

Executive Committee and FULL WDB BOARD OF DIRECTORS' MEETING

March 23, 2023

Thursday

3:00



Executive Committee and FULL WDB BOARD OF DIRECTORS' MEETING

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

**OFFSITE Viewing Locations
19250 Segal Street
Cerritos, CA 90703**

**3401 S Grand Ave
Los Angeles, CA 90007**

**March 23 2023
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	Dameron
2022-2023	
PUBLIC COMMENTS	Drake
CHAIR'S COMMENTS	Wehage
EXECUTIVE DIRECTOR'S MESSAGE / UPDATE / STAFF REPORT	Castro
CONSENT CALENDAR	Wehage

Executive Committee and FULL WDB Board of Directors' Meeting

March 23, 2023

- 2 -

1B. Approval of Fiscal Reports 07/01/22 – 02/28/23		8
1C. Approval of Program Report for 07/01/22 – 02/28/23		21
ACTION ITEM (S):		
2. Proposed Revision to the SELACO WDB Petty Cash Policy	Castro	41
3. Approval of SELACO WDB Budget Modification for Program Year 2022-23	Castro	42
4. Single Audit Services Contract Extension-Moss Levy & Hartzheim	Castro	48
5. Request for Proposals (RFP): In-School Youth Services Results	Castro	50
6. Regional and Local Plan Modifications Program Year 2021-2021	Castro	52
7. 40 th Year Anniversary Celebration Board Special Committee	Castro	53
8. Approval to Accept Department of Education Additional Funding Program Year 2019-2020	Castro	54
9. HR Policy Update: Personnel Policies and Procedures	Castro	57
BUSINESS ADVISORY COMMITTEE REPORT	Derthick	
Presentation / Information / Recommendations		
ACTION ITEM (S): NONE		
INFORMATION ITEM (S):		
ONE STOP OPERATOR REPORT	Girdner	62
Presentation / Information / Recommendations		
ACTION ITEM (S): NONE		
INFORMATION ITEM (S):		
INFORMATION ITEM (S):		
1. Ethics Training AB1234	Castro	64
2. LMI Newsletter	Castro	65

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

Executive Committee and FULL WDB Board of Directors' Meeting

March 23, 2023

- 3 -

INTERESTING CORRESPONDENCE

1. Success Story

Castro 66

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: April 18, 2023

Next Full WDB Meeting: May 25, 2023

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

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



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

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

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

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

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

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

January 26, 2023

3:00 PM

SELACO WDB
VIA Zoom

CALL TO ORDER

The Executive Committee and FULL WDB Board of Directors' Board Meeting was called to order by Mark Dameron, Secretary/Treasurer at 3:04 p.m.

PLEDGE OF ALLEGIANCE

Mark Dameron led the pledge of allegiance.

ROLL CALL

WDB BOARD DIRECTORS PRESENT

Burrell, Ashley	Chan, Connie
Cuevo, Sergio	Dameron, Mark
Derthick, Joseph	Drake, Aaron
Espitia, Ben	Levine, Barbara
McGehee, Shannon	Nam, Leila
Patel, Vijay	Polley, Tracey
Rochin, Blanca	Ryder, Tim
Saucedo-Garcia, Cristina	Wehage, Larry

WDB BOARD DIRECTORS ABSENT

Crespo, Leonard	Gomez, Belle
Shah, Jawahar	

WDB BOARD DIRECTORS EXCUSED

Kucera, Kevin	Segura, Michael
Trivedi, Sam	Uttecht, Greg

SELACO WDB STAFF PRESENT:

Alvarez, Meredith	Castro, Yolanda
Cardona, Jefferson	Coronel, Corina
Davis, Carol	Ford, Kay
Gutierrez, Jeanette	Michel, Sandra
Sandoval, Ben	Suradi, Ahlam

MEMBERS OF THE PUBLIC PRESENT:

Girdner, Stacey – SELACO One Stop Operator
Joseph, Jack – Policy Board Administrator

PUBLIC COMMENTS

None

WDB CHAIR'S COMMENTS

None

EXECUTIVE DIRECTOR'S MESSAGE/UPDATE/STAFF REPORT

Regional Job Fair in Hawaiian Gardens – January 14, 2023

- Held on a Saturday
- Format has changed to include outreach to job seekers in attendance.
- Considering the rain and a Saturday, the outcome was good:
 - o 130 job seekers – 11 of the 130 scheduled intake appointments and enrolled into WIOA. 5 of the 11 are youth/young adults.
 - o 59 companies/agencies participated.
 - o Of the 59 – 7 were promoting services for job seekers and 52 were promoting positions to fill.
 - o Due to weather conditions, 6 companies were no shows.
- Policy Board Members present: Jeff Wood, Councilmember City Lakewood, Sonny Santa Ines, Mayor City of Bellflower, Dandy De Paula, Councilmember from City of Hawaiian Gardens.
- Hawaiian Gardens City Councilmembers present: Victor Farfan, Luis Roa and Ernie Vargas.
- Special guest present: Assemblywoman Sharon Quirk-Silva and staff from the 66th Assembly District.

Upcoming Conferences

- CWA Day at the Capitol
 - o To take place in Sacramento on March 8th.
 - o Boardmember Barbara Levine will join SELACO Staff: Yolanda Castro, Sandra Michel and Corina Coronel.
- National Association of Workforce Boards (NAWB)
 - o To take place in Washington DC March 24-29.
 - o Boardmembers Ben Espitia and Mark Dameron will join SELACO Staff: Yolanda Castro, Ben Sandoval and Corina Coronel

Other Items

- There has been an increase in traffic in the AJCC.
- Anticipated increase also expected in the first part of the year due to layoffs.
- Corina Coronel, Deputy Director of Program Operations and her team are initiating a “Boots of the Ground” campaign – out stationing staff at various locations one to two days a week in an effort to directly connect with potential job seekers.

CONSENT CALENDAR

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

1A. Teleconference Requirements

1B. Approval of Minutes: October 20, 2022

1C. Approval of Fiscal Reports for Periods: 07/01/21 – 12/31/22

1D. Approval of Program Report for: 07/01/21 – 12/3/22 (Receive and file)

ACTION ITEM(S)

2. Executive Director Contract Renewal

A motion was made by Vijay Patel to approve the Executive Director's employment contract as presented, seconded by Joseph Derthick. With no further discussion, motion carries to approve.

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

A motion was made by Joseph Derthick to approve and adopt recommended changes to the Work Experience Policy and Procedures, Employer Agreement, and Participant Time Sheet for immediate implementation as presented, seconded by Tracey Polley. With no further discussion, motion carries to approve.

4. Transfer 80% of PY 2022-23 – WOIA Dislocated Worker Program Funds to Adult Program Funds

A motion was made by Joseph Derthick to authorize the Executive Director to sign the requests to transfer 80% of Dislocated Worker Program funds to Adult Program funds as presented, seconded by Tracy Polley. With no further discussion, motion carries to approve.

5. Request for Proposal Release; In-School Youth Services PY 2023-2024

A motion was made by Connie Chan to approve and authorize the Executive Director to re-release the Request for Proposals to procure an In-School Youth Services provider with the following guidelines:

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

Seconded by Joseph Derthick. With no further discussion, motion carries to approve.

6. Proposed Revision to the SELACO WDB Petty Cash Policy

A motion was made by Joseph Derthick to approve and adopt the revisions to the SELACO WDB Petty Cash Policy, seconded by Tracy Polley. With no further discussion, motion carries to approve.

7. Request for Special Committees

A motion was made by Barbara Levine to Establish two working committees:

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

Seconded by Joseph Derthick. With no further discussion, motion carries to approve.

8. Future of Virtual Meetings

A motion was made by Vijay Patel that the Board will take action to resume in person meetings effective March 2023 if there is no local order to wear masks or avoid group gatherings, given the flu season, etc. and unless direction is received from legal counsel, seconded by Tracy Polley. With no further discussion, motion carries to approve.

9. SELACO WDB Annual Audit Report for Fiscal Year 2021-2022

A motion was made by Joseph Derthick to approve the audit report and direct the Executive Director to forward the audit report to the Policy Board for review and distribute copies to all necessary agencies, seconded by Tracy Polley. With no further discussion, motion carries to approve.

10. Security Guard Contract

A motion was made by Joseph Derthick to approve the Executive Director to execute a one-year term extension for the contract between SELACO WDB and Allied Universal at an hourly cost of \$25.62: annual cost to be shared with the EDD per amended sublease agreement, effective 1/1/2023, seconded by Connie Chan. With no further discussion, motion carries to approve.

BUSINESS ADVISORY COMMITTEE REPORT

No items to report out.

ACTION ITEM(S):

None

INFORMATION ITEM(S):

None

ONE STOP OPERATOR REPORT

Stacey Girdner reported out that the SMT has met twice since the last board meeting.

ACTION ITEM(S):

None

INFORMATION ITEM(S):

None

INFORMATION ITEM(S):

1. Ethics Training AB1234

Page 65 of the agenda shows the most updated list of board members who completed the mandatory ethics training. All board members must complete a two-hour training. Please contact Carol for direct link to online course or for any questions.

2. Los Angeles County Labor Force and Industry Employment Estimates for December 2022

Page 66 of the agenda provides labor force and industry employment estimates for December 2022 to include the SELACO area.

3. Fiscal Review, 85% Formula Grant Final Monitoring Report 2021-22

Page 77 of the agenda provides the fiscal review, 85 % Formula Grant final monitoring report for program year 2021-22.

4. WIOA Section 188 Nondiscrimination and Equal Opportunity Provisions, Annual Compliance Monitoring Review, Final Report Program Year 2021-22

Page 81 of the agenda provides the WIOA Section 188 Nondiscrimination and Equal Opportunity Provisions, Annual Compliance Monitoring Review final report for program year 2021-22.

5. 30-Day Public Comment Period – SELACO WDB Draft Biennial Modification Local Plan PY 2021-2024

Page 83 of the agenda provides information detailing the 30-day comment period the SELACO WDB's draft biennial modification local plan for program year 2021-2024.

6. California Workforce Association Newsletter: How Members are Creating Career Paths in Health Care

Page 84 of the agenda is a copy of the California Workforce Association Newsletter: How Members are Creating Career Paths in Health Care.

7. The Whole Child Newsletter

Page 87 of the agenda is a copy of the Whole Child Newsletter which makes mention of the partnership with SELACO WDB.

8. SELACO Newsletter

Page 88 of the agenda is a copy of the most recent agency newsletter.

INTERESTING CORRESPONDENCE

None

BOARD MEMBER COMMENTS

Joseph Derthick shared with the board, information regarding upcoming symphony events. Anyone wishing to receive more information may contact him directly.

POLICY BOARD ITEMS/REQUESTS

None

AGENDA REQUESTS FOR NEXT MEETING

None

CHAIR'S CLOSE

None

ADJOURNMENT OF OPEN SESSION

The meeting was adjourned at 4:39 p.m.

SELACO WDB
Statement of Activities (by Fund)
From 7/1/2022 through 2/28/2023

	Employment Training Panel Grant	LA County Grants	Pre-School Grant	WIOA Adult&DW & Special Projects	WIOA Youth Grant	WIOA Rapid Response / Lay-Off Aversion Grants	Other Grants	Non-WIOA Training Expenditures	Total
Revenues / Deferred Revenues	80,120.44	185,934	2,249,112	779,622	840,957	48,751	511,254	12,940	4,708,692
Accounts Receivable	0	99,857	159,182	323,954	94,734	7,056	92,458	0	777,242
Total Revenues	80,120	285,792	2,408,295	1,103,576	935,691	55,808	603,712	12,940	5,485,934
Expenditures									
Administration Services	15,181	42,613	254,434	114,826	91,586	6,661	61,560	0	586,861
Contracted Program Costs	0	199,733	2,153,861	15,355	138,911	0	13,823	0	2,521,683
Support Services	0	300	0	6,097	9,222	0	2,837	0	18,456
Vendor Training	57,006	0	0	96,738	2,108	0	3,248	12,940	172,040
Work Exp/Skillz Menu/Supplies	0	26,536	0	17,903	52,998	0	278,243	0	375,680
WIOA Core/Basic Career Services	0	0	0	258,122	194,030	0	0	0	452,152
WIOA Intensive/Individualized Career Svcs	0	0	0	199,992	55,882	0	0	0	255,874
WIOA Follow-Up Career Services	0	0	0	70,291	18,243	0	168	0	88,702
WIOA Business Services	0	0	0	186,873	156,527	0	0	0	343,400
Other Program Costs	119,638	16,610	0	0	216,183	49,146	243,833	0	645,410
Cash Expenditures	191,825	285,792	2,408,295	966,197	935,691	55,808	603,713	12,940	5,460,260
Accrued Expenditures	0	0	0	137,379	0	0	0	0	137,379
Total Expenditures	191,825	285,792	2,408,295	1,103,576	935,691	55,808	603,713	12,940	5,597,639
(Loss)	(111,705)	-	-	-	-	-	(0,270)	-	(111,705)

SELACO WDB
Statement of Functional Expenditures
 From 7/1/2022 through 2/28/2023

	Administrative Services	Contracted Program Cost	Support Services	Vendor Training	Work Exp / Skills Menu Program	WIOA Core / Basic Career Services	WIOA Intensive / Individualized Career Services	WIOA Follow-Up Career Services	WIOA Business Services	Other Program Costs	Total
Expenditures											
Personnel	369,702	0	0	0	0	382,357	218,309	72,739	282,150	506,603	1,831,859
Non-Personnel	120,042	0	0	0	0	69,795	34,118	15,963	61,250	138,807	439,976
Training	97,117	2,521,683	0	309,419	375,680	0	3,448	0	0	0	3,307,347
Support Services	0	0	18,456	0	0	0	0	0	0	0	18,456
Total Expenditures	586,861	2,521,683	18,456	309,419	375,680	452,152	255,874	88,702	343,400	645,410	5,597,639

SELACO WDB
Statement of Functional Expenses - TR - 0201 Administrative Services
From 7/1/2022 Through 2/28/2023
(In Whole Numbers)

		Total
Expenditures		
Personnel		
Salaries & Wages	50100	271,776
Social Security Tax	50200	18,526
Medicare Tax	50210	4,333
Workers Comp - Staff	50220	2,214
UI & ETT Taxes	50250	3,174
Employee Benefits	50300	55,671
Employer 403(B) Contributions	50403	14,009
Total Personnel		369,702
Non-Personnel		
Mileage	51100	100
Conferences/Staff Development	51200	9,081
Meeting Expenses	51230	1,298
Rent	52100	34,769
Telephone	52200	1,688
Furniture/Fixtures	52300	823
Office Equipment	52330	240
Leased Equipment	52350	407
Repair & Maintenance	52360	766
Outreach/Recruitment	53300	1,268
Office Supplies	53400	5,730
Subscriptions/Dues/Memberships	53600	17,231
Insurance	53900	4,359
Professional Services	54100	32,313
Legal	54300	8,359
Bank Charges/Miscellaneous	59990	1,610
Total Non-Personnel		120,042
Training		
Cost Reimbursement Billing	60300	97,117
Total Training		97,117
Total Expenditures		586,861

SELACO WDB
Statement of Functional Expenses - TR - 0202 Contracted Program Cost
 From 7/1/2022 Through 2/28/2023
 (In Whole Numbers)

		Total
Expenditures		
Training		
Cost Reimbursement Billing	60300	2,352,492
Other Contracted Services	60400	49,716
Day Care Rent	66000	119,475
Total Training		2,521,683
Total Expenditures		2,521,683

SELACO WDB
Statement of Functional Expenses - TR - 0203 Supportive Services
 From 7/1/2022 Through 2/28/2023
 (In Whole Numbers)

		Total
Expenditures		
Support Services		
Direct Support Payment	65200	18,456
Total Support Services		18,456
Total Expenditures		18,456

SELACO WDB
Statement of Functional Expenses - TR - 0204 Vendor Training Payments
 From 7/1/2022 Through 2/28/2023
(In Whole Numbers)

		<u>Total</u>
Expenditures		
Training		
Vendor Training	60100	239,473
Vendor Training - ETP	60200	57,006
Non-WIOA Training Expenditures		12,940
Total Expenditures		<u><u>309,419</u></u>

SELACO WDB
Statement of Functional Expenses - TR - 0205 Work Experience / Skillz Menu Program
 From 7/1/2022 Through 2/28/2023
 (In Whole Numbers)

		Total
Expenditures		
Training		
Wages - WE/Internship	60500	343,513
SS Tax - WE/Internship	60510	21,026
MC Tax - WE/Internship	60520	5,005
WC - WE/Internship	60530	2,319
Training Supplies	60600	214
Participant Incentive Payments	65401	3,603
Total Training		375,680
Total Expenditures		375,680

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

From 7/1/2022 Through 2/28/2023

(In Whole Numbers)

		Core / Basic Services	Intensive / Individualized Services	Follow-Up Services	Total
Expenditures					
Personnel					
Salaries & Wages	50100	277,620	159,043	51,145	487,808
Third Party Salary Expense	50102	0	0	0	0
Social Security Tax	50200	18,030	10,516	3,531	32,077
Medicare Tax	50210	4,217	2,459	826	7,502
Workers Comp - Staff	50220	2,357	1,593	520	4,470
UI & ETT Taxes	50250	3,918	1,803	541	6,262
Employee Benefits	50300	61,280	33,683	13,013	107,976
Employer 403(B) Contributions	50403	14,935	9,212	3,162	27,310
Total Personnel		382,357	218,309	72,739	673,404
Non-Personnel					
Mileage	51100	195	279	0	475
Conferences/Staff Development	51200	5,556	2,134	356	8,046
Meeting Expenses	51230	1,412	825	251	2,488
Rent	52100	38,536	20,114	8,726	67,376
Telephone	52200	2,125	986	411	3,522
Furniture/Fixtures	52300	2,859	613	457	3,928
Office Equipment	52330	163	133	59	355
Leased Equipment	52350	445	224	111	780
Repair & Maintenance	52360	777	371	144	1,292
Office Supplies	53400	6,278	2,411	823	9,512
Subscriptions/Dues/Memberships	53600	5,228	2,616	914	8,758
Insurance	53900	3,932	2,285	1,101	7,318
Professional Services	54100	2,289	1,125	2,611	6,025
Total Non-Personnel		69,795	34,118	15,963	119,877
Training					
Training Supplies	60600	0	3,448	0	3,448
Total Training		0	3,448	0	3,448
Total Expenditures		452,152	255,874	88,702	796,729

SELACO WDB
Statement of Functional Expenses - TR - 0207 Business Services
From 7/1/2022 Through 2/28/2023
(In Whole Numbers)

		Total
Expenditures		
Personnel		
Salaries & Wages	50100	209,751
Social Security Tax	50200	14,070
Medicare Tax	50210	3,291
Workers Comp - Staff	50220	2,047
UI & ETT Taxes	50250	2,137
Employee Benefits	50300	42,494
Employer 403(B) Contributions	50403	8,360
Total Personnel		282,150
Non-Personnel		
Mileage	51100	612
Conferences/Staff Development	51200	8,612
Meeting Expenses	51230	2,616
Rent	52100	25,744
Telephone	52200	1,280
Furniture/Fixtures	52300	1,049
Office Equipment	52330	2,966
Leased Equipment	52350	313
Repair & Maintenance	52360	444
Outreach/Recruitment	53300	6,574
Office Supplies	53400	3,068
Subscriptions/Dues/Memberships	53600	4,096
Insurance	53900	2,447
Professional Services	54100	1,427
Total Non-Personnel		61,250
Total Expenditures		343,400

SELACO WDB
Statement of Functional Expenses - TR - 0212 Other Program Costs
 From 7/1/2022 through 2/28/2023

	Employment Training Panel	WIOA Youth	WIOA Rapid Response / Lay-Off Aversion	Transitional Subsidized Employment (TSE)	Other Funds	Total
Personnel						
Salaries & Wages	80,579	135,586	30,444	29,309	97,650	373,569
Payroll Taxes/WC	8,208	14,573	3,316	3,236	10,422	39,756
Employee Benefits	16,193	34,405	8,385	7,436	26,860	93,279
Total Personnel	104,981	184,565	42,145	39,981	134,931	506,603
Non - Personnel						
Mileage	50	91	0	0	699	840
Conferences/Staff Development	18	2,738	386	0	501	3,643
Meeting Expenses	14	645	151	4	57	870
Rent/Utilities	9,834	16,873	4,339	3,569	71,224	105,839
Telephone	423	780	205	150	3,537	5,096
Furniture/Equipment	315	644	294	62	479	1,793
Repair & Maintenance	84	297	78	33	87	580
Outreach/Recruitment	405	0	0	0	0	405
Supplies	1,088	2,210	447	240	1,000	4,984
Subscriptions & Dues	1,218	2,221	414	331	1,338	5,522
Insurance	1,049	1,864	436	351	1,503	5,202
Consulting	160	1,043	252	59	308	1,822
Legal Payments	0	2,213	0	0	0	2,213
Interest Expense	0	0	0	0	0	0
Total Non-Personnel	14,657	31,619	7,001	4,799	80,732	138,808
Total Expenditures	119,638	216,183	49,146	44,780	215,663	645,411

SELACO WDB
Statement of Functional Expenditures
From 7/1/2022 through 2/28/2023

<u>Line Item Description</u>	<u>Current Period Actual</u>	<u>Budget</u>	<u>Budget Variance</u>	<u>Total Budget Remaining (%)</u>
PERSONNEL COSTS				
Salaries/Wages	1,342,904	2,417,332	1,074,429	44.4%
Payroll Taxes/WC	139,858	225,006	85,148	37.8%
Employee Benefits	349,098	609,835	260,738	42.8%
TOTAL PERSONNEL COSTS	1,831,859	3,252,173	1,420,314	43.7%
NON-PERSONNEL COSTS				
Mileage	2,026	10,000	7,974	79.7%
Conference/Staff Development	29,382	133,000	103,618	77.9%
Meeting Expenses	7,272	20,000	12,728	63.6%
Rent/Utilities	233,728	350,592	116,864	33.3%
Telephone	11,585	25,000	13,415	53.7%
Furniture & Equipment	12,655	46,000	33,345	72.5%
Repair & Maintenance	3,082	17,000	13,918	81.9%
Outreach/Recruitment	8,247	23,700	15,453	65.2%
Supplies	23,295	55,000	31,705	57.6%
Subscriptions/Dues/Memberships	35,608	66,000	30,392	46.0%
Insurance	19,326	38,000	18,674	49.1%
Professional Fees	41,588	130,000	88,412	68.0%
Legal Fees	10,571	40,000	29,429	73.6%
Interest Expense/Miscellaneous	1,610	6,000	4,391	73.2%
TOTAL NON-PERSONNEL COSTS	439,976	960,292	520,316	54.2%
TOTAL IN-HOUSE COSTS	2,271,835	4,212,465	1,940,631	46.1%
TRAINING & SUPPORT SERVICES				
Vendor Training Payments (Classroom/OJT/IWT)				
Employment Training Panel (ETP)	57,006	265,617	208,611	78.5%
LA County - Homeless Initiative (Measure H)	-	29,000	29,000	100.0%
Workforce Accelerator Fund (WAF 9.0)	3,248	4,120	872	21.2%
WIOA Adult	198,493	417,137	218,644	52.4%
WIOA Dislocated Workers	35,624	278,091	242,467	87.2%
WIOA Youth	2,108	50,000	47,892	95.8%
Non-WIOA Training Expenditures	12,940	139,046	126,106	90.7%
Subtotal	309,419	1,183,011	873,592	73.8%

SELACO WDB
Statement of Functional Expenditures
From 7/1/2022 through 2/28/2023

<u>Line Item Description</u>	<u>Current Period Actual</u>	<u>Budget</u>	<u>Budget Variance</u>	<u>Total Budget Remaining (%)</u>
Cost Reimbursements / Contracted Services				
Day Care Pre-School / Renovation	2,250,978	3,324,763	1,073,785	32.3%
Employment Training Panel (ETP)	-	15,800	15,800	100.0%
Gateway Cities' Homeless Employment Prg	-	6,400	6,400	100.0%
LA County - Youth @ Work	199,733	650,065	450,332	69.3%
LA County - Homeless Initiative (Measure H)	-	10,000	10,000	100.0%
Regional Plan Implementation 3.0/4.0	6,275	42,000	35,725	85.1%
WIOA ETPL Delegation	701	-	(701)	0.0%
WIOA Youth	118,373	423,200	304,827	72.0%
WIOA One-Stop Operator	16,712	30,000	13,288	44.3%
WIOA Security Guard	26,028	46,694	20,666	44.3%
Subtotal	<u>2,618,800</u>	<u>4,548,922</u>	<u>1,930,122</u>	<u>42.4%</u>
Work Experience / Skillz Menu Program				
Downey's USD MADE Career Initiative	278,243	376,694	98,451	26.1%
LA County - Youth @ Work	23,170	0	(23,170)	0.0%
LA County - Homeless Initiative (Measure H)	3,366	25,500	22,134	86.8%
WIOA Adult	22,837	25,000	2,163	8.7%
WIOA Youth	47,850	280,000	232,150	82.9%
Subtotal	<u>375,466</u>	<u>707,194</u>	<u>331,728</u>	<u>46.9%</u>
Training Supplies				
WIOA Adult	3,148	5,000	1,852	37.0%
WIOA Dislocated Workers	300	5,000	4,700	94.0%
WIOA Youth	214	5,000	4,786	95.7%
Subtotal	<u>3,662</u>	<u>15,000</u>	<u>11,338</u>	<u>75.6%</u>
Direct Support Payments				
Gateway Cities' Homeless Employment Prg	1,504	5,000	3,496	69.9%
Gateway Cities Whole Child Program	1,233	0	(1,233)	0.0%
LA County - Youth @ Work	255	0	(255)	0.0%
LA County - Homeless Initiative (Measure H)	45	6,500	6,455	99.3%
WIOA Adult	9,968	30,000	20,032	66.8%
WIOA Dislocated Workers	3,189	15,000	11,811	78.7%
WIOA Youth	2,263	30,000	27,737	92.5%
Subtotal	<u>18,456</u>	<u>86,500</u>	<u>68,044</u>	<u>78.7%</u>
TOTAL TRAINING & SUPPORT SVCS	<u>3,325,804</u>	<u>6,540,627</u>	<u>3,214,823</u>	<u>49.2%</u>
GRAND TOTAL	<u>5,597,639</u>	<u>10,753,092</u>	<u>5,155,454</u>	<u>47.9%</u>

SELACO WDB
Balance Sheet
February 28, 2023

	Day Care & Day Care Facilities Revolving Funds	Employment Training Panel (ETP)	Transitional Subsidized Employment (TSE)	WIOA Adult	WIOA Dislocated Workers	WIOA Youth	WIOA Rapid Response	Other Grants	General Funds	Pools	Total
Assets											
Cash & Cash Equivalents	1,773,850	(25,871)	26,650	(146,703)	(23,664)	(90,348)	(7,056)	135,573	243,518	7,973	1,893,924
Petty Cash	-	-	-	-	-	-	-	-	-	4,000	4,000
Accounts Receivable	-	151,406	1,800	25,628	-	-	-	76,999	-	-	255,834
Prepaid Expenses	188,400	-	-	-	-	-	-	-	-	-	188,400
Deposit	9,100	-	-	-	-	-	-	-	-	20,238	29,338
Due from Other Fund	-	-	-	-	-	(10,155)	-	-	184,359	-	174,204
Fixed Assets	1,005,713	-	-	-	-	-	-	-	-	-	1,005,713
Accumulated Depreciation	(1,003,413)	-	-	-	-	-	-	-	-	-	(1,003,413)
Total Assets	1,973,651	125,536	28,450	(121,075)	(23,664)	(100,503)	(7,056)	212,573	427,877	32,211	2,547,999
Liabilities and Net Assets											
Liabilities											
Accounts Payable	65,981	160,757	-	5,487	-	4,494	-	93,827	-	1,013	331,560
Accrued Expenses	-	-	-	-	-	291	-	605	-	-	896
Due to Department of Education	9,100	-	-	-	-	-	-	-	-	-	9,100
Due to EDD	-	-	-	-	-	-	-	-	-	28,115	28,115
Due to Vendors (ETP)	-	-	-	-	-	-	-	(1,100)	-	(150)	(1,250)
Due to Other Fund	-	61,921	32,804	24,140	-	-	-	65,494	-	(10,155)	174,204
Payroll Clearing	-	-	-	-	-	-	-	-	-	13,388	13,388
Revenues Received in Advance	2,037,395	13,842	11,565	-	-	(10,155)	-	204,528	-	-	2,257,176
Suspended Account	-	-	-	-	-	-	-	-	(3,453)	-	(3,453)
Total Liabilities	2,112,475	236,521	44,369	29,628	-	(5,370)	-	363,355	(3,453)	32,211	2,809,736
Net Assets											
Current YTD Net Income	(159,182)	(111,705)	(27,792)	(162,715)	(23,481)	(94,734)	(7,056)	(163,243)	(1,660)	-	(751,568)
Unrestricted	20,358	720	11,873	12,012	(183)	(399)	-	12,461	432,990	-	489,832
Total Net Assets	(138,825)	(110,985)	(15,919)	(150,703)	(23,664)	(95,133)	(7,056)	(150,782)	431,330	-	(261,736)
Total Liabilities and Net Assets	1,973,651	125,536	28,450	(121,075)	(23,664)	(100,503)	(7,056)	212,573	427,877	32,211	2,547,999



Operations Report

8TH REPORT OF PY 2022 – PY 2023

JULY 1, 2022 – FEBRUARY 28, 2023

TABLE OF CONTENTS

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

PURPOSE

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

SPOTLIGHT

On 14 January 2023 we hosted Hawaiian Gardens Regional Job Fair. It had a great turnout of employers and job seekers. As a result, 136 job seekers and 63 employers were in attendance. SELACO also provided 3 great workshops Interview, Resume, and Financial Literacy.

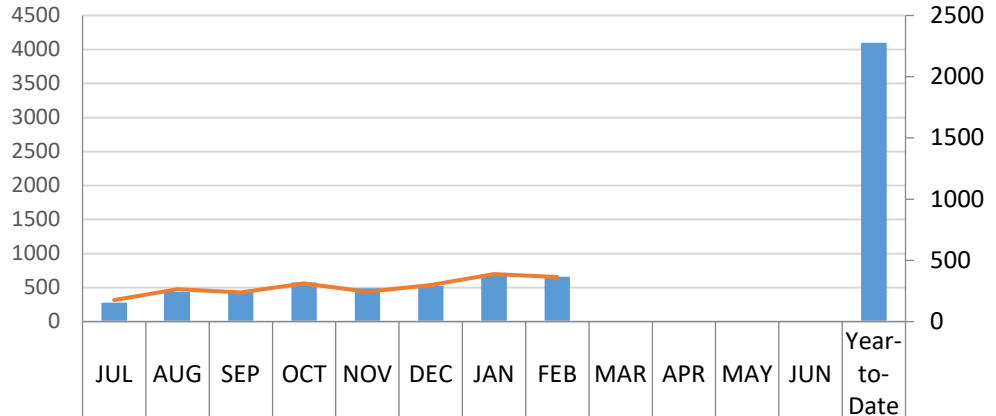


IN-THE-KNOW WITH SELACO

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

CAREER SERVICES

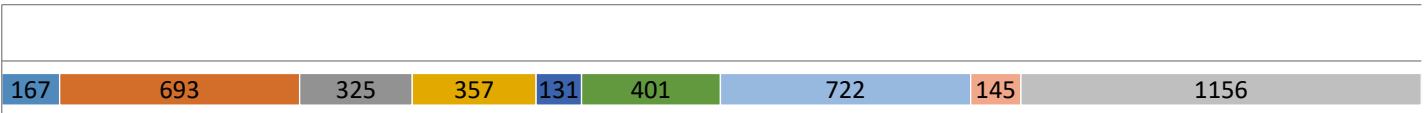
Customer Visits to AJCC



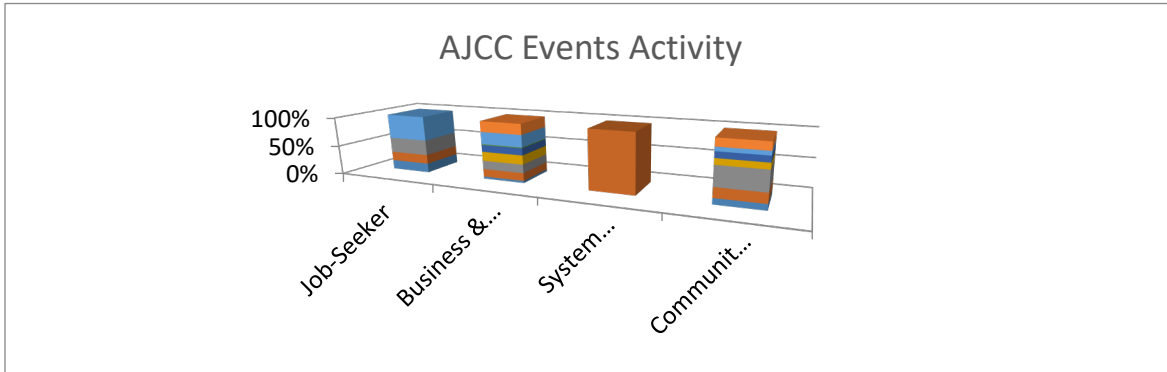
Total Visits	279	440	447	574	490	523	686	658							4097
Distinct Customers	176	265	239	311	244	299	388	365							2287

Customer Visits by City

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



EVENTS



ADULT JOB SEEKER PROGRAMS

EVENTS

JOB SEEKER EVENTS	DESCRIPTION
Virtual Job Club	Partnered with Microsoft to host a LinkedIn presentation
Virtual Youth Workshops	Virtual workshops for youth focused on job readiness, job preparation, interview skills, and resume building
Reemployment Services and Eligibility Assessment (RESEA)	EDD host a workshop to Review of job search activity and sharing of resource information.
Job Interview Preparation and Practice Workshop	It is the interview that lands the job offer, NOT the résumé. Ease those Job Interview jitters with preparation and practice.
Be a Super Star Employee Workshop	This workshop offers an opportunity to learn how to become the employee that you would be proud to be.
Career Academy for Targeted Sectors (CATS)	Virtual bootcamp for young adults, allowing them the opportunity to establish a career pathway.
BUSINESS & EMPLOYER EVENTS	DESCRIPTION
CCN	The business community and service agencies meet and connect to promote self-reliance, life-long learning, and a healthy community.
Homeless Task Force	Meeting with various organizations for updates and success stories
Business Over Breakfast	Networking event
Artesia Mixer	Networking event
State of the city	Paramount city updates
Public Safety Roundtable	CPR & how to handle potentially violent situations
Lakewood Chamber Mixer	Networking Event
Yen Wellness Grand Opening	Ribbon Cutting
Cerritos Chamber Networking Event	Networking Event
Paramount State of the City	City Update Meeting
Mayfair Community Resource Fair	Resource Fair
Mayfair Community Resource Fair	Recruitment
OUTREACH EVENTS	DESCRIPTION
Mayfair High School Resource Fair	High school resource fair for students and family
Norwalk Homeless Task Force	Community Partners (PATH, LACADA, LAHSA, Jovenes, TWC, Dept. Of Mental Health)
State of Lakewood	State of the City: Economic growth
State of Paramount	State of the City : Economic growth.

WIOA ADULT

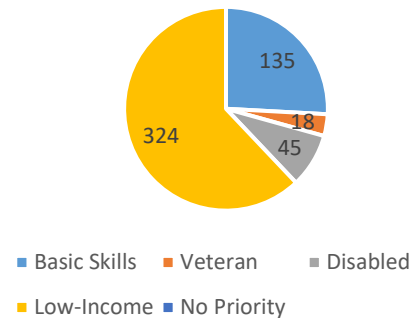
To prepare workers -- particularly individuals with barriers to employment -- for good jobs by providing job search assistance and training. The Adult Program provides an emphasis on serving public assistance recipients, other low-income individuals, and individuals who are low-skilled.

WIOA PERFORMANCE INDICATORS PER QUARTER

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

Activity Breakdown	
Carryover	298
Enrollments	200
Exits	106
Employed at Closure	47
Program Services	
Occupational Skills Training	38
On the Job Training	3
Transitional Jobs	7
Supportive Services	113
Follow-up Services	219

Priority Population



WIOA Adult Enrollment by City

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



WIOA DISLOCATED WORKER (DW)

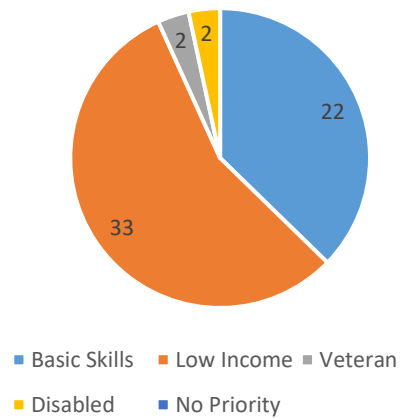
To prepare workers -- particularly individuals recently separated from employment -- for good jobs by providing job search assistance and training. The Dislocated Worker Program provides an emphasis on serving transitioning veterans, homemakers, recently unemployed, and struggling independent business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

WIOA PERFORMANCE INDICATORS PER QUARTER

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

Activity Breakdown	
Carryover	86
Enrollments	14
Exits	12
Employed at Closure	7
Program Services	
Occupational Skills Training	6
On the Job Training	0
Supportive Services	16
Follow-up Services	50

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	27
Active WEX Enrollments	36	50	27
Exit and Follow-up 6 Months After Exit	13	50	29

Carryover
45

TSE WEX PLACEMENT BY CITY

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



WIOA YOUTH

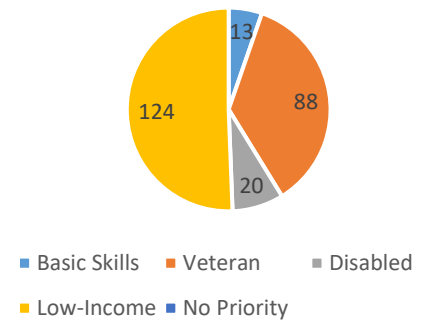
To prepare youth (ages 14-24) with barriers to employment – for good jobs by providing career exploration and training. The Youth Program provides an emphasis on serving public assistance recipients, other low-income individuals, basic skills deficient, pregnant or parenting young, foster youth, and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

WIOA PERFORMANCE INDICATORS PER QUARTER

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

Out-of-School Activity Breakdown	Actual
Carryover	122
Enrollments ABC	15
Enrollments SELACO	25
Exits	14
Employed at Closure	1
Program Services	
Occupational Skills Training	1
Enrolled in Secondary Education	0
Work Experience	35
Supportive Services	31
Follow-up Services	52

Priority Population



WIOA Youth Enrollment By City

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



YOUTH@WORK

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

YOUTH@WORK ENROLLMENT GOALS

Agency	CalWORKs		Foster		JJCPA		Other Under Served Youth (OUSY)		System Involved Youth (SIY)		TOTAL	
	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual
City of Hawaiian Gardens	27	13	N/A	N/A	6	0	23	21	7	7	63	41
ABCUSD	32	7	12	0	N/A	N/A	46	43	11	10	101	60
SELACO	N/A	5	N/A	1	N/A	N/A	N/A	9	N/A	3	N/A	18

Progress	CalWORKS	Foster	JJCPA	OUSY	SIY	Total
Enrollments	25	1	0	73	20	119
Exits	2	0	0	14	1	17

BRIDGE TO WORK

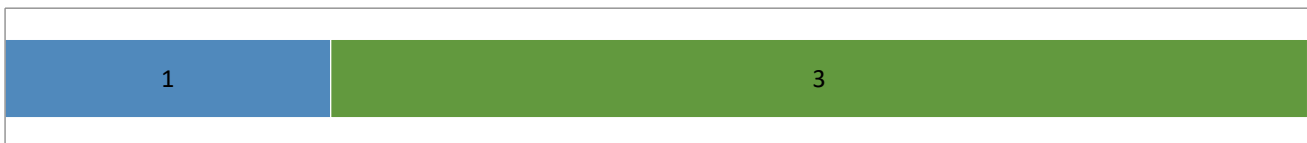
The Bridge-to-Work-Foster program works with foster youth that are eligible to enroll in the Independent Living Program (ILP) and aims to get them started on a path to a high wage career.

BRIDGE TO WORK PERFORMANCE INDICATORS PER QUARTER

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

Bridge to Work Enrollment by City

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

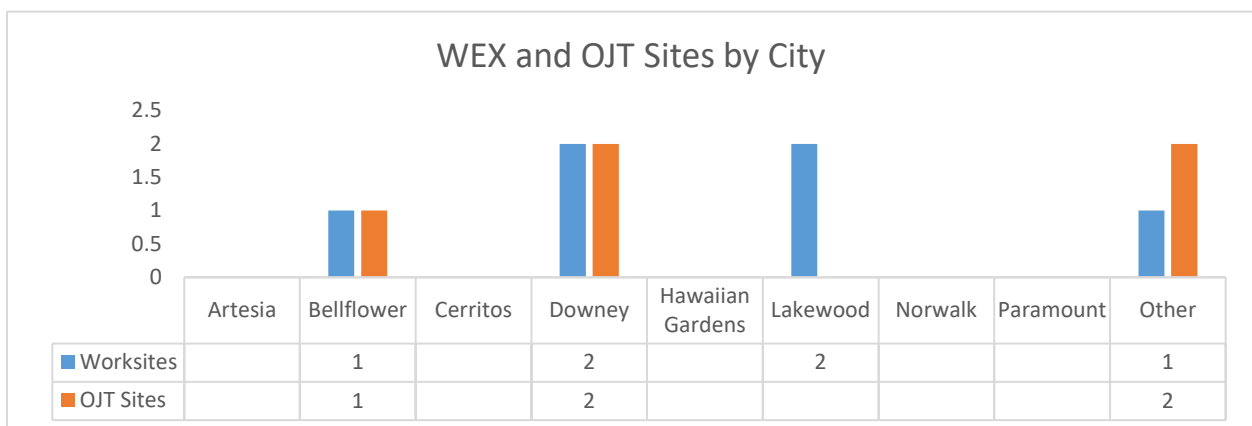


BUSINESS SERVICES

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

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

Activity Breakdown	
Job Fairs/ Special Recruitments	32
Job Development	155
Resume Referral	7
Employer Networking	154
Referral to Community Services	78
Tax Credit Program Awareness	3
Rapid Response	0
Lay-off Aversion	0
Total	271



EMPLOYER TRAINING PANEL (ETP)

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

Eligible Training Panel (ETP)		
ET-21-0333 (Contract Term: 2021-2023)		
	Planned	Actual
Enrollments	427	292
Completions	427	282
Retention	402	268

Eligible Training Panel (ETP)		
ET-23-0132 (Contract Term: 2021-2023)		
	Planned	Actual
Enrollments	433	116
Completions	433	0
Retention	408	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	41	47
Artesia Child Development Center 18730 Clarkdale Avenue, Artesia, CA 90701 Center Director: Malajat Raja Phone Number: (562) 653-0290	49	55
Bellflower Child Development Center 447 Flower Street, Bellflower, CA 90706 Center Director: Regina Mayo Phone Number: (562) 804-7990	45	60
Bellflower II Child Development Center 14523 Bellflower Blvd., Bellflower, CA 90706 Phone Number: (562) 867-8399	70	73
Lakewood Child Development Center 5225-A Hayter Avenue, Lakewood, CA 90712 Center Director: Maria Navarro Phone Number: (562) 531-9440	54	59
Maywood Child Development Center 4803 58 th Street, Maywood, CA 90270 Center Director: Silvia Guzman Phone Number: (323) 560-5656	47	57
Norwalk Child Development Center 14000 San Antonio Drive, Norwalk, CA 90650 Center Director: Silvia Guzman Phone Number: (562) 864-1958	25	23
Total	331	374

COUNCIL OF GOVERNMENTS (COG) - HOMELESS EMPLOYMENT PROGRAM

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

The role of each partner:

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

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

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

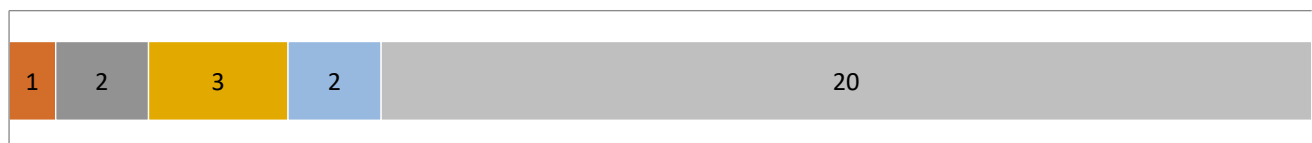
- Co-enrollment into WIOA
- Career planning
- Development of Individual Employment Plans that may include paid work experience, vocational training, On-the-Job training, and/or placement into full time employment
- Ongoing Case Management
- Follow-Up services for one year after exit

Referral Activity		
	Planned	Actual
Referrals to SHARE	N/A	20
Referrals from SHARE	N/A	51
Enrollments resulting from SHARE referrals	47	28

Enrollment Activity		
	Planned	Actual
Transitional Jobs	N/A	1
On-the-Job Training (OJT)	N/A	0
Completed STEPS	25	12
Paired with a Mentor	16	0
Occupational Skills Training	N/A	0
Employment Placement	28	19
Housing Placement	N/A	28
Supportive Services	N/A	16
Exits	N/A	9

COG Home Enrollment by City

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



ACCELERATOR GRANT WAF 9.0

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

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

Accelerator Project Goals					
	Planned Enrollments	Actual Enrollments	Completions	Placements	Drops
Specialty Nursing Apprenticeship	7	9	0	9	1
CNA/Phlebotomy training program	35	25	18	9	5/3
Medical Trainings picked up from DAS	10	3			

Accelerator Enrollment by City

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



HOMELESS INITIAIVE - HOME

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

HOMELESS INITIATIVE PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Planned	Actual
New Enrollment	15	3
WIOA Co-enrollments	11	3
Employed at Closure	11	4

Program Services	Planned	Actual
Follow-up Services	11	0
On the job Training	7	2
Transitional Jobs	8	3

Carryover	13
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Homeless Initiative Enrollment by City

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



GLOSSARY OF TERMS


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



MEMORANDUM

DATE: March 23, 2023

TO: SELACO WDB Board of Directors

FROM: Yolanda L. Castro, Executive Director 

RE: Proposed Revision to the SELACO WDB Petty Cash Policy

The SELACO WDB recently requested revisions to the existing Petty Cash Policy. The revised policy was approved for implementation by the SELACO WDB Board on 1/18/2023. Post Board approval on 1/18/2023 and per the needs identified during the implementation, a new revision is being requested.

The Policy currently reads: “Extraordinary requests regarding an urgent matter, exceeding the one-hundred-dollar (\$100) cap, would be made available upon review and approval from the Executive Director”.

Upon approval of the Board, the Policy would change to read: “Extraordinary requests regarding an urgent matter, exceeding the one-hundred-dollar (\$100) cap, would be made available upon review and approval from the Executive Director **or its designee.**”

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

Action Required:


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



MEMORANDUM

DATE: March 23, 2023

TO: SELACO WDB Board of Directors

FROM: Yolanda L. Castro, Executive Director 

RE: Approval of SELACO WDB Budget Modification for Program Year 2022-23

Attached for your review and approval is Southeast Los Angeles County Workforce Development Board's (SELACO WDB) modified budget for Program Year (PY) 2022-23. Overall, SELACO WDB is making great progress moving out of the COVID-19 era, however, customer traffic is still not at a pre-COVID level. Many strategies are in place to increase customer enrollments and with the current economic situation we anticipated the second half of our program year will experience an increase in job seeker services. With this in mind, staff is presenting our 2022-23 budget modification based on full operation of services, with minor adjustments based on changes in operations and anticipated increases and/or decreases in funding.

We have estimated adjustments to the best of our ability to both the Revenue and Expenditure budgets as follows:

Revenues

Total Operating Revenue Budget for PY 2022-23 is increased by a net of \$1,524,742, approximately 13.30% compared to the budget approved on July 28, 2022.

Increases of \$1,665,245 to the revenue budget are as follows:

- 1) Total increase of \$26,121 is from continued and carried-over funds for the following special projects:
 - #03. Gateway Cities Homeless Employment (H2E) Program (+ \$1,240)
 - #04. Gateway Cities Whole Child Program (+ \$23,571)
 - #09. Transitional Subsidized Employment (TSE) - Carry Over (+ \$1,238)
 - #11. Bridge To Work Youth - Carry Over (+ \$72)
- 2) Total increase of \$515,805 is from the Department of Education for the Preschool Grant. The additional fund includes allocations to serve children with exceptional needs and for the 3-year adjustment factor increase.
 - #08. Preschool Grant (+ \$515,805)

3) Total net increase of \$1,078,319 is from increase to PY2022-23 WIOA Rapid Response and Lay-Off Aversion funds and reconciliation of year-end estimates to actuals of PY2021-22 WIOA formulas carried-over funds:

- #14. WIOA Adult-Carry Over (+ \$256,707)
- #16. WIOA Dislocated Workers-Carry Over (+ \$212,491)
- #18. WIOA Youth-Carry Over (+ \$578,934)
- #20. WIOA Rapid Response-Carry Over (- \$25,569)
- #21. WIOA Rapid Response (+ \$53,118)
- #22. WIOA Lay-Off Aversion (+\$2,638)

Addressing Adult and Dislocated Worker Allocations: A transfer request of \$1,015,982 from the second round of PY2022-23 WIOA Dislocated Worker allocation to WIOA Adult was approved by the WDB Board on January 26, 2023. This transfer allows SELACO WDB to better align resources to the jobseekers using our AJCC. It is a common and allowable practice at this time of the year to reassess our customer base and determine if a transfer of funds will enhance our ability to serve customers seeking assistance with their employment and training goals. For this current program year, majority of customers enrolled in intensive program services are eligible under the Adult services rather than Dislocated Worker services. Below is the transfer amount reflected in our budget modification:

- #15. WIOA Adult (+ \$1,015,982)
- #17. WIOA Dislocated Workers (- \$1,015,982)

4) A transfer of \$45,000 from SELACO WDB's General Fund to a General Fund Sub-Account for the 40th Year Anniversary Celebration. SELACO WDB will be celebrating 40 years of providing services to job seekers and businesses within the Southeast LA Region. Funds are allocated to support planning expenses and pre-celebration activities.

- #24. General Fund: 40th Year Anniversary Celebration

Decreases of \$140,503 from the revenue budget are as follows:

1) A decrease of \$139,226 is from unused funds for the Downey MADE Project. Balance of unused funds were returned to Downey Unified School District.

- #01. Downey USD's Made Career Initiative

2) A decrease of \$700 is from adjustment to carried-over fund for the Regional Plan Implementation Grant.

- #07. Regional Plan Implementation 4.0 (- \$700)

3) A decrease of \$577 is due to revised estimates of One-Stop Partners' shares of infrastructure costs, including rent, telephone, internet, security guard, and some repair/maintenance costs:

- #23. Other Revenues – Shared Infrastructure Costs from One-Stop (-\$577)

See attached Projected Revenue Budget for explanation of each budget line item that resulted in an increase or decrease in all funding allocations.

Expenditures

Total Expenditure Budget for PY 2022-23 is increased by a net of \$1,042,567, which is 9.70% more compared to the budget approved on July 28, 2023. Detailed breakdown of net increase to total Expenditure Budget is as follows:

- 1) The overall personnel cost is decreased by \$83,449, a 2.57% reduction compared to the budget approved on July 28, 2023. Of the overall reduction, 1.68% is due to change in medical plan from Blue Shield to Anthem Blue Cross. The rest of the reduction is due to the net of annual step increases, costs of unfilled positions, and unanticipated medical leaves.
- 2) Non-personnel costs are increased by a net of \$42,000, a 4.37% increase compared to the budget approved on July 28, 2022. Most of the increase is due to funds set aside from the General Fund to cover anticipated costs for the 40th Year Anniversary Celebration. Some budget line items have been reduced or adjusted to align with actual expenditures to-date and projected expenditures from March through June 2023. The net increase is due to the following:
 - Meeting - increased by \$7,000 set aside for the 40th Year Anniversary Celebration lunch event.
 - Telephone & Internet – decreased by \$2,000 due to the postponement of the installation of the redundant internet line.
 - Furniture & Equipment – increased by \$9,000 for the replacement of old furniture for staff and the Board Room.
 - Outreach & Recruitment – increased by \$24,000 set aside for planned costs for the Commemorative Book and promotional materials/items for the 40th Year Anniversary Celebration.
 - Subscriptions/Dues/Memberships - increased by \$4,000, which includes price adjustments for various current subscriptions, additional PDF and Career Hub accounts necessary to enhance SELACO’s ability to deliver services virtually and support staff telework, and Teams Alert subscription for a Panic Button System per EDD’s Security Specifications.

Overall, the total In-House Costs Budget is decreased by \$41,449 (a reduction of 0.98%), which is the total between the reduction of \$83,449 to total Personnel Costs and total increase of \$42,000 to total Non-Personnel Costs.

- 3) Total Training and Support Services is increased by \$1,084,016, a 16.57% increase compared to the budget approved on July 28, 2022. Majority of the increases is due to additional funds received from the Department of Education for serving children with exceptional needs and for the 3-year adjustment factor increase.

See notes section on the attached Expenditure Budget for explanation on each line-item change that resulted in an increase or decrease in funding.

Unobligated Balance

With the projected revenues and proposed expenditures SELACO WDB will have an unobligated balance of \$1,368,752 which represents an increase of \$515,976 compared to the budget approved on July 28, 2022.

Action Required:

Approve budget modification for Program Year 2022-23 as submitted.

**SELACO WDB
PROJECTED REVENUE BUDGET
FISCAL YEAR 2022-2023**

REVENUE SOURCES	REVENUES APPROVED ON 7/28/22	PROPOSED BUDGET	INCREASE / (DECREASE)	NOTES
1 Downey USD's MADE Career Initiative	460,000	320,774	(139,226)	1
2 Employment Training Panel Grant	447,847	447,847	0	
3 Gateway Cities Homeless Employment (H2E) Program	220,000	221,240	1,240	2
4 Gateway Cities Whole Child Program	-	23,571	23,571	3
5 LA County - Youth @ Work	710,700	710,700	0	
6 LA County - Homeless (Measure H)	111,000	111,000	0	
7 Regional Plan Implementation 3.0 / 4.0	45,575	44,875	(700)	2
8 Preschool Grant	3,594,338	4,110,143	515,805	3
9 Transitional Subsidized Employment (TSE) - Carry Over	7,000	8,238	1,238	2
10 Transitional Subsidized Employment (TSE)	72,000	72,000	0	
11 Bridge To Work (B2W) Youth - Carry Over	400	472	72	2
12 Bridge To Work (B2W) Youth	14,400	14,400	0	
13 Workforce Accelerator Fund (WAF) 9.0	58,972	58,972	0	
14 WIOA Adult - Carry Over	371,096	627,804	256,707	2
15 WIOA Adult	1,509,196	2,525,178	1,015,982	4
16 WIOA Dislocated Workers - Carry Over	160,636	373,127	212,491	2
17 WIOA Dislocated Workers	1,271,717	255,735	(1,015,982)	4
18 WIOA Youth - Carry Over	578,400	1,157,334	578,934	2
19 WIOA Youth	1,570,491	1,570,491	0	
20 WIOA Rapid Response - Carry Over	34,000	8,431	(25,569)	1,2
21 WIOA Rapid Response	85,000	138,118	53,118	3
22 WIOA Lay-Off Aversion	37,995	40,633	2,638	3
23 Other Revenues - Shared Infrastructure Costs from One-Stop Partners	106,058	105,481	(577)	2
24 General Fund: 40th Year Anniversary Celebration	-	45,000	45,000	5
TOTAL OPERATING REVENUES	11,466,823	12,991,565	1,524,742	
25 Non-WIOA Training Revenues	139,046	172,847	33,801	
TOTAL REVENUES	11,605,868	13,164,412	1,558,543	

NOTES:

- 1 Projected unused funds to return back to grantor.
- 2 Revised revenues reflect actual amount carried-in from FY2021-22.
- 3 Additional revenues/revenue adjustments received after submission of budget on July 28, 2022.
- 4 Interfund transfers from WIOA Dislocated Worker funds to WIOA Adult funds.
- 5 Transfer from General Fund to General Fund sub account for 40th Year Celebration and miscellaneous costs.

**SELACO WDB
PROJECTED EXPENDITURE BUDGET
FISCAL YEAR 2022-2023**

LINE ITEM DESCRIPTION	APPROVED BUDGET ON 7/28/22	PROPOSED BUDGET	INCREASE / (DECREASE)	NOTES
PERSONNEL COSTS				
Salaries & Wages	2,417,332	2,390,445	(26,888)	
Payroll Taxes/Worker Compensation	225,006	221,624	(3,382)	
Employee Benefits	609,835	556,656	(53,179)	
TOTAL PERSONNEL COSTS	3,252,173	3,168,725	(83,449)	1
NON-PERSONNEL COSTS				
Mileage	10,000	10,000	0	
Conferences/Staff Development	133,000	133,000	0	
Meeting Expenses	20,000	27,000	7,000	2
Rent	350,592	350,592	0	
Telephone/Internet	25,000	23,000	(2,000)	3
Furniture & Equipment	46,000	55,000	9,000	3
Repair & Maintenance	17,000	17,000	0	
Outreach/Recruitment	23,700	47,700	24,000	2
Supplies	55,000	55,000	0	
Subscriptions/Dues/Memberships	66,000	70,000	4,000	3
Insurance	38,000	38,000	0	
Professional Fees	130,000	130,000	0	
Legal Fees	40,000	40,000	0	
Bank Fees/Interest Expense	6,000	6,000	0	
TOTAL NON-PERSONNEL COSTS	960,292	1,002,292	42,000	
TOTAL IN-HOUSE COSTS	4,212,465	4,171,017	(41,449)	
TRAINING & SUPPORT SERVICES				
Classroom/ OJT/ IWT Payments				
Employment Training Panel (ETP)	265,617	267,751	2,134	3
LA County - Homeless Initiative (Measure H)	29,000	29,000	0	
Workforce Accelerator Fund (WAF 9.0)	4,120	4,681	561	3
WIOA Adult	417,137	825,296	408,159	3,4
WIOA Dislocated Workers	278,091	123,949	(154,142)	3,4
WIOA Youth	50,000	50,000	0	
Non-WIOA Training Expenditures	139,046	172,847	33,801	3
Subtotal	1,183,011	1,473,524	290,513	

LINE ITEM DESCRIPTION	APPROVED BUDGET ON 7/28/22	PROPOSED BUDGET	INCREASE / (DECREASE)	NOTES
Cost Reimbursements / Contracted Services				
Day Care Pre-School / Renovation	3,324,763	3,870,143	545,380	5
Employment Training Panel (ETP)	15,800	15,000	(800)	3
Gateway Cities' Homeless Employment Program	6,400	6,400	0	
LA County - Youth @ Work	650,065	585,549	(64,517)	3
LA County - Homeless Initiative (Measure H)	10,000	10,000	0	
Regional Plan Implementation 3.0 / 4.0	42,000	33,050	(8,950)	3
WIOA ETPL Delegation Services	-	5,000	5,000	3
WIOA Youth	423,200	635,990	212,790	3
WIOA One-Stop Operator	30,000	30,000	0	
WIOA Security Guard	46,694	46,694	0	
Subtotal	4,548,922	5,237,826	688,904	
Work Experience / Skillz Menu				
Downey's USD MADE Career Initiative	376,694	278,243	(98,451)	6
LA County - Youth @ Work	0	54,527	54,527	3
LA County - Homeless Initiative (Measure H)	25,500	25,500	0	
Prison to Employment (P2E)	0	0	0	
WIOA Adult	25,000	170,000	145,000	3
WIOA Dislocated Workers	0	0	0	
WIOA Youth	280,000	280,000	0	
Subtotal	707,194	808,270	101,076	
Training Supplies				
Employment Training Panel	0	0	0	
Prison to Employment (P2E)	0	0	0	
WIOA Adult	5,000	5,000	0	
WIOA Dislocated Workers	5,000	5,000	0	
WIOA Youth	5,000	5,000	0	
Subtotal	15,000	15,000	0	
Direct Support Payments				
Gateway Cities' Homeless Employment Program	5,000	4,950	(50)	3
Gateway Cities Whole Child Program	0	1,233	1,233	5
LA County - Youth @ Work	0	2,340	2,340	3
LA County - Homeless Initiative (Measure H)	6,500	6,500	0	
Prison to Employment (P2E)	0	0	0	
WIOA Adult	30,000	30,000	0	
WIOA Dislocated Workers	15,000	15,000	0	
WIOA Youth	30,000	30,000	0	
Subtotal	86,500	90,023	3,523	
TOTAL TRAINING & SUPPORT SERVICES	6,540,627	7,624,643	1,084,016	
GRAND TOTAL	10,753,092	11,795,659	1,042,567	
CURRENT UNOBLIGATED BALANCE	852,776	1,368,752	515,976	

Notes:


- 1 Decrease is due to the net of annual step increases, costs of unfilled positions, unanticipated medical leaves, and change of medical plan from Blue Shield to Anthem Blue Cross.
- 2 Increase is due to additional costs planned for the 40th Year Anniversary Celebration.
- 3 Adjustments to original estimates due to revised enrollment / expenditure plan and/or revised carried-over funds from PY 2021-22.
- 4 Interfund transfers from WIOA Dislocated Worker funds to WIOA Adult funds.
- 5 Increase due to additional expenditures associated with new grant revenues and/or additional funding received after submission of budget on July 28, 2022.
- 6 Unused fund returned to grantor.



MEMORANDUM

DATE: March 23, 2023

TO: SELACO WDB Board of Directors

FROM: Yolanda L. Castro, Executive Director 

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

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

In the month of March, the Southeast Los Angeles County Workforce Development Board (SELACO WDB) Compliance Department steered the MLH contract performance evaluation. The evaluation consisted of fifteen (15) performance categories, listed below:

- Efficacy of executing/securing contract and related documents
- Preparing the Audit Plan/Engagement
- Entrance Conference
- Onsite Fieldwork
- Staff Interviews
- Staff engagement
- Experience in CDE (California Department of Education) funding
- Experience in WIOA (Workforce Innovation and Opportunity ACT) funding
- Process of Requesting Financial Documents
- Process of Requesting Compliance Documents
- Process of Requesting Program Operations Documents/Files
- Effectiveness of audit in covering key areas
- Feedback of audit findings during audit
- Duration and timeliness of the audit
- Accuracy of audit findings
- Value of the Auditor’s program operations recommendation
- Value of the Auditor’s fiscal operations recommendation
- Value of the Auditor’s compliance operations recommendation
- Report layout and presentation
- Closing Meeting/Exit Conference

The evaluation collected input from SELACO WDB contracted service providers, leadership of the SELACO WDB team and team members from the SELACO WDB's Fiscal, Compliance, Business and Program teams.

Per the contract performance evaluation, the MLH was ranked as a Good Performer and categorized as eligible for Board consideration of a one-year contract extension.


The Compliance Department under the review and approval of the SELACO WDB Executive Director highly recommends a one-year (1) contract extension at the estimated cost of \$26, 675, with an option to extend services, upon mutual agreement and upon a contract performance review, for two (2) succeeding years thereafter.

Action Required:

Approve and authorize the SELACO WDB Executive Director to award a one-year contract extension to Moss, Levy and Hartzheim at the estimated cost of \$26, 675, with an option to extend for two (2) additional years, upon a contract performance review.



MEMORANDUM

DATE: March 23, 2023
TO: SELACO WDB Board of Directors
FROM: Yolanda L. Castro, Executive Director 
RE: Request for Proposals (RFP); In-School Youth Services Results

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

The Southeast Los Angeles County Workforce Development Board (SELACO WDB) released an RFP for in-school youth services in October of 2022, with a projected program implementation of January 2, 2023. The release did not yield any proposers. In January 2023, the SELACO WDB Board approved to re-release an RFP to procure SELACO WDB In-School Youth Services, for a 24-month program extending through Program Years 2023-2024 (July 1, 2023, through June 30, 2025), with an option to extend services based on available funding, performance, and upon mutual agreement, for two (2) succeeding years thereafter.

The RFP was released per the timeline approved and was finalized on 3/12/2023. The SELACO WDB received one (1) proposal from the ABC Unified School District (ABC USD).

Upon the results of the RFP released, and upon review of the proposal, it is the recommendation of the SELACO WDB's Policy and Compliance Department to offer a contract to the ABC USD per the SELACO WDB's Sole Source Procurement provisions.

The recommendation to award a contract to the ABC USD is on the premise of ABC USD's long-standing experience in delivering high-quality youth services, ability to leverage resources, and primarily, proven success and efficacy in achieving contractual goals for past contracts between the SELACO WDB and ABC USD.

Furthermore, the proposed contract would protect progress. Under the current ABC USD contract for PY 2022-2023 for the provision of in-school youth services, the ABC USD's staff and leadership has received intensive training from the SELACO WDB on the WIOA in-school youth program inclusive of participant cycle, eligibility, enrollment, service delivery, CalJOBS, CalJOBS coding and WIOA common performance. In addition, the ABC USD in collaboration with the SELACO WDB's Compliance Department is currently piloting and implementing a follow-up participant engagement strategy plan for the purpose of yielding high-achieving performance for the SELACO WDB's youth program.

If approved, programs implemented under this contract will focus primarily on youth ages 17 and 18 and at a minimum will receive:

- *Work Readiness Experience:* It is anticipated that WIOA-funded paid work experience will include between 80-100 hours of participation.
- *One Semester of Occupational skills training:* Occupational Skills Training will reflect one of the five sectors targeted by the SELACO WDB.
- *At least one (1) of the ten (10) other additional WIOA youth program elements:*
 - Tutoring, study skills training
 - Alternative secondary school services, or dropout recovery services
 - Education offered concurrently
 - Supportive services
 - Adult mentoring for at least 12 months during or after program
 - Comprehensive guidance and counseling
 - Financial literacy education
 - Entrepreneurial skills training
 - Services that provide labor market and employment information
 - Activities that help youth prepare for transition to post-secondary education and training
- *Follow-up for 12 months after exit.*

The contract recommendation is for a twenty-four (24) month contract at an estimated cost of up to \$600,000, with a term of July 1, 2023, through June 30, 2025. The contract would offer the option to extend services, upon mutual agreement and upon a contract performance review, for two (2) succeeding years thereafter.

Action Required:


Approve and authorize the SELACO WDB Executive Director to initiate negotiations for a twenty-four (24) month contract with the ABC Unified School District, anticipating an estimated cost of up to \$600,000 with an option to extend for two (2) additional years, upon a contract performance review.



MEMORANDUM

DATE: March 23, 2023

TO: SELACO WDB Board of Directors

FROM: Yolanda L. Castro, Executive Director 

RE: Regional and Local Plan Modifications Program Year (PY) 2021-2024

Background:

In accordance with California State Directive WSD22-05 titled Regional and Local Planning Guidance for PY 21-24 Two-Year Modifications, SELACO WDB is required to submit modifications to its Local Plan for PY 21-24 as part of the required submission of the Los Angeles Basin Regional Planning Unit (LA Basin RPU) modifications to its Regional Plan for PY 21-24. Regional and Local Plan modifications are due to the State on March 31, 2023.

SELACO WDB will submit its Local Plan Biennial Modifications PY21-24 to the LA Basin RPU Regional Coordinator for inclusion in the Regional Plan packet after review and approval by the Board and signature of the SELACO WDB at today's meeting. At this time, the submission will not include a signature from SELACO's Policy Board Chair because the Policy Board does not meet until April. The Directive allows the submission of a completed signature page after the due date if signatures are incomplete due to meeting schedules.

SELACO's Policy Board is scheduled to meet on April 18, 2023, at which time signature of Policy Board Chair will be secured and the completed signature page will be submitted to the State.

Action Required:


Review and approve SELACO WDB's Local Plan Two Year Modifications for PY 21-24 as presented and secure signature of Board Chair.



MEMORANDUM

DATE: March 23, 2023

TO: SELACO WDB Board of Directors

FROM: Yolanda L. Castro, Executive Director 

RE: 40th Year Anniversary Celebration Board Special Committee

On January 26, 2023, the Board approved the creation of a Board Special Committee to support the planning and logistics for our 40th year of service celebration in September 2023. With the termination of the Brown Act waiver that allows for virtual meetings, staff is requesting that the Board Special Committee be eliminated, since this Committee must operate under the guidelines of the Brown Act.

Instead, staff proposes a volunteer committee made up of board/policy members, staff, and partner volunteers. Staff will report out the progress of the volunteer committee as part of the Executive Director's Report.

Action Required:


Eliminate the 40th Year Anniversary Celebration Board Special Committee.



MEMORANDUM

DATE: March 23, 2023

TO: SELACO WDB Board of Directors

FROM: Yolanda L. Castro, Executive Director 

RE: Approval to Accept Department of Education Additional Funding PY 2019-2020

As of 2001, the Southeast Los Angeles County Workforce Development Board (SELACO WDB), has received funding from California Department of Education (DOE) to support the operation of child development programs throughout the SELACO WDB region. Over the last 19 years, SELACO WDB, in partnership with Quality Children Services (QCS) has successfully met the service delivery requirements resulting in continuous funding from DOE. The project has operated successfully since its implementation with centers located in Artesia, Bellflower, Norwalk, Lakewood and Maywood.

Since the execution of the original contract between the SELACO WDB and the DOE, it has been the practice by DOE to issue extensions and budget amendments to the original grant for continued and uninterrupted delivery of services by way of a Continued Funding Application (CFA). As of PY 2021-2022, in addition to the CFA, it is now a requirement to provide a Board resolution and a delegation of authority as part of the automatic renewal process. The requirement was formerly only part of the contract signing process, however in order to be able to renew contracts more expeditiously, the requirement for SELACO WDB to provide such documents is being requested as part of the Continued Funding Application. The Board resolution must be current, and specifically must state the intent is to renew the current PY 2022–23 California State Preschool Program contract.

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

As we prepare for the next round of funding, and based on current requirements we anticipate staff may be required to present approval from the Board to accept current funding

adjustments and all future allocations of funds per Program Year rather than by a blanket approval for all future funding.

Action Required:

1. Adopt the resolution in order to certify the approval of the Board to enter into the transaction with the California Department of Education for the purpose of providing childcare and development services.
2. Authorize the Executive Director to sign contract documents for Fiscal Year 2023–24, the Continuing Funding Application, and all related contract documents.

SAMPLE OF RESOLUTION

This resolution is adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of providing child care and development services and to authorize the designated personnel to sign contract documents for Fiscal Year 2023–24, the Continuing Funding Application, and all related contract documents.

RESOLUTION

BE IT RESOLVED that the Governing Board of

authorizes that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

NAME

TITLE

SIGNATURE

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

I, , Clerk of the Governing Board of

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

(Clerk's Signature)


(Date)



MEMORANDUM

DATE: March 23, 2023

TO: SELACO WDB Board of Directors

FROM: Yolanda L. Castro, Executive Director 

RE: HR Policy Update: Personnel Policies and Procedures

As presented at the July 25, 2019 Board meeting, staff is currently working with our HR consultant and legal counsel on updating SELACO WDB's Personnel Policies and Procedures (PPP) Manual. This manual is used by SELACO WDB Directors and Managers to help guide them in the supervision of their staff.

SELACO WDB's PPP Manual has a total of 48 policies. As a reminder, rather than bringing all personnel policies and procedures to you at once, various sections were brought to you at each Board meeting for review and approval until all policies and procedures have been reviewed and approved.

Today, we have the final policy attached for your review and approval:

- 247 – Performance Evaluations

After review and approval of this final policy, moving forward, policies will be brought to the Board for review and approval as labor laws change and impacts existing policies.

Action Required:

Review and approve Policy # 247 – Performance Evaluations as presented.

Southwest Los Angeles County Workforce Development Board	Policy # 247
Personnel Policies and Procedures	Date: xx/xxxx
	Page 1 of 2

PERFORMANCE EVALUATIONS

Scope

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

Policy

It is the policy of SELACO WDB to provide regular, full time employees with a written performance evaluation on a regular basis. These evaluations have several purposes:

- 1) to ensure that employees are familiar with the scope of their duties;
- 2) to provide employees with specific feedback on their performance;
- 3) to assist employees in setting and attaining work-related goals;
- 4) to document performance areas in which employees do well and those areas which require improvement; and
- 5) to link employee performance with merit increase considerations.

Procedures

- A. Each Manager and/or Director, using employees' job description as a guide to set employment standards, is responsible to set and communicate clear performance standards for his or her employees at the beginning of, and throughout, the evaluation period.
- B. Each Manager and/or Director is responsible to observe and discuss with his or her employees areas of strength and areas for improvement in relation to the standards set throughout the evaluation period.
- C. Timing:
 - 1) The first written, formal performance evaluation will occur on or about the end of the employee's first six months of employment.
 - 2) The next evaluation should occur on or about one year after the date of the first performance evaluation. Thereafter, performance evaluations occur annually from the date of the previous evaluation.
 - 3) If the employee receives a promotion or transfer, a written performance evaluation will be prepared on or about six months after the employee begins his or her new job. Performance evaluations will then occur annually from the date of the previous evaluation.
- D. A copy of the Employee Performance Evaluation Form and the Summary of Performance Discussion are attached (Attachment XXX and Attachment XXX). Reviewers, Managers and/or Directors can obtain these forms from Human Resources.
- E. Prior to discussion with the employee, the written evaluation must be reviewed and signed by both reviewer (immediate supervisor) and Manager and/or

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Director or their authorized representative.

F. The reviewer will discuss the performance evaluation with the employee. This discussion should be held at a prearranged time in a private location free from interruption.

G. Weights are evaluated annually to align with any changes that may be brought about any changes should there be any.

H. Employee Performance Evaluation Forms identify a "weight" of performance per performance "category". Weights are:

- 1) Identified by the Department Manager with the approval of the Executive Director.
- 2) No more than 5 categories per employee position will hold a weight of 3.
- 3) Weights are set for each employee position and will be re-evaluated when there are changes in the position job description.

I. After the Employee Performance Evaluation, a second meeting will be held for the reviewer to provide the employee with a Summary of the Performance Discussion that identifies goals/plan of action for the next year of performance.

J. Employees are encouraged to make comments on the Summary of the Performance Discussion Form.

K. Employees will be asked to sign the Employee Evaluation Form. Employees will be given a copy of the form for their files. The original Employee Evaluation Form will be maintained in the employee's personnel file in Human Resources. Managers and Directors may also keep a final draft copy of the form for future reference.

L. If an employee declines to sign the form, he or she should be encouraged to discuss any concerns and perhaps write a rebuttal. If the employee still declines to sign the evaluation, the Manager and/or Director should write "employee declined to sign" at the bottom of the form, add his or her initials and the date, and give the employee a copy of the form. The Manager and/or Director will notify the Executive Director of the situation.

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Board Approved xx/xxxx

SELACO WDB Personnel Policies and Procedures (PPP) Manual

Date of Completion: March 2023

Policy Number	Policy Title	To 3C	Approved by Board / Revision / Ratification	Notes/Status
010	Introduction to the Policies and Procedures Manual	✓	7/25/2019	REVIEWED AND APPROVED
020	Harassment-Free Workplace	✓	7/25/2019	REVIEWED AND APPROVED
030	Equal Employment Opportunity/Non-Discrimination	✓	7/25/2019	REVIEWED AND APPROVED
040	Open Door Policy	✓	7/25/2019	REVIEWED AND APPROVED
050	At-Will Employment	✓	7/23/2020	REVIEWED AND APPROVED
110	Confidentiality	✓	10/24/2019	REVIEWED AND APPROVED
120	Employee Records	✓	7/25/2019	REVIEWED AND APPROVED
121	Examination of Employee Files	✓	7/25/2019	REVIEWED AND APPROVED
130	Personal Appearance	✓	1/23/2020	REVIEWED AND APPROVED
140	Personal Conduct	✓	7/25/2019	REVIEWED AND APPROVED
150	Conflict of Interest	✓	10/24/2019	REVIEWED AND APPROVED
160	Additional Employment	✓	10/24/2019	REVIEWED AND APPROVED
211	Employment References	✓	10/24/2019	REVIEWED AND APPROVED
212	Introductory Period	✓	10/24/2019	REVIEWED AND APPROVED
213	Job Descriptions	✓	10/22/2020	REVIEWED AND APPROVED
214	Employment Screening	✓	10/24/2019	REVIEWED AND APPROVED
215	Selection and Placement	✓	7/23/2020; 10/6/2022	REVIEWED AND APPROVED
221	Salary Administration	✓	10/22/2020	REVIEWED AND APPROVED
222	Exempt/Non-Exempt Employee Status	✓	10/22/2020	REVIEWED AND APPROVED
223	Job Classification	✓	10/24/2019	REVIEWED AND APPROVED
224	Overtime	✓	10/22/2020	REVIEWED AND APPROVED
225	Pay Periods and Pay Checks/Stubs	✓	3/25/2021	REVIEWED AND APPROVED
226	Timesheets	✓	3/25/2021	REVIEWED AND APPROVED
230	Health and Safety	✓	7/21/2022	REVIEWED AND APPROVED
231	Smoke-Free Workplace	✓	3/25/2021	REVIEWED AND APPROVED
232	Drug- and Alcohol-Free Workplace	✓	9/24/2020	REVIEWED AND APPROVED
233	Lactation Accommodation Policy	✓	5/27/2021	REVIEWED AND APPROVED
234	Vaccination Policy	✓	2/17/2022	REVIEWED AND APPROVED
241	Access to Telephone, Voice Mail and Computer Mail Systems	✓	5/27/2021	REVIEWED AND APPROVED

Policy Number	Policy Title	To 3C	Approved by Board / Revision / Ratification	Notes/Status
242	Personal Relationships Policy	✓	5/27/2021	REVIEWED AND APPROVED
243	Attendance	✓	5/27/2021	REVIEWED AND APPROVED
244	Disciplinary Action	✓	10/24/2019	REVIEWED AND APPROVED
245	Employee Parking	✓	1/27/2022	REVIEWED AND APPROVED
246	Non-Solicitation	✓	1/27/2022	REVIEWED AND APPROVED
247	Performance Evaluations	✓		
248	Political Activities	✓	1/27/2022	REVIEWED AND APPROVED
249	Use of Vehicle for SELACO WDB Business	✓	1/27/2022	REVIEWED AND APPROVED
250	Travel Reimbursement	✓	3/24/2022	REVIEWED AND APPROVED
251	Phone and Internet Stipend	✓	9/24/2020	REVIEWED AND APPROVED
260	Use of Agency Equipment	✓	5/26/2022; 7/28/2022	REVIEWED AND APPROVED
270	Conflict Resolution	✓	3/24/2022	REVIEWED AND APPROVED
280	Termination	✓	10/24/2019	REVIEWED AND APPROVED
281	Separation	✓	5/26/2022; 7/28/2022	REVIEWED AND APPROVED
290	Administrative Time Off (ATO) Policy for Emergencies	straight to Ex Com/Board	3/20/2020; 3/26/2020	REVIEWED AND APPROVED
295	Work from Home Policy	✓	9/23/2021	REVIEWED AND APPROVED
310	Insurance Programs	straight to Board	1/23/2020; 7/23/2020	REVIEWED AND APPROVED
321	Family and Medical Leaves of Absence	straight to Board	10/24/2019; 9/24/2020; 7/28/2022	REVIEWED AND APPROVED
322	Holidays	✓	3/24/2022; 9/22/2022	REVIEWED AND APPROVED
323	Paid and Unpaid Leaves of Absence	straight to Board	10/24/2019; 9/24/2020	REVIEWED AND APPROVED
324	Paid Vacation Time	straight to Board	1/23/2020	REVIEWED AND APPROVED
325	Sick Leave	straight to Board	1/23/2020	REVIEWED AND APPROVED
330	Retirement Savings Plan	✓	5/26/2022; 7/28/2022	REVIEWED AND APPROVED
340	Visitors	✓	1/27/2022	REVIEWED AND APPROVED

ONE STOP OPERATOR REPORT

DATE: March 23, 2023
TO: SELACO WDB Board of Directors
FROM: Stacey Girdner, Managing Partner, The PRAXIS Group, SELACO One Stop Operator
RE: Update on the progress of your System Management Team (SMT)

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

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

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

Progress since the last SELACO Board meeting

Next quarterly meeting scheduled for May 17, 2023.


- Your workforce System Management Team kicked off 2023 by meeting on February 15th. During their meeting, they:
 - ✓ Gathered in triads to gain insight from each other regarding any issues or challenges they were facing at work.
 - ✓ Began preparing to create the 23 – 24 program year infrastructure agreement that will be submitted to the State. The agreement will reflect the WIOA (Workforce Innovation and Opportunity Act) dollars each partner is using toward strengthening workforce services in Southeast Los Angeles. In addition, the infrastructure agreement documents shared costs for those partners who serve their clients in SELACO's Career Center or AJCC (America's Job Center of California).
 - ✓ Provided updates on events, programs, grants, etc. that would be of interest to the team.

- ✓ Explored the labor needs of the eight cities in SELACO's region and discussed ways in which they might respond.
- ✓ Educated each other on the services they each currently provide to youth. This information will be converted into a youth-specific brochure.
- ✓ Discussed ways to jointly market their collective services.
- ✓ Discussed ways to increase referrals and co-enrollments.
- ✓ Affirmed the annual cross-training calendar to ensure that staff know about each partner's services so they can make educated referrals that, ideally, lead to co-enrollments.
- ✓ Gave feedback on the meeting which included:
 1. Name one thing you learned today:
 - ✓ Outreach to Career Centers a High Schools
 - ✓ Partners are open to have SELACO on site for their "Boots on Ground" initiative
 - ✓ SELACO's Home to Employment Program
 - ✓ The definition of youth varies by program
 - ✓ Timing of the many MOU updates
 - ✓ Wise Partners activity – very helpful
 - ✓ Youth programs
 2. Name one thing you wished we had discussed today:
 - ✓ The services we provide
 3. What would you say is your reason for attending the SMT meetings:
 - ✓ To maintain partnerships, continue to collaborate and network.
 - ✓ To continue to learn how to partner, collaborate and share resource for the community and its stakeholders/students/participants.
 - ✓ To increase knowledge of local partners and services available
 - ✓ It's a good place to keep up to date.
 - ✓ MOU requirements but also keeping our staff informed of services available in their service area.
 - ✓ To gather information and gain ideas from other partners.
 - ✓ I enjoy learning about our partners and what each of them have to offer.
 - ✓ Being able to meet new people is great.

Action: File



MEMORANDUM

DATE: March 23, 2023
TO: SELACO WDB Board of Directors
FROM: Yolanda L Castro, Executive Director 
RE: Ethics Training AB1234

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

Larry Wehage –
Michael Segura – expires October 31, 2023
Connie Chan – expires November 18, 2023
Joseph Derthick – expires December 2, 2023

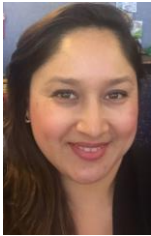
For those who have yet to complete the training, you may do so using the online course at:

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

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

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

LOS ANGELES COUNTY: A YEAR IN REVIEW



Olga Perez
Labor Market Consultant
February 2023

Time flies and it is already 2023, so let's pause for a moment and look at some of the changes in Los Angeles County's labor market that happened in 2022. The Employment Development Department now has labor force and industry employment data for all the months in 2022, so the opportunity for a year-in-review is perfect.

Looking at 2022 monthly labor force estimates, employment (county residents working) was higher than in 2021 in twelve out of the twelve months. Total labor force was higher than in 2021 for five out of the twelve months. Lower labor force numbers were observed in the second part of 2022, starting in June.

When looking at the December 2022 year-over data, the labor force declined by 52,500 or 1.1 percent. Employment increased by 10,800 or 0.2 percent over the same period. Unemployment levels and unemployment rates were lower in all twelve months for the same period. December 2022 year-over data showed unemployment declined by 63,300 or 22.7 percent. The unemployment rate declined from 5.6 to 4.4 percent over the same period. All in all, when it comes to labor force dynamics, 2022 was a mostly positive year for Los Angeles County.

	Dec-19	Dec-20	Dec-21	Dec-22
Labor Force	5,202,200	4,894,800	4,980,200	4,927,700
Employment	4,993,500	4,354,900	4,701,400	4,712,200
Unemployment	208,700	539,900	278,800	215,500
Unemployment Rate	4.0%	11.0%	5.6%	4.4%

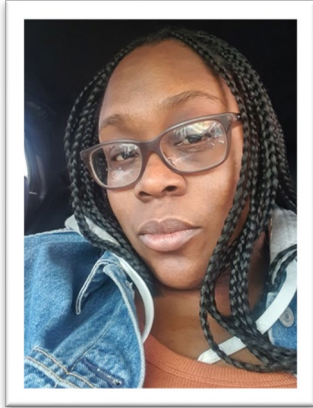
Industry employment (jobs located within the county) grew over 2022. Again, when looking at the December 2022 year-over data, total all-industries jobs increased by 145,600 or 3.2 percent. Out of the twelve major industry sectors, ten grew, one

	Dec-19	Dec-20	Dec-21	Dec-22
Total, All Industries	4,654,500	4,176,900	4,483,900	4,629,500
Total Farm	3,900	4,500	4,600	4,800
Mining and Logging	1,900	1,700	1,600	1,600
Construction	150,800	148,300	153,600	154,100
Manufacturing	340,300	311,500	314,500	319,800
Trade, Transportation & Utilities	882,100	829,600	857,700	872,900
Information	217,500	198,200	227,800	225,600
Financial Activities	226,700	213,200	211,500	218,500
Professional and Business Services	663,200	612,400	660,000	682,000
Educational and Health Services	862,800	831,700	862,300	905,700
Leisure and Hospitality	555,300	343,200	475,100	510,200
Other Services	159,300	121,000	145,000	157,600
Government	590,700	561,600	570,200	576,700

contracted and one remained the same. The greatest growth was observed in educational and health services, followed by leisure and hospitality. The former added 43,400 jobs (5.0 percent), while the latter added 35,100 jobs (7.4 percent). Job gains in leisure and hospitality were concentrated in accommodation and food services (up 26,100). Together, educational and health services and leisure and hospitality, accounted for 54.0 percent of all job gains in Los Angeles County. Professional and business services also saw notable

gains, adding 22,000 jobs (3.3 percent). Information was the only sector to decline, shedding 2,200 jobs, despite motion picture and sound recording adding 2,500 jobs. All other information subsectors contracted over the year.

2022 employment improved on 2021 in eleven out of the twelve months and unemployment rates were lower in all twelve months for the same period. On the other hand, the labor force was smaller than the previous year in seven of twelve months. Total all industries employment grew, and this growth was fueled by expansion in ten out of the twelve major industry sectors. Though one industry declined, labor force statistics and total all industry employment show an overall positive direction for Los Angeles County's labor market.



Akami Jackson
Long Beach CA

Workforce Challenge:

Akami was unemployed for a decade after working 4 years as a medical biller for St. Mary’s Hospital. She had earned a guard card after training provided by GoodWill Industries and was looking to secure a graveyard shift but found that her options were limited. GoodWill referred Akami to SELACO WDB America’s Job Center for support and job search assistance. She stated, “My biggest challenge was the difficulty of being a single parent of 4 with little help.”

Workforce Solution:

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

Workforce Outcome and Results:

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