

Executive Committee and FULL WDB BOARD OF DIRECTORS' MEETING

January 26, 2023

Thursday

3:00



Executive Committee and FULL WDB BOARD OF DIRECTORS' MEETING

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

**January 26, 2023
Thursday
3:00 PM – 5:00 PM**

**Join Zoom Meeting
<https://us06web.zoom.us/j/84923864317>**

**Meeting ID: 849 2386 4317
Passcode: 973373**

Pursuant to AB 361 Government Code section 54953, subdivision (e)(3), the Board may conduct its meetings remotely and may be held via video conference. Pursuant to such Executive Order, the SELACO WDB/Policy Board/Executive Committee may participate remotely and not be physically present in the physical Meeting Room. Until further notice and as such Executive Orders remain in effect, the Board may also allow public participation to continue via live public comment conducted over ZOOM.

AGENDA

CALL TO ORDER	Wehage
PLEDGE OF ALLEGIANCE	Wehage
ROLL CALL	Dameron
2022-2023	
PUBLIC COMMENTS	Drake
CHAIR'S COMMENTS	Wehage
EXECUTIVE DIRECTOR'S MESSAGE / UPDATE / STAFF REPORT	Castro
CONSENT CALENDAR	Wehage

Executive Committee and FULL WDB Board of Directors' Meeting

January 26, 2023

- 2 -

1B. Approval of Minutes October 20, 2022		5
1C. Approval of Fiscal Reports 07/01/22 – 12/31/22		8
1D. Approval of Program Report for 07/01/22 – 12/31/22		21
ACTION ITEM (S):		
2. Executive Director Contract Renewal	Wehage	41
3. Revision of the Participant Work Experience (WEX) Policy And Procedures, WEX Sponsor Agreement & WEX Timesheet	Castro	44
Revised Work Experience Policy		45
Revised Employer Agreement		53
Revised Participant Timesheet		56
4. Transfer 80% of PY 2022-2023 – WIOA Dislocated Worker Program Funds to Adult Program Funds	Castro	57
5. Request for Proposal Release; In-School Youth Services PY 2023-2024	Castro	58
6. Proposed Revision to the SELACO WDB Petty Cash Policy	Castro	59
7. Request for Special Committees	Castro	60
8. Future of Virtual Meetings	Castro	62
9. SELACO WDB Annual Audit Report for Fiscal Year 2021-2022	Castro	63
10. Security Guard Contract	Castro	64
BUSINESS ADVISORY COMMITTEE REPORT	Derthick	
Presentation / Information / Recommendations		
ACTION ITEM (S): NONE		
INFORMATION ITEM (S):		
ONE STOP OPERATOR REPORT	Girdner	
Presentation / Information / Recommendations		

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. 183rd Street, Suite 350, Cerritos, CA 90703 during normal business hours.

Executive Committee and FULL WDB Board of Directors' Meeting

January 26, 2023

- 3 -

ACTION ITEM (S):

NONE

INFORMATION ITEM (S):

INFORMATION ITEM (S):

- | | | |
|--|--------|----|
| 1. Ethics Training AB1234 | Castro | 65 |
| 2. Los Angeles County Labor Force and Industry Employment Estimates for December 2022 | Castro | 66 |
| 3. Fiscal Review, 85% Formula Grant Final Monitoring Report 2021-22 | Castro | 77 |
| 4. WIOA Section 188 Nondiscrimination and Equal Opportunity Provisions Annual Compliance Monitoring Review Final Report Program Year 2021-22 | Castro | 81 |
| 5. 30-Day Public Comment Period – SELACO WDB Draft Biennial Modification Local Plan PY 2021 - 2024 | Castro | 83 |
| 6. California Workforce Association Newsletter: How Members Are Creating Career Paths In Health Care | Castro | 84 |
| 7. The Whole Child Newsletter | Castro | 87 |
| 8. SELACO Newsletter | Castro | 88 |

INTERESTING CORRESPONDENCE

BOARD MEMBER COMMENTS Wehage

POLICY BOARD ITEMS/REQUESTS Wehage

AGENDA REQUESTS FOR NEXT MEETING Wehage

CHAIR'S CLOSE Wehage

ADJOURNMENT OF OPEN SESSION Wehage

Policy Board Meeting: February 21, 2023

Next Full WDB Meeting: March 23, 2023

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. 183rd Street, Suite 350, Cerritos, CA 90703 during normal business hours.



**SELACO WDB Board of Directors
Attendance Roster – PY 22/23**

Board Members	7/28 2022	9/22 2022	10/27 2022	1/26 2023	3/23 2023	5/25 2023				
1. Burrell, Ashley Rehabilitation Organization	Appointed by Policy Board on 8/16/22	AE	X							
2. Chan, Connie Public Employment Service	X	X	X							
3. Crespo, Leonard Business Representative City of Paramount	X	A	A							
4. Dameron, Mark Secretary/Treasurer Business Representative – City of Lakewood	X	X	X							
5. Cueva, Sergio Business Representative – City of Hawaiian Gardens			X							
6. Derthick, Joseph Business Representative City of Norwalk	X	X	X							
7. Drake, Aaron Vice Chair Business Representative City of Bellflower	X	X	X							
8. Espitia, Ben Labor Organization	X	X	X							
9. Gomez, Belle Education Entity	X	X	X							
10. Kucera, Kevin Labor Organization	AE	AE	AE							
11. Levine, Barbara Economic Development	X	AE	X							

Board Members	7/28 2022	9/22 2022	10/27 2022	1/26 2023	3/23 2023	5/25 2023				
12. McGehee, Shannon Business Representative City of Paramount	X	A	AE							
13. Nam, Leila Business Representative City of Artesia	AE	AE	A							
14. Patel, Vijay Business Representative City of Downey	X	A	A							
15. Polley, Tracy Business Representative City of Norwalk	X	AE	X							
16. Rochin, Blanca Education Entity	Appointed by Policy Board on 8/16/22	X	X							
17. Ryder, Tim Business Representative City of Hawaiian Gardens	X	AE	A							
18. Saucedo-Garcia, Cristina Business Representative City of Downey	X	X	AE							
19. Segura, Michael Business Representative City of Lakewood	AE	X	X							
20. Shah, Jawahar Business Representative City of Cerritos	X	X	AE							
21. Trivedi, Sanjay Business Representative City of Cerritos	AE	X	A							
22. Uttecht, Greg Business Representative City of Artesia	A	X	A							
23. Wehage, Larry Vice Chair Business Representative City of Bellflower	X	X	X							
24. VACANT Labor Organization										
25. VACANT Labor Organization										
26. VACANT Labor Organization										
27. VACANT Labor Organization										

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

RESOLUTION NO. 2023-0126

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

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

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

WHEREAS, the Southeast Los Angeles County Workforce Development Board previously adopted Resolution No. [2021-1028] finding that the requisite conditions exist for the Southeast Los Angeles County Workforce Development Board to conduct teleconference meetings under California Government Code section 54953(e); and

WHEREAS, Government Code section 54953(e)(3) requires the legislative body adopt certain findings by majority vote within 30 days of holding a meeting by teleconference under Government Code section 54953(e), and then adopt such findings every 30 days thereafter; and

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

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

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

Section 2. Conditions are Met. The Southeast Los Angeles County Workforce Development Board hereby finds and declares the following, as required by Government Code section 54953(e)(3):

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

PASSED AND ADOPTED by the Southeast Los Angeles County Workforce Development Board, this 26th day of January, 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

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

October 20, 2022

12:00 PM

The Mayne Events Center
VIA Zoom

CALL TO ORDER

The Joint Executive Committee and FULL WDB Board of Directors' and Policy Board Meeting was called to order by Larry Wehage, WDB Chair and Jeff Wood, Policy Board Chair at 12:20 p.m.

PLEDGE OF ALLEGIANCE

Mark Dameron led the pledge of allegiance.

ROLL CALL

WDB BOARD DIRECTORS PRESENT

Burrell, Ashley	Chan, Connie
Cuevo, Sergio	Dameron, Mark
Derthick, Joseph	Drake, Aaron
Espitia, Ben	Gomez, Belle
Levine, Barbara	Polley, Tracey
Segura, Michael	Wehage, Larry

WDB BOARD DIRECTORS ABSENT

Crespo, Leonard	Nam, Leila
Patel, Vijay	Ryder, Tim
Trivedi, Sanjay	Uttecht, Greg

WDB BOARD DIRECTORS EXCUSED

Kucera, Kevin	McGehee, Shannon
Saucedo-Garcia, Cristina	

POLICY BOARD DIRECTORS PRESENT

Jeff Wood – Lakewood, Chair
Sonny Santa Ines – Bellflower, Vice Chair
Naresh Solanki – Cerritos
Jesse Alvarado – Hawaiian Gardens
Brenda Olmos – Paramount

POLICY BOARD DIRECTORS ABSENT

Rene Trevino – Artesia
Blanca Pacheco – Downey
Rick Ramirez - Norwalk

SELACO WDB STAFF PRESENT:

Alvarez, Meredith	Castro, Yolanda
Cardona, Jefferson	Coronel, Corina

Davis, Carol
Ford, Kay
Harvey, Nick
Luna, Tara
Michel, Sandra
Suradi, Ahlam

Ferranti-Lansdown, Tammy
Gutierrez, Jeanette
Hernandez, Amber
Mercado, Ana
Sandoval, Ben

MEMBERS OF THE PUBLIC PRESENT:

Allen, Soyinka – United American Indian Involvement, Inc
Gionnone, Diana – Department of Public Social Services
Girdner, Stacey – SELACO One Stop Operator
Joseph, Jack – Policy Board Administrator
Shinder, David - Consultant
Watkins, Nida – Norwalk Housing Authority

PUBLIC COMMENTS

None

POLICY CHAIR'S COMMENTS

Policy Board Chair Jeff Wood thanked the SELACO WDB Board and staff for all that they do. He said SELACO WDB is changing lives.

WDB CHAIR'S COMMENTS

SELACO WDB Chair, Larry Wehage thanked everyone for their attendance.

EXECUTIVE DIRECTOR'S MESSAGE/UPDATE/STAFF REPORT

SELACO WDB Executive Director, Yolanda Castro, expressed that it is an honor to serve the eight cities.

A token of appreciation (ring light and pin) were gifted to each respective board member.

The next regional fair will take place in January in the city of Hawaiian Gardens.

CONSENT CALENDAR

A motion was made by Aaron Drake to approve the Consent Calendar as presented, seconded by Mark Dameron. With no further discussion, motion carries to approve. Abstained – Ashley Burrell

Teleconference Requirements WDB Board

Approval of Minutes SELACO WDB Board: September 22, 2022

A motion was made by Naresh Solanki to approve the Consent Calendar as presented, seconded by Brenda Olmos. With no further discussion, motion carries to approve.

Teleconference Requirements Policy Board

Approval of Minutes Policy Board: August 16, 2022

October 20, 2022

Joint Executive Committee and FULL WDB Board of Directors' and Policy Board Meeting

Page 3 of 3

WDB Special Recognition

The respective boards acknowledged Joseph Derthick on his retirement and for his service to the SELACO WDB.

Meeting Adjourned

The meeting was adjourned at 12:44 p.m.

SELACO WDB
Statement of Activities (by Fund)
From 7/1/22 through 12/31/22

	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	85,974.16	136,558	2,417,247	521,441	560,330	33,061	414,438	6,045	4,175,095
Accounts Receivable	0	36,821	0	215,582	205,250	7,910	102,472	0	568,035
Total Revenues	85,974	173,379	2,417,247	737,023	765,580	40,971	516,910	6,045	4,743,130
Expenditures									
Administration Services	12,452	19,578	169,310	93,620	72,033	5,318	49,611	0	421,922
Contracted Program Costs	0	111,451	1,575,728	8,289	124,242	0	5,314	0	1,825,024
Support Services	0	300	0	1,613	9,205	0	2,462	0	13,580
Vendor Training	60,549	0	0	68,301	2,108	0	0	6,045	137,002
Work Exp/Skilliz Menu/Supplies	0	24,463	0	15,406	44,270	0	280,645	0	364,783
WIOA Core/Basic Career Services	0	0	0	156,455	163,165	0	0	0	319,620
WIOA Intensive/Individualized Career Svcs	0	0	0	134,309	55,882	0	0	0	190,191
WIOA Follow-Up Career Services	0	0	0	50,231	18,037	0	(4)	0	68,263
WIOA Business Services	0	0	0	128,452	127,789	0	0	0	256,241
Other Program Costs	87,187	17,587	0	0	148,849	35,653	178,883	0	468,158
Cash Expenditures	160,187	173,379	1,745,038	656,674	765,580	40,971	516,910	6,045	4,064,785
Accrued Expenditures	0	0	0	80,348	0	0	0	0	80,348
Total Expenditures	160,187	173,379	1,745,038	737,023	765,580	40,971	516,910	6,045	4,145,133
(Loss)	(74,213)	-	672,209	-	-	-	-	-	597,997

SELACO WDB
Statement of Functional Expenditures
 From 7/1/22 through 12/31/22

	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	274,926	0	0	0	0	267,940	161,441	57,310	209,137	366,994	1,337,747
Non-Personnel	103,112	0	0	0	0	51,681	25,303	10,954	47,104	101,164	339,316
Training	43,884	1,825,024	0	217,351	364,783	0	3,448	0	0	0	2,454,490
Support Services	0	0	13,580	0	0	0	0	0	0	0	13,580
Total Expenditures	421,922	1,825,024	13,580	217,351	364,783	319,620	190,191	68,263	256,241	468,158	4,145,133

SELACO WDB
Statement of Functional Expenses - TR - 0201 Administrative Services
From 7/1/2022 Through 12/31/2022
(In Whole Numbers)

		Total
Expenditures		
Personnel		
Salaries & Wages	50100	199,504
Social Security Tax	50200	14,038
Medicare Tax	50210	3,283
Workers Comp - Staff	50220	1,667
UI & ETT Taxes	50250	434
Employee Benefits	50300	45,308
Employer 403(B) Contributions	50403	10,694
Total Personnel		274,926
Non-Personnel		
Mileage	51100	100
Conferences/Staff Development	51200	7,501
Meeting Expenses	51230	1,298
Rent	52100	26,620
Telephone	52200	1,473
Furniture/Fixtures	52300	823
Office Equipment	52330	240
Leased Equipment	52350	275
Repair & Maintenance	52360	704
Outreach/Recruitment	53300	1,268
Office Supplies	53400	4,764
Subscriptions/Dues/Memberships	53600	14,769
Insurance	53900	3,188
Professional Services	54100	30,281
Legal	54300	8,271
Bank Charges/Miscellaneous	59990	1,538
Total Non-Personnel		103,112
Training		
Cost Reimbursement Billing	60300	43,884
Total Training		43,884
Total Expenditures		421,922

SELACO WDB
Statement of Functional Expenses - TR - 0202 Contracted Program Cost
 From 7/1/2022 Through 12/31/2022
 (In Whole Numbers)

		Total
Expenditures		
Training		
Cost Reimbursement Billing	60300	1,702,657
Other Contracted Services	60400	32,631
Day Care Rent	66000	89,737
Total Training		1,825,024
Total Expenditures		1,825,024

SELACO WDB
Statement of Functional Expenses - TR - 0203 Supportive Services
 From 7/1/2022 Through 12/31/2022
 (In Whole Numbers)

		Total
Expenditures		
Support Services		
Direct Support Payment	65200	13,580
Total Support Services		13,580
Total Expenditures		13,580

SELACO WDB
Statement of Functional Expenses - TR - 0204 Vendor Training Payments
 From 7/1/22 Through 12/31/22
(In Whole Numbers)

	Total
Expenditures	
Training	
Vendor Training	150,757
Vendor Training - ETP	60,549
Non-WIOA Training Expenditures	6,045
Total Expenditures	217,351

SELACO WDB
Statement of Functional Expenses - TR - 0205 Work Experience / Skillz Menu Program
 From 7/1/2022 Through 12/31/2022

		Total
Expenditures		
Personnel		
Social Security Tax	50200	0.00
Medicare Tax	50210	0.00
Workers Comp - Staff	50220	0.00
Total Personnel		0.00
Training		
Wages - WE/Internship	60500	333,755.41
SS Tax - WE/Internship	60510	20,272.55
MC Tax - WE/Internship	60520	4,828.33
WC - WE/Internship	60530	2,235.02
Training Supplies	60600	214.29
Participant Incentive Payments	65401	3,477.50
Total Training		364,783.10
Total Expenditures		364,783.10

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

From 7/1/2022 Through 12/31/2022

(In Whole Numbers)

		Core / Basic Services	Intensive / Individualized Services	Follow-Up Services	Total
Expenditures					
Personnel					
Salaries & Wages	50100	193,722	117,216	39,711	350,649
Third Party Salary Expense	50102	0	0	0	0
Social Security Tax	50200	12,828	7,923	2,822	23,573
Medicare Tax	50210	3,000	1,853	660	5,513
Workers Comp - Staff	50220	1,670	1,185	412	3,267
UI & ETT Taxes	50250	292	0	0	292
Employee Benefits	50300	45,805	26,414	11,171	83,391
Employer 403(B) Contributions	50403	10,622	6,850	2,533	20,005
Total Personnel		267,940	161,441	57,310	486,690
Non-Personnel					
Mileage	51100	125	221	0	346
Conferences/Staff Development	51200	4,554	1,230	238	6,022
Meeting Expenses	51230	1,412	825	251	2,488
Rent	52100	27,995	15,155	6,650	49,800
Telephone	52200	1,612	874	349	2,835
Furniture/Fixtures	52300	2,859	613	457	3,928
Office Equipment	52330	163	133	59	355
Leased Equipment	52350	297	146	68	512
Repair & Maintenance	52360	705	335	129	1,168
Office Supplies	53400	4,888	1,908	653	7,449
Subscriptions/Dues/Memberships	53600	3,893	2,012	701	6,606
Insurance	53900	2,619	1,594	724	4,936
Professional Services	54100	559	256	675	1,490
Total Non-Personnel		51,681	25,303	10,954	87,937
Training					
Training Supplies	60600	0	3,448	0	3,448
Total Training		0	3,448	0	3,448
Total Expenditures		319,620	190,191	68,263	578,074

SELACO WDB
Statement of Functional Expenses - TR - 0207 Business Services
From 7/1/2022 Through 12/31/2022
(In Whole Numbers)

		Total
Expenditures		
Personnel		
Salaries & Wages	50100	154,025
Social Security Tax	50200	10,615
Medicare Tax	50210	2,482
Workers Comp - Staff	50220	1,540
UI & ETT Taxes	50250	57
Employee Benefits	50300	34,099
Employer 403(B) Contributions	50403	6,320
Total Personnel		209,137
Non-Personnel		
Mileage	51100	420
Conferences/Staff Development	51200	4,946
Meeting Expenses	51230	2,576
Rent	52100	19,833
Telephone	52200	1,155
Furniture/Fixtures	52300	1,049
Office Equipment	52330	330
Leased Equipment	52350	227
Repair & Maintenance	52360	400
Outreach/Recruitment	53300	6,574
Office Supplies	53400	2,461
Subscriptions/Dues/Memberships	53600	2,860
Insurance	53900	1,682
Professional Services	54100	2,590
Total Non-Personnel		47,104
Total Expenditures		256,241

SELACO WDB
Statement of Functional Expenses - TR - 0212 Other Program Costs
From 7/1/22 through 12/31/22

	Employment Training Panel	WIOA Youth	WIOA Rapid Response / Lay-Off Aversion	Transitional Subsidized Employment (TSE)	Other Funds	Total
Personnel						
Salaries & Wages	57,646	94,469	21,256	19,479	74,920	267,770
Payroll Taxes/WC	5,248	9,211	2,192	1,971	7,220	25,841
Employee Benefits	13,024	25,437	6,875	5,446	22,601	73,382
Total Personnel	75,918	129,117	30,323	26,896	104,740	366,994
Non - Personnel						
Mileage	19	66	0	0	683	768
Conferences/Staff Development	18	877	189	0	148	1,231
Meeting Expenses	14	645	151	4	57	870
Rent/Utilities	7,393	11,780	3,424	2,456	53,990	79,044
Telephone	374	683	184	126	3,030	4,397
Furniture/Equipment	281	576	279	45	431	1,613
Repair & Maintenance	77	264	71	30	116	559
Outreach/Recruitment	434	0	0	0	0	434
Supplies	856	1,702	354	158	800	3,869
Subscriptions & Dues	930	1,649	312	217	1,031	4,138
Insurance	748	1,263	308	203	1,085	3,608
Consulting	124	226	59	41	184	634
Legal Payments	0	0	0	0	0	0
Interest Expense	0	0	0	0	0	0
Total Non-Personnel	11,269	19,731	5,330	3,280	61,554	101,164
Total Expenditures	87,187	148,849	35,653	30,176	166,294	468,158

SELACO WDB
Statement of Functional Expenditures
From 7/1/22 through 12/31/22

<u>Line Item Description</u>	<u>Current Period Actual</u>	<u>Budget</u>	<u>Budget Variance</u>	<u>Total Budget Remaining (%)</u>
PERSONNEL COSTS				
Salaries/Wages	971,948	2,417,332	1,445,384	59.8%
Payroll Taxes/WC	92,602	225,006	132,404	58.8%
Employee Benefits	273,197	609,835	336,638	55.2%
TOTAL PERSONNEL COSTS	1,337,747	3,252,173	1,914,426	58.9%
NON-PERSONNEL COSTS				
Mileage	1,634	10,000	8,366	83.7%
Conference/Staff Development	19,701	133,000	113,299	85.2%
Meeting Expenses	7,232	20,000	12,768	63.8%
Rent/Utilities	175,296	350,592	175,296	50.0%
Telephone	9,860	25,000	15,140	60.6%
Furniture & Equipment	9,351	46,000	36,649	79.7%
Repair & Maintenance	2,831	17,000	14,169	83.3%
Outreach/Recruitment	8,276	23,700	15,424	65.1%
Supplies	18,544	55,000	36,456	66.3%
Subscriptions/Dues/Memberships	28,373	66,000	37,627	57.0%
Insurance	13,415	38,000	24,585	64.7%
Professional Fees	34,995	130,000	95,005	73.1%
Legal Fees	8,271	40,000	31,730	79.3%
Interest Expense/Miscellaneous	1,538	6,000	4,462	74.4%
TOTAL NON-PERSONNEL COSTS	339,316	960,292	620,976	64.7%
TOTAL IN-HOUSE COSTS	1,677,064	4,212,465	2,535,402	60.2%
TRAINING & SUPPORT SERVICES				
Vendor Training Payments				
Employment Training Panel (ETP)	60,549	265,617	205,069	77.2%
LA County - Homeless Initiative (Measure H)	0	29,000	29,000	100.0%
Workforce Accelerator Fund (WAF 9.0)	0	4,120	4,120	100.0%
WIOA Adult	137,963	417,137	279,174	66.9%
WIOA Dislocated Workers	10,686	278,091	267,405	96.2%
WIOA Youth	2,108	50,000	47,892	95.8%
Non-WIOA Training Expenditures	6,045	139,046	133,001	95.7%
Subtotal	217,351	1,183,011	965,660	81.6%

SELACO WDB
Statement of Functional Expenditures
From 7/1/22 through 12/31/22

<u>Line Item Description</u>	<u>Current Period Actual</u>	<u>Budget</u>	<u>Budget Variance</u>	<u>Total Budget Remaining (%)</u>
Cost Reimbursements / Contracted Services				
Day Care Pre-School / Renovation	1,619,612	3,324,763	1,705,151	51.3%
Employment Training Panel (ETP)	0	15,800	15,800	100.0%
Gateway Cities' Homeless Employment Prg	0	6,400	6,400	100.0%
LA County - Youth @ Work	111,451	650,065	538,614	82.9%
LA County - Homeless Initiative (Measure H)	0	10,000	10,000	100.0%
Regional Plan Implementation 3.0/4.0	0	42,000	42,000	100.0%
WIOA Youth	105,215	423,200	317,985	75.1%
WIOA One-Stop Operator	14,305	30,000	15,695	52.3%
WIOA Security Guard	18,325	46,694	28,369	60.8%
Subtotal	<u>1,868,908</u>	<u>4,548,922</u>	<u>2,680,014</u>	<u>58.9%</u>
Work Experience / Skillz Menu Program				
Downey's USD MADE Career Initiative	280,645	376,694	96,049	25.5%
LA County - Youth @ Work	21,097	0	(21,097)	0.0%
LA County - Homeless Initiative (Measure H)	3,366	25,500	22,134	86.8%
WIOA Adult	20,339	25,000	4,661	18.6%
WIOA Youth	39,122	280,000	240,878	86.0%
Subtotal	<u>364,568.81</u>	<u>707,194</u>	<u>342,625</u>	<u>48.4%</u>
Training Supplies				
WIOA Adult	3,148	5,000	1,852	37.0%
WIOA Dislocated Workers	300	5,000	4,700	94.0%
WIOA Youth	214	5,000	4,786	95.7%
Subtotal	<u>3,662</u>	<u>15,000</u>	<u>11,338</u>	<u>75.6%</u>
Direct Support Payments				
Gateway Cities' Homeless Employment Prg	1,229	5,000	3,771	75.4%
Gateway Cities Whole Child Program	1,233	0	(1,233)	0.0%
LA County - Youth @ Work	255	0	(255)	0.0%
LA County - Homeless Initiative (Measure H)	45	6,500	6,455	99.3%
WIOA Adult	7,360	30,000	22,640	75.5%
WIOA Dislocated Workers	1,213	15,000	13,787	91.9%
WIOA Youth	2,245	30,000	27,755	92.5%
Subtotal	<u>13,580</u>	<u>86,500</u>	<u>72,920</u>	<u>84.3%</u>
TOTAL TRAINING & SUPPORT SVCS	<u>2,468,070</u>	<u>6,540,627</u>	<u>4,072,557</u>	<u>62.3%</u>
GRAND TOTAL	<u>4,145,133</u>	<u>10,753,092</u>	<u>6,607,959</u>	<u>61.5%</u>

SELACO WDB
Balance Sheet
December 31, 2022

	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
Assets											
Cash & Cash Equivalents	1,488,899	80,750	5,273	(45,635)	(25,264)	(205,358)	(7,910)	228,147	219,573	(27,876)	1,710,599
Petty Cash	-	-	-	-	-	-	-	-	-	4,000	4,000
Accounts Receivable	-	149,930	-	22,143	-	-	-	32,202	-	-	204,276
Prepaid Expenses	188,400	-	-	-	-	-	-	-	-	-	188,400
Deposit	9,100	-	-	-	-	-	-	-	-	20,238	29,338
Due from Other Fund	-	-	-	-	-	(27,617)	-	-	211,857	-	184,240
Fixed Assets	1,005,713	-	-	-	-	-	-	-	-	-	1,005,713
Accumulated Depreciation	(1,003,413)	-	-	-	-	-	-	-	-	-	(1,003,413)
Total Assets	1,688,699	230,681	5,273	(23,492)	(25,264)	(232,975)	(7,910)	260,350	431,429	(3,638)	2,323,152
Liabilities and Net Assets											
Liabilities											
Accounts Payable	23,085	191,470	-	53,974	-	-	-	82,162	-	1,013	351,705
Accrued Expenses	-	-	-	-	-	291	-	6,045	-	-	6,335
Due to Department of Education	9,100	-	-	-	-	-	-	-	-	-	9,100
Due to EDD	-	-	-	-	-	-	-	-	-	28,115	28,115
Due to Vendors (ETP)	-	-	-	-	-	-	-	(1,500)	-	(150)	(1,650)
Due to Other Fund	-	106,192	18,695	20,863	-	-	-	66,107	-	(27,617)	184,240
Payroll Clearing	-	-	-	-	-	-	-	-	-	(5,000)	(5,000)
Revenues Received in Advance	963,946	6,511	11,565	-	-	(27,617)	-	195,759	-	-	1,150,165
Total Liabilities	996,132	304,174	30,260	74,837	-	(27,326)	-	348,572	-	(3,638)	1,723,011
Net Assets											
Current YTD Net Income	672,209	(74,213)	(36,861)	(110,341)	(25,081)	(205,250)	(7,910)	(100,684)	(1,561)	-	110,310
Unrestricted	20,358	720	11,873	12,012	(183)	(399)	-	12,461	432,990	-	489,832
Total Net Assets	692,567	(73,493)	(24,987)	(98,329)	(25,264)	(205,649)	(7,910)	(88,223)	431,429	-	600,142
Total Liabilities and Net Assets	1,688,699	230,681	5,273	(23,492)	(25,264)	(232,975)	(7,910)	260,350	431,429	(3,638)	2,323,152



Operations Report

6TH REPORT OF PY 2022 – PY 2023

JULY 1, 2022 – DECEMBER 31, 2022

TABLE OF CONTENTS

Purpose.....	2
Spotlight.....	3
In-the-Know with SELACO	4
America’s Job Center of California (AJCC) Overview	5
Career Services	5
Events	6
Adult Job Seeker Programs.....	6
Events.....	6
WIOA Adult.....	7
WIOA Dislocated Worker (DW)	8
Transitional Subsidized Employment (TSE).....	9
WIOA Youth	10
Youth@Work	11
Bridge to Work.....	12
Business Services	13
Employer Training Panel (ETP).....	14
Special and Regional Programs.....	15
Child Development Program Regional Supportive Services 3.0	15
Council of Governments (COG) - Homeless employment program	16
Accelerator Grant WAF 9.0.....	17
Homeless initiaive - home	18
Glossary of Terms	19

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.



Southeast LA County Regional Job Fair in the City of Artesia

Over 264 job seekers attended the 4-hour event, connected with employers and had the opportunity to participate in workshops that offered resumé writing tips, financial literacy and how to prepare for a job interview.



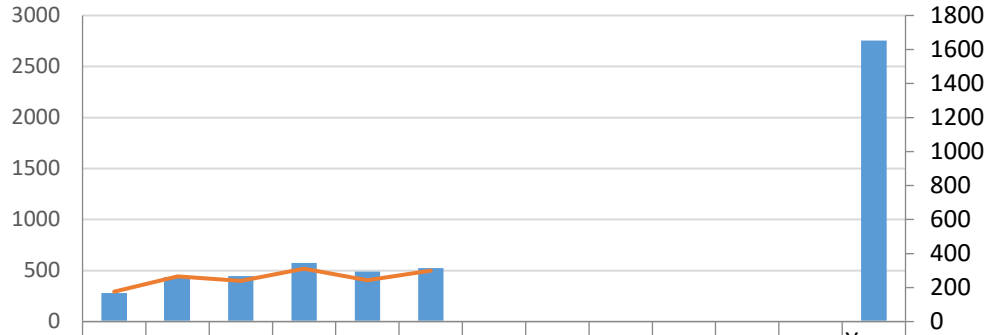
(88) employers participated. Participating employers included companies such as Boeing, Walmart, Disneyland, and Chick-fil-A

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

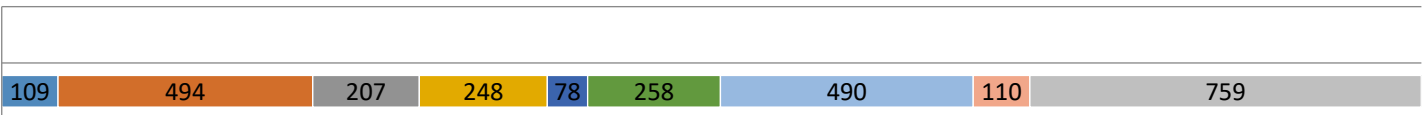
Customer Visits to AJCC



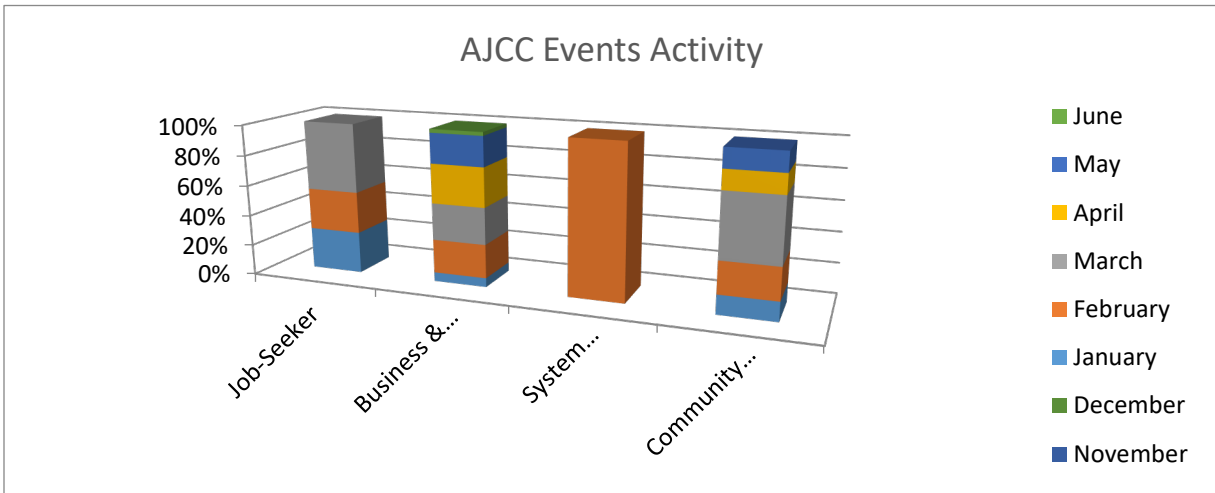
Total Visits	279	440	447	574	490	523										2753
Distinct Customers	176	265	239	311	244	299										1534

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
CCN	The business community and service agencies meet and connect to promote self-reliance, life-long learning, and a healthy community.
SYSTEM ENHANCEMENT EVENTS	DESCRIPTION
OUTREACH EVENTS	DESCRIPTION

WIOA ADULT

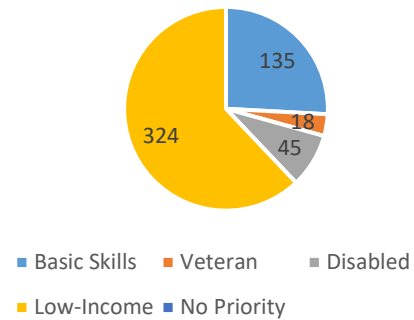
To prepare workers -- particularly individuals with barriers to employment -- for good jobs by providing job search assistance and training. The Adult Program provides an emphasis on serving public assistance recipients, other low-income individuals, and individuals who are low-skilled.

WIOA PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Negotiated PY 21/22	Q1 PY 21/22	Q2 PY 21/22	Q3 PY 21-22	Q4 PY 21-22
Employed 2 nd Quarter after Exit	64.9%	68.3%	59.3%		
Employed 4 th Quarter after Exit	61.8%	70.7%	72.3%		
Median Earnings	\$7,400	\$5,991.48	\$6,249.91		
Credential Rate	67.7%	60.0%	69.2%		
Measurable Skill Gain (MSG)	70.0%	63.8%	35.2%		

Activity Breakdown	
Carryover	298
Enrollments	121
Exits	41
Employed at Closure	20
Program Services	
Occupational Skills Training	28
On the Job Training	3
Transitional Jobs	6
Supportive Services	87
Follow-up Services	170

Priority Population



WIOA Adult Enrollment by City

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



WIOA DISLOCATED WORKER (DW)

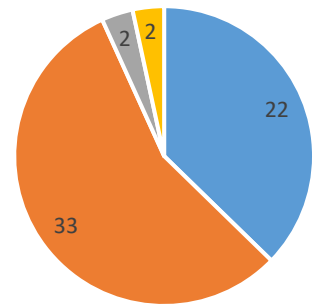
To prepare workers -- particularly individuals recently separated from employment -- for good jobs by providing job search assistance and training. The Dislocated Worker Program provides an emphasis on serving transitioning veterans, homemakers, recently unemployed, and struggling independent business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

WIOA PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Negotiated PY 21/22	Q1 PY 21/22	Q2 PY 21/22	Q3 PY 21/22	Q4 PY 21/22
Employed 2 nd Quarter after Exit	68.2%	85.7%	81.0%		
Employed 4 th Quarter after Exit	67.0%	70.8%	77.1%		
Median Earnings	\$8,600	\$10,430.03	\$10,694.34		
Credential Rate	79.2%	88.9%	90.9%		
Measurable Skill Gain	70.0%	55.6%	42.9%		

Activity Breakdown	
Carryover	86
Enrollments	9
Exits	4
Employed at Closure	3
Program Services	
Occupational Skills Training	3
On the Job Training	0
Supportive Services	13
Follow-up Services	40

Priority Population



■ Basic Skills
 ■ Low Income
 ■ Veteran
 ■ Disabled
 ■ No Priority

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	50	50	16
Active WEX Enrollments	36	50	
Exit and Follow-up 6 Months After Exit	13	50	

Carryover
45

TSE WEX PLACEMENT BY CITY

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



WIOA YOUTH

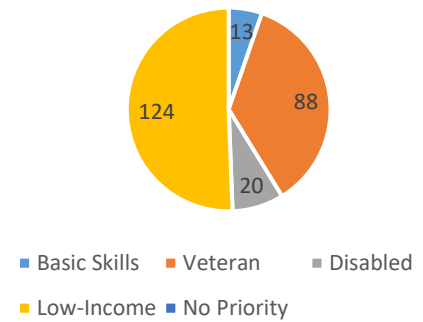
To prepare youth (ages 14-24) with barriers to employment – for good jobs by providing career exploration and training. The Youth Program provides an emphasis on serving public assistance recipients, other low-income individuals, basic skills deficient, pregnant or parenting young, foster youth, and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

WIOA PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Negotiated PY 20/21	Q1 PY 21/22	Q2 PY 21/22	Q3 PY 21/22	Q4 PY 21/22
Employed or Placed in Education 2 nd QT after Exit	68.7%	100.0%	100.0%		
Employed or Placed in Education 4 th QT after Exit	73.0%	87.5%	69.6%		
Median Wage	\$4,150	\$7,338.35	\$1,885.69		
Credential Rate	69.0%	60.0%	18.2%		
Measurable Skills Gain	67.0%	33.3%	0.0%		

Out-of-School Activity Breakdown	Actual
Carryover	122
Enrollments ABC	3
Enrollments SELACO	10
Exits	9
Employed at Closure	0
Program Services	
Occupational Skills Training	1
Enrolled in Alternative Secondary Education	0
Work Experience	9
Supportive Services	18
Follow-up Services	47

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	27	10	N/A	N/A	6	0	23	21	7	6	63	37
ABCUSD	32	6	12	0	N/A	N/A	46	32	11	4	101	42
SELACO	N/A	5	N/A	1	N/A	N/A	N/A	9	N/A	3	N/A	18

Progress	CalWORKS	Foster	JJCPA	OUSY	SIY	Total
Enrollments	21	1	0	62	13	97
Exits	2	0	0	3	0	5

BRIDGE TO WORK

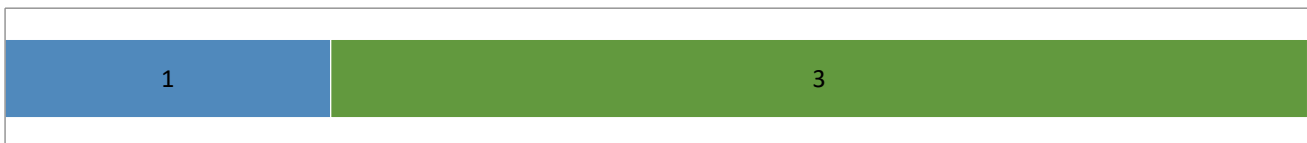
The Bridge-to-Work-Foster program works with foster youth that are eligible to enroll in the Independent Living Program (ILP) and aims to get them started on a path to a high wage career.

BRIDGE TO WORK PERFORMANCE INDICATORS PER QUARTER

B2W Projected Goals	Goal	Actual
Projected Enrollments	8	4
Active WEX Enrollments	8	0
Exits	8	0

Bridge to Work Enrollment by City

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

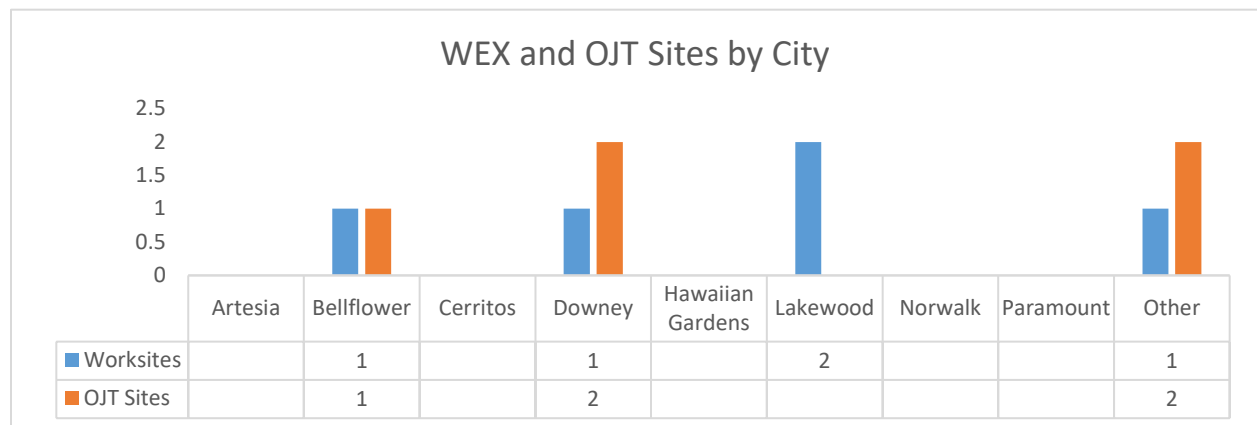


BUSINESS SERVICES

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

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

Activity Breakdown	
Job Fairs	1
Job Development	155
Special Recruitments	31
Business Outreach Contact	84
Rapid Response	0
Lay-off Aversion	0
Total	271



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-21-0333 (Contract Term: 2021-2023)		
	Planned	Actual
Enrollments	427	292
Completions	427	282
Retention	402	218

Eligible Training Panel (ETP)		
ET-23-0132 (Contract Term: 2021-2023)		
	Planned	Actual
Enrollments	433	
Completions	433	
Retention	408	

SPECIAL AND REGIONAL PROGRAMS

CHILD DEVELOPMENT PROGRAM REGIONAL SUPPORTIVE SERVICES 3.0

Facilities	Planned Enrollments	Actual Enrollments
A. J. Padelford Child Development Center 11922 169 th Street, Artesia, CA 90701 Center Director: Liz Quintanilla Phone Number: (562) 926-2427	41	163
Artesia Child Development Center 18730 Clarkdale Avenue, Artesia, CA 90701 Center Director: Malajat Raja Phone Number: (562) 653-0290	49	194
Bellflower Child Development Center 447 Flower Street, Bellflower, CA 90706 Center Director: Regina Mayo Phone Number: (562) 804-7990	45	191
Bellflower II Child Development Center 14523 Bellflower Blvd., Bellflower, CA 90706 Phone Number: (562) 867-8399	70	280
Lakewood Child Development Center 5225-A Hayter Avenue, Lakewood, CA 90712 Center Director: Maria Navarro Phone Number: (562) 531-9440	54	221
Maywood Child Development Center 4803 58 th Street, Maywood, CA 90270 Center Director: Silvia Guzman Phone Number: (323) 560-5656	47	188
Norwalk Child Development Center 14000 San Antonio Drive, Norwalk, CA 90650 Center Director: Silvia Guzman Phone Number: (562) 864-1958	25	97
Total	331	1,334

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:

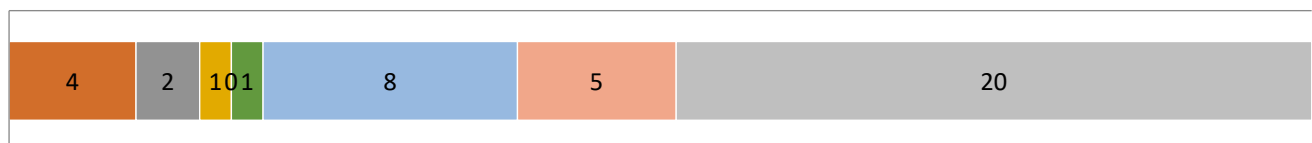
- Co-enrollment into WIOA
- Career planning
- Development of Individual Employment Plans that may include paid work experience, vocational training, On-the-Job training, and/or placement into full time employment
- Ongoing Case Management
- Follow-Up services for one year after exit

Referral Activity		
	Planned	Actual
Referrals to SHARE	N/A	20
Referrals from SHARE	N/A	51
Enrollments resulting from SHARE referrals	47	41

Enrollment Activity		
	Planned	Actual
Transitional Jobs	N/A	1
On-the-Job Training (OJT)	N/A	1
Completed STEPS	25	12
Paired with a Mentor	16	12
Occupational Skills Training	N/A	0
Employment Placement	28	19
Housing Placement	N/A	28
Supportive Services	N/A	18
Exits	N/A	11

COG Home Enrollment by City

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



ACCELERATOR GRANT WAF 9.0

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

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

Accelerator Project Goals					
	Planned Enrollments	Actual Enrollments	Completions	Placements	Drops
Specialty Nursing Apprenticeship	7	5	0	0	1
CNA/Phlebotomy training program	30	30	0	0	6

Accelerator Enrollment by City

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



HOMELESS INITIAIVE - HOME

The SELACO RISE project is designed to move individuals from homelessness to employment with a focus on individual assessment, job readiness, support services, skills training, earn and learn/on-the-job training, placement and retention in a job which pays a living wage. In order to end individual homelessness, job retention is crucial to the success of these individuals and will require the necessary supports to be provided by Mentored. Our overall objective is to meet the employment challenges facing homeless persons in their search for employment and to facilitate their assimilation into the workplace thereby enhancing the outcomes within the workforce.

HOMELESS INITIATIVE PERFORMANCE INDICATORS PER QUARTER

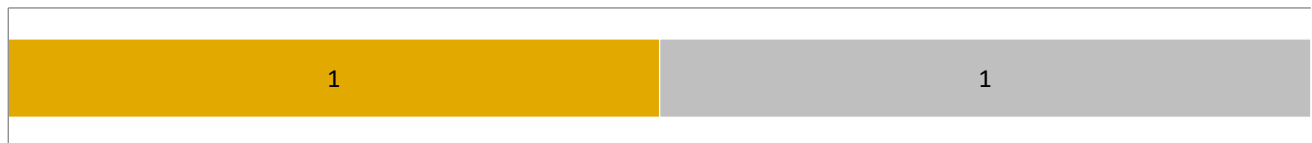
Performance Measure	Planned	Actual
New Enrollment	15	2
WIOA Co-enrollments	11	2
Employed at Closure	11	3

Program Services	Planned	Actual
Follow-up Services	11	0
On the job Training	7	2
Transitional Jobs	8	2

Carryover	13
-----------	----

Homeless Initiative Enrollment by City

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



GLOSSARY OF TERMS

AJCC:	American Job Center of California
ASE:	Academic Skills Enhancement
CalJOBS:	California Job Services
CWDB	California Workforce Development Board
DEI:	Disability Employment Initiative
EDD:	Employment Development Department
ETP:	Employment Training Panel
GED:	General Education Development
LMI:	Labor Market Information
PJSA:	Personalized Job Search Assistance
SELACO WDB:	Southeast Los Angeles County Workforce Development Board
STEPS:	Steps to Economic and Personal Success Workshop
TSE:	Transitional Subsidized Employment
WDB:	Workforce Development Board
WIOA:	Workforce Innovation and Opportunity Act



MEMORANDUM

DATE: January 26, 2023

TO: SELACO WDB Board of Directors

FROM: Larry Wehage, SELACO WDB Board Chair

RE: Executive Director Contract Renewal

Attached for your review and approval is the Executive Director's employment contract. The term is for five years and terminates, unless further extended, on October 31, 2027. The salary increase of 5% is due to an agency wide cost of living pay increase that was approved by the Board at the September 22, 2022 SELACO WDB Board meeting.

Action Required:

Approve the Executive Director's employment contract as presented.

Third Amendment to Employment Agreement
Between
Southeast Los Angeles County Workforce Development Board
and
Yolanda L Castro

This Third Amendment to the First Amended and Restated Employment Agreement (“Agreement”) is made and entered into this 26 day of January 2023, by and between the Southeast Los Angeles County Workforce Development Board, a California non-profit corporation (SELACO WDB), hereinafter called “Employer,” and Yolanda L. Castro, an individual, hereinafter called “Employee.” Employer and Employee may be referred to in this Agreement collectively as “the Parties.”

WHEREAS, Employee has fulfilled the duties of the position of Executive Director of the SELACO WDB since March 1, 2013 to the satisfaction of Employer; and

WHEREAS, Employee’s original two-year Employment Agreement was renewed for an additional two years under the terms of the First Amended and Restated Employment Agreement, with an expiration date of October 31, 2017 and renewed again for an additional five years through a Second Amendment to Employment Agreement; and

WHEREAS, Employee and Employer now desire to extend the term of Employee’s existing Employment Agreement for an additional five years upon the terms set forth herein; and

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the Parties agree as follows:

I. Section 2 ("Term") of the Agreement is amended to read:

A. The Executive Director serves at the pleasure of the SELACO WDB on an "at will" basis. The term of this Agreement, which commenced on October 24, 2013, shall terminate, unless further extended on October 31, 2027.

B. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employer to terminate the services of Employee at any time pursuant to Section 3 of this Agreement. Employee shall have no property right in this position or a right to be discharged only upon cause; Employee may be dismissed at any time with or without cause, subject only to the provisions of this Agreement.

C. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign at any time from her position with Employer. Employee agrees to remain in the exclusive employ of Employer and neither to accept other employment nor to become employed by any other employer during the term of this Agreement.

II. Section 3 ("Termination") is amended to read:

A. The Parties expressly acknowledge and agree that this Agreement is an “at will” employment agreement and Employer may terminate Employee at any time with or without cause and with or without notice. The Parties further expressly acknowledge and agree that in the event that Employee is terminated without cause prior to the stated expiration of this Agreement, that she will be entitled to 2 month's severance payable as a lump sum cash payment at Employee's then current rate of base monthly salary.

B. In the event Employee voluntarily resigns her position with Employer before the expiration of the term of this Agreement, the Employee shall give Employer sixty (60) days written notice of that resignation, unless the Parties otherwise agree. Employee shall not be entitled to any severance in the event that she resigns, unless she is requested to resign by Employer.

III. Section 5 (“Salary”) is amended to read:

Effective September 24, 2022, Employee’s annual salary is \$135,188 (one hundred, thirty-five thousand, one hundred and eighty-eight dollars). Employer agrees to pay Employee for her services rendered pursuant hereto, a monthly salary of \$11,265.67, payable at the same time as other employees of Employer are paid, less any legally authorized withholding, such as federal and state taxes.

IV. All other terms and conditions of the First Amended and Restated Employment Agreement shall remain the full force and effect, unless otherwise amended in writing.

IN WITNESS WHEREOF, Employer has caused this Agreement to be signed and duly executed on its behalf by its Chairman of the Board, in triplicate, on the 26 day of January 2023. Employee has accepted the terms and conditions set forth in this Agreement effective as of the date of her signature below.

**SOUTHEAST LOS ANGELES COUNTY WORKFORCE
DEVELOPMENT BOARD**

By: _____
Larry Wehage, Chair Date

ATTEST:

By: _____
Mark Dameron, Secretary to the Board

EMPLOYEE:


By: _____
Yolanda L. Castro Date



MEMORANDUM

DATE: January 26, 2023

TO: SELACO WDB Board of Directors

FROM: Yolanda L Castro, Executive Director 

RE: Revision of the Participant Work Experience (WEX) Policy and Procedures, WEX Sponsor Agreement & WEX Timesheet

To enhance communication with employers committed to sponsoring a WEX participant, SELACO WDB staff is recommending changes to our existing Policies and Procedures for establishing an Employer Worksite Agreement. Recommended changes enhance communication on the proper reporting of participant work hours, acceptable worksite arrangements, and limitations on total hours a participant can work within an approved pay period.

Attached for your review:

- Revised Work Experience Policy – Recommended changes are highlighted
- Revised Employer Agreement – Recommended changes are highlighted
- Revised Participant Time Sheet – Recommended changes are highlighted

Action Required:

Approve and adopt recommended changes to the Work Experience Policy and Procedures, Employer Agreement, and Participant Time Sheet for immediate implementation.

WIOA PRIORITY OF SERVICES

Board Approval: 9/22/2022

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

PURPOSE

This policy provides guidance and establishes direction for the implementation of Work Experiences (WEXs) for WIOA eligible adult, dislocated workers, youth, and applicable special projects.

SCOPE

This policy applies to all SELACO Staff and Providers/Contractors administering, managing, and implementing WIOA funded programs.

REFERENCES

- Title 20 *Code of Federal Regulations* (CFR) “WIOA, Notice of Proposed Rule Making” (NPRM), Sections 680.150, 680.600, 680.610, and 680.650
- TEGL 03-15, *Guidance on Services Provided through the Adult and Dislocated under the Workforce Innovation and Opportunity Act and Wagner Peyser, as Amended by WIOA, and Guidance for the Transition to WIOA Services* (July 1, 2015)

BACKGROUND

Paid Work Experience (WEX) is designed to assist Youth, Adults, Dislocated and, Special Projects customers obtain skills, knowledge, and abilities to enhance a participant’s employment history and experience. In most cases, the SELACO WDB covers 100% of the wages associated with the work experience assignment.

WIOA/WEX Definition: Work Experience also known as WEX; is a planned, structured learning experience that takes place in a private, for-profit, nonprofit, or public sector workplace for a limited time period. The experience should include elements such as: employability skills instruction; generic workplace skills; exposure to various of aspects of an industry; and other transition activities.

KEY OBJECTIVES FOR A SELACO SPONSORED WEX

- Learn soft skills needed to be successful in today’s workplace through exposure to various aspects of an industry.
- Build confidence.
- Enhance marketability for future employment.
- Learn team building skills with progressively more complex tasks
- Get along with others.
- The opportunity to learn hard skills such as integration of basic academic skills into work activities.
- Learn skills needed to transition/adjust to the workplace.
- Learn transferable skills that can be used in almost any industry.

IN DEMAND OCCUPATIONS

Preferably, work experience assignments are in demand occupations. SELACO identified the following “Demand” occupations for our region:

1. Healthcare
2. Manufacturing
3. Professional and Business Services
4. Hospitality and Leisure
5. Trade, Transportation and Utilities

NOTE: This list is not inclusive of all potential opportunities.

PROCESS

KEY PRINCIPLES TO ESTABLISHING A WEX FOR AN ENROLLED PARTICIPANT

- WEX hours range from 100-500 hours as determined by department lead and or funding source.
- Employee regulations and laws apply to WEX participants, such as minimum wage requirements and requirements related to breaks and lunch time. While a WEX is off site, the participant is viewed as the employee on record with the SELACO WDB.
- Vacation, holiday pay, sick time and overtime do not apply to a SELACO sponsored WEX. Note: regular hourly rate applies if a company is open on a holiday and participant is working. Double-time or time and a half does not apply to a WEX assignment.
- Employers and enrolled participants must follow all personnel laws and rules as it pertains to a SELACO sponsored WEX.
- All potential worksites must be evaluated and meet the requirements identified on the worksite checklist. See attachment I

- WEX Agreement and Supervisor Orientation must occur before a WEX assignment begins. See Attachment II (Worksite Sponsor Agreement) and Attachment IV. (Supervisor/Responsibilities Orientation).
- A participant cannot be terminated by a site supervisor –**all discipline issues must be handled under the guidance of the Career Development Specialist (CDS) or Business Engagement Specialist (BES).**
- All Employer Worksites must be filed and logged into the Business Services identified data management tool.
- All Employer Worksite original agreements must be submitted to the MIS department for tracking and record keeping.
- On site visits or check-ins are essential. At a minimum should be held at mid-point of the WEX assignment or at 100 hours whichever comes first.

I. ESTABLISHING A WEX ASSIGNMENT FOR THE ENROLLED PARTICIPANT

1. Participant Assessment for a WEX

- All participants must be officially enrolled before a WEX is considered.
- Review participant background and employment history. Assess suitability for a paid work experience.
- **Before a participant begins a WEX the estimated cost of the assignment must be reported and confirmed with the department Analyst and/or department Manager.**

2. Suitable candidates for WEX have the following characteristics:

- Little to no work experience.
- Have been out of the workforce for a long period of time.
- Considering a field but have no experience in that field.

3. When can a WEX be used:

- WEX can be used when training is completed and hands on experience will enhance potential for full-time employment.
- WEX can be used for career exploration before formal classroom training is provided to see if the field of training is a good fit.
- WEX can be part of a specific project for the agency.

4. When WEX appears to be a good solution for the candidate the assigned CDS must:

Assess participants commitment to a WEX. Commitment can be identified by the following:

- Willingness to fine-tune their interview skills.
- Making themselves available for WEX interviews.
- Willing to develop and maintain a resume.
- Committed to scheduled meetings with assigned CDS and following up on interviews or job assignments.
- Willing to follow instructions and learn from the experience.
- Committed to connect with the assigned CDS on a bi-monthly basis.
- Willing to communicate and bring all concerns to their assigned CDS.

Suitability must be determined prior to referring to Business Services (BS) for a site assignment.

II. REQUEST FOR WORKSITE ASSIGNMENT

The business services team (Business Engagement Specialist (BES)) maintains a list of potential worksites and will support a participant in securing a worksite that best meets their interest. When a CDSI has a potential WEX participant they complete the WEX Participants Referral Form and submits to the BES team. See attachment III.

Note: It is essential that this form is completed in detail and signed by the referring CDSI.

- 1) After reviewing the WEX Participant Referral Form and connecting with the customer, BES and/or CDS II will set-up interviews with worksites and provide interview dates and times, which can take up to one week.
- 2) Should the participant fail at the interview, the worksite will give the BES feedback and BES will forward feedback to CDS II. CDS II will take feedback as an opportunity to coach participant.
- 3) Once the CDS has coached the participant and deemed them work ready, BES will provide a second placement for the participant.
- 4) Should the participant fail at the second interview, it is recommended that the CDS will need to consult with program manager for other options

III. WORKSITE EXPECTATIONS

WEX can be up to 500 hours, (hours are established project by project and based on availability and restriction of funds).

- 1) Worksites can be developed by any member of the Business Engagement Team (BET) or a Career Development Specialist (CDS).
- 2) When a SELACO representative identifies and affirms a potential worksite an appointment is made to evaluate the worksite, business environment and ensure it is suitable and can provide a safe and comfortable WEX for the participant. See attachment I – On site Worksite Evaluation/Checklist. The document provides a summary of what to look for and ensures the potential worksite is safe and suitable for the participant.
- 3) All approved Worksites must be logged into the Business Services identified data management tool, and the original agreement submitted to the MIS department for record keeping.
- 4) Once a BES receives request for WEX Assignment. The representative will check to see if there is a suitable worksite available.
- 5) If there is not a suitable worksite on file to meet the needs of the participant, the SELACO Representative will reach out to his/her employer network to identify a potential worksite.
- 6) When an employer is willing to serve as a worksite, the BES or CDSI collect a job description for the requested position. If the employer does not have a job description it is imperative that Attachment V- Job Description is created. An employer's job description or attachment V is essential for identifying a Workers Compensation code for the proposed position and for identifying the appropriate candidate for the WEX.
- 7) When a BES receives a job description or Attachment V the information is entered into the Business Services identified data management tool.
- 8) For all suitable worksite, BES or assigned CDS conducts an employer orientation – See Attachment IV for the Supervisor Orientation form.
- 9) Upon completion of the orientation BES/CDS reviews the Worksite Agreement with the employer and secures required signatures. See attachment II- Worksite Agreement.
- 10) Estimated time to complete this process is 30 minutes to 1 hour. However, **it is imperative to go over every line item to ensure the employer understands** what's expected of the participant and what role SELACO staff plays in supporting a successful outcome.
- 11) Prior to the participant starting at an assigned worksite, a Work Experience Worksite Information form will need to be filled out by the employer which will include information such as approved Work Schedule, Soft & Hard Skills, Start/End Date, Employer Contact Information and acknowledgement by

Employer, Participant and either a BES or CDS II. (*See Work Experience Acknowledgement Form*)

- 12) Once the participant is assigned a worksite, CDS verifies the start date. WEX enrollment is identified at the first date of activity and the appropriate activity code is entered into CalJobs. Reference the current listing of activity codes published by MIS/Compliance.
- 13) Once a participant is actively onsite working, an onsite visit should be conducted at mid-point of the participants assignment or at 100 hours which ever comes first. A BES and/or CDS can conduct an on-site visit anytime during the duration of the WEX assignment. This is recommended if there is a potential concern with either the participant or employer.
- 14) Evaluation forms will ensure that soft & hard skills gap are being accomplished by completing an Employee Performance Evaluation form. This is sent by the CDSI via email, completed by the employer and returned via email, or can be conducted via a telephone interview, but must be adequately documented by the CDSI in case notes that this was a telephone interview. See attachment VI – Employee Performance Evaluation. While phone interviews are acceptable, at a minimum in-person check-ins should be conducted mid-way through the WEX assignment both with worksite supervisor and participant. It is anticipated that CDSI are checking in with the participant once a month. In all cases, whether by phone, email or in person, **all forms of communications must be adequately documented via case notes in Cal Jobs and properly stored in the customer’s file.**
- 15) CDS must keep Business Service Team informed of any potential concerns or issues discovered when obtaining the Employee Performance Evaluation.
- 16) All worksites are required to complete a Timecard & Evaluation Form submitted on the payroll scheduled established by the fiscal department. See attachment VII- WEX Time Sheet & Evaluation. A few key points:
 - Encourage worksite supervisor and participant to complete timecard daily.
 - Review timecard with supervisor and participant emphasizing that participants are required to check out for breaks and lunch period.
 - Spend time demonstrating the proper way to complete the timecard, noting dates and all required information.
 - Timecards must be completed and submitted on time to ensure timely payment.
- 17) WEX supervisors **must report all participant accidents** to the CDS immediate. See attachment VIII.

- 18) All timesheets & evaluation forms must be filed in the participant file, at minimum, worksite visit should occur on a quarterly basis by a BES or CDSII, while there is an active participant. If the worksite does not have an active participant during that quarter a worksite visit is not required. See File Checklist Form.

Addendum:

- 19) Vacation, holiday pay, sick time and overtime do not apply to a SELACO WDB sponsored WEX. Note: regular hourly rate applies if a company is open on a holiday and participant is working. Time-and-a-half or double time does not apply to a WEX assignment.
- 20) At no time can a participant work more than 8-hours in a day & 40-hours a week. Overtime is not an approved activity therefore no pay-period should exceed more than 80-hours bi-weekly.
- 21) Employees must be provided with no less than a thirty-minute meal period when the work period is more than five hours in a given day.
- 22) If traveling is a requirement, a driver license must be listed on the job description unless an alternative is verified.
- 23) If your brick & mortar also is a home-based business, please provide proof of a license or permit (Depending on zoning laws per city). Home-based businesses will be **not** exempt from any worksite visits.
- 24) It is mandatory that timesheets be completed, signed, & submitted the last day of each pay-period after the last hour worked. It is imperative that timesheets are submitted on-time to avoid any delays in check distribution to the participant.
- 25) If the worksite sponsor provides remote work, please notify SELACO WDB prior to the participant starting their work experience assignment. SELACO WDB staff may be able to address any digital divide the participant may be facing prior to their start date. If SELACO WDB is unable to address the digital gap, worksite sponsor should be prepared to provide an alternative.

PLEASE NOTE:

1. Use Attachment IX Checklist for Customer file. This helps ensure all proper documents are in place.
2. All activities must be tracked on CalJOBS via case notes.
3. All employer information must be recorded in the Business Services CRM.
4. You can combine WEX with other activities. For example: A participants can start with a paid work experience fully funded by SELACO. Following the paid work experience, if the

worksite supervisor is interested in hiring the participant, but feels the participant needs to build on their existing skills, an OJT can be established. Refer to OJT guidelines.

ATTACHMENTS:

**Southeast Los Angeles County Workforce Development Board
 WORKSITE EXPERIENCE SPONSOR AGREEMENT**

This agreement between **SELACO WDB** and _____ Worksite Sponsor is entered into this date _____ and is effective through this date _____.

I. The Worksite Sponsor agrees to:

- A. Provide the SELACO WDB participant with supervision at all times and a clear line of supervision and accountability.
- B. Discuss with participants any problems or conflicts which may arise from their work attitudes, behavior, or performance.
- C. Maintain accurate timecard records, verify hours, ensure that timecards are signed by the participant and the supervisor.
- D. Cooperate fully to provide monitors from the Delegate Agency, SELACO WDB with accessibility to worksite staff and information pertaining to worksite operation.
- E. Provide materials and equipment necessary to perform the duties of the work assignment.
- F. Ensure that the participant will not be paid for unexcused absences, non-worked hours, or recreational activities.
- G. Sponsor Agency shall complete a Worksite Job Description.
- H. Provide participant with an orientation to familiarize them with their duties, work hours, worksite expectations, timesheet responsibilities, and what to do in case of an emergency.
- I. Discuss any problems or conflicts that may arise from the participants job performance immediately and review as part of the Performance Evaluation.
- J. Adhere to all requirements in the Worksite Checklist including but not limited to Americans with Disabilities Act (ADA), Health and Safety (General, Fire, and Earthquake), Workplace Postings and work Restrictions required by Child Labor Laws.
- K. Adhere to California and Federal Labor Laws (Maximum hours, breaks, etc.) and acknowledge the penalties for violating Federal Labor Laws.
- L. Support and mentor Adult, Youth or Dislocated participants who are eligible for the transitional & youth work experience program.
- M. Vacation, holiday pay, sick time and overtime do not apply to a SELACO WDB sponsored WEX. Note: regular hourly rate applies if a company is open on a holiday and participant is working. Time-and-a-half or double time does not apply to a WEX assignment.
- N. At no time can a participant work more than 8-hours in a day & 40-hours a week. Overtime is not an approved activity therefore no pay-period should exceed more than 80-hours bi-weekly.
- O. Employees must be provided with no less than a thirty-minute meal period when the work period is more than five hours in a given day.
- P. If traveling is a requirement, a driver license must be listed on the job description unless an alternative is verified.
- Q. If your brick & mortar also is a home-based business, please provide proof of a license or permit (Depending on zoning laws per city). Home-based businesses will not exempt from any worksite visits.

- R. It is mandatory that timesheets be completed, signed, & submitted the last day of each pay-period after the last hour worked. It is imperative that timesheets are submitted on-time to avoid any delays in check distribution to the participant.
- S. If the worksite sponsor provides remote work, please notify SELACO WDB prior to the participant starting their work experience assignment. SELACO WDB staff may be able to address any digital divide the participant may be facing prior to their start date. If SELACO WDB is unable to address the digital gap, worksite sponsor should be prepared to provide an alternative.

II. SELACO WDB agrees to:

- A. Monitor Worksite Agency to assure that participants are provided with supervision and appropriate work experience in accordance with WIOA Rules and Regulations.
- B. Maintain on-going periodic contact with Worksite Agency concerning participants progress toward job readiness.
- C. Provide Evaluation Forms and assume responsibility for distribution of paycheck when appropriate.
- D. Assume the cost of wages, including workers compensation insurance for participants assigned to the Worksite Agency.
- E. Provide an orientation to Worksite Agency and participants of the program, which explains the program purpose, opportunities available through SELACO WDB procedures, which are applicable to participation, including Civil Rights, EEO and Grievance procedures.
- F. Maintain accurate and current records of participant, as per SELACO WDB requirements.
- G. Ensure accident coverage of participants during work hours through workers compensation is maintained.
- H. Provide the Worksite Supervisor(s) with an orientation regarding the SELACO WDB Program goals, procedures.
- I. Assign and maintain only those SELACO WDB participants that are approved by the Sponsor Agency as indicated in the job description.
- J. Provide ongoing, oversight of the SELACO WDB program and supportive services to the participant.
- K. Provide all SELACO WDB participants with an orientation, explaining the program's purpose, procedures and rules and an overview of what to expect at the worksite.
- L. Maintain accurate and current records of participants progress and program status.
- M. Provide Worksite Supervisors with appropriate written materials: timecard, performance evaluations, worksite expectation and a copy of this agreement.
- N. Review and discuss Performance Evaluation with the individual participant.
- O. Issue paychecks to participants according to verified time records.

III. Worksite Sponsor Agency and Contractor agree that:

- A. That neither party shall incur cost for the other as a result of participation in this program.
- B. That this Agreement may be modified or terminated at any time by mutual consent or upon written notice by either party.
- C. Certifies that it is an equal opportunity employer and observes nondiscriminatory practices in its employment program.

<i>WORKSITE SPONSOR AGENCY:</i>		<i>SELACO WDB:</i>	
Address:		Title:	
Contact Number:		Print Name:	
Email:		Signature:	
Title:		Date:	
Print Name:			
Signature:			
Date:			

WORK EXPERIENCE - TIMESHEET



STUDENT NAME: _____
 JOB TITLE: _____
 WORK SITE: _____
 SUPERVISOR: _____

For Office Use Only:
Funding Source

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Date														
Time In														
Time Out														
Time Allocated for Lunch														
Total Hours Worked														

Total Hours Worked for the Week _____

Total Hours Worked for the Week _____

Total Hours for Pay Period:	
------------------------------------	--

Employee Signature _____ Date _____

Supervisor's Signature _____ Date _____


At no time can a participant work more than 8-hours in a day & 40-hours a week.
 Overtime is not an approved activity therefore no pay-period should exceed more than 80-hours bi-weekly.



MEMORANDUM

DATE: January 26, 2023

TO: SELACO WDB Board of Directors

FROM: Yolanda L Castro, Executive Director 

RE: Transfer 80% of PY2022-2023- WIOA Dislocated Worker Program Funds to Adult Program Funds

Staff is seeking your approval to submit a request to the State to transfer 80% of total WIOA Dislocated Worker Program funds to the WIOA Adult Program funds. Our request to the State for the movement of funds will identify that last year SELACO WDB enrolled 16 participants in the “DW Program” and 131 participants in the “Adult Program”. As of January 2023, we have enrolled 131 new participants, 9 in the “DW Program” and 122 participants in the “Adult Program”. Based on enrolments in 2021-22 and current enrollments we are requesting that we transfer 80% of the total PY2022-2023 Dislocated Worker funds to Adult Services.

A transfer request of \$1,105,982 from the second round of WIOA Dislocated Worker allocations to WIOA Adult will enable SELACO WDB to better align resources to the jobseekers using our AJCC. This transfer will allow SELACO WDB to adjust the allocation to reflect the actual customers served (Dislocated or Adult) and provide us with the additional flexibility to address job seekers’ enrollment need.

Action Required:


Authorize the Executive Director to sign the requests to transfer 80% of Dislocated Worker Program funds to Adult Program funds.



MEMORANDUM

DATE: January 26, 2023

TO: SELACO WDB Board of Directors

FROM: Yolanda L Castro, Executive Director 

RE: Request for Proposal Release; In-School Youth Services PY 2023-2024

Per directive WSD17-07, local boards are required to conduct an open and competitive process to select their In-School Youth Providers.

The SELACO WDB released an RFP for in-school youth services in October of 2022, with a projected program implementation of January 2, 2023. The release did not yield any proposers.

To extend our capacity to serve in-school youth SELACO WDB staff seeks approval to re-release a request for a proposal to procure SELACO WDB In-School Youth Services, for an 18-month Program extending through program Years 2023-2024 (July 1, 2023, through December 30, 2024), with an option to extend services based on available funding, performance and upon mutual agreement, for two (2) succeeding years thereafter.

Timeline for the re-release of the Request for Proposal:

RFP Released	January 30, 2023
Bidder's Conference via zoom	February 16, 2023 @ 3:00pm
Last Day to Submit Questions	February 24, 2023
Proposal Due	March 3, 2023, by 3:00pm
Evaluation & Award recommendation	March 6, 2023–March 10, 2023
Board Approval of Proposed Awardees	March 23, 2023
Award Notification to Proposer	March 24, 2023
Contract Negotiation	March 27, 2023 – March 31, 2023
Contract Implementation	July 1, 2023

Action Required:

Approve and authorize the Executive Director to re-release the Request for Proposals to procure an In-School Youth Services provider with the following guidelines:


- Secure a special committee to support the RFP evaluation process.
- Budget up to \$400,000 from the SELACO WDB budget to secure the functions of an In-School Youth Services provider for an 18 month period.



MEMORANDUM

DATE: January 26, 2023

TO: SELACO WDB Board of Directors

FROM: Yolanda L Castro, Executive Director 

RE: Proposed Revision to the SELACO WDB Petty Cash Policy

The SELACO WDB's current Petty Cash Policy allows for an allocation of four thousand dollars (\$4,000) for all petty cash needs, including staff and participant requests and reimbursements. In recent months, due to the growth in serving populations with multiple barriers, the demand for petty cash has dramatically increased. The current allocation cannot keep up with the demand.

Per the most recent single audit review, it is not recommended that the SELACO WDB increase the four thousand dollar (\$4,000) petty cash cap. Instead, the SELACO WDB is proposing amendments to the current SELACO WDB Petty Cash Policy that would limit the amount per petty cash transaction. The proposed solution is to cap transactions to an amount no greater than one hundred dollars (\$100) for petty cash transactions. With the proposed cap approval, requests greater than one-hundred-dollars (\$100) would be processed **via check request**.

Extraordinary requests **regarding** an urgent matter, exceeding the one-hundred-dollar (\$100) cap, would be made available upon review and approval from the Executive Director. In addition, the Career Development Specialists would continue to have **their** personal petty cash till that accommodates up to three hundred dollars (\$300).

Revisions are highlighted in yellow for easy identification.

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

Action Required:


Approve and adopt the revisions to the SELACO WDB Petty Cash Policy.



MEMORANDUM

DATE: January 26, 2023

TO: SELACO WDB Board of Directors

FROM: Yolanda L Castro, Executive Director 

RE: Request for Special Committees

SELACO WDB staff is seeking the support of our Workforce Board Members in establishing two special committees. The committees requested are:

Employee Benefit Packet Committee: In 2023, SELACO WDB was presented with a health plan package that reflected a \$45,231 annual increase. The increase led to a change from Blue Shield to Anthem Blue Cross and the ability to maintain our Kaiser Plan. The change from Blue Shield to Anthem reduced the increase in cost from \$45,231 to \$15,787.

Providing a competitive benefit package for SELACO WDB employees has been a priority for the SELACO WDB Executive Team. While many consider our benefit package generous, it has been designed to balance out our pay structure, allowing us to stay competitive when recruiting and maintaining employees.

While staying competitive is essential, we also want to establish a plan that is both equitable and flexible. Staff believes that a Cafeteria Plan may help us meet the objectives of “equity” and “flexibility”. Staff is interested in exploring the potential of a Cafeteria Plan that sets a “benefits package” amount and allows staff the opportunity to distribute their “benefit funds” to areas of the plan that are essential to them. Staff believes that a Cafeteria Plan will enhance our delivery of an equitable plan and support our ability to manage the continued increases in the cost of maintaining a quality medical benefits plan.

The objective of the committee:

- Work with staff in evaluating our current “benefit packet” and assess the potential of a Cafeteria Plan. Is it a better option?
- Identify and review different categories to include in a Cafeteria Plan. Such as medical benefits, retirement funds, college tuition options, etc.
- Recommend a dollar amount assigned to a Cafeteria Plan

- Report out at bi-monthly Board meetings on the progress of establishing a plan.
- Meet bi-monthly until a proposed plan/recommendation is ready to submit to the Board for review and approval.

40th Celebration Planning Committee: In September 2023, SELACO WDB will celebrate 40 years of delivering workforce development services to the Southeast Los Angeles Region. Our local elected officials, Policy Board Members, have directed staff to seek the establishment of a SELACO WDB committee that can lead the planning and coordination of a 40th Anniversary Celebration. The vision is a Friday afternoon lunch, a commemorative book on SELACO WDB history, a video highlighting success stories, and acknowledgment of success and contributions. Considering that WIOA funds cannot be used for this type of event, it is anticipated that funds will be raised by:

- Placing congratulation ads in the commemorative book
- Holding silent actions
- Charging for the cost of lunch
- Explore other possibilities

The development of a special committee will allow all raised funds to be used for the purpose of the celebration vs program income. Any staff engaged in the planning will be charged to our general fund or volunteer their time. David Shinder, a SELACO WDB contractor will be secured using general funds, to assist in the facilitation and coordination of the 40th Celebration Committee.

The objective of the committee:

- Work with consultant to identify celebration activities/events
- Develop a program agenda for the celebration lunch
- Support securing/identifying a location for the celebration lunch
- Support the development of a guest list
- Identify how funds raised will be used
- Support the collection of information for the Commemorative Book and Video
- Anything else the committee identifies as essential for a successful event

Action Required:

Establish two working committees:

- 1) Employee Benefit Packet Committee
- 2) 40th Celebration Planning Committee


Upon approval, appoint volunteers to the committee of interest.



MEMORANDUM

DATE: January 26, 2023

TO: SELACO WDB Board of Directors

FROM: Yolanda L Castro, Executive Director 

RE: Future of Virtual Meetings

On October 18, 2021, SELACO WDB staff received notification from Teresa L Highsmith, SELACO WDB's Attorney with an update on Assembly Bill 361 which allows the Board to meet remotely or operate a hybrid approach to establish Board meetings. The Bill was signed on September 16, 2021, effective October 1, 2021, through October 2023. The Bill establishes exceptions to meeting teleconference requirements in the Brown Act during a State of Emergency.

Without a County Public Health declaration recommending the wearing of masks or avoiding group gatherings, the SELACO WDB will be required to resume in person meetings effective March 2023. With a County ordinance in place, remote access is allowable through January 2024.

Action Required:


The Board will take action to resume in person meetings effective March 2023 if there is no local order to wear masks or avoid group gatherings, given the flu season, etc.



MEMORANDUM

DATE: January 26, 2023

TO: SELACO WDB Board of Directors

FROM: Yolanda L Castro, Executive Director 

RE: SELACO WDB Annual Audit Report for Fiscal Year 2021- 2022

We submit for your review and approval the annual audit report and management letter for Fiscal Year 2021-2022. There were no findings or questioned costs identified in the audit. The management letter contained no comments. There are three things in the audit report we would like to point out:

1. That in the auditor's opinion the reports "present fairly" the financial position of SELACO WDB. That attestation is on page 1 of the report.
2. That SELACO WDB has a positive "net assets" balance (\$489,831). That information is on page 3 of the report.
3. That there are no findings and questioned costs. That information is on pages 36-39 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 26, 2023

TO: SELACO WDB Board of Directors

FROM: Yolanda L Castro, Executive Director 

RE: Security Guard Contract

The SELACO WDB currently has a sublease with the Employment Development Department that includes the shared cost of hosting a security guard at the SELACO WDB AJCC.

The security guard service was procured and a contract for a one-year term was executed on October 14, 2021. The SELACO WDB is currently on a month-to-month basis to allow for contract evaluation and negotiations. One-year term extensions were stipulated in the contract and contingent on an evaluation of annual contract increases, service satisfaction and Board approval.

Per the cost and service evaluation conducted, it has been determined that it would be in the best interests of SELACO WDB to extend the contract for another one-year term with an hourly rate increase. The rate increase would support a wage increase and associated costs for the security guard assigned to the SELACO WDB AJCC.


The quote submitted by Allied Universal provides an estimated cost of \$25.62 per hour for a full-time security guard. The proposed increase aligns with the projected increase identified in the proposal when the security guard services were procured. The proposed hourly rate of \$25.62 represents a \$1.30 hourly increase from the previous hourly rate of \$24.32.

Action Required:

Approve the Executive Director to execute a one-year term extension for the contract between SELACO WDB and Allied Universal at an hourly cost of \$25.62; annual cost to be shared with the EDD per amended sublease agreement, effective 1/1/2023.



MEMORANDUM

DATE: January 26, 2023
TO: SELACO WDB Board of Directors
FROM: Yolanda L Castro, Executive Director 
RE: Ethics Training AB1234

At the June 23, 2016, Southeast Los Angeles County Workforce Development Board (SELACO WDB) meeting, it was announced that all board members are required to take a mandatory two-hour ethics training every two years to comply with AB1234. As of January 26, 2023, the following board members have completed the training:

Larry Wehage – expires February 7, 2023
Ben Espitia – expires February 18, 2023
Michael Segura _ October 31, 2023
Connie Chan – expires November 18, 2023
Joseph Derthick – expires December 2, 2023

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.

EMPLOYMENT DEVELOPMENT DEPARTMENT
Labor Market Information Division
14101 Nelson Avenue
La Puente, CA 91746

Juan Millan
(916) 907-4642
Juan.Millan@edd.ca.gov

**LOS ANGELES-LONG BEACH-GLENDALE METROPOLITAN DIVISION
(LOS ANGELES COUNTY)**

**Nonfarm employment adds 145,400 over the year but seven of eleven industries cut jobs
in December**

The seasonally adjusted unemployment rate in Los Angeles County decreased over the month to 4.7 percent in December 2022, from a revised 4.8 percent in November 2022, and was below the rate of 6.8 percent one year ago. Civilian employment decreased by 12,000 to 4,701,000 in December 2022, while unemployment decreased by 8,000 to 232,000. The civilian labor force decreased by 19,000 over the month to 4,934,000 in December 2022. (All of the above figures are seasonally adjusted.) The unadjusted unemployment rate for the county was 4.4 percent in December 2022.

The California seasonally adjusted unemployment rate was 4.1 percent in December 2022, 4.1 percent in November 2022, and 5.8 percent a year ago in December 2021. The comparable estimates for the nation were 3.5 percent in December 2022, 3.6 percent in November 2022, and 3.9 percent a year ago.

Between November 2022 and December 2022, total nonfarm employment in Los Angeles County decreased by 7,600 to 4,624,700.

- Nonfarm employment declined by 7,600 jobs over the month. With the exception of the the 32,200 jobs lost in December 2020, at the height of the COVID-19 pandemic, this is the only December job decline since 2008.
- Information declined by 8,800 jobs. The reduction was larger than the average information December decline of 1,800 jobs. Eighty-nine percent of the reduction occurred in motion picture and sound recording (down 7,800), the largest information subsector.
- Manufacturing jobs were down by 4,100, the reductions were split between durable goods manufacturing (down 2,200) and nondurable goods (down 1,900). Job levels in construction also declined over the month (down 2,400), with the losses centered on specialty trade contractors (down 1,300).
- Trade, transportation, and utilities reported the largest month-over increase with an addition of 5,000 jobs. Growth in transportation, warehousing, and utilities (up 3,700) drove the increase with job development centered on couriers and messengers (up 4,200), which includes inter-city delivery of parcels and documents. Retail trade also added 2,500 jobs but the overall sectoral gains were offset by a loss of 1,200 in wholesale trade.

Between December 2021 and December 2022, Los Angeles County nonfarm employment increased by 145,400, or 3.3 percent.

- Educational and health services led employment gains over the year, adding 43,400 jobs. The sectoral growth was primarily driven by job additions in health care and social assistance (up 35,900). Social assistance, which includes services to children, the

elderly, and the disabled, made up the majority of the increase and added 22,100 jobs. Private educational services contributed 7,500 jobs to the overall industry sector increase.

- Leisure and hospitality employment was up 35,100 from a year ago. Year-over job additions were largest in accommodation and food services (up 26,100), specifically in food services and drinking places (up 22,400). Arts, entertainment, and recreation (up 9,000) made up the remaining job increases.
- Professional and business services added 22,000 jobs. The gains were centered around administrative and support and waste services (up 11,200) and professional, scientific, and technical services (up 9,300).
- Industry sectors that posted additional year-over job gains include trade, transportation, and utilities (up 15,200), other services (up 12,600), financial activities (up 7,000), government (up 6,500), manufacturing (up 5,300), and construction (up 500). Information was the sole industry to post a year-over decline of 2,200 jobs.

#####

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 December 2022 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Unemp
Los Angeles County	4,927,700	4,712,200	215,500	4.4%	1.000000	1.000000
Acton CDP	3,400	3,300	100	2.8%	0.000708	0.000452
Agoura Hills city	11,000	10,600	500	4.1%	N/A	N/A
Alhambra city	44,800	43,100	1,700	3.8%	N/A	N/A
Alondra Park CDP	3,800	3,700	100	2.7%	0.000792	0.000484
Altadena CDP	21,000	20,100	900	4.3%	0.004260	0.004154
Arcadia city	28,200	27,200	900	3.3%	N/A	N/A
Artesia city	7,800	7,500	300	4.3%	0.001590	0.001562
Avalon city	2,300	2,300	0	0.0%	0.000484	0.000003
Avocado Heights CDP	6,600	6,300	400	5.5%	0.001332	0.001692
Azusa city	24,400	23,400	1,000	4.0%	N/A	N/A
Baldwin Park city	33,300	31,800	1,500	4.5%	N/A	N/A
Bell city	14,400	13,800	600	4.3%	N/A	N/A
Bell Gardens city	17,200	16,400	700	4.4%	N/A	N/A
Bellflower city	34,800	33,200	1,600	4.7%	N/A	N/A
Beverly Hills city	17,300	16,700	600	3.3%	N/A	N/A
Bradbury city	400	400	0	5.0%	0.000077	0.000089
Burbank city	57,400	54,200	3,200	5.5%	N/A	N/A
Calabasas city	11,600	11,000	700	5.8%	0.002328	0.003112
Carson city	44,400	42,200	2,200	4.9%	N/A	N/A
Cerritos city	24,000	23,200	800	3.5%	N/A	N/A
Charter Oak CDP	5,100	4,800	300	6.2%	0.001014	0.001473
Citrus CDP	5,100	4,900	200	3.6%	0.001049	0.000853
Claremont city	16,200	15,600	600	3.6%	N/A	N/A
Commerce city	5,700	5,500	200	3.8%	0.001165	0.000995
Compton city	37,300	35,200	2,100	5.7%	N/A	N/A
Covina city	23,200	22,200	1,100	4.6%	N/A	N/A
Cudahy city	9,600	9,200	400	4.1%	N/A	N/A
Culver City city	22,200	21,300	900	4.0%	N/A	N/A
Del Aire CDP	5,500	5,300	100	2.7%	0.001132	0.000676
Desert View Highlands CDP	1,400	1,400	100	5.4%	0.000287	0.000363
Diamond Bar city	29,000	28,100	1,000	3.4%	N/A	N/A
Downey city	54,700	52,500	2,100	3.9%	N/A	N/A
Duarte city	10,800	10,200	600	5.4%	0.002174	0.002728
East Los Angeles CDP	54,100	51,600	2,500	4.7%	0.010944	0.011741
East Pasadena CDP	2,800	2,800	0	1.3%	0.000593	0.000171
East San Gabriel CDP	11,400	11,000	400	3.6%	0.002331	0.001919
El Monte city	49,200	47,200	2,000	4.1%	N/A	N/A
El Segundo city	9,300	8,900	400	4.5%	0.001895	0.001934

Data Not Seasonally Adjusted

Area Name	Labor		Unemployment		Census Ratios	
	Force	Employment	Number	Rate	Emp	Unemp
Florence Graham CDP	27,500	25,900	1,600	5.8%	0.005498	0.007336
Gardena city	29,100	27,800	1,300	4.5%	N/A	N/A
Glendale city	99,900	95,800	4,200	4.2%	N/A	N/A
Glendora city	24,800	23,900	900	3.6%	N/A	N/A
Hacienda Heights CDP	26,400	25,500	900	3.5%	0.005411	0.004299
Hawaiian Gardens city	6,400	6,200	200	2.8%	0.001324	0.000835
Hawthorne city	42,300	40,500	1,800	4.3%	N/A	N/A
Hermosa Beach city	11,100	10,900	300	2.6%	0.002303	0.001370
Hidden Hills city	1,000	900	0	3.7%	0.000200	0.000165
Huntington Park city	25,300	24,300	1,100	4.2%	N/A	N/A
Industry city	100	100	0	4.8%	0.000025	0.000030
Inglewood city	50,500	48,000	2,500	5.0%	N/A	N/A
Irwindale city	600	600	0	3.6%	0.000131	0.000106
La Canada Flintridge city	8,600	8,500	200	1.9%	0.001794	0.000776
La Crescenta Montrose CDP	9,400	9,000	400	4.7%	0.001907	0.002070
La Habra Heights city	2,600	2,600	0	1.5%	0.000553	0.000183
La Mirada city	23,100	22,200	900	3.9%	N/A	N/A
La Puente city	18,300	17,600	800	4.2%	N/A	N/A
La Verne city	15,700	15,100	600	3.7%	N/A	N/A
Ladera Heights CDP	2,900	2,700	200	5.7%	0.000578	0.000768
Lake Los Angeles CDP	3,600	3,300	200	6.3%	0.000708	0.001036
Lakewood city	41,000	39,400	1,600	3.8%	N/A	N/A
Lancaster city	62,700	58,600	4,100	6.5%	N/A	N/A
Lawndale city	15,800	15,300	600	3.7%	N/A	N/A
Lennox CDP	11,100	10,500	500	4.8%	0.002236	0.002477
Littlerock CDP	400	400	0	6.1%	0.000078	0.000109
Lomita city	10,300	10,100	200	2.0%	0.002136	0.000954
Long Beach city	228,000	217,900	10,100	4.4%	N/A	N/A
Los Angeles city	2,027,000	1,935,900	91,200	4.5%	N/A	N/A
Lynwood city	27,000	25,800	1,300	4.6%	N/A	N/A
Malibu city	6,000	5,800	200	2.8%	0.001233	0.000771
Manhattan Beach city	18,700	18,100	600	3.2%	N/A	N/A
Marina del Rey CDP	7,100	6,800	300	3.6%	0.001448	0.001169
Mayflower Village CDP	2,800	2,700	100	3.8%	0.000570	0.000493
Maywood city	11,900	11,300	600	4.7%	N/A	N/A
Monrovia city	21,200	20,400	900	4.0%	N/A	N/A
Montebello city	27,700	26,600	1,100	4.1%	N/A	N/A
Monterey Park city	28,200	27,300	1,000	3.5%	N/A	N/A
North El Monte CDP	1,900	1,800	0	1.9%	0.000386	0.000162
Norwalk city	48,300	46,200	2,100	4.4%	N/A	N/A
Palmdale city	60,900	57,100	3,800	6.3%	N/A	N/A
Palos Verdes Estates city	5,300	5,200	100	1.4%	0.001110	0.000351
Paramount city	23,600	22,500	1,100	4.6%	N/A	N/A
Pasadena city	77,300	74,500	2,800	3.7%	N/A	N/A
Pico Rivera city	29,000	27,700	1,300	4.5%	N/A	N/A
Pomona city	65,400	62,300	3,000	4.7%	N/A	N/A
Quartz Hill CDP	4,500	4,300	200	3.8%	0.000918	0.000788
Rancho Palos Verdes city	18,800	18,100	600	3.4%	N/A	N/A

Data Not Seasonally Adjusted

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Redondo Beach city	39,500	38,100	1,400	3.5%	N/A	N/A
Rolling Hills city	500	500	0	3.9%	0.000106	0.000092
Rolling Hills Estates city	3,100	3,000	100	3.6%	0.000639	0.000517
Rosemead city	24,200	23,200	1,000	3.9%	N/A	N/A
Rowland Heights CDP	23,700	22,900	800	3.5%	0.004849	0.003823
San Dimas city	17,200	16,500	700	3.9%	N/A	N/A
San Fernando city	11,700	11,200	400	3.8%	0.002383	0.002046
San Gabriel city	20,500	19,900	600	3.0%	N/A	N/A
San Marino city	5,600	5,500	100	1.5%	0.001166	0.000378
Santa Clarita city	110,700	106,400	4,300	3.9%	N/A	N/A
Santa Fe Springs city	8,200	8,000	200	2.3%	0.001695	0.000883
Santa Monica city	54,700	52,300	2,400	4.4%	N/A	N/A
Sierra Madre city	5,700	5,500	200	3.3%	0.001162	0.000859
Signal Hill city	6,000	5,800	100	2.3%	0.001235	0.000632
South El Monte city	9,200	8,900	400	3.9%	0.001883	0.001650
South Gate city	41,200	39,400	1,800	4.4%	N/A	N/A
South Pasadena city	14,300	13,800	500	3.7%	N/A	N/A
South San Gabriel CDP	4,000	3,800	100	3.3%	0.000813	0.000602
South San Jose Hills CDP	8,900	8,400	500	5.6%	0.001788	0.002323
South Whittier CDP	27,400	26,500	1,000	3.5%	0.005619	0.004470
Temple City city	17,600	16,900	700	3.9%	N/A	N/A
Torrance city	74,800	72,200	2,500	3.4%	N/A	N/A
Val Verde CDP	1,600	1,500	100	5.9%	0.000323	0.000443
Valinda CDP	11,500	11,100	500	4.0%	0.002352	0.002129
Vernon city	100	100	0	6.8%	0.000017	0.000027
View Park Windsor Hills CDP	5,300	4,900	400	8.0%	0.001042	0.001966
Walnut city	15,300	14,900	500	3.0%	N/A	N/A
Walnut Park CDP	7,800	7,400	400	4.8%	0.001567	0.001715
West Athens CDP	4,500	4,100	400	7.8%	0.000875	0.001630
West Carson CDP	11,400	11,100	300	2.9%	0.002357	0.001550
West Covina city	50,500	48,300	2,200	4.4%	N/A	N/A
West Hollywood city	25,700	24,200	1,500	5.8%	N/A	N/A
West Puente Valley CDP	11,000	10,500	500	4.8%	0.002219	0.002430
West Whittier Los Nietos CDP	11,700	11,300	400	3.2%	0.002398	0.001724
Westlake Village city	3,600	3,600	0	1.1%	0.000763	0.000183
Westmont CDP	14,200	13,100	1,000	7.1%	0.002790	0.004691
Whittier city	41,600	39,800	1,800	4.3%	N/A	N/A
Willowbrook CDP	9,900	9,200	700	7.2%	0.001956	0.003295

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2017-2021 5-Year American Community Survey (ACS).

Notes:

- 1) Data may not add due to rounding. All unemployment rates shown are calculated on unrounded data.
- 2) These data are not seasonally adjusted.
- 3) N/A = Estimate created by Bureau of Labor Statistics

Data Not Seasonally Adjusted

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Unemp
-----------	-------------	------------	---------------------	-------------------	-------------------	-------

Methodology:

Monthly city labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each city at the time of the 2017-2021 American Community Survey. Ratios for cities were developed from special tabulations based on ACS employment, unemployment, and population and Census population from the Bureau of Labor Statistics. For smaller cities and CDPs, ratios were calculated from published census data.

Monthly CDP's labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each CDP at the time of the 2017-2021 ACS survey. Ratios for CDPs' were developed from special tabulations based on ACS employment and unemployment from the Bureau of Labor Statistics.

This method assumes that the rates of change in employment and unemployment since the 2017-2021 American Community Survey are exactly the same in each city and CDP as at the county level (i.e., that the shares are still accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.

Data Not Seasonally Adjusted

	Dec 21	Oct 22	Nov 22 Revised	Dec 22 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	4,980,200	4,899,800	4,948,800	4,927,700	-0.4%	-1.1%
Civilian Employment	4,701,400	4,680,700	4,727,100	4,712,200	-0.3%	0.2%
Civilian Unemployment	278,800	219,000	221,700	215,500	-2.8%	-22.7%
Civilian Unemployment Rate (CA Unemployment Rate)	5.6%	4.5%	4.5%	4.4%		
(U.S. Unemployment Rate)	4.8%	3.8%	4.0%	3.7%		
	3.7%	3.4%	3.4%	3.3%		
Total, All Industries (2)	4,483,900	4,612,100	4,637,500	4,629,500	-0.2%	3.2%
Total Farm	4,600	5,000	5,200	4,800	-7.7%	4.3%
Total Nonfarm	4,479,300	4,607,100	4,632,300	4,624,700	-0.2%	3.2%
Total Private	3,909,100	4,036,600	4,054,700	4,048,000	-0.2%	3.6%
Goods Producing	469,700	480,800	482,000	475,500	-1.3%	1.2%
Mining, Logging and Construction	155,200	159,200	158,100	155,700	-1.5%	0.3%
Mining and Logging	1,600	1,600	1,600	1,600	0.0%	0.0%
Construction	153,600	157,600	156,500	154,100	-1.5%	0.3%
Construction of Buildings	39,400	40,800	40,800	40,200	-1.5%	2.0%
Residential Building Construction	23,800	25,100	25,100	24,600	-2.0%	3.4%
Nonresidential Building Construction	15,600	15,700	15,700	15,600	-0.6%	0.0%
Heavy & Civil Engineering Construction	17,200	18,200	18,100	17,600	-2.8%	2.3%
Specialty Trade Contractors	97,000	98,600	97,600	96,300	-1.3%	-0.7%
Building Foundation & Exterior Contractors	20,000	20,100	20,000	19,800	-1.0%	-1.0%
Building Equipment Contractors	44,500	44,500	43,600	43,500	-0.2%	-2.2%
Building Finishing Contractors	22,400	23,600	23,700	22,900	-3.4%	2.2%
Other Specialty Trade Contractors	10,100	10,400	10,300	10,100	-1.9%	0.0%
Manufacturing	314,500	321,600	323,900	319,800	-1.3%	1.7%
Durable Goods	185,700	190,900	192,400	190,200	-1.1%	2.4%
Primary Metal Manufacturing	5,600	5,700	5,700	5,600	-1.8%	0.0%
Fabricated Metal Product Manufacturing	35,700	37,100	37,200	36,600	-1.6%	2.5%
Machinery Manufacturing	12,600	13,300	13,300	13,200	-0.8%	4.8%
Computer & Electronic Product Manufacturing	40,000	40,400	40,800	40,300	-1.2%	0.8%
Electronic Instrument Manufacturing	24,300	24,500	24,600	24,600	0.0%	1.2%
Electrical Equipment & Appliance Manufacturing	7,100	7,200	7,200	7,100	-1.4%	0.0%
Transportation Equipment Manufacturing	46,500	47,800	48,300	47,900	-0.8%	3.0%
Aerospace Product & Parts Manufacturing	38,400	39,800	40,200	40,400	0.5%	5.2%
Furniture & Related Product Manufacturing	11,300	11,300	11,300	11,200	-0.9%	-0.9%
Household & Institutional Furniture Mfg	6,900	7,000	7,000	7,000	0.0%	1.4%
Miscellaneous Durable Goods Manufacturing	17,500	18,300	18,400	18,200	-1.1%	4.0%
Nondurable Goods	128,800	130,700	131,500	129,600	-1.4%	0.6%
Food Manufacturing	38,200	40,300	41,100	40,700	-1.0%	6.5%
Dairy Product Manufacturing	3,300	3,400	3,500	3,400	-2.9%	3.0%
Animal Slaughtering & Processing	4,600	4,700	4,800	4,800	0.0%	4.3%
Bakeries & Tortilla Manufacturing	13,300	13,300	13,500	13,500	0.0%	1.5%
Textile Mills	3,500	3,400	3,400	3,400	0.0%	-2.9%
Apparel Manufacturing	21,100	20,400	20,500	20,000	-2.4%	-5.2%
Cut & Sew Apparel Manufacturing	19,600	18,900	19,000	18,600	-2.1%	-5.1%
Paper Manufacturing	6,300	6,200	6,300	6,200	-1.6%	-1.6%
Printing & Related Support Activities	10,000	9,900	9,900	9,900	0.0%	-1.0%
Petroleum & Coal Products Manufacturing	5,500	5,500	5,500	5,500	0.0%	0.0%
Chemical Manufacturing	19,400	18,900	18,900	18,600	-1.6%	-4.1%
Pharmaceutical & Medicine Manufacturing	8,200	8,000	8,100	7,900	-2.5%	-3.7%
Plastics & Rubber Products Manufacturing	11,400	11,600	11,600	11,300	-2.6%	-0.9%
Service Providing	4,009,600	4,126,300	4,150,300	4,149,200	0.0%	3.5%
Private Service Providing	3,439,400	3,555,800	3,572,700	3,572,500	0.0%	3.9%
Trade, Transportation & Utilities	857,700	855,300	867,900	872,900	0.6%	1.8%
Wholesale Trade	205,300	206,400	206,200	205,000	-0.6%	-0.1%
Merchant Wholesalers, Durable Goods	94,200	94,700	94,900	94,000	-0.9%	-0.2%
Motor Vehicle & Motor Vehicle Parts Merchant	11,500	11,500	11,500	11,300	-1.7%	-1.7%
Professional & Commercial Equipment Merchant	14,500	14,700	14,800	14,700	-0.7%	1.4%

Data Not Seasonally Adjusted

	Dec 21	Oct 22	Nov 22 Revised	Dec 22 Prelim	Percent Change	
					Month	Year
Electrical & Electronic Goods Merch Wholesa	10,700	10,900	10,900	10,800	-0.9%	0.9%
Machinery, Equip & Supplies Merchant Whol	14,000	14,200	14,200	14,100	-0.7%	0.7%
Miscellaneous Durable Goods Merchant Whol	17,300	17,800	17,800	17,500	-1.7%	1.2%
Merchant Wholesalers, Nondurable Goods	100,700	101,500	101,100	100,800	-0.3%	0.1%
Apparel, Piece Goods & Notions Merch Whol	24,000	24,500	24,500	24,400	-0.4%	1.7%
Grocery & Related Products Merchant Whole	37,300	37,300	37,100	36,900	-0.5%	-1.1%
Misc Nondurable Merchant Wholesalers	13,500	13,800	13,700	13,700	0.0%	1.5%
Wholesale Electronic Markets & Agents & Bro	10,400	10,200	10,200	10,200	0.0%	-1.9%
Retail Trade	425,000	420,000	429,600	432,100	0.6%	1.7%
Motor Vehicle & Parts Dealer	41,500	42,800	42,900	43,000	0.2%	3.6%
Automobile Dealers	28,300	29,300	29,500	29,400	-0.3%	3.9%
Other Motor Vehicle Dealers	2,100	2,200	2,100	2,200	4.8%	4.8%
Automotive Parts, Accessories & Tire Stores	11,100	11,300	11,300	11,400	0.9%	2.7%
Furniture & Home Furnishings Stores	13,400	12,700	12,900	13,100	1.6%	-2.2%
Electronics & Appliance Stores	13,900	13,400	13,600	13,600	0.0%	-2.2%
Building Material & Garden Equipment Stores	26,500	26,400	26,700	26,800	0.4%	1.1%
Food & Beverage Stores	93,500	96,200	96,900	96,900	0.0%	3.6%
Grocery Stores	80,800	83,000	83,500	83,700	0.2%	3.6%
Health & Personal Care Stores	34,400	34,700	35,000	35,000	0.0%	1.7%
Gasoline Stations	12,100	12,400	12,400	12,400	0.0%	2.5%
Clothing & Clothing Accessories Stores	53,800	50,800	54,300	55,700	2.6%	3.5%
Sporting Goods, Hobby, Book & Music Stores	12,400	11,600	12,100	12,200	0.8%	-1.6%
Sporting Goods, Hobby & Musical Instrument	10,600	9,900	10,300	10,400	1.0%	-1.9%
Book, Periodical & Music Stores	1,800	1,700	1,800	1,800	0.0%	0.0%
General Merchandise Stores	77,100	70,800	74,700	75,300	0.8%	-2.3%
Department Stores	28,900	25,100	27,000	27,500	1.9%	-4.8%
General Merchandise Stores	48,200	45,700	47,700	47,800	0.2%	-0.8%
Miscellaneous Store Retailers	25,700	26,800	26,800	26,700	-0.4%	3.9%
Nonstore Retailers	20,700	21,400	21,300	21,400	0.5%	3.4%
Transportation, Warehousing & Utilities	227,400	228,900	232,100	235,800	1.6%	3.7%
Utilities	11,700	11,800	11,900	11,800	-0.8%	0.9%
Transportation & Warehousing	215,700	217,100	220,200	224,000	1.7%	3.8%
Air Transportation	30,000	31,500	31,700	31,800	0.3%	6.0%
Truck Transportation	32,100	32,000	31,400	30,700	-2.2%	-4.4%
Transit & Ground Passenger Transportation	10,000	10,600	10,600	10,600	0.0%	6.0%
Support Activities for Transportation	59,900	64,900	64,800	64,900	0.2%	8.3%
Couriers & Messengers	55,400	48,800	52,300	56,500	8.0%	2.0%
Warehousing & Storage	22,000	21,200	21,400	21,700	1.4%	-1.4%
Information	227,800	231,900	234,400	225,600	-3.8%	-1.0%
Publishing Industries (except Internet)	21,500	21,700	21,100	21,200	0.5%	-1.4%
Newspaper, Periodical, Book & Directory Publi	6,200	6,200	6,200	6,100	-1.6%	-1.6%
Motion Picture & Sound Recording	143,800	149,900	154,100	146,300	-5.1%	1.7%
Broadcasting (except Internet)	19,900	19,700	19,400	19,200	-1.0%	-3.5%
Radio & Television Broadcasting	14,500	14,500	14,300	14,100	-1.4%	-2.8%
Cable & Other Subscription Programming	5,400	5,200	5,100	5,100	0.0%	-5.6%
Telecommunications	14,800	14,300	14,000	13,800	-1.4%	-6.8%
Data Processing, Hosting & Related Services	10,300	10,000	9,900	9,800	-1.0%	-4.9%
Financial Activities	211,500	216,300	216,400	218,500	1.0%	3.3%
Finance & Insurance	126,000	127,200	127,500	128,100	0.5%	1.7%
Credit Intermediation & Related Activities	52,200	52,900	53,100	53,500	0.8%	2.5%
Depository Credit Intermediation	35,100	36,000	36,300	36,600	0.8%	4.3%
Nondepository Credit Intermediation	10,400	10,200	10,200	10,200	0.0%	-1.9%
Activities Related to Credit Intermediation	6,700	6,700	6,600	6,700	1.5%	0.0%
Securities, Commodity Contracts & Investment	27,100	27,400	27,600	27,700	0.4%	2.2%
Insurance Carriers & Related	46,700	46,900	46,800	46,900	0.2%	0.4%
Insurance Carriers	18,900	19,000	19,100	19,200	0.5%	1.6%
Agencies, Broker, & Other Insurance Related	27,800	27,900	27,700	27,700	0.0%	-0.4%
Real Estate & Rental & Leasing	85,500	89,100	88,900	90,400	1.7%	5.7%

Data Not Seasonally Adjusted

	Dec 21	Oct 22	Nov 22 Revised	Dec 22 Prelim	Percent Change	
					Month	Year
Real Estate	65,900	68,000	68,300	69,500	1.8%	5.5%
Lessors of Real Estate	18,600	19,200	19,200	19,600	2.1%	5.4%
Offices of Real Estate Agents & Brokers	15,300	15,600	15,600	15,800	1.3%	3.3%
Activities Related to Real Estate	32,000	33,200	33,500	34,100	1.8%	6.6%
Real Estate and Rental and Leasing - Residual	19,600	21,100	20,600	20,900	1.5%	6.6%
Professional & Business Services	660,000	678,000	682,300	682,000	0.0%	3.3%
Professional, Scientific & Technical Services	317,500	324,100	326,100	326,800	0.2%	2.9%
Legal Services	55,600	55,300	55,700	56,900	2.2%	2.3%
Accounting, Tax Preparation & Bookkeeping S	50,800	50,300	52,500	52,500	0.0%	3.3%
Architectural, Engineering & Related Services	36,000	38,300	39,100	39,100	0.0%	8.6%
Computer Systems Design & Related Services	37,700	37,400	36,800	36,800	0.0%	-2.4%
Management, Scientific & Technical Consulting	59,700	61,500	60,800	60,000	-1.3%	0.5%
Scientific Research & Development Services	20,400	20,600	20,700	20,900	1.0%	2.5%
Advertising & Related Services	27,100	29,100	29,100	29,200	0.3%	7.7%
Management of Companies & Enterprises	62,700	63,500	63,700	64,200	0.8%	2.4%
Administrative & Support & Waste Services	279,800	290,400	292,500	291,000	-0.5%	4.0%
Administrative & Support Services	266,900	276,800	278,800	277,300	-0.5%	3.9%
Employment Services	111,400	111,100	112,200	111,600	-0.5%	0.2%
Business Support Services	13,100	13,800	13,900	13,900	0.0%	6.1%
Travel Arrangement & Reservation Services	4,700	5,300	5,400	5,400	0.0%	14.9%
Investigation & Security Services	53,900	57,700	58,000	57,000	-1.7%	5.8%
Services to Buildings & Dwellings	48,900	53,200	53,500	53,200	-0.6%	8.8%
Educational & Health Services	862,300	903,600	903,600	905,700	0.2%	5.0%
Educational Services	137,800	144,700	146,600	145,300	-0.9%	5.4%
Elementary & Secondary Schools	32,000	33,900	34,400	34,200	-0.6%	6.9%
Colleges, Universities & Professional Schools	76,400	79,500	80,300	79,700	-0.7%	4.3%
Health Care & Social Assistance	724,500	758,900	757,000	760,400	0.4%	5.0%
Ambulatory Health Care Services	244,300	251,900	249,900	251,800	0.8%	3.1%
Offices of Physicians	64,200	66,100	66,200	67,200	1.5%	4.7%
Offices of Dentists	31,300	32,500	31,700	31,800	0.3%	1.6%
Offices of Other Health Practitioners	32,500	36,600	35,900	35,700	-0.6%	9.8%
Hospitals	116,300	118,000	118,100	118,000	-0.1%	1.5%
Nursing & Residential Care Facilities	83,600	87,200	86,900	88,200	1.5%	5.5%
Nursing Care Facilities	45,900	47,500	47,600	47,900	0.6%	4.4%
Social Assistance	280,300	301,800	302,100	302,400	0.1%	7.9%
Individual & Family Services	246,600	266,400	266,600	266,800	0.1%	8.2%
Child Day Care Services	18,200	18,700	18,800	18,900	0.5%	3.8%
Leisure & Hospitality	475,100	512,300	510,100	510,200	0.0%	7.4%
Arts, Entertainment & Recreation	83,500	94,400	91,800	92,500	0.8%	10.8%
Performing Arts, Spectator Sports	43,000	48,300	46,400	47,000	1.3%	9.3%
Independent Artists, Writers & Performers	14,600	14,700	14,300	14,900	4.2%	2.1%
Museums, Historical Sites & Similar Institution	5,000	5,500	5,500	5,500	0.0%	10.0%
Amusement, Gambling & Recreation	35,500	40,600	39,900	40,000	0.3%	12.7%
Gambling Industries	4,800	5,700	5,500	5,600	1.8%	16.7%
Other Amusement & Recreation	25,900	29,900	29,400	29,400	0.0%	13.5%
Accommodation & Food Services	391,600	417,900	418,300	417,700	-0.1%	6.7%
Accommodation	35,800	39,600	39,800	39,500	-0.8%	10.3%
Food Services & Drinking Places	355,800	378,300	378,500	378,200	-0.1%	6.3%
Restaurants	330,800	347,600	348,300	348,200	0.0%	5.3%
Full-Service Restaurants	148,400	155,300	153,800	156,000	1.4%	5.1%
Limited-Service Eating Places	182,400	192,300	194,500	192,200	-1.2%	5.4%
Special Food Services	18,300	21,200	20,700	20,500	-1.0%	12.0%
Other Services	145,000	158,400	158,000	157,600	-0.3%	8.7%
Repair & Maintenance	37,100	38,400	38,700	37,100	-4.1%	0.0%
Personal & Laundry Services	51,500	59,800	59,200	59,800	1.0%	16.1%
Religious, Grants, Civic, Professional & Like Or	56,400	60,200	60,100	60,700	1.0%	7.6%
Government	570,200	570,500	577,600	576,700	-0.2%	1.1%
Federal Government	48,100	47,100	47,700	47,700	0.0%	-0.8%

Data Not Seasonally Adjusted

	Dec 21	Oct 22	Nov 22 Revised	Dec 22 Prelim	Percent Change	
					Month	Year
Department of Defense	3,400	3,300	3,300	3,300	0.0%	-2.9%
Federal Government excluding Department of State & Local Government	44,700	43,800	44,400	44,400	0.0%	-0.7%
State Government	522,100	523,400	529,900	529,000	-0.2%	1.3%
State Government Education	92,300	93,100	93,600	94,200	0.6%	2.1%
State Government Excluding Education	60,000	61,200	61,700	62,300	1.0%	3.8%
Local Government	32,300	31,900	31,900	31,900	0.0%	-1.2%
Local Government Education	429,800	430,300	436,300	434,800	-0.3%	1.2%
Local Government Excluding Education	216,300	217,400	222,700	222,100	-0.3%	2.7%
County	213,500	212,900	213,600	212,700	-0.4%	-0.4%
City	106,200	103,200	103,800	103,200	-0.6%	-2.8%
Special Districts plus Indian Tribes	87,000	89,400	89,400	89,000	-0.4%	2.3%
	20,300	20,300	20,400	20,500	0.5%	1.0%

Notes:

(1) Civilian labor force data are by place of residence; include self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding. The unemployment rate is calculated using unrounded data.

(2) Industry employment is by place of work; excludes self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding.

These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Juan Millan 916-907-4642 or Robert Lee 916-796-7758

These data, as well as other labor market data, are available via the Internet at <http://www.labormarketinfo.edd.ca.gov>. If you need assistance, please call (916) 262-2162.

#####

REPORT 400 C
Monthly Labor Force Data for Counties
December 2022 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,221,000	18,504,700	716,200	3.7%
ALAMEDA	9	831,100	808,400	22,700	2.7%
ALPINE	33	580	550	20	4.2%
AMADOR	30	14,170	13,580	580	4.1%
BUTTE	28	92,600	88,900	3,700	4.0%
CALAVERAS	17	21,900	21,210	690	3.2%
COLUSA	57	10,720	9,410	1,310	12.2%
CONTRA COSTA	12	554,700	538,400	16,200	2.9%
DEL NORTE	39	9,240	8,810	440	4.7%
EL DORADO	10	92,500	89,900	2,600	2.8%
FRESNO	49	450,400	422,300	28,100	6.2%
GLENN	42	12,710	12,060	660	5.2%
HUMBOLDT	20	60,500	58,500	2,000	3.4%
IMPERIAL	58	70,900	60,400	10,500	14.8%
INYO	15	8,240	7,980	260	3.1%
KERN	50	388,900	363,000	25,900	6.7%
KINGS	51	56,500	52,700	3,800	6.8%
LAKE	41	28,130	26,700	1,430	5.1%
LASSEN	30	8,890	8,530	360	4.1%
LOS ANGELES	34	4,927,700	4,712,200	215,500	4.4%
MADERA	48	63,600	59,800	3,800	6.0%
MARIN	4	128,800	126,000	2,800	2.2%
MARIPOSA	35	6,660	6,360	300	4.5%
MENDOCINO	26	37,510	36,090	1,420	3.8%
MERCED	55	115,400	106,900	8,600	7.4%
MODOC	45	3,120	2,950	170	5.4%
MONO	17	8,880	8,590	290	3.2%
MONTEREY	53	200,300	186,500	13,900	6.9%
NAPA	14	67,400	65,400	2,000	3.0%
NEVADA	10	48,640	47,270	1,370	2.8%
ORANGE	6	1,604,900	1,564,200	40,700	2.5%
PLACER	6	192,200	187,400	4,800	2.5%
PLUMAS	53	7,090	6,600	490	6.9%
RIVERSIDE	25	1,173,400	1,130,500	42,900	3.7%
SACRAMENTO	21	722,400	697,100	25,300	3.5%
SAN BENITO	37	33,000	31,400	1,500	4.6%
SAN BERNARDINO	22	1,026,800	990,100	36,700	3.6%
SAN DIEGO	12	1,589,000	1,543,400	45,600	2.9%
SAN FRANCISCO	2	578,400	566,700	11,700	2.0%
SAN JOAQUIN	42	337,700	320,200	17,500	5.2%
SAN LUIS OBISPO	5	136,100	132,800	3,300	2.4%
SAN MATEO	1	457,600	449,000	8,600	1.9%
SANTA BARBARA	15	222,300	215,500	6,800	3.1%
SANTA CLARA	2	1,060,500	1,038,800	21,700	2.0%
SANTA CRUZ	35	133,500	127,400	6,000	4.5%
SHASTA	30	73,400	70,400	3,000	4.1%
SIERRA	22	1,330	1,290	50	3.6%
SISKIYOU	47	15,690	14,800	900	5.7%
SOLANO	26	200,700	193,100	7,700	3.8%
SONOMA	6	248,400	242,100	6,300	2.5%
STANISLAUS	44	236,200	223,700	12,500	5.3%
SUTTER	51	44,700	41,700	3,000	6.8%
TEHAMA	37	25,300	24,150	1,160	4.6%
TRINITY	39	4,310	4,110	200	4.7%
TULARE	56	203,900	187,200	16,700	8.2%
TUOLUMNE	28	19,640	18,860	780	4.0%
VENTURA	17	412,700	399,300	13,400	3.2%
YOLO	22	108,400	104,500	3,900	3.6%
YUBA	46	30,800	29,100	1,700	5.6%

Notes

1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.

2) Labor force data for all geographic areas now reflect the March 2021 benchmark and Census Vintage 2021 population controls at the state level.



January 5, 2023

Yolanda Castro
Executive Director
Southeast Los Angeles County
Workforce Development Board
10900 East 183rd Street, Suite 350
Cerritos, CA 90703

Dear Yolanda Castro:

**FISCAL REVIEW
85% FORMULA GRANT
FISCAL YEAR 2021-22 FINAL MONITORING REPORT**

This final monitoring report is to inform you of the results of the Employment Development Department, Compliance Review Office (CRO), Workforce Innovation and Opportunity Act (WIOA), on-site monitoring review of Southeast Los Angeles County Workforce Development Board's (SELACO) fiscal systems for Program Year (PY) 2021-22.

Our review was conducted under the authority of WIOA, Sections 183(a) and 184(a)(4). The purpose of this review was to determine the level of compliance by SELACO with applicable federal and state laws, regulations, policies, and directives related to the WIOA grant, specific to financial management activities for PY 2021-22. The SELACO was awarded WIOA funds to provide centralized comprehensive workforce services to adults, dislocated workers, youth, and rapid response. The scope of the review covered the period of July 1, 2021 through June 30, 2022.

For the fiscal portion of the review, we focused on the following areas: fiscal policies and procedures, financial reporting, expenditures charged to the WIOA grants, cost allocation, indirect cost rate, cash management, internal controls, and oversight of your subrecipients, audits, and debt collection.

The on-site review was conducted by Dan Richards from December 5, 2022 through December 9, 2022. The exit conference for this review was held on December 14, 2022. We collected the information for this report through interviews with SELACO

representatives; and by reviewing applicable policies, procedures, a sample of PY 2021-22 expenditures, and your response to the Fiscal Monitoring Questionnaire.

FISCAL REVIEW RESULTS

We conclude that we did not identify any areas of SELACO not meeting WIOA requirements concerning financial management.

AND

Additionally, the CRO is making efforts to close out prior findings pending in the system. Below is an open prior finding and its status. Prior findings will remain on draft and final reports until resolved.

PRIOR OPEN FINDING

Corrective Action Tracking System (CATS) Number: 19152

State Conclusion (when finding was established):

During the PY 2018-19 Fiscal and Procurement monitoring review, we identified that SELACO's colocated partners at their comprehensive America's Job Center of CaliforniaSM had not contributed to infrastructure costs in either PY 2017-18 or PY 2018-19. Additionally, neither colocated nor non-colocated partners contributed any shared costs, as identified in the Memorandum of Understanding (MOU), in either PY 2017-18 or PY 2018-19.

In its response, the SELACO provided the CRO a corrective action plan stating that they have received reimbursements from their partners for shared costs and infrastructure costs. The SELACO also indicated that it reconciles the budgeted Infrastructure Funding Agreement (IFA) according to the state mandate and have secured all required missing MOU signatures.

In its final report, the state concluded that SELACO's stated corrective action should be sufficient to resolve this finding; however, we could not close this finding until we verify,

SELACO's successful implementation of the stated corrective action.

Current Status Update:

During the PY 2021-22 fiscal monitoring review, the SELACO provided a copy of their current IFA, which outlines details on the comprehensive AJCCSM partners and the infrastructure costs allocated to each. Additionally, the SELACO staff indicated that all partners are now paying their allocated costs. We observed that the corrective action has been fully implemented and it is sufficient to consider finding CATS number 19152 resolved and **closed**.

SUMMARY

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all areas included in our review. It is SELACO's responsibility to ensure that the systems, programs, and related activities comply with the WIOA grant program, federal and state regulations, and applicable state directives. Therefore, any deficiencies identified in subsequent reviews, such as an audit, would remain SELACO's responsibility.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact Dan Richards, Compliance Monitoring Analyst, at Dan.Richards@edd.ca.gov or Melissa McDaniel, Compliance Monitoring Supervisor, at Melissa.McDaniel@edd.ca.gov.

Sincerely,

Margo Hattin

MARGO HATTIN, Chief
Compliance Monitoring Section
Compliance Review Office

cc: Sandra Michel, SELACO
Ann Brito
Veronica Champayne

Yolanda Castro
January 5, 2023
Page 4

Jennifer Gouvaia
Cynthia Harrington
Margo Hattin
Melissa McDaniel
Kimberlee Meyer
Yvette Quevedo
Tim Reynaga
Dan Richards
Charles Tobia
Natalie Villanueva



November 3, 2022

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

Dear Yolanda Castro:

**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) SECTION 188
NONDISCRIMINATION AND EQUAL OPPORTUNITY PROVISIONS
ANNUAL COMPLIANCE MONITORING REVIEW
FINAL REPORT PROGRAM YEAR (PY) 2021-22**

This notification informs you of the results of the Employment Development Department's (EDD) Equal Employment Opportunity (EEO) Office desk compliance monitoring review of SELACO Workforce Development Board (SELACO) for compliance to the WIOA Section 188 for PY 2021-22.

Our review was conducted under the authority of WIOA Section 188 and its implementing regulation Title 29 Code of Federal Regulations Part 38. The purpose of this review was to determine the level of compliance by SELACO Workforce Development Board (SELACO) with applicable federal and state laws, regulations, policies, and directives related to the WIOA grant regarding nondiscrimination and equal opportunity provisions for PY 2021-22.

We collected the information for this report through a desk review of documents submitted by the SELACO Workforce Development Board (SELACO), the completed EDD's EEO Office Compliance Monitoring Guide completed by your Equal Opportunity (EO) Officer, interviews with SELACO Workforce Development Board (SELACO) representatives, and a review of applicable policies and procedures.

COMPLIANCE MONITORING REVIEW RESULTS

We conclude that, overall, SELACO Workforce Development Board (SELACO) is meeting applicable WIOA Section 188 requirements concerning nondiscrimination and equal opportunity provisions.

This report contains no findings or concerns; therefore, we are issuing this report as the final report.

Yolanda Castro
November 3, 2022
Page 2

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all of the areas included in our review. It is SELACO Workforce Development Board (SELACO)'s responsibility to ensure that its systems, programs, and related activities comply with the WIOA grant program, federal and state regulations, and applicable state directives. Consequently, any deficiencies identified in subsequent reviews, such as an audit, would remain SELACO Workforce Development Board (SELACO)'s responsibility.

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact Melanie Malley at Melanie.Malley@edd.ca.gov Kimberly Clinton, EEO Office Manager, at Kimberly.Clinton@edd.ca.gov.


Sincerely,

/s/ MATILDA AIDAM
State-level EO Officer

cc: Anthony Crouch, Workforce Services Branch, MIC 50
Sandra Michel, SELACO Workforce Investment Board



MEMORANDUM

DATE: January 26, 2023
TO: SELACO WDB Board of Directors
FROM: Yolanda L Castro, Executive Director 
RE: 30-Day Public Comment Period - SELACO WDB Draft Biennial Modification
Local Plan PY 2021-2024

Background:

The California Unified Strategic Workforce Development Plan (State Plan) provides a conceptual outline for Regional Planning Units (RPUs), Local Boards, and their partners to jointly develop Regional and Local Plans. State Directive WSD22-05 provides RPUs and Local Boards with guidance and procedures regarding the two-year modifications to Regional and Local Plans for PY 2021-2024.

Local Boards are required to provide a 30-day opportunity for public comment prior to submission of the Local Plan. Any comments that express disagreement with the Local Plan must be included in the final submission.

Following several working sessions with staff and 2 stakeholders' meetings, facilitated by David Shinder, our selected contractor, the SELACO WDB Draft Local Plan for PY 2021-2024 two-year modification is ready to release to members of the public allowing an opportunity to provide comments on local policy and operations. SELACO's 30-day public comment period will begin on Friday, January 27, 2023, and will end on Sunday, February 26, 2023. SELACO WDB will hold a public hearing within the 30-day public comment period to allow members of the public to present comments on SELACO's draft plan.

Attached is a copy of the draft plan for Board review. The Board of Directors are encouraged to review SELACO WDB's Draft Local Plan and submit comments. A final Draft Plan, including public comments, will be presented to the Board of Directors at the March meeting for review and approval, prior to submission to the State. Final Plan is due to the State on March 31, 2023.

11/30/22

California Workforce Association Spotlight: How members are creating career paths in health care



The need for health care professionals—especially nurses—continues to grow throughout the state. Workforce development is partnering with schools to train the necessary labor force—building individual dreams along the way.

BY: [MATT JOCKS](#)

Shermarzsai Ramsey was born to help. All she needed was a little help of her own.

When the SlingShot Regional project was launched in 2018, there were plenty of players at the table. Representatives from the education, health care and workforce development sectors were all looking for a comprehensive way to address issues and needs in the health care sector.

Proposals, innovations, partnerships and budgets followed. Ultimately, though, it was about people like Ramsey.

“Just helping people,” Ramsey says. “That’s what I’ve always wanted to do. Just being there for people. And I’ve always wanted to work with children.

“This really fit into my passion.”

Ramsey’s dream of becoming a nurse seemed a long way from realization when she was attending community college and working jobs in retail and security. It wasn’t until her godmother stumbled upon the nursing program at Downey Adult School that Ramsey’s dream began to take flight.

Aided by financial help through the SlingShot program, Ramsey was able to begin her education in training in the Certified Nursing Assistant program and in phlebotomy. The courses and hours of hands-on training has put her in position to apply for a nursing assistant placement, working toward her ultimate goal of being a registered nurse.

The CNA and phlebotomy programs are second-generation products of the SlingShot program, a regional collaboration driven by the Southeast Los Angeles County Workforce Development Board.

“This definitely involved more players being brought together (than previous collaborations). We had partnered with schools in the past, but the schools were involved here at a much deeper level.”

Teri Hollingsworth, vice president of the Hospital Association of Southern California

It began with a very specific need.

Care coordinators—individuals who can help patients negotiate through issues such as understanding the medical terminology being thrown at them, finding transportation to get treatment or dealing with insurance companies—were in short supply. Those duties were falling on already-stressed nurses.



Yolanda Castro, executive director of the SELACO board

“We started gathering educators and talking to employers,” says Yolanda Castro, executive director of the SELACO board. “We held meetings and focus groups, and the end result was developing the care coordinator curriculum for adult schools and community colleges.”

A key player in the care coordinator program was Downey Adult School principal Blanca Rochin, who helped develop and implement the curriculum. It was an easy fit because Downey Adult already had multiple courses in the medical field and because Rochin felt strongly about the care coordinator position.

“Nurses are already very busy with all the things they need to do,” Rochin says.

“And certainly doctors aren’t able to do this. So who advocates for the patient?”

When I heard about this, I thought this was perfect. I’ve always thought this was needed, I just didn’t know what to call it.”

Enrollment numbers for the program were moderate, but Rochin says, “There were many success stories. Pretty much those who wanted to work in this field went to work.”

Beyond those individual stories, the lasting impact of the care coordinator course was in the framework of relationships that were established. The ambitious partnership of players from the academic, workforce development and health care sectors across the region set the stage for continuing programs in ambulatory nursing, phlebotomy and transition to specialty practice.

“This definitely involved more players being brought together (than previous collaborations),” says Teri Hollingsworth, vice president of the Hospital Association of Southern California, a trade association that represents more than 200 hospitals and health systems across seven counties. “We had partnered with schools in the past, but the schools were involved here at a much deeper level.”

The HASC conducted conversations and surveys with its members to identify needs and then communicated and coordinated that information with SELACO and the schools.

HealthImpact, a nursing workforce center that works with government entities, academic institutions and health employers to develop best practices, also helped shape the direction of SlingShot.

To Garrett Chan, the president and chief executive officer of HealthImpact, it is about staying ahead of a constantly changing landscape in the profession. Two examples are the need to bolster transition to practice programs, and to provide improved training for ambulatory nursing.



Teri Hollingsworth, vice-president of the Hospital Association of Southern California

Nursing students are given a general education that touches on multiple specialties. When they enter the workforce, however, they must choose a specialty, forcing them to dive back into more intense training in that specialty.

“We need to build transition to practice programs,” Dr. Chan says. “The greatest number of people who leave the profession will do so in the first two years. It’s a very vulnerable time.”

Similarly, the training in registered nurse programs focus on hospital-based care. However, Chan says that about 30% of nurses will work outside the hospital, in clinics, home nursing or in public health nursing.

As health care changes, Chan says the education process needs to adapt. That means the profession must learn to see itself differently.

“Apprenticeship programs have deep roots in the trades, like plumbing, carpentry or electrical,” Chan says. “In health care, we haven’t seen ourselves as apprenticeship professions. The training has traditionally been university based.”

With SlingShot funding, however, an apprenticeship program has been approved by the California Division of Apprenticeship Standards.



Lisa Mitchell, program director of workforce development at HASC

While the care coordinator program was relatively modest, the framework it established is in the early stages of development.

“We are really building on the momentum that we had from that,” says Lisa Mitchell, program director of workforce development at HASC. “We are working with local workforce development boards to see what resources and technical support are available.”

The original focus was in Southeast Los Angeles County, but the prospect of expanding similar efforts throughout Southern California is an exciting one for Mitchell. “It’s exciting,” she says. “But it’s like a best-kept secret. There’s not enough information to amplify this because it’s something that is very vital to the workforce. And the thing is, it’s working.”

There may have been an unprecedented array of organizations and individuals working on creating this framework. None of them are known to Shermarzai Ramsey, who only knows that the grant allowed her to attend the classes, own the uniform and begin her path.

“I’m applying for positions as a CNA and I’ll see where that takes me,” she says. “It’s everything I hoped it would be and more. It’s getting me ready to have a career that started as a dream.”

For more information on SlingShot, visit <https://hasc.org/2019/10/16/slingshot-initiative-los-angeles-county-ventura-county/>. Or contact California Workforce Association for information on health care training in other parts of the state at <https://calworkforce.org/>

📊 Post Views: 563

[BACK TO NEWS](#)



The whole child newsletter



Dear friends,

65 years ago this November, The Whole Child was born! We are celebrating throughout the whole year by looking back on our most important milestones and sharing with you the many ways in which we are pushing ourselves to even greater impact in the future. In this newsletter we will take you back to our humble beginnings in 1957 and then forward to today to share how our PIER program has supported teens coping with the early onset of psychosis, guiding them with resources that have helped them to thrive. You will read about our innovative new partnership with SELACO, a premier workforce development agency in Southeast L.A. County, to aid our family housing clients in their search for fulfilling careers that will help them end the cycle of homelessness.

As the holiday season approaches, we want to remind you that there are numerous ways to get involved with our mission! Whether showing your support on #GivingTuesday (November 29), running a gift drive, joining us as a Holiday Helper to bring joy to families during the holidays, or saving the date to sponsor our annual gala on June 17, YOUR commitment to helping The Whole Child is what has sustained us for 65 years – and will continue to sustain us for the next 65!

With gratitude,

Constanza Pachon
CEO, The Whole Child





In-the-Know with SELACO

Welcome to the 11th edition of "In-the-Know with SELACO."
Enjoy reading the January 2023 issue.

Special New Year Message from the Executive Director



On behalf of the staff of the Southeast Los Angeles County Workforce Development Board (SELACO WDB), I wish you the absolute best during New Year!

The SELACO team thanks you for the opportunity to provide workforce services to our local job seekers and businesses. This last year has been a recovery year, learning how to do business post COVID and ensuring that our services are not compromised as we build on a hybrid model that offers in-person and virtual services.

We are thankful for our on-site partners EDD, the Department of Rehabilitation, CalFresh, SCORE and the SouthBay WDB who are committed to strengthening the resources and services we offer to our customers. In 2022 our network of partners continued to grow, and we are building on our bridge to service connection. Our vision is to ensure that no matter where a customer starts their journey to employment, they will be connected to every resource in our region available to ensure their success.

In 2023, the SELACO team anticipates new workforce opportunities that will open doors for our young adults, offer local employers access to resources that will build the skills of their existing workforce, and offer new skilled workers that can help their businesses thrive. It's hard to predict all that 2023 will bring our way, in the last three years things have been unpredictable, but I can assure you that there will be a skilled and dedicated team of workforce professionals ready to assist our job seekers, employers and partners in meet their goals!

May our new year be filled with opportunities to connect, collaborate and strategize on ways we can continue to make a difference in our communities! The SELACO team and partners are here and ready to work alongside you in 2023!

Happy New Year!

Fall / Winter 2022 Highlights

Bellflower Hosts the SELACO Annual Board Retreat



SELACO Region Stakeholder Retreat - SELACO WDB stakeholders gathered on October 20, 2022, at the Bellflower Mayne Event Center to evaluate Covid-19 Pandemic recovery demands and how we can best prepare to meet the needs of local businesses and job seekers.

Local elected officials serving as Policy Board members, Workforce Board members consisting of local employers and mandatory WIOA partners, and executive staff participated in in-depth discussions around the “Real Role of Workforce Boards, facilitated by Bob Lanter, the Executive Director of the California Workforce Association (CWA).

Discussions focused on the opportunities and challenges in our eight-city region. Giving insight to how local stakeholders can turn these opportunities and challenges into key workforce initiatives. Discussions also addressed the “slow return” of job seekers to local American Job Centers and the continued need to support local businesses struggling to fill positions within their companies.

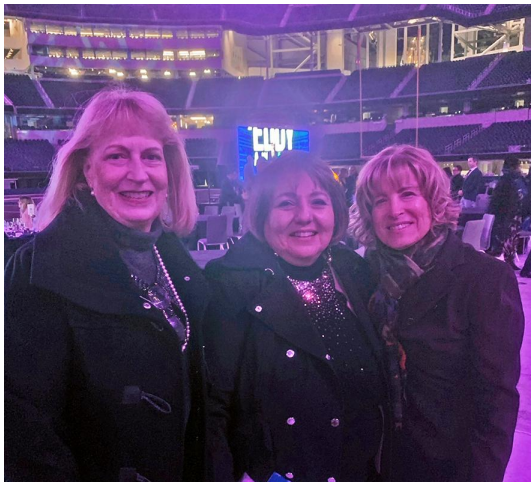
The stakeholder retreat also kicked off the first stakeholder discussion, facilitated by Consultant David Shinder, that supported the development of the SELACO WDB’s PY21-21 Local Plan Biennial Modification. Members revisited commitments to leverage the lessons of the pandemic, adopt the language of business, concentrate on



opportunities for career pathways in our region, embrace a hybrid reality, and invest in building the foundational skills of job seekers and under-employed workers.

During the retreat, the SELACO team acknowledged Joseph Derthick for his 13 years of service as a SELACO WDB member, representing the City of Norwalk. Joseph retired from his position in December 2022. He will be missed for his unwavering commitment to servicing business in our region.

Norwalk Recognized at the 27th Annual EDDY Awards



Executive Director, Yolanda Castro, and Deputy Director of Business Services, Kay Ford, enjoyed an evening with SELACO WDB board member Barbara Levine at the LA Economic Development Corporation's 27th Annual EddyAwards. Close to 7000 guests gathered at the SoFi Stadium to celebrate the work of local government, education, and business leaders during the last year. The awards ceremony was held right on the 50 Yard Line at SoFi Stadium, making the Eddy Awards the very first event of its kind to be directly on the field!

Each year the Eddy Awards are given to local cities that demonstrate a friendly and supportive environment for local businesses. We are proud to share that one of our own cities, the City of Norwalk was a finalist, while the award went to the Cities of El Segundo, Gardena, and Santa Clarita, there is no question in our mind that the City of Norwalk is one of our best.



Additional Eddy Awards were given to Stan Kroenke, alongside his Los Angeles Rams, SoFi Stadium and Hollywood Park, Santa Monica College, and Bill Allen for fostering equitable economic development in our region and who is retiring as the President and Chief Executive Officer of the Los Angeles County Economic Development Corporation.

Special thanks to our Board Member Barbara Levine, Director of Economic Development with LAEDC, for including us in this annual celebration.

SELACO attends the Norwalk State of the City



SELACO team participated in the Norwalk State of the City Event held on October 21, 2022. The team joined the celebration of the City's many accomplishments and looks forward to supporting workforce opportunities in the upcoming year.

Congratulations to Assemblywomen Pacheco



At the Downey Unified Institutional Advisory Committee Breakfast, SELACO WDB's Deputy Director of Program Operations, Corina Coronel chats with Blanca Pacheco our newly elected Assemblywomen for the California District 64. The SELACO team is proud to have a dedicated and talented Latina, who understands and supports workforce development, representing the 64th District. Assemblywomen Pacheco was the first Latina to serve as Mayor for the City of Downey, one of the largest cities in the 64th district. She was elected to City council in 2016 and became Mayor in 2020 leading the City through one of the worst Pandemics to hit our country.

In her term as a city council member and then Mayor, Assemblywomen Pacheco served on the SELACO WDB Policy board of local elected officials. She supported the Southeast Los Angeles County Workforce Development Board by directing policy and advocating for workforce services that meet the local needs of job seekers and employers. We are excited to see one of our local elected officials move to the State

Assembly. Her track record of services is a testimony to the commitment and dedication she will bring to her new position.

Congratulations Assemblywomen Pacheco, we look forward to supporting you as you begin your journey in the hallways of the State Capitol!

Congratulations Mayor Santa Ines



SELACO WDB Board Chair, Larry Wehage and Executive Director, Yolanda Castro, attend the City of Bellflower Oath of Office. Local Elected Official, Sonny R. Santa Ines, member of the SELACO WDB Policy Board won re-election to the Bellflower City Council. On December 12, 2022, accompanied by his family, Councilmember Santa Ines, and his newly elected colleagues, Raymond Y Hamada (District 1) and Ray Dunton (District 5), took the Oath to Office. Following the Oath of Office Ceremony, the City Councils reorganization process resulted in the appointment of Councilmember Santa Ines to the seat of City Mayor.

Mayor Santa Ines has served as a member of the SELACO WDB Policy Board for * years and demonstrates a strong and consistent commitment to meeting the needs of our local job seekers and business.

Congratulations Mayor Santa Ines!



SELACO Cares Returns



As the holidays quickly approached, SELACO WDB revived SELACO Cares!

What is SELACO Cares? Some years ago, SELACO Cares was established by volunteer staff to assist various organizations to help the holidays be a little brighter for their participants. SELACO Cares has:

- Made toiletry baskets for Little House which is women's sober living home in the City of Bellflower
- Provided toys for the children at Olive Crest which provides services for child adoption and fostering also located in the City of Bellflower
- Participated in holiday toy drives benefitting residents within SELACO's local service area
- Provided Thanksgiving meal baskets for SELACO's in-house customers

These are just a few examples of how SELACO has CARED for the community.

This year, SELACO Cares participated in the Cerritos Chamber of Commerce Annual Holiday Drive benefitting the Tracy Teen Parent and Infant Center Program of the ABC Unified School District.

If you would like more information on how you can assist with SELACO Cares, please feel free to contact us at your earliest convenience.

It's Not Always About Work . . .



The SELACO Team broke away from their busy holiday shopping, to enjoy great food, warm their bodies with yummy hot chocolate and show off their fancy dance moves while listening to the Boat Missers at the Bellflower Steel Craft Outdoor, Urban Eatery and Entertainment Center. The AJCC Staff enjoyed the opportunity to support businesses in their local city and support their very own Tammy Ferranti-Lansdown, SELACO AJCC Outreach / Commnications Coordinator - a lead singer and guitarist with the Boat

Missers. Tammy and her bass playing husband, Roy are residents in the City of Bellflower.

The Boat Missers are a four piece cover band that play catchy hit songs from the 50's to the present, so don't be surprised if you hear a song by Harry Belafonte and a song by Pink in the same set. The Boat Missers return to Bellflower SteelCraft in April 2023, but you can catch their next performance at SteelCraft, Garden Grove on Saturday, January 28th, from 6pm to 9pm. The Boat Missers are available for special events and civic functions. Find them on Facebook and Instagram. Call or Email at (562) 964-8855 and theboatmissersband@gmail.com.

Career Services

Meet Our New Team Members



Bianca Alejo

I am going on 3 years at SELACO WDB. I moved from the Fiscal Department to Career Services in September. I now work as a Career Development Specialist 1 (CDSI) and I love how we help customers/participants reach their fullest potential, and seeing them succeed in their goals. I am looking forward to any other special projects that come around in the future.

I like hiking and enjoy time with my son. Also, I like helping with giving back to my motherland by helping the kids that are in need of clothing, shoes, school supplies, food and anything that will help the kids better their future and gain confidence / motivation to keep going to school.



Deborah Lizette Gonzalez

I've been working in Career Services as a Career Development Specialist II for SELACO WDB for almost 4 months now. I like the people at SELACO; everyone has been very welcoming. I enjoy learning from everyone and of course, I enjoy the work. I'm looking forward to learning even more and growing as a professional as well as a person.

When I'm not at work I love spending time with family, friends and having time for myself. I'm very happy to be part of the SELACO team.


Cerritos College Offers


GED A Preparation Classes in Spanish at SELACO WDB

*Tuition Free Courses
*Cursos Gratuitos

SPRING 2023
Primavera 2023

GED A *(en Español)*
GED A *(in Spanish)*

 6:00 PM - 8:50 PM
1/9/23-5/17/23

 **LUNES Y MIERCOLES**
Mondays and Wednesdays

 **SELACO**
10900 East 183rd St. Suite 350
Cerritos, CA

Para registrarse llame a:
Rosa Delgado
(562)-521-0325



CONTINUING EDUCATION
DIVISION PROGRAM



El curso lo prepara para tomar una serie de exámenes requeridos para obtener el certificado equivalente a High School de California. El curso se enfoca en cinco áreas: lectura, escritura, estudios sociales, ciencias, y matemáticas.




REGISTER NOW

Registrate Ahora

Adult Education Department

(562) 467-5098 www.cerritos.edu/aed Email: AdultEd@cerritos.edu

 www.facebook.com/CerritosCollegeAdultEd/

 @cerritosadulthoodeducation

Call: (562) 467-5098
Email: AdultEd@cerritos.edu
Visit: www.cerritos.edu/aed

Business Services

SELACO Hosts Disneyland Direct Recruitment



Wednesday, November 2nd, 11:00 a.m. to 4:00 p.m. SELACO WDB Business Services department hosted the Disneyland Resort who sponsored a job recruitment for all of their open positions in various areas including Attractions, Foods, Hotels, Retail and many more. Over 30 plus job seekers attended the event and all received a job interview on-the-spot.



College and Career Expo at John Glen High School in Norwalk

On October 27th, SELACO WDB Staff reached out to students attending the Norwalk La Mirada Unified School District College and Career Fair that took place at John Glen High School in the city of Norwalk. The fair featured over fifty colleges and over twenty businesses as well as giveaways, a photo booth, prizes and information.

Healthcare Career College Resource Fair in Paramount

October 2022, in the City of Paramount - SELACO WDB staff promoted resources available to registered students in the healthcare sector.

Founded in Paramount, CA in 1990, Healthcare Career College was originally named Infotech Career College. They provide a fast career pathway to employment by providing a variety of healthcare programs.



Paramount Celebrates Local Businesses



In Late October, the City of Paramount celebrated the anticipated arrival of new businesses moving into the area. SELACO WDB will be working with local business owners in the near future to offer the support of subsidized employment.

Downey Welcomes New Cookie Business



January 12, 2023 - SELACO WDB attended the Crumbl Cookies's Ribbon Cutting ceremony as they announced the opening of their brand-new business in the City of Downey and assisted the new employer with customized business services at no-cost. The SELACO WDB Business Services department was joined by the Downey City Mayor, Claudia Marroquin-Frometa and new SELACO WDB Policy Board Member and Council Member, Hector Sosa.

Work Experience Works Both Ways!



Employers

Seeking employers - private, non-profit or government agencies to serve as work experience (WEX) sites for youth and adults transitioning to employment.

BENEFITS:

- Receive wage compensation
- Increase productivity
- Train your way
- Promote your company / industry
- Gain a unique perspective
- Help a member of your community gain work skills for success

SEEKING INDUSTRY SECTORS:

Manufacturing, Trade & Logistics, Healthcare (Mental Health, Veterinary), Hospitality, Technology (Cyber Security, Artificial Intelligence), Business & Professional Services, Aerospace, Green/Blue Energy & Construction

Job Seekers

Seeking local job seekers who have been unemployed for more than 6 months and who need work experience.

BENEFITS:

- Earn paid work experience
- Enter the job market
- Gain experience for higher positions
- Build your skills and confidence
- Become familiar with a new industry
- Increase employment success

CONTACT:

Tara Luna - Business Services
(562) 484-5056 tara.luna@selaco.com

Vanessa Gonzalez-Ramirez - Job Seeker Services
(562) 484-5004 vanessa.ramirez@selaco.com



SELACO WDB is an equal opportunity employer/program operator, serving the following eight cities: Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, Norwalk and Paramount. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY (562) 403-2125, CRS (800) 735-2922

The SELACO WDB'S transitional work experience program is funded by grant awards totaling \$4,579,889 (84%) from the US Departments of Labor and with \$867,743 (16%) financed from State and local sources.

Employment Training Panel

SELACO WDB in a Winter Wonderland



SELACO's Employment Training Panel (ETP) program has funded California businesses with the means to provide upskills training to nearly 12,000 of their staff. SELACO WDB has participated in the State ETP program for over 20 years. The coming year (2023) will be no different, as ETP funding has already been approved for SELACO. The ETP team took advantage of training curriculum discussions with a local holiday light décor company, Dekra-Lite Industries, and toured the Santa Ana based company's showroom. (Pictured left to right: Chris Chew; VP of Operations at Dekra-Lite, Adriana Penuri; HR Manager at Dekra-Lite, Daniela from Dekra-Lite, Khris Rogers; Business Engagement Specialist at SELACO, Jeremiah Flores; ETP Data Analyst at SELACO, Kay Ford, Deputy Director at SELACO, and Eddie De La Rosa, Operations Manager at Dekra-Lite). Dekra-Lite's showroom was a magical place, lit up with Holiday Trees, Santa's workshop, winter gnomes, snowmen and reindeer. SELACO is proud to partner with Dekra-Lite to help its employees reach their full potential through upskills training.

The ETP program provides funding for California based companies to increase retention and profits through upskill training programs in Business Skills, Manufacturing Skills, Technology and Cybersecurity, Construction Skills and many more. SELACO can conduct a free Business Needs Assessment for business owners to see how SELACO can be of service. For your no cost Business Needs Assessment, If you have questions about the ETP program or know of a company that could benefit from ETP training, dial the

SELACO ETP Hotline at: (562) 484-5033. From the whole SELACO ETP Team, Happy New Year!

Young Adult Services

Opportunities to Earn and Learn

Are you 14 to 24? Looking for Work?



No Cost Enrollment!

Earn up to \$700.00 in Performance Incentives

such as . . .

- \$150 for obtaining & keeping a full-time job
- \$150 for obtaining a GED or HSD . . . and much more!

We Provide:

- Up to 500 hours of Work Experience or Vocational Training
- Resumé Assistance
- Cover Letter Assistance
- Financial Support for Clothing, Tools, Transportation etc.

Requirements:

- Ages 14 to 24
- Be able to work in Cerritos and surrounding cities
- Must meet eligibility

Find out if you are eligible:

Ahlam (562) 484-5027

Ashley (562) 484-5000



10900 E. 183rd St., Suite 392, Cerritos CA, 90703
(562) 402-9336

Monday - Friday • 8am - 5pm

www.selacowdb.com



SELACO WDB is an equal opportunity employer/program operator, serving the following eight cities: Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, Norwalk and Paramount. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY (562) 403-2125 CRS (800) 735-2922

Success Story

Work Experience Leads to Management Position

Akami Jackson, Long Beach



Workforce Challenge:

Akami was unemployed for a decade after working 4 years as a medical biller for St. Mary's Hospital. She had earned a guard card after training provided by GoodWill Industries and was looking to secure a graveyard shift, but found that her options were limited. GoodWill referred

Akami to SELACO WDB America's Job Center for support and job search assistance. She felt that her biggest challenge was the difficulty of being a single parent of 4 with little help.

Workforce Solution:

Akami completed 200-hours of transitional employment (paid work experience), which lead to on-the-job training at Grocery Outlet. Akami commented, "It was and still is an amazing experience. SELACO helped me to overcome my challenge by understanding my situation and working with me, especially my Career Development Specialist, Ashley."

Workforce Outcome:

After successfully completing her work experience and OJT, Akami was hired permanently as a cashier and promoted to manager at the Long Beach Grocery Outlet. The number one thing she enjoys about her new job are the people she works with and how family oriented everyone is. Akami advises other job seekers; "Never give up, no matter the obstacles or challenges you may face. Do not give up!"

Community

Save a Life and Become a Health Worker



NOW HIRING

- Registered Nurses
- Retired Nurses
- Allied Health Personnel

bit.ly/PriorityWorkforceJobPortal

**SAVE A LIFE
& BECOME A
HEALTH WORKER.**



[Access the Job Portal Here](#)

Board Meetings

January 26, 2023

3:00 p.m.- Workforce Development Board (WDB) Meeting

February 21, 2023

Noon - Policy Board Meeting - Location to be determined.

March 23, 2023

3:00 p.m. - Workforce Development Board (WDB) Meeting

Career Center Calendar

SOUTHEAST LOS ANGELES COUNTY
WORKFORCE DEVELOPMENT BOARD

A proud partner of

America's **JobCenter**
of California™



1 Hour Job Search Quick Tips!

- Skills Discovery - Your Tool Box
- 5 Plus Ways to Look for Your Next Job
- Applications - Key Ingredients
- Cover Letters Can Get Interviews!
- Resumé Quick Tips!
- Job Interviewing Like a Pro
- Young Adult Workshops
- Create Your Own Calling Card
- Job Club Networking Success Team

See calendar for dates and times

Job Search Workshops will be conducted virtually until further notice.

How to Attend Workshops

- Call (562) 402-9336 and ask about our no cost enrollment!
- If you are enrolled, please call your Career Development Specialist (CDS) / Case Manager.
- If you are enrolled and do not have a CDS, E-mail tammyf@selaco.com to receive an electronic invitation.

At this time workshops will be conducted online and will require a smartphone, laptop, computer, iPad or dial-in for audio only.

SELACO WDB is an equal opportunity employer/program operator, serving the following eight cities:
Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, Norwalk and Paramount.
Auxiliary aids and services are available upon request to individuals with disabilities.
TDD/TTY (562) 403-2125, CRS (800) 735-2922

**Access our website for a calendar of the AJCC
virtual and in-person workshops and orientations!**

[Click here for the Job Center Calendar](#)

SELACO WDB is committed to protecting and respecting your privacy. We do not rent or share your email address. By submitting your email address, you consent to Constant Contact delivering emails relevant to workforce development. To end your SELACO WDB (or CCN) email subscription and associated external information sent from SELACO WDB, feel free to click unsubscribe below.

SELACO WDB | 592-402-9336 | newsletter@selaco.com | www.selacowdb.com



SELACO WDB is an equal opportunity employer/program operator, serving the following eight cities:
Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, Norwalk and Paramount.
Auxiliary aids and services are available upon request to individuals with disabilities.
TDD/TTY 562-403-2125, CRS (800) 735-2922

SELACO WDB | 10900 East 183rd Street, Suite 350, Cerritos, CA 90703 (562) 402-9336

[Unsubscribe carolynr@selaco.com](mailto:carolynr@selaco.com)

[Constant Contact Data Notice](#)

Sent by newsletter@selaco.com powered by

