10-day notice may be shortened with the written consent of both parties. The subrecipient may withdraw the hearing request, which must be submitted in writing;

A decision must be issued by the hearing officer within 26 days of the request filing date;

The subrecipient has 76 days from receipt of the adverse decision to file an appeal of the local hearing officer's adverse decision to the State Review Panel; If a local hearing is not held or the decision is not rendered timely? the subrecipient has 76 days from the date on which the hearing should have been.

held or the decision should have been issued to file an appeal with the State Review Panel;

If the subrecipient appeals SELACO WDB's decision to the State, SELACO WDB will send the State's Compliance Review Office (CRO) the complete audit file and transcripts for review by the State Review Panel. Within 30 days of receipt by the CRO of the subrecipient's written appeal, the State Review Panel will be convened to review all evidence and issue a decision based on the evidence without consideration of any imposed sanctions.

E. There is no administrative appeal beyond the State Review Panel

F. SELACO WDB shall ensure correction of any unresolved administrative findings and determine the status through its monitoring process and determine that appropriate corrective action has been taken. A copy of the monitoring report substantiating the implementation of the appropriate corrective must be filed with the audit report;

## II. State Audit Resolution

A. If there are no audit findings, no further action will be taken regarding the audit.

B. If the audit identifies an administrative finding, questioned cost, or cost recommended for disallowance, the CRO will do the following:

- Establish an audit resolution file to document the disposition of each finding and the corrective action taken to resolve each finding. Additional documentation may be requested as needed.
- Issue a written Initial Determination after the audit is reviewed.
- Provide an opportunity for informal resolution and submission of additional documents within 60 days from the date of the notification of Initial Determination to resolve questioned costs and/or administrative findings.
- Issue a written Final Determination.

### State Hearings

All appeals of state audit determinations, including amendments and withdrawals, shall be in writing.

The state hearing officer will provide written notice to the concerned parties of the date, time, and place of the hearing at least ten calendar days before the scheduled hearing. Both parties will have the opportunity to present oral and written testimony, call and question witnesses in support of their position, present oral and written arguments, examine records

and documents relevant to the issue(s), and be represented. The state hearing officer will prepare a proposed decision and submit it to the EDD Director or designee. The EDD reserves the right to overturn the decision of the hearing officer.

The Compliance of state-level hearings should be addressed to:

Employment Development Department  
Compliance Review Office  
Compliance Resolution Unit  
PO Box 826880, MIC 22  
Sacramento, CA 94280-0001

There is no administrative appeal beyond this level;

### **Use of Stand-in Costs**

During the audit resolution process, the subrecipient may propose the use of stand-in costs to substitute for the disallowed costs. Stand-in costs must be actual expenses paid with non-federal funds. To be considered, stand-in costs must be incurred for allowable WIOA costs that were reported as uncharged WIOA program costs, included within the scope of the audit, and accounted for in the auditee's financial system. Cash match in excess of the required match may also be considered for use as stand-in costs. To be accepted, the stand-in costs must come from the same year as the costs they propose to replace, and they must not cause a violation of the administrative or other cost limitations.

Requests for stand-in cost must be submitted before the end of the informal resolution period. The proposed stand-in costs must have been reported on the WIOA Summary of Expenditures by SELACO WDB and must have been included within the scope of the audit. Stand-in may not be considered as a substitute for disallowed costs for which non-federal cash repayment is required.

### **Records Retention**

SELACO WDB and subrecipients must retain all records of each WIOA allocation for a period of three years from the date of their last expenditure report submitted to the EDD Central Office Workforce Services Division. If any litigation, claim, or audit is started before the expiration of the three-year period, ALL records must be retained until all findings have been resolved and final action taken (Uniform Guidance Section 200.333).



## MEMORANDUM

**DATE:** January 22, 2026

**TO:** SELACO WDB Board of Directors

**FROM:** Yolanda L. Castro, Executive Director 

**RE:** Revised SELACO WDB Incumbent Worker Training Policy

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Per State Directive WSD 19-01, the Southeast Los Angeles County Workforce Development Board (SELACO WDB) must establish policies and procedures to implement Incumbent Worker Training (IWT).

To meet State Compliance with updated state and federal regulations, the SELACO WDB has updated the SELACO WDB's IWT Policy.

For your review, attached is the current SELACO WDB Incumbent Worker Training Policy with additional proposed language highlighted in yellow. The additional language addresses:

- Allowability of Rapid Response Funds for IWT funds as a layoff aversion activity
- Instances where a non-profit or government employer may qualify
- Required documentation and reporting required for training completion
- The requirement of employer registration on CalJOBS.

Upon approval from the Board, the revisions to the current policy will be effective immediately and will replace and supersede the current policies and procedures.

### **Action Required:**

Approve and adopt the revisions to the SELACO WDB's Incumbent Worker Training Policy.

## INCUMBENT WORKER TRAINING



This policy is effective on the date of SELACO WDB Board Approval.

### PURPOSE

This policy provides guidance on the requirements of Incumbent Worker Training (IWT) under the Workforce Innovation and Opportunity Act (WIOA).

### SCOPE

This policy applies to all Southeast Los Angeles County Workforce Development (SELACO WDB) Staff and its Contractors administering, managing, and implementing WIOA funded programs.

### REFERENCES

- Workforce Innovation and Opportunity Act (WIOA) (Public Law) Sections, 122(h)(i), 134(d)(4), 134(G)(ii), 134(c)(3)(H), and 194(4)
- Title 20 Code of Federal Regulations (CFR) Sections 680.780 – 680.820
- Training and Employment Guidance Letter (TEGL) 10-16, Change 1, Subject: Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III and Title IV Core Programs (August 23, 2017)
- TEGL 19-16: Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner Peyser Act Employment Services (ES) as amended by title III of WIOA, and for Implementation of the WIOA Final Rules (March 1, 2017)
- California Unemployment Insurance Code (CUIC) Section 14000-14530
- Workforce Services Directive WSD18-10 (PDF), WIOA Training Expenditure Requirement, (January 31, 2019)
- WSD18-03 (PDF), Subject: Pathway to Services, Referral, and Enrollment (August 29, 2018)
- WSD17-08 (PDF), Subject: Procurement of Equipment and Related Services (March 14, 2018)
- WSD16-18 (PDF), Subject: Selective Service Registration (April 10, 2017)
- WSD16-16 (PDF), Subject: Allowable Costs and Prior Written Approval (February 21, 2017)
- WSD16-15 (PDF), Subject: Dislocated Worker Additional Assistance Projects (December 28, 2016)
- WSD16-13 (PDF), Subject: Monthly and Quarterly Financial Reporting Requirements (November 28, 2016)
- WSD16-04 (PDF), Subject: Rapid Response and Layoff Aversion Activities (July 22, 2016)
- WSD15-23 (PDF), Subject: Transfer of Funds – WIOA Adult/Dislocated Worker Programs (March 29, 2016)
- Workforce Services Information Notice WSIN12-31 (PDF), Subject: Assisting Employers in the New CalJOBSSM (February 15, 2013)
- Workforce Services Directive (WSD) 19-01, Incumbent Worker Training

## BACKGROUND

Under WIOA, IWT provides both workers and employers with the opportunity to build and maintain a quality workforce, and increase both participants' and employers' competitiveness. IWT is a type of work-based training and upskilling designed to ensure California workers can acquire and develop the skills necessary to retain employment and/or avert layoff or increase the skill levels of employees so they can be promoted within the company. IWT will also allow the opportunity for backfilling vacated positions resulting from the promotion of newly trained workers.

IWT is a business service designed to develop a highly skilled workforce which will result in increased business financial viability, stability, competitiveness, and productivity. To avert the risk of closing, IWT may be developed with a business or business association to maintain their competitive status, incorporate new technology, or prevent downsizing.

Workers participating in IWT will benefit by enhancing existing skills, learning new skills, or earning employer or industry recognized credentials, in addition to retaining employment, maintaining their careers, and/or increasing their earnings potential.

The SELACO WBD can use up to 20 percent of their adult and dislocated worker allocations to provide for the federal share of the cost of providing IWT.

## POLICY AND PROCEDURES

For purposes of this policy, the following definitions apply:

### Definitions

*Business and Employer* – A private sector, local government, for profit or not-for profit place of business. Business and Employer are used interchangeably in this policy.

*California Employer Account Number* – An eight-digit payroll tax number issued to a registered employer by the Employment Development Department, also known as the Employer Payroll Tax Account Number, State Employer Identification Number, or state ID.

*Cohort*- a group of trainees to be trained by an employer as part of a single application for IWT.

*Employer Share*- The non-federal share of the cost of IWT. Employers are required to pay for a significant cost of the training for those individuals in IWT. This can be done through cash payments and fairly evaluated in-kind contributions. The minimum amount of employer share in IWT depends on the size of the employer.

*Incumbent Worker*- a worker employed with the company for at least six months when the incumbent worker training starts.

*Incumbent Worker Training*- training designed to meet the special requirements of an employer (including a group of employers) to retain a skilled workforce or avert the need to lay off employees by

assisting the workers in obtaining the skills necessary to maintain or retain employment or have the opportunity for increased earnings potential through promotion

*Individual Training Accounts-* Individual Training accounts awarded to WIOA eligible participants which provide educational and occupational skills training services.

*In-kind contribution:* non-cash contribution of goods or services provided by the business.

*Layoff aversion:* a series of strategies targeted to specific employers or industries that are experiencing a decline and have the potential to undergo layoffs or are experiencing a serious skills gap that impacts their ability to compete and retain workers. A layoff is considered to be averted when:

1. A worker's job is saved at an existing employer facing a risk of downsizing or closing; or
2. A worker at risk of dislocation faces a brief gap of unemployment when transitioning to a different job with the same employer or is hired at a new job with a different employer.

In addition, Under WIOA, layoff aversion is now a required Rapid Response activity. The SELACO WDB can leverage Rapid Response funds by including IWT as part of a strong layoff aversion strategy for the SELACO WDB Local Workforce Development Area.

*Non-Federal Share:* the portion of training costs the employer is required to pay for their employee's participation in IWT. The minimum non-Federal share is determined by the size of the employer.

### **Incumbent Worker Training**

IWT is restricted to skill attainment activities. The training should benefit workers by making them more qualified in their line of business and/or by providing them with skills for new products or processes. It is desired that the training results in credentials or industry recognizable skills that promote the worker's career and increases overall employability.

### **Employer Eligibility**

The SELACO WDB shall determine an employer's eligibility to participate in IWT based on one or more of the following factors, which help to evaluate whether training would increase the competitiveness of the employees and/or employers:

1. The characteristics of the participants in the program, specifically the extent to which they historically represent individuals with barriers to employment as defined in WIOA, and how they would benefit from retention or advancement.
2. The relationship of the training to the competitiveness of a participant and the employer.
3. Other factors determined appropriate by the SELACO WDB, which include, but are not limited to, the following:
  - a. The number of employees participating in the training;
  - b. The employees' advancement opportunities along with wages and benefits (both pre- and post-training earnings);

- c. The existence of other training and advancement opportunities provided by the employer;
- d. Credentials and skills gained as a result of the training;
- e. Layoffs averted as a result of the training;
- f. Utilization as part of a larger sector and/or career pathway strategy; or
- g. Employer size.

### Employer Disqualifying Factors

Businesses that fail to meet any of the following qualifying criteria are not eligible to receive funds from the SELACO WDB for IWT:

1. Businesses must not be presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in transactions by USDOL or the state of California.
2. Businesses shall not have any outstanding tax liability to the state of California that is six months or more past due. Local areas will require businesses to disclose any known outstanding tax liabilities with other states prior to entering contract.
3. Businesses must have all the approvals, licenses, or other qualifications needed to conduct business in the state of California, and all must be current. Should this status change during the time local IWT program activities are occurring, and the business is disqualified from conducting business in California, all training under the IWT program must cease.
4. The employer must comply with all applicable federal, state, and local laws and regulations related to providing reasonable working conditions. IWT participants are not permitted to train or work in buildings or surroundings under working conditions that are unsanitary, hazardous, or dangerous to the trainee's health or safety.
5. Governmental entities, including the city, county, and state, may not participate in the local IWT program. However, exceptions may apply to health care providers or other employers that, while affiliated with or funded by a governmental entity, operate as independent not-for-profit organizations. These exceptions are permitted only when the entity functions as a private nonprofit employer and meets all eligibility criteria under WIOA. This allowance ensures equitable access to training opportunities for nonprofit or public-serving organizations, such as county-funded hospitals operating under nonprofit status. Health care providers that are operating as not-for-profit entities are the only allowable exceptions to this prohibition.
6. Businesses that have relocated to California and have laid-off workers at their former location in the United States may not be considered for this program until they have been in operation at the new location for 120 days.
7. Businesses must not have any outstanding civil, criminal or administrative fines or penalties owed to or pending in the state of California.
8. IWT activities will not be permitted when any of the following apply:
  - a. Any other individual is on layoff from the same or any substantially equivalent job.
  - b. The employer has terminated the employment of any regular, unsubsidized employee or otherwise caused an involuntary reduction in its workforce with the intention of filling the vacancy with the IWT participant; or
  - c. The job is created in a promotional line that infringes in any way on the promotional opportunities of currently employed workers.

9. Businesses may be deemed ineligible if they have received payments under a previous WIOA contract and exhibited a pattern of failure to provide workers continued long-term employment as regular employees with wages and working conditions at the same level and to the same extent as similarly situated employees.
10. Business are ineligible to receive Lay off Aversion activities such as IWT that will impair existing contracts or collective bargaining agreements.

### **Incumbent Worker Eligibility**

***An incumbent worker does not have to meet the eligibility requirements for career and training services for Adults and Dislocated Workers under WIOA, unless they also are co-enrolled as a participant in the WIOA Adult or Dislocated Worker program.***

To qualify as an incumbent worker, the worker must be:

1. Employed;
2. Meet the Fair Labor Standards Act requirements for an employer-employee relationship; and
3. Have an established employment history with the employer for six months or more (which may include time spent as a temporary or contract worker performing work for the employer receiving IWT funds).

If IWT is being provided to a cohort of employees, not every employee in the cohort must have an established employment history with the employer for 6 months or more, ***if the majority*** of employees being trained meets the employment history requirement.

### **Training Provider Eligibility**

IWT may be provided through ITAs or through contracts for services. If the training is provided through an ITA, all requirements of the ITA must be followed, including the eligibility requirements for career and training services for adults and dislocated workers and the use of eligible training providers approved under the CalJOBS Eligible Trainer Provider List (ETPL).

If a contract is used to provide the IWT, this contract must have been established through proper procurement procedures.

The training may be provided by a public or private educational institution, a private training company or private instructor, a company employee, or a combination of training providers.

Training providers should have training programs that lead to credentials.

Training may be conducted at the employer's own facility, at a public or private training provider's facility, online, or at a combination of sites that best meet the needs of the employer and trainees. The training facility should provide an environment that supports learning and be within reasonable proximity to the trainees, so the cost and time required for travel is minimized.

### **Procurement of Training**

The SELACO WDB at its discretion and in the best interest of the Business will determine how best to provide the training needed by a business as described below:

1. SELACO WDB may enter into contracts with eligible training providers (ETP) without any additional procurement requirements. Utilization of the EDD's ETPL for universally applicable off-the-shelf employer training and is not intended to include unique, specialized, or employer-specific training.
2. A business may receive IWT assistance on a reimbursement basis. In order for a business to utilize the reimbursement option, the following guidelines must be followed:
  - a. Businesses may receive reimbursement for their actual training costs incurred under this program, as outlined in this policy.
  - b. Local area approval of a training plan is required before reimbursement may be provided to a business. The development of training plans is the joint responsibility of the local area and the business.
  - c. The training plan must identify all of the following:
    - i. The provider(s) of training.
    - ii. Type of training.
    - iii. Planned start and end dates.
    - iv. Number of individuals to be trained.
    - v. The projected cost of training.
    - vi. Timeline for the provision of post training follow-up documentation.
  - d. Training providers are not required to be listed on the EDD's ETPL for the purpose of providing training under this section. The SELACO WDB may assist businesses in identifying potential providers of training; the selection of a training provider contracted directly by the employer is not subject to state or federal procurement requirements.
  - e. Training costs approved for reimbursement must be allowable as defined by the EDD and SELACO WDB policy. Training plans must be approved by the SELACO WDB prior to the start date of training. Businesses must agree to provide all documentation required by the SELACO WDB to be reimbursed for the training.
3. For businesses not following the guidelines in this section and that have training needs that cannot be provided by EDD's eligible training providers, the SELACO WDB shall procure and contract a training provider on behalf of the employer in compliance with the SELACO WDB Procurement Policy.

### **Allowable and Unallowable Costs for IWT**

Allowable Costs may include:

1. Instructor/trainer salaries.
2. Curriculum development, textbooks, manuals, training software, materials and non-consumables.
3. Training facility costs (off-site and onsite training).
4. Other necessary and reasonable costs directly related to training.

Unallowable Costs include but are not limited to:

1. Foreign travel.
2. Purchase or lease of capital equipment.
3. Encouragement or inducement of a business or part of a business to relocate from any location in the United States.
4. Use of IWT funds to pay for a worker's training wages.

IWT funds may not be used to reimburse training costs that are being reimbursed by another State or Federal training program.

### **Employer Non-Federal Share Requirements**

Employers are required to pay for a significant cost of the training for those individuals in IWT. This can be done through both cash payments and in-kind contributions.

Examples of in-kind contributions could include but are not limited to the following:

1. Wages paid to trainees during the training period
2. Equipment purchased to be used in the training project
3. Manuals and textbooks
4. Curriculum development
5. Facility usage
6. Travel and lodging costs.

The employer non-Federal share must not be paid by the Federal or State government under another Federal award or State funding opportunity.

The SELACO WDB shall establish the non-Federal share of such costs taking into consideration such other factors as the number of employees participating in the training, wage and benefit levels of the employees, the relationship of the training to the competitiveness of the employer and employees, and the availability of other employer-provided training and advancement opportunities.

The minimum amount of employer share depends on the size of the employer:

- At least 10 percent of the cost, for employers with 50 or fewer employees;
- At least 25 percent of the cost, for employers with 51 to 100 employees; and
- At least 50 percent of the cost, for employers with more than 100 employees.

Employer size is determined at the time of the execution of the IWT contract. Employer size is based on the number of employees currently employed per sole location. This applies to all employers, including employers with seasonal, temporary, or intermittent employees.

### **Documentation & Reporting**

Registration on Caljobs is required for both the IWT individual and employer.

It is the SELACO WDB's responsibility, in partnership with the employer, to ensure all training is completed and certificates of completion are obtained for each trainee and retained locally. Employers are required to provide proof of training completion for all participating employees. Acceptable documentation

includes an updated data matrix with attestation reflecting completion dates and certificate status, individual certificates of completion, or an official verification form from the training provider or employer. These records ensure compliance with IWT reporting and verification requirements and may be subject to monitoring.

IWT documentation shall be maintained in accordance with SELACO WDB's established record retention policy and applicable to federal and state WIOA regulations.

### ***Performance and Reporting Metrics***

The required information for these individuals is limited to demographic information, and information necessary to calculate employment in the 2nd and 4th quarters after exit, median earnings in the 2nd quarter after exit, measurable skill gains, and credential attainment. For the purpose of calculating these metrics for IWT-only individuals, the exit date is the last date of training, as indicated in the training contract. Demographics, SSN and other applicable data will be collected in the IWT Data Matrix provided by the employer and include an attestation to the validity of the information.

Individuals who only receive IWT are not counted in Adult/DW performance metrics, but data reporting is still required.

Employers participating in the IWT program are required to complete an **attestation form** verifying the total number of employees trained, training outcomes, and other required performance metrics. Individual participant right to work documentation such as Social Security numbers are **not collected by SELACO WDB**; instead, data is reported in aggregate as certified by the employer.

It is SELACO WDB's responsibility to capture and enter credential information into CalJOBS for each IWT.

If the individual in IWT becomes a participant in the Adult or Dislocated Worker program at any point, they are included in performance calculations for the core program that provides additional services and the SELACO WDB shall collect eligibility required documentation prior to providing Adult or Dislocated Worker services.

### **ACTION**

Bring this policy to the attention of all affected staff.

### **INQUIRIES**

Inquiries regarding this policy can be addressed to the SELACO WDB Department of Policy and Compliance.



## MEMORANDUM

**DATE:** January 22, 2026

**TO:** SELACO WDB Board of Directors

**FROM:** Yolanda L. Castro, Executive Director 

**RE:** California Department of Education (CDE) Status Update

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### Background

The Southeast Los Angeles County Workforce Development Board (SELACO WDB) has contracted with the California Department of Education (CDE) to operate Early Childhood Education services for over 22 years. The program has historically been successful operating seven (7) childcare centers through our contracted provider, Quality Childcare Services (QCS) in the cities of Artesia, Bellflower, Lakewood, Norwalk, and Maywood.

During the COVID-19 public health emergency, the Department of Education issued temporary billing waivers that allowed providers to bill 100% of operational costs regardless of enrollment levels due to in-person service limitations. This waiver is scheduled to expire on June 30, 2026.

### Current Conditions and Cost Effectiveness Review

In anticipation of the waiver's expiration and in response to continued low enrollment trends, SELACO WDB and QCS have been meeting regularly to conduct cost-effectiveness and sustainability assessments of the current centers.

Based on this review, there is a possibility that one or two existing centers may need to be closed if enrollment and cost trends do not improve. Any decision to close a center would be carefully evaluated and based on multiple factors, including but not limited to:

- Continuity of services for currently enrolled families
- Accessibility and geographic location of the center
- Cost effectiveness and operational sustainability
- Current enrollment levels
- Enrollment trends and identified operational challenges

### Enrollment Recovery and Prevention Efforts

To avoid closures and stabilize enrollments, SELACO WDB has significantly increased outreach and co-marketing efforts, including:

- Attending local and region-wide community events to promote services
- Partnering with cities, such as the City of Artesia, to promote the program through newsletters and social media platforms
- Coordinating with local partners to expand visibility and referrals

Concurrently, QCS has also implemented strategies to increase enrollment, including receiving approval to modify its service delivery model by converting half-day services to full-day services. This change allows the program to remain competitive with surrounding school districts that offer full-day Transitional Kindergarten, which serves a similar population with comparable services.

#### Notice to the Board

At this time, SELACO WDB is informing the Board of the potential need for swift action should enrollment and financial conditions require operational changes, including possible center closures. While no final decisions have been made, advance approval is requested to ensure continuity of operations, fiscal responsibility, and timely response if action becomes necessary.

#### **Action Required:**

Authorize the Executive Director to:

1. Modify existing leases as needed to align with service delivery changes from half-day to full-day operations.
2. Amend lease agreements to identify SELACO WDB as the responsible entity for lease-related costs (e.g., utilities, trash services), with such costs clearly identified as QCS program costs and processed by SELACO WDB to ensure timely payment.
3. Execute lease terminations, in accordance with contractual terms, should the decision be made or deemed necessary to close one or more childcare centers.



**MEMORANDUM**

**DATE:** January 22, 2026

**TO:** SELACO WDB Board of Directors

**FROM:** Yolanda L Castro, Executive Director 

**RE:** Revisions to SELACO WDB Personnel Policies and Procedures (PPP) Manual Policy #247 – Performance Evaluations

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In review of the Southeast Los Angeles County Workforce Development Board (SELACO WDB) Personnel Policies and Procedures (PPP) Manual Policy #247 – Performance Evaluations, we are proposing a change that eliminates the need to place an employee on a probation period when they have already completed a probation period successfully and are transferred from one position to another that changes title but not salary or required skill levels. The change is within the same level of performance identified on the SELACO WDB’s approved Salary Scale (see attachment). In these situations, the employee stays on the performance evaluation period already established when the hiring probation period was completed. See the attached revisions to SELACO WDB Policy #247 – Performance Evaluation.

**Action Required:**

Review and approve recommended changes to SELACO WDB Personnel Policies and Procedures (PPP) Manual Policy #247 – Performance Evaluation.

**PAY STEPS**

Effective 2/24/25 (pp6)  
 (Revised Pay Scale approved by WDB Board on 1.23.25)

	ANNUAL SALARIES					HOURLY RATE				
	1	2	3	4	5	1	2	3	4	5
<b>Level I</b>										
Accounting Clerk	\$ 42,900	\$ 45,045	\$ 47,297	\$ 49,662	\$ 52,145	\$ 20.63	\$ 21.66	\$ 22.74	\$ 23.88	\$ 25.07
Customer Service Representative	\$ 42,900	\$ 45,045	\$ 47,297	\$ 49,662	\$ 52,145	\$ 20.63	\$ 21.66	\$ 22.74	\$ 23.88	\$ 25.07
Account Representative	\$ 42,900	\$ 45,045	\$ 47,297	\$ 49,662	\$ 52,145	\$ 20.63	\$ 21.66	\$ 22.74	\$ 23.88	\$ 25.07
<b>Level II</b>										
Career Development Specialist I	\$ 45,247	\$ 47,509	\$ 49,885	\$ 52,379	\$ 54,998	\$ 21.75	\$ 22.84	\$ 23.98	\$ 25.18	\$ 26.44
Accounting Specialist	\$ 45,247	\$ 47,509	\$ 49,885	\$ 52,379	\$ 54,998	\$ 21.75	\$ 22.84	\$ 23.98	\$ 25.18	\$ 26.44
<b>Level III</b>										
Computer Technician Support	\$ 49,723	\$ 52,209	\$ 54,820	\$ 57,561	\$ 60,439	\$ 23.91	\$ 25.10	\$ 26.36	\$ 27.67	\$ 29.06
Dept. Administrative Assistant	\$ 49,723	\$ 52,209	\$ 54,820	\$ 57,561	\$ 60,439	\$ 23.91	\$ 25.10	\$ 26.36	\$ 27.67	\$ 29.06
<b>Level IV</b>										
Accountant	\$ 59,950	\$ 62,948	\$ 66,095	\$ 69,400	\$ 72,870	\$ 28.82	\$ 30.26	\$ 31.78	\$ 33.37	\$ 35.03
Career Development Specialist II (CDS II)	\$ 59,950	\$ 62,948	\$ 66,095	\$ 69,400	\$ 72,870	\$ 28.82	\$ 30.26	\$ 31.78	\$ 33.37	\$ 35.03
Business Engagement Specialist	\$ 59,950	\$ 62,948	\$ 66,095	\$ 69,400	\$ 72,870	\$ 28.82	\$ 30.26	\$ 31.78	\$ 33.37	\$ 35.03
<b>Level V</b>										
Computer Technician	\$ 65,450	\$ 68,723	\$ 72,159	\$ 75,767	\$ 79,555	\$ 31.47	\$ 33.04	\$ 34.69	\$ 36.43	\$ 38.25
Accountant/Fiscal Monitor	\$ 65,450	\$ 68,723	\$ 72,159	\$ 75,767	\$ 79,555	\$ 31.47	\$ 33.04	\$ 34.69	\$ 36.43	\$ 38.25
Department Analyst	\$ 65,450	\$ 68,723	\$ 72,159	\$ 75,767	\$ 79,555	\$ 31.47	\$ 33.04	\$ 34.69	\$ 36.43	\$ 38.25
<b>Level VI</b>										
IT Network Coordinator	\$ 71,500	\$ 75,075	\$ 78,829	\$ 82,770	\$ 86,909	\$ 34.38	\$ 36.09	\$ 37.90	\$ 39.79	\$ 41.78
Ex. Secretary/HR-Administrative Compliance Coordinator	\$ 71,500	\$ 75,075	\$ 78,829	\$ 82,770	\$ 86,909	\$ 34.38	\$ 36.09	\$ 37.90	\$ 39.79	\$ 41.78
Special Project Coordinator	\$ 71,500	\$ 75,075	\$ 78,829	\$ 82,770	\$ 86,909	\$ 34.38	\$ 36.09	\$ 37.90	\$ 39.79	\$ 41.78
AJCC Outreach/Communications Coordinator	\$ 71,500	\$ 75,075	\$ 78,829	\$ 82,770	\$ 86,909	\$ 34.38	\$ 36.09	\$ 37.90	\$ 39.79	\$ 41.78
<b>Level VII</b>										
Human Resources/Board Relations Manager	\$ 85,800	\$ 90,090	\$ 94,595	\$ 99,324	\$ 104,290	\$ 41.25	\$ 43.31	\$ 45.48	\$ 47.75	\$ 50.14
Business Services Manager	\$ 85,800	\$ 90,090	\$ 94,595	\$ 99,324	\$ 104,290	\$ 41.25	\$ 43.31	\$ 45.48	\$ 47.75	\$ 50.14
Adult Services/Special Projects Manager	\$ 85,800	\$ 90,090	\$ 94,595	\$ 99,324	\$ 104,290	\$ 41.25	\$ 43.31	\$ 45.48	\$ 47.75	\$ 50.14
ETP Manager	\$ 85,800	\$ 90,090	\$ 94,595	\$ 99,324	\$ 104,290	\$ 41.25	\$ 43.31	\$ 45.48	\$ 47.75	\$ 50.14
Fiscal Manager	\$ 85,800	\$ 90,090	\$ 94,595	\$ 99,324	\$ 104,290	\$ 41.25	\$ 43.31	\$ 45.48	\$ 47.75	\$ 50.14
Compliance Manager	\$ 85,800	\$ 90,090	\$ 94,595	\$ 99,324	\$ 104,290	\$ 41.25	\$ 43.31	\$ 45.48	\$ 47.75	\$ 50.14
YouthServices Manager	\$ 85,800	\$ 90,090	\$ 94,595	\$ 99,324	\$ 104,290	\$ 41.25	\$ 43.31	\$ 45.48	\$ 47.75	\$ 50.14
IT/Facilities Manager	\$ 85,800	\$ 90,090	\$ 94,595	\$ 99,324	\$ 104,290	\$ 41.25	\$ 43.31	\$ 45.48	\$ 47.75	\$ 50.14
<b>Level VIII</b>										
Chief Fiscal Officer	\$ 107,802	\$ 113,192	\$ 118,852	\$ 124,794	\$ 131,034	\$ 51.83	\$ 54.42	\$ 57.14	\$ 60.00	\$ 63.00
Deputy Director of IT, Contracts, Compliance and Strategic	\$ 107,802	\$ 113,192	\$ 118,852	\$ 124,794	\$ 131,034	\$ 51.83	\$ 54.42	\$ 57.14	\$ 60.00	\$ 63.00
Deputy Director of Program Operations	\$ 107,802	\$ 113,192	\$ 118,852	\$ 124,794	\$ 131,034	\$ 51.83	\$ 54.42	\$ 57.14	\$ 60.00	\$ 63.00
<b>Level IX</b>										
Executive Director	Board Negotiated									

<b><i>Southeast Los Angeles County Workforce Development Board</i></b>	Policy # 247
<b><i>Personnel Policies and Procedures</i></b>	Date: 01/2026
	Page 1 of 2

## ***PERFORMANCE EVALUATIONS***

### ***Scope***

This policy applies to all regular, full-time employees.

### ***Policy***

It is the policy of SELACO WDB to provide regular, full time employees with a written performance evaluation on a regular basis. These evaluations have several purposes:

- 1) to ensure that employees are familiar with the scope of their duties;
- 2) to provide employees with specific feedback on their performance;
- 3) to assist employees in setting and attaining work-related goals;
- 4) to document performance areas in which employees do well and those areas which require improvement; and
- 5) to link employee performance with merit increase considerations.

### ***Procedures***

- A. Each Manager and/or Director, using employees' job description as a guide to set employment standards, is responsible to set and communicate clear performance standards for his or her employees at the beginning of, and throughout, the evaluation period.
- B. Each Manager and/or Director is responsible to observe and discuss with his or her employees areas of strength and areas for improvement in relation to the standards set throughout the evaluation period.
- C. Timing:
  - 1) The first written, formal performance evaluation will occur on or about the end of the employee's first six months of employment.
  - 2) The next evaluation should occur on or about one year after the date of the first performance evaluation. Thereafter, performance evaluations occur annually from the date of the previous evaluation.
  - 3) If the employee receives a promotion, a written performance evaluation will be prepared on or about six months after the employee begins his or her new job. Performance evaluations will then occur annually from the date of the previous evaluation.
  - 4) If the employee is transferred from one position to another and there is no change in level of responsibility or salary, the employee has successfully completed six months of employment, and permanent status as a SELACO employee has been secured, a new probation period will not be implemented. In this scenario, the evaluation period will remain on the existing timeline, as identified at time of hire. If the

employee is pending completion of a probationary period and there are observed behavior that require additional assessment the six-month evaluation is completed with the potential of extending the probation period. For example, in the process of the transfer, the employee has completed 3 months of the probation period, the additional three months of probation will continue under the new title. At the completion of the six-month period from the hire date, a performance review and potential salary increase is considered.

- D. A copy of the Employee Performance Evaluation Form and the Summary of Performance Discussion are attached (Attachment 413 and Attachment 414). Reviewers, Managers and/or Directors can obtain these forms from Human Resources.
- E. Prior to discussion with the employee, the written evaluation must be reviewed and signed by both reviewer (immediate supervisor) and Manager and/or Director or their authorized representative.
- F. The reviewer will discuss the performance evaluation with the employee. This discussion should be held at a prearranged time in a private location free from interruption.
- G. Weights are evaluated annually to align with any changes that may be brought about any changes should there be any.
- H. Employee Performance Evaluation Forms identify a “weight” of performance per performance “category”. Weights are:
  - 1) Identified by the Department Manager with the approval of the Executive Director.
  - 2) No more than 5 categories per employee position will hold a weight of 3.
  - 3) Weights are set for each employee position and will be re-evaluated when there are changes in the position job description.
- I. After the Employee Performance Evaluation, a second meeting will be held for the reviewer to provide the employee with a Summary of the Performance Discussion that identifies goals/plan of action for the next year of performance.
- J. Employees are encouraged to make comments on the Summary of the Performance Discussion Form.
- K. Employees will be asked to sign the Employee Evaluation Form. Employees will be given a copy of the form for their files. The original Employee Evaluation Form will be maintained in the employee’s personnel file in Human Resources. Managers and Directors may also keep a final draft copy of the form for future reference.
- L. If an employee declines to sign the form, he or she should be encouraged to discuss any concerns and perhaps write a rebuttal. If the employee still declines to sign the evaluation, the Manager and/or Director should write “employee

declined to sign” at the bottom of the form, add his or her initials and the date, and give the employee a copy of the form. The Manager and/or Director will notify the Executive Director of the situation.

**Board Approved 03/23/2023**  
**Revised 01/22/2026**

DRAFT



**MEMORANDUM**

**DATE:** January 22, 2026  
**TO:** SELACO WDB Board of Directors  
**FROM:** Yolanda L. Castro, Executive Director   
**RE:** Ethics Training AB1234

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At the June 23, 2016, Southeast Los Angeles County Workforce Development Board (SELACO WDB) meeting, it was announced that all board members are required to take a mandatory two-hour ethics training every two years to comply with AB1234. As of January 22, 2026, the following board members have completed the training:

- Sergio Cueva – expires May 6, 2026
- Michael Segura – expires August 9, 2026
- Genoveva Perez – expires January 21, 2027
- Rudy Villareal – expires February 8, 2027
- Larry Wehage – expires February 9, 2027
- Blanca Rochin – expires May 26, 2027
- Carrie Uva – expires July 9, 2027
- Jennifer Beech – expires August 29, 2027
- Belle Gomez – expires September 27, 2027
- Sal Vasquez – expires October 22, 2027
- Joseph Taylor – expires October 23, 2027
- Leonard Barrales – expires December 6, 2027

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

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

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

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

**Southeast Los Angeles County (SELACO)  
Workforce Development Board**

**Establishment, Employment, and Wage Profile  
3rd Quarter 2023 and 2024**

**Prepared by Robert Lee  
Phone: 916-796-7758  
Employment Development Department**

**Los Angeles Coastal Area Research Data Analyst  
[Robert.Lee@edd.ca.gov](mailto:Robert.Lee@edd.ca.gov)  
Labor Market Information Division**

SELACO covers the following eight cities:

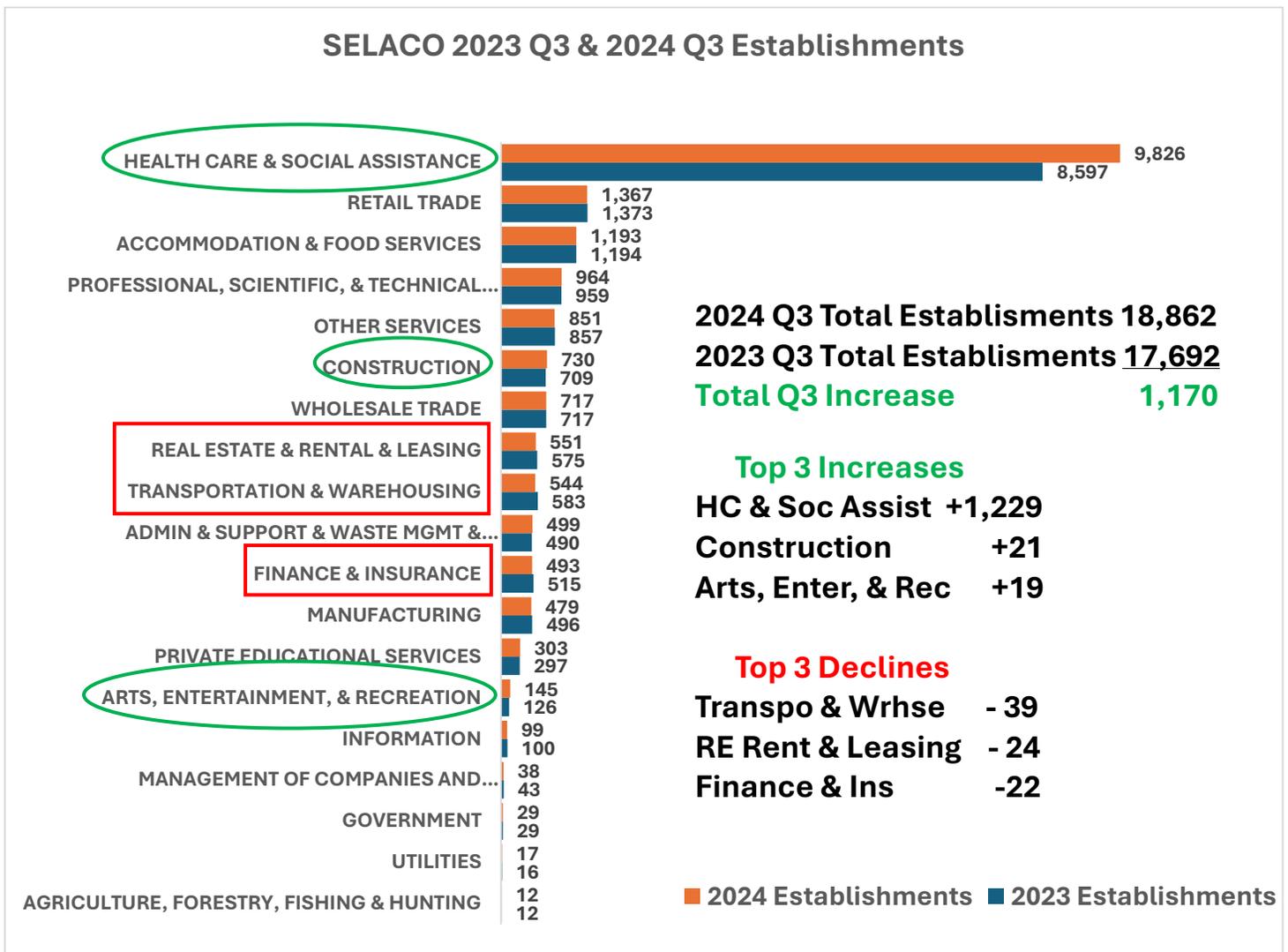
- Artesia
- Bellflower
- Cerritos
- Downey
- Hawaiian Gardens
- Lakewood
- Norwalk
- Paramount

## Workforce Development Boards



## Business Establishment<sup>1</sup> Summary

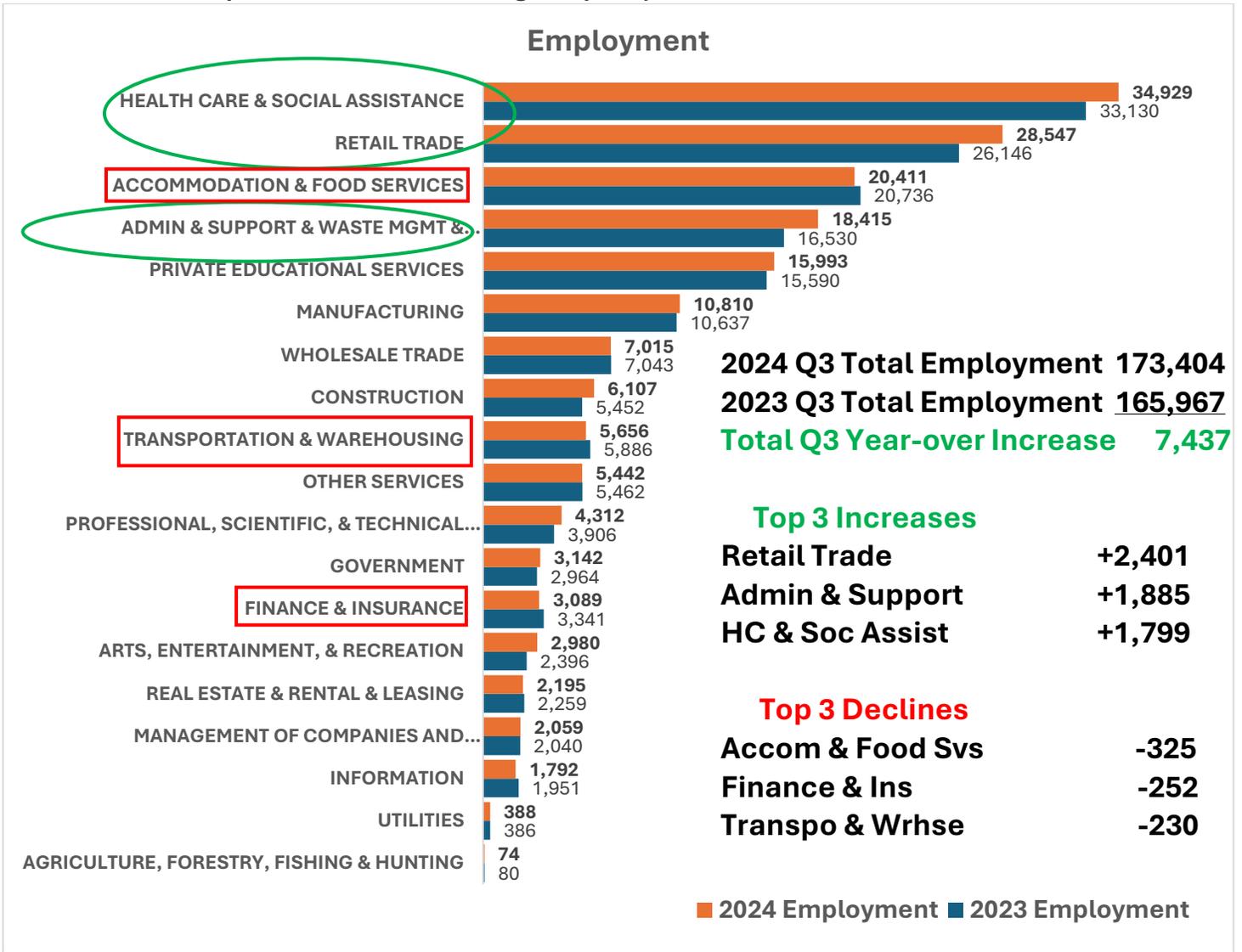
1. Under the cities that SELACO covers, there were **1,170 business establishments added, or a 6.6 percent increase, in the quarter.** There were 18,862 business establishments in the third quarter of 2024 and 17,692 business establishments in the same period of the previous year.
2. **The top 3 industry sectors in growth of business establishments were:**
  - a. **Health care and social assistance** added 1,229 business establishments. This was more than the total business establishments (1,170), or 105 percent but there were offsets to arrive at total business establishments added.
  - b. **Construction** increased by 21 businesses.
  - c. **Arts, entertainment, and recreation** added 19 business establishments.
3. **The top 3 industry sectors with a decrease in business establishments were:**
  - a. **Transportation and warehousing** lost 39 establishments.
  - b. **Real Estate and Rentals and leasing** shrank by 24 businesses.
  - c. **Finance and insurance** dropped 22 businesses.



<sup>1</sup>Establishment is an economic unit, (farm, mine, factory, or store) that produces goods or provides services, usually at a single physical location engaged in business activity for which the state has assigned an industrial classification

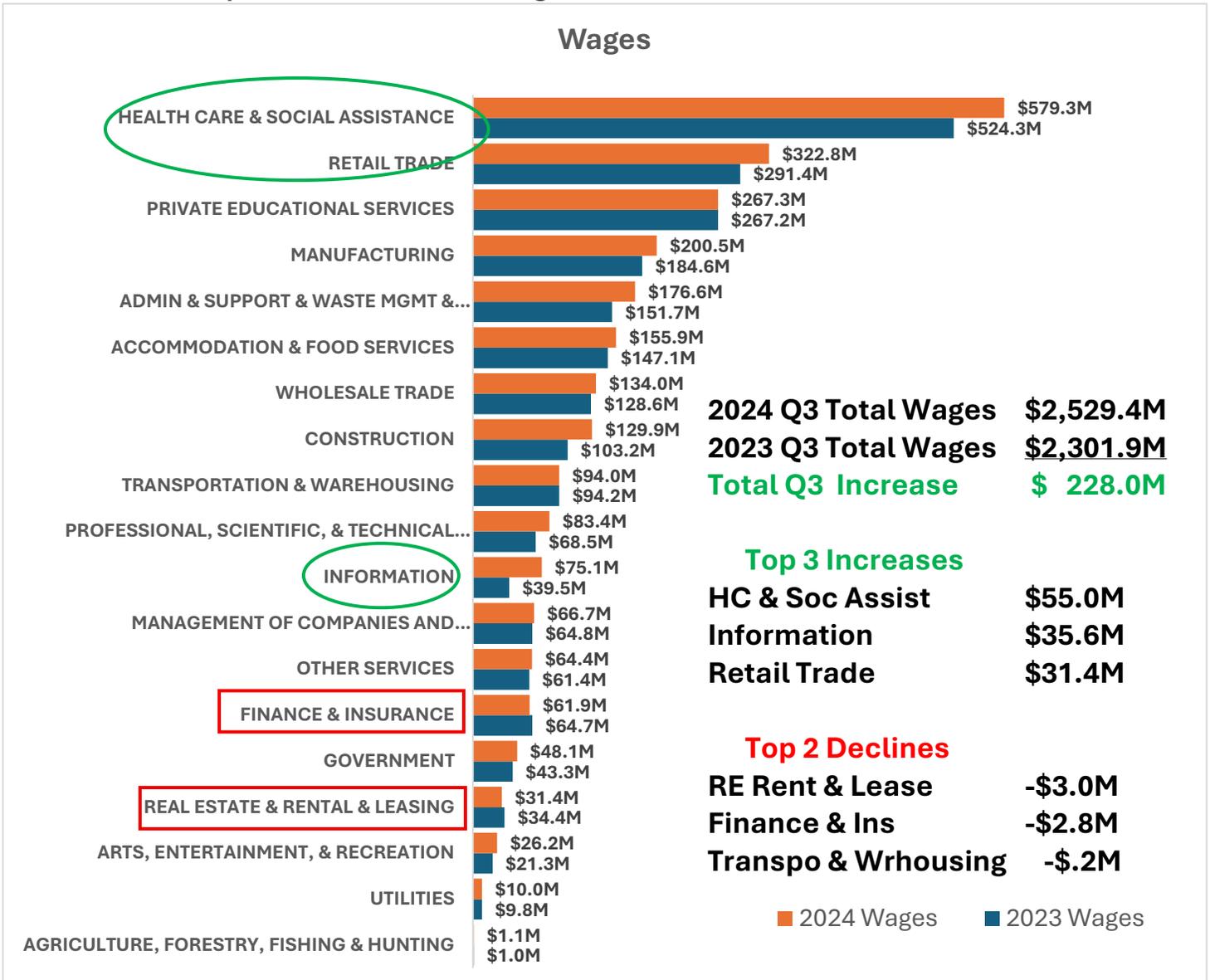
## Employment Summary

1. Employment for **SELACO** increased by **7,437 jobs** in the third quarter of 2024 over the year, or **4.5 percent**. The employment in 2024 Q3 totaled 173,404, while the quarterly employment for the same period in the previous year totaled 165,967.
2. **The top 3 industry sectors in employment growth were:**
  - a. **Retail trade** added 2,401 jobs.
  - b. **Administration and support and waste management and remediation** increased 1,885 positions.
  - c. **Health Care and social assistance** gained 1,799 jobs.
3. **The top 3 industry sectors with a decrease in employment were:**
  - a. **Accommodation and food services** lost 325 positions
  - b. **Finance and insurance** shrank by 252 jobs
  - c. **Transportation and warehousing** fell by 230 jobs.



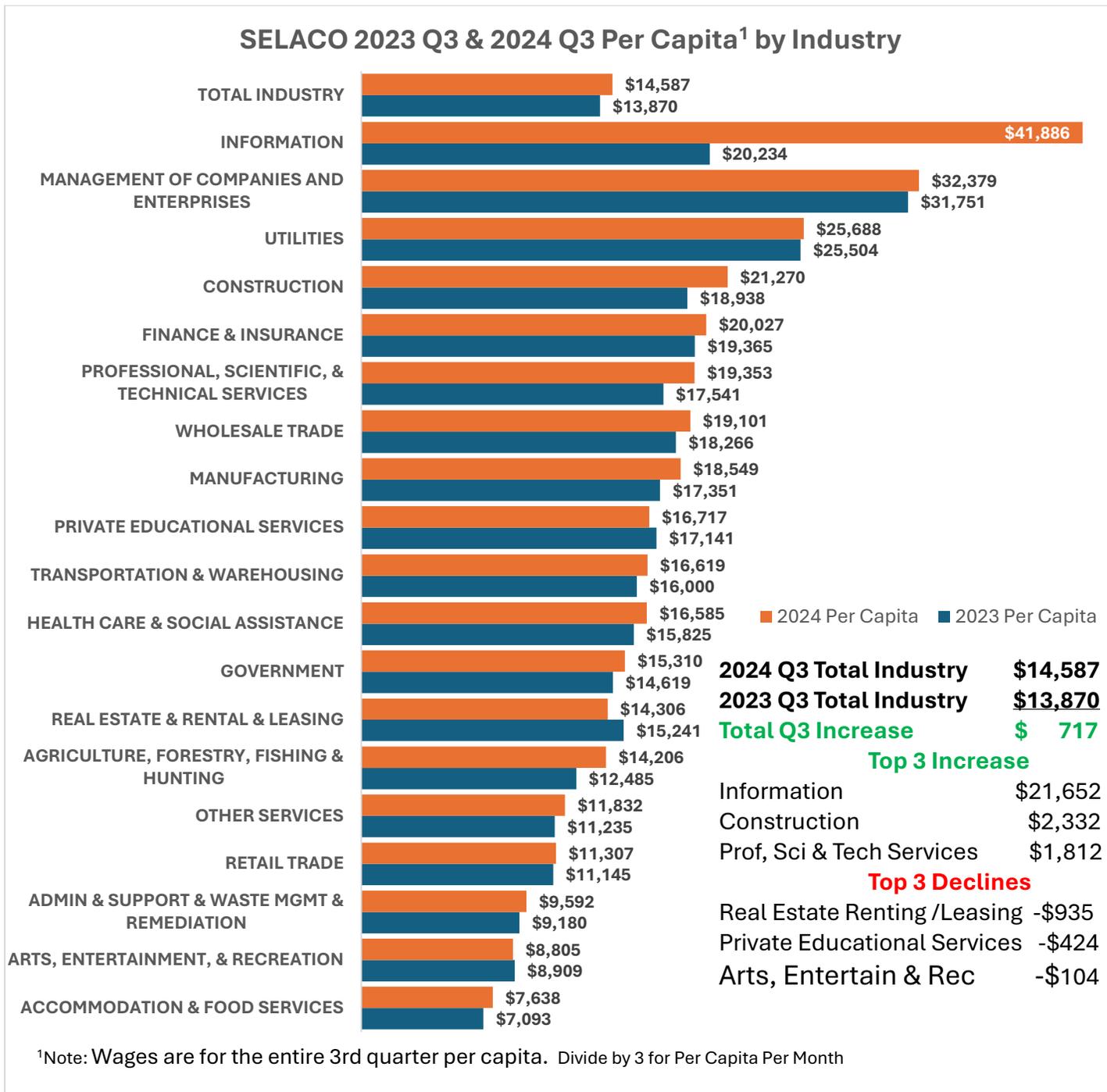
## Wage Summary

1. **SELACO total quarterly wages grew \$228 million in the third quarter of 2024, or 9.9 percent.**  
The total quarterly wages in 2024 Q3 totaled \$2.529 billion while the total quarterly wages for the same period in the previous year totaled \$2.302 billion.
2. **The top 3 industry sectors in growth of wages were:**
  - a. **Health Care and social service** added \$55.0 million.
  - b. **Information** increased \$35.6 million.
  - c. **Retail trade** rose \$31.4 million.
3. **There were three industry sectors with a decrease in wages:**
  - a. **Real Estate and rental and leasing** lost \$3 million.
  - b. **Finance and insurance** declined \$3 million.
  - c. **Transportation and warehousing** shrank \$0.2 million.



## Per Capita<sup>1</sup> Summary

1. Per Capita is wages divided by employment for the quarter. **SELACO's per capita in the third quarter of 2024 increased \$717, or 5.2 percent**, compared with the previous year.
2. **Sixteen of nineteen industry sectors made gains. The leader was information which gained \$21,652 over the previous year**, which was unusually high. However, subsector details were unavailable for further analysis. **Construction** (up \$2,332), and **professional, scientific, and technical services** (up \$1,812) completed the Top 3.
3. **There were three industry sectors that the per capita fell: real estate and rentals and leasing (-\$935), private educational services (-\$424), and arts, entertainment, and recreation (-\$104).**



## Take-Aways

- 1. Establishments under the SELACO city umbrella grew by 1,170 business establishments, or a 6.6 percent increase, over the year between 2024 and 2023 Quarter 3.** Health care and social assistance industry sector added 1,229 establishments offset by gains from other industry sectors. There are 19 industry sectors of which **seven sectors grew, nine sectors shrank, and three were unchanged.**
  - **There were two industry sectors with over 14 percent growth or more:** arts, entertainment, and recreation (15%) and health care and social assistance (14%). The remaining growth sectors were between zero percent and six percent.
  - **There were two sectors that shrank seven percent or more:** management of companies and enterprises (-12%) and transportation and warehousing (-7%). The remaining loss sectors were between zero percent and six percent.
- 2. Employment added 7,437 jobs, or 4.5 percent, over the year between 2024 and 2023 Quarter 3.** The gains were concentrated in retail trade (up 2,401), administration and support, and waste management, and remediation (up 1,885), and health care and social assistance (up 1,799). They accounted for 82 percent of the total gain in employment
- 3. SELACO total industry wages increased by \$228 million, or 9.9 percent, over the year between 2024 and 2023 Quarter 3. There were six industry sectors that grew \$16 million or more in this period:** health care and social assistance (up \$55 million) information (up \$36 million), and retail trade (up \$31 million), construction (up \$27 million) administration and support and waste management and remediation services (up\$25 million), and manufacturing (up\$16 million). These six sectors accounted for 83 percent of total industry wages. Three industries lost wages: real estate and rental and leasing (-\$3 million), finance and insurance (-\$3 million), and transportation and warehousing (-\$0.2 million).
- 4. The total per capita wages increased \$717 for SELACO in 2024 Quarter 3 over the year.**