

Executive Committee and FULL WDB BOARD OF DIRECTORS' MEETING

July 25, 2024

Thursday

3:00



Executive Committee and FULL WDB BOARD OF DIRECTORS' MEETING

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

**July 25, 2024
Thursday
3:00 PM – 5:00 PM**

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

AGENDA

CALL TO ORDER	Wehage	
PLEDGE OF ALLEGIANCE	Wehage	
ROLL CALL	Espitia	
2024 – 2025		Page 1
2023 - 2024		3
PUBLIC COMMENTS	Wehage	
CHAIR'S COMMENTS	Wehage	
EXECUTIVE DIRECTOR'S MESSAGE / UPDATE / STAFF REPORT	Castro	
CONSENT CALENDAR	Wehage	
1A. Approval of Minutes May 23, 2024		5
1B. Approval of Fiscal Report 07/01/23 – 06/30/24		11
1C. Approval of Program Report 07/01/23 – 06/30/24		24
ACTION ITEM (S):	Castro	
2. Approval of SELACO WDB Budget for Program Year 2024-2025		47
3. Request for Approval to Accept HIRE Grant Funds		55

Executive Committee and FULL WDB Board of Directors' Meeting

July 25, 2024

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4. Request to Hire a Program Operations Manager	56
5. HR Policy Update: Personnel Policies 224 – Overtime	62
6. ETPL Local Board Delegation and Contract Approval with the South Bay WIB	64
7. Election of Officers	66
ONE STOP OPERATOR REPORT	Castro
Presentation / Information / Recommendations	
ACTION ITEM (S): NONE	
INFORMATION ITEM (S):	
INFORMATION ITEM (S):	
1. Ethics Training AB1234	69
INTERESTING CORRESPONDENCE	
BOARD MEMBER COMMENTS	Wehage
POLICY BOARD ITEMS/REQUESTS	Wehage
AGENDA REQUESTS FOR NEXT MEETING	Wehage
CHAIR'S CLOSE	Wehage
ADJOURNMENT OF OPEN SESSION	Wehage

Policy Board Meeting: August 20, 2024

Next Full WDB Meeting: September 26, 2024

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

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



**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						
2. Chan, Connie Public Employment Service						
3. Cueva, Sergio Business Representative City of Hawaiian Gardens						
4. Drake, Aaron Business Representative City of Bellflower						
5. Espitia, Ben Secretary/Treasurer Labor Organization						
6. Gomez, Belle Education Entity						
7. Kucera, Kevin Labor Organization						
8. LeGaspi, Richard Business Representative City of Norwalk						
9. Levine, Barbara Economic Development						
10. McGehee, Shannon Business Representative City of Paramount						
11. Nam, Leila Business Representative City of Artesia						
12. Parada, Erika Business Representative City of Lakewood						

Board Member	7/27/23	9/28/23	10/26/23	1/25/24	3/28/24	5/23/24
13. Perez, Genoveva Business Representative City of Paramount						
14. Polley, Tracy Business Representative City of Norwalk						
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. Trivedi, Sanjay Business Representative City of Cerritos						
21. Uttecht, Greg Business Representative City of Artesia						
22. Villareal, Rudy Labor Organization						
23. Wehage, Larry Chair Business Representative City of Bellflower						
24. VACANT Labor Organization						
25. VACANT Labor Organization						
26. VACANT Labor Organization						
27. VACANT Business Representative City of Cerritos						

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

XV = PRESENT VIRTUAL



**SELACO WDB Board of Directors
Attendance Roster – PY 23/24**

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

Board Member	7/27/23	9/28/23	10/26/23	1/25/24	3/28/24	5/23/24
14. Perez, Genoveva Business Representative City of Paramount	APPOINTED BY POLICY BOARD 8/15/23	X	~	X	XV	X
15. Polley, Tracy Business Representative City of Norwalk	X	X	~	AE	X	X
16. Rochin, Blanca Education Entity	X	AE	~	AE	XV	X
17. Ryder, Tim Business Representative City of Hawaiian Gardens	AE	X	~	AE	X	AE
18. Saucedo-Garcia, Cristina Business Representative City of Downey	X	AE	~	X	AE	X
19. Segura, Michael Business Representative City of Lakewood	AE	X	~	X	X	X
20. Shah, Jawahar Business Representative City of Cerritos	A	A	~	A	AE	A
21. Trivedi, Sanjay Business Representative City of Cerritos	A	AE	~	A	AE	AE
22. Uttecht, Greg Business Representative City of Artesia	AE	AE	~	X	A	AE
23. Wehage, Larry Chair Business Representative City of Bellflower	X	X	~	X	X	X
24. VACANT Labor Organization						
25. VACANT Labor Organization						
26. VACANT Labor Organization						
27. VACANT Labor Organization						

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XV = PRESENT VIRTUAL

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

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

May 23, 2024

3:00 PM

SELACO WDB

CALL TO ORDER

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

ROLL CALL

WDB BOARD DIRECTORS PRESENT

Burrell, Ashley	Chan, Connie
Cueva, Sergio	Drake, Aaron
Espitia, Ben	LeGaspi, Richard
Levine, Barbara	Parada, Erika
Perez, Genoveva	Polley, Tracy
Rochin, Blanca	Saucedo-Garcia, Cristina
Segura, Michael	Wehage, Larry

WDB BOARD DIRECTORS ABSENT

McGehee, Shannon	Patel, Vijay
Shaw, Jawahar	

WDB BOARD DIRECTORS EXCUSED

Gomez, Belle	Kucera, Kevin
Nam, Leila	Ryder, Tim
Trivedi, Sanjay	Uttecht, Greg

SELACO WDB STAFF PRESENT:

Castro, Yolanda	Alvarez, Meredith
Cardona, Jefferson	Coronel, Corina
Davis, Carol	Diep, Chau
Ferranti-Lansdown, Tammy	Gutierrez, Jeanette
Luna, Tara	Michel, Sandra

MEMBERS OF THE PUBLIC PRESENT:

Derthick, Joseph
Joseph, Jack – Policy Board Administrator
Villareal, Rudy

PUBLIC COMMENTS

None

WDB CHAIR'S COMMENTS

Chairman Wehage thanked Connie Chan for completing the Ethics Training.

EXECUTIVE DIRECTOR'S MESSAGE/UPDATE/STAFF REPORT

First Regional Job Training Opportunities Seminar

- SELACO WDB had the opportunity to support the seminar which was sponsored by the Gateway Cities Council of Governments (Gateway COG)
- The focus of the event was to educate local cities about the various opportunities that exist to support residents in building the skills necessary to establish a career in growing industries
- Industries of focus included: Green Technology, Healthcare, Logistics, IT, and Public Agencies
- I took a significant role in helping lay out the agenda and supported the development of a panel that addressed the resources available through the Workforce Boards service the Gateway COG region – SELACO WDB, Pacific Gateway, and LA County WDBs
- Other panels included Trades/Unions, Community Colleges/Adult Schools
- Jose Pelayo with the Los Angeles Economic Development Corporation (LAEDC) opened the event providing insight to the selected sectors and their potential for high wage employment
- The guest speaker for the event was Senator Laphonza Butler

Urban Land Institute (ULI) Los Angeles District Council

- Tomorrow, I will join Gateway COG representative Melani Smith, at the ULI LA Urban Marketplace 2024 event in LA
- I will sit on a panel that shares insight to the workforce services offered in the region (with a specific focus on the H2E project)
- We will also raise awareness that we have local workforce that can support the Olympics

Sector Strategies to address Technology, with a focus on Artificial Intelligence (AI)

- Sector Partnership Advisory Committee (SPAC) -A committee of ten – local business, education who will help staff assess the importance of building a career pathway into AI
- Focus group was held on April 18th
- Next step is a panel discussion to review the outcomes of the focus group and what is needed to ensure training programs are addressing the skill gap

Fiscal Year 2025 Budget Update

- State allocations were released
- SELACO WDB was cut across all programs (we will experience an 11% decrease)

CLOSED SESSION

Conference with Legal Counsel – Pending Litigation
(Government Code Section 54956.9(d)(1))

Chairman Wehage reported out that the Board discussed the case and will provide direction to Legal Counsel.

CONSENT CALENDAR

A motion was made by Tracy Polley to approve the Consent Calendar as presented, seconded by Barbara Levine. With no further discussion, motion carries to approve. Abstained – Aaron Drake

1A. Approval of Minutes: March 28, 2024

**1B. Approval of Fiscal Reports for Periods:
07/01/23 – 04/30/24**

**1C. Approval of Program Report for:
07/01/23 – 04/30/24 (Receive and file)**

ACTION ITEM(S)

**2. Ratify the Executive Committee's Approved Action Items From the April 23, 2024,
Executive Committee Meeting**

A. Approval of SELACO WDB Board Consent Calendar

**Approval of Minutes
January 25, 2024**

**Approval of Fiscal Reports
07/01/23 – 02/29/24**

**Approval of Program Report
07/01/23 – 02/29/24**

B. Security Guard Service Contract Adjustments

C. Approval of SELACO WDB Budget Modification for Program Year 2023 – 2024

D. Proposed Revision to the SELACO WDB WIOA Youth Services Policy

E. Proposed Electronic Signature

**F. Contract Extension Proposal Between SELACO WDB and Quality Children's
Services (OCS)**

**G. Approval of SELACO WDB Infrastructure Funding Agreement (IFA) for Program
Year 2023 – 2024**

H. Approval to Release a Request for Proposal for One Stop Operator Services

I. HR Policy Update: Personnel Policies and Procedures

- **030 Equal Employment Opportunity/Non-Discrimination**
- **232 Drug and Alcohol-Free Workplace**
- **321 Family Care and Medical Leaves of Absences**
- **323 Paid and Unpaid Leaves of Absences**
- **325 Sick Leave**

J. Changes to the SELACO WDB's ETP Performance Incentive Structure

K. Executive Director Contract Renewal

A motion was made by Connie Chan to Ratify the Approval of the Executive Committee action items on April 23, 2024, with the following amendments:

- I) HR Policy Update: Personnel Policies and Procedures
 - 323 Paid and Unpaid Leaves of Absence
Include “per incident” to definition under bereavement
- K) Executive Director Contract Renewal
 - Effective date correction to January 1, 2024

Seconded by Richard LeGaspi. With no further discussion, motion carries to approve. Abstained –Aaron Drake, Ben Espitia, Barbara Levine, Larry Wehage.

3. SELACO WDB Workplace Violence Prevention Program (WVPP)

A motion was made by Blanca Rochin to approve SELACO WDB's Workplace Violence Prevention Program (WVPP) to be implemented effective July 2, 2024, as required by Senate Bill 553, seconded by Michael Segura. With no further discussion, motion carries to approve.

4. HR Policy Update: Personnel Policies and Procedures

- **224 Overtime**
- **243 Attendance**

A motion was made by Richard LeGaspi to review and approve the policies as presented, seconded by Tracy Polley with an amendment by Connie Chan to make the change on page 214 of the agenda, bullet A to read “EXEMPT.” With no further discussion, motion carries to approve.

5. Request for Spending Authority for Fiscal Year 2024 - 25

A motion was made by Michael Segura to approve the request on spending authority until the new budget is approved, seconded by Aaron Drake. With no further discussion, motion carries to approve.

6. Youth at Work PY 2024 – 2025 Anticipated Funding, Providers and Provider Contract Extension

A motion was made by Blanca Rochin to:

- Authorize the Executive Director to accept future funding from DEO for the provision of the Youth at Work program for PY 2024 – 2025.
- Approve and authorize the Executive Director to allocate funding and issue contract extensions, accordingly, based on program and fiscal performance and contract compliance, to approved

- agencies to continue to administer the Youth at Work Program under the future funding.
- Approve and authorize the Executive Director to award funding to additional provider(s) that submit a statement of qualifications and are deemed and eligible provider of Youth at Work.

Seconded by Ashley Burrell. With no further discussion, motion carries.

7. Revision – SELACO WDB Petty Cash Policy

A motion was made by Richard LeGaspi to review and approve the proposed revision to the SELACO WDB Petty Cash Policy which will increase the custodian's permissible petty cash fund from \$4,000 to \$5,000, seconded by Aaron Drake. With no further discussion, motion carries.

8. Election of Officers

A motion was made by Richard LeGaspi to accept the nominations:

- tabled to next meeting, Chair
- Larry Wehage, Vice Chair
- Ben Espitia, Secretary/Treasurer

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

ONE STOP OPERATOR REPORT

Corina Coronel provided a review of Stacey Girdner's report found on page 227 of the agenda.

ACTION ITEM(S):

None

INFORMATION ITEM(S):

None

INFORMATION ITEM(S):

1. Ethics Training AB1234

Page 228 of the agenda provides an updated list of board members who completed the mandatory ethics training. All board members must complete a two-hour training. Please contact Carol for a direct link to the online course or for any questions.

2. Rapid Response Update: 99-Cent Store

Page 229 of the agenda provides an update on the rapid response efforts in response to the recent closures of local 99-cent stores and Rite Aid locations.

INTERESTING CORRESPONDENCE

None

BOARD MEMBER COMMENTS

Barbara Levine shared information on economic mobility.

Ashley Burrell informed the board that the Department of Rehabilitation announced its new name change to Disability Works California.

Larry Wehage reminded the members of the Bellflower Chamber's Tuesday morning mixer.

POLICY BOARD ITEMS/REQUESTS

None

AGENDA REQUESTS FOR NEXT MEETING

None

CHAIR'S CLOSE

Chairman Wehage closed the meeting with everyone giving final thoughts.

ADJOURNMENT OF OPEN SESSION

The meeting was adjourned at 5:00 p.m.

SELACO WDB

Statement of Activities (by Fund)
From 7/1/2023 through 6/30/2024

*** Preliminary ***

	Employment Training Panel Grant	L.A. County Grants	Pre-School Grant	WIOA Adult&DW & Special Projects	WIOA Youth Grant	WIOA Rapid Response / Lay-Off Aversion Grants	Other Grants	Non-WIOA Training Expenditures	Total
Revenues / Deferred Revenues	32,498	542,807	3,917,323	2,028,524	1,328,532	156,451	549,230	89,866	8,645,231
Accounts Receivable / (Due To)	0	79,525	277,320	508,833	291,214	0	134,900	0	0
Total Revenues	32,498	622,332	4,194,643	2,537,356	1,619,746	156,451	684,130	89,866	9,937,022
Expenditures	22,627	69,029	406,409	251,340	159,632	14,430	47,428	0	970,896
Administration Services	0	385,607	3,788,234	34,964	322,056	0	17,495	0	4,548,355
Contracted Program Costs	0	3,425	0	40,174	9,299	0	10,195	0	63,093
Support Services	105,484	20,233	0	490,882	34,853	0	125,058	89,866	866,375
Vendor Training	0	106,846	0	20,840	144,445	0	14,210	0	286,342
Work Exp/Skillz Menu/Supplies	0	0	0	662,898	193,058	0	0	0	855,956
WIOA Core/Basic Career Services	0	0	0	621,816	0	0	0	0	621,816
WIOA Intensive/Individualized Car	166	0	0	101,632	15,172	0	166	0	117,137
WIOA Follow-Up Career Services	0	0	0	312,810	192,875	0	0	0	505,685
WIOA Business Services	207,913	37,192	0	0	548,357	142,021	469,577	0	1,405,059
Other Program Costs	336,190	622,332	4,194,643	2,537,356	1,619,746	156,451	684,130	0	10,240,714
Total Expenditures	(303,692)	-	-	-	-	-	-	89,866	(303,692)
Net Income (Loss)									

SELACO WDB
Statement of Functional Expenditures
 From 7/1/2023 through 6/30/2024

*** 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
Expenditures											
Personnel	607,068	0	0	0	0	715,178	525,440	100,097	408,085	1,076,069	3,431,935
Non-Personnel	192,974	0	0	0	0	140,778	94,591	17,040	97,600	328,991	871,974
Training	170,855	4,548,355	0	866,375	286,342	0	1,786	0	0	0	5,873,712
Support Services	0	0	63,093	0	0	0	0	0	0	0	63,093
Total Expenditures	970,896	4,548,355	63,093	866,375	286,342	855,956	621,816	117,137	505,685	1,405,059	10,240,714

SELACO WDB
Statement of Functional Expenses - TR - 0201 Administrative Services

From 7/1/2023 Through 6/30/2024

(In Whole Numbers)

		Total
Expenditures		
Personnel		
Salaries & Wages	50100	462,225
Social Security Tax	50200	27,999
Medicare Tax	50210	6,548
Workers Comp - Staff	50220	3,022
UI & ETT Taxes	50250	3,090
Other Payroll Expenses	50251	15
Employee Benefits	50300	83,875
Employer 403(B) Contributions	50403	20,293
Total Personnel		607,068
Non-Personnel		
Mileage	51100	116
Conferences/Staff Development	51200	8,884
Meeting Expenses	51230	1,610
Rent	52100	48,014
Telephone	52200	2,367
Furniture/Fixtures	52300	91
Office Equipment	52330	4,305
Leased Equipment	52350	3,109
Repair & Maintenance	52360	1,076
Outreach/Recruitment	53300	776
Office Supplies	53400	8,173
Subscriptions/Dues/Memberships	53600	27,128
Insurance	53900	6,859
Professional Services	54100	42,846
Legal	54300	37,465
Bank Charges/Miscellaneous	59990	155
Total Non-Personnel		192,974
Training		
Cost Reimbursement Billing	60300	170,855
Total Training		170,855
Total Expenditures		970,896

SELACO WDB
Statement of Functional Expenses - TR - 0202 Contracted Program Cost
 From 7/1/2023 Through 6/30/2024
 (In Whole Numbers)

		Total
Expenditures		
Training		
Cost Reimbursement Billing	60300	4,323,256
Other Contracted Services	60400	71,908
Day Care Rent	66000	153,192
Total Training		4,548,355
Total Expenditures		4,548,355

SELACO WDB
Statement of Functional Expenses - TR - 0203 Supportive Services
 From 7/1/2023 Through 6/30/2024
 (In Whole Numbers)

		Total
Expenditures		
Support Services		
Direct Support Payment	65200	40,137
Supportive Services - Training	65201	22,957
Total Support Services		63,093
Total Expenditures		63,093

SELACO WDB
Statement of Functional Expenses - TR - 0204 Vendor Training Payments
 From 7/1/2023 Through 6/30/2024
(In Whole Numbers)

		Total
Expenditures		
Training		
Vendor Training	60100	671,025
Vendor Training - ETP	60200	105,484
Non-WIOA Training Expenditures		89,866
Total Expenditures		866,375

SELACO WDB
Statement of Functional Expenses - TR - 0205 Work Experience / Skillz Menu Program
 From 7/1/2023 Through 6/30/2024
 (In Whole Numbers)

		Total
Expenditures		
Training		
Wages - WE/Internship	60500	254,601
SS Tax - WE/Internship	60510	15,834
MC Tax - WE/Internship	60520	3,722
WC - WE/Internship	60530	3,018
UI ETT Taxes	60540	0
Training Supplies	60600	467
Participant Incentive Payments	65401	8,700
Total Training		286,342
Total Expenditures		286,342

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

From 7/1/2023 Through 6/30/2024

(In Whole Numbers)

		Core / Basic Services	Intensive / Individualized Services	Follow-Up Services	Total
Expenditures					
Personnel					
Salaries & Wages	50100	530,261	395,493	73,618	999,372
Social Security Tax	50200	33,370	25,120	4,621	63,111
Medicare Tax	50210	7,805	5,875	1,080	14,760
Workers Comp - Staff	50220	3,974	3,374	597	7,945
UI & ETT Taxes	50250	5,564	2,843	589	8,996
Other Payroll Expenses	50251	46	0	0	46
Employee Benefits	50300	110,642	73,131	16,348	200,121
Employer 403(B) Contributions	50403	23,516	19,603	3,244	46,363
Total Personnel		715,178	525,440	100,097	1,340,714
Non-Personnel					
Mileage	51100	643	1,238	14	1,896
Conferences/Staff Development	51200	15,347	14,890	1,336	31,572
Meeting Expenses	51230	559	635	101	1,296
Rent	52100	63,719	43,169	7,832	114,720
Telephone	52200	4,223	2,157	458	6,838
Furniture/Fixtures	52300	1,203	141	27	1,370
Office Equipment	52330	1,889	870	48	2,807
Leased Equipment	52350	4,349	2,866	505	7,721
Repair & Maintenance	52360	1,490	1,115	185	2,790
Outreach/Recruitment	53300	2,030	35	3	2,068
Office Supplies	53400	17,786	7,045	1,414	26,245
Subscriptions/Dues/Memberships	53600	10,029	7,714	1,337	19,080
Insurance	53900	8,982	6,531	963	16,476
Professional Services	54100	8,529	6,184	2,818	17,531
Total Non-Personnel		140,778	94,591	17,040	252,409
Training					
Training Supplies	60600	0	1,786	0	1,786
Total Training		0	1,786	0	1,786
Total Expenditures		855,956	621,816	117,137	1,594,909

SELACO WDB
Statement of Functional Expenses - TR - 0207 Business Services
From 7/1/2023 Through 6/30/2024
(In Whole Numbers)

		Total
Expenditures		
Personnel		
Salaries & Wages	50100	325,119
Social Security Tax	50200	19,589
Medicare Tax	50210	4,581
Workers Comp - Staff	50220	2,500
UI & ETT Taxes	50250	2,145
Employee Benefits	50300	42,995
Employer 403(B) Contributions	50403	11,156
Total Personnel		408,085
Non-Personnel		
Mileage	51100	1,622
Conferences/Staff Development	51200	20,315
Meeting Expenses	51230	2,829
Rent	52100	30,518
Telephone	52200	1,506
Furniture/Fixtures	52300	121
Office Equipment	52330	1,771
Leased Equipment	52350	2,051
Repair & Maintenance	52360	839
Outreach/Recruitment	53300	11,304
Office Supplies	53400	6,414
Subscriptions/Dues/Memberships	53600	9,628
Insurance	53900	3,656
Professional Services	54100	5,026
Total Non-Personnel		97,600
Total Expenditures		505,685

SELACO WDB

Statement of Functional Expenses - TR - 0212 Other Program Costs

From 7/1/2023 through 6/30/2024

	Employment Training Panel	WIOA Youth	WIOA Rapid Response / Lay-Off Aversion	Transitional Subsidized Employment (TSE)	Other Funds	Total
Personnel						
Salaries & Wages	146,238	360,194	94,952	62,148	177,647	841,180
Payroll Taxes/WC	13,716	33,852	9,619	5,709	21,349	84,245
Employee Benefits	14,880	61,918	17,382	15,963	40,499	150,643
Total Personnel	174,835	455,965	121,954	83,821	239,495	1,076,069
Non - Personnel						
Mileage	790	1,168	61	0	737	2,756
Conferences/Staff Development	6,392	15,659	3,443	88	3,360	28,943
Meeting Expenses	110	585	84	2	16,897	17,678
Rent/Utilities	14,849	40,420	9,981	6,341	105,475	177,066
Telephone	750	1,970	542	315	6,525	10,103
Furniture/Equipment	992	5,950	844	327	373	8,486
Repair & Maintenance	262	1,390	265	105	236	2,257
Outreach/Recruitment	853	389	9	0	21,535	22,785
Supplies	2,556	7,599	1,421	923	7,259	19,760
Subscriptions & Dues	2,020	6,709	922	858	1,232	11,741
Insurance	2,181	5,285	1,707	981	1,382	11,536
Consulting	1,324	5,267	787	1,412	7,214	16,004
Interest Expense	0	0	0	0	-125	-125
Total Non-Personnel	33,078	92,392	20,067	11,352	172,101	328,991
Total Expenditures	207,913	548,357	142,021	95,173	411,596	1,405,059

SELACO WDB

Statement of Functional Expenditures

From 7/1/2023 through 6/30/2024

*** Preliminary ***

Line Item Description	Current Period Actual	Budget	Budget Variance	Total Budget Remaining (%)
PERSONNEL COSTS				
Salaries/Wages	2,627,896	2,690,992	63,096	2.3%
Payroll Taxes/WC	248,592	247,188	(1,404)	-0.6%
Employee Benefits	555,447	576,949	21,502	3.7%
TOTAL PERSONNEL COSTS	3,431,935	3,515,129	83,194	2.4%
NON-PERSONNEL COSTS				
Mileage	6,390	10,000	3,610	36.1%
Conference/Staff Development	89,714	190,000	100,286	52.8%
Meeting Expenses	23,412	32,000	8,588	26.8%
Rent/Utilities	370,317	370,794	477	0.1%
Telephone	20,814	22,600	1,786	7.9%
Furniture & Equipment	31,834	50,000	18,166	36.3%
Repair & Maintenance	6,962	17,000	10,038	59.0%
Outreach/Recruitment	36,934	75,000	38,066	50.8%
Supplies	60,591	55,000	(5,591)	-10.2%
Subscriptions/Dues/Memberships	67,577	75,000	7,423	9.9%
Insurance	38,526	38,000	(526)	-1.4%
Professional Fees	81,408	117,500	36,092	30.7%
Legal Fees	37,465	40,000	2,535	6.3%
Interest Expense/Miscellaneous	30	3,000	2,970	99.0%
TOTAL NON-PERSONNEL COSTS	871,974	1,095,894	223,920	20.4%
TOTAL IN-HOUSE COSTS	4,303,909	4,611,022	307,114	6.7%
TRAINING & SUPPORT SERVICES				
Vendor Training Payments (Classroom/OJT/IWT)				
Employment Training Panel (ETP)	105,484	278,226	172,742	62.1%
LA County - Homeless Initiative (Measure H)	20,233	17,900	(2,333)	-13.0%
Prison to Employment (P2E)	61,008	47,700	(13,308)	-27.9%
Regional Equity and Recovery Partnership (R)	64,050	104,900	40,850	38.9%
WIOA Adult	387,759	742,223	354,464	47.8%
WIOA Dislocated Workers	103,123	122,230	19,107	15.6%
WIOA Youth	34,853	50,000	15,148	30.3%
Non-WIOA Training Expenditures	89,866	572,572	482,706	84.3%
Subtotal	866,375	1,935,750	1,069,375	55.2%

SELACO WDB
Statement of Functional Expenditures

From 7/1/2023 through 6/30/2024

*** Preliminary ***

Line Item Description	Current Period Actual	Budget	Budget Variance	Total Budget Remaining (%)
Cost Reimbursements / Contracted Services				
Day Care Pre-School / Renovation	3,959,088	5,294,607	1,335,518	25.2%
Employment Training Panel (ETP)	-	30,000	30,000	100.0%
LA County - Youth @ Work	382,441	597,611	215,170	36.0%
LA County - Homeless Initiative (Measure H)	3,166	15,000	11,834	78.9%
Regional Equity and Recovery Partnership (RE)	2,167	7,500	5,333	71.1%
WIOA ETPL Delegation Services	5,000	5,000	0	0.0%
WIOA Youth	305,773	849,910	544,137	64.0%
WIOA One-Stop Operator	8,719	30,000	21,281	70.9%
WIOA Security Guard	52,856	51,145	(1,712)	-3.3%
Subtotal	4,719,210	6,880,772	2,210,752	32.1%
Work Experience / Skillz Menu Program				
LA County - Youth @ Work	95,975	135,149	39,174	29.0%
LA County - Homeless Initiative (Measure H)	10,871	30,000	19,129	63.8%
Prison to Employment (P2E)	10,572	19,000	8,428	44.4%
Regional Equity and Recovery Partnership (RE)	3,639	5,000	1,361	27.2%
WIOA Adult	20,840	57,404	36,564	63.7%
WIOA Youth	143,978	225,564	81,586	36.2%
Subtotal	285,874	472,118	186,243	39.4%
Training Supplies				
WIOA Adult	1,538	4,500	2,962	65.8%
WIOA Dislocated Workers	248	2,000	1,752	87.6%
WIOA Youth	467	3,500	3,033	86.7%
Subtotal	2,253	10,000	7,747	77.5%
Direct Support Payments				
Gateway Cities' Homeless Employment Prg	3,755	15,919	12,164	76.4%
LA County - Youth @ Work	881	5,590	4,709	84.2%
LA County - Homeless Initiative (Measure H)	2,544	2,000	(544)	-27.2%
Prison to Employment (P2E)	4,368	6,500	2,132	32.8%
Regional Equity and Recovery Partnership (RE)	2,000	1,000	(1,000)	-100.0%
WIOA Adult	35,675	50,000	14,325	28.7%
WIOA Dislocated Workers	4,571	15,000	10,429	69.5%
WIOA Youth	9,299	30,000	20,701	69.0%
Subtotal	63,093	126,009	62,916	49.9%
TOTAL TRAINING & SUPPORT SVCS	5,936,806	9,424,649	3,537,033	37.5%
GRAND TOTAL	10,240,714	14,035,671	3,844,147	27.4%

**SELACO WDB
Balance Sheet
6/30/2024**

*** Preliminary ***

	Employment Training Panel (ETP)	Preschool & Facilities Revolving Funds	Transitional Subsidized Employment (TISE)	WIOA Adult	WIOA Dislocated Workers	WIOA Youth	WIOA Rapid Response / LOA	Other Grants	General Funds	Pools	Total
Assets											
Cash & Cash Equivalents	92,176	5,543,097	12,806	(268,584)	(76,800)	(169,577)	-	(21,670)	35,848	179,916	5,327,212
Petty Cash	-	-	-	-	-	-	-	-	-	5,000	5,000
Accounts Receivable	-	-	-	22,820	-	-	-	98,679	-	-	121,499
Prepaid Expenses	-	-	-	-	-	-	-	-	-	-	-
Deposit	-	9,100	-	-	-	-	-	-	-	20,238	29,338
Due from Other Fund	-	-	-	-	-	20,752	-	-	391,192	-	411,944
Fixed Assets	-	1,005,713	-	-	-	-	-	-	-	-	1,005,713
Accumulated Depreciation	-	(1,005,713)	-	-	-	-	-	-	-	-	(1,005,713)
Total Assets	92,176	5,552,197	12,806	(245,764)	(76,800)	(148,824)	-	77,009	427,040	205,154	5,894,993
Liabilities and Net Assets											
Liabilities											
Accounts Payable	132,587	141,552	60	63,609	17,605	107,695	-	60,825	-	5,254	529,187
Accrued Expenses	6,036	9,113	6,030	46,646	14,946	35,672	-	7,350	-	83,196	208,989
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 Vendors (ETP)	-	-	-	-	-	-	-	50	-	-	50
Due to Other Fund	163,583	-	21,829	24,296	-	-	-	181,485	-	19,752	410,944
Payroll Clearing	-	18,252	-	-	-	-	-	-	-	72,824	72,824
Revenues Received in Advance	105,168	5,651,498	7,011	-	-	20,752	-	-	-	-	5,784,430
Suspended Account	-	-	-	-	-	-	-	-	-	-	-
Total Liabilities	407,374	5,811,264	34,930	134,550	32,551	164,119	-	249,710	-	210,142	7,044,639
Net Assets											
Current YTD Net Income	(303,692)	(277,320)	(39,170)	(380,314)	(109,351)	(312,944)	-	(221,924)	54,220	(4,988)	(1,595,484)
Unrestricted	(11,505)	18,252	17,047	-	-	-	-	49,223	372,820	-	445,837
Total Net Assets	(315,197)	(259,067)	(22,123)	(380,314)	(109,351)	(312,944)	-	(172,700)	427,040	(4,988)	(1,149,646)
Total Liabilities and Net Assets	92,176	5,552,197	12,806	(245,764)	(76,800)	(148,824)	-	77,009	427,040	205,154	5,894,993



Operations Report

11TH REPORT OF PY 2023 – PY 2024
JULY 1, 2023 – JUNE 30, 2024

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PURPOSE

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

SPOTLIGHT

SELACO WDB is honored to have collaborated with Bellflower Unified School District EMT students, ensuring they are equipped with essential shoes for their training. We extend our deepest gratitude to Shoe Kingdom in Bellflower for graciously hosting this event at their store.

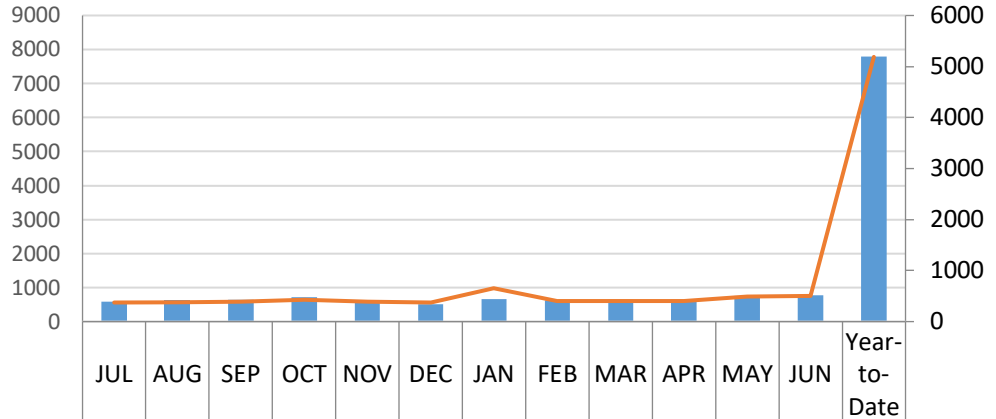
Special appreciation goes to Sonny Santa Ines, Bellflower City Council Member; Larry Wehage, President of the Bellflower Chamber of Commerce and SELACO WDB Board Member; and Yolanda Castro, SELACO WDB Executive Director, for their unwavering support and dedication to this initiative.



IN-THE-KNOW WITH SELACO

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

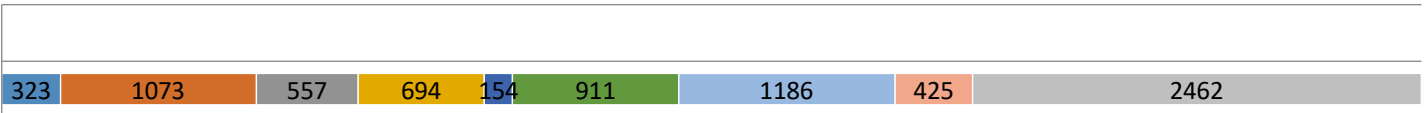
Customer Visits to AJCC



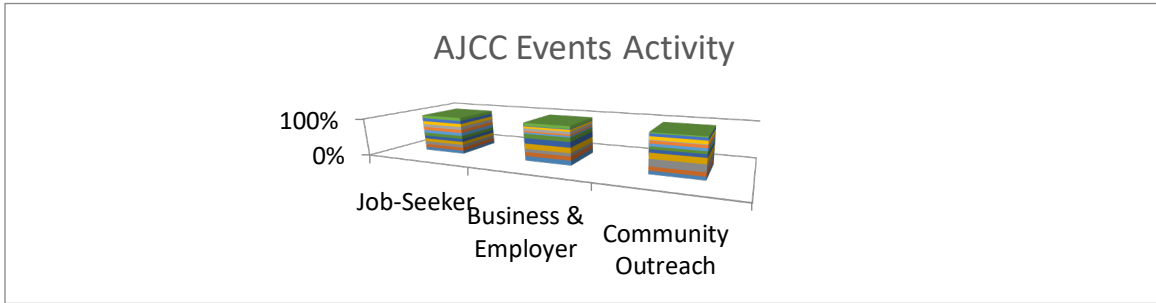
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Year-to-Date
Total Visits	591	640	636	709	629	506	653	625	638	635	754	769	7785
Distinct Customers	374	381	391	422	392	374	659	397	409	403	488	498	5188

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
Downey morning networking	Attended the morning networking event at the Downey chamber.
Women in Business Luncheon	Attended the luncheon for women in business for paramount chamber.
Mayor's Prayer Breakfast	Attended the prayer breakfast that was put on by door of hope and Norwalk chamber.
Jean & Java	Attended the jeans and java event that Cerritos chamber was putting on.
Bell Flower Networking Event	Networked with Businesses
Goodwill SOLAC Job Fair	Networked with Businesses
OUTREACH EVENTS	DESCRIPTION
Boots on Ground – Artesia	Artesia HS / Student Union
Boots on Ground – Downey	LACOE Orientation
Boots on Ground – Downey	LACOE Intake
Boots on Ground – Hawaiian Gardens	Round Table Safety
Boots on Ground – Norwalk	Roundtable monthly basis
Boots on Ground – Norwalk	Mayor's Prayer Breakfast
Boots on Ground – Paramount	Paramount Adult School Outreach
Boots on Ground – Compton	Compton College /PACT
Boots on Ground – Other	TPF-collaboration meeting
Boots on Ground – Other	SELACO/MCAS/APF/TRIPPS collaboration discussion meeting

WIOA ADULT

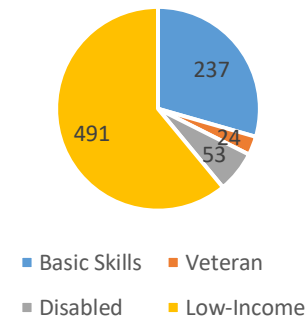
To prepare workers -- particularly individuals with barriers to employment -- for good jobs by providing job search assistance and training. The Adult Program provides an emphasis on serving public assistance recipients, other low-income individuals, and individuals who are low-skilled.

WIOA PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Negotiated PY 23/24	Q1 PY 23/24	Q2 PY 23/24	Q3 PY 23-24	Q4 PY 23-24
Employed 2 nd Quarter after Exit	64.9%	69.4%	71.4%	70.5%	71.5%
Employed 4 th Quarter after Exit	61.8%	64.5%	64.5%	67.5%	67.6%
Median Earnings	\$7,400	\$8,481.93	\$8,855.10	\$8,488.82	\$8,788.42
Credential Rate	67.7%	78.3%	79.4%	78.6%	85.1%
Measurable Skill Gain (MSG)	70.0%	76.9%	86.3%	82.2%	91.5%

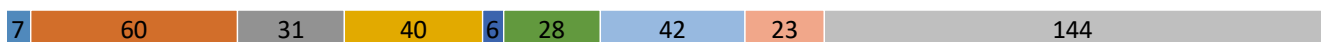
Activity Breakdown	
Carryover	174
Enrollments	381
Exits	259
Employed at Closure	62
Program Services	
Occupational Skills Training	74
On the Job Training	3
Transitional Jobs	8
Supportive Services	141
Follow-up Services	133

Priority Population



WIOA Adult Enrollment by City

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



WIOA DISLOCATED WORKER (DW)

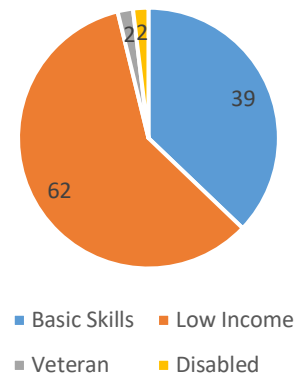
To prepare workers -- particularly individuals recently separated from employment -- for good jobs by providing job search assistance and training. The Dislocated Worker Program provides an emphasis on serving transitioning veterans, homemakers, recently unemployed, and struggling independent business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

WIOA PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Negotiated PY 23/24	Q1 PY 23/24	Q2 PY 23/24	Q3 PY 23/24	Q4 PY 23/24
Employed 2 nd Quarter after Exit	68.2%	83.3%	80.0%	80.0%	75.0%
Employed 4 th Quarter after Exit	67.0%	81.5%	83.3%	79.2%	71.4%
Median Earnings	\$8,600	\$10,703.16	\$10,772.54	\$9,671.69	\$10,614.96
Credential Rate	79.2%	81.2%	78.4%	65.5%	75.0%
Measurable Skill Gain	70.0%	82.6%	90.9%	88.9%	100%

Activity Breakdown	
Carryover	30
Enrollments	50
Exits	33
Employed at Closure	10
Program Services	
Occupational Skills Training	20
On the Job Training	0
Supportive Services	32
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 22/23	Allocations	Goal	Actual
Projected Enrollments	50	50	82
Exit and Follow-up 6 Months After Exit	50	50	39

Carryover
44

TSE WEX PLACEMENT BY CITY

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



WIOA YOUTH SELACO

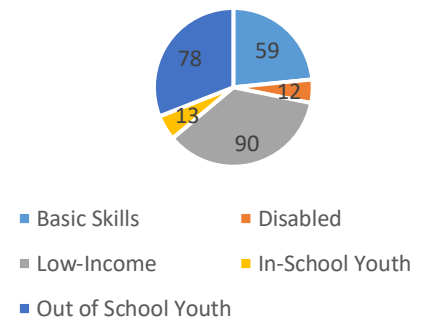
To prepare youth (ages 14-24) with barriers to employment – for good jobs by providing career exploration and training. The Youth Program provides an emphasis on serving public assistance recipients, other low-income individuals, basic skills deficient, pregnant or parenting young, foster youth, and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

WIOA PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Negotiated PY 23/24	Q1 PY 23/24	Q2 PY 23/24	Q3 PY 23/24	Q4 PY 23/24
Employed or Placed in Education 2 nd QT after Exit	68.7%	69.2%	69.0%	73.8%	71.1%
Employed or Placed in Education 4 th QT after Exit	73.0%	76.6%	76.3%	69.2%	66.7%
Median Wage	\$4,150	\$6,930.65	\$6,861.37	\$5,633.24	\$6,058.94
Credential Rate	69.0%	50.0%	61.5%	61.5%	64.3%
Measurable Skills Gain	67.0%	38.2%	30.6%	44.7%	73.5%

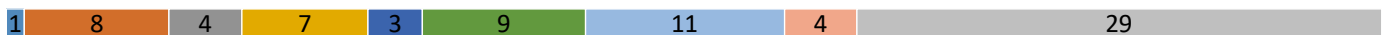
Out-of-School Activity Breakdown	Actual
Carryover	18
Enrollments	76
Exits	31
Employed at Closure	3
Program Services	
Occupational Skills Training	10
Enrolled in Secondary Education	0
Work Experience	31
Supportive Services	23
Follow-up Services	32

Priority Population



WIOA Youth Enrollment By City

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



WIOA YOUTH ABC

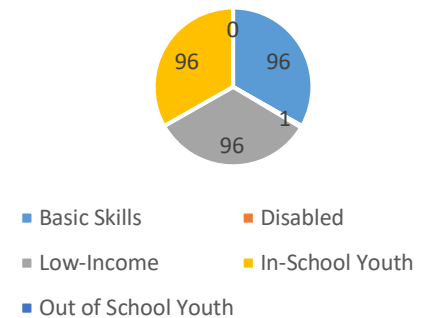
To prepare youth (ages 17-21) with barriers to employment – for good jobs by providing career exploration and training. The Youth Program provides an emphasis on serving public assistance recipients, other low-income individuals, basic skills deficient, pregnant or parenting young, foster youth, and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

WIOA PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Negotiated PY 23/24	Q1 PY 23/24	Q2 PY 23/24	Q3 PY 23/24	Q4 PY 23/24
Employed or Placed in Education 2 nd QT after Exit	68.7%	83.3%	94.4%	94.6%	76.2%
Employed or Placed in Education 4 th QT after Exit	73.0%	0.0%	100.0%	66.7%	51.9%
Median Wage	\$4,150	\$1,390.00	\$4,669.33	\$2,748.70	\$3,357.12
Credential Rate	69.0%	0.0%	0.0%	50.0%	42.6%
Measurable Skills Gain	67.0%	57.2%	43.3%	37.7%	100%

In-School Activity Breakdown	Actual
Carryover	10
Enrollments ABC	96
Exits	51
Employed at Closure	0
Program Services	
Enrolled in Secondary Education	55
Work Experience	98
Supportive Services	99
Follow-up Services	0

Priority Population



WIOA Youth Enrollment By City

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



YOUTH@WORK

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

YOUTH@WORK ENROLLMENT GOALS

Agency	CalWORKs		Foster		JJCPA		Other Under Served Youth (OUSY)		System Involved Youth (SIY)		TOTAL	
	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual
City of Hawaiian Gardens	12	5	N/A	N/A	0	0	39	33	10	8	61	46
Artesia	N/A	N/A	N/A	N/A	N/A	N/A	10	0	10	0	20	0
DAS	N/A	N/A	N/A	N/A	N/A	N/A	4	0	4	0	8	0
ABCUSD	18	17	1	1	N/A	N/A	46	46	15	13	80	77
SELACO	8	8	12	16	6	4	11	13	6	7	43	48

Progress	CalWORKS	Foster	JJCPA	OUSY	SIY	Total
Enrollments	30	17	4	92	28	171
Exits	30	17	4	92	28	171

Youth@Work Enrollment by City

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



BRIDGE TO WORK

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

BRIDGE TO WORK PERFORMANCE INDICATORS PER QUARTER

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

PY22-23 Carryover
3

Bridge to Work Enrollment by City

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

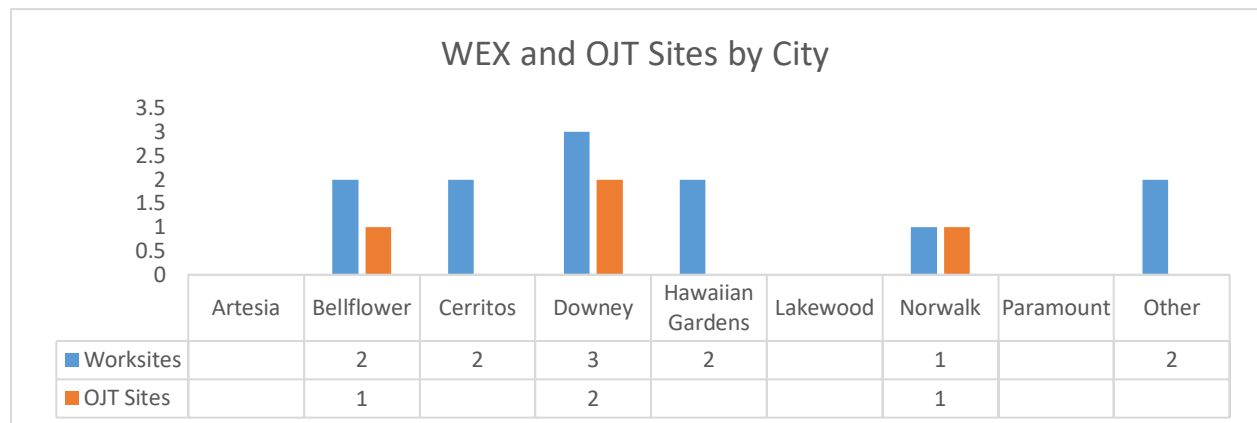


BUSINESS SERVICES

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

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

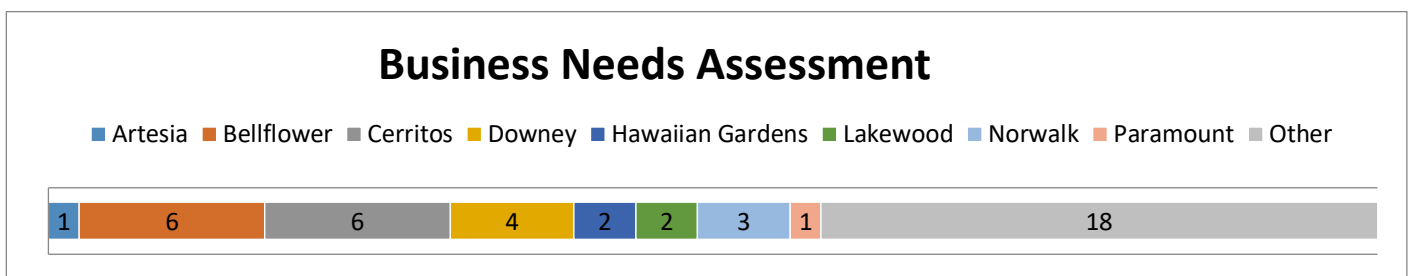
Activity Breakdown	
Job Fairs/ Special Recruitments	11
Job Development	23
Resume Referral	19
Candidate Pre-screening	51
Employer Networking	199
Referral to Community Services	64
Tax Credit Program Awareness	62
Rapid Response	0
Lay-off Aversion	0
Total	429



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 <u>100</u> Completed <u>43</u>			Actual <u>43</u> Outcome <u>36</u>		
Industry		Type of Need		Results	
Construction	1	Recruitment and Hiring	23	Recruitment and Hiring	6
Healthcare	4	Upskills training for current employees.	3	Upskills training for current employees.	0
Hospitality	24	Subsidized wages for new employees/ trainees	4	Subsidized wages for new employees/ trainees	7
Information Technology (IT)	1	Layoff prevention and aversion	10	Layoff prevention and aversion	8
Logistics	1	Tax Incentives	0	Tax Incentives	5
Manufacturing	3	Other:	3	Other:	10
Other:	9				



EMPLOYER TRAINING PANEL (ETP)

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

Eligible Training Panel (ETP)		
ET-23-0132 (Contract Term: 2022-2024)		
	Planned	Actual
Enrollments	433	434
Completions	433	428
Retention	408	425

Eligible Training Panel (ETP)		
ET-23-0162 (Contract Term: 2023-2025)		
	Planned	Actual
Enrollments	405	58
Completions	405	0
Retention	380	0

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	47	32
Artesia Child Development Center 18730 Clarkdale Avenue, Artesia, CA 90701 Center Director: Malajat Raja Phone Number: (562) 653-0290	57	75
Bellflower Child Development Center 447 Flower Street, Bellflower, CA 90706 Center Director: Regina Mayo Phone Number: (562) 804-7990	57	44
Bellflower II Child Development Center 14523 Bellflower Blvd., Bellflower, CA 90706 Phone Number: (562) 867-8399	76	74
Lakewood Child Development Center 5225-A Hayter Avenue, Lakewood, CA 90712 Center Director: Maria Navarro Phone Number: (562) 531-9440	59	49
Maywood Child Development Center 4803 58 th Street, Maywood, CA 90270 Center Director: Silvia Guzman Phone Number: (323) 560-5656	54	60
Norwalk Child Development Center 14000 San Antonio Drive, Norwalk, CA 90650 Center Director: Silvia Guzman Phone Number: (562) 864-1958 ++0	26	32
Total	376	366

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	25
Referrals from SHARE	N/A	18
Enrollments resulting from SHARE referrals	50	27

Enrollment Activity		
	Planned	Actual
Attended a Job Search Workshop	20	11
Completed Individual Service Plan	50	22
Internships	8	0
Secured Part-time Employment	3	3
Secured Full-time Employment	28	4
Retained Employment (3-months)	23	1
Increased wages	40	0

PY22-23 Carryovers
17

COG Home Enrollment by City

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



REGIONAL EQUITY AND RECOVERY PARTNERSHIP (RERP)

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

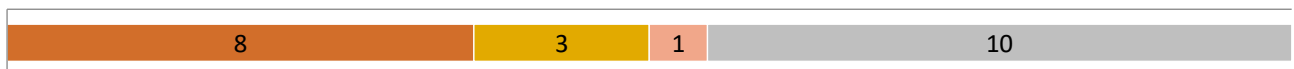
Contract Term April 18, 2023 – October 31, 2025

RERP PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Planned	Actual
New Enrollment	35	22
Individuals in Training	35	17
Individuals Completed Training	30	17
Attained Industry Recognized Certificate or Credential	30	17
Employment Obtained	30	3

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.

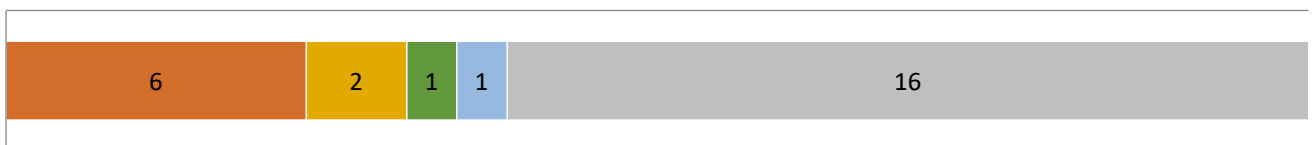
Contract Term April 4, 2023 – December 31, 2025

P2E INITIATIVE PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Planned	Actual
New Enrollment	26	26
Individuals in Training	9	10
Individuals Completed Training	8	2
Attained Industry Recognized Certificate or Credential	8	5
Placement in Postsecondary Education	1	0
Placement in State Approved Apprenticeship	3	0
Employment	16	2

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	9
WIOA Co-enrollments	11	9
Placements	11	0
Exits	N/A	6

Program Services	Planned	Actual
Follow-up Services	11	1
On the job Training	7	0
Transitional Jobs	8	3
Supportive Services	N/A	12

PY22-23 Carryovers
4

HOME Enrollment by City

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



GLOSSARY OF TERMS


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



MEMORANDUM

DATE: July 25, 2024

TO: SELACO WDB Board of Directors

FROM: Yolanda L Castro, Executive Director 

RE: Approval of SELACO WDB Budget for Program Year 2024-2025

Attached for your review and approval is the Southeast Los Angeles County Workforce Development Board's (SELACO WDB's) budget for Program Year (PY) 2024-2025.

Through the dedicated efforts of our staff, we have implemented various strategies, including direct engagement initiatives like our "boots on the ground" approach. This effort has significantly increased customer traffic, and we expect the trend to continue in this program year. While we experienced a reduction in Workforce Innovation and Opportunity Act (WIOA) funding for PY 2024-2025 with other grant opportunities both current and anticipated, staff presents with confidence the 2024-2025 budget, reflecting full-service operations with minor adjustments for operational changes and anticipated variations in funding.

See attached Projected Revenue Budget for each budget line item that resulted in an increase or decrease in all funding allocations for PY 2024-2025.

Revenues

SELACO WDB's total projected Operating Revenue for PY 2024-2025 is increased by a net of \$629,643, representing a 4.2% rise compared to the budget modification approved on March 28, 2024.

Increases of \$845,602 to the revenue budget are as follows:

- 1) Total increase of \$146,015 is from continued and carried-over funds for the following special projects:
 - #02. Gateway Cities Homeless Employment (H2E) Program (+ \$46,093)
 - #05. LA County Homeless-Measurer H (+ \$37,500)
 - #09. Transitional Subsidized Employment (TSE) - Carry Over (+ \$57,105)
 - #11. Bridge To Work Youth - Carry Over (+ \$5,317)

- 2) An increase of \$411,100 is from the Hired LA Program, a new regional project awarded by the California Workforce Development Board to South Bay Workforce

Investment Board as the lead agency to serve the formerly incarcerated and other justice-involved individuals. SELACO WDB is allocated \$540,000 for this 20-month program. We expect to spend approximately \$411,100 in PY 2024-2025, with a remaining balance of \$128,900 carried into the next program year. Contracts are in the final process of development for securing funding.

- #03. Hired LA Program (+ \$411,100)
- 3) Total increase of \$284,370 comes from WIOA formula funding. This amount includes a net decrease to total PY 2024-25 WIOA formula allocations and an increase in projected carryover funds from PY 2023-2024 allocations:

Total net decrease in PY 2024-2025 WIOA formula allocations for Adult, Dislocated Workers, Youth, Rapid Response, and Lay-Off Aversion is \$505,249, representing an overall reduction of 10% compared to the previous year's funding:

- #14. WIOA Adult (- \$230,246)
- #17. WIOA Dislocated Workers (- \$92,670)
- #20. WIOA Youth (- \$229,348)
- #22. WIOA Rapid Response (+ \$27,092)
- #23. WIOA Lay-Off Aversion (+ \$19,923)

Total net increase to PY 2023-2024 WIOA formula carried-over funds for Adult, Dislocated Workers, and Youth is \$789,619:

- #13. WIOA Adult-Carry Over (+ \$266,457)
- #16. WIOA Dislocated Workers-Carry Over (+ \$113,807)
- #19. WIOA Youth-Carry Over (+ \$442,896)
- #21. WIOA Rapid Response-Carry Over (- 33,541)

After excluding unliquidated obligations, SELACO WDB is within the State's 20% allowance for carryover into the second year of its two-year term for both WIOA Adult and Dislocated Worker funds. However, the carryover for WIOA Youth exceeded the State's 20% allowance even after excluding unliquidated obligations. This will result in SELACO WDB returning to the State approximately \$70,000 in unobligated youth funds. The inability to meet spending requirements contributed to:

- A contracted provider for in-school youth services inability to meet their allocated funds and unfortunately reporting lower-than-expected expenditures at a time when it was too late to adjust and reallocate the funds.
- Delays in securing a new service provider for targeting disconnected youth ages 18-24.

SELACO WDB has successfully secured our new service provider who will be fully implemented and engaged in service delivery by mid-August. With PY 2024-2025 funds distributed to support a service provider, Hawkeye, and internal services, staff is confident that program youth funds will be fully expended by June 30, 2025.

A total of \$442,896 (line #9) of unspent youth funds will be carried over into PY 2024-2025 to support youth service goals and objectives for this current year of operation.

In addition, included in our projected revenue budget, we are requesting a transfer of 60% of our WIOA Dislocated Worker allocation to WIOA Adult. As per the State's directive, local areas are allowed to request moving funds between the programs up to 100% when necessary. It is customary to reassess our customer base and determine if the transfer will enhance our ability to assist job seekers with their employment and training goals. Based on SELACO WDB's historical enrollment data, most customers in intensive programs qualify under the adult category rather than as dislocated workers. Implementing this transfer will enable us to accurately reflect our current customer base and provide flexibility to address job seekers' enrollment needs. By reallocating resources, SELACO WDB aims to enhance service to job seekers using our America's Job Center of California (AJCC). Please find below the proposed transfer amount:

- #15. WIOA Adult (+ \$672,820)
 - #18. WIOA Dislocated Workers (- \$672,820)
- 4) Total increase of \$4,117 is from One-Stop Partners' shares of infrastructure costs, including rent, telephone, internet, security guard, and some repair/maintenance costs:
- #24. Other Revenues: Shared Infrastructure Costs from One-Stop Partners (+ \$4,117)

Decreases of \$215,960 from the revenue budget are as followed:

- 1) A decrease of \$72,689 is attributed to the Employment Training Panel (ETP) grant. As SELACO WDB is currently in the first year of the two-year grant term, changes in enrollment plans have necessitated the postponement of most program activities to July 2025, the beginning of the following program year.
- #01. Employment Training Panel (ETP) Grant (- \$72,689)
- 2) Decreases of \$96,723 from the revenue budget are from the following County and regional projects:
- #04. LA County: Youth @ Work (- \$12,900), contract allocation was reduced for the current program year.
 - #07. Prison to Employment (P2E 2.0) (- \$75,573), two-year program with the majority of enrollments covered in the first year of operation leaving less to carry over in the second year of operation.
 - #08. Regional Equity and Recovery Partnership (RERP) (- \$8,250), two-year program with the majority of enrollments covered in the first year of operation leaving less to carry over in the second year of operation.
- 3) A decrease of \$46,548 is due to the reconciliation and closing of the 40th Year Anniversary Celebration account. SELACO WD collected \$47,150 in donations and spent \$63,111, resulting in a \$15,961 deficit covered by SELACO WDB's General Fund.
- #25. General Fund: 40th Year Anniversary Celebration (- \$46,548)

Expenditures

SELACO WDB's total Expenditure Budget for PY 2024-2025 reflects an increase of \$705,077, which is 5.2% higher compared to the previously approved budget. The detail breakdown of this net increase is as follows:

1) The overall personnel cost has increased by \$513,438, a 14.6% rise. The increase is due to the following factors:

- **Annual Step Increases:** Scheduled annual step increases for staff.
- **Position Replacements:** Filling previously unfilled positions, including staff promotions.
- **Benefit Adjustments:** A final 0.5% reduction in SELACO WDB 403b contributions as per changes approved by the WDB Board in September 2021 to get all staff aligned at 5%.
- **New Hires for Special Projects:** Hiring additional staff to handle the increase in special project funding for direct services.
- **Boots on the Ground Initiative:** Supporting the SELACO WDB “Boots on the Ground” initiative, which has increased customer traffic and necessitated more intake, career development planning, and direct placement assistance.
- **4% COLA:** Including a 4% cost of living adjustment (COLA) for SELACO WDB staff to remain competitive in the job market due to rising living costs.

2) Total non-personnel costs are increased by \$20,660, a 1.89% increase compared to the previous year. Details of increases and decreases are as follows:

- -\$4,350 in Conferences/Staff Development – SELACO WDB made small adjustment to this line item. Like many workforce development organizations, SELACO WDB has experienced the retirement of seasoned staff, with more retirements expected in the next few years. Finding inexperienced staff familiar with WIOA-funded programs and effective staff management is challenging. Starting last year, SELACO WDB has focused on staff development at every level of our organization, including program operations, fiscal and monitoring, and supervision. This will continue to be our focus in this program year.
- -\$7,000 in Meeting Expenses – the decrease is due mainly to the closing of the 40th Year Anniversary Celebration account.
- +\$10,510 in Rent – annual increase per lease agreement.
- +\$500 in Telephone Expenses – annual increase from provider.
- +\$15,000 in Furniture & Equipment – the increase is for the replacement of old laptops, printers, and copiers.
- -\$20,000 in Outreach/Recruitment – Due mainly to the closing of the 40th Year Anniversary Celebration account.

- +\$16,000 in Subscriptions/Dues/Memberships – Due to increase in subscription costs and continued services of necessary technology to enhance SELACO WDB’s ability to deliver services virtually and support staff telework.
- +\$2,500 in Insurance – projected increase to annual insurance premiums.
- +\$7,500 in Professional Fees – increase is expected due to local and regional plan activities.

Overall, the total In-House Costs Budget is increased by \$534,098 or 11.58%, which is the total between the increase of \$513,438 to total Personnel Costs and \$20,660 to total Non-Personnel Costs.

- 3) Total Training and Support Services Budget reflects an increase of \$170,979, representing a 1.81% rise compared to the previously approved budget. These adjustments primarily result from the realignment of costs due to carryover funds and additional costs budgeted for a new special grant received.

Please refer to attached Projected Expenditure Budget for each budget line item that resulted in an increase or decrease to the overall PY 2024-2025 budget.

Unobligated Balance

With the projected revenues and proposed expenditures, SELACO WDB will have an unobligated balance of \$1,456,592, a decrease of \$100,136, or 6.4%, compared to the previously approved budget.

Action Required:

Approve proposed budget for Program Year 2024-25 as submitted.

Authorize Executive Director to submit a request to the State to transfer 60% of Dislocated Workers funding to Adult Services. This represents a total transfer of \$672,820 in funding.

Approve a staff COLA increase of 4% effective with Payroll Period 17, pay period beginning July 29, 2024.

**SELACO WDB
PY 2024-25 PROJECTED REVENUE BUDGET
FISCAL YEAR 2024-2025**

REVENUE SOURCES	REVENUES APPROVED ON 3/28/24	PROPOSED BUDGET	INCREASE / (DECREASE)
1 Employment Training Panel (ETP) Grant	518,189	445,500	(72,689)
2 Gateway Cities Homeless Employment (H2E) Program	208,113	254,206	46,093
3 Hired LA Program	-	411,100	411,100
4 LA County: Youth @ Work	827,700	814,800	(12,900)
5 LA County: Homeless (Measure H)	111,000	148,500	37,500
6 Preschool Grant	5,593,899	5,593,899	-
7 Prison to Employment (P2E 2.0)	138,073	62,500	(75,573)
8 Regional Equity and Recovery Partnership (RERP)	175,000	166,750	(8,250)
9 Transitional Subsidized Employment (TSE) - Carry Over	7,245	64,350	57,105
10 Transitional Subsidized Employment (TSE)	90,000	90,000	-
11 Bridge To Work (B2W) Youth - Carry Over	433	5,750	5,317
12 Bridge To Work (B2W) Youth	14,400	14,400	-
13 WIOA Adult - Carry Over	1,110,543	1,377,000	266,457
14 WIOA Adult	1,731,957	1,501,711	(230,246)
15 WIOA Adult - Transfer from WIOA Dislocated Workers	728,420	672,820	(55,600)
16 WIOA Dislocated Workers - Carry Over	127,193	241,000	113,807
17 WIOA Dislocated Workers	1,214,036	1,121,366	(92,670)
18 WIOA Dislocated Workers - Transfer to WIOA Adult	(728,420)	(672,820)	55,600
19 WIOA Youth - Carry Over	1,067,172	1,510,067.92	442,896
20 WIOA Youth	1,773,277	1,543,929	(229,348)
21 WIOA Rapid Response - Carry Over	33,541	-	(33,541)
22 WIOA Rapid Response	104,220	131,312	27,092
23 WIOA Lay-Off Aversion	18,693	38,616	19,923
24 Other Revenues - Shared Infrastructure Costs from One-Stop Partners	108,597	112,714	4,117
25 General Fund: 40th Year Anniversary Celebration	46,548	-	(46,548)
TOTAL OPERATING REVENUES	15,019,828	15,649,471	629,642
26 Non-WIOA Training Revenues	572,572	547,870	(24,702)
TOTAL REVENUES	15,592,400	16,197,341	604,941

**SELACO WDB
PROJECTED EXPENDITURE BUDGET
FISCAL YEAR 2024-2025**

LINE ITEM DESCRIPTION	APPROVED BUDGET ON 3/28/24	PROPOSED BUDGET	INCREASE / (DECREASE)
PERSONNEL COSTS			
Salaries & Wages	2,690,992	3,078,775	387,783
Payroll Taxes/Worker Compensation	247,188	277,031	29,843
Employee Benefits	576,949	672,761	95,813
TOTAL PERSONNEL COSTS	3,515,129	4,028,566	513,438
NON-PERSONNEL COSTS			
Mileage	10,000	10,000	0
Conferences/Staff Development	190,000	185,650	(4,350)
Meeting Expenses	32,000	25,000	(7,000)
Rent	370,794	381,304	10,510
Telephone/Internet	22,600	23,100	500
Furniture & Equipment	50,000	65,000	15,000
Repair & Maintenance	17,000	17,000	0
Outreach/Recruitment	75,000	55,000	(20,000)
Supplies	55,000	55,000	0
Subscriptions/Dues/Memberships	75,000	91,000	16,000
Insurance	38,000	40,500	2,500
Professional Services Fees	117,500	125,000	7,500
Legal Fees	40,000	40,000	0
Bank Fees/Interest Expense	3,000	3,000	0
TOTAL NON-PERSONNEL COSTS	1,095,894	1,116,554	20,660
TOTAL IN-HOUSE COSTS	4,611,022	5,145,120	534,098
TRAINING & SUPPORT SERVICES			
Classroom/ OJT/ IWT Payments			
Employment Training Panel (ETP)	278,226	230,215	(48,011)
Hired LA Program	0	168,000	168,000
LA County - Homeless Initiative (Measure H)	17,900	10,000	(7,900)
Prison to Employment (P2E)	47,700	10,141	(37,559)
Regional Equity and Recovery Partnership (RERP)	104,900	40,850	(64,050)
WIOA Adult	742,223	772,733	30,511
WIOA Dislocated Workers	122,230	69,107	(53,123)
WIOA Youth	50,000	65,328	15,328
Non-WIOA Training Expenditures	572,572	547,871	(24,701)
Subtotal	1,935,750	1,914,244	(21,506)


LINE ITEM DESCRIPTION	APPROVED BUDGET ON 3/28/24	PROPOSED BUDGET	INCREASE / (DECREASE)
Cost Reimbursements / Contracted Services			
Day Care Pre-School / Renovation	5,294,607	5,294,607	0
Employment Training Panel (ETP)	30,000	60,000	30,000
Gateway Cities' Homeless Employment Program	0	10,000	10,000
Hired LA Program	0	65,000	65,000
LA County - Youth @ Work	597,611	689,355	91,744
LA County - Homeless Initiative (Measure H)	15,000	15,000	0
Regional Equity and Recovery Partnership (RERP)	7,500	12,833	5,333
WIOA ETPL Delegation Services	5,000	-	(5,000)
WIOA Youth	849,910	793,962	(55,948)
WIOA One-Stop Operator	30,000	50,000	20,000
WIOA Security Guard	51,145	55,352	4,208
Subtotal	6,880,772	7,046,110	165,337
Work Experience / Skillz Menu			
Hired LA Program	0	20,000	20,000
LA County - Youth @ Work	135,149	48,510	(86,639)
LA County - Homeless Initiative (Measure H)	30,000	59,400	29,400
Prison to Employment (P2E)	19,000	8,541	(10,459)
Regional Equity and Recovery Partnership (RERP)	5,000	6,361	1,361
WIOA Adult	57,404	89,297	31,892
WIOA Youth	225,564	264,854	39,290
Subtotal	472,118	496,964	24,846
Training Supplies			
WIOA Adult	4,500	5,000	500
WIOA Dislocated Workers	2,000	2,000	0
WIOA Youth	3,500	5,000	1,500
Subtotal	10,000	12,000	2,000
Direct Support Payments			
Gateway Cities' Homeless Employment Program	15,919	14,397	(1,522)
LA County - Youth @ Work	5,590	1,950	(3,640)
LA County - Homeless Initiative (Measure H)	2,000	2,000	0
Hired LA Program	0	5,000	5,000
Prison to Employment (P2E)	6,500	7,963	1,463
Regional Equity and Recovery Partnership (RERP)	1,000	0	(1,000)
WIOA Adult	50,000	50,000	0
WIOA Dislocated Workers	15,000	15,000	0
WIOA Youth	30,000	30,000	0
Subtotal	126,009	126,310	301
TOTAL TRAINING & SUPPORT SERVICES	9,424,649	9,595,628	170,979
GRAND TOTAL	14,035,671	14,740,748	705,077
CURRENT UNOBLIGATED BALANCE	1,556,729	1,456,592	(100,136)



MEMORANDUM

DATE: July 25, 2024

TO: SELACO WDB Board of Directors

FROM: Yolanda L Castro, Executive Director 

RE: Request for Approval to Accept HIRE Grant Funds

In July of last year, we presented a memo to the Board regarding the HIRE Grant. Although we did not receive funding directly from the grant application submitted with LA CADA, recipients of the grant, SouthBay WIB, have invited us to join them in the initiative.

The Helping Individuals Re-enter Employment (HIRE) grant, administered by the California Workforce Development Board (CWDB), aims to support organizations like ours in providing comprehensive re-entry services and employment opportunities to individuals transitioning back into society.

The performance goals align with our current Prison to Employment grant (P2E), which is also administered by SouthBay WIB. Performance goals are:

- Enroll 60 Participants in the HIRE grant.
- 40% Enroll in Training- 24 out of the 60 employed.
- 80% Complete Training/Certification- 19 out of the 24 complete the training.
- 60% Enter employment: 36 out of 60 enrolled participants.


The Southeast Los Angeles County Workforce Development Board (SELACO WDB) submitted an operating budget and SouthBay is completing our contract for services. The Project identifies SouthBay WIB as the administrator of the grant, and SELACO WDB/America's Job Center of California (AJCC), as a provider, with projected funding at \$540,000 to serve 60 participants. This funding will be allocated towards hiring staff to support this initiative, essential support services that ensure success, paid transitional employment opportunities, specialized workshops for this population, and contracted mentorship services. These funds will significantly enhance our ability to address the unique challenges faced by individuals seeking to reintegrate into society after experiencing incarceration.

Action Required:

Authorize the Executive Director to accept HIRE grant funding and serve as a provider in the grant structure established by SouthBay WIB, the lead organization.



MEMORANDUM

DATE: July 25, 2024
TO: SELACO WDB Board of Directors
FROM: Yolanda L Castro, Executive Director 
RE: Request to Hire a Program Operations Manager

The Southeast Los Angeles County Workforce Development Board (SELACO WDB) Program Operations team is responsible for providing services to job seekers and coordinating partner services. The team has grown significantly in the past two years and is expected to grow by four additional staff members in Program Year (PY) 2024-2025. To ensure effective management and oversight of the team, the leadership proposes to add a Program Operations Manager.

The Program Operations leadership team currently consists of a Deputy Director of Program Operations (DDPO) and three coordinators who assist in the day-to-day operations of the job seeker programs and the America's Job Center activities. The coordinators also support the DDPO in the oversight of special projects and partner activities. However, the coordinators have limited authority and capacity to supervise personnel, a task that becomes more challenging as the staff increases. The addition of a Program Operations Manager would relieve the DDPO from addressing day-to-day personnel and program issues and allow her to focus more on fund development, partner collaboration, continuous improvement, and other agency-wide activities. The attached job description outlines the duties and qualifications of the Program Operations Manager.

The Program Operations team also serves youth and young adults through various programs and partnerships with local school districts and other organizations. The leadership recognizes the importance of enhancing the coordination and alignment of these services to support career development for youth and young adults. Therefore, once the Program Operations Manager is in place, leadership plans to conduct an assessment to determine if the workload associated with overseeing adult and youth services is feasible for one manager or if it will serve the efficiency of program operation to add a Youth Services Manager. In January 2025, anticipating there has been ample time to assess work capacity, leadership will report to the Board our assessment of need and if necessary, present a job description for a Youth Manager.

Action Required:

Authorize the Executive Director to proceed with the hiring of a Program Operations Manager as identified in the attached Job Description.



POSITION: Program Operations Manager – Career Services

CLASSIFICATION: Exempt

SALARY: \$70,872 – 86,145

BENEFITS: Medical, Dental, Vision, Life Insurance, Accidental Death and Dismemberment, Long-Term Disability, 403(b) Plan

SUPERVISION AND DIRECTION:

Day to day direction will be under the guidance and supervision of the Deputy Director of Program Operations (DDPO).

DEFINITION:

The Program Operations Manager leads the development and maintenance of all career-related services, emphasizing program design, outreach and recruitment, enrollment, and ensuring performance goals and objectives are met. WIOA Program Operation definition also encompasses Dislocated Workers and Special Populations, such as customers experiencing homelessness, disabilities, veterans, and other WIOA “priority of service” customers.

The Program Operations Manager will be responsible for supporting duties related to meeting the objectives established for SELACO WDB-sponsored career service programs (i.e., WIOA Adult, Youth, WIOA Dislocated Worker, and Special Projects). This responsibility includes effective coordination with Business Services and Partner Services connected to the SELACO WDB AJCC. Including stepping in to support other department managers as needed to ensure the overall success of meeting agency-wide goals and objectives. The Program Operations Manager supports programs and services that provide a successful transition of participants into work experience, on-the-job training, classroom training, apprenticeship programs, incumbent worker training, and unsubsidized employment.

The Program Operations Manager plays a significant role in leading a career services team assigned to support outreach and recruitment, participant enrollment, case management, job placement, and the completion and data entry of 12-month follow-up activity as needed.

The Program Operations Manager is a vital member of the SELACO WDB Leadership Team and is expected to support all teambuilding and related activities that show commitment to the organization's overall success.

EXAMPLE OF DUTIES:

Examples under the various categories that follow describe both actual responsibilities of the position and broadly illustrate other types of duties and responsibilities of the position.

Program Operations:

1. Quality: Maintain quality customer service including, but not limited to, supporting the distribution and collection of customer satisfaction surveys at all levels of service, and supporting continuous improvement plans, focus groups, and/or human service design strategies that enhance service delivery.
2. Customer Concerns: Lead the resolution of all customer service concerns in a timely and efficient manner.
3. WIOA Knowledge: Maintain knowledge of WIOA regulations, applicable state policies and directives, and SELACO WDB's policies and procedures as they pertain to service delivery, specifically all job seeker related services. This requires a thorough understanding of program eligibility, enrollment, case management, exit and follow-up services. Also required is an understanding of how adult programs connect to and align with Business and Partner Services.
4. Staff Training and Guidance: Support the development and maintenance of a CDS I and II Career Services Guidebook for training and staff development.
5. Case Management Report: Support the development and maintenance of a bi-monthly Case Management report for upper management review. This includes data collection and report generation.
6. Special Project Meetings: As needed, attend all WIOA Special Project meetings related to adult services and be prepared to share progress such as data on enrollment numbers, service activities, placement outcomes, challenges impacting the project outcome, and potential solutions.
7. Service Goals: Support DDPO in establishing and maintaining annual enrollment, service, and placement goals for all adult services. This includes reviewing progress reports, analyzing, interpreting, and identifying potential performance challenges, and working in partnership with DDPO to seek solutions to ensure program objectives are met.
8. Special Projects: In collaboration with DDPO and other department managers, lead the analysis and reporting requirements of service agreements and special project/grants, as specified in their "scope of work" and contractual documents.
9. Oversee Progress: Work directly with MIS/Compliance team to review progress reports for enrollment, placement, overall performance, and follow-up activity. Prepare to lead all team discussions addressing progress and areas of concern.
10. Department Reporting Activity: In collaboration with department managers support all reporting activities that identify progress, success stories, and best practices. Focus on the Program Operation Report submitted as part of the WDB Board Packet.
11. Cohort Activities: Oversee the coordination of all cohort enrollments, including planning, scheduling, and execution.
12. Support Services: Support DDPO in the efficient and timely distribution of support services for enrolled participants.
13. Support Local and Regional Plan Development: Assist DDPO in completion of local and regional plans in connection with their job seeker services-related content.
14. Planning and Deadlines: Support effective planning activities and ensure assigned deadlines are met.
15. Rapid Response: Support coordination of Rapid Response activities. This includes timely response to "warn notices," coordination of on-site/virtual orientations, reporting outcomes to

the State, and ensuring proper/efficient material is on hand for promoting WIOA/Partner services.

16. Participant Outreach: Work in partnership with DDPO in establishing and maintaining an aggressive outreach program to enhance program enrollment and ensure project goals are met. Efforts include establishing effective communication tools, coordinating outreach activities with organizations that service similar target populations, updating services information on the SELACO WDB website, and identifying and maintaining effective outreach materials and promotion tools.
17. Fund Development: Engage in grant writing that aligns with the mission and vision of the agency.
18. Represent Leadership: As needed represent leadership at meetings and other assigned events.
19. Additional Responsibilities: Other duties as assigned.

Management of Support Staff:

1. Team Meetings: Assist in the coordination and leadership of team meetings designed to update, plan, and strategize around key AJCC service objectives.
2. Oversight of Case Management Team: Lead the oversight of intake, enrollment, and case management team, providing day-to-day support to ensure that concerns and opportunities are addressed in a timely manner. Including stepping in to assist in any capacity where needed.
3. Oversight of Staff Time: Lead the review and approval of team timecards. This includes approving and coordinating vacation and sick time leave requests.
4. Management of Staff Work: Lead the day-to-day management of staff working from home, which includes developing work from home assignments, completion, consistent submittal, and review of work logs.
5. Review of Staff Performance: Under the guidance of the DDPO establish corrective action plans, including the development of annual performance reviews.
6. Staff Selection and Training: As needed, under the guidance of the DDPO lead the recruitment, selection, and training of staff assigned to the delivery of services under the umbrella of Career Services. This includes onboarding and coordination with other departments to ensure all resources and tools are available for an effective start of employment.
7. Support Workflow: Supervise team workflow to ensure timely and efficient achievement of assigned task and department objectives.
8. Additional Responsibilities: Other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS

1. Bachelor's degree is preferred, with a minimum of 2 years of experience in WIOA career services. Years of demonstrated experience managing personnel and project development may be considered in lieu of a college degree.
2. Knowledge of principles of public relations, customer service, and communication to work effectively with customers from diverse cultural and socio-economic backgrounds.
3. Knowledge of the Workforce Innovation Opportunity Act (WIOA) and ability to effectively support all components of defined WIOA services as it pertains to self-directed services, intake and enrollment, career counseling and job development, including job readiness assistance, resume preparation, interviewing techniques, and other effective job search techniques.

4. Excellent oral and written communications skills including demonstrated ability in delivery of public workshops/presentations. Strong facilitation and speaking skills a must.
5. Demonstrated collaboration skills that support leveraging resources and services among departments and agency partners.
6. Professional competency with the use of modern technology such as websites, Facebook, LinkedIn, graphic design software and other social networking tools that support development of outreach materials.
7. Ability to prioritize, organize, and complete tasks independently and in a timely manner.
8. Effective computer skills, including professional competency in the use of MS office products, including, specifically, Power Point.
9. Must possess a valid CA driver's license, clean driving record and proof of insurance.

QUALITIES, ATTRIBUTES, AND SPECIAL SKILLS OF THE IDEAL CANDIDATE

Qualities:

1. Professional: Maintains professional decorum in all business' settings and interactions, serving as a role model for staff and others.
2. Self-Assured: Exudes confidence in one's own abilities, knowledge, and skills.
3. Self-Directed: Approaches work by developing and executing clearly defined plans.
4. Mature: Displays an established set of knowledge and practiced approach to performing the work and achieving the organization's goals.
5. Analytical: Utilizes a wide range of data sets and information to guide decision making.
6. Intuitive: Possesses instincts arising from professional and life experiences that support planning and actions.
7. Empathetic: Understanding and attuned to the feelings and experiences of others.

Attributes:

1. Highly Effective Leader: Directs and earns the respect of a team and produces results sought by the organization.
2. Exceptional Communicator: Speaks, listens, and writes with clarity and purpose.
3. Confident Decisionmaker: Able to make decisions and take appropriate corresponding actions efficiently and effectively.

Special Skills:

Able to:

1. Coach, mentor, motivate, and encourage workers: Through behavior, speech, written communication, and achievements, leads workers to desired actions and results.
2. Think and plan strategically: Operates utilize defined strategies to assess opportunities and challenges and to, correspondingly, plan and act.
3. Understand and interpret complex information, including public laws, regulations, and policies governing workforce development and related programs and services.

APPLICATION PROCESS:

By Mail to: Workforce Development Board of Southeast Los Angeles County
10900 E. 183rd St., Suite 350
Cerritos, CA 90703

By Fax to: (562) 860-4457
ATTN: Human Resources

By E-mail to: human.resources@selaco.com

Deadline for Application: Open until filled.

This position is contingent upon the availability of federal funding. The Southeast Los Angeles County Workforce Development Board (SELACO WDB) is an Affirmative Action and Equal Opportunity Employer.


DRAFT



MEMORANDUM

DATE: July 25, 2024

TO: SELACO WDB Board of Directors

FROM: Yolanda L Castro, Executive Director 

RE: HR Policy Update: Personnel Policies and Procedures

At your May 23, 2024, Southeast Los Angeles County Workforce Development Board (SELACO WDB) meeting, Personnel Policy and Procedures item #224 – Overtime was reviewed and approved with an amendment by Board Member Connie Chan to add “EXEMPT” to bullet A.

After careful review, this policy comes back to you for review and approval as the “Overtime” policy applies to all “non-exempt” employees, therefore, the need to add “EXEMPT” is not required.

Action Required:

Review and approve policy as originally presented.

Southwest Los Angeles County Workforce Development Board	Policy # 224
Personnel Policies and Procedures	Date: xx/2024
	Page 1 of 1

OVERTIME

Scope

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

Policy

Occasionally, unpredictable, or unavoidable emergencies may require employees to work overtime. SELACO WDB will try to inform employees of the need for overtime as far in advance as possible, however, lack of notice will not be a valid reason for refusing work.

It is the policy of SELACO WDB to pay overtime to all non-exempt employees in accordance with state and federal law.

Procedures

- A. Non-exempt employees will be paid straight time for all hours worked through 40 in one workweek.
- B. Non-exempt employees will be paid time-and-one-half for hours worked in excess of 40 in one workweek.
- C. Employees who work on an agency holiday will receive pay at one-and-one-half times their regular rate for hours worked. Employees eligible for the holiday pay benefit will also receive eight hours pay at straight time for the holiday.
- D. Only hours actually worked will be used to calculate overtime pay. Paid time off for holidays, jury duty, vacation time, or any leave of absence will not be considered as "hours worked".
- E. Overtime worked by non-exempt employees must be authorized in advance by the Executive Director. Failure to obtain authorization to work overtime may be grounds for disciplinary action.
- F. Employees are expected to work within their approved work schedule. SELACO WDB does not allow working off the clock (i.e. checking emails or messages, answering phone calls, setting up equipment or shutting down workstations, etc.) before or after the employee's scheduled work shift or during lunch breaks. Any variation to an approved work schedule needs to be approved by their Manager and/or Director. Failure to abide by this may be grounds for disciplinary action. Managers and/or Directors are expected to ensure that:
 - i. employees are working within their approved work schedule,
 - ii. employees do not work beyond their approved work schedule without prior approval, ~~and~~
 - iii. employees leave the facility upon completion of their work shift, and
 - iv. employees do not work during their lunch break.
- G. Compensating time off in lieu of overtime payments will not be granted.


Board Approved 10/22/2021
Revised xx/xx/2024



MEMORANDUM

DATE: July 25, 2024

TO: SELACO WDB Board of Directors

FROM: Yolanda L Castro, Executive Director 

RE: ETPL Local Board Delegation and Contract Approval with the South Bay WIB

Local Boards and the Employment Development Department (EDD) collaborate to identify Eligible Training Providers (ETPs) for the state's Eligible Training Provider List (ETPL). The state ETPL serves as a resource for local boards to select training providers for Workforce Innovation and Opportunity Act (WIOA) participants using Individualized Training Accounts.

According to state policy, each local Board must appoint an Eligible Training Provider List (ETPL) coordinator for their area. The local ETPL coordinator manages technical support, the approval process, ongoing eligibility, denial processes, and monitoring of the training providers and programs listed on both the state and local ETPL under WIOA.

Per state policy, the Southeast Los Angeles County Workforce Development Board (SELACO WDB) may delegate or revoke all or some responsibilities of the California (CA) and local ETPL to an appointed Local Board.

After evaluating SELACO WDB's capacity and the roles of the ETPL coordinator, it is recommended to continue delegating a portion of these responsibilities to the South Bay Workforce Investment Board (SBWIB), which is recognized for its expertise in the approval and denial processes of ETPs under the ETPL. Currently, the SBWIB manages the ETPL for the County of Los Angeles WDB, City of Los Angeles WDB, Verdugo WDB, and Foothill WDB under contract.

Partial delegation of ETPL coordinator duties from SELACO WDB to SBWIB under contract would include the following services:

- Initial eligibility review for inclusion on the CA ETPL
- Nomination of providers for the CA ETPL if eligibility requirements are met
- Review of continued eligibility for inclusion on the CA ETPL
- Notification of approval, denial, continued eligibility, or delisting to providers
- Delisting training provider/programs from the CA ETPL

- Managing the denial appeal process
- Securing and retaining provider eligibility records for monitoring or audit by the Local Board and/or the state
- Monitoring SELACO WDB ETPs, as per state policy
- Providing CA ETPL technical support

Delegating partial responsibility for the CA ETPL to an appointed Local Board requires the SELACO WDB to submit an ETPL Local Board Delegation Form annually.


The SELACO WDB seeks approval to delegate partial ETPL coordinator responsibilities under contract to SBWIB for a two-year term at an annual cost of five thousand dollars (\$5,000), totaling ten thousand dollars (\$10,000) for the term (PY 2024-2025 and 2025-2026). Additionally, SELACO WDB seeks approval to submit the ETPL Local Board Delegation Form identifying partial ETPL coordinator responsibilities to SBWIB.

Action Required:

- Authorize the Executive Director to execute a two-year contract with South Bay WIB for ten thousand dollars (\$10,000) to handle partial ETPL coordinator duties for PY 2024-2025 and 2025-2026.
- Authorize the Executive Director to submit an ETPL Local Board Delegation Form to the Employment Development Department granting SBWIB the authority to perform partial ETPL coordinator duties on behalf of SELACO WDB.



MEMORANDUM

DATE: July 25, 2024
TO: SELACO WDB Board of Directors
FROM: Yolanda L Castro, Executive Director 
RE: Election of Officers

At the May 23, 2024, Southeast Los Angeles County Workforce Development Board (SELACO WDB) Meeting, board members elected and confirmed the following position:

SELACO WDB Board Chair – Open

SELACO WDB Vice Chair – Larry Wehage Business Representative City of Bellflower

SELACO WDB Secretary/Treasurer – Ben Espitia, Labor Representative

SELACO WDB staff have reached out to SELACO WDB members to assess their interest in serving on the Executive Committee, as Board Chair or in an At-Large position.

As of the creation of this memo, we have confirmed the following interest to serve:

SELACO WDB Board Chair – Richard LeGaspi Business Representative City of Norwalk

Recommended At-Large positions of the Executive Committee:

Erika Parada, Business Representative City of Lakewood

Genoveva Perez, Business Representative City of Paramount.

The above candidates are presented for your consideration. Attached is a description of each role and responsibilities.

Action Required:

Open the floor for additional nominations and vote to secure our Executive Board to serve July 1, 2024 - June 30, 2025.



SELACO WDB Board – Executive Committee

The Southeast Los Angeles County Workforce Development Board's (SELACO WDB's) Executive Committee consists of a Chairperson, a Vice-Chairperson, a Secretary/Treasurer, and two at large members. The Chairperson must represent the private sector.

Executive Committee Members are elected annually for a one-year term by the Board of Directors at its annual meeting and serve until a successor is elected. No one person may serve more than two full terms in any office.

An Executive Committee Member may resign at any time by giving written notice to the Chairperson or the Vice-Chairperson with a copy to the SELACO WDB's Executive Director. Resignation is effective on the date of notice, or any other date specified in the notice, and need not be accepted to take effect.

Any vacancy in an Officer position for any reason is filled by election for the balance of the term of the respective Officer. Executive Committee Members are given priority for attendance at workforce sponsored conferences.

The Board of Directors action in limited circumstances; shall generally serve as the chief executive officer of the corporation; and shall exercise other powers and perform other duties as the Board identifies.

Roles and Responsibilities

Chairperson

The Chairperson calls and presides at all meetings of the Board of Directors; appoints Directors to standing committees and ad hoc committees as needed. Signs all contracts, documents of obligation, except as such authority has been delegated to the Executive Director.

Vice-Chairperson

The Vice-Chairperson, as needed, will perform all the powers and duties of the Chairperson during the absence, unwillingness, inability to act of the Chairperson for any reason, or as otherwise delegated by the Chairperson.

Secretary/Treasurer

The Secretary/Treasurer, with support of SELACO WDB leadership, shall ensure that staff maintains the following corporate records: (a) a book of meeting announcements and minutes of all meetings (b) a copy of the Articles of Incorporation and Bylaws, as amended to date; (c) a record of the WDB's Directors, showing each Director's name, address, and term of appointment; and (d) adequate and correct books and accounts of the SELACO WDB's properties and


transactions. The Secretary/Treasurer also possesses and performs all of the powers and duties of the Vice-Chairperson during the absence, unwillingness, inability to act of the Vice-Chairperson for any reason; and exercise such other powers and perform such other duties as the Board may from time-to-time assign.

At Large Members

At Large Members are appointed by the Chairperson. Are members of the general board. At Large Members participate in all Executive Board meetings.



MEMORANDUM

DATE: July 25, 2024
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 25, 2024, the following board members have completed the training:

Larry Wehage – expires 2025
Aaron Drake – expires March 26, 2025
Blanca Rochin – expires May 25, 2025
Belle Gomez – expires May 30, 2025
Richard LeGaspi – expires October 21, 2025
Connie Chan – expires January 29, 2026
Sergio Cueva – expires May 6, 2026

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.