

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

**January 25, 2024**

**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 25, 2024  
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	Wehage	
PLEDGE OF ALLEGIANCE	Wehage	
ROLL CALL	Espitia	Page 1
PUBLIC COMMENTS	Dameron	
CHAIR'S COMMENTS	Wehage	
EXECUTIVE DIRECTOR'S MESSAGE / UPDATE / STAFF REPORT	Castro	
CONSENT CALENDAR	Wehage	
1A. Approval of Minutes September 28, 2023		3
1B. Approval of Fiscal Reports 07/01/23 – 12/31/23		7
07/01/23 – 09/30/23		20
1C. Approval of Program Report for 07/01/23 – 12/31/23		33
07/01/23 – 09/30/23		54
ACTION ITEM (S):		
2. Ratify the Executive Committee's Approved Action Item from the November 28, 2023, Executive Committee Meeting	Castro	75

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A) Board Resolution for California Department of Education PY 2024 – 2025	76
2. La Causa Youth Build MOU	79
3. Proposed Needs-Related Payments Policy	102
4. Request for Proposal Results; In-School & Out of School Youth Services – Contract Recommendation	109
5. Single Audit Services Contract Extension – Moss Levy & Hartzheim – Year Three	115
6. Board Resolution, Signatory Authority	117
7. SELACO WDB Annual Audit Report for Fiscal Year 2022 – 2023	119
8. Eliminating the Board’s Business Advisory Committee	120
 BUSINESS ADVISORY COMMITTEE REPORT	 Castro
Presentation / Information / Recommendations	
ACTION ITEM (S): NONE	
INFORMATION ITEM (S):	
 ONE STOP OPERATOR REPORT	 Girdner 122
Presentation / Information / Recommendations	
ACTION ITEM (S): NONE	
INFORMATION ITEM (S):	
 INFORMATION ITEM (S):	
1. Ethics Training AB1234	Castro 123
2. WAF 9.0 Grant Outcomes	Castro 124
3. Approval of Local Area Subsequent Designation and Local Board Recertification PY 2023 - 2025	Castro 127
4. EDD Labor Market Information	Castro 128
 INTERESTING CORRESPONDENCE	
 BOARD MEMBER COMMENTS	 Wehage

*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.*

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

**January 25, 2024**

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POLICY BOARD ITEMS/REQUESTS	Wehage
AGENDA REQUESTS FOR NEXT MEETING	Wehage
CHAIR'S CLOSE	Wehage
ADJOURNMENT OF OPEN SESSION	Wehage

**Policy Board Meeting: February 20, 2024**

**Next Full WDB Meeting: March 28, 2024**

*Meetings of the SELACO WDB are accessible to persons with disabilities. The SELACO WDB will provide reasonable accommodations upon request. Requests should be received at least 72 hours prior to the meeting. 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 23/24**

Board Member	7/27/23	9/28/23	10/26/23	1/25/24	3//28/24	5/23/24
<b>1. Burrell, Ashley</b> Rehabilitation Organization	<b>X</b>	<b>X</b>	~			
<b>2. Chan, Connie</b> Public Employment Service	<b>X</b>	<b>X</b>	~			
<b>3. Cueva, Sergio</b> Business Representative City of Hawaiian Gardens	<b>AE</b>	<b>X</b>	~			
<b>4. Dameron, Mark</b> Vice Chair Business Representative City of Lakewood	<b>X</b>	<b>X</b>	~			
<b>5. Drake, Aaron</b> Business Representative City of Bellflower	<b>X</b>	<b>X</b>	~			
<b>6. Espitia, Ben</b> Secretary/Treasurer Labor Organization	<b>X</b>	<b>X</b>	~			
<b>7. Gomez, Belle</b> Education Entity	<b>X</b>	<b>X</b>	~			
<b>8. Kucera, Kevin</b> Labor Organization	<b>AE</b>	<b>AE</b>	~			
<b>9. LeGaspi, Richard</b> Business Representative City of Norwalk	APPOINTED BY POLICY BOARD 8/15/23	<b>AE</b>	~			
<b>10. Levine, Barbara</b> Economic Development	<b>X</b>	<b>X</b>	~			
<b>11. McGehee, Shannon</b> Business Representative City of Paramount	<b>AE</b>	<b>A</b>	~			
<b>12. Nam, Leila</b> Business Representative City of Artesia	<b>X</b>	<b>AE</b>	~			

<b>13. Patel, Vijay</b> Business Representative City of Downey	<b>AE</b>	<b>A</b>	~			
<b>14. Perez, Genoveva</b> Business Representative City of Paramount	<b>APPOINTED BY POLICY BOARD 8/15/23</b>	<b>X</b>	~			
<b>15. Polley, Tracy</b> Business Representative City of Norwalk	<b>X</b>	<b>X</b>	~			
<b>16. Rochin, Blanca</b> Education Entity	<b>X</b>	<b>AE</b>	~			
<b>17. Ryder, Tim</b> Business Representative City of Hawaiian Gardens	<b>AE</b>	<b>X</b>	~			
<b>18. Saucedo-Garcia, Cristina</b> Business Representative City of Downey	<b>X</b>	<b>AE</b>	~			
<b>19. Segura, Michael</b> Business Representative City of Lakewood	<b>AE</b>	<b>X</b>	~			
<b>20. Shah, Jawahar</b> Business Representative City of Cerritos	<b>A</b>	<b>A</b>	~			
<b>21. Trivedi, Sanjay</b> Business Representative City of Cerritos	<b>A</b>	<b>AE</b>	~			
<b>22. Uttecht, Greg</b> Business Representative City of Artesia	<b>AE</b>	<b>AE</b>	~			
<b>23. Wehage, Larry</b> Chair Business Representative City of Bellflower	<b>X</b>	<b>X</b>	~			
<b>24. VACANT</b> Labor Organization						
<b>25. VACANT</b> Labor Organization						
<b>26. VACANT</b> Labor Organization						
<b>27. VACANT</b> Labor Organization						

X = PRESENT    A = ABSENT    AE = ABSENCE EXCUSED    SP = SPECIAL MEETING    ~ = NO MEETING

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

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

September 28, 2023

3:00 PM

SELACO WDB  
VIA Zoom

**CALL TO ORDER**

The Executive Committee and FULL WDB Board of Directors' Board Meeting was called to order by Larry Wehage, Chair at 3:00 p.m.

**PLEDGE OF ALLEGIANCE**

Larry Wehage led the pledge of allegiance.

**ROLL CALL**

At this time, new board member, Genoveva Perez introduced herself to the board. She represents the City of Paramount.

**WDB BOARD DIRECTORS PRESENT**

Burrell, Ashley	Chan, Connie
Cueva, Sergio	Dameron, Mark
Drake, Aaron	Espitia, Ben
Gomez, Belle	Levine, Barbara
Perez, Gen	Polley, Tracey
Ryder, Tim	Segura, Michael
Shah, Jay	Wehage, Larry

**WDB BOARD DIRECTORS ABSENT**

McGehee, Shannon	Patel, Vijay
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**WDB BOARD DIRECTORS EXCUSED**

Kucera, Kevin	LeGaspi, Richard
Nam, Leila	Rochin, Blanca
Saucedo-Garcia, Cristina	Uttecht, Greg

**SELACO WDB STAFF PRESENT:**

Castro, Yolanda	Cardona, Jefferson
Davis, Carol	Ferranti-Lansdown, Tammy
Gutierrez, Jeanette	Hernandez, Amber
Michel, Sandra	Sandoval, Ben

**MEMBERS OF THE PUBLIC PRESENT:**

Joseph, Jack – Policy Board Administrator

**PUBLIC COMMENTS**

None

**WDB CHAIR'S COMMENTS**

The Fire Museum will be open before and after SELACO's 40<sup>th</sup> Anniversary Celebration for all to visit.

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

Regional Job Fair/Outreach event in Downey:

- October 20, 2023
- 10:00 am – 2:00 pm
- To be held at Apollo Park, 12544 Rives Ave, Downey
- Approximately 107 employers expected

Congresswoman Nanette Barragan Annual Job Fair:

- October 6, 2023
- 10:00 am – 1:00 pm
- To be held at Paramount Park Community Center, 14400 Paramount Blvd, Paramount

**CONSENT CALENDAR**

A motion was made by Connie Chan to approve the Consent Calendar as presented, seconded by Aaron Drake. With no further discussion, motion carries to approve.

**1A. Approval of Minutes: July 27, 2023**

**1B. Approval of Fiscal Reports for Periods: 07/01/22 – 08/31/23**

**1C. Approval of Program Report for: 07/01/22 – 08/31/23 (Receive and file)**

**ACTION ITEM(S)**

**2. Amendment to SELACO WDB 4039b) Retirement Plan**

A motion was made by Tracy Polley to:

Authorize Executive Director to sign the amendment to the SELACO WDB retirement plan to allow ROTH contributions effective October 1, 2023.

Authorize the SELACO WDB Board Chair to sign the consent supporting the action taken by the board.

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

**BUSINESS ADVISORY COMMITTEE REPORT**

The committee is not currently active.

**ACTION ITEM(S):**

None

**INFORMATION ITEM(S):**

None

**ONE STOP OPERATOR REPORT**

Page 22 of the agenda provides updates from Stacey Girdner, SELACO WDB One Stop Operator.

**ACTION ITEM(S):**

None

**INFORMATION ITEM(S):**

None

**INFORMATION ITEM(S):**

**1. Ethics Training AB1234**

Chairman Wehage referred the board to page 23 of the agenda which shows the most 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. Employment Training Panel Initiative New Agreement 2023-2025**

Ms. Castro provided the board an update on the new Employment Training Panel agreement.

**3. Economic Summary**

Page 26 of the agenda provides the Economic Summary for the SELACO WDB area.

**4. Los Angeles County Labor Force and Industry Employment Estimates for August 2023**

Page 157 of the agenda provides current labor force information.

**5. Board Member Espitia's Request for Changes in WIOA Allocation Throughout Our Region**

Page 40 of the agenda provides a breakdown comparison of 2023-24 WIOA funding for workforce boards in the SELACO WDB region as requested by Board Member Ben Espitia.

**6. Regional Job Fair**

Page 43 of the agenda provides a flyer of the upcoming regional job fair. Contact Ben Sandoval directly for more information.

**INTERESTING CORRESPONDENCE**

None

**BOARD MEMBER COMMENTS**

None

**POLICY BOARD ITEMS/REQUESTS**

None

**AGENDA REQUESTS FOR NEXT MEETING**

None

**CHAIR'S CLOSE**

Chairman Wehage closed the meeting with everyone giving a self introduction.

**ADJOURNMENT OF OPEN SESSION**

The meeting was adjourned at 3:58 p.m.

**SELACO WDB**  
**Statement of Activities (by Fund)**  
**From 7/1/2023 through 12/31/2023**

	Employment Training Panel Grant	LA County Grants	Pre-School Grant	WIOA Adult&DW & Special Projects	WIOA Youth Grant	WIOA Rapid Response / Lay-Off Aversion Grants	Other Grants	Non-WIOA Training Expenditures	Total
Revenues / Deferred Revenues	25,345	240,122	1,425,780	638,687	560,983	73,134	236,171	40,301	3,240,523
Accounts Receivable / (Due To)	0	24,322	461,317	469,999	182,646	23,774	42,364	0	1,204,422
<b>Total Revenues</b>	<b>25,345</b>	<b>264,444</b>	<b>1,887,097</b>	<b>1,108,687</b>	<b>743,629</b>	<b>96,908</b>	<b>278,534</b>	<b>40,301</b>	<b>4,444,944</b>
<b>Expenditures</b>									
Administration Services	11,916	23,418	154,022	106,701	78,578	10,822	20,921	0	406,378
Contracted Program Costs	0	135,989	1,733,075	15,624	140,595	0	4,745	0	2,030,029
Support Services	0	881	0	25,976	1,562	0	2,515	0	30,934
Vendor Training	75,785	0	0	70,870	9,122	0	25,550	40,301	221,627
Work Exp/Skillz Menu/Supplies	0	74,752	0	15,338	57,835	0	842	0	148,768
WIOA Core/Basic Career Services	0	0	0	293,865	90,641	0	0	0	384,506
WIOA Intensive/Individualized Career Svcs	0	0	0	276,399	0	0	0	0	276,399
WIOA Follow-Up Career Services	0	0	0	41,730	5,657	0	0	0	47,387
WIOA Business Services	0	0	0	120,894	69,612	0	0	0	190,506
Other Program Costs	102,593	15,931	0	0	260,123	86,086	223,961	0	688,695
Cash Expenditures	190,294	250,971	1,887,097	967,397	713,725	96,908	278,534	40,301	4,425,228
Accrued Expenditures	0	13,473	0	141,289	29,904	0	0	0	184,666
<b>Total Expenditures</b>	<b>190,294</b>	<b>264,444</b>	<b>1,887,097</b>	<b>1,108,687</b>	<b>743,629</b>	<b>96,908</b>	<b>278,534</b>	<b>40,301</b>	<b>4,609,894</b>
<b>Net Income (Loss)</b>	<b>(164,949)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(164,949)</b>

**SELACO WDB**  
**Statement of Functional Expenditures**  
 From 7/1/2023 through 12/31/2023

	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	258,529	0	0	0	0	325,123	237,418	41,342	155,601	513,540	1,531,552
Non-Personnel	99,394	0	0	0	0	59,383	38,981	6,045	34,906	175,155	413,863
Training	48,456	2,030,029	0	406,293	148,768	0	0	0	0	0	2,633,545
Support Services	0	0	30,934	0	0	0	0	0	0	0	30,934
Total Expenditures	406,378	2,030,029	30,934	406,293	148,768	384,506	276,399	47,387	190,506	688,695	4,609,894



SELACO WDB  
**Statement of Functional Expenses - TR - 0201 Administrative Services**  
From 7/1/2023 Through 12/31/2023  
(In Whole Numbers)

		Total
Expenditures		
Personnel		
Salaries & Wages	50100	197,457
Social Security Tax	50200	13,638
Medicare Tax	50210	3,189
Workers Comp - Staff	50220	1,477
UI & ETT Taxes	50250	1,470
Employee Benefits	50300	32,112
Employer 403(B) Contributions	50403	9,186
Total Personnel		258,529
Non-Personnel		
Mileage	51100	53
Conferences/Staff Development	51200	2,456
Meeting Expenses	51230	891
Rent	52100	25,161
Telephone	52200	1,178
Office Equipment	52330	1,727
Leased Equipment	52350	1,704
Repair & Maintenance	52360	555
Outreach/Recruitment	53300	744
Office Supplies	53400	3,923
Subscriptions/Dues/Memberships	53600	11,910
Insurance	53900	2,460
Professional Services	54100	27,788
Legal	54300	18,687
Bank Charges/Miscellaneous	59990	155
Total Non-Personnel		99,394
Training		
Cost Reimbursement Billing	60300	48,456
Total Training		48,456
Total Expenditures		406,378

SELACO WDB  
**Statement of Functional Expenses - TR - 0202 Contracted Program Cost**  
 From 7/1/2023 Through 12/31/2023  
 (In Whole Numbers)

		Total
Expenditures		
Training		
Cost Reimbursement Billing	60300	1,929,964
Other Contracted Services	60400	26,355
Day Care Rent	66000	73,710
Total Training		2,030,029
Total Expenditures		2,030,029

SELACO WDB  
**Statement of Functional Expenses - TR - 0203 Supportive Services**  
 From 7/1/2023 Through 12/31/2023  
 (In Whole Numbers)

		Total
Expenditures		
Support Services		
Direct Support Payment	65200	21,171
Supportive Services - Training	65201	9,762
Total Support Services		30,934
Total Expenditures		30,934

SELACO WDB  
**Statement of Functional Expenses - TR - 0204 Vendor Training Payments**  
 From 7/1/2023 Through 12/31/2023  
*(In Whole Numbers)*

	Total
Expenditures	
Training	
Vendor Training                      60100	290,207
Vendor Training - ETP               60200	75,785
Non-WIOA Training Expenditures	40,301
Total Expenditures	406,293

SELACO WDB  
**Statement of Functional Expenses - TR - 0205 Work Experience / Skillz Menu Program**  
 From 7/1/2023 Through 12/31/2023  
 (In Whole Numbers)

		Total
Expenditures		
Training		
Wages - WE/Internship	60500	134,465
SS Tax - WE/Internship	60510	8,386
MC Tax - WE/Internship	60520	1,980
WC - WE/Internship	60530	1,687
UI ETT Taxes	60540	0
Participant Incentive Payments	65401	2,250
Total Training		148,768
Total Expenditures		148,768

SELACO WDB  
**Statement of Functional Expenses - TR - 0206 WIOA Career Services**  
From 7/1/2023 Through 12/31/2023  
(In Whole Numbers)

		Core / Basic Services	Intensive / Individualized Services	Follow-Up Services	Total
Expenditures					
Personnel					
Salaries & Wages	50100	240,363	176,654	29,477	446,494
Social Security Tax	50200	16,519	12,597	2,182	31,299
Medicare Tax	50210	3,863	2,946	510	7,320
Workers Comp - Staff	50220	1,964	1,709	280	3,953
UI & ETT Taxes	50250	2,317	962	304	3,583
Employee Benefits	50300	48,404	32,337	7,123	87,864
Employer 403(B) Contributions	50403	11,692	10,211	1,467	23,370
Total Personnel		325,123	237,418	41,342	603,882
Non-Personnel					
Mileage	51100	216	314	4	534
Conferences/Staff Development	51200	6,161	4,179	413	10,754
Meeting Expenses	51230	202	164	24	390
Rent	52100	32,340	23,003	3,868	59,212
Telephone	52200	2,032	1,061	207	3,300
Furniture/Fixtures	52300	547	0	0	547
Office Equipment	52330	72	83	(32)	123
Leased Equipment	52350	2,256	1,423	264	3,943
Repair & Maintenance	52360	716	530	85	1,332
Outreach/Recruitment	53300	1,422	0	0	1,422
Office Supplies	53400	6,394	3,116	537	10,047
Subscriptions/Dues/Memberships	53600	2,588	1,801	283	4,672
Insurance	53900	3,104	2,387	214	5,705
Professional Services	54100	1,331	919	176	2,426
Total Non-Personnel		59,383	38,981	6,045	104,409
Total Expenditures		384,506	276,399	47,387	708,291

SELACO WDB  
**Statement of Functional Expenses - TR - 0207 Business Services**  
From 7/1/2023 Through 12/31/2023  
(In Whole Numbers)

		Total
Expenditures		
Personnel		
Salaries & Wages	50100	120,226
Social Security Tax	50200	8,301
Medicare Tax	50210	1,942
Workers Comp - Staff	50220	1,058
UI & ETT Taxes	50250	754
Employee Benefits	50300	18,919
Employer 403(B) Contributions	50403	4,400
Total Personnel		155,601
Non-Personnel		
Mileage	51100	1,002
Conferences/Staff Development	51200	4,870
Meeting Expenses	51230	1,323
Rent	52100	14,696
Telephone	52200	685
Office Equipment	52330	928
Leased Equipment	52350	898
Repair & Maintenance	52360	354
Outreach/Recruitment	53300	3,956
Office Supplies	53400	2,669
Subscriptions/Dues/Memberships	53600	2,053
Insurance	53900	918
Professional Services	54100	553
Total Non-Personnel		34,906
Total Expenditures		190,506

# SELACO WDB

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

From 7/1/2023 through 12/31/2023

	Employment Training Panel	WIOA Youth	WIOA Rapid Response / Lay-Off Aversion	Transitional Subsidized Employment (TSE)	Other Funds	Total
<b>Personnel</b>						
Salaries & Wages	69,141	169,457	55,836	24,372	72,028	390,834
Payroll Taxes/WC	6,626	17,233	5,892	2,702	11,835	44,288
Employee Benefits	9,871	32,788	12,616	6,538	16,606	78,418
<b>Total Personnel</b>	<b>85,638</b>	<b>219,478</b>	<b>74,344</b>	<b>33,611</b>	<b>100,469</b>	<b>513,540</b>
<b>Non - Personnel</b>						
Mileage	269	378	27	0	371	1,046
Conferences/Staff Development	4,480	3,596	1,631	86	732	10,524
Meeting Expenses	44	147	41	0	16,561	16,793
Rent/Utilities	7,587	21,652	6,269	3,116	51,377	90,001
Telephone	368	991	350	147	3,132	4,988
Furniture/Equipment	334	4,122	577	232	247	5,512
Repair & Maintenance	128	920	169	50	102	1,368
Outreach/Recruitment	853	359	0	0	21,535	22,746
Supplies	1,202	4,173	936	385	3,167	9,862
Subscriptions & Dues	697	1,711	473	205	330	3,415
Insurance	769	1,727	950	311	444	4,202
Consulting	226	870	318	95	3,190	4,699
<b>Total Non-Personnel</b>	<b>16,955</b>	<b>40,645</b>	<b>11,742</b>	<b>4,626</b>	<b>101,187</b>	<b>175,155</b>
<b>Total Expenditures</b>	<b>102,593</b>	<b>260,123</b>	<b>86,086</b>	<b>38,237</b>	<b>201,656</b>	<b>688,695</b>



SELACO WDB  
**Statement of Functional Expenditures**  
From 7/1/2023 through 12/31/23

Line Item Description	Current Period Actual	Budget	Budget Variance	Total Budget Remaining (%)
<b>PERSONNEL COSTS</b>				
Salaries/Wages	1,155,011	2,849,156	1,694,145	59.5%
Payroll Taxes/WC	122,271	260,115	137,844	53.0%
Employee Benefits	254,270	577,627	323,357	56.0%
<b>TOTAL PERSONNEL COSTS</b>	<b>1,531,552</b>	<b>3,686,898</b>	<b>2,155,346</b>	<b>58.5%</b>
<b>NON-PERSONNEL COSTS</b>				
Mileage	2,635	10,000	7,366	73.7%
Conference/Staff Development	28,604	243,000	214,396	88.2%
Meeting Expenses	19,398	27,000	7,602	28.2%
Rent/Utilities	189,070	360,794	171,724	47.6%
Telephone	10,150	25,000	14,850	59.4%
Furniture & Equipment	15,384	50,000	34,616	69.2%
Repair & Maintenance	3,609	17,000	13,391	78.8%
Outreach/Recruitment	28,869	75,000	46,131	61.5%
Supplies	26,501	55,000	28,499	51.8%
Subscriptions/Dues/Memberships	22,051	75,000	52,949	70.6%
Insurance	13,285	38,000	24,715	65.0%
Professional Fees	35,466	130,000	94,534	72.7%
Legal Fees	18,687	40,000	21,314	53.3%
Interest Expense/Miscellaneous	155	3,000	2,845	94.8%
<b>TOTAL NON-PERSONNEL COSTS</b>	<b>413,863</b>	<b>1,148,794</b>	<b>734,931</b>	<b>64.0%</b>
<b>TOTAL IN-HOUSE COSTS</b>	<b>1,945,415</b>	<b>4,835,692</b>	<b>2,890,277</b>	<b>59.8%</b>
<b>TRAINING &amp; SUPPORT SERVICES</b>				
Vendor Training Payments (Classroom/OJT/IWT)				
Employment Training Panel (ETP)	75,785	305,558	229,773	75.2%
LA County - Homeless Initiative (Measure H)	13,473	14,500	1,027	7.1%
Prison to Employment (P2E)	-	47,700	47,700	100.0%
Regional Equity and Recovery Partnership (R	25,550	104,900	79,350	75.6%
WIOA Adult	153,552	805,359	651,806	80.9%
WIOA Dislocated Workers	58,606	50,000	(8,606)	-17.2%
WIOA Youth	39,025	50,000	10,975	22.0%
Non-WIOA Training Expenditures	40,301	573,263	532,962	93.0%
Subtotal	406,293	1,951,280	1,544,987	79.2%

SELACO WDB  
**Statement of Functional Expenditures**  
From 7/1/2023 through 12/31/23

Line Item Description	Current Period Actual	Budget	Budget Variance	Total Budget Remaining (%)
<b>Cost Reimbursements / Contracted Services</b>				
Day Care Pre-School / Renovation	1,781,531	5,294,607	3,513,075	66.4%
Employment Training Panel (ETP)	-	30,000	30,000	100.0%
LA County - Youth @ Work	135,989	713,024	577,035	80.9%
LA County - Homeless Initiative (Measure H)	-	5,000	5,000	100.0%
Regional Equity and Recovery Partnership (RI)	-	7,500	7,500	100.0%
WIOA ETPL Delegation Services	3,056	5,000	1,944	38.9%
WIOA Youth	134,610	849,910	715,300	84.2%
WIOA One-Stop Operator	6,938	30,000	23,063	76.9%
WIOA Security Guard	16,361	49,190	32,829	66.7%
Subtotal	<u>2,078,485</u>	<u>6,984,231</u>	<u>4,954,937</u>	<u>70.9%</u>
<b>Work Experience / Skillz Menu Program</b>				
LA County - Youth @ Work	70,124	37,716	(32,408)	-85.9%
LA County - Homeless Initiative (Measure H)	4,628	12,750	8,122	63.7%
Prison to Employment (P2E)	842	19,000	18,158	95.6%
Regional Equity and Recovery Partnership (RI)	-	5,000	5,000	100.0%
WIOA Adult	15,338	57,404	42,066	73.3%
WIOA Youth	57,835	225,564	167,729	74.4%
Subtotal	<u>148,768</u>	<u>357,435</u>	<u>208,667</u>	<u>58.4%</u>
<b>Training Supplies</b>				
WIOA Adult	-	4,500	4,500	100.0%
WIOA Dislocated Workers	-	2,000	2,000	100.0%
WIOA Youth	-	3,500	3,500	100.0%
Subtotal	<u>-</u>	<u>10,000</u>	<u>10,000</u>	<u>100.0%</u>
<b>Direct Support Payments</b>				
Gateway Cities' Homeless Employment Prg	1,940	15,412	13,472	87.4%
LA County - Youth @ Work	881	1,560	679	43.5%
LA County - Homeless Initiative (Measure H)	-	3,250	3,250	100.0%
Prison to Employment (P2E)	475	6,500	6,025	92.7%
Regional Equity and Recovery Partnership (RI)	100	1,000	900	90.0%
WIOA Adult	23,829	50,000	26,171	52.3%
WIOA Dislocated Workers	2,147	15,000	12,853	85.7%
WIOA Youth	1,562	30,000	28,438	94.8%
Subtotal	<u>30,934</u>	<u>122,722</u>	<u>91,789</u>	<u>74.8%</u>
<b>TOTAL TRAINING &amp; SUPPORT SVCS</b>	<b><u>2,664,479</u></b>	<b><u>9,425,667</u></b>	<b><u>6,810,379</u></b>	<b><u>72.3%</u></b>
<b>GRAND TOTAL</b>	<b><u>4,609,894</u></b>	<b><u>14,261,359</u></b>	<b><u>9,700,656</u></b>	<b><u>68.0%</u></b>

**SELACO WDB  
Balance Sheet  
December 31, 2023**

	Day Care & Day Care Facilities Revolving Funds	Employment Training Panel (ETP)	Transitional Subsidized Employment (TSE)	WIOA Adult	WIOA Dislocated Workers	WIOA Youth	WIOA Rapid Response	Other Grants	General Funds	Pools	Total
<b>Assets</b>											
Cash & Cash Equivalents	5,526,430	44,281	18,577	(202,891)	(73,093)	(163,604)	(23,774)	19,260	167,225	210,032	5,522,444
Petty Cash	-	-	-	-	-	-	-	-	-	4,000	4,000
Accounts Receivable	-	162,607	10,800	18,424	-	-	-	129,129	-	-	320,959
Prepaid Expenses	-	-	-	-	-	-	-	-	-	-	-
Deposit	9,100	-	-	-	-	-	-	-	-	20,238	29,338
Due from Other Fund	-	-	-	-	-	6,024	-	-	201,192	-	207,216
Fixed Assets	1,005,713	-	-	-	-	-	-	-	-	-	1,005,713
Accumulated Depreciation	(1,005,713)	-	-	-	-	-	-	-	-	-	(1,005,713)
<b>Total Assets</b>	<b>5,535,530</b>	<b>206,888</b>	<b>29,377</b>	<b>(184,467)</b>	<b>(73,093)</b>	<b>(157,580)</b>	<b>(23,774)</b>	<b>148,389</b>	<b>368,418</b>	<b>234,270</b>	<b>6,083,957</b>
<b>Liabilities and Net Assets</b>											
<b>Liabilities</b>											
Accounts Payable	236,982	216,009	-	30,770	-	10,150	-	25,984	-	220	520,115
Accrued Expenses	-	-	-	-	-	-	-	-	-	81,764	81,764
Due to Department of Education	9,100	-	-	-	-	-	-	-	-	-	9,100
Due to EDD	-	-	-	-	-	-	-	-	-	28,115	28,115
Due to Vendors (ETP)	-	-	-	-	-	-	-	(400)	-	50	(350)
Due to Other Fund	-	74,500	33,958	20,403	-	-	-	72,331	-	6,024	207,216
Payroll Clearing	-	-	-	-	-	-	-	-	-	118,096	118,096
Revenues Received in Advance	5,732,513	92,833	16,379	-	-	6,024	-	11,019	-	-	5,858,768
Suspended Account	-	-	-	-	-	-	-	-	-	-	-
<b>Total Liabilities</b>	<b>5,978,595</b>	<b>383,342</b>	<b>50,337</b>	<b>51,173</b>	<b>-</b>	<b>16,174</b>	<b>-</b>	<b>108,934</b>	<b>-</b>	<b>234,270</b>	<b>6,822,825</b>
<b>Net Assets</b>											
Current YTD Net Income	(461,317)	(164,949)	(38,007)	(235,640)	(73,093)	(173,754)	(23,774)	(9,768)	(4,402)	-	(1,184,705)
Unrestricted	18,252	(11,505)	17,047	-	-	-	-	49,223	372,820	-	445,837
<b>Total Net Assets</b>	<b>(443,064)</b>	<b>(176,454)</b>	<b>(20,960)</b>	<b>(235,640)</b>	<b>(73,093)</b>	<b>(173,754)</b>	<b>(23,774)</b>	<b>39,455</b>	<b>368,418</b>	<b>-</b>	<b>(738,868)</b>
<b>Total Liabilities and Net Assets</b>	<b>5,535,530</b>	<b>206,888</b>	<b>29,377</b>	<b>(184,467)</b>	<b>(73,093)</b>	<b>(157,580)</b>	<b>(23,774)</b>	<b>148,389</b>	<b>368,418</b>	<b>234,270</b>	<b>6,083,957</b>

**SELACO WDB**  
**Statement of Activities (by Fund)**  
**From 7/1/2023 through 9/30/2023**

	Employment Training Panel Grant	LA County Grants	Pre-School Grant	WIOA Adult&DW & Special Projects	WIOA Youth Grant	WIOA Rapid Response / Lay-Off A version	Other Grants	Non-WIOA Training Expenditures	Total
Revenues / Deferred Revenues	25,336	70,059	1,202,795	268,062	282,578	56,017	79,444	0	1,984,291
Accounts Receivable / (Due To)	97,657	12		159,663	67,150	(17,109)	43,423	0	350,795
Total Revenues	122,992	70,071	1,202,795	427,726	349,728	38,908	122,866	0	2,335,085
Expenditures									
Administration Services	5,709	9,032	46,806	48,538	39,615	5,225	8,183	0	163,109
Contracted Program Costs	0	24,708	699,498	7,349	67,675	0	2,507	0	801,736
Support Services	0	686	0	17,761	779	0	919	0	20,145
Vendor Training	75,785	0	0	0	11,817	0	0	0	87,602
Work Exp/Skillz Menu/Supplies	0	29,505	0	10,753	12,476	0	0	0	52,735
WIOA Core/Basic Career Services	0	0	0	111,427	39,190	0	0	0	150,616
WIOA Intensive/Individualized Career Svcs	0	0	0	124,802	0	0	0	0	124,802
WIOA Follow-Up Career Services	0	0	0	15,116	1,529	0	0	0	16,646
WIOA Business Services	0	0	0	50,879	29,501	0	0	0	80,380
Other Program Costs	41,498	6,139	0	0	108,731	33,683	111,258	0	301,309
Cash Expenditures	122,992	70,071	746,304	386,625	311,314	38,908	29,200	0	1,799,080
Accrued Expenditures	0	0	0	41,101	38,414	0	0	0	108,715
Total Expenditures	122,992	70,071	746,304	427,726	349,728	38,908	122,866	0	1,907,795
Net Income (Loss)	-	-	456,491	-	-	-	-	-	427,291

**SELACO WDB**  
**Statement of Functional Expenditures**  
 From 7/1/2023 through 9/30/2023

	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	109,572	0	0	0	0	120,025	101,124	13,633	64,301	193,493	602,148
Non-Personnel	53,536	0	0	0	0	30,592	23,678	3,013	16,079	107,816	234,714
Training	0	801,736	0	196,317	52,735	0	0	0	0	0	1,050,788
Support Services	0	0	20,146	0	0	0	0	0	0	0	20,146
Total Expenditures	163,109	801,736	20,146	196,317	52,735	150,616	124,802	16,646	80,380	301,309	1,907,795

SELACO WDB  
**Statement of Functional Expenses - TR - 0201 Administrative Services**  
From 7/1/2023 Through 9/30/2023  
(In Whole Numbers)

		Total
Expenditures		
Personnel		
Salaries & Wages	50100	81,363
Social Security Tax	50200	6,388
Medicare Tax	50210	1,494
Workers Comp - Staff	50220	695
Employee Benefits	50300	15,486
Employer 403(B) Contributions	50403	4,147
Total Personnel		109,572
Non-Personnel		
Mileage	51100	19
Conferences/Staff Development	51200	1,280
Meeting Expenses	51230	65
Rent	52100	13,518
Telephone	52200	571
Office Equipment	52330	218
Leased Equipment	52350	919
Repair & Maintenance	52360	267
Office Supplies	53400	1,528
Subscriptions/Dues/Memberships	53600	6,310
Insurance	53900	2,460
Professional Services	54100	13,365
Legal	54300	12,644
Bank Charges/Miscellaneous	59990	375
Total Non-Personnel		53,536
Total Expenditures		163,109

SELACO WDB  
**Statement of Functional Expenses - TR - 0202 Contracted Program Cost**  
 From 7/1/2023 Through 9/30/2023  
 (In Whole Numbers)

		Total
Expenditures		
Training		
Cost Reimbursement Billing	60300	762,682
Other Contracted Services	60400	11,840
Day Care Rent	66000	27,214
Total Training		801,736
Total Expenditures		801,736

SELACO WDB  
**Statement of Functional Expenses - TR - 0203 Supportive Services**  
 From 7/1/2023 Through 9/30/2023  
 (In Whole Numbers)

		Total
Expenditures		
Support Services		
Direct Support Payment	65200	13,222
Supportive Services - Training	65201	6,924
Total Support Services		20,146
Total Expenditures		20,146



SELACO WDB  
**Statement of Functional Expenses - TR - 0204 Vendor Training Payments**  
 From 7/1/2023 Through 9/30/2023  
*(In Whole Numbers)*

	Total
Expenditures	
Training	
Vendor Training	120,532
Vendor Training - ETP	75,785
Non-WIOA Training Expenditures	0
Total Expenditures	196,317

SELACO WDB  
**Statement of Functional Expenses - TR - 0205 Work Experience / Skillz Menu Program**  
 From 7/1/2023 Through 9/30/2023  
 (In Whole Numbers)

		Total
Expenditures		
Training		
Wages - WE/Internship	60500	48,046
SS Tax - WE/Internship	60510	2,960
MC Tax - WE/Internship	60520	716
WC - WE/Internship	60530	318
UI ETT Taxes	60540	0
Participant Incentive Payments	65401	695
Total Training		52,735
Total Expenditures		52,735

SELACO WDB  
**Statement of Functional Expenses - TR - 0206 WIOA Career Services**  
From 7/1/2023 Through 9/30/2023  
(In Whole Numbers)

		Core / Basic Services	Intensive / Individualized Services	Follow-Up Services	Total
Expenditures					
Personnel					
Salaries & Wages	50100	85,086	72,684	8,716	166,486
Social Security Tax	50200	6,875	6,137	893	13,905
Medicare Tax	50210	1,608	1,435	209	3,252
Workers Comp - Staff	50220	817	827	118	1,762
Employee Benefits	50300	20,555	15,119	3,060	38,735
Employer 403(B) Contributions	50403	5,084	4,921	638	10,643
Total Personnel		120,025	101,124	13,633	234,782
Non-Personnel					
Mileage	51100	45	99	0	144
Conferences/Staff Development	51200	2,647	2,474	204	5,325
Meeting Expenses	51230	107	92	12	211
Rent	52100	16,628	13,864	1,793	32,284
Telephone	52200	935	574	102	1,611
Furniture/Fixtures	52300	547	0	0	547
Office Equipment	52330	99	91	17	207
Leased Equipment	52350	1,131	675	120	1,926
Repair & Maintenance	52360	325	274	41	640
Outreach/Recruitment	53300	675	0	0	675
Office Supplies	53400	2,078	1,375	223	3,675
Subscriptions/Dues/Memberships	53600	1,737	1,384	209	3,330
Insurance	53900	3,104	2,387	214	5,705
Professional Services	54100	534	389	80	1,003
Total Non-Personnel		30,592	23,678	3,013	57,283
Total Expenditures		150,616	124,802	16,646	292,064

SELACO WDB  
**Statement of Functional Expenses - TR - 0207 Business Services**  
From 7/1/2023 Through 9/30/2023  
(In Whole Numbers)

		Total
Expenditures		
Personnel		
Salaries & Wages	50100	49,238
Social Security Tax	50200	3,893
Medicare Tax	50210	910
Workers Comp - Staff	50220	489
UI & ETT Taxes	50250	60
Employee Benefits	50300	7,804
Employer 403(B) Contributions	50403	1,907
Total Personnel		64,301
Non-Personnel		
Mileage	51100	396
Conferences/Staff Development	51200	2,561
Meeting Expenses	51230	58
Rent	52100	8,131
Telephone	52200	314
Office Equipment	52330	68
Leased Equipment	52350	404
Repair & Maintenance	52360	137
Outreach/Recruitment	53300	976
Office Supplies	53400	937
Subscriptions/Dues/Memberships	53600	970
Insurance	53900	918
Professional Services	54100	209
Total Non-Personnel		16,079
Total Expenditures		80,380

# SELACO WDB

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

From 7/1/2023 through 9/30/2023

	Employment Training Panel	WIOA Youth	WIOA Rapid Response / Lay-Off Aversion	Transitional Subsidized Employment (TSE)	Other Funds	Total
<b>Personnel</b>						
Salaries & Wages	22,735	67,203	18,650	7,172	27,663	143,423
Payroll Taxes/WC	2,268	7,673	2,286	1,064	2,440	15,730
Employee Benefits	4,676	14,170	6,068	2,765	6,661	34,340
Total Personnel	29,679	89,046	27,004	11,000	36,764	193,493
<b>Non - Personnel</b>						
Mileage	0	51	25	0	125	201
Conferences/Staff Development	5,469	1,858	1,187	86	526	9,126
Meeting Expenses	44	68	16	0	16,555	16,683
Rent/Utilities	3,593	11,545	3,246	1,489	25,124	44,998
Telephone	150	438	174	73	1,469	2,305
Furniture/Equipment	97	647	242	161	86	1,233
Repair & Maintenance	42	212	87	16	40	397
Outreach/Recruitment	689	0	0	0	20,154	20,843
Supplies	507	1,575	284	119	2,365	4,849
Subscriptions & Dues	359	1,233	317	105	222	2,236
Insurance	769	1,727	950	311	444	4,202
Consulting	102	332	150	48	113	744
Interest Expense	0		0	0		0
Legal Payments	0	0		0	0	0
Total Non-Personnel	11,819	19,686	6,679	2,408	67,225	107,816
Total Expenditures	41,498	108,731	33,683	13,408	103,989	301,309

SELACO WDB  
**Statement of Functional Expenditures**  
From 7/1/2023 through 9/30/2023

Line Item Description	Current Period Actual	Budget	Budget Variance	Total Budget Remaining (%)
<b>PERSONNEL COSTS</b>				
Salaries/Wages	440,510	2,849,156	2,408,647	84.5%
Payroll Taxes/WC	48,577	260,115	211,538	81.3%
Employee Benefits	113,061	577,627	464,565	80.4%
<b>TOTAL PERSONNEL COSTS</b>	<b>602,148</b>	<b>3,686,898</b>	<b>3,084,750</b>	<b>83.7%</b>
<b>NON-PERSONNEL COSTS</b>				
Mileage	761	10,000	9,239	92.4%
Conference/Staff Development	18,291	243,000	224,709	92.5%
Meeting Expenses	17,017	27,000	9,983	37.0%
Rent/Utilities	98,932	360,794	261,862	72.6%
Telephone	4,800	25,000	20,200	80.8%
Furniture & Equipment	5,520	50,000	44,480	89.0%
Repair & Maintenance	1,440	17,000	15,560	91.5%
Outreach/Recruitment	22,494	75,000	52,506	70.0%
Supplies	10,989	55,000	44,011	80.0%
Subscriptions/Dues/Memberships	12,846	75,000	62,154	82.9%
Insurance	13,285	38,000	24,715	65.0%
Professional Fees	15,321	130,000	114,679	88.2%
Legal Fees	12,644	40,000	27,357	68.4%
Interest Expense/Miscellaneous	375	3,000	2,625	87.5%
<b>TOTAL NON-PERSONNEL COSTS</b>	<b>234,714</b>	<b>1,148,794</b>	<b>914,080</b>	<b>79.6%</b>
<b>TOTAL IN-HOUSE COSTS</b>	<b>836,862</b>	<b>4,835,692</b>	<b>3,998,830</b>	<b>82.7%</b>
<b>TRAINING &amp; SUPPORT SERVICES</b>				
Vendor Training Payments (Classroom/OJT/IWT)				
Employment Training Panel (ETP)	75,785	305,558	229,773	75.2%
LA County - Homeless Initiative (Measure H)	-	14,500	14,500	100.0%
Prison to Employment (P2E)	-	47,700	47,700	100.0%
Regional Equity and Recovery Partnership (R	-	104,900	104,900	100.0%
WIOA Adult	-	805,359	805,359	100.0%
WIOA Dislocated Workers	-	50,000	50,000	100.0%
WIOA Youth	11,817	50,000	38,183	76.4%
Non-WIOA Training Expenditures	-	573,263	573,263	100.0%
Subtotal	87,602	1,951,280	1,863,678	95.5%

SELACO WDB  
**Statement of Functional Expenditures**  
From 7/1/2023 through 9/30/2023

Line Item Description	Current Period Actual	Budget	Budget Variance	Total Budget Remaining (%)
Cost Reimbursements / Contracted Services				
Day Care Pre-School / Renovation	699,498	5,294,607	4,595,109	86.8%
Employment Training Panel (ETP)	-	30,000	30,000	100.0%
LA County - Youth @ Work	24,708	713,024	688,316	96.5%
LA County - Homeless Initiative (Measure H)	-	5,000	5,000	100.0%
Regional Equity and Recovery Partnership (RI)	-	7,500	7,500	100.0%
WIOA ETPL Delegation Services	166	5,000	4,834	96.7%
WIOA Youth	65,690	849,910	784,220	92.3%
WIOA One-Stop Operator	3,031	30,000	26,969	89.9%
WIOA Security Guard	8,643	49,190	40,547	82.4%
Subtotal	801,736	6,984,231	6,231,685	89.2%
Work Experience / Skillz Menu Program				
LA County - Youth @ Work	29,505	37,716	8,211	21.8%
LA County - Homeless Initiative (Measure H)	-	12,750	12,750	100.0%
Prison to Employment (P2E)	-	19,000	19,000	100.0%
Regional Equity and Recovery Partnership (RI)	-	5,000	5,000	100.0%
WIOA Adult	10,753	57,404	46,651	81.3%
WIOA Youth	12,476	225,564	213,088	94.5%
Subtotal	52,735	357,435	304,700	85.2%
Training Supplies				
WIOA Adult	-	4,500	4,500	100.0%
WIOA Dislocated Workers	-	2,000	2,000	100.0%
WIOA Youth	-	3,500	3,500	100.0%
Subtotal	-	10,000	10,000	100.0%
Direct Support Payments				
Gateway Cities' Homeless Employment Prg	919	15,412	14,493	94.0%
LA County - Youth @ Work	686	1,560	874	56.0%
LA County - Homeless Initiative (Measure H)	-	3,250	3,250	100.0%
Prison to Employment (P2E)	-	6,500	6,500	100.0%
Regional Equity and Recovery Partnership (RI)	-	1,000	1,000	100.0%
WIOA Adult	16,466	50,000	33,534	67.1%
WIOA Dislocated Workers	1,295	15,000	13,705	91.4%
WIOA Youth	780	30,000	29,220	97.4%
Subtotal	20,146	122,722	102,576	83.6%
<b>TOTAL TRAINING &amp; SUPPORT SVCS</b>	<b>962,219</b>	<b>9,425,667</b>	<b>8,512,639</b>	<b>90.3%</b>
<b>GRAND TOTAL</b>	<b>1,799,081</b>	<b>14,261,359</b>	<b>12,511,469</b>	<b>87.7%</b>

**SELACO WDB**  
**Balance Sheet**  
September 30, 2023

	Day Care & Day Care Facilities Revolving Funds	Employment Training Panel (ETP)	Transitional Subsidized Employment (TSE)	WIOA Adult	WIOA Dislocated Workers	WIOA Youth	WIOA Rapid Response	Other Grants	General Funds	Pools	Total
<b>Assets</b>											
Cash & Cash Equivalents	3,614,972	69,190	20,532	11,599	2,693	648	17,109	57,084	112,154	(24,655)	3,881,327
Petty Cash	-	-	-	-	-	-	-	-	-	4,000	4,000
Accounts Receivable	-	293,384	-	22,376	-	-	-	86,841	-	-	402,600
Prepaid Expenses	-	-	-	-	-	-	-	-	-	-	-
Deposit	9,100	-	-	-	-	-	-	-	-	20,238	29,338
Due from Other Fund	-	-	-	-	-	(24,797)	-	-	255,842	-	231,044
Fixed Assets	1,005,713	-	-	-	-	-	-	-	-	-	1,005,713
Accumulated Depreciation	(1,005,713)	-	-	-	-	-	-	-	-	-	(1,005,713)
<b>Total Assets</b>	<b>3,624,072</b>	<b>362,574</b>	<b>20,532</b>	<b>33,975</b>	<b>2,693</b>	<b>(24,150)</b>	<b>17,109</b>	<b>143,925</b>	<b>367,996</b>	<b>(417)</b>	<b>4,548,309</b>
<b>Liabilities and Net Assets</b>											
<b>Liabilities</b>											
Accounts Payable	-	256,991	-	98,424	26,373	29,094	-	24,007	-	3,453	438,342
Accrued Expenses	-	-	-	-	-	291	-	-	-	-	291
Due to Department of Education	9,100	-	-	-	-	-	-	-	-	-	9,100
Due to EDD	-	-	-	-	-	-	-	-	-	28,115	28,115
Due to Vendors (ETP)	-	-	-	-	-	-	-	(350)	-	-	(350)
Due to Other Fund	-	117,556	33,634	31,647	-	-	-	73,005	-	(24,797)	231,044
Payroll Clearing	-	-	-	-	-	-	-	-	-	(7,189)	(7,189)
Revenues Received in Advance	3,140,228	92,833	9,368	-	-	(24,797)	-	275	-	-	3,217,908
Suspended Account	-	-	-	-	-	-	-	-	-	-	-
<b>Total Liabilities</b>	<b>3,149,328</b>	<b>467,380</b>	<b>43,002</b>	<b>130,071</b>	<b>26,373</b>	<b>4,587</b>	<b>-</b>	<b>96,937</b>	<b>-</b>	<b>(417)</b>	<b>3,917,262</b>
<b>Net Assets</b>											
Current YTD Net Income	456,491	(97,657)	(39,518)	(96,096)	(23,680)	(28,737)	17,109	(2,235)	(468)	-	185,210
Unrestricted	18,252	(7,149)	17,047	-	-	-	-	49,223	368,464	-	445,837
<b>Total Net Assets</b>	<b>474,743</b>	<b>(104,806)</b>	<b>(22,471)</b>	<b>(96,096)</b>	<b>(23,680)</b>	<b>(28,737)</b>	<b>17,109</b>	<b>46,988</b>	<b>367,996</b>	<b>-</b>	<b>631,048</b>
<b>Total Liabilities and Net Assets</b>	<b>3,624,072</b>	<b>362,574</b>	<b>20,532</b>	<b>33,975</b>	<b>2,693</b>	<b>(24,150)</b>	<b>17,109</b>	<b>143,925</b>	<b>367,996</b>	<b>(417)</b>	<b>4,548,309</b>





# Operations Report

6<sup>TH</sup> REPORT OF PY 2023 – PY 2024

JULY 1, 2023 – DECEMBER 31, 2023

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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.

## SPOTLIGHT

On December 2nd, the SELACO WDB leadership team—Yolanda, Ben, and Corina—attended the Veterans Breakfast hosted by VPAN in the city of Paramount. Also in attendance were former SELACO WDB Policy Board Member Assemblywoman Blanca Pacheco, Council member Hector Sosa, Downey Mayor Claudia Frometa, and former Downey Mayor and veteran champion Rick Rodriguez. The breakfast included a mini resource fair that provided veterans with resources, including SELACO WDB.

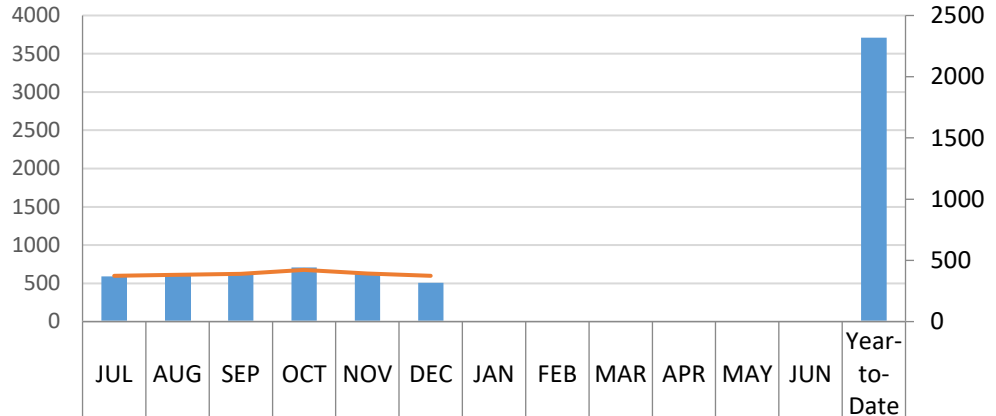


## IN-THE-KNOW WITH SELACO

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

CAREER SERVICES

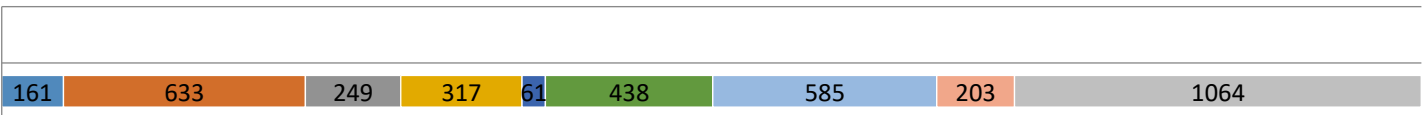
### Customer Visits to AJCC



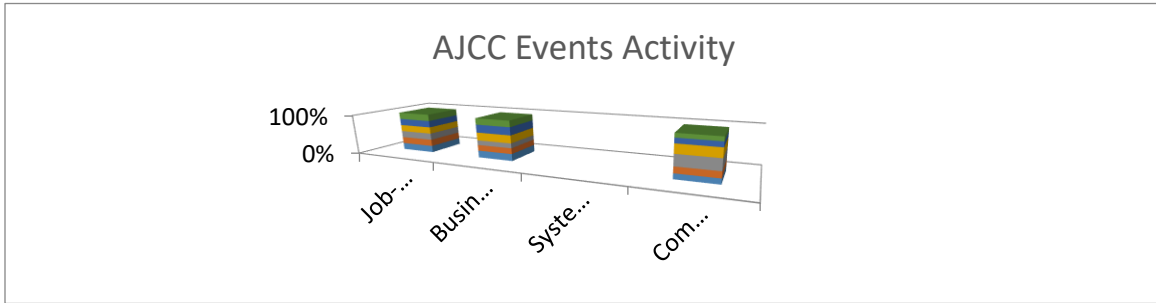
Total Visits	591	640	636	709	629	506							3711
Distinct Customers	374	381	391	422	392	374							2334

### Customer Visits by City

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



## EVENTS



## ADULT JOB SEEKER PROGRAMS

### EVENTS

JOB SEEKER EVENTS	DESCRIPTION
Virtual Job Club	Partnered with Microsoft to host a LinkedIn presentation
Virtual Youth Workshops	Virtual workshops for youth focused on job readiness, job preparation, interview skills, and resume building
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.
BUSINESS & EMPLOYER EVENTS	DESCRIPTION
Paramount City Chamber	Chamber
Tiny Homes Site Tour	Tour
ac West Services	Job Fair
1st Choice Tax and Accounting	Future WEX Sit
Andee's	Future WEX Site
Jack's Mobile Wash	Future WEX Sit
Mujeres En Construction	Future WEX Sit
Sling Shot	Future WEX Sit
Upward Bound House	Future WEX Site
The Garden Casino Recruitment	Recruitment
LAPD recruitment	Recruitment
OUTREACH EVENTS	DESCRIPTION
Boots on Ground – Artesia	Artesia HS/ Faculty Meeting
Boots on Ground – Artesia	ABC Unified College Career Day
Boots on Ground – Artesia	Artesia HS/ Student Union
Boots on Ground – Bellflower	Options for Youth (OFY)
Boots on Gound – Bellflower	Bellflower Car Show
Boots on Ground – Downey	The Whole Child
Boots on Ground – Downey	Logistics Graduation @ LACOE
Boots on Ground – Downey	Regional Job Fair
Boots on Ground – Hawaiian Gardens	City of Hawaiian Gardens
Boots on Ground – Cerritos	Round Table Safety
Boots on Ground – Lakewood	LiUNA – Local 1309
Boots on Ground – Norwalk	City of Hawaiian Gardens
Boots on Ground – Norwalk	Norwalk Homeless Task Force
Boots on Ground – Montebello	LA Causa Youth Build
Boots on Ground – Santa Se Springs	NTMAMCC

## WIOA ADULT

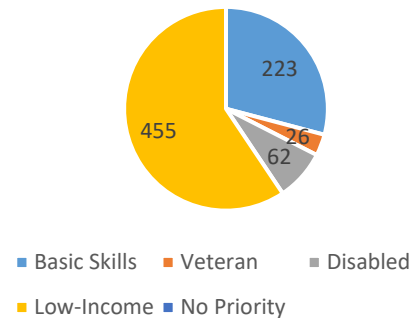
To prepare workers -- particularly individuals with barriers to employment -- for good jobs by providing job search assistance and training. The Adult Program provides an emphasis on serving public assistance recipients, other low-income individuals, and individuals who are low-skilled.

### WIOA PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Negotiated PY 23/24	Q1 PY 23/24	Q2 PY 23/24	Q3 PY 23-24	Q4 PY 23-24
Employed 2 <sup>nd</sup> Quarter after Exit	64.9%	69.4%	71.4%		
Employed 4 <sup>th</sup> Quarter after Exit	61.8%	64.5%	64.5%		
Median Earnings	\$7,400	\$8,481.93	\$8,855.10		
Credential Rate	67.7%	78.3%	79.4%		
Measurable Skill Gain (MSG)	70.0%	76.9%	86.3%		

Activity Breakdown	
Carryover	192
Enrollments	176
Exits	81
Employed at Closure	111
<b>Program Services</b>	
Occupational Skills Training	23
On the Job Training	1
Transitional Jobs	5
Supportive Services	84
Follow-up Services	72

### Priority Population



## WIOA Adult Enrollment by City

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





## WIOA DISLOCATED WORKER (DW)

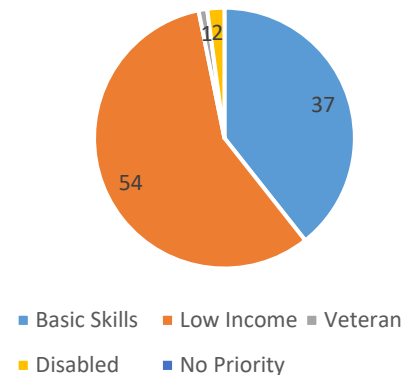
To prepare workers -- particularly individuals recently separated from employment -- for good jobs by providing job search assistance and training. The Dislocated Worker Program provides an emphasis on serving transitioning veterans, homemakers, recently unemployed, and struggling independent business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

### WIOA PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Negotiated PY 23/24	Q1 PY 23/24	Q2 PY 23/24	Q3 PY 23/24	Q4 PY 23/24
Employed 2 <sup>nd</sup> Quarter after Exit	68.2%	83.3%	80.0%		
Employed 4 <sup>th</sup> Quarter after Exit	67.0%	81.5%	83.3%		
Median Earnings	\$8,600	\$10,703.16	\$10,772.54		
Credential Rate	79.2%	81.2%	78.4%		
Measurable Skill Gain	70.0%	82.6%	90.9%		

Activity Breakdown	
Carryover	29
Enrollments	24
Exits	4
Employed at Closure	15
<b>Program Services</b>	
Occupational Skills Training	9
On the Job Training	0
Supportive Services	19
Follow-up Services	9

Priority Population



## 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 22/23	Allocations	Goal	Actual
Projected Enrollments	23	23	14
Exit and Follow-up 6 Months After Exit	23	23	29

Carryover
54

### TSE WEX PLACEMENT BY CITY

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



## WIOA YOUTH SELACO

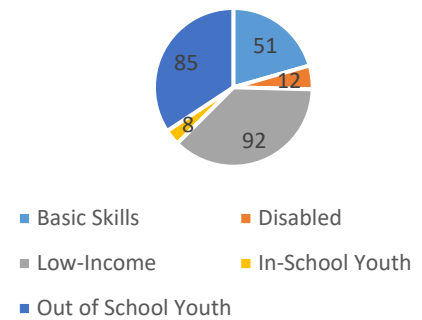
To prepare youth (ages 14-24) with barriers to employment – for good jobs by providing career exploration and training. The Youth Program provides an emphasis on serving public assistance recipients, other low-income individuals, basic skills deficient, pregnant or parenting young, foster youth, and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

### WIOA PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Negotiated PY 23/24	Q1 PY 23/24	Q2 PY 23/24	Q3 PY 23/24	Q4 PY 23/24
Employed or Placed in Education 2 <sup>nd</sup> QT after Exit	68.7%	69.2%	69.0%		
Employed or Placed in Education 4 <sup>th</sup> QT after Exit	73.0%	76.6%	76.3%		
Median Wage	\$4,150	\$6,930.65	\$6,861.37		
Credential Rate	69.0%	50.0%	61.5%		
Measurable Skills Gain	67.0%	38.2%	30.6%		

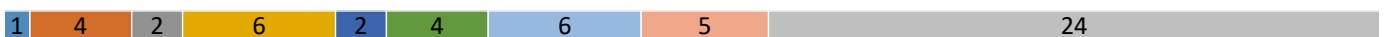
Out-of-School Activity Breakdown	Actual
Carryover	22
Enrollments	54
Exits	8
Employed at Closure	15
<b>Program Services</b>	
Occupational Skills Training	8
Enrolled in Secondary Education	0
Work Experience	12
Supportive Services	13
Follow-up Services	14

### Priority Population



## WIOA Youth Enrollment By City

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



## WIOA YOUTH ABC

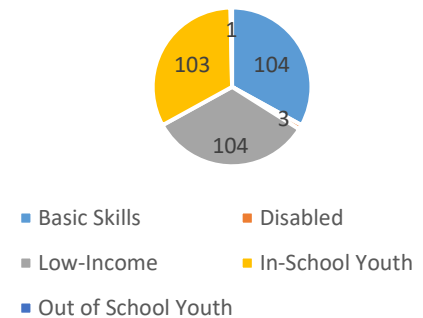
To prepare youth (ages 17-21) with barriers to employment – for good jobs by providing career exploration and training. The Youth Program provides an emphasis on serving public assistance recipients, other low-income individuals, basic skills deficient, pregnant or parenting young, foster youth, and youth with additional barriers to employment.

### WIOA PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Negotiated PY 23/24	Q1 PY 23/24	Q2 PY 23/24	Q3 PY 23/24	Q4 PY 23/24
Employed or Placed in Education 2 <sup>nd</sup> QT after Exit	68.7%	83.3%	94.4%		
Employed or Placed in Education 4 <sup>th</sup> QT after Exit	73.0%	0.0%	100.0%		
Median Wage	\$4,150	\$1,390.00	\$4,669.33		
Credential Rate	69.0%	0.0%	0.0%		
Measurable Skills Gain	67.0%	57.2%	43.3%		

In-School Activity Breakdown	Actual
Carryover	10
Enrollments ABC	55
Exits	17
Employed at Closure	0
<b>Program Services</b>	
Enrolled in Secondary Education	0
Work Experience	39
Supportive Services	38
Follow-up Services	0

### 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		Foster		JJCPA		Other Under Served Youth (OUSY)		System Involved Youth (SIY)		TOTAL	
	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual
City of Hawaiian Gardens	12	5	N/A	N/A	0	0	39	33	10	8	61	46
Artesia	N/A	N/A	N/A	N/A	N/A	N/A	10	0	10	0	20	0
DAS	N/A	N/A	N/A	N/A	N/A	N/A	4	0	4	0	20	0
ABCUSD	18	14	1	0	N/A	N/A	39	39	10	10	68	63
SELACO	8	7	12	14	6	0	11	12	6	7	43	40

Progress	CalWORKS	Foster	JJCPA	OUSY	SIY	Total
Enrollments	26	14	0	84	25	149
Exits	0	4	0	2	1	7

## Youth@Work Enrollment by City

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



## BRIDGE TO WORK

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

### BRIDGE TO WORK PERFORMANCE INDICATORS PER QUARTER

B2W Projected Goals	Goal	Actual
Projected Enrollments	8	3
Exits	8	4

PY22-23 Carryover
3

### Bridge to Work Enrollment by City

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

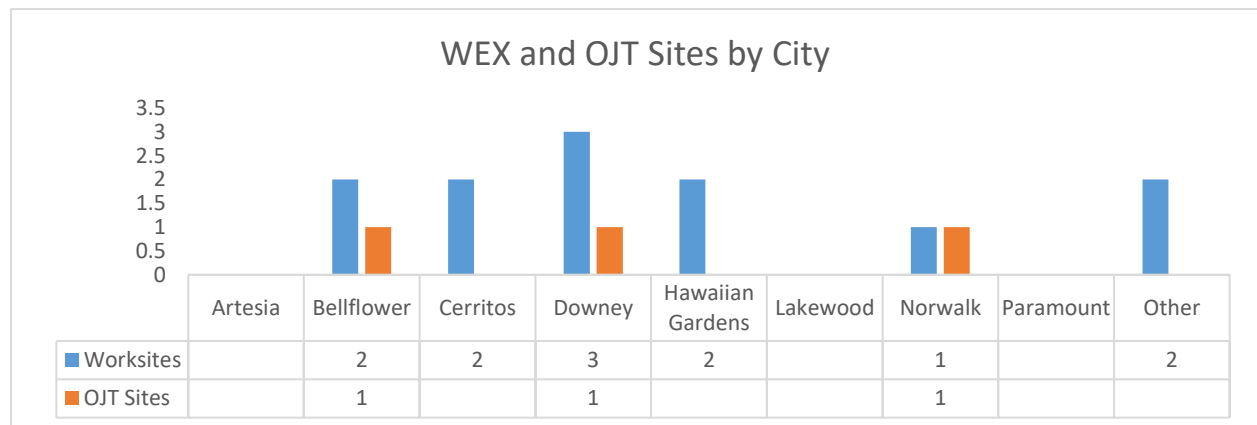


## BUSINESS SERVICES

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

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

Activity Breakdown	
Job Fairs/ Special Recruitments	7
Job Development	23
Resume Referral	11
Candidate Pre-screening	51
Employer Networking	148
Referral to Community Services	49
Tax Credit Program Awareness	43
Rapid Response	0
Lay-off Aversion	0
<b>Total</b>	<b>332</b>



## 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-23-0132 (Contract Term: 2022-2024)		
	Planned	Actual
Enrollments	433	429
Completions	433	425
Retention	408	423



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: Liz Quintanilla Phone Number: (562) 926-2427	47	31
<b>Artesia Child Development Center</b> 18730 Clarkdale Avenue, Artesia, CA 90701 Center Director: Malajat Raja Phone Number: (562) 653-0290	57	52
<b>Bellflower Child Development Center</b> 447 Flower Street, Bellflower, CA 90706 Center Director: Regina Mayo Phone Number: (562) 804-7990	57	38
<b>Bellflower II Child Development Center</b> 14523 Bellflower Blvd., Bellflower, CA 90706 Phone Number: (562) 867-8399	76	65
<b>Lakewood Child Development Center</b> 5225-A Hayter Avenue, Lakewood, CA 90712 Center Director: Maria Navarro Phone Number: (562) 531-9440	59	42
<b>Maywood Child Development Center</b> 4803 58 <sup>th</sup> Street, Maywood, CA 90270 Center Director: Silvia Guzman Phone Number: (323) 560-5656	54	52
<b>Norwalk Child Development Center</b> 14000 San Antonio Drive, Norwalk, CA 90650 Center Director: Silvia Guzman Phone Number: (562) 864-1958 ++0	26	27
<b>Total</b>	376	308

## COUNCIL OF GOVERNMENTS (COG) - HOMELESS EMPLOYMENT PROGRAM

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

The role of each partner:

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

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

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

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

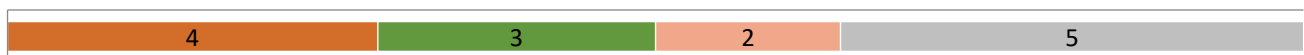
Referral Activity		
	Planned	Actual
Referrals to SHARE	N/A	11
Referrals from SHARE	N/A	11
Enrollments resulting from SHARE referrals	50	14

Enrollment Activity		
	Planned	Actual
Attended a Job Search Workshop	20	0
Completed Individual Service Plan	50	11
Internships	8	0
Secured Part-time Employment	3	4
Secured Full-time Employment	28	4
Retained Employment (3-months)	23	8
Increased wages	40	0

PY22-23 Carryovers
17

## 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

Contract Term April 18, 2023 – October 31, 2025

### RERP PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Planned	Actual
New Enrollment	35	9
Individuals in Training	35	7
Individuals Completed Training	30	7
Attained Industry Recognized Certificate or Credential	30	7
Employment Obtained	30	1

### 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.

Contract Term April 4, 2023 – December 31, 2025

### P2E INITIATIVE PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Planned	Actual
New Enrollment	26	6
Individuals in Training	9	0
Individuals Completed Training	8	0
Attained Industry Recognized Certificate or Credential	8	0
Placement in Postsecondary Education	1	0
Placement in State Approved Apprenticeship	3	0
Employment	16	1

### P2E 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



# Operations Report

3<sup>RD</sup> REPORT OF PY 2023 – PY 2024

JULY 1, 2023 – SEPTEMBER 30, 2023

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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.



## SPOTLIGHT

The "**Boots on the Ground**" initiative was designed to give Career Services staff an opportunity to meet potential customers in our eight cities. Our Boots on Ground locations include ABC Adult School in Cerritos, Downey Adult School, Paramount Adult School, The Whole Child in Downey and the C. Robert Lee Activity Center in Hawaiian Gardens. We look forward to also building a presence at the Norwalk Arts and Sports Complex and developing new stations in Artesia, Bellflower, and Lakewood

SELACO WDB staff members Deborah Gonzalez, CDSII and Stefany Morales, CDSI have stationed themselves at the Paramount Adult School on Tuesday mornings to offer information about WIOA services to students interested in no-cost employment assistance.



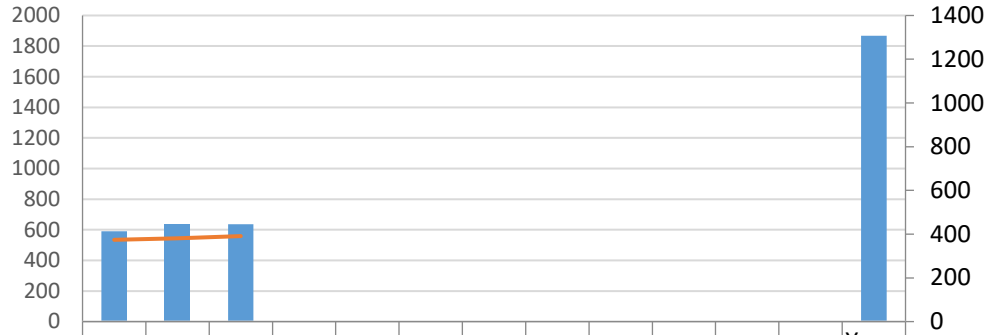
Renee Galvan-Padilla, CDSII is available to meet with anyone interested in learning about the Cerritos AJCC and SELACO WDB employment services. Meet Renee at the C. Robert Lee Activity Center in Hawaiian Gardens every Monday and Wednesday.

## IN-THE-KNOW WITH SELACO

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

CAREER SERVICES

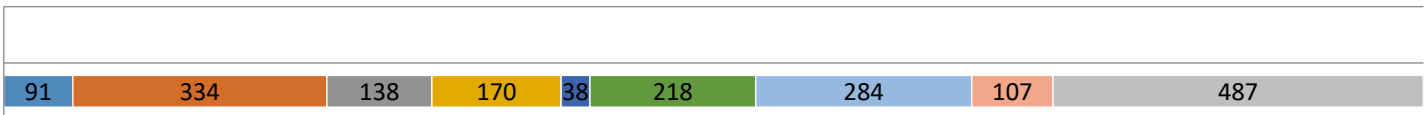
### Customer Visits to AJCC



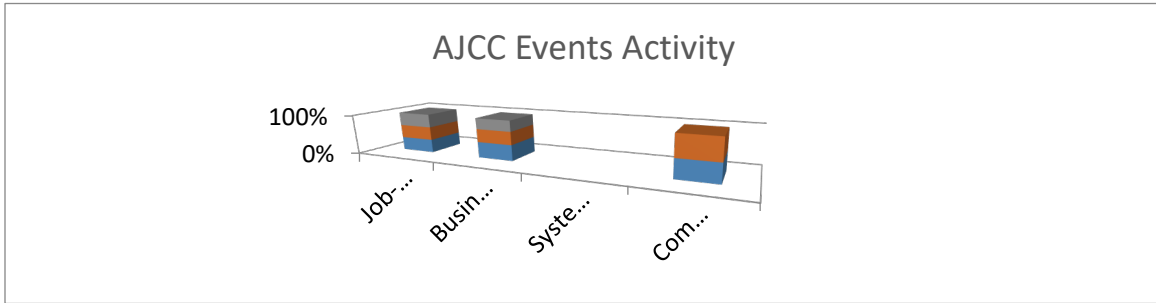
Total Visits	591	640	636													1867
Distinct Customers	374	381	391													1146

### Customer Visits by City

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



## EVENTS



## ADULT JOB SEEKER PROGRAMS

### EVENTS

JOB SEEKER EVENTS	DESCRIPTION
Virtual Job Club	Partnered with Microsoft to host a LinkedIn presentation
Virtual Youth Workshops	Virtual workshops for youth focused on job readiness, job preparation, interview skills, and resume building
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.
BUSINESS & EMPLOYER EVENTS	DESCRIPTION
Ribbon Cutting - Polytechnique Office	Ribbon Cutting
Bellflower Chamber Mixer	Networking Event
Enagic Water	Ribbon Cutting
ServPro	Job Fair
Selaco 40th	40th Anniversary
Cerritos Job Fair	Job Fair
Business advisory meeting	Career pathways meeting
American Family Housing Recruitment	Recruitment
Artesia Town Hall Meeting & Resource Fair	Resource Fair
LAPD Recruitment	Recruitment
SELACO 40th Anniversary Celebration	Anniversary
OUTREACH EVENTS	DESCRIPTION
Boots on Ground – Artesia	National Night Out
Boots on Ground – Artesia	Artesia Labor Day Community BBQ
Boots on Ground – Artesia	Town Hall/ Resource Fair
Boots on Ground – Bellflower	Bellflower/HS Student Union
Boots on Ground – Downey	Learn4Life/ Assurance Learning Back to School Night
Boots on Ground – Downey	The Whole Child
Boots on Ground – Hawaiian Gardens	HG Pow Wow
Boots on Ground – Hawaiian Gardens	Teen Center
Boots On Ground – Lakewood	Del Valle Park-concert in the park
Boots on Ground – Lakewood	Lakewood Mall Job Fair
Boots on Ground – Norwalk	Round Table Safety
Boots on Ground – Norwalk	Homeless Task Force
Boots on Ground – Paramount	Paramount Adult School
Goodwill Long Beach	Goodwill Awards/Fundraiser
Whittier First Day Community BBQ	Whittier First Day Coalition

## WIOA ADULT

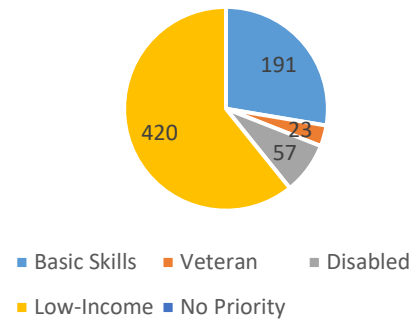
To prepare workers -- particularly individuals with barriers to employment -- for good jobs by providing job search assistance and training. The Adult Program provides an emphasis on serving public assistance recipients, other low-income individuals, and individuals who are low-skilled.

### WIOA PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Negotiated PY 23/24	Q1 PY 23/24	Q2 PY 23/24	Q3 PY 23-24	Q4 PY 23-24
Employed 2 <sup>nd</sup> Quarter after Exit	64.9%	69.4%			
Employed 4 <sup>th</sup> Quarter after Exit	61.8%	64.5%			
Median Earnings	\$7,400	\$8,481.93			
Credential Rate	67.7%	78.3%			
Measurable Skill Gain (MSG)	70.0%	76.9%			

Activity Breakdown	
Carryover	192
Enrollments	85
Exits	7
Employed at Closure	15
<b>Program Services</b>	
Occupational Skills Training	10
On the Job Training	1
Transitional Jobs	1
Supportive Services	49
Follow-up Services	57

### Priority Population



## WIOA Adult Enrollment by City

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



## WIOA DISLOCATED WORKER (DW)

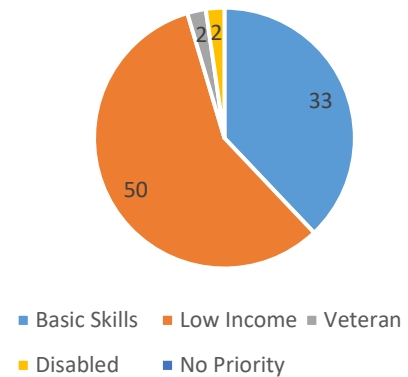
To prepare workers -- particularly individuals recently separated from employment -- for good jobs by providing job search assistance and training. The Dislocated Worker Program provides an emphasis on serving transitioning veterans, homemakers, recently unemployed, and struggling independent business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

### WIOA PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Negotiated PY 23/24	Q1 PY 23/24	Q2 PY 23/24	Q3 PY 23/24	Q4 PY 23/24
Employed 2 <sup>nd</sup> Quarter after Exit	68.2%	83.3%			
Employed 4 <sup>th</sup> Quarter after Exit	67.0%	81.5%			
Median Earnings	\$8,600	\$10,703.16			
Credential Rate	79.2%	81.2%			
Measurable Skill Gain	70.0%	82.6%			

Activity Breakdown	
Carryover	29
Enrollments	12
Exits	1
Employed at Closure	0
<b>Program Services</b>	
Occupational Skills Training	4
On the Job Training	0
Supportive Services	12
Follow-up Services	3

Priority Population



## 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 22/23	Allocations	Goal	Actual
Projected Enrollments	23	23	3
Active WEX Enrollments	23	23	
Exit and Follow-up 6 Months After Exit	23	23	

Carryover
63

## TSE WEX PLACEMENT BY CITY

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



## WIOA YOUTH SELACO

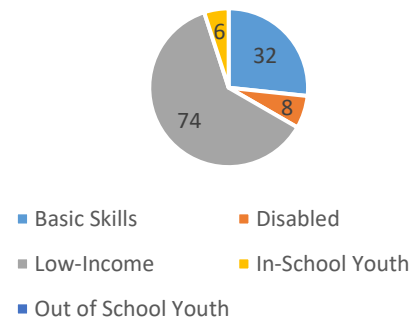
To prepare youth (ages 14-24) with barriers to employment – for good jobs by providing career exploration and training. The Youth Program provides an emphasis on serving public assistance recipients, other low-income individuals, basic skills deficient, pregnant or parenting young, foster youth, and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

### WIOA PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Negotiated PY 23/24	Q1 PY 23/24	Q2 PY 23/24	Q3 PY 23/24	Q4 PY 23/24
Employed or Placed in Education 2 <sup>nd</sup> QT after Exit	68.7%	69.2%			
Employed or Placed in Education 4 <sup>th</sup> QT after Exit	73.0%	76.6%			
Median Wage	\$4,150	\$6,930.65			
Credential Rate	69.0%	50.0%			
Measurable Skills Gain	67.0%	38.2%			

Out-of-School Activity Breakdown	Actual
Carryover	22
Enrollments	26
Exits	1
Employed at Closure	2
<b>Program Services</b>	
Occupational Skills Training	2
Enrolled in Secondary Education	0
Work Experience	5
Supportive Services	3
Follow-up Services	13

### Priority Population



## WIOA Youth Enrollment By City

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





## WIOA YOUTH ABC

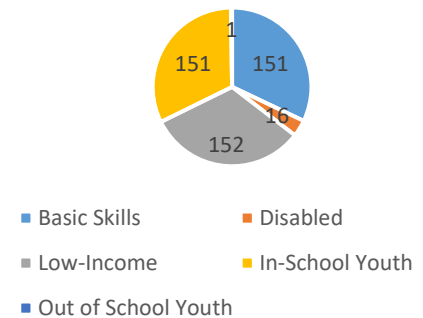
To prepare youth (ages 17-21) with barriers to employment – for good jobs by providing career exploration and training. The Youth Program provides an emphasis on serving public assistance recipients, other low-income individuals, basic skills deficient, pregnant or parenting young, foster youth, and youth with additional barriers to employment.

### WIOA PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Negotiated PY 23/24	Q1 PY 23/24	Q2 PY 23/24	Q3 PY 23/24	Q4 PY 23/24
Employed or Placed in Education 2 <sup>nd</sup> QT after Exit	68.7%	83.3%			
Employed or Placed in Education 4 <sup>th</sup> QT after Exit	73.0%	0.0%			
Median Wage	\$4,150	\$1,390.00			
Credential Rate	69.0%	0.0%			
Measurable Skills Gain	67.0%	57.2%			

In-School Activity Breakdown	Actual
Carryover	10
Enrollments ABC	55
Exits	16
Employed 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



## 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		Foster		JJCPA		Other Under Served Youth (OUSY)		System Involved Youth (SIY)		TOTAL	
	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual
City of Hawaiian Gardens	17	2	N/A	N/A	6	0	39	11	10	2	72	15
Artesia	N/A	N/A	N/A	N/A	N/A	N/A	10	0	10	0	20	0
DAS	N/A	N/A	N/A	N/A	N/A	N/A	10	0	10	0	20	0
ABCUSD	18	11	2	0	N/A	N/A	39	40	10	10	72	61
SELACO	3	7	10	12	N/A	N/A	5	11	4	4	22	34

Progress	CalWORKS	Foster	JJCPA	OUSY	SIY	Total
Enrollments	20	12	0	62	16	110
Exits	0	0	0	0	0	0

## Youth@Work Enrollment by City

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



## BRIDGE TO WORK

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

### BRIDGE TO WORK PERFORMANCE INDICATORS PER QUARTER

B2W Projected Goals	Goal	Actual
Projected Enrollments	8	0
Active WEX Enrollments	8	0
Exits	8	0

PY22-23 Carryover
4

## Bridge to Work Enrollment by City

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

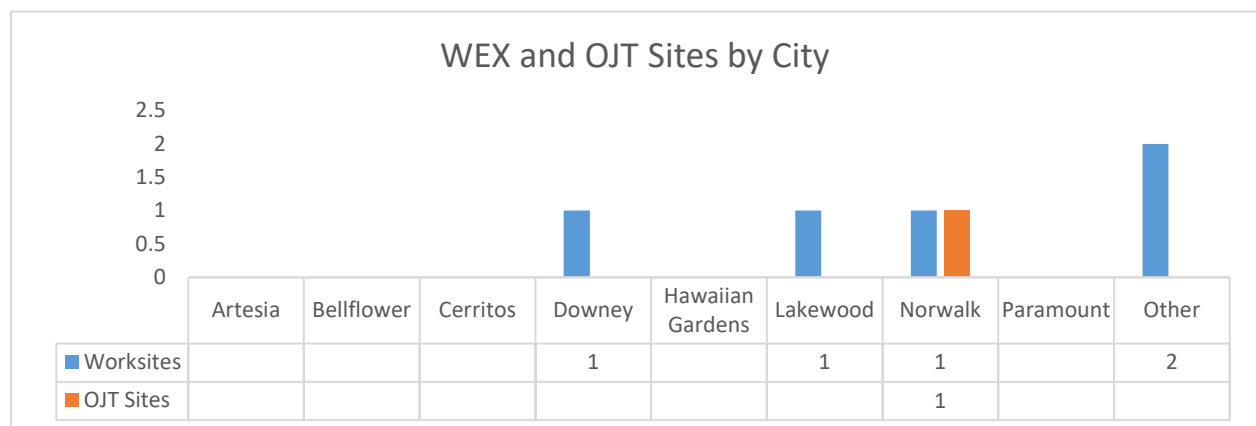


## BUSINESS SERVICES

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

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

Activity Breakdown	
Job Fairs/ Special Recruitments	4
Job Development	23
Resume Referral	10
Employer Networking	70
Referral to Community Services	27
Tax Credit Program Awareness	20
Rapid Response	0
Lay-off Aversion	0
Total	164



## 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-23-0132 (Contract Term: 2022-2024)		
	Planned	Actual
Enrollments	433	425
Completions	433	388
Retention	408	199

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: Liz Quintanilla Phone Number: (562) 926-2427	47	34
<b>Artesia Child Development Center</b> 18730 Clarkdale Avenue, Artesia, CA 90701 Center Director: Malajat Raja Phone Number: (562) 653-0290	57	55
<b>Bellflower Child Development Center</b> 447 Flower Street, Bellflower, CA 90706 Center Director: Regina Mayo Phone Number: (562) 804-7990	57	38
<b>Bellflower II Child Development Center</b> 14523 Bellflower Blvd., Bellflower, CA 90706 Phone Number: (562) 867-8399	76	65
<b>Lakewood Child Development Center</b> 5225-A Hayter Avenue, Lakewood, CA 90712 Center Director: Maria Navarro Phone Number: (562) 531-9440	59	45
<b>Maywood Child Development Center</b> 4803 58 <sup>th</sup> Street, Maywood, CA 90270 Center Director: Silvia Guzman Phone Number: (323) 560-5656	54	48
<b>Norwalk Child Development Center</b> 14000 San Antonio Drive, Norwalk, CA 90650 Center Director: Silvia Guzman Phone Number: (562) 864-1958	26	26
<b>Total</b>	<b>375</b>	<b>311</b>

## COUNCIL OF GOVERNMENTS (COG) - HOMELESS EMPLOYMENT PROGRAM

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

The role of each partner:

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

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

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

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

Referral Activity		
	Planned	Actual
Referrals to SHARE	N/A	7
Referrals from SHARE	N/A	7
Enrollments resulting from SHARE referrals	50	6

Enrollment Activity		
	Planned	Actual
Attended a Job Search Workshop	20	0
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

PY22-23 Carryovers
17

### 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

Contract Term April 18, 2023 – October 31, 2025

### HOMELESS INITIATIVE PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Planned	Actual
New Enrollment	35	7
Individuals in Training	35	7
Individuals Completed Training	30	0
Attained Industry Recognized Certificate or Credential	30	0
Employment Obtained	30	0

### 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.

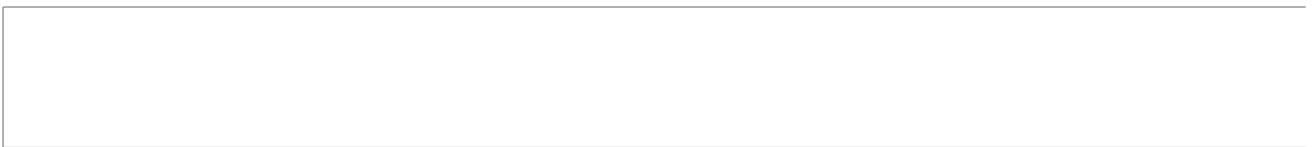
Contract Term April 4, 2023 – December 31, 2025

### HOMELESS INITIATIVE PERFORMANCE INDICATORS PER QUARTER

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

## P2E Enrollment by City

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




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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 25, 2024  
**TO:** SELACO WDB Board of Directors  
**FROM:** Yolanda L Castro, Executive Director   
**RE:** Ratify the Executive Committee's Approved Action Item from the November 28, 2023, Executive Committee Meeting

---

The item listed below was submitted for approval at the November 28, 2023, Executive Committee Meeting.

**Action Required:**

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


- 1) Board Resolution for California Department of Education PY 2024-2025



## MEMORANDUM

**DATE:** November 28, 2023

**TO:** SELACO WDB Executive Committee

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

**RE:** Board Resolution for California Department of Education PY 2024-2025

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As of 2001, the Southeast Los Angeles County Workforce Development Board (SELACO WDB), has received funding from the California Department of Education (DOE) to support the operation of child development programs throughout the SELACO WDB region. Over the last 20 years, SELACO WDB, in partnership with Quality Children Services (QCS) has successfully met the service delivery requirements resulting in continuous funding from DOE. The project has operated successfully since its implementation with centers located in Artesia, Bellflower, Norwalk, Lakewood, and Maywood.

Since the execution of the original contract between the SELACO WDB and the DOE, it has been the practice by DOE to issue extensions and budget amendments to the original grant for continued and uninterrupted delivery of services by way of a Continued Funding Application (CFA). In addition to the CFA, it is a requirement to provide a Board Resolution and a delegation of authority as part of the automatic renewal process. The Board Resolution must be current, and specifically must state the intent is to renew the current PY 2024–2025 California State Preschool Program contract.

It is the intent to fully execute a CFA with QCS as the service provider, and the SELACO WDB as the grant administrator. Following the current practice of processing contract amendments and extensions, the QCS and SELACO WDB Compliance Departments have prepared and submitted the necessary paperwork to secure the continued funding. Pending is the Board Resolution. Upon receipt of the resolution, DOE will initiate the process of establishing a new contract.

As we prepare for the next round of funding, and based on current requirements we anticipate staff may be required to present approval from the board to accept current funding adjustments and all future allocations of funds per Program Year rather than by a blanket approval for all future funding.

**Action Required:**

1. Adopt the resolution to certify the approval of the Board to enter into the transaction with the California Department of Education for the purpose of providing childcare and development services for PY 2024-2025.
2. Authorize the Executive Director to sign contract documents for Fiscal Year 2024–2025, the Continuing Funding Application, and all related contract documents.

**RESOLUTION AUTHORIZING CONTINUED FUNDING APPLICATION**

This resolution is adopted to certify approval of the Governing Board to submit the Continued Funding Application (CFA) to the California Department of Education (CDE). If the CFA is approved by the CDE, the agency’s current California State Preschool Program contract and Prekindergarten and Family Literacy Support contract, if applicable, will be automatically renewed for fiscal year (FY) 2024–2025. This resolution further authorizes the designated representative(s) below to sign the CFA and all related FY 2024–2025 contract documents.

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RESOLUTION

BE IT RESOLVED that the Governing Board of  
          Southeast Los Angeles County Workforce Development Board (SELACO WDB)          

authorizes that the person/s listed below, is/are authorized to sign the FY 2024–2025 CFA and all related contract documents for the Governing Board.

NAME/S OF AUTHORIZED REPRESENTATIVE/S	TITLE/S
Yolanda L. Castro	Executive Director

PASSED AND ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_ (month year), by the Governing Board of \_\_\_\_\_ of \_\_\_\_\_ County, in the State of California.

I, \_\_\_\_\_, Chair of the Governing Board of \_\_\_\_\_, of \_\_\_\_\_ County, in the State of California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

\_\_\_\_\_  
(Board Chair Signature)


\_\_\_\_\_  
(Date)



## MEMORANDUM

**DATE:** January 25, 2024

**TO:** SELACO WDB Board of Directors

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

**RE:** La Causa Youth Build MOU

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On December 19, 2023, the Southeast Los Angeles County (SELACO) Policy Board reviewed and approved the attached LA Causa Youth Build Memorandum of Understanding (MOU). This item comes to the Southeast Los Angeles County Workforce Development Board (SELACO WDB) Board for your review and approval.

To establish a high-quality America's Job Center of California (AJCC) delivery system and enhance collaboration among partner programs, Workforce Innovation and Opportunity Act (WIOA) requires Local Boards to develop Memorandum of Understandings (MOUs) with AJCC required partners within their Local Workforce Development Area (Local Area).

Per Directive WSD-18-12, the Southeast Los Angeles County Workforce Development Board (SELACO WDB) completed its MOU and Infrastructure Funding Agreement (IFA) review/negotiation process with the required partners in the SELACO WDB local area to meet the three-year MOU review requirement and annual IFA review. The current SELACO WDB's WIOA Partner MOUs have an effective date of July 1, 2022, through June 30, 2025.

On August of PY 2022, the MOU with Field of Dreams who met the WIOA Youth Build Partner component was terminated due to Field of Dreams' permanent closure. Since then, the SELACO WDB has been actively reaching out to other Youth Build partners to establish access to Youth Build services. The outreach efforts resulted in an MOU negotiation with La Causa Youth Build. The MOU with La Causa Youth Build meets SELACO WDB's required access to Youth Build services, and it also provides the opportunity to provide WIOA workforce services to La Causa Youth Build participants.

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

### **Action Required:**

Review, approve and sign the MOU between the SELACO WDB and La Causa Youth Build.



**Workforce Innovation and Opportunity Act  
One-Stop Delivery System Memorandum of Understanding  
between  
Southeast Los Angeles County Workforce Development Board  
and  
Los Angeles Communities Advocating for Unity, Social Justice, and Action,  
Inc.**

**1. Purpose**

Pursuant to the federal Workforce Innovation and Opportunity Act (PL 113-128), this Memorandum of Understanding (MOU) is entered into between the Workforce Development Corporation of Southeast Los Angeles County, Inc. (dba Southeast Los Angeles County Workforce Development Board) and Los Angeles Communities Advocating for Unity, Social Justice, and Action, Inc., an affiliate of YouthBuild USA herein LA CAUSA, Inc. YouthBuild

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

Customer-Centered: Leveraging a wide range of strategies within an integrated service delivery environment, the local AJCCs are intensively focused on evaluating and responding to the needs, preferences, desires and circumstances of all customers using the system.

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

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

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

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

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



- Expand the use of work-based learning models to create additional skills development and employment opportunities for all workers and align work-based learning strategies with career pathway strategies.
- Continue to build strong linkages to registered apprenticeship programs and fully integrate these programs in the one-stop and WIA Youth Program delivery systems.

Support from LA CAUSA, Inc. and all other AJCC partners is critical to the system's ability to achieve these goals.

#### **4. Parties**

The parties to this MOU are:

***Southeast Los Angeles County Workforce Development Board***  
 10900 East 183rd Street, Suite 392, Cerritos, CA 90703  
 (562) 402-9336  
 www.selaco.com

***LA CAUSA, Inc.***  
 110 South Garfield Avenue, Montebello, CA  
 (323) 887-2500  
 www.lacausainc.org

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

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

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

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

***Attachment B*** summarizes the specific shared services provided by LA CAUSA, Inc. in partnership with the SELACO WDB and the full range of AJCC partners.

#### **6. Responsibility of AJCC Partners**

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

- Continuous partnership building.
- Continuous planning in response to state and federal requirements.
- Responsiveness to local and economic conditions, including employer needs.
- Adherence to common data collection and reporting needs.

In addition, LA CAUSA, Inc. agrees to:

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

## **7. Funding of Services and Operating Costs**

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

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

LA CAUSA, Inc. will ensure that shared costs are reconciled and updated annually, according to State policy.

## **8. Methods for Referring Customers**

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

LA CAUSA, Inc. and system partners are committed to ensuring that intake and referral processes are customer-centered and provided by staff trained in effective customer service techniques. Partners will ensure that general information regarding AJCC programs, services, activities and resources are made available to all customers as appropriate. Customer referrals will be made through the cross training of AJCC staff and use of real-time technology, LA CAUSA, Inc. agrees to provide other AJCC partner staff



access to meaningful information on services needed by customers.

Attachment B provides a summary of how LA CAUSA, Inc. will support shared service delivery, including referrals of customers.

## **9. Access for Individuals with Barriers to Employment**

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

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

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

## **10. Shared Technology and System Security**

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

To support the use of technology, LA CAUSA, Inc. agrees to:

- Comply with the applicable provisions of WIOA, Welfare and Institutions Code, California Education Code, Rehabilitation Act, and any other appropriate statutes or requirements.

- Adhere to the principles of common reporting and shared information through electronic mechanisms, including shared technology.
- Commit to share information to the greatest extent allowable under its governing legislation and confidentiality requirements.
- Maintain all records of the AJCC customers or partners (e.g. applications, eligibility and referral records, or any other individual records related to services provided under this MOU) in the strictest confidence, and use them solely for purposes directly related to such services.
- Develop technological enhancements that allow interfaces of common information needs, as appropriate.
- Acknowledge that system security provisions shall be agreed upon by all partners.

## **11. Confidentiality**

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

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

## **12. Non-Discrimination and Equal Opportunity**

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



Section 12990) and related, applicable regulations.

The AJCC partner will assure compliance with the Americans with Disabilities Act of 1990 and its amendments, which prohibits discrimination on the basis of disability, as well as other applicable regulations and guidelines issued pursuant to the Americans with Disabilities Act.

### **13. Grievances and Complaints Procedure**

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

### **14. American's with Disabilities Act and Amendments Compliance**

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

### **15. Effective Dates and Term of MOU**

This MOU shall be binding upon each party hereto upon execution by such party. The term of this MOU shall be three years, commencing on 11/1/2023, and expiring on 6/30/2025. The MOU will be reviewed every three years or more frequently to identify any substantial changes that have occurred.

### **16. Modifications and Revisions**

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

### **17. Termination**

The parties understand that implementation of the AJCC system is dependent on the good faith effort of every partner to work together to improve services to the community. The parties also agree that this is a project where different ways of working together and providing services are being tested and evaluated. In the event that it becomes necessary

for one or more parties to cease being a part of this this MOU, said entity shall notify the other parties, in writing, 30 days in advance of that intention.

## **18. Administrative and Operations Management Sections**

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

### **Dispute Resolution**

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

### **Press Releases and Communications**

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

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

### **Hold Harmless/Indemnification/Liability**

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

## **19. Attachments**

The following attachments are included in this MOU:



Attachment A: One-Stop System Services

Attachment B: LA CAUSA, Inc. – Shared System Services

Attachment C: Cost Sharing Agreement

Attachment D: One-Stop System Map

Attachment E: WIOA AJCC Required Regional Partners: Roles of Providers per WIOA

**20. Authority and Signatures**

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


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

Larry Wehage		
Name	Signature	Date

***SELACO WDB Policy Board of Elected Officials***

Jeff Wood		
Name	Signature	Date

***LA CAUSA, Inc. YouthBuild – YouthBuild Charter School***

Virginia Reyes		11.7.2023
Name	Signature	Date

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

**One-Stop System Services**

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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



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

**LA CAUSA, Inc. - Shared System Services**

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

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

The following information summarizes LA CAUSA, Inc.'s role within the AJCC system:

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

**Sharing System Design and Access**

With regard to system design and access, LA CAUSA, Inc. and SELACO WDB agreed to use of the following terms to characterize the participation of LA CAUSA, Inc. within the local AJCC system:

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

LA CAUSA, Inc. will be present and participate in the system through "Clicks" and "Connect". "Clicks" participation will support the active training of LA CAUSA, Inc. staff in the

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

LA CAUSA, Inc. will "connect" with AJCC partners by providing training on the process of direct referral.

## **Sharing System Services**

LA CAUSA, Inc.'s role in the coordinated delivery of AJCC services will include the following services and participation.

### **1. Outreach**

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

### **2. Intake**

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

### **3. Orientation**

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

### **4. Initial Assessment**

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

### **5. Use of Logo**

LA CAUSA, Inc. agrees to allow the use of its logo in AJCC promotional materials, including the planned orientation video.



## **Sharing Customers**

SELACO WDB and LA CAUSA, Inc. have reached an agreement to utilize the “CalJOBS On-Ramp Referral Process” for making customer referrals. The LA CAUSA, Inc. and SELACO per this MOU will continue an electronic referral process and implementation of consent forms. The parties to this MOU will follow a referral process where LA CAUSA, Inc. refers to the AJCC through a shared online calendar hosted by the State’s Labor Exchange System, CalJOBS. Through the SELACO WDB “CalJOBS on-ramp” LA CAUSA, Inc. staff will be granted staff access to the CalJOBS system under “Partner Program privileges”. LA CAUSA, Inc. Staff will create an appointment for an AJCC orientation and intake appointment for their customers directly on the CalJOBS calendar. When making the appointment, they will identify customers to AJCC staff as YouthBuild participants. When a referred customer enrolls at the AJCC, center staff will document the outcome and workforce activities on the CalJOBS system. The LA CAUSA, Inc. staff through their CalJOBS staff account will have access to information that communicates that the referred individual has registered or enrolled and the services he or she is participating in at the AJCC. The referral process includes a consent and release form signed by the participant. The referral process includes staff clearance through mandated confidentiality agreements, mandated access forms and mandated onboarding training. The “CalJOBS On-Ramp Referral Process” allows for referrals to and from the AJCC with on-site and offsite LA CAUSA, Inc. staff.

### ***Co-Enrollment:***

Under the Integrated Service Delivery model, it is anticipated that LA CAUSA, Inc. and other partner agency staff will be trained in assessing and capable of referring customers for the purpose of co-enrolling customers in all relevant career service programs. At a minimum, all customers will be registered in CalJOBS<sup>SM</sup>, regardless of point of entry.



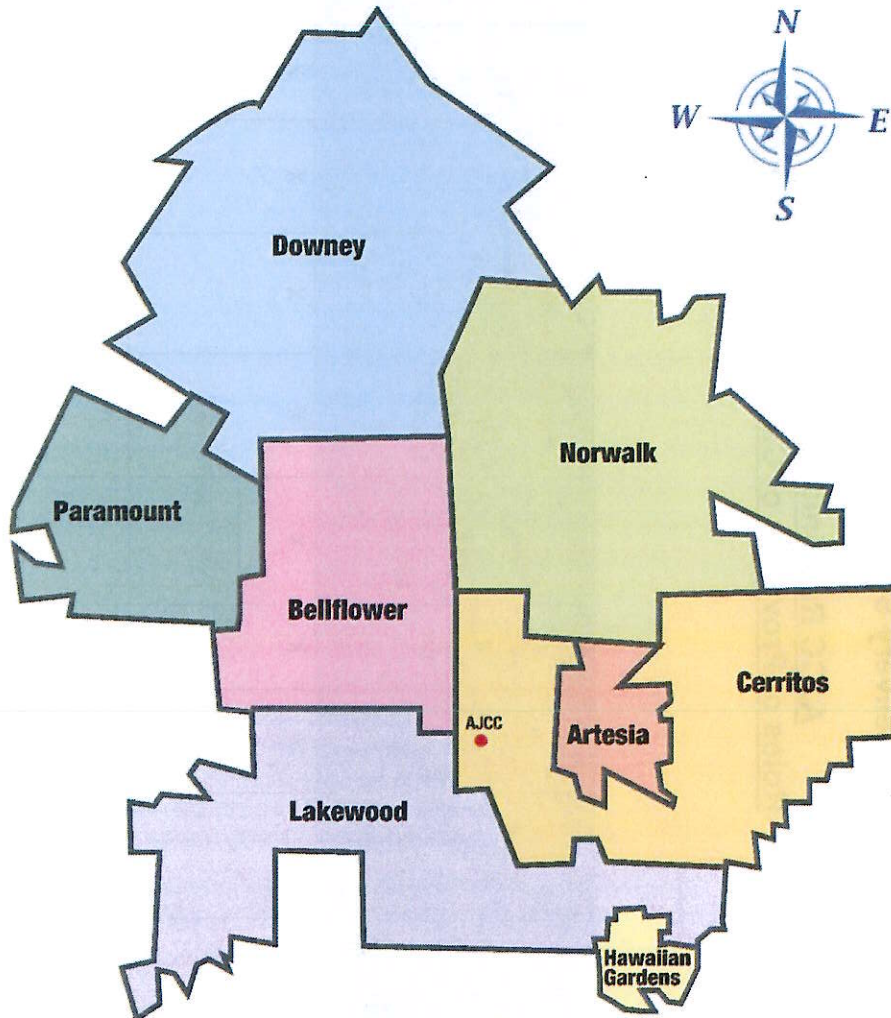
**Workforce Innovation and Opportunity Act  
One-Stop Delivery System Memorandum of Understanding**

**Cost Sharing Agreement**

LA CAUSA, Inc. YouthBuild – YouthBuild Charter School will not be contributing to the SELACO WDB's shared infrastructure costs, but through an acknowledgment form, have committed to meeting to discuss a Shared Infrastructure Agreement upon resolution from the state on how to calculate added value for off-site partners. An acknowledgement form has been signed and added to the SELACO WDB's IFA.

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

**One-Stop System**



**Southeast Los Angeles County Workforce Development Board  
America's Job Center of California (AJCC)**

Serving the following eight cities:

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

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

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

	WIOA Title I Adult	WIOA Title I DW	WIOA Title I Youth	WIOA Title II Adult PAAACE/LA CAUSA, Inc.	WIOA Title III Wagner Peyser	WIOA Title IV DOR	WIOA Title V Older Americans	Carl Perkins Career Technical Education	Native American Programs	Veterans	LA CAUSA, Inc. Youth Build	Trade Adjustment Assistance	Housing	UI	TANF/ CalWORKS
Assess skills and needs; Eligibility; Intake; Orientation	X	X	X	X	X	X	X	X	X	X	X	X	X		X
Assist w/ Tuition/Fees	X	X	X					X					X		
Develop Curriculum/ Programs	X	X	X	X		X		X	X		X		X		X

<b>Deliver Training</b>	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Engage Employers</b>	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Identify Industry-Recognized Credentials</b>	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Provide Counseling (academic/ Personal/Career)</b>	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Provide Case Management</b>	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Provide Informational Services</b>	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Job Placement</b>	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Job Search Assistance</b>	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Provide Labor Market</b>	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

<b>Information</b>																							
<b>Provide Supportive Services</b>	X	X	X					X						X				X					X
<b>Provide Work-Based Learning Opportunities</b>	X	X	X					X					X					X					X
<b>Recruit &amp; make Referrals</b>	X	X	X					X					X					X					X






## MEMORANDUM

**DATE:** January 25, 2024

**TO:** SELACO WDB Board of Directors

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

**RE:** Proposed Needs-Related Payments Policy

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Per Workforce Innovation and Opportunity Act (WIOA) section 134(d)(3), the Southeast Los Angeles County Workforce Development Board (SELACO WDB) can establish a policy within WIOA regulations for the provision of Needs-Related Payments. Needs-Related Payments is a type of WIOA participant supportive service.

Needs-Related Payments provide financial assistance to eligible participants for the purpose of enabling them to participate in training. Unlike other supportive services, to qualify for needs-related payments, a participant must be enrolled in training and demonstrate that financial hardship might otherwise prevent them from successfully completing training.

The SELACO WDB has drafted a proposed Needs-Related Payment Policy that would provide the opportunity of Needs-Related Payments for qualifying SELACO WDB Adult, Dislocated Worker, and Youth participants.

For your review, attached is the proposed SELACO WDB's Needs-Related Payments Policy.

The Policy addresses:

- Policy and Procedure
- Eligibility for Needs-Related Payments
- Needs-Related Payment levels
- Additional terms and conditions

Upon approval from the Board, the policy would be effective immediately.

### **Action Required:**

Approve and adopt the SELACO WDB's Needs-Related Payment Policy.

# NEEDS-RELATED PAYMENTS POLICY

Board Approval: Scheduled for Board approval on 01/25/2023

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

## PURPOSE

This policy provides guidance regarding the requirements for Needs-Related Payments. Needs-Related Payments provide financial assistance to participants for the purpose of enabling them to participate in training and are a supportive service authorized by WIOA sec. 134(d)(3).

## SCOPE

This policy applies to all SELACO Staff and its Contractors/Sub-recipients administering, managing, and implementing Workforce Innovation Opportunity Act (WIOA) funded programs.

## REFERENCES

- Workforce Innovation and Opportunity Act of 2014 (WIOA)
- Department of Labor Final Rule
- Training and Employment Guidance Letter (TEGL) 19-16 – Guidance on Services Provided through the Adult and Dislocated Worker Program under the Workforce Innovation and Opportunity Act
- EDD Workforce Services Directive 18-10-WIOA Training Expenditures

## BACKGROUND

The Workforce Innovation and Opportunity Act (WIOA) provides supportive services for WIOA eligible adults, dislocated workers and youth as needed to assist the individual in reaching his/her employment and training goals. Needs-Related Payments are a form of supportive service.

Federal regulations provide that payments based on need (Needs Related Payments) may be provided to adults, dislocated workers and youth who are unemployed and who cease to qualify for unemployment compensation (if applicable).

The purpose of these payments is to enable WIOA-eligible individuals to participate in training programs under WIOA. Unlike other supportive services, in order to qualify for Needs-Related Payments a participant must be enrolled in training.

## POLICY

It is the policy of the Southeast Los Angeles County (SELACO) Workforce Development Board to assess participant financial needs and provide Needs-Related Payments for the purpose of providing financial assistance within the regulations and guidelines of WIOA when sufficient funding exists. Funding will be reviewed yearly to determine the availability of funds for Needs-Related Payments. Needs-Related Payments are not a participant entitlement.

For Adult, Dislocated Worker and Youth participants, WIOA supportive services may be provided, within the constraints established by the Workforce Innovation and Opportunity Act and regulations, when participants meet the following:

- 1) Receiving WIOA career or training services; and
- 2) Needs-based payments are necessary to enable participation in career or training services; and
- 3) Is regularly attending classes while demonstrating satisfactory progress; and
- 4) Is unable to obtain similar services from another source.

## **PROCEDURE:**

Needs-Related Payments may be provided when deemed necessary and reasonable for individuals enrolled in training services. All other funding sources must first be exhausted, and services may not be duplicated when available from other sources. "Other sources" include access to supportive services from any other agency program or from another WDB due to co-enrollment.

## **ELIGIBILITY**

In addition to WIOA eligibility, an individual must meet the following criteria to qualify for need-related payments:

### **Adult**

Adults must be:

- 1) Unemployed; and
- 2) Not qualify for, or have ceased to qualify for, unemployment compensation; and
- 3) Enrolled in a program of training services under WIOA. In most cases, the training would be occupational skills training provided through an Individual Training Account. Other training services may qualify based on an assessment of need and upon a documented approval from the Deputy Director of Program Operations.

In addition, adult participants who are seeking Needs-Related Payments **must NOT** be:

- Employed
- Enrolled in or receiving a paid internship or work experience or on-the-job training.
- Receiving out-of-area job search/relocation allowance.
- Receiving duplicate or same in nature supportive services through programs under WIOA, Trade Adjustment Act or other workforce or social service programs.
- Receiving unemployment compensation or extended unemployment benefits.
- Receiving supportive services from other sources, including other WDBs.



## **Dislocated Worker**

Dislocated Workers must be:

- 1) Unemployed; and
- 2) Have ceased to qualify for, unemployment compensation or trade readjustment assistance under TAA or NAFTA-TAA; and
- 3) Be enrolled in a program of training services under WIOA by the end of the 13<sup>th</sup> week after the most recent layoff that resulted in a determination of the worker's eligibility as a dislocated worker, or if later, by the end of the 8th week after the worker is informed that a short-term layoff will exceed 6 months; **or**
- 4) Be unemployed and did not qualify for unemployment compensation or trade readjustment assistance under TAA and be enrolled in a program of training services under WIOA. In most cases, the training would be occupational skills training provided through an Individual Training Account. Other training services may qualify based on an assessment of need and upon the documented approval from the Deputy Director of Program Operations.

In addition, Dislocated Worker participants who are seeking Need-Related Payments **must NOT be:**

- Employed
- Enrolled in or receiving a paid internship or work experience or on-the-job training.
- Receiving out-of-area job search/relocation allowance.
- Receiving duplicate or same in nature supportive services through programs under WIOA, Trade Adjustment Act or other workforce or social service programs.
- Receiving unemployment compensation or extended unemployment benefits.
- Receiving supportive services from other sources, including other WDBs.

## **Youth**

Youth (18-24 years of age) must be:

- 1) Unemployed; and
- 2) Not qualify for, or have ceased to qualify for, unemployment compensation; and
- 3) Enrolled in a program of training services under WIOA. In most cases, the training would be occupational skills training provided through an Individual Training Account. Other training services may qualify based on an assessment of need and upon a documented approval from the Deputy Director of Program Operations.

In addition, Youth participants who are seeking Needs-Related Payments **must NOT be:**

- Employed
- Enrolled in or receiving a paid internship or work experience or on-the-job training.
- Receiving out-of-area job search/relocation allowance.
- Receiving duplicate or same in nature supportive services through programs under WIOA, Trade Adjustment Act or other workforce or social service programs.

Youth program incentive payments identified in the SELACO WDB' youth incentive menu are not considered same in nature, as incentive payments are merit based.

- Receiving unemployment compensation or extended unemployment benefits.
- Receiving supportive services or youth program incentive payments from other sources, including other WDBs.

## **LEVEL OF PAYMENTS**

### **Adult Needs-Related Payments**

To process needs related payments, an adult participant must have a documented need. A documented needs consists of:

- 1) SELACO WDB's Needs Related Payments Financial Assessment Form; and
- 2) CalJOBS Supportive Service Form (signed by both the Career Development Specialist and participant); and
- 3) Standalone *Needs Related Payment Determination* case note on CalJOBS.
- 4) Updated Individual Employment Plan

All documentation and case noting are to be completed by the SELACO WDB's Career Development Specialist on applicable adult participants as a determination of need for Needs-Related Payments. In addition, Career Development Specialists will ensure that the determination of the need and the appropriate amount of payment are the result of the Needs-Related Payments need assessment and the objective assessment and are documented in the participant's Individual Employment Plan (IEP).

The maximum Needs-Related Payment allowable for an adult participant is \$100 per week. The minimum Needs-Related Payment allowed for an adult participant is \$55 per week, per the minimum established by the Los Angeles County's Department of Public Social Services General Relief payment chart. Needs-Related Payments shall be approved weekly and based on confirmed weekly training attendance. The processing of Needs-Related Payments shall not be processed until confirmation of training attendance and satisfactory status has been confirmed and properly documented by the Career Development Specialist on CalJOBS.

### **Dislocated Worker Needs-Related Payments**

To process needs related payments, a Dislocated Worker participant must have a documented need. A documented needs consists of:

- 1) SELACO WDB's Needs Related Payments Financial Assessment Form; and
- 2) CalJOBS Supportive Service Form (signed by both the Career Development Specialist and participant); and
- 3) Standalone *Needs Related Payment Determination* case note on CalJOBS.
- 4) Updated Individual Employment Plan

All documentation and case noting are to be completed by the SELACO WBD's Career Development Specialist as a determination of need for Needs-Related Payments. In addition, Career Development Specialists will ensure that the determination of the need and the appropriate amount of payment are the result of the Needs-Related Payments need assessment and the objective assessment and are documented in the participant's Individual Employment Plan (IEP).

The maximum needs-related payment allowable for a Dislocated worker participant is \$100 per week or the participant's most recent weekly Unemployment Insurance (UI) amount, whichever is less. The minimum needs-related payment allowed for a Dislocated Worker participant is \$40 per week, per the minimum established by the EDD's Unemployment Insurance payment chart. Needs-Related Payments shall be approved weekly and based on confirmed weekly training attendance and satisfactory progress. Satisfactory progress determination shall mirror the satisfactory definition/grading established by the training vendor. The processing of Needs-Related Payments shall not be processed until confirmation of training attendance and satisfactory status has been confirmed and properly documented by the Career Development Specialist on CalJOBS.

### **Youth Needs-Related Payments**

To process needs related payments, a youth participant must have a documented need. A documented needs consists of:

- 1) SELACO WDB's Needs Related Payments Financial Assessment Form; and
- 2) CalJOBS Supportive Service Form (signed by both the Career Development Specialist and participant); and
- 3) Standalone *Needs Related Payment Determination* case note on CalJOBS.
- 4) Updated Individual Service Strategy (ISS)

All documentation and case noting are to be completed by the SELACO WBD's Career Development Specialist on applicable Youth participants as a determination of need for Needs-Related Payments. In addition, Career Development Specialists will ensure that the determination of the need and the appropriate amount of payment are the result of the Needs-Related Payments need assessment and the objective assessment and are documented in the participant's Individual Service Strategy (ISS).

The maximum Needs-Related Payment allowable for a Youth participant is \$100 per week. The minimum Needs-Related Payment allowed for a Youth participant is \$55 per week, per the minimum established by the Los Angeles County's Department of Public Social Services General Relief payment chart. Needs-Related Payments shall be approved weekly and based on confirmed weekly training attendance. The processing of Needs-Related Payments shall not be processed until confirmation of training attendance and satisfactory status has been confirmed and properly documented by the Career Development Specialist on CalJOBS.

## **ADDITIONAL TERMS AND CONDITIONS**

- Needs-Related Payments final eligibility is to be approved by the Deputy Director of the SELACO WDB or its designee.
- Needs-Related Payments are considered a training stipend and not an entitlement.
- SELACO WDB may provide Needs-Related Payments up to a maximum amount of \$2400 per participant. The maximum amount is not affected by participants who are co-enrolled (Adult and Dislocated Worker, Adult and Youth, etc.), the maximum amount remains \$2,400.
- Needs-Related Payments are a type of supportive service that can be issued in cash payments or by way of a check. Payments are made directly to participants based on documented need and within SELACO WDB's Policies' requirements and limitations.
- Needs-Related Payments supporting documentation of need must include a copy of the weekly attendance sheet and documentation demonstrating satisfactory progress.
- A participant will be eligible to receive weekly Needs-Related Payments for the weeks in which the participant had satisfactory training attendance as determined by the Training Provider and based on the individual participant's training schedule.
- For Needs-Related Payments, the determination of the need and Individual Employment Plan (IEP) or Individual Service Strategy (ISS) will require a re-assessment of need, at a minimum every 30 days, to accommodate any change in an individual's financial status.

### **ACTION**

Bring this policy to the attention of all affected staff, contractors, providers and subrecipients.

### **INQUIRIES**


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



## MEMORANDUM

**DATE:** January 25, 2024

**TO:** SELACO WDB Board of Directors

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

**RE:** Request for Proposal Results; In-School & Out of School Youth Services – Contract Recommendation

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Per directive WSD17-07, Local Boards are required to conduct an open and competitive process to select Youth Service Providers.

In July of 2023, the Southeast Los Angeles County Workforce Development Board (SELACO WDB) Board approved the release of a SELACO WDB Request for Proposal (RFP) to secure Workforce Innovation and Opportunity Act (WIOA) youth service provider(s). To promote innovation and further extend our capacity to serve in-school youth and transition participants to out-of-school youth, the SELACO WDB requested program designs that served a combination of In-School Youth and Out-of-School Youth.

In response to the RFP, the SELACO WDB received one proposal. The proposal was submitted by Hawkeye Properties and Workforce Innovation, Inc., with headquarters in Pasadena, CA. Hawkeye is a Non-Profit 501 (c)(3) organization that is currently providing workforce and career development services in San Bernardino County. Initially serving the Los Angeles County area, Hawkeye began providing workforce and career development support to Options for Youth and Opportunities for Learning Charter Schools. Hawkeye expertise include aiding with career technical education curriculum development, employment and career fair recruitment assistance, job readiness training, development of worksites for interested youth and placement into subsidized work experience opportunities. Hawkeye's proposal in response to the SELACO WDB's RFP provides a program design that intends to serve 80 participants from the SELACO WDB local area, with 80% enrollment of In-School youth and 20% enrollment of out-of-school youth. The proposal states all 14 WIOA youth elements will be provided as applicable, and services will be provided in-person and virtually. The requested budget is \$364,175 for a 16-month program with a term of March 1, 2024 through June 30, 2025, with a 12-month follow-up component with a term of July 1, 2025 through June 30, 2026. The design is intended for co-enrollment and leveraging resources with partner programs.

Upon a detailed review of the proposal, the SELACO WDB's Compliance department is recommending funding for Hawkeye. Attached for your review is the proposal transmittal providing details and highlights of the Hawkeye proposal.

Per SELACO WDB's procurement policy, the SELACO WDB has the right to issue a sole source contract if only one response is received. The SELACO WDB is seeking approval from the SELACO WDB Board to sole source a WIOA Youth Services contract to Hawkeye.

**Action Required:**

Approve and authorize the Executive Director to negotiate a contract with Hawkeye Properties and Workforce Innovation, Inc for the provision of WIOA In-School and Out-of-School youth services in the amount of \$364, 175 to serve a total of 80 participants, with the following contingencies:

- Secure clarification on office location
- Secure clarification and further detail on performance percentiles to ensure they align with the SELACO WDB's state negotiated performance for youth programs.

## Communication Transmittal/Grant Application

<b>Submitted To</b>	<b>WDB Chair:</b>	<b>Larry Wehage</b>
	<b>Deputy Director of Program Operations:</b>	<b>Corina Coronel</b>
	<b>Deputy Director of Business and Admin. Services:</b>	<b>Kay Ford</b>
	<b>Partner Agency:</b>	<b>N/A</b>
<b>Title of Application: Proposal in response to SELACO WDB's Youth Services RFP, to provide Youth Services for a combination of Out-of-School and In-School youth.</b>		
<b>Submitted By: Hawkeye Properties and Workforce Innovation (non-profit)</b>	<b>Estimated Start Date:</b>	3/1/2024
	<b>Estimated End Date:</b>	6/30/2025 (with 1 additional PY for follow-up)
	<b>Funding Level:</b>	<b>\$364, 175</b>
	<b>Funding Source:</b>	WIOA Youth

**Purpose/Goal of Project:**

Hawkeye will identify and recruit 100 youth, both out-of-school and eligible in-school youth to ensure that 80 WIOA eligible youth participants (age 16-24) from the SELACO WDB local area are enrolled.

Total participants to be served: 80

Placement in education or training:60

Proposing a 75% success rate.

Hawkeye will conduct recruitment at schools, youth programs, and agencies where youth and their families may be receiving services.

Program marketing efforts will include flyers, Open House events, and online promotion on Hawkeye's website, social media channels and local radio stations.

Facilitate meet and greets with local community partners, host job and resource fairs, conduct supportive service drives such as a coat drive, develop community service events.

Hawkeye will be able to offer all 14 WIOA Youth elements and will collaborate with local community partners to support Youth performance elements. The following tools will be used:

- College Information Sessions: Hawkeye will host college information sessions. Youth will be informed about the CSU, UC, and Private school systems, and guidance is given about FAFSA and scholarships.
- In-Person and/or Virtual Recruitment /Career Fairs: Staff offer the chance to undergo a mock interview prior to the event and feedback is given. Career fairs which bring in representatives from various career pathways and industry sectors make presentations about their fields and answer questions.
- Career Exploration: Participants complete a Choice360 profile to clarify their career interests. They can select three careers which interest them and conduct research about income and industry demand at ONETonline.com.
- Job Readiness Workshops: will be provided based on strengths and weaknesses identified in the ISS
- Mental & Behavioral Health: Referrals can be made to the County's Behavioral Health Department if requested
- Financial Literacy: All youth participants attend a financial literacy workshop presented by Hawkeye, or available scheduled credit union partners which covers topics like debt, credit cards, checking and savings accounts, and how to save for college.
- Supportive Services: Referred based on ISS. Hawkeye has a variety of supportive services to ensure elimination of obstacles causing hardship with program participation.
- Personal Life Improvement: Hawkeye utilizes partnerships to address needs in youth's personal lives. Hawkeye has partnered with organizations such as Planned Parenthood that provide workshops about healthy relationships and other health related concerns.
- WEX Training: If participants do not have work experience in desired fields, Hawkeye provides subsidized work experience training.
- Vocational Training: If participants do not have certifications necessary in desired fields, Hawkeye will offer vocational training.



**Benefit and Expectations:**

Hawkeye is a non-profit 501 (c)(3) organization that has experience in providing workforce services within public and private sectors such as the San Bernardino district and Los Angeles County private Charter schools.

Has supported and aided with career technical education curriculum development, employment and career fair recruitment assistance, job readiness training, development of worksites and placement into subsidized work experience opportunities.

Proposed a program delivery of Intake, Career Development Specialist and Business Development Specialist.

Proposed High growth industry exploration with workshops and guest speakers.

Experience with virtual and in-person services.

Proposed preparing youth for remote WEX.

Support co-location of programs with partners to maximize opportunities for youth participants to access services. Intent to co-enroll for leveraging resources.

**Is there a target population?**

Yes

No

**If Yes, explain.**

X

Hawkeye seeks to serve a combination of Out-of-School Youth and In-School Youth. Our goal will be to serve and enroll 80% OSY and 20% ISY for WIOA Program Services.

**What Partner Collaboration will be required?**

Hawkeye currently collaborates with local school district Career Navigators; has developed relationships with community-based organizations that operate WIOA programs; partners with OFY public charter and contract schools; co-enrolls program participants with Transitional Assistance Department, Department of Rehabilitation (DOR), and the Department of Behavioral Health.

**Who will be eligible for service under this program?**

In school Youth and Out of School Youth.

**How will results be measured?**

- Number of participants enrolled.
- Number of participants trained with certification.
- Number of participants provided WEX.
- Number of participants placed.

The expected performance outcomes will align with expected WIOA Outcomes including but not limited to:

- Employment or Education in the 2nd Quarter after Exit
- Employment or Education in the 4th Quarter after Exit
- Median Earnings in the 2nd Quarter after Exit
- Credential Attainment
- Measurable Skills Gains

**Comments:**


Upon reviewing the proposal, it is the recommendation from the Compliance department to further clarify the performance proposed and service output location. If the performance and office location clarification align with the SELACO WDB's state proposed performance, issue a sole source contract. Per SELACO WDB policy, if insufficient proposals are received to evaluate and compare via a formal committee, the SELACO WDB has the right to sole source a contract if the services proposed are in the best interest of the SELACO WDB. Given that the SELACO WDB only has one contract provider, it would be beneficial to explore a new provider and expand the network of SELACO providers.



## MEMORANDUM

**DATE:** January 25, 2024

**TO:** SELACO WDB Board of Directors

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

**RE:** Single Audit Services Contract Extension - Moss Levy & Hartzheim - Year Three

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On September 23, 2021, the Board approved the release of a Request for Proposals (RFP) from qualified independent auditing firms to conduct “Single Auditing” services for the fiscal year ending June 30, 2022. Per the procurement results, a one-year contract for single audit services was awarded to Moss, Levy, and Hartzheim (MLH) with an option to extend for three succeeding years thereafter. Extensions would be based upon a contract performance evaluation.

In March of 2023, the Southeast Los Angeles County Workforce Development Board (SELACO WDB) Compliance Department steered the MLH contract performance evaluation for year one of service, which yielded very positive results and a one (1) year contract extension was issued to MLH for year-two of a possible four-year contract. While processing the extension, MLH lost staff, specifically the team assigned to the SELACO WDB. Due to the loss of key MLH staff, the initial audit engagement for year-two of SELACO WDB’s single audit appeared to lack consistency and quality. Given the circumstances that impacted service delivery in year two, the SELACO WDB’s Fiscal and Compliance Departments, as a precautionary measure, decided to request Board approval for the release of a procurement for single audit services in the event failed to deliver the level of quality service it provided in year one. The precautionary Single Audit RFP was released in September of 2023.

During the open procurement, MLH provided services and stabilized the staffing situation they experienced with the sudden departure of their key staff and provided exceptional service and quality work in year two.

Given the turnaround, the SELACO WDB is proposing to rescind the currently open Single Audit RFP and instead issue a one-year contract extension to MLH for year-three of a possible four-year contract.

To ensure compliance with State Directives, the SELACO WDB's Compliance Department reviewed the circumstances surrounding our Single Audit RFP and intentions to rescind, with SELACO WDB's assigned State Regional Advisor. Upon review of our circumstances, the SELACO WDB Regional State Advisor cleared us to proceed with the proposed course of action.


The SELACO WDB's Fiscal and Compliance Departments under the review and approval of the Executive Director highly recommends a one-year (1) contract extension for MLH at the estimated cost of \$26, 675.00, with an option to extend services, upon mutual agreement and upon a contract performance review, for one (1) succeeding year thereafter.

**Action Required:**

- Approve and authorize the SELACO WDB's Executive Director to rescind the current SELACO WDB's open Single Audit RFP.
- Approve and authorize the SELACO WDB's Executive Director to award a one-year contract extension for Single Audit Services to Moss, Levy and Hartzheim at the estimated cost of \$27,000 for year -three of a possible four-year contract.



## MEMORANDUM

**DATE:** January 25, 2024  
**TO:** SELACO WDB Board of Directors  
**FROM:** Yolanda L Castro, Executive Director   
**RE:** Board Resolution, Signatory Authority

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The Southeast Los Angeles County Workforce Development Board (SELACO WDB) currently has a Board Resolution from the SELACO WDB Policy Board granting signatory authority to SELACO WDB's Executive Director, Yolanda L. Castro.

Currently, as the identified signatory authority, the Executive Director has the authority to sign on behalf of the SELACO WDB's Policy Board for SELACO WDB Employment Development Department Workforce Services Branch (EDD WSB) contracts, agreements, and amendments.

To finalize the contract execution with the City of Long Beach for Regional Equity Recovery Partnerships (RERP) funding, the SELACO WDB must provide a Board Resolution that encompasses Signatory Authority for ALL SELACO WDB contracts, agreements, and amendments. The Signatory Resolution cannot only address signatory authority for matters of the EDD WSB.

To meet current needs and in anticipation of future needs, the SELACO WDB Signatory Authority Board Resolution has been revised.

Attached for your review is the proposed signatory authority resolution that has been revised to reflect the following inclusions:

- Signatory authority from the Policy Board
- Signatory authority from the SELACO WDB Board
- SELACO WDB SEAL
- Executive Director Legal Signature
- Sole Authority, not requiring a secondary signature other than that of the Executive Director

### **Action Required:**

Adopt the resolution to certify the approval of the SELACO WDB Board to grant signatory authority to Executive Director, Yolanda L. Castro for ALL SELACO WDB contracts, agreements, and related amendments.

**RESOLUTION AUTHORIZING Signatory Authority**

This certifies approval of the Southeast Los Angeles County Workforce Development Board’s Governing Boards; SELACO WDB Policy Board and SELACO WDB Board to identify a signatory authority for all Southeast Los Angeles County Workforce Development Board agreements, contracts, and related amendments. This resolution further authorizes the designated representative below to sign solely on behalf of the Southeast Los Angeles County Workforce Development Board, herein SELACO WDB.

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**RESOLUTION**

BE IT RESOLVED that the Governing Boards identified as the SELACO WDB Policy Board and SELACO WDB Board of the SELACO WDB authorizes that the person identified below is authorized to sign all agreements, contracts, and related amendments for and on behalf of the SELACO WDB Governing Boards.

Yolanda L. Castro  
SELACO WDB Executive Director  
Designated SELACO WDB Signatory Authority



\_\_\_\_\_  
Legal Signature

SELACO WDB SEAL

*PASSED AND ADOPTED THIS 25<sup>TH</sup> day of January 2024, by the SELACO WDB Board of Southeast Los Angeles County Workforce Development Board of Los Angeles County, in the State of California.*

*I, Larry Wehage, Chair of the SELACO WDB Board of SELACO WDB, of Los Angeles County, in the State of California, certify that the foregoing is a full, true, and correct resolution adopted by the SELACO WDB Board at a meeting thereof held at a regular public place of meeting and the resolution is on file in the compliance office of said Board.*

\_\_\_\_\_  
SELACO WDB Board Chair Signature

\_\_\_\_\_  
Date

*PASSED AND ADOPTED THIS 20<sup>TH</sup> day of February 2024, by the SELACO WDB Board of Southeast Los Angeles County Workforce Development Board of Los Angeles County, in the State of California.*

*I, Jeff Wood, Chair of the SELACO WDB Policy Board of SELACO WDB, of Los Angeles County, in the State of California, certify that the foregoing is a full, true, and correct resolution adopted by the SELACO WDB Policy Board at a meeting thereof held at a regular public place of meeting and the resolution is on file in the compliance office of said Board.*

\_\_\_\_\_  
SELACO WDB Policy Board Chair Signature


\_\_\_\_\_  
Date



## MEMORANDUM

**DATE:** January 25, 2024

**TO:** SELACO WDB Board of Directors

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

**RE:** SELACO WDB Annual Audit Report for Fiscal Year 2022-2023

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We submit for your review and approval the annual audit report and management letter for Fiscal Year 2022-2023. 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 (\$431,669). That information is on page 4 of the report.
3. That there are no findings or questioned costs. That information is on pages 41-43 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 25, 2024

**TO:** SELACO WDB Board of Directors

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

**RE:** Eliminating the Board's Business Advisory Committee

---

The Southeast Los Angeles County Workforce Development Board (SELACO WDB) Board of Directors currently has two established working committees, one of them being the Business Advisory Committee (BAC). The BAC was established to support SELACO WDB sector strategies identified in the 2021-2024 Local Plan. In addition, support other activities such as guidance on the use of proper business language and implementation of business surveys that support staff efforts to focus on the changing needs of companies and prioritizing businesses that show the greatest room for growth and employment opportunities.

Under the leadership of SELACO WDB Board Member, Barbara Levine, several objectives were met, however a consistent challenge was membership recruitment and growth of the committee.

Considering the need to build on Sector Strategies and maintain an advisory committee to support this effort, SELACO WDB staff is seeking Board approval for a significant change to our existing BAC. Under the direction of the SELACO WDB BAC, the SELACO WDB Board of Directors approved staff to focus on six key sectors that demonstrate a potential for growth in employment opportunities and wages. These sectors include:

- Trade & Logistics
- Healthcare
- Business & Professional
- Hospitality
- Information Technology
- Manufacturing

In an effort to reignite our Sector Strategy, the SELACO WDB under the support of the California Workforce Association (CWA) will be engaging in a Sector Strategy Project in Information Technology (IT) with an emphasis in Artificial Intelligence (AI) and Cyber Security. The project, initiated in 2023, is designed to explore the opportunities and challenges AI brings to industry and what gaps can the workforce system address. The objective is to support local businesses in confronting the challenges and benefits AI can bring to business growth.



Serving as a mentor and coach, CWA staff will support in the development of various strategies for gathering business input such as Employer Panels, Focus Groups, Labor Market Information (LMI) and engaging Education (K-12, high education, and adult schools).

With CWA support, staff has established a framework for moving sector strategies forward and will need the support of local partners, including businesses and economic development agencies. The goal is to establish an active committee that can support SELACO WDB in addressing the challenges and opportunities AI can bring to local businesses.

SELACO WDB staff requests that the Board consider eliminating the Business Advisory Committee (BAC) and replace it with a Sector Partnership Advisory Committee (SPAC). The SPAC will report to the Executive Director, who in turn will share variable information with the WDB.

Advantages of establishing a Sector Partnership Advisory Committee that reports to the Executive Committee:

- 1) Board Committees are subject to the Brown Act which requires in person meetings.
- 2) Moving the Committee out from under the umbrella of the Board will allow for meetings to be held Via Zoom, supporting greater participation.
- 3) The Committee will be structured to report recommendations to the Executive Director who in turn will take recommendations to the Board for review and consideration when needed.
- 4) Provides staff with the flexibility to restructure the Committee based on the Sector Initiatives/Strategies we are trying to accomplish.
- 5) Board member participation will still be encouraged, but we will not be restricted to posting and managing the meeting under the guidelines of the Brown Act allowing for greater flexibility and potential of meeting our Sector Strategy initiatives.
- 6) Rather than a Committee Report, staff will provide updates on our Business Service activities.

With the Board's approval, eliminate the BAC and support staff's recommendations to establish a SPAC that reports to the Executive Director to ensure flexibility and successfully meet the business-related objectives.

**Action Required:**

Eliminate the SELACO WDB's Business Advisory Committee (BAC).

## ONE STOP OPERATOR REPORT

DATE: October 26, 2023  
TO: SELACO WDB Board of Directors  
FROM: Stacey Girdner, Managing Partner, The PRAXIS Group, SELACO One Stop Operator  
RE: Update on the progress of your System Management Team (SMT)

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As SELACO's selected One Stop Operator procured to support the management and coordination of the WIOA mandated partners, I am pleased to provide you with the following update on the SELACO Workforce System Management Team (SMT) progress and activities to date.

\*Please note the SMT consist of high-level representatives from each of the WIOA mandated partners who have successfully completed or are in progress of completing a Memorandum of Understanding.


Membership: Adult Education Consortium (PAACE), Department of Public Social Services (DPSS), Department of Rehabilitation (DOR), Employment Development Department (EDD), Norwalk Housing Authority, Paramount Adult School, SELACO Career Services, and United American Indian Involvement (UAI)

### **Progress since the last SELACO Board meeting**

- The SMT has had little to no activity over the past month.
- The SMT will meet next on November 15<sup>th</sup>.



## MEMORANDUM

**DATE:** October 26, 2023  
**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 October 26, 2023, the following board members have completed the training:

Michael Segura – expires October 31, 2023  
Connie Chan – expires November 18, 2023  
Larry Wehage – expires 2025  
Aaron Drake – expires March 26, 2025  
Blanca Rochin – expires May 25, 2025  
Belle Gomez – expires May 30, 2025

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.



## MEMORANDUM

**DATE:** October 26, 2023

**TO:** SELACO WDB Board of Directors

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

**RE:** WAF 9.0 Grant Outcomes

---

This summer, we witnessed the graduation of the first cohort of 15 nurses from Health Impact's California Registered Nurse Ambulatory Specialty Apprenticeship Program, part of the broader WAF 9.0 initiative. A powerful collaboration between HASC, Health Impact, South Bay Workforce Investment Board (WIB) and Southeast Los Angeles County Workforce Development Board (SELACO WDB), successfully moved 15 nurses into a specialized apprenticeship program.

The 12-month program is a vital transition-to-practice initiative, greatly enhancing workforce retention, job satisfaction, and patient outcomes. It features a comprehensive 260-hour curriculum, accredited by the Division of Apprenticeship Standards (DAS), and supported by the American Academy of Ambulatory Care Nursing.

Moreover, it is worth highlighting that nine out of the 15 nurses co-enrolled with SELACO WDB WIOA individualized program to receive support services, career counseling, and support during their apprenticeship involvement. This holistic approach not only enhances the program's success but also underscores our commitment to providing comprehensive support to aspiring healthcare professionals.

The success of this pilot program is made possible by our strong partnerships with HASC and SELACO WDB. We're excited to continue these collaborations and launch additional cohorts in 2024, both within and beyond LA County, as part of the larger WAF 9.0 initiative.

### Action Required:

Please see attached article for more details on the collaboration. (or click on link below)  
[Registered Nurse Ambulatory Apprenticeship Program Graduates First Cohort - HASC](#)



This summer, HASC, in partnership with [HealthImpact](#) and the Southeast Los Angeles County Workforce Development Board ([SELACO WDB](#)), saw the first cohort of 15 nurses graduate from HealthImpact's California Registered Nurse Ambulatory Specialty Apprenticeship Program.

The 12-month transition-to practice program supports nurses, new either to practice or to the specialty, through their first year working in ambulatory clinics. Transition-to-practice programs have been proven to increase workforce retention, job satisfaction and patient outcomes.

HealthImpact, California's nursing workforce and policy center, developed a 260-hour curriculum. Informed by the American Academy of Ambulatory Care Nursing, the curriculum includes 116 unique competency statements interwoven into the program. The curriculum complements 1,740 hours of on-the-job training that nurses receive in full-time positions. HealthImpact received program accreditation through the Division of Apprenticeship Standards (DAS), a governing body under the Department of Industrial Relations, and is listed as an eligible training provider through California's Employment Development Department.

The ambulatory apprenticeship program focuses on recruiting nurses serving underserved and underresourced populations throughout California. For the pilot cohort, HealthImpact partnered with Los Angeles County General Medical Center, which graduated 12 nurses, and Children's Hospital Los Angeles, which graduated three. Of the graduates, 15% identified as Asian, 5% identified as Black/African American, 25% identified as Native

Hawaiian/Other Pacific Islander, 35% identified as Latino/Latina/Latinx and 20% identified as White/Caucasian.

HealthImpact is grateful for the success of the pilot cohort and for strengthened partnerships with HASC, SELACO WDB, the South Bay Workforce Investment Board, DAS, Dignity Health Global Education, LA County General Medical Center, and Children's Hospital Los Angeles. Leveraging these partnerships, HealthImpact looks forward to launching additional ambulatory apprenticeship cohorts in 2024, both within and beyond LA County.

Likewise, HASC looks forward to continuing these partnerships and to helping launch additional cohorts next year. For more information, please contact [Soyinka Allen](#), program director for workforce development at HASC, [sallen@hasc.org](mailto:sallen@hasc.org), or [Owen Metzger](#), program manager at HealthImpact, [owen@healthimpact.org](mailto:owen@healthimpact.org).

Angelo Farooq, Chair

Gavin Newsom, Governor

November 3, 2023

SELACO Workforce Development Board  
10900 E. 183<sup>rd</sup> Street, Suite 350  
Cerritos, CA 90703  
Attention: Yolanda Castro

Subject: Approval of Local Area Subsequent Designation and Local Board Recertification PY 23-25

Dear Director Castro,

The California Workforce Development Board (CWDB) has received and carefully assessed your Local Area Subsequent Designation and Local Board Recertification PY 23-25 application, in accordance with the criteria established in Workforce Services Directive [WSD22-14](#). We are pleased to inform you that you have received approval through June 30, 2025.

If you have any additional questions, please contact your Regional Advisor.

Sincerely,



Curtis Notsinneh, Acting Executive Director  
California Workforce Development Board

Cc: Yvette Quevedo, Regional Advisor

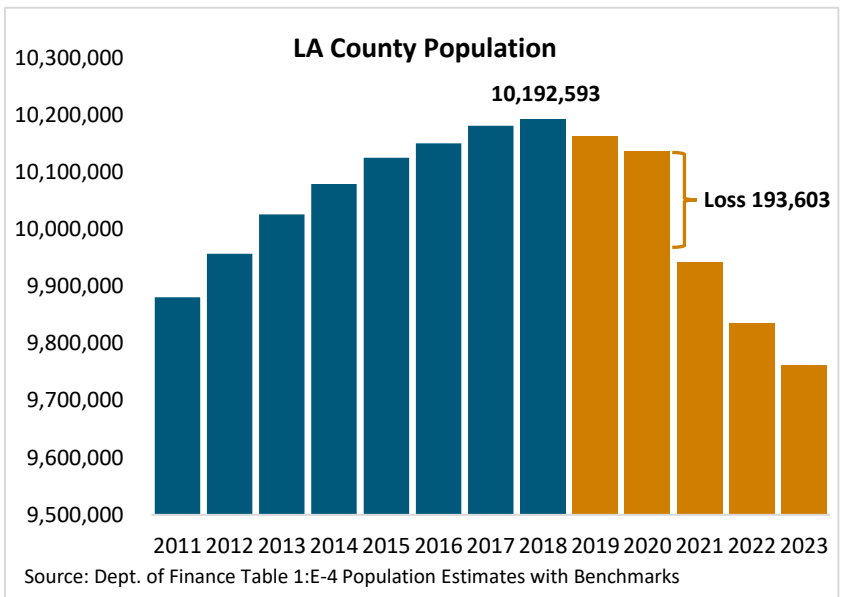


## Los Angeles County Population Shrank Again in 2023



**Robert Lee**  
Labor Market Consultant  
October 2023

The Los Angeles County population shrank again for the fifth consecutive year in 2023, as seen on the chart on the right. The County population peaked in 2018 at 10,192,593 and had its greatest loss in 2020 at 193,603 according to



the [California Department of Finance](#) population and housing estimates. Economists and economic forecasters have pointed out that the high cost of housing (including rent), inflation, declining birth rates, and the COVID-19 Recession have had an adverse effect on the population.

County	2022	2023	Gain or (Loss)	% Change
Los Angeles	9,834,503	9,761,210	-73,293	-0.75
Orange	3,151,946	3,137,164	-14,782	-0.47
Riverside	2,430,976	2,439,234	8,258	0.34
San Bernardino	2,180,777	2,182,056	1,279	0.06
San Diego	3,275,435	3,269,755	-5,680	-0.17
Ventura	831,533	825,653	-5,880	-0.71
Kern	908,107	907,476	-631	-0.07

Let's see how L.A. County compared with other counties in the past two years. The table to the left shows shrinkage in Los Angeles, Orange, San Diego, and Ventura Counties. L.A. County had the greatest numerical loss (73,293) and a percentage loss (0.75). Of the 87 cities in L.A. County, 82 lost population. Riverside and San Bernardino Counties grew over the same time period. The Inland Empire (Riverside and San Bernardino Counties) population growth can be attributed to various factors such as

affordable housing compared to coastal areas, proximity to larger cities, increased job opportunities, and lifestyle preferences. The table below shows September 2023 home prices. The high cost of homes in coastal areas may be a factor in their population shrinkage. On the other hand, the lower price points in the Inland Empire and Kern County would be attractive to those looking for cheaper housing.

Median <sup>1</sup> (\$)	<a href="#">Los Angeles</a>	<a href="#">Orange</a>	<a href="#">San Diego</a>	<a href="#">Riverside</a>	<a href="#">San Bernardino</a>	<a href="#">Ventura</a>	<a href="#">Kern</a>
List Price	\$999,000	\$1,300,000	\$970,000	\$619,000	\$510,000	\$979,000	\$369,900
List Price/sf	\$640	\$657	\$603	\$328	\$326	\$538	\$224
Sold Price	\$860,000	\$1,100,000	\$866,000	\$570,000	\$500,000	\$859,000	\$355,000

The Inland Empire employment has rebounded from the COVID-19 recession and is 100,700 jobs higher than its prerecession levels of March 2020. The Inland Empire is the logistic capital of Amazon, with 14 distribution centers ranging from 600,000 to one million square feet. The world's manufacturing capital is in Asia. The Ports of Los Angeles and Long Beach are the closest U.S. mainland ports to Asia and receive about 40 percent of the imports from that continent. Most of these cargo containers are shipped to the Inland Empire for distribution, thus creating more employment opportunities, and adding to its population.

<sup>1</sup>Realtor.com Sep 2023