

Executive Committee and FULL WDB BOARD OF DIRECTORS' MEETING

May 26, 2022

Thursday

3:00



Executive Committee and FULL WDB BOARD OF DIRECTORS' MEETING

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

**May 26, 2022
Thursday
3:00 PM – 5:00 PM**

**Join Zoom Meeting
<https://us06web.zoom.us/j/89336226024>**

**Meeting ID: 893 3622 6024
Passcode: 471783**

Pursuant to AB 361 Government Code section 54953, subdivision (e)(3), the Board may conduct its meetings remotely and may be held via video conference. Pursuant to such Executive Order, the SELACO WDB/Policy Board/Executive Committee may participate remotely and not be physically present in the physical Meeting Room. Until further notice and as such Executive Orders remain in effect, the Board may also allow public participation to continue via live public comment conducted over ZOOM.

AGENDA

CALL TO ORDER	Dameron
PLEDGE OF ALLEGIANCE	Dameron
ROLL CALL	Espitia
2021-2022	
PUBLIC COMMENTS	Drake
CHAIR'S COMMENTS	Dameron
EXECUTIVE DIRECTOR'S MESSAGE / UPDATE / STAFF REPORT	Castro

SNIPPET: Performance Outcomes

Executive Committee and FULL WDB Board of Directors' Meeting

May 26, 2022

- 2 -

CONSENT CALENDAR	Dameron	
1A. Teleconference Requirements		3
1B. Approval of Minutes March 24, 2022		5
1C. Approval of Fiscal Reports 07/01/21 – 04/30/22		12
1D. Approval of Program Report for 07/01/21 – 04/30/22		25
ACTION ITEM (S):		
2. Revision to the SELACO WDB's On-the-Job Training Policy	Castro	46
3. Proposed Incumbent Worker Training Policy	Castro	53
4. HR Policy Update: Personnel Policies and Procedures	Castro	61
260 – Use of Agency Equipment		
281 – Separation		
330 – Retirement Savings Plan		
5. ETPL Local Board Delegation and Contract Approval with the South Bay WIB	Castro	68
6. Virtual Delivery of AJCC Career Services	Castro	70
7. Childcare Center Lease Agreement – First Baptist Church of Norwalk	Castro	75
8. Request on Spending Authority for Fiscal Year 2022-23	Castro	76
9. Proposed Revisions to the SELACO WDB's Statement of Qualifications Procurement for Consultants Policy	Castro	77
9. Election of Officers	Castro	85
BUSINESS ADVISORY COMMITTEE REPORT	Levine	
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.

Executive Committee and FULL WDB Board of Directors' Meeting

May 26, 2022

- 3 -

ONE STOP OPERATOR REPORT	Girdner	88
Presentation / Information / Recommendations		
ACTION ITEM (S): NONE		
INFORMATION ITEM (S): NONE		
INFORMATION ITEM (S):		
1. Ethics Training AB1234	Castro	90
2. Economic Summary	Castro	91
3. Fiscal and Procurement Final Monitoring Report 2020-21	Castro	93
4. Regional Job Fair	Castro	97
INTERESTING CORRESPONDENCE		
BOARD MEMBER COMMENTS	Dameron	
POLICY BOARD ITEMS/REQUESTS	Dameron	
AGENDA REQUESTS FOR NEXT MEETING	Dameron	
CHAIR'S CLOSE	Dameron	
ADJOURNMENT OF OPEN SESSION	Dameron	

Policy Board Meeting: June 21, 2022

Next Full WDB Meeting: July 28, 2022

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 21/22**

Board Members	7/22 2021	9/23 2021	10/28 2021	1/27 2022	3/24 2022	5/26 2022				
1. Chan, Connie Public Employment Service	Approved by Policy Board 10/19/21	X	X	X	X					
2. Crespo, Leonard Business Representative City of Paramount	X	A	X	X	A					
3. Dameron, Mark Chair Business Representative – City of Lakewood	X	X	X	X	X					
4. Dertthick, Joseph Business Representative – City of Norwalk	X	X	X	A	AE					
5. Drake, Aaron Vice Chair Business Representative – City of Bellflower	X	X	X	X	AE					
6. Espitia, Ben Secretary/Treasurer Labor Organization	X	AE	AE	X	X					
7. Gomez, Belle Education Entity	A	X	X	X	X					
8. Gutierrez, Liza Marie Business Representative - City of Hawaiian Gardens	A	A	A	AE	A					
9. Kucera, Kevin Labor Organization	AE	AE	AE	AE	AE					
10. Levine, Barbara Economic Development	X	X	AE	X	X					
11. McGehee, Shannon Business Representative City of Paramount	X	A	X	X	X					

Board Members	7/23 2020	9/24 2020	10/22 2020	1/27 2021	3/24 2021	5/26 2021				
12. Nam, Leila Business Representative City of Artesia	X	A	X	X	X					
13. Patel, Vijay Business Representative – City of Downey	X	AE	A	X	X					
14. Polley, Tracy Business Representative – City of Norwalk	X	X	X	X	X					
15. Rapue, Judith Labor Organization	A	A	A	A	A					
16. Ryder, Tim Business Representative – City of Hawaiian Gardens	X	X	AE	X	A					
17. Saucedo-Garcia, Cristina Business Representative – City of Downey	AE	AE	X	AE	X					
18. Segura, Michael Business Representative – City of Lakewood	Approved by Policy Board 10/19/21		X	X	X					
19. Shah, Jawahar Business Representative City of Cerritos	X	X	X	AE	X					
20. Todd, Sharon Education Entity	X	AE	X	X	X					
21. Trivedi, Sanjay Business Representative – City of Cerritos	X	A	X	AE	AE					
22. Uttecht, Greg Business Representative City of Artesia	A	X	X	AE	X					
23. Wehage, Larry Business Representative City of Bellflower	X	X	X	X	X					
24. VACANT Labor Organization										
25. VACANT Labor Organization										
26. VACANT Labor Organization										
27. VACANT Rehabilitation Organization										

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

RESOLUTION NO. 2022-0526

A RESOLUTION OF THE SOUTHEAST LOS ANGELES COUNTY WORKFORCE DEVELOPMENT BOARD AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE SOUTHEAST LOS ANGELES COUNTY WORKFORCE DEVELOPMENT BOARD PURSUANT TO GOVERNMENT CODE SECTION 54953(e)

WHEREAS, Government Code section 54953(e), as amended by Assembly Bill No. 361, allows legislative bodies to hold open meetings by teleconference without reference to otherwise applicable requirements in Government Code section 54953(b)(3), so long as the legislative body complies with certain requirements, there exists a declared state of emergency, and one of the following circumstances is met:

1. State or local officials have imposed or recommended measures to promote social distancing.
2. The legislative body is holding the meeting for the purpose of determining whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
3. The legislative body has determined that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

WHEREAS, the Governor of California proclaimed a state of emergency pursuant to Government Code section 8625 on March 4, 2020; and

WHEREAS, the Southeast Los Angeles County Workforce Development Board previously adopted Resolution No. [2021-1028] finding that the requisite conditions exist for the Southeast Los Angeles County Workforce Development Board to conduct teleconference meetings under California Government Code section 54953(e); and

WHEREAS, more than thirty days have passed since Resolution No. [2021-1028] was adopted and the Southeast Los Angeles County Workforce Development Board has not met since Resolution No. [2021-1028] has passed; and

WHEREAS, the Southeast Los Angeles County Workforce Development Board desires to hold and continue holding its public meetings by teleconference consistent with Government Code section 54953(e).

NOW, THEREFORE, THE SOUTHEAST LOS ANGELES COUNTY WORKFORCE DEVELOPMENT BOARD DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Conditions for Initial Teleconferencing Meeting are Met. The Southeast Los Angeles County Workforce Development Board found on the 28th day of October, 2021 and hereby finds and declares the following, as required by Government Code section 54953(e)(3):

1. The Governor of California proclaimed a state of emergency on March 4, 2020, pursuant to Government Code section 8625, which remains in effect.
2. State or local officials have imposed or recommended measures to promote social distancing.

Section 2. Conditions for Continued Teleconferencing Meeting are Met. Although more than thirty days have passed since Resolution No. [2021-1028] was adopted, this Resolution is adopted in the spirit of continuing the findings made in Resolution No. [2021-1028]. In keeping with Resolution No. [2021-1028] and Section 2 above, the Southeast Los Angeles County Workforce Development Board hereby finds and declares the following, as required by Government Code section 54953(e)(3):

1. The Southeast Los Angeles County Workforce Development Board has reconsidered the circumstances of the state of emergency declared by the Governor pursuant to his or her authority under Government Code section 8625;
2. The state of emergency continues to directly impact the ability of members of the Southeast Los Angeles County Workforce Development Board to meet safely in person; and
3. State and local officials have imposed or recommended measures to promote social distancing.

PASSED AND ADOPTED by the Southeast Los Angeles County Workforce Development Board, this 26th day of May, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

**Executive Committee and FULL WDB BOARD OF DIRECTORS
MINUTES**

March 24, 2022

3:00 PM

**SELACO WDB
VIA Zoom**

CALL TO ORDER

The SPECIAL meeting of the Executive Committee and FULL WDB Board of Directors was called to order by Mark Dameron, Chair at 3:02 p.m.

PLEDGE OF ALLEGIANCE

Mark Dameron led the pledge of allegiance.

ROLL CALL

WDB BOARD DIRECTORS PRESENT

Chan, Connie	Dameron, Mark
Espitia, Ben	Gomez, Belle
Levine, Barbara	McGehee, Shannon
Nam, Leila	Patel, Vijay
Polley, Tracy	Saucedo-Garcia, Cristina
Segura, Michael	Shah, Jawahar
Todd, Sharon	Uttecht, Greg
Wehage, Larry	

WDB BOARD DIRECTORS ABSENT

Crespo, Leonard	Gutierrez, Liza Marie
Rapue, Judith	Ryder, Tim

WDB BOARD DIRECTORS EXCUSED

Derthick, Joseph	Drake, Aaron
Kucera, Kevin	Trivedi, Sanjay

SELACO WDB STAFF PRESENT:

Alvarez, Meredith	Castro, Yolanda
Cardona, Jefferson	Coronel, Corina
Davis, Carol	Diep, Chau
Ford, Kay	Ferranti-Lansdown, Tammy
Gutierrez, Jeanette	Mercado, Ana
Michel, Sandra	Sandoval, Ben
Suradi, Ahlam	

MEMBERS OF THE PUBLIC PRESENT:

Girdner, Stacey – SELACO One Stop Operator
Hammond, Carol – EDD Regional Advisor

PUBLIC COMMENTS

None

CHAIR'S COMMENTS

No comments at this time.

EXECUTIVE DIRECTOR'S MESSAGE/UPDATE/STAFF REPORT

SNIPPET: Foster to Employment

Today/s SNIPPET was provided by Corina Coronel and Ahlam Suradi on the Foster to Employment Program. Anyone wishing to receive additional information may contact Corina directly at the SELACO WDB.

Introduction of new EDD Regional Advisor, Carol Hammond.

Challenges entering into 2022:

- Due to COVID Cases dropping and County and State restrictions lessening, SELACO is now giving staff the option to operate without a mask if they are maintaining a six feet distance. Masks are encouraged when six feet distance cannot be maintained.
- COVID impacted SELACO in January and early February.
- COVID, staff retirements, resignations due to family emergency, and other employment opportunities depleted the Business Services Department.
- Recruitment of new staff has been harder than previous years, but SELACO is making progress. We currently have three new hires secured; goal is to secure one more Business Engagement Specialist.

Projects in the works:

- Next Round of Regional Funding represents 4.9 million for the LA Region.
 - This round will be a collaboration among the seven workforce boards and the community colleges in the region.
 - Typically, there is one administrator of the grant. This round there will be three administrators: South Bay, LA County/City, and Pacific Gateway.
 - SELACO, Foothill, and LA City have already had their turn to administer.
 - In this round, SELACO will work with Pacific Gateway to receive any funding appropriate for our services area.
 - SELACO has reached out to Cerritos College to assess projects that the agency can support.
 - SELACO anticipates that Pacific Gateway will be reaching out to Long Beach Community College.
 - The objective is to support outreach, enrollment, and placement into Community College programs that lead to industry specific certification and quality/long term employment.
 - Target populations such as English language learners, homeless/housing insecure, immigrants, justice involved, people with disabilities, Veteran's, youth, and low-income priority.

- Downey Veterans Center
 - When Rick Rodriguez was a member of the Policy Board, he engaged SELACO staff in early discussions of his vision to establish a Veterans Center in the City of Downey.
 - SELACO staff has been engaged in several planning discussions and are very excited to see Rick's vision become a reality.
 - Staff has been engaged in several planning meetings that focus on building the foundations for a full-service center designed specifically to support veterans in the SELACO region in need of employment, housing, and mental health services.
 - When the center is completed, SELACO will outstation staff to support promotion of SELACO training and employment services, including on site enrollment.

- METRO Operations, Safety, and Customer Experience Committee – Career Opportunities Motion:
 - Motion presented and supported by Supervisors Hahn and Solis. Also supported by the office of Senator Archuleta.
 - With the anticipated construction of the Metro West Santa Ana Branch, the Senator and Supervisor Hahn wants to ensure that our residents have opportunities to access employment offered through the METRO system.
 - The goal with the current projects is to ensure a local training program offered under the umbrella of Cerritos College.
 - In addition, this positions SELACO as the key center for outreach and recruitment of potential candidates to benefit from training and METRO employment.
 - Today's, creates a special stakeholders committee to explore a local training program and outreach center that can better address the needs throughout the LA Region.
 - Councilmember Rene Trevino from Artesia and former Policy Board Member Rick Rodriguez both provided public comments on the value of having a local training and outreach center in our area.

- Gateway Cities Broadband Master Plan Project
 - Gateway Cities Council of Government (GCCOG) has partnered with Magellan Advisors to develop Regional Broadband Master Plan.
 - In today's agenda packet, there is information on the Master Plan, Broadband FAQ, and Data Request Plan.
 - Goal is to assist in meeting the high-speed internet needs of the GCCOG's residents and 76,000 businesses.
 - The plan will serve as a blueprint for the GCCOG to assist in addressing the digital divide.
 - Phase I of the planning process includes an Inventory of Existing Systems within our GCCOG.
 - As a member of the GCCOG Economic Development Working Group, SELACO will promote to our local eight cities the importance of completing the the GCCOG City Broadband Input Survey.

- To date the Magellan Group has received input from Paramount, Norwalk, Downey, and Cerritos. Still pending surveys from Hawaiian Gardens, Artesia, Bellflower, and Lakewood.
- Passed out survey and contact email for GCCOG contact.

Sponsoring Regional Job Fairs in our eight-city region:

- On February 14th, the support of Norwalk City staff successfully pulled off our second regional job fair for program year 2021-22.
- Next Regional Job Fair is planned for this summer in the City of Artesia.

CONSENT CALENDAR

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

1A. Teleconference Requirements

1B. Approval of Minutes: January 27, 2022

1C. Approval of Fiscal Reports for Periods: 07/01/20 – 02/28/22

1D. Approval of Program Report for: 07/01/20 – 02/28/22 (Receive and file)

ACTION ITEM(S)

2. Contract to Provide Services to Downey Unified School District

A motion was made by Vijay Patel to approve and authorize the Executive Director to proceed with a contract with the Downey Unified School District to support the 2022 student work experience MADE program, seconded by Larry Wehage. With no further discussion, motion carries to approve.

3. HR Policy Update: Personnel Policies and Procedures

A motion was made by Barbara Levine to review and approve the Personnel Policies and Procedures as presented:

- 250. Travel Reimbursement
- 270. Conflict Resolution
- 322. Holidays

Seconded by Larry Wehage. With no further discussion, motion carries to approve.

4. Status of Partner Memorandums of Understanding and IFA's

A motion was made by Michael Segura to:

Approve and sign the SELACO Memorandum of Understanding (MOU) with the WIOA partners listed below:

- Employment Development Department (EDD)
- Department of Rehabilitation (DOR)

- Partnership for Adult Academic & Career Education (PAACE)
- Department of Public Social Services – Temporary Assistance for Needy Families (TANF)
- Field of Dreams Learning, Norwalk Youth Build (FOD)
- Norwalk Housing Authority
- Paramount Adult School
- United American Indian Institute

Approve the SELACO Infrastructure Agreement (IFA) with the WIOA partners listed below:

- Employment Development Department (EDD)
- Department of Rehabilitation (DOR)
- Partnership for Adult Academic & Career Education (PAACE)
- Department of Public Social Services – Temporary Assistance for Needy Families (TANF)
- Field of Dreams Learning, Norwalk Youth Build (FOD)
- Norwalk Housing Authority
- Paramount Adult School
- United American Indian Institute

Seconded by Aaron Drake. With no further discussion, motion carries to approve.

5. Childcare Center Lease Agreement: United Methodist Church of Bellflower

A motion was made by Tracey Polley to authorize the Executive Director to negotiate and execute the lease agreement extension for the premises located at 14525 South Bellflower Boulevard, Bellflower, CA, seconded by Aaron Drake. With no further discussion, motion carries to approve.

6. Approval of SELACO WDB Budget Modification for Program Year 2021-22

A motion was made by Tracey Polley to:

1. Approve budget modification for Program Year 2021-22 as submitted.
2. Authorize Executive Director to submit a request to the State to transfer funding for Dislocated Workers to Adult Services. Representing a total transfer of \$404,800 in funding.

Seconded by Connie Chan. With no further discussion, motion carries to approve.

7. Proposed Criminal Record Restrictions and Impact Policy

A motion was made by Larry Wehage to approve and adopt the Criminal Record Restrictions and Impact Policy, seconded by Barbara Levine. With no further discussion, motion carries to approve.

BUSINESS ADVISORY COMMITTEE REPORT

Barbara Levine reported out that the committee last meet in January. There was an informational session provided by Kay Ford and Ben Sandoval regarding the roles and responsibilities. Meeting will resume in July. At this time, a new chair will need to be appointed.

ACTION ITEM(S):

None

INFORMATION ITEM(S):

None

ONE STOP OPERATOR REPORT

Stacey Girdner provided an overview on the progress of the SMT. The SMT is comprised of all the mandatory partners.

ACTION ITEM(S):

None

INFORMATION ITEM(S):

None

INFORMATION ITEM(S):

1. Ethics Training AB1234

Page 278 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. Enhancing Veteran Services via Project REBOOT Job-Set Virtual Platform

Page 279 of the agenda provides information regarding Project REBOOT.

3. Media Release: Hahn Motion will Bring Metro Career Opportunities to Southeast LA County, Gateway Cities Communities

Page 281 of the agenda is a copy of the media release from Supervisor Hahn's office.

4. LA County Economic Development Summary 2021

Page 282 of the agenda provides an Economic Summary with details on the SELACO area.

INTERESTING CORRESPONDENCE

1. Success Stories

The board was referred to page 284 of the agenda.

BOARD MEMBER COMMENTS

None

POLICY BOARD ITEMS/REQUESTS

None

AGENDA REQUESTS FOR NEXT MEETING

None

CHAIR'S CLOSE

None

ADJOURNMENT OF OPEN SESSION

The meeting was adjourned at 4:32 p.m.

SELACO WDB
Statement of Activities (by Fund)
From 7/1/21 through 4/30/22

	Employment Training Panel Grant	LA County Grants	Pre-School Grant	WIOA Adult&DW & Special Projects	WIOA Youth Grant	WIOA Rapid Response / Lay-Off Aversion Grants	Other Grants	Non-WIOA Training Expenditures	Total
Revenues	189,946	519,543	2,001,964	1,445,399	514,977	118,668	436,197	71,849	5,298,544
Accounts Receivable	0	117,680	657,513	273,972	113,805	17,489	33,231	0	1,213,690
Total Revenues	189,946	637,224	2,659,477	1,719,371	628,782	136,157	469,428	71,849	6,512,233
Expenditures	26,104	58,166	294,319	216,450	90,440	20,092	31,848	0	737,419
Administration Services	1,600	486,903	2,365,159	36,006	5,660	0	19,504	0	2,914,832
Contracted Program Costs	0	4,748	0	25,714	2,763	0	1,872	0	35,098
Support Services	73,788	245	0	206,317	41,449	0	38,351	71,849	431,999
Vendor Training	0	54,623	0	8,133	37,095	0	184,504	0	284,354
Work Exp/Skillz Menu/Supplies	0	0	0	368,834	116,172	0	21	0	485,027
WIOA Core/Basic Career Services	0	0	0	324,886	14	0	0	0	324,900
WIOA Intensive/Individualized Career Svcs	0	0	0	165,029	9,838	0	92	0	174,959
WIOA Follow-Up Career Services	0	0	0	259,998	113,609	0	0	0	373,608
WIOA Business Services	146,387	32,539	0	7,357	208,194	116,065	188,538	0	699,079
Other Program Costs	247,879	637,224	2,659,477	1,618,724	625,236	136,157	464,731	71,849	6,461,276
Cash Expenditures	0	0	0	100,647	3,546	0	4,697	0	108,890
Accrued Expenditures	247,879	637,224	2,659,477	1,719,371	628,782	136,157	469,428	71,849	6,570,166
Total Expenditures	(57,932)	-	-	-	-	-	-	-	(57,932)

SELACO WDB
Statement of Functional Expenditures
 From 7/1/21 through 4/30/22

	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	438,619	0	0	0	0	401,552	273,714	141,028	311,992	548,709	2,115,613
Non-Personnel	163,571	0	0	0	0	83,476	51,140	33,931	61,616	149,580	543,314
Training	135,229	2,914,832	0	540,889	284,354	0	47	0	0	790	3,876,141
Support Services	0	0	35,098	0	0	0	0	0	0	0	35,098
Total Expenditures	737,419	2,914,832	35,098	540,889	284,354	485,027	324,900	174,959	373,608	699,079	6,570,166

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

From 7/1/2021 Through 4/30/2022

(In Whole Numbers)

		Total
Expenditures		
Personnel		
Salaries & Wages	50100	312,080
Social Security Tax	50200	20,991
Medicare Tax	50210	4,909
Workers Comp - Staff	50220	3,106
UI & ETT Taxes	50250	3,548
Employee Benefits	50300	74,243
Employer 403(B) Contributions	50403	19,742
Total Personnel		438,619
Non-Personnel		
Mileage	51100	12
Conferences/Staff Development	51200	10,622
Meeting Expenses	51230	488
Rent	52100	47,349
Telephone	52200	2,626
Furniture/Fixtures	52300	174
Office Equipment	52330	912
Leased Equipment	52350	607
Repair & Maintenance	52360	2,554
Outreach/Recruitment	53300	2,627
Office Supplies	53400	8,688
Subscriptions/Dues/Memberships	53600	18,549
Insurance	53900	5,988
Professional Services	54100	48,194
Legal	54300	11,141
Bank Charges/Miscellaneous	59990	3,038
Total Non-Personnel		163,571
Training		
Cost Reimbursement Billing	60300	135,229
Total Training		135,229
Total Expenditures		737,419

SELACO WDB
Statement of Functional Expenses - TR - 0202 Contracted Program Cost
 From 7/1/2021 Through 4/30/2022
 (In Whole Numbers)

		<u>Total</u>
Expenditures		
Non-Personnel		
Subscriptions/Dues/Memberships	53600	<u>0</u>
Total Non-Personnel		<u>0</u>
Training		
Cost Reimbursement Billing	60300	2,582,610
Other Contracted Services	60400	231,466
Day Care Rent	66000	<u>100,756</u>
Total Training		<u>2,914,832</u>
Total Expenditures		<u><u>2,914,832</u></u>

SELACO WDB
Statement of Functional Expenses - TR - 0203 Supportive Services
 From 7/1/2021 Through 4/30/2022
 (In Whole Numbers)

		<u>Total</u>
Expenditures		
Non-Personnel		
Conferences/Staff Development	51200	<u>0</u>
Total Non-Personnel		<u>0</u>
Support Services		
Direct Support Payment	65200	<u>35,098</u>
Total Support Services		<u>35,098</u>
Total Expenditures		<u><u>35,098</u></u>

SELACO WDB
Statement of Functional Expenses - TR - 0204 Vendor Training Payments
 From 7/1/21 Through 4/30/22
(In Whole Numbers)

	Total
Expenditures	
Training	
Vendor Training	395,252
Vendor Training - ETP	73,788
Non-WIOA Training Expenditures	71,849
Total Expenditures	540,889

SELACO WDB
Statement of Functional Expenses - 02 Work Experience / Skillz Menu Program
From 7/1/2021 Through 4/30/2022

		<u>Total</u>
Expenditures		
Personnel		
Social Security Tax	50200	0.00
Medicare Tax	50210	0.00
Workers Comp - Staff	50220	<u>0.00</u>
Total Personnel		0.00
Training		
Wages - WE/Internship	60500	257,074.81
SS Tax - WE/Internship	60510	16,343.61
MC Tax - WE/Internship	60520	3,755.42
WC - WE/Internship	60530	2,913.23
Training Supplies	60600	2,267.39
Participant Incentive Payments	65401	<u>2,000.00</u>
Total Training		284,354.46
Support Services		
Direct Support Payment	65200	<u>0.00</u>
Total Support Services		<u>0.00</u>
Total Expenditures		<u><u>284,354.46</u></u>

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

From 7/1/2021 Through 4/30/2022

(In Whole Numbers)

		Core / Basic Services	Intensive / Individualized Services	Follow-Up Services	Total
Expenditures					
Personnel					
Salaries & Wages	50100	279,852	192,877	98,747	571,476
Social Security Tax	50200	18,848	12,908	6,667	38,423
Medicare Tax	50210	4,408	3,019	1,559	8,986
Workers Comp - Staff	50220	3,150	2,219	1,204	6,574
UI & ETT Taxes	50250	3,142	2,120	1,344	6,606
Other Payroll Adjustments	50255	(37)	(484)	0	(521)
Employee Benefits	50300	71,767	48,011	24,079	143,857
Employer 403(B) Contributions	50403	20,421	13,044	7,427	40,892
Total Personnel		401,552	273,714	141,028	816,293
Non-Personnel					
Mileage	51100	251	101	5	356
Conferences/Staff Development	51200	3,801	2,247	1,123	7,170
Meeting Expenses	51230	88	45	25	158
Rent	52100	52,466	33,878	17,781	104,126
Telephone	52200	(537)	1,747	891	2,102
Office Equipment	52330	713	462	335	1,510
Leased Equipment	52350	613	353	195	1,161
Repair & Maintenance	52360	2,507	975	515	3,997
Outreach/Recruitment	53300	328	136	60	524
Office Supplies	53400	9,434	3,274	1,695	14,403
Subscriptions/Dues/Memberships	53600	6,205	3,619	1,801	11,625
Insurance	53900	5,733	3,529	2,067	11,329
Professional Services	54100	1,852	761	7,431	10,044
Legal	54300	21	13	7	41
Total Non-Personnel		83,476	51,140	33,931	168,547
Training					
Other Contracted Services	60400	0	0	0	0
SS Tax - WE/Internship	60510	0	0	0	0
MC Tax - WE/Internship	60520	0	0	0	0
Training Supplies	60600	0	47	0	47
Miscellaneous Account	99999	0	0	0	0
Total Training		0	47	0	47
Total Expenditures		485,027	324,900	174,959	984,887

SELACO WDB
Statement of Functional Expenses - TR - 0207 Business Services

From 7/1/2021 Through 4/30/2022

(In Whole Numbers)

		Total
Expenditures		
Personnel		
Salaries & Wages	50100	227,209
Social Security Tax	50200	14,970
Medicare Tax	50210	3,501
Workers Comp - Staff	50220	2,535
UI & ETT Taxes	50250	3,306
Employee Benefits	50300	48,568
Employer 403(B) Contributions	50403	11,903
Total Personnel		311,992
Non-Personnel		
Mileage	51100	646
Conferences/Staff Development	51200	6,578
Meeting Expenses	51230	1,113
Rent	52100	30,328
Telephone	52200	1,673
Office Equipment	52330	643
Leased Equipment	52350	369
Repair & Maintenance	52360	1,695
Outreach/Recruitment	53300	3,072
Office Supplies	53400	5,660
Subscriptions/Dues/Memberships	53600	4,722
Insurance	53900	3,447
Professional Services	54100	1,656
Legal	54300	15
Total Non-Personnel		61,616
Total Expenditures		373,608

SELACO WDB
Statement of Functional Expenses - TR - 0210 Other Program Costs
From 7/1/21 through 4/30/22

	Employment Training Panel	WIOA Youth	WIOA Rapid Response / Lay-Off Aversion	WIOA Special Project (AA)	Transitional Subsidized Employment (TSE)	Other Funds	Total
Personnel							
Salaries & Wages	95,017	125,975	72,898	-	21,991	83,370	399,251
Payroll Taxes/WC	10,242	12,685	7,169	-	2,380	8,210	40,686
Employee Benefits	22,060	35,672	19,874	-	7,013	24,153	108,772
Total Personnel	127,319	174,332	99,941	-	31,384	115,733	548,709
Non - Personnel							
Mileage	190	217	3	15	0	393	817
Conferences/Staff Development	82	4,130	1,269	-	54	183	5,718
Meeting Expenses	9	140	15	-	-	-	164
Rent/Utilities	11,841	19,246	9,263	-	3,445	58,953	102,748
Telephone	603	969	505	-	184	4,663	6,923
Furniture/Equipment	141	645	297	1,049	45	145	2,322
Repair & Maintenance	65	660	384	-	18	59	1,185
Outreach/Recruitment	-	93	63	-	-	-	155
Supplies	1,431	2,333	1,356	743	215	824	6,903
Subscriptions & Dues	1,344	2,287	1,483	-	236	816	6,166
Insurance	1,350	2,234	1,339	-	358	1,546	6,827
Consulting	253	902	142	5,550	502	527	7,875
Legal Payments	6	8	5	-	2	3	23
Interest Expense	1,752	-	-	-	-	-	1,752
Total Non-Personnel	19,068	33,862	16,123	7,357	5,058	68,112	149,580
Training and Supportive Services							
Training Supplies	-	-	-	-	-	790	790
Other Contracted Services	-	-	-	-	-	-	-
Total Expenditures	146,387	208,194	116,065	7,357	36,442	183,845	699,079

SELACO WDB
Statement of Functional Expenditures
From 7/1/21 through 4/30/22

Line Item Description	Current Period Actual	Budget	Budget Variance	Total Budget Remaining (%)
PERSONNEL COSTS				
Salaries/Wages	1,510,015	2,071,918	561,903	27.1%
Payroll Taxes/WC	157,621	195,382	37,761	19.3%
Employee Benefits	447,976	584,342	136,366	23.3%
TOTAL PERSONNEL COSTS	2,115,613	2,851,642	736,029	25.8%
NON-PERSONNEL COSTS				
Mileage	1,832	5,000	3,168	63.4%
Conference/Staff Development	30,088	75,000	44,912	59.9%
Meeting Expenses	1,923	5,000	3,077	61.5%
Rent/Utilities	284,550	340,396	55,846	16.4%
Telephone	13,324	24,000	10,676	44.5%
Furniture & Equipment	7,699	19,000	11,301	59.5%
Repair & Maintenance	9,431	17,000	7,569	44.5%
Outreach/Recruitment	6,378	15,000	8,622	57.5%
Supplies	35,655	55,000	19,345	35.2%
Subscriptions/Dues/Memberships	41,061	58,500	17,439	29.8%
Insurance	27,590	34,000	6,410	18.9%
Professional Fees	67,770	150,000	82,230	54.8%
Legal Fees	11,220	25,000	13,780	55.1%
Interest Expense/Miscellaneous	4,791	6,000	1,209	20.2%
TOTAL NON-PERSONNEL COSTS	543,314	828,896	285,582	34.5%
TOTAL IN-HOUSE COSTS	2,658,926	3,680,538	1,021,611	27.8%
TRAINING & SUPPORT SERVICES				
Vendor Training Payments				
AB1111 Initiative: Breaking Barriers to Empl	25,032	21,403	(3,630)	-17.0%
Employment Training Panel (ETP)	73,788	219,459	145,671	66.4%
LA County - Homeless Initiative (Measure H)	245	29,000	28,755	99.2%
Prison to Employment (P2E)	16,588	23,100	6,512	28.2%
Workforce Accelerator Fund (WAF 9.0)	26,460	88,800	62,340	70.2%
WIOA Adult	232,866	522,423	294,384	56.3%
WIOA Dislocated Workers	(9,340)	41,454	50,793	122.5%
WIOA Youth	44,995	119,202	74,207	62.3%
WIOA SP Covid19 Response	58,405	56,701	(1,704)	-3.0%
Non-WIOA Training Expenditures	71,849	246,500	174,651	70.9%
Subtotal	540,889	1,368,041	831,980	60.8%

SELACO WDB
Statement of Functional Expenditures
From 7/1/21 through 4/30/22

<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				
AB1111 Initiative: Breaking Barriers to Empl	16,429	25,218	8,789	34.9%
Day Care Pre-School / Renovation	2,500,387	3,176,240	675,853	21.3%
Employment Training Panel (ETP)	1,600	15,000	13,400	89.3%
Gateway Cities' Homeless Employment Prg	2,400	2,400	0	0.0%
LA County - Youth @ Work	301,778	755,915	454,137	60.1%
LA County - Homeless Initiative (Measure H)	2,500	10,000	7,500	75.0%
LA County - Prob Invest	182,625	175,820	(6,805)	-3.9%
Regional Plan Implementation 3.0	11,299	12,999	1,700	0.0%
WIOA Youth	-	290,000	290,000	100.0%
WIOA One-Stop Operator	10,053	40,000	29,947	74.9%
WIOA Security Guard	21,779	31,130	9,351	30.0%
Subtotal	<u>3,050,850</u>	<u>4,534,722</u>	<u>1,483,872</u>	<u>32.7%</u>
Work Experience / Skillz Menu Program				
Downey's USD MADE Career Initiative	172,493	194,869	22,376	11.5%
LA County - Youth @ Work	35,663	70,850	35,187	49.7%
LA County - Homeless Initiative (Measure H)	18,960	25,500	6,540	25.6%
Prison to Employment (P2E)	12,011	12,011	0	0.0%
WIOA Adult	8,008	25,826	17,818	69.0%
WIOA Dislocated Workers	-	20,000	20,000	100.0%
WIOA Youth	34,953	185,638	150,686	81.2%
Subtotal	<u>282,087</u>	<u>534,694</u>	<u>252,607</u>	<u>47.2%</u>
Training Supplies				
Employment Training Panel	-	0	0	0.0%
Prison to Employment (P2E)	-	845	845	100.0%
WIOA Adult	26	5,000	4,974	99.5%
WIOA Dislocated Workers	7	5,000	4,993	99.9%
WIOA Youth	2,282	2,000	(282)	-14.1%
Subtotal	<u>2,315</u>	<u>12,845</u>	<u>10,530</u>	<u>82.0%</u>
Direct Support Payments				
AB1111 Initiative: Breaking Barriers to Empl	90	90.00	0	0.0%
LA County - Youth @ Work	219	3,500	3,281	93.7%
LA County - Homeless Initiative (Measure H)	4,530	6,500	1,970	30.3%
Prison to Employment (P2E)	1,872	2,309	437	18.9%
WIOA Adult	18,492	30,000	11,508	38.4%
WIOA Dislocated Workers	7,132	30,000	22,868	76.2%
WIOA Youth	2,763	25,000	22,237	88.9%
Subtotal	<u>35,098</u>	<u>97,399</u>	<u>62,301</u>	<u>64.0%</u>
TOTAL TRAINING & SUPPORT SVCS	<u>3,911,239</u>	<u>6,547,702</u>	<u>2,641,290</u>	<u>40.3%</u>
GRAND TOTAL	<u>6,570,166</u>	<u>10,228,239</u>	<u>3,662,901</u>	<u>35.8%</u>

SELACO WDB
Balance Sheet
April 30, 2022

	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	WIOA Special Projects	Other Grants	General Funds	Pools	Total
Assets												
Cash & Cash Equivalents	1,208,345	15,061	16,012	(94,586)	(48,825)	(110,259)	(17,489)	(1,541)	(15,692)	136,515	47,998	1,135,538
Petty Cash	-	-	-	-	-	1,000	-	-	-	-	4,000	5,000
Accounts Receivable	-	238,091	4,200	7,956	-	-	-	-	161,282	-	-	411,529
Deposit	9,100	-	-	-	-	-	-	-	-	-	20,238	29,338
Due from Other Fund	-	-	-	-	-	(26,005)	-	-	3,333	283,585	-	260,913
Fixed Assets	1,005,713	-	-	-	-	-	-	-	-	-	-	1,005,713
Accumulated Depreciation	(963,948)	-	-	-	-	-	-	-	-	-	-	(963,948)
Total Assets	1,259,210	253,152	20,212	(86,631)	(48,825)	(135,264)	(17,489)	(1,541)	148,923	420,100	72,235	1,884,082
Liabilities and Net Assets												
Liabilities												
Accounts Payable	308,798	192,890	-	-	-	-	-	-	46,849	-	1,081	549,619
Accrued Expenses	-	-	-	-	-	-	-	-	4,802	-	-	4,802
Due to CDE	9,100	-	-	-	-	-	-	-	-	-	-	9,100
Due to EDD	-	-	-	-	-	1,000	-	-	-	-	27,115	28,115
Due to Vendors (ETP)	-	-	-	-	-	-	-	-	(400)	-	250	(150)
Due to Other Fund	-	58,507	239	56,191	-	-	-	-	171,981	-	(26,005)	260,913
Payroll Clearing	-	-	-	-	-	-	-	-	-	-	69,794	69,794
Revenues Received in Advance	1,531,394	28,187	17,367	-	-	(26,005)	-	-	12,131	-	-	1,563,074
Total Liabilities	1,849,291	279,584	17,607	56,191	-	(25,005)	-	-	235,364	-	72,235	2,483,267
Net Assets												
Current YTD Net Income Unrestricted	(657,513)	(58,097)	(18,847)	(137,615)	(48,825)	(110,259)	(17,489)	(1,541)	(101,162)	(11,384)	-	(1,162,732)
	67,431	31,665	21,452	(5,206)	-	-	-	-	14,721	431,484	-	561,547
Total Net Assets	(590,082)	(26,432)	2,605	(142,821)	(48,825)	(110,259)	(17,489)	(1,541)	(86,441)	420,100	-	(601,185)
Total Liabilities and Net Assets	1,259,210	253,152	20,212	(86,631)	(48,825)	(135,264)	(17,489)	(1,541)	148,923	420,100	72,235	1,884,082



Operations Report

TENTH REPORT

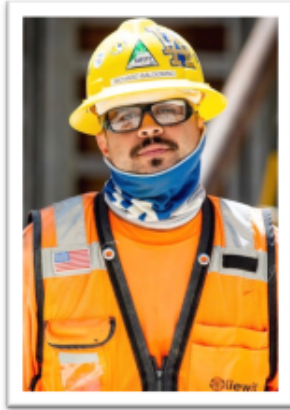
JULY 1, 2021 – APRIL 30, 2022

CONTENTS

Purpose.....	2
Spotlight.....	3
In-the-Know with SELACO.....	4
America’s Job Center of California (AJCC) Overview	5
Career Services	5
Events	6
Adult Job Seeker Programs.....	6
Events.....	6
WIOA Adult.....	7
WIOA Dislocated Worker (DW)	8
Transitional Subsidized Employment (TSE).....	9
Homeless Initiative	10
WIOA Youth	11
Youth@Work	12
Bridge to Work.....	13
Business Services	14
Employer Training Panel (ETP).....	15
Special and Regional Programs.....	16
Child Development Program	16
Council of Governments (COG) - Homeless employment program	17
Workforce Accelerator Grant WAF 9.0.....	19
Ab1111 Grant.....	20
Gossary.....	21

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.



Richard Baldamino, Downey

Workforce Challenge:

Richard began his workforce journey after he was referred to the SELACO WDB America's Job Center in Cerritos. He was seeking job placement assistance and career guidance to secure employment with a strong career path. He searched for jobs on Craig's List and asked friends for any leads or referrals. Richard stated that his biggest challenge was himself and his lack of confidence. He felt that he needed knowledge in a particular field.

Workforce Solution:

Richard was co-enrolled with a SELACO partner agency and completed an 11-week Multi-Craft Core Curriculum (MC3) apprenticeship training. He also earned his certification in CPR, First Aid, and OSHA. SELACO supported the purchase of his work boots, transportation assistance, driver license fees, work clothing and his union dues.

Workforce Benefits and Outcomes:

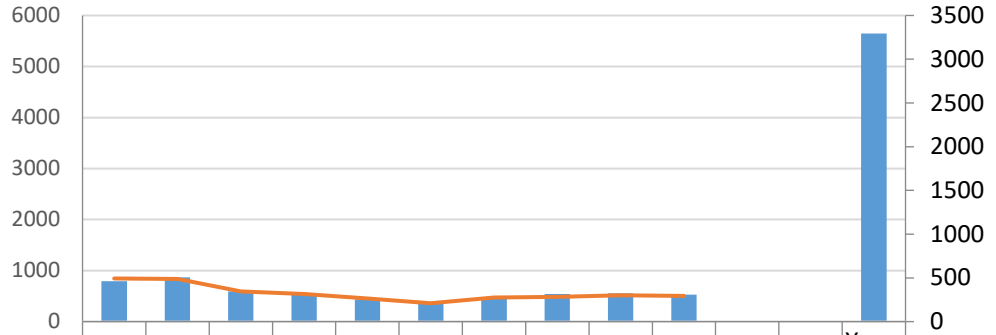
After his training, Local Union 300 hired Richard as a laborer for a company in Santa Monica. He will be installing pipes underground, digging trenches, paving and much more. He stated that he loves everything about his new job, "I get the opportunity to learn new things and grow within my organization. I get taught, then I get tested in actual scenarios. When I succeed, it feels empowering. I love it every time."

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

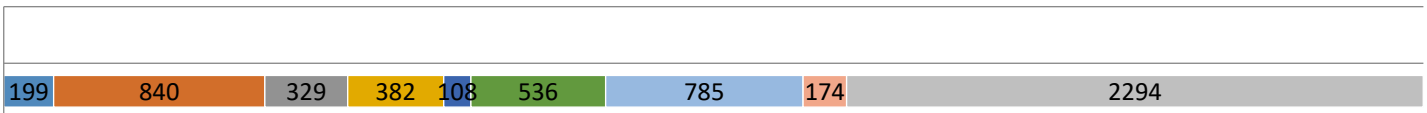
Customer Visits to AJCC



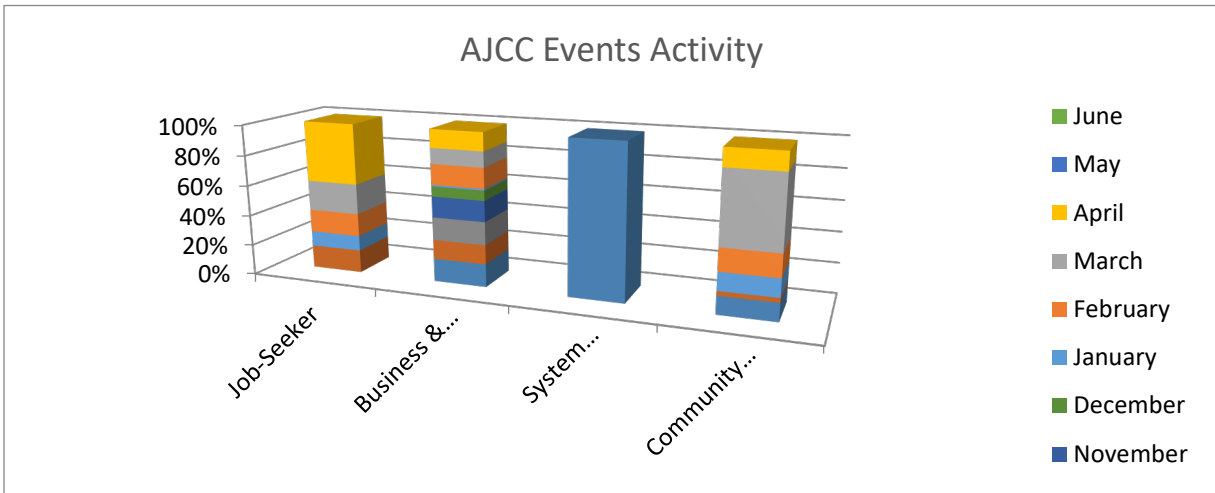
Total Visits	792	870	593	532	435	344	457	538	556	530			5647
Distinct Customers	493	487	343	315	266	210	276	281	301	295			3267

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.
Techni-Cast Corp. (South Gate, CA)	HR has asked to assist them in filling open positions for a Conventional Operators and CNC Machinists. They will train those without experience. Salary is: \$18/hour with full benefits. Hours are 11 to 12 hours/day, Monday thru Friday, and every Saturday. 60 to 65 hours a week with paid overtime.
SYSTEM ENHANCEMENT EVENTS	DESCRIPTION
OUTREACH EVENTS	DESCRIPTION
Homeless task force meeting with the city of Norwalk	
H2E Meeting with Share	
SELACO L4L	Meeting with Learn for Life about our ongoing partnership and working on getting SELACO back onsite for recruitment

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.

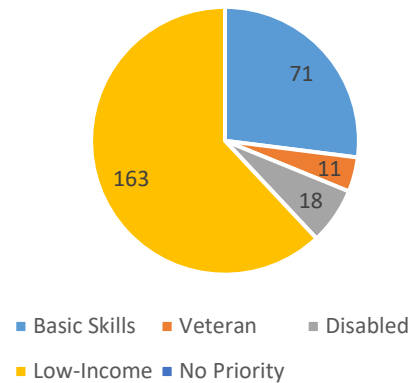
WIOA PERFORMANCE INDICATORS PER QUARTER

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	72.9%	57.4%	72.7%	73.2%	0.0%
Employed 4 th Quarter after Exit	71.4%	63.0%	64.7%	63.8%	0.0%
Median Earnings	\$8,079	\$7,117.36	\$8,813.60	\$7,945.28	\$0.00
Credential Rate	40%	66.7%	40.0%	75.0%	0.0%
Measurable Skill Gain (MSG)	52%	48.7%	38.5%	60.5%	0.0%

CallJobs is currently not populating data for the rolling fourth quarter

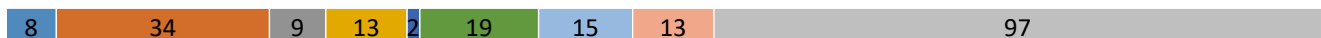
Activity Breakdown	
Carryover	139
Enrollments	210
Exits	154
Employed at Closure	70
Program Services	
Occupational Skills Training	36
On the Job Training	11
Transitional Jobs	3
Supportive Services	176

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.

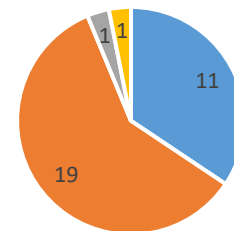
WIOA PERFORMANCE INDICATORS PER QUARTER

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	73.8%	41.8%	43.5%	75.0%	0.0%
Employed 4 th Quarter after Exit	73.8%	58.8%	56.3%	48.1%	0.0%
Median Earnings	\$8,546	\$3,616.60	\$5,980.16	\$9,530.39	\$0.00
Credential Rate	56.4%	88.9%	66.7%	76.9%	0.0%
Measurable Skill Gain	50%	48.7%	34.8%	35.0%	0.0%

Activity Breakdown	
Carryover	86
Enrollments	17
Exits	66
Employed at Closure	47
Program Services	
Occupational Skills Training	12
On the Job Training	0
Supportive Services	31

CallJobs is currently not populating data for the rolling fourth quarter.

Priority Population



■ Basic Skills ■ Low Income ■ Veteran
■ Disabled ■ No Priority

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 21/22	Allocations	Goal	Actual
Projected Enrollments	80	40	27
Active WEX Enrollments		40	22
Exit and Follow-up 6 Months After Exit		40	29

TSE WEX PLACEMENT BY CITY

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



HOMELESS INITIATIVE

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	12
WIOA Co-enrollments	15	9
Employed at Closure	15	7

Program Services	Planned	Actual
Transitional Jobs	15	9
On the job Training	15	1
Supportive Services	15	19

Homeless Initiative Enrollment 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	62.9%	68.8%	87.5%	62.5%	0.0%
Employed or Placed in Education 4 th QT after Exit	68.0%	72.2%	78.6%	62.2%	0.0%
Median Wage	\$4,558.71	\$5,377.90	\$5,177.87	\$4,471.64	\$0.00
Credential Rate	40%	91.7%	86.4%	86.4%	0.0%
Measurable Skills Gain	52%	20%	15.4%	15.4%	0.0%

Out-of-School Activity Breakdown	Actual
Carryover	36
Enrollments	31
Exits	17
Employed at Closure	6
Program Services	
Occupational Skills Training	6
Enrolled in Alternative Secondary Education	10
Work Experience	15
Supportive Services	44

CalJobs is currently not populating data for the rolling fourth quarter.

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	28	16	0	0	0	0	26	23	26	21	80	60
SELACO	0	2	25	18	12	13	0	0	0	1	35	33
ABCUSD	92	22	0	0	0	0	124	109	17	17	233	148

Progress	CalWORKS	Foster	JJCPA	OUSY	SIY	Total
Enrollments	40	18	13	132	38	241
Exits	2	5	6	31	14	37

**Due to the inability to access the States CalJobs system and the County's Reporting System the information is an internal estimate on performance to date. The data will be updated and validated with the next report.*

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	15	14
Active WEX Enrollments	15	7
Exits	15	0

Bridge to Work Enrollment by City

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

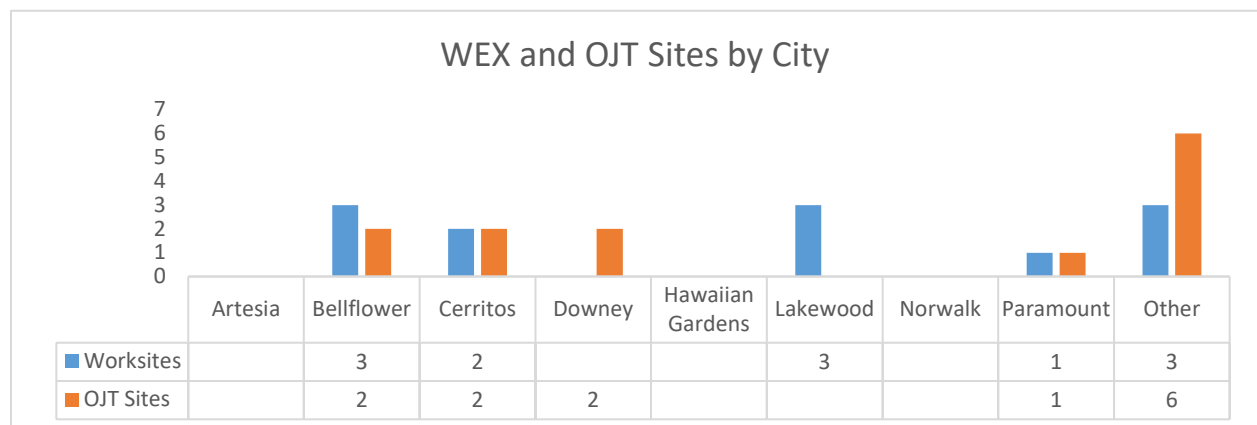


BUSINESS SERVICES

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	2
Job Development	386
Special Recruitments	47
Business Outreach Contact	111
Rapid Response	2
Lay-off Aversion	0
Total	416



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-20-0219 (Contract Term: 2019-2021)		
	Planned	Actual
Enrollments	1,019	1,038
Completions	1,019	1,038
Retention	940	1034

Eligible Training Panel (ETP)		
ET-21-0333 (Contract Term: 2021-2023)		
	Planned	Actual
Enrollments	521	107
Completions	521	50
Retention	521	37

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	88	179
Artesia Child Development Center 18730 Clarkdale Avenue, Artesia, CA 90701 Center Director: Malajat Raja Phone Number: (562) 653-0290	77	228
Bellflower Child Development Center 447 Flower Street, Bellflower, CA 90706 Center Director: Regina Mayo Phone Number: (562) 804-7990	88	273
Bellflower II Child Development Center 14523 Bellflower Blvd., Bellflower, CA 90706 Phone Number: (562) 867-8399	96	249
Lakewood Child Development Center 5225-A Hayter Avenue, Lakewood, CA 90712 Center Director: Maria Navarro Phone Number: (562) 531-9440	94	239
Maywood Child Development Center 4803 58 th Street, Maywood, CA 90270 Center Director: Silvia Guzman Phone Number: (323) 560-5656	96	279
Norwalk Child Development Center 14000 San Antonio Drive, Norwalk, CA 90650 Center Director: Silvia Guzman Phone Number: (562) 864-1958	40	135
Total	579	1253

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	
Referrals to SHARE	48
Placement in housing from the referrals to SHARE	7
Referrals from SHARE	56
Enrollments resulting from SHARE referrals	43

ENROLLMENT/PLACEMENT/ ACTIVITIES	
Enrollments	50
Transitional Jobs	1
On-the-Job Training (OJT)	0
Completed STEPS	27
Paired with a Mentor	13
Occupational Skills Training	1
Employment Placement	34
Housing Placement	38
Supportive Services	17
Exits	34

COG Home Enrollment by City

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



ACCELERATOR GRANT WAF 9.0

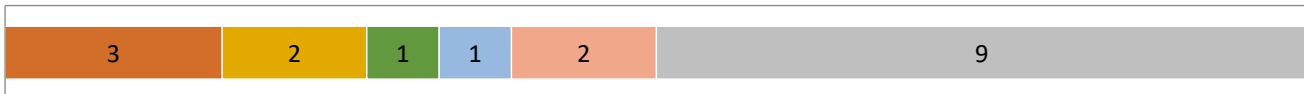
SELACO WDB in partnership with South Bay Workforce Investment Board, Health Impact, HASC (Hospital Association of Southern California) and Downey Adult School have been awarded funding under the State’s Accelerator Grant WAF.90 for the development of a Specialty Nursing Training and Apprenticeship Project. 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	20	0			
CNA/Phlebotomy training program	30	9			2
Clinical Laboratory Scientist training program	30	0			
Office Services		9			

Accelerator Enrollment by City

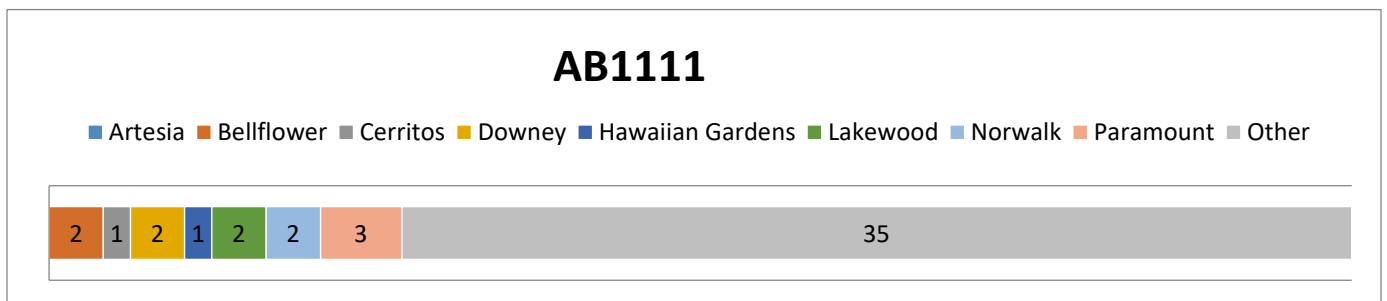
■ Artesia ■ Bellflower ■ Cerritos ■ Downey ■ Hawaiian Gardens ■ Lakewood ■ Norwalk ■ Paramount ■ Other



AB1111

SELACO WDB in partnership with California Workforce Development Board has taken on Breaking barriers to construction employment. The goal of the AB1111 is to Target the underserved population and provide job search tools that participants may acquire to obtain employment. Examples are establishing an Individual Employment Plan strategy to identify the participant's goals, interviewing techniques, basic skills, supportive services. Mentorship, and the opportunity to p[articipate in training that'll lead to a certificate of completion, with the overall goal of obtaining employment. Once the participant has completed time in the program follow-up services will be provided to ensure retention.

AB1111 Project Goals		
	Planned	Actual
Enrollments	80	48
Target Population	80	48
Completed One or More WIOA Individualized Career Services	64	48
Compete Training with Certificate	64	31
Begin Training Related Employment	51	7



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: 5/26/2022

TO: SELACO Workforce Board of Directors

FROM: Yolanda L. Castro, Executive Director 

RE: Revision to the SELACO WDB's On-the-Job Training Policy

In response to local business needs and changes in the SELACO WDB approval process, the SELACO WDB is seeking approval to amend the current On-the-Job Training (OJT) Policy and implement the change in process.

Attached for your review is the SELACO WDB's current OJT policy with the proposed amendments highlighted in yellow.

Upon approval from the Board, the revisions to the current policy shall be effective immediately.

Action Required:

Approve and adopt the revisions to the SELACO WDB On-the-Job Training (OJT) policy.

ON-THE-JOB-TRAINING (OJT) POLICY

This policy is effective on the date of SELACO WDB (SELACO WDB) Board approval.

PURPOSE

This policy provides guidance regarding the process to issue, document and track an On-the-Job Training (OJT) under the Workforce Innovation and Opportunity Act (WIOA).

SCOPE

The policy applies to all SELACO Staff and its Contractors administering, managing, and implementing Workforce Innovation and Opportunity Act (WIOA) funded programs.

REFERENCES

- TEGL 19-16 Guidance on Services provided through the Adult and Dislocated Worker Programs under WIOA.
- WIOA Section (3)(44)
- WIOA Section 134

POLICY

OJT is a type of training that is provided by an employer to a participant (job seeker). OJT may be provided by an employer in the public, private non profit, or private sectors. The primary purpose of On-the-Job-Training (OJT) is to provide participants with knowledge and skills-upgrade training necessary for the full performance of a job. An OJT activity allows the participant to train while being employed doing productive work at an employer site, which provides knowledge and skills needed for adequate job performance. OJT's may be developed in partnership with the customer by the Career Development Specialist (CDS) or the Business Engagement Specialist (BES).

Participant OJT Eligibility

For an individual to qualify for OJT under the WIOA guidelines, participant must:

- 1) Meet eligibility requirements and be enrolled in the SELACO WDB WIOA Adult, Youth or Dislocated Worker programs.
- 2) The need and ability to benefit from WIOA funded training must be established and the participant must have the skills, qualifications, and availability to successfully complete the training.
- 3) A participant's need for training shall be determined through an assessment, and upon a complete initial assessment and/or evaluation it has been determined that the participant needs individualized and/or training services to secure employment.

ON-THE-JOB-TRAINING (OJT) POLICY

- 4) Earn less than the self-sufficiency hourly wage per the current threshold established by the state.
- 5) Have an Individual Employment Plan (IEP), wherein the participant's interests, abilities and OJT needs are identified.

Employer Eligibility

Potential eligible employers able to participate in OJT contracting include: private-for-profit businesses, private non-profit organizations, and public sector employers.

WIOA OJT is not an entitlement program for employers. The decision to execute an OJT agreement with an employer is at the sole discretion of the SELACO WDB Career Development Specialist, and/or the Business Engagement Specialist (BES), with the final approval from the career services leadership.

An employer will NOT be eligible to receive WIOA OJT training reimbursements if:

- 1) The employer has any other individual on layoff from the same or substantially equivalent position.
- 2) The OJT would infringe upon the promotion of or displacement of any currently employed worker or a reduction in their work hours.
- 3) The same or a substantially equivalent position is open due to a hiring freeze.
- 4) The business is utilizing OJT participants to fill job openings as a result of a labor dispute.
- 5) The positions are for seasonal employment.
- 6) The employer is a private for-profit employment agency, i.e., temporary employment agency, employee leasing firm or staffing agency.
- 7) The position is not full time, i.e., minimum of 32 hours per week is required.
- 8) Employer has a demonstrated pattern of hiring an OJT participant and releasing the applicant after hours are completed.
- 9) There are continued reported incidents of unsafe and unfair employment practices at the worksite.

Occupational Eligibility

OJT dollars must be used on High Priority Occupations (HPOs) which lead to employment opportunities enabling the participant to become economically self-sufficient and which will contribute to the occupational development and upward mobility of the participant.

Each OJT is individually developed with an eligible employer and will include a structured skill training plan/outline and training timeline. A skill training plan/outline may include both job

ON-THE-JOB-TRAINING (OJT) POLICY

specific tasks and general employment competencies, such as company procedures and work maturity skills.

PROCEDURES

General Guidelines

- 1) Review the eligibility status of the participant to assure inclusion of the detailed work history, transferable skills, career objective and financial status.
- 2) Document direct job placement or OJT suitability – this must be clearly stated within the Individual Employment Plan (IEP) and prior to active job development.
- 3) Standard length of time for an OJT is 500 hours – refer to Dot Codes and/or other labor market information resources for exceptions.
- 4) All OJT training timelines should be limited to the time required to acquire the skills for the job, and in accordance with the skill gap analysis.
- 5) The wage level on which the reimbursement is based cannot exceed the State's current minimum Hourly Wage.
- 6) All OJT employer reimbursement amounts require approval of the identified Career Service Leadership.
- 7) All potential worksites require an on-site review prior to the start of the OJT for health, safety, and fair hiring standards are met.

Developing the OJT

1. Each participant will be determined suitable for direct job placement or OJT services as documented within their IEP.
2. All job readiness assistance and job referrals within the participant's case file shall be recorded. Follow-up and OJT progress shall be reassessed on a regular basis.
3. When outreaching to potential employers' staff may find an existing job opening, or staff may be instrumental in developing an open position.
4. Obtain from or develop a job description with the employer.
5. Develop an interview process with the employer to include selection and results – this may include resumes of customers within our system, or special recruitment of potential candidates suitable for WIOA services and interested in OJT services. In all cases a Career Development Specialist (CDS) and/or the Business Engagement Specialist (BES) will screen and forward appropriate resumes to the employer for review and scheduling.
6. Review suitability and "job match" issues with the job seeker and employer.
7. Prepare a Skills Inventory (similar to the listing of transferable skills) as a guideline for skill attainment development.
8. Conduct an on-site visit for Health and Safety.

ON-THE-JOB-TRAINING (OJT) POLICY

Reverse Referrals

1. Reverse Referrals may result from a direct referral from the employer or from a coordinated special recruitment sponsored by the SELACO WDB staff.
2. All reverse referrals must be properly assessed to determine that:
 - a. The participant is suitable for WIOA services.
 - b. The participant does not have an employment history with the employer.
 - c. The participant is provided to right to customer choice and is aware of all WIOA services available to support their career objectives.

Developing the OJT Agreement

OJT is provided under an agreement with an employer in the public, private non-profit, or private sector. Prior to entering into an OJT agreement, an evaluation shall be conducted to ensure that the employer meets the minimum standards and can provide both training and employment to an OJT participant.

Agreement Development Steps:

- 1) Review the agreement and the “Responsibilities of the Employer” with the Employer.
- 2) Review the following with the employer:
 - Report of Employee Injury or Illness,
 - EEO/Nondiscrimination and Grievance package.
- 3) Review the process for reimbursement.
- 4) Discuss reimbursement of extraordinary training costs with the employer. Maximum reimbursement will be limited to up to 50% of the total wages of employee.
- 5) CDS/BES will be responsible for negotiating with the employer the total training hours, entry hourly wage, skills to be acquired on the job and the respective timeline for the OJT. It is encouraged to negotiate a pay increase for the participant as part of the training and hiring plan.
- 6) Negotiated term/conditions of the agreement developed by the CDS/BES are submitted to the identified Career Services leadership for review and final approval prior to beginning any OJT activity.
- 7) Finalize and approve the training plan with the employer with focus on the job description and skills inventory.

OJT Enrollment

- 1) Once the employer accepts the conditions of the OJT, the employer and appropriate SELACO WDB staff shall sign-off on the respective Agreement and Exhibit 1.

ON-THE-JOB-TRAINING (OJT) POLICY

- 2) Submit OJT agreement and related paperwork to the Career Services authorized leadership for final approval and OJT obligation of funds, including the Enrollment Referral.
- 3) Upon execution of the agreement, approval of Exhibit 1, and when the OJT obligation has been recorded, OJT start dates and end dates shall be established.
- 4) The original fully executed agreement is to be given to the MIS department for logging and record keeping. A copy of the Executed OJT agreement is given to the employer.

Monitoring and Follow-Up

The CDS/BES will be responsible for monitoring the progress of the OJT and maintaining contact with the participant. The CDS will conduct a minimum of two virtual or face to face visits with the employer during the duration of the OJT. More site visits may be necessary and encouraged, depending on the length of the OJT. The initial on-site visit is conducted during the OJT development stage. In addition, all visits, progress, and concerns shall be case noted.

Progress reviews to verify compliance with the training agreement are maintained and documented in file. Such reviews assure that the customer is obtaining or has obtained the skills outlined in the agreement and no other noncompliance issues have occurred. Note: an on-site visit must occur to ensure verification of skill attainment prior to OJT reimbursement of final payment. Results from the final monitoring visit are to be shared with the employer. Continued, unsubsidized employment is a successful OJT outcome.

Completing the OJT

The CDS will be responsible for obtaining required documents needed for the completion of the OJT, as well as reviewing the case file for completeness.

The following documents are required for completion:

- 1) Timesheets
- 2) Hours Verification Form
- 3) Invoice for full amount
- 4) Skill Attainment form
- 5) Employment Verification Form
- 6) Exhibit I of OJT Agreement.

The CDS shall ensure the IEP and case notes are updated to reflect the “actual outcomes” and all related OJT documents are in the file.

ACTION

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

ON-THE-JOB-TRAINING (OJT) POLICY

INQUIRIES

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


DRAFT



MEMORANDUM

DATE: May 26, 2022

TO: SELACO WDB Board of Directors

FROM: Yolanda Castro, Executive Director 

RE: Proposed Incumbent Worker Training Policy

Per State Directive WSD-19-01, the SELACO WDB must establish a policy and procedures for the provision of Incumbent Worker Training (IWT). IWT is a type of work-based training and upskilling designed to ensure California workers can acquire and develop the skills necessary to avert layoff or increase the skill levels of employees so they can be promoted within the company and create backfill opportunities for employers.

Under WIOA, IWT provides both workers and employers with the opportunity to build and maintain a quality workforce and increase both participants' and employers' competitiveness.

For your review, attached is the proposed SELACO WDB's Incumbent Worker Training Policy.

The Policy addresses:

- Training Method-types of training methods allowable under an IWT.
- Eligibility for IWT (Employee and Employer)
- Funding and employer share
- IWT Performance and Reporting Requirements

Upon approval from the Board, the Policy would be effective immediately.

Action Required:

Approve and adopt the SELACO WDB's Incumbent Worker Training policy.

INCUMBENT WORKER TRAINING



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

PURPOSE

This policy provides guidance on the requirements of Incumbent Worker Training (IWT) under the Workforce Innovation and Opportunity Act (WIOA).

SCOPE

This policy applies to all Southeast Los Angeles County Workforce Development (SELACO WDB) Staff and its Contractors administering, managing, and implementing WIOA funded programs.

REFERENCES

- Workforce Innovation and Opportunity Act (WIOA) (Public Law) Sections, 122(h)(i), 134(d)(4), 134(G)(ii), 134(c)(3)(H), and 194(4)
- Title 20 Code of Federal Regulations (CFR) Sections 680.780 – 680.820
- Training and Employment Guidance Letter (TEGL) 10-16, Change 1, Subject: Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III and Title IV Core Programs (August 23, 2017)
- TEGL 19-16: Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner Peyser Act Employment Services (ES) as amended by title III of WIOA, and for Implementation of the WIOA Final Rules (March 1, 2017)
- California Unemployment Insurance Code (CUIC) Section 14000-14530
- Workforce Services Directive WSD18-10 (PDF), WIOA Training Expenditure Requirement, (January 31, 2019)
- WSD18-03 (PDF), Subject: Pathway to Services, Referral, and Enrollment (August 29, 2018)
- WSD17-08 (PDF), Subject: Procurement of Equipment and Related Services (March 14, 2018)
- WSD16-18 (PDF), Subject: Selective Service Registration (April 10, 2017)
- WSD16-16 (PDF), Subject: Allowable Costs and Prior Written Approval (February 21, 2017)
- WSD16-15 (PDF), Subject: Dislocated Worker Additional Assistance Projects (December 28, 2016)
- WSD16-13 (PDF), Subject: Monthly and Quarterly Financial Reporting Requirements (November 28, 2016)
- WSD16-04 (PDF), Subject: Rapid Response and Layoff Aversion Activities (July 22, 2016)
- WSD15-23 (PDF), Subject: Transfer of Funds – WIOA Adult/Dislocated Worker Programs (March 29, 2016)
- Workforce Services Information Notice WSIN12-31 (PDF), Subject: Assisting Employers in the New CalJOBSSM (February 15, 2013)
- Workforce Services Directive (WSD) 19-01, Incumbent Worker Training

BACKGROUND

Under WIOA, IWT provides both workers and employers with the opportunity to build and maintain a quality workforce, and increase both participants' and employers' competitiveness. IWT is a type of work-based training and upskilling designed to ensure California workers can acquire and develop the skills necessary to retain employment and/or avert layoff or increase the skill levels of employees so they can be promoted within the company. IWT will also allow the opportunity for backfilling vacated positions resulting from the promotion of newly trained workers.

IWT is a business service designed to develop a highly skilled workforce which will result in increased business financial viability, stability, competitiveness, and productivity. To avert the risk of closing, IWT may be developed with a business or business association to maintain their competitive status, incorporate new technology, or prevent downsizing.

Workers participating in IWT will benefit by enhancing existing skills, learning new skills, or earning employer or industry recognized credentials, in addition to retaining employment, maintaining their careers, and/or increasing their earnings potential.

The SELACO WBD can use up to 20 percent of their adult and dislocated worker allocations to provide for the federal share of the cost of providing IWT.

POLICY AND PROCEDURES

For purposes of this policy, the following definitions apply:

Definitions

Business and Employer – A private sector, local government, for profit or not-for profit place of business. Business and Employer are used interchangeably in this policy.

California Employer Account Number – An eight-digit payroll tax number issued to a registered employer by the Employment Development Department, also known as the Employer Payroll Tax Account Number, State Employer Identification Number, or state ID.

Cohort- a group of trainees to be trained by an employer as part of a single application for IWT.

Employer Share- The non-federal share of the cost of IWT. Employers are required to pay for a significant cost of the training for those individuals in IWT. This can be done through cash payments and fairly evaluated in-kind contributions. The minimum amount of employer share in IWT depends on the size of the employer.

Incumbent Worker- a worker employed with the company for at least six months when the incumbent worker training starts.

Incumbent Worker Training- training designed to meet the special requirements of an employer (including a group of employers) to retain a skilled workforce or avert the need to lay off employees by assisting the workers in obtaining the skills necessary to maintain or retain employment or have the opportunity for increased earnings potential through promotion

Individual Training Accounts- Individual Training accounts awarded to WIOA eligible participants which provide educational and occupational skills training services.

In-kind contribution: non-cash contribution of goods or services provided by the business.

Layoff aversion: a series of strategies targeted to specific employers or industries that are experiencing a decline and have the potential to undergo layoffs or are experiencing a serious skills gap that impacts their ability to compete and retain workers. A layoff is considered to be averted when:

1. A worker's job is saved at an existing employer facing a risk of downsizing or closing; or
2. A worker at risk of dislocation faces a brief gap of unemployment when transitioning to a different job with the same employer or is hired at a new job with a different employer.

Non-Federal Share: the portion of training costs the employer is required to pay for their employee's participation in IWT. The minimum non-Federal share is determined by the size of the employer.

Incumbent Worker Training

IWT is restricted to skill attainment activities. The training should benefit workers by making them more qualified in their line of business and/or by providing them with skills for new products or processes. It is desired that the training results in credentials or industry recognizable skills that promote the worker's career and increases overall employability.

Employer Eligibility

The SELACO WDB shall determine an employer's eligibility to participate in IWT based on **one or more** of the following factors, which help to evaluate whether training would increase the competitiveness of the employees and/or employers:

1. The characteristics of the participants in the program, specifically the extent to which they historically represent individuals with barriers to employment as defined in WIOA, and how they would benefit from retention or advancement.
2. The relationship of the training to the competitiveness of a participant and the employer.
3. Other factors determined appropriate by the SELACO WDB, which include, but are not limited to, the following:
 - a. The number of employees participating in the training;
 - b. The employees' advancement opportunities along with wages and benefits (both pre- and post-training earnings);
 - c. The existence of other training and advancement opportunities provided by the employer;
 - d. Credentials and skills gained as a result of the training;
 - e. Layoffs averted as a result of the training;
 - f. Utilization as part of a larger sector and/or career pathway strategy; or
 - g. Employer size.

Employer Disqualifying Factors

Businesses that fail to meet any of the following qualifying criteria are not eligible to receive funds from the SELACO WDB for IWT:

1. Businesses must not be presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in transactions by USDOL or the state of California.
2. Businesses shall not have any outstanding tax liability to the state of California that is six months or more past due. Local areas will require businesses to disclose any known outstanding tax liabilities with other states prior to entering contract.
3. Businesses must have all the approvals, licenses, or other qualifications needed to conduct business in the state of California, and all must be current. Should this status change during the time local IWT program activities are occurring, and the business is disqualified from conducting business in California, all training under the IWT program must cease.
4. The employer must comply with all applicable federal, state, and local laws and regulations related to providing reasonable working conditions. IWT participants are not permitted to train or work in buildings or surroundings under working conditions that are unsanitary, hazardous, or dangerous to the trainee's health or safety.
5. Governmental entities, including the city, county, and state, may not participate in the local IWT program. Health care providers that are operating as not-for-profit entities are the only allowable exceptions to this prohibition.
6. Businesses that have relocated to California and have laid-off workers at their former location in the United States may not be considered for this program until they have been in operation at the new location for 120 days.
7. Businesses must not have any outstanding civil, criminal or administrative fines or penalties owed to or pending in the state of California.
8. IWT activities will not be permitted when any of the following apply:
 - a. Any other individual is on layoff from the same or any substantially equivalent job.
 - b. The employer has terminated the employment of any regular, unsubsidized employee or otherwise caused an involuntary reduction in its workforce with the intention of filling the vacancy with the IWT participant; or
 - c. The job is created in a promotional line that infringes in any way on the promotional opportunities of currently employed workers.
9. Businesses may be deemed ineligible if they have received payments under a previous WIOA contract and exhibited a pattern of failure to provide workers continued long-term employment as regular employees with wages and working conditions at the same level and to the same extent as similarly situated employees.
10. Business are ineligible to receive Lay off Aversion activities such as IWT that will impair existing contracts or collective bargaining agreements.

Incumbent Worker Eligibility

An incumbent worker does not have to meet the eligibility requirements for career and training services for Adults and Dislocated Workers under WIOA, unless they also are co-enrolled as a participant in the WIOA Adult or Dislocated Worker program.

To qualify as an incumbent worker, the worker must be:

1. Employed;

2. Meet the Fair Labor Standards Act requirements for an employer-employee relationship; and
3. Have an established employment history with the employer for six months or more (which may include time spent as a temporary or contract worker performing work for the employer receiving IWT funds).

If IWT is being provided to a cohort of employees, not every employee in the cohort must have an established employment history with the employer for 6 months or more, ***if the majority*** of employees being trained meets the employment history requirement.

Training Provider Eligibility

IWT may be provided through ITAs or through contracts for services. If the training is provided through an ITA, all requirements of the ITA must be followed, including the eligibility requirements for career and training services for adults and dislocated workers and the use of eligible training providers approved under the CalJOBS Eligible Trainer Provider List (ETPL).

If a contract is used to provide the IWT, this contract must have been established through proper procurement procedures.

The training may be provided by a public or private educational institution, a private training company or private instructor, a company employee, or a combination of training providers.

Training providers should have training programs that lead to credentials.

Training may be conducted at the employer's own facility, at a public or private training provider's facility, online, or at a combination of sites that best meet the needs of the employer and trainees. The training facility should provide an environment that supports learning and be within reasonable proximity to the trainees, so the cost and time required for travel is minimized.

Procurement of Training

The SELACO WDB at its discretion and in the best interest of the Business will determine how best to provide the training needed by a business as described below:

1. SELACO WDB may enter into contracts with eligible training providers (ETP) without any additional procurement requirements. Utilization of the EDD's ETPL for universally applicable off-the-shelf employer training and is not intended to include unique, specialized, or employer-specific training.
2. A business may receive IWT assistance on a reimbursement basis. In order for a business to utilize the reimbursement option, the following guidelines must be followed:
 - a. Businesses may receive reimbursement for their actual training costs incurred under this program, as outlined in this policy.
 - b. Local area approval of a training plan is required before reimbursement may be provided to a business. The development of training plans is the joint responsibility of the local area and the business.
 - c. The training plan must identify all of the following:
 - i. The provider(s) of training.
 - ii. Type of training.
 - iii. Planned start and end dates.
 - iv. Number of individuals to be trained.

- v. The projected cost of training.
 - vi. Timeline for the provision of post training follow-up documentation.
 - d. Training providers are not required to be listed on the EDD's ETPL for the purpose of providing training under this section. The SELACO WDB may assist businesses in identifying potential providers of training; the selection of a training provider contracted directly by the employer is not subject to state or federal procurement requirements.
 - e. Training costs approved for reimbursement must be allowable as defined by the EDD and SELACO WDB policy. Training plans must be approved by the SELACO WDB prior to the start date of training. Businesses must agree to provide all documentation required by the SELACO WDB to be reimbursed for the training.
3. For businesses not following the guidelines in this section and that have training needs that cannot be provided by EDD's eligible training providers, the SELACO WDB shall procure and contract a training provider on behalf of the employer in compliance with the SELACO WDB Procurement Policy.

Allowable and Unallowable Costs for IWT

Allowable Costs may include:

1. Instructor/trainer salaries.
2. Curriculum development, textbooks, manuals, training software, materials and non-consumables.
3. Training facility costs (off-site and onsite training).
4. Other necessary and reasonable costs directly related to training.

Unallowable Costs include but are not limited to:

1. Foreign travel.
2. Purchase or lease of capital equipment.
3. Encouragement or inducement of a business or part of a business to relocate from any location in the United States.
4. Use of IWT funds to pay for a worker's training wages.

IWT funds may not be used to reimburse training costs that are being reimbursed by another State or Federal training program.

Employer Non-Federal Share Requirements

Employers are required to pay for a significant cost of the training for those individuals in IWT. This can be done through both cash payments and in-kind contributions.

Examples of in-kind contributions could include but are not limited to the following:

1. Wages paid to trainees during the training period
2. Equipment purchased to be used in the training project

3. Manuals and textbooks
4. Curriculum development
5. Facility usage
6. Travel and lodging costs.

The employer non-Federal share must not be paid by the Federal or State government under another Federal award or State funding opportunity.

The SELACO WDB shall establish the non-Federal share of such costs taking into consideration such other factors as the number of employees participating in the training, wage and benefit levels of the employees, the relationship of the training to the competitiveness of the employer and employees, and the availability of other employer-provided training and advancement opportunities.

The minimum amount of employer share depends on the size of the employer:

- At least 10 percent of the cost, for employers with 50 or fewer employees;
- At least 25 percent of the cost, for employers with 51 to 100 employees; and
- At least 50 percent of the cost, for employers with more than 100 employees.

Employer size is determined at the time of the execution of the IWT contract. Employer size is based on the number of employees currently employed per sole location. This applies to all employers, including employers with seasonal, temporary, or intermittent employees.

ACTION


Bring this policy to the attention of all affected staff.

INQUIRIES

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



MEMORANDUM

DATE: May 26, 2022
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 is currently working with our HR consultant and legal counsel on updating our HR Personnel Policies and Procedures (PPP) Manual. This manual is used for Directors and Managers to help guide them in the supervision of their staff.

Currently, we have 48 policies and as a reminder, rather than bringing all PPP to you at once, we will bring before you various sections at a time for your review and approval until we have completed all updates.

Today, we have the following 3 policies attached for your review and approval:

- 260 – Use of Agency Equipment
- 281 – Separation
- 330 – Retirement Savings Plan

Action Required:

Review and approve the PPP as presented.

Southeast Los Angeles County Workforce Development Board	Policy # 260
Personnel Policies and Procedures	Date: <u>05/2022</u>
	Page 1 of 2

USE OF AGENCY EQUIPMENT

Scope

This policy applies to all employees.

Policy

To more effectively meet the needs of SELACO WDB or its customers, employees may request or be required to use certain agency equipment off-site. The use of this equipment must follow certain guidelines. Unauthorized use may result in disciplinary action up to and including termination.

Procedures

- A. Agency equipment which may be used off-site includes equipment such as laptop computers, iPads, tablets, printers, projectors, table cloths, EZ ups, etc. Other items may be added to this list as SELACO WDB determines is appropriate.
- B. The following check out procedures have been designed to ensure security of agency equipment used off-site.
 - 1) Equipment is available either from the IT Department or Administrative Team.
 - 2) Employees who take equipment off-site will complete and sign a "Check-Out of Equipment Authorization" form (example attached) to be approved by their Manager/Director before submission to the IT Department or Administrative Team. Only one form is required per employee, as long as all equipment the employee may take off-site is listed on that form.
 - 3) A written record will be maintained of equipment taken off-site. This record will include the name of the employee receiving the equipment, the dates and times of receipt and return of the equipment, and the equipment type and identification number.
 - 4) Employees will return equipment to the office on the next business day unless authorization to keep it longer is obtained.
- C. Agency equipment which is used off-site is to be used only for necessary business purposes. Good judgment should be used when using equipment off-site.
- D. Only SELACO WDB employees and approved on-site partners are authorized to use agency equipment which has been assigned to them, on or off-site.
- E. Employees are responsible for the care of agency equipment while it is in their possession. If it malfunctions or is in need of repair, employees are to inform their manager as soon as they return to the office. Managers/Directors shall notify the IT Department of the malfunctions or needed repair of the equipment. SELACO WDB is responsible for regular maintenance of agency equipment.

Deleted: cellular phones and

Deleted: Unit Manager or the Administrative Division Manager/IT Department or Administrative Team

Deleted: Directors shall notify the IT Department of the need for repair. Managers/Di

- F. Employees will be held responsible for negligence and willful mistreatment of agency equipment, including any repairs needed due to use by someone other than a SELACO WDB employee.
- G. Failure to comply with this policy may result in disciplinary action up to and including termination.

DRAFT

Southwest Los Angeles County Workforce Development Board	Policy # 281
Personnel Policies and Procedures	Date: <u>05/2022</u>
	Page 1 of 2

SEPARATION

Scope

This policy applies to all employees.

Policy

No separation will occur without review and approval by the Executive Director and the presence of a Human Resources representative. All separations approved will occur only when the Executive Director is confident that personnel policies for both lay-off and termination have been appropriately followed and all actions have been taken to support a positive change in the employees' behavior and/or all possible solutions have been addressed to prevent an employee lay-off.

Procedures

When actions are approved to move forward with a separation, the following must be adhered to:

- 1) Ensure that Human Resources is involved in all discussions. Initial involvement must occur at the time a request is submitted to the Executive Director.
- 2) In all cases, the last day the employee is required to report to work is the day the notice of separation is given. However, under most circumstances, the employee is given up to two weeks of pay before the official termination day is recorded. This allows the employee time to begin his/her job search activity. How much time provided between the employee's last day of work and official termination date will be determined by the Executive Director and will be conveyed to the employee in written memo generated by Human Resources.
- 3) When it is confirmed that a separation will occur, Human Resources will ensure the following:
 - a) ~~Submits~~ a request for final payment.
 - b) Prepares a separation letter highlighting the termination dates and resources available to the employee following separation.
 - c) Reserves the Board Room, Community Room or Executive Director's Conference Room. Room selected will be based on availability.
 - d) Secures the service of a security guard if directed by the Executive Director.
 - e) Confirms with the Manager/Director who will take the lead in clearing the employee's workstation.
 - f) Advise the Director of Administrative Services of the need to have IT available to secure the employee's computer.
 - g) Advises all leadership members on the day of separation so they are aware of any potential challenges that may occur.
 - h) Advises the front desk personnel (Administrative area) 15 minutes prior to the scheduled event that a separation will occur. In the event of/or

Deleted: If necessary, s

potential of an escalated incident, the front desk staff is instructed to use the panic button. Instructions on the use of SELACO's panic button will be provided by the IT Department.

Deleted: move immediately into the IT Room and dial 911 for assistance

- 4) All separation discussion will be led by the employee's director supervisor and Human Resources.
- 5) All separation meetings will be held in the Board Room as a first preference, if not available, the Executive Director's Conference Room or Community Room. The goal is to hold the discussion closest to an exit door preventing the employee from having to walk back to their desk or through staff work areas.
- 6) **For separations due to Terminations:** When the employee is removed from the workstation, staff will clear out the workstation of all personal items belonging to the employee. As the employee exits the building, they will be given their box of belongings and asked to review the box and inform Human Resources if anything is missing. No employee will be allowed back to their desk.
For separations due to Lay-Off: It will be at the discretion of the Executive Director and Director to determine if preventing an employee from returning to his/her desk is necessary. Lay-offs are unexpected and employees with good standing and a long history of employment with SELACO WDB should be given the opportunity to say good-bye.
- 7) All separations will occur towards the end of the workday, preferably after 3:30 p.m.
- 8) In the event of a confrontation and 911 is contacted for support, all parties involved are expected to provide a write up of their observation to Human Resources within a 24-hour time period.

Southeast Los Angeles County Workforce Development Board	Policy #330
Personnel Policies and Procedures	Date: <u>05/2022</u>
	Page 1 of 2

RETIREMENT SAVINGS PLAN

Scope

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

Policy

SELACO WDB provides a deferred compensation, 403(b) plan for regular employees which allows for retirement savings on a pre-tax basis.

Definitions

Summary Plan Description. Written document summarizing the benefits available under the 403(b) plan.

Procedures

- A. Eligibility

Regular, full-time employees are eligible for participation in the 403(b) plan immediately upon hire.
- B. Employee Contributions
 - 1) Employees may contribute a minimum of \$50 per pay period into the 403(b) plan. The limit on employee elective salary deferral (the most an employee can contribute to their 403(b) plan out of salary) and the limit on annual additions (the combination of all employer contributions and employee elective salary deferrals to all 403(b) accounts) are controlled by government regulations.
 - 2) Contributions are made via payroll deductions.
 - 3) Contributions are pre-tax; that is, they are deducted from an employee's pay prior to the computation of federal and state income taxes and certain other federal and state taxes.
- C. Employer Contributions
 - 1) After two years of employment, SELACO WDB will contribute 5% of an employees' pay to the deferred compensation plan.
 - 2) An employee does not need to contribute in order to receive the above employer contribution.
 - 3) Employer contribution are made every pay period.
- D. Vesting

Employees are fully vested in all amounts contributed by the employee and SELACO WDB.
- E. Enrollment
 - 1) At the time of hire, Human Resources will provide the employee with a Summary Plan Description and enrollment forms which include a payroll

Deleted: The maximum contribution is 25% of salary, including SELACO WDB contribution. The maximum percentage and the maximum annual dollar amount of contribution are controlled by government regulations....

Deleted: one year

Deleted: the following percentages

Formatted: Indent: Left: 0.5", Tab stops: Not at 0.44" + 0.63"

Deleted: :¶

a) After one (1) year of employment: 6.5%¶

b) After two (2) years of employment: 7.5%¶

c) After three (3) years of employment: 8.5%

Deleted: participant

Deleted: s

Deleted: s

deduction authorization and contract.

- a) The employee must complete, sign, and return the forms to Human Resources.
 - b) Participation in the plan will begin with the first full pay period after the receipt of the completed and signed forms by Human Resources. Payroll deductions will not begin until all necessary completed and signed forms are received by Human Resources.
 - c) Human Resources will ensure that the enrollment forms are submitted to the 403(B) plan trustee/fiduciary in a timely manner.
 - d) Employees do not need to enroll in the plan upon hire. If they enroll at any later time, their participation will begin as described in letter b, above.
 - e) Employees who wish to receive SELACO WDB contributions, must enroll in the plan, but do not need to make employee contributions.
- 2) Employees may change their participation (e.g. amount of contribution, investment options) at any time via their online account.

Deleted: E. 1)

Deleted:)

F. Plan Document

The Plan Document for 403(b) deferred compensation plan is the controlling document. That is, if there are differences between the descriptions in this policy, the Summary Plan Description and the Plan Document, the information contained in the Plan Document will determine the course of action.


Deleted: a) Change forms are available from the Fiscal Unit.¶
b) Changes will become effective with the first full pay period after the receipt of completed and signed change forms by the Fiscal Unit. ¶



MEMORANDUM

DATE: May 26, 2022

TO: SELACO WDB Board of Directors

FROM: Yolanda Castro, Executive Director 

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

Local Boards and the Employment Development Department (EDD) are responsible for working together to identify Eligible Training Providers (ETP)s for the state Eligible Training Provider List (ETPL). The State ETPL creates a pool of ETPs that local board can utilize as training providers for Workforce Innovation Opportunity Act (WIOA) participants under Individualized Training Accounts (ITA's).

Per State policy, each Local Board must assign an Eligible Training Provider List (ETPL) coordinator for their local area. The local ETPL coordinator is responsible for the technical support, approval process, continued eligibility process, denial process and monitoring of the training providers and programs listed on the state and local ETPL under the Workforce Innovation and Opportunity Act (WIOA).

Per State policy, the SELACO WDB may delegate or cancel all or some responsibility of the California (CA) and local Eligible Training Provider List (ETPL) to an appointed Local Board.

Upon assessment of the SELACO WDB bandwidth and the duties and roles associated with the ETPL Coordinator, it has been recommended that a portion of the ETPL Coordinator responsibilities be delegated to the South Bay WIB, who has been identified as an expert in the approval and denial process of ETPs under the ETPL. Currently, the South Bay WIB, under contract, manages the ETPL for the County of Los Angeles WDB, City of Los Angeles WDB, Verdugo WDB, and Foothill WDB.

Partial ETPL Coordinator delegation under contract from the SELACO WDB to the South Bay WIB would include the following South Bay services:

- Initial eligibility review for inclusion on the CA ETPL
- Nominate providers for the CA ETPL if the provider meets eligibility requirements
- Review of continued eligibility for inclusion on the CA ETPL
- Execute notifications of approval, denial, continued eligibility or delisting to providers.
- Execute the process of delisting training provider/programs from the CA ETPL
- Execute denial appeal process

- Secure and retain providers eligibility records to make these records available for monitoring or audit either by the Local Board and/or the State.
- Monitor SELACO WDB ETPs, per State policy
- Provider CA ETPL tech support

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

The SELACO WDB is seeking approval to delegate partial ETPL Coordinator responsibilities under contract for a two-year term at an annual cost of five thousand (\$5,000) dollars, for a total amount of ten-thousand dollars (\$10,000) for a two (2) year term (PY 2022-2023, and 2023-2024). The SELACO WDB is also seeking approval to submit the ETPL Local Board Delegation Form identifying partial ETPL Coordinator responsibilities to the South Bay WIB.

The SELACO WDB compliance team will evaluate the allocation of partial ETPL coordination to South Bay WDB every two years to determine if the practice remains a suitable and viable option for the SELACO WDB. Assessment and recommendations for continued allocation of ETPL services will come to the Board for review and approval as needed.

Action Required:

Authorize the Executive Director to execute a two-year term contract with the South Bay WIB for ten thousand (\$10,000) dollars for the responsibility of partial ETPL Coordinator duties.


Authorize the Executive Director to submit an ETPL Local Board Delegation Form identifying South Bay WIB with the authority to execute partial ETPL Coordinator duties on behalf of the SELACO WDB.



MEMORANDUM

DATE: 5/26/2022

TO: SELACO Workforce Board of Directors

FROM: Yolanda L. Castro, Executive Director 

RE: Virtual Delivery of AJCC Career Services

In response to the Pandemic COVID-19, the SELACO WDB, under the guidance and temporary approval of the State's Employment Development Department (EDD) and the recently approved Virtual Intake Policy, we are now proposing to extend and continue to provide virtual services when it pertains all AJCC Career Services. This process will continue to focus on the safety of customers & staff but, also provide an additional avenue to access our services.

Services include, but are not limited to, basic career services, individualized services, customer case management, the development of a participant individualized employment development plan and customer follow-up. Based on the continued need for a virtual delivery of AJCC Career Service, the SELACO WDB is seeking approval to establish a process to administer these services as a permanent process for customers that cannot attend an in-person appointment.

Attached for your review is the SELACO WDB's proposed Virtual Delivery of AJCC Career Services addressing the practice of Virtual services.

Upon approval from the Board, the Virtual Delivery of AJCC Career Services will be effective immediately.

Action Required:

Approve and adopt the SELACO WDB's proposed Virtual Delivery of AJCC Career Services.

VIRTUAL DELIVERY OF AJCC CAREER SERVICES

Board Approval:

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

PURPOSE

The purpose of this policy is to provide guidance to the SELACO WDB staff, partners, and contractors engaged in AJCC Career services such as basic career services, individualized services, customer case management, the development of a participant individualized employment development plan and customer follow-up. This is specific to when these services are provided via a virtual platform.

SCOPE

This policy applies to all SELACO Staff and its Contractors administering, managing, and implementing WIOA funded programs.

REFERENCES

- Employment Development Department (EDD), Workforce Services Information Notice (WSIN) 19-43.
- Directive WSD15-14 WIOA Adult Program Priority of Service, Pages 4-6
- Training and Employment Guidance Letter (TEGL) 03-15

BACKGROUND

In response to the Pandemic COVID-19, the SELACO WDB, under the guidance and temporary approval of the State's Employment Development Department (EDD), implemented a Virtual Intake and Career Services delivery process in consideration of the safety of customers and staff. On January 27, 2022 the SELACO WDB authorized staff to move temporary Virtual Intake services to a permanent practice supporting customers in need of virtual assistance.

With a permanent process in place for virtual WIOA intake, assessment, and enrollment, this policy will secure and extend virtual services to include all AJCC Career Services.

POLICY

Definitions:

Virtual service delivery- refers to services both through interactive video conferencing technology and phone calls.

Virtual Appointments- Appointments through an interactive video conferencing platform that allow for a two-way, real-time, audio-visual communication between the participant and the SELACO WDB staff. These appointments are delivered using a device — preferably a tablet or computer (laptop) — and a secure video conferencing platform such as zoom, TEAMS, etc.

Virtual appointments through telecommunication are appointments completed via audio phone calls.

Hybrid Service Model-Service plan that includes the delivery of both in-person and virtual services.

SELACO WDB AJCC Virtual PLATFORMS:

- Phone access
- Microsoft 365 screen sharing
- Online Workshops and Website
- Meeting platforms such as, Microsoft TEAMS, Zoom, and Go-to-Meeting
- Email
- Career Hub
- CalJOBS Texting
- CalJOBS Registration
- CalJOBS messaging
- CalJOBS VOS Greeter Remote

Intake: *(please reference Policy on Virtual Intake)*

Basic Career Services:

- Initial Assessment
- Labor Exchange Services
- Provision of Referrals
- Provision of Labor Market Information
- Performance Information
- Information on Support Services
- Assistance in establishing eligibility for financial aid
- Unemployment Insurance information

Individualized Career Services:

- Comprehensive & Specialized Assessment
- Development of an Individualized Employment Plan/ Individual Service Strategy
- Group / Individual Counseling
- Career Planning
- Training & Skills Development
- Internships & Work Experience
- Workforce Activities to help acquire skills
- Financial Literacy
- Out of the area Job Search & relocation assistance
- English Language acquisition & integrated education & training programs
- Job Readiness & Job Placement Assistance

Follow-Up Services:

- Referral to Community & Medical Resources
- Tracking Progress on the Job
- Work-related Peer Support
- Assistance in Securing a Better Paying Job
- Career Development and Further Education Planning
- Assistance with Work-related Problems

Virtual Case Note:

In addition to adhering to all SELACO WDB’s current Eligibility Case Note business rules, all Virtual Case Notes shall include detailed information on the collection of documents and how they were collected. The case note shall state whether the documentation was collected via a CalJOBS upload, or if the collection of documentation was deferred and a self-attestation was taken.

It is recommended to use the following Virtual Case Note subject line convention in CalJOBS:

Ex: SUBJECT LINE: Virtual Services: (Funding Eligibility)

SUBJECT LINE: Virtual Services 301 Youth

Activity Coding:

In registering an activity on CalJOBS you must identify the activity as virtual by selecting “virtual” from the drop-down menu.

Application and Collection of Signatures:

1. Wet Signatures

If the customer does not have the means or technical ability to provide an electronic signature via the CalJOBS electronic signature functionality, the collection of an electronic or wet signature on related documents will be collected at the customer's first in-person visit to the AJCC. Prior to the delivery of Individualized Services, all signatures and required documentation must be collected.

If during the initial in-person visit, SELACO WDB staff determines that the customer is not eligible for WIOA services, SELACO WDB staff will notify the customer and immediately stop services. Eligibility/Suitability will be determined before offering any Individualized Services.

2. Electronic Signatures

If the customer has the means and technical ability to provide an electronic signature, staff are to utilize the CalJOBS electronic signature functionality to process an electronic signature on the CalJOBS application.


An electronic signature through the adobe platform shall be utilized for all other WIOA-related forms. However, if a customer is using an applicable feature on their phone or computer that equates to DocuSign, those signatures may be accepted.



MEMORANDUM

DATE: May 26, 2022

TO: SELACO WDB Board of Directors

FROM: Yolanda Castro, Executive Director 

RE: Childcare Center Lease Agreement – First Baptist Church of Norwalk

SELACO WDB is the recipient of funding from the California Department of Education to support the operation of child development programs throughout our region. Currently, there are seven (7) childcare centers administered by the SELACO WDB and operated under contract by Quality Children's Services (QCS) who is identified in the grant as the proposed provider of services. Since the implementation of the project, QCS has successfully met the requirements of the grant and has effectively delivered child development services in the Cities of Artesia, Bellflower, Norwalk, Lakewood, and Maywood.

The lease agreement for the childcare center located at 14000 San Antonio Drive, Norwalk, CA, is approaching expiration with a term end date of June 30, 2022.

The SELACO WDB met with QCS to assess the possibility of a lease extension. QCS's recommendation affirmed that the location is meeting expectations and that the premises maintain an attractive, sanitary, and safe condition to operate a high-quality childcare center.

Upon consulting with, and per the recommendation of the childcare center provider, QCS, the SELACO WDB is seeking Board approval to negotiate the lease agreement extension with the First United Methodist Church of Norwalk.

Action Required:


Authorize the Executive Director to negotiate the terms and lease extension, and if applicable, execute the lease extension for the premises located at 14000 San Antonio Drive, Norwalk, CA.



MEMORANDUM

DATE: May 26, 2022

TO: SELACO WDB Board of Directors

FROM: Yolanda Castro, Executive Director 

RE: Request on Spending Authority for Fiscal Year 2022-23

I am requesting a continuation of spending authority for Fiscal Year 2022-23 at the same level as this year. The completed budget for Fiscal Year 2022-23 will be presented for your approval at our July 2022 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: 5/26/2022

TO: SELACO Workforce Board

FROM: Yolanda L. Castro, Executive Director 

RE: Proposed Revisions to the SELACO WDB's Statement of Qualifications Procurement for Consultants Policy

Per State Directive WSDD-225, on January 27, 2022, the SELACO WDB approved the Statement of Qualification Procurement for Consultants Policy. The policy established SELACO WDB's consultant procurement standards, pays rates according to Department of Labor's limitation on consultant fees, and provided guidance on determining the reasonable use of consultants.

On March 3, 2022, the state released WSD 21-05 with further guidance and clarification on consultant services and pay, and provided determining factors for classifying an agreement under a consultant versus a contractor.

To meet compliance with State Directive WSD21-05, the SELACO WDB has revised the SELACO WDB's current Statement of Qualifications Procurement for Consultants Policy.

For your review, attached is the proposed revised Statement of Qualifications Procurement for Consultants and Contractors Policy. Edits and additional language are highlighted in yellow.

The revisions address:

- Renaming the Policy to include Contractor
- The Policy now applies to both Consultants and Contractors
- Consultant vs Contractor determination
- Contractor service agreement term and pay rates

Upon approval from the Board, the revisions to the policy will be effective immediately.

Upon approval from the Board, the SELACO WDB's current consultant contracts would be reclassified from consultant agreements to contractor agreements to comply with the consultant versus contractor determining factors established by the revised policy.

Action Required:

Approve to rename the Statement of Qualifications Procurement for Consultants Policy to Statement of Qualifications Procurement for Consultants and Contractors Policy.

Approve and adopt the revisions proposed to the Statement of Qualifications Procurement for Consultants Policy.

Approve the reclassification of current consultant agreements to contractor agreements, accordingly, per the newly adopted policy revisions.

STATEMENT OF QUALIFICATIONS(SOQ) FOR CONSULTANTS/**CONTRACTORS**

Board Approval:

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

PURPOSE

To inform policy and provide guidance on the Statement of Qualifications Procurement Process for the purpose of contracting Consultants/**Contractors**.

SCOPE

This policy applies to all SELACO Staff and its Contractors and Providers administering, managing, and implementing WIOA funded programs.

REFERENCES

- Employment Development Department (EDD), Workforce Services Division Directive (WSDD) -225
- Title 20 CFR WIOA Department of Labor (DOL); Final Rule, Section 683.200
- Training and Employment Guidance Letter (TEGL) 05-06: Implementing the Salary and Bonus Limitations in Public Law 109-234
- Workforce Services Directive WSD20-07, Salary and Bonus Limitations
- **Workforce Services Directive WSD 21-05, Consultant Services and Pay**

BACKGROUND

Per State Directive WSDD-22, the SELACO WDB must establish consultant/**contractor** procurement standards, pay rates according to Department of Labor's limitation on consultant fees, and provide guidance on determining the reasonable use of consultants and/or **contractors**.

To meet State Compliance with consultant procurement, services and pay, the SELACO WDB has established and implemented a Statement of Qualifications Procurement process for the purposes of contracting consultants/**contractors**.

POLICY

Statement of Qualifications for Consultant/Contractor** Service Agreements**

The SELACO WDB secures experienced, competent individuals and entities to provide a vast variety of consulting and **contracted** services through a Statement of Qualification (SOQ) procurement process.

Eligibility:

Entities, organizations or individuals with the appropriate knowledge, experience, capacity and demonstrated ability to provide expertise services in workforce development and other specialized subject-matter are eligible to apply by submitting a Statement of Qualifications (SOQ).

Period of Solicitation:

The SOQ solicitation is issued on an on-going basis. Interested consultants/**contractors** requesting to be placed on the list of eligible consultants/**contractors** may submit a Statement of Qualifications (SOQ) at any time.

Submission Requirements:

Statement of Qualifications (SOQ) will be determined eligible for review and approval based on their completeness and upon submission of all requested supplemental documentation.

SOQ Format:

The Statement of Qualifications (SOQ) must be submitted per the format requested by the SELACO WDB. At a minimum, the SOQ format will consist of:

- Cover letter.
- Legal business name and contact information.
- Narrative describing the respondent's demonstrated expertise and success.
- List of prior contracts/customers.
- Provide five professional references.
- Provide a Fee Schedule including cost per hour and per/day or per/project.
- Resumes
- Assurances per WIOA contract regulations.

Evaluation:

The review process is to be conducted by the SELACO WDB Compliance Department and it will consist of a review of:

- Qualifications and experience.

- Ability to provide needed services.
- Demonstrated knowledge, expertise, and success in proposed area.
- Ability to provide services within the current hourly fee schedule prescribed by the SELACO WDB; hourly and daily rates must fall within State imposed maximums. **OR, ability to provide contracted services within an agreed-upon deliverables fee schedule.**
- Other factors deemed to be in the best interest of the SELACO WDB as determined by the Executive Director or designee.

Once a Statement of Qualifications (SOQ) has been evaluated, a contract recommendation will be forwarded to the SELACO WDB Executive Director for review and contract approval. The Executive Director's review and contract approval shall include an interview with the consultant/contractor and negotiation of a fee schedule per policy guidelines and limitations.

Incomplete Statement of Qualifications (SOQ), or Statement of Qualifications (SOQ) that contain information or references that cannot be verified or validated will not be recommended for a contract.

All Statement of Qualifications (SOQ) respondents shall be notified in writing of outcome.

Service Agreement:

Approved respondents to the Request for Qualifications (RFQ) will be issued a service agreement and placed on a list of eligible consultants/contractors, for future use. A service agreement does not guarantee that a consultant/contractor will be selected to provide services. Statement of Work(s) are issued on as needed basis and based upon subject matter, expertise needs and available funding. All Statement of Work(s) (SOW) must be approved by the SELACO WDB Executive Director prior to engaging a consultant/contractor in the delivery of services.

Consultant/Contractor Service Agreements are issued with a maximum term of four (4) years. Upon the expiration of a four-year term, all consultants/contractors will be required to re-submit a Statement of Qualifications and will be re-procured, regardless of continued service status.

Consultant and Contractor Services Determination:

Per State Directive WSDD-225, "When determining whether utilizing a consultant or a contractor in a specific situation would be an allowable cost, no single factor or any special combination of factors is necessarily determinative. However, the following factors are relevant and should be carefully considered by the SELACO WDB":

- 1) The nature and scope of the service rendered in relation to the service required.

- 2) The necessity of contracting for the service, considering the SELACO WDB's capability in the particular area.
- 3) The past pattern of such costs, particularly in the years prior to federal awards.
- 4) The impact of federal awards on the SELACO's business (i.e., what new problems have arisen).
- 5) Whether the proportion of federal work to the SELACO WDB's total business is such as to influence the SELACO WDB in favor of incurring the cost, particularly where the services rendered are not of a continuing nature and have little relationship to work under federal awards.
- 6) Whether the service can be performed more economically by direct employment rather than contracting.
- 7) The qualifications of the individual or concern rendering the service and the customary fees charged, especially on non-federally funded activities.
- 8) Adequacy of the contractual agreement for the service (e.g., description of the service, estimate of time required, rate of compensation, and termination provisions).

Consultant vs Contractor:

Consulting services may cover a range of disciplines that include, but are not limited to, management, strategic-planning, financial, legal, marketing, communications, human resources, etc.

When determining whether the Consultant Fee Limitation applies, it is critical to determine if the individual or business entity is a consultant or a contractor, as different limitations apply to each.

Consultants are considered a sub-set of contractors that are allowable under Uniform Guidance Section 200.459 (Professional service costs). Professional and consultant services are generally acquired to obtain information, advice, opinions, alternatives, conclusions, recommendations, training, or direct assistance, such as studies, analyses, evaluations, liaison with Government officials, or other forms of representation.

Contractors deliver goods and services as oppose to simply providing an opinion, advice, information, or recommendation.

Below are the considerations SELACO shall utilize to determine whether the individual or business entity shall be contracted as a consultant or a contractor:

Consultant	Contractor
<ul style="list-style-type: none"> • Salary or wage based and/or fee based on hours spent which is provided and outlined in a consultant rate proposal. • Provision of guidance, support, or completion of work items. • May be a subject matter expert that provides guidance on the direction of projects/programs or helps to lead a project/program. • May fill a staff-like role on an as needed or intermittent basis. • May have a defined and ongoing role in a project/program or in support of the Local Area. • Often an individual, rather than a business entity (although the individual may be a representative from a business entity). 	<ul style="list-style-type: none"> • Fee based. • Fee is based on market value of goods and services provided. • Provision of goods and/or services to multiple customers as part of their routine business operations. • Provides a pre-determined good or service for a pre-determined time period. • Not necessarily engaged in the implementation of a project or Local Area services, provides the good or service needed. • More likely a business entity, rather than an individual (though may be structured as a sole-proprietorship).

An individual or business entity that would be identified as a consultant providing consultant services, and would be subject to the Consultant Fee Limitation, includes, but is not limited to, the following:

- A service in which the primary outcome is a detailed analysis of a particular subject or situation.
- A service in which the primary outcome is a suggestion or a recommendation about the best course of action, or information about a fact or situation in a formal or official way.
- A service performed by an individual that ordinarily identifies themselves as, or whose firm ordinarily identifies that individual as, a “consultant,” with respect to their performance of that service.
- A service that the person or firm providing the service ordinarily identifies as a “consulting service.”

- A service that the associated solicitation, quote, offer, or contract identifies as a “consulting service.”

Consultant Rate of Pay:

Per State directive WSDD-225, “Compensation for consultant services must be reasonable and consistent with that paid for similar services in the marketplace. Reasonableness is not only based on the per hour charge, but on the overall charge for the work to be done. For example, if the base rate of pay was the same, but one consultant must fly in and bills for travel time, then this consultant might not be the most reasonable.

When determining the basic rate of pay, the SELACO WDB must consider and maintain supporting documentation of the following:

- The level and difficulty of the work to be performed.
- The qualifications of the expert or consultant.
- The pay rates of comparable individuals performing similar work in federal or non-federal sectors.
- The availability of qualified candidates.


Finally, after following the required procurement procedures and considering the rate of pay, the current consultant fee limitation is set at \$710 per day (representing an 8 hour work day), which could be subject to change by program year or grant. The limitation is applicable to all subrecipients of WIOA funding and is included in the terms and conditions outlined in SELACO WDB’s subgrant. Any fees in excess of the daily or hourly rate specified in the Employment Development Department’s (EDD) subgrant agreement cannot be paid without prior written approval from the EDD prior approval division.”

Contractor Rate of Pay:

Contractor agreements would be considered a general procurement of services or products, not subject to the Consultant fee limitation. Per the SELACO WDB’s procurement policy, and Statement of Qualifications for Consultants and Contractors, services shall be deemed necessary and reasonable prior to the execution of a contractor agreement. Contractor Service agreements shall be procured in compliance with the SELACO WDB’s Statement of Qualifications for Consultants and Contractors Policy and within the SELACO WDB’s Procurement Policy.



MEMORANDUM

DATE: May 26, 2022
TO: SELACO WDB Board of Directors
FROM: Yolanda 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 are still working on confirming interest to serve or nominate. As of May 20, 2022, we have the following members who have expressed an interest to serve:

SELACO WDB Board Chair – Aaron Drake

SELACO WDB Vice Chair – Ben Espitia

SELACO WDB Secretary/Treasurer – Mark Dameron

At-large positions of the Executive Committee:

Barbara Levine

A 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, 2022 – June 30, 2023.



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 26, 2022
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), Field of Dreams Learning Center, Norwalk Housing Authority, Paramount Adult School, SELACO Career Services, and United American Indian Involvement (UAI)

Progress since the last SELACO Board meeting

Quarterly Meeting


In May, the SMT participated in their quarterly meeting where they:

- Were updated on the progress of finalizing their program year 2022 – 2025 MOUs with SELACO.
- Selected the month they will provide a “live” orientation to their services for all other partner staff.
- Continued to work in small groups creating plans for continuous cross-training of staff on each other's services. The three plans include:
 - ✓ Developing a sector advisory team composed of SELACO, representatives from the adult schools, counselors, industry and other partners interested in sector strategies. This would give employers an opportunity to contribute to developing curriculum, OJT opportunities, and co-enrollments of training to WIOA services.

- ✓ Creating and sending a monthly or quarterly email that highlights a population – i.e. youth or veterans – with each partner’s services unique to that success stories.
- ✓ Creating a monthly calendar with all partner events, programs, offerings, etc. that can be shared with staff, clients, consumers, students, etc.
- Discussed ways to market their shared services.
- And gave feedback for future meetings as follows:
 - 1. Did you learn something new today?**
 - 9 votes for YES
 - 2 votes for SORT OF
 - 1 vote for NOT REALLY
 - 2. Are you leaving this meeting with something that will help you better serve your customers?**
 - 9 votes for YES
 - 2 votes for SORT OF
 - 1 vote for NOT REALLY
 - 3. Have you or your staff had any interaction with any other partner since our last meeting in February?**
 - 7 votes for YES
 - 1 vote for *I HAVEN’T, BUT MY STAFF HAVE*
 - 2 votes for NO
 - 2 votes for *I DON’T KNOW*
 - 4. Would you be open to meeting in person in August?**
 - 6 YES
 - 4 NOT SURE
 - 2 NO



MEMORANDUM

DATE: May 26, 2022
TO: SELACO WDB Board of Directors
FROM: Yolanda 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 24, 2022, the following board members have completed the training:

Barbara Levine – expires June 23, 2022
Aaron Drake – expires July 31, 2022
Greg Uttecht – expires August 16, 2022
Mark Dameron – expires September 23, 2022
Belle Gomez – expires October 8, 2022
Larry Wehage – expires February 7, 2023
Ben Espitia – expires February 18, 2023
Michael Segura _ October 31, 2023
Sharon Todd – expires November 1, 2023
Connie Chan – expires November 18, 2023
Joseph Derthick – expires December 2, 2023

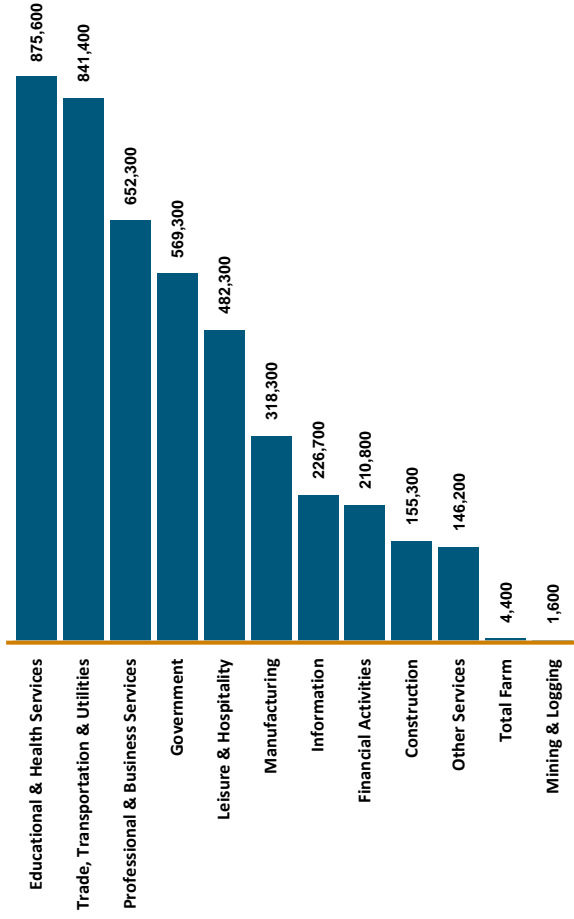
For those who have yet to complete the training, you may do so using the online course at:

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

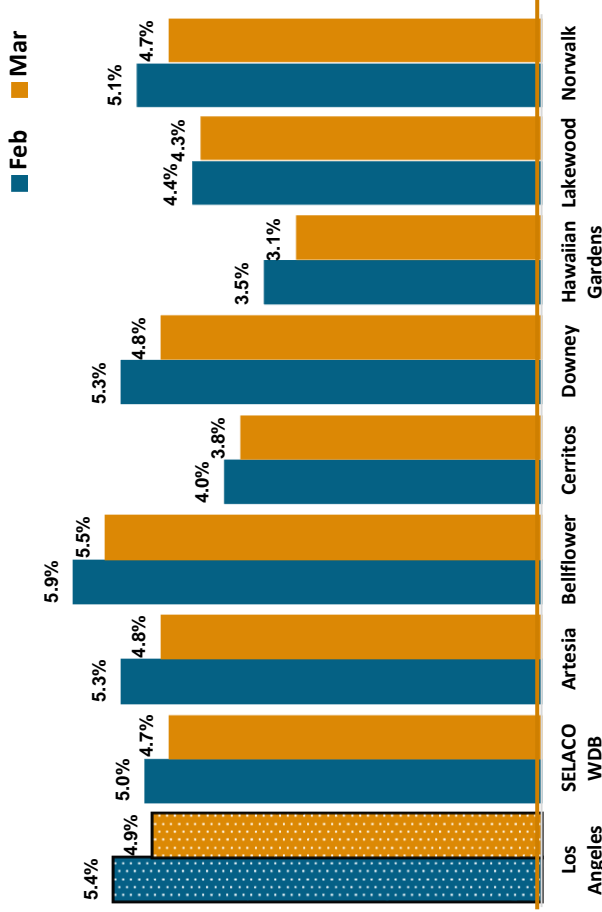
As a reminder, you must print the Certification of Completion provided at the end and submit to Carol Davis.

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

Mar. L.A. County Industry Sectors Ranked by Employment Size¹



Unemployment Rate (%)²



Online Job Advertisements – SELACO LWDA March 2022 Help Wanted OnLine³

Top 10 Employers

- Anthem Blue Cross – 692
- The Boeing Company – 505
- PIH Health – 147
- Clean Harbors – 99
- Kaiser Permanente – 86
- Marten Transport – 78
- Martin Luther King – 73
- Charter Communications – 68
- Amazon – 60
- Starbucks Coffee Company – 59

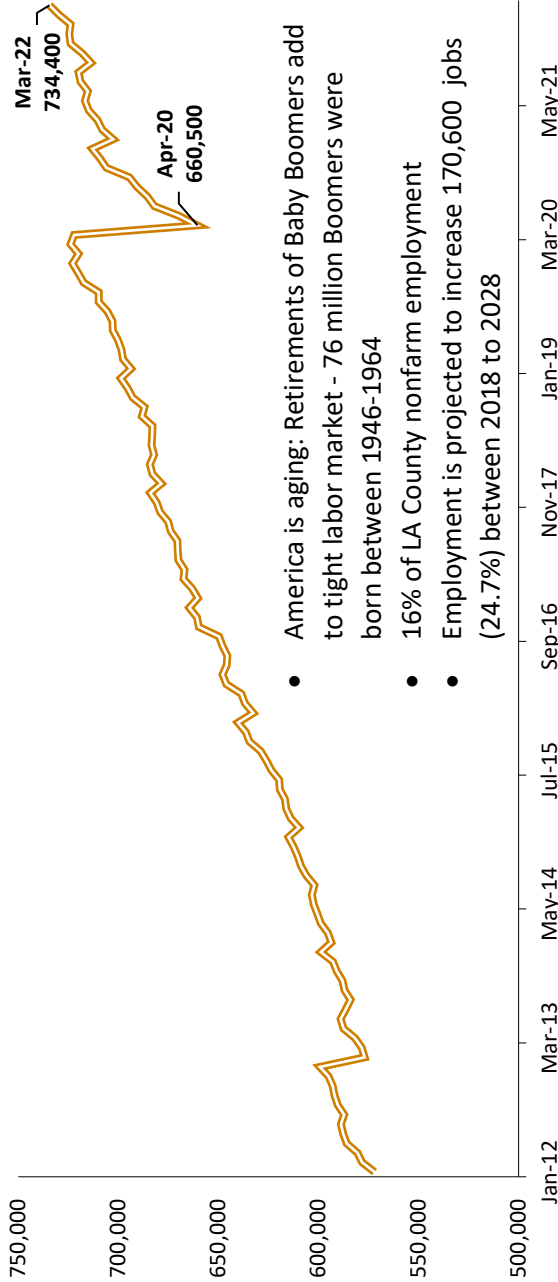
Top 10 Occupations

- Registered Nurses- 485
- Retail Salespersons – 457
- Sales Reps, Wholesale and Mfg, Except Tech and Scien Products – 286
- Heavy and Tractor-Trailer Truck Drivers – 274
- Computer Occupations, All Other – 242
- Customer Service Representatives – 228
- First-Line Supervisors of Retail Sales Workers– 226
- Software Developers, Applications – 207
- Managers, All Other – 187
- Combined Food Prep and Serving Workers, Including Fast Food– 183

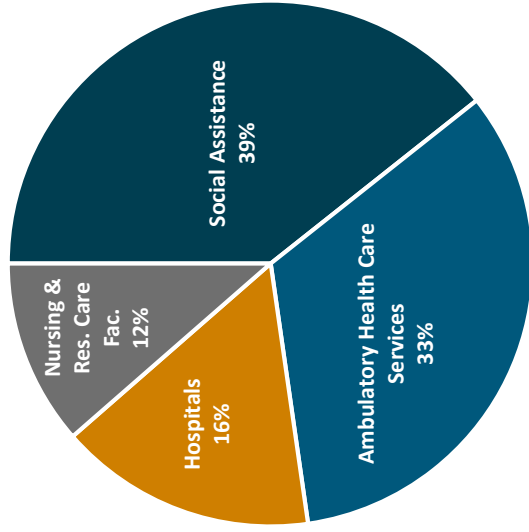
Top Cities

- Downey– 2,615
- Cerritos – 2,469
- Norwalk – 1,229
- Lakewood – 1,198
- Bellflower – 746
- Artesia – 392
- Hawaiian Gardens – 214

Healthcare and Social Assistance – Growth 2012-2022⁴



Employment in Healthcare and Social Assistance Sub-sectors¹



2022 Most In-Demand Occupations – Healthcare and Social Assistance

OCCUPATION	TOTAL ADS MARCH 2022 ³	MEDIAN HOURLY WAGE 2021 ⁵	PROJECTED NUMERIC CHANGE 2018-2028 ⁶	PROJECTED % CHANGE 2018-2028 ⁶
REGISTERED NURSES	5,646	\$55.52	12,390	15.2%
MEDICAL AND HEALTH SERVICES MANAGERS	1,554	\$63.00	2,240	21.9%
LICENSED PRACTICAL AND LICENSED VOCATIONAL NURSES	1,464	\$30.05	2,640	13.9%
PERSONAL CARE AIDES	1,271	-	94,090	46.3%
NURSING ASSISTANTS	976	\$18.40	4,800	13.8%
MEDICAL ASSISTANTS	797	\$18.20	5,780	23.9%
DENTAL ASSISTANTS	793	\$20.04	1,770	14.0%
MEDICAL SECRETARIES	752	\$22.03	3,650	18.2%
HEALTH TECHNOLOGISTS AND TECHNICIANS, ALL OTHER	747	-	1,220	19.6%
MENTAL HEALTH COUNSELORS	614	\$23.70	2,640	27.1%

Sources: ¹ Current Employment Statistics (March 2022), ² Local Area Unemployment Statistics (March 2022), ³The Conference Board®-Burning Glass® Help Wanted OnLine® (HWOL) Data Series (March 2022), ⁴Current Employment Statistics (January 2012- March 2022), ⁵Occupational Employment and Wage Statistics (2021, 1st Quarter), ⁶Employment Projections (2018-2028)



May 12, 2022

Yolanda Castro
Executive Director
Southeast Los Angeles County Consortium
Workforce Development Board
10900 East 183rd Street, Suite 350
Cerritos, CA 90703

Dear Yolanda Castro:

**FISCAL AND PROCUREMENT
85% FORMULA GRANT
FISCAL YEAR 2020-21 FINAL MONITORING REPORT**

This final monitoring report is to inform you of the results of the Employment Development Department's Compliance Review Office (CRO) Enhanced Desk Monitoring Review (EDMR) of the Southeast Los Angeles County Workforce Development Board's (SELACO) Workforce Innovation and Opportunity Act (WIOA) fiscal and procurement (F&P) systems for Program Year (PY) 2020-21.

Our review was conducted under the authority of WIOA, Sections 183(a) and 184(a)(4). The purpose of this review was to determine the level of compliance by SELACO with applicable federal and state laws, regulations, policies, and directives related to the WIOA grant, specific to financial management and procurement activities for PY 2020-21. The SELACO was awarded WIOA funds to provide centralized comprehensive workforce services to adults, dislocated workers, youth, and rapid response. The scope of the review covered the period of January 1, 2020 through December 31, 2020.

For the fiscal portion of the review, we focused on the following areas: fiscal policies and procedures, financial reporting, expenditures charged to the WIOA grants, cost allocation, indirect cost rate, cash management, internal controls, and oversight of your subrecipients, audits, and debt collection. For the procurement portion of the review, we examined procurement transactions and property management.

The EDMR was conducted by Kathleen Doe from November 15, 2021, through November 19, 2021. The exit conference for this review was held on December 9, 2021. We collected the information for this report through interviews with SELACO representatives; and by reviewing applicable policies, procedures, a sample of PY 2019-20 and PY 2020-21 expenditures and procurements, and your response to the F&P Monitoring Questionnaires.

FISCAL REVIEW RESULTS

We conclude that we did not identify any areas of SELACO not meeting WIOA requirements concerning financial management.

PROCUREMENT REVIEW RESULTS

We conclude that we did not identify any areas of SELACO not meeting applicable WIOA requirements concerning procurement.

Additionally, the CRO is making efforts to close out prior findings pending in the system. Below are open prior findings and their statuses. Prior findings will remain on draft and final reports until they are fully implemented.

PRIOR OPEN FINDINGS

Corrective Action Tracking System (CATS) Number: 17074

State Conclusion (when the finding was established):

We again recommend that SELACO provide the Compliance Review Office with documentation and information as requested above. Until then, this issue remains open and is assigned CATS number 17074.

Current Status Update:

During the PY 2020-21 monitoring review, the Corrective Action Plan submitted on August 31, 2017 was reviewed and it provided justification for the \$250 in supportive services. This finding is considered resolved and closed.

Corrective Action Tracking System (CATS) Number: 17076

State Conclusion (when finding was established):

We again recommend that SELACO provide the Compliance Review Office with a CAP as requested above. Until then, this issue remains open and is assigned CATS number 17076.

Current Status Update:

During the PY 2020-21 monitoring review, the Corrective Action Plan submitted on August 31, 2017 was reviewed and it provided details on how the RFP adhered to procurement policies and was published through an announcement in the newspaper, Press Telegram, which covers the entire SELACO WDB service area. This finding is considered resolved and closed.

SUMMARY

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all areas included in our review. It is SELACO's responsibility to ensure that the systems, programs, and related activities comply with the WIOA grant program, federal and state regulations, and applicable state directives. Therefore, any deficiencies identified in subsequent reviews, such as an audit, would remain SELACO's responsibility.

Yolanda Castro
May 12, 2022
Page 4

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact Kathleen Doe, Compliance Monitoring Analyst, at Kathleen.Doe@edd.ca.gov or myself at Natalie.Villanueva@edd.ca.gov.

Sincerely,

Natalie Villanueva

Natalie Villanueva, Chief
Compliance Monitoring and Resolution Section
Compliance Review Office

cc: Sandra Michel, SELACO
Jennifer Fischer, MIC 50
Jennifer Gouvaia, MIC 50
Cindy Harrington, MIC 22M
Margo Hattin, MIC 22M
Kimberlee Myer, MIC 50
Tim Reynaga, MIC 50
Natalie Villanueva, MIC 22M

REGIONAL JOB FAIR



Business
Professionalism
Hospitality
Manufacturing
Healthcare
Trade & Logistics
Many More!

JULY 27TH, 2022

9:00AM-1:00PM

**Artesia Park Community Center
18750 Clarkdale Ave, Artesia, CA, 90701**

**FOR MORE INFORMATION
PLEASE CONTACT:
BEN SANDOVAL
(562) 484-5012**

SPONSORED BY:



**SOUTHEAST LOS ANGELES COUNTY
WORKFORCE DEVELOPMENT BOARD**
A proud partner of
**America's JobCenter
of California™**



SELACO WDB is an equal opportunity employer/program operator, serving the following eight cities:

Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, Norwalk, and Paramount. Page 97 of 97

Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY (562) 403-2125, CRS (800) 735-2922