

Executive Committee and FULL WDB BOARD OF DIRECTORS' MEETING

July 24, 2025

Thursday

3:00



Executive Committee and FULL WDB BOARD OF DIRECTORS' MEETING

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

**July 24, 2025
Thursday
3:00 PM – 5:00 PM**

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

AGENDA

CALL TO ORDER	LeGaspi	
PLEDGE OF ALLEGIANCE	LeGaspi	
ROLL CALL	Wehage	
2025 – 2026		Page 1
2024 – 2025		3
PUBLIC COMMENTS	Villarreal	
CHAIR'S COMMENTS	LeGaspi	
EXECUTIVE DIRECTOR'S MESSAGE / UPDATE / STAFF REPORT	Castro	
CONSENT CALENDAR	LeGaspi	
1A. Approval of Minutes May 22, 2025		5
1B. Approval of Fiscal Report 07/01/24 – 06/30/25		11
1C. Approval of Program Report for 07/01/24 – 06/30/25		24
ACTION ITEM (S):		
2. Approval of Policy: Alternate Pick-Up of Participant Checks, Supportive Services Item or Forms	Castro	49

Executive Committee and FULL WDB Board of Directors' Meeting

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3. Submission of Application to CWDB to Serve as One-Stop Operator & 3-month holdover extension for the Current One Stop Operator	Castro	52
4. Approval of Update to the SELACO WDB's Property - Purchasing, Inventory, and Disposal Policy	Castro	54
5. Approval to Enter into Agreement with Engage by Cell-AI-Driven Communication Platform	Castro	61
6. Approval to Release an RFP for Single Audit Services	Castro	63
7. Approval of Policy: Document Provision	Castro	65
8. Approval of SELACO WDB Budget 2025 – 2026	Castro	68
9. Approval for SELACO WDB Personnel Policies and Procedures	Castro	75
#249 – Use of Vehicle for SELACO WDB Business		76
#250 – Travel Reimbursement		77
 ONE STOP OPERATOR REPORT	 Baquerizo	
Presentation / Information / Recommendations		
ACTION ITEM (S): NONE		
INFORMATION ITEM (S):		
INFORMATION ITEM (S):		
1. Ethics Training AB1234	Castro	79
2. WIOA Section 188 Nondiscrimination and Equal Opportunity Provisions Annual Compliance Monitoring Review Final Report PY 2023-2024 and 2024-2025	Castro	80
3. Update on Organization Chart	Castro	82
 INTERESTING CORRESPONDENCE		
None		
 BOARD MEMBER COMMENTS	 LeGaspi	
 POLICY BOARD ITEMS/REQUESTS	 LeGaspi	
 AGENDA REQUESTS FOR NEXT MEETING	 LeGaspi	
 CHAIR'S CLOSE	 LeGaspi	

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

Executive Committee and FULL WDB Board of Directors' Meeting

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ADJOURNMENT OF OPEN SESSION

LeGaspi

Policy Board Meeting: August 19, 2025

Next Full WDB Meeting: September 25, 2025

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



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

Board Member	7/24/25	9/25/25	10/23/25	1/22/26	3/26/26	5/21/26
1. Beech, Jennifer Business Representative City of Bellflower						
2. Burrell, Ashley Rehabilitation Organization						
3. Chan, Connie Public Employment Service						
4. Cueva, Sergio Business Representative City of Hawaiian Gardens						
5. Gomez, Belle Education Entity						
6. Johnson, Linden Economic Development						
7. Kucera, Kevin Labor Organization						
8. LeGaspi, Richard Chair Business Representative City of Norwalk						
9. McGehee, Shannon Business Representative City of Paramount						
10. Nam, Leila Business Representative City of Artesia						
11. Parada, Erika Business Representative City of Lakewood						

Board Member	7/24/25	9/25/25	10/23/25	1/22/26	3/26/26	5/21/26
12. Perez, Genoveva Business Representative City of Paramount						
13. Polley, Tracy Business Representative City of Norwalk						
14. Quirino, Demevin Business Representative City of Cerritos						
15. Rochin, Blanca Education Entity						
16. Ryder, Tim Business Representative City of Hawaiian Gardens						
17. Saucedo-Garcia, Cristina Business Representative City of Downey						
18. Segura, Michael Business Representative City of Lakewood						
19. Shah, Jawahar Business Representative City of Cerritos						
20. Taylor, Joseph Labor Organization						
21. Uva, Carrie Business Representative City of Downey						
22. Uttecht, Greg Business Representative City of Artesia						
23. Villarreal, Rudy Secretary/Treasurer Labor Organization						
24. Wehage, Larry Vice Chair Business Representative City of Bellflower						
25. VACANT Labor Organization						
26. VACANT Labor Organization						
27. VACANT Labor Organization						

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

XV = PRESENT VIRTUAL



**SELACO WDB Board of Directors
Attendance Roster – PY 24/25**

Board Member	7/25/24	9/26/24	10/24/24	1/23/25	3/27/25	5/22/25
1. Burrell, Ashley Rehabilitation Organization	X	X	X	X	X	X
2. Chan, Connie Public Employment Service	X	X	X	X	X	X
3. Cueva, Sergio Business Representative City of Hawaiian Gardens	AE	X	X	X	X	X
4. Drake, Aaron Business Representative City of Bellflower	X	X	AE	AE	AE	AE
5. Espitia, Ben Secretary/Treasurer Labor Organization	X	AE	X	X	A	A
6. Gomez, Belle Education Entity	X	X	X	X	X	X
7. Johnson, Linden Economic Development	APPOINTED BY POLICY BOARD 2/18/25				X	A
8. Kucera, Kevin Labor Organization	AE	AE	AE	AE	AE	AE
9. LeGaspi, Richard Chair Business Representative City of Norwalk	X	X	X	X	X	X
10. McGehee, Shannon Business Representative City of Paramount	A	A	A	A	A	A
11. Nam, Leila Business Representative City of Artesia	X	X	X	X	AE	X

Board Member	7/25/24	9/26/24	10/24/24	1/23/25	3/27/25	5/22/25
12. Parada, Erika Business Representative City of Lakewood	AE	X	A	A	X	AE
13. Perez, Genoveva Business Representative City of Paramount	X	X	X	X	AE	X
14. Polley, Tracy Business Representative City of Norwalk	X	X	X	X	X	X
15. Rochin, Blanca Education Entity	AE	X	X	X	AE	X
16. Ryder, Tim Business Representative City of Hawaiian Gardens	AE	X	AE	X	AE	AE
17. Saucedo-Garcia, Cristina Business Representative City of Downey	AE	AE	AE	AE	X	X
18. Segura, Michael Business Representative City of Lakewood	X	X	X	AE	XV	X
20. Shah, Jawahar Business Representative City of Cerritos	AE	AE	A	A	AE	A
20. Uva, Carrie Business Representative City of Downey	APPOINTED BY POLICY BOARD 2/18/25				A	X
21. Uttecht, Greg Business Representative City of Artesia	X	X	X	AE	X	AE
22. Villarreal, Rudy Labor Organization	X	X	X	X	X	X
23. Wehage, Larry Vice Chair Business Representative City of Bellflower	X	X	X	X	X	X
24. VACANT Labor Organization						
25. VACANT Labor Organization						
26. VACANT Labor Organization						
27. VACANT Business Representative City of Cerritos						

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

May 22, 2025

3:00 PM

SELACO WDB

CALL TO ORDER

The Executive Committee and FULL WDB Board of Directors' Board Meeting was called to order by Richard LeGaspi at 3:06 p.m.

PLEDGE OF ALLEGIANCE

Rudy Villarreal led the Pledge of Allegiance.

ROLL CALL

WDB BOARD OF DIRECTORS PRESENT

Burrell, Ashley	Chan, Connie
Cueva, Sergio	Gomez, Belle
LeGaspi, Richard	Nam, Leila
Perez, Genoveva	Polley, Tracey
Rochin, Blanca	Saucedo-Garcia, Cristina
Segura, Michael	Uva, Carrie
Villareal, Rudy	Wehage, Larry

WDB BOARD OF DIRECTORS ABSENT

Espitia, Ben	McGehee, Shannon
Shah, Jawahar	

WDB BOARD OF DIRECTORS EXCUSED

Drake, Aaron	Kucera, Kevin
Parada, Erika	Ryder, Tim
Uttecht, Greg	

SELACO WDB STAFF PRESENT

Castro, Yolanda	Alvarez, Meredith
Arellano, Ricardo	Cardona, Jefferson
Coronel, Corina	Davis, Carol
Ferranti-Lansdown, Tammy	Godina, Frances
Gutierrez, Jeanette	Lucero, Lillian
Mercado, Ana Michel, Sandra	Nieto, Genaro
Von Heeder, Adam	

MEMBERS OF THE PUBLIC PRESENT

Joseph, Jack – Policy Board Administrator
McQuiston, Camille – EDD Regional Advisor

PUBLIC COMMENTS

None

WDB CHAIR'S COMMENTS

Chairman LeGaspi introduced new board member Carrie Uva. Ms. Uva is a Business Representative – City of Downey.

Camille McQuiston, EDD Regional Advisor was introduced and welcomed to today's board meeting.

In observance of the upcoming Memorial Day, Chairman LeGaspi thanked the Veterans for their service.

EXECUTIVE DIRECTOR'S MESSAGE/UPDATE/STAFF REPORT

Form 700

- As a reminder, filing for Form 700 was due April 1 but has been extended to June 1.
- There are currently 7 members who have yet to file and are at risk of late filing fees (\$10 per day up to a maximum of \$100).

Critical Dates:

- All negotiated MOU's with WIOA Mandatory Partners are due to the State on June 30th (this item is in today's packet for your review and approval – Action Item #3).
- A strategic planning session will take place in June around AI discoveries. The goal is to develop an action plan focused on business, jobseeker training and enhancing staff capacity to assist jobseekers in a career in technology with a focus on AI.

Staff Changes

- There's been a few challenges in getting the Business Team reestablished – Casey Chaves who recently replaced Tara Luna was offered a remote position that she could not refuse. However, Casey is still committed to assisting in a part time capacity to oversee the agency social media pages.
- Adam Von Heeder, who currently oversees adult and special projects came to SELACO WDB with a business services background has agreed to extend his current duties to include the oversight and development of a Business Team. Since he has taken over, he has established a solid team of three Business Engagement Specialists – Genaro Nieto, Ricardo Arellano and Frances Godino. Anticipating continued success, staff will come to the board in July with a revised job description for Adam and a proposed title to affirm his leadership over the agency job seeker and business services team – eliminating the need to hire a Business Services Manager.
- With the transition of Sandra Michel to the role of Deputy Director, there was the opportunity to hire a MIS/Compliance Manager. With pleasure, Ana Mercado was introduced as the new MIS/Compliance Manager. Ana started her journey with SELACO WDB in November 2021, growing her skills in:
 - Managing the agency information system for data reporting
 - Policy development
 - Compliance and monitoring
 - Ability to review and analyze state directives leading to the development of internal policies for program operations
 - Ability to train and provide technical support to staff and service providers
 - Monitoring and establishing correction action reports
 - Building her skills in contract management

Ana's demonstrated skills and commitment to excellence have made her the perfect

candidate for

the MIS/Compliance Manager position. She will be working directly under Sandra Michel and will take on her new role effective June 1.

WIOA Reauthorization

- WIOA Reauthorization did not happen in 2024.
- SELACO WDB continues to operate on a continuing resolution which ends in September.
- There is interest in WIOA, however, there are concerns that the anticipated law will require that 50% of funding will need to support direct training activity.
- CWA has established an ad hoc committee to address the proposed changes to WIOA with the goal of identifying opportunities to address the changes that best fit the current system of operations.
- WIOA may change to A Stronger Workforce for America (ASWA) or Make America Strong Again (MASA).

CONSENT CALENDAR

1A. Approval of Minutes: March 27, 2025

A motion was made by Larry Wehage to approve minutes, as presented, seconded by Tracey Polley. With no further discussion, motion carries to approve.

1B. Approval of Fiscal Report: 07/01/24 – 04/30/25

A motion was made by Tracey Polley to approve the Fiscal Report as presented, seconded by Michael Segura. With no further discussion, motion carries to approve.

1C. Approval of Program Report: 07/01/24 – 04/30/25 (Receive and File)

A motion was made by Larry Wehage to approve the Program Report as presented, seconded by Tracey Polley. With no further discussion, motion carries to approve.

ACTION ITEM(S)

2. Status of the LA Planning Unit Regional Plan

A motion was made Connie Chan to:

1. Approve the attached Regional Plan during the public comment period.
2. Authorize the board chair to sign the Regional Plan on behalf of SELACO WDB, with comments to be shared at the July 2025 Board meeting.

Seconded by Rudy Villarreal. With no further discussion, motion carries to approve.

3. Approval of Final Draft MOUs and IFA with WIOA Partners

A motion was made by Michael Segura to review, approve and execute signatory authority for eight MOUs:

- Employment Development Department (EDD)
- Department of Rehabilitation (DOR)
- Department of Public Social Services (DPSS)
- United American Indian Involvement Inc. (UAI)
- Los Angeles Communities Advocating for Unity, Social Justice, and Action, Inc. (LA CAUSA)
- Paramount Adult School (PAS)
- Partnership for Adult Academic and Career Education (PAACE) Regional Consortium

- ABC Adult School
- Bellflower Unified School District
- Cerritos College
- Downey Adult School
- Norwalk La Mirada Adult School
- Norwalk Housing Authority

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

4. Request on Spending Authority for Fiscal Year 2025-2026

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

5. One Stop Operator Procurement Update and Approval to Re-release RFP for One Stop Operator Services

A motion was made by Larry Wehage to:

1. Approval to re-release the One-Stop Operator RFP with the updated timeline outlined above.
2. Approval to proceed with a request for technical assistance from EDD should the re-released RFP no result in a qualified proposal.

Seconded by Rudy Villarreal. With no further discussion, motion carries to approve.

6. Approval to Release an RFP for IT Technical Support Services Agreement

A motion was made by Tracey Polley to:

1. Authorize the Executive Director to release the IT Support Services' Request for Proposal.
2. Authorize the Executive Director to amend the existing contract with Aegis to include a 90-day agreement holdover provision for continued IT technical support services. This extension will ensure uninterrupted services while allowing sufficient time to complete the procurement, selection, and contracting process for a new IT support provider.

Seconded by Blanca Rochin. With no further discussion, motion carries to approve.

7. Approval of Policy: Priority of Services for Veterans and Their Spouses

A motion was made by Tracey Polley to approve and adopt the new policy titled Priority of Services for Veterans and Their Spouses to align with EDD Directive WSD24.15, seconded by Connie Chan. With no further discussion, motion carries to approve.

8. Approval for SELACO WDB Policy Amendments Per State Review

A motion was made by Tracey Polley to:

1. Approve the amended policies listed above that require removal of rescinded TEGP reference.
2. Approve the revised versions of the Recovery of Tuition & Training Funds Policy and Priority of Services with both reference removal and

content update.

3. Approve the rescission of the Allowable Cost Policy based on redundancy.

9. Approval to Extend Moss, Levy and Hartzheim Contract for Single Audit Services

A motion was made by Michael Segura to approve and authorize the SELACO WDB Executive Director to award a final one-year contract extension to Moss, Levy, and Hartzheim (MLH) for Single audit Services at the estimated cost of \$28,3000 for Fiscal Year 2024-2025, seconded by Larry Wehage. With no further discussion, motion carries to approve.

10. Approval to Accept Anticipated Funding and Implement a Youth at Work, Work Experience program for PY 2025-2026

A motion was made by Genoveva Perez to:

In preparation for a potential funding allocation from DEO for PY 2025-2026, SELACO WDB recommends the following actions:

1. Authorize the Executive Director to accept funding from DEO for the provision of the Youth at Work program for PY 2025-2026.
2. Approve and authorize the Executive Director to allocate funds and extend contracts based on performance, compliance, and service capacity of exiting providers.

Seconded by Larry Wehage. With no further discussion, motion carries to approve.

11. Election of Officers

A motion was made by Connie Chan to accept the nominations:

- Richard LeGaspi, Chair
- Larry Wehage, Vice Chair
- Rudy Villarreal, Rudy Villarreal

With no further nominations, seconded by Michael Segura. With no further discussion, motion carries to approve.

ONE STOP OPERATOR REPORT

None

INFORMATION ITEM(S)

1. Ethics Training AB1234

Page 166 of the agenda provides an updated list of board members who completed the mandatory ethics training. All board members must complete a two-hour training. Please contact Carol for a direct link to the online course or for any questions.

INTERESTING CORRESPONDENCE

1. National Association of Workforce Boards Letter of Congress

A National Association of Workforce Boards Letter of Congress can be found on page 167 of

the agenda packet.

BOARD MEMBER COMMENTS

Chairman LeGaspi asked all in attendance for final thoughts/comments.

POLICY BOARD ITEMS/REQUESTS

None

AGENDA REQUESTS FOR NEXT MEETING

None

CHAIR'S CLOSE

None

ADJOURNMENT OF OPEN SESSION

The meeting was adjournment at 4:28 p.m.

SELACO WDB
Statement of Activities (by Fund)
From 7/1/2024 through 6/30/2025

*** Preliminary ***

	Employment Training Panel Grant	LA County Grants	Pre-School Grant	WIOA Adult&DW & Special Projects	WIOA Youth Grant	Rapid Response / Lay-Off Aversion Grants	Other Grants	Non-WIOA Training Expenditures	Total
Revenues / (Deferred Revenues)	110,584	551,816	4,619,675	2,411,004	1,292,774	169,928	558,226	547,428	10,261,435
Accounts Receivable	0	21,091	87,783	616,696	359,849	0	72,239	0	1,157,658
Total Revenues	110,584	572,907	4,707,458	3,027,700	1,652,623	169,928	630,465	547,428	11,419,093
Expenditures									
Administration Services	16,828	67,949	421,156	284,231	100,990	14,056	42,268	0	947,478
Contracted Program Costs	0	399,303	4,286,302	30,486	295,756	0	21,287	0	5,033,134
Support Services	0	1,982	0	35,651	16,400	0	11,175	0	65,208
Vendor Training	243,984	3,990	0	743,419	29,760	0	87,055	547,428	1,655,636
Work Exp/Skillz Menu/Supplies	0	58,514	0	23,345	186,879	0	24,079	0	292,818
WIOA Core/Basic Career Services	0	0	0	762,160	290,650	0	0	0	1,052,811
WIOA Intensive/Individualized Career Svcs	0	0	0	675,867	0	0	0	0	675,867
WIOA Follow-Up Career Services	0	0	0	113,815	10,597	0	1,131	0	125,543
WIOA Business Services	0	0	0	358,727	184,558	0	0	0	543,285
Other Program Costs	143,449	41,168	0	0	537,032	155,872	443,469	0	1,320,990
Cash Expenditures	404,260	572,907	4,707,458	3,027,700	1,652,623	169,928	630,465	547,428	11,712,769
Accrued Expenditures	0	0	0	0	0	0	0	0	0
Total Expenditures	404,260	572,907	4,707,458	3,027,700	1,652,623	169,928	630,465	547,428	11,712,769
Net Income (Loss)	(293,676)	-	-	-	-	-	-	-	(293,676)

SELACO WDB
Statement of Functional Expenditures
 From 7/1/2024 through 6/30/2025

*** 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	WIOA Intensive / Individualized Career Services				
Expenditures													
Personnel	663,688	0	0	0	0	867,148	575,702	105,261	444,859	1,023,534	3,680,193		
Non-Personnel	113,208	0	0	0	0	185,662	93,552	20,283	98,425	297,455	808,586		
Training	170,581	5,033,134	0	1,655,636	292,818	0	6,613	0	0	0	7,158,782		
Support Services	0	0	65,208	0	0	0	0	0	0	0	65,208		
Total Expenditures	947,478	5,033,134	65,208	1,655,636	292,818	1,052,811	675,867	125,543	543,285	1,320,990	11,712,769		

SELACO WDB
Statement of Functional Expenses - TR - 0201 Administrative Services
From 7/1/2024 Through 6/30/2025
(In Whole Numbers)

		Total
Expenditures		
Personnel		
Salaries & Wages	50100	496,628
Social Security Tax	50200	30,516
Medicare Tax	50210	7,137
Workers Comp - Staff	50220	2,069
UI & ETT Taxes	50250	3,346
Other Payroll Expenses	50251	423
Employee Benefits	50300	101,421
Employer 403(B) Contributions	50403	22,149
Total Personnel		663,688
Non-Personnel		
Mileage	51100	165
Conferences/Staff Development	51200	6,572
Meeting Expenses	51230	2,764
Rent	52100	45,485
Telephone	52200	2,117
Furniture/Fixtures	52300	359
Office Equipment	52330	68
Leased Equipment	52350	5,803
Repair & Maintenance	52360	1,148
Outreach/Recruitment	53300	9
Office Supplies	53400	8,590
Subscriptions/Dues/Memberships	53600	34,468
Insurance	53900	5,962
Professional Services	54100	44,704
Legal	54300	(44,765)
Bank Charges/Miscellaneous	59990	(241)
Total Non-Personnel		113,208
Training		
Cost Reimbursement Billing	60300	170,581
Total Training		170,581
Total Expenditures		947,478

SELACO WDB
Statement of Functional Expenses - TR - 0202 Contracted Program Cost
 From 7/1/2024 Through 6/30/2025
 (In Whole Numbers)

		Total
Expenditures		
Training		
Cost Reimbursement Billing	60300	4,809,163
Other Contracted Services	60400	67,822
Day Care Rent	66000	156,149
Total Training		5,033,134
Total Expenditures		5,033,134

SELACO WDB
Statement of Functional Expenses - TR - 0203 Supportive Services
 From 7/1/2024 Through 6/30/2025
 (In Whole Numbers)

		Total
Expenditures		
Support Services		
Direct Support Payment	65200	45,819
Supportive Services - Training	65201	19,389
Total Support Services		65,208
Total Expenditures		65,208

SELACO WDB
Statement of Functional Expenses - TR - 0204 Vendor Training Payments
 From 7/1/2024 Through 6/30/2025
(In Whole Numbers)

		Total
Expenditures		
Training		
Vendor Training	60100	693,632
Incumber Worker Training	60101	170,592
Vendor Training - ETP	60200	243,984
Non-WIOA Training Expenditures		547,428
Total Expenditures		1,655,636

SELACO WDB
Statement of Functional Expenses - TR - 0205 Work Experience / Skillz Menu Program
 From 7/1/2024 Through 6/30/2025
 (In Whole Numbers)

		Total
Expenditures		
Training		
Wages - WE/Internship	60500	246,063
SS Tax - WE/Internship	60510	15,256
MC Tax - WE/Internship	60520	3,568
WC - WE/Internship	60530	16,695
Training Supplies	60600	3,896
Participant Incentive Payments	65401	7,340
Total Training		292,818
Total Expenditures		292,818

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

From 7/1/2024 Through 6/30/2025

(In Whole Numbers)

		Core / Basic Services	Intensive / Individualized Services	Follow-Up Services	Total
Expenditures					
Personnel					
Salaries & Wages	50100	646,366	438,642	77,248	1,162,256
Social Security Tax	50200	40,127	27,431	4,825	72,384
Medicare Tax	50210	9,385	6,416	1,128	16,929
Workers Comp - Staff	50220	2,991	2,437	389	5,817
UI & ETT Taxes	50250	7,155	3,936	884	11,974
Other Payroll Expenses	50251	250	182	37	469
Employee Benefits	50300	137,041	80,938	17,494	235,472
Employer 403(B) Contributions	50403	23,834	15,721	3,256	42,811
Total Personnel		867,148	575,702	105,261	1,548,111
Non-Personnel					
Mileage	51100	593	(329)	8	273
Conferences/Staff Development	51200	11,850	8,006	977	20,833
Meeting Expenses	51230	3,281	1,694	269	5,243
Rent	52100	72,521	44,606	8,759	125,886
Telephone	52200	5,561	2,064	419	8,044
Furniture/Fixtures	52300	2,997	802	181	3,981
Office Equipment	52330	1,350	562	232	2,144
Leased Equipment	52350	15,695	3,464	635	19,794
Repair & Maintenance	52360	2,042	759	79	2,881
Outreach/Recruitment	53300	1,568	17	3	1,588
Office Supplies	53400	16,917	6,930	1,137	24,984
Subscriptions/Dues/Memberships	53600	17,989	11,716	2,828	32,532
Insurance	53900	9,185	5,788	1,178	16,151
Professional Services	54100	24,112	7,474	3,577	35,163
Total Non-Personnel		185,662	93,552	20,283	299,497
Training					
Training Supplies	60600	0	6,613	0	6,613
Total Training		0	6,613	0	6,613
Total Expenditures		1,052,811	675,867	125,543	1,854,221

SELACO WDB
Statement of Functional Expenses - TR - 0207 Business Services
From 7/1/2024 Through 6/30/2025
(In Whole Numbers)

		Total
Expenditures		
Personnel		
Salaries & Wages	50100	341,564
Social Security Tax	50200	21,623
Medicare Tax	50210	5,057
Workers Comp - Staff	50220	1,886
UI & ETT Taxes	50250	5,548
Other Payroll Expenses	50251	942
Employee Benefits	50300	56,142
Employer 403(B) Contributions	50403	12,098
Total Personnel		444,859
Non-Personnel		
Mileage	51100	1,513
Conferences/Staff Development	51200	6,097
Meeting Expenses	51230	1,676
Rent	52100	35,706
Telephone	52200	1,624
Furniture/Fixtures	52300	2,140
Office Equipment	52330	864
Leased Equipment	52350	2,847
Repair & Maintenance	52360	550
Outreach/Recruitment	53300	9,881
Office Supplies	53400	5,271
Subscriptions/Dues/Memberships	53600	17,380
Insurance	53900	5,402
Professional Services	54100	7,474
Total Non-Personnel		98,425
Total Expenditures		543,285

SELACO WDB

Statement of Functional Expenses - TR - 0212 Other Program Costs

From 7/1/2024 through 6/30/2025

	Employment Training Panel	WIOA Youth	WIOA Rapid Response / Lay-Off Aversion	Transitional Subsidized Employment (TSE)	Other Funds	Total
Personnel						
Salaries & Wages	101,338	348,664	107,165	17,882	228,570	803,618
Payroll Taxes/WC	9,642	31,767	9,767	1,967	21,767	74,910
Employee Benefits	7,804	57,743	14,712	8,061	56,687	145,007
Total Personnel	118,783	438,174	131,644	27,910	307,023	1,023,534
Non - Personnel						
Mileage	583	1,529	218	236	2,159	4,725
Conferences/Staff Development	2,983	21,789	6,991	6	3,813	35,582
Meeting Expenses	63	1,718	238	5	220	2,245
Rent/Utilities	10,072	36,672	9,182	1,945	119,509	177,379
Telephone	537	1,649	378	89	5,684	8,336
Furniture/Equipment	1,907	5,081	1,341	109	1,230	9,667
Repair & Maintenance	182	883	230	39	1,253	2,588
Outreach/Recruitment	0	1,125	0	0	413	1,538
Supplies	1,771	5,148	1,011	208	2,488	10,626
Subscriptions & Dues	3,295	11,291	987	272	3,161	19,006
Insurance	1,224	4,928	898	173	3,327	10,549
Consulting	2,050	7,044	2,755	134	3,106	15,090
Interest Expense	0	0	0	0	125	125
Legal Payments	0	0	0	0	0	0
Total Non-Personnel	24,665	98,859	24,228	3,216	146,487	297,455
Total Expenditures	143,449	537,032	155,872	31,127	453,510	1,320,990

SELACO WDB
Statement of Functional Expenditures
From 7/1/2024 through 6/30/2025
*** Preliminary ****

Line Item Description	Current Period Actual	Budget	Budget Variance	Total Budget Remaining (%)
PERSONNEL COSTS				
Salaries/Wages	2,804,066	2,950,521	146,456	5.0%
Payroll Taxes/WC	261,027	278,679	17,651	6.3%
Employee Benefits	615,100	641,210	26,110	4.1%
TOTAL PERSONNEL COSTS	3,680,193	3,870,410	190,217	4.9%
NON-PERSONNEL COSTS				
Mileage	6,675	10,000	3,325	33.2%
Conference/Staff Development	69,084	135,836	66,752	49.1%
Meeting Expenses	11,928	25,000	13,072	52.3%
Rent/Utilities	384,456	381,304	(3,152)	-0.8%
Telephone	20,121	26,100	5,979	22.9%
Furniture & Equipment	47,667	65,000	17,333	26.7%
Repair & Maintenance	7,166	17,000	9,834	57.8%
Outreach/Recruitment	13,016	40,000	26,984	67.5%
Supplies	49,471	55,000	5,529	10.1%
Subscriptions/Dues/Memberships	103,387	97,000	(6,387)	-6.6%
Insurance	38,064	40,500	2,436	6.0%
Professional Fees	102,431	135,000	32,569	24.1%
Legal Fees	(44,765)	-	44,765	0.0%
Interest Expense/Miscellaneous	(116)	3,000	3,116	103.9%
TOTAL NON-PERSONNEL COSTS	808,586	1,030,740	222,155	21.6%
TOTAL IN-HOUSE COSTS	4,488,779	4,901,151	412,372	8.4%
TRAINING & SUPPORT SERVICES				
Vendor Training Payments (Classroom/OJT/IWT)				
Employment Training Panel (ETP)	243,984	283,859	39,876	14.0%
Hired LA Program	42,291	168,000	125,709	74.8%
LA County - Homeless Initiative (Measure H)	3,990	10,000	6,010	60.1%
Prison to Employment (P2E)	8,722	8,722	0	0.0%
Regional Equity and Recovery Partnership (R)	36,042	40,850	4,808	11.8%
WIOA Adult	696,165	831,886	135,721	16.3%
WIOA Dislocated Workers	47,254	78,027	30,773	39.4%
WIOA Youth	29,760	65,328	35,568	54.4%
Non-WIOA Training Expenditures	547,428	547,428	-	0.0%
Subtotal	1,655,636	2,034,100	378,465	18.6%

SELACO WDB
Statement of Functional Expenditures

From 7/1/2024 through 6/30/2025

*** Preliminary ****

Line Item Description	Current Period Actual	Budget	Budget Variance	Total Budget Remaining (%)
Cost Reimbursements / Contracted Services				
Day Care Pre-School / Renovation	4,456,883	5,294,607	837,723	15.8%
Employment Training Panel (ETP)	-	30,000	30,000	100.0%
Gateway Cities' Homeless Employment Prg	-	10,000	10,000	100.0%
Hired LA Program	3,600	65,000	61,400	94.5%
LA County - Youth @ Work	398,470	591,085	192,615	32.6%
LA County - Homeless Initiative (Measure H)	834	15,000	14,167	94.4%
Regional Equity and Recovery Partnership (RE)	1,334	12,833	11,500	89.6%
WIOA ETPL Delegation Services	5,000	5,000	0	0.0%
WIOA Youth	280,541	795,241	514,700	64.7%
WIOA One-Stop Operator	2,050	50,000	47,950	95.9%
WIOA Security Guard	55,005	59,321	4,316	7.3%
Subtotal	5,203,716	6,928,086	1,773,561	25.6%
Work Experience / Skillz Menu Program				
Hired LA Program	18,334	20,000	1,666	8.3%
LA County - Youth @ Work	36,312	142,016	105,704	74.4%
LA County - Homeless Initiative (Measure H)	22,202	59,400	37,198	62.6%
Prison to Employment (P2E)	5,746	5,857	112	1.9%
Regional Equity and Recovery Partnership (RE)	-	6,361	6,361	100.0%
WIOA Adult	23,345	89,297	65,951	73.9%
WIOA Youth	182,984	278,671	95,688	34.3%
Subtotal	288,922	601,603	312,680	52.0%
Training Supplies				
WIOA Adult	6,224	5,000	(1,224)	-24.5%
WIOA Dislocated Workers	390	2,000	1,610	80.5%
WIOA Youth	3,896	5,000	1,104	22.1%
Subtotal	10,509	12,000	1,491	12.4%
Direct Support Payments				
Gateway Cities' Homeless Employment Prg	1,353	3,052	1,699	55.7%
LA County - Youth @ Work	-	5,720	5,720	100.0%
LA County - Homeless Initiative (Measure H)	1,982	2,000	18	0.9%
Hired LA Program	5,407	5,000	(407)	-8.1%
Prison to Employment (P2E)	4,415	4,415	0	0.0%
WIOA Adult	31,384	50,000	18,616	37.2%
WIOA Dislocated Workers	4,267	15,000	10,733	71.6%
WIOA Youth	16,400	30,000	13,600	45.3%
Subtotal	65,208	115,187	49,979	43.4%
TOTAL TRAINING & SUPPORT SVCS	7,223,990.36	9,690,975	2,516,176	26.0%
GRAND TOTAL	11,712,769	14,592,126	2,928,547	20.1%

**SELACO WDB
Balance Sheet
6/30/2025**

*** Preliminary ***

	Employment Training Panel (ETP)	Preschool & Facilities Revolving Funds	Transitional Subsidized Employment (TSE)	WIOA Adult	WIOA Dislocated Workers	WIOA Youth	WIOA Rapid Response / LOA	Other Grants	General Funds	Pools	Total
Assets											
Cash & Cash Equivalents	85,533	6,765,336	19,658	(320,064)	(72,946)	(378,458)	-	76,447	147,733	230,526	6,553,765
Petty Cash	-	-	-	-	-	-	-	-	-	5,000	5,000
Accounts Receivable	15,893	-	-	19,196	-	-	-	74,843	-	-	109,931
Prepaid Expenses	-	-	-	-	-	-	-	-	-	-	-
Advance to CBOs	-	-	-	-	-	-	-	-	-	-	-
Deposit	-	9,100	-	-	-	-	-	-	-	20,238	29,338
Due from Other Fund	-	-	-	-	-	4,639	-	-	358,097	-	362,736
Fixed Assets	-	1,005,713	-	-	-	-	-	-	-	-	1,005,713
Accumulated Depreciation	-	(1,005,713)	-	-	-	-	-	-	-	-	(1,005,713)
Total Assets	101,426	6,774,436	19,658	(300,868)	(72,946)	(373,819)	-	151,290	505,830	255,764	7,060,770

	Employment Training Panel (ETP)	Preschool & Facilities Revolving Funds	Transitional Subsidized Employment (TSE)	WIOA Adult	WIOA Dislocated Workers	WIOA Youth	WIOA Rapid Response / LOA	Other Grants	General Funds	Pools	Total
Liabilities and Net Assets											
Liabilities											
Accounts Payable	216,237	170	76	5,022	520	116,866	-	36,557	258	18,976	394,681
Accrued Expenses	1,405	10,889	376	40,219	11,470	34,617	-	11,665	-	105,198	215,839
Capital Lease Payable	-	-	-	-	-	-	-	-	-	-	-
Due to LA ECE - Credit Line	-	-	-	-	-	-	-	-	-	-	-
Due to Companies (ETP)	-	-	-	-	-	-	-	-	-	-	-
Due to Department of Education	-	9,100	-	-	-	-	-	-	-	-	9,100
Due to EDD	-	-	-	-	-	-	-	-	-	29,115	29,115
Due to ETP	-	-	-	-	-	-	-	-	-	-	-
Due to Toastmasters Intl	-	-	-	-	-	-	-	-	-	-	-
Due to CSS	-	-	-	-	-	-	-	-	-	-	-
Due to Vendors (ETP)	-	-	-	-	-	-	-	50	-	-	50
Due to Other Fund	136,407	-	13,584	23,067	-	-	-	185,039	-	4,639	362,736
Payroll Clearing	-	-	-	-	-	-	-	-	-	97,835	97,835
Revenues Received in Advance	113,215	6,824,040	-	-	-	3,639	-	1,332	-	-	6,942,226
Suspended Account	-	-	-	-	-	-	-	-	-	-	-
Total Liabilities	467,264	6,844,199	14,036	68,308	11,990	155,121	-	234,643	258	255,764	8,051,583
Net Assets											
Current YTD Net Income	(293,676)	(87,783)	(78,437)	(369,171)	(84,936)	(528,946)	-	(86,029)	77,643	-	(1,451,335)
Unrestricted	(72,161)	18,021	84,058	(6)	-	6	-	2,675	427,930	-	460,522
Total Net Assets	(365,838)	(69,763)	5,622	(369,176)	(84,936)	(528,940)	-	(83,354)	505,572	-	(990,812)
Total Liabilities and Net Assets	101,426	6,774,436	19,658	(300,868)	(72,946)	(373,819)	-	151,290	505,830	255,764	7,060,770



Operations Report

12TH REPORT OF PY 2024 – PY 2025

JULY 1, 2024 – JUNE 30, 2025

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PURPOSE

The Southeast Los Angeles County Workforce Development Board (SELACO WDB) respectfully submits the sixth Program Operations Report for the program year 2021-2022. This report reflects the various grants and services offered to our local job seekers and employers. This report includes information on America's Job Center of California Activity, Adult Programs, Youth Programs, Employer Services, Special and Regional Programs. The report will reflect performance and activity requirements of our funding entities.



At the recent CWA conference – WORKCON2025 held in Orange County, our dedicated SELACO WDB team members, Yolanda Castro, Adam Von Heeder, and Tammy Ferranti-Lansdown, showcased their expertise and commitment to advancing innovative workforce strategies centered around artificial intelligence (AI). Their presentation not only highlighted the significant progress made in implementing a sector strategy focused on AI but also fostered a spirit of collaboration among numerous workforce colleagues present. This initiative represents a pivotal step towards empowering job seekers and enhancing workforce capabilities in our region, and we encourage local businesses and individuals to embrace the vast opportunities that these technological advancements bring.

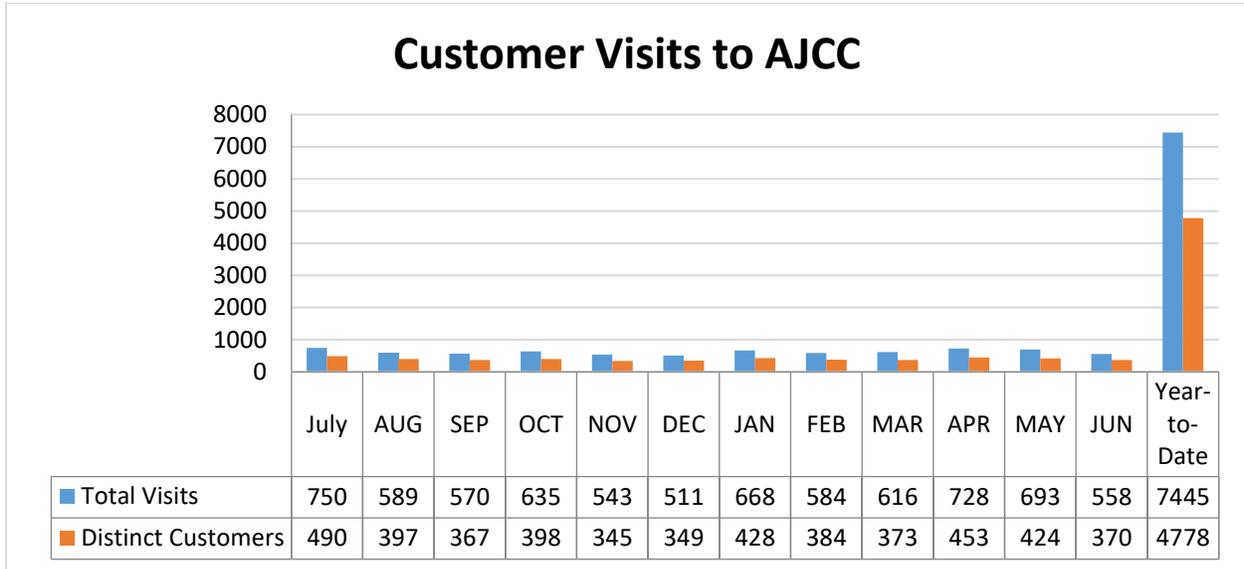
In 2024, SELACO WDB proudly teamed up with the CWA to dive into the fascinating world of artificial intelligence (AI) integration across various industries, pinpointing the essential skills employers are seeking and crafting innovative training strategies to meet these demands. The Sector Partnership Advisory Committee (SPAC), which includes private sector companies, local government agencies, and educational institutions, has supported the creation of a business focus group, a panel of industry experts, and a job seeker focus group. These initiatives aim to gather information on the increasing use of artificial intelligence in industry, what businesses need to know for effective governance of AI, and the training required to prepare job seekers for working in AI-integrated environments.

The objective of the WORKCON workshop was to share the process used by the SELACO WDB team to hear the voice of the customer, identify key focus areas for establishing a sector strategy, and highlight the benefits of engaging with industry to streamline workforce resources. Additionally, the workshop aimed to ensure that job seekers are adequately prepared for emerging industries.

IN-THE-KNOW WITH SELACO

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

Program Year 2024 – 2025

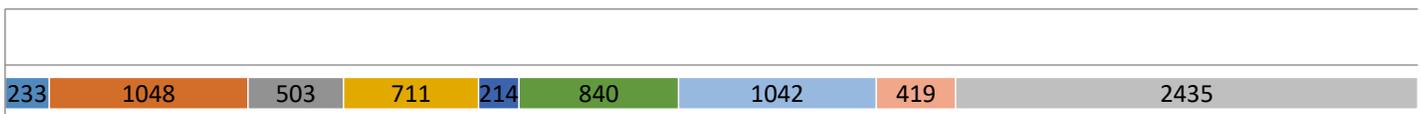


Program Year 2023 – 2024

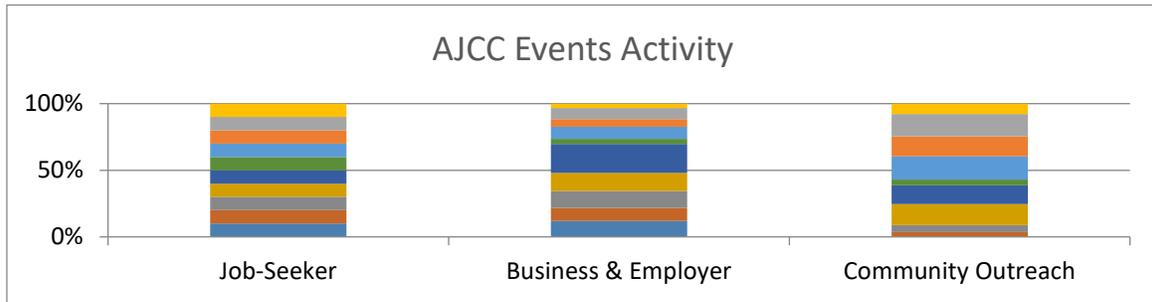
	July	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Year-to-Date
Total Visits	561	640	636	709	629	506	653	625	638	635	754	769	7755
Distinct customers	374	381	391	422	392	374	659	397	409	403	488	498	5188

Customer Visits by City

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



EVENTS



ADULT JOB SEEKER PROGRAMS

EVENTS

JOB SEEKER EVENTS	DESCRIPTION
Virtual Job Club	Partnered with Microsoft to host a LinkedIn presentation
Virtual Youth Workshops	Virtual workshops for youth focused on job readiness, job preparation, interview skills, and resume building
Reemployment Services and Eligibility Assessment (RESEA)	EDD host a workshop to Review of job search activity and sharing of resource information.
Job Interview Preparation and Practice Workshop	It is the interview that lands the job offer, NOT the résumé. Ease those Job Interview jitters with preparation and practice.
Be a Super Star Employee Workshop	This workshop offers an opportunity to learn how to become the employee that you would be proud to be.
Career Academy for Targeted Sectors (CATS)	Virtual bootcamp for young adults, allowing them the opportunity to establish a career pathway.
BUSINESS & EMPLOYER EVENTS	DESCRIPTION
Rise Above” Men’s Mental Health Awareness Fair	Resource Fair
La County Sherriff’s Department	Recruitment
Malabar Networking Mixer	Chamber Networking event
Candy Kravin’s and More	Ribbon Cutting Event
Building Veteran Connections	Chamber Networking Event
Norwalk Coffee and Conversations	Chamber Networking Event
Creative Imagery – Ribbon Cutting	Ribbon Cutting Event
Del Valle Park	Lakewood City Networking and Resource Mixer
OUTREACH EVENTS	DESCRIPTION
Artesia Highschool	Boots on Ground – Artesia
Western States Carpenters Grand Opening	Boots on Ground – Grand Opening event
Help Shape AI in Workforce Development	Boots on Ground – Event in Carson
Norwalk CAP	Boots on Ground – Event in Norwalk
Hawaiian Gardens CAP	Boots on Ground – Event in Hawaiian Gardens

WIOA ADULT

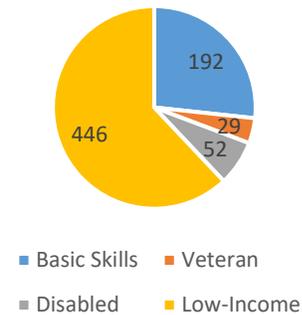
To prepare workers -- particularly individuals with barriers to employment -- for good jobs by providing job search assistance and training. The Adult Program provides an emphasis on serving public assistance recipients, other low-income individuals, and individuals who are low-skilled.

WIOA PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Negotiated PY 24/25	Q1 PY 24/25	Q2 PY 24/25	Q3 PY 24-25	Q4 PY 24-25
Employed 2 nd Quarter after Exit	67.5%	71.8%	67.2%	66.9%	48%
Employed 4 th Quarter after Exit	65.5%	63.2%	66.3%	63.9%	49.8%
Median Earnings	\$7,622	\$8,202.36	\$9,141.28	\$10,359.51	\$10,552.06
Credential Rate	66.0%	85.7%	87.9%	86.9%	86.7%
Measurable Skill Gain (MSG)	73.0%	53.8%	82.7%	82.0%	87.2%

Activity Breakdown	
Carryover	191
Enrollments	351
Exits	254
Employed at Closure	67
Program Services	
Occupational Skills Training	89
On the Job Training	2
Transitional Jobs	8
Supportive Services	191
Follow-up Services	143

Priority Population



WIOA Adult Enrollment by City

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



WIOA DISLOCATED WORKER (DW)

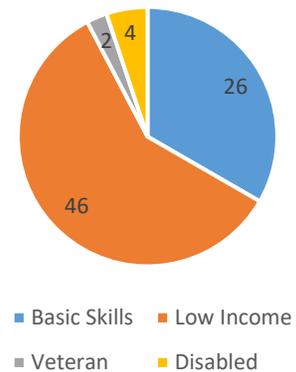
To prepare workers -- particularly individuals recently separated from employment -- for good jobs by providing job search assistance and training. The Dislocated Worker Program provides an emphasis on serving transitioning veterans, homemakers, recently unemployed, and struggling independent business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

WIOA PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Negotiated PY 23/24	Q1 PY 24/25	Q2 PY 24/25	Q3 PY 24/25	Q4 PY 24/25
Employed 2 nd Quarter after Exit	71.0%	100%	75.8%	76.9%	54.9%
Employed 4 th Quarter after Exit	71.8%	71.4%	67.9%	70.8%	43.8%
Median Earnings	\$9,800	\$11,478.98	\$11,264.90	\$12,526.26	\$12,313.52
Credential Rate	75.4%	100%	87.5%	91.7%	100%
Measurable Skill Gain	78.0%	84.6%	83.3%	89.3%	100%

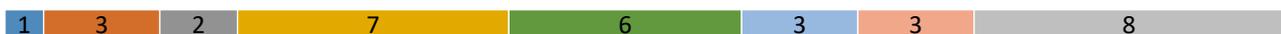
Activity Breakdown	
Carryover	28
Enrollments	33
Exits	26
Employed at Closure	12
Program Services	
Occupational Skills Training	9
On the Job Training	0
Supportive Services	38
Follow-up Services	24

Priority Population



WIOA Dislocated Worker Enrollment by City

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



TRANSITIONAL SUBSIDIZED EMPLOYMENT (TSE)

The TSE program is a program in collaboration with the South Bay Workforce Development Board that provides individuals the opportunity to gain the skills and hands on experience needed to transition into their next job and/or career. The program also gives companies a chance to give back to the community and provide opportunities for individuals to gain access into the workforce. SELACO WDB's role in bridging the gap between both parties is to help meet employer's workforce needs by providing qualified, pre-screened applicants.

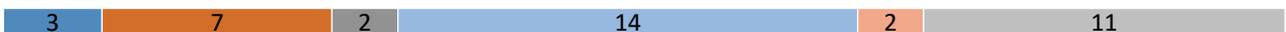
TSE PERFORMANCE INDICATORS PER QUARTER

TSE Performance Measures PY 24/25	Allocations	Goal	Actual
Projected Enrollments	45	45	39
Exit and Follow-up 6 Months After Exit	45	45.	58

Carryover
44

TSE WEX PLACEMENT BY CITY

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



WIOA YOUTH SELACO

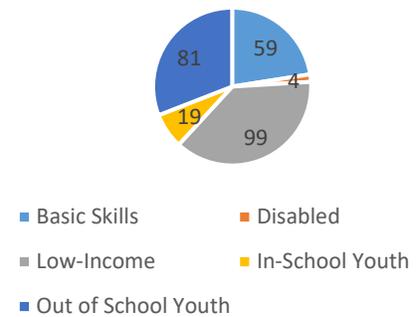
To prepare youth (ages 14-24) with barriers to employment – for good jobs by providing career exploration and training. The Youth Program provides an emphasis on serving public assistance recipients, other low-income individuals, basic skills deficient, pregnant or parenting young, foster youth, and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

WIOA PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Negotiated PY 23/24	Q1 PY 24/25	Q2 PY 24/25	Q3 PY 24/25	Q4 PY 24/25
Employed or Placed in Education 2 nd QT after Exit	72.0%	75.0%	79.1%	78.98%	44.6%
Employed or Placed in Education 4 th QT after Exit	69.6%	69.2%	68.4%	71.1%	53.5%
Median Wage	\$4,500	\$5,933.31	\$6,933.19	\$6,142.41	\$5,779.75
Credential Rate	61.0%	100.0%	100.0%	100.0%	100.0%
Measurable Skills Gain	80.0%	2.9%	48.5%	34.2%	44.1%

Out-of-School Activity Breakdown	Actual
Carryover	61
Enrollments	64
Exits	41
Employed/ Placed at Closure	3
Program Services	
Occupational Skills Training	15
Enrolled in Secondary Education	4
Work Experience	31
Supportive Services	108
Follow-up Services	8

Priority Population



WIOA Youth Enrollment By City

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



WIOA YOUTH ABC

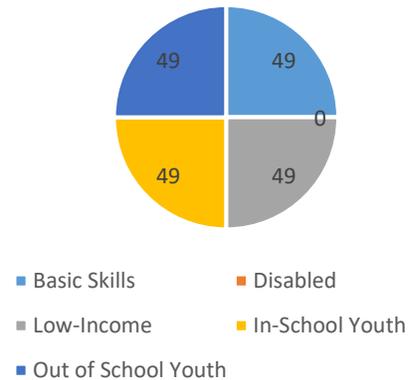
To prepare youth (ages 17-21) with barriers to employment – for good jobs by providing career exploration and training. The Youth Program provides an emphasis on serving public assistance recipients, other low-income individuals, basic skills deficient, pregnant or parenting young, foster youth, and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

WIOA PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Negotiated PY 23/24	Q1 PY 24/25	Q2 PY 24/25	Q3 PY 24/25	Q4 PY 24/25
Employed or Placed in Education 2 nd QT after Exit	72.0%	75.5%	56.0%	45.9%	19.8%
Employed or Placed in Education 4 th QT after Exit	69.6%	51.8%	53.5%	53.1%	56.0%
Median Wage	\$4,500	\$3,464.43	\$3,149.74	\$2,569.82	\$1,720.38
Credential Rate	61.0%	66.1%	73.0%	72.2%	77.6%
Measurable Skills Gain	80.0%	100.0%	94.1%	77.6%	100%

In-School Activity Breakdown	Actual
Carryover	45
Enrollments	49
Exits	0
Employed/ Placed at Closure	0
Program Services	
Enrolled in Secondary Education	10
Work Experience	48
Supportive Services	49
Follow-up Services	0

Priority Population



WIOA Youth Enrollment By City

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



WIOA YOUTH HAWKEYE

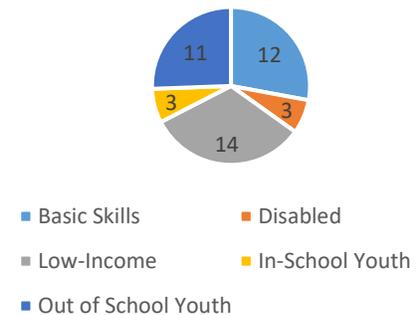
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WIOA PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Negotiated PY 23/24	Q1 PY 24/25	Q2 PY 24/25	Q3 PY 24/25	Q4 PY 24/25
Employed or Placed in Education 2 nd QT after Exit	72.0%	N/A	N/A	N/A	N/A
Employed or Placed in Education 4 th QT after Exit	69.6%	N/A	N/A	N/A	N/A
Median Wage	\$4,500	\$0.00	N/A	N/A	N/A
Credential Rate	61.0%	N/A	N/A	N/A	N/A
Measurable Skills Gain	78.0%	N/A	50.0%	20%	36.4%

In-School & Out of School Activity Breakdown	Actual
Carryover	0
Enrollments	15
Exits	1
Employed/ Placed at Closure	0
Program Services	
Enrolled in Secondary Education	6
Work Experience	7
Supportive Services	28
Follow-up Services	0

Priority Population



WIOA Youth Enrollment By City

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



YOUTH@WORK

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

YOUTH@WORK ENROLLMENT GOALS

Agency	CalWORKs		Foster		JJCPA		Other Under Served Youth (OUSY)		System Involved Youth (SIY)		TOTAL	
	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual
City of Hawaiian Gardens	15	8	N/A	N/A	N/A	N/A	35	32	20	19	70	59
Artesia	N/A	N/A	N/A	N/A	N/A	N/A	20	19	N/A	N/A	20	19
ABCUSD	15	12	N/A	N/A	N/A	N/A	30	30	20	13	65	55
SELACO	10	1	15	5	4	0	5	4	5	4	25	14

Progress	CalWORKS	Foster	JJCPA	OUSY	SIY	Total
Enrollments	21	5	0	85	36	147
Exits	21	5	0	85	36	147

**Closeout Numbers for PY24-25*

Youth@Work Enrollment by City

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



BRIDGE TO WORK

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

BRIDGE TO WORK PERFORMANCE INDICATORS PER QUARTER

B2W Projected Goals	Goal	Actual
Projected Enrollments	11	0
Exits	11	0

PY23-24 Carryover
4

Bridge to Work Enrollment by City

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

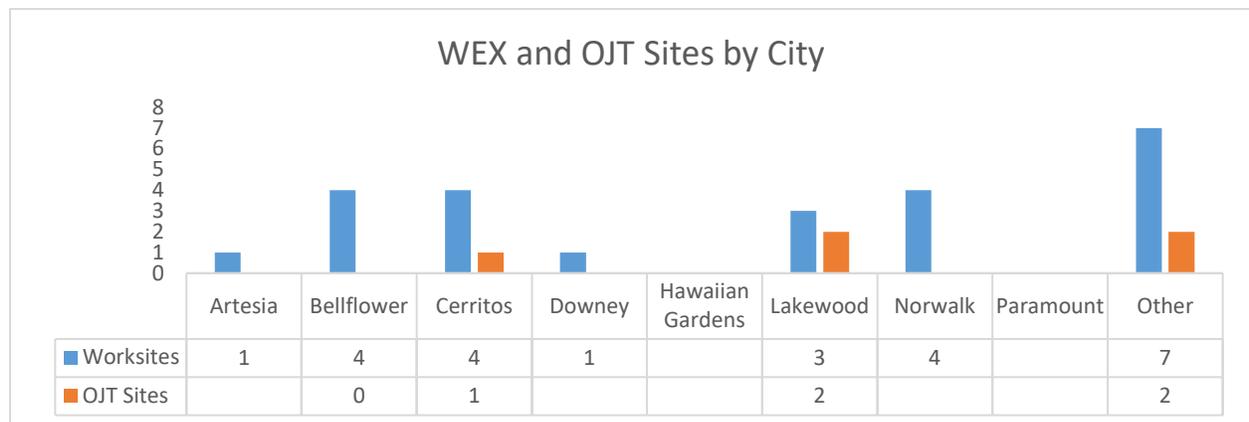


BUSINESS SERVICES

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

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

Activity Breakdown	
Job Fairs/ Special Recruitments	23
Job Development	2
Resume Referral	35
Candidate Pre-screening	0
Employer Networking	144
Referral to Community Services	46
Tax Credit Program Awareness	44
Rapid Response	5
Lay-off Aversion	0
Total	299



BUSINESS NEEDS ASSESSMENT

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

Business Needs Assessment					
Goal: 100			Actual: 155		
Completed: 155			Outcome: 198		
Industry		Type of Need		Results	
Construction	10	Recruitment and hiring	98	Recruitment and hiring	5
Healthcare	24	Upskills training for current employees.	8	Upskills training for current employees.	2
Hospitality	47	Subsidized wages for new employees/ trainees	35	Subsidized wages for new employees/ trainees	15
Information Technology (IT)	1	Layoff prevention and aversion	4	Layoff prevention and aversion	1
Logistics	8	Tax Incentives	0	Tax Incentives	20
Manufacturing	6	Other:	10	Other:	155
Other:	59				

Business Needs Assessment

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



EMPLOYER TRAINING PANEL (ETP)

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

Eligible Training Panel (ETP)		
ET-24-0162 (Contract Term: 2023-2025)		
	Planned	Actual
Enrollments	405	458
Completions	405	458
Retention	380	457

SPECIAL AND REGIONAL PROGRAMS

CHILD DEVELOPMENT PROGRAM REGIONAL SUPPORTIVE SERVICES 3.0

Facilities	Planned Enrollments	Actual Enrollments
A. J. Padelford Child Development Center 11922 169 th Street, Artesia, CA 90701 Center Director: Liz Quintanilla Phone Number: (562) 926-2427	18	24
Artesia Child Development Center 18730 Clarkdale Avenue, Artesia, CA 90701 Center Director: Malajat Raja Phone Number: (562) 653-0290	60	70
Bellflower Child Development Center 447 Flower Street, Bellflower, CA 90706 Center Director: Regina Mayo Phone Number: (562) 804-7990	20	37
Bellflower II Child Development Center 14523 Bellflower Blvd., Bellflower, CA 90706 Phone Number: (562) 867-8399	47	63
Lakewood Child Development Center 5225-A Hayter Avenue, Lakewood, CA 90712 Center Director: Maria Navarro Phone Number: (562) 531-9440	28	53
Maywood Child Development Center 4803 58 th Street, Maywood, CA 90270 Center Director: Silvia Guzman Phone Number: (323) 560-5656	33	51
Norwalk Child Development Center 14000 San Antonio Drive, Norwalk, CA 90650 Center Director: Silvia Guzman Phone Number: (562) 864-1958 ++0	28	40
Total	234	338

COUNCIL OF GOVERNMENTS (COG) - HOMELESS EMPLOYMENT PROGRAM

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

The role of each partner:

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

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

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

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

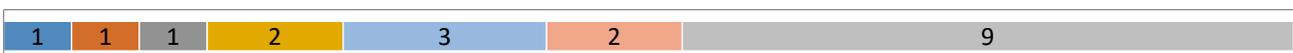
Referral Activity		
	Planned	Actual
Referrals to SHARE	N/A	6
Referrals from SHARE	N/A	21
Enrollments	50	29

PY23-24 Carryovers
8

Enrollment Activity		
	Planned	Actual
Attended a Job Search Workshop	20	2
Completed Individual Service Plan	50	11
Internships	8	0
Secured Part-time Employment	3	1
Secured Full-time Employment	28	7
Retained Employment (3-months)	23	7
Increased wages	40	0

COG Home Enrollment by City

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



REGIONAL EQUITY AND RECOVERY PARTNERSHIP (RERP)

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

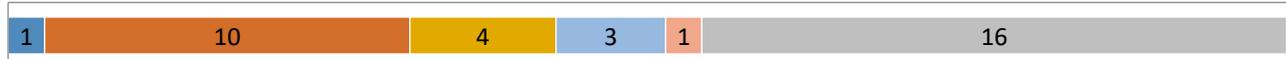
Contract Term April 18, 2023 – October 31, 2025

RERP PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Planned	Actual
New Enrollment	35	35
Individuals in Training	35	27
Individuals Completed Training	30	27
Attained Industry Recognized Certificate or Credential	30	27
Employment Obtained	30	8

RERP Enrollment by City

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



PRISON TO EMPLOYMENT – P2E

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

Contract Term April 4, 2023 – December 31, 2025

P2E INITIATIVE PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Planned	Actual
New Enrollment	26	27
Individuals in Training	9	10
Individuals Completed Training	8	8
Attained Industry Recognized Certificate or Credential	8	8
Placement in Postsecondary Education	1	0
Placement in State Approved Apprenticeship	3	1
Employment	16	16

P2E Enrollment by City

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



HOME INITIATIVE - HOME

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

HOME INITIATIVE PERFORMANCE INDICATORS PER QUARTER

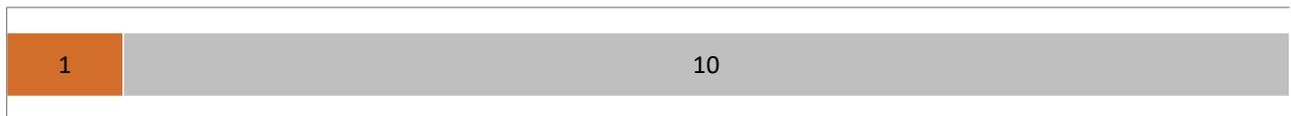
Performance Measure	Planned	Actual
New Enrollment	15	11
WIOA Co-enrollments	11	11
Placements	11	5
Exits	N/A	9

Program Services	Planned	Actual
Follow-up Services	11	0
On the job Training	7	0
Transitional Jobs	8	6
Supportive Services	N/A	9

PY23-24 Carryovers
8

HOME Enrollment by City

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



HELPING JUSTICE-INVOLVED EMPLOYMENT - HIRE

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

Key focus areas include:

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

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

HOME INITIATIVE PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Planned	Actual
New Enrollment	60	35
Enrolled In Training	24	0
Completed Training	19	0
Attained Industry-Identified Certificate or Degree	19	0

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

HIRE Enrollment by City

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



GLOSSARY OF TERMS

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



MEMORANDUM

DATE: July 24, 2025

TO: SELACO WDB Board of Directors

FROM: Yolanda L. Castro, Executive Director 

RE: Approval of Policy: Alternate Pick-Up of Participant Checks, Supportive Services Item or Forms

The purpose of this memo is to seek the Board's approval for the adoption of a formal **alternate pick-up policy**, which outlines the conditions under which a third party may pick up paid Work Experience (WEX) checks, support service checks/items, or documentation on behalf of a participant.

In the course of service delivery, there are instances where participants are unable to personally pick up WEX checks, forms or supportive services items due to scheduling conflicts, transportation issues, or personal emergencies. While such accommodations have historically been handled on a case-by-case basis, the absence of a formal policy presents compliance and accountability challenges.

The proposed policy aims to establish a clear, documented process for designating an alternate individual to collect a participant's check, supportive services item, or documentation, thereby safeguarding program integrity while accommodating participant needs.

Action Required:

Review, approve and adopt the new policy titled Alternate Pick-up of Participant Checks, Supportive Services Item, or Forms.

Attachment:

Draft Policy – Alternate pick-up of Participant Checks, Supportive Services Item, or Forms.

ALTERNATE PICK-UP OF PARTICIPANT CHECKS AND SUPPORT SERVICE ITEMS POLICY

Board Approval:

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

PURPOSE

This policy establishes the conditions under which a participant of the Southeast Los Angeles County Workforce Development Board (SELACO WDB) may authorize another individual to pick up a check, support services items, or documentation on their behalf when they are unable to do so personally. This is intended to ensure participant access to financial resources while maintaining the integrity and security of the distribution process.

SCOPE

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

POLICY

As part of SELACO WDB's standard business practices, participants may authorize a designated individual to pick up a check, support services item, or documentation on their behalf under specific, verifiable circumstances, including but not limited to:

- Incarceration
- Hospitalization
- Medical or physical conditions preventing travel
- Temporary confinement or institutionalization
- Emergency situations resulting in inability to travel

Authorization Requirements

To allow a third party to pick up a check, the participant must submit a written authorization letter that includes the following:

- 1. Participant Information:**
 - Full name
 - Date of birth
 - Residential address
 - Contact information (phone or email)
- 2. Reason for Alternate Pick-Up:**
 - A brief explanation of the participant's inability to pick up the check in person.
- 3. Authorized Individual Information:**
 - Full name of the designated individual
 - Date of birth
 - Residential address
 - Relationship to the participant
- 4. Participant Signature:**
 - The letter must be signed by the participant.

- The authorization may be submitted via email, provided the participant's signature is included and legible.

The authorization letter does **not** grant permission to cash or deposit the check. It only authorizes the designated individual to collect the check on the participant's behalf.

Pick-Up Procedure

1. The authorized individual must present a valid, government-issued photo ID that matches the name and date of birth listed in the authorization letter.
2. SELACO WDB staff will verify the identity of the individual and the authenticity of the authorization letter before releasing the check.
3. The authorized individual will be required to sign a confirmation of receipt at the time of pick-up.
4. All documentation related to the authorization and release will be retained in the participant's file for compliance and audit purposes.

Fraud Prevention & Misuse

Staff will not release a check without full verification of the identity of the individual picking up the check and validation of the participant's written authorization. Once the check is released to the authorized individual identified in the participant's written authorization, SELACO WDB assumes no responsibility for the handling, loss, misuse, or fraudulent activity related to the check. Participants and designated individuals are responsible for ensuring the secure handling of checks once released. SELACO WDB is held harmless from any and all claims, liabilities, or damages resulting from the release of the check to the authorized party as designated by the participant.

INQUIRIES

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



MEMORANDUM

DATE: July 24, 2025

TO: SELACO WDB Board of Directors

FROM: Yolanda L. Castro, Executive Director 

RE: Submission of Application to CWDB to Serve as One-Stop Operator & 3-Month Holdover Extension for the Current One Stop Operator

Background:

At the May 22, 2025, board meeting, the Southeast Los Angeles County Workforce Development Board (SELACO WDB) received approval to re-release the Request for Proposals (RFP) for the One-Stop Operator. This decision included a commitment to thoroughly review and assess the RFP to ensure it allowed for fair and reasonable participation.

Following a comprehensive review, the Compliance Staff concluded that the RFP did not contain any restrictive language or barriers that would prevent possible bidders from submitting a proposal. Additionally, the fee schedule structure, previously noted as a possible deterrent by potential bidders was redesigned to improve its appeal based on feedback from prior procurement cycles.

The updated procurement was re-released on June 30, 2025.

State Coordination and Compliance:

In accordance with the Board's approval, SELACO WDB informed the SELACO WDB's State Regional Advisor of the failed initial procurement and sought technical assistance to ensure compliance moving forward. To avoid non-compliance with WIOA requirements regarding the designation of a One-Stop Operator by July 1, 2025, SELACO WDB secured a 3-month holdover extension with the current One-Stop Operator.

Concurrently, we requested guidance from the California Workforce Development Board (CWDB) on submitting an application to serve as our own One-Stop Operator. This step is being considered as a contingency plan in the event that the current procurement does not result in a successful award.

Request:

At this time, staff is requesting formal Board approval to:

- Proceed with the submission of an application to CWDB for SELACO WDB to serve as the One-Stop Operator, if necessary.

- Retroactively approve the temporary 3-month extension of the existing One-Stop Operator contract.

Next

If approved, SELACO WDB will:

Steps:

- Issue a public announcement of our intent to submit the one stop operator application.
- Finalize and submit the application packet to CWDB.
- Continue monitoring the current RFP for any potential responsive bidders before finalizing a self-operator designation.

Action Required:

The SELACO WDB is requesting Board approval to:

1. Submit an application to the California Workforce Development Board (CWDB) for SELACO WDB to serve as its own One-Stop Operator, in alignment with WIOA guidelines and issue a public notice.
2. Retroactively approve the 3-month extension of our current One-Stop Operator agreement to ensure compliance during the procurement transition period.



MEMORANDUM

DATE: July 24, 2025

TO: SELACO WDB Board of Directors

FROM: Yolanda L. Castro, Executive Director 

RE: Approval of Update to the SELACO WDB's Property-Purchasing, Inventory, and Disposal Policy

The Southeast Los Angeles County Workforce Development Board (SELACO WDB) is seeking board approval to update the SELACO WDB's Policy: Property-Purchasing, Inventory, and Disposal to align with recently updated federal guidance increasing the capitalization threshold for equipment disposition from \$5,000 to \$10,000.

On May 29, 2025, the SELACO WDB received official notification from the Chief of Workforce Services at the California Employment Development Department (EDD), advising all Local Workforce Development Areas to update their local property policies. Local Areas were instructed to adhere to this updated federal guidance in the absence of a revised state directive. The notification, delivered via formal email, serves as the interim directive pending an official update to the state's Property-Purchasing, Inventory, and Disposal Directive (WSD 16-10).

The EDD Workforce Services Branch (WSB) Policy Unit is in the process of updating the relevant directive to formally reflect the change. In the meantime, local compliance must be ensured by incorporating the updated thresholds into SELACO WDB's internal policy.

Action Required:

Approve the revision to the SELACO WDB's Property-Purchasing, Inventory, and Disposal Policy to reflect the updated federal capitalization thresholds for equipment disposition of \$10,000.

Attachment: SELACO WDB's Property-Purchasing, Inventory and Disposal Policy

PROPERTY: PURCHASING, INVENTORY & DISPOSAL

Board Approval: 8/24/2017

Revised: Proposed for Board Approval 7/24/2025

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

PURPOSE

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

PURPOSE

This policy applies to all programs operated under WIOA funds.

REFERENCES

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

BACKGROUND

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

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

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

POLICY & PROCEDURES

Purchase Considerations

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

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

Budget Plans

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

Cost Sharing Information

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

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

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

Leasing Considerations

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

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

Capital Assets and Construction Costs

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

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

Intangible and Intellectual Property

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

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

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

Inventory Records:

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

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

Disposition:

For equipment with a residual fair market value of \$5,000 or more, a current fair market value of \$10,000 or less (per unit) may be retained, sold, or otherwise disposed of with no further responsibility to the Federal agency or pass-through entity. SELACO WDB shall utilize the following guidelines:

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

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

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

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

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

For property with fair market value of less than ~~\$5,000~~ \$10,000 SELACO WDB may retain, sell or dispose of the property and the transaction does not need to be reported, however a disposition must be approved by the Executive Director in writing and a record must be kept for any transaction.

DEFINITIONS

Equipment—tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or ~~\$5,000~~ \$10,000 (Uniform Guidance Section 200.33).

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

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

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

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

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

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

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

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

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



MEMORANDUM

DATE: July 24, 2025

TO: SELACO WDB Board of Directors

FROM: Yolanda L. Castro, Executive Director 

RE: Approval to Enter into Agreement with Engage by Cell-AI-Driven Communication Platform

The Southeast Los Angeles County Workforce Development Board (SELACO WDB) is seeking Board approval to enter into an agreement with Engage by Cell at an estimated cost of \$6,171 annually, for a projected three-year period, contingent upon state prior approval.

As part of SELACO WDB's ongoing commitment to improving service delivery and enhancing communication with participants, staff has explored options for an upgraded communications platform. A comparison of three vendors: CareerHub (our current provider), Engage by Cell, and Dial My Calls was conducted to evaluate pricing, and functionality.

Based on this procurement review, the SELACO WDB has identified Engage by Cell as the most cost-effective with a non-profit discount and feature-rich option, offering a significantly improved user experience and robust AI-powered tools that support personalized, automated, and data-driven communication strategies. All services include training, support, and 24/7 reporting access.

Platform Benefits:

Engage by Cell offers a modern AI communication platform that will allow SELACO WDB to:

- Send real-time text messages and alerts to participants and staff
- Utilize AI to automate routine communication, saving staff time
- Customize messaging based on participant behavior, program milestones, or status
- Track message engagement and adjust communication strategies accordingly
- Offer mobile-responsive experiences without the need for app downloads

These capabilities directly align with our commitment to innovation, responsiveness, and improving engagement outcomes for our participants.

Next Steps:

- **State Prior Approval:**
Because the cost of the proposed agreement exceeds the \$5,000 threshold outlined in state policy, prior approval is required. The Compliance Team has submitted the necessary documentation to the State for review and is currently awaiting approval.
- **Board Approval:**
In anticipation of the state's approval, we are seeking Board authorization to proceed with the execution of a three-year agreement with Engage by Cell.
- **Agreement Execution and Implementation:**
Upon receipt of both State and Board approvals, the Compliance Team will initiate the contracting process. The target implementation date is October 1, 2025.

Action Required:

Approve the execution of an agreement with Engage by Cell for AI-driven communication services at an estimated cost of \$6,171 per year for a three-year term, contingent upon State prior approval.



MEMORANDUM

DATE: July 24, 2025
TO: SELACO WDB Board of Directors
FROM: Yolanda L. Castro, Executive Director 
RE: Approval to Release Request for Proposal (RFP) – Single Audit Services

The Southeast Los Angeles County Workforce Development Board (SELACO WDB) is seeking Board approval to release a Request for Proposal (RFP) for Single Audit Services for the SELACO WDB.

As a recipient of federal Workforce Innovation and Opportunity Act (WIOA) funds, the SELACO WDB is required to conduct an annual Single Audit in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), as outlined in 2 CFR Part 200 Subpart F.

The current agreement for audit services with Moss Levy and Hartzheim (MLH) is set to expire at the conclusion of the current audit cycle. To ensure continuity of services and maintain compliance with federal requirements, SELACO WDB is requesting approval to release a competitive RFP to procure a qualified certified public accounting firm to perform the annual Single Audit beginning with Program Year 2025-2026.

The selected firm will be responsible for conducting the annual Single Audit, preparing the audit report and financial statements, and submitting all required reports in accordance with federal and state deadlines.

Upon Board approval, the RFP will be released to ensure timely review, selection, and onboarding of a new audit firm in alignment with the upcoming audit timeline. Please see the timeline below:

Release of RFP: 10/01/2025

Bidders' Conference: 10/22/2025

Deadline for Questions: 01/16/2025

Proposal Submission Deadline: 01/30/2026

Review and Evaluation Period: 02/01/2026, through 2/27/2026

Anticipated Board Review and Award Decision: 3/26/2026

Contract Start Date (tentative): 5/01/2026

Action Required:

Approve the release of the RFP for Single Audit Services.



MEMORANDUM

DATE: July 24, 2025

TO: SELACO WDB Board of Directors

FROM: Yolanda L. Castro, Executive Director 

RE: Approval of Policy: Document Provision

The purpose of this memo is to seek Board approval for the implementation of a new Southeast Los Angeles County Workforce Development Board (SELACO WDB) Document Provision Policy that outlines SELACO WDB's procedures for responding to requests for access to participant or staff records. The policy is designed to ensure compliance with applicable federal and state regulations, including the Workforce Innovation and Opportunity Act (WIOA), the California Public Records Act (CPRA), and federal privacy standards.

SELACO WDB frequently manages and maintains confidential participant records as part of its WIOA-funded programs. While public transparency is important, there is also a legal obligation to protect personally identifiable information (PII) and other sensitive data.

This policy was developed in response to the possibility of inquiries from external entities and the need for a clear, uniform process, particularly in cases involving immigration enforcement or law enforcement agencies. The policy ensures that any request for participant or employee records is handled with careful legal review, appropriate documentation, and in alignment with applicable privacy protections and records retention requirements.

Action Required:

Review, approve and adopt the new policy titled Document Provision

Attachment:

Draft Policy – Document Provision

DOCUMENT PROVISION POLICY

Board Approval:

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

PURPOSE

This policy establishes a standardized procedure for responding to requests for access to records maintained by the Southeast Los Angeles County Workforce Development Board (SELACO WDB), in accordance with the Workforce Innovation and Opportunity Act (WIOA), federal and state regulations, and applicable public records laws. The intent is to balance transparency and accountability with the protection of personally identifiable information (PII) and the legal rights of program participants and staff.

SCOPE

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

REFERENCES

- Workforce Innovation and Opportunity Act (WIOA) Section 185
- 2 CFR 200.303, 200.336, and 200.337
- Training and Employment Guidance Letter (TEGL) 39-11 (Guidance on Handling and Protecting PII)
- California Public Records Act (CPRA)
- Family Educational Rights and Privacy Act (FERPA), when applicable
- California Civil Code §1798.24 (Information Practices Act)

POLICY

Public Records Access

SELACO WDB will comply with applicable public records laws in a manner that protects confidential information. Any request for public records must be submitted in writing and directed to the Executive Director or their designee. All requests will be reviewed to determine whether disclosure is permissible under WIOA and state/federal privacy laws.

Confidential and Personally Identifiable Information (PII)

PII of participants, employees, or applicants, including but not limited to names, SSNs, addresses, or program status shall not be disclosed without proper authorization, legal justification, or informed written consent, except where expressly required by law.

Requests from Immigration and Customs Enforcement (ICE)

SELACO WDB does not share PII or confidential information with federal immigration enforcement agencies (e.g., ICE) without a valid court order, judicial subpoena, or legal mandate.

If an immigration-related warrant, subpoena, or court order is received from ICE or any similar agency:

- Staff must not provide records or information immediately.
- The request must be referred immediately to the Executive Director and legal counsel for review.
- Human Resources will collect and secure the documents and promptly notify the Executive Director and the Local Workforce Development Area (LWDA) legal department at legal@labor.ca.gov with a copy to legal@cwdb.ca.gov.
- No action shall be taken until the legal review has been completed to determine compliance with all applicable privacy protections and due process requirements.

Employee and Participant Notifications

SELACO WDB will make reasonable efforts to notify affected individuals when their records are requested by any agency, unless prohibited by law. This includes efforts to ensure the individual has an opportunity to raise objections through appropriate legal channels, when applicable.

Retention of Documentation

All correspondence related to public records requests and any responses provided must be documented and retained according to the agency’s Records Retention Policy and in compliance with WIOA Section 185 and 2 CFR 200.334–200.337.

PROCEDURE

- All public records or third-party requests must be logged and reviewed within three (3) business days.
- Requests involving sensitive information will be routed through the Executive Director.
- Legal counsel will be consulted on any request that may conflict with privacy or immigration status protections.
- A formal response will be issued to the requesting party, documenting the scope and outcome of the request.

TRAINING

All SELACO WDB staff and partners shall be trained on this policy, and upon hire, to ensure consistent handling of document requests and to reinforce awareness of confidentiality obligations under WIOA.

POLICY REVIEW

This policy will be reviewed and updated as laws and federal/state guidance evolve.

INQUIRIES

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



MEMORANDUM

DATE: July 24, 2025

TO: SELACO WDB Board of Directors

FROM: Yolanda L. Castro, Executive Director 

RE: Approval of SELACO WDB Budget for Program Year 2025-2026

Attached for your review and approval is the Southeast Los Angeles County Workforce Development Board's (SELACO WDB) budget for Program Year (PY) 2025-2026.

The success of our "Boots on the Ground" initiative demonstrates staffs continued dedication and commitment to maintain a strong momentum in implementing outreach and engagement strategies. This proactive approach continues to boost customer traffic and enrollments—a trend we anticipate will continue into the new program year.

For PY 2025-2026, SELACO WDB is pleased to report an increase in Workforce Innovation and Opportunity Act (WIOA) funding along with the award of a new grant. With these additional resources, staff confidently presents the FY 2025-2026 budget, which maintains full-service operations with minor adjustments to align with program needs and anticipated funding changes.

See attached Projected Revenue Budget for each budget line item that resulted in an increase or decrease in all funding allocations for PY 2025-2026.

Projected Revenue Budget

SELACO's total projected Operating Revenue for PY 2025-2026 is increased by a net of \$99,475, representing a 0.6% rise compared to the budget modification approved on March 27, 2025.

Increases of \$899,821 to the revenue budget are as follows:

- 1) **Disability Access, Equity, and Inclusion (DAEI):** An increase of \$520,139 is attributed to this new grant, which aims to improve employment outcomes for individuals with disabilities through system-wide changes, cross-agency collaboration, and inclusive service delivery. Funded by the Workforce Innovation and Opportunity Act (WIOA) and coordinated by the Employment Development Department (EDD) and the Department of Rehabilitation (DOR), SELACO WDB was awarded \$993,000 for a 21-month initiative. We plan to spend \$520,139 in Program Year (PY) 2025–2026, with the remaining \$472,861 to be carried into PY 2026–2027.

- #01. Disability Access, Equity, and Inclusion (DAEI) (+ \$520,139)
- 2) **Employment Training Panel (ETP) Grant:** An increase of \$230,985, reflecting the combined total of carried-over funds and projected revenues from the new grant received in PY 2024-25:
- #02. Employment Panel Training (ETP) Grant (+ \$230,985)
- 3) **WIOA Formulas Funding and Transfers:** A net increase of \$148,697 is from WIOA funding, which includes a net increase to total PY 2025-26 WIOA formula allocations and a decrease in projected carryover funds from PY 2024-25 allocations:

Total net increase in PY 2025-2026 WIOA formula allocations for Adult, Dislocated Workers, and Youth is \$717,540, representing an overall increase of 16.5% compared to the previous year's funding:

- #15. WIOA Adult (+ \$202,888)
- #18. WIOA Dislocated Workers (+ \$245,093)
- #21. WIOA Youth (+ \$198,669)
- #22. WIOA Rapid Response (+ \$43,449)
- #23. WIOA Lay-Off Aversion (+ \$27,441)

Total net decrease to PY 2024-2025 WIOA formula carried-over funds for Adult, Dislocated Workers, and Youth is \$568,843:

- #14. WIOA Adult-Carry Over (- \$355,831)
- #17. WIOA Dislocated Workers-Carry Over (- \$53,308)
- #20. WIOA Youth-Carry Over (- \$159,704)

Our projected revenue budget includes a request to transfer up to 73.2% of WIOA Dislocated Worker funds to the WIOA Adult program. State policy allows up to 100% transfers when needed. Based on SELACO WDB's enrollment trends, most participants qualify under the Adult category. This transfer will align resources with demand, provide greater flexibility, and enhance services for job seekers at our America's Job Center of California (AJCC). The proposed transfer amount is listed below:

- #16. WIOA Adult (+ \$1,000,000)
- #19. WIOA Dislocated Workers (- \$1,000,000)

Decreases of \$800,346 from the revenue budget are as follows:

- 1) **Special Projects:** A decrease of \$791,133 from project completion and also from continued and carried-over funds for the following grants:
- #03. Gateway Cities Homeless Employment (H2E) Program (- \$112,913)
 - #04. HIRE LA Program (- \$76,100)
 - #05. LA County Youth @ Work (- \$295,900)
 - #06. LA County Homeless-Measurer H (- \$148,500) *funding discontinued in PY24/25*
 - #08. Prison to Employment (P2E 2.0) Program (- \$62,712) *completed in PY24/25*
 - #09. Regional Equity and Recovery Partnership (RERP) (- \$95,008)

- 2) **Transitional Subsidized Employment (TSE) and Bridge-To-Work (B2W) Programs:**
A net decrease of \$5,679 from these performance-based grants, including a net decrease in carry-overs funds of \$27,279 and a net increase of \$21,600 in Fiscal 2025-26 funding:
 - #10. Transitional Subsidized Employment (TSE) – Carry Over (- \$21,283)
 - #11. Transitional Subsidized Employment (TSE) (+ \$36,000)
 - #12. Bridge to Work (B2W) Youth-Carry Over (- \$5,996)
 - #13. Bridge to Work (B2W) Youth (- \$14,400)

- 3) **One-Stop Partners’ Shared Costs:** Decrease by \$3,534 due to revised estimates of shared infrastructure costs, including rent, telephone/internet, security guard, and repair/maintenance costs:
 - #24. Other Revenues: Shared Infrastructure Costs from One-Stop Partners (- \$3,534)

Proposed Expenditure Budget

SELACO WDB’s total Expenditure Budget for PY 2025-2026 shows a net increase of \$214,146, representing a 1.5% rise compared to the previously approved budget. The detailed breakdown of this increase is as follows:

- 1) The overall personnel cost has increased by \$522,208, a 13.5% rise. This increase is attributed to the following factors:
 - **Annual Step Increases:** Scheduled annual step increases for staff.
 - **Position Replacements:** Filling previously vacant positions, including staff terminations and promotions.
 - **New Hires for Special Projects:** Additional staffing to support new special project funding for direct services.
 - **Boots on the Ground Initiative:** Continued support for SELACO WDB’s “Boots on the Ground” initiative, which has led to higher customer traffic and an increased need for intake, career development planning, and direct placement assistance.

- 2) Total non-personnel costs are increased by \$70,043, a 6.8% increase compared to the previous year. Details of increases and decreases are as follows:
 - **Conferences/Staff Development: + \$70,664**
Proposed increase in budget to support staff development. In recent years, SELACO WDB has experienced the retirement of seasoned staff and has undergone organizational restructuring to align with its goals. As these transitions continue, investing in training for both new and existing staff remains essential to maintaining service quality and preparing for future workforce needs.
 - **Meeting Expenses: - \$10,000**
The proposed reduction is to align the budget with actual expenditures from PY 2024-2025.
 - **Rent: + \$13,979**
This increase reflects the annual rent adjustment per the lease agreement, along with higher Common Area Maintenance (CAM) costs.

- **Telephone Expenses: - \$3,600**
The proposed reduction is to align the budget with actual expenditures from PY 2024-2025.
- **Outreach/Recruitment: - \$15,000**
The proposed reduction is to align the budget with actual expenditures from PY 2024-2025 and to eliminate funds originally set aside for virtual recruitment events.
- **Subscriptions/Dues/Memberships: + \$17,500**
Budget is increased to cover rising subscription costs and to maintain essential technology services that support SELACO WDB's virtual service delivery.
- **Insurance: \$6,500**
The increase reflects anticipated adjustments to annual insurance premiums.
- **Professional Fees: - \$35,000**
This reduction reflects actual expenditures in PY 2024-2025 and excludes costs associated with local and regional plan activities, as well as the facility buildout completed to accommodate partners and new hires.
- **Legal Fees: + \$ 25,000**
The proposed increase restores the annual estimated legal fees that were previously removed in the budget modification approved on March 27, 2025, due to reimbursement received through the insurance policy.

Overall, the total In-House Costs Budget is increased by \$592,251 or 12.1%, which is the total between the increase of \$522,208 to total Personnel Costs and \$70,043 to total Non-Personnel Costs.

- 3) Total Training and Support Services Budget reflects a decrease of \$378,105, representing a 3.9% reduction compared to the previously approved budget. These adjustments primarily result from the completion of some special projects and realignment of costs due to carryover funds.

See the attached Proposed Expenditure Budget for each budget line item that resulted in an increase or decrease to the overall PY 2025-2026 budget.

Unobligated Balance

With the projected revenues and proposed expenditures, SELACO WDB will have an unobligated balance of \$1,406,033, a reduction of \$335,372, or 19.3%, compared to the previously approved budget.

Action Required:

- Approve proposed budget for Program Year 2025-2026 as submitted.
- Authorize Executive Director to submit a request to the State to transfer up to 73.2% of Dislocated Workers funding to Adult Services. This represents a total transfer of \$1,000,000 in funding.

**SELACO WDB
PROJECTED REVENUE BUDGET
PROGRAM YEAR 2025-2026**

REVENUE SOURCES	REVENUES APPROVED ON 3/27/25	PROPOSED BUDGET	INCREASE / (DECREASE)
1 Disability Access, Equity & Inclusion (DAEI)	-	520,139	520,139
2 Employment Training Panel (ETP) Grant	453,427	684,413	230,985
3 Gateway Cities Homeless Employment (H2E) Program	254,413	141,500	(112,913)
4 Hired LA Program	411,100	335,000	(76,100)
5 LA County: Youth @ Work	832,600	536,700	(295,900)
6 LA County: Homeless (Measure H)	148,500	-	(148,500)
7 Preschool Grant	5,593,899	5,593,899	-
8 Prison to Employment (P2E 2.0)	62,713	-	(62,713)
9 Regional Equity and Recovery Partnership (RERP)	167,008	72,000	(95,008)
10 Transitional Subsidized Employment (TSE) - Carry Over	63,883	42,600	(21,283)
11 Transitional Subsidized Employment (TSE)	45,000	81,000	36,000
12 Bridge To Work (B2W) Youth - Carry Over	5,996	-	(5,996)
13 Bridge To Work (B2W) Youth	14,400	-	(14,400)
14 WIOA Adult - Carry Over	1,445,831	1,090,000	(355,831)
15 WIOA Adult	1,501,711	1,704,599	202,888
16 WIOA Adult - Transfer from WIOA Dislocated Workers	772,820	1,000,000	227,180
17 WIOA Dislocated Workers - Carry Over	249,308	196,000	(53,308)
18 WIOA Dislocated Workers	1,121,366	1,366,459	245,093
19 WIOA Dislocated Workers - Transfer to WIOA Adult	(772,820)	(1,000,000)	(227,180)
20 WIOA Youth - Carry Over	1,584,704	1,425,000	(159,704)
21 WIOA Youth	1,543,929	1,742,598	198,669
22 WIOA Rapid Response	131,312	174,761	43,449
23 WIOA Lay-Off Aversion	38,616	66,057	27,441
24 Other Revenues - Shared Infrastructure Costs from One-Stop Partners	116,388	112,853	(3,534)
TOTAL OPERATING REVENUES	15,786,103	15,885,578	99,475
25 Non-WIOA Training Revenues	547,870	326,727	(221,143)
TOTAL REVENUES	16,333,973	16,212,305	(121,668)

**SELACO WDB
PROJECTED EXPENDITURE BUDGET
PROGRAM YEAR 2025-2026**

LINE ITEM DESCRIPTION	APPROVED BUDGET ON 3/27/25	PROPOSED BUDGET	INCREASE / (DECREASE)
PERSONNEL COSTS			
Salaries & Wages	2,950,521	3,364,833	414,312
Payroll Taxes/Worker Compensation	278,679	305,961	27,282
Employee Benefits	641,210	721,824	80,614
TOTAL PERSONNEL COSTS	3,870,410	4,392,618	522,208
NON-PERSONNEL COSTS			
Mileage	10,000	10,000	0
Conferences/Staff Development	135,836	206,500	70,664
Meeting Expenses	25,000	15,000	(10,000)
Rent	381,304	395,283	13,979
Telephone/Internet	26,100	22,500	(3,600)
Furniture & Equipment	65,000	65,000	0
Repair & Maintenance	17,000	17,000	0
Outreach/Recruitment	40,000	25,000	(15,000)
Supplies	55,000	55,000	0
Subscriptions/Dues/Memberships	97,000	114,500	17,500
Insurance	40,500	47,000	6,500
Professional Services Fees	135,000	100,000	(35,000)
Legal Fees	-	25,000	25,000
Bank Fees/Interest Expense	3,000	3,000	0
TOTAL NON-PERSONNEL COSTS	1,030,740	1,100,783	70,043
TOTAL IN-HOUSE COSTS	4,901,151	5,493,401	592,251
TRAINING & SUPPORT SERVICES			
Classroom/ OJT/ IWT Payments			
Employment Training Panel (ETP)	283,859	450,058	166,199
Hired LA Program	168,000	125,709	(42,291)
LA County - Homeless Initiative (Measure H)	10,000	0	(10,000)
Prison to Employment (P2E)	8,722	0	(8,722)
Regional Equity and Recovery Partnership (RERP)	40,850	4,808	(36,042)
WIOA Adult	831,886	702,603	(129,283)
WIOA Dislocated Workers	78,027	55,773	(22,254)
WIOA Youth	65,328	85,568	20,240
Non-WIOA Training Expenditures	547,428	326,727	(220,701)
Subtotal	2,034,100	1,751,246	(282,854)

LINE ITEM DESCRIPTION	APPROVED BUDGET ON 3/27/25	PROPOSED BUDGET	INCREASE / (DECREASE)
Cost Reimbursements / Contracted Services			
Day Care Pre-School / Renovation	5,294,607	5,314,204	19,597
Disability Access, Equity & Inclusion (DAEI)	-	183,857	183,857
Employment Training Panel (ETP)	30,000	30,000	0
Gateway Cities' Homeless Employment Program	10,000	0	(10,000)
Hired LA Program	65,000	76,400	11,400
LA County - Youth @ Work	591,085	429,164	(161,921)
LA County - Homeless Initiative (Measure H)	15,000	-	(15,000)
Regional Equity and Recovery Partnership (RERP)	12,833	11,500	(1,334)
WIOA ETPL Delegation Services	5,000	5,000	0
WIOA Youth	795,241	717,571	(77,670)
WIOA One-Stop Operator	50,000	50,178	178
WIOA Security Guard	59,321	68,023	8,702
Subtotal	6,928,086	6,885,897	(42,189)
Work Experience / Skillz Menu			
Disability Access, Equity & Inclusion (DAEI)	-	133,113	133,113
Hired LA Program	20,000	20,598	598
LA County - Youth @ Work	142,016	52,364	(89,652)
LA County - Homeless Initiative (Measure H)	59,400	0	(59,400)
Prison to Employment (P2E)	5,857	0	(5,857)
Regional Equity and Recovery Partnership (RERP)	6,361	6,501	140
WIOA Adult	89,297	87,134	(2,163)
WIOA Youth	278,671	256,706	(21,966)
Subtotal	601,603	556,416	(45,186)
Training Supplies			
WIOA Adult	5,000	6,500	1,500
WIOA Dislocated Workers	2,000	500	(1,500)
WIOA Youth	5,000	5,000	0
Subtotal	12,000	12,000	0
Direct Support Payments			
Gateway Cities' Homeless Employment Program	3,052	11,299	8,247
LA County - Youth @ Work	5,720	1,420	(4,300)
LA County - Homeless Initiative (Measure H)	2,000	0	(2,000)
Hired LA Program	5,000	4,593	(407)
Prison to Employment (P2E)	4,415	0	(4,415)
Regional Equity and Recovery Partnership (RERP)	0	0	0
WIOA Adult	50,000	50,000	0
WIOA Dislocated Workers	15,000	15,000	0
WIOA Youth	30,000	25,000	(5,000)
Subtotal	115,187	107,312	(7,875)
TOTAL TRAINING & SUPPORT SERVICES	9,690,975	9,312,871	(378,105)
GRAND TOTAL	14,592,126	14,806,272	214,146
CURRENT UNOBLIGATED BALANCE	1,741,405	1,406,033	(335,372)



MEMORANDUM

DATE: July 24, 2025

TO: SELACO WDB Board of Directors

FROM: Yolanda L. Castro, Executive Director 

RE: HR Policy Update: Personnel Policies and Procedures

Background:

The Southeast Los Angeles County Workforce Development Board (SELACO WDB) has a Personnel Policies and Procedures (PPP) Manual on file. This manual is used by the SELACO WDB Directors and Managers to help guide them in the supervision of their staff. The manual has a total of 53 policies that were brought to you at each board meeting between July 25, 2019 and March 20, 2023 for review and approval.

Today, we have two amended policies attached for your review and approval:

- 248 – Use of Vehicle for SELACO WDB Business
- 250 – Travel Reimbursement

The amended policy #248 includes verbiage that emphasizes the need for employees to immediately report to their Manager and/or Director or Human Resources if their driver's license/insurance is suspended, revoked or restricted (applicable to all employees if their job duties require operating a vehicle for company business).

The amended policy #250 includes verbiage that address hotel accommodations in cases where it can be justified as a reasonable expense for travel within Southern California.

These amended polices come to you in an effort to maintain effective and up to date PPP for staff management guidance.

Action Required:

Review and approve amended policies as presented.

Southeast Los Angeles County Workforce Development Board	Policy # 249
Personnel Policies and Procedures	Date: 01/2022
	Page 1 of 1

USE OF VEHICLE FOR SELACO WDB BUSINESS

Scope

This policy applies to all employees.

Policy

Employees requested to drive their own vehicles for SELACO WDB business will be required to submit proof of a valid driver's license and current automobile insurance coverage as required by California law. Employees are also asked to enroll in the State of California Department of Motor Vehicles (DMV) Employee Pull Notice (EPN) Program.

Procedures

- A. Human Resources will obtain proof of current driver's license and current automobile insurance from new employees. Human Resources will also provide new employees with the DMV EPN Authorization for Release of Driver Record Information during new hire orientation.
- B. Human Resources will receive regular driver information from the DMV and will conduct annual verification of valid automobile insurance coverage. Documentation of this information and annual verification will be kept in files separate from the employee's personnel file.
- C. If a Manager and/or Director requests that an employee drive their own vehicle for SELACO WDB business, they are required to ensure that the employee has a valid driver's license and current automobile insurance coverage by checking with the Fiscal Unit **Human Resources**. Employees without such documentation on file may not drive an agency vehicle for any purpose or their own vehicle for SELACO WDB business.
- D. In the event of an accident resulting in personal injury or property damage, the employee driving the vehicle is required to report the accident to the police. The employee should obtain and write down all pertinent information from all parties and witnesses involved and make no statement regarding responsibility or lack of it for the accident. If possible, the employee should stay in the vehicle until assistance arrives. The employee should contact his/her Manager and/or Director or Human Resources as soon as it is possible.
- E. **Employees are required to maintain a valid driver's license/insurance if their job duties require operating a vehicle for company business. Any suspension, revocation, or restriction of a driver's license/insurance MUST be immediately reported to your Manager and/or Director or Human Resources. Failure to immediately notify management of a suspended, revoked, or restricted driver's license may result in disciplinary action, up to and including termination. The SELACO WDB will make reasonable efforts to accommodate employees who lose their driving privileges, however, it is critical to understand that employment will be at risk for positions in which driving is a requirement.**

NOTE: The SELACO WDB will NOT reimburse mileage if an employee's driver's license/insurance is suspended, revoked, or restricted.

Board Approved 01/27/2022

Revised xx/xx/xxxx

Southeast Los Angeles County Workforce Development Board	Policy #250
Personnel Policies and Procedures	Date: 03/2022
	Page 1 of 2

TRAVEL REIMBURSEMENT

Scope

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

Policy

SELACO WDB provides reimbursement for approved travel expenses incurred by employees for conferences, business meetings and the like.

Procedures

- I. Travel within Southern California
 - A. For travel within Southern California, reimbursable expenses include parking and other related items. Such expenses will be reimbursed upon submission of receipts. **SELACO WDB will make hotel accommodations in cases where it can be justified as a reasonable expense such as: travel time and work hours, traffic and transportation, weather and safety, cost efficiency, event duration and schedule, or as identified and authorized by the Executive Director.**
 - B. Meals and incidental expenses will be paid on a per diem basis. Receipts will not be required (see below).
 - C. Mileage is reimbursed at the IRS's approved mileage rate.
 - D. Parking and other related items will be reimbursed upon submission of receipts.**

- II. Out-of-Area Travel
 - A. For out-of-area travel, SELACO WDB will make the travel arrangements, including airfare, lodging, conference registration fees, etc.
 - B. Reimbursements for ground transportation and other related expenses will be made when receipts are submitted.
 - C. If employees choose to make their own arrangements; reimbursement will be made upon submittal of receipts.
 - D. Meals and incidental expenses will be paid on a per diem basis. Receipts will not be required (see below).
 - E. All other appropriate expenses will be paid based on receipts submitted.

- III. Per Diem Rates
 - A. Per Diem rates for meals and incidentals will be based on current federal rates as confirmed by Human Resources.
 - ~~B. Certain cities are designated as high-cost cities. Per diem rates for these cities will be identified by Human Resources when preparing travel packets for employees.~~
 - C. Alcoholic beverages are not reimbursable.

- IV) General Travel Provisions
 - A. Receipts are required for all incidental costs over \$5.00, including cab fare, airport shuttle and parking.
 - B. Tips will be reimbursed if they are included in the receipt.

- C. All travel receipts for conferences, programs, etc., must be accompanied by information concerning the conference or program.
 - D. Expenses without receipts: Only under special circumstances as determined by the Executive Director will an affidavit of expenses without receipts be accepted for reimbursement.
 - E. Car rental ~~must~~ **MUST** be approved in advance by the Executive Director.
 - F. Reimbursement will be made for the actual cost of lodging for a standard room only.
 - G. SELACO WDB will reimburse for lodging only in approved hotels or approved alternate hotels **as approved and authorized by the Executive Director.**
 - H. Advances will be given for meals and incidental expenses based on the established per diem rates. All excess monies must be returned to the Fiscal Unit.
 - I. Request for reimbursement must be submitted Human Resources within 30 days of the final day of travel. Human Resources will submit the employee's reimbursement request to Fiscal Unit.
 - J. Exceptions to this policy may be authorized in advance by the Executive Director.
- V. Mileage Reimbursement
- A. Employees may be required to drive his/her personal vehicle for SELACO WDB business. If this occurs, the employee's mileage will be reimbursed at the IRS's approved current mileage rate.
 - B. Travel from an employee's regular place of work to another location for a purpose directly attributable to the actual conduct of employment is reimbursable. If an employee returns to work or proceeds to another work-related location, that mileage is also reimbursable.
 - C. If an employee is asked to make a delivery on their way home, mileage between the home office and place of delivery and home is not reimbursable.
 - D. Employees using private owned vehicles to conduct business are required to have auto insurance and submit proof of insurance.
 - E. Mileage from home to work and from work to home is not reimbursable.
 - F. Travel that is not approved and not work related is not reimbursable.
 - G. To obtain mileage reimbursements, employees should complete a Mileage Voucher and submit to his/her Manager and/or Director at least once a month submit and then to the Fiscal Unit.

Board Approved 03/24/2022
Revised xx/xx/xxxx



MEMORANDUM

DATE: July 24, 2025

TO: SELACO WDB Board of Directors

FROM: Yolanda L Castro, Executive Director 

RE: Ethics Training AB1234

At the June 23, 2016, Southeast Los Angeles County Workforce Development Board (SELACO WDB) meeting, it was announced that all board members are required to take a mandatory two-hour ethics training every two years to comply with AB1234. As of July 24, 2025, the following board members have completed the training:

Richard LeGaspi – expires October 21, 2025
Connie Chan – expires January 29, 2026
Sergio Cueva – expires May 6, 2026
Michael Segura – expires August 9, 2026
Genoveva Perez – expires January 21, 2027
Rudy Villareal – expires February 9, 2027
Larry Wehage – expires February 9, 2027
Carrie Uva – expires July 9, 2027

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

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

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

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



June 23, 2025

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

**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) SECTION 188
NONDISCRIMINATION AND EQUAL OPPORTUNITY PROVISIONS
ANNUAL COMPLIANCE MONITORING REVIEW
FINAL REPORT PROGRAM YEAR (PYs) 2023-24 and 2024-25**

This notification informs you of the results of the Employment Development Department's (EDD) Equal Employment Opportunity (EEO) Office desk compliance monitoring review of the Southeast Los Angeles County Workforce Development Board (SELACO) for compliance to the WIOA Section 188 for PYs 2023-24 and 2024-25.

Our review was conducted under the authority of WIOA Section 188 and its implementing regulations Title 29 Code of Federal Regulations (CFR) Part 38. The purpose of this review was to determine the level of compliance by SELACO with applicable federal and state laws, regulations, policies, and directives related to the WIOA grant regarding nondiscrimination and equal opportunity provisions for PYs 2023-24 and 2024-25.

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

COMPLIANCE MONITORING REVIEW RESULTS

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

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

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all of the areas included in our review. It is SELACO's responsibility to ensure that its systems, programs, and related activities

Yolanda Castro
June 23, 2025
Page two

comply with the WIOA grant program, federal and state regulations, and applicable state directives. Consequently, any deficiencies identified in subsequent reviews, such as an audit, would remain SELACO's responsibility.

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

Sincerely,

/s/ NICOLE PLACENCIA
State-level EO Officer

cc: Camille McCuiston, EDD's Workforce Services Branch, MIC 50
Carol Reyes, SELACO, EO Officer
Corina Coronel, SELACO, EO Officer
Sandra Michel, SELACO, EO Officer



MEMORANDUM

DATE: July 24, 2025

TO: SELACO WDB Board of Directors

FROM: Yolanda L. Castro, Executive Director 

RE: Update on Organization Chart

Attached for your reference, you will find an updated organizational chart to include names, job titles, and the respective boards.

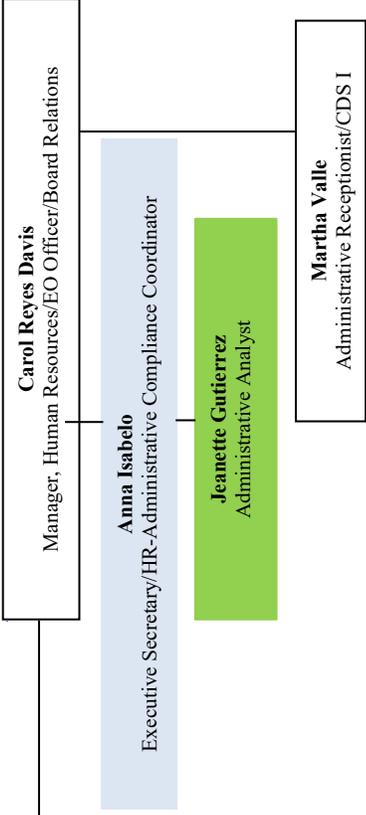
Action required:
Receive and file

SELACO WDB
Policy Board

Policy Board
Administrator

SELACO WDB
Board of Directors

Yolanda Castro
Executive Director



Corina Coronel
Deputy Director of Program Operations/EO Officer

Sandra Michel
Deputy Director of IT, Contracts, Compliance and Strategic Partnerships/EO Officer

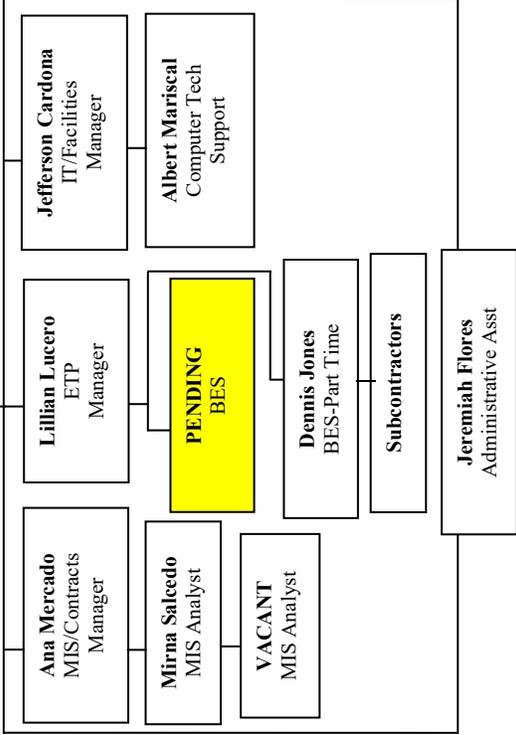
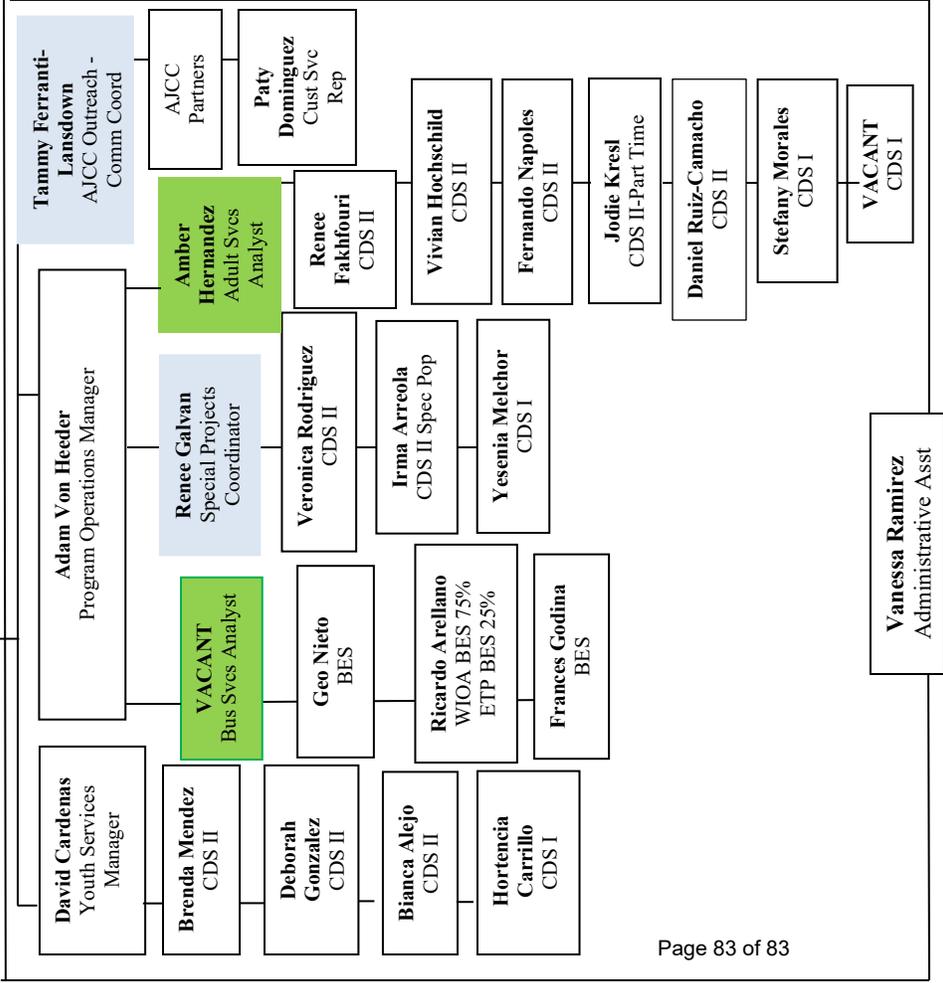
Chau Diep
Chief Financial Officer

Meredith Alvarez
Fiscal Manager

Lotus Diep
Accountant

Ed Sibal
Accountant/Fiscal Monitor

Asia Poston
Accounting Clerk



SELACO WDB Organizational Chart

Revised 7.18.2025

Supports employee training & development and specialized reporting

Supports manager but not a direct supervisor