

Executive Committee and FULL WDB BOARD OF DIRECTORS' MEETING

March 27, 2025

Thursday

3:00



Executive Committee and FULL WDB BOARD OF DIRECTORS' MEETING

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

**March 27, 2025
Thursday
3:00 PM – 5:00 PM**

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

AGENDA

CALL TO ORDER	LeGaspi	
PLEDGE OF ALLEGIANCE	LeGaspi	
ROLL CALL	Espitia	
2024 – 2025		Page 1
PUBLIC COMMENTS	Wehage	
CHAIR'S COMMENTS	LeGaspi	
EXECUTIVE DIRECTOR'S MESSAGE / UPDATE / STAFF REPORT	Castro	
CONSENT CALENDAR	LeGaspi	
1A. Approval of Minutes January 23, 2025		3
1B. Approval of Fiscal Report 07/01/24 – 02/28/25		8
1C. Approval of Program Report for 07/01/24 – 02/28/25		21
ACTION ITEM (S):		
2. Universal Work Experience Agreement	Castro	46
3. Approval of Disability, Access, Equity and Inclusive (DAEI) Grant Award and Contracting Authority	Castro	48

Executive Committee and FULL WDB Board of Directors' Meeting

March 27, 2025

- 2 -

4. Approval of SELACO WDB Budget Modification for Program Year 2024-2025	Castro	50
5. Regional and Local Plans for Program Year 2025-2028	Castro	56
6. Update on Organizational Chart and Salary Scale Revisions	Castro	58
7. Approval to Release a Request for Proposal for One Stop Operator Services	Castro	59
8. Security Guard Contract	Castro	61
ONE STOP OPERATOR REPORT	Baquerizo	62
Presentation / Information / Recommendations		
ACTION ITEM (S): NONE		
INFORMATION ITEM (S):		
INFORMATION ITEM (S):		
1. Ethics Training AB1234	Castro	64
2. Employment Training Panel (ETP) Award	Castro	65
3. Economic Summary	Castro	66
INTERESTING CORRESPONDENCE		
1. Thank You Card from B Levine	Castro	67
BOARD MEMBER COMMENTS	LeGaspi	
POLICY BOARD ITEMS/REQUESTS	LeGaspi	
AGENDA REQUESTS FOR NEXT MEETING	LeGaspi	
CHAIR'S CLOSE	LeGaspi	
ADJOURNMENT OF OPEN SESSION	LeGaspi	

Policy Board Meeting: April 15, 2025

Next Full WDB Meeting: May 22, 2025

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

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



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

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

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

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

XV = PRESENT VIRTUAL



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

January 23, 2025

3:00 PM

SELACO WDB

CALL TO ORDER

The Executive Committee and FULL WDB Board of Directors' Board Meeting was called to order by Richard LeGaspi at 3:08 p.m.

PLEDGE OF ALLEGIANCE

Vice Chairman Larry Wehage led the Pledge of Allegiance.

ROLL CALL

WDB BOARD OF DIRECTORS PRESENT

Burrell, Ashley	Chan, Connie
Cueva, Sergio	Espitia, Ben
Gomez, Bell	LeGaspi, Richard
Levine, Barbara	Nam, Leila
Perez, Genoveva	Polley, Tracey
Rochin, Blanca	Ryder, Tim
Villareal, Rudy	Wehage, Larry

WDB BOARD OF DIRECTORS ABSENT

McGehee, Shannon	Parada, Erika
Shah, Jawahar	Trivedi, Sanjay

WDB BOARD OF DIRECTORS EXCUSED

Drake, Aaron	Kucera, Kevin
Saucedo-Garcia, Cristina	Segura, Michael
Uttecht, Greg	

SELACO WDB STAFF PRESENT

Castro, Yolanda	Cardona, Jefferson
Coronel, Corina	Davis, Carol
Diep, Chau	Ferranti-Lansdown, Tammy
Gutierrez, Jeanette	Michel, Sandra
Von Heeder, Adam	

MEMBERS OF THE PUBLIC PRESENT

Baquerizo, David – One Stop Operator
Derthick, Joseph – Former WDB Board Member
Joseph, Jack – Policy Board Administrator
Johnson, Linden – LAEDC

PUBLIC COMMENTS

None

WDB CHAIR'S COMMENTS

Chairman LeGaspi presented Barbara Levine with flowers and gift in celebration of her upcoming retirement.

EXECUTIVE DIRECTOR'S MESSAGE/UPDATE/STAFF REPORT

Ms. Castro provided an update to the board regarding her current status. Due to an injury Ms. Castro will be working from home thanks to the electronic foundation. The plan is to work four hours a day and take sick time the remainder of the day.

Local Updates

- After six years with the SELACO WDB, Kay Ford will be retiring on February 7th. A cake and refreshment celebration will take place on February 6 at 2:00 p.m. A formal notice will be released next week.
- The SELACO WDB Team (Corina Coronel and Mirna Salcedo) participated in the Hawaiian Gardens recognition of local employers committed to supporting Hawaiian Gardens youth by serving as worksites to build work experience.
- Great news was received about performance activities. Sand Michel will shar details at the end of the meeting.
- Staff are currently working with Artesia High School to develop a partnership in which we support student work in career pathways by offering paid work experience. This is very similar to the collaboration with CalApps out of Bellflower.
- In February, staff will be meeting with Paramount Council Members and school district leadership to explore opportunities similar to what SELACO WDB is currently doing with paramount and CalApps. This year staff will focus on our local school district leveraging resources with their Career Pathways Programs. The focus is to capture students before they transition out of high school.
- SELACO WDB will be sending a team of four to Sacramento for Day at the Capitol. The focus will be on he State approved list of training providers and youth apprenticeships. Staff members Corina Coronel, Sandra Michel and Youth Coordinator David Cardenas will be in attendance. We are happy to share that board member Blanch Rochin will be joining the team.

Local Plan

- Completed (in draft). Staff will review for final changes – a recent federal directive is calling for removal of all mandatory activities as it pertains to Diversity, Equity, and Inclusion.
- Plans to release in late February, early March for public comments.
- Due to Southbay WIB by mid-April for submittal with Regional Plan April 27th.

WOIA Authorization Update

- Did not happen with the previous administration. SELACO WDB is operation on a continuing resolution that funds government through March 14th.
- There is still interest in moving forward with the American Strong Workforce Act (ASWA).

CONSENT CALENDAR

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

1A. Approval of Minutes: October 24, 2024

1B. Approval of Fiscal Report: 07/01/24 – 12/31/24

1C. Approval of Program Report: 07/01/24 – 12/31/24 (Receive and File)

ACTION ITEM(S)

2. SELACO WDB Annual Audit Report for Fiscal Year 2023 – 2024

A motion was made by Connie Chan 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 Blanca Rochin. With no further discussion, motion carries to approve.

3. Updates on Organizational Chart and Salary Scale Revision

A motion was made by Tracey Polley to:

1. Approve the revised organizational chart as presented.
2. Approve the proposed changes to the SELACO WDB employee salary scale.

Seconded by Barbara Levine, with one edit to page 48 of the agenda to read:

- MIS/Contract Manager and Administrative Assistant – Expected to be in place by **March 1, 2025.**

With no further discussion, motion carries to approve.

4. Executive Director Contract Renewal

A motion was made by Rudy Villareal to approve the Executive Director's SELACO WDB's Fifth Amendment Employment Contract as presented, seconded by Blanca Rochin. With no further discussion, motion carries to approve.

5. Request for Approval to Submit America's Job Center of California (AJCC) Adult and Dislocated Worker Career Services Provider Application

A motion was made by Connie Chan to authorize the Executive Director to submit the AJCC Adult and Dislocated Worker Career Services Provider Application to the State by the due date of March 1, 2025, seconded by Tracey Polley. With no further discussion, motion carries to approve.

6. Intent to Apply for the Disability, Access, Equity, and Inclusion (DAEI) Grant

A motion was made by Tracey Polley to approve the SELACO WDB's team request for board support for the intent to apply for the DAEI Grant. This funding will allow the SELACO WDB to drive systematic change, promote equity and inclusion, and enhance access to meaningful employment opportunities for individuals with disabilities in the region. The grant application will

be submitted the deadline of January 24, 2025, 3:00 p.m. Seconded by Connie Chan. With no further discussion, motion carries to approve.

7. National and State Funding to Support Areas Impacted by the January 2025 Fires

A motion was made by Larry Wehage to authorize the Executive Director to secure funding and sign appropriate contracts at the time DEO confirms and secures funding for distribution. At the March 2025 meeting, an update on total funding secured and scope of work will be provided. Seconded by Barbara Levine. With no further discussion, motion carries to approve.

8. Request for Approval to Award Contract to Trauma Reentry Intervention Prevention Supportive Services Inc. (TRIPSS) Under the Helping Justice-Involved Individuals, the Primary Population Served By the HIRE Grant

A motion was made by Blanca Rochin to approve the Executive Director to award a service contract to TRIPSS in the amount of \$50,000 under the HIRE budget, seconded by Tracey Polley. With no further discussion, motion carries to approve.

ONE STOP OPERATOR REPORT

INFORMATION ITEM (S)

1. Ethics Training AB1234

Page 60 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. WIOA Performance Outcomes PY 2023-2024

Sandra Michel provided the board with a summary of the WIOA Performance Outcomes highlighting the agency's target performance and the actual performance achieved.

3. WIOA Memorandum of Understanding(s) and Shared Infrastructure Agreement Negotiations Update

Sandra Michel provided the board with an update on the progress of MOU negotiations with the respective partners.

4. SELACO WDB 4-Year Local Plan PY 2025-2028

Page 67 of the agenda highlights the procedures the SELACO WDB will follow to align with the requirements of the directive in an effort to meet the submission deadline for the Local Plan.

INTERESTING CORRESPONDENCE

None

BOARD MEMBER COMMENTS

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

POLICY BOARD ITEMS/REQUESTS

None

AGENDA REQUESTS FOR NEXT MEETING

None

CHAIR'S CLOSE

None

ADJOURNMENT OF OPEN SESSION

The meeting was adjournment at 4:40 p.m.

SELACO WDB

Statement of Activities (by Fund)
From 7/1/2024 through 2/28/2025

	Employment Training Panel Grant	LA County Grants	Pre-School Grant	WIOA		WIOA Youth Grant	Rapid Response / Lay-Off Aversion Grants	Other Grants	Non-WIOA Training Expenditures	Total
				Adult&DW & Special Projects	WIOA					
Revenues / (Deferred Revenues)	50,151	405,390	2,684,666	1,449,065	806,820	55,993	179,465	286,760	5,918,310	
Accounts Receivable	0	1,335	0	457,589	98,222	14,392	185,731	0	757,269	
Total Revenues	50,151	406,726	2,684,666	1,906,654	905,042	70,385	365,196	286,760	6,675,579	
Expenditures	11,094	39,143	261,390	160,813	44,278	6,602	24,789	0	548,109	
Administration Services	0	322,851	2,528,568	15,569	94,382	0	9,022	0	2,970,392	
Contracted Program Costs	0	1,285	0	24,178	14,450	0	6,473	0	46,386	
Support Services	162,359	3,990	0	299,352	8,799	0	14,810	286,760	776,069	
Vendor Training	0	15,215	0	18,016	118,459	0	7,597	0	159,287	
Work Exp/Skillz Menu/Supplies	0	0	0	494,223	166,903	0	0	0	661,127	
WIOA Core/Basic Career Services	0	0	0	391,540	0	0	0	0	391,540	
WIOA Intensive/Individualized Career Svcs	0	0	0	65,948	5,990	0	1,131	0	73,069	
WIOA Follow-Up Career Services	0	0	0	222,915	111,066	0	0	0	333,981	
WIOA Business Services	104,761	24,242	0	0	331,233	63,783	292,063	0	816,082	
Other Program Costs	278,214	406,726	2,789,958	1,692,553	895,561	70,385	355,884	286,760	6,776,040	
Cash Expenditures	0	0	0	214,101	9,481	0	9,313	0	232,895	
Accrued Expenditures	278,214	406,726	2,789,958	1,906,654	905,042	70,385	365,196	286,760	7,008,935	
Total Expenditures	(228,063)	-	(105,293)	-	-	-	-	-	(333,356)	
Net Income (Loss)										

SELACO WDB
Statement of Functional Expenditures
From 7/1/2024 through 2/28/2025

	Administrative Services	Contracted Program Cost	Support Services	Vendor Training	Work Exp / Skills Menu Program	WIOA Core / Basic Career Services	WIOA Intensive / Individualized Career Services	WIOA Follow-Up Career Services	WIOA Business Services	Other Program Costs	Total
Expenditures											
Personnel	382,072	0	0	0	0	546,341	340,309	59,669	280,703	625,202	2,234,296
Non-Personnel	56,607	0	0	0	0	114,785	51,231	13,400	53,278	190,879	480,181
Training	109,430	2,970,392	0	1,008,964	159,287	0	0	0	0	0	4,248,071
Support Services	0	0	46,386	0	0	0	0	0	0	0	46,386
Total Expenditures	548,109	2,970,392	46,386	1,008,964	159,287	661,127	391,540	73,069	333,981	816,082	7,008,935

SELACO WDB
Statement of Functional Expenses - TR - 0201 Administrative Services
From 7/1/2024 Through 2/28/2025
(In Whole Numbers)

		Total
Expenditures		
Personnel		
Salaries & Wages	50100	280,432
Social Security Tax	50200	19,334
Medicare Tax	50210	4,522
Workers Comp - Staff	50220	1,816
UI & ETT Taxes	50250	3,346
Other Payroll Expenses	50251	558
Employee Benefits	50300	58,061
Employer 403(B) Contributions	50403	14,003
Total Personnel		382,072
Non-Personnel		
Mileage	51100	22
Conferences/Staff Development	51200	2,953
Meeting Expenses	51230	1,751
Rent	52100	29,466
Telephone	52200	1,359
Furniture/Fixtures	52300	324
Office Equipment	52330	36
Leased Equipment	52350	3,919
Repair & Maintenance	52360	467
Office Supplies	53400	4,990
Subscriptions/Dues/Memberships	53600	20,618
Insurance	53900	2,769
Professional Services	54100	35,578
Legal	54300	(47,277)
Bank Charges/Miscellaneous	59990	(367)
Total Non-Personnel		56,607
Training		
Cost Reimbursement Billing	60300	109,430
Total Training		109,430
Total Expenditures		548,109

SELACO WDB
Statement of Functional Expenses - TR - 0202 Contracted Program Cost
 From 7/1/2024 Through 2/28/2025
 (In Whole Numbers)

		Total
Expenditures		
Training		
Cost Reimbursement Billing	60300	2,834,985
Other Contracted Services	60400	32,429
Day Care Rent	66000	102,977
Total Training		2,970,392
Total Expenditures		2,970,392

SELACO WDB
Statement of Functional Expenses - TR - 0203 Supportive Services
 From 7/1/2024 Through 2/28/2025
 (In Whole Numbers)

		Total
Expenditures		
Support Services		
Direct Support Payment	65200	36,331
Supportive Services - Training	65201	10,055
Total Support Services		46,386
Total Expenditures		46,386

SELACO WDB
Statement of Functional Expenses - TR - 0204 Vendor Training Payments
 From 7/1/2024 Through 2/28/2025
(In Whole Numbers)

	Total
Expenditures	
Training	
Vendor Training 60100	501,904
Incumber Worker Training 60101	57,941
Vendor Training - ETP 60200	162,359
Non-WIOA Training Expenditures	286,760
Total Expenditures	1,008,964

SELACO WDB
Statement of Functional Expenses - TR - 0205 Work Experience / Skillz Menu Program
 From 7/1/2024 Through 2/28/2025
 (In Whole Numbers)

		Total
Expenditures		
Training		
Wages - WE/Internship	60500	134,081
SS Tax - WE/Internship	60510	8,313
MC Tax - WE/Internship	60520	1,944
WC - WE/Internship	60530	9,423
Participant Incentive Payments	65401	5,525
Total Training		159,287
Total Expenditures		159,287

SELACO WDB
Statement of Functional Expenses - TR - 0206 WIOA Career Services
From 7/1/2024 Through 2/28/2025
(In Whole Numbers)

		Core / Basic Services	Intensive / Individualized Services	Follow-Up Services	Total
Expenditures					
Personnel					
Salaries & Wages	50100	406,788	260,154	43,586	710,528
Social Security Tax	50200	26,587	17,201	2,946	46,734
Medicare Tax	50210	6,218	4,023	689	10,930
Workers Comp - Staff	50220	2,834	1,993	338	5,166
UI & ETT Taxes	50250	6,736	3,694	875	11,305
Other Payroll Expenses	50251	250	182	37	469
Employee Benefits	50300	80,790	43,006	9,108	132,904
Employer 403(B) Contributions	50403	16,138	10,057	2,090	28,285
Total Personnel		<u>546,341</u>	<u>340,309</u>	<u>59,669</u>	<u>946,319</u>
Non-Personnel					
Mileage	51100	157	(668)	2	(508)
Conferences/Staff Development	51200	6,760	3,401	492	10,653
Meeting Expenses	51230	1,855	487	54	2,396
Rent	52100	46,691	28,168	5,911	80,770
Telephone	52200	3,875	1,324	264	5,463
Furniture/Fixtures	52300	1,435	649	121	2,205
Office Equipment	52330	318	(227)	37	128
Leased Equipment	52350	8,929	2,453	469	11,850
Repair & Maintenance	52360	1,231	366	71	1,668
Outreach/Recruitment	53300	1,459	0	0	1,459
Office Supplies	53400	10,564	3,548	642	14,754
Subscriptions/Dues/Memberships	53600	10,733	6,302	1,747	18,782
Insurance	53900	4,133	2,275	698	7,106
Professional Services	54100	16,645	3,153	2,893	22,691
Total Non-Personnel		<u>114,785</u>	<u>51,231</u>	<u>13,400</u>	<u>179,416</u>
Total Expenditures		<u><u>661,127</u></u>	<u><u>391,540</u></u>	<u><u>73,069</u></u>	<u><u>1,125,736</u></u>

SELACO WDB
Statement of Functional Expenses - TR - 0207 Business Services
From 7/1/2024 Through 2/28/2025
(In Whole Numbers)

		Total
Expenditures		
Personnel		
Salaries & Wages	50100	216,442
Social Security Tax	50200	14,759
Medicare Tax	50210	3,452
Workers Comp - Staff	50220	1,724
UI & ETT Taxes	50250	4,983
Other Payroll Expenses	50251	942
Employee Benefits	50300	29,351
Employer 403(B) Contributions	50403	9,051
Total Personnel		280,703
Non-Personnel		
Mileage	51100	783
Conferences/Staff Development	51200	3,810
Meeting Expenses	51230	644
Rent	52100	24,636
Telephone	52200	1,128
Furniture/Fixtures	52300	935
Office Equipment	52330	30
Leased Equipment	52350	2,171
Repair & Maintenance	52360	419
Outreach/Recruitment	53300	(94)
Office Supplies	53400	2,987
Subscriptions/Dues/Memberships	53600	9,869
Insurance	53900	2,613
Professional Services	54100	3,346
Total Non-Personnel		53,278
Total Expenditures		333,981

SELACO WDB

Statement of Functional Expenses - TR - 0212 Other Program Costs

From 7/1/2024 through 2/28/2025

	Employment Training Panel	WIOA Youth	WIOA Rapid Response / Lay-Off Aversion	Transitional Subsidized Employment (TSE)	Other Funds	Total
Personnel						
Salaries & Wages	75,674	211,479	42,970	17,015	143,384	490,521
Payroll Taxes/WC	7,640	21,989	4,286	1,930	15,631	51,476
Employee Benefits	5,380	32,273	5,524	7,752	32,276	83,206
Total Personnel	88,694	265,741	52,779	26,697	191,291	625,202
Non - Personnel						
Mileage	393	670	107	73	1,556	2,798
Conferences/Staff Development	2,045	19,554	4,665	9	2,132	28,405
Meeting Expenses	41	496	170	5	132	843
Rent/Utilities	7,928	25,323	4,023	1,912	77,491	116,676
Telephone	445	1,157	135	88	3,664	5,489
Furniture/Equipment	721	3,256	325	106	1,226	5,633
Repair & Maintenance	136	357	42	40	460	1,035
Outreach/Recruitment	0	250	0	0	0	250
Supplies	1,156	2,999	452	199	1,654	6,460
Subscriptions & Dues	1,472	6,186	578	260	2,220	10,715
Insurance	971	2,466	137	169	1,985	5,728
Consulting	762	2,779	370	128	2,682	6,722
Interest Expense	0	0	0	0	125	125
Legal Payments	0	0	0	0	0	0
Total Non-Personnel	16,068	65,492	11,003	2,990	95,326	190,879
Total Expenditures	104,761	331,233	63,783	29,687	286,618	816,082

SELACO WDB
Statement of Functional Expenditures
From 7/1/2024 through 2/28/2025

Line Item Description	Current Period Actual	Budget	Budget Variance	Total Budget Remaining (%)
PERSONNEL COSTS				
Salaries/Wages	1,697,922	3,078,775	1,380,852	44.9%
Payroll Taxes/WC	181,514	277,031	95,517	34.5%
Employee Benefits	354,861	672,761	317,901	47.3%
TOTAL PERSONNEL COSTS	2,234,296	4,028,566	1,794,270	44.5%
NON-PERSONNEL COSTS				
Mileage	3,094	10,000	6,906	69.1%
Conference/Staff Development	45,821.71	185,650	139,828	75.3%
Meeting Expenses	5,635	25,000	19,365	77.5%
Rent/Utilities	251,547	381,304	129,757	34.0%
Telephone	13,439	23,100	9,661	41.8%
Furniture & Equipment	27,231	65,000	37,769	58.1%
Repair & Maintenance	3,589	17,000	13,411	78.9%
Outreach/Recruitment	1,616	55,000	53,384	97.1%
Supplies	29,191	55,000	25,809	46.9%
Subscriptions/Dues/Memberships	59,985	91,000	31,015	34.1%
Insurance	18,215	40,500	22,285	55.0%
Professional Fees	68,337	125,000	56,663	45.3%
Legal Fees	(47,277)	40,000	87,277	218.2%
Interest Expense/Miscellaneous	(242)	3,000	3,242	108.1%
TOTAL NON-PERSONNEL COSTS	480,181	1,116,554	636,373	57.0%
TOTAL IN-HOUSE COSTS	2,714,478	5,145,120	2,430,643	47.2%
TRAINING & SUPPORT SERVICES				
Vendor Training Payments (Classroom/OJT/IWT)				
Employment Training Panel (ETP)	162,359	230,215	67,856	29.5%
Hired LA Program	-	168,000	168,000	100.0%
LA County - Homeless Initiative (Measure H)	3,990	10,000	6,010	60.1%
Prison to Employment (P2E)	8,722	10,141	1,419	14.0%
Regional Equity and Recovery Partnership (R)	15,400	40,850	25,450	62.3%
WIOA Adult	453,869	772,733	318,865	41.3%
WIOA Dislocated Workers	59,584	69,107	9,523	13.8%
WIOA Youth	18,280	65,328	47,048	72.0%
Non-WIOA Training Expenditures	286,760	547,871	261,110	47.7%
Subtotal	1,008,964	1,914,244	905,281	47.3%

SELACO WDB
Statement of Functional Expenditures
From 7/1/2024 through 2/28/2025

Line Item Description	Current Period Actual	Budget	Budget Variance	Total Budget Remaining (%)
Cost Reimbursements / Contracted Services				
Gateway Cities' Homeless Employment Prg	-	10,000	10,000	100.0%
Day Care Pre-School / Renovation	2,637,998	5,294,607	2,656,609	50.2%
Employment Training Panel (ETP)	-	60,000	60,000	100.0%
Hired LA Program	-	65,000	65,000	100.0%
LA County - Youth @ Work	322,517	689,355	366,838	53.2%
LA County - Homeless Initiative (Measure H)	333	15,000	14,667	97.8%
Regional Equity and Recovery Partnership (RE)	834	12,833	12,000	93.5%
WIOA ETPL Delegation Services	1,273	-	(1,273)	0.0%
WIOA Youth	86,877	793,962	707,085	89.1%
WIOA One-Stop Operator	2,050	50,000	47,950	95.9%
WIOA Security Guard	27,940	55,352	27,413	49.5%
Subtotal	3,079,821	7,046,110	4,015,479	57.0%
Work Experience / Skillz Menu Program				
Hired LA Program	1,851	20,000	18,149	90.7%
LA County - Youth @ Work	12,747	48,510	35,763	73.7%
LA County - Homeless Initiative (Measure H)	2,468	59,400	56,932	95.8%
Prison to Employment (P2E)	5,746	8,541	2,796	32.7%
Regional Equity and Recovery Partnership (RE)	-	6,361	6,361	100.0%
WIOA Adult	18,016	89,297	71,281	79.8%
WIOA Youth	118,459	264,854	146,396	55.3%
Subtotal	159,287	496,964	337,677	67.9%
Training Supplies				
WIOA Adult	-	5,000	5,000	100.0%
WIOA Dislocated Workers	-	2,000	2,000	100.0%
WIOA Youth	-	5,000	5,000	100.0%
Subtotal	-	12,000	12,000	100.0%
Direct Support Payments				
Gateway Cities' Homeless Employment Prg	652	14,397	13,745	95.5%
LA County - Youth @ Work	-	1,950	1,950	100.0%
LA County - Homeless Initiative (Measure H)	1,285	2,000	715	35.7%
Hired LA Program	1,406	5,000	3,594	71.9%
Prison to Employment (P2E)	4,415	7,963	3,548	44.6%
WIOA Adult	22,333	50,000	27,667	55.3%
WIOA Dislocated Workers	1,844	15,000	13,156	87.7%
WIOA Youth	14,450	30,000	15,550	51.8%
Subtotal	46,386	126,310	79,924	63.3%
TOTAL TRAINING & SUPPORT SVCS	4,294,457.52	9,595,628	5,350,361	55.8%
GRAND TOTAL	7,008,935	14,740,748	7,781,004	52.8%

**SELACO WDB
Balance Sheet
2/28/2025**

	Employment Training Panel (ETP)	Preschool & Facilities Revolving Funds	Transitional Subsidized Employment (TSE)	WIOA Adult	WIOA Dislocated Workers	WIOA Youth	WIOA Rapid Response / LOA	Other Grants	General Funds	Pools	Total
Assets											
Cash & Cash Equivalents	165,141	7,107,262	10,368	(185,982)	(26,130)	(90,085)	(14,392)	6,824	302,835	(5,844)	7,269,997
Petty Cash	-	-	-	-	-	-	-	-	-	5,000	5,000
Accounts Receivable	(14,125)	-	3,600	18,712	-	(851)	-	80,571	-	363	88,270
Prepaid Expenses	-	-	-	-	-	-	-	-	-	-	-
Advance to CBOs	-	-	-	-	-	-	-	-	-	-	-
Deposit	-	9,100	-	-	-	-	-	-	-	20,238	29,338
Due from Other Fund	-	-	-	-	-	(45,912)	-	-	202,164	-	156,252
Fixed Assets	-	1,005,713	-	-	-	-	-	-	-	-	1,005,713
Accumulated Depreciation	-	(1,005,713)	-	-	-	-	-	-	-	-	(1,005,713)
Total Assets	151,016	7,116,362	13,968	(167,270)	(26,130)	(136,848)	(14,392)	87,395	504,999	19,756	7,548,857
Liabilities and Net Assets											
Liabilities											
Accounts Payable	306,930	-	-	-	-	29,352	-	39,156	-	-	375,438
Accrued Expenses	-	-	-	-	-	-	-	1,332	-	-	1,332
Capital Lease Payable	-	-	-	-	-	-	-	-	-	-	-
Due to LA ECE - Credit Line	-	-	-	-	-	-	-	-	-	-	-
Due to Companies (ETP)	-	-	-	-	-	-	-	-	-	-	-
Due to Department of Education	-	9,100	-	-	-	-	-	-	-	-	9,100
Due to EDD	-	-	-	-	-	-	-	-	-	29,115	29,115
Due to ETP	-	-	-	-	-	-	-	-	-	-	-
Due to Toastmasters Intl	-	-	-	-	-	-	-	-	-	-	-
Due to CSS	-	-	-	-	-	-	-	-	-	-	-
Due to Vendors (ETP)	-	-	-	-	-	-	-	(450)	-	-	(450)
Due to Other Fund	35,449	-	31,925	21,062	-	-	-	113,728	-	(45,912)	156,252
Payroll Clearing	-	-	-	-	-	-	-	-	-	36,553	36,553
Revenues Received in Advance	108,861	7,194,534	80,909	-	-	(46,912)	-	1,332	-	-	7,338,725
Suspended Account	-	-	-	-	-	-	-	-	-	-	-
Total Liabilities	451,240	7,203,634	112,834	21,062	(26,130)	(17,560)	-	155,097	-	19,756	7,946,065
Net Assets											
Current YTD Net Income	(228,063)	(105,293)	(182,924)	(188,327)	(26,130)	(119,294)	(14,392)	(70,378)	77,069	-	(857,731)
Unrestricted	(72,161)	18,021	84,058	(6)	-	6	-	2,675	427,930	-	460,522
Total Net Assets	(300,225)	(87,272)	(98,866)	(188,332)	(26,130)	(119,288)	(14,392)	(67,702)	504,999	-	(397,208)
Total Liabilities and Net Assets	151,016	7,116,362	13,968	(167,270)	(26,130)	(136,848)	(14,392)	87,395	504,999	19,756	7,548,857



Operations Report

8TH REPORT OF PY 2024 – PY 2025

JULY 1, 2024 – FEBRUARY 28, 2025

TABLE OF CONTENTS

Purpose.....	2
Spotlight.....	3
In-the-Know with SELACO.....	4
America’s Job Center of California (AJCC) Overview	5
Career Services	6
Events	6
Adult Job Seeker Programs.....	6
Events.....	6
WIOA Adult.....	7
WIOA Dislocated Worker (DW)	8
Transitional Subsidized Employment (TSE).....	9
WIOA Youth SELACO.....	10
WIOA Youth ABC.....	11
WIOA Youth Hawkeye	12
Youth@Work	13
Bridge to Work.....	14
Business Services.....	15
Business Needs Assessment	16
Employer Training Panel (ETP).....	17
Special and Regional Programs.....	18
Child Development Program Regional Supportive Services 3.0	18
Council of Governments (COG) - Homeless employment program	19
Regional Equity and Recovery Partnership (RERP)	20
Prison 2 Employment (P2E)	21
Homeless Initiative (HOME)	22
Helping Justice Involved Employment (HIRE).....	23
Glossary of Terms	24

PURPOSE

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

SELACO WDB Takes Action at Day at the Capitol!

SELACO WDB proudly participated in the annual Day at the Capitol, hosted by the California Workforce Association (CWA) where Workforce Development Boards from across California united to provide information to representatives from our local area on key workforce initiatives and local WDB initiatives. Representing SELACO WDB, SELACO WDB Deputy Director of Policy & Compliance, Strategic Partnerships, ETP and IT-Sandra Michel, SELACO WDB Youth Coordinator-David Cardenas, and Downey Adult School Principal and SELACO WDB Board Member-Blanca Rochin engaged in meaningful discussions with representatives from the offices of Assemblymember Jose Luis Solache, Assemblywoman Blanca Pacheco, Senator Lena Gonzalez, Senator Bob Archuleta, and Assemblywoman Sharon Quirk-Silva.

A major success from the day—our team secured Assemblywoman Quirk-Silva’s co-authorship for both key workforce bills, strengthening CWA’s efforts!

This event provided a vital platform to highlight workforce priorities, ensuring our region’s needs are heard at the state level.

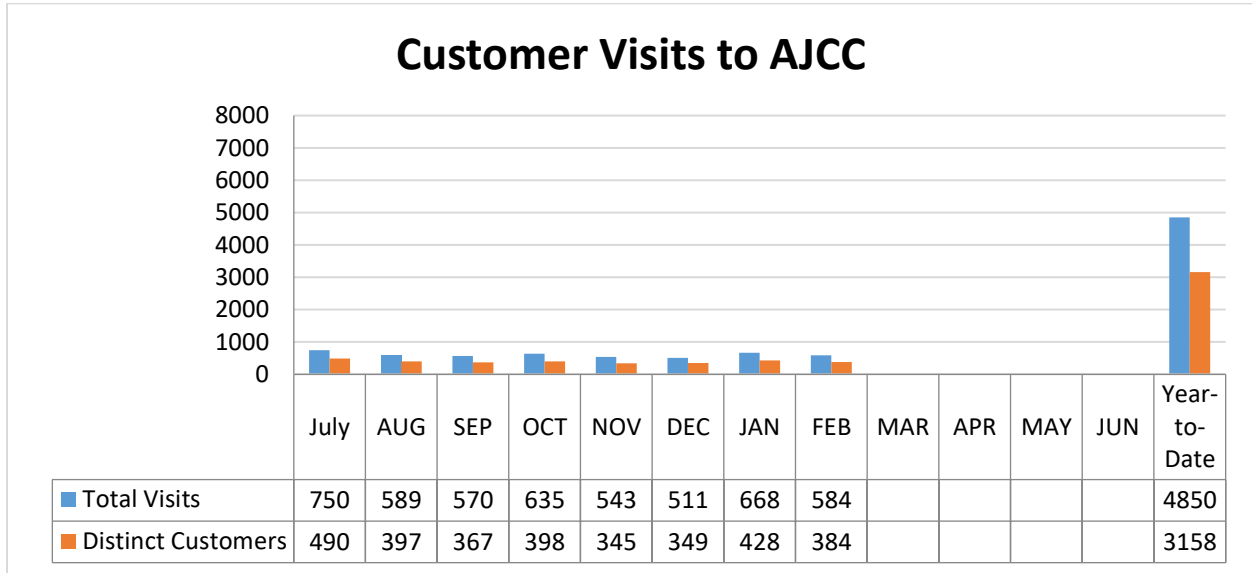
Below are photos of our team meeting with Assembly Woman Quirk Silva, Ben Edelstein, a staffer representing Senator Archuleta, and our impromptu "street meeting" with Senator Archuleta himself.



IN-THE-KNOW WITH SELACO

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

Program Year 2024 – 2025



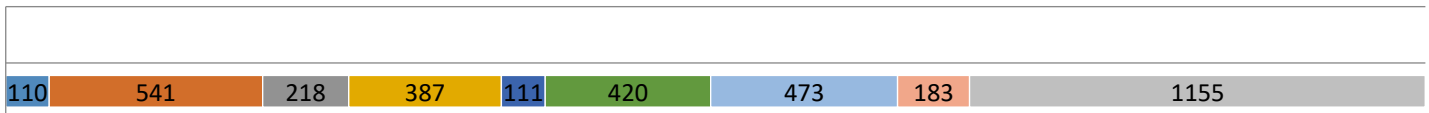
Program Year 2023 – 2024

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

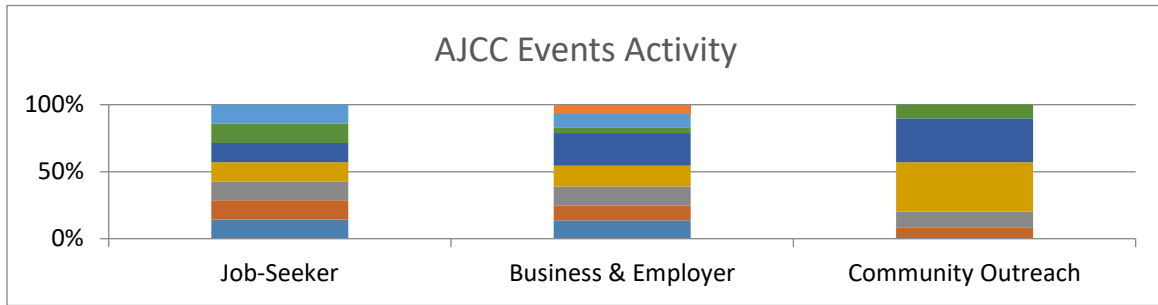
Due to CalJOB reporting issue cities could not be updated

Customer Visits by City

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



EVENTS



ADULT JOB SEEKER PROGRAMS

EVENTS

JOB SEEKER EVENTS	DESCRIPTION
Virtual Job Club	Partnered with Microsoft to host a LinkedIn presentation
Virtual Youth Workshops	Virtual workshops for youth focused on job readiness, job preparation, interview skills, and resume building
Reemployment Services and Eligibility Assessment (RESEA)	EDD host a workshop to Review of job search activity and sharing of resource information.
Job Interview Preparation and Practice Workshop	It is the interview that lands the job offer, NOT the résumé. Ease those Job Interview jitters with preparation and practice.
Be a Super Star Employee Workshop	This workshop offers an opportunity to learn how to become the employee that you would be proud to be.
Career Academy for Targeted Sectors (CATS)	Virtual bootcamp for young adults, allowing them the opportunity to establish a career pathway.
BUSINESS & EMPLOYER EVENTS	DESCRIPTION
Securitas	Recruitment
Los Angeles Police Department	Recruitment
Paramount	State of the City Event
Lakewood	State of the City Event
Bellflower	Morning Mingle Chamber Event
Artesia	Chamber Breakfast Networking Event
OUTREACH EVENTS	DESCRIPTION
Boots on Ground – Cerritos	Rapid Response visit Forever 21
Boots on Ground – Downey	Rapid Response visit Forever 21
Boots on Ground – Lakewood	Rapid Response visit Forever 21
Boots on Ground – Norwalk	CAP Roundtable Meeting
Boots on Ground – Santa Fe Springs	NTMA Student Graduation
Boots on Ground – Anaheim	Job Fair at the Anaheim Swap meet
Boots on Ground – Chono	Chino Prison Resource Fair
Boots on Ground – Lakewood	JoAnn Fabrics Rapid Response
Boots on Ground – Lakewood	State of the City
Boots on Ground – Downey	Participation at Whole Child
Boots on Ground – Los Angeles	SCAN Network Mixer
Boots on Ground – Harbor City	Arise and Go-Harbor City Event
Boots on Ground – Downey	Downey Adult School

WIOA ADULT

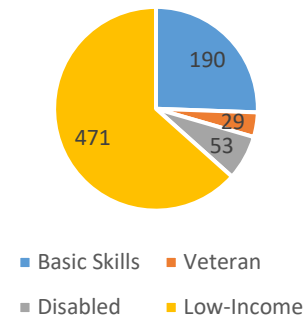
To prepare workers -- particularly individuals with barriers to employment -- for good jobs by providing job search assistance and training. The Adult Program provides an emphasis on serving public assistance recipients, other low-income individuals, and individuals who are low-skilled.

WIOA PERFORMANCE INDICATORS PER QUARTER

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

Activity Breakdown	
Carryover	191
Enrollments	237
Exits	126
Employed at Closure	34
Program Services	
Occupational Skills Training	55
On the Job Training	2
Transitional Jobs	6
Supportive Services	120
Follow-up Services	108

Priority Population



WIOA Adult Enrollment by City

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



WIOA DISLOCATED WORKER (DW)

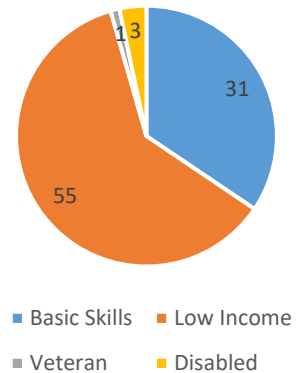
To prepare workers -- particularly individuals recently separated from employment -- for good jobs by providing job search assistance and training. The Dislocated Worker Program provides an emphasis on serving transitioning veterans, homemakers, recently unemployed, and struggling independent business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

WIOA PERFORMANCE INDICATORS PER QUARTER

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

Activity Breakdown	
Carryover	28
Enrollments	23
Exits	11
Employed at Closure	5
Program Services	
Occupational Skills Training	9
On the Job Training	0
Supportive Services	26
Follow-up Services	21

Priority Population



WIOA Dislocated Worker Enrollment by City

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



TRANSITIONAL SUBSIDIZED EMPLOYMENT (TSE)

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

TSE PERFORMANCE INDICATORS PER QUARTER

TSE Performance Measures PY 24/25	Allocations	Goal	Actual
Projected Enrollments	25	25	15
Exit and Follow-up 6 Months After Exit	25	25	58

Carryover
44

TSE WEX PLACEMENT BY CITY

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



WIOA YOUTH SELACO

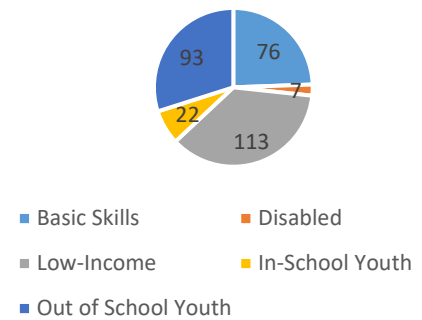
To prepare youth (ages 14-24) with barriers to employment – for good jobs by providing career exploration and training. The Youth Program provides an emphasis on serving public assistance recipients, other low-income individuals, basic skills deficient, pregnant or parenting young, foster youth, and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

WIOA PERFORMANCE INDICATORS PER QUARTER

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

Out-of-School Activity Breakdown	Actual
Carryover	61
Enrollments	52
Exits	23
Employed/ Placed at Closure	2
Program Services	
Occupational Skills Training	18
Enrolled in Secondary Education	2
Work Experience	24
Supportive Services	101
Follow-up Services	3

Priority Population



WIOA Youth Enrollment By City

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



WIOA YOUTH ABC

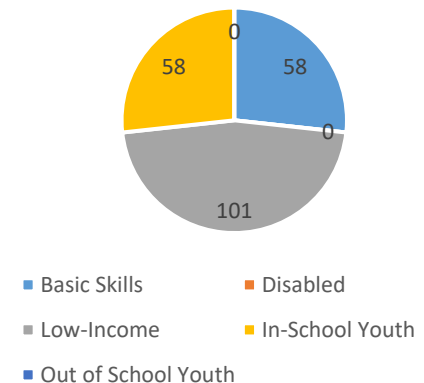
To prepare youth (ages 17-21) with barriers to employment – for good jobs by providing career exploration and training. The Youth Program provides an emphasis on serving public assistance recipients, other low-income individuals, basic skills deficient, pregnant or parenting young, foster youth, and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

WIOA PERFORMANCE INDICATORS PER QUARTER

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

In-School Activity Breakdown	Actual
Carryover	45
Enrollments	13
Exits	0
Employed/ Placed at Closure	0
Program Services	
Enrolled in Secondary Education	10
Work Experience	10
Supportive Services	0
Follow-up Services	0

Priority Population



WIOA Youth Enrollment By City

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



WIOA YOUTH HAWKEYE

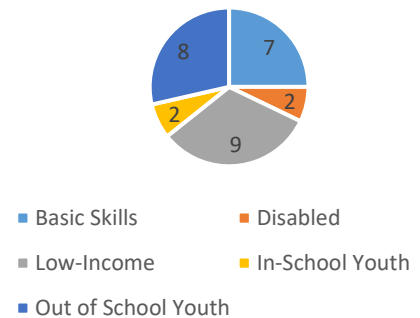
To prepare youth (ages 17-21) with barriers to employment – for good jobs by providing career exploration and training. The Youth Program provides an emphasis on serving public assistance recipients, other low-income individuals, basic skills deficient, pregnant or parenting young, foster youth, and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

WIOA PERFORMANCE INDICATORS PER QUARTER

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

In-School & Out of School Activity Breakdown	Actual
Carryover	0
Enrollments	10
Exits	0
Employed/ Placed at Closure	0
Program Services	
Enrolled in Secondary Education	2
Work Experience	2
Supportive Services	20
Follow-up Services	0

Priority Population



WIOA Youth Enrollment By City

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



YOUTH@WORK

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

YOUTH@WORK ENROLLMENT GOALS

Agency	CalWORKs		Foster		JJCPA		Other Under Served Youth (OUSY)		System Involved Youth (SIY)		TOTAL	
	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual
City of Hawaiian Gardens	15	7	N/A	N/A	N/A	N/A	35	34	20	20	70	61
Artesia	N/A	N/A	N/A	N/A	N/A	N/A	20	19	N/A	N/A	20	19
ABCUSD	15	11	N/A	N/A	N/A	N/A	30	29	20	11	65	51
SELACO	10	1	15	15	4	1	5	5	5	4	25	26

Progress	CalWORKS	Foster	JJCPA	OUSY	SIY	Total
Enrollments	19	15	1	87	35	157
Exits	0	0	0	19	9	28

Youth@Work Enrollment by City

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



BRIDGE TO WORK

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

BRIDGE TO WORK PERFORMANCE INDICATORS PER QUARTER

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

PY23-24 Carryover
4

Bridge to Work Enrollment by City

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

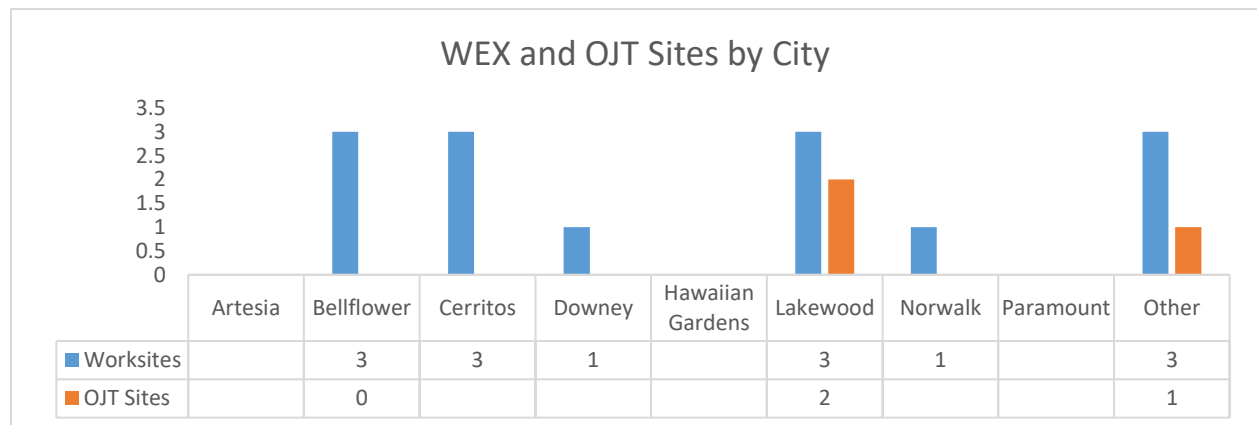


BUSINESS SERVICES

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

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

Activity Breakdown	
Job Fairs/ Special Recruitments	23
Job Development	2
Resume Referral	28
Candidate Pre-screening	0
Employer Networking	113
Referral to Community Services	46
Tax Credit Program Awareness	44
Rapid Response	5
Lay-off Aversion	0
Total	261



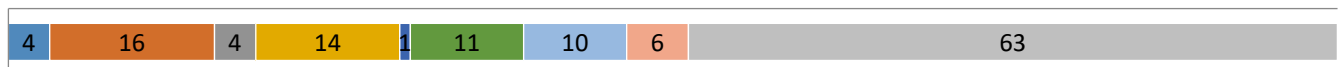
BUSINESS NEEDS ASSESSMENT

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

Business Needs Assessment					
Goal: 100			Actual: 129		
Completed: 129			Outcome: 163		
Industry		Type of Need		Results	
Construction	10	Recruitment and hiring	83	Recruitment and hiring	2
Healthcare	20	Upskills training for current employees.	7	Upskills training for current employees.	2
Hospitality	44	Subsidized wages for new employees/ trainees	28	Subsidized wages for new employees/ trainees	10
Information Technology (IT)	1	Layoff prevention and aversion	3	Layoff prevention and aversion	1
Logistics	5	Tax Incentives	0	Tax Incentives	20
Manufacturing	4	Other:	8	Other:	128
Other:	45				

Business Needs Assessment

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



EMPLOYER TRAINING PANEL (ETP)

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

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

SPECIAL AND REGIONAL PROGRAMS

CHILD DEVELOPMENT PROGRAM REGIONAL SUPPORTIVE SERVICES 3.0

Facilities	Planned Enrollments	Actual Enrollments
A. J. Padelford Child Development Center 11922 169 th Street, Artesia, CA 90701 Center Director: Liz Quintanilla Phone Number: (562) 926-2427	18	24
Artesia Child Development Center 18730 Clarkdale Avenue, Artesia, CA 90701 Center Director: Malajat Raja Phone Number: (562) 653-0290	60	71
Bellflower Child Development Center 447 Flower Street, Bellflower, CA 90706 Center Director: Regina Mayo Phone Number: (562) 804-7990	20	36
Bellflower II Child Development Center 14523 Bellflower Blvd., Bellflower, CA 90706 Phone Number: (562) 867-8399	47	58
Lakewood Child Development Center 5225-A Hayter Avenue, Lakewood, CA 90712 Center Director: Maria Navarro Phone Number: (562) 531-9440	28	49
Maywood Child Development Center 4803 58 th Street, Maywood, CA 90270 Center Director: Silvia Guzman Phone Number: (323) 560-5656	33	52
Norwalk Child Development Center 14000 San Antonio Drive, Norwalk, CA 90650 Center Director: Silvia Guzman Phone Number: (562) 864-1958 ++0	28	36
Total	234	326

COUNCIL OF GOVERNMENTS (COG) - HOMELESS EMPLOYMENT PROGRAM

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

The role of each partner:

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

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

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

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

Referral Activity		
	Planned	Actual
Referrals to SHARE	N/A	4
Referrals from SHARE	N/A	7
Enrollments	50	7

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

PY23-24 Carryovers
8

COG Home Enrollment by City

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



REGIONAL EQUITY AND RECOVERY PARTNERSHIP (RERP)

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

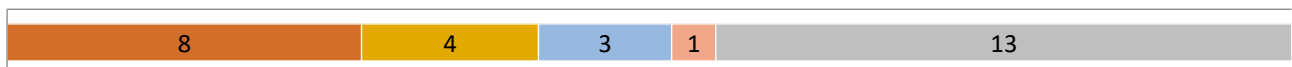
Contract Term April 18, 2023 – October 31, 2025

RERP PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Planned	Actual
New Enrollment	35	29
Individuals in Training	35	21
Individuals Completed Training	30	21
Attained Industry Recognized Certificate or Credential	30	21
Employment Obtained	30	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.

Contract Term April 4, 2023 – December 31, 2025

P2E INITIATIVE PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Planned	Actual
New Enrollment	26	27
Individuals in Training	9	10
Individuals Completed Training	8	7
Attained Industry Recognized Certificate or Credential	8	7
Placement in Postsecondary Education	1	0
Placement in State Approved Apprenticeship	3	1
Employment	16	10

P2E Enrollment by City

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



HOME INITIATIVE - HOME

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

HOME INITIATIVE PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Planned	Actual
New Enrollment	15	6
WIOA Co-enrollments	11	6
Placements	11	1
Exits	N/A	6

Program Services	Planned	Actual
Follow-up Services	11	0
On the job Training	7	0
Transitional Jobs	8	2
Supportive Services	N/A	4

PY23-24 Carryovers
8

HOME Enrollment by City

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



HELPING JUSTICE-INVOLVED EMPLOYMENT - HIRE

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

Key focus areas include:

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

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

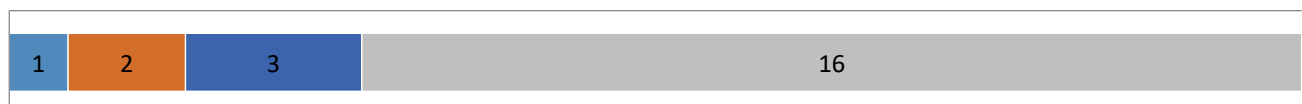
HOME INITIATIVE PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Planned	Actual
New Enrollment	60	22
Enrolled In Training	24	0
Completed Training	19	0
Attained Industry-Identified Certificate or Degree	19	0

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

HIRE Enrollment by City

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



GLOSSARY OF TERMS


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



MEMORANDUM

DATE: March 27, 2025

TO: SELACO WDB Board of Directors

FROM: Yolanda L Castro, Executive Director 

RE: Universal Work Experience Agreement

The Southeast Los Angeles County Workforce Development Board (SELACO WDB) is seeking the approval of a Universal Work Experience (WEX) Agreement that consolidates all SELACO WDB WEX programs under Workforce Innovation and Opportunity Act (WIOA) regulations while allowing for addendums to incorporate new funding streams that require prescribed WEX agreements or additional attachments beyond WIOA.

SELACO WDB administers multiple work experience programs funded through WIOA and other external state, county or local funding sources. Currently, each funding stream often requires a separate agreement, creating an administrative burden on employers, staff, and participants. Employers engaging in multiple programs must sign different contracts, even when the work experience structure remains similar. Additionally, youth participants transitioning from Youth at Work into WIOA-funded services, or co-enrolled in multiple programs face unnecessary paperwork and delays.

To enhance efficiency and support seamless participant transitions, SELACO WDB proposes the adoption of a Universal WEX Agreement that:

- **Standardizes** core WEX terms and conditions across all SELACO WDB funding sources and within WIOA regulations.
- **Allows for Addendums** to integrate new WEX opportunities funded through additional sources while ensuring compliance with their specific requirements.
- **Reduces Employer Burden** by enabling businesses to participate in multiple WEX programs without the onboarding of multiple agreements.
- **Facilitates Co-Enrollment & Transitions** by ensuring participants can move between programs with minimal administrative barriers, when applicable.

Benefits include:

- **Increases Employer Engagement:** Employers can seamlessly offer work experience opportunities across multiple programs without contract redundancies.
- **Enhances Workforce Pipeline:** Youth at Work becomes a clear pathway into WIOA-funded long-term services, when applicable.
- **Improves Program Efficiency:** Staff can focus on service delivery rather than redundant contract management.
- **Supports Compliance & Flexibility:** Maintains WIOA regulatory compliance while incorporating additional funding opportunities as they arise.

Action Required:


Approve the adoption of the Universal Work Experience (WEX) Agreement to be utilized across all current and future WEX programs, with the flexibility to incorporate addendums for new funding streams as needed, effective March 01, 2025.



MEMORANDUM

DATE: March 27, 2025

TO: SELACO WDB Board of Directors

FROM: Yolanda L Castro, Executive Director 

RE: Approval of Disability, Access, Equity, and Inclusive (DAEI) Grant Award and Contracting Authority

Overview

The Southeast Los Angeles County Workforce Development Board (SELACO WDB) staff is pleased to announce that following the successful submission of a funding request, SELACO WDB has been awarded a \$993,000 Disability Access, Equity, and Inclusion (DAEI) grant through the Employment Development Department (EDD) in collaboration with the California Department of Rehabilitation (DOR). This funding is dedicated to strengthening partnerships between Workforce Innovation Opportunity Act (WIOA) Title I and IV programs, enhancing cross-system collaboration, and improving employment outcomes for individuals with disabilities accessing services at America's Job Centers of California (AJCCs). The grant period extends from August 2025 through April 2027.

Background: The DAEI Partnership

In 2019, SELACO WDB played a key role in the development of the California Competitive Integrated Employment Blueprint (CCIEB), which led to the creation of the Southeast Los Angeles County Local Partnership Agreement (SELAC-LPA) in 2020. This agreement connected services for individuals with intellectual and developmental disabilities (ID/DD) through partnerships with the Department of Rehabilitation, Local Regional Centers, Local Education Agencies, and community organizations, including SELACO WDB and Goodwill.

While the CCIEB presented a promising framework for a wraparound system of services for ID/DD individuals, its implementation was stalled due to the onset of the COVID-19 pandemic. Now, with the release of the DAEI funding opportunity, SELACO WDB has the chance to revive and fully implement the 2020 blueprint.

To meet the grant's objectives, SELACO WDB has identified two strategic partners with extensive experience in supporting ID/DD individuals. These partners were instrumental in the grant's design and development and will play a critical role in its execution:

- 1. Zavikon**

Zavikon is dedicated to improving employment outcomes for individuals who are

uniquely abled and underserved. Through job placement services, employer education, and advocacy, Zavikon ensures sustainable employment opportunities. As a DAEI partner, Zavikon will:

- Provide specialized training for SELACO WDB staff and key partners on best practices for serving individuals with disabilities.
 - Deliver career coaching services to 25 of the 50 planned program participants.
 - Support employer engagement strategies to foster inclusive hiring practices.
- The total contract amount for Zavikon is anticipated to be **\$298,500**.

2. Consultant: Michael Bernick

Michael Bernick, an esteemed workforce development professional and former Director of California's Employment Development Department (EDD), brings over four decades of experience in job training and employment initiatives. As a consultant for the DAEI grant, Mr. Bernick will:

- Lead program evaluation and strategic development efforts.
- Research and implement best practices for co-enrollment, co-case management, and shared customer practices between WIOA Title I and IV programs.
- Strengthen cross-system collaboration to enhance service delivery. The total contract amount for Mr. Bernick is estimated at **\$52,000**.

Anticipated Impact


The SELACO WDB team is enthusiastic about this partnership, which is expected to drive systemic improvements in employer engagement and service delivery for individuals with disabilities. The collaboration with Zavikon and Mr. Bernick will enhance the effectiveness of workforce programs and create lasting change in how employment services are delivered to this underserved population.

Action Requested

1. Authorize staff to accept the DAEI grant award of \$993,000.
2. Authorize staff to initiate a contract with Zavikon for an amount not to exceed \$300,000.
3. Authorize staff to initiate a contract with consultant Michael Bernick for an amount not to exceed \$75,000.



MEMORANDUM

DATE: March 27, 2025
TO: SELACO WDB Board of Directors
FROM: Yolanda L Castro, Executive Director 
RE: Approval of SELACO WDB Budget Modification for Program Year 2024-2025

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) 2024-25. SELACO WDB staff presents our 2024-2025 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 2024-2025 reflects a net increase of \$136,633, representing a modest uptick of approximately 0.90% compared to the budget approved on July 25, 2024.

Increases totaling \$182,100 to the revenue budget are as follows:

- 1) **Employment Training Panel (ETP) Grant:** An increase of \$7,927, reflecting the combined total of carried-over funds from the current grant and projected revenues from new grant for PY 2024-2025.
 - #01. Employment Training Panel (ETP) Grant (+ \$7,927)

- 2) **Special Projects:** An increase of \$18,723 from continued and carried-over funds for the following grants:
 - #02. Gateway Cities Homeless Employment (H2E) Program (+ \$207)
 - #04. LA County Youth@Work-Probation (+ \$17,800)
 - #07. Prison to Employment (P2E 2.0) (+ \$213)
 - #08. Regional Equity and Recovery Partnership (RERP) (+ \$257)
 - #11. Bridge to Work (B2W) Youth-Carry Over (+ \$246)

- 3) **Workforce Innovation and Opportunity Act (WIOA) Formulas Carried-Over Funds and Transfers:** An increase of \$151,776 is due to the reconciliation of year-end estimates to actuals of PY 2023-2024 WIOA formulas funds:
 - #13. WIOA Adult-Carry Over (+ \$68,831)

- #16. WIOA Dislocated Workers-Carry Over (+ \$8,309)
- #19. WIOA Youth-Carry Over (+ \$74,636)

Additionally, we propose transferring up to \$100,000 from the WIOA Dislocated Worker allocation to the WIOA Adult program. Previously, we requested a 60% transfer, which was approved by the WDB Board on July 25, 2024. This additional transfer of \$100,000 represents approximately 8.9%, bringing the total transfer to 68.9%.

In accordance with the State's Directive, local areas may transfer up to 100% of funds between these programs as needed. This adjustment aligns resources with our enrollment trends, where most participants in intensive programs qualify under the adult category rather than as dislocated workers. This reallocation better reflects our current customer base and enhances flexibility in addressing job seekers' needs at our America's Job Center of California (AJCC).

- #15. WIOA Adult (+ \$100,000)
- #18. WIOA Dislocated Workers (- \$100,000)

- 4) **One-Stop Partners' Shared Costs:** An increase of \$3,674 due to revised estimates of shared infrastructure costs, including rent, telephone/internet, security guard, and repair/maintenance costs:

- #23. Other Revenues: Shared Infrastructure Costs from One-Stop Partners (+ \$3,674)

Decreases totaling \$45,467 to the revenue budget are from the **Transitional Subsidized Employment (TSE)** performance-based grants, which include a reduction of \$45,000 (or 25 slots at \$1800/slot) from PY 2024-25 revenue estimates and a reduction of \$467 in carried-over revenues earned in PY 2023-24:

- #09. Transitional Subsidized Employment (TSE) – Carry Over (- \$467)
- #10. Transitional Subsidized Employment (TSE) (- \$45,000)

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

Projected Expenditures Budget

The Total Expenditure Budget for PY 2024-2025 reflects a net decrease of \$148,622, equating to a 1.01% reduction: Key changes are as follows:

- 1) **Personnel Costs:** Decreased by \$158,156 (3.93%) due to factors such as annual step increases, resignations, unfilled positions, and unanticipated medical leaves. This also includes salary adjustments resulting from the organization's restructuring and the new pay scale approved by the WDB Board on January 23, 2025 and became effective on February 24, 2025. The new pay scale was established following SELACO WDB's required biennial review to ensure the organization remains competitive and supports retention at mid- and senior-level positions.
- 2) **Non-Personnel Costs:** Decreased by \$85,814 (7.69%), reflecting alignment with actual expenditures and projections from March through June 2025. Notable changes are as follows:

- Conferences/Staff Development – Decreased by \$49,814 due to several factors: (1) SELACO WDB staff's decision not to attend the annual National Association of Workforce Boards (NAWB) Forum in Washington, D.C., which had a budget allocation of \$20,000; (2) cancellations or unavailability of some originally budgeted conferences; and (3) the rescheduling of certain planned conferences to the next fiscal year or a different timeframe.
- Telephone & Internet – Increased by \$3,000 due to provider rate increase.
- Outreach & Recruitment – Decreased by \$15,000 due to the deobligation of funds allocated for the Virtual Job Fair Platform, which was put on hold to allow for further research.
- Subscriptions/Dues/Memberships – Increased due to rising subscription costs and the continued use of essential technology to enhance SELACO WDB's virtual service delivery.
- Professional Services Fees – Increased by \$10,000 due to additional construction work in the Career Center/Computer Lab, which is necessary to free up space for employee and onsite partners.
- Legal Fees – Decreased by \$40,000 due to reimbursement from insurance company for litigation expenses since 2021.

Overall, in-house costs have been reduced by \$243,970, representing a reduction of 4.74%. This is a combined reduction of personnel costs of \$158,156 and non-personnel costs of \$85,814.

- 3) Training and Support Services: Increased by \$95,348, reflecting a 0.99% rise 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 Projected 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 \$1,741,405. This signifies a notable increase of \$284,813 compared to the budget approved on July 25, 2024.

Action Required:

Approve budget modification for Program Year 2024-2025 as submitted.

**SELACO WDB
PROJECTED REVENUE BUDGET
PROGRAM YEAR 2024-2025**

REVENUE SOURCES	REVENUES APPROVED ON 7/25/24	PROPOSED BUDGET	INCREASE / (DECREASE)	NOTES
1 Employment Training Panel (ETP) Grant	445,500	453,427	7,927	1,2
2 Gateway Cities Homeless Employment (H2E) Program	254,206	254,413	207	1
3 Hired LA Program	411,100	411,100	-	
4 LA County: Youth @ Work	814,800	832,600	17,800	2
5 LA County: Homeless (Measure H)	148,500	148,500	-	
6 Preschool Grant	5,593,899	5,593,899	-	
7 Prison to Employment (P2E 2.0)	62,500	62,713	213	1
8 Regional Equity and Recovery Partnership (RERP)	166,750	167,008	257	1
9 Transitional Subsidized Employment (TSE) - Carry Over	64,350	63,883	(467)	1
10 Transitional Subsidized Employment (TSE)	90,000	45,000	(45,000)	2
11 Bridge To Work (B2W) Youth - Carry Over	5,750	5,996	246	1
12 Bridge To Work (B2W) Youth	14,400	14,400	-	
13 WIOA Adult - Carry Over	1,377,000	1,445,831	68,831	1
14 WIOA Adult	1,501,711	1,501,711	-	
15 WIOA Adult - Transfer from WIOA Dislocated Workers	672,820	772,820	100,000	3
16 WIOA Dislocated Workers - Carry Over	241,000	249,309	8,309	1
17 WIOA Dislocated Workers	1,121,366	1,121,366	-	
18 WIOA Dislocated Workers - Transfer to WIOA Adult	(672,820)	(772,820)	(100,000)	3
19 WIOA Youth - Carry Over	1,510,068	1,584,704.24	74,636	1,4
20 WIOA Youth	1,543,929	1,543,929	-	
21 WIOA Rapid Response	131,312	131,312	-	
22 WIOA Lay-Off Aversion	38,616	38,616	-	
23 Other Revenues - Shared Infrastructure Costs from One-Stop Partners	112,714	116,388	3,674	1
TOTAL OPERATING REVENUES	15,649,471	15,786,103	136,633	
25 Non-WIOA Training Revenues	547,870	547,428	(442)	
TOTAL REVENUES	16,197,341	16,333,531	136,190	

NOTES:

- 1 Annual funding and adjustments, including projected increase or reduction to carry-overs.
- 2 Additional revenues/revenue adjustments received after submission of budget on July 25, 2024
- 3 Interfund transfers from WIOA Dislocated Worker funds to WIOA Adult funds.
- 4 State waived recapture of \$73,298.84 due to not meeting 80% obligation requirement.

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

LINE ITEM DESCRIPTION	APPROVED BUDGET ON 7/25/24	PROPOSED BUDGET	INCREASE / (DECREASE)	NOTES
PERSONNEL COSTS				
Salaries & Wages	3,078,775	2,950,521	(128,253)	
Payroll Taxes/Worker Compensation	277,031	278,679	1,648	
Employee Benefits	672,761	641,210	(31,551)	
TOTAL PERSONNEL COSTS	4,028,566	3,870,410	(158,156)	1
NON-PERSONNEL COSTS				
Mileage	10,000	10,000	0	
Conferences/Staff Development	185,650	135,836	(49,814)	1
Meeting Expenses	25,000	25,000	0	
Rent	381,304	381,304	0	
Telephone/Internet	23,100	26,100	3,000	1
Furniture & Equipment	65,000	65,000	0	
Repair & Maintenance	17,000	17,000	0	
Outreach/Recruitment	55,000	40,000	(15,000)	1
Supplies	55,000	55,000	0	
Subscriptions/Dues/Memberships	91,000	97,000	6,000	1
Insurance	40,500	40,500	0	
Professional Services Fees	125,000	135,000	10,000	1
Legal Fees	40,000	-	(40,000)	1
Bank Fees/Interest Expense	3,000	3,000	0	
TOTAL NON-PERSONNEL COSTS	1,116,554	1,030,740	(85,814)	
TOTAL IN-HOUSE COSTS	5,145,120	4,901,151	(243,970)	
TRAINING & SUPPORT SERVICES				
Classroom/ OJT/ IWT Payments				
Employment Training Panel (ETP)	230,215	283,859	53,644	2
Hired LA Program	168,000	168,000	0	
LA County - Homeless Initiative (Measure H)	10,000	10,000	0	
Prison to Employment (P2E)	10,141	8,722	(1,419)	2
Regional Equity and Recovery Partnership (RERP)	40,850	40,850	0	
WIOA Adult	772,733	831,886	59,153	2
WIOA Dislocated Workers	69,107	78,027	8,920	2
WIOA Youth	65,328	65,328	0	
Non-WIOA Training Expenditures	547,871	547,428	(443)	2
Subtotal	1,914,244	2,034,100	119,856	

LINE ITEM DESCRIPTION	APPROVED BUDGET ON 7/25/24	PROPOSED BUDGET	INCREASE / (DECREASE)	NOTES
Cost Reimbursements / Contracted Services				
Day Care Pre-School / Renovation	5,294,607	5,294,607	0	
Employment Training Panel (ETP)	60,000	30,000	(30,000)	2
Gateway Cities' Homeless Employment Program	10,000	10,000	0	
Hired LA Program	65,000	65,000	0	
LA County - Youth @ Work	689,355	591,085	(98,270)	3
LA County - Homeless Initiative (Measure H)	15,000	15,000	0	
Regional Equity and Recovery Partnership (RERP)	12,833	12,833	0	
WIOA ETPL Delegation Services	-	5,000	5,000	2
WIOA Youth	793,962	795,241	1,278	2
WIOA One-Stop Operator	50,000	50,000	0	
WIOA Security Guard	55,352	59,321	3,968	4
Subtotal	7,046,110	6,928,086	(118,024)	
Work Experience / Skillz Menu				
Hired LA Program	20,000	20,000	0	
LA County - Youth @ Work	48,510	142,016	93,506	3,5
LA County - Homeless Initiative (Measure H)	59,400	59,400	0	
Prison to Employment (P2E)	8,541	5,857	(2,684)	2
Regional Equity and Recovery Partnership (RERP)	6,361	6,361	0	
WIOA Adult	89,297	89,297	0	
WIOA Youth	264,854	278,671	13,817	2
Subtotal	496,964	601,603	104,639	
Training Supplies				
WIOA Adult	5,000	5,000	0	
WIOA Dislocated Workers	2,000	2,000	0	
WIOA Youth	5,000	5,000	0	
Subtotal	12,000	12,000	0	
Direct Support Payments				
Gateway Cities' Homeless Employment Program	14,397	3,052	(11,345)	2
LA County - Youth @ Work	1,950	5,720	3,770	3,5
LA County - Homeless Initiative (Measure H)	2,000	2,000	0	
Hired LA Program	5,000	5,000	0	
Prison to Employment (P2E)	7,963	4,415	(3,548)	2
Regional Equity and Recovery Partnership (RERP)	0	0	0	
WIOA Adult	50,000	50,000	0	
WIOA Dislocated Workers	15,000	15,000	0	
WIOA Youth	30,000	30,000	0	
Subtotal	126,310	115,187	(11,124)	
TOTAL TRAINING & SUPPORT SERVICES	9,595,628	9,690,975	95,348	1
GRAND TOTAL	14,740,748	14,592,126	(148,622)	1
CURRENT UNOBLIGATED BALANCE	1,456,592	1,741,405	284,813	1

Notes:


1. Refer to budget memo.
2. Increase or decrease is due to change in enrollment plan or goals because of additional or reduction in funding estimates.
3. Realignment of previously budgeted line items due to shift in enrollment slots between service providers and SELACO.
4. Adjustment is due to increase in Security Guard's hourly rate.
5. Increase due to additional expenditures associated with new grant revenues and/or additional funding received.



MEMORANDUM

DATE: March 27, 2025

TO: SELACO WDB Board of Directors

FROM: Yolanda L Castro, Executive Director 

RE: Regional and Local Plans for Program Year (PY) 2025-2028

Background:

In response to California State Directive WSD24-09, titled *Regional and Local Planning Guidance for PY 2025-2028*, the Southeast Los Angeles County Workforce Development Board (SELACO WDB) is responsible for developing a four-year plan that aligns with State requirements. This Plan ensures collaboration with key stakeholders invested in supporting job seekers and businesses in the Southeast Los Angeles region.

SELACO WDB's Local Plan will be submitted to the State as part of the Los Angeles Regional Plan, developed in partnership with the Los Angeles Basin Regional Planning Unit (LABRPU) Workforce Development Boards (WDBs). The LABRPU includes:

- Foothill Workforce Development Board
- Verdugo Workforce Board
- LA County Workforce Board
- LA City Workforce Board
- SouthBay Workforce Investment Board
- Pacific Gateway Board
- SELACO WDB

Each WDB prepares an individual local plan, which is then compiled by the SouthBay Workforce Investment Board, serving as the lead board, to form the LABRPU Regional Plan submitted to the State of California.

Stakeholder Engagement:

To ensure broad-based input and alignment with community needs, SELACO WDB conducted multiple stakeholder meetings, including:

- Local Community Stakeholder Forum held on October 15, 2024
- Business/Economic Development Stakeholder Forum, November 12, 2024
- System Partner Stakeholder Forum, November 12, 2024

Additionally, SELACO WDB hosted a virtual stakeholder meeting to contribute to the development of the LABRPU Regional Plan. This meeting was held October 29, 2024.

Public Comment Period and Public Comment Meeting:

A 30-day public comment period was publicized and open from February 7, 2025, through March 9, 2025, allowing community members to review and provide feedback on the proposed Plan. A virtual public comment meeting was also publicized and held on February 19, 2025, to go over the draft Plan section by section and allow the opportunity for comments from members of the public. At the conclusion of this period, no comments were submitted for Board consideration.

Board Review and Approval:

Attached is the final draft of the SELACO WDB Local Plan, ready for Board review, comments, and approval. Upon Board approval, the SELACO WDB Local Plan will be forwarded to the Policy Board for review and approval at its meeting on April 15, 2025. The WDB and Policy Board approved Local Plan will be submitted to the SouthBay Workforce Investment Board for integration into the LABRPU Regional Plan, which is due to the State of California by June 30, 2025 (Note: The LABRPU was granted an extension to submit its Regional and Local Plans. The original submission date is April 27, 2025.)

Action Required:


- Approve and sign the SELACO WDB Local Plan for PY 2025-2028.
- Confirm submittal of the Local Plan alongside the LABRPU Regional Plan, scheduled for review and approval by the SELACO WDB Board at the May Board meeting.
- Upon approval, authorize submission of the Regional and Local Plans to the State by June 30, 2025.



MEMORANDUM

DATE: March 27, 2025

TO: SELACO WDB Board of Directors

FROM: Yolanda L Castro, Executive Director 

RE: Update on Organizational Chart and Salary Scale Revisions

At the January 23, 2025, board meeting, staff presented, and the Board approved, a revised organizational chart and changes to the Southeast Los Angeles County Workforce Development Board (SELACO WDB) employee salary scale. The approval included bringing job descriptions for all new and revised positions to the Board for review and approval at the March meeting.

As follow-up to the organizational chart and salary scale changes, the following job descriptions for the new positions come to you for your review and approval:

- Deputy Director of Governance, Policy, and Strategic Partnerships/EO Officer
- of Contracts, Policy and Compliance Manager
- Youth Manager
- Administrative Assistant

Revised job descriptions for the following positions will be presented to the Board for review and approval at the May 2025 meeting (*NOTE: the revisions are title changes with minor to no changes in functions):

- Human Resources Manager/EO Officer/Board Relations
- Executive Secretary/HR-Administrative Compliance Coordinator
- Administrative Analyst
- Youth Analyst
- Business Engagement Specialist Analyst
- Adult/Dislocated Worker Analyst
- MIS Analyst

After completion of review and approval of revised job descriptions scheduled to take place in May, moving forward, staff will make it a practice to only bring forward job description new positions add to our organizational structure. All existing job descriptions, for current positions, will not come to the board when revisions are made. Instead, they will be managed in-house. Per SELACO WDB Personnel Policies and Procedures (PPP) Policy #213: job descriptions are updated every year when performance appraisals are given and are approved by the Manager and/or Director and the Executive Director.

Action Required:


Approve the job descriptions for the new positions as presented.



MEMORANDUM

DATE: March 27, 2025

TO: SELACO WDB Board of Directors

FROM: Yolanda L. Castro, Executive Director 

RE: Approval to Release a Request for Proposal for One Stop Operator Services

Per State directive WSD22-13, the Southeast Los Angeles County Workforce Development Board (SELACO WDB) is required to select an American Job Center of California (AJCC) One-Stop Operator (OSO) through a competitive process at least once every four years.

SELACO WDB seeks Board approval to release a Request for Proposal (RFP) for the selection of its One Stop Operator, ensuring compliance with State directive WSD22-13 and fulfilling the competitive procurement requirement.

Additionally, SELACO WDB requests approval to allocate a budget not to exceed \$50,000 per contract year to support the One-Stop Operator's projected deliverables, which will be defined in the negotiated Scope of Work (SOW).

Primary Role and Responsibilities of the One Stop Operator (OSO): The primary role of the One-Stop Operator will be coordinating the implementation of the SELACO WDB negotiated Memorandum of Understanding(s) (MOUs) and Infrastructure Sharing Agreements (IFAs) with all mandated partners. Additionally, the OSO will act as a liaison between the SELACO WDB and AJCC system partners. Responsibilities include:

- Coordinating the integrated service delivery of required AJCC partners and service providers.
- Ensuring the implementation of partner responsibilities and contributions agreed upon in the Memorandum of Understanding (MOU).
- Resolving disputes.
- Addressing grievances.
- Identifying any changes that may be needed to partner working agreements.

- Identifying needs for AJCC partner coordinated activities.
- Convening and facilitating quarterly partner meetings to ensure effective communication in the delivery of services such as partner collaboration and process improvement.
- Implementing recommended changes as identified by the System Management Team (SMT).
- Reporting to Local Boards on operations, performance, and continuous improvement recommendations.
- Implementing applicable policies established by Local Boards.
- Adhering to all applicable federal and state guidance.

Procurement Timeline: The proposed timeline below ensures that the procurement process progresses efficiently, allowing for the appointment of a new AJCC One-Stop Operator (OSO) by July 1, 2025.

- Board Approval to Release RFP: 3/27/2025
- Public Announcement: 4/01/2025
- Release: 4/01/2025
- Bidder's Conference: 4/11/2025
- Proposal Due Date: 5/09/2025
- Proposal Review Process: 5/13/2025
- Board Approval to award contract: 5/22/2025
- AJCC One-Stop Operator in place and Operating: 7/1/2025

Action Required:

Approve the Executive Director to release the One Stop Operator Request for Proposal for the Southeast Los Angeles County Workforce Development Board.


Approve a budget not to exceed \$ 50,000 per contract year for deliverables established under the One Stop Operator's negotiated Scope of Work (SOW).



MEMORANDUM

DATE: March 27, 2025

TO: SELACO WDB Board of Directors

FROM: Yolanda L Castro, Executive Director 

RE: Security Guard Contract

The Southeast Los Angeles County Workforce Development Board (SELACO WDB) currently holds a sublease with the Employment Development Department (EDD), which includes a shared cost agreement for security guard services at the SELACO WDB AJCC.

Upon board approval, SELACO WDB conducted a procurement process in accordance with its policy, resulting in the selection of Allied Universal for security guard services.

Allied Universal was chosen based on its proven ability to deliver comprehensive security services, competitive pricing, and additional value within the service continuum.

The submitted quote from Allied Universal estimates a cost of \$25.98 per hour for a full-time security guard. The proposed contract spans three years and includes provisions for cost-of-living adjustments.

Action Required:

Approve the Executive Director to execute a three-year contract between SELACO WDB and Allied Universal at an hourly rate of \$25.98, with the annual cost to be shared with EDD per the amended sublease agreement.



SELACO WIOA One Stop Operator Report

(Third Quarter 2025 – January, February, March)

Prepared by: David Baquerizo – SELACO One Stop Operator (03/19/25)

One Stop Operator Activities:

Following the SELACO System Management Team (SMT) meeting in January 2025. The month of February involved planning meetings with staff to prepare for One Stop Partner/Stakeholder cross-training sessions. These cross-training sessions are in response to the recently established SELACO continuous improvement plan, which was developed post One Stop Center Re-certification and WIOA Partner MOU agreement completion. These cross-training sessions will better inform each One Stop partner and SELACO staff of the programs and services provided by each agency. The goal of this effort is to increase the number of cross-referrals to each partner agency, enhance the possibility of co-enrollments, share resources, and provide one stop customers with more service options and support.

The plans for the cross-training sessions would be to include the development of an on-line video library which would contain a video recording of each partners cross-training session. These videos could then be utilized for new staff members from any partner agency in order to quickly become educated in one stop partner programs and services. The partner agencies could also utilize the on-line recordings within their customer orientation sessions.

SELACO also plans to add a credential for individual cross-training participants who complete all partner cross-training sessions. They will

receive a certification of completion with the title: Partner Collaboration Specialist, which will in-turn enhance their value in the One Stop System and possibly further their career.

Another target in the SELACO continuous improvement plan, is to develop a One Stop Partner Survey. This would be used to gather one stop partner opinions and scores/ratings of current one stop services and partner collaboration practices. The OSO has been tasked with the development of this survey.


The OSO also attended the Executive Committee and FULL WDB Board Director's meeting on January 23, 2025, and provided a second quarter program report.



MEMORANDUM

DATE: March 27, 2025

TO: SELACO WDB Board of Directors

FROM: Yolanda L Castro, Executive Director 

RE: Ethics Training AB1234

At the June 23, 2016, Southeast Los Angeles County Workforce Development Board (SELACO WDB) meeting, it was announced that all board members are required to take a mandatory two-hour ethics training every two years to comply with AB1234. As of March 27, 2025, the following board members have completed the training:

Aaron Drake – expires March 26, 2025
Blanca Rochin – expires May 25, 2025
Belle Gomez – expires May 30, 2025
Richard LeGaspi – expires October 21, 2025
Connie Chan – expires January 29, 2026
Sergio Cueva – expires May 6, 2026
Michael Segura – expires August 9, 2026
Genoveva Perez – expires January 21, 2027
Larry Wehage – expires February 9, 2027

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

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

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


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



MEMORANDUM

DATE: March 27, 2025

TO: SELACO WDB Board of Directors

FROM: Yolanda L Castro, Executive Director 

RE: Employment Training Panel (ETP) Award

The Employment Training Panel (ETP) was established in 1982 by the California State Legislature and is funded by California employers through a special payroll tax. The panel is composed of appointed members representing business, unions, and state government.

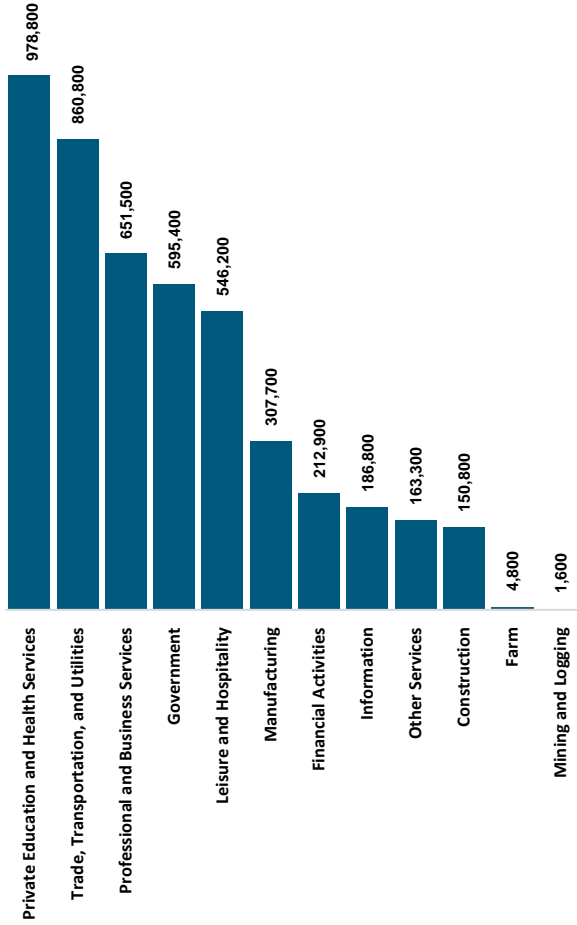
For over 20 years, the Southeast Los Angeles County Workforce Development Board (SELACO WDB) has successfully implemented an ETP program as part of its comprehensive business services. Through this funding, SELACO WDB has the ability to support businesses by providing critical upskilling opportunities that contribute to economic growth and workforce advancement. The current SELACO WDB ETP contract is projected to achieve a 100% completion performance rate, representing the delivery of customized training to a minimum of 12 companies and the upskilling of 475 Trainees.

We are pleased to inform the Board that the Employment Training Panel (ETP) accepted SELACO WDB's application. At the ETP panel meeting on February 28, 2025, SELACO WDB was awarded a \$850,000 allocation to support upskilling initiatives for businesses within our region and surrounding areas. This funding will allow SELACO WDB to continue its commitment to workforce development by providing training opportunities tailored to the needs of local employers.

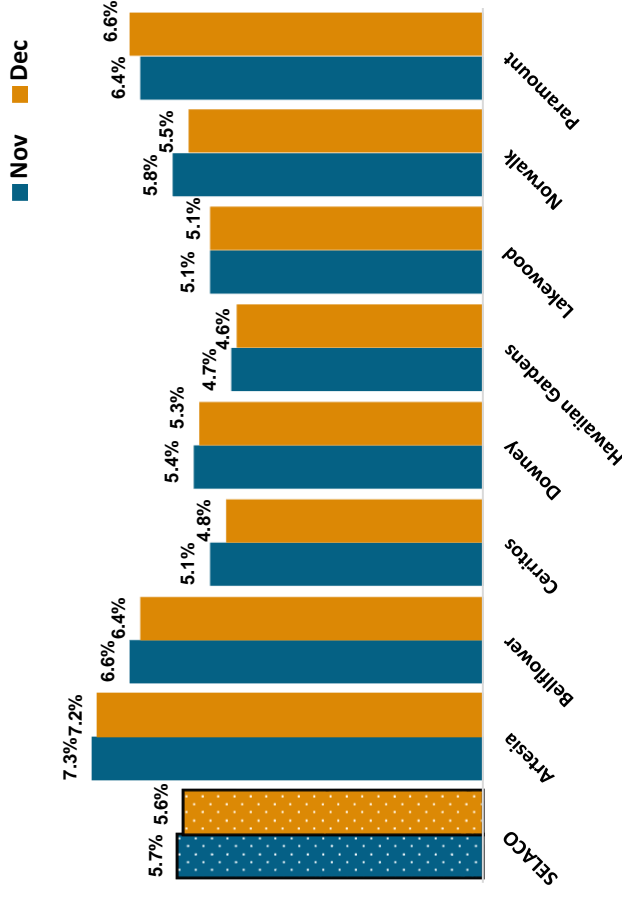
Action Required:

Receive and file

LA County Dec Industry Sectors Ranked by Employment Size¹



Unemployment Rates (%)²



Online Job Postings – December 2024 Help Wanted OnLine³

Top 10 Employers

- Kaiser Permanente – 194
- PIH Health – 86
- Macy’s – 72
- PIH Health Downey - 69
- Starbucks - 58
- Coast Plaza Hospital – 36
- Abercrombie & Fitch – 35
- Kroger - 29
- University of California Irvine - 27
- MLK Jr Community Hospital - 26

Top 10 Occupations

- Retail Salespersons – 368
- Registered Nurses – 302
- First-Line Supervisors of Retail Sales Workers – 156
- Fast Food and Counter Workers – 120
- Customer Service Representatives – 94
- Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products – 89
- Sales Representatives of Services, Except Advertising, Insurance, Financial Services and Travel - 84
- Home Health and Personal Care Aides - 69
- Medical and Health Services Managers – 65
- First-Line Supervisors of Food Preparation and Serving Workers - 64

Top Cities

- Downey – 1,565
- Cerritos – 1,068
- Lakewood – 613
- Norwalk – 585
- Paramount – 358
- Bellflower – 344
- Artesia – 175
- Hawaiian Gardens – 50

Sources: ¹ Current Employment Statistics (Dec 2024), ² Local Area Unemployment Statistics (Dec 2024), ³The Conference Board-Lightcast Help Wanted OnLine® (HWOL) Dec 2024

THANKS

I'll be staying in touch.

Cheers to your great
work in the workforce
in & beyond.

Wainey
Barbara Currie

Dear Selaco WDB 2/4/25
Elite board -

Thank you for celebrating
my retirement & the
beautiful flowers &
perspective.
You're amazing!