

Executive Committee and FULL WDB BOARD OF DIRECTORS' MEETING

May 25, 2023

Thursday

3:00



Executive Committee and FULL WDB BOARD OF DIRECTORS' MEETING

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

**May 25 2023
Thursday
3:00 PM – 5:00 PM**

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

AGENDA

CALL TO ORDER	Wehage	
PLEDGE OF ALLEGIANCE	Wehage	
ROLL CALL	Dameron	
2022-2023		Page 1
PUBLIC COMMENTS	Drake	
CHAIR'S COMMENTS	Wehage	
EXECUTIVE DIRECTOR'S MESSAGE / UPDATE / STAFF REPORT	Castro	
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1C. Approval of Program Report for 07/01/22 – 04/30/23		21

Executive Committee and FULL WDB Board of Directors' Meeting

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ACTION ITEM (S):

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12. Regional Equity and Recovery Partnership Funding	Castro	93
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BUSINESS ADVISORY COMMITTEE REPORT

Derthick

Presentation / Information / Recommendations

ACTION ITEM (S):

NONE

INFORMATION ITEM (S):

ONE STOP OPERATOR REPORT

Girdner

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Presentation / Information / Recommendations

ACTION ITEM (S):

NONE

INFORMATION ITEM (S):

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.

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INFORMATION ITEM (S):

- | | | |
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INTERESTING CORRESPONDENCE

- | | | |
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| 1. Success Story | Castro | 103 |
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BOARD MEMBER COMMENTS Wehage

POLICY BOARD ITEMS/REQUESTS Wehage

AGENDA REQUESTS FOR NEXT MEETING Wehage

CHAIR'S CLOSE Wehage

ADJOURNMENT OF OPEN SESSION Wehage

Policy Board Meeting: June 20, 2023

Next Full WDB Meeting: July 27, 2023

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

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



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

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

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

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

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

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

March 23, 2023

3:00 PM

SELACO WDB
VIA Zoom

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

Mark Dameron led the pledge of allegiance.

ROLL CALL

WDB BOARD DIRECTORS PRESENT

Burrell, Ashley	Chan, Connie
Cueva, Sergio	Dameron, Mark
Drake, Aaron	Espitia, Ben
Levine, Barbara	Nam, Leila
Polley, Tracey	Ryder, Tim
Saucedo-Garcia, Cristina	Segura, Michael
Wehage, Larry	

WDB BOARD DIRECTORS ABSENT

Crespo, Leonard	Gomez, Belle
McGehee, Shannon	Patel, Vijay
Rochin, Blanca	Shah, Jawahar
Trivedi, Sanjay	

WDB BOARD DIRECTORS EXCUSED

Derthick, Joseph	Kucera, Kevin
Uttecht, Greg	

SELACO WDB STAFF PRESENT:

Castro, Yolanda	Cardona, Jefferson
Davis, Carol	Diep, Chau
Ferranti-Lansdown, Tammy	Ford, Kay
Gutierrez, Jeanette	Hernandez, Amber
Michel, Sandra	Sandoval, Ben

MEMBERS OF THE PUBLIC PRESENT:

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

PUBLIC COMMENTS

None

WDB CHAIR'S COMMENTS

None

EXECUTIVE DIRECTOR'S MESSAGE/UPDATE/STAFF REPORT

Regional Job Fair/Outreach event in Bellflower – June 3, 2023 from 9:00 – 1:00

- Great collaboration between hosting city, supporting cities, chamber, EDD and SELACO WDB.
- Please spread the word!

Activities in AJCC slowly picking up

- Slight drop in February activities and enrollments.
- “Boots on the Ground” Initiative
 - o Hawaiian Gardens 2 times a week.
 - o Paramount Adult School 1 time a month.
 - o Downey Adult 1 time a week.
 - o Whole Child-Downey planning 1 time a month.
 - o Norwalk/La Mirada 1 time a month.

Elimination of the 80% waiver for carry over of funds – potential risk of not spending all allocated funds. A few objectives to hit SELACO WDB spending target.

- Increasing staff development.
- IWT Training Initiative.
 - o Starting potential with Kaiser.
 - o Moving RN to specialty position in pediatric care.
 - o Staff are working on finalizing a process to begin offering to other businesses in are region.

Conference/Events

- Thank you, Barbara Levine, for joining the SELACO WDB team at the CWA sponsored event on Marth 8th.
- Staff had the opportunity to meet with:
 - o Assembly Member Calderon Office
 - o Assembly Member Carrillo Office
 - o Assembly Member Gabriel Office
 - o Assembly Member Pacheco Office
 - o Assembly Member Zbur Office
 - o Assembly Member Quirk-Silva Office
 - o Senator Smallwood-Cuevas Office
 - o Senator Mejivar Office
 - o Senator Durazo Office
- The focus was to educate the Assembly Members and Senators on a bill that enhances youth funding and the value of adding additional funds to the Breaking Barriers Initiative.
- Next conference with board engagement – National Association of Workforce Board (NAWB) Annual Conference in Washington, DC
 - o Ben Espitia and Mark Dameron will join SELACO WDB staff (Ben, Corina, and Yolanda).

- NAWB is a 3 day conference learning about the nation wide initiatives, opportunities and challenges facing workforce.
- March 28th those in attendance will be at the Hill with workforce colleagues visiting with the offices of Senator Alex Padilla, Representatives from Congress Woman Linda Sanchez' office and Senator Dianne Feinstein.

CONSENT CALENDAR

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

1A. Approval of Minutes: January 26, 2023

1B. Approval of Fiscal Reports for Periods: 07/01/22 – 02/28/23

1C. Approval of Program Report for: 07/01/22 – 02/28/23 (Receive and file)

ACTION ITEM(S)

2. Proposed Revision to the SELACO WDB Petty Cash Policy

A motion was made by Michael Segura to approve and adopt the revisions to the SELACO WDB Petty Cash Policy, seconded by Ben Espitia. With no further discussion, motion carries to approve.

3. Approval of SELACO WDB Budget Modification for Program Year 2022-23

A motion was made by Tracey Polley to approve budget modification for Program Year 2022-2023 as submitted, seconded by Tim Ryder. With no further discussion, motion carries to approve.

4. Single Audit Services Contract Extension-Moss Levy & Hartzheim

A motion was made by Mark Dameron to approve and authorize the SELACO WDB Executive Director to award a one-year contract extension to Moss, Levy and Hartzheim at the estimated cost of \$26,675, with an option to extend for two (2) additional years, upon a contract performance review, seconded by Tracy Polley. With no further discussion, motion carries to approve.

5. Request for Proposals (RFP): In-School Youth Services Results

A motion was made by Connie Chan to approve and authorize the SELACO WDB Executive Director to initiate negotiations for a twenty-four (24) month contract with the ABC Unified School District, anticipating an estimated cost of up to \$600,000 with an option to extend for two (2) additional years, upon a contract performance, seconded by Joseph Derthick. With no further discussion, motion carries to approve.

6. Regional and Local Plan Modifications Program Year 2021-2024

A motion was made by Trace Polley to review and approve SELAO WDB's Regional and Local Plan Two Year Modifications for PY 2021-2024 as presented and secure signature of Board Chair, seconded by Tim Ryder. With no further discussion, motion carries to approve.

7. 40th Year Anniversary Celebration Board Special Committee

A motion was made by Connie Chan to eliminate the 40th Year Anniversary Celebration Board Special Committee, seconded by Cristina Saucedo-Garcia. With no further discussion, motion carries to approve.

8. Approval to Accept Department of Education Additional Funding Program Year 2019-2020

A motion was made by Barbara Levine to:

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

Seconded by Sergio Cueva. With no further discussion, motion carries to approve.

9. HR Policy Update: Personnel Policies and Procedures

A motion was made by Mark Dameron to review and approve Policy #247 – performance evaluations as presented, seconded by Tracy Polley. With no further discussion, motion carries to approve.

BUSINESS ADVISORY COMMITTEE REPORT

No items to report out.

ACTION ITEM(S):

None

INFORMATION ITEM(S):

None

ONE STOP OPERATOR REPORT

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

ACTION ITEM(S):

None

INFORMATION ITEM(S):

None

INFORMATION ITEM(S):

1. Ethics Training AB1234

Page 64 of the agenda shows the most updated list of board members who completed the mandatory ethics training. All board members must complete a two-hour training. Please contact Carol for direct link to online course or for any questions.

2. LMI Newsletter

Page 65 of the agenda provides a copy of the LMI newsletter.

INTERESTING CORRESPONDENCE

1. Success Stories

The board was referred to page 66 of the agenda.

BOARD MEMBER COMMENTS

Chairman Wehage shared with the Board that the Bellflower Chamber will have a mixer on Tuesday. Anyone wishing for more information may contact the Bellflower Chamber directly.

POLICY BOARD ITEMS/REQUESTS

None

AGENDA REQUESTS FOR NEXT MEETING

None

CHAIR'S CLOSE

None

ADJOURNMENT OF OPEN SESSION

The meeting was adjourned at 4:25 p.m.

SELACO WDB
Statement of Activities (by Fund)
From 7/1/2022 through 4/30/2023

	Employment Training Panel Grant	LA County		WIOA Adult&DW & Special Projects		WIOA Youth Grant		WIOA Rapid Response / Lay-Off/Aversion		Non-WIOA Training Expenditures		Total
		Grants	Pre-School Grant	Adult&DW & Special Projects	Youth Grant	Rapid Response / Lay-Off/Aversion	Other Grants	Expenditures				
Revenues / Deferred Revenues	119,611	304,634	3,430,561	1,208,867	1,086,362	82,845	666,972	12,940	6,912,792			
Accounts Receivable	0	59,326	0	437,306	126,352	20,545	78,894	0	722,424			
Total Revenues	119,611	363,961	3,430,561	1,646,174	1,212,714	103,390	745,866	12,940	7,635,216			
Expenditures												
Administration Services	21,233	47,921	365,829	163,494	125,758	11,978	73,247	0	809,460			
Contracted Program Costs	10,370	255,148	3,064,732	22,912	156,868	0	43,138	0	3,533,168			
Support Services	0	2,673	0	15,564	9,222	0	4,102	0	31,562			
Vendor Training	57,006	4,005	0	149,928	13,832	0	28,445	12,940	266,156			
Work Exp/Skillz Menu/Supplies	0	34,222	0	21,112	78,305	0	278,243	0	411,883			
WIOA Core/Basic Career Services	0	0	0	387,619	236,005	0	0	0	623,624			
WIOA Intensive/Individualized Career Svcs	0	0	0	303,082	55,984	0	0	0	359,067			
WIOA Follow-Up Career Services	0	0	0	96,016	20,324	0	309	0	116,649			
WIOA Business Services	0	0	0	254,444	189,850	0	0	0	444,293			
Other Program Costs	162,589	19,991	0	0	300,939	91,412	318,382	0	893,313			
Cash Expenditures	251,198	363,961	3,430,561	1,414,171	1,187,088	103,390	745,866	12,940	7,509,174			
Accrued Expenditures	0	0	0	232,003	25,626	0	0	0	257,629			
Total Expenditures	251,198	363,961	3,430,561	1,646,174	1,212,714	103,390	745,866	12,940	7,766,803			
(Loss)	(131,587)	-	-	-	-	-	-	-	(131,587)			

SELACO WDB
Statement of Functional Expenditures
 From 7/1/2022 through 4/30/2023

	Administrative Services	Contracted Program Cost	Support Services	Vendor Training	Work Exp / Skills Menu Program	WIOA Core / Basic Career Services	WIOA Intensive / Individualized Career Services	WIOA Follow-Up Career Services	WIOA Business Services	Other Program Costs	Total
Expenditures											
Personnel	478,710	0	0	0	0	516,480	303,361	93,599	364,829	691,577	2,448,556
Non-Personnel	163,401	0	0	0	0	107,145	51,086	23,050	79,464	201,736	625,880
Training	167,349	3,553,168	0	523,784	411,883	0	4,621	0	0	0	4,660,805
Support Services	0	0	31,562	0	0	0	0	0	0	0	31,562
Total Expenditures	809,460	3,553,168	31,562	523,784	411,883	623,624	359,067	116,649	444,293	893,313	7,766,803

SELACO WDB
Statement of Functional Expenses - TR - 0201 Administrative Services
From 7/1/2022 Through 4/30/2023
(In Whole Numbers)

		Total
Expenditures		
Personnel		
Salaries & Wages	50100	354,794
Social Security Tax	50200	23,673
Medicare Tax	50210	5,536
Workers Comp - Staff	50220	2,840
UI & ETT Taxes	50250	3,240
Employee Benefits	50300	70,839
Employer 403(B) Contributions	50403	17,788
Total Personnel		478,710
Non-Personnel		
Mileage	51100	129
Conferences/Staff Development	51200	18,132
Meeting Expenses	51230	1,390
Rent	52100	42,283
Telephone	52200	2,290
Furniture/Fixtures	52300	1,731
Office Equipment	52330	292
Leased Equipment	52350	519
Repair & Maintenance	52360	883
Outreach/Recruitment	53300	1,632
Office Supplies	53400	7,007
Subscriptions/Dues/Memberships	53600	21,986
Insurance	53900	7,015
Professional Services	54100	38,769
Legal	54300	17,534
Bank Charges/Miscellaneous	59990	1,809
Total Non-Personnel		163,401
Training		
Cost Reimbursement Billing	60300	167,349
Total Training		167,349
Total Expenditures		809,460

SELACO WDB
Statement of Functional Expenses - TR - 0202 Contracted Program Cost
 From 7/1/2022 Through 4/30/2023
 (In Whole Numbers)

		Total
Expenditures		
Training		
Cost Reimbursement Billing	60300	3,299,838
Other Contracted Services	60400	104,280
Day Care Rent	66000	149,050
Total Training		3,553,168
Total Expenditures		3,553,168

SELACO WDB
Statement of Functional Expenses - TR - 0203 Supportive Services
 From 7/1/2022 Through 4/30/2023
 (In Whole Numbers)

		<u>Total</u>
Expenditures		
Support Services		
Direct Support Payment	65200	<u>31,562</u>
Total Support Services		<u>31,562</u>
Total Expenditures		<u><u>31,562</u></u>

SELACO WDB
Statement of Functional Expenses - TR - 0204 Vendor Training Payments
 From 7/1/2022 Through 4/30/2023
(In Whole Numbers)

	Total
Expenditures	
Training	
Vendor Training 60100	453,838
Vendor Training - ETP 60200	57,006
Non-WIOA Training Expenditures	12,940
Total Expenditures	523,784

SELACO WDB
Statement of Functional Expenses - TR - 0205 Work Experience / Skillz Menu Program
 From 7/1/2022 Through 4/30/2023
 (In Whole Numbers)

		Total
Expenditures		
Training		
Wages - WE/Internship	60500	376,784
SS Tax - WE/Internship	60510	23,089
MC Tax - WE/Internship	60520	5,487
WC - WE/Internship	60530	2,556
Training Supplies	60600	214
Participant Incentive Payments	65401	3,753
Total Training		411,883
Total Expenditures		411,883

SELACO WDB
Statement of Functional Expenses - TR - 0206 WIOA Career Services
From 7/1/2022 Through 4/30/2023
(In Whole Numbers)

		Core / Basic Services	Intensive / Individualized Services	Follow-Up Services	Total
Expenditures					
Personnel					
Salaries & Wages	50100	376,811	223,105	66,645	666,560
Social Security Tax	50200	24,180	14,488	4,492	43,160
Medicare Tax	50210	5,655	3,388	1,050	10,094
Workers Comp - Staff	50220	3,205	2,207	664	6,076
UI & ETT Taxes	50250	3,946	2,025	541	6,512
Employee Benefits	50300	82,617	45,309	16,222	144,148
Employer 403(B) Contributions	50403	<u>20,066</u>	<u>12,839</u>	<u>3,985</u>	<u>36,890</u>
Total Personnel		516,480	303,361	93,599	913,440
Non-Personnel					
Mileage	51100	269	414	8	691
Conferences/Staff Development	51200	15,169	7,069	1,934	24,172
Meeting Expenses	51230	1,636	877	262	2,775
Rent	52100	48,434	26,112	10,313	84,859
Telephone	52200	3,459	1,424	527	5,411
Furniture/Fixtures	52300	7,953	2,079	697	10,730
Office Equipment	52330	1,540	177	72	1,789
Leased Equipment	52350	605	315	134	1,054
Repair & Maintenance	52360	945	474	169	1,588
Outreach/Recruitment	53300	1,036	20	6	1,062
Office Supplies	53400	9,210	3,426	1,117	13,753
Subscriptions/Dues/Memberships	53600	6,554	3,388	1,097	11,038
Insurance	53900	7,890	4,073	1,583	13,546
Professional Services	54100	<u>2,443</u>	<u>1,238</u>	<u>5,132</u>	<u>8,813</u>
Total Non-Personnel		107,145	51,086	23,050	181,280
Training					
Training Supplies	60600	<u>0</u>	<u>4,621</u>	<u>0</u>	<u>4,621</u>
Total Training		<u>0</u>	<u>4,621</u>	<u>0</u>	<u>4,621</u>
Total Expenditures		<u><u>623,624</u></u>	<u><u>359,067</u></u>	<u><u>116,649</u></u>	<u><u>1,099,340</u></u>

SELACO WDB
Statement of Functional Expenses - TR - 0207 Business Services
From 7/1/2022 Through 4/30/2023
(In Whole Numbers)

		Total
Expenditures		
Personnel		
Salaries & Wages	50100	272,807
Social Security Tax	50200	17,979
Medicare Tax	50210	4,205
Workers Comp - Staff	50220	2,611
UI & ETT Taxes	50250	2,137
Employee Benefits	50300	54,590
Employer 403(B) Contributions	50403	10,500
Total Personnel		364,829
Non-Personnel		
Mileage	51100	783
Conferences/Staff Development	51200	18,212
Meeting Expenses	51230	3,034
Rent	52100	31,476
Telephone	52200	1,749
Furniture/Fixtures	52300	2,301
Office Equipment	52330	3,018
Leased Equipment	52350	406
Repair & Maintenance	52360	549
Outreach/Recruitment	53300	2,869
Office Supplies	53400	4,111
Subscriptions/Dues/Memberships	53600	4,977
Insurance	53900	4,465
Professional Services	54100	1,515
Total Non-Personnel		79,464
Total Expenditures		444,293

SELACO WDB

Statement of Functional Expenses - TR - 0212 Other Program Costs

From 7/1/2022 through 4/30/2023

	Employment Training Panel	WIOA Youth	WIOA Rapid Response / Lay-Off Aversion	Transitional Subsidized Employment (TSE)	Other Funds	Total
Personnel						
Salaries & Wages	109,368	186,671	50,217	40,177	127,281	513,715
Payroll Taxes/WC	10,682	18,992	5,019	4,181	12,990	51,864
Employee Benefits	21,482	47,683	12,796	9,743	34,296	125,999
Total Personnel	141,532	253,346	68,032	54,101	174,566	691,577
Non - Personnel						
Mileage	346	135	6	0	795	1,283
Conferences/Staff Development	222	8,198	12,576	4	2,825	23,825
Meeting Expenses	14	685	168	4	176	1,047
Rent/Utilities	12,247	22,046	6,843	4,311	88,095	133,542
Telephone	617	1,207	316	224	5,234	7,599
Furniture/Equipment	350	1,825	617	72	522	3,386
Repair & Maintenance	94	388	110	37	99	727
Outreach/Recruitment	2,155	20	5	0	0	2,180
Supplies	1,285	3,213	764	307	1,280	6,849
Subscriptions & Dues	1,612	2,825	798	408	1,531	7,174
Insurance	1,912	3,715	856	729	2,641	9,853
Consulting	203	1,123	321	72	339	2,058
Legal Payments	0	2,213	0	0	0	2,213
Total Non-Personnel	21,057	47,594	23,380	6,168	103,537	201,736
Total Expenditures	162,589	300,939	91,412	60,269	278,104	893,313

SELACO WDB
Statement of Functional Expenditures
From 7/1/2022 through 4/30/23

<u>Line Item Description</u>	<u>Current Period Actual</u>	<u>Budget</u>	<u>Budget Variance</u>	<u>Total Budget Remaining (%)</u>
PERSONNEL COSTS				
Salaries/Wages	1,807,876	2,390,445	582,569	24.4%
Payroll Taxes/WC	179,927	221,624	41,698	18.8%
Employee Benefits	460,753	556,656	95,903	17.2%
TOTAL PERSONNEL COSTS	2,448,556	3,168,725	720,169	22.7%
NON-PERSONNEL COSTS				
Mileage	2,886	10,000	7,114	71.1%
Conference/Staff Development	84,341	133,000	48,659	36.6%
Meeting Expenses	8,246	27,000	18,754	69.5%
Rent/Utilities	292,160	350,592	58,432	16.7%
Telephone	17,048	23,000	5,952	25.9%
Furniture & Equipment	25,226	55,000	29,774	54.1%
Repair & Maintenance	3,747	17,000	13,253	78.0%
Outreach/Recruitment	7,743	47,700	39,957	83.8%
Supplies	31,720	55,000	23,280	42.3%
Subscriptions/Dues/Memberships	45,176	70,000	24,824	35.5%
Insurance	34,879	38,000	3,121	8.2%
Professional Fees	51,154	130,000	78,846	60.7%
Legal Fees	19,746	40,000	20,254	50.6%
Interest Expense/Miscellaneous	1,809	6,000	4,192	69.9%
TOTAL NON-PERSONNEL COSTS	625,880	1,002,292	376,412	37.6%
TOTAL IN-HOUSE COSTS	3,074,436	4,171,017	1,096,581	26.3%
TRAINING & SUPPORT SERVICES				
Vendor Training Payments (Classroom/OJT/IWT)				
Employment Training Panel (ETP)	57,006	267,751	210,745	78.7%
LA County - Homeless Initiative (Measure H)	4,005	29,000	24,995	86.2%
Workforce Accelerator Fund (WAF 9.0)	4,681	4,681	-	0.0%
WIOA Adult	346,063	825,296	479,233	58.1%
WIOA Dislocated Workers	59,631	123,949	64,318	51.9%
WIOA Youth	39,458	50,000	10,542	21.1%
Non-WIOA Training Expenditures	12,940	172,847	159,907	92.5%
Subtotal	523,784	1,473,524	949,740	64.5%

SELACO WDB
Statement of Functional Expenditures
From 7/1/2022 through 4/30/23

<u>Line Item Description</u>	<u>Current Period Actual</u>	<u>Budget</u>	<u>Budget Variance</u>	<u>Total Budget Remaining (%)</u>
Cost Reimbursements / Contracted Services				
Day Care Pre-School / Renovation	3,232,082	3,870,143	638,061	16.5%
Employment Training Panel (ETP)	10,370	15,000	4,630	30.9%
Gateway Cities' Homeless Employment Prg	-	6,400	6,400	100.0%
LA County - Youth @ Work	252,148	585,549	333,400	56.9%
LA County - Homeless Initiative (Measure H)	3,000	10,000	7,000	70.0%
Regional Plan Implementation 3.0/4.0	33,049	33,050	1	0.0%
WIOA ETPL Delegation	3,546.67	5,000	1,453	29.1%
WIOA Youth	133,132	635,990	502,858	79.1%
WIOA One-Stop Operator	18,399	30,000	11,601	38.7%
WIOA Security Guard	34,791	46,694	11,904	25.5%
Subtotal	<u>3,720,518</u>	<u>5,237,826</u>	<u>1,517,309</u>	<u>29.0%</u>
Work Experience / Skillz Menu Program				
Downey's USD MADE Career Initiative	278,243	278,243	0	0.0%
LA County - Youth @ Work	24,752	54,527	29,775	54.6%
LA County - Homeless Initiative (Measure H)	9,471	25,500	16,029	62.9%
WIOA Adult	26,046	170,000	143,954	84.7%
WIOA Youth	73,157	280,000	206,843	73.9%
Subtotal	<u>411,669</u>	<u>808,270</u>	<u>396,601</u>	<u>49.1%</u>
Training Supplies				
WIOA Adult	4,124	5,000	876	17.5%
WIOA Dislocated Workers	395	5,000	4,605	92.1%
WIOA Youth	316	5,000	4,684	93.7%
Subtotal	<u>4,835</u>	<u>15,000</u>	<u>10,165</u>	<u>67.8%</u>
Direct Support Payments				
Gateway Cities' Homeless Employment Prg	2,770	4,950	2,180	44.0%
Gateway Cities Whole Child Program	1,233	1,233	0	0.0%
LA County - Youth @ Work	364	2,340	1,976	84.4%
LA County - Homeless Initiative (Measure H)	2,309	6,500	4,191	64.5%
WIOA Adult	18,053	30,000	11,947	39.8%
WIOA Dislocated Workers	4,570	15,000	10,430	69.5%
WIOA Youth	2,263	30,000	27,737	92.5%
Subtotal	<u>31,562</u>	<u>90,023</u>	<u>58,461</u>	<u>64.9%</u>
TOTAL TRAINING & SUPPORT SVCS	<u>4,692,367</u>	<u>7,624,643</u>	<u>2,932,276</u>	<u>38.5%</u>
GRAND TOTAL	<u>7,766,803</u>	<u>11,795,659</u>	<u>4,028,857</u>	<u>34.2%</u>

SELACO WDB
Balance Sheet
April 30, 2023

	Day Care & Day Care Facilities Revolving Funds	Employment Training Panel (ETP)	Transitional Subsidized Employment (TSE)	WIOA Adult	WIOA Dislocated Workers	WIOA Youth	WIOA Rapid Response	Other Grants	General Funds	Pools	Total
Assets											
Cash & Cash Equivalents	1,836,203	104,309	5,408	(160,168)	(35,320)	(88,876)	(20,545)	112,697	49,799	4,104	1,807,612
Petty Cash	-	-	-	-	-	-	-	-	-	4,000	4,000
Accounts Receivable	-	30,362	16,200	18,934	-	-	-	47,646	-	-	113,141
Prepaid Expenses	-	-	-	-	-	-	-	-	-	-	-
Deposit	9,100	-	-	-	-	-	-	-	-	20,238	29,338
Due from Other Fund	-	-	-	-	-	(19,532)	-	-	316,332	-	296,800
Fixed Assets	1,005,713	-	-	-	-	-	-	-	-	-	1,005,713
Accumulated Depreciation	(1,003,413)	-	-	-	-	-	-	-	-	-	(1,003,413)
Total Assets	1,847,603	134,671	21,608	(141,234)	(35,320)	(108,408)	(20,545)	160,343	366,131	28,341	2,253,191
Liabilities and Net Assets											
Liabilities											
Accounts Payable	-	135,873	-	-	-	11,958	-	42,230	-	1,013	191,074
Accrued Expenses	-	-	-	-	-	291	-	-	-	-	291
Due to Department of Education	9,100	-	-	-	-	-	-	-	-	-	9,100
Due to EDD	-	-	-	-	-	-	-	-	-	28,115	28,115
Due to Vendors (ETP)	-	-	-	-	-	-	-	(350)	-	(400)	(750)
Due to Other Fund	-	124,347	27,114	18,226	-	-	-	146,645	-	(19,532)	296,800
Payroll Clearing	-	-	-	-	-	-	-	-	-	19,145	19,145
Revenues Received in Advance	2,288,306	5,319	11,565	-	-	(19,532)	-	469	-	-	2,286,126
Suspended Account	-	-	-	-	-	-	-	-	-	-	-
Total Liabilities	2,297,406	265,538	38,680	18,226	-	(7,283)	-	188,994	-	28,341	2,829,902
Net Assets											
Current YTD Net Income	(470,160)	(131,587)	(28,944)	(171,473)	(35,137)	(100,726)	(20,545)	(41,112)	(66,859)	-	(1,066,542)
Unrestricted	20,358	720	11,873	12,012	(183)	(399)	-	12,461	432,990	-	489,832
Total Net Assets	(449,803)	(130,867)	(17,071)	(159,460)	(35,320)	(101,125)	(20,545)	(28,651)	366,131	-	(576,711)
Total Liabilities and Net Assets	1,847,603	134,671	21,608	(141,234)	(35,320)	(108,408)	(20,545)	160,343	366,131	28,341	2,253,191



Operations Report

10TH REPORT OF PY 2022 – PY 2023

JULY 1, 2022 – APRIL 30, 2023

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PURPOSE

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

SPOTLIGHT

Artesia HS Career Prep Day in Collaboration with the City of Hawaiian Gardens, Artesia High School, Helpline Youth Counseling, and SELACO WBD. This group of young people will be graduating soon and pursuing the next steps in their lives. The SELACO WBD Youth staff provided WIOA orientations to offer resources for post-graduation. They also gave a brief overview of our youth program, the Career Academy for Targeted Sectors (CATS) Boot Camp, emphasizing the importance of resumes, interviews, work experience, and goal setting. We hope that this partnership will continue to strengthen the pipeline to WIOA services.

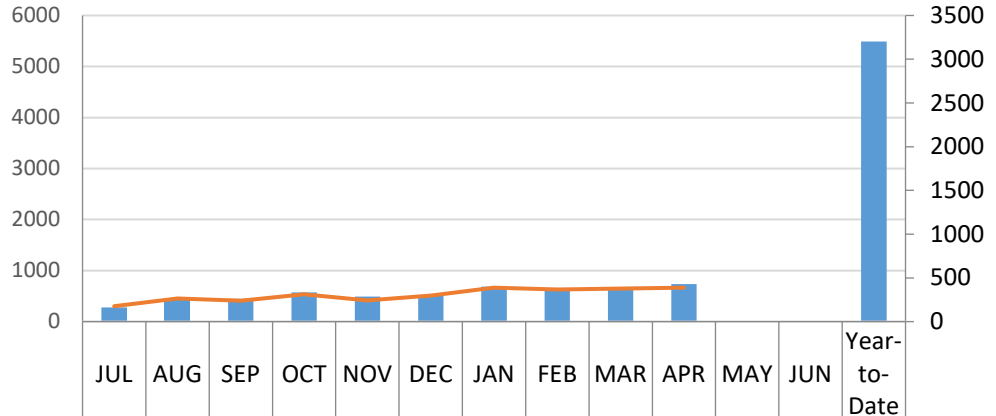


IN-THE-KNOW WITH SELACO

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

CAREER SERVICES

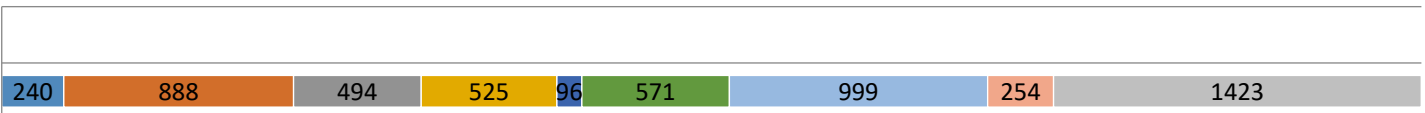
Customer Visits to AJCC



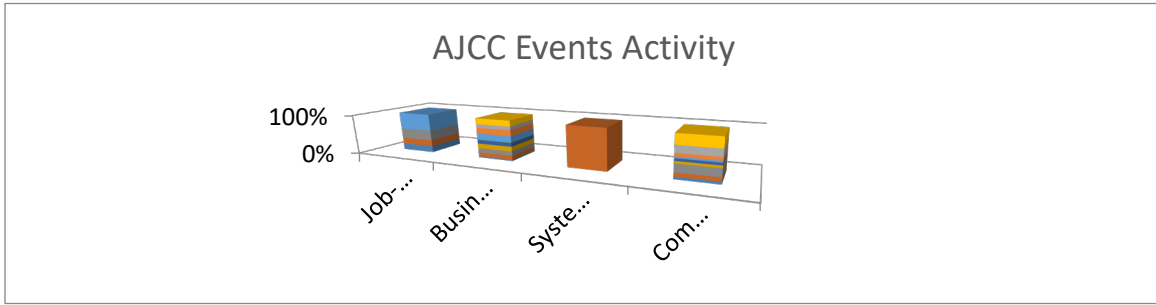
Total Visits	279	440	447	574	490	523	686	658	656	737			5490
Distinct Customers	176	265	239	311	244	299	388	365	378	388			3053

Customer Visits by City

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



EVENTS



ADULT JOB SEEKER PROGRAMS

EVENTS

JOB SEEKER EVENTS	DESCRIPTION
Virtual Job Club	Partnered with Microsoft to host a LinkedIn presentation
Virtual Youth Workshops	Virtual workshops for youth focused on job readiness, job preparation, interview skills, and resume building
Reemployment Services and Eligibility Assessment (RESEA)	EDD host a workshop to Review of job search activity and sharing of resource information.
Job Interview Preparation and Practice Workshop	It is the interview that lands the job offer, NOT the résumé. Ease those Job Interview jitters with preparation and practice.
Be a Super Star Employee Workshop	This workshop offers an opportunity to learn how to become the employee that you would be proud to be.
Career Academy for Targeted Sectors (CATS)	Virtual bootcamp for young adults, allowing them the opportunity to establish a career pathway.
BUSINESS & EMPLOYER EVENTS	DESCRIPTION
CCN	The business community and service agencies meet and connect to promote self-reliance, life-long learning, and a healthy community.
Goodwill Career Job Fair	Job Fair
LAPD Recruitment	Recruitment
Disney Recruitment	Recruitment
Downey Veterans Council Meeting	Veteran Resources
Lakewood Chamber Business Mixer	Networking Event
HR Basics for Small Business Owners	HR Basics Workshop
NEA Annual Youth Interview Day	Mock Interview Day for the Youth
Disney Recruitment Day	Hiring Day for Disneyland
GoodWill Open House	Open House
Artesia Networking Breakfast	Networking
Artesia Small Business Workshop	Economic opportunity Grant
OUTREACH EVENTS	DESCRIPTION
Mayfair High School Resource Fair	High school resource fair for students and family
Norwalk Homeless Task Force	Community Partners (PATH, LACADA, LAHSA, Jovenes, TWC, Dept. Of Mental Health)
State of Lakewood	State of the City: Economic growth
State of Paramount	State of the City : Economic growth.
SECA Youth Summit	SECA Youth Summit- event to empower youth and provide resources for their success.
ABC Adult School	Admin. Advisory Meeting
Paramount High School Job Fair	Job fair to provide students access to different pathways.
Artesia High School Career Prep	WIOA Orientation and intro to Career Prep.
Goodwill Career Day	Meeting with Goodwill staff and partners
CWDB H.I.R.E Grant for re entry grant	On going talk of how to collaborate
Hawaiian Gardens Teen Center	Meet and greet with youth and other resources within the community
Isaac Lopex with Builders and trade Commission	Had a meet and greet call
Chinese Culture Association of Southern California	Use of placement for Work Experience

WIOA ADULT

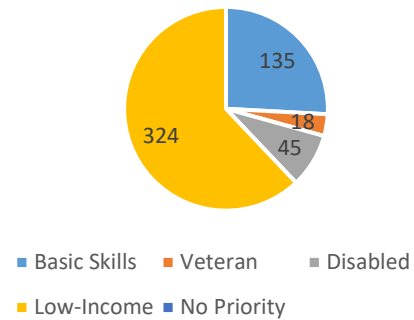
To prepare workers -- particularly individuals with barriers to employment -- for good jobs by providing job search assistance and training. The Adult Program provides an emphasis on serving public assistance recipients, other low-income individuals, and individuals who are low-skilled.

WIOA PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Negotiated PY 21/22	Q1 PY 21/22	Q2 PY 21/22	Q3 PY 21-22	Q4 PY 21-22
Employed 2 nd Quarter after Exit	64.9%	68.3%	59.3%	69.7%	
Employed 4 th Quarter after Exit	61.8%	70.7%	72.3%	60.0%	
Median Earnings	\$7,400	\$5,991.48	\$6,249.91	\$9,449.84	
Credential Rate	67.7%	60.0%	69.2%	89.5%	
Measurable Skill Gain (MSG)	70.0%	63.8%	34.0%	38.6%	

Activity Breakdown	
Carryover	298
Enrollments	267
Exits	152
Employed at Closure	49
Program Services	
Occupational Skills Training	68
On the Job Training	4
Transitional Jobs	9
Supportive Services	152
Follow-up Services	254

Priority Population



WIOA Adult Enrollment by City

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



WIOA DISLOCATED WORKER (DW)

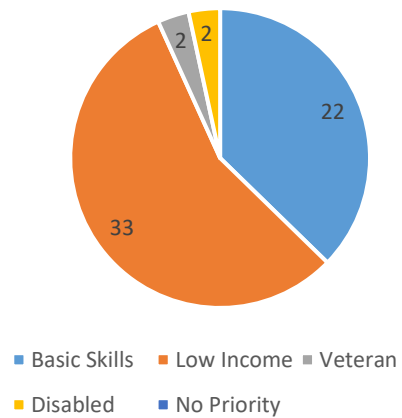
To prepare workers -- particularly individuals recently separated from employment -- for good jobs by providing job search assistance and training. The Dislocated Worker Program provides an emphasis on serving transitioning veterans, homemakers, recently unemployed, and struggling independent business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

WIOA PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Negotiated PY 21/22	Q1 PY 21/22	Q2 PY 21/22	Q3 PY 21/22	Q4 PY 21/22
Employed 2 nd Quarter after Exit	68.2%	85.7%	81.0%	88.2%	
Employed 4 th Quarter after Exit	67.0%	70.8%	77.1%	88.6%	
Median Earnings	\$8,600	\$10,430.03	\$10,694.34	\$10,711.98	
Credential Rate	79.2%	88.9%	90.9%	92.3%	
Measurable Skill Gain	70.0%	55.6%	42.9%	44.4%	

Activity Breakdown	
Carryover	86
Enrollments	28
Exits	17
Employed at Closure	8
Program Services	
Occupational Skills Training	11
On the Job Training	0
Supportive Services	21
Follow-up Services	54

Priority Population



WIOA Dislocated Worker Enrollment by City

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



TRANSITIONAL SUBSIDIZED EMPLOYMENT (TSE)

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

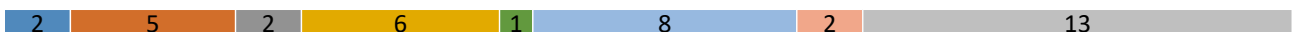
TSE PERFORMANCE INDICATORS PER QUARTER

TSE Performance Measures PY 22/23	Allocations	Goal	Actual
Projected Enrollments	50	50	38
Active WEX Enrollments	36	50	38
Exit and Follow-up 6 Months After Exit	13	50	38

Carryover
45

TSE WEX PLACEMENT BY CITY

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



WIOA YOUTH

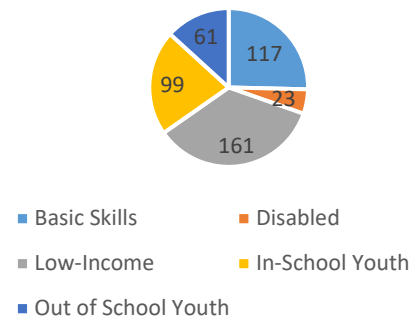
To prepare youth (ages 14-24) with barriers to employment – for good jobs by providing career exploration and training. The Youth Program provides an emphasis on serving public assistance recipients, other low-income individuals, basic skills deficient, pregnant or parenting young, foster youth, and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

WIOA PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Negotiated PY 20/21	Q1 PY 21/22	Q2 PY 21/22	Q3 PY 21/22	Q4 PY 21/22
Employed or Placed in Education 2 nd QT after Exit	68.7%	100.0%	100.0%	61.5%	
Employed or Placed in Education 4 th QT after Exit	73.0%	87.5%	69.6%	100.0%	
Median Wage	\$4,150	\$7,338.35	\$1,885.69	\$9,209.35	
Credential Rate	69.0%	60.0%	18.2%	100.0%	
Measurable Skills Gain	67.0%	33.3%	0.0%	5.7%	

Out-of-School Activity Breakdown	Actual
Carryover	122
Enrollments ABC	37
Enrollments SELACO	28
Exits	77
Employed at Closure	4
Program Services	
Occupational Skills Training	6
Enrolled in Secondary Education	0
Work Experience	117
Supportive Services	120
Follow-up Services	55

Priority Population



WIOA Youth Enrollment By City

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



YOUTH@WORK

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

YOUTH@WORK ENROLLMENT GOALS

Agency	CalWORKs		Foster		JJCPA		Other Under Served Youth (OUSY)		System Involved Youth (SIY)		TOTAL	
	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual
City of Hawaiian Gardens	27	15	N/A	N/A	6	0	23	22	7	7	63	44
ABCUSD	32	17	12	0	N/A	N/A	46	52	11	11	101	80
SELACO	4	5	1	1	1	1	9	9	4	3	N/A	19

Progress	CalWORKS	Foster	JJCPA	OUSY	SIY	Total
Enrollments	37	1	1	83	21	143
Exits	3	0	0	14	1	18

BRIDGE TO WORK

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

BRIDGE TO WORK PERFORMANCE INDICATORS PER QUARTER

B2W Projected Goals	Goal	Actual
Projected Enrollments	8	5
Active WEX Enrollments	8	0
Exits	8	0

Bridge to Work Enrollment by City

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

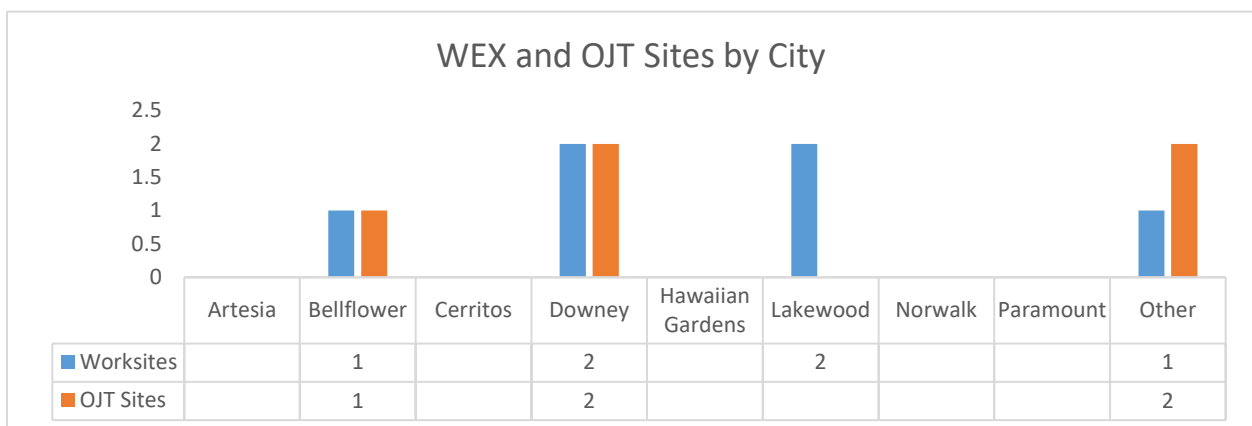


BUSINESS SERVICES

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

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

Activity Breakdown	
Job Fairs/ Special Recruitments	32
Job Development	155
Resume Referral	9
Employer Networking	200
Referral to Community Services	96
Tax Credit Program Awareness	7
Rapid Response	0
Lay-off Aversion	0
Total	499



EMPLOYER TRAINING PANEL (ETP)

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

Eligible Training Panel (ETP)		
ET-21-0333 (Contract Term: 2021-2023)		
	Planned	Actual
Enrollments	427	292
Completions	427	282
Retention	402	266

Eligible Training Panel (ETP)		
ET-23-0132 (Contract Term: 2021-2023)		
	Planned	Actual
Enrollments	433	116
Completions	433	0
Retention	408	0

SPECIAL AND REGIONAL PROGRAMS

CHILD DEVELOPMENT PROGRAM REGIONAL SUPPORTIVE SERVICES 3.0

Facilities	Planned Enrollments	Actual Enrollments
A. J. Padelford Child Development Center 11922 169 th Street, Artesia, CA 90701 Center Director: Liz Quintanilla Phone Number: (562) 926-2427	41	48
Artesia Child Development Center 18730 Clarkdale Avenue, Artesia, CA 90701 Center Director: Malajat Raja Phone Number: (562) 653-0290	49	57
Bellflower Child Development Center 447 Flower Street, Bellflower, CA 90706 Center Director: Regina Mayo Phone Number: (562) 804-7990	45	61
Bellflower II Child Development Center 14523 Bellflower Blvd., Bellflower, CA 90706 Phone Number: (562) 867-8399	70	77
Lakewood Child Development Center 5225-A Hayter Avenue, Lakewood, CA 90712 Center Director: Maria Navarro Phone Number: (562) 531-9440	54	63
Maywood Child Development Center 4803 58 th Street, Maywood, CA 90270 Center Director: Silvia Guzman Phone Number: (323) 560-5656	47	60
Norwalk Child Development Center 14000 San Antonio Drive, Norwalk, CA 90650 Center Director: Silvia Guzman Phone Number: (562) 864-1958	25	26
Total	331	392

COUNCIL OF GOVERNMENTS (COG) - HOMELESS EMPLOYMENT PROGRAM

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

The role of each partner:

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

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

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

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

Referral Activity		
	Planned	Actual
Referrals to SHARE	N/A	20
Referrals from SHARE	N/A	51
Enrollments resulting from SHARE referrals	47	39

Enrollment Activity		
	Planned	Actual
Transitional Jobs	N/A	1
On-the-Job Training (OJT)	N/A	0
Completed STEPS	25	12
Paired with a Mentor	16	11
Occupational Skills Training	N/A	0
Employment Placement	28	3
Housing Placement	N/A	28
Supportive Services	N/A	29
Exits	N/A	11

COG Home Enrollment by City

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



ACCELERATOR GRANT WAF 9.0

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

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

Accelerator Project Goals					
	Planned Enrollments	Actual Enrollments	Completions	Placements	Drops
Specialty Nursing Apprenticeship	7	9	0	9	1
CNA/Phlebotomy training program	35	25	18	9	5/3
Medical Trainings picked up from DAS	10	4			

Accelerator Enrollment by City

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



HOMELESS INITIAIVE - HOME

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

HOMELESS INITIATIVE PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Planned	Actual
New Enrollment	15	4
WIOA Co-enrollments	11	4
Placements	11	4
Exits	N/A	7

Program Services	Planned	Actual
Follow-up Services	11	1
On the job Training	7	2
Transitional Jobs	8	3
Supportive Services	N/A	6

Carryover	13
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Homeless Initiative Enrollment by City

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



GLOSSARY OF TERMS


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



MEMORANDUM

DATE: May 25, 2023

TO: SELACO WDB Board of Directors

FROM: Yolanda L Castro, Executive Director 

RE: Request on Spending Authority for Fiscal Year 2023-24


I am requesting a continuation of spending authority for Fiscal Year 2023-24 at the same level as this year. The completed budget for Fiscal Year 2023-24 will be presented for your approval at our July 2023 meeting. In case there is not a quorum at the July meeting, I am requesting that the spending authority be extended until a new budget can be approved.

Action Required:

Approve the request on spending authority until the new budget is approved.



MEMORANDUM

DATE: May 25, 2023
TO: SELACO WDB Board of Directors
FROM: Yolanda L Castro, Executive Director 
RE: Remote Appearance for Board Meetings

At the January 26, 2023, Board meeting the Board took action to resume in person meeting effective March 2023 to remain in compliance with the Brown Act. Assembly Bill 361 (AB 361) allowed for teleconferencing because of a State Emergency.

A new teleconferencing law Assembly Bill 2449 (AB 2449) became effective on January 1, 2023 – The “Just Cause” and “Emergency Circumstances.” While a quorum of voting members must still be present for the Board to act, AB 2449 permits a member to participate in a meeting via teleconferencing without disclosing and making open to the public the teleconferencing location, under certain circumstances.

The circumstances:

“Just Cause”

- Childcare or caregiving of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires a member to participate remotely.
- A contagious illness that prevents a member from attending in person.
- A need related to a physical or mental disability; or
- Travel while on business of the legislative body or another state or local agency.

“Emergency Circumstances”

- A physical or family medical emergency that prevents a member from attending in person.

Remote appearance for “just cause” or “emergency circumstances” can only be made for 2 meetings per calendar year.

Staff is recommending the following process for supporting a Board members’ “Just Cause” or “Emergency Circumstance:

1. SELACO WDB member seeking to appear remotely for “Just Cause” or “Emergency Circumstance” as identified above, must notify the SELACO WDB Executive Secretary at the earliest opportunity and provide a general description of the circumstances necessitating their remote appearance.

2. The description generally does not need to exceed 20 words and a member is not required to disclose a medical diagnosis or disability.
3. The Executive Secretary will immediately advise the Executive Director and Board Chair of the circumstances surrounding the members' remote appearance.
4. Upon approval, the member will be provided with a link to access the meeting remotely.
5. In compliance with AB2449, remote appearance for "just cause" or "emergency circumstances" can only be made for 2 meetings per calendar year.
6. Attendance records for the calendar year will indicate the following:
 - X-Present
 - A-Absent
 - AE-Absence Excused
 - JCRremote – Just Cause/Emergency Circumstance Remote Attendance.

Note: While "Just Cause" or "Emergency Circumstance" allow for remote appearance, there still must be a quorum of the Board present to act on any board agenda items. The remote attendee does not support the completion of a quorum.

Once a quorum of the Board present is met, the remote attendee can participate in the deliberations and voting; ALL voting MUST be done by roll call when any member is participating remotely pursuant to the Brown Act. The member must be visible (Zoom or other format) and also able to be heard in order to participate and vote.

Action Required:


Review and approve the staff recommended process for supporting a Board members "Just Cause" or "Emergency Circumstance" allowing for a remote appearance.



MEMORANDUM

DATE: May 25, 2023

TO: SELACO WDB Board of Directors

FROM: Yolanda L Castro, Executive Director 

RE: WIOA Work Experience (WEX) Wage Increase

The Los Angeles County minimum wage rate, effective July 1, 2023, will increase by \$0.74 for a new minimum wage rate of \$16.79 per hour. This increase is applicable to Work Experience (WEX) Programs funded by the County of Los Angeles Department of Economic Opportunity (DEO). Such programs include SELACO WDB's Youth at Work and HOME.

In addition to the WEX opportunities offered by the County, the SELACO WDB also offers WIOA and other funding WEX opportunities. To support co-enrollment pipelines and alignment of SELACO WDB programming, the SELACO WDB is requesting to update the SELACO WDB WEX policy to permanently abide by the County of Los Angeles minimum wage ordinance and always mirror the County of Los Angeles Minimum Wage and apply future increases accordingly.

Action Required:


Approve SELACO WDB's request to align the minimum hourly rate for WIOA programs and other special projects to the Los Angeles County's Wage Ordinance, present and future increases.



MEMORANDUM

DATE: May 25, 2023

TO: SELACO WDB Board of Directors

FROM: Yolanda L Castro, Executive Director 

RE: Transfer of Remaining Balance of PY2022-2023 WIOA Dislocated Worker Program Funding Allocation to Adult Funding Allocation

SELACO WDB staff is seeking your approval to submit a request to the State to transfer the remaining total of Program Year 2022-23 WIOA Dislocated Worker (DW) funding allocation to the WIOA Adult funding allocation. Our request to the State for the movement of funds will identify that last year SELACO WDB enrolled 16 participants in the “DW Program” and 131 participants in the “Adult Program”. As of April 2023, we have enrolled 285 new participants, 30 in the “DW Program” and 255 participants in the “Adult Program”. Based on enrollments in 2021-22 and current enrollments, we believe it justifies the transfer of remaining DW funds to Adult Services for Program Year 2022-2023.

This transfer request will enable SELACO WDB to better align resources to the jobseekers using our AJCC services. However, it will not impact services to Dislocated customers seeking assistance because they can qualify under Adult Services. The transfer will ensure that we can adequately address the needs of job seekers and prevent returning funds to the State if not obligated by June 20, 2023.

Action Required:


Authorize the Executive Director to sign the request to transfer the remaining total of Dislocated Worker Program funds to Adult Program funds.



MEMORANDUM

DATE: May 25, 2023

TO: SELACO WDB Board of Directors

FROM: Yolanda L Castro, Executive Director 

RE: WIOA Record Retention Policy

Per the Workforce Innovation Opportunity Act (WIOA) statutes and regulations, the Southeast Los Angeles County Workforce Development Board (SELACO WDB) is adopting the record retention requirements established by the WIOA for members of the SELACO WDB, SELACO WDB staff, providers, contractors and vendors funded under the Workforce Innovation Opportunity Act (WIOA).

For your review, attached is the proposed Record Retention Policy. The Policy addresses:

- Record Retention
- Limitation of Public Access to Records

Upon approval from the Board, the Policy will be effective immediately. Current files and records that surpass the record retention period identified in the newly adopted Policy would be appropriately disposed of and recorded accordingly.

Action Required:

Approve and adopt the Record Retention Policy.

RECORD RETENTION POLICY

Board Approval:

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

PURPOSE

The purpose of this policy is to establish record retention requirements for members of the Southeast Los Angeles County Workforce Development Board (SELACO WDB), SELACO WDB staff, providers, contractors and vendors funded under the Workforce Innovation Opportunity Act (WIOA).

REFERENCE

Workforce Innovation Opportunity Act (WIOA): Section 185(a); 2CFR 200.3-337; 29 CFR 37.37 and 29CFR 97.42

BACKGROUND

Grantees, subrecipients, contractors, and vendors funded under the WIOA must abide by WIOA law, regulation and guidance, all applicable Office of Management and Budget (OMB) Circulars, and State WIOA statutes, policies, laws, and regulations.

POLICY

The SELACO WDB will comply with applicable records retention and disclosure laws in regard to WIOA records. The SELACO WDB must keep records that are sufficient to permit the preparation of reports required and the tracing of funds to a level adequate to ensure that the funds have been spent lawfully.

PROCEDURES

Record Retention

SELACO WDB, subrecipients, fiscal agents, and contractors are required to maintain and retain records of all fiscal and program activities funded under WIOA. With some exceptions, such records must be available to the public. The minimum requirements, timeframes for records retention, and extent to which such records may be made available to the public are as follows:

- a. Retain all records pertinent to grants, grant agreements, interagency agreements, contracts, or any other awards, including financial, statistical, property, and

supporting documentation, for a period of at least three (3) years after submittal of the final expenditure report (closeout) for that funding period to the awarding agency. Records must be maintained in accordance with SELACO WDB's Confidentiality and Personally Identifiable Information Policies.

- b. Retain all records of non-expendable property for a period of at least three (3) years after final disposition of the property.
- c. Retain all program and data validation records pertinent to applicants, registrants, eligible applicants/registrants, participants, employees, for a period of not less than three years from the point that the record is no longer Included in reportable outcomes (as opposed to the close of the applicant's program year). *For example: A participant exits in January 2016 and is still reported in the PY 2016 performance report for the period ending June 30, 2016. The record retention period is July 1, 2016 through June 30, 2019.*
- d. Additionally, SELACO WDB may require the holding of records for a longer period of time if specified during contract negotiations or in the contract terms of other funding.
- e. Retain records regarding complaints and actions taken on complaints for at least three (3) years from the date of resolution of the complaints.
- f. After files have been retained for not less than (4) years, files can be disposed of with the authorization of the pertaining department. Disposition records must be requested and filed accordingly.
- g. Retain all records beyond the required three (3) years if any litigation or audit is under way or a claim is instituted involving the grant or agreement covered by the records. The records must be retained for at least three (3) years after the litigation, audit, or claim has been resolved.
- h. In the event of the termination of the relationship between SELACO WDB and the subrecipient/provider, the subrecipient/provider is responsible for maintaining and retaining their own records for three years as outlined above. SELACO WDB will take responsibility for maintaining and retaining the records of the subrecipient/vendor if and/or when the subrecipient/vendor provides written notice of its inability to maintain and retain the records.
- i. Copies of records made by microfilming, photocopying, or similar methods may be substituted for original records if they are preserved with integrity and are admissible as evidence. All records must be maintained in a format compatible with current technology.
- j. All records retained beyond the mandatory retention period are subject to audit and/or review.

Limitation of Public Access to Records

Personal records of WIOA registrants are private and confidential and will not be disclosed to the public. Personal information will be made available to the SELACO WDB, SELACO WDB staff, and SELACO WDB partners or service providers upon request for the purpose of program and/or financial monitoring and audits. In addition, this information may be made available to persons or entities having responsibilities under WIOA, including representatives of:

- The U.S. Department of Labor
- The Governor
- WIOA Grant Recipients and Partner Public Agencies
- Employment Development Department
- Local Subrecipients
- SELACO WDB Designated Auditors/Contract Evaluators
- SELACO WDB Designated Certification Evaluators

The conditions under which information may be released or withheld are shown below:


- a. WIOA registrants will have access to all information concerning themselves as individuals unless the records or information are exempt from disclosure. For example, confidential records provided by a school district that might have been provided directly to the SELACO WDB for purposes of eligibility



MEMORANDUM

DATE: May 25, 2023

TO: SELACO WDB Board of Directors

FROM: Yolanda L Castro, Executive Director 

RE: Approval of SELACO WDB-WIOA Partners *Updated Infrastructure Funding Agreement (IFA)*

In 2015, the SELACO WDB facilitated the development of Memorandums of Understanding (MOUs) and Infrastructure Funding Agreements (IFAs) with system partners identified as mandatory partners under the Workforce Innovation Opportunity (WIOA) Act of 2014. These MOUs and IFAs serve as functional tools for how the Local Board and partners will work together to create a unified service delivery system, in California known as American Job Centers of California (AJCC), that best meets the needs of their shared customers.

Per Directive WSD-18-12, the SELACO WDB complied and initiated its MOU and IFA review/negotiation process with the required partners in the SELACO local area to meet the three-year MOU review requirement and annual IFA review. MOUs on file are effective until June 30, 2024.

The IFA is a document that requires a **reconciliation** of costs following the closing of a program year. This reconciliation occurs in partnership with both on-site on off-site partners under the guidance of the System Management Team (SMT). The reconciliation process is to confirm the actual cost/expenditures for the previous year of program operations; in this case, Program Year 2022-23.

In addition, annually, the IFA is **updated** with expected cost for the upcoming year of operation. This updating process typically begins in January to ensure anticipated costs are considered in budget planning for the upcoming year of operations; in this case, Program Year 2023-24.

SELACO WDB utilized our existing MOUs as a foundation to confirm with our SMT partners the three major components; shared customers, shared services, and shared costs.

At the May 17, 2023, SMT meeting, partners present reviewed the proposed *Updated IFA* and agreed to move the document forward for review and signature by agency authorities for signature.

Attached for review and approval is the SELACO WDB-WIOA Partners *Updated IFA*. The SELACO WDB-WIOA Partners *Updated IFA* includes the key elements of an IFA as outlined in TEGL 17-16. In accordance with State directive, the SELACO WDB-WIOA Partner *Updated IFA* was updated in a joint effort by SELACO WDB and WIOA partners.

Action Required:

Support the SELACO WDB's review and approval and sign the *Updated IFA* between the SELACO WDB and WIOA partners.

Workforce Innovation and Opportunity Act
Memorandum of Understanding

Southeast Los Angeles County Workforce Development Board (SELACO WDB)

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Required Phase II MOU Component: Process and Development

Local Workforce Development Area (Local Area): Southeast Los Angeles County Workforce Development Board (SELACO WDB)

Date Submitted: **May 16, 2023**

Attachment: Signed Phase I MOU

1. The period this agreement is effective: **July 1, 2023, to June 30, 2024**
2. Identification of all AJCC partners, Chief Elected Officials (CEO), and Local Boards participating in the infrastructure and other system costs funding agreements.

CEO/s: SELACO WDB Policy Board

Local Board/s: SELACO WDB Board of Directors

AJCC Partners Participating in the Infrastructure Funding Agreement (IFA):

- Title I Adult, Dislocated Worker, and Youth
- Title III Wagner-Peyser, Veterans, Trade Adjustment Assistance Act
- Title IV Vocational Rehabilitation

AJCC Partners Participating in the Shared Other System Costs Agreement: None but will evaluate quarterly.

3. Steps the Local Board, CEO, and AJCC partners took to reach consensus and/or an assurance that the Local Area followed guidance for the state infrastructure funding mechanism.

On Wednesday, January 11, 2017, SELACO WDB held an orientation for all mandatory partners to review the state requirements of the Phase II Memorandum of Understanding. The objective was to ensure that all partners understood the elements of the state directive and provide an open forum for dialogue among the partners. The orientation also provided an opportunity to address questions and concerns. See attached agenda and sign in sheet. A follow up meeting for all partners who missed the meeting on January 11, 2017, was conducted on Wednesday, February 1, 2017. See attached agenda and sign in sheet.

The orientation included samples of Infrastructure Cost Allocation Methodologies. Upon review of the various cost allocation methodologies, the general consensus was that the use of square footage would be the most appropriate for determining

the cost of partner contribution for all on-site partners. Off-site partners agreed to return to the table once the State defines the process for measuring “benefit” as a partner within the American Job Center of California (AJCC) system.

Each partner was assigned a SELACO Coach to review the requirements of the memo and ensure partner commitment to provide required data is clear and feasible. Partners were assigned to submit information as it pertains to the cost associated to sharing other one-stop delivery system costs. See attached list of Partner Coaches.

Follow-up meetings were held with each partner to collect required data and ensure timely completion of the MOU Phase II process. If needed, partner questions were addressed, and more time was provided to ensure collection of appropriate information.

As partners completed their required sections, the documents were reviewed by the lead agency to ensure compliance and assess any needs for negotiation and reconciliation. Documents meeting compliance requirements were distributed to all partners for review and comment. Partners were given ten (10) working days to submit questions or concerns regarding the draft MOU and partner proposed contributions to infrastructure and shared cost. See attached introduction email to partners.

All partner information submitted, reviewed, and approved by partner agencies were filed as complete and submitted to the SELACO WDB board for review and approval. See attached SELACO WDB Log of Board Approved MOUs.

4. A description of the process to be used among partners to resolve issues during the MOU duration period when consensus cannot be reached.

In current efforts to establish partner MOUs there have been no issues that could not be addressed through open dialogue at the time of negotiations. However, there are still MOUs in the negotiation process. In the event partner issues/concerns cannot be resolved under the guidance of their assigned Coach, the Systems Management Team (SMT) under the guidance and leadership of our One Stop Manager, will be asked to review the circumstances/concerns and support efforts to seek resolution. In the event resolution cannot be found, support of an outside mediator will be secured. We anticipate efforts will be made to first seek State support in seeking resolution before securing an outside mediator.

5. A description of the periodic modification and review process that will be used to ensure all AJCC partners continue to contribute their fair and equitable share of infrastructure and other system costs, including the identification of who will fulfill this responsibility.

As the lead agency in facilitating local collaboration, SELACO WDB has procured the role of a One-Stop Operator who will serve as a facilitator and convener of local partners committed to the SELACO AJCC system. The One-Stop Manager will meet with the System Management Team (SMT) quarterly to review and discuss various elements of the One-Stop system, one of these being the infrastructure and other system cost. The practice of reviewing system cost will take effect to ensure fair and equitable contributions to the system.

As of implementation of the IFA, partners, under the umbrella of the SMT, reconcile cost once a year and between January and May review the IFA for updates in cost/services to consider for the new program year.

Required Phase II MOU Component: Sharing Infrastructure Costs

Budget, Cost Allocation Methodology, Initial Proportionate Share

The Local Board and AJCC partners have chosen this option for developing the infrastructure cost budget:

Option 1: A separate budget for each comprehensive AJCC.

Option 2: A consolidated system-wide budget for the network of comprehensive AJCCs

Comprehensive AJCC(s) and Colocated Partners

Comprehensive AJCC #1

Name/Address of the Comprehensive AJCC:

**Cerritos AJCC
10900 E. 183rd Street, Suite 350
Cerritos, CA 90703**

Partners Colocated at This AJCC:

**Title I Adult, Dislocated Worker, and Youth
Title III Wagner-Peyser
Title IV Vocational Rehabilitation**



AJCC Infrastructure Budget		
<u>X</u> Each Comprehensive AJCC (Name of AJCC: <u>Cerritos</u>)		
___ Network of Comprehensive AJCCs		
Cost Category/Line Item	Line-Item Cost Detail	Cost
Rent		
Rental of Facilities	\$29,983/month	\$359,797/year
Rental Costs Subtotal:		\$359,797/year
Utilities and Maintenance		
Electric	Included in the rent	\$0
Gas	Included in the rent	\$0
Water	Included in the rent	\$0
Sewer Connections	Included in the rent	\$0
High-Speed Internet	\$451/month	\$5,416/year
Telephones (Landlines)	\$1,215/month	\$14,583/year
Facility Maintenance Contract	Included in the rent	\$0
Other Services: Security Guard, Fumigation	\$4,099/month	\$49,190/year
Utilities and Maintenance Costs Subtotal:		\$69,190/year
Equipment		

Assessment-related products	Using CalJOBS	\$0
Assistive technology for individuals with disabilities (Access and Accommodation)		\$0
Copiers		\$0
Fax Machines		\$0
Computers		\$0
Other tangible equipment used to serve all center customers (not specific to an individual program partner)		\$0
Specify Other Tangible Equipment		
Equipment Costs Subtotal:		\$0
Technology to Facilitate Access to the AJCC		
Technology used for the center's planning and outreach activities		\$0
Specify the Technology		
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services		\$0
Website Address:	_____	

(Does not include data systems or case management systems specific to individual program partners.)		
Technology to Facilitate Access Costs Subtotal:		\$0
Common Identifier Costs (Local Option, If Agreed To By All Colocated Partners)		
Creating New AJCC Signage		\$0
Updating Templates and Materials		
Updating Electronic Resources		
Common Identifier Subtotal:		\$0

SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS		
Cost Category		Total Cost
Subtotal: Rental Costs		\$359,797/year
Subtotal: Utilities and Maintenance Costs		\$69,190/year
Subtotal: Equipment Costs		\$0
Subtotal: Technology to Facilitate Access Costs		\$0
Subtotal: Common Identifier Costs		\$0
TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC:		\$428,987/year

Infrastructure Cost Allocation Methodology

Rent:

Dedicated space occupied by each partner program' occupancy: actual cost.

Common space: the proportion of each partner program's actual occupancy relative to total common space.

Telephones & Internet:

The proportion of shared space used by each partner program relative to the total square footage of the AJCC.

Third-Party In-Kind Infrastructure Contributions to Support the AJCC As Whole					
Cost Categories	Total Cost	Contributor/s	Value	Balance to Allocate	
Rent	\$0	None	\$0	\$0	
Utilities/Maintenance	\$0	None	\$0	\$0	
Equipment	\$0	None	\$0	\$0	
Access Technology	\$0	None	\$0	\$0	
Common Identifier	\$0	None	\$0	\$0	
Total Infrastructure Balance to Be Allocated to Colocated Partners:				\$0	



Initial Allocation of Proportionate Share of Infrastructure Costs for Colocated Partners						
Colocated Partner/s	Shared Infrastructure Costs	Application of Methodology	Allocated Initial Share	Amount: Cash	Amount: In-Kind	
Partner 1: SELACO WDB Adult, Dislocated Worker and Youth	\$320,914	Square footage	\$320,914	\$320,914	\$0	
Partner 2: EDD Wagner- Peyser	\$106,303	Square footage	\$106,303	\$106,303	\$0	
Partner 3: Vocational Rehabilitation	\$1,770	Square footage	\$1,770	\$1,770	\$0	

Signature Page: Colocated Partners Sharing AJCC Infrastructure Costs

The CEO, the Local Board Chairperson, and all colocated AJCC partners included in the sharing of infrastructure costs must sign.

By signing below, all parties agree to the terms prescribed in the IFA.

***Southeast Los Angeles County
Workforce Development Board (SELACO WDB)***

Partner

Larry Wehage			
Name	Signature	Date	Name
			Signature
			Date

SELACO WDB Policy Board of Elected Officials

Jeff Wood	
Name	Signature
	Date

Signature Page: Partners Sharing Infrastructure Costs When Proportionate Share Data Are Available

By signing below, the parties agree that when data are available to determine the agreed upon AJCC benefit to non-colocated partners, the infrastructure cost sharing agreement will be renegotiated to include their proportionate share of contributions; whether it will be provided through cash, non-cash (in-kind), and/or third-party in-kind contributions.

***Southeast Los Angeles County
Workforce Development Board (SELACO WDB)***

Partner

Larry Wehage

Name

Signature

Date

Name

Signature

Date

SELACO WDB Policy Board of Elected Officials

Jeff Wood

Name

Signature

Date

Required Phase II MOU Component: Sharing Other One-Stop System Costs

The One-Stop System Partners Included in the Sharing of Other One-Stop Delivery System Costs

<u>X</u> Title I Adult, Dislocated Worker, and Youth	<u>X</u> Title V Older Americans Act	<u>X</u> Trade Adjustment Assistance Act
<u>X</u> Title II Adult Education and Literacy	<u>X</u> Job Corps	<u>X</u> Community Services Block Grant
<u>X</u> Title III Wagner-Peyser	<u>X</u> Native American Programs	<u>X</u> Housing and Urban Development
<u>X</u> Title IV Vocational Rehabilitation	<u> </u> Migrant Seasonal Farmworkers	<u>X</u> Unemployment Compensation
<u> </u> Carl Perkins Career Technical Education	<u>X</u> Veterans	<u>X</u> Second Chance
<u>X</u> TANF/CalWORKS	<u>X</u> YouthBuild	<u> </u> Other:

Summary of Career Services Applicable to Each One-Stop Delivery System Partner (Phase I MOU)							
Basic Career Services	T-I Adult SELACO	T-I DW SELACO	T-I Youth SELACO	T-II AEL Adult Ed.	T-III WP EDD	T-IV VR DOR	TANF DPSS
T-I Program Eligibility	✓	✓	✓	✓			✓
Outreach, Intake, Orient	✓	✓	✓	✓	✓	✓	
Initial Assessment	✓	✓	✓	✓	✓	✓	
Labor Exch/Job Search	✓	✓	✓	✓	✓	✓	
Referrals to Partners	✓	✓	✓	✓	✓	✓	
LMI	✓	✓	✓		✓	✓	
Performance/Cost Info	✓	✓	✓	✓	✓		
Support Service Info	✓	✓	✓	✓	✓	✓	
UI Info/Assistance	✓	✓	✓		✓		
Financial Aid Info	✓	✓	✓	✓	✓	✓	
Basic Career Services	Tech Ed	T-V OAA	Job Corps Long Beach Job Corps	Native Am UAI, Inc.	MSF	YouthBuild	TAA EDD
T-I Program Eligibility							
Outreach, Intake, Orient			✓	✓			✓
Initial Assessment				✓			✓
Labor Exchange/Job Search			✓	✓			✓
Referrals to Partners			✓	✓			✓
LMI				✓			✓

Performance/Cost Info													
Support Service Info				✓									✓
UI Info/Assistance				✓									✓
Financial Aid Info				✓									✓
Basic Career Services	Comm Act	Housing Norwalk Housing Authority	UI EDD	Native Am UAI, Inc.	Other Part	Other Part	Other Part	Other Part					
T-I Program Eligibility		Does not directly provide Basic Career Services											
Outreach, Intake, Orient													
Initial Assessment													
Labor Exchange/Job Search													
Referrals to Partners													
LMI													
Performance/Cost Info													
Support Service Info													
UI Info/Assistance			✓										
Financial Aid Info													

Individual Career Services	T-I Adult SELACO	T-I DW SELACO	T-I Youth SELACO	T-II AEL Adult Ed.	T-III WP EDD	T-IV VR DOR	TANF DPSS
Comp Assessment	✓	✓	✓	✓	✓	✓	

			Norwalk Housing Authority	II, Inc.			
Comp Assessment			Does not directly provide Individual Career Services				
IEP							
Career Plan/Counsel							
Short-Term Prevoc							
Internships/Work Experience							
Out-of-Area Job Search							
Financial Literacy							
IET/ELA							
Workforce Preparation							

Applicable Career Services	T-I Adult SELACO	T-I DW SELACO	T-I Youth SELACO	T-II AEL Adult Ed.	T-III WP EDD	T-IV VR DOR	TANF DPSS
Basic Career Services: T-I Eligibility/Initial Assess Outreach, Intake, Orient Labor Exchange/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$483,354	\$97,630	\$167,366	\$0	\$813,075	\$0	\$0
Applicable Career Services	Tech Ed	T-V OAA	Job Corps Long Beach Job Corps	Native Am UAIL, Inc.	MSF	YouthBuild	TAA EDD

Basic Career Services: T-I Eligibility/Initial Assess Outreach, Intake, Orient Labor Exchange/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$0	\$0	Cannot separate portion of budget dedicated to career services	\$0	\$0	\$0	\$90,342
Applicable Career Services	Comm Act	Housing Norwalk Housing Authority	UI EDD	Native Am UAI, Inc.	Other Part	Other Part	Other Part
Basic Career Services: T-I Eligibility/Initial Assess Outreach, Intake, Orient Labor Exchange/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$0	\$ 0	\$12,946	\$0	\$0	\$0	\$0

*(1) FODL depends on ADA Education funds, small grants and leveraging resources with partners. Receives no WIOA funding directly.

Applicable Career Services	T-I Adult SELACO	T-I DW SELACO	T-I Youth SELACO	T-II AEL Adult Ed.	T-III W/P EDD	T-IV VR DOR	TANF DPSS
Individual Career Services: Comp Assessment/IEP Career Plan/Counsel Short-Term Pre-vocational Internship/Work Experience Financial Literacy IET/ELA/WF Prep	\$349,959	\$75,377	\$361,111	\$0	\$143,484	\$0	\$0
Applicable Career Services	Tech Ed	T-V OAA	Job Corps Long Beach Job Corps	Native Am UAI, Inc	MSF	YouthBuild	TAA EDD
Individual Career Services: Comp Assessment/IEP Career Plan/Counsel Short-Term Pre-vocational Internship/Work Experience Financial Literacy IET/ELA/WF Prep	\$0	\$0	Cannot separate portion of budget dedicated to career services	\$0	\$0	\$0	\$15,943
Applicable Career Services	Comm Act	Housing Norwalk Housing Authority	UI EDD	Native Am UAI, Inc	Other Part	Other Part	Other Part
Individual Career Services: Comp Assessment/IEP Career Plan/Counsel Short-Term Pre-vocational Internship/Work Experience Financial Literacy							


IET/ELA/WF Prep	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Consolidated budget total of career services delivered through the One-Stop system: \$									



MEMORANDUM

DATE: May 25, 2023

TO: SELACO WDB Board of Directors

FROM: Yolanda L Castro, Executive Director 

RE: Approval to Submit the SELACO WDB's Local Area Subsequent Designation and Local Board Recertification Application

Per state Directive WSD 22-14, the SELACO WDB is required to secure Local Area subsequent designation and Local Board recertification every two (2) years through an application process.

WIOA Sections 106 and 107 provide criteria for subsequent designation of Local Areas and recertification of Local Boards. WIOA Section 106 requires the Governor to designate Local Areas within the state, and WIOA Section 107 requires the Governor to certify one Local Board for each Local Area.

According to WIOA Section 106, a Local Area must have performed successfully, sustained fiscal integrity, and engaged in the regional planning process to receive subsequent designation. According to WIOA Section 107, a Local Board must have performed successfully, sustained fiscal integrity, and met membership requirements to receive recertification. The applications for the Local Area subsequent designation and Local Board recertification have been combined into one application.

Approved applications will be effective July 1, 2023 – June 30, 2025.

Attached for your review, approval and corresponding signature is the SELACO WDB's application for Local Area subsequent designation and Local Board recertification.

Action Required:

Approve the Executive Director request to submit the SELACO WDB's application for Local Area subsequent designation and Local Board recertification.

**Local Area Subsequent Designation and
Local Board Recertification Application
For Program Year 2023-25**

Local Workforce Development Area

Southeast Los Angeles County (SELACO)
Local Workforce Development Area (LWDA)

Application for Local Area Subsequent Designation and Local Board Recertification

This application will serve as your request for Local Workforce Development Area (Local Area) subsequent designation and Local Workforce Development Board (Local Board) recertification for Program Year (PY) 2023-25 under the *Workforce Innovation and Opportunity Act* (WIOA).

If the California Workforce Development Board (CWDB) determines the application is incomplete, it will either be returned or held until the necessary documentation is submitted. Please contact your [Regional Advisor](#) for technical assistance or questions related to completing and submitting this application.

Completed applications must be submitted by 5 p.m. on Friday, April 14, 2023, to the CWDB at PolicyUnit@cwdb.ca.gov.

Southeast Los Angeles County Local Workforce Development Board (SELACO WDB)

Name of Local Area

10900 East 183rd Street, Suite 350

Mailing Address

Cerritos, CA 90703

City, State, ZIP

May 26, 2023

Date of Submission

Yolanda L. Castro, Executive Director

Contact Person

(562) 484-5045

Contact Person's Phone Number

Local Board Membership

The WIOA Section 107(b)(2)(A) through (E) states the requirements for nominating and selecting Local Board members:

1. Provide the names of the individuals appointed for each membership category listed below.
2. Attach a roster for the current Local Board.

Category: Business – WIOA Section 107(b)(2)(A) requires that business members constitute a simple majority of the Local Board, and WIOA Section 107(b)(3) states that the chairperson shall also be a member under this category. Specifically, a majority of the Local Board’s business members shall constitute the following representatives under this membership category:

- Owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority.
- Representatives of businesses, including small businesses or business organizations.
- Individuals appointed by those who have been nominated by local business organizations and business trade associations.

Please list the Local Board’s business members and identify the chairperson by typing CHAIR after their name:

LOCAL BOARD BUSINESS MEMBERS				
Name	Title	Entity	Appointment Date	Term End Date
Larry Wehage	Chair	Bellflower Chamber (Vice President) Lions Club International	6/21/22	6/30/24
Aaron Drake	Vice Chair	USC – University Police Department	6/15/21	6/30/23
Mark Dameron	Secretary/ Treasurer	City of Lakewood Chamber Member Rotary Club of Lakewood	6/15/21	6/30/23
Sergio Cueva	Member	Hawaiian Gardens Casino	8/16/22	6/30/24
Joseph Derthick	Member	AFLAC	10/16/21	6/30/23
Shannon McGehee	Member	World Energy	8/16/22	6/30/24
Leila Nam	Member	D.K. Property Management	10/19/21	6/30/23
Vijay Patel	Member	City of Downey Chamber Member LA City Deputy Attorney	8/16/22	6/30/24
Tracy Polley	Member	Kelco Sales	6/21/22	6/30/24
Tim Ryder	Member	Microsoft	4/20/21	6/30/23
Cristina Segura-Garcia	Member	Kaiser Downey Medical Center	6/15/21	6/30/23
Michael Segura	Member	Farmers Insurance	6/21/22	6/30/24
Jay Shah	Member	AMC, Inc.	8/16/22	6/30/24
Sanjay Trivedi	Member	Law Office if Sam Trivedi	8/16/22	6/30/23
Gregg Utrecht	Member	Fabrica Fine Carpets and Rugs	6/21/22	6/30/24
Vacant	-	-	-	-

Category: Labor – At least 20 percent of the Local Board members shall be labor representatives from the Local Area’s workforce. Specifically, the Local Board shall have labor representatives under this membership category from the following entities (WIOA 107[b][2][B]):

- Labor organizations (for a Local Area in which employees are represented by labor organizations) and who have been nominated by local labor federations, or (for a Local Area in which no employees are represented by such organizations) other representatives of employees.
- A member of a labor organization or a training director from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists.

Members may be representatives from community-based organizations with demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, veterans, or individuals with disabilities; and organizations with demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth and/or out-of-school youth.

California Unemployment Insurance Code (CUIC) Section 14202(b)(1) further requires and specifies that at least 15 percent of Local Board members shall be representatives of labor organizations unless the local labor federation fails to nominate enough members. For a Local Area in which such organizations represent no employees, other representatives of employees shall be appointed to the Local Board, but any Board that appoints representatives of employees not nominated by local labor federations must demonstrate that no employees are represented by such organizations in the Local Area.

List the Local Board’s labor members:

LOCAL BOARD LABOR MEMBERS				
Name	Title	Entity	Appointment Date	Term End Date
Ben Espitia	Member	Goodwill Southern Los Angeles County	6/21/22	6/30/24
Kevin Kucera	Member	IAM #1484	6/21/22	6/30/24
Vacant	-	-	-	-
Vacant	-	-	-	-
Vacant	-	-	-	-
Vacant	-	-	-	-

Category: Education – WIOA Section 107[b][2][C] requires that each Local Board include members who represent entities that administer education and training activities in the Local Area. Specifically, the Local Board shall have education representatives under this membership category from the following entities:

- Eligible Title II adult education and literacy providers; and
- Institutions of higher education providing workforce investment activities.

Members may be representatives from local educational agencies and community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment. List the Local Board’s education members:

LOCAL BOARD EDUCATION MEMBERS				
Name	Title	Entity	Appointment Date	Term End Date
Belle Gomez	Member	Cerritos College	6/21/22	6/30/24
Blanca Rochin	Member	Downey Adult School	8/16/22	6/30/23

Category: Economic and Community Development – WIOA Sections 107[b][2][D] and [E] require each Local Board to include governmental, economic, and community development representatives under this membership category from the following entities:

- Economic and community development organizations.
- The state’s employment service office under the *Wagner-Peyser Act*.
- Programs carried out under Title I of the federal *Rehabilitation Act*.

A Local Board may have representatives from transportation, housing, and/or public assistance agencies; philanthropic organizations; and/or an individual or representatives of entities determined to be appropriate by the local CEO.

List the Local Board’s economic and community development members:

LOCAL BOARD ECONOMIC AND COMMUNITY DEVELOPMENT MEMBERS				
Name	Title	Entity	Appointment Date	Term End Date
Ashley Burrell	Member	California Department of Rehabilitation	8/16/22	6/30/24
Connie Chan	Member	California Employment Development Department	10/19/21	6/30/23
Barbara Levine	Member	L.A. County Economic Development Corporation	6/21/22	6/30/24

Performed Successfully

The Local Area hereby certifies that it has performed successfully, defined as having an Individual Indicator Score of 50% or higher in PY 20-21 OR PY 21-22, as described in Workforce Services Directive *Calculating Local Area Performance and Nonperformance* (WSD20-02) dated September 18, 2020, for the following primary indicators of performance:

- Employment Rate 2nd Quarter After Exit
- Median Earnings

PY 20-21 Individual Indicator Scores		
Indicators of Performance	Adults	Dislocated Workers
Employment Rate 2 nd Quarter After Exit	63.35%	61.17%
Median Earnings 2 nd Quarter After Exit	\$6,737.20	\$8,570.00
PY 20-21 Individual Indicator Scores		
Indicators of Performance	Youth	
Employment or Education Rate 2 nd Quarter after Exit	73.24%	
Median Earnings	\$4,558.70	

PY 21-22 Individual Indicator Scores		
Indicators of Performance	Adults	Dislocated Workers
Employment Rate 2 nd Quarter After Exit	69.27%	51.74%
Median Earnings 2 nd Quarter After Exit	\$7,957.44	\$7,820.94
PY 21-22 Individual Indicator Scores		
Indicators of Performance	Youth	
Employment or Education Rate 2 nd Quarter after Exit	65.45%	
Median Earnings	\$5,260.60	

Sustained Fiscal Integrity

The Local Area hereby certifies that it has not been found in violation of one or more of the following during PY 20-21 or PY 21-22:

- *Final determination of significant finding(s)* from audits, evaluations, or other reviews conducted by state or local governmental agencies or the Department of Labor identifying issues of fiscal integrity or improperly expended funds due to the willful disregard or failure to comply with any WIOA requirement.
- *Gross negligence* – defined as a conscious and voluntary disregard of the need to use reasonable care, which is likely to cause foreseeable grave injury or harm to persons, property, or both.
- *Failure to observe accepted standards of administration* – Local Areas must have adhered to the applicable uniform administrative requirements set forth in Title 2 *Code of Federal Regulations* (CFR) Part 200.

Certify No Violation:

Engaged in Regional Planning

Engaged in regional planning is defined as participating in and contributing to regional planning, regional plan implementation, and regional performance negotiations. The Local Area hereby certifies that it has participated in and contributed to regional planning and negotiating regional performance measures in the following ways:

Since the establishment of California’s Regional Planning Units (RPU) under the Workforce Innovation and Opportunity Act (WIOA), SELACO WDB has remained active in the efforts and initiatives of the Los Angeles Basin RPU. These include:

Regional Planning: SELACO WDB leadership and staff have participated in every iteration of regional plan development and implementation since the enactment of WIOA. During the current four-year planning cycle, SELACO WDB representatives contributed to discussions that led to the development of the PY 2021-24 L.A. Basin Regional Plan and, more recently, its 2023 Biennial Modification.

Regional Planning Implementation Grants: Even before the establishment of RPUs and various regional grants that would come later, SELACO WDB played a leadership role in designing and executing projects under the California Workforce Development Board’s SlingShot grant program, a forerunner to subsequent regional grant programs. Most recently, SELACO WDB’s participation in and contributions to Regional Plan Implementation (RPI) grant activities have included:

RPI 3.0 Grant: Under this grant, objectives included regional discussions on best practices regarding supportive services. From these discussions, Foothill WDB, which led the project, assembled a “best practices” list of regional "outside the box" support services that enhance success in the delivery of work experience and related services. From the best practice list, SELACO WDB opted to implement two components: on-the job coaching and lived mentorship. Both components were offered via a contract with *Mentor*. *Mentor* was engaged to provide internet-based placement strategies for twenty-five participants through its technology platform, while incorporating one-on-one client engagement and job coaching with the “lived mentor” coach.

RPI 4.0 Grant: The grant focused on training in diversity, equity, and inclusion (DEI) , COVID-19 response, environmental sustainability, and broad access to opportunities for diverse businesses and workers. There were many grant objectives to select from and SELACO WDB opted to focus on DEI training for staff. Two types of training were made available. The first was a facilitated 1.5-2-hour staff engagement/conversation addressing DEI and how it affects program design and service delivery. This opportunity was offered to all staff. The second training was a three-day certificate program on DEI. Twenty-seven SELACO WDB staff members, from front line workers to agency leadership, participated in the three-day DEI training and are now certified.

Other state-funded regional grant projects in which SELACO WDB collaborates with partners across the L.A. Basin include past and present Prison to Employment (P2E) grants and the new Regional Equity and Recovery Project (RERP), under which SELACO WDB will be concentrating on a sub-regional initiative with Pacific Gateway WDB and local training providers on programs to prepare workers for careers in the logistics and hospitality industries.

Other Regional Initiatives: SELACO WDB management and staff regularly participate in a wide range of regional initiatives. Examples include:

Community Economic Resilience Fund (CERF): Participation on the Business Advisory Subcommittee with representatives of local workforce boards and other stakeholders in this economic and workforce development initiative.

Southern California Apprenticeship Network: In collaboration with local boards from the L.A. Basin RPU and adjacent regions, participation with this recently formed network of organizations that are focused on increasing the availability of apprenticeships.

L.A. County Office of Education Logistics Training Program Committee: Participation in the planning and oversight group for this regional training program, which is locally offered at Cerritos College.

Workforce Accelerator Fund 9.0 Grant Regional Healthcare Training Project: Collaboration in this healthcare careers-focused project with South Bay WIB, the Hospital Association of Southern California, and various statewide, regional, and local training providers.

Rapid Response Roundtable: Participation in regular meetings with local boards from the region, along with representatives from the California Employment Development Department and the U.S. Department of Labor.

Performance Negotiations: SELACO WDB annually participates alongside other local boards in the Los Angeles Basin region in negotiations with state representatives regarding regional performance measures.

Local Area Assurances

Through PY 23-25, the Local Area assures the following:

- A. It will comply with the applicable uniform administrative requirements, cost principles, and audit requirements (WIOA Section 184[a][2] and [3]).

Highlights of this assurance include the following:

- The Local Area's procurement procedures will avoid acquisition of unnecessary or duplicative items, software, and subscriptions (in alignment with Title 2 CFR Section 200.318).
- The Local Area will maintain and provide accounting and program records, including supporting source documentation, to auditors at all levels, as permitted by law (Title 2 CFR Section 200.508).

Note that failure to comply with the audit requirements specified in Title 2 CFR Part 200 Subpart F will subject the Local Area to potential cash hold (Title 2 CFR Section 200.338).

- B. All financial reporting will be done in compliance with federal and state regulations and guidance.

Highlights of this assurance include the following:

- Reporting will be done in compliance with Workforce Services Directive *Monthly and Quarterly Financial Reporting Requirements* (WSD19-05), dated December 4, 2019.
- All close out reports will comply with the policies and procedures listed in *WIOA Closeout Requirements* (WSD16-05), dated July 29, 2016.

Note that failure to comply with financial reporting requirements will subject the Local Area to potential cash hold (Title 2 CFR Section 200.338).

- C. Funds will be spent in accordance with federal and state laws, regulations, and guidance.

Highlights of this assurance include the following:

- The Local Area will meet the requirements of the *CUIC Section 14211*, to spend a minimum of 30 percent of combined total of WIOA Title I adult and dislocated worker formula fund allocations on training services.
- The Local Area will not use funds to assist, promote, or deter union organizing (WIOA Section 181[b][7]).

- D. The Local Area will select the America's Job Center of CaliforniaSM operator(s) through a competitive procurement process, such as a Request for Proposals, unless designated or certified as an operator with the agreement of the local CEO and the Governor (WIOA Section 121[d][2][A] and 107[g][2]).

- E. The Local Area will collect, enter, and maintain data related to participant enrollment, activities, and performance necessary to meet all CalJOBSSM reporting requirements and deadlines.

- F. The Local Area will comply with the nondiscrimination provisions of WIOA Section 188 and 29 CFR Part 38, including the collection of necessary data.

- G. The Local Area will engage in and contribute to, regional planning and regional plan implementation (for example, the Local Area has participated in regional planning meetings and regional plan implementation efforts, and the Local Board and local CEO have reviewed and approved the regional plan and two-year modifications).

- H. The Local Area will participate in regional performance negotiations.

- I. The Local Area will comply with CWDB policies and guidelines, legislative mandates and/or other special provisions as may be required under federal law or policy, including the WIOA or state legislation.

- J. Priority shall be given to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of career and training services funded by WIOA Adult funding (WIOA Section 134[c][3][E] and *Training and Employment Guidance Letter* [TEGL] 10-09, and TEGL 19-16).

Application Signature Page

Instructions – The local CEO and Local Board Chair must sign and date this form. Electronic signatures are permitted for the PY 23-25 application.

By signing the application below, the local CEO and Local Board Chair request subsequent designation of the Local Area and recertification of the Local Board. Additionally, they agree to abide by the Local Area assurances included in this application.

Local Workforce Development Board Chair

Local Chief Elected Official

Signature

Signature

Larry Wehage

Jeff Wood

Name

Name

Chair, WDB

Chair, Policy Board

Title

Title

May 26, 2023

June 20 2023

Date


Date



MEMORANDUM

DATE: May 25, 2023

TO: SELACO WDB Board of Directors

FROM: Yolanda L Castro, Executive Director 

RE: Youth at Work Anticipated Funding, Providers and Provider Contract Extension

The Los Angeles County Board of Supervisors provided delegated authority to the Los Angeles County Department of Economic Opportunity (DEO) to extend the Youth at Work (previously Earn and Learn) Agreement with the Southeast Los Angeles County Workforce Development Board (SELACO WDB) for the Youth at Work Youth Work Experience Program.

The DEO has consistently, on an annual basis allocated funding to the SELACO WDB to implement a Youth at Work program, because of the historical practices in allocations, the SELACO WDB is seeking approval from the Board to accept, allocate and extend contracts accordingly at the discretion and approval of the SELACO WDB Executive Director, based on performance and contract compliance for PY 2022-2023. The approval of an anticipated allocation from DEO would allow the SELACO WDB to implement the program as soon as an allocation is issued for PY 2023-2024. Allocations and contract extensions would be reported to the Board upon receipt of the funding and execution of contract extensions.

For the contract period of July 1, 2023, through June 30, 2024, SELACO WDB would provide services to the following populations:

- California Work Opportunity and Responsibility Kids Temporary Assistance for Needy Families (CALWORKS TANF)
- Foster Youth
- Other underserved Youth
- Probation Youth
- System Involved Youth

The program is designed to provide participants 20 hours of paid Personal Enrichment Training (PET). PET topics include Fiscal Literacy, Work Ethics, Life Skills, and Career Exploration.

In addition to PET, participants will receive a minimum of 140 hours of paid Work Experience.

At the origination of the contract, The SELACO WDB was authorized by DEO to conduct a procurement process in the form of a Request for Statement of Qualifications (RSOQ) to secure qualified providers of the Youth at Work program. Since the implementation of the Youth at Work program, SELACO WDB has hosted an ongoing RSOQ to solicit year-round services from experienced and qualified providers serving youth, ages 14-21 to implement the ongoing Youth at Work Youth Program.

SELACO WDB currently has two active providers contracted to execute the Youth at Work Program: ABC Unified School District, and the City of Hawaiian Gardens and is actively seeking new providers. There is formal notification from the City of Artesia and Downey Adult School of their intent to submit an RSOQ to become Youth at Work Providers for PY 2022-2023.

Action Required:


- Authorize the Executive Director to accept future funding from DEO for the provision of the Youth at Work program for PY 2023-2024.
- Approve and authorize the Executive Director to allocate funding and issue contract extensions, accordingly, based on program and fiscal performance and contract compliance, to approved agencies to continue to administer the Youth at Work Program under future funding.
- Approve and authorize the Executive Director to award funding to additional provider(s) that submit a statement of qualifications and are deemed an eligible provider of Youth at Work.



MEMORANDUM

DATE: May 25, 2023

TO: SELACO WDB Board of Directors

FROM: Yolanda L Castro, Executive Director 

RE: Approval to Release a Request for Proposal (RFP) for One-Stop Operator Services

Per State directive WSD22-13 the SELACO WDB must select an AJCC Operator through a competitive process at least once every four years. As part of that competitive process, the SELACO WDB is required to articulate the expected role(s) and responsibilities of the AJCC Operator.

The primary role of the One Stop Operator will be coordinating the implementation of the SELACO WDB negotiated cooperative agreements (MOUs) and Resource Sharing Agreements with all mandated partners. The operator will also act as a liaison between the SELACO WDB and system AJCC partners, responsibilities include:

1. Coordinate the integrated service delivery of required AJCC partners and service providers.
2. Ensure the implementation of partner responsibilities and contributions agreed upon in the Memorandum of Understanding (MOU).
3. Resolve disputes
4. Address grievances
5. Identify any changes that may be needed to partner working agreements.
6. Identify needs for AJCC partner coordinated activities
7. Convene and facilitate quarterly partner meetings to ensure effective communication in the delivery of service such as:
 - Partner collaboration
 - Process improvement
 - Implementing recommended changes as identified by the System Management Team (SMT)
8. Report to Local Boards on operations, performance, and continuous improvement recommendations.
9. Implement applicable policies established by Local Boards.
10. Adhere to all applicable federal and state guidance.

Below is the proposed procurement timeline:

- Board Approval to Release RFP: 5/25/2023
- Public Announcement: 7/10/2023
- Release RFP: 7/10/2023
- Bidder's Conference: 8/10/2023
- Proposal Due Date: 10/10/2023
- Board Approval to award contract: 1/25/2024
- AJCC Operator in place and Operating: 7/1/2024


Action Required:

Approve the Executive Director to release the One Stop Operator Request for Proposal (RFP) 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: May 25, 2023
TO: SELACO WDB Board of Directors
FROM: Yolanda L Castro, Executive Director 
RE: HR Policy Update: Personnel Policies and Procedures

As presented at your July 25, 2019 Board meeting, staff began the process of bringing to you a few policies at a time to review and approve. As of your March 2023 Board meeting, you completed your review and approval of 53 policies bringing the SELACO WDB HR Personnel Policies and Procedures (PPP) Manual up to date.

Today, Policy #323 comes to you for your review and approval as a result of Assembly Bill 1949 (AB 1949) as it relates to “bereavement.”

SELACO WDB’s currently policy regarding Bereavement Leave:

- 1) Upon the death an immediate family member, SELACO WDB will grant a paid leave of absence for up to three (3) working days. These days will be paid at the regular straight-time rate for an eight (8) hour day.
- 2) Additional time off may be taken as Vacation time off, or unpaid, as a personal leave of absence.
- 3) At its discretion, SELACO WDB reserves the right to require proof of the death of the immediate family member such as a memorial service program or an obituary.

As a result of AB 1949, the following changes will be made to read:

- 1) Upon the death of a qualified immediate family member, SELACO WDB will grant a leave of absence for a maximum of five (5) working days.
- 2) Three (3) working days will be paid at the regular straight-time rate for an eight (8) hour day. The remaining two (2) days the employee may use either their accrued vacation and/or sick time.
- 3) The bereavement leave may be used intermittently, but within three (3) months of the passing of the qualified immediate family member.

- 4) At its discretion, SELACO WDB reserves the right to require proof of the death of the immediate family member such as a memorial service program or an obituary.

Action Required:


Approve staff's recommended changes as presented and direct staff to update the SELACO WDB HR Personnel Policies and Procedures Manual and Employee Handbook to align with Assembly Bill 1949.



MEMORANDUM

DATE: May 25, 2023

TO: SELACO WDB Board of Directors

FROM: Yolanda L Castro, Executive Director 

RE: Regional Equity and Recovery Partnership Funding

The Los Angeles Basin Region Planning Unit (LARPU) was awarded a grant under the Regional Equity and Recovery Partnership (RERP). Funding under the RERP grant program is provided through the State's General Fund. The South Bay Workforce Investment Board (WIB) as the LARPU coordinator delegated fiscal administrator authority to the Pacific Gateway Workforce Innovation Network (PGWIN) to administer the fiscal component of Southeast Los Angeles County Workforce Development Board's (SELACO WDB) portion of the regional grant. It is anticipated that the SELACO WDB will receive an allocation of \$267,155 to serve 31 participants.

Under the RERP grant, the SELACO WDB will focus on the industries of hospitality specifically culinary arts and logistics. Both industries have existing hiring challenges created by the pandemic and now the growing exodus of workers has created further disruptions in the success of the industry. The SELACO WDB will partner with Cerritos Community College to outreach to underserved populations that are not familiar with the opportunities in these industries. Working with the LA Office of Education Gain program will also help us target candidates not familiar with the industry or the potential for long-term and high-road employment.


The contract to award the SELACO WDB has been approved by the PGWIN council. Staff anticipates funding in June, and seeks approval from the Board to accept, allocate and extend contracts accordingly based on the SELACO WDB's RERP proposal submitted and awarded allocation. Allocations and corresponding contracts will be reported to the Board upon execution.

Action Required:

- Authorize the Executive Director to accept funding from Pacific Gateway Workforce Innovation Network under RERP in the anticipated amount of \$267,155 to serve 31 participants under RERP.
- Approve and authorize the Executive Director to allocate funding and issue contracts, accordingly, based on the program proposal and design to meet the objectives of the RERP funding allocation.



MEMORANDUM

DATE: May 25, 2023
TO: SELACO WDB Board of Directors
FROM: Yolanda L Castro, Executive Director 
RE: Election of Officers

The Southeast Los Angeles County Workforce Development Board (SELACO WDB) staff have reached out to SELACO WDB members to assess interest in maintaining a role on the Executive Committee, step into a role as an Executive Committee Member or nominate a member of the board for a position on the Executive Committee.

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

SELACO WDB Board Chair – Larry Wehage
SELACO WDB Vice Chair – Mark Dameron
SELACO WDB Secretary/Treasurer – Ben Espitia

Recommended At-large positions of the Executive Committee:

Barbara Levine
Aaron Drake

The above slate of candidates is presented for your consideration. Attached is a description of each of the roles and responsibilities.

Action Required:

Open the floor for additional nominations and vote to secure our Executive Board to serve July 1, 2023 – June 30, 2024



SELACO WDB Board – Executive Committee

The WDB's Executive Committee consists of a Chairperson, a Vice-Chairperson a Secretary-Treasurer, and two at large members. The Chairperson must represent the private sector.

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

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

Any vacancy in an Officer position for any reason is filled by election for the balance of the term of the respective Officer.

Executive Committee Members are given priority for attendance at workforce sponsored conferences.

Roles and Responsibilities

Chairperson

The Chairperson calls and presides at all meetings of the Board of Directors; appoint Directors to standing committees and ad hoc committees, except as otherwise specified in the Bylaws, the Agreement, or applicable law; is an ex officio member of all WDB committees; signs all WDB training plans, contracts, modifications, warrants and other documents evidencing an obligation of the WIB, except as such authority may be delegated to staff by specific Board of Directors action in limited circumstances; shall generally serve as the chief executive officer of the corporation; and shall exercise other powers and perform other duties as the Board identifies.

Vice-Chairperson

The Vice-Chairperson as needed will perform all of the powers and duties of the Chairperson during the absence, unwillingness, inability to act of the Chairperson for any reason, or as otherwise delegated by the Chairperson; and exercise other powers and perform such other duties of the Chairperson as the WDB may from time to time assign.

Secretary/Treasurer

The Secretary/Treasurer shall ensure that staff maintains the following corporate records: (a) a book of minutes of all meetings, proceedings, and actions of the Board, which minutes of meetings shall include the time and place that the meeting was held, whether the meeting was annual, regular, or special, and if special, how authorized, the notice given, and the names of those present at Board of Directors and committee meetings; (b) a copy of the Articles of Incorporation and Bylaws, as amended to date; (c) a record of the WDB's Directors, showing each Director's name, address, and term of appointment; and (d) adequate and correct books and accounts of the WDB's properties and transactions. Each of the above corporate records shall be open to inspection by any Board Member at all reasonable times.

The Secretary/Treasurer shall ensure that staff prepares notices of all meetings of the Board of Directors and its committees as required; ensure Directors such financial statements and reports. Ensure deposit of all money and other valuables in the name and to the credit of the corporation

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

At Large Members

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

ONE STOP OPERATOR REPORT

DATE: May 25, 2023
TO: SELACO WDB Board of Directors
FROM: Stacey Girdner, Managing Partner, The PRAXIS Group, SELACO One Stop Operator
RE: Update on the progress of your System Management Team (SMT)

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

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

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

Progress since the last SELACO Board meeting


Your workforce System Management Team ended the 2023 – 2024 program year by

- Approving the Infrastructure Agreement for 2023 – 2024.
- Creating goals for the upcoming program year:
 - ☑ Improve our co-enrollment/referral process. Establish a smoother transition. Increase co-enrollments. Include an enrollment deadline. Assign a direct person and email to send referral.
 - ☑ Integrate our services more systematically. Further expand networks of partnership. More co-located partners.
 - ☑ Create a communal page for cross training videos, an updated SMT point of contact sheet, etc.
- Reaffirming the annual cross-training calendar.

Action: File



MEMORANDUM

DATE: May 25, 2023
TO: SELACO WDB Board of Directors
FROM: Yolanda L Castro, Executive Director 
RE: Ethics Training AB1234

At the June 23, 2016, Southeast Los Angeles County Workforce Development Board (SELACO WDB) meeting, it was announced that all board members are required to take a mandatory two-hour ethics training every two years to comply with AB1234. As of May 25, 2023, the following board members have completed the training:

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

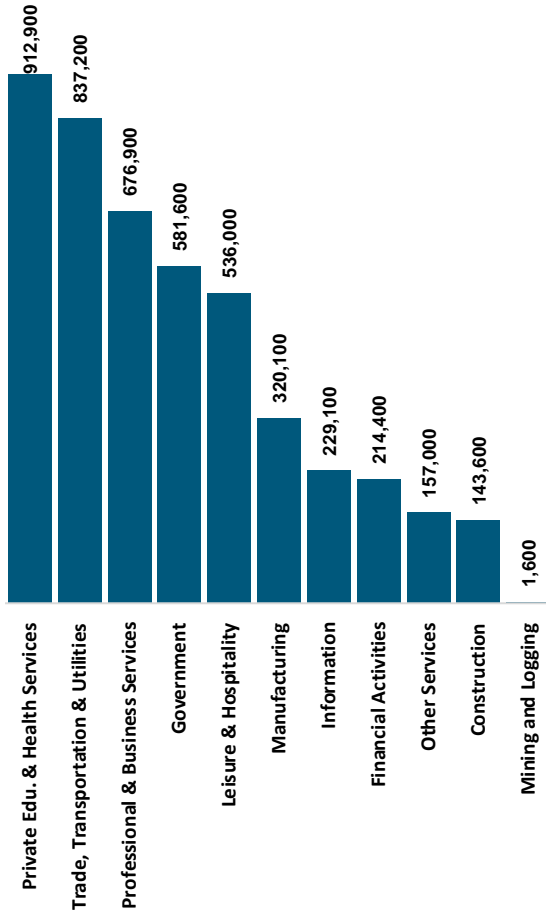
For those who have yet to complete the training, you may do so using the online course at:

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

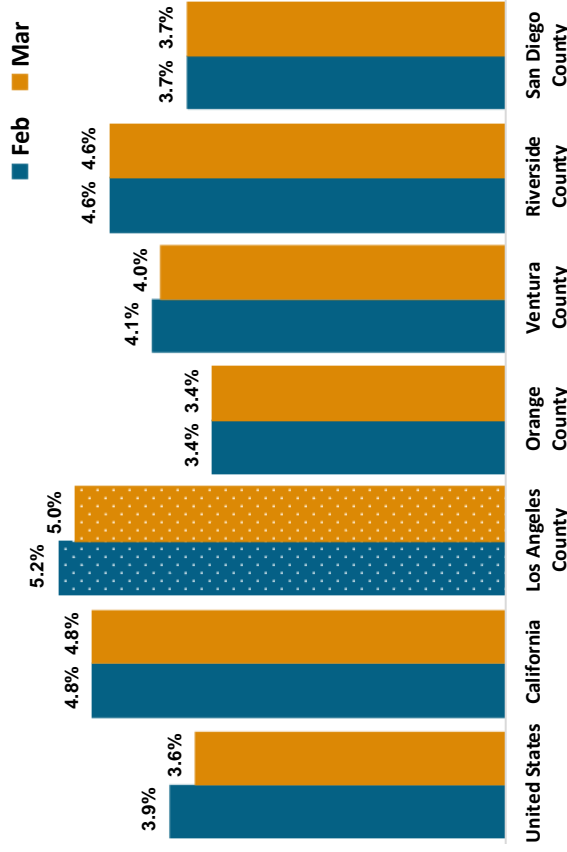
As a reminder, you *must* print the Certification of Completion provided at the end and submit to Carol Davis.

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

March Industry Sectors Ranked by Employment Size¹



Unemployment Rate (%)²



Online Job Advertisements – March 2023 Help Wanted OnLine³

Top 10 Employers

Northrop Grumman	2,381	Registered Nurses	7,129
University of California, L.A.	2,319	Managers, All Other	4,899
Space X	1,508	Retail Salespersons	4,218
Starbucks Coffee Company	1,175	Sales Reps., Wholesale & Mfg., excl. Tech & Sci. Products	4,027
Kaiser Permanente	1,077	Computer Occupations, All Other	3,509
University of Southern California	968	Customer Service Representatives	3,417
Cedars-Sinai	846	First-Line Supervisors of Retail Sales Workers	3,390
Providence Health & Services	836	Software Developers, Applications	2,570
Marriott International Inc.	629	Medical and Health Services Managers	2,288
Allied Universal	619	Combined Food Prep. & Serving Workers, incl. Fast Food	2,266

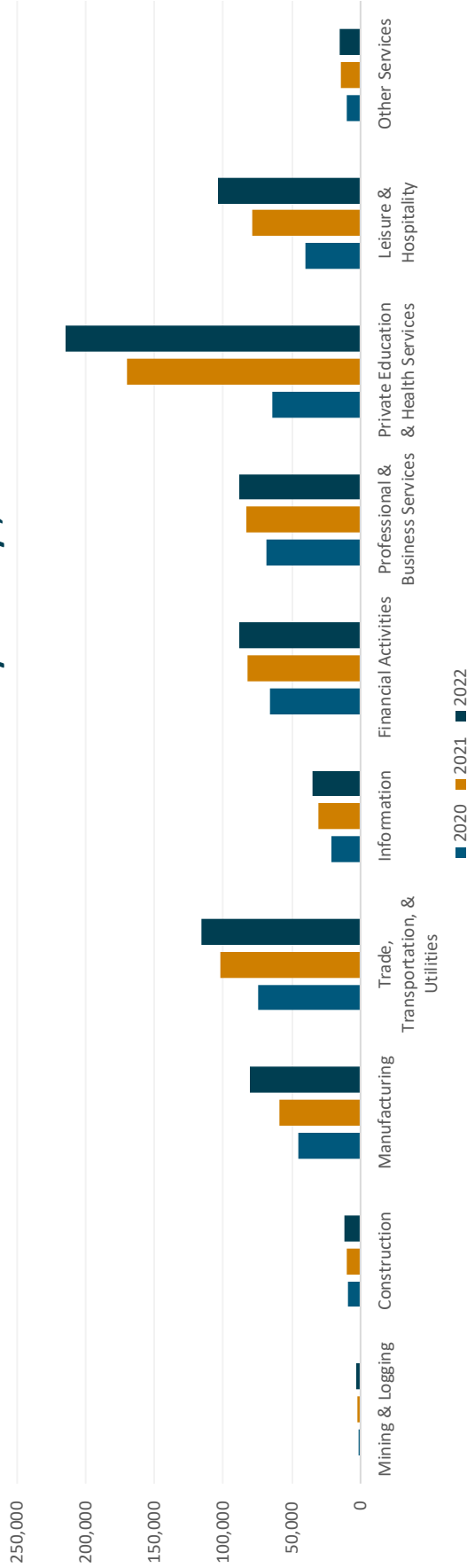
Top 10 Occupations

Los Angeles	70,570
Pasadena	6,774
Long Beach	6,653
Burbank	5,696
Santa Monica	5,180
Torrance	4,623
Glendale	3,591
Santa Clarita	3,516
El Segundo	3,428
Palmdale	2,733

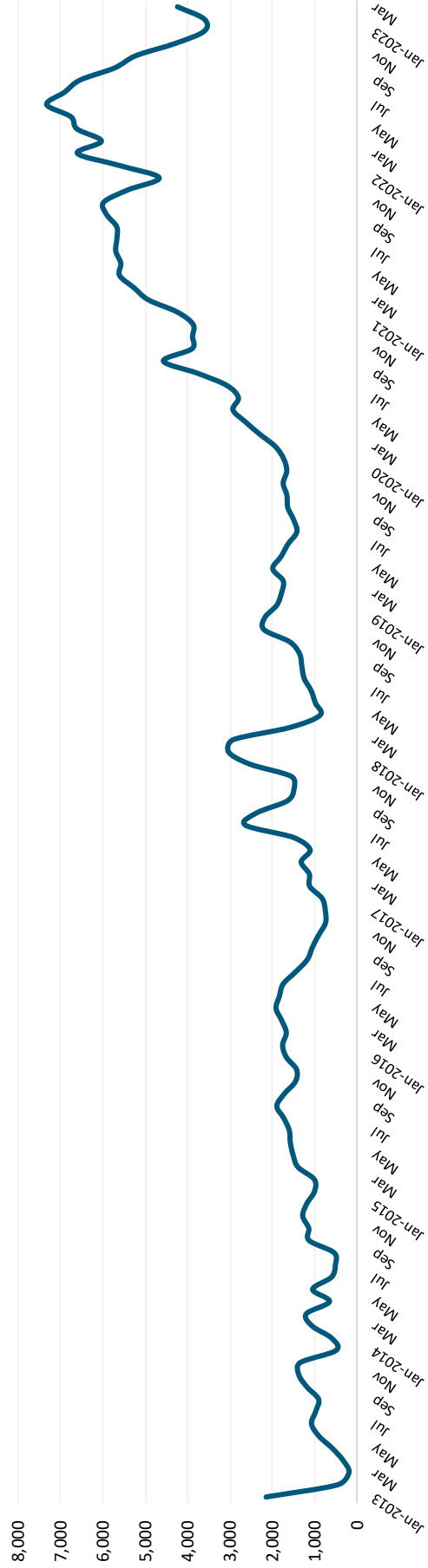
Top 10 Cities

Los Angeles	70,570
Pasadena	6,774
Long Beach	6,653
Burbank	5,696
Santa Monica	5,180
Torrance	4,623
Glendale	3,591
Santa Clarita	3,516
El Segundo	3,428
Palmdale	2,733

Online Job Advertisements by Industry⁴, 2020-2022



Work From Home Online Job Postings⁵, 2013-2023



Sources: ¹Current Employment Statistics (March 2023), ²Local Area Unemployment Statistics (March 2023), ³The Conference Board®-Burning Glass® Help Wanted OnLine® (HWOL) Data Series (March 2023), ⁴The Conference Board®-Burning Glass® Help Wanted OnLine® (HWOL) Data Series (2020-2022), ⁵The Conference Board®-Burning Glass® Help Wanted OnLine® (HWOL) Data Series (2013-2023) – Postings are classified as “Work From Home” if any part of the ad offers work from home, telecommute, work remotely, or related keyword as an option.

REGIONAL

JOB FAIR

SIMMS PARK

16614 Clark Ave., Bellflower, CA 90706

Saturday, June 3rd 2023

9:00 AM to 1:00 PM



SECTORS

- Healthcare
- Information Technology
- Manufacturing
- Hospitality
- Aerospace
- Trade & Logistics
- Business & Professional Services
- and Many More!

- Dress for Success
- Bring Resumés
- On-the-Spot Job Interviews
- Resumé and Interview Tables

Hotline: (562) 273-9919 Ext. 1402

SCAN ----->
to Pre-Register



The SELACO WDB's Adult and Dislocated program is fully funded by a grant award totaling \$2,780,913 (100%) from the US Department of Labor with \$8,000 (9%) financed from non-federal sources. The partnership is an equal opportunity employer/program operator. Auxiliary aids and services are available upon request to individuals with disabilities. Request for services, aids, and/or alternate formats need to be made prior to the event by calling 1-562-403-2125. TTY users, please call the California Relay Service at 711.

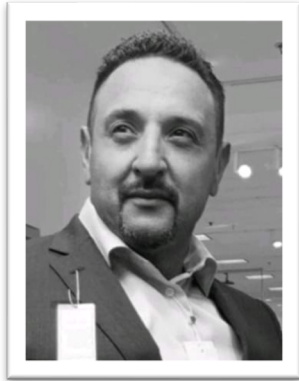
Regional Job Fair Employer List

PATH
AVATARA
Riverside Community College Distriot
AltaMed
Freedom Equity Group
State Farm Insurance
One Degree
LA County Department of Veteran Affairs
Allied Universal Security
Minorea
Wingstop
Mission School Transportation
Nautilus International Holding Corporation
LeFell Manufacturing Company
Trillium Drivers
Long Beach Job Corps Center
Treston Security Services
Absolute International Security
Walmart
Npower
NTMA Machinist Career College
San Gabriel Transit
Women's and Children's Crisis Shelter
South Coast College
SoCal Financial Education Center
Omni Hotels & Resorts
Cambrian Homecare
The Whole Child
Mark Beamish Waterproofing
Catalyst Cares

Cerritos College AED
PFS Investments
My Resume Squad
Child Care Careers
Goettl Air Conditioning and Plumbing
The Walt Disney Company
Heartland Institute of Financial Education
Family Dollar
Holiday Inn & Staybridge Suites Long Beach Airport
TELACU Veterans Upward Bound
Primerica Financial Services
City of Bellflower
Mark 1 Mortgage
JobSource Staffing
Kangen Water
Lisi Aerospace
FedEx Ground
PHP Agency
Unite Parcel Service (UPS)
Athens Services
Seafarers International Union
Institute of Advanced Laser Dentistry
LKQ Automotive
Vericast
Ultraserv Automated Services, LLC
Aveanna Healthcare (formerly Accredited Homecare)
SELACO Workforce Development Board (SELACO WDB)
Employment Development Department (EDD)
Habitat for Humanity of Greater Los Angeles (Habitat LA)
And Many More!!!

Side 2 of 2





Gustavo Flores, Paramount

Workforce Challenge:

Gustavo worked at Costco as a temp for a month, followed by a couple of years of unemployment. He had experienced homelessness and found it difficult to get replies from companies who might hire him. He decided that he wanted to return school to earn his Project Management Professional (PMP) and 6 Sigma Certification. Gustavo connected with SELACO WDB America’s Job Center in Cerritos for assistance.

Workforce Solution:

After enrolling in the WIOA program, Gustavo was housed through a partner agency. He started searching for jobs online and worked with a temporary staffing agency. SELACO provided Gustavo with a bus pass, interview and work attire. His Career Development Specialist (CDS) offered continuous support and was in constant communication with him.

Workforce Outcome/Results:

Once the staffing agency learned that Gustavo had management experience, he was encouraged to apply for a warehouse management position in Whittier. He was interviewed and was given a job offer! His job duties include facilitating all aspects of the warehouse’s daily schedule. He is earning a good salary and was able to purchase his own car. When asked what he liked best about his new job, Gustavo replied, “I like that I was given the opportunity to be an employee.” He advises other job seekers; “Never give up, no matter what.”



Yesenia Chacon, East Los Angeles

Workforce Challenge:

Yesenia was referred to the SELACO WDB in Cerritos by partner agency, SHARE. After only having a 2-month warehouse job during the last 5 years, she came to the AJCC in Cerritos looking for employment assistance and support. Yesenia’s confidence was low because she felt that her lack of transportation and lack of work experience were holding her back.

Workforce Solution:

After meeting with her Career Development Specialist (CDS), Yesenia was given the opportunity to work her first paid work experience as a monitor at a residential treatment center. While at SELACO she attended job search workshops and a 4-day job readiness seminar, called “Steps to Economic and Personal Success.” SELACO provided gas cards, business attire, job leads, tires for her vehicle and other financial support. With the help of her CDS, Yesenia developed a resumé that she could be proud of. “I was so nervous to write it and she helped me through it all.” She stated.

Workforce Results / Outcome:

That resumé was submitted for an entry-level tech job, but Yesenia was offered a higher position as a “Counselor I” despite her having no previous experience. Her new job duties will include documentation, customer service, counseling sessions, linking patients to outside resources, and answering phones for a non-profit substance abuse program in Lincoln Heights. When asked what she likes best about her new job, Yesenia replied, “I feel a part of a greater whole. I get to help people on their journey into recovery. My boss and coworkers are great. There is room for growth and learning.”

When asked if SELACO could share her story, Yesenia replied, “Absolutely, a hundred percent, without a shadow of a doubt!” She added, “SELACO believed in me, they encouraged me, they motivated me and more than anything they helped me gain confidence in my own abilities and helped me rebuild my self-esteem. They eased me back into the workforce and it was a wonderful experience to receive so much help when I used to think I didn’t deserve anything in my life.” Yesenia advises other job seekers, “Ask, ask, ask, ask. Be honest, about your needs and your limitations, where there is a will SELACO helps you find a way. Believe in the work that SELACO does, there are good people working here and they want nothing more than to see you succeed and they only ask that you do your part. Don’t miss your appointments; time is precious and the staff takes their time to help you - so never be ungrateful. Carry an attitude of gratitude and believe that things will work out and they will.”

Yesenia wrote her story and then read it out loud to her case manager. Here’s an excerpt:

“I come from being homeless and being addicted to drugs with no work experience or a desire to live. Today: I love myself, I love all people, I love life. I began with SELACO September 2021, attended the STEPS workshop (which is amazing), followed through on all commitments, asked for help along the way and was willing to do the work. I started taking the bus here, getting up at 5am to be here at 8am for the workshop. Today SELACO gave me my first job opportunity since getting clean. With that money I bought myself a car that gets me everywhere. That car brought me here today to SELACO so that I may share with you what this wonderful place has done for me. I am filled with so much gratitude and know this is only the beginning. I got my job July 2022, full-time with benefits, I have my own office and I rent my own studio and it’s all thanks to GOD and SELACO.”