

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

**July 22, 2021**

**Thursday**

**3:00**



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

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

**July 22, 2021  
Thursday  
3:00 PM – 5:00 PM**

Join Zoom Meeting  
<https://zoom.us/j/9897000830>

Meeting ID: 989 7000 0830  
Passcode: 703291

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

**AGENDA**

CALL TO ORDER	Dameron
PLEDGE OF ALLEGIANCE	Dameron
ROLL CALL	Espitia
2020-2021	
PUBLIC COMMENTS	Drake
CHAIR'S COMMENTS	Dameron
EXECUTIVE DIRECTOR'S MESSAGE / UPDATE / STAFF REPORT	Castro
CONSENT CALENDAR	Dameron

1A. Approval of Minutes

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Executive Committee and FULL WDB Board of Directors' Meeting

July 22, 2021

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May 27, 2021

1B. Approval of Fiscal Reports 07/01/20 – 06/30/21		8	
1C. Approval of Program Report for 07/01/20 – 06/30/21		21	
ACTION ITEM (S):			
2. Approval of Work from Home Policy	Castro	46	
3. WIOA Incident Reporting Policy	Castro	58	
4. Approval of Earn and Learn Youth Program Subrecipients And Funding Allocations	Castro	65	
5. Recommended Changes to the Employee Salary and Benefits Packet	Castro	67	
6. Measure H-Homeless Initiative Funding	Castro	71	
7. Approve MOU with Paramount Adult School	Castro	73	
8. Sublease with EDD	Castro		
BUSINESS ADVISORY COMMITTEE REPORT	Levine		
Presentation / Information / Recommendations			
ACTION ITEM (S): NONE			
INFORMATION ITEM (S):			
ONE STOP OPERATOR REPORT	Girdner		
Presentation / Information / Recommendations			
ACTION ITEM (S): NONE			
INFORMATION ITEM (S): Update on the Progress of Your System Management Team			94
INFORMATION ITEM (S):			
1. Ethics Training AB1234	Castro	96	

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

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

**July 22, 2021**

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2. Employment Training Panel Initiative – New Agreement 2021-23	Castro	97
INTERESTING CORRESPONDENCE		
Success Stories	Castro	99
BOARD MEMBER COMMENTS	Dameron	
POLICY BOARD ITEMS/REQUESTS	Dameron	
AGENDA REQUESTS FOR NEXT MEETING	Dameron	
CHAIR'S CLOSE	Dameron	
ADJOURNMENT OF OPEN SESSION	Dameron	

**Policy Board Meeting: August 17, 2021**

**Next Full WDB Meeting: September 23, 2021**

*Meetings of the SELACO WDB are accessible to persons with disabilities. The SELACO WDB will provide reasonable accommodations upon request. Requests should be received at least 72 hours prior to the meeting. Please call (562) 402-9336 to request accommodations.*

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



**SELACO WDB Board of Directors  
Attendance Roster – PY 21/22**

Board Members	7/22 2021	9/23 2021	10/28 2021	1/27 2022	3/24 2022	5/26 2022						
<b>1. Blanco, Peter</b> Rehabilitation Organization												
<b>2. Castellanos, Allison</b> Business Representative – City of Lakewood												
<b>3. Crespo, Leonard</b> Business Representative City of Paramount												
<b>4. Dameron, Mark</b> Chair Business Representative – City of Lakewood												
<b>5. Dertick, Joseph</b> Business Representative – City of Norwalk												
<b>6. Drake, Aaron</b> Vice Chair Business Representative – City of Bellflower												
<b>7. Espitia, Ben</b> Secretary/Treasurer Labor Organization												
<b>8. Gomez, Belle</b> Education Entity												
<b>9. Gutierrez, Liza Marie</b> Business Representative - City of Hawaiian Gardens												
<b>10. Kucera, Kevin</b> Labor Organization												
<b>11. Levine, Barbara</b> Economic Development												

Board Members	7/23 2020	9/24 2020	10/22 2020	1/28 2021	3/25 2021	5/27 2021				
<b>12. Lugo, Julia</b> Public Employment Service										
<b>13. McGehee, Shannon</b> Business Representative City of Paramount										
<b>14. Nam, Leila</b> Business Representative City of Artesia										
<b>15. Patel, Vijay</b> Business Representative – City of Downey										
<b>16. Polley, Tracy</b> Business Representative – City of Norwalk										
<b>17. Rapue, Judith</b> Labor Organization										
<b>18. Ryder, Tim</b> Business Representative – City of Hawaiian Gardens										
<b>19. Saucedo-Garcia, Cristina</b> Business Representative – City of Downey										
<b>20. Shah, Jawahar</b> Business Representative City of Cerritos										
<b>21. Todd, Sharon</b> Education Entity										
<b>22. Trivedi, Sanjay</b> Business Representative – City of Cerritos										
<b>23. Uttecht, Greg</b> Business Representative City of Artesia										
<b>24. Wehage, Larry</b> Business Representative City of Bellflower										
<b>25. VACANT</b> Labor Organization										
<b>26. Vacant</b> Labor Organization										

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

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

**Executive Committee and FULL WDB BOARD OF DIRECTORS  
MINUTES**

May 27, 2021

3:00 PM

SELACO WDB  
VIA Zoom

**CALL TO ORDER**

The meeting of the Executive Committee and FULL WDB Board of Directors' was called to order by Mark Dameron, Chair at 3:00 p.m.

**PLEDGE OF ALLEGIANCE**

Tracey Polley led the pledge of allegiance.

**ROLL CALL**

**WDB BOARD DIRECTORS PRESENT**

Blanco, Peter	Dameron, Mark
Derthick, Joseph	Drake, Aaron
Espitia, Ben	Gomez, Belle
Levine, Barbara	Nam, Leila
Polley, Tracy	Ryder, Tim
Saucedo-Garcia, Cristina	Uttecht, Greg
Wehage, Larry	

**WDB BOARD DIRECTORS ABSENT**

Gutierrez, Liza Marie	Lugo, Julia
Macias, Elia	McGehee, Shannon
Patel, Vijay	Rapue, Judith
Shah, Jay	Trivedi, Sam

**WDB BOARD DIRECTORS EXCUSED**

Castellanos, Allison	Kucera, Kevin
Todd, Sharon	

**SELACO WDB STAFF PRESENT:**

Castro, Yolanda	Alvarez, Meredith
Cardona, Jefferson	Davis, Carol
Diep, Chau	Ferranti-Lansdown, Tammy
Ford, Kay	Gutierrez, Jeanette
Isabelo, Anna	Jennings, Maria
Leon, Anna	Michel, Sandra
Sandoval, Ben	

**MEMBERS OF THE PUBLIC PRESENT:**

Chan, Connie - EDD  
Girdner, Stacey – SELACO One Stop Operator  
Joseph, Jack – SELACO Policy Board Administrator  
Seppala, Linda - Goodwill

**PUBLIC COMMENTS**

None

**CHAIR'S COMMENTS**

Mark Dameron introduced new board member Tim Ryder.

Chairman Dameron shared with the board that he attended the presentation of the Small Business Revitalization Fund Grant for the Lakewood businesses.

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

SELACO continues to operate on a hybrid model providing service virtually and meeting with customers by appointment. Currently working at 50% capacity. We continue to ensure all COVID safety protocols are in place and preparing for when we open our doors to regular customer flow. June 15 all staff return to work if they have no childcare issues or health conditions, and July 1 SELACO will be open to all.

A Work-from-Home Policy will be brought to the board at the next meeting for review and approval.

EDD partner have returned to onsite services by appointment only.

Funding allocations were shared via shared document (virtually) reviewing the last ten years. Total increase in WIOA funding has been less than 1%.

More job seekers are slowly coming into the AJCC. Many businesses are seeking assistance in hiring. Currently it is a job seekers market. Great employer demand and not enough job seekers ready for work.

Staff participated in the annual CWA conference. Yolanda sat on a panel discussion addressing the topic of Women in Leadership.

**CONSENT CALENDAR**

A motion was made by Joseph Derthick to approve the Consent Calendar as presented, seconded by Larry Wehage. With no further discussion, motion carries to approve.

**1A. Approval of Minutes: March 25, 2021**

**1B. Approval of Fiscal Reports for Periods: 07/01/20 – 04/30/21**

**1C. Approval of Program Report for: 07/01/20 – 04/30/21 (Receive and file)**

**ACTION ITEM(S)**

**2. Ratify the Executive Committee's Approved Action Item From the April 22, 2021, SPECIAL Executive Committee Meeting:**

A motion was made by Larry Wehage to Ratify the Approval of the Executive Committee action item on April 22, 2021:



1) Approval of SELACO WDB Local Area Subsequent Designation and Local Board Recertification Application for Program Year 2021-2023

Seconded by Tracey Polley. With no further discussion, motion carries to approve. Abstained – Mark Dameron, Joseph Derthick, Aaron Drake, Ben Espitia, Barbara Levine

**3. Request on Spending Authority for Fiscal Year 2021-2022**

A motion was made by Joseph Derthick to approve the request on spending authority until the new budget is approved, seconded by Tracy Polley. With no further discussion, motion carries to approve.

**4. Regional and Local Plans for Program Year (PY) 2021 - 2024**

A motion was made by Joseph Derthick to:

- Receive and file the Los Angeles Basin Regional Planning Unit 4-Year Regional Plan for PY 2021-2024
- Review and approve SELACO WDB's 4-Year Local Plan for PY 2021-2024 as presented. Secure signature of Board Chair.

Seconded by Tracey Polley. With no further discussion, motion carries to approve.

**5. Childcare Center Lease Agreements**

A motion was made by Joseph Derthick to:

- Authorize the Executive Director to reinstate the lease agreement with Landlord, Roy Lamphear for the premises located at 9447 Flower Street, Bellflower, CA for a term of ten (10) years under the current terms and conditions stipulated on the expired lease.
- Authorize the Executive Director to execute a letter of intent to the Landlord of the premises located at 5225 Hayter Avenue, Lakewood, CA and initiate the lease extension negotiation process.

Seconded by Aaron Drake. With no further discussion, motion carries to approve.

**6. HR Policy Update: Personnel Policies and Procedures**

A motion was made by Joseph Derthick to Review, and Approve the Personnel Policies and Procedures as presented:

- 233 – Lactation Accommodation Policy
- 241 – Access to Telephone, Voice Mail and Computer Mail Systems
- 242 – Personal Relationships Policy
- 243 - Attendance

Seconded by Tracey Polley. With no further discussion, motion carries to approve.

**7. Selection of Auditing Firm**

A motion was made by Joseph Derthick to approve staff's request that the SELACO WDB support the Policy Board's action to allow staff to extend our existing contract with Craig Accountancy for one more year of services (July 1, 2020, through June 30, 2021), while we continue our search to secure a new Auditor. Goal is to secure an Auditor that can address our

needs at reasonable cost for the next program year. Motion seconded by Tracey Polley. With no further discussion, motion carries to approve.

**8. Election of Officers**

A motion was made by Larry Wehage to approve board nominations for each respective position:

- SELACO WDB Board Chair – Mark Dameron
- SELACO WDB Vice Chair – Aaron Drake
- SELACO WDB Secretary/Treasurer – Ben Espitia

Seconded by Greg Uttecht. With no further nominations or discussion, motion carries to approve.

**BUSINESS ADVISORY COMMITTEE REPORT**

Barbara Levine, Business Advisory Committee Chair reported out that there are no changes at this time.

**ACTION ITEM(S):**

None

**INFORMATION ITEM(S):**

None

**ONE STOP OPERATOR REPORT**

**ACTION ITEM(S):**

None

**INFORMATION ITEM(S):**

Update on the Progress of Your System Management Team

Stacey Girdner shared with the board an update on the progress of the System Management Team (SMT). The update can be found on page 150 of the agenda.

**INFORMATION ITEM(S):**

**1. Ethics Training AB1234**

Page 151 of the agenda shows the most updated list of board members who completed the mandatory ethics training. All board members must complete a two-hour training. Please contact Carol for direct link to online course or for any questions.

**2. EDD Economic Summary 2021**

Page 152 of the agenda provides an Economic Summary with details on the SELACO area.

**3. WIOA Section 188 Annual Compliance Monitoring Review**

Page 154 of the agenda provides a copy of the Compliance Monitoring Review which was a favorable monitor.

**4. Approval for the Local Board to act as Career Service Provider**

Page 156 of the agenda provides confirmation of SELACO's approval for the local board to act as Career Service Provider.

**5. EDD Labor Force Information**

Page 157 of the agenda provides current labor force information.

**INTERESTING CORRESPONDENCE**

**Success Stories**

The board was referred to page 168 of the agenda.

**BOARD MEMBER COMMENTS**

None

**POLICY BOARD ITEMS/REQUESTS**

None

**AGENDA REQUESTS FOR NEXT MEETING**

None

**CHAIR'S CLOSE**

None

**ADJOURNMENT OF OPEN SESSION**

The meeting was adjourned at 4:25 p.m.

**SELACO WDB**  
**Statement of Activities (by Fund)**  
**From 7/1/20 through 6/30/21**

\*\*\* Preliminary \*\*\*

	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	(38,966)	462,532	3,149,494	2,622,206	529,932	141,355	680,654	189,711	7,736,919
Accounts Receivable	369,962	171,082	2,566	302,867	101,261	23,599		0	971,337
Total Revenues	330,996	633,614	3,152,060	2,925,074	631,193	164,954	680,654	189,711	8,708,256
Expenditures									
Administration Services	22,769	71,156	321,798	235,827	56,053	14,065	51,065	0	772,732
Contracted Program Costs	7,800	368,876	2,830,262	264,161	4	(144)	38,344	0	3,509,304
Support Services	0	4,354	0	165,917	6,696	0	10,575	0	187,542
Vendor Training	175,696	6,109	0	654,734	50,798	0	52,000	189,711	1,129,049
Work Exp/Skillz Menu/Supplies	0	135,061	0	4,773	19,309	0	317,661	0	476,805
WIOA Core/Basic Career Services	0	0	0	607,646	122,792	0	(21)	0	730,417
WIOA Intensive/Individualized Career Svcs	0	0	0	369,400	0	0	0	0	369,400
WIOA Follow-Up Career Services	0	0	0	155,504	14,653	0	174	0	170,331
WIOA Business Services	0	0	0	355,351	100,120	0	10	0	455,481
Other Program Costs	150,749	48,057	0	62,649	242,436	151,033	202,910	0	857,834
Cash Expenditures	357,015	633,614	3,152,060	2,875,962	612,861	164,954	672,718	189,711	8,658,895
Accrued Expenditures	0	0	0	49,111	18,333	0	0	0	67,444
Total Expenditures	357,015	633,614	3,152,060	2,925,074	631,193	164,954	672,718	189,711	8,726,339
Net Income (Loss)	(26,019)	-	-	-	-	-	7,936	-	(18,083)

**SELACO WDB**  
**Statement of Functional Expenditures**  
From 7/1/20 through 06/30/21

\*\*\* Preliminary \*\*\*

	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
							WIOA Core / Basic Career Services	WIOA Intensive / Individualized Career Services				
Expenditures												
Personnel	474,321	0	0	0	0	610,607	309,718	142,369	384,566	699,096	2,620,677	
Non-Personnel	149,056	0	0	0	0	119,810	56,439	27,963	70,915	158,738	582,921	
Training	149,355	3,509,304	0	1,196,493	476,805	0	3,243	0	0	0	5,335,199	
Support Services	0	0	187,542	0	0	0	0	0	0	0	187,542	
Total Expenditures	772,732	3,509,304	187,542	1,196,493	476,805	730,417	369,400	170,331	455,481	857,834	8,726,339	

SELACO WDB  
**Statement of Functional Expenses - 02 Administrative Services**  
From 7/1/2020 Through 6/30/2021  
(In Whole Numbers)

		Total
Expenditures		
Personnel		
Salaries & Wages	50100	348,405
Social Security Tax	50200	21,466
Medicare Tax	50210	4,893
Workers Comp - Staff	50220	3,486
UI & ETT Taxes	50250	3,176
Other Payroll Expenses	50251	4,235
Employee Benefits	50300	63,692
Employer 403(B) Contributions	50403	24,970
Total Personnel		474,321
Non-Personnel		
Mileage	51100	2
Conferences/Staff Development	51200	822
Meeting Expenses	51230	609
Rent	52100	55,063
Telephone	52200	4,696
Office Equipment	52330	339
Leased Equipment	52350	542
Repair & Maintenance	52360	666
Outreach/Recruitment	53300	4,018
Office Supplies	53400	6,686
Participant Supplies	53450	0
Subscriptions/Dues/Memberships	53600	9,395
Insurance	53900	4,866
Professional Services	54100	46,998
Legal	54300	8,865
Bank Charges/Miscellaneous	59990	5,491
Total Non-Personnel		149,056
Training		
Cost Reimbursement Billing	60300	149,355
Total Training		149,355
Total Expenditures		772,732

SELACO WDB  
**Statement of Functional Expenses - 02 Contracted Program Cost**  
 From 7/1/2020 Through 6/30/2021  
 (In Whole Numbers)

		Total
Expenditures		
Training		
Cost Reimbursement Billing	60300	3,107,301
Other Contracted Services	60400	280,287
Day Care Rent	66000	121,716
Total Training		3,509,304
Total Expenditures		3,509,304

SELACO WDB  
Statement of Functional Expenses - 02 Supportive Services  
From 7/1/2020 Through 6/30/2021  
*(In Whole Numbers)*

		<u>Total</u>
Expenditures		
Support Services		
Direct Support Payment	65200	<u>187,542.00</u>
Total Support Services		<u>187,542.00</u>
Total Expenditures		<u>187,542.00</u>



SELACO WDB  
**Statement of Functional Expenses - 02 Vendor Training Payments**  
 From 7/1/20 Through 6/30/21  
*(In Whole Numbers)*

		<u>Total</u>
Expenditures		
Training		
Vendor Training	60100	831,086
Vendor Training - ETP	60200	175,696
Non-WIOA Training Expenditures		189,711
Total Expenditures		<u><u>1,196,493</u></u>

SELACO WDB  
Statement of Functional Expenses - 02 Work Experience / Skillz Menu Program  
From 7/1/2020 Through 6/30/2021  
*(In Whole Numbers)*

		Total
Expenditures		
Training		
Wages - WE/Internship	60500	434,589
SS Tax - WE/Internship	60510	26,972
MC Tax - WE/Internship	60520	6,306
WC - WE/Internship	60530	4,976
UI ETT Taxes	60540	30
Participant Incentive Payments	65401	<u>3,931</u>
Total Training		<u>476,805</u>
Total Expenditures		<u>476,805</u>

SELACO WDB  
**Statement of Functional Expenses - 02 WIOA Career Services**  
 From 7/1/2020 Through 6/30/2021  
 (In Whole Numbers)

	Core / Basic Services	Intensive / Individualized Services	Follow-Up Services	Total
<b>Expenditures</b>				
<b>Personnel</b>				
50100 Salaries & Wages	441,916	223,044	104,039	768,999
50200 Social Security Tax	27,592	13,868	6,278	47,738
50210 Medicare Tax	6,417	3,247	1,472	11,135
50220 Workers Comp - Staff	4,803	2,606	1,191	8,600
50250 UI & ETT Taxes	4,130	1,961	896	6,987
50300 Employee Benefits	92,011	47,823	20,395	160,229
50403 Employer 403(B) Contributions	33,739	17,169	8,097	59,005
<b>Total Personnel</b>	<b>610,607</b>	<b>309,718</b>	<b>142,369</b>	<b>1,062,694</b>
<b>Non-Personnel</b>				
51100 Mileage	47	2	0	49
51200 Conferences/Staff Development	2,865	575	282	3,723
52100 Rent	76,074	40,616	16,128	132,818
52200 Telephone	(968)	2,314	950	2,296
52330 Office Equipment	4,764	169	123	5,057
52350 Leased Equipment	727	399	177	1,303
52360 Repair & Maintenance	1,124	487	215	1,826
53300 Outreach/Recruitment	260	23	14	297
53400 Office Supplies	14,066	4,088	1,492	19,646
53450 Participant Supplies	2	0	0	2
53600 Subscriptions/Dues/Memberships	9,778	2,541	1,070	13,390
53900 Insurance	6,990	4,088	1,341	12,419
54100 Professional Services	4,081	1,137	6,170	11,387
<b>Total Non-Personnel</b>	<b>119,810</b>	<b>56,439</b>	<b>27,963</b>	<b>204,212</b>
<b>Training</b>				
60600 Training Supplies	0	3,243	0	3,243
<b>Total Training</b>	<b>0</b>	<b>3,243</b>	<b>0</b>	<b>3,243</b>
<b>Total Expenditures</b>	<b>730,417</b>	<b>369,400</b>	<b>170,331</b>	<b>1,270,148</b>

SELACO WDB  
**Statement of Functional Expenses - 02 WIOA Business Services**  
From 7/1/2020 Through 6/30/2021  
(In Whole Numbers)

		Total
Expenditures		
Personnel		
Salaries & Wages	50100	284,625
Social Security Tax	50200	17,878
Medicare Tax	50210	4,164
Workers Comp - Staff	50220	3,258
UI & ETT Taxes	50250	3,324
Employee Benefits	50300	55,169
Employer 403(B) Contributions	50403	16,147
Total Personnel		384,566
Non-Personnel		
Mileage	51100	280
Conferences/Staff Development	51200	1,404
Meeting Expenses	51230	90
Rent	52100	45,731
Telephone	52200	2,578
Office Equipment	52330	304
Leased Equipment	52350	429
Repair & Maintenance	52360	631
Outreach/Recruitment	53300	1,846
Office Supplies	53400	6,657
Subscriptions/Dues/Memberships	53600	5,112
Insurance	53900	4,235
Professional Services	54100	1,619
Total Non-Personnel		70,915
Total Expenditures		455,481

**SELACO WDB**  
**Statement of Functional Expenses - Other Program Costs**  
From 7/1/20 through 6/30/21

	Employment Training Panel	WIOA Youth	WIOA Rapid Response / Lay-Off Aversion	WIOA Special Project (AA)	Transitional Subsidized Employment (TSE)	Other Funds	Total
<b>Personnel</b>							
Salaries & Wages	101,463	146,755	96,790	13,124	30,784	126,876	515,792
Payroll Taxes/WC	10,027	14,482	9,798	1,328	2,934	11,813	50,381
Employee Benefits	20,895	42,149	24,328	4,960	10,252	30,338	132,923
<b>Total Personnel</b>	<b>132,385</b>	<b>203,385</b>	<b>130,916</b>	<b>19,412</b>	<b>43,970</b>	<b>169,027</b>	<b>699,096</b>
<b>Non - Personnel</b>							
Mileage	36	1	62	-	31	256	385
Conferences/Staff Development	(206)	2,479	142	2	130	5,309	7,856
Meeting Expenses	-	-	-	-	-	-	-
Rent/Utilities	13,559	26,365	15,195	2,452	6,454	17,213	81,238
Telephone	780	1,436	816	114	348	823	4,316
Furniture/Equipment	123	616	225	4,957	76	252	6,249
Repair & Maintenance	105	332	216	16	74	79	822
Outreach/Recruitment	-	21	21	12	10	10	64
Supplies	1,667	2,933	1,463	5,841	553	1,423	13,880
Subscriptions & Dues	1,039	1,734	938	330	415	2,112	6,568
Insurance	1,074	2,413	631	37	325	1,508	5,988
Consulting	188	721	407	29,476	183	398	31,372
Legal Payments	-	-	-	-	-	-	-
<b>Total Non-Personnel</b>	<b>18,365</b>	<b>39,050</b>	<b>20,117</b>	<b>43,236</b>	<b>8,589</b>	<b>29,381</b>	<b>158,738</b>
<b>Total Expenditures</b>	<b>150,749</b>	<b>242,436</b>	<b>151,033</b>	<b>62,649</b>	<b>52,559</b>	<b>198,408</b>	<b>857,834</b>

SELACO WDB  
**Statement of Functional Expenditures**

From 7/1/20 through 6/30/21

\*\*\* Preliminary \*\*\*

Line Item Description	Current Period Actual	Current Year Budget	Budget Variance	Total Budget Remaining (%)
<b>PERSONNEL COSTS</b>				
Salaries/Wages	1,917,820	1,972,870	55,050	2.8%
Payroll Taxes/WC	190,721	194,482	3,761	1.9%
Employee Benefits	512,136	541,015	28,879	5.3%
<b>TOTAL PERSONNEL COSTS</b>	<b>2,620,677</b>	<b>2,708,367</b>	<b>87,690</b>	<b>3.2%</b>
<b>NON-PERSONNEL COSTS</b>				
Mileage	716	5,000	4,284	85.7%
Conference/Staff Development	13,805	38,500	24,695	64.1%
Meeting Expenses	699	1,500	801	53.4%
Rent/Utilities	314,850	324,850	10,000	3.1%
Telephone	13,885	17,500	3,615	20.7%
Furniture & Equipment	14,223	23,649	9,427	39.9%
Repair & Maintenance	3,943	10,000	6,057	60.6%
Outreach/Recruitment	6,224	7,500	1,276	17.0%
Supplies	46,871	55,000	8,129	14.8%
Subscriptions/Dues/Memberships	34,466	41,500	7,034	17.0%
Insurance	27,507	25,500	(2,007)	-7.9%
Professional Fees	91,376	150,000	58,624	39.1%
Legal Fees	8,865	15,000	6,135	40.9%
Interest Expense/Miscellaneous	5,491	5,000	(491)	-9.8%
<b>TOTAL NON-PERSONNEL COSTS</b>	<b>582,921</b>	<b>720,499</b>	<b>137,578</b>	<b>19.1%</b>
<b>TOTAL IN-HOUSE COSTS</b>	<b>3,203,598</b>	<b>3,428,866</b>	<b>225,268</b>	<b>6.6%</b>
<b>TRAINING &amp; SUPPORT SERVICES</b>				
Vendor Training Payments				
AB1111 Initiative: Breaking Barriers to Empl	55,070	53,079	(1,991)	-3.8%
Employment Training Panel (ETP)	175,696	357,036	181,340	50.8%
LA County - Homeless Initiative (Measure H)	6,109	29,000	22,891	0.0%
Prison to Employment (P2E)	52,000	52,000	0	0.0%
WIOA Adult	335,160	431,948	96,788	22.4%
WIOA Dislocated Workers	109,350	127,153	17,804	14.0%
WIOA Youth	69,131	120,000	50,870	42.4%
WIOA SP Covid19 Response	204,266	248,880	44,614	17.9%
Non-WIOA Training Expenditures	189,711	211,000	21,289	10.1%
Subtotal	1,196,493	1,630,096	433,604	26.6%

SELACO WDB  
**Statement of Functional Expenditures**

From 7/1/20 through 6/30/21

\*\*\* Preliminary \*\*\*

Line Item Description	Current Period Actual	Current Year Budget	Budget Variance	Total Budget Remaining (%)
<b>Cost Reimbursements / Contracted Services</b>				
AB1111 Initiative: Breaking Barriers to Empl	31,735	33,886	2,151	6.3%
Day Care Pre-School / Renovation	2,979,617	2,832,939	(146,678)	-5.2%
Employment Training Panel (ETP)	7,800	10,100	2,300	22.8%
Gateway Cities' Homeless Employment Prg	12,600	15,000	2,400	16.0%
LA County - Youth @ Work	140,960	658,422	517,462	78.6%
LA County - Homeless Initiative (Measure H)	10,000	10,000	0	0.0%
LA County - Prob Invest	217,916	112,500	(105,416)	-93.7%
Regional Training Coordinator Project (RTC)	25,744	50,523	24,780	49.0%
WIOA Youth	4	100,000	99,996	100.0%
WIOA SP Covid19 Response	200,312	200,000	(312)	-0.2%
WIOA One-Stop Operator	31,971	40,000	8,030	20.1%
Subtotal	3,658,659	4,063,371	404,712	10.0%
<b>Work Experience / Skillz Menu Program</b>				
Downey's USD MADE Career Initiative	273,042	164,336	(108,706)	-66.1%
LA County - Youth @ Work	109,818	145,013	35,195	24.3%
LA County - Homeless Initiative (Measure H)	25,244	25,500	256	1.0%
Prison to Employment (P2E)	44,619	89,430	44,811	50.1%
WIOA Adult	2,417	0	(2,417)	0.0%
WIOA DW	2,356	0	(2,356)	0.0%
WIOA Youth	19,309	106,796	87,487	81.9%
Subtotal	476,805	531,075	54,270	10.2%
<b>Training Supplies</b>				
Prison to Employment (P2E)	0	845	845	100.0%
WIOA Adult	1,633	2,500	867	34.7%
WIOA Dislocated Workers	1,610	2,500	890	35.6%
WIOA Youth	0	2,000	2,000	100.0%
Subtotal	3,243	7,845	4,602	58.7%
<b>Direct Support Payments</b>				
AB1111 Initiative: Breaking Barriers to Empl	0	581	581	100.0%
LA County - Youth @ Work	335	7,300	6,965	95.4%
LA County - Homeless Initiative (Measure H)	4,019	6,500	2,481	38.2%
Prison to Employment (P2E)	10,575	22,430	11,855	52.9%
WIOA Adult	7,899	15,000	7,101	47.3%
WIOA Dislocated Workers	8,006	15,000	6,994	46.6%
WIOA Youth	6,696	15,000	8,304	55.4%
WIOA Underserved Covid19 Impacted Individ	150,012	150,012	0	0.0%
Subtotal	187,542	231,823	44,281	19.1%
<b>TOTAL TRAINING &amp; SUPPORT SVCS</b>	<b>5,522,741</b>	<b>6,464,210</b>	<b>941,470</b>	<b>14.6%</b>
<b>GRAND TOTAL</b>	<b>8,726,339</b>	<b>9,893,076</b>	<b>1,166,738</b>	<b>13.3%</b>

**SELACO WDB**  
**Balance Sheet**  
June 30, 2021

\*\*\* Preliminary \*\*\*

	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	WIOA Special Projects	Other Grants	General Funds	Pools	Total
<b>Assets</b>												
Cash & Cash Equivalents	902,862	128,022	(2,529)	(140,953)	(72,480)	(63,874)	(18,909)	49,120	(86,545)	86,179	38,079	818,973
Petty Cash	-	-	-	-	-	1,000	-	-	-	-	2,000	3,000
Accounts Receivable	6,523	-	15,600	-	-	-	-	5,416	279,511	-	-	307,050
Deposit	9,100	-	-	-	-	-	-	-	-	-	20,238	29,338
Due from Other Fund	-	-	-	-	-	(24,144)	-	-	-	349,545	-	325,400
Fixed Assets	1,005,713	-	-	-	-	-	-	-	-	-	-	1,005,713
Accumulated Depreciation	(913,662)	-	-	-	-	-	-	-	-	-	-	(913,662)
<b>Total Assets</b>	<b>1,010,535</b>	<b>128,022</b>	<b>13,071</b>	<b>(140,953)</b>	<b>(72,480)</b>	<b>(87,018)</b>	<b>(18,909)</b>	<b>54,536</b>	<b>192,966</b>	<b>435,724</b>	<b>60,317</b>	<b>1,575,811</b>
<b>Liabilities and Net Assets</b>												
<b>Liabilities</b>												
Accounts Payable	-	311,797	1	7,797	229	50	1	14,703	110,258	-	705	445,541
Accrued Expenses	8,862	6,376	1,859	30,418	24,634	19,005	4,688	407	68,557	-	-	164,807
Due to CDE	9,100	-	-	-	-	-	-	-	-	-	-	9,100
Due to EDD	-	-	-	-	-	1,000	-	-	-	-	26,115	27,115
Due to Toastmasters Intl	-	-	-	-	-	-	-	-	-	-	-	-
Due to Vendors (ETP)	-	-	-	-	-	-	-	-	(100)	-	(50)	(150)
Due to Other Fund	-	178,184	6,434	-	-	-	-	8,819	156,109	-	(24,144)	325,400
Payroll Clearing	-	-	-	-	-	-	-	-	-	-	57,691	57,691
Revenues Received in Advance	885,066	125,321	7,852	-	-	(24,144)	-	-	5,358	-	-	999,453
<b>Total Liabilities</b>	<b>903,028</b>	<b>621,678</b>	<b>16,145</b>	<b>38,214</b>	<b>24,863</b>	<b>(4,089)</b>	<b>4,689</b>	<b>23,929</b>	<b>340,183</b>	<b>-</b>	<b>60,317</b>	<b>2,028,957</b>
<b>Net Assets</b>												
Current YTD Net Income	(2,566)	(395,980)	(18,679)	(179,167)	(97,343)	(82,929)	(23,599)	31,408	(149,891)	(3,230)	-	(921,976)
Unrestricted	110,073	(97,675)	15,605	-	-	-	-	(800)	2,674	438,953	-	468,830
<b>Total Net Assets</b>	<b>107,507</b>	<b>(493,656)</b>	<b>(3,074)</b>	<b>(179,167)</b>	<b>(97,343)</b>	<b>(82,929)</b>	<b>(23,599)</b>	<b>30,608</b>	<b>(147,217)</b>	<b>435,724</b>	<b>-</b>	<b>(453,146)</b>
<b>Total Liabilities and Net Assets</b>	<b>1,010,535</b>	<b>128,022</b>	<b>13,071</b>	<b>(140,953)</b>	<b>(72,480)</b>	<b>(87,018)</b>	<b>(18,909)</b>	<b>54,536</b>	<b>192,966</b>	<b>435,724</b>	<b>60,317</b>	<b>1,575,811</b>





# Program Operations Report

TWELFTH REPORT

JULY 1, 2020 – JUNE 30, 2021

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## PURPOSE

The Southeast Los Angeles County Workforce Development Board (SELACO WDB) respectfully submits the eighth Program Operations Report for the program year 2020-2021. 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.

## THANK YOU SELACO TEAM!

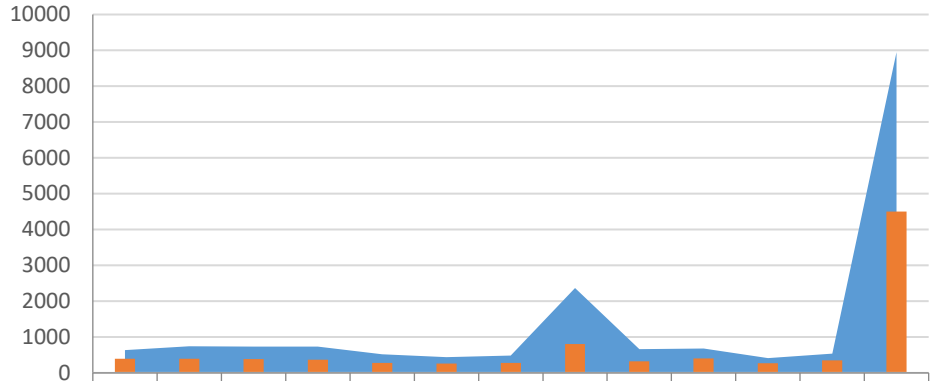
For the first time in over a year, due to COVID-19 restrictions, the SELACO team finally got to celebrate their staff appreciation get together; in person! Thank you, SELACO team, you all have played a key role in changing lives in our community during the unforeseen times of the COVID-19 Pandemic. Thank you to Jeff Wood, Aaron Drake and Mark Dameron for taking the time to acknowledge staff for their hard work and commitment during the COVID-19 season. Go SELACO!!



## IN-THE-KNOW WITH SELACO

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

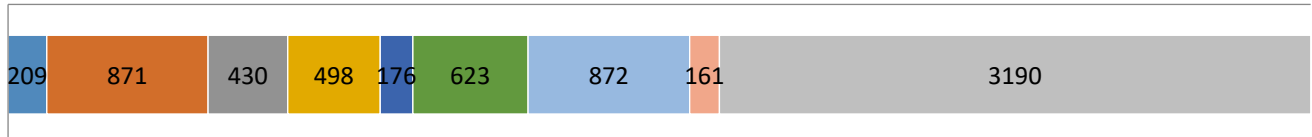
### Customer Visits to AJCC

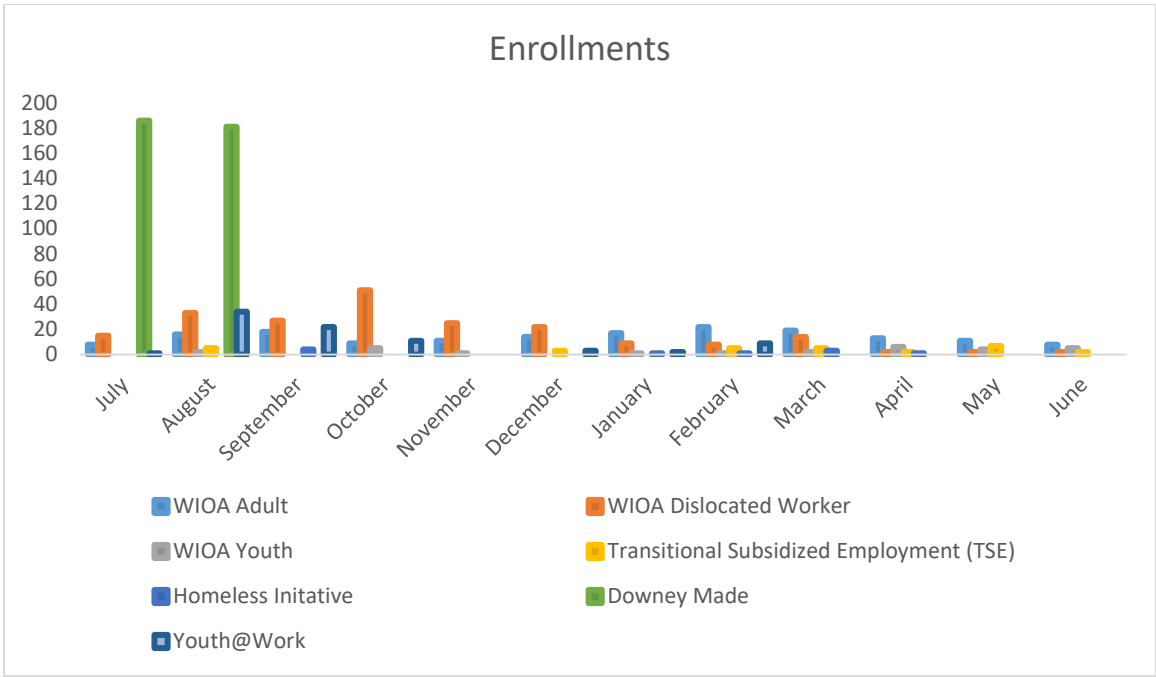


	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Year-to-Date
Total Visits	640	741	736	732	519	440	483	2,364	663	682	408	541	8949
Distinct Customers	392	391	390	366	281	258	276	803	324	405	266	353	4505

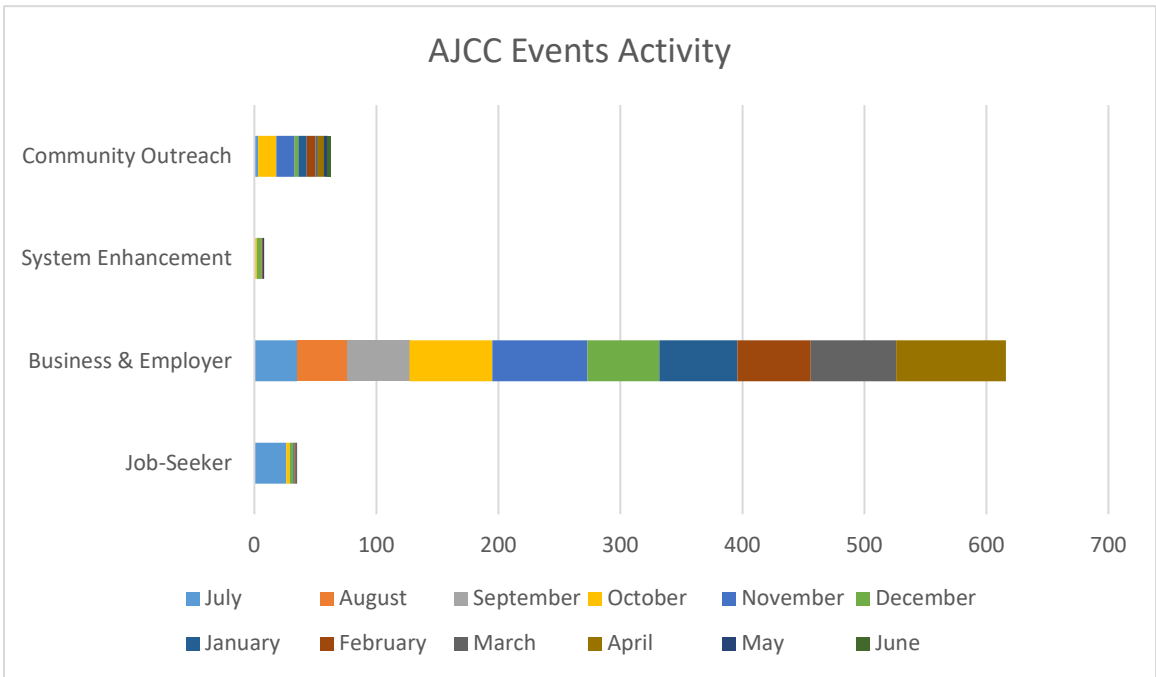
### Customer Visits by City

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





## EVENTS



## ADULT JOB SEEKER PROGRAMS

### EVENTS

<b>JOB SEEKER EVENTS</b>	<b>DESCRIPTION</b>
Virtual Job Club	Partnered with Microsoft to host a LinkedIn presentation
Virtual Youth Workshops	Virtual workshops for youth focused on job readiness, job preparation, interview skills, and resume building
Labor Market Information (LMI) Presentation	EDD Host a workshop for Career Exploration
Personalized Job Search Assistance (PJSA)	EDD host a workshop to review job search activities and sharing of resource information.
Reemployment Services and Eligibility Assessment (RESEA)	EDD host a workshop to Review of job search activity and sharing of resource information.
Skills Discovery Job Search Workshop	Discover your strengths and learn how to talk about your skills that sell your value! Use this critical information during a job interview, on your resume, at a job fair, while networking and in your cover letter
The Job Hunt Begins Workshop	Discover the best ways to look for a job.
Applications, Cover Letters and Thank You Notes Workshop	Cover letters are more important than your resume! Find out why in this hands-on cover letter writing class.
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.
MS Word Basics / a Business Card	In this hands-on class, you will learn some basic Microsoft Word functions that will help you to a professional looking résumé.
CATS	Virtual bootcamp for young adults, allowing them the opportunity to establish a career pathway.
<b>BUSINESS &amp; EMPLOYER EVENTS</b>	<b>DESCRIPTION</b>
SBRF Round 3	Small business revitalization fund grant available for small businesses, within the eight cities served by SELACO, who have been affected by COVID-19
<b>SYSTEM ENHANCEMENT EVENTS</b>	<b>DESCRIPTION</b>
System Management Team Meeting (SMT)	WIOA Partner meeting facilitated by One Stop Operator; to align service delivery, enhance service delivery, and quality control at AJCC.
SMT Symposium	The SMT hosted a symposium for 150 of their staff to virtually meet each other and educate each other on the services provided through the SELACO SMT partnerships.
Partnership Meetings	
<b>OUTREACH EVENTS</b>	<b>DESCRIPTION</b>
Learn for Life (L4L) Alma Family Services	SELACO hosted a virtual recruitment event for L4L and Alma Family Services staff, where they were informed on CATS and its goal
Downey Adult School	Presented SELACO services to prospective DAS students
CWA – AB1111 Peer Learning Community	SELACO staff spoke with fellow AB1111 grantees to gain knowledge on their experience.



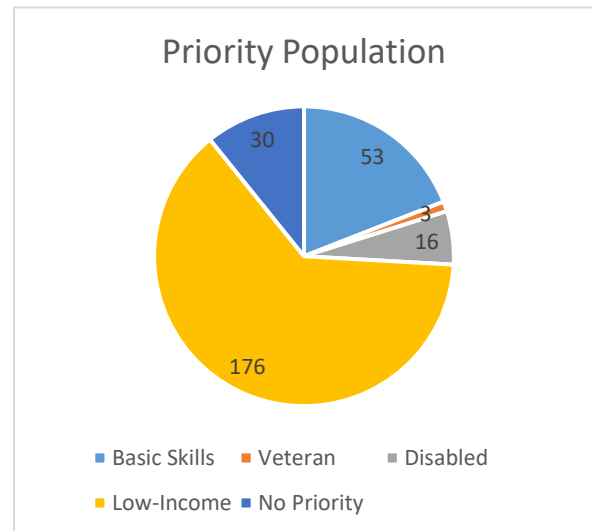
## WIOA ADULT

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

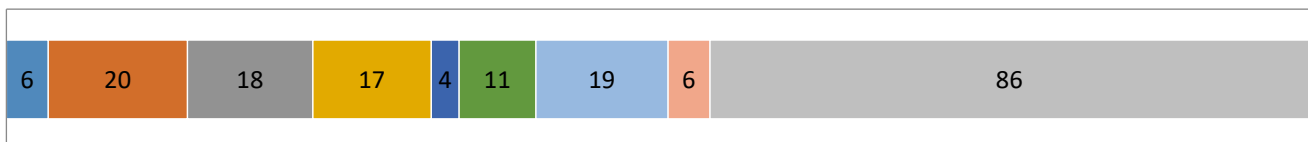
Performance Measure	Negotiated PY 20/21	Q1 PY 20/21	Q2 PY 20/21	Q3 PY 20/21	Q4 PY 20/21
Employed 2 <sup>nd</sup> Quarter after Exit	72.9%	65.1%	59.5%	59.3%	62.75%
Employed 4 <sup>th</sup> Quarter after Exit	71.4%	69.1%	48.4%	60.3%	54.43%
Measurable Skills Gain	52.0%	36.6%	40.8%	52.8%	58.44%
Credential Rate	40%	69.2%	73.3%	77.3%	70.37%
Median Wage	\$8,079	\$6,751.88	\$6,538.68	\$7,609.31	\$7,129.10

Activity Breakdown	
Carryover	183
Enrollments	187
Exits	164
<b>Program Services</b>	
Training	49
Work Experience/OJT	9
Supportive Services	108



## WIOA Adult Enrollment by City

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



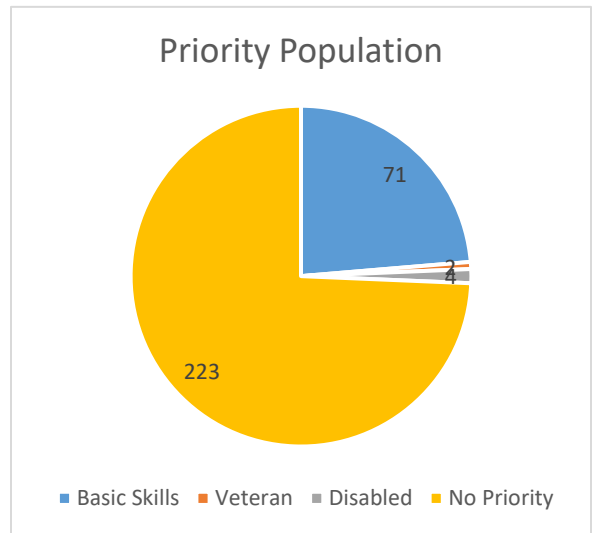
## WIOA DISLOCATED WORKER (DW)

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 20/21	Q1 PY 20/21	Q2 PY 20/21	Q3 PY 20/21	Q4 PY 20/21
Employed 2 <sup>nd</sup> Quarter after Exit	73.8%	66.7%	70.8%	52.9%	54.55%
Employed 4 <sup>th</sup> Quarter after Exit	73.8%	73.7%	81.0%	76.7%	62.50%
Measurable Skills Gain	50.0%	38.5%	36.9%	56.6%	52.54%
Credential Rate	56.4%	50.0%	100%	66.7%	66.67%
Median Wage	\$8,546	\$8,564.35	\$8,675.12	\$8,944.27	\$6,808.82

Activity Breakdown		Grant 1187 Supportive Services
Carryover	144	
Enrollments	251	244
Exits	215	
<b>Program Services</b>		
Training	69	
Work Experience/OJT	2	
Supportive Services	115	266



\*1187 is a special grant. The target population are dislocated workers impacted by the COVID-19 pandemic. The grant provides access to supportive service funds to individuals who meet eligibility criteria and do not need to be enrolled in WIOA employment services.

## WIOA DW 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

Performance Measure	Planned	Actual
Carry Over	50	5
New Enrollment	85	33
Placements		33
Retention		

### TSE WEX PLACEMENT BY CITY

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



## HOMELESS INITIATIVE

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

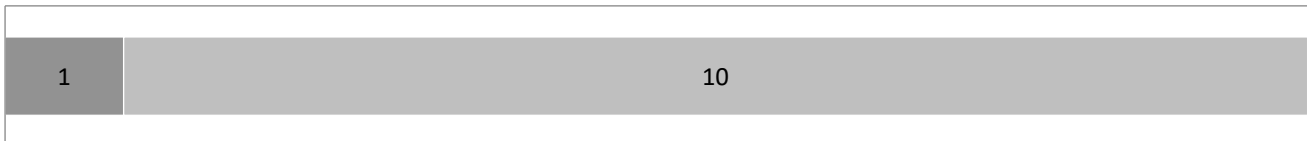
### HOMELESS INITIATIVE PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Planned	Actual
New Enrollment	15	11
Exits		4

Program Services	Planned	Actual
Work Experience		5
OJT		1
Supportive Services		16

## Homeless Initiative Enrollment by City

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



## WIOA YOUTH

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

### WIOA PERFORMANCE INDICATORS PER QUARTER

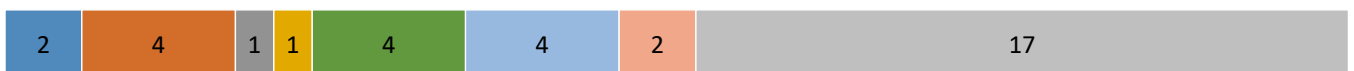
Performance Measure	Negotiated PY 20/21	Q1 PY 20/21	Q2 PY 20/21	Q3 PY 20/21
Employed or Placed in Education 2 <sup>nd</sup> QT after Exit	62.9%	54.5%	71.4%	27.8%
Employed or Placed in Education 4 <sup>th</sup> QT after Exit	68.0%	47.6%	50.0%	63.6%
Measurable Skills Gain	56.4%	50.0%	58.1%	74.1%
Credential Rate	39.0%	37.5%	55.9%	80.0%
Median Wage	\$3,610	\$3,348.20	\$7,238.74	\$3,869.97

Out-of-School Activity Breakdown	Planned	Actual
Carryover		53
Enrollments	84	35
Exits		45
<b>Program Services</b>		
Training		11
Work Experience/OJT		6
Supportive Services		65

\*Due to COVID-19 sites such as Field of Dreams and Learn4Life have been closed and has hindered the recruitment process; therefore causing a lack in enrollments.

## WIOA Youth Enrollment By City

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



## YOUTH@WORK

The Youth@Work program designed to provide work-based learning to Los Angeles County's youth ages 14-21. The goal of the program is to introduce young people to the workplace, gain valuable employment skills and earn an income. Through this process, youth receives up to 20 hours of paid Personal Enrichment and Work Readiness Training (PET) to help them acquire some of the basic "soft skills" necessary to succeed in the workplace. Youth also work on average of 100 hours of work experience after the completion of the PET for a total of 120 hours of combined work preparation and work experience. Youth will also receive a monthly performance evaluation to better gage their individual strengths and weakness. Upon completion of the program, youth receive a certificate of Work Readiness.

### YOUTH@WORK ENROLLMENT GOALS

Agency	CalWORKS		Foster		JJCPA		Other Under Served Youth (OUSY)		System Involved Youth (SIY)		TOTAL	
	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual
City of Hawaiian Gardens	20	28	0	0	10	4	50	24	26	11	70	67
SELACO	0	2	14	11	0	1	0	2	0	0	14	16

Progress	CalWORKS	Foster	JJCPA	OUSY	SIY	Total
Enrollments	30	11	5	26	11	83
Exits	23	1	4	20	10	58

## 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

Performance Measure	Planned	Actual
Carry Over	50	0
New Enrollment	8	17
Exits		0
Retention		

Program Services	
Work Experience (WEX)	17

### Bridge to Work Enrollment by City

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

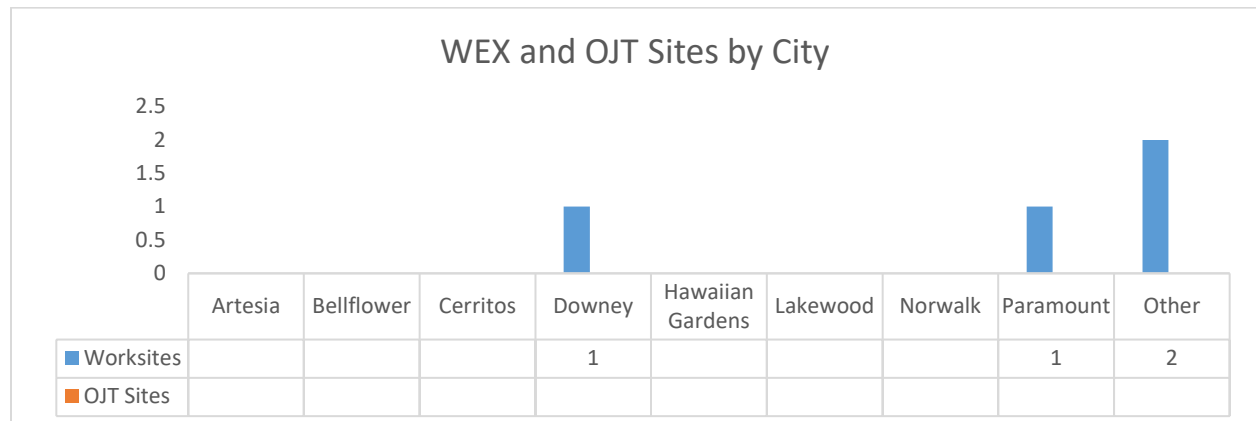


## BUSINESS SERVICES

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	6
Job Development	371
Special Recruitments	22
Rapid Response	18
Lay-off Aversion	118
Total	535





SMALL BUSINESS REVITALIZATION FUND GRANT

SELACO WDB is pleased to announce the release of the SELACO COVID-19 Small Business Revitalization Fund (CV19SBRF) grant, in cooperation with the California Employment Development Department (EDD). The SBRF grants are designed to assist small employers located in the cities of Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, Norwalk and Paramount. The SBRF is specially designed to support employers experiencing economic stresses and in need of assistance to prevent employee layoffs or facility closures during the COVID-19 pandemic. SELACO WDB has designated \$200,000 of local and State Rapid Response funding for the SELACO CV19SBRF. Qualified companies may be eligible for up to one \$5,000 grant as awarded through a lottery. The third round of applications will be accepted between 10:00am on October 26, 2020 and 10:00am on November 2, 2020 via email to [sbrf2020@selaco.com](mailto:sbrf2020@selaco.com). The following link provides you with access to further information on the application process, eligibility requirements, guidelines, and application packet: [CV19SBRF](#)

Round 1 Applicants	Artesia	Bellflower	Cerritos	Downey	Lakewood	Hawaiian Gardens	Norwalk	Paramount
Hi BBQ			\$10,000					
Liz Travel			\$10,000					
O'Neal Associates		\$10,000						
Royal Cuts		\$10,000						
Advocates for Family Unity								\$10,000
Round 1 Total		\$20,000	\$20,000					\$10,000

Round 2 Applicants	Artesia	Bellflower	Cerritos	Downey	Lakewood	Hawaiian Gardens	Norwalk	Paramount
Labwerkz					\$10,000			
Natrapro					\$10,000			
Hi Tek Nails			\$10,000					
Hair We Are					\$10,000			
GLOBAL Termite Inspection			\$10,000					
The Stand Up Comedy Club		\$10,000						
Yogurt Flavors		\$10,000						
New York Chimi's & More/Emerald Services		\$10,000						
Souls Health Lifeline		\$10,000						
Epic Lounge				\$10,000				
PaigeMarq Luxe	\$10,000							
Round 2 Total	\$10,000	\$4,000	\$20,000	\$10,000	\$30,000			

Round 2 Applicants	Artesia	Bellflower	Cerritos	Downey	Lakewood	Hawaiian Gardens	Norwalk	Paramount
Moonstone Label				\$8,517				
Yoli's Zumba				\$1,859				
Visual Strategy Signs				\$8,364				
Stay Gallery				\$9,000				
Elias and Ethan Art Studios					\$10,000			
La De Da Salon					\$10,000			
Prep Ed Programs Inc.					\$6,335			
The Nest Eatery		\$9,910						
Parent, Family Engagement and Comm. Services						\$10,000		
Downey Foundation for Educational Opportunities				\$10,000				
Round 3 Total		\$9,910		\$37,740	\$26,335	\$10,000		
<b>Net Total All Rounds</b>	\$10,000	\$69,910		\$57,740	\$56,335	\$10,000		\$10,000
<b>Grant Total</b>	\$243,985							

## EMPLOYER TRAINING PANEL (ETP)

SELACO WDB is a prime contractor for the State’s Employment Training Panel (ETP) enterprise, a performance-based initiative supporting job creation and retention, through customized skills training. ETP is funded by a special California corporate tax and differs from other workforce development programs whose emphasis is on pre-employment training. SELACO WDB, with ETP funds, fulfills its mission by reimbursing the cost of employer-driven training for incumbent workers. Overall, the ETP program helps to ensure that California businesses will have the skilled workers they need to remain competitive. Employers must be able to effectively train workers in response to changing business and industry needs. While the need for workforce training is critical, businesses generally reserve capacity-building dollars for highly technical and professional occupations – Limiting investment in training for frontline workers who produce goods and deliver services. ETP helps to fill this gap by funding training that is targeted to the frontline workers.

Eligible Training Panel (ETP)		
ET-20-0219 (Contract Term: 2019-2021)		
	Planned	Actual
Enrollments	198	1058
Completions	118	66
Retention	66	0

SPECIAL AND REGIONAL PROGRAMS

CHILD DEVELOPMENT PROGRAM

Facilities	Planned Enrollments	Actual Enrollments
<b>A. J. Padelford Child Development Center</b> 11922 169 <sup>th</sup> Street, Artesia, CA 90701 Center Director: Liz Quintanilla Phone Number: (562) 926-2427	88	41
<b>Artesia Child Development Center</b> 18730 Clarkdale Avenue, Artesia, CA 90701 Center Director: Malajat Raja Phone Number: (562) 653-0290	77	56
<b>Bellflower Child Development Center</b> 447 Flower Street, Bellflower, CA 90706 Center Director: Regina Mayo Phone Number: (562) 804-7990	88	46
<b>Bellflower II Child Development Center</b> 14523 Bellflower Blvd., Bellflower, CA 90706 Phone Number: (562) 867-8399	96	52
<b>Lakewood Child Development Center</b> 5225-A Hayter Avenue, Lakewood, CA 90712 Center Director: Maria Navarro Phone Number: (562) 531-9440	94	54
<b>Maywood Child Development Center</b> 4803 58 <sup>th</sup> Street, Maywood, CA 90270 Center Director: Silvia Guzman Phone Number: (323) 560-5656	96	44
<b>Norwalk Child Development Center</b> 14000 San Antonio Drive, Norwalk, CA 90650 Center Director: Silvia Guzman Phone Number: (562) 864-1958	40	26
<b>Total</b>	<b>579</b>	<b>319</b>

\*Due to COVID-19, all centers are limited to group sizes in each classroom. Until further notice, enrollment will be 50% of normal as per County Department of Health and Licensing directives.

**PRISON TO EMPLOYMENT (P2E)**

P2E (Prison to Employment) is an initiative to strengthen partnerships between Workforce Development and CDCR (California Department of Corrections & Rehabilitation) in order to collectively provide workforce services to the reentry population. It is intended for Parole Agents and AJCC staff to work together to successfully provide employment services, training, work experience and support services to ensure Parolee’s success. Per the funding stream and program design, progress is reported cumulatively on a quarterly basis per the categories below:

**Prison to Employment PY 19/20**

Quarterly End Date (MM/YY)	03/20		06/20		09/20		12/20		03/21	
	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual
Total Participants enrolled	25	12	25	17	25	30	25	41	25	48
Total Participants enrolled in training		2		2		6		11		11
Total participants completed training		0		1		1		1		8
Attained Industry-valued certification or degree		0		0		0		0		0
Placement in post-secondary education		0		0		0		0		0
Placement in State Approved Apprenticeship		0		0		0		0		0
Placement in Industry Sector employment		0		0		0		6		6
Placement in Temporary other employment		0		0		0		4		4
Employment retention-2 <sup>nd</sup> quarter after exit		0		0		0		0		0

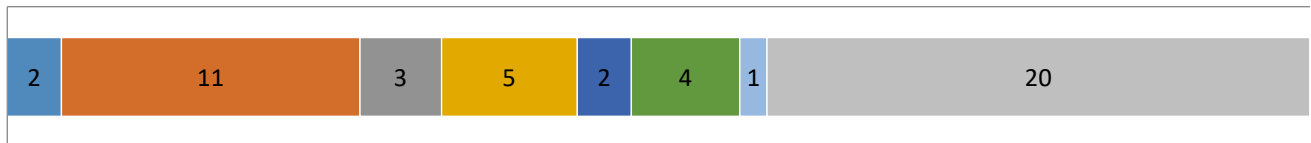
**06/21**

Planned	Actual
Total Participants enrolled	48
Total Participants enrolled in training	14
Total participants completed training	10

Attained Industry-valued certification or degree	10
Placement in post-secondary education	0
Placement in State Approved Apprenticeship	0
Placement in Industry Sector employment	8
Placement in Temporary other employment	23
Employment retention-2 <sup>nd</sup> quarter after exit	0

### Prison to Employment Enrollment by City

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



## BOT-CDCR REFERRAL PROJECT

In collaboration with CDCR, EDD workforce Services, and the California Workforce Development Board, the SELACO WDB pioneered an electronic referral process that facilitates a hard hand-off of re-entry participants into the SELACO WDB AJCC. The SELACO WDB successfully piloted the process in October 2019 and fully implemented in November 2019. Below is the progress of the referral process:

<b>BOT-CDCR Referrals</b>	
Total electronic referrals from CDCR	226
Referrals enrolled into P2E	41
Enrolled into WIOA	46
Pending Intake	2
Referred to other services/agency	2
Not suitable due to full time employment/employment schedule conflict	35
Not interested/declined services	25
No response	95

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

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

The role of each partner:

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

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

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

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

REFERRAL ACTIVITY	
Referrals to SHARE	38
Referrals from SHARE	35
Enrollments resulting from SHARE referrals	26

ENROLLMENT ACTIVITY	
Work Experience (WEX)	3
On-the-Job Training (OJT)	0
Completed STEPS	10
Paired with a Mentor	5
Training	4
Employment Placement	10
Housing Placement	16
Supportive Services	30
Exits	6

### COG Home 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:** July 22, 2021

**TO:** SELACO WDB Board of Directors

**FROM:** Yolanda Castro, Executive Director 

**RE:** Approval of Work from Home Policy

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COVID-19 pushed SELACO WDB into a hybrid approach of service delivery. The hybrid model was applied to service delivery and offered staff the ability to work from home (WFH). Working from home was necessary for the following reasons:

1. Many of our employees were impacted with the closure of schools and childcare services.
2. Exposure to COVID-19 resulted in 14-day quarantine period regardless of the employee experiencing symptoms or not. Direct exposure was enough to require the employee to stay home. The ability to work from home prevented the need to use sick or vacation time. Not to mention their ability to continue service delivery.
3. Maximum capacity requirements impacted how many staff/customers/partners we could have on site at one given time.

The development of the hybrid model for service delivery and staff was essential in our efforts to address the unique circumstances surrounding the COVID-19 pandemic. However, there were challenges specifically, how to manage work from home assignments. Moving from a traditional work model from an office environment to working from home, caused many challenges. Specifically for managers trying to manage staff accountability and productivity. There was also the challenge between those that had to work from home, versus those who wanted to work from home because of the fear of catching COVID-19 or vulnerability due to preexisting conditions, versus those who just wanted the opportunity to spend some work time at home.

To address a reasonable approach to the various challenges and benefits of working from home, in September 2020 management secured the support of two consultants to assist us in the development of a WFH policy. The consultants met with staff to assess challenges, needs, and determine what should be considered when establishing a WFH policy/guidelines. Attachment \* highlights the process, what was discovered and recommendations on what to consider when designing a policy. Investing the time to gather insight from staff and review other resources was a valuable exercise. Primarily,

because the need and/or desire to WFH was not unique to the pandemic, several staff had expressed an interest to WFH even before the pandemic, the pandemic just brought the issue to the forefront.

As we are coming out of the pandemic era and slowly bringing staff back to the office, many staff have demonstrated the ability to work from home effectively and want to continue a hybrid work model. This type of model benefits the employee that:

1. Has a long commute to work.
2. Has detailed work to focus on and needs to work without distractions.
3. Has family members that need some level of supervision during the day (children and elderly).

Over the last 16 months management has experienced the pros and cons of having staff working from home. While there are challenges, there are also many benefits, specifically staff morale. Management believes having a WFH policy that provides guidelines on who qualifies for a WFH assignment, and clearly outlines the expectations, we can successfully implement a hybrid work model.

Taking the study completed by our consultants, management has created the attached WFH policy for your review and consideration. If approved, SELACO WDB will continue to offer staff the opportunity to entertain a hybrid work assignment. See attachment \*

**Action Required:**

Review and approve the proposed guidelines for maintaining a hybrid work model for staff who meet the guidelines and can maintain compliance with the policy presented.



## Work from Home (WFH) Policy

### INTRODUCTION:

SELACO WDB's Work from Home (WFH) Policy is designed to address non-exempt employee requests to work from home. SELACO WDB supports its non-exempt employees by providing an option to work from home when deemed appropriate and employee is meeting performance expectations. This option provides a work modality that includes a combination of working partly in the office and partly from home. Due to the nature of work conducted at SELACO WDB, a regular work schedule that requires working consistently from home more than two days per work week will not be considered.

*Considering the elements discussed below, this type of work modality may not be suitable for all employees. Also, requests from exempt employees will be reviewed on a case-by-case basis by the Executive Director, using the same evaluation tools presented for evaluating all employee suitability.*

As the SELACO WDB offers its employees the option to work from home, many factors were taken into consideration such as the organization's purpose, mission, and work of preparing unemployed and often under-skilled individuals for the workforce as well as working with businesses in identifying and responding to their hiring needs by matching qualified candidates to job opportunities within their organizations. Also considered were the type, intensity and quality of work performed by employees in service to its customers.

SELACO WDB's protocol and policies encompass SELACO WDB's priorities and existing policies, and a commitment to a customer-centered approach including the full range of customers such as job seekers, businesses, coworkers, the Board, and all workforce stakeholders.

The nature of jobs and tasks that comprise a position will determine whether a job can be done at home. In addition, performance and productivity measures are factored into the WFH Policy criteria.

### DEFINITION:

Working from Home (WFH): To perform work related functions and tasks that fulfill the responsibilities of one's job while working from home.

### POLICY:

A. Eligibility:

**Positions** that are eligible to work from home include those with assignments and responsibilities that can be successfully completed from a home office location. Specifically:

- a. The position must only require an in-person presence in the SELACO WDB office three times a week or less.
- b. The position must only require an in-person interaction with outside colleagues, clients, or customers at the SELACO WDB office location three times a week more or less.
- c. The documents and information required to successfully perform the essential duties of the position must be easily accessible from home.
- d. SELACO WDB's current technology options must be able to support successful performance of the position when accomplished from home.

**Employees** who are eligible for WFH consideration, hold a position that qualifies, and can demonstrate effective performance of the essential duties of their position from a home office location. Specifically:

Performance Qualifications:

- a. Employee has satisfactorily completed their probationary period.
- b. Employee is free from any active, formal disciplinary and/or corrective action process.

Demonstrated Characteristics to Qualify to Work from Home:

- a. Self-motivated.
- b. Can utilize necessary technology to work from home.
- c. Can organize their work and prioritize accurately.
- d. Can work independently and manage their time well.
- e. Can respond quickly to requests and be available when needed.
- f. Can communicate effectively.
- g. Can meet deadlines and produce high quality work.
- h. Can set boundaries and end the workday after the completion of the 8-hour work schedule.

B. **Work Hours:** Hours will be agreed upon between Managers/Directors and employees, to maximize productivity and successful completion of assignments and responsibilities while working from home. (Required work hours as defined by California law is a total of eight hours in a workday or 40 hours within a work week.)

- a. Normal operating hours: 8:00 a.m. – 5:00 p.m.
- b. Core business hours: 9:00 a.m. – 3:00 p.m.
- c. Flexible hours: Under certain circumstances, Managers and/or Directors may offer employees who work from home a flexible work schedule with the following conditions:
  - i. Workday cannot start earlier than 6:30 a.m.

- ii. Workday cannot end later than 7:00 p.m.
- iii. Employee must be available during SELACO WDB's core hours of 9:00 am-3:00 pm (taking into consideration employee's meal and rest periods), unless otherwise arranged in advance.
- iv. Employee must be reasonably available to their supervisor, coworkers, colleagues, and customers.
  - Reasonably is defined as the ability to return calls (via phone or text) within 1 hour of receiving the call. If the call cannot be returned via phone, the employee must send a TEAM's message notifying the individual of the time a return call can be expected.
  - Reasonably is also defined as the ability to return an email message within 24 hours.
- v. Employee can accomplish their essential duties and roles without negatively impacting the productivity of other staff.

C. **Work Expectations:** To work from home, the use of technology to coordinate activities and accomplish tasks is a vital component of efficiency and effectiveness. Specifically:

- a. Home workspace is a safe and secure environment.
- b. Home workspace is quiet and distraction-free.
- c. Home workspace has an internet connection that is adequate to complete the job.

In addition, WFH employees must ensure the following:

- a. Employee dedicates full attention to job duties during working hours.
- b. Employee adheres to the work schedule agreed upon with his/her Manager or Director.
- c. Employee agrees not to exceed an eight-hour workday without prior approval from his/her supervisor. Failure to comply with this requirement may result in the termination of the WFH agreement.
- d. Employee accurately records all work hours in SELACO WDB's time keeping system.
- e. Employee does not start the workday earlier than 6:30 a.m. and ends the workday no later than 7:00 p.m. and does not exceed an 8-hour workday.
- f. Employee maintains communication with Manager/Director to ensure that identified outcomes have been delivered. *NOTE: Your Manager will set expectations for standing meetings, regular check-ins, and reporting procedures that provide feedback and ensure team alignment.*
- g. Employee will not set their status to Do Not Disturb in SELACO WDB's collaboration tools without Manager/Director's understanding and approval.
- h. Employee works during SELACO WDB's core hours of 9:00 to 3:00 p.m. (taking into consideration employee's meal and rest periods), unless otherwise arranged in advance.
- i. Employee takes all rest periods and meal breaks provided by SELACO WDB.

- j. If Employee needs to step away from desk, status in TEAMS will be updated to indicate this as well as how to contact Employee if required. NOTE: *To update one's status in TEAMS, click on your picture in TEAMS and select "Set Status Message" then enter your status message. Make sure you specify when your message should expire so it does not remain up too long.*
  - k. Employee abides by SELACO WDB Personnel Policies and Procedures during working hours, including but not limited to:
    - i. Attendance.
    - ii. Sick Leave.
    - iii. Confidentiality.
    - iv. Personal Conduct.
    - v. Health and Safety.
  - l. Employee understands that at any moment of the regular work week they may be asked and will be expected to report to the office, whether or not the request falls on a scheduled WFH day.
  - m. To ensure security of SELACO WDB's proprietary company and customer information, employee agrees to:
    - i. Lock sensitive information inside filing cabinet or desk.
    - ii. Adhere to regular password maintenance as outlined by the Information Technology Department.
    - iii. Lock computer when not in use for any amount of time.
    - iv. Use only approved online storage and sharing tools for all sensitive information.
  - n. For all meetings and internal calls, cameras should be turned on to facilitate understanding and familiarity. The majority of conversation context is conveyed through visual cues. Use the "Blur my Background" feature in TEAMS if you wish to add a layer of privacy to your home environment. If someone else does not have their camera on, others are not excused from sharing theirs. We should hold each other accountable and make sure our cameras are always on.
- D. **Productivity Measures**: Employees who work from home are held to the same standards of efficiency and output as those who work in the office. Performance and productivity indicators help clarify what is expected from employees who work from home and how their work is measured objectively. If management decides the employee and role are a good fit for a remote working environment, they will then establish clear goals and expectations for remote work. The goals and expectations will continue to be evaluated as employee responsibilities and organizational goals adjust over time. This will vary by role, frequency, and duration of the remote work.

Based on the employee's position and performance expectations, performance indicators may consist of one or more of the following:

- a. Work can be defined by projects with a measurable outcome. Completion of a project will represent the quantifiable result.

- b. Reporting progress against benchmarks toward goal attainment. Progress reports can represent achievements that build toward a final outcome.
- c. Performance can be measured based on achievement of pre-determined outcomes.
- d. Performance can be weighed by any other measure the immediate supervisor identifies appropriate for the work assigned to the position.
- e. Failure to meet any of the outlined requirements or expectations, may result in the immediate termination of your remote work agreement.

All WFH employees will be assessed for efficiency and productivity after the first six months of working from home to determine continued suitability. Working from home will then be evaluated every year as a part of the employee's annual performance evaluation. Continued participation in the WFH option will be dependent on a satisfactory performance review, compliance with the WFH policy, successful completion of performance indicators, and sustained level of productivity.

- E. **Process to Receive Approval:** Requests to work from home will go through the following steps to receive approval:
- a. A copy of SELACO WDB's Work from Home (WFH) Policy will be provided to employees requesting to work from home. The WFH Policy includes eligibility information.
  - b. If eligible to WFH, employee will complete SELACO WDB's Request to Work from Home Form (Attachment A) and submit to their Manager/Director.
  - c. Manager/Director will review the request and confirm eligibility of both the position and the employee (Attachment B).
  - d. Manager/Director will submit recommendation to the Executive Director for final review and approval.
  - e. Employee will be informed of the result of their request.
  - f. If the request is approved, the employee will complete SELACO WDB's Work from Home (WFH) Expectations and Requirements Checklist (Attachment C).
  - g. Manager/Director will coordinate work from home schedule with employee.





**SELACO WDB Request to Work from Home**

Under certain circumstances, after assessment by an employee's Manager/Director and final review and approval by the Executive Director, an authorization to Work from Home may be granted. Once a Request to Work from Home has been authorized, an employee is to adhere to SELACO WDB's Work from Home (WFH) Policy and complete necessary requirements needed to work from home. Not all positions are suitable for SELACO WDB's Work from Home Policy. Managers and Directors will assess eligibility of both **position** and **employee** and submit recommendation to the Executive Director for final review and approval.

-----  
Employee Name: \_\_\_\_\_

Job Title and Department: \_\_\_\_\_

Location (home address) at which work will be carried out:  
\_\_\_\_\_  
\_\_\_\_\_

Contact number while working from home: \_\_\_\_\_

Request Description:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have received a copy of SELACO WDB's Work from Home (WFH) Policy. I agree and will adhere to the policy and expectations set forth by the SELACO WDB.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



## Assessment of Eligibility to Work from Home

Upon receipt of an employee's request to work from home, Managers and Directors will assess eligibility of both **position** and **employee** and submit their recommendation to the Executive Director for final review and approval.

-----  
1. **Position and Department:** \_\_\_\_\_

A **position** qualifies for WFH when the position's assignments and responsibilities can be successfully completed from a home office location. Specifically:

- Does this individual's position only require an in-person presence in the SELACO WDB office three times a week or less?
- Does this individual's position only require an in-person interaction with outside colleagues, clients, or customers at the SELACO WDB office location three times a week or less?
- Can the documents and information required to successfully perform the essential duties of this individual's position be easily accessed from a home office location?
- Can SELACO WDB's current technology options support successful performance of this individual's position when accomplished from a home office location?

The more items checked off from the list above, the more likely the **position** is eligible.

2. **Employee Name:** \_\_\_\_\_

An **employee** qualifies to WFH when they can demonstrate effective performance of the essential duties of their position from a home office location. Specifically:

Performance Qualifications:

- Employee has satisfactorily completed their probationary period.
- Employee is free from any active, formal disciplinary and/or corrective action process.

Demonstrated Characteristics:

- Employee is self-motivated.
- Employee can utilize necessary technology to work from home.
- Employee can organize work and prioritize accurately.
- Employee can work independently and manage their time well.
- Employee can respond quickly to requests and be available when needed.
- Employee can communicate effectively.
- Employee can meet deadlines and produce high quality work.
- Employee can set boundaries and end the workday after the completion of the 8-hour work schedule.

The more items checked off from the list above, the more likely the **employee** is eligible.

**Assessment of Eligibility to Work from Home**

1. **Position and Department:** \_\_\_\_\_

**Position:** \_\_\_\_\_ out of 4 criteria met.

Position is Eligible                       Position is not Eligible

Comments:

2. **Employee Name:** \_\_\_\_\_

**Employee:** \_\_\_\_\_ out of 10 Performance Qualifications and Demonstrated Characteristics met.

Employee is Eligible                       Employee is Not Eligible

Comments:

-----  
**Recommendation:**

Based on the assessment, recommendation to the Executive Director is as follows:

- ELIGIBLE: Recommendation to approve Work from Home
- NOT ELIGIBLE: Recommendation to Deny Request to Work from Home

To be eligible in the future for WFH, the employee would need to:

Eligibility Assessed by Manager or Director:

\_\_\_\_\_  
Printed Name and Signature

\_\_\_\_\_  
Date

Approved or  Denied by Executive Director:

\_\_\_\_\_  
Printed Name and Signature

\_\_\_\_\_  
Date



## Work from Home Expectations and Requirements Checklist

Under certain circumstances, after assessment by an employee's Manager/Director and final review and approval by the Executive Director, an authorization to Work from Home may be granted. Once a Request to Work from Home has been authorized, an employee is to adhere to SELACO WDB's Work from Home (WFH) Policy and complete necessary requirements needed to work from home.

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By completing and returning this form, I understand and agree to the following:

- My home workspace is a safe and secure environment.
- My home workspace is quiet and distraction-free.
- My home workspace has an internet connection that is adequate to complete my job.
- I will dedicate full attention to my job duties during working hours.
- I will adhere to the work schedule as agreed upon with my Manager/Director.
- My workday will not exceed eight hours without prior approval.
- I will not start my workday earlier than 6:30 a.m. and will not end my workday later than 7:00 p.m.
- I will maintain communication with my Manager/Director to ensure that identified outcomes have been delivered.
- I will not set my status as Do Not Disturb in SELACO WDB's collaboration tools unless given prior approval from my Manager/Director.
- I will be available during SELACO WDB's core hours of 9:00 a.m. to 3:00 p.m., unless otherwise arranged in advance.
- I will take all rest periods and meal breaks required of me by SELACO WDB.
- I will update my status in TEAMS if I need to step away from my desk.
- I will abide by SELACO WDB Personnel Policies and Procedures during working hours, including but not limited to:
  - Attendance.
  - Sick Leave.
  - Use of Agency Equipment (if applicable).
  - Confidentiality.
  - Personal Conduct.
  - Health and Safety.
- I will report to the office at any moment during the work week, when asked by my Manager/Director, or SELACO WDB Executive Director, even though it may be my WFH day.
- I will lock sensitive information inside a filing cabinet or desk, adhere to regular password maintenance, lock my computer when not in use, and use only approved online

storage and sharing tools for all sensitive information. Both home and office desks (while WFH).

I will turn my camera on for all meetings and internal calls.

Location (home address) at which work will be carried out:

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Contact number while working from home: \_\_\_\_\_

I have received a copy of SELACO WDB's Work from Home (WFH) Policy. I agree and will adhere to the policy and expectations set forth by SELACO WDB.

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Employee Printed Name and Signature

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Date



## MEMORANDUM

**DATE:** July 22, 2021  
**TO:** SELACO WDB Board of Directors  
**FROM:** Yolanda Castro, Executive Director   
**RE:** WIOA Incident Reporting Policy

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The purpose of this memo is to inform the SELACO WDB Board that the SELACO WDB's Policy # 015-Incident Reporting Policy has been revised to comply with the revisions and procedures mandated by State policy, per State Directive, WSD 20-12.

The SELACO WDB Policy No. 015 –Incident Reporting has been revised and renamed WIOA Incident Reporting.

This policy provides the guidance and establishes the procedures for reporting allegations of fraud, program abuse, or criminal conduct involving grantees or other entities and subrecipients receiving federal funds either directly or indirectly from the Employment Development Department (EDD) to the EDD Compliance Review Office (CRO) and the US Department of Labor's (DOL) Office of Inspector General (OIG). This policy applies to the SELACO WDB and any other SELACO WDB subrecipients of programs funded under the *Workforce Innovation and Opportunity Act* (WIOA).

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

### **Action Required:**

Approve the revisions to the current policy No. 015, approve the new title, and adopt the WIOA Incident Reporting Policy.

# INCIDENT REPORTING



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

## PURPOSE

This policy provides the guidance and establishes the procedures for reporting allegations of fraud, program abuse, or criminal conduct involving grantees or other entities and subrecipients receiving federal funds either directly or indirectly from the Employment Development Department (EDD) to the EDD Compliance Review Office (CRO) and the US Department of Labor's (DOL) Office of Inspector General (OIG).

## SCOPE

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

## REFERENCES

- Title 2 Code of Federal Regulations (CFR) Part 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) Sections 200.22, 200.23, 200.92, 200.93, 200.333, and 200.344
- Title 20 CFR Sections 683.600 and 683.620
- DOL Training and Employment Guidance Letter (TEGL) Employment and Training Administration (ETA) Grant Recipient Responsibilities for Reporting Instances of Suspected Fraud, Program Abuse and Criminal Conduct (July 12, 2012)
- Workforce Services Directive Incident Reporting (WSD20-12)

## POLICY

Per Title 20 CFR Section 683.620, information and complaints involving criminal fraud, waste, abuse or other criminal activity must be reported immediately through the DOL's Incident Reporting System to the OIG with a copy simultaneously provided to the ETA. Complaints of a noncriminal nature (e.g., mismanagement and gross waste of funds) may be handled under the procedures set forth in Title 20 CFR Section 683.600 or may be reported through the DOL's Incident Reporting System.

When an individual has knowledge or suspicion of a violation of the WIOA or its regulations, the individual must take prompt and appropriate action.

## Definitions

*Complaint* – allegations of criminal activity and serious misconduct accepted by the DOL as incidents, and allegations of fraud, waste, and abuse concerning federally-funded grants, contracts, programs and operations, and dangers to the public health and safety. The Incident Reporting System should not be used for resolving employee grievances, Equal Employment Opportunity complaints, labor disputes, or other personnel concerns.

## INCIDENT REPORTING

*Contract* – a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term as used in this part does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward. (Uniform Guidance Section 200.22)

*Contractor* – an entity that receives a contract as defined in 200.22 Contract. (Uniform Guidance Section 200.23)

*Subaward* – an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract. (Uniform Guidance Section 200.92)

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

### **General**

The SELACO WDB, as a subrecipient of WIOA funds must promptly report all allegations of WIOA related fraud, abuse, and other criminal activity to the CRO. The CRO must immediately report the allegations through the DOL's Incident Reporting System to the OIG with a copy simultaneously provided to the ETA. In addition to submitting allegations to the CRO, the SELACO WDB may also report allegations directly to the OIG, if deemed appropriate.

The SELACO WDB must establish appropriate internal procedures to prevent and detect fraud, abuse, and criminal activity. These procedures must include a reporting process to ensure that the CRO is notified immediately of any allegations of WIOA-related fraud, abuse, or criminal activity, including the process for reporting allegations to the OIG. Internal procedures must be in writing and include the designation of a person on the SELACO WDB's staff who will be responsible for such notifications.

The SELACO WDB must establish, document, and implement procedures to immediately notify the funding entity of any suspected or proven fraud, abuse, or other criminal activity involving WIOA-funded activities. The SELACO WDB must provide written notification to subrecipients regarding their responsibilities to be alert for instances of fraud, abuse, and criminal activity committed by staff, contractors, or program participants and to report all instances to the SELACO WDB and the CRO immediately, including that the allegations may also be reported to the OIG. Proof of this notification must be maintained in the funding entity's files. If the SELACO WDB detects the presence or appearance of fraud, abuse, or other criminal activity, the SELACO WDB must obtain sufficient information to provide a clear, concise report of each incident. Reports must include a statement of all facts, known at the time, as well as any known or estimated loss of WIOA funds resulting from the incident. It is important that an initial report is made to the CRO within one working day of the detection of the incident. The submission



## INCIDENT REPORTING

of an incident report should not be delayed, even if all facts are not readily available. Any facts subsequently developed by the SELACO WDB must be forwarded in a supplemental Incident Report.

The reporting procedures do not supersede the responsibility of the SELACO WDB to safeguard WIOA funds by taking prompt and appropriate corrective action when any evidence of a violation of the WIOA or its implementing regulations is found. A glossary of terms and definitions related to reportable issues is available in Attachment I.

### **SELACO WDB Reporting Procedures**

These reporting procedures are to be used for reporting criminal complaints and reports of fraud, waste, or program abuse related to SELACO WDB funded activities. The reporting action can be conducted by any WDB Board member, Policy Board member, WDB Executive Director, WDB Deputy Director, program director, manager, staff, participant, SELACO subrecipients and contractors, and any other reporting entity.

Any allegations and complaints involving criminal fraud, waste, abuse, or other criminal activity must be reported immediately to thereafter by a written incident report within one (1) day to:

Sandra Michel  
Director of Policy and Compliance  
Email: [sandram@selaco.com](mailto:sandram@selaco.com)

Within one workday of receipt, detection or discovery of information alleging fraud, abuse, or other criminal activity involving WIOA funds, the SELACO WDB's Director of Policy and Compliance shall prepare or forward a written Incident Report (PDF), simultaneously to:

- I. Compliance Resolution Unit  
[PACBCROIncidentReports@edd.ca.gov](mailto:PACBCROIncidentReports@edd.ca.gov).
- II. Office of Inspector General  
[www.oig.dol.gov/hotlinecontact.htm](http://www.oig.dol.gov/hotlinecontact.htm)
- III. SELACO WDB's Executive Director  
Yolanda L. Castro  
[yolandac@selaco.com](mailto:yolandac@selaco.com)
- IV. Local Enforcement Agency ( if deemed necessary)

Any allegations considered to be of any emergency nature may be reported by telephone to the SELACO WDB's Director of Policy and Compliance, Sandra Michel at 562-402-9336, to the Compliance Resolution

## INCIDENT REPORTING

Unit Supervisor at 1-916-654-8354 or by calling the OIG Hotline at 1-800-347-3756, **and followed immediately thereafter by a written incident report.**

Incident Reports submitted to the EDD (e.g., Regional Advisor) must be forwarded to the CRO. The CRO will record any Incident Report it receives in the WIOA Incident Report System, report the incident directly to the OIG Complaints Analysis Office, and forward the Incident Report to the DOL ETA Region 6 within one working day of receipt. However, the CRO may need to contact the reporting entity for clarification or additional details prior to forwarding it to the OIG and ETA Region 6. Concurrent with its transmittal of the Incident Report to the ETA Region 6, the CRO will, when applicable, notify the reporting entity to take appropriate action to recover misspent funds, or to contain its financial liability.

Upon receipt, ETA Region 6 will forward the Incident Report to the DOL Regional OIG, San Francisco. Subsequently, ETA Region 6 will advise the CRO of the action to be taken by the DOL Regional OIG. When the OIG receives an Incident Report, they will determine whether or not to investigate the incident. If the OIG decides not to investigate an Incident Report, the case is referred back to ETA for resolution. At this time the case is referred to the EDD by ETA Region 6 for investigation. If the OIG decides to investigate the incident, ETA Region 6 will instruct the CRO to wait for the OIG's results before commencing the state-level formal resolution.

When the CRO commences the state-level resolution, it will request a fact-finding and resolution report from the appropriate next level of oversight, depending on the nature of the allegations. The CRO may require the EDD's direct subrecipients to submit a fact-finding and local resolution report, or the fact-finding mission may be conducted by the EDD. The factfinding may, in certain circumstances, rise to the level of a special monitoring review, an investigation, or an audit by the appropriate state entities or by independent third-party auditors, as determined by the CRO.

Whenever the entity reporting the allegation of an incident believes that immediate action to prevent further financial loss or other damage is necessary, or recovery of funds or property may be impeded if immediate action is not taken, the reporting entity has the responsibility to take any action it deems appropriate, including contacting the local law enforcement agency. Any immediate action taken or planned by the reporting entity must be reported to the CRO when the Incident Report is submitted.

Allegations of fraud, abuse, or other criminal activity involving WIOA-funded programs may originate from sources other than subrecipients. Such sources may include informants, independent auditors, or local law enforcement agencies. Whenever the EDD receives an allegation from such source, the CRO will prepare and submit an Incident Report to the OIG Complaints Analysis Office and to ETA Region 6, in accordance with this Directive. In such a case, the CRO will inform, when appropriate, the subrecipient of the incident reported and advise the latter of the need to take certain action.

During an investigation, based on a report of fraud or abuse, the DOL OIG investigators or auditors may contact a subrecipient regarding an incident of which the subrecipient was not previously aware. Upon learning of the incident from federal sources, the subrecipient should contact the CRO to determine whether the latter is aware of the incident. If the subrecipient is not aware of the allegations but the CRO is aware, then the CRO will inform, when appropriate, the subrecipient of the specific allegations contained in the Incident Report.

## INCIDENT REPORTING

Action will not be taken against any complainant for disclosing information concerning criminal or improper activities, or making a valid complaint to proper authorities. Complainants may remain anonymous. If a complainant considers that their position will be compromised by reporting information through an Incident Report, the complainant may submit the report directly to the OIG.

### **Post Close-Out Adjustments and Continuing Responsibilities**

Per Uniform Guidance Section 200.344, the closeout of a federal award does not affect any of the following:

- The right of the federal awarding agency or pass-through entity to disallow costs and recover funds on the basis of a later audit or other review. The federal awarding agency or pass-through entity must make any cost disallowance determination and notify the non-federal entity within the record retention period.
- The obligation of the non-federal entity to return any funds due as a result of later refunds, corrections, or other transactions including final indirect cost rate adjustments.

### **Records Retention Requirements**

Per Uniform Guidance Section 200.333, financial records, supporting documents, statistical records, and all other non-federal entity records pertinent to a federal award must be retained for a period of three years from the date of submission of the final expenditure report, or for a period of three years from the date of the submission of the quarterly or annual financial report (for federal awards that are renewed quarterly or annually), as reported to the federal awarding agency or pass-through entity (in the case of a subrecipient). Pass-through entities must not impose any other record retention requirements upon non-federal entities. The only exceptions are the following:

- If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.
- When the non-federal entity is notified in writing by the federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period.
- Records for real property and equipment acquired with federal funds must be retained for 3 years after final disposition.

### **ACTION**

Bring this policy to the attention of all affected staff.

### **INQUIRIES**

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

### **ATTACHMENTS:**

## ATTACHMENT 1

### GLOSSARY OF TERMS AND DEFINITIONS

The definitions of employee or participant misconduct, fraud, misfeasance or malfeasance, gross mismanagement, and misapplication of funds included below were developed to provide guidance for the purpose of the Incident Reporting Directive. These definitions are illustrative and are not intended to be either comprehensive or restrictive. (TEGL 2-12, Attachment A)

**Emergency** – A situation involving imminent health or safety concerns, or the imminent loss of funds exceeding an amount much larger than \$50,000 (e.g., \$500,000).

**Employee/Participant Misconduct** – Actions occurring during or outside work hours that reflect negatively on the Employment Development Department or its mission including, but not limited to: conflict of interest or the appearance of conflict of interest involving outside employment, business and professional activities; the receipt or giving of gifts, fees, entertainment, and favors; misuse of federal property; and, misuse of official information and such other activities as might adversely affect the confidence of the public in the integrity of the government (29 CFR Part O; 5 CFR Parts 2635 and 5201) as well as serious violations of federal and state laws.

**Fraud, Misfeasance, Nonfeasance or Malfeasance** – Any alleged deliberate action which may be in violation of federal statutes and regulations. This category includes, but is not limited to, indications of bribery, forgery, extortion, embezzlement, theft of participant checks, kickbacks from participants or contractors, intentional payments to a contractor without the expectation of receiving services, payments to ghost enrollees, misuse of appropriated funds, and misrepresenting information in official reports.

**Gross Mismanagement** – Actions or situations arising out of management ineptitude or oversight and leading to a major violation of the legislative process, regulations, or contract/grant provisions. Such actions or situations have the potential to severely hamper accomplishment of program goals, waste government resources, and jeopardize future support for a particular project. This category includes, but is not limited to, unauditible records, unsupported costs, highly inaccurate fiscal reports or program reports, payroll discrepancies, payroll deductions not paid to the Internal Revenue Service, and lack of good internal control procedures.


**Misapplication of Funds** – Any alleged deliberate use of funds, assets or property not authorized or provided for by legislation or regulations, grants, or contracts. This category includes, but is not limited to, nepotism, political patronage, use of participants for political activity, ineligible enrollees, conflict of interest, failure to report income from federal funds, violation of contract/grant procedures, and the use of federal funds for other than specified purposes. An incident report should be filed when there appears to be an intent to misapply funds rather than merely for a case of minor mismanagement.



## MEMORANDUM

**DATE:** July 22, 2021

**TO:** SELACO WDB Board of Directors

**FROM:** Yolanda Castro, Executive Director 

**RE:** Approval of Earn and Learn Youth Program Subrecipient and Funding Allocations for PY 21-22

---

The Los Angeles County Board of Supervisors provided delegated authority to Workforce Development, Aging and Community Services (WDACS) to extend the Earn and Learn Agreement with the Southeast Los Angeles County Workforce Development Board (SELACO WDB) for the Earn and Learn Youth Work Experience Program. On June 17, 2019, the SELACO WDB received an award from WDACS in the amount of \$926,900 under the Earn and Learn Youth Program for PY 2021-2022.

The allocation will grant the SELACO WDB the opportunity to serve 349 participants within our eight-city service area for the first phase of PY 2021-2022.

Historically, the WDACS awards funding for the Earn and Learn program in two phases. The amount of one \$926,900 will fund Phase I which will run from July 23, 2021 through December 30, 2021. The SELACO WDB anticipates funding for Phase II in January 2022. Phase II will run from January 2022 through June 30, 2022.

For the contract period of July 23, 2021 through June 30, 2022 (Phase I), SELACO WDB will provide services to the following populations:

- California Work Opportunity and Responsibility Kids Temporary Assistance for Needy Families (CALWORKS TANF)
- Foster Youth
- Other underserved Youth
- Probation Youth
- System Involved Youth

The program is designed to provide participants 20 hours of paid Personal Enrichment Training (PET). PET topics include: Fiscal Literacy, Work Ethics, Life Skills and Career Exploration.

In addition to PET, participants will receive a minimum of 100 hours of paid Work Experience.

At the origination of the contract, the SELACO WDB was authorized by WDACS to conduct a procurement process in the form of a Request for Statement of Qualifications (RSOQ) to secure qualified providers of the Earn and Learn program. Since the implementation of the Earn and Learn program, SELACO WDB has hosted an ongoing RSOQ to solicit year-round services from experienced and qualified providers serving youth, ages 14-21 to implement the ongoing Earn and Learn Youth Program.

SELACO WDB currently has two active providers contracted to execute the Earn and Learn Program: ABC Unified School District, and the City of Hawaiian Gardens.

**Action Required:**


- Authorize the Executive Director to accept Phase I funding from WDACS in the amount of \$926,900 to serve 349 participants.
- Approve and authorize the Executive Director to allocate funding and issue contract extensions, effective July 23, 2021 through June 30, 2022, to approved agencies to administer Phase I and Phase II of the PY 2021-2022 Earn and Learn Program.
- Approve and authorize the Executive Director to accept and award future funding from WDACS to approved providers to administer Phase II of the FY 2021-2022 Earn and Learn Program.
- Approve and authorize the Executive Director to award funding to additional provider(s) that submit a statement of qualifications and are deemed an eligible vendor of Earn and learn funding for FY 2019/2020.



## MEMORANDUM

**DATE:** July 22, 2021

**TO:** SELACO WDB Board of Directors

**FROM:** Yolanda Castro, Executive Director 

**RE:** Recommended Changes to the Employee Salary and Benefit Packet

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Human Resources Policy and Procedure #221 the Executive Director is required to evaluate the salary structure every two years to determine whether the pay structure remains competitive. While there have been several reviews of the salary structure that lead to added positions, changes in salary levels for some existing positions and a 3% COLA increase in 2014, we still find that the existing salary scale has made it difficult to attract and keep valuable talent in a variety of our existing positions. While changes have been made to our health benefit package, supporting agency efforts in addressing rising health costs, we have been able to maintain a medical benefit package that ensures health care for each employee and their family. However, even with a generous benefits package for employees and their family, that package has not been sufficient to recruit and sustain critical talent.

To identify a compensation package that provides existing talent with the opportunity to increase their existing salary and to attract new talent for our system, staff is recommending the following for your review and consideration:

### **Revised Salary Scale:**

SELACO WDB's existing salary scale was initiated over 27 years ago. While there have been COLA increases and minor modifications, the scale has not been adjusted to better align with the demands of our current workforce system and to align our salaries with similar workforce systems, in an effort to recruit and retain talent. Considering the impacts of COVID and the expectation that Workforce Boards throughout California will play a significant role in rebuilding California's economy, it is essential that SELACO WDB continue to build on its effort to develop existing talent and recruit talent that will assist the current demand to help businesses rebuild and assist job seekers in their efforts to enter highroad employment.

In 2017, leadership invested time evaluating skills needed to build future SELACO WDB leaders. The process included training upper management on Situational Leadership. The concept is to meet the employee at their current skill level and motivation, with the goal of building on existing skills to enhance their potential to become strong and competent

leaders. The outcome of this effort was the attached competency pyramid that identifies the needed skills to move up the ladder of leadership. See Attachment

As we build leadership skills and increase the demands on staff, it is essential to provide compensation that motivates staff to continue investing in their development and seek opportunities that place a greater demand on performance and responsibility. Over the last year, staff initiated the process of modifying our existing compensation package evaluating our salary scale, pension, health care package, life and disability plans, dental and vision plans. The process included:

1. A review of comparable positions within the Workforce and Non-Profit industry to assess what other organizations provided in salary and benefits packages.
2. Two meetings with the SELACO WDB Executive Committee for insight and guidance.
3. Two meetings with an HR (Human Resources) retiree/local official, our retirement plan manager, and the administrators who oversees compliance of our 403(b) plan. The objective was to evaluate reasonable changes to our 403 (b) plan that support long-term sustainability.
4. Gathered a group of existing staff at various level of responsibility and age to assess what they believe is essential and should be considered when researching changes to SELACO WDB's salary and benefit package.
5. An agency wide employee survey that addressed satisfaction with our current package and areas of priority. See attached survey results.

Considering the information gathered via meetings and staff surveys, staff is recommending the following changes to our compensation plan:

Effective August 1, 2021, implement the proposed salary scale. See Attachment. Based on current salary ranges all staff will see at a minimum, a 1.8 to 2% salary increase, plus the opportunity for one or more step increases at their next scheduled performance review. Key changes to the modified salary scale are as follows:

1. New Salary Scale aligns positions based on expected level of competency. There are ten (10) levels of competency identified in the proposed Salary Scale.
2. New Salary Scale includes six new positions:
  - a. Fiscal Assistant/Monitor
  - b. Computer Technician
  - c. Youth Services Coordinator
  - d. HR Manager/Executive Secretary
  - e. Chief Fiscal Officer
  - f. Deputy Director of Program Operations – Based the organizational chart reviewed and approved by the Board on May 28, 2020. Phase I of the organizational chart was implemented with the combining of all Business Services activities and IT under the direction of the Deputy Director of Administrative and Business Services. Phase II, which supports the hiring of a Deputy Director of Program Operations, will be implemented following the retirement of our Career Services Director, estimated in December 2021.



- g. Current “Program Administrator” titles will change to “Coordinator” titles.
- 3 Using the attached scale, all future step increases will occur at no more than 5% increments, a reduction of 1% from our current practice of up to 6% increases. This will more closely align with other researched salary scales.

**403(b) Retirement Plan**

To accommodate an increase in staff salaries and to ensure SELACO WDB’s ability to sustain a long-term retirement plan, the following changes are proposed:

**Current Retirement Plan:**

- After one (1) year of employment, SELACO WDB contributes 6.5% of total salary, no match required.
- After two (2) years of employment SELACO WDB contributes 7.5% of total salary, no match required.
- After three (3) years of employment SELACO WDB contributes 8.5% of total salary, no match required.

**Proposed changes effective September 1, 2021.**

**New Hires:**

All SELACO WDB employees can contribute to their retirement at any time following employment with SELACO WDB. An employee can contribute up to \$19,500 annually, which is the maximum contribution limit for employees in 2021. Employees who are 50 years of age or older, may contribute up to an additional \$6,500 for a total of \$26,000 annually.

For new hires, after their second year of successful employment SELACO WDB will contribute 5% of their annual salary to their 403(b) plan.

**Existing Employees:**

To compensate for increases in annual salary and to ensure a SELACO WDB retirement plan that is sustainable long term, the following changes are proposed for existing employees,

Effective August 30, 2021, all existing employees will experience a 1% decrease in their retirement contribution. Each year on July 1<sup>st</sup> an additional 1% reduction will occur until each employee is at a total SELACO WDB contribution that represents 5% of their total annual income. The anticipated reduction will occur as follows:

	Current Employees					
	Current	9/1/2021	7/1/2022	7/1/2023	7/1/2024	7/1/2025
After 1 year of employment	6.5	5.5	5	5	5	5
After 2 years	7.5	6.5	5.5	5	5	5
After 3 years	8.5	7.5	6.5	5.5	5	5

Overall goal is no more than a 5% contribution for new and existing employees

## **Vacation**

Current

Year 1-4 earn 12-days a year of vacation time.

Year 5-9 earn 17-days a year of vacation time.

Year 10-14 earn 18-days a year of vacation time.

Year 15 and more earn 22-days a year of vacation time.

No recommended changes

## **Health and Insurance Plans**

This package includes:

- Medical Plans
- Dental Plans
- Vision Plans
- Basic Life Insurance
- Long Term Disability

No recommended changes.

## **Other elements to the employee benefit pack include:**

- Sick leave – 12-days of sick leave earned per calendar year.
- Administrative Time off (and advance sick leave for emergencies and when the building cannot be accessed.)
- Holiday Pay – 11 paid holidays per calendar year. Plus 1 floating holiday.
- Mileage Reimbursement

No recommended changes.


## **Action Required:**

Accept staff recommendations to:

- 1) Implement the proposed salary scale effective August 1, 2021.
- 2) Implement the changes to the 403(b) contributions effective August 30, 2021.



## MEMORANDUM

**DATE:** July 22, 2021  
**TO:** SELACO WDB Board of Directors  
**FROM:** Yolanda Castro, Executive Director   
**RE:** Measure H-Homeless Initiative Funding

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The Los Angeles County Board of Supervisors provided delegated authority to Workforce Development, Aging and Community Services (WDACS) to extend the Southeast Los Angeles County Workforce Development Board (SELACO WDB) agreement to provide services to the homeless population in the SELACO WDB local area. On June 17, 2021, the SELACO WDB received an award from WDACS in the amount of \$111,000 under the Measure H-Homeless Initiative for PY 2021-2022.

The allocation will grant the SELACO WDB the opportunity to serve 15 participants within the Los Angeles County with an emphasis on our eight-city service area for PY 2021-2022.

For the contract period of July 23, 2021 through June 30, 2022, SELACO WDB will provide services to the homeless population; homeless defined by WDACS as follows:

### **Homeless:**

Individuals and families who lack a fixed, regular, and adequate nighttime residence and includes a subset for an individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter, or a place not meant for human habitation immediately before entering that institution. Individuals living in a publicly or privately operated shelter designated to provide temporary living arrangements, including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, and local government programs.

### **Formerly Homeless:**

An individual that has previously met the homeless definition.

### **At-Risk of Homelessness:**

Meets one or more of the below criteria:

- A person residing in subsidized housing such as rapid rehousing or time-bound rental subsidy; or

- A person residing in Permanent Supportive housing, which is an evidence-based housing intervention that combines non-time-limited affordable housing assistance with wrap-around supportive services for people experiencing homelessness, as well as people with disabilities; or
- A person residing in a halfway home; or
- A person who is currently unstably housed, such as couch surfing with friends or family; or,
- An individual who meets the definition of Imminent Risk of Homelessness,

**Imminent Risk of Homelessness:**

Individual or family who will imminently lose their primary nighttime residence, provided that: (i) Residence will be lost within 14 days of the date of application for homeless assistance.

(ii) No subsequent residence has been identified, and

(iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing.

**Homeless under other Federal Statutes:**

Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who: (i) Are defined as homeless under the other listed federal statutes; (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days before the homeless assistance application; (iii) Have experienced persistent instability as measured by two moves or more during the preceding 60 days; and (iv) Can be expected to continue in such status for an extended period due to special needs or barriers.

The program is designed to provide homeless participants with Individualized Career services, Mentorship (online and in-person), Supportive Services, Case Management, On-the-Job Training, and Transitional Jobs training,

Previous implementation of the SELACO WDB HOME grant included the successful provision of an online mentorship component provided through a contract with MENTORED. MENTORED provides access to online job coaching via mentored.com.

As the administrator of the HOME funding and program, the SELACO WDB is proposing a continued design that includes the MENTORED component for PY 2021-2022. The SELACO WDB is proposing a contract to MENTORED to support the HOME program design, in the amount of \$10,000.00 to provide the comprehensive job readiness program that Mentored delivers through its job readiness curriculum, messaging campaigns and 1:1 sessions on the Mentored online platform.

**Action Required**


- Authorize the Executive Director to accept funding from WDACS in the amount of \$111,000 under the Measure H-Homeless Initiative for PY 2021-2022.
- Approve and authorize the Executive Director to accept possible future funding under Measure H, from WDACS for PY 2021-2022.



## MEMORANDUM

**DATE:** July 22, 2021

**TO:** SELACO WDB Board of Directors

**FROM:** Yolanda Castro, Executive Director 

**RE:** Approve MOU with Paramount Adult School

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In compliance with Workforce Innovation Opportunity Act (WIOA) requirements to establish a high quality AJCC delivery system and enhance collaborations among partner programs, the Southeast Los Angeles County Workforce Development Board (SELACO WDB) has active Memoranda of Understanding (MOUs) with all required partners identified within our service area. These MOUs serve as a functional tool for how the Local Board and AJCC partners will work together to create a unified service delivery system that best meets the needs of their shared customers.

Due to the recent addition of the City of Paramount to the SELACO WDB's local service area, the SELACO WDB has negotiated an MOU with the Paramount Adult School (PAS). The PAS falls under the adult school category. The agreed-upon MOU addresses service coordination and collaboration between the SELACO WDB and PAS and among PAS and all SELACO WDB AJCC partners. The SELACO WDB-PAS MOU includes the key elements of an MOU as outlined in TEG 16-16. SELACO WDB will negotiate an Infrastructure Funding Agreement (IFA) with PAS at the upcoming SELACO WDB IFA annual review scheduled with all AJCC partners.

The Paramount Adult School (PAS) is in the city of Paramount and strongly believes in providing all students with a quality educational program and is dedicated to individuals' academic, personal, and social growth within a student-centered environment. PAS offers classes in four program areas: Adult Basic Education (ABE), Adult Secondary Education (ASE), including High School Diploma and High School Equivalency (HSE), Career Technical Education (CTE), and English as a Second Language (ESL) /Citizenship.

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

### Action Required:

- Review, approve and sign the MOU between the SELACO WDB and PAS.

**Workforce Innovation and Opportunity Act  
One-Stop Delivery System Memorandum of Understanding  
between  
Southeast Los Angeles County Workforce Development Board  
and  
Paramount Adult School**

**1. Purpose**

Pursuant to the federal Workforce Innovation and Opportunity Act (PL 113-128), this Memorandum of Understanding (MOU) is entered into between the Workforce Development Corporation of Southeast Los Angeles County, Inc. (dba Southeast Los Angeles County Workforce Development Board) and Paramount Adult School.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Customer-Centered:** Leveraging a wide range of strategies within an integrated service delivery environment, the local AJCCs are intensively focused on evaluating and

responding to the needs, preferences, desires and circumstances of all customers using the system.

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

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

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

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

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



- Continue to build strong linkages to registered apprenticeship programs and fully integrate these programs in the one-stop and WIA Youth Program delivery systems.

Support from Paramount Adult School and all other AJCC partners is critical to the system's ability to achieve these goals.

#### 4. **Parties**

The parties to this MOU are:

***Southeast Los Angeles County Workforce Development Board***

10900 East 183rd Street, Suite 392, Cerritos, CA 90703  
(562) 402-9336

***Paramount Adult School***

14507 Paramount Blvd., Paramount, CA 90723  
(562) 602 - 8080

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

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

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

Firestone AJCC  
12440 E. Firestone Blvd, Suite 100W, Norwalk, CA 90650

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

**Attachment B** summarizes the specific shared services provided by Paramount Adult School in partnership with the SELACO WDB and the full range of AJCC partners.

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

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

- Continuous partnership building.
- Continuous planning in response to state and federal requirements.

- Responsiveness to local and economic conditions, including employer needs.
- Adherence to common data collection and reporting needs.

In addition, Paramount Adult School agrees to:

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

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

By September 1, 2021 Paramount Adult School agrees to negotiate and implement a cost sharing plan, which will constitute Attachment C to this MOU. In accordance with this plan, Paramount Adult School and all relevant parties to this MOU will agree to share in the operating costs of the AJCC system, either in cash or through in-kind services. The cost of services, operating costs, and infrastructure costs of the system will be funded by all AJCC partners through a separately negotiated cost sharing agreement based on an agreed upon formula or plan.

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

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

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

Paramount Adult School and system partners are committed to ensuring that intake and referral processes are customer-centered and provided by staff trained in effective customer service techniques. Partners will ensure that general information regarding AJCC programs, services, activities and resources are made available to all customers as appropriate. Customer referrals will be made through a variety of approaches, including verbally, via electronic media, and by way of traditional correspondence. Through cross training of AJCC staff and use of real-time technology, Paramount Adult School agrees to provide other AJCC partner staff access to meaningful information on services needed by customers.

Attachment B provides a summary of how Paramount Adult School will support shared service delivery, including referrals of customers.

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

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

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

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

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

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

To support the use of technology, Paramount Adult School agrees to:

- Comply with the applicable provisions of WIOA, Welfare and Institutions Code, California Education Code, Rehabilitation Act, and any other appropriate statutes or requirements.
- Adhere to the principles of common reporting and shared information through electronic mechanisms, including shared technology.
- Commit to share information to the greatest extent allowable under its governing legislation and confidentiality requirements.

- Maintain all records of the AJCC customers or partners (e.g. applications, eligibility and referral records, or any other individual records related to services provided under this MOU) in the strictest confidence, and use them solely for purposes directly related to such services.
- Develop technological enhancements that allow interfaces of common information needs, as appropriate.
- Acknowledge that system security provisions shall be agreed upon by all partners.

## **11. Confidentiality**

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

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

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

Paramount Adult School shall not unlawfully discriminate, harass or allow harassment against any employee, applicant for employment or AJCC applicant due to gender, race, color, ancestry, religion, national origin, veteran status, physical disability, mental disability, medical condition(s), age, sexual orientation or marital status. The AJCC partner agrees to comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12990) and related, applicable regulations.

The AJCC partner will assure compliance with the Americans with Disabilities Act of 1990 and its amendments, which prohibits discrimination on the basis of disability, as well as

other applicable regulations and guidelines issued pursuant to the Americans with Disabilities Act.

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

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

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

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

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

This MOU shall be binding upon each party hereto upon execution by such party. The term of this MOU shall be three years, commencing on the date of execution by all parties. The MOU will be reviewed every three years or more frequently to identify any substantial changes that have occurred.

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

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

### **17. Termination**

The parties understand that implementation of the AJCC system is dependent on the good faith effort of every partner to work together to improve services to the community. The parties also agree that this is a project where different ways of working together and providing services are being tested and evaluated. In the event that it becomes necessary for one or more parties to cease being a part of this this MOU, said entity shall notify the other parties, in writing, 30 days in advance of that intention.

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

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

### **License for Use**

During the term of this MOU, all parties shall have a license to use all space of the AJCCs for the sole purpose of conducting acceptable AJCC services as outlined herein.

### **Supervision/Day to Day Operations**

The day-to-day supervision of staff assigned to the AJCCs will be the responsibility of the site supervisor(s). The employer of staff assigned to the AJCCs will continue to set the priorities of its staff. Any change in work assignments or any problems at the worksite will be handled by the site supervisor(s) and the management of the staff's employer.

The office hours for the staff at the AJCCs will be established by the site supervisor(s) and the staff's employer. All staff members assigned to the AJCC will comply with the holiday schedule of their employer and will provide a copy of their holiday schedule to the operator and host agency at the beginning of each fiscal year.

Disciplinary actions may result in removal of co-located staff from the AJCCs and each party will take appropriate action.

Each party shall be solely liable and responsible for providing to, or on behalf of, its employee(s), all legally-required employee benefits. In addition, each party shall be solely responsible for and hold all other parties harmless from all matters relating to payment of each party's employee(s), including compliance with social security withholding, workers' compensation, and all other regulations governing such matters.

### **Dispute Resolution**

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

### **Press Releases and Communications**

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

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

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

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

### **19. Attachments**

The following attachments are included in this MOU:

Attachment A: One-Stop System Services

Attachment B: Paramount Adult School – Shared System Services

Attachment C: Cost Sharing Agreement

Attachment D: One-Stop System Map

Attachment E: AJCC Required Regional Partners: Roles of Providers of Career Services

**20. Authority and Signatures**

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

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

Mark Dameron		
Name	Signature	Date

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

Jeff Wood		
Name	Signature	Date

***Paramount Adult School***

Patricia Tu		7/9/21
Name	Signature	Date



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

**One-Stop System Services**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Paramount Adult School - Shared System Services**

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

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

The following information summarizes Paramount Adult School 's role within the AJCC system:

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

**Sharing System Design and Access**

With regard to system design and access, Paramount Adult School and SELACO WDB agreed to use of the following terms to characterize the participation of Paramount Adult School within the local AJCC system:

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

Paramount Adult School will be present and participate in the system through "Clicks" and "Connect". "Clicks" participation will support the active training of PAS staff in the

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

PAS will “connect” with AJCC partners by providing training on the process of direct referral.

## **Sharing System Services**

Paramount Adult School’s role in the coordinated delivery of AJCC services will include the following services and participation.

### **1. Outreach**

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

### **2. Intake**

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

### **3. Orientation**

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

### **4. Initial Assessment**

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

## **Sharing Customers**

A system is currently in place between SELACO WDB and Paramount Adult School through which points of contact at each partner institution have been identified for referral of students/participants to the one-stop system and the AJCC partners. Staff from all partners currently refers and schedules appointments through direct contact by phone. Partners have agreed to adopt technology-based communication methods to supplement telephone calls. This will likely include use of real-time tools, such as Google Docs and implementation of a shared online calendar. The partnership will move to strengthen the referral process by possibly connecting it to the K-16 Bridge program, a student success initiative and partnership between Cerritos College and local school districts that supports students' effectively transitioning from high school to college.

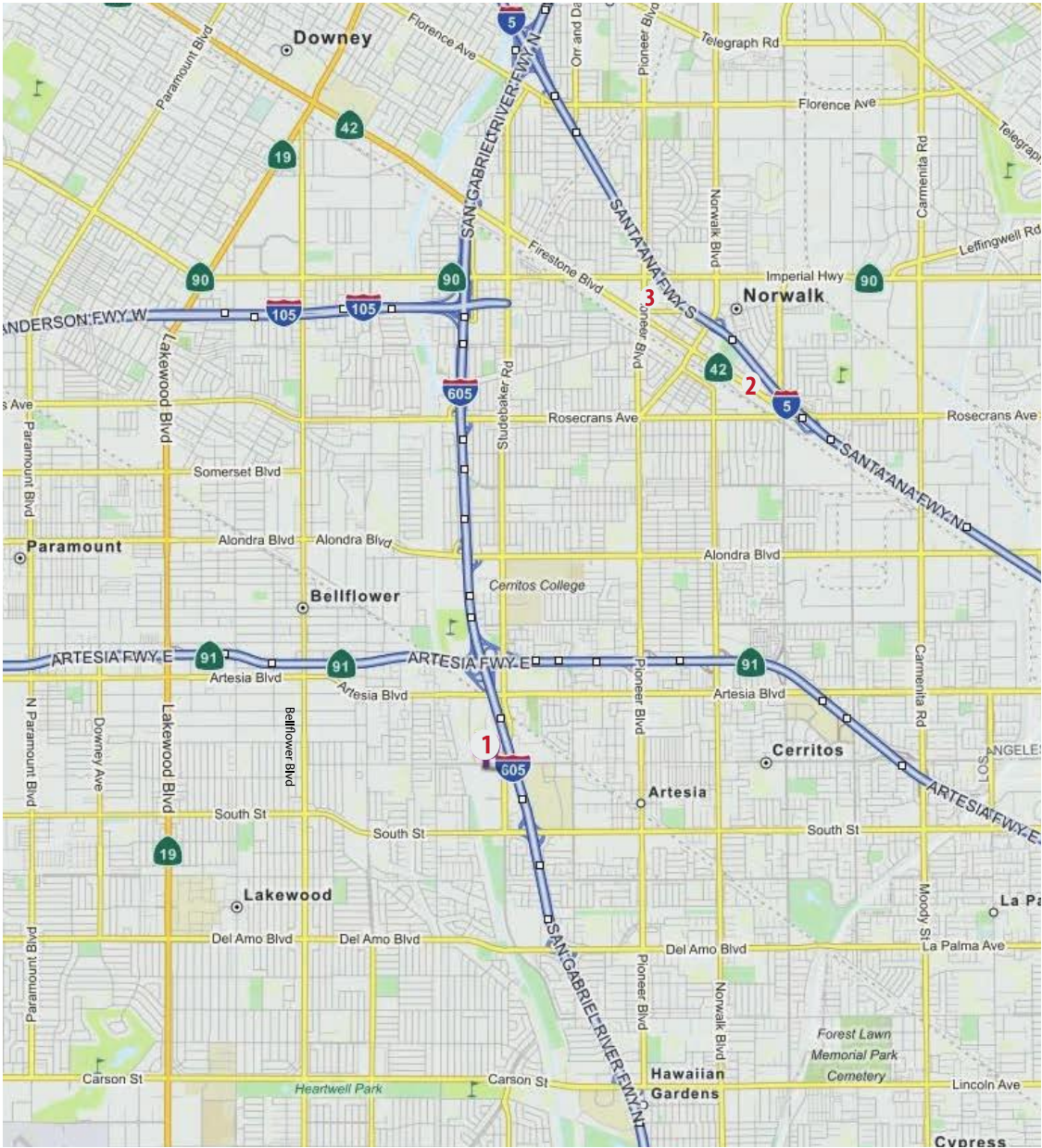
**Workforce Innovation and Opportunity Act  
One-Stop Delivery System Memorandum of Understanding**

**Cost Sharing Agreement**

As indicated in section 7 of the MOU, the Paramount Adult School agrees to negotiate and implement a cost sharing plan by September 1, 2021.

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

One-Stop System Map



SELACO WDB AJCC:

- 1. Cerritos Comprehensive AJCC – 10900 E. 183rd St., Cerritos CA 90703
- 2. Norwalk Affiliated, "Firestone AJCC" – 12440 Firestone Blvd., Suite 100, Norwalk, CA 90650 \*
- 3. Norwalk EDD Affiliated AJCC - 12715 S. Pioneer Blvd., Norwalk, CA 90650 \*

\* The two centers in Norwalk are temporarily split, but by July 1, 2018 will be combined into one building that is currently under construction.



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

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

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

	WIOA Title I Adult	WIOA Title I Dislocated Worker	WIOA Title I Youth	WIOA Title II Adult Ed.	WIOA Title III Wagner-Peyser Act	Title I of Rehab. Act	Carl D. Perkins	Title V Older Americans	L.A. Job Corps	Native American Programs	Veterans JVSG	Trade Adjustment Assistance Act	Community Services Block Grant	Housing and Urban Dev.	Unemploy. Comp.	Migrant Seasonal Farmworkers	Youth Build	Second Chance	TANF
Assess Skills and Needs; Eligibility; Intake; Orientation	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X
Assist with Tuition/Fees	X	X	X										X	X			X		
Develop Curriculum/Programs	X	X	X	X		X	X	X	X	X			X	X			X	X	X
Deliver Training	X	X	X	X		X	X		X	X			X				X	X	X
Engage Employers	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X
Identify Industry-Recognized Credentials	X	X	X			X	X	X	X	X			X				X		
Provide Counseling (Academic/Personal/Career)	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X
Provide Case Management	X	X	X	X		X	X			X	X	X	X				X	X	X
Provide Informational Services	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Provide Job Placement	X	X	X	X	X	X	X	X			X	X	X			X	X	X	
Provide Job Search Assistance	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X		X	X
Provide Labor Market Information	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X
Provide Support Services	X	X	X								X	X	X	X				X	X
Provide Work-Based Learning Opportunities	X	X	X	X		X	X	X	X	X			X				X	X	X
Recruit and Make Referrals	X	X	X	X	X	X		X	X	X	X	X	X	X		X	X	X	X

## ONE STOP OPERATOR REPORT

DATE: July 22, 2021  
TO: SELACO WDB Board of Directors  
FROM: Stacey Girdner, Managing Partner, The PRAXIS Group, SELACO One Stop Operator  
RE: Update on the progress of your System Management Team (SMT)

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

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

Membership: Adult Education Consortium (PAACE), Department of Public Social Services (DPSS), Department of Rehabilitation (DOR), Employment Development Department (EDD), Field of Dreams Center, Long Beach Job Corps, Norwalk Housing Authority, SELACO Career Services, and United American Indian Involvement (UAIL)

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

**Sharing Resources and Making Referrals.** Congress passed the Workforce Innovation Opportunity Act in 2014. One of the requirements within the Act was that agencies receiving WIOA funding collaborate to share resources, reduce service duplication, and increase co-enrollments. Toward this end, SELACO's One Stop Operator has created a Referral Guide that communicates each partner's services and how program participants can access them. In addition, SELACO's One Stop Operator has created a Google.docs site exclusive to the SMT and their staff. Partners will find information on each other, the referral guide, and other useful information on the site.

In July, each partner was called to encourage the use of the Referral Guide as well as the Google.docs site. In addition, the partner calls gave each SMT member an opportunity to voice other needs or requests to enhance collaboration.

SELACO is also hosting partner training on CalJOBS for staff to equip them to make electronic referrals. In partnership with EDD, SELACO staff conducted THE BEST training yet on CalJOBS on June 16<sup>th</sup>. This training will be offered quarterly and in-person starting in September 2021.

The next SMT meeting will be held on August 18, 2021, from 10 am – 12 pm.


**Action:** To file.



## MEMORANDUM

**DATE:** July 22, 2021

**TO:** SELACO WDB Board of Directors

**FROM:** Yolanda Castro, Executive Director 

**RE:** Ethics Training AB1234

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At the June 23, 2016, Southeast Los Angeles County Workforce Development Board (SELACO WDB) meeting, it was announced that all board members are required to take a mandatory two-hour ethics training every two years to comply with AB1234. As of July 22, 2021, the following board members have completed the training:

Barbara Levine – expires June 23, 2022  
Peter Blanco – expires July 29, 2022  
Aaron Drake – expires July 31, 2022  
Greg Uttecht – expires August 16, 2022  
Mark Dameron – expires September 23, 2022  
Belle Gomez – expires October 8, 2022  
Ben Espitia – February 18, 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.



## MEMORANDUM

**DATE:** 7/22/21

**TO:** SELACO WDB Board of Directors

**FROM:** Yolanda Castro, Executive Director 

**RE:** Employment Training Panel Initiative -New Agreement 2021-23

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### **Background- Employment 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, especially against out-of-state competition. 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.

SELACO WDB 's ETP initiative differs from SELACO WDB's other projects in that it is a performance-based contract. Three initial benchmarks must be met to secure full payment from the State. These include:

- Classroom start-up – trainees are officially enrolled and start their training.
- Successful completion of training.
- 90 days Retention – Trainees stay employed with the training company for 90-days after completion of their last training class.

SELACO WDB has been a performing ETP contractor with the State Panel since 1995. We are entering our 26<sup>th</sup> year of being a performing ETP provider. We are finishing our 2019-2021 ETP contract, and perhaps our most challenging contract yet, just many

businesses in California, SELACO WDB 's ETP project has not escaped the challenges of the COVID-19 Pandemic.

**New Agreement:** The ETP Panel heard our Application for 2021-2023 funding, with Larry Lee, Kay Ford, and Kevin Kucera (WDB Board Member) in attendance to “defend” our Application. New funding was awarded to SELACO WDB in the amount of \$512,418, which represented the State Panel’s “rightsizing” of ETP contracts based upon our current year’s performance. As you know from the ETP Update to the Board earlier this year, SELACO WDB’s current ETP project performance has been affected by the Pandemic.

**COVID 19 Impact**

We started our current Agreement with the State on 8/26/2019, long before the pandemic arrived. At that time, our projections of success in completing our two-year Agreement by August of 2021 were strong and positive. At this time, as reported in our ETP Update to the Board earlier this year, SELACO WDB asked for a 90-day Extension on our 2019-2021 State Agreement, which is being considered by the State. The extension will allow SELACO WDB more time to catch up from the results of the Pandemic, and it is our goal to earn at last 90% of our projected revenue during that Extension.

**Action Required:**

Receive and file



Charlie Moore, Bellflower

**Workforce Challenge:** As a father of a large family, Charlie sought a career that would allow him to provide for his loved ones. Despite some setbacks, he hoped to find a career in a growing industry that was justice-involved friendly. He had previous experience working for a temp agency in warehouse and construction, but lacked the certification to move forward in either industry. Charlie was referred to the SELACO Workforce Development Board, America's Job Center in Cerritos to find job search assistance, training opportunities, placement services and career guidance.

**Workforce Solution:**

SELACO provided Charlie with exactly what he needed. He worked closely with his Career Development Specialists who provided coaching, encouragement and training services. Charlie completed both the classroom training and the DMV test for a Class A Driver with endorsements. SELACO also assisted him with applying for and funding the Transportation Worker Identification Credential (TWIC) card which will open more doors for jobs and stable employment.

**Workforce Results:**

After looking for jobs online and through temp agencies, Charlie was able to land a position through family members to gain more behind-the-wheel experience as a truck driver, but continues to seek employment elsewhere. As of now, Charlie enjoys his position as a Class A Trainee transporting goods to various locations. He likes that there is room for growth and that his salary is based on load per job.