

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

**March 26, 2026**

**Thursday**

**3:00**



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

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

**March 26, 2026  
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](mailto:carol.reyes@selaco.com)**

**AGENDA**

CALL TO ORDER	LeGaspi
PLEDGE OF ALLEGIANCE	LeGaspi
ROLL CALL	Wehage
2025 – 2026	
PUBLIC COMMENTS	Villarreal
CHAIR'S COMMENTS	LeGaspi
EXECUTIVE DIRECTOR'S MESSAGE / UPDATE / STAFF REPORT	Castro
CLOSED SESSION	Castro

Conference with Legal Counsel – Existing Litigation  
Case Number: 26STCV03376  
(Government Code Section 54956.9(d)(1))

CONSENT CALENDAR	LeGaspi
1A. Approval of Minutes January 22, 2026	3
1B. Approval of Fiscal Report 07/01/25 – 02/28/26	8
1C. Approval of Program Report for 07/01/25 – 02/28/26	21

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

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ACTION ITEM (S):

2. Approval of Fiscal Policy for the California Department of Education (CDE) Grant Supplementary Funds & Norwalk Childcare Facility Closure	Castro	44
3. Update to Youth Incentive Policy	Castro	52
4. Adoption of a Stipend and Incentives Policy	Castro	63
5. Approval of Contract Amendment – Allied Universal Security Services	Castro	74
6. Lease Renewal Approval	Castro	76
7. Authorization to Release Request for Proposals (RFP) - WIOA Youth Program	Castro	78
8. Approval of SELACO WDB Budget Modification for Program Year 2025 – 2026	Castro	80
9. Request for Approval to Rename Cesar Chave Day to Farm Workers Day	Castro	86

ONE STOP OPERATOR REPORT

Baquerizo

Presentation / Information / Recommendations

ACTION ITEM (S):  
NONE

INFORMATION ITEM (S):

INFORMATION ITEM (S):

1. Ethics Training AB1234	Castro	87
2. LA County Economic Summary 2025 – 4 <sup>th</sup> Quarter	Castro	88

INTERESTING CORRESPONDENCE

None

BOARD MEMBER COMMENTS

LeGaspi

POLICY BOARD ITEMS/REQUESTS

LeGaspi

AGENDA REQUESTS FOR NEXT MEETING

LeGaspi

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

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

**March 26, 2026**

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CHAIR'S CLOSE

LeGaspi

ADJOURNMENT OF OPEN SESSION

LeGaspi

**Policy Board Meeting: April 21, 2026**

**Next Full WDB Meeting: May 28, 2026**

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

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



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

Board Member	7/24/25	9/25/25	10/23/25	1/22/26	3/26/26	5/28/26
<b>1. Amansec, Jason</b> Business Representative City of Cerritos	Appointed by PB 10/21/25		X	X		
<b>2. Barrales, Leonard</b> Economic Development	Appointed by PB 10/21/25			X		
<b>3. Beech, Jennifer</b> Business Representative City of Bellflower	X	X	AE	X		
<b>4. Burrell, Ashley</b> Rehabilitation Organization	AE	X	X	AE		
<b>5. Ceballos, Rene</b> Labor Organization	Appointed by PB 12/16/25			X		
<b>6. Cueva, Sergio</b> Business Representative City of Hawaiian Gardens	X	X	XV	X		
<b>7. Gomez, Belle</b> Education Entity	X	X	X	X		
<b>8. Kucera, Kevin</b> Labor Organization	AE	AE	AE	AE		
<b>9. LeGaspi, Richard</b> Chair Business Representative City of Norwalk	X	X	X	X		
<b>10. McGehee, Shannon</b> Business Representative City of Paramount	A	A	A	A		

Board Member	7/24/25	9/25/25	10/23/25	1/22/26	3/26/26	5/28/26
<b>11. Mendoza, Shaila</b> Labor Organization	Appointed by PB 10/21/25			X		
<b>12. Nam, Leila</b> Business Representative City of Artesia	AE	AE	X	X		
<b>13. Perez, Genoveva</b> Business Representative City of Paramount	X	X	A	X		
<b>14. Polley, Tracy</b> Business Representative City of Norwalk	X	X	X	X		
<b>15. Quirino, Demeven</b> Business Representative City of Cerritos	X	AE	X	AE		
<b>16. Rochin, Blanca</b> Education Entity	X	X	X	X		
<b>17. Ryder, Tim</b> Business Representative City of Hawaiian Gardens	AE	AE	AE	AE		
<b>18. Segura, Michael</b> Business Representative City of Lakewood	AE	X	X	X		
<b>19. Taylor, Joseph</b> Labor Organization	X	X	X	X		
<b>20. Uva, Carrie</b> Business Representative City of Downey	X	X	X	X		
<b>21. Uttecht, Greg</b> Business Representative City of Artesia	A	AE	AE	X		
<b>22. Valladares, Cesar</b> Public Employment Service	Appointed by PB 12/16/25			X		
<b>23. Vasquez, Salvador</b> Labor Organization		AE	X	AE		
<b>24. Villarreal, Rudy</b> Secretary/Treasurer Labor Organization	AE	X	X	X		
<b>25. Wehage, Larry</b> Vice Chair Business Representative City of Bellflower	X	X	X	X		
<b>26. Witt, Eddie</b> Business Representative City of Lakewood	Appointed by PB 02/17/26					
<b>27. VACANT</b> Business Representative City of Downey						



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

**January 22, 2026**

**3:00 PM**

**SELACO WDB**

**CALL TO ORDER**

The Executive Committee and FULL WDB Board of Directors' Board Meeting was called to order by Larry Wehage at 3:00 p.m.

**PLEDGE OF ALLEGIANCE**

Larry Wehage led the Pledge of Allegiance.

**ROLL CALL**

**WDB BOARD OF DIRECTORS PRESENT**

Amansec, Jason	Barrales, Leonard
Beech, Jennifer	Ceballos, Rene
Cueva, Sergio	Gomez, Belle
LeGaspi, Richard	Mendoza, Shaila
Nam, Leila	Perez, Genoveva
Polley, Tracy	Rochin, Blanca
Segura, Michael	Taylor, Joseph
Uva, Carrie	Uttecht, Greg
Valladares, Cesar	Villarreal, Rudy
Wehage, Larry	

**WDB BOARD OF DIRECTORS ABSENT**

McGee, Shannon	Parada, Erika
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**WDB BOARD OF DIRECTORS EXCUSED**

Burrell, Ashley	Kucera, Kevin
Ryder, Tim	Quirino, Demeven
Vasquez, Salvador	

**SELACO WDB STAFF PRESENT**

Castro, Yolanda	Alvarez, Meredith
Cardenas, David	Cardona, Jefferson
Coronel, Corina	Davis, Carol
Ferranti-Lansdown, Tammy	Gutierrez, Jeanette
Mercado, Ana	Michel, Sandra

### **MEMBERS OF THE PUBLIC PRESENT**

Baquerizo, David – One Stop Operator

Joseph, Jack – Policy Board Administrator

### **PUBLIC COMMENTS**

None

### **WDB CHAIR'S COMMENTS**

Vice Chairman Larry Wehage welcomed new Board Members Leonard Barrales representing economic development - LAEDC, Rene Ceballos representing labor organization, and Cesar Valladares representing public employment service.

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

#### **City Activities**

- The Southeast Los Angles Workforce Development Board (SELACO WDB) In the Know newsletter will be released in December.
- The publication highlights activities and events supported across our eight-city region over the last three months.

#### **Two Grants Submitted**

- \$976,122 Workforce Innovation and Opportunity Act (WIOA) Employment and Training Pathways Program PY 2025–26 Trade Bond Initiative Proposal.
- The focus is to educate local youth (both in-school and out-of-school) about college as an option, while also promoting alternative career pathways such as the skilled trades and other 2026 opportunities.

#### **Lease Negotiation**

- The current lease ends in June 2026.
- Following a verbal commitment from the Employment Development Department (EDD) to continue their lease with SELACO WDB, leadership notified the management company of our interest in continuing in extending the lease at the current rate for the next three years.
- By May 2026, a new lease agreement will be forwarded for consideration.
- We are currently affirming lease rates and negotiating potential improvements.
- The Policy Board has formed a special ad hoc committee to evaluate the lease and explore the potential need to seek a new location
- Three Policy Board members have been assigned, and they are seeking at least two WDB members to participate.
- The committee will make recommendations to the Executive Director

#### **FY 2026 Appropriations Update**

- We entered the new year under a continuing resolution scheduled to end on January 30, 2026.
- Early Tuesday morning, congressional leaders announced a bipartisan agreement on the

FY 2026 Labor–HHS Appropriations Bill.

- It is anticipated that the Workforce Innovation and Opportunity Act (WIOA) formula funding will be approximately \$10 million less than FY 2025 levels.
- As identified by the California Workforce Association (CWA), federal-level stability does not immediately translate into local-level funding. Several steps remain before local allocations are determined:
  - **Federal Approval:** Once the House and Senate pass the bill and the President signs it, the FY 2026 allocation cycle will officially begin.
  - **State Allotments:** The U.S. Department of Labor will apply statutory funding formulas using updated economic data to determine each state’s allocation. California’s share will depend on the state’s relative unemployment rates and disadvantaged population data compared to other states.
  - **Local Allocations:** Local board funding will similarly be based on each region’s relative unemployment rates and disadvantaged population data compared to the rest of the state.

### **CONSENT CALENDAR**

A motion was made by Tracy Polley to approve the consent calendar as presented, seconded by Jason Amansec. With no further discussion, motion carries to approve.

#### **1A. Approval of Minutes: October 23, 2025**

#### **1B. Approval of Fiscal Report: 07/01/25 – 12/31/25**

#### **1C. Approval of Program Report: 07/01/25 – 12/31/25 (Receive and File)**

### **ACTION ITEM(S)**

#### **2. Ratify the Executive Committee’s Approved Action Item from December 10, 2025, Executive Committee Meeting**

##### **A) One Stop Operator RFP Results and Approval to Award Contract**

A motion was made by Michael Segura to approve One Stop Operator RFP Results and Award Contract, seconded by Greg Uttecht. With no further discussion, motion carries to approve.

#### **3. Establishment of a SELACO WDB Participant Work Authorization Policy**

A motion was made by Cesar Vallarades to approve and adopt the SELACO WDB Participant Work Authorization Policy, seconded by Jennifer Beech. With no further discussion, motion carries to approve.

#### **4. Revision to the Purchasing, Inventory and Disposal Policy**

A motion was made by Joseph Tylor to approve and adopt the revisions to the SELACO WDB’s Purchasing, Inventory and Disposal, seconded by Tracy Polley. With no further discussion, motion carries to approve.

**5. SELACO WDB Annual Audit Report for Fiscal Year 2024 - 2025**

A motion was made by Larry Wehage 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 Jason Amansec. With no further discussion, motion carries to approve.

**6. Revised SELACO WDB Audit Resolution Policy and Procedures**

A motion was made by Rudy Villareal to approve and adopt the revisions to the SELACO WDB's Audit Resolution Policy and Procedures, seconded by Mike Segura. With no further discussion, motion carries to approve.

**7. Revised SELACO WDB Incumbent Worker Training Policy**

A motion was made by Joseph Tylor to approve and adopt the revisions to the SELACO WDB's Incumbent Worker Training Policy, seconded by Jennifer Beech. With no further discussion, motion carries to approve.

**8. California Department of Education (CDE) Status Update**

A motion was made by Larry Wehage to:

- Modify existing leases as needed to align with service delivery changes from half-day to full-day operations.
- Amend lease agreements to identify SELACO WDB as the responsibility for lease-related costs (e.g., utilities, trash services), with such costs clearly identified as QCS program costs and processed by SELACO WDB to ensure timely payment.
- Execute lease terminations, in accordance with contractual terms, should the decision be made or deemed necessary to close one or more childcare centers.

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

**9. Revisions to SELACO WDB Personal Policies and Procedures (PPP) Manual Policy #247 – Performance Evaluations.**

A motion was made by Michael Segura to review and approve recommended changes to SELACO WDB Personnel Policies and Procedures (PPP) Manual Policy #247 – Performance Evaluation, second by Jason Amansec. With no further discussion, motion carries to approve.

**ONE STOP OPERATOR REPORT**

None

**INFORMATION ITEM (S)****1. Ethics Training AB1234**

Page 86 of the agenda provides an updated list of board members who completed the mandatory ethics training. All board members must complete a

two-hour training. Please contact Carol for a direct link to the online course or for any questions.

**2. Employment Development Department SELACO WDB 2024 Third Quarter Changes in Establishment, Employment, Employment, and Wages.**

Page 87 of the agenda provides information Employment and Wages

**INTERESTING CORRESPONDENCE**

None

**BOARD MEMBER COMMENTS**

None.

**POLICY BOARD ITEMS/REQUESTS**

None

**AGENDA REQUESTS FOR NEXT MEETING**

None

**CHAIR'S CLOSE**

None

**ADJOURNMENT OF OPEN SESSION**

The meeting was adjournment at 3:45 PM

SELACO WDB

Statement of Activities (by Fund)  
From 7/1/2025 through 2/28/2026

	Employment Training Panel Grant	LA County Grants	Pre-School Grant	WIOA Adult&DW & Special Projects	WIOA Youth Grant	Rapid Response / Lay-Off Aversion Grants	Other Grants	Non-WIOA Training Expenditures	Total
Revenues / (Deferred Revenues)	99,340	228,277	3,396,097	1,252,857	1,075,260	99,250	506,652	67,538	6,725,270
Accounts Receivable	89,351	21,439	0	325,376	226,983	23,232	181,494	0	867,875
Total Revenues	188,691	249,716	3,396,097	1,578,232	1,302,244	122,481	688,146	67,538	7,593,146
Expenditures	7,677	21,501	347,996	134,698	97,335	10,996	43,194	0	663,396
Administration Services	4,420	202,770	3,048,102	17,903	227,063	0	105,747	0	3,606,005
Contracted Program Costs	0	0	0	22,968	7,545	0	4,833	0	35,346
Support Services	175,725	0	0	223,743	19,501	0	90,157	67,538	576,664
Vendor Training	0	22,167	0	78,935	77,402	0	23,958	0	202,462
Work Exp/Skillz Menu/Supplies	0	0	0	403,499	355,965	0	0	0	759,464
WIOA Core/Basic Career Services	0	0	0	336,799	0	0	0	0	336,799
WIOA Intensive/Individualized Career Svcs	0	0	0	97,663	10,154	0	0	0	107,817
WIOA Follow-Up Career Services	0	0	0	181,197	153,936	0	0	0	335,133
WIOA Business Services	72,231	3,278	0	0	349,708	111,485	390,527	0	927,230
Other Program Costs	260,054	249,716	3,396,097	1,497,405	1,298,609	122,481	658,416	67,538	7,550,317
Cash Expenditures	-	-	-	80,827	3,635	-	29,730	0	114,192
Accrued Expenditures	260,054	249,716	3,396,097	1,578,232	1,302,244	122,481	688,146	67,538	7,664,509
Total Expenditures	(71,363)	-	-	-	-	-	-	-	(71,363)
Net Income (Loss)									

**SELACO WDB**  
**Statement of Functional Expenditures**  
From 7/1/2025 through 2/28/2026

	Administrative Services	Contracted Program Cost	Support Services	Vendor Training	Work Exp / Skills Menu Program	WIOA				Total	
						WIOA Core / Basic Career Services	Intensive / Individualized Career Services	WIOA Follow-Up Career Services	WIOA Business Services		
Expenditures											
Personnel	419,962	0	0	0	0	632,400	275,637	87,535	272,568	748,635.45	2,436,737
Non-Personnel	118,025	0	0	0	0	127,064	61,163	20,283	62,566	178,594	567,694
Training	125,409	3,606,005	0	690,856	202,462	0	0	0	0	0	4,624,732
Support Services	0	0	35,346	0	0	0	0	0	0	0	35,346
<b>Total Expenditures</b>	<b>663,396</b>	<b>3,606,005</b>	<b>35,346</b>	<b>690,856</b>	<b>202,462</b>	<b>759,464</b>	<b>336,799</b>	<b>107,817</b>	<b>335,133</b>	<b>927,230</b>	<b>7,664,509</b>

SELACO WDB  
**Statement of Functional Expenses - TR - 0201 Administrative Services**  
From 7/1/2025 Through 2/28/2026  
(In Whole Numbers)

		Total
Expenditures		
Personnel		
Salaries & Wages	50100	306,078
Social Security Tax	50200	21,013
Medicare Tax	50210	4,914
Workers Comp - Staff	50220	1,719
UI & ETT Taxes	50250	2,777
Employee Benefits	50300	67,312
Employer 403(B) Contributions	50403	16,150
Total Personnel		419,962
Non-Personnel		
Mileage	51100	113
Conferences/Staff Development	51200	3,429
Meeting Expenses	51230	1,420
Rent	52100	28,779
Telephone	52200	1,269
Furniture/Fixtures	52300	540
Office Equipment	52330	4,261
Leased Equipment	52350	3,900
Repair & Maintenance	52360	301
Outreach/Recruitment	53300	445
Office Supplies	53400	6,307
Subscriptions/Dues/Memberships	53600	17,862
Insurance	53900	4,504
Professional Services	54100	42,267
Legal	54300	1,526
Bank Charges/Miscellaneous	59990	1,103
Total Non-Personnel		118,025
Training		
Cost Reimbursement Billing	60300	125,409
Total Training		125,409
Total Expenditures		663,396

SELACO WDB  
**Statement of Functional Expenses - TR - 0202 Contracted Program Cost**  
 From 7/1/2025 Through 2/28/2026  
 (In Whole Numbers)

		Total
Expenditures		
Training		
Cost Reimbursement Billing	60300	3,360,098
Other Contracted Services	60400	141,160
Day Care Rent	66000	104,747
Total Training		3,606,005
Total Expenditures		3,606,005

SELACO WDB  
**Statement of Functional Expenses - TR - 0203 Supportive Services**  
 From 7/1/2025 Through 2/28/2026  
 (In Whole Numbers)

		Total
Expenditures		
Support Services		
Direct Support Payment	65200	24,220
Supportive Services - Training	65201	11,126
Total Support Services		35,346
Total Expenditures		35,346

SELACO WDB  
**Statement of Functional Expenses - TR - 0204 Vendor Training Payments**  
 From 7/1/2025 Through 2/28/2026  
*(In Whole Numbers)*

		<u>Total</u>
Expenditures		
Training		
Vendor Training	60100	267,671
Incumber Worker Training	60101	65,730
Vendor Training - ETP	60200	289,917
Non-WIOA Training Expenditures		67,538
Total Expenditures		<u><u>690,856</u></u>

SELACO WDB  
**Statement of Functional Expenses - TR - 0205 Work Experience / Skillz Menu Program**  
 From 7/1/2025 Through 2/28/2026  
 (In Whole Numbers)

		Total
Expenditures		
Training		
Wages - WE/Internship	60500	176,396
SS Tax - WE/Internship	60510	10,937
MC Tax - WE/Internship	60520	2,558
WC - WE/Internship	60530	5,988
Participant Incentive Payments	65401	6,584
Total Training		202,462
Total Expenditures		202,462

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

From 7/1/2025 Through 2/28/2026

(In Whole Numbers)

		Core / Basic Services	Intensive / Individualized Services	Follow-Up Services	Total
Expenditures					
Personnel					
Salaries & Wages	50100	478,362	210,744	63,454	752,560
Social Security Tax	50200	31,241	13,712	4,103	49,056
Medicare Tax	50210	7,306	3,207	959	11,473
Workers Comp - Staff	50220	2,975	1,372	383	4,731
UI & ETT Taxes	50250	6,084	2,357	686	9,127
Other Payroll Expenses	50251	1	1	0	1
Employee Benefits	50300	90,436	36,467	15,978	142,881
Employer 403(B) Contributions	50403	15,995	7,778	1,971	25,743
Total Personnel		<u>632,400</u>	<u>275,637</u>	<u>87,535</u>	<u>995,571</u>
Non-Personnel					
Mileage	51100	684	477	12	1,172
Conferences/Staff Development	51200	12,741	6,623	973	20,337
Meeting Expenses	51230	449	313	91	852
Rent	52100	53,407	28,838	6,857	89,102
Telephone	52200	3,181	1,252	318	4,751
Furniture/Fixtures	52300	1,135	334	253	1,722
Office Equipment	52330	3,553	3,969	439	7,961
Leased Equipment	52350	12,524	1,590	493	14,607
Repair & Maintenance	52360	1,509	464	90	2,062
Outreach/Recruitment	53300	1,687	128	55	1,870
Office Supplies	53400	14,480	5,392	1,500	21,372
Subscriptions/Dues/Memberships	53600	10,764	6,215	1,032	18,011
Insurance	53900	7,823	3,935	1,382	13,140
Professional Services	54100	3,128	1,632	6,789	11,549
Total Non-Personnel		<u>127,064</u>	<u>61,163</u>	<u>20,283</u>	<u>208,510</u>
Total Expenditures		<u><u>759,464</u></u>	<u><u>336,799</u></u>	<u><u>107,817</u></u>	<u><u>1,204,081</u></u>

SELACO WDB  
**Statement of Functional Expenses - TR - 0207 Business Services**  
From 7/1/2025 Through 2/28/2026  
(In Whole Numbers)

		Total
Expenditures		
Personnel		
Salaries & Wages	50100	209,234
Social Security Tax	50200	13,802
Medicare Tax	50210	3,228
Workers Comp - Staff	50220	1,319
UI & ETT Taxes	50250	2,185
Other Payroll Expenses	50251	0
Employee Benefits	50300	35,247
Employer 403(B) Contributions	50403	7,552
Total Personnel		272,568
Non-Personnel		
Mileage	51100	2,011
Conferences/Staff Development	51200	8,052
Meeting Expenses	51230	1,173
Rent	52100	19,452
Telephone	52200	884
Furniture/Fixtures	52300	410
Office Equipment	52330	3,703
Leased Equipment	52350	1,433
Repair & Maintenance	52360	369
Outreach/Recruitment	53300	7,955
Office Supplies	53400	4,375
Subscriptions/Dues/Memberships	53600	8,283
Insurance	53900	3,266
Professional Services	54100	1,199
Total Non-Personnel		62,566
Total Expenditures		335,133

# SELACO WDB

## Statement of Functional Expenses - TR - 0212 Other Program Costs

From 7/1/2025 through 2/28/2026

	Employment Training Panel	WIOA Youth	WIOA Rapid Response / Lay-Off Aversion	Transitional Subsidized Employment (TSE)	Other Funds	Total
<b>Personnel</b>						
Salaries & Wages	51,119	221,008	77,734	1,612	227,889	579,362
Payroll Taxes/WC	4,620	21,518	7,783	186	23,410	57,517
Employee Benefits	7,690	43,624	12,807	457	47,179	111,757
Total Personnel	<u>63,429</u>	<u>286,149</u>	<u>98,324</u>	<u>2,255</u>	<u>298,478</u>	<u>748,635</u>
<b>Non - Personnel</b>						
Mileage	269	926	23	0	759	1,977
Conferences/Staff Development	469	10,006	2,133	0	1,407	14,015
Meeting Expenses	63	458	108	0	205	834
Rent/Utilities	4,572	24,083	6,561	227	77,952	113,395
Telephone	206	885	257	8	3,767	5,124
Furniture/Equipment	229	10,393	790	9	812	12,234
Repair & Maintenance	157	484	285	2	358	1,286
Outreach/Recruitment	-91	775	-1	29	0	713
Supplies	1,163	4,575	1,230	48	2,792	9,808
Subscriptions & Dues	891	6,936	1,187	69	2,260	11,342
Insurance	631	2,854	296	8	1,482	5,271
Consulting	242	1,183	293	0	875	2,593
Interest Expense	0	0	0	0	0	0
Legal Payments	0	0	0	0	0	0
Total Non-Personnel	<u>8,802</u>	<u>63,558</u>	<u>13,161</u>	<u>402</u>	<u>92,670</u>	<u>178,594</u>
Total Expenditures	<u><u>72,231</u></u>	<u><u>349,708</u></u>	<u><u>111,485</u></u>	<u><u>2,657</u></u>	<u><u>391,149</u></u>	<u><u>927,230</u></u>

SELACO WDB  
**Statement of Functional Expenditures**  
From 7/1/25 through 2/28/26

Line Item Description	Current Period Actual	Budget	Budget Variance	Total Budget Remaining (%)
<b>PERSONNEL COSTS</b>				
Salaries/Wages	1,847,233	3,364,833	1,517,600	45.1%
Payroll Taxes/WC	182,862	305,961	123,099	40.2%
Employee Benefits	406,642	721,824	315,182	43.7%
<b>TOTAL PERSONNEL COSTS</b>	<b>2,436,737</b>	<b>4,392,618</b>	<b>1,955,881</b>	<b>44.5%</b>
<b>NON-PERSONNEL COSTS</b>				
Mileage	5,274	10,000	4,726	47.3%
Conference/Staff Development	45,833	206,500	160,667	77.8%
Meeting Expenses	4,280	15,000	10,720	71.5%
Rent/Utilities	250,728	395,283	144,556	36.6%
Telephone	12,028	22,500	10,472	46.5%
Furniture & Equipment	50,771	65,000	14,229	21.9%
Repair & Maintenance	4,018	17,000	12,982	76.4%
Outreach/Recruitment	10,954	25,000	14,046	56.2%
Supplies	41,843	55,000	13,157	23.9%
Subscriptions/Dues/Memberships	55,477	114,500	59,023	51.5%
Insurance	26,242	47,000	20,758	44.2%
Professional Fees	57,617	100,000	42,383	42.4%
Legal Fees	1,526	25,000	23,474	93.9%
Interest Expense/Miscellaneous	1,103	3,000	1,897	63.2%
<b>TOTAL NON-PERSONNEL COSTS</b>	<b>567,694</b>	<b>1,100,783</b>	<b>533,089</b>	<b>48.4%</b>
<b>TOTAL IN-HOUSE COSTS</b>	<b>3,004,431</b>	<b>5,493,401</b>	<b>2,488,970</b>	<b>45.3%</b>
<b>TRAINING &amp; SUPPORT SERVICES</b>				
Vendor Training Payments (Classroom/OJT/IWT)				
Employment Training Panel (ETP)	175,725	450,058	274,333	61.0%
Hired LA Program	119,887	125,709	5,822	4.6%
Regional Equity and Recovery Partnership (R	0	4,808	4,808	100.0%
WIOA Adult	231,923	702,603	470,680	67.0%
WIOA Dislocated Workers	72,647	55,773	(16,874)	-30.3%
WIOA Youth	23,136	85,568	62,432	73.0%
Non-WIOA Training Expenditures	67,538	326,727	259,189	79.3%
Subtotal	690,856	1,751,246	1,060,391	60.6%

SELACO WDB  
**Statement of Functional Expenditures**  
From 7/1/25 through 2/28/26

Line Item Description	Current Period Actual	Budget	Budget Variance	Total Budget Remaining (%)
<b>Cost Reimbursements / Contracted Services</b>				
Day Care Pre-School / Special Grants	3,173,511	5,314,204	2,140,693	40.3%
Disability Access, Equity & Inclusion (DAEI)	67,112	183,857	116,745	63.5%
Employment Training Panel (ETP)	4,420	30,000	25,580	85.3%
Hired LA Program	30,813	76,400	45,587	59.7%
LA County - Youth @ Work	202,770	429,164	226,394	52.8%
Regional Equity and Recovery Partnership (RI)	0	11,500	11,500	100.0%
WIOA ETPL Delegation Services	3,953	5,000	1,047	20.9%
WIOA Youth	213,973	717,571	503,598	70.2%
WIOA One-Stop Operator	2,600	50,178	47,578	94.8%
WIOA Security Guard	32,262	68,023	35,761	52.6%
Subtotal	3,731,414	6,885,897	3,203,673	46.5%
<b>Work Experience / Skillz Menu Program</b>				
Disability Access, Equity & Inclusion (DAEI)	773	133,113	132,340	99.4%
Hired LA Program	18,382	20,598	2,216	10.8%
LA County - Youth @ Work	22,167	52,364	30,197	57.7%
Regional Equity and Recovery Partnership (RI)	4,803	6,501	1,698	26.1%
WIOA Adult	78,935	87,134	8,199	9.4%
WIOA Youth	77,402	256,706	179,304	69.8%
Subtotal	202,462	556,416	353,955	63.6%
<b>Training Supplies</b>				
WIOA Adult	0	6,500	6,500	100.0%
WIOA Dislocated Workers	0	500	500	100.0%
WIOA Youth	0	5,000	5,000	100.0%
Subtotal	0	12,000	12,000	100.0%
<b>Direct Support Payments</b>				
Gateway Cities' Homeless Employment Prg	240	11,299	11,058	97.9%
LA County - Youth @ Work	0	1,420	1,420	100.0%
Hired LA Program	4,593	4,593	0	0.0%
WIOA Adult	20,456	50,000	29,544	59.1%
WIOA Dislocated Workers	2,512	15,000	12,488	83.3%
WIOA Youth	7,545	25,000	17,455	69.8%
Subtotal	35,346	107,312	71,966	67.1%
<b>TOTAL TRAINING &amp; SUPPORT SVCS</b>	<b>4,660,077</b>	<b>9,312,871</b>	<b>4,701,984</b>	<b>50.5%</b>
<b>GRAND TOTAL</b>	<b>7,664,509</b>	<b>14,806,272</b>	<b>7,190,954</b>	<b>48.6%</b>

**SELACO WDB**  
**Balance Sheet**  
2/28/2026

	Employment Training Panel (ETP)	Preschool & Facilities Revolving Funds	Transitional Subsidized Employment (TSE)	WIOA Adult	WIOA Dislocated Workers	WIOA Youth	WIOA Rapid Response / LOA	Other Grants	General Funds	Pools	Total
<b>Assets</b>											
Cash & Cash Equivalents	131,700	6,958,050	18,319	(33,323)	(35,207)	(321,407)	(23,232)	13,993	381,152	(2,425)	7,087,620
Petty Cash	0	0	0	0	0	0	0	0	0	5,000	5,000
Accounts Receivable	118,892	0	0	21,457	0	0	0	89,506	0	0	229,855
Prepaid Expenses	0	0	0	0	0	0	0	0	0	0	0
Deposit	0	9,100	0	0	0	0	0	0	0	20,238	29,338
Due from Other Fund	0	0	0	0	0	(3,000)	0	0	156,961	0	153,961
Fixed Assets	0	1,005,713	0	0	0	0	0	0	0	0	1,005,713
Accumulated Depreciation	0	(1,005,713)	0	0	0	0	0	0	0	0	(1,005,713)
<b>Total Assets</b>	<b>250,591</b>	<b>6,967,150</b>	<b>18,319</b>	<b>(11,866)</b>	<b>(35,207)</b>	<b>(324,407)</b>	<b>(23,232)</b>	<b>103,499</b>	<b>538,113</b>	<b>22,812</b>	<b>7,505,773</b>

<b>Liabilities and Net Assets</b>											
<b>Liabilities</b>											
Accounts Payable	233,926	0	0	0	0	73,718	0	47,093	0	0	354,737
Accrued Expenses	0	0	0	1,173	0	380	0	1,692	0	0	3,244
Capital Lease Payable	0	0	0	0	0	0	0	0	0	0	0
Due to LA ECE - Credit Line	0	0	0	0	0	0	0	0	0	0	0
Due to Companies (ETP)	0	0	0	0	0	0	0	0	0	0	0
Due to Department of Education	0	774,775	0	0	0	0	0	0	0	0	774,775
Due to EDD	0	0	0	0	0	0	0	0	0	29,115	29,115
Due to ETP	0	0	0	0	0	0	0	0	0	0	0
Due to Toastmasters Intl	0	0	0	0	0	0	0	0	0	0	0
Due to CSS	0	0	0	0	0	0	0	0	0	0	0
Due to Vendors (ETP)	0	0	0	0	0	0	0	(600)	0	200	(400)
Due to Other Fund	0	0	0	19,671	0	0	0	198,681	0	(64,391)	153,961
Payroll Clearing	0	0	0	0	0	0	0	0	0	57,888	57,888
Revenues Received in Advance	171,554	6,595,549	20,558	0	0	0	0	16,219	0	0	6,803,880
Suspended Account	0	0	0	0	0	0	0	0	0	0	0
<b>Total Liabilities</b>	<b>405,480</b>	<b>7,370,324</b>	<b>20,558</b>	<b>20,844</b>	<b>0</b>	<b>74,097</b>	<b>0</b>	<b>263,084</b>	<b>0</b>	<b>22,812</b>	<b>8,177,200</b>
<b>Net Assets</b>											
Current YTD Net Income	(160,714)	(421,195)	(46,228)	(32,710)	(35,207)	(398,504)	(23,232)	(161,615)	33,163	0	(1,246,241)
Unrestricted	5,825	18,021	43,989	0	0	0	0	2,029	504,950	0	574,814
<b>Total Net Assets</b>	<b>(154,889)</b>	<b>(403,174)</b>	<b>(2,239)</b>	<b>(32,710)</b>	<b>(35,207)</b>	<b>(398,504)</b>	<b>(23,232)</b>	<b>(159,585)</b>	<b>538,113</b>	<b>-</b>	<b>(671,427)</b>
<b>Total Liabilities and Net Assets</b>	<b>250,591</b>	<b>6,967,150</b>	<b>18,319</b>	<b>(11,866)</b>	<b>(35,207)</b>	<b>(324,407)</b>	<b>(23,232)</b>	<b>103,499</b>	<b>538,113</b>	<b>22,812</b>	<b>7,505,773</b>



# Operations Report

8<sup>TH</sup> REPORT OF PY 2025 – PY 2026

JULY 1, 2025 – FEBRUARY 28, 2026

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## PURPOSE

The Southeast Los Angeles County Workforce Development Board (SELACO WDB) respectfully submits the sixth Program Operations Report for the program year 2025-2026. 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

## Employment Training Pannel (ETP)



On December 16, 2025, we celebrated the Bodycote leaders who completed our Management & Supervisor Development Program. This group demonstrated commitment, curiosity, and a genuine desire to grow as leaders qualities that will continue to create a significant impact within their teams and across their organization. With the help of ETP, Bodycote invested in leadership excellence and partnered with us to develop strong, confident, people-centered leaders.

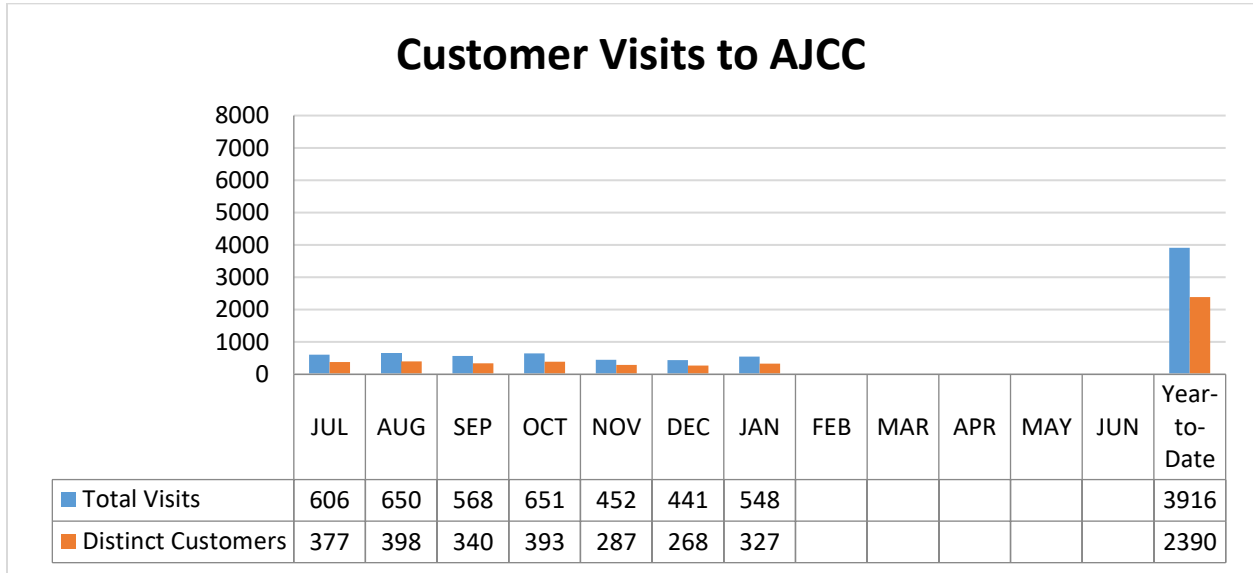
## IN-THE-KNOW WITH SELACO

“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](#)

AMERICA'S JOB CENTER OF CALIFORNIA (AJCC) OVERVIEW

CAREER SERVICES

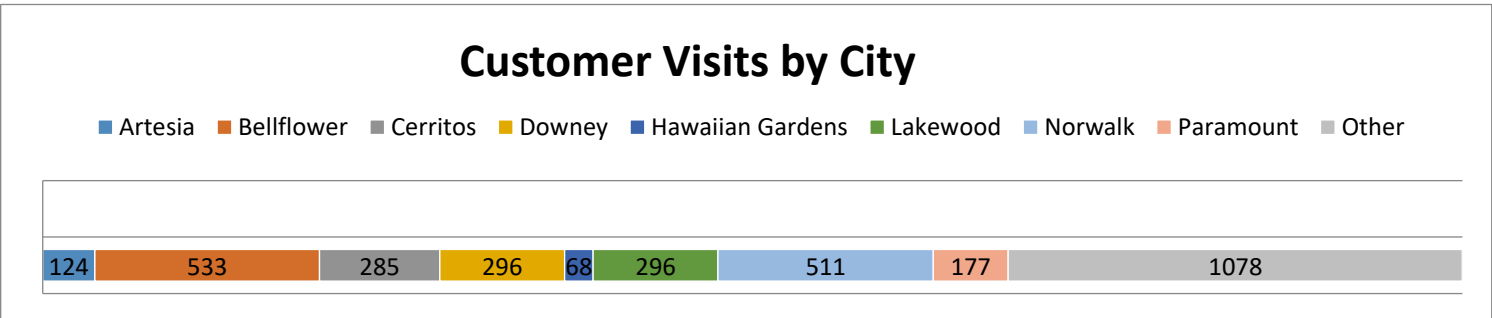
Program Year 2025 – 2026



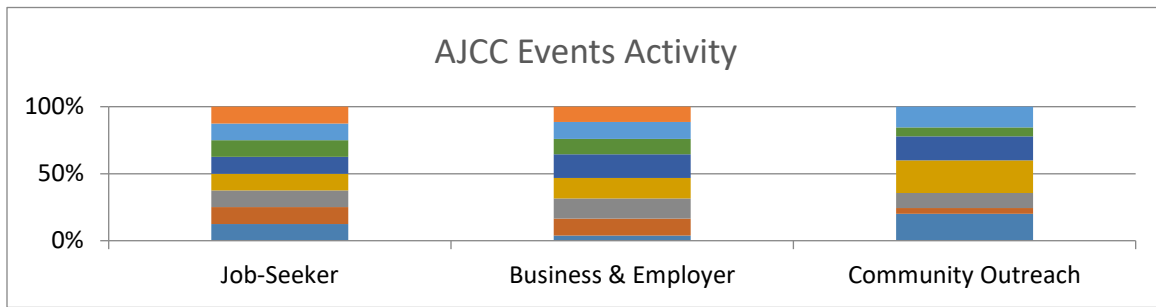
Program Year 2024 – 2025

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Year-to-Date
Total Visits	750	589	570	635	543	511	668	584	616	728	693	558	7445
Distinct customers	490	397	367	398	345	349	428	384	373	453	424	370	5778

Updates to Customer Visits to AJCC and the cities are currently unavailable. Last updated: February 2026



## EVENTS



## ADULT JOB SEEKER PROGRAMS

## EVENTS

<b>JOB SEEKER EVENTS</b>	<b>DESCRIPTION</b>
Virtual Job Club	Partnered with Microsoft to host a LinkedIn presentation
Virtual Youth Workshops	Virtual workshops for youth focused on job readiness, job preparation, interview skills, and resume building
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.
<b>BUSINESS &amp; EMPLOYER EVENTS</b>	<b>DESCRIPTION</b>
Norwalk City Hall	Breaking Ground – February 7, 2026
Coffee in the Chamber	Paramount Chamber Networking – February 10, 2026
CAL/OSHA Recruitment	Recruitment – February 17, 2026
Donuts with a Deputy	City of Lakewood Networking Event – February 18, 2026
Paramount State of the City	Paramount State of the City – February 19, 2026
Bellflower Morning Mingle	Bellflower Chamber Networking – February 24, 2026
Studio Siete	Ribbon Cutting – February 26, 2026
Hawaiian Gardens	CAP Meeting – February 26, 2026
Cerritos Chambers	Networking – February 28, 2026
<b>OUTREACH EVENTS</b>	<b>DESCRIPTION</b>
Merge Opportunities	Los Angeles, California – January 21, 2026
CCN-Collaborative Community Network	Hawaiian Gardens, California – January 12, 2026
Paramount Chamber of Commerce- Coffee with the Chamber	Paramount, California – January 13, 2026
Shake Hen Buns Ribbon Cutting	Bellflower, California – January 29, 2026
AARP-Rapid Response	Lakewood, California – January 8, 2026
El Clasificado	Norwalk, California – January 20, 2026
Amazon Fresh-Rapid Response	Cerritos, California – January 29, 2026

## WIOA ADULT

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

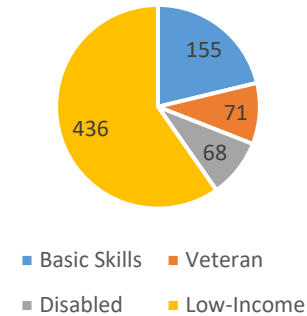
### WIOA PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Negotiated PY 23/24	Q1 PY 25/26	Q2 PY 25/26	Q3 PY 25-26	Q4 PY 25-26
Employed 2 <sup>nd</sup> Quarter after Exit	67.5%	71.8%	36.4%	69.5%	
Employed 4 <sup>th</sup> Quarter after Exit	65.5%	62.9%	40.2%	63.4%	
Median Earnings	\$7,622	\$8,736.47	\$11,180.00	\$11,517.00	
Credential Rate	66.0%	82.6%	84.6%	100%	
Measurable Skill Gain (MSG)	73.0%	61.4%	77.6%	75.6%	

*Performance numbers are reflective of the predictive report*

Activity Breakdown	
Carryovers PY24-25	186
New Enrollments	203
Total Participants	389
Exits	111
Employed at Closure	39
<b>Program Services</b>	
Occupational Skills Training	25
On the Job Training	4
Transitional Jobs	31
Supportive Services	117
Follow-up Services	84

### 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 -- searching for good jobs by providing job search assistance and training. The Dislocated Worker Program provides an emphasis on serving transitioning veterans, homemakers, recently unemployed, and struggling independent business owners.

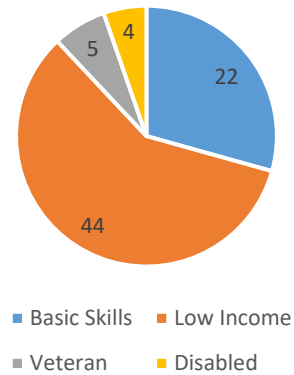
### WIOA PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Negotiated PY 23/24	Q1 PY 25/26	Q2 PY 25/26	Q3 PY 25/26	Q4 PY 25/26
Employed 2 <sup>nd</sup> Quarter after Exit	71.0%	80%	33.3%	63.6%	
Employed 4 <sup>th</sup> Quarter after Exit	71.8%	92.3%	40.0%	66.7%	
Median Earnings	\$9,800	\$5,898.91	\$26,850.00	\$16,555.00	
Credential Rate	75.4%	80%	100%	100%	
Measurable Skill Gain	78.0%	61.5%	71.4%	73.3%	

*Performance numbers are reflective of the predictive report*

Activity Breakdown	
Carryovers PY24-25	22
New Enrollments	17
Total Participants	39
Exits	14
Employed at Closure	4
<b>Program Services</b>	
Occupational Skills Training	10
On the Job Training	0
Supportive Services	18
Follow-up Services	1

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 25/26	Allocations	Goal	Actual
Projected Enrollments	45	45	13
Placements	45	40	8

PY24-25 Carryover
44

Last updated: February 2026

## TSE WEX PLACEMENT BY CITY



## WIOA YOUTH SELACO

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

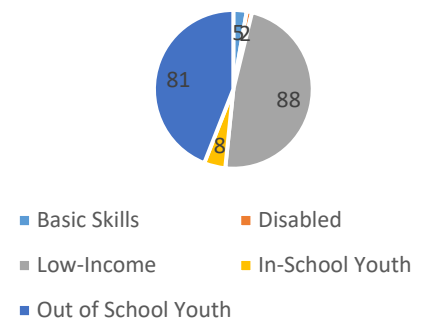
### WIOA PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Negotiated PY 23/24	Q1 PY 25/26	Q2 PY 25/26	Q3 PY 25/26	Q4 PY 25/26
Employed or Placed in Education 2 <sup>nd</sup> QT after Exit	72.0%	54.5%	29.4%	54.5%	
Employed or Placed in Education 4 <sup>th</sup> QT after Exit	69.6%	87.5%	20.7%	63.6%	
Median Wage	\$4,500	\$4,086.78	\$10,530.00	\$9,548.00	
Credential Rate	61.0%	75%	77.8%	33.3%	
Measurable Skills Gain	80.0%	13.3%	38.5%	45.4%	

*Performance numbers are reflective of the predictive report.*

Out-of-School Activity Breakdown	Actual
Carryover	47
New Enrollments	30
Total Participants	77
Exits	9
Employed/ Placed at Closure	6
<b>Program Services</b>	
Occupational Skills Training	3
Enrolled in Alternative Secondary Education	3
Work Experience	22
Supportive Services	50
Follow-up Services	2

### Priority Population



## WIOA Youth Enrollment By City

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



## WIOA YOUTH ABC

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

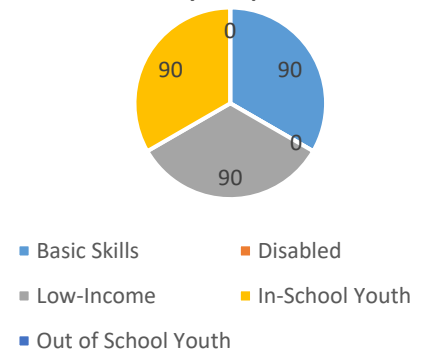
### WIOA PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Negotiated PY 23/24	Q1 PY 25/26	Q2 PY 25/26	Q3 PY 25/26	Q4 PY 25/26
Employed or Placed in Education 2 <sup>nd</sup> QT after Exit	72.0%	-	-	-	
Employed or Placed in Education 4 <sup>th</sup> QT after Exit	69.6%	86%	97.7%	-	
Median Wage	\$4,500	-	-	-	
Credential Rate	61.0%	86%	100%	-	
Measurable Skills Gain	80.0%	0%	0%	83.3%	

*Performance numbers are reflective of the predictive report.*

In-School Activity Breakdown	Actual
Carryovers PY24-25	7
New Enrollments	41
Total Participants	48
Exits	7
Employed/ Placed at Closure	0
<b>Program Services</b>	
Work Experience	41
Supportive Services	44
Postsecondary Transition Services	39
Follow-up Services	0

### Priority Population



## WIOA Youth Enrollment By City

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



## WIOA YOUTH HAWKEYE

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

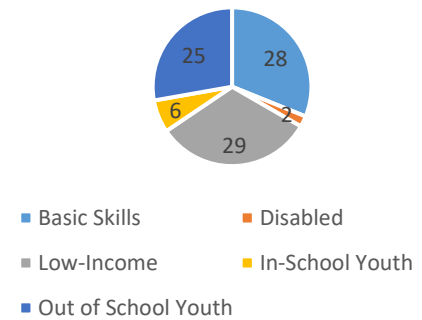
### WIOA PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Negotiated PY 23/24	Q1 PY 25/26	Q2 PY 25/26	Q3 PY 25/26	Q4 PY 25/26
Employed or Placed in Education 2 <sup>nd</sup> QT after Exit	72.0%	-	-	-	
Employed or Placed in Education 4 <sup>th</sup> QT after Exit	69.6%	-	-	-	
Median Wage	\$4,500	-	-	-	
Credential Rate	61.0%	-	-	-	
Measurable Skills Gain	78.0%	57.1%	60%	61.9%	

*Performance numbers are reflective of the predictive report.*

In-School & Out of School Activity Breakdown	Actual
Carryover	10
New Enrollments	17
Total Participants	27
Exits	7
Employed/ Placed at Closure	1
<b>Program Services</b>	
Enrolled in Alternative Secondary Education	8
Work Experience	9
Supportive Services	30
Follow-up Services	4

### 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		NCC		JJCPA		TOTAL	
	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual
City of Hawaiian Gardens	10	11	65	65	0	0	70	76
Artesia	4	0	30	15	0	0	34	15
SELACO	2	2	8	7	4	2	14	9

Progress	CalWORKS	NCC	JJCPA	Total
Enrollments	10	88	2	100
Exits	1	14	0	15

Cities Last updated: February 2026

## Youth@Work Enrollment by City

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

16

11

65

11

2

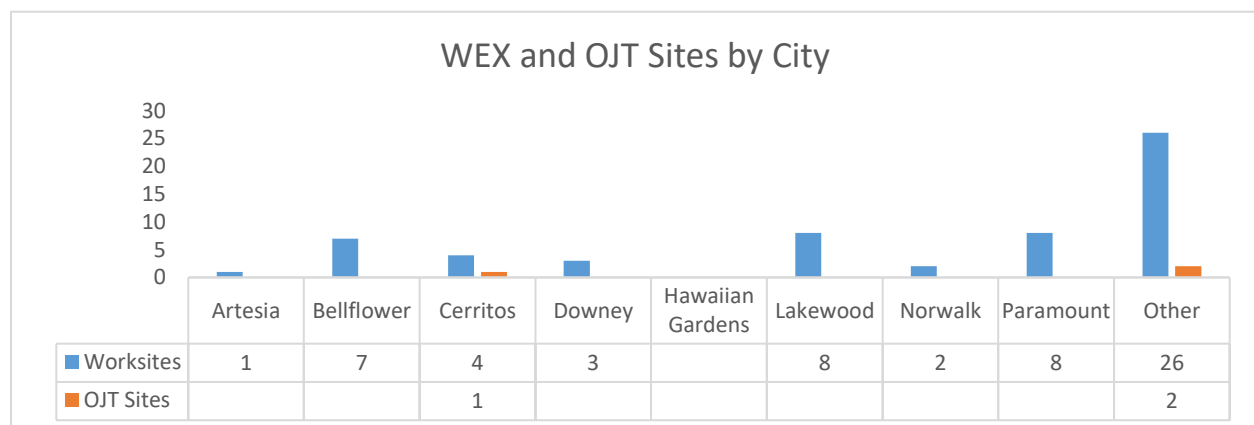
13

## 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	6
Resume Referral	73
Candidate Pre-screening	2
Employer Networking	137
Referral to Community Services	12
Tax Credit Program Awareness	0
Rapid Response	1
Lay-off Aversion	0
<b>Total</b>	<b>231</b>



**BUSINESS NEEDS ASSESSMENT**

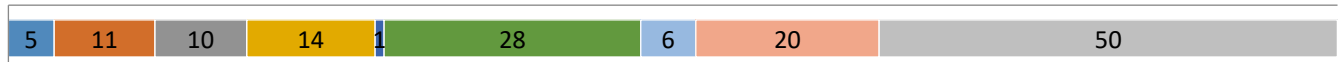
A business needs assessment is a systematic process of identifying, analyzing, and prioritizing the needs of a business. It involves gathering and evaluating information about the organization's current state, needs, future goals, and any gaps that exist between the two. The purpose of a needs assessment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

<b>Business Needs Assessment</b>					
<b>Goal: 384</b>			<b>Actual: 145</b>		
<b>Completed: 145</b>			<b>Outcome: 300</b>		
Industry		Type of Need		Results	
Construction	5	Recruitment and hiring	41	Recruitment and hiring	5
Healthcare	7	Upskills training for current employees.	26	Upskills training for current employees.	0
Hospitality	12	Subsidized wages for new employees/ trainees	96	Subsidized wages for new employees/ trainees	40
Information Technology (IT)	4	Layoff prevention and aversion	0	Layoff prevention and aversion	0
Logistics	3	Tax Incentives	0	Tax Incentives	0
Manufacturing	9	Other:	0	Other:	255
Other:	105				

BNA Reports Completed PY24-25
155

**Business Needs Assessment**

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



## EMPLOYER TRAINING PANEL (ETP)

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

Eligible Training Panel (ETP)				
ET-25-0241 (Contract Term: 2025-2027)				
ETP Trainees		Enrollments	Completions	Retentions
Planned	Large Business 100+ Employees	246	246	246
Planned	Small Business >100 Employees	227	227	227
Actual	Large Business 100+ Employees	390	224	118
Actual	Small Business >100 Employees	116	103	82

## SPECIAL AND REGIONAL PROGRAMS

## CHILD DEVELOPMENT PROGRAM REGIONAL SUPPORTIVE SERVICES 3.0

Facilities	Planned Enrollments	Actual Enrollments
<b>A. J. Padelford Child Development Center</b> 11922 169 <sup>th</sup> Street, Artesia, CA 90701 Center Director: Maria Olmedo Phone Number: (562) 926-2427	72	23
<b>Artesia Child Development Center</b> 18730 Clarkdale Avenue, Artesia, CA 90701 Center Director: Katya Valencia-Campoy Phone Number: (562) 653-0290	72	71
<b>Bellflower Child Development Center</b> 447 Flower Street, Bellflower, CA 90706 Center Director: Gloria Torres Phone Number: (562) 804-7990	48	45
<b>Bellflower II Child Development Center</b> 14523 Bellflower Blvd., Bellflower, CA 90706 Center Director: Maria Brena Phone Number: (562) 867-8399	72	44
<b>Lakewood Child Development Center</b> 5225-A Hayter Avenue, Lakewood, CA 90712 Center Director: Silvia Guzman Phone Number: (562) 531-9440	72	40
<b>Maywood Child Development Center</b> 4803 58 <sup>th</sup> Street, Maywood, CA 90270 Center Director: Josefina Perez Phone Number: (323) 560-5656	72	67
<b>Norwalk Child Development Center</b> 14000 San Antonio Drive, Norwalk, CA 90650 Center Director: Maria Vasquez Phone Number: (562) 864-1958	40	29
<b>Total</b>	448	319

**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.

Contract start date: January 1, 20

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 48 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	2
Referrals from SHARE	N/A	2
Enrollments	50	20

Enrollment Activity		
	Planned	Actual
Attended a Job Search Workshop	20	1
Completed Individual Service Plan	50	16
Internships	8	0
Secured Part-time Employment	3	1
Secured Full-time Employment	28	1
Retained Employment (3-months)	23	2
Increased wages	40	0

PY24-25 Carryovers
14

Last updated: February 2026

**COG Home Enrollment by City**

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



## REGIONAL EQUITY AND RECOVERY PARTNERSHIP (RERP)

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

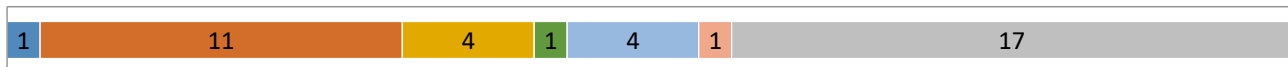
### RERP PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Planned	Actual
New Enrollment	35	39
Individuals in Training	35	27
Individuals Completed Training	30	26
Attained Industry Recognized Certificate or Credential	30	26
Obtained Employment	30	17

PY24-25 Carryovers
7

### RERP Enrollment by City

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



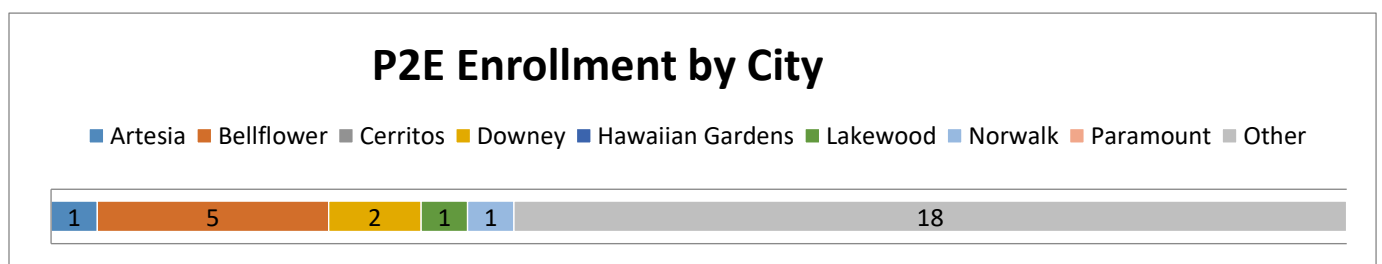
**PRISON TO EMPLOYMENT – P2E**

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

**P2E INITIATIVE PERFORMANCE INDICATORS PER QUARTER**

Performance Measure	Planned	Actual
New Enrollment	26	27
Individuals in Training	9	9
Individuals Completed Training	8	7
Attained Industry Recognized Certificate or Credential	8	7
Placement in Postsecondary Education	1	0
Placement in State Approved Apprenticeship	3	1
Employment	16	13

PY24-25 Carryovers
2



## HELPING JUSTICE-INVOLVED EMPLOYMENT - HIRE

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

Key focus areas include:

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

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

### HIRE INITIATIVE PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Planned	Actual
New Enrollment	60	58
Enrolled In Training	24	15
Completed Training	19	11
Attained Industry-Identified Certificate or Degree	19	10

Program Services	Planned	Actual
Placement in Postsecondary Education	8	0
Placement in State Approved Apprenticeship	6	4
Career Advancement	6	0
Employment	36	13

PY24-25 Carryovers
35

### HIRE Enrollment by City

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




## GLOSSARY OF TERMS

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



## MEMORANDUM

**DATE:** March 26, 2026  
**TO:** SELACO WDB Board of Directors  
**FROM:** Yolanda L Castro, Executive Director   
**RE:** Approval of Fiscal Policy for the California Department of Education (CDE) Grant Supplementary Funds & Norwalk Childcare Facility Closure

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### Purpose

The purpose of this memo is to request Board approval for:

1. A fiscal policy that establishes procedures for the disbursement of supplemental funds provided by the California Department of Education (CDE) for the provision of early education childcare services.
2. The permanent closure of the Norwalk early education childcare facility operated by Quality Children Services (QCS), located at 14000 San Antonio Drive, Norwalk Ca, 90650.

### Supplemental Funds Policy

The Southeast Los Angeles County Workforce Development Board (SELACO WDB) has received supplemental funding from the CDE for direct distribution to childcare providers administered by the SELACO WDB. SELACO WDB's direct service provider is QCS.

These supplemental funds fall under five categories:

#### 1. Reimbursement Rate Supplement

Funds may be used to support general childcare operations, including:

- Staff wages and bonuses
- Operating expenses such as rent, utilities, and supplies
- Program quality improvements, including materials and training
- Staff recruitment and retention efforts

## **2. Temporary Rate Increase**

Funds are intended to offset increased operational costs and may be used for:

- Staff salaries and benefits
- Daily operational expenses
- Classroom materials and supplies
- Cost increases associated with inflation or staffing shortages

## **3. Transitional Subsidy Payments**

Funds may be used to stabilize operations during enrollment fluctuations, including:

- Offsetting revenue loss due to decreased enrollment
- Maintaining staffing levels
- Covering fixed costs such as rent and payroll

## **4. Cost of Care Plus**

Funds are designed to reflect the true cost of care and may be used for:

- Staff wages and employee benefits
- Investments in program quality (curriculum, training, equipment)
- Expansion or enhancement of services for children

**Note:** These funds are based on projected enrollment and are subject to reconciliation based on actual enrollment data.

## **5. SB 151 Stabilization**

Funds may be used to ensure provider stability and continuity of services, including:

- Personnel costs (wages, bonuses, retention incentives)
- Facility-related expenses (rent, utilities, insurance)
- Health and safety improvements
- Minor facility maintenance or upgrades
- Supplies and operational equipment

The total supplemental funding received is \$4,681,413, with \$154,575 allocated for administrative costs. To date, \$274,398 has been transferred to QCS.

The CDE does not provide a defined expenditure deadline for these funds. However, funds are subject to recall at any time, and any unused funds must be returned upon request.

Additionally:

- Cost of Care Plus funds are based on actual enrollment.

- Funds are initially issued based on projections, meaning amounts may change after reconciliation.
- Accurate reconciliation is required to prevent repayment of funds due to differences between projected and actual enrollment.

SELACO WDB has consulted with state technical assistance providers (both fiscal and programmatic) and confirmed that although available funding continues to increase, there is no requirement to immediately transfer all funds to QCS.

### **Policy Development**

To ensure transparency, accountability, and efficiency, SELACO WDB has developed a fiscal policy and procedure that:

- Provides full disclosure of available supplemental funds
- Establishes a clear and consistent disbursement methodology
- Ensures timely access to funds for QCS
- Protects SELACO WDB from financial liability and compliance risks
- Defines processes for fund issuance, monitoring, and reconciliation

If approved, and in accordance with the fiscal policy, SELACO WDB would issue an additional **\$353,029** to Quality Children Services (QCS), bringing the total disbursed supplemental funding to **\$500,000**.

This policy is attached for Board review and approval.

### **Norwalk Facility Closure**

In addition to the fiscal policy, SELACO WDB is requesting approval to permanently close one of its seven childcare centers, located in Norwalk and operated by QCS.

Over the past several months, SELACO WDB and QCS have conducted programmatic and fiscal evaluations. Based on this joint assessment, it has been determined that it is not fiscally feasible to continue operations at the Norwalk facility:

- The Norwalk facility has the highest operational cost
- It has the lowest enrollment levels
- It is located near another center that can accommodate current participants

If approved:

- Families will have the option to transfer immediately or at the start of the next program year
- The closure will be announced on March 31, 2026
- The facility will officially close effective July 1, 2026

**Action Required:**

1. Approve the Fiscal Policy for the distribution and management of CDE supplemental childcare funds.
2. Per the approved fiscal policy, authorize the issuance of an additional \$353,029 to QCS, bringing the total supplemental funds disbursed to \$500,000.
3. Authorize the Executive Director to:
  - Take all necessary steps to finalize the lease termination for the Norwalk facility
  - Notify the CDE of permanent closure of the Norwalk facility
  - Implement all required actions to close the Norwalk childcare center

# FISCAL POLICY FOR THE DISBURSEMENT OF CDE SUPPLEMENTARY FUNDS

Board Approval: PROJECTED 3/26/2026

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

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## I. PURPOSE

The purpose of this policy is to establish guidelines for the administration, allowable use, and disbursement of supplemental child care funding provided by the California Department of Education (CDE). This policy ensures that all funds are distributed, utilized, and monitored in compliance with applicable regulations while maintaining financial stability for the direct child care provider, Quality Children Services (QCS).

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## II. SCOPE

This policy applies to all supplemental funding issued under the following categories:

- Reimbursement Rate Supplement
- Temporary Rate Increase
- Transitional Subsidy Payments
- Cost of Care Plus
- SB 151 Stabilization

These funds are administered by SELACO Workforce Development Board (SELACO WDB) and disbursed to Quality Children Services (QCS).

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## III. POLICY STATEMENT

SELACO WDB shall administer all supplemental child care funds in accordance with CDE regulations and guidance. Funds shall be used solely for allowable child care program expenses and must be properly documented, tracked, and monitored to ensure compliance.

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## IV. ALLOWABLE USES OF FUNDS

### 1. Reimbursement Rate Supplement

Funds may be used for:

- Staff wages and bonuses
  - Operating expenses (rent, utilities, supplies)
  - Program quality improvements (materials, training)
  - Staff recruitment and retention
- 

## **2. Temporary Rate Increase**

Funds may be used for:

- Staff salaries and benefits
  - Daily operational expenses
  - Classroom materials and supplies
  - Increased costs due to inflation or staffing shortages
- 

## **3. Transitional Subsidy Payments**

Funds may be used for:

- Offsetting revenue loss due to enrollment changes
  - Maintaining staffing levels
  - Covering fixed operational costs
- 

## **4. Cost of Care Plus**

Funds may be used for:

- Staff wages and benefits
- Quality improvement investments
- Expanded or enhanced services

**Note:** Subject to reconciliation based on actual enrollment.

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## **5. SB 151 Stabilization**

Funds may be used for:

- Personnel costs
  - Facility expenses (rent, utilities, insurance)
  - Health and safety improvements
  - Minor facility maintenance
  - Supplies and equipment
- 

## V. DISBURSEMENT METHODOLOGY

To ensure financial stability and immediate access to funds, SELACO WDB shall implement the following disbursement structure:

1. **Initial Disbursement:**  
SELACO WDB shall issue an initial disbursement to QCS in the amount of **\$500,000** to establish immediate access to supplemental funds.
  2. **Minimum Available Balance Requirement:**  
SELACO WDB shall ensure that QCS maintains an available balance of **\$500,000 at all times** for immediate operational use.
  3. **Ongoing Replenishment:**  
When the balance of supplemental funds held by QCS falls below \$500,000, SELACO WDB shall replenish funds as necessary to restore the available balance to \$500,000.
  4. **Expenditures Exceeding \$500,000:**  
If QCS anticipates an expenditure that exceeds the \$500,000 balance:
    - QCS shall submit a **written request** to SELACO WDB
    - SELACO WDB shall review the request for allowability and compliance with CDE regulations
    - Upon approval, SELACO WDB may disburse additional funds beyond \$500,000
    - SELACO WDB shall also assess and issue any additional funds necessary to maintain the \$500,000 minimum balance after the expenditure
  5. **Reporting to CDE:**  
All funds disbursed to QCS shall be reported to the California Department of Education (CDE) as expenditures for accurate fiscal reporting.
- 

## VI. REPORTING & DOCUMENTATION REQUIREMENTS

1. **Monthly Reporting:**  
QCS is required to provide a monthly report that includes:
  - Current balance of supplemental funds
  - Detailed expenditures by funding category
2. **Supporting Documentation:**  
QCS must provide adequate documentation for all expenditures, including:
  - Receipts, invoices, or payroll records
  - Description of the use of funds

- Alignment with allowable cost categories
  - 3. **Verification:**
    - SELACO WDB shall review all submitted documentation to ensure expenditures:
      - Are allowable under CDE regulations
      - Are properly categorized
      - Support child care program operations
- 

## **VII. COMPLIANCE & MONITORING**

- All funds must be used in accordance with CDE regulations and directives
  - SELACO WDB shall conduct ongoing monitoring to ensure compliance
  - All expenditures must be coded appropriately
  - Funds are subject to reconciliation where applicable
  - Any unexpended funds may be subject to return if requested by CDE
- 

## **VIII. RESERVATION OF RIGHTS**


The California Department of Education reserves the right to recapture any unused or improperly expended funds. SELACO WDB and QCS must maintain readiness to return funds upon request.



## MEMORANDUM

**DATE:** March 26, 2026

**TO:** SELACO WDB Board of Directors

**FROM:** Yolanda L Castro, Executive Director 

**RE:** Update to Youth Incentive Policy

---

This memorandum is to inform the Board that updates have been proposed to the Southeast Los Angeles County Workforce Development Board (SELACO WDB) Youth Incentive Policy. The revisions are intended to modernize the incentive structure, strengthen participant engagement, and ensure alignment with current regulatory guidance and workforce development best practices.

The primary change within the policy is an update to the incentive compensation amounts, which have not been revised or updated since its inception, over 15 years ago. The proposed incentive amounts fall within allowable regulatory limits and are comparable to those offered by other Workforce Development Boards. Updating the incentive levels will help ensure that SELACO WDB programs remain competitive and continue to effectively motivate and incentivize youth participants to achieve program milestones.

In addition to the compensation adjustments, the revised policy places greater emphasis on participant engagement during the follow-up phase of service delivery. Which is imperative in meeting performance outcomes. The updated incentives are strategically designed to encourage youth to remain connected to services after initial program completion. Increased engagement during this phase supports continued progress toward employment, education, and long-term career success.

The revised policy also establishes a maximum incentive amount not to exceed \$3,500 per participant for the duration of program participation. This maximum applies to all incentives received under the Youth Incentive Policy. If a participant exits the program and later re-enrolls, the maximum incentive does not reset, and the total cumulative amount of incentive payments a participant may receive across all participation periods shall not exceed \$3,500. Regardless of multiple enrollments or participation periods, a participant shall not receive incentive payments beyond the established lifetime maximum.

It should also be noted that the \$3,500 maximum applies only to incentive payments and does not apply to need-related payments or other supportive services that may be provided through the program. These

services remain governed by their respective policies and funding guidelines and are not counted toward the maximum incentive.

For the Board's review, the policy document clearly identifies all revisions. Proposed additions and updates are highlighted, while language recommended for removal is shown using strikethrough formatting, allowing for a transparent and accurate review of the changes.

The policy now also includes a chart outlining the incentive structure in greater detail. This attachment clearly identifies each participant milestone eligible for an incentive, the corresponding program element, the incentive amount, and the number of times a participant may receive that incentive. This additional reference is intended to provide clarity and consistency for staff responsible for administering the policy.

**Action Required:**

Approve the revised SELACO WDB Youth Incentive Policy, including the updated incentive compensation structure, the \$3,500 maximum incentive amount per participant, and the attached milestone incentive schedule. The revised policy will become effective immediately, following board approval.

# YOUTH INCENTIVES

Board Approval: 3/28/2018

Revision: Projected 3/26/2016

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

## PURPOSE

The "Performance Menu" is an incentive-based program that allows students to earn ~~money incentives~~ as they participate in ~~Workforce Innovation Opportunity Act~~ (WIOA) funded activities.

~~Participants can earn incentives on achievement of skills, employment, training, certificates, and post-secondary opportunities. The Performance Menu is a creative self-help series of educational skills that keeps students constantly engaged in learning activities that directly support positive WIOA outcomes, while also appealing to their interest: money.~~ ~~may earn incentives based on the development of workforce readiness skills, participation in program services, and attainment of employment, training, credentials, or post-secondary education.~~

The Performance Menu (Attachment A) is intentionally designed in a restaurant-style format to create a fun, engaging, and youth-friendly experience. Participants can "select" or "order" incentives in a way that is relatable and interactive, while still aligning with program goals and expectations.

Participants may earn incentives based on the development of workforce readiness skills, participation in program services, and attainment of employment, training, credentials, or post-secondary education.

All incentives are directly tied to participation, achievement of milestones, and progress toward goals outlined in the Individual Service Strategy (ISS), in accordance with WIOA Youth Program requirements (20 CFR 681.640).

The Performance Menu is designed to keep youth actively engaged in program services while reinforcing behaviors that lead to successful long-term employment and education outcomes.

## SCOPE

The policy applies to all SELACO WDB Staff and contractors responsible for administering, managing, and implementing Workforce Innovation and Opportunity Act (WIOA) funded youth programs through the America’s Job Center of California (AJCC) system or affiliates.

## REFERENCES

- Workforce Innovation and Opportunity Act (WIOA), Title I, Section 129
- Training and Employment Guidance Letter (TEGL) 21-16
- Directive WSD17-07 WIOA Youth Program Requirements
- 20 CFR 681.640 – Incentive Payments to Youth Participants
- 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements

## POLICY

### I. Statement

The “Performance Menu” program supports the belief that youth are in their skills-learning years, not their money earning years.~~Using this methodology, participants will understand our essential goal at the SELACO WDB; America’s Job Center of California (AJCC) program is to prepare and provide them with a variety of educational skills that will prepare them for the workforce.~~

The SELACO WDB and America’s Job Center of California (AJCC) aim to provide participants with the skills, knowledge, and experience necessary to successfully enter and progress in the workforce.

Incentives are not wages, stipends, or entitlement payments and must be used to support engagement, skill attainment, and achievement of program goals.

### II. Eligibility

~~The Performance Menu was crafted so that if a participant “orders” wisely from the menu and is successfully placed in work experience, unsubsidized employment, training or post-secondary education. Each youth participant has approximately up to 200 hours~~

~~of work experience, depending on funding and circumstances. Youth must be a WIOA reportable “participant” to participate in the incentive program, by WIOA definition:~~

- ~~a. “For the title I Youth Program, a participant is reportable individual who has satisfied all applicable program requirements for the provision of services, including eligibility determination, an objective assessment, and development of an Individual Service Strategy (ISS), and received one or more of the 14 WIOA Youth program elements identified in sec. 129(c)(2) of WIOA.”~~

### ~~III. Performance Menu – Pay Day~~

~~A. Youth must be an active participant in SELACO WDB AJCC workshops or established activities determined in their ISS. Youth who do not have active activities are NOT eligible to participate in “Pay Day”~~

- ~~1. “Pay Day” is designed to allow students to cash out on their accomplished skills from the Performance Menu (see attachment 1).~~
- ~~2. “Pay Day” occurs on the 2nd Thursday of every month. Students are to display their attained skills and receive a “Performance Menu Review Pay Check” for their accomplishments.~~

~~B. Youth are encouraged to first utilize the Performance Menu after completing a recognized training. Upon completion, Youth are then eligible to participate in work experience and /or Performance Menu.~~

The Performance Menu is available to youth who are enrolled as WIOA participants.

A WIOA youth participant is defined as an individual who has:

- Completed eligibility determination
- Received an objective assessment
- Developed an Individual Service Strategy (ISS)
- Received at least one of the 14 WIOA Youth Program elements

Participants may engage in activities including work experience, education, and training. Each participant may complete **up to 500 hours of work experience**, depending on funding availability and individual circumstances.

Participants must have **documented activities aligned with their ISS**, be actively engaged in program services, and be in good standing to be eligible for incentives.

### ~~IV. Process for Pay Day~~

~~Participants must register at least 2 weeks prior to the monthly scheduled “Pay Day”. Attendance and participation in SELACO WDB activities will be assessed. If a student is found non-compliant, they will be informed that they are not eligible to participate.~~

~~Each Participant must introduce themselves, tell the reason why they sought services at SELACO WDB AJCC, state the skills that they have accomplished while enrolled, describe it, obtain their "Performance Menu Review Pay Check" and use it to cash out for actual earnings (money). Once the participant has finished demonstrating his or her skills, the audience will congratulate as they receive their cash award.~~

## Issuing Performance Menu Incentives

Youth must be active participants in SELACO WDB AJCC workshops or activities identified in their ISS.

All incentives available to participants are outlined in the **Performance Menu (Attachment A)**.

Participants are encouraged to request incentives in advance (recommended minimum of 3 days), allowing staff to review, approve, and coordinate issuance.

All incentive requests must:

- Be reviewed and approved by the Career Development Specialist (CDS)
- Be tied to completed activities or milestones
- Be documented in the participant file
- Be properly recorded and coded in **CalJOBS**, including appropriate services and activity codes
- Be verified by the CDS prior to issuance

Incentives shall **not be issued** until all required activities, services, and outcomes have been accurately entered and verified in CalJOBS.

## Payment Methods

Incentives may be issued in the form of:

- Petty cash (if available)
- Check
- Prepaid gift cards

Career Development Specialists (CDS) may maintain up to **\$300 in petty cash** for immediate or emergency incentive needs.

In emergency situations, or when funds exceed the CDS petty cash limit, requests may be fulfilled through the **petty cash custodian**, subject to available balance and approval, or through check or prepaid gift card issuance.

The recommended 3-day advance request allows CDS to plan for incentive requests exceeding available petty cash.

## Incentive Limits

A maximum of **\$3,000 in total incentives per participant** may be issued during program participation, inclusive of all incentive types, including Performance Menu and Secret Menu incentives.

All incentives must be:

- Reasonable, necessary, and allowable (2 CFR 200)
- Directly tied to participation and achievement
- Aligned with ISS goals and WIOA program elements

Participants who are not actively engaged or do not demonstrate progress are not eligible to receive incentives.

## Incentive Process

Incentives are issued based on **individual participant progress**, rather than a scheduled distribution event.

The Career Development Specialist (CDS) will:

- Verify completion of activities
- Confirm alignment with ISS goals
- Ensure all activities and outcomes are properly recorded in CalJOBS
- Approve and document incentive issuance

### ~~V. Follow-up~~

~~In addition to the allowable Follow-up activities and support services under WIOA, participants in Follow-up activities can also participate in the VIP CLUB incentive program. These incentives are designed to keep participants actively engaged 12 months after their exit from SELACO WDB AJCC services.~~

## Follow-Up

Participants receiving follow-up services may continue to earn incentives through the Menu under the **Secret Menu selection (Attachment A)**.

Follow-up incentives are designed to support continued engagement and retention in employment, education, or training for up to 12 months after program exit.

~~VI. VIP CLUB Pay Day~~

~~Participants who have demonstrated commitment and determination in meeting their program goals will be a member of the “VIP CLUB”. VIP CLUB is an attachment to the Performance Menu.~~

~~A. VIP CLUB members can earn incentives and cash for continuing to make an Development in their future. (see attachment 2)~~

~~B. Participants can receive their incentive on “Pay Day” or when their work/school schedule permits. (Prior arrangement must be made with Career Development Specialist (CDS)/Adult Mentor).~~

~~VII. Process for VIP CLUB~~

~~Participants must registers for the VIP CLUB incentives upon completing follow up services. Each participant will receive an incentive for actively participating in employment, training or post-secondary education. Proof must be provided prior to student registering for their quarter incentive.~~

~~In the event that the student is NOT participating in employment, training or post-secondary education, SELACO WDB AJCC will continue to assist in reaching their goals by providing them with follow up activities:~~

~~A. Referral to Community Resources~~

~~B. Referral to Medical Services~~

~~C. Tracking Progress on the Job~~

~~D. Work-Related Peer Support Group~~

~~E. Assistance Securing a Better Paying Job~~

~~F. Career Development and Further Education Planning~~

~~G. Assistance with Work-Related Problems~~

~~H. Adult Mentoring~~

~~I. Tutoring~~

~~J. Leadership Development~~

~~K. Supportive Service: Transportation~~

- ~~L. Supportive Service: Purchase Work-Related Uniform/Attire~~
- ~~M. Supportive Service: Purchase Work-Related Tools~~
- ~~N. Supportive Service: Housing Assistance~~
- ~~O. Supportive Service: Utilities~~
- ~~P. Supportive Service: Dependent Care~~
- ~~Q. Supportive Service: Medical~~
- ~~R. Supportive Service: Incentive/Bonus~~
- ~~S. Supportive Service: Educational Testing~~

## **Secret Menu**

The **Secret Menu (Attachment A)** is an extension of the Performance Menu and provides advanced or exclusive incentive opportunities for participants who demonstrate continued commitment and progress.

Secret Menu incentives must be tied to measurable outcomes, including:

- Job retention
- Continued education or training
- Credential attainment

## **Process for Secret Menu**

Participants must register for Secret Menu incentives during follow-up services.

To receive incentives, participants must provide verification such as:

- Pay stubs
- Employer verification
- School enrollment records
- Training documentation

All follow-up activities and outcomes must be documented and verified in **CalJOBS** prior to incentive issuance.

## **Monitoring and Compliance**

SELACO WDB will conduct ongoing monitoring to ensure compliance with WIOA, state, and local requirements.

Program staff and management will ensure that:

- Incentives are properly documented and supported
- All activities and outcomes are recorded and coded in CalJOBS
- Incentives are reasonable, necessary, and allowable
- Incentives are tied to ISS goals and measurable outcomes
- Payment methods follow SELACO WDB fiscal procedures

Any non-compliance issues will be addressed through corrective action, and may result in disallowed costs if not properly resolved.

~~VIII. Exceptions~~

~~Although the Performance Menu and VIP CLUB is available for youth, the CDS has the discretion to decide if an Adult or Dislocated Worker can access the incentives to ensure successful completion of established goals in IEP.~~

IX. Attachments

- Attachment A - Performance Menu

# Performance Menu

Explore your achievements like a restaurant menu and see how they connect to rewards and supports.

## Managers Message

*“You will put lots of time and energy to getting the right job. When you have it, you will want to keep it! To ensure your success, staff will treat you as if you are already working.”*

### Appetizers

Develop 10 Questions (You'd ask an employer) **\$25**  
Tie a Tie **\$25**

### Side dishes

Job Shadow in desired field for 20 hours **\$150**  
Increase in Reading and/ or Math by one grade level per item **\$50**

### A la carte

Participate in Outside Volunteer Activities (Max 40 hours, cash out every 10 hours) **\$50**  
Schedule and conduct 3 interviews with employers in desired occupation **\$25**  
Open a bank account/ Already have a bank account (verified only by statements) **\$100**  
Add; Open a Savings account **\$100**  
Obtain any Certificate while enrolled in youth program (CPR, Typing, Fork Lifting, Food Handling) **\$50**  
Obtain a Driver's Learning Permit **\$50**  
Obtain a Driver's License **\$100**

## Main Course

Develop a Career Ladder  
(include entry level rate of pay, required skills, academic requirements, certificates available, growth opportunities, list career options, top salary, and career outlook) **\$150**

Complete an Introductory Computer Class and obtain certification **\$150**

Obtain a Part-Time Job (Must be employed for more than 100 days) **\$150**

Obtain a Full-Time Job (must be employed for more than 100 days) **\$300**

Obtain High School Diploma or GED (while enrolled in current youth program) **\$250**

Enroll in a Post-Secondary School (must complete a semester/ at least 12 units) **\$250**

Complete a Training Course & Obtain Certificate (must be industry specific) **\$200**

Add; Training Specific License **\$300**

## Managers Special

5 –job preparedness workshops designed to assist you successfully meet your employment goals **\$250**  
Job Club (up to 4 days max) **\$25** per day

Toast Masters/ Cerritos Cheerful Chatters (active attendance for at least 4 days)


Add; Obtain certificate (At least 8 speeches) **\$200**

## Secret Menu

First Quarter after Exit **\$150**  
Second Quarter after Exit **\$200**  
Third Quarter after Exit **\$150**  
Fourth Quarter after Exit **\$200**



## MEMORANDUM

**DATE:** March 26, 2026  
**TO:** SELACO WDB Board of Directors  
**FROM:** Yolanda L. Castro, Executive Director   
**RE:** Adoption of a Stipend and Incentives Policy

---

The purpose of this memorandum is to introduce the Participant Stipends and Incentive Payments Policy for review and approval by the Southeast Los Angeles County Workforce Development Board (SELACO WDB). This policy establishes the framework and procedures governing the provision of stipends and incentive payments to eligible participants enrolled in workforce programs administered by SELACO WDB.

The California Employment Development Department (EDD) issued guidance allowing Workforce Development Boards to provide stipends and incentive payments to participants enrolled in Workforce Innovation and Opportunity Act (WIOA) programs. The guidance requires that local Workforce Development Boards adopt a formal policy before stipends or incentive payments can be implemented within workforce programs.

Stipends and incentives serve as important tools to support participant engagement and program completion. Many workforce program participants face financial barriers that can make it difficult to attend training programs or remain engaged in workforce activities. Providing stipends and incentives can help offset these barriers and improve participant retention. Establishing this policy will allow SELACO WDB and its service providers to implement these tools in a structured and compliant manner while ensuring appropriate fiscal oversight and documentation.

### Policy Summary

The proposed SELACO WDB policy is Compliant with EDD's WSD-253 directive and establishes clear procedures and safeguards for providing stipends and incentives to program participants. Key components of the policy include:

- Stipends may be issued to support participation in approved training or workforce activities that require regular attendance.

- Incentive payments may be provided to recognize participant achievements tied to education, training, or employment milestones.
- A maximum stipend limit of \$4,000 per participant per program year is established to ensure fiscal responsibility and equitable distribution of funds.
- Incentive payments are structured around program milestones such as training completion, credential attainment, job placement, and employment retention, with a maximum incentive cap of \$1,500 per participant. Milestones are identified in advance in the participants' Individual Employment Plan (IEP).
- The policy includes documentation requirements to ensure payments are supported by appropriate records such as training attendance reports, certificates of completion, and employment verification documentation.
- Procedures are established for payment distribution, recordkeeping, monitoring, and fiscal oversight to ensure compliance with WIOA and state regulations.

A review of stipend and incentive policies from neighboring Workforce Development Boards including San Diego, Ventura County, Long Beach, and Los Angeles County, demonstrates that stipends are commonly used to support participant engagement in workforce training activities and reduce barriers to participation. The stipend and incentive levels proposed for SELACO WDB fall within the range of practices used by regional workforce boards and are considered reasonable and appropriate to support participant success.

### **Fiscal Impact**

Stipends and incentives will be funded through existing WIOA and other allowable workforce program funds, subject to funding availability and applicable grant requirements.

### **Action Required:**

Approve and adopt the proposed SELACO WDB's Stipends and Incentives Policy.

# STIPENDS AND INCENTIVES POLICY

Board Approval: Projected 3/26/2026

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

## PURPOSE

The purpose of this policy is to establish guidance and procedures for providing stipends and incentive payments to eligible participants enrolled in programs administered by the Southeast Los Angeles County Workforce Development Board (SELACO WDB). These payments are intended to support participant engagement, reduce financial barriers to participation, and recognize achievement of program milestones.

## SCOPE

This policy applies to all SELACO Staff and its Contractors/Sub-recipients administering, managing, and implementing Workforce Innovation Opportunity Act (WIOA) funded programs, any discretionary grant administered by SEACO WDB allowing stipend or incentive payments, and any other SELACO WDB administered workforce Programs .

## REFERENCES

This policy is established in accordance with federal and state regulations including, but not limited to:

- Workforce Innovation and Opportunity Act (WIOA)
- WIOA Final Regulations
- 2 CFR Part 200 (Uniform Administrative Requirements)
- 20 CFR 681.640
- 20 CFR 683.200(b)(2)
- EDD Workforce Services Directive WSDD-253

## DEFINITIONS

**Stipends:** fixed payments provided to participants for participation in training or other workforce activities requiring a regular time commitment. Stipends provide financial support to help participants cover costs such as:

- Living expenses
- Transportation
- Training materials
- Other expenses necessary to participate successfully in program activities.

Stipends are intended to reduce financial barriers and support continued participation in training activities.

**Incentive Payments:** Awards provided to participants in recognition of achievements tied to education, training, or work experience milestones. These payments are intended to motivate participants to achieve successful outcomes and progress toward self-sufficiency.

Incentives may be issued in the form of:

- Cash
- Check
- Gift cards
- Prepaid cards
- Other approved payment methods.

## **POLICY**

SELACO WDB may provide stipends and incentive payments to eligible participants enrolled in WIOA Title I Adult, Dislocated Worker, Youth, or other state-funded workforce programs when such payments support program participation and successful outcomes.

Stipends and incentive payments are not wages and may not be used in lieu of wages when wages are the appropriate form of compensation.

Policies and procedures for stipends and incentives must align with federal cost principles and applicable WIOA program requirements.

## **PROCEDURES:**

### **Stipend Requirements**

SELACO WDB may provide stipends to program participants when the following criteria are met:

- 1. Participant Eligibility and Enrollment**  
The individual must be an actively enrolled participant in a SELACO WDB program and must have met eligibility requirements under the WIOA Adult or Dislocated Worker program, or other eligible program as applicable. Enrollment and eligibility must be documented in the participant's case file and recorded in CalJOBS prior to the issuance of any stipend payments.
- 2. Program Alignment**  
Stipends must support program goals and assist participants in successfully participating in workforce development activities such as training, education, or work readiness services.
- 3. Compliance with Federal Cost Principles**  
Stipend payments must comply with federal cost principles outlined in 2 CFR Part 200 and other applicable regulations.
- 4. Not a Substitute for Wages**  
Stipends may not be provided in lieu of wages. When compensation for work is

appropriate, wages must be paid in accordance with applicable work-based learning policies.

**5. Participant Need**

Program staff must assess and document that the stipend is necessary to reduce barriers to participation, such as transportation, childcare costs, or other expenses related to program activities.

**6. Documentation Requirements**

The justification, calculation, and determination of stipend payments must be documented in the participant’s case file, including how the stipend supports the participant’s successful completion of program activities.

## Methodology for Determining Stipends

Program staff must determine stipend eligibility and amounts based on the following:

**1. Assessment of Financial Need**

- Transportation costs
- Training materials
- Childcare costs
- Loss of wages due to training attendance.
- Other significant costs affecting or hindering the successful completion of workforce development activities such as training, education, or work readiness services.

**2. Alignment with Participant Plans**

- Individual Employment Plan (IEP)

**3. Participation Requirements**

Participants must be enrolled in approved activities such as:

- Occupational skills training
- Work readiness training
- Work experience programs
- Pre-apprenticeship programs.

**4. Reasonableness of Payment**

Stipend amounts must be reasonable and necessary to support training participation.

**5. CalJOBS Documentation**

Stipends must be recorded in CalJOBS using the appropriate activity codes and case notes, documenting the determination of stipend payments, including how the stipend supports the participant’s successful completion of program activities. Documentation must include justification and calculation.

## Stipend Payment Schedule

**Training Participation Level Weekly Training Hours Maximum Weekly Stipend**

Minimal participation	1–10 hours	Up to \$100
Moderate participation	11–20 hours	Up to \$150
Full-time training	21+ hours	Up to \$200

## Maximum Stipend Limit

The **maximum stipend amount per participant is \$4,000 per program year.**

Exceptions may be approved when:

- Required by specific grant requirements or special projects that allow for stipend amounts beyond \$4,000. Not applicable to WIOA program operations.

All exceptions must be documented in the participant case file.

## **Sample Stipend Calculation**

Example:

Training Hours: **25 hours/week**

Participation Level: **Full-time**

Weekly Stipend: **\$200**

Training Length: **10 weeks**

Calculation:

$\$200 \times 10 \text{ weeks} = \mathbf{\$2,000 \text{ stipend}}$

Must remain within **\$4,000 annual cap.**

## **Incentive Requirements**

SELACO WDB may provide incentive payments to recognize participant achievements related to training, education, and employment outcomes.

Incentive payments may be provided when the following criteria are met:

1. **Participant Eligibility and Enrollment**  
The individual must be an actively enrolled participant in a SELACO WDB program and must have met eligibility requirements under the WIOA Adult or Dislocated Worker program, or other applicable workforce program. Enrollment and eligibility must be documented in the participant's case file and recorded in CalJOBS prior to the issuance of any incentive payments.
2. **Program Alignment**  
Incentives must support program goals and encourage successful outcomes such as completion of training, credential attainment, or employment placement.
3. **Achievement-Based Recognition**  
Incentives must be tied to measurable milestones or achievements directly related to workforce development activities.
4. **Compliance with Federal Cost Principles**  
Incentive payments must comply with 2 CFR Part 200 and other applicable federal and state regulations.

5. **Not a Substitute for Wages**

Incentives may not be provided in lieu of wages when wages are the appropriate form of compensation.

6. **Participant Standing in the Program**

Participants must be in good standing in the program, demonstrating satisfactory attendance, participation, and progress in assigned activities in order to receive incentive payments.

**Methodology for Determining Incentives**

Program staff must use the following criteria when determining incentive payments:

1. **Milestone-Based Achievements**

Incentives must be tied to measurable milestones, such as:

- o Completion of training programs
- o Attainment of industry-recognized credentials
- o Completion of work experience
- o Job placement in unsubsidized employment
- o Employment retention milestones.

2. **Alignment with Participant Plans**

Incentives must align with goals outlined in the participant’s Individual Employment Plan (IEP).

3. **Consistency and Reasonableness**

Incentive amounts must be reasonable and applied consistently across participants and programs.

4. **Documentation Requirements**

Program staff must document in the participant case file:

- o The milestone achieved
- o The incentive amount provided
- o The justification for the incentive payment
- o How the incentive supports the participant’s progress toward employment and self-sufficiency.

5. **CalJOBS Documentation**

Incentive payments must be recorded in CalJOBS using the appropriate activity codes and case notes, documenting the justification and amount of the incentive payment.

**Incentive Payment Schedule**

<b>Achievement</b>	<b>Incentive Amount</b>
Completion of career readiness workshop	Up to \$50
Training milestone completion	Up to \$100
Occupational training completion	Up to \$250
Credential attainment	Up to \$300

<b>Achievement</b>	<b>Incentive Amount</b>
Work experience completion	Up to \$150
Job placement	Up to \$200
100-day employment retention	Up to \$200
200-day employment retention	Up to \$300

### **Maximum Incentive Limit**

The maximum incentive amount is **\$1,500 per participant**.

### **Payment Distribution Methods**

SELACO WDB will distribute stipend and incentive payments using approved financial processes to ensure proper tracking, accountability, and compliance with federal, state, and local fiscal requirements.

Stipend and incentive payments may be issued using one of the following methods:

- Agency-issued check
- Petty Cash
- Prepaid debit card
- Gift card or stored-value card (for incentives only, when appropriate).

All payment methods must comply with SELACO WDB fiscal policies and internal control procedures.

### **Fiscal Authorization**

All stipend and incentive payments must be approved by authorized program staff prior to issuance. Approval must follow the established authorization thresholds outlined below:

To ensure oversight and accountability, the following approval levels apply:

<b>Payment Amount</b>	<b>Approval Required</b>
Up to \$500	Case Manager
\$501 – \$999	Program Coordinator/Analyst
\$1,000 – \$4,000	Program Manager
Over \$4,000	Executive Director or Designee

## **Documentation for Stipend Payments**

Stipends issued for participation in training or workforce activities must be supported by documentation verifying the participant's active participation.

Acceptable documentation may include, but is not limited to:

- **Class attendance records or rosters provided directly by the training provider or educational institution**
- **Official attendance reports from the training provider**
- **Signed attendance sheets for workshops or program activities**
- **Learning management system attendance reports or training participation logs**
- **Program progress reports issued by the training provider**
- **Documentation verifying enrollment in an approved training program**
- **Instructor or training provider verification of participation**

The documentation must verify that the participant attended or participated in the training activity for the time period in which the stipend is being issued.

## **Documentation for Incentive Payments**

Incentive payments must be supported by documentation verifying that the participant achieved the milestone associated with the incentive.

Acceptable documentation may include, but is not limited to:

### **Training and Education Milestones**

- Copy of certificate of completion
- Industry-recognized credential documentation
- Transcript or grade report
- Documentation from training provider confirming completion of a training milestone.

### **Employment Placement**

- Employer verification form
- Copy of participant pay stub
- Employer letter verifying employment
- Employment verification documentation.

### **Employment Retention**

- Pay stubs showing continued employment
- Employer verification of employment retention
- Follow-up documentation confirming continued employment.

## **Supplemental Documentation**

When primary documentation is not available, allowable supplemental documentation consistent with WIOA documentation guidance may be used to verify participation or achievement.

Examples of supplemental documentation include:

- Signed statement from the training provider or employer
- Case manager verification based on direct contact with the training provider or employer
- Email verification from training providers or employers
- Other SELACO WDB adopted documentation permitted under WIOA program documentation guidelines.

All supplemental documentation must be clearly explained and documented in the participant case file.

### **Case File Documentation**

Program staff must document the following in the participant case file prior to approving payment:

1. The milestone or participation being verified
2. The documentation used to verify the activity or achievement
3. The calculation method for the stipend or incentive payment
4. The justification for the payment and how it supports participant success.

Documentation must also be recorded in CalJOBS case notes and activity codes to support monitoring and auditing requirements.

### **Payment Processing**

Payments must be processed through the SELACO WDB fiscal system. Fiscal records must clearly identify:

- Participant name
- Program funding source
- Payment type (stipend or incentive)
- Amount issued
- Date of payment.

### **Participant Acknowledgment**

Participants receiving stipends or incentive payments must acknowledge receipt of the payment through one of the following:

- Signed payment receipt

## **Record Retention**

All records related to stipend and incentive payments must be maintained in accordance with federal, state, and local record retention requirements. Documentation must be available for monitoring and auditing purposes.

## **Tax and Benefit Implications**

Participants must be informed that stipend or incentive payments may have tax implications or may affect eligibility for certain public benefits. Participants are responsible for consulting appropriate professionals regarding any tax reporting obligations.

## **ACTION**

Bring this policy to the attention of all affected staff, contractors, providers and subrecipients.


## **INQUIRIES**

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

DRAFT



## MEMORANDUM

**DATE:** March 26, 2026  
**TO:** SELACO WDB Board of Directors  
**FROM:** Yolanda L Castro, Executive Director   
**RE:** Approval of Contract Amendment – Allied Universal Security Services

---

This memorandum is submitted to request Board approval of an amendment to the contract between the Southeast Los Angeles County Workforce Development Board (SELACO WDB) and Allied Universal Security Services, which reflects an increase in the hourly rate for security guard services. The requested adjustment will support continued high-quality security services and address increased personnel costs.

Additionally, this memorandum seeks approval to submit the amendment documentation to the Employment Development Department (EDD) for execution of a corresponding amendment related to the shared cost of security guard services.

SELACO WDB currently contracts with Allied Universal for on-site security guard services. Allied Universal has formally requested a contract amendment to increase the hourly rate by **\$1.50**, which will be directed entirely to the assigned security guard serving SELACO WDB.

With board approval, the hourly rate will increase from **\$25.98 to \$27.48 per hour**, reflecting a direct wage increase for the guard.

We strongly recommend the approval of this request. The current assigned security guard consistently provides high-quality services and contributes to maintaining a safe and secure environment for staff, participants, and visitors.

This increase supports employee retention and helps ensure continuity of service.

## **Fiscal Impact**

The cost of security services is shared with the sublessor, EDD. The proposed increase will be proportionally shared with EDD based on the existing cost-sharing agreement.

EDD has been informed of the requested amendment and has provided technical guidance regarding the next steps required to obtain approval from the EDD Contracting Division.


If approved by the Board, SELACO WDB will submit the amendment documentation to the EDD Contracting Division for review and approval. Upon approval by both parties, the cost increase will be implemented and shared proportionally with EDD.

## **Action Requested**

1. Approve the increase in cost for the Allied Universal contract, effective January 2026.
2. Approve submission of amendment documentation to EDD for execution of an amendment to the shared-cost agreement for security guard services.



## MEMORANDUM

**DATE:** March 26, 2026  
**TO:** SELACO WDB Board of Directors  
**FROM:** Yolanda L Castro, Executive Director   
**RE:** Lease Renewal Approval

---

The current lease for the Southeast Los Angeles County Workforce Development SELACO WDB office space is approaching its expiration. Staff have been working with the property management company, Sunny Hills Management Co., Inc (SHM), to review renewal options and confirm the proposed terms of a lease extension. Throughout this process, we have also been coordinating closely with our sublessor partner, the Employment Development Department (EDD), to ensure alignment regarding the continuation of the lease arrangement. EDD has indicated that they are in agreement with moving forward with a three-year lease extension under the proposed terms.

Based on discussions with the property management representative, Andrew Jeune, the proposed lease renewal terms are summarized below:

- Lease term: Three-year lease renewal effective July 1, 2026
- Lease renewal rate (current square footage): \$2.26 per square foot
- Carpet and LVP installation cost: \$25,000.00
- Square footage rate with carpet replacement upgraded to laminate flooring: \$2.31 per square foot, reflecting an additional monthly increase of \$695.00 per month, equivalent to approximately \$0.05 per square foot.
- Wall paint: Included as part of the lease renewal.
- Mini blinds replacement: Included as part of the lease renewal.
- Door replacements: Replacement of doors for Suite 350 and Suite 392.

The SELACO WDB received written confirmation of these terms from SHM.

Per the terms outlined above, the SELACO WDB is requesting authorization to execute the renewal of the lease and establish a three-year lease renewal, effective July 01, 2026, with EDD as a sublessor.


**Action Required:**

Approve the Executive Director to negotiate and execute a lease renewal with SHMCRE Property Management Company, with the new lease effective July 1, 2026.

Approve the Executive Director to negotiate and execute a corresponding sublease with the Employment Development Department.



## MEMORANDUM

**DATE:** March 26, 2026  
**TO:** SELACO WDB Board of Directors  
**FROM:** Yolanda L. Castro, Executive Director   
**RE:** Authorization to Release Request for Proposals (RFP) – WIOA Youth Program

---

The purpose of this memo is to request Board authorization to release a Request for Proposals (RFP) for the Workforce Innovation and Opportunity Act (WIOA) Youth Program.

The WIOA Youth Program provides important education, training, and support services to eligible youth, helping them build skills, complete education, and prepare for employment. To ensure high-quality services and compliance with federal and state requirements, the Southeast Los Angeles County Workforce Development Board (SELACO WDB) must conduct a competitive procurement process to select qualified service providers.

Releasing an RFP allows the SELACO WDB to identify experienced and capable organizations that can effectively deliver youth services aligned with program goals and performance outcomes.

### PROCUREMENT TIMELINE

RFP Release Date: April 1, 2026  
Bidders' Conference: April 17 2026  
Deadline to Submit Questions: May 1, 2026  
Responses to Questions Posted: May 08, 2026  
Proposal Due Date: May 15, 2026 (by 3:00 PM)  
Proposal Evaluation Period: May 18 – May 20, 2026  
Board Award Recommendation: May 2026 Board Meeting  
Contract Start / Implementation Date: July 1, 2026

### FISCAL IMPACT

The total funding amount for the WIOA Youth Program contracts or projects to be awarded through this RFP has not been determined at this time. Final funding levels will depend on the conclusion of current youth program contracts and the availability of any unspent or carryover funds.

Prior to executing any contracts, the Board will have the opportunity to review and approve the recommended awards and funding amounts.

At this time, this request is limited to authorization to release the RFP and does not include approval of contract awards or funding levels.


Approval to release the RFP will allow staff to move forward with a fair and competitive selection process to ensure that high-quality WIOA Youth services continue without interruption. This process supports program effectiveness, accountability, and compliance with all applicable regulations.

**ACTION REQUIRED:**

Authorize the Executive Director to release an RFP for WIOA Youth Program services and take all necessary actions to carry out the procurement process.



## MEMORANDUM

**DATE:** March 26, 2026  
**TO:** SELACO WDB Board of Directors  
**FROM:** Yolanda L Castro, Executive Director   
**RE:** Approval of SELACO WDB Budget Modification for Program Year 2025-2026

---

Attached for your review and approval is the Southeast Los Angeles County Workforce Development Board's (SELACO WDB's) modified budget for Program Year (PY) 2025-2026. SELACO WDB staff presents our 2025-2026 budget modification based on full operation of services, with minor adjustments to account for changes in operations and anticipated funding variations.

### **Projected Revenue Budget**

The Total Operating Revenue Budget for PY 2025-2026 reflects a net increase of \$471,061, an increase of approximately 2.97% over the budget approved on July 24, 2025.

Increases totaling \$687,913 to the revenue budget are as follows:

- 1) **Special Project Grants:** An increase of \$335,550 from additional and carried-over funds for the following grants:
  - #03. Gateway Cities Homeless Employment (H2E) Program (+ \$184,961)
  - #04. Aged Out Foster Youth (AOFY) Employment Program (+ \$150,000)
  - #05. Hired LA Program (+ \$189)
  - #08. Regional Equity and Recovery Partnership (RERP) (+ \$179)
  - #09. Transitional Subsidized Employment (TSE) - Carry Over (+ \$221)
  
- 2) **Preschool Grants:** A net increase of \$346,736. This reflects a \$153,264 reduction from the revenue projection approved in July 2025 for the California State Preschool Program (CSPP), offset by \$500,000 in additional special grants received outside of CSPP:
  - #07. Preschool Program (+ \$346,736)
  
- 3) **Workforce Innovation & Opportunity Act (WIOA) Formulas Carried-Over Grants:** An increase of \$5,627 is due to the reconciliation of year-end estimates to actuals of PY2024-2025 WIOA formulas funds:

- #11. WIOA Adult-Carry Over (+ \$10,950)
- #14. WIOA Dislocated Workers-Carry Over (+ \$1,366)
- #17. WIOA Youth-Carry Over ( - \$6,689)

Decreases of \$216,852 from the revenue budget are as follows:

- 1) **Disability Access, Equity, and Inclusion (DAEI) Grant:** A decrease of \$43,113 is due to the program's late start. This reduction reflects Work Experience funds that have been deferred to FY 2026-27.
  - #01. Disability Access, Equity, and Inclusion (DAEI) ( - \$43,113)
- 2) **Employment Training Panel (ETP) Grant:** A decrease of \$171,617 is due to the reconciliation of year-end estimates to actuals for PY 2024-25.
  - #02. Employment Training Panel (ETP) Grant ( - \$171,617)
- 3) **One-Stop Partners' Shared Costs:** A decrease of \$2,122 is due to revised estimates of One-Stop Partners' shares of infrastructure costs, including rent, telephone/internet, security guard, and some repair/maintenance costs:
  - #21. Other Revenues: Shared Infrastructure Costs from One-Stop Partners ( - \$2,122)

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

### **Proposed Expenditures Budget**

The Total Expenditure Budget for PY 2025-26 reflects a net decrease of \$267,435, equating to a 1.81% reduction: Key changes are as follows:

- 1) **Personnel Costs:** Decreased by \$287,625 (6.55%) due to factors such as annual step increases, resignations, unfilled positions, and unanticipated medical leaves.
- 2) **Non-Personnel Costs:** Increased by \$40,104 (3.64%), reflecting alignment with actual expenditures and projections from March through June 2026. Notable changes are as follows:
  - Conferences/Staff Development – Decreased by \$18,500 due to cancellations or unavailability of some originally budgeted conferences.
  - Rent – Increased by \$12,570 due to a sublease with DreamCatcher in Norwalk to provide WIOA Youth services.
  - Furniture & Equipment – Increased by \$2,500 for additional furniture purchased and computers leased for new hires.
  - Outreach & Recruitment – Increased by \$5,000 to align with actual expenditures and projections as of February 2026.

- Subscriptions/Dues/Memberships – Decreased by \$15,000 due to the subscription for Office 365 has changed from monthly to annual billing, with the annual payment not occurring until August 2026, outside the current budget period.
- Insurance – Increased by \$1,034 due to adjustment to premiums paid.
- Professional Services Fees – Increased by \$52,500, of which \$32,500 was for the use of The Work Number, which helps SELACO WDB meet employment verification requirements, supporting performance outcomes. Due to a brief gap during the transition between text messaging platforms, which reduced the effectiveness of traditional customer following methods. Follow-up activity fell significantly behind due to staff on medical leave, the need to hire new staff and train on the importance of follow up activity. The remaining \$20,000 is allocated for consulting services to support grant writing and funding development activities.

Overall, in-house costs have been reduced by \$247,521, representing a reduction of 4.51%. This is a combined reduction of personnel costs of \$287,625 and increase in non-personnel costs of \$40,104.

- 3) Training and Support Services: Decreased by \$19,914, reflecting a 0.21% reduction compared to the previously approved budget. This adjustment is primarily due to the realignment of previously budgeted costs, driven by changes in enrollment plans and carry-over funds.

Please refer to the notes section in the attached Proposed Expenditure Budget for further details on each line-item change.

### **Unobligated Balance**

Based on the projected revenues and proposed expenditures, SELACO WDB anticipates an unobligated balance of \$2,144,529. This results in an increase of \$738,496 (52.5%) compared to the budget approved on July 24, 2025.

### **Action Required:**

Approve budget modification for Program Year 2025-2026 as submitted.

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

<b>REVENUE SOURCES</b>	<b>REVENUES APPROVED ON 7/24/25</b>	<b>PROPOSED BUDGET</b>	<b>INCREASE / (DECREASE)</b>	<b>NOTES</b>
1 Disability Access, Equity & Inclusion (DAEI)	520,139	477,026	(43,113)	3
2 Employment Training Panel (ETP) Grant	684,413	512,796	(171,617)	1
3 Gateway Cities Homeless Employment (H2E) Program	141,500	326,461	184,961	2
4 Aged Out Foster Youth (AOFY) Employment Program	-	150,000	150,000	2
5 Hired LA Program	335,000	335,189	189	1
6 LA County: Youth @ Work	536,700	536,700	-	
7 Preschool Grants	5,593,899	5,940,635	346,736	1, 2
8 Regional Equity and Recovery Partnership (RERP)	72,000	72,178	179	1
9 Transitional Subsidized Employment (TSE) - Carry Over	42,600	42,821	221	1
10 Transitional Subsidized Employment (TSE)	81,000	81,000	-	
11 WIOA Adult - Carry Over	1,090,000	1,100,950	10,950	1
12 WIOA Adult	1,704,599	1,704,599	-	
13 WIOA Adult - Transfer from WIOA Dislocated Workers	1,000,000	1,000,000	-	
14 WIOA Dislocated Workers - Carry Over	196,000	197,366	1,366	1
15 WIOA Dislocated Workers	1,366,459	1,366,459	-	
16 WIOA Dislocated Workers - Transfer to WIOA Adult	(1,000,000)	(1,000,000)	-	
17 WIOA Youth - Carry Over	1,425,000	1,418,311	(6,689)	1
18 WIOA Youth	1,742,598	1,742,598	-	
19 WIOA Rapid Response	174,761	174,761	-	
20 WIOA Lay-Off Aversion	66,057	66,057	-	
21 Other Revenues - Shared Infrastructure Costs from One-Stop Partne	112,853	110,731	(2,122)	1
<b>TOTAL OPERATING REVENUES</b>	<b>15,885,578</b>	<b>16,356,639</b>	<b>471,061</b>	
22 Non-WIOA Training Revenues	326,727	326,727	-	
<b>TOTAL REVENUES</b>	<b>16,212,305</b>	<b>16,683,366</b>	<b>471,061</b>	


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

LINE ITEM DESCRIPTION	APPROVED BUDGET ON 7/24/25	PROPOSED BUDGET	INCREASE / (DECREASE)	NOTES
<b>PERSONNEL COSTS</b>				
Salaries & Wages	3,364,833	3,140,023	(224,810)	
Payroll Taxes/Worker Compensation	305,961	286,981	(18,980)	
Employee Benefits	721,824	677,988	(43,836)	
<b>TOTAL PERSONNEL COSTS</b>	<b>4,392,618</b>	<b>4,104,993</b>	<b>(287,625)</b>	1
<b>NON-PERSONNEL COSTS</b>				
Mileage	10,000	10,000	-	
Conferences/Staff Development	206,500	188,000	(18,500)	1
Meeting Expenses	15,000	15,000	-	
Rent	395,283	407,853	12,570	1
Telephone/Internet	22,500	22,500	-	
Furniture & Equipment	65,000	67,500	2,500	1
Repair & Maintenance	17,000	17,000	-	
Outreach/Recruitment	25,000	30,000	5,000	1
Supplies	55,000	55,000	-	
Subscriptions/Dues/Memberships	114,500	99,500	(15,000)	1
Insurance	47,000	48,034	1,034	1
Professional Services Fees	100,000	152,500	52,500	1
Legal Fees	25,000	25,000	-	
Bank Fees/Interest Expense	3,000	3,000	-	
<b>TOTAL NON-PERSONNEL COSTS</b>	<b>1,100,783</b>	<b>1,140,888</b>	<b>40,104</b>	
<b>TOTAL IN-HOUSE COSTS</b>	<b>5,493,401</b>	<b>5,245,880</b>	<b>(247,521)</b>	
<b>TRAINING &amp; SUPPORT SERVICES</b>				
Classroom/ OJT/ IWT Payments				
Employment Training Panel (ETP)	450,058	287,085	(162,974)	2
Hired LA Program	125,709	127,376	1,667	2
LA County - Homeless Initiative (Measure H)	0	0	0	
Regional Equity and Recovery Partnership (RERP)	4,808	4,808	0	
WIOA Adult	702,603	642,306	(60,297)	2
WIOA Dislocated Workers	55,773	81,540	25,767	2
WIOA Youth	85,568	85,568	0	
Non-WIOA Training Expenditures	326,727	326,727	0	
Subtotal	1,751,246	1,555,409	(195,838)	

LINE ITEM DESCRIPTION	APPROVED BUDGET ON 7/24/25	PROPOSED BUDGET	INCREASE / (DECREASE)	NOTES
Cost Reimbursements / Contracted Services				
Day Care Pre-School / Special Grants	5,314,204	5,532,587	218,383	2, 3
Disability Access, Equity & Inclusion (DAEI)	183,857	183,857	0	
Employment Training Panel (ETP)	30,000	30,000	0	
ETP/WIOA Business Engagement Services	-	20,000	20,000	2
Gateway Cities' Homeless Employment Program	0	0	0	
Hired LA Program	76,400	58,467	(17,933)	2
LA County - Youth @ Work	429,164	429,164	0	
LA County - Homeless Initiative (Measure H)	-	-	0	
Regional Equity and Recovery Partnership (RERP)	11,500	11,500	0	
WIOA ETPL Delegation Services	5,000	5,000	0	
WIOA Youth	717,571	703,361	(14,210)	2
WIOA One-Stop Operator	50,178	25,000	(25,178)	2
WIOA Security Guard	68,023	60,000	(8,023)	2
Subtotal	6,885,897	7,058,936	173,039	
Work Experience / Skillz Menu				
Disability Access, Equity & Inclusion (DAEI)	133,113	90,000	(43,113)	2
Hired LA Program	20,598	20,598	(0)	
LA County - Youth @ Work	52,364	52,364	0	
LA County - Homeless Initiative (Measure H)	0	0	0	
Prison to Employment (P2E)	0	0	0	
Regional Equity and Recovery Partnership (RERP)	6,501	6,501	0	
WIOA Adult	87,134	126,294	39,160	2
WIOA Youth	256,706	256,331	(375)	2
Subtotal	556,416	552,088	(4,328)	
Training Supplies				
WIOA Adult	6,500	6,500	0	
WIOA Dislocated Workers	500	500	0	
WIOA Youth	5,000	5,000	0	
Subtotal	12,000	12,000	0	
Direct Support Payments				
Gateway Cities' Homeless Employment Program	11,299	11,299	0	
Gateway Cities' AOFY Employment Program	0	5,000	5,000	3
LA County - Youth @ Work	1,420	1,420	0	
LA County - Homeless Initiative (Measure H)	0	0	0	
Hired LA Program	4,593	6,806	2,213	2
Prison to Employment (P2E)	0	0	0	
Regional Equity and Recovery Partnership (RERP)	0	0	0	
WIOA Adult	50,000	50,000	0	
WIOA Dislocated Workers	15,000	15,000	0	
WIOA Youth	25,000	25,000	0	
Subtotal	107,312	114,525	7,213	
<b>TOTAL TRAINING &amp; SUPPORT SERVICES</b>	<b>9,312,871</b>	<b>9,292,957</b>	<b>(19,914)</b>	1
<b>GRAND TOTAL</b>	<b>14,806,272</b>	<b>14,538,837</b>	<b>(267,435)</b>	1
<b>CURRENT UNOBLIGATED BALANCE</b>	<b>1,406,033</b>	<b>2,144,529</b>	<b>738,496</b>	1



## MEMORANDUM

**DATE:** March 26, 2026  
**TO:** SELACO WDB Board of Directors  
**FROM:** Yolanda L Castro, Executive Director   
**RE:** Request for Approval to Rename Cesar Chavez Day to Farm Workers Day

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### **Background:**

Recent public discussion regarding allegations of sexual misconduct associated with the late labor leader has created concern and distraction from the intended purpose of the observance.

Renaming the observance to *Farm Workers Day* would:

- Allow the organization to continue honoring the essential contributions of farm workers without association to controversy
- Reduce potential distress or division stemming from ongoing public discussion of the allegations
- Preserve the intent of recognizing labor contributions while maintaining a respectful and inclusive environment
- Provide clarity and consistency in communications and observance practices


This change is not intended to diminish the historical role Cesar Chavez played in labor advocacy, but rather to ensure that the observance remains focused on its broader purpose and aligned with organizational values.

### **Action Required:**

Approve the formal change from Cesar Chavez Day to Farm Workers Day .



**MEMORANDUM**

**DATE:** March 26, 2026  
**TO:** SELACO WDB Board of Directors  
**FROM:** Yolanda L. Castro, Executive Director   
**RE:** Ethics Training AB1234

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At the June 23, 2016, Southeast Los Angeles County Workforce Development Board (SELACO WDB) meeting, it was announced that all board members are required to take a mandatory two-hour ethics training every two years to comply with AB1234. As of March 26, 2026, the following board members have completed the training:

- Sergio Cueva – expires May 6, 2026
- Michael Segura – expires August 9, 2026
- Genoveva Perez – expires January 21, 2027
- Rudy Villareal – expires February 8, 2027
- Larry Wehage – expires February 9, 2027
- Blanca Rochin – expires May 26, 2027
- Carrie Uva – expires July 9, 2027
- Jennifer Beech – expires August 29, 2027
- Belle Gomez – expires September 27, 2027
- Sal Vasquez – expires October 22, 2027
- Joseph Taylor – expires October 23, 2027
- Leonard Barrales – expires December 6, 2027

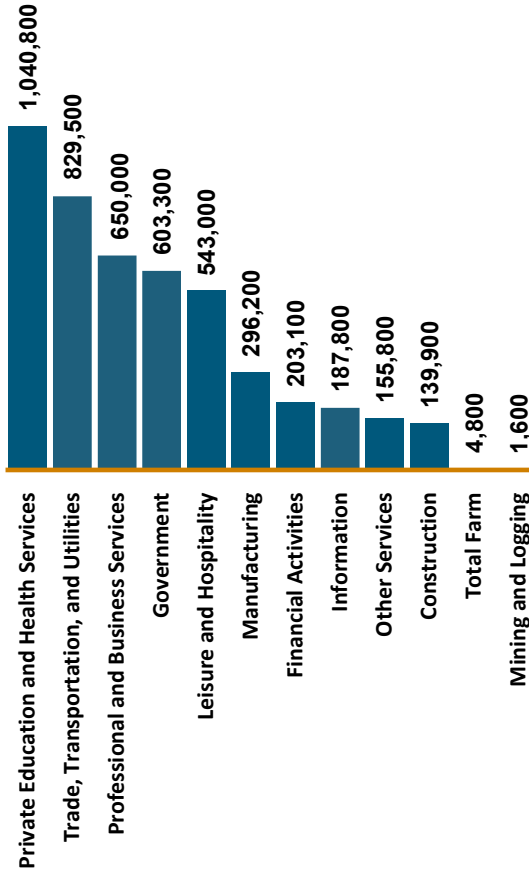
For those who have yet to complete the training, you may do so using the online course at:

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

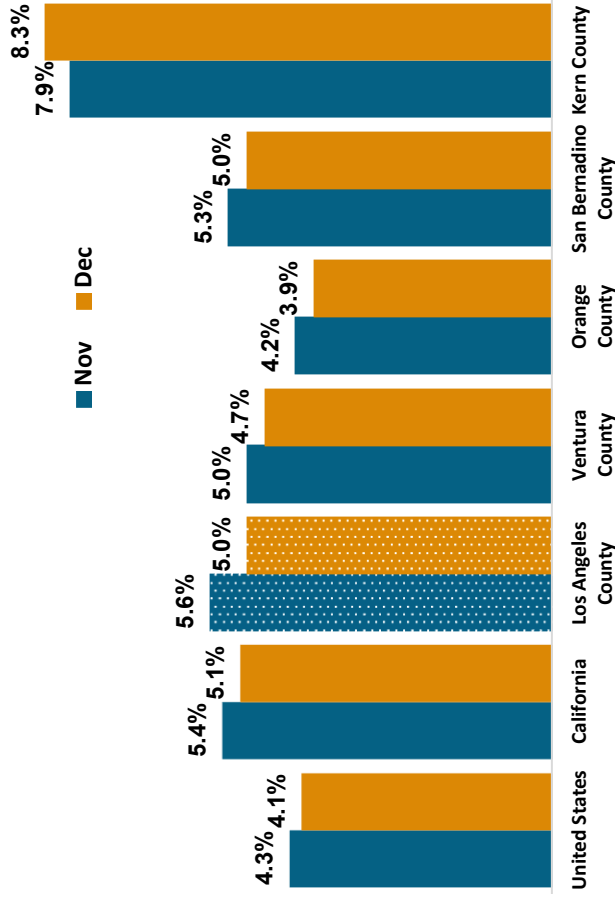
As a reminder, you *must* print the Certification of Completion provided at the end and submit to Carol Davis.

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

## Dec 2025 Industry Sectors Ranked by Employment Size<sup>1</sup>



## Unemployment Rate (%)<sup>2</sup>



## Online Job Postings – December 2025 Help Wanted OnLine<sup>3</sup>

### Top 10 Employers

University of California, Los Angeles – 1,109  
 Allied Universal – 1,103  
 Providence – 1,072  
 Kaiser Permanente – 905  
 Starbucks - 864  
 Cedars-Sinai - 735  
 Domino's Pizza – 728  
 Northrop Grumman - 627  
 CVS Health - 589  
 PIH Health – 576

### Top 10 Occupations

Registered Nurses – 5,421  
 Retail Salespersons – 4,059  
 Home Health and Personal Care Aides - 3,103  
 First-Line Supervisors of Retail Sales Workers – 2,429  
 Medical and Health Services Managers - 2,043  
 Security Guards – 1,988  
 Customer Service Representatives – 1,906  
 Sales Reps., Whsle. and Mfg., Except Tech. and Sci. Products – 1,843  
 General and Operations Managers – 1,811  
 Financial Managers – 1,659

### Top 10 Cities

Los Angeles – 52,691  
 Long Beach – 6,227  
 Torrance – 4,425  
 Pasadena – 3,698  
 Santa Monica – 3,524  
 Glendale - 3,085  
 Santa Clarita – 2,773  
 Burbank – 2,605  
 Beverly Hills – 2,372  
 El Segundo – 2,264

Sources: <sup>1</sup>Current Employment Statistics (Dec 2025), <sup>2</sup>Local Area Unemployment Statistics (Dec 2025), <sup>3</sup>The Conference Board – Lightcast Help Wanted OnLine® (HWOL) Dec 2025, <sup>4</sup>Current Employment Statistics (Jan 2020-Dec 2025, not seasonally adjusted)

# LA County Employment: Industries that Grew

Jan 2020-Dec 2025

