

Executive Committee and FULL WDB BOARD OF DIRECTORS' MEETING

May 27, 2021

Thursday

3:00



Executive Committee and FULL WDB BOARD OF DIRECTORS' MEETING

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

**May 27, 2021
Thursday
3:00 PM – 5:00 PM**

**Join Zoom Meeting
<https://zoom.us/j/95229422911>**

**Meeting ID: 952 2942 2911
Passcode: 508185**

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

AGENDA

CALL TO ORDER	Dameron
PLEDGE OF ALLEGIANCE	Dameron
ROLL CALL	Espitia
2020-2021	
PUBLIC COMMENTS	Drake
CHAIR'S COMMENTS	Dameron
EXECUTIVE DIRECTOR'S MESSAGE / UPDATE / STAFF REPORT	Castro
CONSENT CALENDAR	Dameron

1A. Approval of Minutes
March 25, 2021

Executive Committee and FULL WDB Board of Directors' Meeting

May 27, 2021

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1B. Approval of Fiscal Reports 07/01/20 – 04/30/21	8
1C. Approval of Program Report for 07/01/20 – 04/30/21	21

ACTION ITEM (S):

2. Ratify the Executive Committee's Approved Action Item From the April 22, 2021 SPECIAL Executive Committee Meeting:	Castro	45
1) Approval of SELACO WDB Local Area Subsequent Designation and Local Board Recertification Application for Program Year 2021-23		46
3. Request on Spending Authority for Fiscal Year 2021-22	Castro	61
4. Regional and Local Plans for Program Year (PY) 2021-2024	Castro	62
- Los Angeles Basin Regional Planning Unit Regional Plan		63
- SELACO WDB's 4-Year Local Plan		92
5. Childcare Center Lease Agreements	Castro	136
6. HR Policy Update: Personnel Policies and Procedures	Castro	138
- Lactation Accommodation Policy		139
- Access to Telephone, Voice Mail and Computer Mail Systems		140
- Personal Relationships Policy		142
- Attendance		144
7. Selection of Auditing Firm	Castro	146
8. Election of Officers	Castro	147

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

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ONE STOP OPERATOR REPORT	Girdner	
Presentation / Information / Recommendations		
ACTION ITEM (S):		
NONE		
INFORMATION ITEM (S):		
Update on the Progress of Your System Management Team		150
INFORMATION ITEM (S):		
1. Ethics Training AB1234	Castro	151
2. EDD Economic Summary 2021	Castro	152
3. WIOA Section 188 Annual Compliance Monitoring Review	Castro	154
4. Approval for the Local Board to act as Career Service Provider	Castro	156
5. EDD Labor Force Information	Castro	157
INTERESTING CORRESPONDENCE		
Success Stories	Castro	168
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 15, 2021

Next Full WDB Meeting: July 22, 2021

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 20/21**

Board Members	7/23 2020	9/24 2020	10/22 2020	1/28 2021	3/25 2021	5/27 2021						
1. Blanco, Peter Rehabilitation Organization	Appointed by Policy Board on 10/20/20			X	A							
2. Castellanos, Allison Business Representative – City of Lakewood	X	X	X	AE	X							
3. Crespo, Leonard Business Representative City of Paramount	X	X	X	X	X							
4. Dameron, Mark Chair Business Representative – City of Lakewood	X	X	X	X	X							
5. Derthick, Joseph Business Representative – City of Norwalk	X	X	X	X	X							
6. Drake, Aaron Vice Chair Business Representative – City of Bellflower	X	X	X	X	X							
7. Espitia, Ben Secretary/Treasurer Labor Organization	X	X	X	X	X							
8. Gomez, Belle Education Entity	X	X	X	X	X							
9. Gutierrez, Liza Marie Business Representative - City of Hawaiian Gardens	A	A	A	A	A							
10. Kucera, Kevin Labor Organization	AE	AE	AE	AE	AE							
11. Levine, Barbara Economic Development	X	X	X	X	X							

Board Members	7/23 2020	9/24 2020	10/22 2020	1/28 2021	3/25 2021	5/27 2021				
12. Lugo, Julia Public Employment Service	X	X	X	X	X					
13. Macias, Elia Business Representative – City of Hawaiian Gardens	A	A	A	A	A					
14. McGehee, Shannon Business Representative City of Paramount	X	X	A	X	X					
15. Nam, Leila Business Representative City of Artesia	A	X	X	X	X					
16. Patel, Vijay Business Representative – City of Downey	X	X	X	AE	X					
17. Polley, Tracy Business Representative – City of Norwalk	X	X	X	X	X					
18. Rapue, Judith Labor Organization	A	A	A	A	A					
19. Saucedo-Garcia, Cristina Business Representative – City of Downey	AE	X	AE	X	X					
20. Shah, Jawahar Business Representative City of Cerritos		X	X	A	A					
21. Todd, Sharon Education Entity	AE	X	AE	X	X					
22. Trivedi, Sanjay Business Representative – City of Cerritos		AE	X	AE	A					
23. Uttecht, Greg Business Representative City of Artesia	X	X	A	X	X					
24. Wehage, Larry Business Representative City of Bellflower	X	X	X	X	X					
25. VACANT Labor Organization										
26. Vacant Labor Organization										

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

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

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

March 25, 2021

3:00 PM

SELACO WDB
VIA Zoom

CALL TO ORDER

The meeting of the Executive Committee and FULL WDB Board of Directors' was called to order by Aaron Drake, Vice Chair at 3:02 p.m.

PLEDGE OF ALLEGIANCE

Tracey Polley led the pledge of allegiance.

ROLL CALL

WDB BOARD DIRECTORS PRESENT

Castellanos, Allison	Crespo, Leonard
Dameron, Mark	Derthick, Joseph
Drake, Aaron	Espitia, Ben
Gomez, Belle	Levine, Barbara
Lugo, Julia	McGehee, Shannon
Nam, Leila	Patel, Vijay
Polley, Tracy	Saucedo-Garcia, Cristina
Todd, Sharon	Uttecht, Greg
Wehage, Larry	

WDB BOARD DIRECTORS ABSENT

Blanco, Peter	Gutierrez, Liza Marie
Macias, Elia	Rapue, Judith
Shah, Jay	Trivedi, Sam

WDB BOARD DIRECTORS EXCUSED

Kucera, Kevin

SELACO WDB STAFF PRESENT:

Castro, Yolanda	Alvarez, Meredith
Cardona, Jefferson	Coronel, Corina
Davis, Carol	Diep, Chau
Ferranti-Lansdown, Tammy	Ford, Kay
Jennings, Maria	Leon, Anna
Michel, Sandra	Moreno, Joaquin
Sandoval, Ben	

MEMBERS OF THE PUBLIC PRESENT:

Bauer, Mariya
Carnes, Elizabeth
Chan, Connie - EDD
Girdner, Stacey – SELACO One Stop Operator
Joseph, Jack – SELACO Policy Board Administrator

PUBLIC COMMENTS

None

CHAIR'S COMMENTS

None

EXECUTIVE DIRECTOR'S MESSAGE/UPDATE/STAFF REPORT

SNIPPET: Recognizing Partnership with New Opportunities Charter School & Family First Charter School (New Ops)

Today's SNIPPET was a certificate presentation.

SELACO continues to operate on a hybrid model providing service virtually and meeting with customers by appointment. Currently working at 25% capacity (33 staff, partners and customers), moving to 40% on Monday (52 staff, partners and customers) and 50% in May if nothing changes. We continue to ensure all COVID safety protocols are in place and preparing for when we open our doors to regular customer flow.

Staff is currently in the process of working on the local plan. There have been three well attended stakeholder meetings to gather insight and recommendations that were held in December, January and February. In addition, two one on one meetings with PAACE – Adult Education Consortium and United American Indian Involvement. The local plan and regional plan will be released for a 30-day public comment period on March 26. Copies will be available at the receptionist desk.

SELACO is piloting a project that will support unemployed dislocated workers pursue a technology career. The program will:

- Prepare dislocated workers who have no prior tech experience for careers in technology.
- The program includes both broad skills for working in the tech environment and knowledge of specific technologies that could open new career opportunities.
- Throughout the program, trainees have access to career development supports such as career coaching, networking opportunities, interview preparation, and detailed resume reviews.

Julia Lugo, EDD, announced the California Workforce Connection Customer Service Award to the SELACO AJCC Change Makers Team. The Change Makers Team was developed to address changes brought forward due to the pandemic, with a Human Centric Design approach.

CONSENT CALENDAR

A motion was made by Larry Wehage to approve the Consent Calendar as presented, seconded by Joseph Derthick. With no further discussion, motion carries to approve. Abstained – Allison Castellanos, Vijay Patel, Greg Uttecht

1A. Approval of Minutes: January 28, 2021

1B. Approval of Fiscal Reports for Periods: 07/01/20 – 02/28/21

1C. Approval of Program Report for: 07/01/20 – 02/28/21 (Receive and file)

ACTION ITEM(S)

2. Paychex Payroll Contract – Cancellation and Selection of a New Provider:

A motion was made by Joseph Derthick to:

First, anticipating that staff assessment of the automated time and attendance systems will demonstrate the prospective new provider, Abila's HR and EWS module to be the most cost effective in meeting our need, authorize the Executive Director to move forward in executing a contract with Abila/Ziegner Technology, with the understanding the contract negotiations will not exceed \$20,000 in annual fees and all required documents are present and verify a full and complete procurement process.

Second, if necessary, approve the Executive Director to accept the contract drafted by the selected provider, anticipating it will be classified as an administrative contract with exclusion of WIOA assurances, which in previous situations the State has affirmed is not applicable to the nature of these types of contracts.

Seconded by Barbara Levine. With no further discussion, motion carries to approve.

3. Approval of SELACO WDB Budget Modification for Program Year 2020-21

A motion was made by Joseph Derthick to approve budget modification for Program Year 2020-21 as submitted, seconded by Tracy Polley. With no further discussion, motion carries to approve.

4. SELACO WDB Annual Audit Report for Fiscal Year 2019-20

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

5. Grant Transmittal: CWDB Accelerator Fund 9.0 Grant

A motion was made by Joseph Derthick to authorize the Executive Director to accept funding and proceed with project development should the grant be awarded, seconded by Tracy Polley. With no further discussion, motion carries to approve.

6. HR Policy Update: Personnel Policies and Procedures

A motion was made by Joseph Derthick to Review and Approve the Personnel Policies and Procedures as presented:

- 225 – Pay Periods and Pay Checks/Stubs
- 226 – Timesheets
- 231 – Smoke-Free Workplace

Seconded by Leonard Crespo. With no further discussion, motion carries to approve.

7. 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 2021 student work experience MADE Program, seconded by Joseph Derthick. With no further discussion, motion carries to approve.

BUSINESS ADVISORY COMMITTEE REPORT

Barbara Levine, Business Advisory Committee Chair reported out the following:

- COVID-19 SBRF was designed to provide small business employers with funds to help mitigate the financial impacts and any potential layoffs/furloughs or business closures from COVID-19.
- Board approved \$200,000 in total funding for the SBRF Grants.
- Initial design of program was to conduct a “lottery pull” from all eligible applications, by City in which the company is located.
- Three rounds took place. Lottery pull was unnecessary for rounds 1 and 2.
- Businesses applying for funds MUST be within the 8 cities of the SELACO area.
- Initial cap on funding per business was \$5,000 but later increased to \$10,000.
- Applications had to address COVID impact:
 - o Prevent furloughs or layoffs.
 - o Prevent closures.
- Businesses must be in good standing with the California Secretary of State.
- Businesses could not have received more than \$25,000 in grants from other government agencies.

ACTION ITEM(S):

None

INFORMATION ITEM(S):

Small Business Revitalization Fund (SBRF) Grant Update

Kay Ford, SELACO Deputy Director, reviewed with the board the summary spreadsheet of the SBRF Grant (found on page 61 of the agenda).

ONE STOP OPERATOR REPORT

ACTION ITEM(S):

None

INFORMATION ITEM(S):

Update on the Progress of Your System Management Team

Stacey Girdner shared with the board an update on the progress of the System Management Team (SMT). The update can be found on page 63 of the agenda.

INFORMATION ITEM(S):

1. Ethics Training AB1234

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

2. EDD Economic Summary 2020

Page 65 of the agenda provides an Economic Summary with details on the SELACO area.

3. EDD Labor Force Information

Page 69 of the agenda provides Unemployment information for the SELACO and LA County wide area, as well as monthly labor force data.

4. Partnership Highlight for Prison to Employment (P2E) Grant

Page 79 of the agenda provides partnership highlights of the Prison to Employment Grant.

INTERESTING CORRESPONDENCE

Success Stories

The board was referred to page 81 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 4:53 p.m.

SELACO WDB
Statement of Activities (by Fund)
From 7/1/20 through 4/30/21

	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	(39,305)	391,404	2,884,239	2,137,379	395,679	115,357	423,908	196,090	6,504,751
Accounts Receivable	150,893	105,595	0	442,929	126,760	14,659	43,547	0	884,382
Total Revenues	111,588	496,999	2,884,239	2,580,308	522,439	130,016	467,454	196,090	7,389,133
Expenditures	17,900	50,597	268,835	202,505	46,291	11,268	35,444	0	632,839
Administration Services	5,000	269,215	2,251,053	233,721	4	0	29,544	0	2,788,537
Contracted Program Costs	0	3,164	0	163,787	3,775	0	8,610	0	179,336
Support Services	140,826	0	0	555,800	41,788	0	48,923	196,090	983,427
Vendor Training	0	128,677	0	0	12,889	0	205,210	0	346,777
Work Exp/Skillz Menu/Supplies	0	0	0	491,893	98,447	0	0	0	590,340
WIOA Core/Basic Career Services	0	0	0	298,086	0	0	0	0	298,086
WIOA Intensive/Individualized Career Svcs	0	0	0	113,421	12,330	0	4	0	125,755
WIOA Follow-Up Career Services	0	0	0	284,206	74,888	0	10	0	359,104
WIOA Business Services	107,322	45,346	0	60,811	195,142	118,749	126,290	0	653,661
Other Program Costs	271,048	496,999	2,519,888	2,404,232	485,555	130,016	454,035	196,090	6,957,863
Cash Expenditures	0	0	0	176,076	36,884	0	13,420	0	226,379
Accrued Expenditures	271,048	496,999	2,519,888	2,580,308	522,439	130,016	467,454	196,090	7,184,242
Total Expenditures	(159,460)	-	364,351	-	-	-	-	-	204,891

SELACO WDB
Statement of Functional Expenditures
 From 7/1/20 through 04/30/21

	Administrative Services	Contracted Program Cost	Support Services	Vendor Training	Work Exp / Skills Menu Program	WIOA				WIOA Business Services	Other Program Costs	Total
						WIOA Core / Basic Career Services	Intensive / Individualized Career Services	WIOA Follow-Up Career Services	WIOA Career Services			
Expenditures												
Personnel	353,956	0	0	0	0	487,259	246,757	105,044	300,367	516,954	2,010,336	
Non-Personnel	129,528	0	0	0	0	103,082	48,096	20,711	58,737	136,707	496,861	
Training	149,355	2,788,537	0	1,209,806	346,777	0	3,234	0	0	0	4,497,708	
Support Services	0	0	179,336	0	0	0	0	0	0	0	179,336	
Total Expenditures	632,839	2,788,537	179,336	1,209,806	346,777	590,340	298,086	125,755	359,104	653,661	7,184,242	

SELACO WDB
Statement of Functional Expenses - 02 Administrative Services

From 7/1/2020 Through 4/30/2021

(In Whole Numbers)

		Total
Expenditures		
Personnel		
Salaries & Wages	50100	253,124
Social Security Tax	50200	17,102
Medicare Tax	50210	3,872
Workers Comp - Staff	50220	2,777
UI & ETT Taxes	50250	3,167
Other Payroll Expenses	50251	4,028
Employee Benefits	50300	49,434
Employer 403(B) Contributions	50403	20,454
Total Personnel		353,956
Non-Personnel		
Mileage	51100	2
Conferences/Staff Development	51200	358
Meeting Expenses	51230	549
Rent	52100	45,522
Telephone	52200	4,043
Leased Equipment	52350	537
Repair & Maintenance	52360	640
Outreach/Recruitment	53300	4,018
Office Supplies	53400	5,420
Participant Supplies	53450	0
Subscriptions/Dues/Memberships	53600	7,886
Insurance	53900	4,711
Professional Services	54100	43,346
Legal	54300	7,886
Bank Charges/Miscellaneous	59990	4,611
Total Non-Personnel		129,528
Training		
Cost Reimbursement Billing	60300	149,355
Total Training		149,355
Total Expenditures		632,839

SELACO WDB
Statement of Functional Expenses - 02 Contracted Program Cost
 From 7/1/2020 Through 4/30/2021
 (In Whole Numbers)

		Total
Expenditures		
Training		
Cost Reimbursement Billing	60300	2,521,066
Other Contracted Services	60400	160,442
Day Care Rent	66000	107,030
Total Training		2,788,537
Total Expenditures		2,788,537

SELACO WDB
Statement of Functional Expenses - 02 Supportive Services
From 7/1/2020 Through 4/30/2021
(In Whole Numbers)

		Total
Expenditures		
Support Services		
Direct Support Payment	65200	<u>179,336.00</u>
Total Support Services		<u>179,336.00</u>
Total Expenditures		<u>179,336.00</u>

SELACO WDB
Statement of Functional Expenses - 02 Vendor Training Payments
 From 7/1/20 Through 04/30/21
(In Whole Numbers)

		Total
Expenditures		
Training		
Vendor Training	60100	872,890
Vendor Training - ETP	60200	140,826
Non-WIOA Training Expenditures		196,090
Total Expenditures		1,209,806

SELACO WDB
Statement of Functional Expenses - 02 Work Experience / Skillz Menu Program
From 7/1/2020 Through 2/28/2021
(In Whole Numbers)

		Total
Expenditures		
Training		
Wages - WE/Internship	60500	315,734.00
SS Tax - WE/Internship	60510	19,603.00
MC Tax - WE/Internship	60520	4,579.00
WC - WE/Internship	60530	3,882.00
UI ETT Taxes	60540	30.00
Participant Incentive Payments	65401	<u>2,950.00</u>
Total Training		<u>346,777.00</u>
Total Expenditures		<u>346,777.00</u>

SELACO WDB
Statement of Functional Expenses - 02 WIOA Career Services

From 7/1/2020 Through 4/30/2021

(In Whole Numbers)

		Core / Basic Services	Intensive / Individualized Services	Follow-Up Services	Total
Expenditures					
Personnel					
Salaries & Wages	50100	346,385	174,864	74,761	596,011
Social Security Tax	50200	23,186	11,670	4,985	39,842
Medicare Tax	50210	5,386	2,733	1,169	9,288
Workers Comp - Staff	50220	4,006	2,193	945	7,144
UI & ETT Taxes	50250	4,107	1,958	894	6,959
Employee Benefits	50300	75,863	39,130	15,889	130,883
Employer 403(B) Contributions	50403	28,324	14,208	6,400	48,932
Total Personnel		487,259	246,757	105,044	839,059
Non-Personnel					
Mileage	51100	47	2	0	49
Conferences/Staff Development	51200	2,220	346	236	2,803
Rent	52100	64,714	34,157	12,813	111,685
Telephone	52200	460	1,887	729	3,076
Office Equipment	52330	4,396	46	28	4,469
Leased Equipment	52350	727	399	177	1,303
Repair & Maintenance	52360	1,096	472	207	1,774
Outreach/Recruitment	53300	260	23	14	297
Office Supplies	53400	12,158	3,717	1,242	17,117
Participant Supplies	53450	2	0	0	2
Subscriptions/Dues/Memberships	53600	6,269	1,998	726	8,993
Insurance	53900	6,990	4,088	1,341	12,419
Professional Services	54100	3,743	962	3,198	7,903
Total Non-Personnel		103,082	48,096	20,711	171,889
Training					
Training Supplies	60600	0	3,234	0	3,234
Total Training		0	3,234	0	3,234
Total Expenditures		590,340	298,086	125,755	1,014,182

SELACO WDB
Statement of Functional Expenses - 02 WIOA Business Services

From 7/1/2020 Through 4/30/2021

(In Whole Numbers)

		Total
Expenditures		
Personnel		
Salaries & Wages	50100	219,035
Social Security Tax	50200	14,681
Medicare Tax	50210	3,416
Workers Comp - Staff	50220	2,659
UI & ETT Taxes	50250	3,236
Employee Benefits	50300	43,988
Employer 403(B) Contributions	50403	13,351
Total Personnel		300,367
Non-Personnel		
Mileage	51100	144
Conferences/Staff Development	51200	790
Rent	52100	37,591
Telephone	52200	2,037
Office Equipment	52330	56
Leased Equipment	52350	429
Repair & Maintenance	52360	611
Outreach/Recruitment	53300	1,846
Office Supplies	53400	5,958
Subscriptions/Dues/Memberships	53600	3,686
Insurance	53900	4,235
Professional Services	54100	1,356
Total Non-Personnel		58,737
Total Expenditures		359,104

SELACO WDB
Statement of Functional Expenses - Other Program Costs
From 7/1/20 through 4/30/21

	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	68,800	114,068	73,664	13,124	25,432	78,147	373,235
Payroll Taxes/WC	7,556	12,296	8,112	1,328	2,823	8,245	40,360
Employee Benefits	15,810	34,747	19,673	4,960	9,172	18,995	103,358
Total Personnel	92,167	161,111	101,448	19,412	37,427	105,388	516,954
Non - Personnel							
Mileage	36	1	24	-	31	138	229
Conferences/Staff Development	(291)	2,315	94	2	130	4,733	6,982
Meeting Expenses	-	-	-	-	-	-	-
Rent/Utilities	11,058	22,810	13,214	2,452	5,946	12,068	67,549
Telephone	619	1,197	692	114	315	498	3,435
Furniture/Equipment	123	479	122	4,957	76	80	5,837
Repair & Maintenance	99	322	211	16	73	64	786
Outreach/Recruitment	-	21	21	12	-	10	64
Supplies	1,446	2,544	1,224	5,841	546	896	12,497
Subscriptions & Dues	874	1,313	686	330	391	645	4,239
Insurance	1,074	2,413	631	37	325	1,638	6,117
Consulting	118	616	381	27,476	166	215	28,971
Legal Payments	-	-	-	-	-	-	-
Total Non-Personnel	15,155	34,031	17,300	41,236	8,000	20,984	136,707
Total Expenditures	107,322	195,142	118,749	60,649	45,427	126,372	653,661

SELACO WDB
Statement of Functional Expenditures
From 7/1/20 through 4/30/21

Line Item Description	Current Period Actual	Current Year Budget	Budget Variance	Total Budget Remaining (%)
PERSONNEL COSTS				
Salaries/Wages	1,441,405	1,972,870	531,465	26.9%
Payroll Taxes/WC	158,533	194,482	35,950	18.5%
Employee Benefits	410,399	541,015	130,615	24.1%
TOTAL PERSONNEL COSTS	2,010,336	2,708,367	698,030	25.8%
NON-PERSONNEL COSTS				
Mileage	425	5,000	4,575	91.5%
Conference/Staff Development	10,933	38,500	27,567	71.6%
Meeting Expenses	549	1,500	951	63.4%
Rent/Utilities	262,346	324,850	62,504	19.2%
Telephone	12,591	17,500	4,909	28.1%
Furniture & Equipment	12,630	23,649	11,020	46.6%
Repair & Maintenance	3,811	10,000	6,189	61.9%
Outreach/Recruitment	6,224	7,500	1,276	17.0%
Supplies	40,993	55,000	14,007	25.5%
Subscriptions/Dues/Memberships	24,804	41,500	16,696	40.2%
Insurance	27,482	25,500	(1,982)	-7.8%
Professional Fees	81,576	150,000	68,424	45.6%
Legal Fees	7,886	15,000	7,114	47.4%
Interest Expense/Miscellaneous	4,611	5,000	389	7.8%
TOTAL NON-PERSONNEL COSTS	496,861	720,499	223,638	31.0%
TOTAL IN-HOUSE COSTS	2,507,197	3,428,866	921,669	26.9%
TRAINING & SUPPORT SERVICES				
Vendor Training Payments				
AB1111 Initiative: Breaking Barriers to Empl	54,962	53,079	(1,883)	-3.5%
Employment Training Panel (ETP)	140,826	357,036	216,210	60.6%
LA County - Homeless Initiative (Measure H)	0	29,000	29,000	0.0%
Prison to Employment (P2E)	52,000	52,000	0	0.0%
WIOA Adult	338,559	431,948	93,389	21.6%
WIOA Dislocated Workers	99,817	127,153	27,336	21.5%
WIOA Youth	78,672	120,000	41,328	34.4%
WIOA SP Covid19 Response	248,880	248,880	0	0.0%
Non-WIOA Training Expenditures	196,090	211,000	14,910	7.1%
Subtotal	1,209,806	1,630,096	420,290	25.8%

SELACO WDB
Statement of Functional Expenditures
From 7/1/20 through 4/30/21

Line Item Description	Current Period Actual	Current Year Budget	Budget Variance	Total Budget Remaining (%)
Cost Reimbursements / Contracted Services				
AB1111 Initiative: Breaking Barriers to Empl	27,041	33,886	6,845	20.2%
Day Care Pre-School / Renovation	2,400,408	2,832,939	432,531	15.3%
Employment Training Panel (ETP)	5,000	10,100	5,100	50.5%
Gateway Cities' Homeless Employment Prg	3,800	15,000	11,200	74.7%
LA County - Youth @ Work	140,960	658,422	517,462	78.6%
LA County - Homeless Initiative (Measure H)	0	10,000	10,000	100.0%
LA County - Prob Invest	128,255	112,500	(15,755)	-14.0%
Regional Training Coordinator Project (RTC)	25,744	50,523	24,780	49.0%
WIOA Youth	4	100,000	99,996	100.0%
WIOA SP Covid19 Response	183,294	200,000	16,706	8.4%
WIOA One-Stop Operator	23,387	40,000	16,614	41.5%
Subtotal	2,937,892	4,063,371	1,125,479	27.7%
Work Experience / Skillz Menu Program				
Downey's USD MADE Career Initiative	163,979	164,336	357	0.2%
LA County - Youth @ Work	109,818	145,013	35,195	24.3%
LA County - Homeless Initiative (Measure H)	18,859	25,500	6,641	26.0%
Prison to Employment (P2E)	41,231	89,430	48,199	53.9%
WIOA Youth	12,889	106,796	93,907	87.9%
Subtotal	346,777	531,075	184,299	34.7%
Training Supplies				
Prison to Employment (P2E)	0	845	845	100.0%
WIOA Adult	1,625	2,500	875	35.0%
WIOA Dislocated Workers	1,608	2,500	892	35.7%
WIOA Youth	0	2,000	2,000	100.0%
Subtotal	3,234	7,845	4,611	58.8%
Direct Support Payments				
AB1111 Initiative: Breaking Barriers to Empl	0	581	581	100.0%
LA County - Youth @ Work	335	7,300	6,965	95.4%
LA County - Homeless Initiative (Measure H)	2,829	6,500	3,671	56.5%
Prison to Employment (P2E)	8,610	22,430	13,820	61.6%
WIOA Adult	6,396	15,000	8,604	57.4%
WIOA Dislocated Workers	8,081	15,000	6,919	46.1%
WIOA Youth	3,775	15,000	11,225	74.8%
WIOA Underserved Covid19 Impacted Individ	149,311	150,012	701	0.5%
Subtotal	179,336	231,823	52,487	22.6%
TOTAL TRAINING & SUPPORT SVCS	4,677,045	6,464,210	1,787,166	27.6%
GRAND TOTAL	7,184,242	9,893,076	2,708,834	27.4%

SELACO WDB
Balance Sheet
April 30, 2021

	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	1,234,836	131,116	24,551	(102,284)	(99,342)	(89,876)	(14,659)	(50,027)	147,873	4,689	35,693	1,222,572
Petty Cash	-	-	-	-	-	1,000	-	18,000	-	-	2,000	21,000
Accounts Receivable	-	26,536	6,000	-	-	-	-	23,522	50,040	-	-	106,097
Deposit	9,100	-	-	-	-	-	-	-	-	-	20,238	29,338
Due from Other Fund	-	-	-	-	-	(16,357)	-	-	-	431,153	-	414,797
Fixed Assets	1,005,713	-	-	-	-	-	-	-	-	-	-	1,005,713
Accumulated Depreciation	(913,662)	-	-	-	-	-	-	-	-	-	-	(913,662)
Total Assets	1,335,986	157,652	30,551	(102,284)	(99,342)	(105,233)	(14,659)	(8,505)	197,913	435,842	57,931	1,885,854
Liabilities and Net Assets												
Liabilities												
Accounts Payable	-	276,870	-	12,217	-	-	-	14,703	54,340	-	178	358,307
Accrued Expenses	-	-	-	-	-	-	-	-	1,600	-	-	1,600
Due to CDE	9,100	-	-	-	-	-	-	-	-	-	-	9,100
Due to EDD	-	-	-	-	-	1,000	-	-	-	-	26,115	27,115
Due to Vendors (ETP)	-	-	-	-	-	-	-	-	(350)	-	50	(300)
Due to Other Fund	-	163,490	20,500	-	-	-	-	8,819	238,346	-	(16,357)	414,797
Payroll Clearing	-	-	-	-	-	-	-	-	-	-	47,945	47,945
Revenues Received in Advance	852,463	125,321	13,854	-	-	(16,357)	-	-	36,290	-	-	1,011,571
Total Liabilities	861,563	565,680	34,353	12,217	-	(15,357)	-	23,522	330,227	-	57,931	1,870,135
Net Assets												
Current YTD Net Income Unrestricted	364,351	(310,353)	(19,407)	(114,500)	(99,342)	(89,876)	(14,659)	(31,227)	(134,988)	(3,111)	-	(453,111)
Total Net Assets	1,10,073	(97,675)	15,605	-	-	-	-	(800)	2,674	438,953	-	468,830
	474,424	(408,028)	(3,802)	(114,500)	(99,342)	(89,876)	(14,659)	(32,027)	(132,313)	435,842	-	15,718
Total Liabilities and Net Assets	1,335,986	157,652	30,551	(102,284)	(99,342)	(105,233)	(14,659)	(8,505)	197,913	435,842	57,931	1,885,854

*** Additional cash requests of \$307,072.23 for April 2021 was requested on May 10, 2021.



Program Operations Report

TENTH REPORT

JULY 1, 2020 – APRIL 30, 2021

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PURPOSE

The Southeast Los Angeles County Workforce Development Board (SELACO WDB) respectfully submits the eighth Program Operations Report for the program year 2020-2021. 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.

Cost-Free Occupational Training – Virtual Courses



ENROLL NOW

- If you have never taken a Cerritos College class, see the 2nd page of this flyer.
- If you already have a Cerritos College ID#, Call Adult Education to enroll.
- Occupational Training Class, Course # 30201
- For further assistance, Call 562.467.5098

**SOFT SKILLS
FOR JOB
SUCCESS**

**CAREER AND
MARKETABILITY
SKILLS**

**WRITTEN
COMMUNICATION**

**WORK-RELATED
TECHNOLOGY**



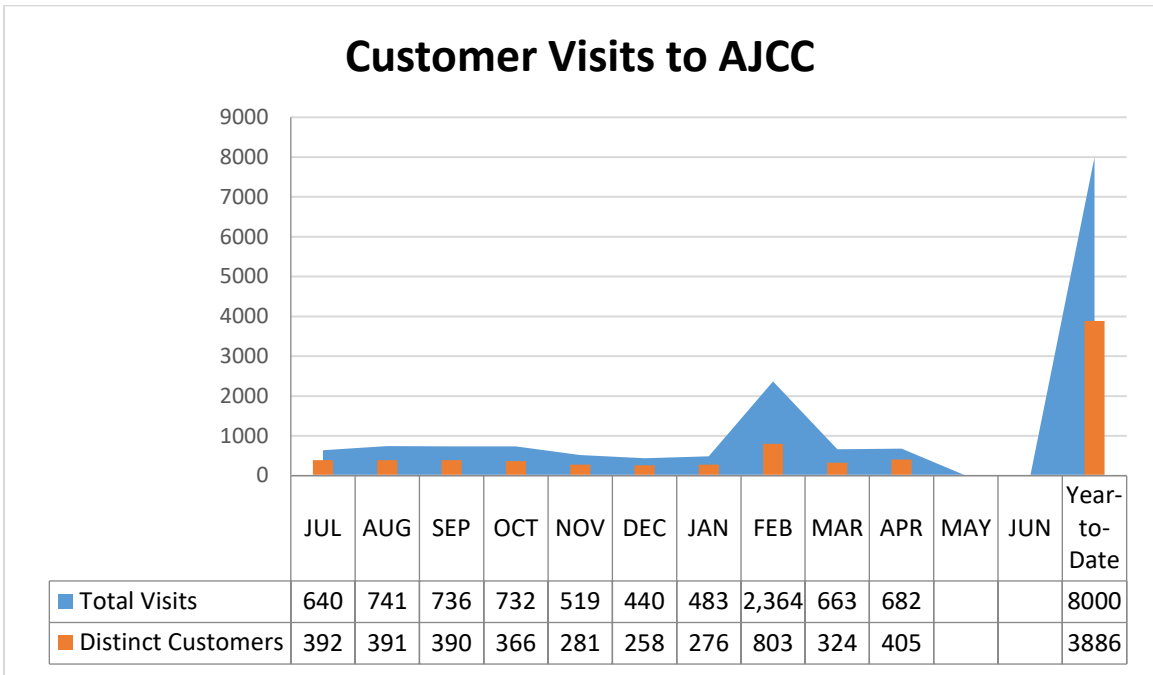
Registration and More
Information
(562) 467-5098
www.cerritos.edu/aed

IN-THE-KNOW WITH SELACO

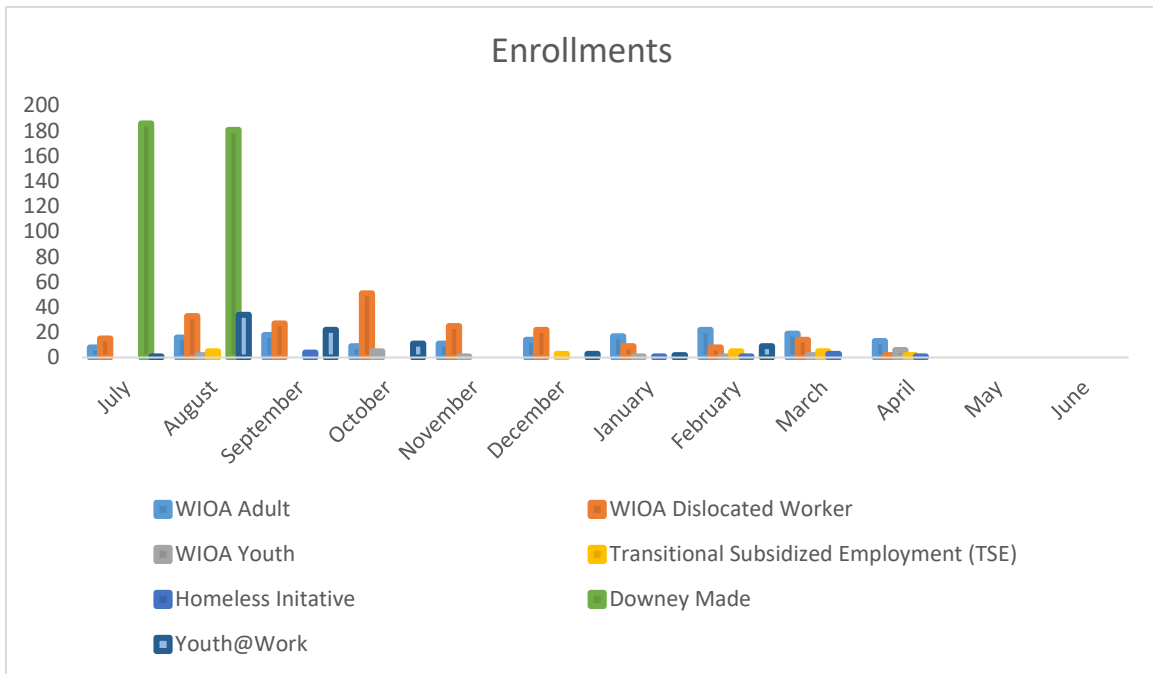
“In-the-Know with SELACO” is the name of the SELACO WDB Constant Contact company newsletter. Our newsletter is published quarterly and features articles highlighting recent activities and events including board and community engagement, special programs and success stories. Constant Contact also allows 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](#)

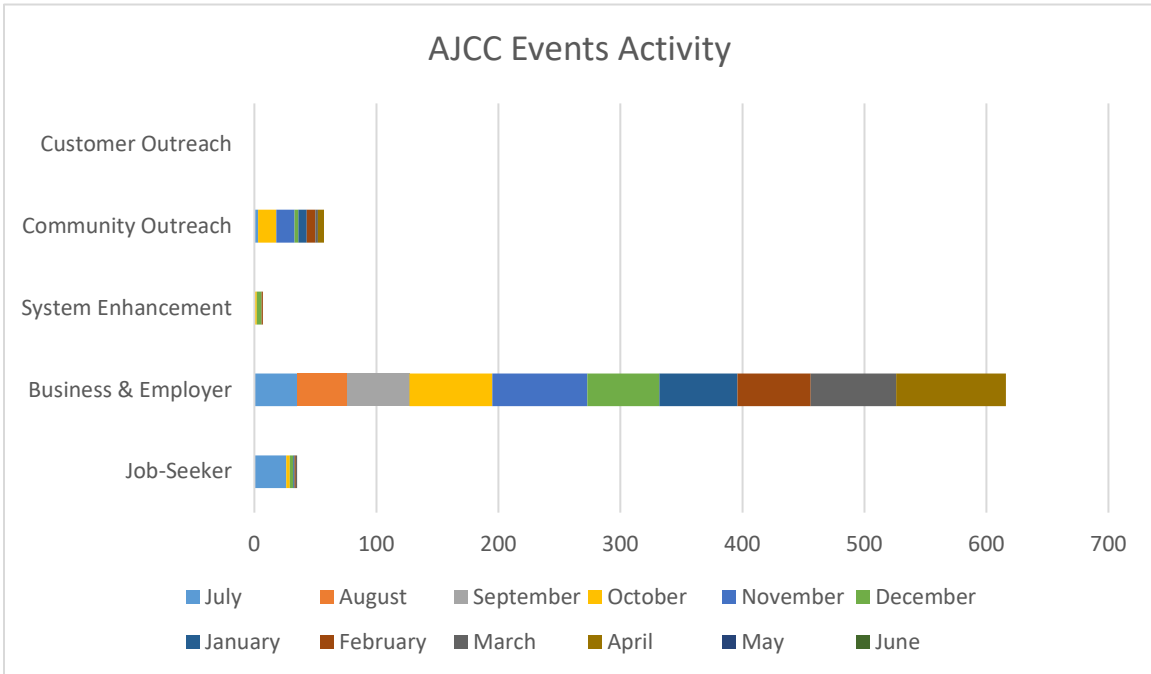
CAREER SERVICES

Customer Visits to AJCC



Enrollments





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
Labor Market Information (LMI) Presentation	EDD Host a workshop for Career Exploration
Personalized Job Search Assistance (PJSA)	EDD host a workshop to review job search activities and sharing of resource information.
Reemployment Services and Eligibility Assessment (RESEA)	EDD host a workshop to Review of job search activity and sharing of resource information.
Skills Discovery Job Search Workshop	Discover your strengths and learn how to talk about your skills that sell your value! Use this critical information during a job interview, on your resume, at a job fair, while networking and in your cover letter
The Job Hunt Begins Workshop	Discover the best ways to look for a job.
Applications, Cover Letters and Thank You Notes Workshop	Cover letters are more important than your resume! Find out why in this hands-on cover letter writing class.
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.
MS Word Basics / a Business Card	In this hands-on class, you will learn some basic Microsoft Word functions that will help you to a professional looking résumé.
CATS	Virtual bootcamp for young adults, allowing them the opportunity to establish a career pathway.
BUSINESS & EMPLOYER EVENTS	DESCRIPTION
SBRF Round 3	Small business revitalization fund grant available for small businesses, within the eight cities served by SELACO, who have been affected by COVID-19
SYSTEM ENHANCEMENT EVENTS	DESCRIPTION
System Management Team Meeting (SMT)	WIOA Partner meeting facilitated by One Stop Operator; to align service delivery, enhance service delivery, and quality control at AJCC.
SMT Symposium	The SMT hosted a symposium for 150 of their staff to virtually meet each other and educate each other on the services provided through the SELACO SMT partnerships.
Partnership Meetings	
OUTREACH EVENTS	DESCRIPTION
Learn for Life (L4L) Alma Family Services	SELACO hosted a virtual recruitment event for L4L and Alma Family Services staff, where they were informed on CATS and its goal
Downey Adult School	Presented SELACO services to prospective DAS students
CWA – AB1111 Peer Learning Community	SELACO staff spoke with fellow AB1111 grantees to gain knowledge on their experience.

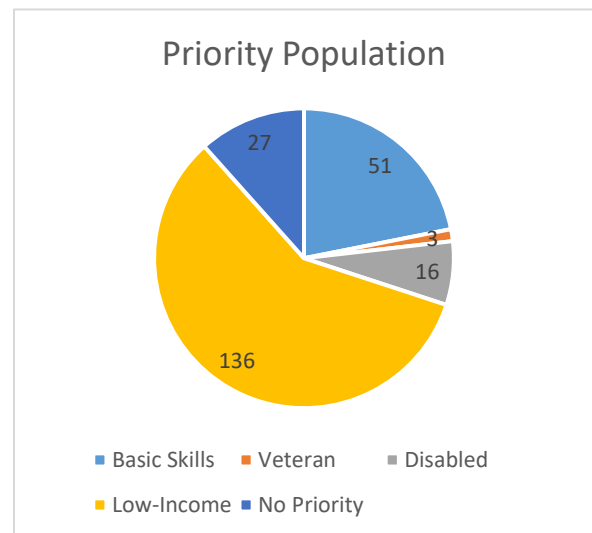
WIOA ADULT

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

WIOA PERFORMANCE INDICATORS PER QUARTER

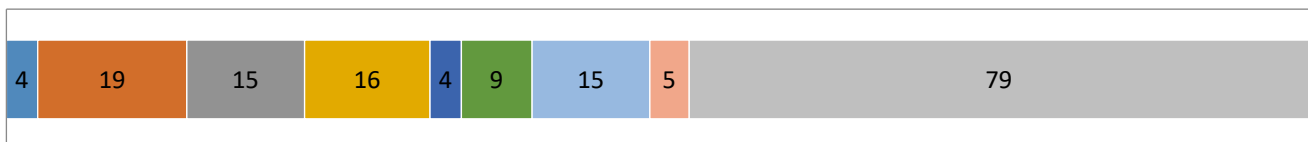
Performance Measure	Negotiated PY 20/21	Q1 PY 20/21	Q2 PY 20/21	Q3 PY 20/21
Employed 2 nd Quarter after Exit	72.9%	65.1%	59.5%	59.3%
Employed 4 th Quarter after Exit	71.4%	69.1%	48.4%	60.3%
Measurable Skills Gain	52.0%	36.6%	40.8%	52.8%
Credential Rate	40%	69.2%	73.3%	77.3%
Median Wage	\$8,079	\$6,751.88	\$6,538.68	\$7,609.31

Activity Breakdown	
Carryover	183
Enrollments	166
Exits	113
Program Services	
Training	44
Work Experience/OJT	4
Supportive Services	65



WIOA Adult Enrollment by City

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



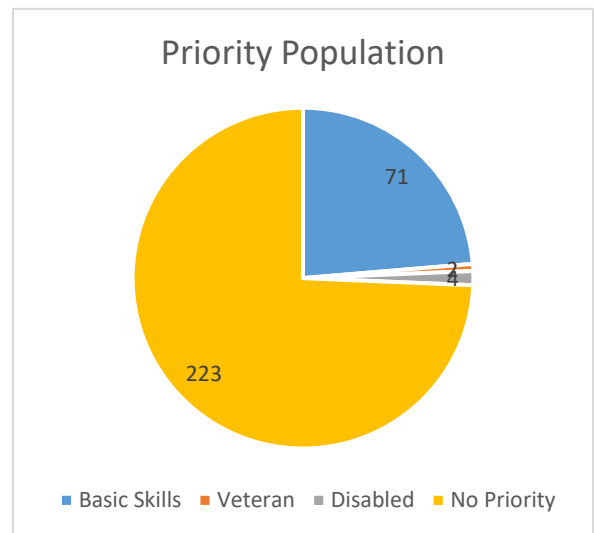
WIOA DISLOCATED WORKER (DW)

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 20/21	Q1 PY 20/21	Q2 PY 20/21	Q3 PY 20/21
Employed 2 nd Quarter after Exit	73.8%	66.7%	70.8%	52.9%
Employed 4 th Quarter after Exit	73.8%	73.7%	81.0%	76.7%
Measurable Skills Gain	50.0%	38.5%	36.9%	56.6%
Credential Rate	56.4%	50.0%	100%	66.7%
Median Wage	\$8,546	\$8,564.35	\$8,675.12	\$8,944.27

Activity Breakdown		Grant 1187 Supportive Services
Carryover	144	
Enrollments	245	244
Exits	190	
Program Services		
Training	69	
Work Experience/OJT	1	
Supportive Services	97	266



*1187 is a special grant. The target population are dislocated workers impacted by the COVID-19 pandemic. The grant provides access to supportive service funds to individuals who meet eligibility criteria and do not need to be enrolled in WIOA employment services.

WIOA DW 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

Performance Measure	Planned	Actual
Carry Over	50	5
New Enrollment	85	23
Placements		23
Retention		

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.

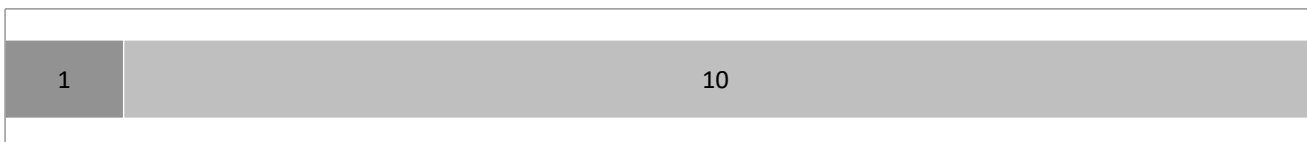
HOMELESS INITIATIVE PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Planned	Actual
New Enrollment	15	11
Exits		4

Program Services	Planned	Actual
Work Experience		5
OJT		1
Supportive Services		16

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 20/21	Q2 PY 20/21	Q3 PY 20/21
Employed or Placed in Education 2 nd QT after Exit	62.9%	54.5%	71.4%	27.8%
Employed or Placed in Education 4 th QT after Exit	68.0%	47.6%	50.0%	63.6%
Measurable Skills Gain	56.4%	50.0%	58.1%	74.1%
Credential Rate	39.0%	37.5%	55.9%	80.0%
Median Wage	\$3,610	\$3,348.20	\$7,238.74	\$3,869.97

Out-of-School Activity Breakdown	Planned	Actual
Carryover		53
Enrollments	84	25
Exits		31
Program Services		
Training		7
Work Experience/OJT		2
Supportive Services		54

20-26

*Due to COVID-19 sites such as Field of Dreams and Learn4Life have been closed and has hindered the recruitment process; therefore causing a lack in enrollments.

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 receives 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	20	28	0	0	10	4	50	24	26	11	70	67
SELACO	0	2	14	11	0	1	0	2	0	0	14	16

Progress	CalWORKS	Foster	JJCPA	OUSY	SIY	Total
Enrollments	30	11	5	26	11	83
Exits	23	1	4	20	10	58

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

Performance Measure	Planned	Actual
Carry Over	50	0
New Enrollment	8	16
Exits		0
Retention		

Program Services	
Work Experience (WEX)	16

Bridge to Work Enrollment by City

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

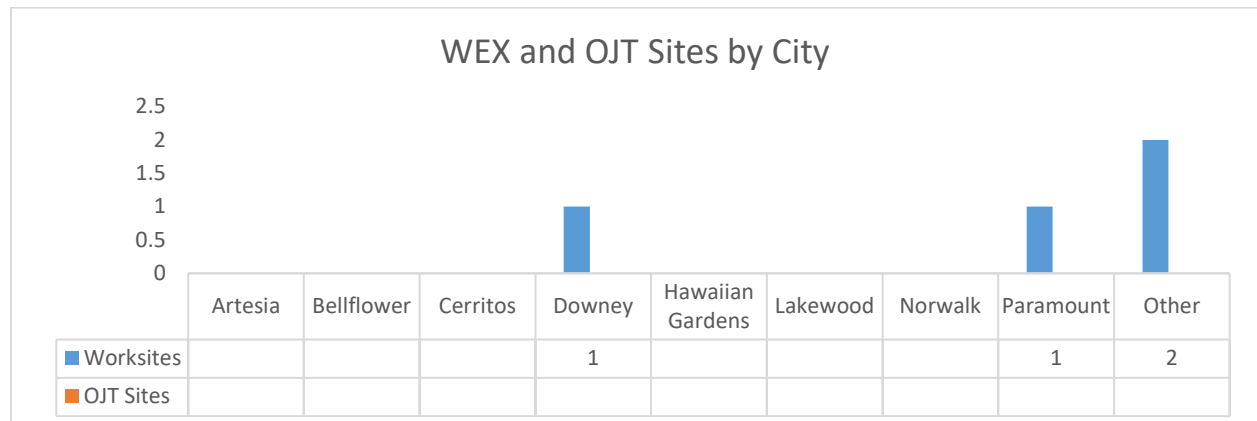


BUSINESS SERVICES

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	6
Job Development	292
Special Recruitments	17
Rapid Response	18
Lay-off Aversion	118
Total	357



SMALL BUSINESS REVITALIZATION FUND GRANT

SELACO WDB is pleased to announce the release of the SELACO COVID-19 Small Business Revitalization Fund (CV19SBRF) grant, in cooperation with the California Employment Development Department (EDD). The SBRF grants are designed to assist small employers located in the cities of Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, Norwalk and Paramount. The SBRF is specially designed to support employers experiencing economic stresses and in need of assistance to prevent employee layoffs or facility closures during the COVID-19 pandemic. SELACO WDB has designated \$200,000 of local and State Rapid Response funding for the SELACO CV19SBRF. Qualified companies may be eligible for up to one \$5,000 grant as awarded through a lottery. The third round of applications will be accepted between 10:00am on October 26, 2020 and 10:00am on November 2, 2020 via email to sbrf2020@selaco.com. The following link provides you with access to further information on the application process, eligibility requirements, guidelines, and application packet: [CV19SBRF](#)

Round 1 Applicants	Artesia	Bellflower	Cerritos	Downey	Lakewood	Hawaiian Gardens	Norwalk	Paramount
Hi BBQ			\$10,000					
Liz Travel			\$10,000					
O'Neal Associates		\$10,000						
Royal Cuts		\$10,000						
Advocates for Family Unity								\$10,000
Round 1 Total		\$20,000	\$20,000					\$10,000

Round 2 Applicants	Artesia	Bellflower	Cerritos	Downey	Lakewood	Hawaiian Gardens	Norwalk	Paramount
Labwerkz					\$10,000			
Natrapro					\$10,000			
Hi Tek Nails			\$10,000					
Hair We Are					\$10,000			
GLOBAL Termite Inspection			\$10,000					
The Stand Up Comedy Club		\$10,000						
Yogurt Flavors		\$10,000						
New York Chimi's & More/Emerald Services		\$10,000						
Souls Health Lifeline		\$10,000						
Epic Lounge				\$10,000				
PaigeMarq Luxe	\$10,000							
Round 2 Total	\$10,000	\$4,000	\$20,000	\$10,000	\$30,000			

Round 2 Applicants	Artesia	Bellflower	Cerritos	Downey	Lakewood	Hawaiian Gardens	Norwalk	Paramount
Moonstone Label				\$8,517				
Yoli's Zumba				\$1,859				
Visual Strategy Signs				\$8,364				
Stay Gallery				\$9,000				
Elias and Ethan Art Studios					\$10,000			
La De Da Salon					\$10,000			
Prep Ed Programs Inc.					\$6,335			
The Nest Eatery		\$9,910						
Parent, Family Engagement and Comm. Services						\$10,000		
Downey Foundation for Educational Opportunities				\$10,000				
Round 3 Total		\$9,910		\$37,740	\$26,335	\$10,000		
Net Total All Rounds	\$10,000	\$69,910		\$57,740	\$56,335	\$10,000		\$10,000
Grant Total	\$243,985							

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	198	623
Completions	118	66
Retention	67	14

SPECIAL AND REGIONAL PROGRAMS

CHILD DEVELOPMENT PROGRAM

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	32
Artesia Child Development Center 18730 Clarkdale Avenue, Artesia, CA 90701 Center Director: Malajat Raja Phone Number: (562) 653-0290	77	47
Bellflower Child Development Center 447 Flower Street, Bellflower, CA 90706 Center Director: Regina Mayo Phone Number: (562) 804-7990	88	36
Bellflower II Child Development Center 14523 Bellflower Blvd., Bellflower, CA 90706 Phone Number: (562) 867-8399	96	45
Lakewood Child Development Center 5225-A Hayter Avenue, Lakewood, CA 90712 Center Director: Maria Navarro Phone Number: (562) 531-9440	94	47
Maywood Child Development Center 4803 58 th Street, Maywood, CA 90270 Center Director: Silvia Guzman Phone Number: (323) 560-5656	96	40
Norwalk Child Development Center 14000 San Antonio Drive, Norwalk, CA 90650 Center Director: Silvia Guzman Phone Number: (562) 864-1958	40	19
Total	579	266

*Due to COVID-19, all centers are limited to group sizes in each classroom. Until further notice, enrollment will be 50% of normal as per County Department of Health and Licensing directives.

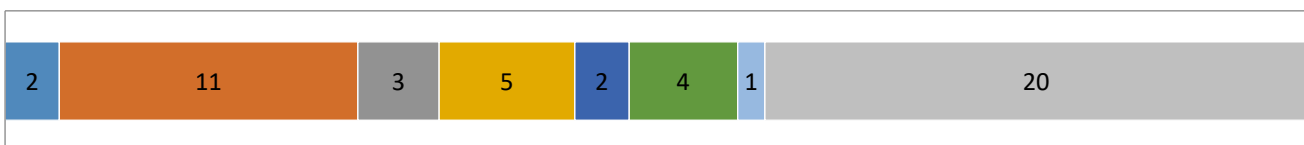
PRISON TO EMPLOYMENT (P2E)

P2E (Prison to Employment) is an initiative to strengthen partnerships between Workforce Development and CDCR (California Department of Corrections & Rehabilitation) in order to collectively provide workforce services to the reentry population. It is intended for Parole Agents and AJCC staff to work together to successfully provide employment services, training, work experience and support services to ensure Parolee's success. Per the funding stream and program design, progress is reported cumulatively on a quarterly basis per the categories below:

Prison to Employment PY 19/20										
Quarterly End Date (MM/YY)	03/20		06/20		09/20		12/20		03/21	
	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual
Total Participants enrolled	25	12	25	17	25	30	25	41		48
Total Participants enrolled in training		2		2		6		11		11
Total participants completed training		0		1		1		1		8
Attained Industry-valued certification or degree		0		0		0		0		0
Placement in post-secondary education		0		0		0		0		0
Placement in State Approved Apprenticeship		0		0		0		0		0
Placement in Industry Sector employment		0		0		0		6		6
Placement in Temporary other employment		0		0		0		4		4
Employment retention- 2 nd quarter after exit		0		0		0		0		0

Prison to Employment Enrollment by City

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



BOT-CDCR REFERRAL PROJECT

In collaboration with CDCR, EDD workforce Services, and the California Workforce Development Board, the SELACO WDB pioneered an electronic referral process that facilitates a hard hand-off of re-entry participants into the SELACO WDB AJCC. The SELACO WDB successfully piloted the process in October 2019 and fully implemented in November 2019. Below is the progress of the referral process:

BOT-CDCR Referrals	
Total electronic referrals from CDCR	226
Referrals enrolled into P2E	41
Enrolled into WIOA	46
Pending Intake	2
Referred to other services/agency	2
Not suitable due to full time employment/employment schedule conflict	35
Not interested/declined services	25
No response	95

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	35
Referrals from SHARE	25
Enrollments resulting from SHARE referrals	21

ENROLLMENT ACTIVITY	
Work Experience (WEX)	1
On-the-Job Training (OJT)	0
Completed STEPS	6
Paired with a Mentor	3
Training	4
Employment Placement	0
Housing Placement	
Supportive Services	1
Exits	2

GLOSSARY OF TERMS


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



MEMORANDUM

DATE: May 27, 2021

TO: SELACO WDB Board of Directors

FROM: Yolanda Castro, Executive Director 

RE: Ratify the Executive Committee's Approved Action Item from the April 22, 2021 SPECIAL Executive Committee Meeting

The item listed below was submitted for approval at the April 22, 2021, SPECIAL Executive Committee meeting.

Actions Required: Ratify the approval of the Executive Committee on the following action items:


- 1) Approval of SELACO WDB Local Area Subsequent Designation and Local Board Recertification Application for Program Year 2021-23



MEMORANDUM

DATE: April 22, 2021

TO: SELACO WDB Executive Committee

FROM: Yolanda Castro, Executive Director 

RE: Approval of SELACO WDB Local Area Subsequent Designation and Local Board Recertification Application for Program Year 2021-23

Attached for your review and approval is the SELACO WDB Local Area Subsequent Designation and Local Board Recertification Application for Program Year 2021-23. At this time, we are seeking Recertification of our Board with no changes to our current service delivery area representing the cities of Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, Norwalk and Paramount.

Action Required:

Review and approve the attached application for signature for the SELACO WDB Local Area Subsequent Designation and Local Board Recertification Application for Program Year 2021-23 identifying no changes to our service delivery area.

**Local Area Subsequent Designation and
Local Board Recertification
Application for Program Year 2021-23**

Local Workforce Development Area

Southeast Los Angeles County Workforce Development Board

Application for Local Area Subsequent Designation and Local Board Recertification

This application will serve as your request for Local Workforce Development Area (Local Area) subsequent designation and Local Workforce Development Board (Local Board) recertification for Program Year (PY) 2021-23 under the *Workforce Innovation and Opportunity Act* (WIOA).

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

Southeast Los Angeles County Workforce Development Board

Name of Local Area

10900 E 183rd Street, Suite 350

Mailing Address

Cerritos, CA 90703

City, State, ZIP

April 12, 2021

Date of Submission

Yolanda L Castro

Contact Person

(562) 402-9336 extention 1201

Contact Person's Phone Number

include (iii) representatives of community-based organizations with demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, veterans, or individuals with disabilities; and (iv) representatives of organizations with demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth and/or out-of-school youth (WIOA Section 107[b][2][B]).

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

Name	Title	Entity	Appointment Date	Term End Date
1. Ben Espitia	Secretary/Treasurer CBO	Goodwill	12/2008	6/2022
2. Judy Rapue	Labor Organization	CWA District 9	3/2006	6/2021
3. Kevin Kucera	Labor Organization	IAM #1484	2000	6/2022
4. ***				

***Several attempts have been made to secure a representative, with no response from the California Labor Federation. See attached letters.

Education – Each Local Board shall include representatives of entities administering education and training activities in the Local Area who must include (i) a representative of eligible providers administering WIOA Title II adult education and literacy activities; (ii) a representative of institutions of higher education providing workforce investment activities; and may include (iii) representatives of local educational agencies, and community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment (WIOA Section 107[b][2][C]).

Name	Title	Entity	Appointment Date	Term End Date
1. Sharon Todd	Adult Education and Literacy	Norwalk La Mirada Adult School	2/2015	6/2021
2. Bellegran Gomez	Institution Higher Education	Cerritos College	10/2011	6/2022
3.				
4.				

Economic and Community Development – Each Local Board shall include representatives of governmental, economic, and community development entities serving the Local Area who must include (i) a representative of economic and community development entities; (ii) a representative from the state employment service office under the *Wagner-Peyser Act*; (iii) a representative of the Vocational Rehabilitation program; and may include (iv) representatives of agencies or entities administering programs serving the Local Area relating to transportation,

housing, and public assistance; (v) Representatives of philanthropic organizations serving the Local Area; and (E) individuals or representatives of entities as the local CEO in the Local Area may determine to be appropriate (WIOA Section 107[b][2][D] and [E]).

Name	Title	Entity	Appointment Date	Term End Date
1. Barbara Levine	Economic & Community Development	Los Angeles County Economic Development	10/2008	6/2022
2. Julia Lugo	Employment Services	EDD	4/2018	6/2021
3. Peter Blanco	Rehabilitation Act of 1973	CA Department of Rehabilitation	10/2020	6/2022
4.				
5.				
6.				
7.				
8.				

Performed Successfully

The Local Area hereby certifies that it has performed successfully, defined as having met 80 percent of their negotiated performance goals in PY 2018-19 or PY 2019-20 for the following indicators:

- Employment Rate 2nd Quarter After Exit
- Median Earnings

PY 2018 Performance Goals				
	Adults	Dislocated Workers	Youth	
Employment Rate 2nd Quarter After Exit	106 %	95 %	87.8 %	Employment or Education Rate 2nd Quarter After Exit
Median Earnings 2nd Quarter After Exit	\$ \$8,125.92	\$ \$9,512.15	BASELINE	Median Earnings

PY 2019 Performance Goals				
	Adults	Dislocated Workers	Youth	
Employment Rate 2nd Quarter After Exit	101%	121 %	88.6 %	Employment or Education Rate 2nd Quarter After Exit
Median Earnings 2nd Quarter After Exit	\$ \$7,345.23	\$ \$9,021.62	BASELINE	Median Earnings

Sustained Fiscal Integrity

The Local Area hereby certifies that it has not been found in violation of one or more of the following during PY 18-19 or PY 19-20:

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

Certify No Violation

Engaged in Regional Planning

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

***See attached

Local Area Assurances

Through PY 21-23, the Local Area assures:

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

Highlights of this assurance include the following:

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

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

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

Highlights of this assurance include the following:

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

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

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

Highlights of this assurance include:

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

- D. The Local Board will select the America's Job Center of CaliforniaSM operator(s), with the agreement of the local CEO, through a competitive process such as a Request for Proposal, unless granted a waiver by the state (WIOA Section 121[d][2][A] and 107[g][2]).
- E. The Local Board will collect, enter, and maintain data related to participant enrollment, activities, and performance necessary to meet all CalJOBSSM reporting requirements and deadlines.
- F. The Local Board will comply with the nondiscrimination provisions of WIOA Section 188, including the collection of necessary data.
- G. The Local Area will engage in and contribute to, regional planning and regional plan implementation (for example, Local Area has participated in regional planning meetings and regional plan implementation efforts, and the Local Board and local CEO have reviewed and approved the regional plan and modifications).
- H. The Local Area will participate in regional performance negotiations.
- I. It will comply with CWDB policies and guidelines, legislative mandates and/or other special provisions as may be required under federal law or policy, including the WIOA or state legislation.
- J. Priority shall be given to veterans, recipients of public assistance, other low-income individuals, and individuals who are basic skills deficient for receipt of career and training services funded by WIOA Adult funding (WIOA Section 134[c][3][E] and *Training and Employment Guidance Letter* [TEGL] 10-09, and TEGL 19-16).

Application Signature Page

Instructions – The local CEO and Local Board chair must sign and date this form. Electronic signatures are permitted for the PY 21-23 application.

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

Local Workforce Development Board Chair

Local Chief Elected Official

Signature

Signature

Name

Name

Title

Title

Date

Date

Board Members	Business Representative	Labor Organization	Community Based Organization	Educational Agency	Vocational Rehabilitation Agency	Public Assistance Agency	Economic Development Agency	Public Employment Service	Community Service Agency
14. Tracy Polley KELCO Sales	Norwalk								
15. Leonard Crespo Total-Western	Paramount								
16. Shannon McGehee World Energy	Paramount						LAEDC		
17. Barbara Levine Los Angeles County Economic Development Corporation									
18. Kevin Kucera IAM #1484		IAM #1484							
19. Judy Rapue CWA District 9		CWA District 9							
20. Ben Espitia Goodwill		Goodwill							
21. VACANT		X							
22. VACANT		X							
23. VACANT		X							
24. Belle Gomez Cerritos College				Cerritos College					
25. Sharon Todd Norwalk La Mirada Adult School				Norwalk La Mirada Adult School					
26. Peter Blanco Department of Rehabilitation					Dept. of Rehab				
27. Julia Lugo Employment Development Department								EDD	



December 16, 2020

John Brauer
Executive Director
California Labor Federation
600 Grand Ave #410
Oakland, Ca. 94610

Dear Mr. Brauer,

The Southeast Los Angeles County Workforce Development Board serving the cities of Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, Norwalk and Paramount is seeking your assistance in assigning a Labor Representative to serve on our Workforce Development Board. It is our understanding that all requests for representation are submitted to you for consideration and assignment.

Attached for your information is a nomination form and fact sheet that provides an overview of our board and the role of a SELACO WDB Board Member. Your nomination will be reviewed and confirmed by our local elected officials (SELACO Policy Board).

Your assistance in meeting the Workforce Investment Opportunity Act of 2014 (WIOA) requirements for labor representation on local Workforce Development Boards is greatly appreciated. At this time one member is needed to maintain compliance with WIOA.

Should you have any questions please feel free to contact me or my Executive Secretary, Carol Reyes Davis at 562 402-9336.

Respectfully,

A handwritten signature in black ink, appearing to read "Yolanda L. Castro", is written over a horizontal line.

Yolanda L Castro
Executive Director

10900 E. 183rd Street • Suite 350 • Cerritos CA 90703
(562) 402-9336 • Fax (562) 860-4701 • www.selacowdb.com
For information selaco@selaco.com

Serving our eight cities:

Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, Norwalk and Paramount



April 1, 2021

John Brauer
Executive Director
California Labor Federation
600 Grand Ave #410
Oakland, Ca. 94610

Dear Mr. Brauer,

The Southeast Los Angeles County Workforce Development Board serving the cities of Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, Norwalk and Paramount is seeking your assistance in assigning a Labor Representative to serve on our Workforce Development Board. It is our understanding that all requests for representation are submitted to you for consideration and assignment.

Attached for your information is a nomination form and fact sheet that provides an overview of our board and the role of a SELACO WDB Board Member. Your nomination will be reviewed and confirmed by our local elected officials (SELACO Policy Board).

Your assistance in meeting the Workforce Investment Opportunity Act of 2014 (WIOA) requirements for labor representation on local Workforce Development Boards is greatly appreciated. At this time three members are needed to maintain compliance with WIOA.

Should you have any questions please feel free to contact me or my Executive Secretary, Carol Reyes Davis at 562 402-9336.

Respectfully,

Yolanda L Castro
Executive Director

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For information selaco@selaco.com

Serving our eight cities:

Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, Norwalk and Paramount

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

SELACO WDB supported the **development of the LARPU Regional Plan** for 2021-2024 by:

- Participating in planning meetings
- Provided information on activities we are engaged in that support regional planning goals and objectives.
- Participated and promoted the February 16th and 18th Stakeholder meetings.
- Posted for public comment the draft LARPU Plan for local stakeholder comments.
- Preparing to submit local plan to Foothill Workforce Development Board (Regional Coordinator) for submittal with the LARPU Regional plan by March 27, 2021.
- Support meeting objectives of the Regional Plan by participating in regular coordinated Director Meetings.

SELACO WDB **supported regional performance negotiations** by:


- Joined a regional performance planning team that included staff with program and performance expertise from each of the seven WDBs in RPU 14.
- Participated in two regional performance planning team meetings to discuss regional performance in preparation for regional negotiations. Discussed target populations, program design, and factors to be included in setting performance standards as a local area and as a region. Discussed WIOA performance not solely within a local area, rather in the context of joint planning among the seven WDBs in our region.
- Participated in a regional performance planning team meeting with the EDD performance staff in preparation for regional negotiations. Discussed the Statistical adjustment model and the impact regional special projects have on regional performance, such as the DEA grants and P2E.
- Negotiated local performance numbers in an open, regional setting with the CWDB.



MEMORANDUM

DATE: May 27, 2021

TO: SELACO WDB Board of Directors

FROM: Yolanda Castro, Executive Director 

RE: Request on Spending Authority for Fiscal Year 2021-22

I am requesting a continuation of spending authority for Fiscal Year 2021-22 at the same level as this year. The completed budget for Fiscal Year 2021-22 will be presented for your approval at our July 2021 meeting. In case there is not a quorum at the July meeting, I am requesting that the spending authority be extended until a new budget can be approved.

Action Required:


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



MEMORANDUM

DATE: May 27, 2021

TO: SELACO WDB Board of Directors

FROM: Yolanda Castro, Executive Director 

RE: Regional and Local Plans for Program Year (PY) 2021-2024

Background:

In response to California State Directive WSD20-05 titled Regional and Local Planning Guidance for PY 21-24, the Los Angeles Basin Regional Planning Unit Coordinator submitted the Los Angeles Basin Regional Planning Unit Regional Plan for PY 2021-2024 to the State on April 30, 2021. Included as part of the Regional Plan are the Local Plans of each of the WDBs comprising the Los Angeles Basin Regional Planning Unit.

SELACO WDB's 4-Year Local Plan for PY 2021-2024 was submitted to the Los Angeles Basin Regional Planning Unit Coordinator on April 26, 2021 to be included as part of the Regional Plan pending signatures of the Board Chair and Policy Board Chair. Signature page will be submitted to the State after approval of the Local Plan by both the Board and Policy Board and securing each Board Chair's signature.

Action Required:

Receive and file the Los Angeles Basin Regional Planning Unit 4-Year Regional Plan for PY 2021-2024.

Review and approve SELACO WDB's 4-Year Local Plan for PY 2021-2024 as presented. Secure signature of Board Chair.

Los Angeles Basin Regional Planning Unit Regional Plan 2021-2024

Representing:

- **City of Los Angeles Workforce Development Board**
- **Los Angeles County Workforce Development Board**
- **Verdugo Workforce Development Board**
- **Foothill Employment and Training Connection**
- **Pacific Gateway Workforce Investment Network**
- **South Bay Workforce Investment Board (SBWIB)**
- **Southeast Los Angeles County WDB (SELACO)**

wdb@wdacs.lacounty.gov

A. Analytical Overview of the Region

- *Provide an analysis of current employment and unemployment data.*
- *Provide an analysis of the current educational and skill levels of the workforce, the current needs of employers in the region, and any relevant skill gaps between the two.*
- *Provide an analysis of industries and occupations with an emerging demand.*

According to the US Census 2019 population estimate, Los Angeles County is home to 10.04 million people, making it the most populous county in the country. The Los Angeles Basin (LA Basin) makes up approximately 25% of California’s population. Geographically, the LA Basin is huge, with an area of 4,084 square miles containing 88 incorporated cities and approximately 125 unincorporated areas.¹ The largest city within the region is Los Angeles, with approximately 4.1 million residents. The percentage of the region’s residents living in poverty is 13.4% compared to 11.8% statewide, and the median household income is \$68,044, compared to the California median of \$75,235. Total *personal* income in 2019 was \$65,094, ranking Los Angeles County 15th in the state.² The median age in 2018 was 36.7, and 6.1% of the region’s residents under the age of 65 have a disability.³

The population of the LA Basin is richly diverse with no one group making up a majority. The largest racial/ethnic group is Hispanic or Latinx at 48.6%, followed by White (not Hispanic or Latinx) at 26.1%, Asian at 15.4%, Black or African American at 9.0%, and Native American at 1.4%.⁴ Thirty four percent of residents are foreign-born, compared to 26.8% statewide, and 56.5% speak a language other than English at home, compared to 44.2% statewide. The most commonly spoken non-English languages are Spanish (59.2%), Tagalog (2.5%) and Korean (2.5%).⁵ According to the Census, 23.9% of residents speak English less than “very well,” indicating that many residents are English language learners.⁶

In December 2020, the LA Basin had a labor force of 4,896,200 individuals, with 512,600 unemployed for an unemployment rate of 10.7%.⁷ At the end of 2020 unemployment was almost two and a half times greater than it was before the pandemic. The following graph illustrates the impact of the pandemic on the unemployment rate over the course of 2020:

¹ <https://lacounty.gov>

² US Department of Commerce’s Bureau of Economic Analysis, https://www.bea.gov/sites/default/files/2020-11/lapi1120_1.pdf

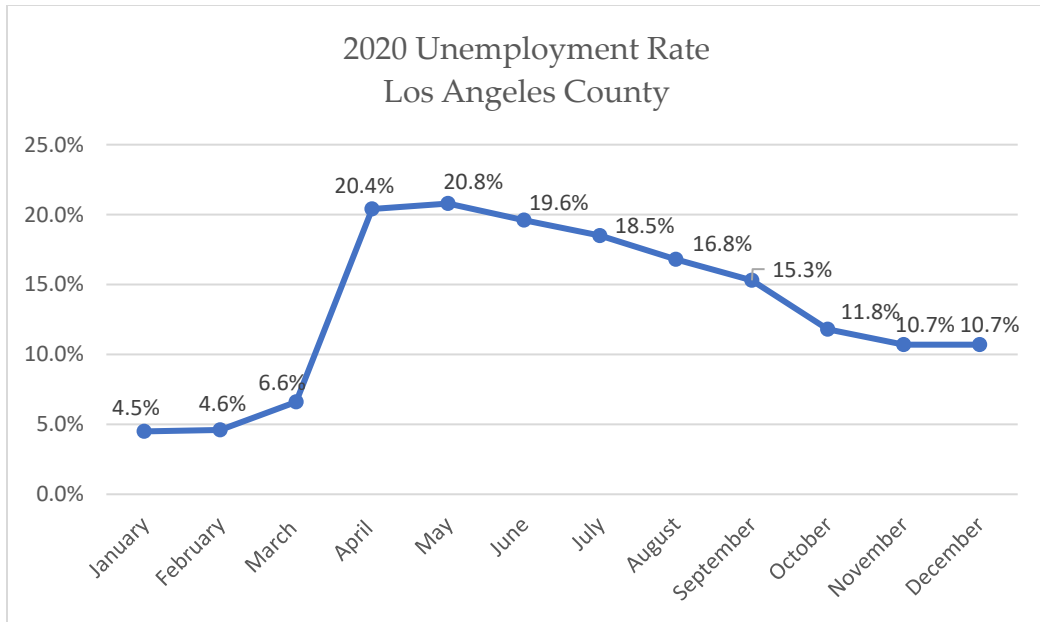
³ <https://www.census.gov/quickfacts/fact/table/losangelescountycalifornia,CA/PST045219>

⁴ <https://www.census.gov/quickfacts/fact/table/losangelescountycalifornia,CA/PST045219>

⁵ <https://datausa.io/profile/geo/los-angeles-ca/demographics/languages>

⁶ <https://www.census.gov/library/visualizations/interactive/people-that-speak-english-less-than-very-well.html>

⁷ <https://www.labormarketinfo.edd.gov>

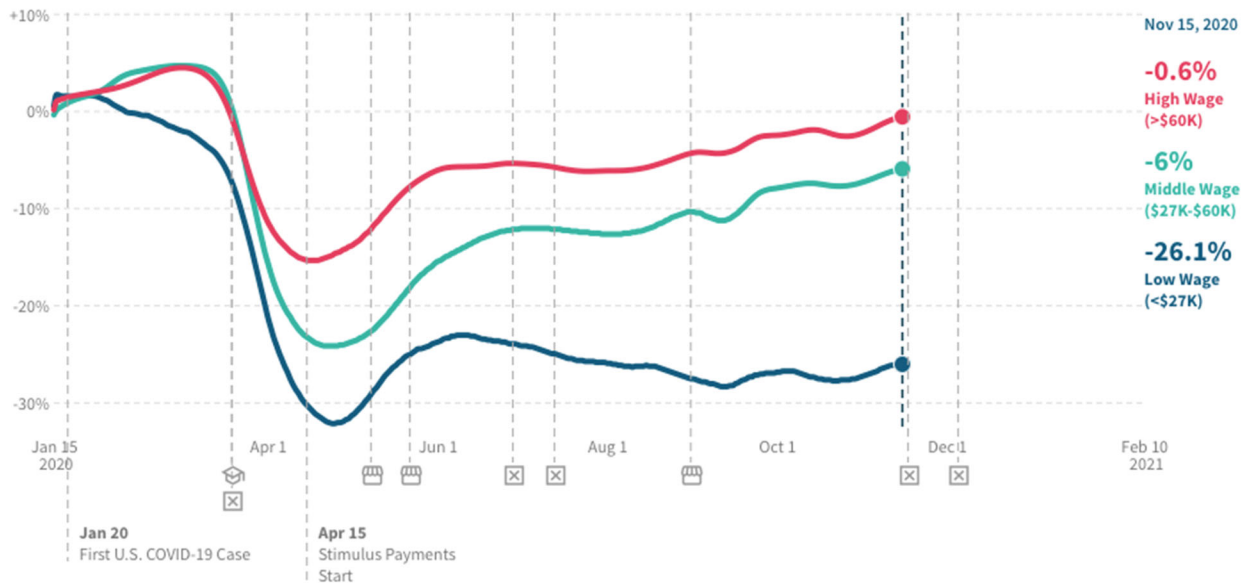


Prior to the pandemic and Shelter in Place Order, Los Angeles County recorded historically low unemployment rate of 4.5%, indicating full employment of Angelenos. The Executive Order was implemented on March 19, 2020, which closed all non-essential businesses and increasing the unemployment rate to 20.4% by April and peaking at 20.8% in May 2020. The Payment Protection Program (PPP) began in April-May timeframe allowing businesses to return employees to their payrolls. Businesses such as restaurants began offering take-out services which also returned workers to their jobs. Stimulus checks and Pandemic Unemployment Assistance (PUA), also began during this timeframe, providing Angelenos with expendable cash that increased demand for needed products, increasing sales and also returning workers to their jobs. Returning to payroll and work contributed to the decline in unemployment which began in June 2020.

As a result of the Shelter in Place Order, low wage workers making under \$27,000 per year have been particularly hard-hit, with employment down 26.1% when comparing November 2020 to January 2020.⁸ In contrast, those making over \$60,000 per year saw employment decline by 0.6%, and those making \$27,000-\$60,000 saw employment decline 6%. Higher wage employees are largely Angelenos with higher levels of education and/or skills, with low wage workers indicating lower levels of education and/or skills. These results indicate the importance of an educated and skilled labor force that can better weather unprecedented economic downturns and emergency events.

⁸ Opportunity Insights Economic Tracker, <https://tracktherecovery.org>

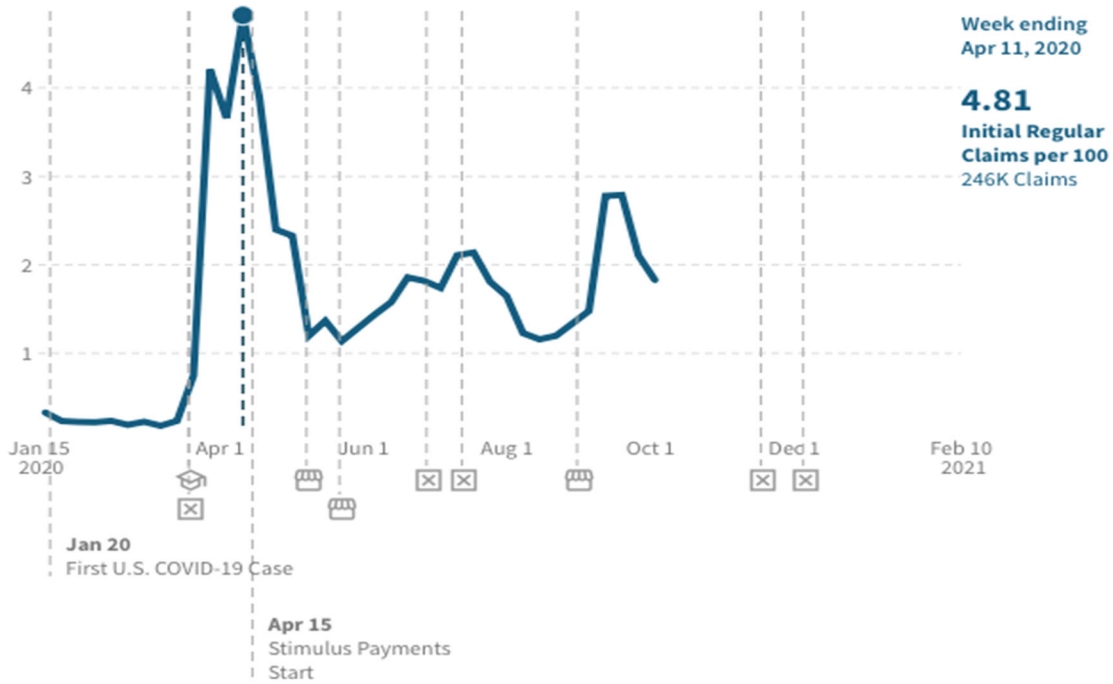
The following graph illustrates these data:



Since the statewide shelter-in-place order went into effect in mid-March through the end of January 2021, 4.88 million initial claims for unemployment insurance have been filed in the LA Basin, in addition to 1.38 million claims for Pandemic Unemployment Assistance.⁹ The data can also be viewed in terms of the size of the labor force. For the week ending January 18, 2020, the LA Basin saw 16,600 initial claims for unemployment insurance, a rate of 0.32 claims per 100 people in the workforce. New claims peaked the week ending April 11, 2020, with 246,000 initial claims at a rate of 4.81 claims per 100 people in the workforce – or 15 times the pre-pandemic rate.¹⁰

⁹ EDD LA County UI claims data, Jan 30, 2021

¹⁰ Opportunity Insights Economic Tracker, <https://tracktherecovery.org>



The following table is a demographic summary of individuals filing for unemployment benefits, based on the time period of Jan 11, 2020 – January 2, 2021.¹¹ Latinx workers make up a smaller portion of UI claimants, compared to their percentage of the population (39% of claimants vs 48.6% of the population), and White workers make up a larger portion (33% of claimants vs 26% of the population). Those with a high school diploma or less education make up a larger portion of claimants (52% of claimants vs 42% of the population) and those with a bachelor’s degree or higher make up a smaller portion (21% of claims vs 32% of the population).

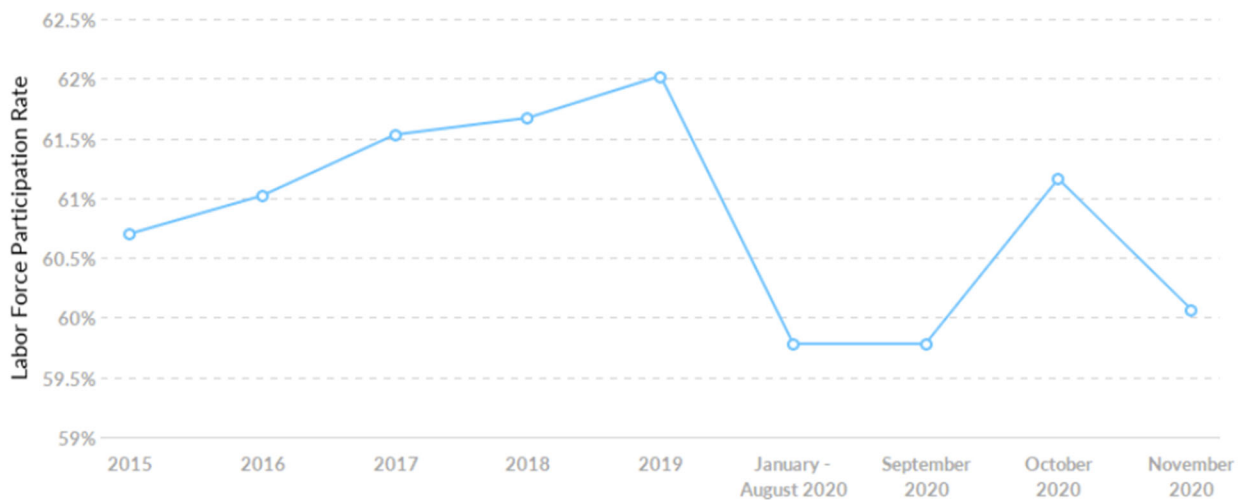
Race/Ethnicity	Percentage of UI claims
White	33%
Black	13%
Hispanic	39%
Native American/Alaskan	1%
Asian	14%
Educational Attainment	Percentage of UI claims
< HS Diploma	10%
HS Diploma or GED	42%
Some College or vocational	21%
Associate	6%
Bachelors	17%
Masters or PhD	4%

¹¹ EDD LA County UI data by demographic factors, through week ending Jan 2, 2021

In an analysis published by the California Policy Lab in December 2020, researchers found that unemployed people living in communities of color and in areas with high concentrations of poverty were less likely to claim unemployment benefits as compared to unemployed Californians in wealthier neighborhoods. While the analysis was descriptive (not causal), it found that eligibility (such as work authorization) for unemployment, as well as other obstacles (like language and technology access) may have driven the differences in claiming.¹²

Estimates of these neighborhoods’ reciprocity rates range widely. Among unemployed workers in East Los Angeles, less than half (44%) successfully claimed unemployment insurance. In Boyle Heights, reciprocity stood at 52%. But in Burbank, the number of people receiving benefits is roughly equal to the number of people who were estimated to be unemployed. Even some lower-income areas like Hollywood and North Hollywood also experienced roughly 100% reciprocity, whereas rates of reciprocity in Inglewood and Hawthorne stood at 70% and 78%, respectively.

Similar to the rest of the state, the LA Basin saw its labor force participation rate dip during the pandemic. Women have been disproportionately impacted, due to their large numbers in the hardest hit industries, lack of childcare and children at home because of school closures. Nationally, women comprise 58% of those who left the labor force by January 2021.¹³



The following educational attainment data is based on the American Community Survey and EMSI demographic data. The figures include the population over age 25 and indicate the highest level of education achieved. In 2020, 32% of the region’s residents had a bachelor’s

¹² <https://www.capolicylab.org/news/new-analysis-californias-recovery-has-been-slow-especially-in-low-income-communities-and-communities-of-color-where-unemployed-workers-were-less-likely-to-collect-benefits/>

¹³ LAEDC Annual Economic Forecast event, Feb 17, 2021

degree or higher, slightly lower than the statewide rate of 34%. In addition, 21% of residents had less than a high school diploma, compared to 16% for California and 12% nationwide.

Education Level	2020 Population	2025 Population	2020 % of Population	2020 State % Population	2020 National % Population
Less Than 9th Grade	855,153	812,050	12%	9%	5%
9th Grade to 12th Grade	599,304	565,261	9%	7%	7%
High School Diploma	1,453,746	1,478,315	21%	21%	27%
Some College	1,324,339	1,327,153	19%	21%	20%
Associate's Degree	494,017	510,957	7%	8%	9%
Bachelor's Degree	1,498,889	1,603,691	21%	21%	20%
Graduate Degree and Higher	801,750	861,355	11%	13%	13%
	7,027,200	7,158,783	100%	100%	100%

Any discussion of educational attainment would be incomplete without disaggregating the data by race, which brings to light stark differences. Of the over 1.45 million residents without a high school diploma, 78.7% or over 1.1 million are Hispanic/Latinx, compared to Latinx comprising 48.6% of the population overall. The following table shows the breakdown by race/ethnicity for each level of educational attainment. (For information on how the LABRPU is working with education partners to address this disparity through reengaging disconnected youth, please see Section C of the regional plan for a description of the Los Angeles Performance Partnerships Pilot).

Race/Ethnicity	Percent of overall population	Less than HS Diploma	HS Diploma	College Degree
Hispanic/Latinx	48.6%	78.7%	47.7%	21.6%
White alone	26.1%	6.8%	26.9%	43.7%
Black alone	9.0%	3.9%	10.9%	7.9%
Asian alone	15.4%	9.2%	12.3%	24.4%
Native American	1.4%	0.1%	0.3%	0.1%
Two or more races	1.7%	1.0%	1.7%	2.0%

SOURCE: EMSI

The following data provide insight into the supply and demand of relevant skills by comparing the frequency of skills listed in job postings with online resumes and profiles. The below table summarizes a “skills gap” - the hard skills which have the greatest discrepancy between frequency in job postings compared to uploaded resumes.

Top Hard Skills	Frequency in job postings (Sept-Oct 2020)	Frequency in Profiles (2019-2021)
Accounting	6%	3%
Merchandising	6%	2%
Auditing	5%	2%
Nursing	4%	1%
Selling Techniques	4%	2%
Warehousing	4%	1%
Basic Life Support	4%	0%
Restaurant Operation	3%	1%
Computer Science	3%	0%
Agile Methodology	3%	1%

SOURCE: EMSI (Q1 2021)

The same skills gap analysis can be done for “soft” or communication and organizational skills. The following table summarizes those types of skills with the greatest discrepancy between frequency in job postings compared to uploaded resumes.

Top “Soft” Skills	Frequency in job postings (Sept-Oct 2020)	Frequency in Profiles (2019-2021)
Communications	30%	6%
Management	22%	16%
Customer Service	18%	15%
Sales	17%	14%
Leadership	15%	11%
Operations	14%	7%
Detail Oriented	10%	0%
Problem Solving	9%	1%
Presentations	9%	3%
Planning	8%	3%

SOURCE: EMSI (Q1 2021)

Further information on specific skills needed for growing, middle skill jobs can be found in Section B of the plan.

COVID-19 Pandemic Impacts

The LA Basin has been in many ways the epicenter of the COVID-19 pandemic in California. As of mid-February 2021, the region had 1,168,372 confirmed cases of COVID-19, or 37% of all cases statewide, although residents comprise 25% of the state population.¹⁴ The number of

¹⁴ <https://covid19.ca.gov/state-dashboard/>

deaths is even more disproportionate, with over 19,000 in the region, or 41% of all Californians lost to this disease.

The impacts on the workforce and economy have been equally devastating. In February 2021 the County released a report produced by the Los Angeles Economic Development Corporation (LAEDC) with data and analysis of the economic crisis caused by COVID-19, and recommendations for steps the public and private sector can take to improve the recovery and create more widely shared equity. The report, *Pathways to Economic Resiliency*, is a work product of LAEDC's Institute for Applied Economics. Unless otherwise cited, the data and information below draw from that report.

By September of 2020, the region had lost 9.5% of its jobs. In just the first two months of the Safer at Home order, over 716,000 jobs were lost in the LA Basin. Nearly 30% of those jobs lost have been recovered in the following 5 months, but over 500,000 jobs remained unrecovered.

In 2019 there were approximately 4.16 million living wage jobs¹⁵ in the LA Basin. Prior to the pandemic, approximately 95% of occupations paid a living wage and 85% of jobs provided a living wage. By the end of 2020, it is estimated that 392,000 living wage jobs were lost in the region. Additionally, it is projected that the LA Basin will not regain the 392,000 living wage jobs lost during the pandemic until 2024. Furthermore, based on the estimated 3,768,000 living wage jobs currently available as of 2020, the region will need to create a total of 738,672 living wage jobs in order to have living wage jobs for the estimated 4,506,672 total workers.

The LA Basin is especially sensitive to the impact of COVID-19, as over 93% of all businesses are small with less than 20 employees. In a year over year comparison, small business revenue in the LA Basin was down 34.8% in January 2021. Small business revenue hit a low point at the end of March 2020 at -56%, recovered somewhat over the summer, and has been on a downward trend since the beginning of December. When examining the percentage change in the number of small businesses open, a year over year comparison finds a 36.3% decrease at the end of January 2021.¹⁶ According to Dr. Amy Liu of the Brookings Institute, this places Los Angeles in 45th place in a comparison of 53 large metropolitan areas.¹⁷

COVID-19 has significantly changed the makeup of regional employment. Some industries were able to adjust to remote working. However, many others are dependent on in person customers, and were not able to transition to working remotely. Certain industries recovered quite well (with Construction regaining 75.1% of the jobs lost in the early months of the pandemic, and Child Day Care Services regaining 65.9%), but others have not rebounded (with Motion Picture and Sound Recording only regaining 4.4% and Accommodation regaining 2.3%).

¹⁵ Living wage jobs are defined as the minimum amount of income necessary to meet the "basic needs of a family." The rate is currently at \$14.83/hour or \$30,800 per year for a single person household.

¹⁶ Opportunity Insights Economic Tracker, <https://tracktherecovery.org>

¹⁷ LAEDC Annual Economic Forecast event, Feb 17, 2021

Year-Over-Year Change in Jobs by Industry, September 2020 (NSA)



Source: BLS

Industry Employment In Los Angeles County (As of September 2020)

Industry Description	20-Sep (000s)	% Δ from 19-Sep
Arts, Entertainment and Recreation	59.4	-39.50%
Accommodation and Food Services	322.2	-28.20%
Other Services	123.9	-22.10%
Information	185.5	-15.80%
Real Estate/Rental/Leasing	79.3	-10.30%
Educational Services	123.5	-10.10%
Mining and Logging	1.8	-10.00%
Administrative and Waste Services	255	-9.70%
Manufacturing	338.3	-7.20%
Professional and Technical Services	279.9	-6.70%
Transportation and Warehousing	190.7	-6.30%
Retail Trade	387.9	-5.70%
Government	553.6	-5.60%
Mgmt of Co's/Enterprises	58.8	-5.00%
Wholesale Trade	208.3	-4.90%
Health Care and Social Assistance	684.8	-3.70%
Construction	147.2	-2.60%
Utilities	12.6	4.10%
Finance and Insurance	141.1	4.80%
TOTAL NONFARM	4,129.3	-9.80%

Source: CA EDD, LMID, CES

The intersection of the health and economic impacts of COVID has not been felt evenly by all groups. Using death records from the California Department of Public Health, researchers at UCSF estimated excess mortality among Californians 18–65 years of age by occupational sector and occupation, with additional stratification of the sector analysis by race/ethnicity. During the COVID-19 pandemic, working age adults experienced a 22% increase in mortality compared to

historical periods. Relative excess mortality was highest in food/agriculture workers (39% increase), transportation/logistics workers (28% increase), facilities (27%) and manufacturing workers (23% increase). Latinx Californians experienced a 36% increase in mortality, with a 59% increase among Latinx food/agriculture workers. Black Californians experienced a 28% increase in mortality, with a 36% increase for Black retail workers. Asian Californians experienced an 18% increase, with a 40% increase among Asian healthcare workers. Excess mortality among White working-age Californians increased by 6%, with a 16% increase among White food/agriculture workers.¹⁸ Given the diversity of the LA Basin population as well as the severity of the COVID outbreak, these sobering statistics clearly have implications for the region.

Economists warn that millions of jobs wiped out by the pandemic are unlikely to come back, creating a massive need for career changes and retraining.¹⁹ The McKinsey Global Institute predicts that 20% of business travel will not return and 20% of workers will work from home indefinitely, eliminating many low wage jobs in hospitality and food service. The pandemic may have also accelerated trends in automation and labor-saving strategies.²⁰ Furthermore, the Pew Research Center has found that two thirds of unemployed workers have considered changing their field or occupation.²¹ While the pandemic has created massive disruptions to the labor market, it also presents an opportunity to reskill low-wage workers and assist them onto career paths leading to greater economic well-being. The LABRPU will be vigilant in identifying those opportunities as they arise.

At the LAEDC's Annual Economic Forecast event, the director of the Institute for Applied Economics stated that there is no certainty to how the coming years will develop, due to large data lags and reliability issues as well as uncertainty about vaccine distribution and government policies. As the LA Basin looks towards recovery, the Workforce Development Boards will evaluate and incorporate new data as it becomes available and will continue to strive toward training more workers for occupations that offer higher pay and career pathways. Therefore, this regional plan represents information available at this time, but the data are likely to be evolving into the foreseeable future.

¹⁸ "Excess mortality associated with the COVID-19 pandemic among Californians 18–65 years of age, by occupational sector and occupation: March through October 2020." Posted Jan 22, 2021.

<https://www.medrxiv.org/content/10.1101/2021.01.21.21250266v1>

¹⁹ "Millions of Jobs Probably Aren't Coming Back," Heather Long. Washington Post, Feb 17, 2021

²⁰ "The Nature of Work After the COVID Crisis: Too Few Low-Wage Jobs." David Autor and Elisabeth Reynolds, The Hamilton Project, Massachusetts Institute of Technology Task Force on the Work of the Future

²¹ <https://www.pewresearch.org/fact-tank/2021/02/10/unemployed-americans-are-feeling-the-emotional-strain-of-job-loss-most-have-considered-changing-occupations/>

B. Fostering Demand-Driven Skills Attainment

- *Identify the in-demand industry sectors or occupations for the region.*
- *Describe how the RPU and regional partners will expand or develop, and then implement sector initiatives for those in-demand industry sectors or occupations.*

The LABRPU previously identified six priority sectors that offered good wages and career growth opportunities, based on the LAEDC’s list of “high growth” industries:

Sector	North American Industry Classification System Codes
Construction	236, 237, 238
Selected Manufacturing (Fashion, Aerospace, Analytical Instruments, Pharmaceuticals, Medical Devices)	313, 314, 315, 316, 325, 334, 336, 339
Logistics	42, 48, 49
Entertainment and Infotech	511, 512, 515, 518, 519
Health Services	621, 622, 623
Leisure and Hospitality	721, 722

Although the COVID-19 pandemic has upended the economy, and the future of these sectors remain uncertain, at least some of them appear to continue to offer good career opportunities for job seekers. As previously mentioned, the WDBs of the LABRPU will continue to evaluate economic conditions and “course-correct” as needed. Meanwhile, the below data represent information that is known at this time.

In examining available EMSI data, these sectors continue to represent significant parts of the economy in terms of overall jobs and number of businesses. All of the sectors provide earnings above the region’s average personal income of \$65,094, with the exception of Leisure and Hospitality. Although Leisure and Hospitality is projected to grow 4.5% for 2020-25, as previously discussed, the future of the sector is still uncertain as it is one of the most severely impacted during the pandemic. Indeed, most if not all of these sectors will experience changes caused by the pandemic in the ways that people work and services are provided. At stakeholder input sessions, community members identified teleworking and remote services as potentially permanent changes brought about by the pandemic, as well as the severe impact on small businesses. Thus, the long-term impacts on the labor force and employment remain to be seen.

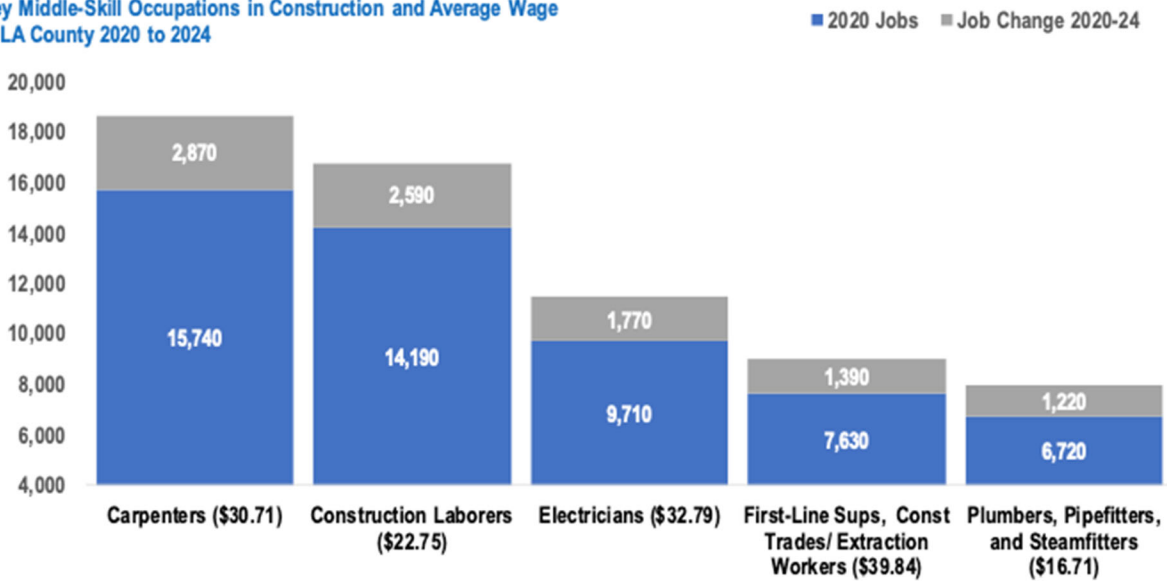
Sector	Jobs (2020)	% Change, 2020-25	Average Earnings	Payroll Business Locations
Construction	220,152	+3.9%	\$72,071	17,237
Selected Manufacturing	164,387	-12.0%	\$160,758	5,393
Logistics	449,317	+1.4%	\$78,740	30,208
Entertainment & Infotech	205,147	+2.9%	\$156,261	12,803
Health Services	462,621	+9.1%	\$78,580	29,291
Leisure and Hospitality	418,281	+4.5%	\$31,478	23,414

SOURCE: EMSI Q1 2021 Data Set

In its Pathways for Economic Resiliency report, the LAEDC identified three industries as likely to grow in the next five years and that offer middle skilled jobs: Construction, Healthcare, and Transportation and Warehousing. Of the 500,000 total jobs that are expected to be added back between 2020-2024 in the region, 139,000 are projected to be in middle skill occupations, which could potentially provide career pathways to living wages jobs for displaced workers in the hardest hit industries. The below graphs illustrate average wages and expected growth by occupation in those three sectors (Source: LAEDC, Institute for Applied Economics).

Construction is a sector that was largely unaffected by the employment impacts of the pandemic and retains high demand for its services in the county. Both construction laborers and carpenters are expected to add over 2,500 jobs in the next four years. Electricians, supervisors of construction and plumbers, pipefitters and steamfitters are all expected to add between 1,000 to 2,000 jobs as well. **For this industry, the skills in highest demand include scheduling, project management, budgeting, construction management, plumbing, repair, customer service, quality/assurance and control, sales and estimating.**

Key Middle-Skill Occupations in Construction and Average Wage in LA County 2020 to 2024

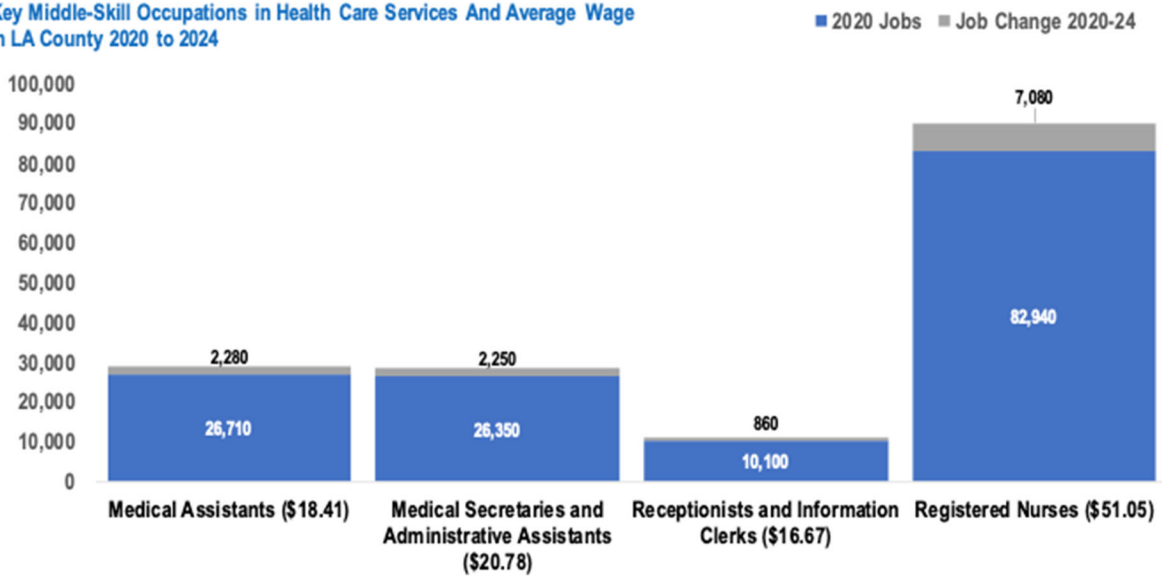


The following table reflects the number of projected construction jobs requiring specialized skills (2024 estimate):

Skill	# of Postings
Scheduling	2,489
Project Management	2,231
Budgeting	2,004
Construction Management	1,920
Plumbing	1,812
Repair	1,548
Customer Service	1,319

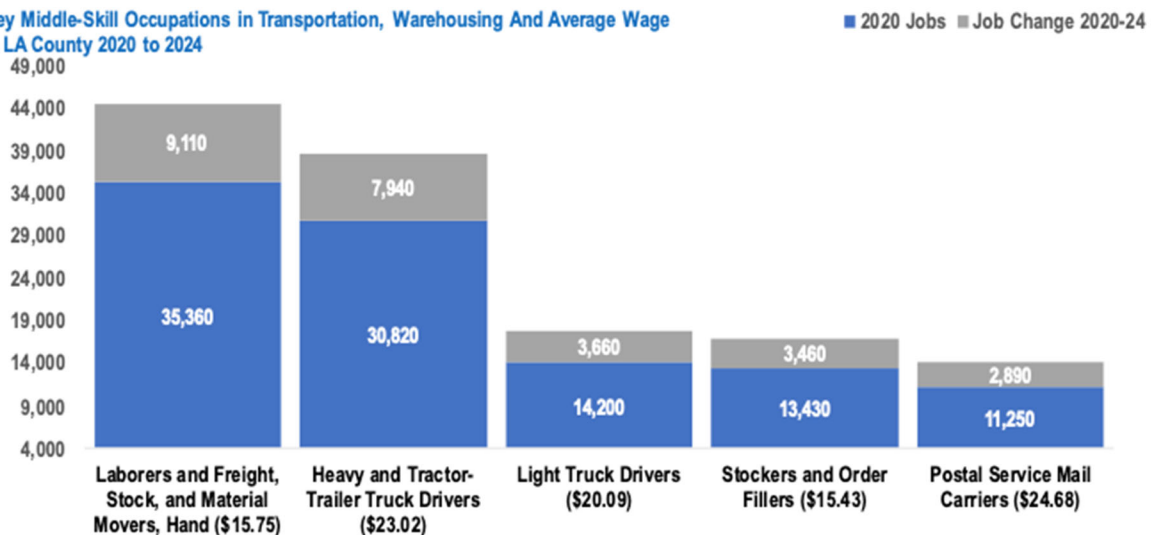
Healthcare and social services industry started 2020 by posting 11,778 job openings in the LA Basin before falling 40% to 7,002 jobs in April 2020. However, the industry saw an increase in demand due to a sharp shortage of labor to keep up with patient needs due to COVID-19. The industry had 9,905 job openings as of November 2020. **Workers interested in securing jobs in the healthcare and social services industries would benefit in developing specialized skills in patient care, scheduling, and Cardiopulmonary Resuscitation (CPR).** From January – November 2020, the number of job postings requiring these skills were 25,952 for patient care; 15,101 for scheduling; and 13,556 for CPR.

Key Middle-Skill Occupations in Health Care Services And Average Wage in LA County 2020 to 2024



The transportation and warehousing industry experienced some job losses during the pandemic, but opportunities for new employees have arisen due to the increased online shopping. The growing trend towards providing fast delivery through optimized logistics and last-mile shipping services has helped job postings in the sector increase by 58% since the start of pandemic. **Workers who are interested in securing positions in the transportation and warehousing occupations should be trained or upskilled for customer service, scheduling and logistics.** From January – November 2020, the number of job postings requiring these skills were 3,400 for customer service; 2,600 for scheduling; and 2,300 for logistics.

Key Middle-Skill Occupations in Transportation, Warehousing And Average Wage in LA County 2020 to 2024



LABRPU Sector Initiatives

The seven community-centric Workforce Development Boards located across the LA Basin have a long and successful history of working together to strengthen the region. Regional partners include hundreds of community-based and non-profit organizations; labor organizations; 113 accredited colleges and universities; 21 community colleges; 80 school districts; 130 Chambers of Commerce; two Job Corps Centers; and local government agencies. This large and diverse network of workforce service providers and partners have implemented and continue to oversee a number of sector initiatives that support in-demand occupations and priority industries.

Healthcare

The LABRPU is partnering with healthcare providers and associations across the region to prioritize the pipeline of in-demand healthcare workers. A number of initiatives have evolved to meet the needs of healthcare organizations in the region.

Developed in coordination with the Hospital Association of Southern California (HASC), HealthImpact (the state's nursing workforce center), the Community Clinic Association of Los Angeles County (CCALA), hospitals, colleges, and universities across the region, the Perioperative RN Training program provides a simplified, streamlined way for working registered nurses to advance their practices in specialized areas of care with the highest demand. This approach aimed to meet workforce needs supporting the professional advancement of incumbent RNs while strengthening their career mobility and retention within existing employers. Perioperative courses were developed and added to the ETPL. This collaborative program is also working to help hospitals reduce costs associated with staff overtime, traveling nurses, turnover, recruitment, and retention. To date, 100% of participating nurses have graduated from the program with an average passing score of 86%. South Bay WIB (SBWIB) and SELACO are seeking Accelerator funds to continue work on the RN pipeline. The WDBs are partnering with HealthImpact and HASC to address a shortage of trained pre-operative care RNs within the LA Basin.

The LABRPU has also worked in collaboration with healthcare partners to launch the C3 Skills Alliance, which developed care coordination training programs for healthcare workers in Los Angeles and Ventura Counties. This innovative program prepares much-needed healthcare coordinators and case managers responsible for making sure every patient receives the right care from the right professional at the right time. Under this initiative, approximately 200 new and incumbent workers at the entry through professional levels were successfully trained through local adult schools, community colleges and the California State University system. Course content is available statewide to educate patient care staff in hospitals, clinics and long-term care facilities. This health workforce alliance is embedded in HASC's long-term regional workforce strategy.

Construction

The LA Basin is undergoing rapid expansion, with major new infrastructure projects planned or underway across the region. In 2017, the WBDs of the LABRPU convened a special Consortium at the request of the Federal Highway Administration (FHWA) to discuss construction projects throughout Los Angeles County and the need to work together to organize and create a pipeline of skilled workers for the numerous projects. The Associated General Contractors of California is a key partner of the Consortium. The Federal Highway Administration served as chair, and SBWIB and Coastline Community College (CCC) were selected to spearhead the initial pilot program, with the goal of meeting the urgent need for qualified pre-apprentice and apprentice workers for mega-projects in the region, such as the Los Angeles Football Stadium, the Entertainment District at Hollywood Park, and the upcoming Automated People Mover and Consolidated Car Rental Facility projects at Los Angeles International Airport (LAX), as well as numerous highway projects. Billions of dollars have been allocated for these and other publicly and privately funded construction projects throughout Los Angeles County.

To meet the workforce needs of these infrastructure projects, the SBWIB and its Career Center-Inglewood developed the Construction & Utilities Pathways Program (CUPP). The goal of CUPP is to supply a pipeline of qualified candidates by providing support services and access to training and employment in the construction industry. It is the mission of CUPP to increase community knowledge, demystify the construction industry and help individuals to build the framework to start a career in the construction industry. During the period of January 1, 2017 through December 31, 2020, CUPP provided the Construction information session to over 5,800 interested people, placed over 900 individuals into quality apprenticeship jobs with partnering construction unions and placed 100 individuals directly with contractors and subcontractors. CUPP has been particularly focused on engaging and referring unserved and underserved populations to the construction trades and placing African American males into quality construction jobs. This program allows all clients to access learn and earn opportunities, supportive services and quality jobs through targeting special populations that include reentry, homeless individuals, veterans, and disconnected youth. The LABRPU has developed a detailed referral and co-enrollment process so that all local WDBs are able to assist underserved populations with accessing this career pipeline.

One of the region's largest employers and the county's public transportation agency, Metro, is facing a serious shortage of qualified employees, with 50% of its workforce set to retire by 2024. Metro needs a qualified workforce to build and maintain transportation infrastructure throughout Los Angeles County. To meet this labor shortage, the LABRPU is partnering with Metro on its Workforce Initiative Now-Los Angeles (WIN-LA) program²² to train and place employees in hard-to-fill positions across a range of transportation career pathways. Phase I of the program is focused on identifying and developing the talent pipeline to support Metro's workforce challenges, including workforce needs on Metro's construction projects. Phase 2 of

²² <https://www.metro.net/about/win-la/>

the program is focused on recruiting and employing WIN-LA participants through WIN-LA career pathways. CUPP refers qualified construction workers to Metro construction projects.

WIN-LA opens training and career opportunities for current and former foster youth, veterans, single parents, individuals experiencing homelessness, people who have been involved with the justice system, job seekers who have not completed high school or their GED, and women. Through a collaborative network of trainers, service providers, and partners, WIN-LA participants have access to a spectrum of support services along with training, including assistance with education, housing, child care, transportation, and mental health services.

One other example of a construction pre-apprenticeship training is led by the City of Long Beach, which has entered into a new 10-year Project Labor Agreement for over \$560 million in new capital projects. Contractors continue to communicate the need for additional workers with very specific skill sets. Working with the LA/OC Building Trades Council (LA/OC BTC) and Long Beach City College, PGWIN developed a program based on the nationally recognized Multi-Craft Curriculum (MC3), which is endorsed by unions representing nineteen of the skilled trades. This construction pre-apprenticeship training is a six-week (140 hours) program that prepares participants for employment in the trades. Some of the hands-on skills taught include cabinet making, cement masonry, green technologies, H.V.A.C., plumbing, surveying and weatherization. Those completing the program receive three certificates: Building Trades Multi-Craft Curriculum (MC3), 10-hour OSHA Certification and CPR/First Aid Training Certification. This program has significant potential to be scaled up across the region to address major public building and infrastructure projects. Similarly, Los Angeles County launched the HireLAX Apprenticeship Readiness Program in partnership with the Los Angeles World Airports, Parsons Corporation, Los Angeles Southwest College, City of Los Angeles, LA/OC BTC, Flintridge and 2ndCall and has to date over 100 graduates.

Selected Manufacturing

Aero-Flex and Bio-Flex are highly successful career pathway programs that use pre-apprenticeship and registered apprenticeship to develop workforce pipelines for the aerospace and bioscience industry. The employer-centric earn and learn model was designed to allow employers to 'flex' the curriculum and provide customize training for each participant. Since the program's inception, many career pathways have been developed for technicians and engineers, including the first Aerospace Engineering apprenticeship in the nation requiring a degree to be registered with the U.S. Department of Labor. The SBWIB team is now working on registering two additional Bio-Flex occupations called Quality Assurance Specialist and Lyophilizer Technician and plans to register others as needed by employers. Open to high schools and post-secondary students, veterans, returning service personnel, and other underserved individuals, as well as incumbent workers, these apprenticeships allow job seekers to gain in-demand skills while earning industry-recognized credentials.

Current SBWIB Apprenticeship Registrations:

DOL Occupations:

BIO-MANUFACTURING TECHNICIAN (aka Production Technician)

O*NET-SOC CODE: 19-4021.00 RAPIDS CODE: 1103CB

BIOMEDICAL EQUIPMENT TECHNICIAN (aka Biomedical Maintenance Technician)

O*NET-SOC CODE: 49-9062.00 RAPIDS CODE: 0888

DAS Registrations

Apprenticeship

BIO-MANUFACTURING TECHNICIAN (aka Production Technician)

BIOMEDICAL EQUIPMENT TECHNICIAN (aka Biomedical Maintenance Technician)

Pre-Apprenticeship

Aero-Flex Pre-Apprenticeship Program

The SBWIB in partnership with West Los Angeles College was awarded a \$12 million DOL grant. The partnership includes many community colleges such as West Los Angeles College, El Camino College and College of the Canyons. The grant plans to enroll 5,000 apprentices and pre-apprentices throughout California and the nation to prepare people for careers in advanced manufacturing occupations. The project focuses on serving the Aerospace and Bioscience sectors including IT occupations and many other advanced manufacturing sectors. The grant includes employer partners such as Aerojet Rocketdyne, Bachem America's, Impresa Aerospace, IBM, Magnetika, Lockheed Martin, Northrop Grumman, Tesla and Hypertherm and many others.²³

The Verdugo WDB is also leading a regional bioscience sector initiative through an industry-valued credentialing program. The Life Science industry sector, specifically bioscience, is at the forefront of the COVID-19 pandemic. With their expertise in developing therapeutic treatments, vaccines, and testing, the bioscience companies located throughout the LA Basin have partnered with the Federal Drug Administration (FDA) and Center for Disease Control to research the virus and develop treatments and vaccines. Amgen, Gilead, Takeda and Grifols are among the companies developing antibody treatments, antiviral medications, plasma therapeutics and other responses to the COVID-19 pandemic. The continued and expedited pursuit of vaccines and therapeutic treatments demands a qualified workforce pool and the ability to respond immediately to the industry's human capital needs. According to these companies, the industry was hiring approximately 1,000 new employees per month prior to the pandemic, and Grifols projects a need of 5,000 per month across the LA Basin as the industry continues its growth.

²³ Aero-Flex website: <https://www.sbwib.org/aero-flex>; Bio-Flex website: <https://www.sbwib.org/bioflex>

The Verdugo Workforce Development Board (VWDB) has partnered with seven bioscience companies to develop an industry-valued credential to assist the employers in identifying qualified candidates for their job openings. The Bioscience/Biotechnology Industry Credential Team used input from the companies to develop an assessment instrument to determine that qualified candidates have acquired the core competencies needed as biomanufacturing technicians, biotechnology technicians or lab technicians. All students graduating from a bioscience program in the LA Basin are eligible to take the assessment and those earning a 70% score or higher will earn the industry-valued credential. The Industry Credential Team, led by Grifols Biologicals and coordinated by VWDB, also included Los Angeles Valley College. The Team partnered with six additional companies to develop the assessment instrument: Amgen, Takeda, Gilead, Neutrogena, Prolacta, and Kite. The seven companies have committed to guarantee an interview for any student who has earned a credential and is seeking employment. The Industry Credential Team has been expanded to include Los Angeles Mission College, Glendale Community College and Biocom Institute.

The Industry Credential Team developed the testing protocols and process using the Canvas Learning Management System to administer the assessment instrument virtually and generate the digital credential. The COVID-19 pandemic brought to light the need for an efficient system for implementing the credentialing process utilizing a flexible and well-known tool like Canvas and using GCC as a hub. All students earning the credential will receive career services from the Verdugo Jobs Centers and have their resumes entered into a business portal hosted by Biocom Institute so they are easily accessible by the hundreds of Bioscience companies that are members of Biocom. Partnering with the Bioscience companies and the colleges assists the Credential Team in meeting employer needs while moving job seekers into technical jobs that offer competitive wages in a growing industry at the forefront of sustaining the health and well-being of people around the world.

To help meet the demand for hundreds of trained workers in the Antelope Valley, a partnership was developed among Northrop Grumman, Antelope Valley College, the City of Palmdale, the Los Angeles County WDB, and Goodwill Southern California, which operates the Santa Clarita AJCC. This customized manufacturing training program is offered on the campus of Antelope Valley College with a curriculum developed by Northrop Grumman. Students participate in 16 weeks of intensive training, which culminates in a guaranteed round of job interviews from which Northrop Grumman has first pick of graduates. Employees fabricate and assemble large aircraft. Despite the pandemic, this successful partnership netted the hiring of 531 participants in 2020. In response to Governor Gavin Newsom's commitment to zero-emissions, Los Angeles County launched an advanced electric bus manufacturing training program with Proterra, Cerritos College and the United Steel Workers Local 675's first Collective Bargaining Agreement, ensuring worker voice and the development of a high-quality, highly skilled, electric bus manufacturing workforce.

In addition to the apprenticeships described above, the region's WDBs are collaborating on a number of other fronts to promote apprenticeships. For example, the LABRPU developed a

detailed process to facilitate co-enrollments into the SBWIB's construction apprenticeship program. The LA City WDB is working with the Mayor's Office and the LAUSD to convene an apprenticeship policy summit to increase apprenticeship opportunities in nontraditional sectors, and is working to implement policy recommendations included in the City's Apprenticeship Strategic Plan. Further descriptions of sector initiatives that are aimed at specific target populations are described in Section C of the regional plan.

C. ENABLING UPWARD MOBILITY FOR ALL CALIFORNIANS

- *Describe how the RPU will prioritize working with employers who provide quality jobs that provide economic security through family-sustaining wages and comprehensive benefits. This should include whether the RPU has, or plans to develop, a formal policy related to job quality.*
- *Describe how the RPU and regional partners will work together to identify shared target populations and develop targeted service strategies.*
- *Describe how the RPU and regional partners will work with employers and training providers to ensure that historically unserved and underserved communities have equal access to the regional sector pathways, earn and learn opportunities, supportive services, and other approaches identified by the RPU. This should include whether the RPU has, or plans to develop, a formal policy related to equity.*

Through the vigorous and ongoing use of labor market data, the LABRPU identifies growing and in-demand occupations and career pathways which lead to economic security for job seekers and incumbent workers. The RPU supports employers who provide quality jobs primarily through its sector initiatives, which target occupations where it is possible to earn family-sustaining wages and comprehensive benefits, as illustrated by the many examples in the previous section. Following the end of the COVID-19 pandemic and as part of its ongoing assessment of labor market intelligence, the LABRPU will assess whether a formal RPU policy related to job quality will advance the work of the many initiatives already underway throughout the region.

The LABRPU and its partners have identified a number of shared target populations and have developed specialized service strategies to assist those individuals in progressing toward economic security. One of the primary pillars of the LABRPU's previous regional plan was to ensure inclusiveness and accessibility, enabling all individuals to train for and obtain quality jobs. This includes historically unserved and underserved populations. The LABRPU used its Slingshot 3.0 funds to provide additional "employment supports" or supportive services to participants belonging to underserved populations while engaged in "rapid re-employment" activities including direct placement, paid work experience, on-the-job training, and earn and learn apprenticeships.

As an example of working together to serve a shared target population, the LABRPU is a national leader in serving individuals with disabilities and is helping employers tap into this valuable talent pool while connecting job seekers with disabilities to the training and support they need to enter rewarding careers. One of LABRPU's top priorities for the region is to ensure access to training programs and career pathways for people with disabilities, which is being accomplished by working with partners and employers to eliminate barriers, create inclusive processes and services, and build the knowledge and resources to support individuals with disabilities. Partners validated this priority at stakeholder input sessions.

The LABRPU implemented an integrated strategic co-enrollment system throughout the region to serve individuals with intellectual or developmental disabilities (ID/DD). The strategic co-enrollment strategy is based on the successful system designed and used in the Verdugo Computer Numerical Control (CNC) Academy at Glendale Community College. The Academy was founded at Glendale Community College in 2015, in partnership with the VWDB, the Verdugo Jobs Center, State of California Department of Rehabilitation (DOR), the Lanterman Regional Center, GCC and other workforce and community organizations. Local manufacturing employers helped to design the Academy to train adults with ID/DD, targeting individuals with Autism Spectrum Disorders (ASD), as Computer Numerical Control (CNC) Machinists. The partners developed a strategic co-enrollment system to facilitate access and ensure participants receive all the services they need to successfully complete the career pathway program and attain full-time permanent competitive integrated employment. Using this system, the partnership has achieved an 88% entered employment rate for this underserved population, and the program has become a best-practice model for similar training initiatives state-wide. The Verdugo strategic co-enrollment system was used as a model for the LABRPU to develop a similar system that facilitates co-enrollment across the WDBs, in alignment with WSD 19-09.

The LABRPU strategic co-enrollment system promotes a common intake system where a co-enrolling AJCC operating under a different WDB can access the application and backup eligibility documents from CalJOBS. Using existing information, the AJCC can open a new WIOA application in the system to co-enroll a participant without requiring a participant to complete another application or eligibility packet. The initial case manager and co-enrolling case manager coordinate services and agree on which services will be provided by each, allowing the leveraging of resources while facilitating access to career pathways available throughout the LABRPU. The case managers will co-case manage with only one taking the role of primary case manager so that the participant is only communicating with one case manager and ensuring a seamless delivery of service.

The strategic co-enrollment system is currently being piloted and all seven WDBs have participated by co-enrolling with another WDB. The focus of co-enrollment was the CUPP available through SBWIB; however, other programs were also used for co-enrollment. Co-enrollments in the pilot allowed one AJCC to provide training services and job placement assistance to a participant while another provided Individualized Career Services and supportive services. Based on this pilot, the co-enrollment system will be fully implemented to facilitate the co-enrollment of participants in any career pathway or apprenticeship in the LABRPU. This co-enrollment will maximize the opportunities available for participants to gain the technical skills they need to earn competitive wage and achieve economic equity. The VWDB was the lead board to coordinate the Communication Strategy on behalf of the LABRPU. The strategy included the development of outreach materials to ensure a consistent and effective messaging for the region. In addition, a website was developed to ensure the region's promotion of regional workforce development activities to all stakeholders. The website will be used by the AJCC's to remain updated on the available career pathway and

apprenticeships available throughout the region for co-enrollment opportunities. Currently the VWDB is managing the regional website.²⁴

The LA Basin is also home to many individuals who have involvement with the justice system. Connecting these individuals to sustainable, well-paying career pathways is critical to reintegrating them with their communities and preventing recidivism. The LABRPU's Prison 2 Employment (P2E) initiative is focused on helping people involved with the justice system overcome the complex barriers they face, and enter a path to a rewarding career, self-sufficiency, and a better life. The P2E program is an innovative collaboration between the Workforce Development Boards, County Probation, State Parole, California Department of Corrections and Rehabilitation (CDCR) systems, community-based organizations that serve this population, adult schools and community colleges, and America's Job Centers of California (AJCCs) across the region. Through alignment of resources and expertise, the LABRPU is taking a holistic approach to supporting program participants, with access to education, training, and apprenticeships as well as housing, transportation, childcare, mental health services, substance use disorder treatment, and individualized case management. LABRPU established partnerships with justice serving organizations to assist in the recruitment, enrollment and supports for the reentry population. This included creating an electronic referral system that allows LA County Probation to make and track direct referrals to the AJCC system. The RPU is also participating in a direct referral system utilized by the CDCR Department of Adult Parole.

The RPU has also put in place several supports at designated AJCC re-entry hubs that will support and help ensure access and success for this targeted population. Some of these supports beyond regular career services include intensive case management services, connection to community support services, staff trained to work with the population, and the inclusion of other previously incarcerated individuals to support as peer navigators. The Los Angeles County WDB launched the Fair Chance Hiring initiative to remove barriers for highly qualified job applicants who have a past criminal conviction and to encourage employers to consider this worthy talent source. The City of Los Angeles also supports this effort as well as the LAEDC.

The RPU has targeted four priority sectors that have historically supported the hiring of formerly incarcerated individuals: Construction, Manufacturing, Transportation/Logistics and Hospitality. Each of these sectors provide opportunity for this population within the high demand and living wage goals of the region. The LABRPU is on track to meet or exceed its goal of 705 re-entry participants.

The LABRPU is also working with education partners to address educational disparities. As detailed in Section A, the Latinx population is over represented amongst those who have not obtained a high school diploma. In the LA Basin, one in six young people ages 18 to 24 are out of work and out of school. The LABRPU and its partners are working to reconnect youth to their schools, communities, employers, and a brighter future. One of the most ambitious,

²⁴ <https://www.labwn.com>

comprehensive, and far-reaching models in the country, the Los Angeles Performance Partnership Pilot (LAP3) program is focused on reengaging disconnected youth to educational and work-readiness services.

In an innovative partnership with the Los Angeles Unified School District (LAUSD), the County of Los Angeles, community colleges and California State Universities across the region, the Los Angeles Chamber of Commerce, the Los Angeles Housing Agency, and over 50 organizations, the LAP3 program connects youth to a full range of educational, training, work experience, job placement, and support services that help them overcome barriers as they enter adulthood. Recognized by the U.S. Department of Education and National League of Cities as a model of best practice, the LAP3 collaboration shares vital resources across regional service providers, improving efficiencies and decreasing competition. The program additionally reduces the number of hoops youth participants must jump through to access services.

Another regional initiative that connects youth with local employers is the Advanced Linked Learning Innovation Network (aLLin) Initiative. Partners include Cal State University Long Beach; Long Beach Unified School District; ABC Unified School District; Norwalk/LaMirada School District; Cerritos and El Camino Colleges; Pacific Gateway, SELACO, and SouthBay WDBs. One of the outcomes of the partnership is a Career Pledge Connections Portal that allows the partners to list opportunities for businesses to collaborate with local K-16 educators and workforce boards to prepare students for future careers. Opportunities include serving on an advisory committee for a local college or school district; sitting on a panel or being a guest speaker for an industry-specific event or dialogue; serving as worksites for student internships or work experience; participating in a job fair; and serving on a WDB.

The seven WDB's of the LABRPU also entered into a non-financial Memorandum of Understanding (MOU) as part of the region's commitment to improve outcomes for opportunity youth including foster, justice involved, homeless and TANF youth. The MOU helps the region leverage their impact and prioritizes 30% of the region's collective WIOA youth dollars to serve these most vulnerable populations. The LABRPU's shared aspirational vision is that:

- By the age of 16, opportunity youth shall have completed 100 hours of work experience;
- By the age of 18, opportunity youth shall have completed 300 hours of work experience;
- By the age of 21, opportunity youth shall have graduated from high school, have permanent housing, and be connected to postsecondary education and/or have unsubsidized employment earning a living wage.

The LABRPU is also coordinating across the region on the Transitional Subsidized Employment (TSE) Program. With SBWIB as the administrative lead, this sole source agreement with the Los Angeles County Department of Public Social Services (DPSS) is the largest program of its kind in the nation. The TSE program is among several countywide programs that target individuals on public assistance (TANF), as well as General Relief Opportunities for Work (GROW), foster

youth, probationary youth, transitional aged youth, and aide's homeless individuals through special initiatives throughout the LA Basin. More than 900 employer and LA County Department worksites located throughout the region have agreed to use their businesses as a platform for providing hands-on paid work experience (PWE) and On-The-Job Training (OJT) opportunities for these individuals. Participating industry sectors range in variety and include: retail, transportation, hospitality, manufacturing, healthcare, and construction.

With regards to serving homeless individuals, the region's WDBs are partners to the LA:RISE initiative. Funded initially in 2014 with a \$6 million, five-year Workforce Innovation Fund grant from the U.S. Department of Labor, the LA:RISE brought together private, social enterprise organizations and public workforce development system partners along with personal support providers and employer partners to support individuals experiencing homelessness, individuals with a history of incarceration, and opportunity youth. Under the LA:RISE, participants receive a steady paycheck while in transitional employment at a social enterprise along with the counseling, barrier removal support, and training needed to succeed in the workplace from a City AJCC/WorkSource or YouthSource Center partner. The participants progress from transitional, subsidized employment to unsubsidized, competitive employment in the open labor market. Job retention and personal support provider partners provide intensive employment retention services for twelve months after LA:RISE participants have been placed in unsubsidized employment to assist participants who may need additional coaching and mentoring to maintain or advance in employment.

Currently, the LA:RISE consists of twelve social enterprises/ transitional employment providers, five City AJCC workforce partners, and two specialized job retention providers. From Fall 2015 to Spring 2021, 3,700 individuals have been employed in subsidized, transitional jobs and 2,200 have been placed in competitive, unsubsidized jobs. As a result of the program's early success, LA:RISE is now locally funded by a City General Fund allocation, LA County Measure H, and other workforce funding, averaging \$6 million per year.

The above initiatives targeting individuals with disabilities, justice involved individuals, opportunity youth, homeless individuals and those receiving public assistance illustrate the deep commitment of the LABRPU to serving those most in need of workforce services. These initiatives reflect the RPU's focus on ensuring that historically unserved and underserved communities have equal access to regional sector pathways, earn and learn opportunities, and supportive services.

The LABRPU's RPI 4.0 project is focused on activities to strengthen the system's focus on income mobility, equity, and inclusion. Within the region, some cities and/or WDB's already have established equity, diversity, and inclusion plans and programs. The LABRPU is planning to develop benchmarks and a method to track professional development for staff and partners to enhance their skills and abilities in meeting the needs of target populations. Upon completion of a designated curriculum of trainings, workshops, and events, those who meet the necessary activity requirements will receive a certificate of completion for the LABRPU's

Equity, Diversity, and Inclusion Initiative. This certification will enable certificated staff to take what they have learned and implement their own workforce development-based Equity Diversity and Inclusion Initiative (EDI) as a workforce development board-certified EDI advocate.

In addition, the LABRPU will work together to develop a collaborative and current strategy to address the pressing issues of inequality, lack of diversity, and lack of opportunity. This includes facilitating community conversations and engagement, and training in race, equity, and high road jobs to promote improved service delivery, income mobility for individuals with barriers to employment, and growth in the regional economy. The LABRPU also plans to develop benchmarks and measurements to track progress towards ensuring economic equity and job quality by targeting and creating EDI employer champions who provide quality jobs that provide economic security through family-sustaining wages and comprehensive benefits.

D. Aligning, Coordinating, and Integrating Programs and Services

- *Describe any regional service strategies, including use of cooperative service delivery agreements or MOU.*
- *Describe any regional administrative cost arrangements, including the pooling of funds for administrative costs for the region.*

Regional service strategies have been described throughout this plan and include: the robust and iterative use of labor market data; targeting resources at priority sectors; working closely with employers to understand their workforce needs and how to best address them; strong collaboration with partner organizations; and specialized efforts to reach underserved populations.

The approval of this Plan by the seven WDBs represents agreement among them on regional collaboration within the RPU. No separate Memorandum of Understanding (MOU) or Cooperative Service Agreement has been developed solely for this purpose. However, in addition to the MOU's already detailed in this plan, there are additional agreements among the boards on services to specific target groups and concerning unique initiatives. These include:

- An Intermediary Agreement among all seven WDBs establishing the County of Los Angeles Youth at Work Program as a countywide effort for the provision of paid work readiness training, and work experience for youth while providing dollars from federal, State and County General Funds to augment WIOA efforts. Each year about 10,000 youth are served by the LABRPU.
- A MOU among the local boards and the State Employment Development Department establishing the Veterans' Employment and Training Services (VETS) Committee, which, again, seeks to share information and best practices, and to marshal resources to ensure quality services to veterans.
- A Letter of Agreement pertaining to an action plan for the SlingShot initiative. This letter, signed by local WDBs and the Ventura County WDB, sets the stage for the region's current SlingShot project - which creates a model for developing regional sector pathway programs.

As described throughout the Plan, in order to promote efficiency and improve the delivery of services, the local WDBs have a long history of sharing resources and working in collaboration on numerous projects. Examples of such collaborative efforts for which agreements are in place include:

- The Los Angeles County WDB has entered into agreements with each of the other WDBs under which TANF, Juvenilia Justice Crime Prevention Act, and General County

funds are distributed for the operation of the year-round Youth@Work employment program;

- The Los Angeles County WDB has entered into agreements with the other WDBs under which funds are provided to serve targeted populations including individuals experiencing homelessness (Measure H) and justice-involved populations through the INVEST program (SB678);
- On behalf of the County Department of Public Social Services, the South Bay WIB administers a TANF-funded Temporary Subsidized Employment Program entering into agreements with some WDBs and AJCC service providers across the region for the operation of the program;
- Both the City of Los Angeles and Los Angeles County WDBs contract with each other to support two (2) shared AJCC sites; or for the delivery of specific workforce development programs;
- WDBs within the region have an agreement with the South Bay WIB for the I-TRAIN system, through which the eligibility of training providers and programs is vetted, and, once placed on the Eligible Training Provider List, monitored for on-going compliance and performance.

Southeast Los Angeles County Workforce Development Board

Local Plan Program Years 2021 – 2024



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I.	INTRODUCTION AND OVERVIEW
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In accordance with the requirements of the Workforce Innovation and Opportunity Act (WIOA) of 2014 and guidance published by California Workforce Development Board and Employment Development Department, the Southeast Los Angeles County Workforce Development Board (SELACO WDB) has developed a four-year Local Plan covering program year 2021-24. Upon approval by state officials representing the Governor, the Plan will be effective from July 1, 2021 through June 30, 2025. This Plan replaces the SELACO WDB's PY 2017-20 Local Plan and its 2019 modification. While this Plan carries forward some of the strategies that have made local services effective and programs successful, it expresses the intention of SELACO WDB to examine and embrace opportunities for improvement over the life of the Plan.

SELACO WDB oversees a local workforce area comprised of eight cities: Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, Norwalk, and Paramount. Pursuant to applicable provisions of the California Government Code, the consortium of cities is legally organized as a Joint Powers Authority for the purposes of providing workforce development and related human services.

The Local Board's Vision for the PY 21-24 Local Plan

During the planning process of developing the PY 2021-24 Four-Year Local Plan, Workforce Development Board members were engaged in discussions regarding the direction of the local workforce system over the next four years. Following are the Board's priorities for the four-year period covered by the Plan.

Leverage the Lessons of the Pandemic: The sudden and severe impact of the pandemic on the economy, the labor market, and the workforce were of an intensity previously experienced by few. Attempting to manage and deliver workforce development services in the midst of numerous constraints revealed much about the SELACO WDB's capacity, including its strengths and areas for improvement. In many ways, the agency rallied to quickly and effectively adjust and to develop alternative strategies to serve its customers. In other ways, the organization embraced time to evaluate changes needed so staff could adapt to meet changing demands. As the pandemic subsides and the economy begins to recover, the road to "normal" will be filled with many challenges. SELACO WDB must leverage the lessons of the pandemic in meeting these challenges, building on its proven strengths, and developing strategies to strengthen areas for improvement.

Adopt the Language of Business: In all business facing interactions, SELACO WDB and individuals representing the work system partners should adopt language, approaches, and practices that reflect private sector norms. Moving away from program-focused language and strategies to a customized business solutions approach is likely to increase the value that businesses place on the recruitment, hiring, training, and other services provided by SELACO WDB's America's Job Center of California (AJCC) and workforce system partners.

Concentrate on Career Pathways: While customers are motivated to use the AJCC as a resource to find a job, center staff and partners should use their early engagement with customers to expose them to career pathways, which generally include a collection of programs and services that prepare individuals for high-demand, high-opportunity careers. A career pathway focus does not diminish the job seeker’s need for employment. Rather, it puts employment preparation and job search into a long-range planning context in which the job becomes a means to an end, which is a career that enables the customer to achieve self-reliance.

Embrace a Hybrid Reality: The move to virtual service delivery, which has been accelerated by the pandemic, has demonstrated that services provided online are extremely effective in meeting the career development, training and job search needs of many job seekers and the talent sourcing and hiring needs of businesses. Still, it is clear that, for many customers, traditional in-person offerings are their preferred format for participating in and receiving services. As the economy and the labor market fully reopen, SELACO WDB must be prepared to continue to provide services in virtual formats as well as in person at the AJCC.

Invest in Foundational Skills: A priority in preparing every customer for work and careers should be an investment in foundational skills that will support the participant throughout his/her career. These skills include basic education skills, such as English and math; verbal and written communication skills; digital literacy skills; and critical thinking, work maturity and other “soft” skills reflecting workplace behaviors and attitudes.

Each of these priorities will require significant additional analysis. The SELACO WDB will undertake this analysis and develop plans of action around these priorities following the implementation of the PY 2021-24 Local Plan. These priorities are reiterated in Section V of this Plan, among a larger set of initiatives that the Local Board will examine and consider during the operational period of the Plan.

Developing the WDB’s PY 2021-24 Four-Year Plan

Development of the Local Plan was the result of SELACO WDB’s engagement with organizations and individuals throughout its service area. A series of community and stakeholder forums were held, as were several “agency-to-agency” discussions with local partners. These are summarized in Appendix 1 to this Plan. Developing the Plan also involved a process of reviewing and evaluating existing partnerships, services, and systems and identifying areas that can be strengthened. SELACO WDB’s executive leadership led the planning process on behalf of the Local Board. Completing the Plan took approximately six months, after which it was made available for public review and comment, prior to being forwarded to the California Workforce Development Board for review.

Impact of COVID-19 on The PY 2021-24 Plan

In some ways, the planning process looked and felt like others SELACO WDB has managed while developing previous plans. However, challenges brought about by limitations resulting from COVID-19 caused the planning team to think creatively regarding community and stakeholder engagement and the overall process of gathering of information necessary for the Plan. However, through the use of virtual technology, all necessary conversations were held, and information was secured that resulted in a new Local Plan.

While the content of this Plan frequently references the pandemic, most descriptions of activities and services are described in a “non-pandemic” context. SELACO WDB leaders recognize that effects of COVID-19 will likely shape their work over the next several years, particularly during the first half of the period covered by this Plan. However, as strategies are described moving forward, the intent, largely, is with a view to offering these services, at least in part, through traditional processes.

II. WIOA CORE AND REQUIRED PARTNER COORDINATION

The Workforce Innovation and Opportunity Act (WIOA) includes requirements for Local Boards to establish a framework for collaboration among state and local programs that are financially supported by nineteen distinct federal fund sources. Six of these programs constitute the four “core partners:” the WIOA Title I Adult, Dislocated Worker and Youth Programs; the WIOA Title II Adult Education and Family Literacy Act Program; the WIOA Title III Wagner-Peyser Act Program; and the WIOA Title IV State Vocational Rehabilitation Services Program. The core partners, together with thirteen other federally supported programs, make-up the WIOA-mandated one-stop partners. SELACO WDB has entered into a memorandum of understanding (MOU) with the organizations managing federal programs at the local level. The narrative that follows describes coordination with the WIOA core and other required program partners as prescribed by the Act.

Coordination with AJCC Partners and WIOA Memoranda of Understanding

Many of SELACO WDB’s relationships with the state and local agencies that represent core and other one-stop partner programs date back to the founding of the Local Board. Over the last four decades, local partnerships have evolved and coordination among the partners, who work together as part of a System Management Team (SMT), is stronger than ever.

Overview of Local One-Stop System Partners

Following is a summary of the local/regional organizations representing the federal one-stop partner programs, with which the SELACO WDB has developed MOUs.

Federal Partner Programs	MOU Partner
Title I Adult Title I Dislocated Worker Title I Youth	Southeast Los Angeles County Workforce Development Board
Title II Adult Education and Literacy	Partnership for Adult Academic and Career Education (PAACE) Consortium
Title III Wagner-Peyser Unemployment Insurance (UI)	Employment Development Department (EDD)
Title IV Vocational Rehabilitation	California Department of Rehabilitation (DOR)
Carl Perkins Career Technical Education	Cerritos College
Title V Senior Community Service Employment Program (SCSEP)	Not available in Southeast Los Angeles County. Eligible individuals are referred to the County of Los Angeles Department of Workforce Development, Aging and Community Services (WDACS)
Job Corps	Long Beach Job Corps Center. <i>Note: MOU was agreed upon, but final signatures were not provided by Job Corps.</i>
Native American Programs (WIOA Section 166)	United American Indian Involvement
Migrant and Seasonal Farmworkers (WIOA Section 167)	Not applicable. There is no program in the local workforce area.

Jobs for Veterans State Grants	Employment Development Department (EDD)
Youth Build	Field of Dreams Learning (YouthBuild Academy)
Trade Adjustment Assistance (TAA)	Employment Development Department (EDD)
Community Services Block Grant	Los Angeles County Department of Public Social Services
Housing and Urban Development E&T	Norwalk Housing Authority
Unemployment Insurance (UI)	Employment Development Department (EDD)
Second Chance	Not applicable. There is no program in the local workforce area.
Temporary Assistance for Needy Families (TANF)/CalWORKs	Los Angeles County Department of Public Social Services

Memoranda of Understanding with System Partners

SELACO WDB has developed and executed MOUs with core and one-stop partner programs as summarized in the table, above. Roles and responsibilities applicable to all AJCC partners with an existing MOU include:

- Sharing/creating access to all programs through the AJCC system;
- Sharing customers through partner referrals resulting in strategic co-enrollments;
- Sharing data necessary for system reporting;
- Participating in joint local planning through the SELACO WDB System Management Team (SMT), comprised of representatives from the MOU partners; and
- Contributing to the operation, improvement, and quality control of the AJCC.

Financial contributions of the partners are outlined within an Infrastructure Funding Agreement.

Coordination with AJCC Partner Programs

The following information summarizes the ways in which the SELACO WDB and the local workforce system partners collaborate across all organizations managing the federally mandated one-stop partner programs.

WIOA Title I – Adult, Dislocated Worker and Youth Programs: The three formula-funded programs are administered by SELACO WDB. Services are delivered at the comprehensive AJCC in Cerritos.

WIOA Title II – Adult Education and Literacy: SELACO WDB has a strong and effective referral relationship with the adult education agencies that make up the Partnership for Adult Academic and Career Education (PAACE) adult education consortium. Leaders from each school participate in quarterly WIOA partner meetings to determine best methods to share resources, refer participants, co-enroll customers, and better serve WIOA target populations. SELACO WDB has organized cross-training for frontline staff to learn about the programs offered by adult education and college partners.

SELACO WDB management was active in the review of WIOA Title II applications submitted by local education agencies to the California Department of Education for funding consideration.

WIOA Title III – Wagner-Peyser: EDD is a co-located partner at the AJCC. Leaders and staff from EDD meet regularly with SELACO WDB representatives to coordinate and address system services. The partners coordinate delivery of workshops and orientation sessions. EDD supports facilitation of the AJCC’s “Friday Job Club” and is an active member of SELACO WDB’s Collaborative Community Network (CCN). CCN is a stakeholder network, in which EDD staff take an active role participating in its Business Services, Client Services, and Youth Work Groups. Co-located EDD staff are involved in team building and AJCC training sessions. EDD leadership is also involved in the SMT, supporting decisions for coordinated AJCC activities.

WIOA Title IV – Vocational Rehabilitation: DOR representatives are co-located at the AJCC on a part-time basis. DOR and the AJCC regularly cross-refer customers and participants are co-enrolled. Over the last two years, much of the coordination between DOR and SELACO WDB leadership has been focused on the development of the Southeast Los Angeles County Local Partnership Agreement for the expansion of competitive integrated employment opportunities for individuals with intellectual and developmental disabilities. DOR is an active member of the SMT.

Carl Perkins Career Technical Education: The Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) is a principal source of federal funding to states and discretionary grantees for the improvement of secondary and postsecondary career and technical education programs across the nation. The purpose of the Act is to more fully develop the academic, career, and technical skills of secondary and postsecondary students who elect to enroll in career and technical education programs. Cerritos College and local adult education providers are the primary recipients of Perkins funding and regularly make referrals to and receive referrals from AJCC staff. Leaders from Cerritos College also participate in the SMT to coordinate referrals, co-enrollments, and service improvements.

Job Corps: SELACO WDB collaborates with representatives of the Long Beach Job Corps Center. Under non-COVID circumstances, Job Corps staff’s principal activity at the AJCC is to promote the Job Corps program to potential applicants, who are youth and young adults ages 18 to 24.

Native American Programs (WIOA Section 166): Collaboration between United American Indian Involvement (UAI) and SELACO WDB has grown stronger in recent years. UAI had recently leased space adjacent to the AJCC. Both parties anticipate that this proximity will increase referrals between the WIOA Title I and Section 166 programs, as well as UAI’s connection to other workforce system partners. Leaders from UAI also participate in SMT activities.

Veterans: EDD administers this program and designated Disabled Veterans’ Outreach Program (DVOP), and Local Veterans’ Employment Representatives (LVER) Specialists are stationed at the comprehensive center to assist veterans seeking employment.

Youth Build: SELACO WDB has strong ties to Field of Dreams Learning (FODL), a local community-based organization that is connected to the Youth Build Academy. The SELACO WDB and FODL are partners in a state-funded AB 1111 Breaking Barriers to Employment program and regularly refer youth and young adult participants across the two agencies. Leadership from FODL also participate in the SMT.

Trade Adjustment Assistance Act: TAA is a federal program that provides aid to workers who lose their jobs or whose hours of work and wages are reduced as a result of increased imports. The TAA program offers a variety of benefits and reemployment services to help unemployed workers prepare for and obtain suitable employment. Workers may be eligible for training, job search and other reemployment services. Coordination with TAA generally includes co-enrollment into WIOA, which provides multiple benefits, including TAA funds being used to cover all training costs.

Community Services Block Grant: L.A. County DPSS funds a slate of community services programs that provide various forms of services and support. During the four-year cycle represented by this Plan, SELACO WDB will work with its partners at DPSS to determine opportunities to more effectively connect workforce development services with the activities of local CSBG programs.

Housing and Urban Development Employment and Training Program: Through an MOU with the Norwalk Housing Authority (NHA), NHA has made a commitment to share resources and refer customers to SELACO WDB's mandated partners.

Unemployment Compensation: In a non-COVID environment, customers needing assistance with Unemployment Insurance (UI) are referred to EDD staff, who answer general questions and connect customers directly to UI representatives. SELACO WDB staff has been trained on UI registration via CalJobs and assists customers in accessing the CalJOBS system. In response to COVID, EDD created a specialized inbox for referrals needing UI information. This inbox ensures that all UI customers are contacted within a reasonable timeframe regarding their UI-related questions. This system worked effectively.

Temporary Assistance for Needy Families/CalWORKs: SELACO WDB works closely with DPSS on the referrals of job seekers between the CalWORKs and WIOA Title I programs. DPSS is also the local agency responsible for the administration of the CalFresh Employment and Training Program, with which SELACO WDB has an evolving partnership. DPSS leaders are also active participants in the SMT.

Partners' Efforts to Collaborate on Co-Enrollment and Case Management

WIOA encourages delivery of services across multiple partner programs. In addition, in 2020, the California Workforce Development Board and EDD issued guidance on strategic co-enrollment across core and one-stop partner programs. Co-enrollment enables workforce system partners to leverage multiple resources on behalf of participants needing various types of services and support. For many years, SELACO

WDB has successfully co-enrolled participants in two or more programs to ensure that they have the full range of services needed to prepare for and succeed in a career.

Co-Enrollment of Job Seekers Across Programs

There are various situations under which co-enrollment may be appropriate. These include:

- Multiple resources are needed to address barriers to employment, thereby enabling an individual to fully participate in planned services.
- The participant's employment/career plan requires services from multiple partner programs to adequately prepare for employment.
- The participant is eligible for and in need of services from two or more programs, each of which offer distinct services.
- Identified programs and services are not duplicative and supplement rather than supplant services from another funding source.

SELACO WDB and local workforce system partners regularly co-enroll customers in two or more programs including: WIOA Title I programs; the WIOA Title II Adult Education and Family Literacy Act Program and other funding used by adult education partners; the WIOA Title III Wagner-Peyser Program; the WIOA Title IV Rehabilitation Act Program; the Unemployment Compensation Program; Veterans Employment programs; Perkins CTE programs; the CalFresh E&T Program; many special grant programs (e.g., P2E, AB 1111); and various local education and social services programs.

Co-Case Managing Co-Enrolled Customers and Use of CalJOBS

Case management for co-enrolled individuals focuses first on coordination by partners to avoid duplication of services and costs. The partners identify services being provided by each program, where there may be overlap, and where each service fits into a participant's Individual Employment Plan (IEP). Case management is integral to individual participant success and that of the overall one-stop system. Tracking participant progress across various partner programs and services is facilitated by the use of a common data management system, CalJOBS, to share data and intake information after securing written consent from participants.

Perhaps more than any other local board in California, SELACO WDB has committed to instruct partners in and encourage their use of the CalJOBS system for electronic referrals, direct access, and real time customer updates. The onboarding of partners into CalJOBS links partners directly to SELACO WDB. The CalJOBS system is specifically identified in the partner MOU as the platform for electronic referrals and direct access to the AJCC. Partners (including mandated programs and other stakeholders) that have been trained on the process of using the CalJOBS platform for referrals and real-time updates on co-enrolled customers include: SELACO WDB, EDD, DOR, local adult schools, Cerritos College, California Department of Correction and Rehabilitation, the local housing department, L.A. County DPSS, United American Indian Involvement, Inc.,

L.A. County Office of Diversion and Reentry, Youth Build, SHARE! Housing, Reentry Intensive Case Management Services, and New Opportunities. Consistent use of the system as the primary referral system is not consistent among all partners due to staff turnover, partner staff staying on top of how to use the system effectively, and because of the strong working relationship between staff, there is a tendency to pick up the phone and chat. To encourage the consistent use of the established electronic referral system as the primary tool for referral, SELACO WDB's Compliance Team in partnership with EDD and our One-Stop Operator have implemented a quarterly training session that is used to train new staff and keep current staff up to date on the referral system and how to use it effectively.

Cross Training

Co-enrollment and co-case management strategies are facilitated and strengthened when staff from various programs are informed about the content and requirements of other workforce system programs. SELACO WDB regularly sponsors cross-training for partner staff to increase understanding about all partner programs and to share expertise about the needs of various populations.

One-Stop System's Use of Technology and Other Remote Strategies

The eight-city area served by SELACO WDB lies within densely populated Los Angeles County and sits directly adjacent to similar communities in Orange County. The public transportation system is capable of moving individuals efficiently through and beyond Southeast Los Angeles County. There are, therefore, no remote or outlying areas of our service area that have difficult accessing services due to proximity. Yet, there are individuals spread across the area for whom virtual services increase access to services. This fact has been driven home by pandemic-related restrictions which have made web-based offerings the most efficacious form of service delivery for most customers.

Electronic Services that Improve Access

Among the many ways the SELACO WDB facilitates access to AJCC services and those of the local workforce system are the following:

- A "Drop Box" of organized job leads on SELACO WDB's website is electronically accessible to all customers.
- SELACO WDB's newsletter is posted on its website to make customers aware of center activities, new programs, employment opportunities, workshops, system-sponsored events (including in-person and virtual job fairs), and more.
- SELACO WDB's website promotes various programs and services, including those available under special grants, and provides customers with specific contact information and a calendar of related events and services.
- Social media platforms, including LinkedIn, Facebook, Twitter, and Instagram are used to provide information and promote services.

- Direct email is frequently used to communicate with enrolled customers. Attachments that frequently accompany these communications may include flyers for hiring events, the monthly calendar, and training services available through specialized programs, such as AB1111 and SELACO's Cal Bright University pilot.
- Partners are trained on CalJOBS and several utilize the system for electronic referrals.
- Online workshops and weekly job club activities are held for all WIOA-enrolled customers.
- AJCC orientations are conducted using virtual platforms.
- EDD offers virtual LMI, CalJOBS, Career Exploration workshops. Some workshops are offered in Cantonese.
- A Youth Job Club meets online.

SELACO WDB has implemented a program through which enrolled customers may be loaned a laptop to enable them to access online services.

Convenient Location of SELACO WDB's Comprehensive AJCC

SELACO WDB's AJCC is conveniently located in Cerritos, just two blocks from the San Gabriel River (605) Freeway and near the intersections of several major cross streets. The AJCC is easily accessed by public and private transportation and has ample parking for customers. The facility's location is central to the communities served by SELACO WDB, with no residents having to travel more than 10 miles to access on-site services. Under non-pandemic conditions, EDD staff is co-located full-time at the AJCC and other partners offer services at the Center on a part-time or by appointment basis. As the virus is contained and delivery of in-person services is once again advisable, AJCC management expects that system partners will return to delivering in person services at the AJCC.

Coordination of Workforce Activities and Support Services

Across all WIOA Title I formula-funded programs, state and federal special grant programs, and projects operated through non-WIOA funding, SELACO WDB ensures that participants have access to information about various forms of support that may be available to meet their unique needs. Fundamentally, SELACO WDB understands that the provision of supportive services funded by WIOA are to enable enrolled individuals to successfully participate in career services, training, and employment activities.

SELACO WDB's intention is to ensure that job seekers using its services to prepare for and to seek employment have access to a full range of support that will enable them to achieve their planned educational and employment outcomes. In recognition that supportive services are not an entitlement nor are they intended as a source supplemental income, SELACO WDB has defined their purpose and developed a policy and procedures for determining customers' support needs and for identifying the best resources to meet those needs, including the utilization of partner programs.

Determining Participants' Needs for Support Services

Assessment and individual employment planning processes are used to identify all career services, training, and support that WIOA-eligible individuals will need to prepare for and succeed in employment. The need for supportive services is determined by personal circumstances and how these may impede or prevent participation in services and employment. While WIOA funds can be used to cover the costs of supportive services, staff is diligent in seeking alternatives, such as community-based resources. When participants are co-enrolled in other programs, those programs (e.g., CalWORKS, Rehabilitation Act, AB 1111) often pay for various forms of support.

Service Available to Address Participants Needs and Barriers

The most commonly needed services include transportation assistance (including bus passes and gas vouchers); work-related clothing, uniforms, tools and supplies; temporary shelter; regular housing; assistance in covering utility costs; child and dependent care; payments for tests, licenses and other employment-related prerequisites; medical, dental and legal services; and counseling of every type. Other forms of support may be available based on individual needs and circumstances.

Considerations for Strengthening the Delivery of Support Services

In the wake of the global pandemic, it is likely that the Southern California economy will experience many changes over the next several years. With these changes will come challenges for many SELACO WDB customers, including low-income individuals and those from various vulnerable populations. SELACO WDB staff anticipates that the landscape of support needs is also likely to change in the years ahead. As services, training and jobs make greater use of the internet and remote activities, there will be a greater need for technology related support, such as hardware that enables access for customers. As these changes occur, so too will SELACO WDB's policies and practices concerning supportive services.

Physical and Programmatic Accessibility for Individuals with Disabilities

SELACO WDB has developed and implemented an Equal Opportunity/Non-Discrimination Policy to ensure that the organization, its program and personnel do not discriminate against any individual including applicants/participants in any protected class, which includes individuals with disabilities. SELACO WDB ensures access for persons with disabilities through the following processes, resources and procedures.

Compliance Protocols

The SELACO WDB has a designated Equal Opportunity (EO) officer. All contracts contain the approved equal opportunity assurance language appropriate to WIOA Programs. Civil rights, equal opportunity, and non-discrimination requirements are monitored on an annual basis to ensure physical and program accessibility compliance, both internal and

external (providers). Staff reviews, examines, and incorporates physical aspects of the site, including programmatic and architectural accessibility; observance of reception, intake, and assessment process; maintenance of policies and complaint files (if applicable); display of announcements, mandatory posters, or signs for clients visual and/or hearing disabilities; and inclusion of EO and accessibility taglines are placed on internal and external communications.

SELACO WDB recently underwent an annual Section 188 Nondiscrimination and Equal Opportunity Provisions Compliance review by EDD that concluded that all requirements are being met, with no concerns or findings. The results of this review represent a continuation of SELACO WDB’s long history of compliance with all federal and state requirements concerning nondiscrimination and equal opportunity for persons with disabilities.

Technology

SELACO WDB makes available the following assistive technology in the AJCCs:

<i>Assistive Technology</i>	<i>Details</i>
Keyboards w/Large Print Keys	Ensures visually impaired persons easy location of keys on keyboard when typing
WYNN Wizard 3.1	Text to speech and screen reading software and scanner software for learning disability and visually impaired persons.
WYNN Reader 3.1	
JAWS for Windows	
Epson Flatbed Scanner	
Kensington Expert Trackball Mouse	Easier to browse and move through document and on internet for persons with poor hand movement.
Telephone Handset Amplifiers	Available to customers upon request to use with telephone handset for maximum speech clarity
Door Chimes/ Visible signage at entrance door	Located outside entrance doors to ensure quick service to persons ringing for assistance
Electronic Height Adjustable Table/Work Surface	To ensure equipment and computers are wheelchair accessible at workstation.
TTY/TDD Super print Pro 80 Printer	Telecommunication device for deaf persons. Printer utilized as a mobile unit for customers/staff

Materials

The availability of the technology resources listed above makes print, audio and internet-based content accessible for most persons with disabilities. If additional support is needed, requests can be made in accordance with SELACO WDB’s Reasonable Accommodations/Modifications Policy and Procedures.

Staff Training

To ensure that all staff are informed about the services available for individuals with disabilities and prepared to meet the needs of customers from the key target group0s, training has been provided to all SELACO WDB staff and partners that covers the

following topics: disability etiquette; program accessibility; the Ticket to Work Program; Social Security benefits for persons with disabilities; the American’s with Disabilities Act; and reasonable accommodations. SELACO WDB leadership and system partners will continue to assess the needs of line staff for training, including training that can be provided by DOR representatives.

III. STATE STRATEGIC PARTNER COORDINATION

In 2018, the State completed and published a biennial modification to California's Unified Strategic Workforce Development Plan for Program Years 2016-19. Within this modification, the California Workforce Development Board identified several new strategic partnerships with state-level agencies and initiatives. Guidance issued by the State Board in 2018 to Local Boards regarding two-year modifications to their PY 17-20 Plans required that WDBs pursue these partnerships within their jurisdictions. In its 2019 modification to the Local Plan, SELACO WDB described these local level relationships, some of which were in an early stage of development. Following is a summary of the evolution of these strategic partnerships as well as approaches under consideration to further strengthen collaboration with local providers and programs.

Coordination with County Human Services Agency and Other Local Partners That Serve Individuals Accessing CalFresh Employment and Training Services

Prior to SELACO WDB's development of the 2019 Biennial Modification to its PY 2021-24 Local Plan, its relationship with the Los Angeles County Department of Public Social Services (DPSS) was focused on cross referrals, co-enrollment, and coordination of services for CalWORKs participants that were also served by WIOA. It was the state-level partnership between the California Workforce Development Board and the California Department of Public Social Services that triggered coordination between the CalFresh Employment and Training (E&T) Program and SELACO WDB. Since 2019, SELACO WDB staff have made significant progress in building a connection between WIOA Title I programs and the County's CalFresh E& T Program.

DPSS is a one-stop partner and, therefore, part of the network of agencies that comprise SELACO WDB's local workforce development delivery system. However, engagement with DPSS on CalFresh E&T issues began as part of a 2018 planning session with representatives of all local boards within the Los Angeles Basin RPU. During this discussion, SELACO WDB leadership and others were oriented to the DPSS' program design for CalFresh E&T. The Los Angeles County program provides employment and training activities to CalFresh participants who are not exempt from work registration. The goal of the program is to assist these individuals in securing employment and avoiding long-term dependency on assistance. The County's CalFresh E&T program is principally targeted to individuals in the General Relief Work Opportunity (GROW) program. Upon case approval, employable CalFresh recipients receiving General Relief are assigned to the GROW program. These employable participants can then be assigned to one or more CalFresh E&T components/activities based on a job skills assessment. The E&T Program, which is operated by the Los Angeles County Office of Education and other organizations, consists of the following six employment-related components: job search; job club; workfare; basic education; short-term vocational training, and retention services. Such services are well suited to coordination with WIOA to achieve better workforce preparation for participants and their stronger attachment to the labor market.

Current CalFresh Employment and Training Collaboration

In the months following initial conversations about collaboration, SELACO WDB and DPSS began to collaborate around a CalFresh E&T partnership.

Leaders from DPSS participate in a SELACO WDB's quarterly WIOA partner meeting, where determinations have been made on how to share resources, refer program participants, case manage co-enrolled participants, and better serve the WIOA and E&T target populations. SELACO staff participated in a full day training session hosted by CalFresh/DPSS in which they were introduced to a variety of programs designed to support eligible job seekers such as health coverage, cash aid and the process of supporting customers with enrollment into the CalFresh programs. DPSS has adopted CalJOBS as the electronic referral system to SELACO WDB. In addition, a designated CalFresh E&T representative has been assigned as a principal point of contact with our AJCC and works onsite twice a month (under non-COVID-19 circumstances) to assist and recruit customers. With the onset of the pandemic, the CalFresh representative now receives referrals via online communications. Customers needing DPSS assistance are provided information that enables them to make contact with the CalFresh E&T representative.

Improving Coordination

SELACO WDB and DPSS acknowledge that coordination between WIOA Title I and CalFresh E&T programs can be further strengthened. One such improvement would be the development of a reporting mechanism through which SELACO WDB could report back on co-enrollment and post-enrollment success. A more structured process for co-case management would also lead to stronger coordination between the two programs.

<p>Coordination with Local Child Support Agency and Other Local Partners Serving Individuals Who Are Non-Custodial Parents</p>

Over the years, SELACO WDB has served many individuals who are non-custodial parents with child support enforcement orders that were being overseen by the Los Angeles County Department of Child Support Services (DCSS). The status of these individuals has, typically, come to light when they have disclosed that their drivers' licenses were suspended due to their being in arrears on child support payment obligations. AJCC staff have worked with DCSS representatives from time to time to encourage reinstatement of the licenses to promote the NCPs' ability to travel to and from work and to, on occasion, drive as part of their jobs. Based on these experiences, SELACO WDB leadership was encouraged when learning in 2018 of the state-level workforce-child support partnership that had been developed and embedded with the State Plan Modification and of the statewide goals to replicate this partnership at the local level.

During the development of SELACO WDB's 2019 Modification to its Local Plan, a planning meeting was convened by DCSS with representatives of all local workforce boards in the L.A. region. At that time, DCSS and the Los Angeles County WDB had

recently piloted a referral system for NCPs from DCSS to County-funded AJCCs. Following this meeting, SELACO WDB and DCSS agreed to implement a structured referral process and forms. In subsequent discussions, SELACO WDBs requested that an MOU be developed to formalize a referral system that would contain the following features:

- A two-way referral process (AJCC to DCSS and DCSS to AJCC) would be established via the CalJOBS system, which would also serve to as the platform for recording and tracking real-time customer status.
- A DCSS representative would be deployed once a month (at a minimum) to the AJCC to meet directly with NCPs in need of having their child support cases reviewed. This model would offer the AJCC as a “neutral” site where the partners could concurrently develop plans for the participant to meet his or her child support obligation and to train for, or otherwise prepare for work.
- DCSS would conduct biannual workshops for local businesses to instruct payroll professionals about laws governing child support and wage withholdings.

The MOU specifications were initially agreed upon. However, DCSS (which serves all of Los Angeles County) has insisted that there be one process for the entire county, which is represented by seven distinct workforce development boards. Some boards have insisted on referral system provisions other than those proposed by SELACO WDB. As a result, the development of the MOU stalled and later became further delayed as DCSS and the local boards turned their attention to adjusting services and service delivery in response to the effects of COVID-19.

SELACO WDB is committed to reaching an agreement with DCSS that will result in the execution of an MOU. While it awaits the completion of negotiations, the SELACO WDB is able to make referrals to a designated DCSS case worker. Referrals from DCSS to SELACO WDB are also being made.

Coordination with Local Partnership Agreement Partners Established in Alignment with the Competitive Integrated Employment Blueprint and Other Local Partners That Serve Individuals with Developmental and Intellectual Disabilities.

In 2018, when the California Workforce Development Board and EDD published draft guidance on Local Plan Modifications, SELACO WDB first became aware of the state-level blueprint for Competitive Integrated Employment (CIE) that was crafted and led to the formalization of a partnership among DOR, the California Department of Development Services (DDS) and the California Department of Education (CDE). An agreement among the partners makes employment in an integrated setting, at a competitive wage, for individuals with intellectual disabilities and developmental disabilities (ID/DD) its highest priority. State guidance on 2019 Local Plan modifications called for local boards to coordinate with the parties to Local Partner Agreements (LPAs) that would prioritize CIE.

As part of the development of SELACO WDB’s Local Plan Modification, in September 2018, SELACO WDB convened stakeholders from the disability services community and other interested parties in a forum focused on use of competitive integrated employment (CIE). Among those invited were representatives of the local agencies that represent the state CIE partners: the Norwalk Branch of the Greater Los Angeles DOR District Office; the Harbor Regional Center; and local education agencies providing special education programs. During this forum, SELACO WDB representatives learned that there had been no efforts undertaken to develop an LPA for Southeast Los Angeles County. SELACO WDB’s Local Plan Modification, therefore, simply expressed its commitment to support the partners and expansion of CIE once the LPA was executed.

Supporting the Development of the Local Partnership Agreements

Following the approval of its 2019 Modification, SELACO WDB’s AJCC/One-Stop Operator (OSO), along with SELACO WDB managers and staff, joined with representatives of the core partners to develop the LPA and to craft a vision for increasing CIE opportunities for individuals with ID/DD. Ultimately, the Southeast Los Angeles County LPA was executed under the signature authority of the following core partners: the Department of Rehabilitation; two Regional Centers (Harbor Regional Center and South Central Los Angeles Regional Center); and the following local education agencies: ABC Unified School District; Bellflower Unified School District; Downey Unified School District; Norwalk/La Mirada Unified School District, and Paramount Unified School District. While not customary, SELACO WDB is also a signatory party to the LPA, acknowledging the instrumental role that that the SELACO WDB and the AJCC will play in achieving the CIE goals of the partners.

Role of the SELACO WDB under the LPA

SELACO WDB’s role and responsibilities within the partnership are stated in the LPA as follows:

The Southeast Los Angeles County Workforce Development Board (SELACO) Cerritos AJCC is a federal program that provides a facility for individuals to conduct job search on their own, job search assistance offered by staff, and/or facilitates training.

The overall objective of the program is to give job seekers the essential tools to conduct their job search and meet the changing demands of the 21st century economy, and to become more competitive.

Job seekers have convenient, no cost access to job search and placement assistance, workshops and other support services enabling job seekers to be prepared for current and future employment opportunities. The Career Centers offer job listings, career guidance, labor market information, training/education resources, and tools for job preparation.

Supportive services are available for Workforce Innovation and Opportunity Act (WIOA) enrolled customers. SELACO also provides unique Youth opportunities

such as; the Career Academy for Targeted Sectors, which is followed up by, work experience in in-demand sectors, short term vocational training, and individual career counseling. All direct services are monitored via CalJOBS.

After the development of an IEP or Individual Service Strategy (ISS), opportunities for co-enrollment in other grants are identified. These grants include but are not limited to; Earn & Learn and Special Projects. SELACO leverages additional funding to help support customers' success in their job search journey.

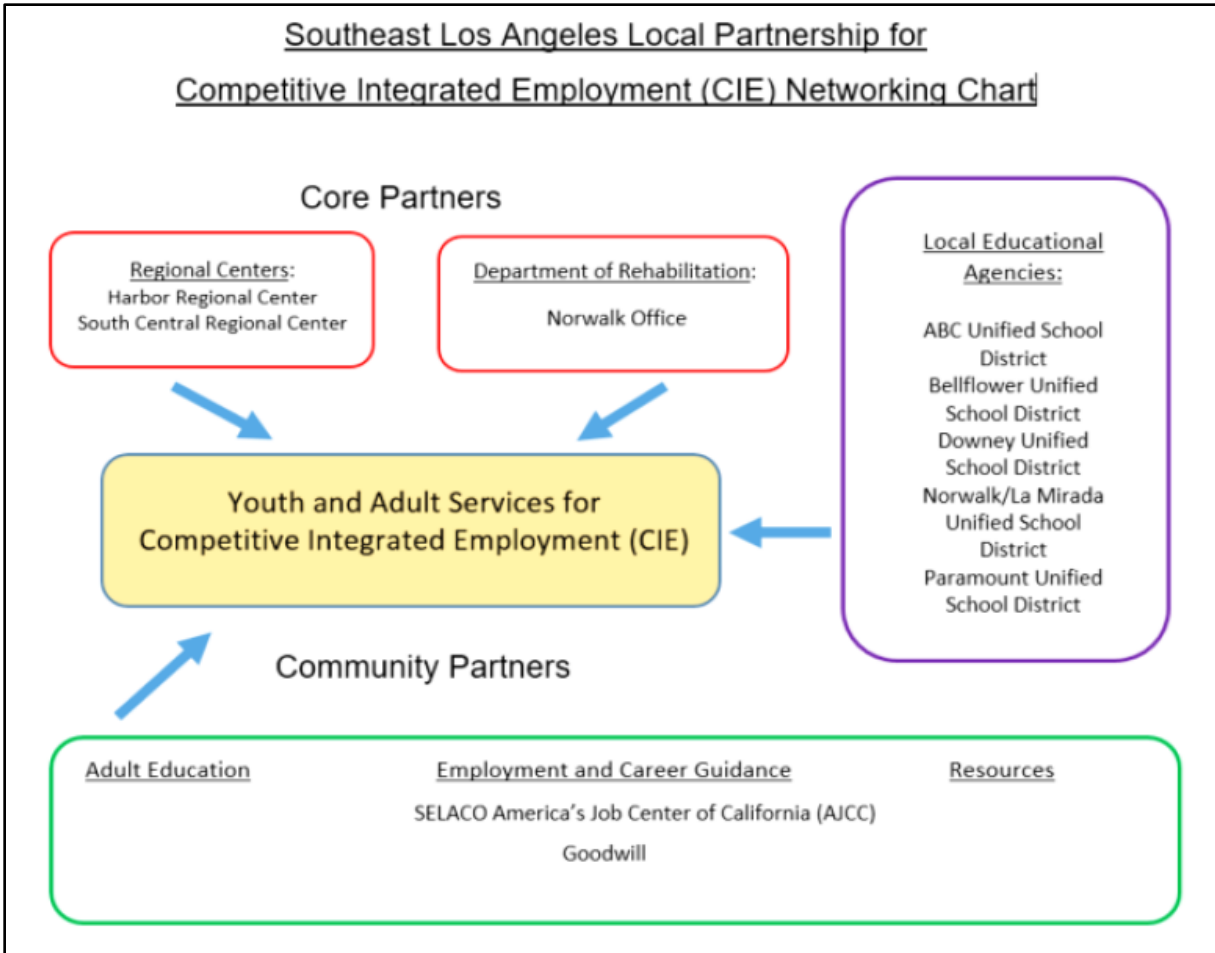
Career Development Specialists can help a job seeker review job status, prepare to move up a career path or find a new job, explore training and employment options, and develop a career plan. Workshops available at the Career Center help job seekers market skills effectively, work on job search techniques, and understand how to best compete in today's job market.

Employer Engagement: *SELACO is designed to assist businesses in finding skilled workers and to enhance access to other important workforce services. Business services contribute to economic growth and business expansion by ensuring the workforce system is job-driven, which supports developing skilled workers and matching them to employers. Below are several of the services offered through our employer engagement: business to business service links; establishment of worksites; customized and on-the-job training that assists employers offset the training costs of new employees; job matching; working with high-demand/high-growth industries; employee skill assessments; and labor market information.*

As part of this LPA, SELACO is committed to:

- Identify businesses within the Southeast Los Angeles County region that employ individuals in jobs that would be suitable for CIE, ensuring that opportunities are identified that complement the various capabilities of individuals in the ID/DD target group.*
- Develop a CIE-specific business outreach plan for the SELACO WDB service area.*
- Engage SELACO's extensive network of partners to support the initiative by identifying companies and worksites that could be developed for CIE opportunities.*
- Make direct contact with business representatives on behalf of LPA customers.*
- Orient employers to CIE, developing work-based learning agreements and ensuring the necessary services and supports are in place to promote successful job placement.*

The following illustrates the relationships and interactions of the LPA partners:



With the LPA having been signed just a few months before the pandemic, this resulted in there being fewer labor market opportunities for individuals with ID/DD, the true CIE work of the partners lies ahead, and services as described in the agreement will be fully implemented under SELACO WDB’s PY 2021-24 Local Plan.

Coordination with Community-Based Organizations and Other Local Partners That Serve Individuals Who are English Language Learners, Foreign Born, and/or Refugees

Ensuring that the basic skills training and employment needs of immigrants, including individuals who are learning English has been a priority for Southeast Los Angeles County workforce programs since SELACO WDB was founded nearly forty years ago. While SELACO WDB’s PY 2017-20 Plan provides a clear description of partnerships and strategies to serve this important target group, the 2019 Modification to the Plan provides yet more details on the needs and challenges of this population and SELACO WDB’s approach to maintaining partnerships and delivering services that meet local needs.

Overview of Target Group

Of the more than 500,000 people living in the eight-city area served by the SELACO WDB, nearly sixty percent are Hispanic or Latino and one-third are foreign-born. The vast majority of immigrants are from Mexico and Central America, but many others are from Asia. English language learners (ELLs), and foreign-born individuals. Refugees and immigrants comprise a significant portion of the area's population and of its current and future workforce. Investments in this target group are essential to the well-being and economic vitality of the Southeast Los Angeles County. SELACO WDB understands that ELLs are a diverse population with a wide range of needs. Some individuals are just learning English, while others have developed a level of fluency that enables them to take advantage of training and upskilling opportunities that will make them candidates for jobs in the region's priority sectors, which often provide better wages and career advancement potential than jobs in other industries. SELACO WDB recognizes that many immigrants need to improve their English proficiency to be eligible for employment opportunities that will provide a middle-class income. However, it is often difficult to persuade adult workers of the benefits of studying English to improve career opportunities and increase their earning potential.

Local Partnerships

SELACO WDB staff have developed relationships with several non-profit and community-based organizations that target services to immigrants. These include but are not limited to: South Asian Network; Centro CHA; Miguel Contreras Foundation; Su Casa; the Mexican American Opportunity Foundation; Fields of Dreams Learning, and Learn4Life. Local education agencies that provide education and training services include members of the PAACE Consortium and the Paramount Adult School.

Improving Service Delivery Strategies for ELLs, Foreign Born Individuals and Refugees

As part of an ongoing process to address priorities expressed in SELACO WDB's PY 2017-20 Local Plan, the System Management Team has focused its attention on improving services to targeted populations as a collective workforce system. The SMT's May 2020 meeting included a discussion on strategies to better serve the ELL community. From this conversation, a subcommittee was developed to identify and foster businesses able to provide work-based learning and/or employment opportunities ELL participants. To support this objective, AJCC staff is developing a marketing brochure targeted to potential ELL employers. Other strategies that the SMT intends to further examine include:

- Expanding partners' participation in community-based events to improve outreach to ELLs and immigrants.
- Working with education and community partners, identify strategies to move ELLs into career pathway programs while they continue to increase their English proficiency.
- In collaboration with education partners, identify strategies to increase dual enrollments in ESL and training in partnership with adult schools.

- More closely coordinated case management among WIOA, CBOs, and education staff.
- Schedule cross-training with ELL/immigrant-serving CBOs and workforce partners to increase understanding of one another's programs and services.

IV. WIOA TITLE I COORDINATION

The following narrative addresses services, activities, and administrative requirements of the SELACO WDB under the WIOA Title I formula programs, along with strategies for staff preparation, training, and ongoing professional development to effectively respond to participant needs.

Staff Training and Professional Development to Increase Digital Technology Skills

As workplace technology advances, SELACO WDB strives to keep pace with updates to software, hardware, and web applications. Acquisition of new technology is closely followed by training to ensure that staff is able to take full advantage of and effectively utilize new tools. Training can be executed through various formats including online tutorials, group training by a third-party provider (either in-person or by way of videoconferencing), or one-on-one, depending on the subject being addressed. Because various staff are highly experienced in the use of certain tools, it is a common practice to allow skilled staff members to train their colleagues.

Overall, SELACO WDB staff have a high level of digital proficiency and are able to effectively utilize tools such as the Microsoft Office 365 to carry out the core functions and responsibilities of their jobs. Staff with specialized focus (e.g., finance, media, training) are skilled in the use of products that support their roles.

Training Protocols

Training in the use of technology is on-going. When new employees are onboarded, they are oriented to all technology used by individuals performing the functions for which they were hired. If the employee has any gaps in knowledge of or ability to use required products or applications, appropriate training is identified and scheduled.

Over the last couple of years, some of the training that has been provided agencywide includes:

- Free online computer training with accessibility to over 500 business related computer training topics.
- Executive Cybersecurity training. This was followed by the establishment of internal Cybersecurity Council to manage this issue.
- Microsoft 365 Platform – how to work remotely.
- Microsoft Teams training specifically for collaboration and remote working.
- Remote workshop platforms and connectivity for customer presentations and workshops.
- Remote “presentations” through Office 365, Teams and Zoom.
- Toastmasters – how to effectively conduct speech training and scoring remotely.

With the rapid and unanticipated effects of the pandemic requiring employees to work remotely, significant time and attention have been given to training on products like Zoom and on various skills and protocols for virtual communications and group meetings.

Enhancing Staff Training Opportunities

Moving forward into the period covered by this four-year Plan, SELACO WDB will continue to offer regular training to staff that reflects emerging technology and changes in its business environment that may affect what products they use and how they use them.

SELACO WDB plans to provide staff with continued computer training, as technology has become the foundation to how we conduct operations at the AJCC. Additionally, technology is ever changing and improving, so we intend for SELACO WDB staff to keep pace with the ever-improving world of technology. SELACO WDB is initiating a self-paced computer training program under “Brainstorm”, where staff takes a computer assessment, and software then builds a customized computer training program based upon the results of the assessment. The training software keeps track of the results of all training, so supervisors can see staff progress. Additionally, Microsoft has initiated a “Skills Initiative” designed to provide computer training in demand occupations with Microsoft Certificates of Completions provided once an individual has successfully completed training. SELACO WDB customers and staff will be utilizing this free training. Additionally, SELACO WDB has secured an IT consultant to provide Cybersecurity training for all SELACO WDB staff. As an example, it is critical in today’s digital world that all attachments and documents be encrypted for cybersecurity safety. This is just one small example of the continued training that SELACO WDB staff will receive in Cybersecurity topics.

Frontline Staff Training and Professional Development to Increase Cultural Competency and Effectiveness in Working with Individuals and Groups that Have Been Exposed to Trauma

While SELACO WDB has hosted some training regarding trauma that is experienced by target groups that it serves, agency leadership understands that staff could benefit from continued training on trauma, as well as training that will improve staff’s cultural competency gains. Within the last year, SELACO WDB has started to hold quarterly symposiums as a mechanism to bring more information and training to staff from all agencies that comprise the local workforce system partnership. The first such event was held in October 2020 for 150 frontline workers and focused on co-case management and leveraging resources across programs. Future symposiums could serve as ideal forums to host training and discussions on cultural competency and understanding trauma.

Training to Increase Cultural Competency

The communities served by SELACO WDB are culturally diverse as is its staff. However, experiencing diversity and achieving cultural competency are not synonymous. Developing competence requires specific knowledge. Initial efforts to identify training for

SELACO WDB and partner staff have revealed the following as beneficial topics: cultural competency and cultural humility.

Cultural Competency is the ability to understand and interact effectively with people from different cultures, backgrounds and experiences. Recognizing one's own cultural beliefs, values and biases is also part of developing cultural competency.

Cultural humility is the lifelong process of learning about one's own and different cultures and about respecting each person's unique experiences.

As the workforce development system become more focused on issues of equity, diversity, and inclusion, cultural competency is taking on new relevance. Culturally aware individuals are more likely to recognize and address biases (conscious and unconscious) and microaggressions: barriers to diversity and inclusion that can lead to discrimination.

Specific topics that would support staff in developing cultural competency and humility, could include:

- Understanding culture;
- Understanding cultural competency;
- Understanding cultural humility;
- The importance of cultural competency in the workplace;
- Factors and characteristics that affect one's cultural identity;
- Overcoming cultural barriers; and
- Actions for improving cultural competency.

Training to Increase Staff Understanding of the Impacts of Trauma

Training in this area that has already been provided to staff has been linked to re-entry and justice-involved grants, such as SELACO WDB's state-funded Prison to Employment (P2E) program. Topics that have been addressed to date include:

- Trauma Exposure and PTSD in Justice-Involved Youth
- Trauma-Informed Services for Children, Youth and Families

In addition, SELACO WDB WIOA Title I staff, and key partners also received Larry Robbin's training titled "From Pink Slip to Paycheck" which assisted staff in understanding the trauma that Dislocated Workers experience when losing employment. The training also addressed youth and adult customers. Topics included:

- Understanding that because losing a paycheck, customers lose the "co-workers' family" support, structure of life, sense of purpose, role of work as an anti-depressant, pride, and self-esteem.
- Staff also learned the stages of losing a job: Shock, Denial, Anger, Confusion, and Disorientation.

- In addition, staff explored different scenarios that can be applied to their career counseling such as “dos and don’ts – for example: treating everyone the same versus knowing that everyone is different with different barriers, needs and experiences; a cookie cutter approach does work in this system.

As SELACO WDB staff continue to explore opportunities for trauma training to support all, SELACO WDB has identified additional topics that will enhance staff’s ability to address customers experiencing trauma:

- Understanding trauma;
- Situations that can be traumatic;
- Types of trauma;
- Impact of trauma on development and behavior;
- Understanding traumatic stress; and
- Treating customers in a trauma-sensitive manner.

Identifying Training and Securing Training

A variety of training programs and providers can be found online. However, many of these resources are costly. SELACO WDB will continue to conduct research to identify training dealing with issues of cultural competency and trauma. In addition, SELACO WDB plans to reach out to the California Workforce Association (CWA) as it brokers a wide range of training for the workforce system. CWA may have trainers already identified or could survey its slate of trainers regarding their ability to develop training for local workforce boards and their partners.

Coordination of Rapid Response and Layoff Aversion Activities

SELACO WDB’s Rapid Response services assist workers affected by business closures or downsizing. WARN notices, along with other announcements of significant numbers of workers being laid off, trigger SELACO WDB’s Rapid Response activities. Planning meetings with company officials and organized labor representatives, as applicable, are scheduled to coordinate orientations and services needed for affected employees. On-site orientations are conducted by a team consisting of representatives from SELACO WDB, EDD, consumer credit counseling agencies, and other resource organizations, as needed. Workers receive job leads, information on recruitment events, labor market information, and descriptions of available training programs. Surveys are distributed to gather names, phone numbers, addresses, and interests of affected workers. Information is forwarded to the appropriate WDBs to facilitate their outreach to individuals who have been laid off.

Layoff Aversion

Based on the focus of WIOA, over the last several years, SELACO WDB has increasingly shifted the focus of services for distressed companies to proactive business retention and layoff aversion strategies. SELACO WDB’s approach to Layoff Aversion includes a

comprehensive strategy that includes a set of interventions, such as Pre-feasibility Studies, Asset Mapping, Business Turnaround Services, Incumbent Worker Training, Employment Assessments, Education/Training, Financial Consultation, and Employee Recruitment. Layoff aversion strategies are put into action through an initial survey; needs assessments; identification of potential issues; and engagement with business service organizations.

Several of the SELACO WDB Business Services team earned their “Certified Business Services Consultant” certification. This is designed to transform Business Services teams into high achieving, demand-driven consultants focused on customizing services to meet business needs. SELACO WDB will continue to encourage new team members to earn this valuable certified training.

Rapid Response Roundtable

Helping shape the content and approach to rapid response service delivery are the Standards of Practice developed by the Southern California Rapid Response Regional Roundtable, which includes practitioners representing the following WDBs and providers: Anaheim, Foothill, Imperial County, Los Angeles City, Los Angeles County, Northern California Indian Development Council, Orange County, Pacific Gateway, Riverside County, San Bernardino County, San Diego County, Santa Ana, SELACO WDB, South Bay, Ventura County, and Verdugo. U.S. DOL and EDD representatives have also contributed to the structure and processes represented by the Standards of Practice. The Roundtable has adopted the U.S. DOL’s rapid response recommendations with regard to the provision of consistent, timely, and high-quality solutions and services for business and workers in addressing economic transition. The Standards of Practice serve to clarify and allow for the implementation of agreed upon guidelines to strengthen communication, promote a consistent level of performance, increase collaboration among Southern California Roundtable members, and standardize, streamline and coordinate rapid response activities in each local service area.

COVID Adjustments to Rapid Response Services

While COVID-19 vastly increased the number of workers who have been laid off, the pandemic has also re-shaped the ways in which rapid response services are delivered. SELACO WDB has implemented a virtual Rapid Response orientation format that is accessible via hyperlink. A digital resources information packet is emailed to affected employees.

Services and Activities Available under WIOA Title I Adult and Dislocated Worker Programs
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SELACO WDB offers a wide range of services for job seekers enrolled in the WIOA Title I Adult and Dislocated Worker programs. Services meet the needs of individuals with various levels of education and work experience and job seekers from vulnerable populations who may have one or more barriers to employment. Services are designed

to prepare participants for entry-level and higher positions with businesses in and around Los Angeles County. Training and services focus on preparing job seekers for career pathway employment in priority sectors that are outlined in the Los Angeles Basin Regional Planning Unit's PY 2021-24 Regional Plan.

One-Stop Delivery System

SELACO WDB operates one comprehensive AJCC which is centrally located in the eight-city local workforce development area. The AJCC is the portal to WIOA Adult and Dislocated Worker Program Services, offering basic career services, individualized career services, access to training services, and follow-up. In 2014, SELACO WDB, in partnership with EDD, initiated an integrated service delivery model, under which a unified initial registration and assessment process is used to determine how and by which programs job seekers are best served.

WIOA Adult and Dislocated Worker Services

The AJCC offers service along the three levels indicated above. These are supplemented by follow-up services. The content of these services includes the following:

Basic Career Services: Basic career services are made available to all individuals, and include:

- Determinations of eligibility;
- Outreach, intake, and orientation;
- Initial assessment;
- Labor exchange services;
- Referrals;
- Workforce and labor market employment information;
- Performance information and program cost information;
- Information on performance accountability measures;
- Information on the availability of supportive services or assistance;
- Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA; and
- Information and assistance regarding filing claims under UI programs.

Individualized Career Services: Individualized career services are provided when they are needed for an individual to obtain or retain employment. AJCC staff rely principally on assessments to determine the need for and appropriateness of individualized career services. These services include:

- Comprehensive and specialized assessments;
- Development of an individual employment plan;
- Group and/or individual counseling and mentoring;
- Career planning (e.g., case management);
- Short-term pre-vocational services;

- Internships and work experiences that are linked to careers;
- Workforce preparation activities;
- Financial literacy services;
- Out-of-area job search assistance and relocation assistance; and
- English language acquisition and integrated education and training programs.

Training Services: SELACO WDB provides access to a wide range of training programs, which fall broadly into two types: institutional (classroom) training programs, and work-based training programs, which are developed directly with employers and include activities such as on-the-job training, transitional jobs, or customized training. These services include:

- Occupational skills training, including training for nontraditional employment.
- On-the-job training
- Incumbent worker training
- Programs that combine workplace training with related instruction, which may include cooperative education programs.
- Training programs operated by the private sector.
- Skill upgrading and retraining.
- Entrepreneurial training
- Transitional jobs
- Adult education and literacy activities
- Customized training conducted with a commitment by an employer.

The precise services provided to job seekers enrolled in SELACO WDB's WIOA Adult and Dislocated Worker Programs reflect individual needs and are determined as a result of a comprehensive assessment process and development of an individual employment plan, which is developed in collaboration with program staff.

SELACO WDB's Specialized and Innovative Services for Adults and Dislocated Worker

The foregoing slate of WIOA Title I services is supplemented by a variety of specialized programs and services to support the employment needs and career objectives of adults and dislocated workers served by SELACO WDB. Examples of such programs and initiatives include:

COVID Relief Fund Program: In response to extensive worker displacement that has occurred as the result of the pandemic, SELACO WDB administered a COVID Relief Funds grant, which made available \$800 payments to hundreds of displaced workers.

Training Program Targeted to Machinists Displaced as a Result of the Pandemic: As manufacturing businesses have furloughed workers, such as machinists, many have opted to participate in training that will result in an industry-recognized credentials. These certifications will make workers more competitive in the post-pandemic economy.

Increased Availability of High-Demand Skills Training to Address High COVID-Related Unemployment: SELACO WDB has worked with Cerritos College to enroll many job seekers in training for high-demand jobs, including computer skills and logistics.

AJCC Workspace for Online Learners: Many individuals participating in online training have limited web access and lack suitable learning environments at home. SELACO WDB has remained open to customers on a “by appointment” basis throughout much of the pandemic. Participants engaged in online learning are allowed to reserve socially distanced workspaces to participate in their virtual classes.

Calbright College IT Training Pilot Program: SELACO WDB is one of a small number of WDBs that are participating a pilot pre-IT training program offered by Calbright College, California’s only fully online community college. Under the pilot, participants in SELACO WDB programs are enrolled in a short-term “pre-IT” course that prepares them for more rigorous training to qualify for high-demand technology jobs.

Microsoft Skills Institute Training: For a small fee, SELACO WDB is able to enroll participants into the institute’s training which is focused on building skills related to the Microsoft 365 range of applications. This training is available to individuals who are currently employed or are changing their career focus.

Tandem Workshop Training in Partnership with EDD: In response to COVID, EDD has moved its workshops (e.g., job search assistance, labor market information) online. SELACO WDB refers customers to these workshops, which provide basic information needed by many job seekers. SELACO WDB staff have designed and implemented a series of workshops with more in-depth information that complement EDD’s offering. Job seekers desiring more in-depth information are scheduled for these sessions.

Priority of Service

SELACO WDB enforces WIOA priority of service requirements in accordance with agency policy, which specifies:

As stated in the WIOA Section 134(c)(3)(E), with respect to individualized career services and training services funded with WIOA adult funds, priority of service must be given to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient.

Priority of service status is established at the time of eligibility determination and does not change during the period of participation. Priority does not apply to the dislocated worker population.

Veterans and eligible spouses continue to receive priority of service among all eligible individuals; however, they must meet the WIOA adult program eligibility criteria and meet the criteria under WIOA Section 134(c)(3)(E). As described in TEGl 10-09, when

programs are statutorily required to provide priority, such as the WIOA adult program, then priority must be provided in the following order:

1. *Veterans and eligible spouses who are also recipients of public assistance,*
2. *Individuals who are the recipient of public assistance, other low-income individuals, or individuals who are basic skills deficient.*
3. *Veterans and eligible spouses who are not included in WIOA's priority groups.*

Services and Activities Available under WIOA Title I Youth Program

SELACO WDB's Youth program serves WIOA-eligible individuals ages 14 to 24, offering a wide variety of services that are customized to the needs and preferences of each participant. WIOA Youth Program services are coordinated with WIOA Adult services provided by the AJCC and other locally available resources.

WIOA Youth Programs and Providers

SELACO WDB is the direct provider of services to youth and young adults under the WIOA Out-of-School Youth (OSY) Program. SELACO WDB competitively procures services from local education agencies for the WIOA In-School Youth (ISY) Program. Overviews of these programs are provided below.

Youth Services

SELACO WDB's WIOA Youth Programs provide all 14 of the following WIOA-required youth elements:

1. Tutoring, study skills training and instruction leading to secondary school completion or attainment of an equivalency credential;
2. Alternative education;
3. Paid work experience;
4. Occupational skills training;
5. Education offered concurrently with workforce preparation;
6. Leadership development opportunities;
7. Supportive services;
8. Adult mentoring;
9. Follow-up services;
10. Comprehensive guidance and counseling;
11. Financial literacy education;
12. Entrepreneurial skills training;
13. Services that provide labor market information, and
14. Postsecondary preparation and transition activities.

In-School Youth Program: The focus of the ISY program, which is delivered by local school districts, is on:

- Tutoring, study skills training, and instruction for the purpose of dropout prevention and drop out reengagement;
- Basic skills/remedial education provided; and
- Work experience activities linked to academic and/or occupational training.

Participants take part in service planning and receive counseling, case management and guidance. They may also receive or participate in leadership development, mentoring, support services, and occupational skills training.

Out-of-School Youth Program: Youth and young adults ages 18 to 24 who participate in the OSY program have access to all WIOA required youth elements. These are embedded in the design of SELACO WDB's unique Career Academy for Targeted Sector (CATS) program, which is designed to offer young adults opportunities to establish a career path to successful employment. Participants learn about the industry sectors which show the greatest potential for a long-term career. A CATS "boot camp" provides participants with a rich combination of information, instruction and services that includes labor market information with a focus on high-demand occupations; paid work experience; on-the-job training; job shadowing; industry-focused field trips; and entrepreneurial training.

Opportunities for Enhancement of WIOA Youth Programs

Youth program staff and SELACO WDB management recognize that improvements to Youth Program design that have been made over the last several years (such as the implementation of CATS and greater coordination with EDD-managed youth programs) have made content more robust and provide richer learning and expanded employment opportunities for youth. Moving into the new four-year plan cycle, SELACO WDB will work to more fully connect youth services with the full range of local workforce system partners and resources.

Collaboration with the Youth Employment Opportunity Program

SELACO WDB's WIOA Youth Program collaborates with EDD's Youth Employment Opportunity Program (YEOP), which helps youth, ages 15 through 25, achieve their educational and vocational goals through a variety of specialized services in education, assessment, and peer advising. This program's mentorship approach and peer-to-peer career counseling service delivery model have proven to be effective in assisting hundreds of high school dropout youth to engage back in education, achieve vocational goals, and become independent and self-sufficient.

Services to Increase the Digital Skills of Youth

Overall, we find that youth and young adults participating in WIOA Youth programs come in with strong foundational skills in the use of technology. Even when exposed to software and web applications with which they are not familiar, their learning curve tends to be

short. Still, there are some youth and young adults who need instruction in the use of specific applications. We respond to youths' digital learning needs in several ways:

- Embedding digital instruction (e.g., videoconferencing) content into employment preparation workshops;
- One-on-one tutoring by WIOA Youth Program staff;
- Peer-to-peer support;
- Partnerships with community-based programs, such as Learning4Life and Field of Dreams Learning, which provide instruction in digital skills;
- Referrals to adult education programs which offer various tiers of instruction in digital technology skills; and
- A laptop loan program to enable online learning.

As SELACO WDB prepares to issue the next competitive solicitation for the WIOA ISY Program, digital skills training will be a required component.

Serving Youth with Disabilities

SELACO WDB's WIOA Youth program ensures that all participants, including youth with disabilities, receive the same types and quality of services and level of support to achieve their career planning, education, skills training and employment goals. To ensure that services for individuals with disabilities meet youths' full range of needs, WIOA staff may collaborate with DOR, instructors and staff from local special education programs, and community-based organizations to develop effective service strategies.

As described in Section III.C. SELACO WDB is poised to begin work with Local Partner Agreement agencies on the development of competitive integrated employment opportunities. SELACO WDB anticipates that many individuals for whom CIE goals are established will be young adults and that some of those served will be co-enrolled in WIOA.

In 2019-20 in partnership with Long Beach Community College (LBCC), SELACO WDB piloted a project designed to support young adults (18-24 years of age) with autism to train and prepare to receive on-the-job training as CNC Machinists. The project demonstrated exciting potential for successful completion however, due to COVID, was placed on hold until LBCC could reopen their courses that required hands on training.

Entity Responsible for Disbursal of Grant Funds and the Competitive Process Used to Award Contracts for WIOA Title I Activities
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The agreement between the Elected Official Policy Board of Southeast Los Angeles County Local Area and the Workforce Development Corporation of Southeast Los Angeles County, Inc. (the legal name of the SELACO WDB) includes among the roles of the WDB that of "fiscal agent" as defined by WIOA. Furthermore, the Agreement documents a process whereby funds are allotted upon approval of the Local Board, supported by a Board Resolution, providing the Executive Director signatory authority.

SELACO WDB procures the AJCC/OSO, WIOA In-School Youth Program providers and any other projects identified by the Board using, an open and competitive request for proposals process. Effective as of Program Year 2020-2021, competitive procurement will take place every three years, except in cases where a funding source or regulation prescribes a different pattern, as is the case with the AJCC/OSO for which procurement is required every four years.

How the Local Board Fulfills the Duties of the AJCC Operator and/or the Career Services Provider or Selection of AJCC Operators and Career Services Providers
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The AJCC/OSO function is delivered by a competitively procured contractor, while the responsibilities of the Career Services Provider function are met by directly by SELACO WDB staff.

AJCC Operator

In 2017, SELACO WDB procured The PRAXIS Group as the OSO for the AJCC and the one-stop system partners.

The OSO's Scope of Work indicates that the OSO will serve as the facilitator and coordinator of the SELACO WDB AJCC partner shared services. Role and responsibilities include the following:

- In conjunction with appropriate SELACO WDB staff, coordinates partners' activities as described in negotiated cooperative agreements/memoranda of understanding (MOUs) and resource sharing agreements with all WIOA-mandated partners.
- Acts as liaison between the SELACO WDB and AJCC partners to resolve disputes, address grievances, and identify any changes that may be needed to partner agreements.
- Convene and facilitate quarterly partner meetings to promote effective communication in the delivery of services such as partner collaboration, process improvement, and partners' implementation of recommended changes that have been identified by their group, the System Management Team (SMT).
- Support general coordination of Integrated Service Delivery teams.
- Identify needs for AJCC partner coordinated activities, such as equipment, resources and aesthetics.
- Support partners in their work to implement SELACO WDB's AJCC strategic initiatives through the delivery of integrated services.

- Work with the SMT to designate, implement and maintain appropriate customer flow for AJCC shared services.
- Assess, develop and generate a SELACO WDB AJCC system quarterly report that accurately reflects/measures partner activity, AJCC traffic, co-enrollments, success stories, referrals and outcomes.

Career Services Provider

The Adult and Dislocated Worker Programs career services provider function is fulfilled directly by SELACO WDB. In the mid-1990s, while operating under the Job Training Partnership Act program, SELACO WDB began to phase out the use of contractors for the delivery of workforce services to adult job seekers. With the national implementation of the one-stop career center model that was ushered in with the enactment of the Workforce Investment Act of 1998, SELACO WDB's transition to the role of service provider was complete. Initially, the decision to deliver services was driven by the recognition that board staff had a comprehensive understanding of the local labor market and workforce. Over the years, as SELACO WDB continued to function as the service provider, staff's capabilities have grown stronger. In the Board's 2021 AJCC Adult and Dislocated Worker Career Services Provider Application to the California Workforce Development Board, SELACO WDB provided a clear picture of its capacity to continue in the service provider role, which highlighted nearly three decades of experience, effective local and regional partnerships, staff's extensive training and qualifications, a long history of performance achievement, and a track record of innovation in the design and implementation of workforce services.

V. CONSIDERATIONS FOR PROGRAM YEARS 2021 - 24
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Based on discussions held throughout the planning process, the following topics have been identified as priorities for further exploration, development, and/or enhancement as the SELACO WDB and the partners implement the Local Plan.

Job Seeker Services

- Invest in foundational skills for all workforce system participants.
- Identify ways to more creatively and effectively utilize mentoring, job coaching and navigation to promote job seekers' success in career planning, workforce preparation, and employment.
- Develop strategies to more effectively teach customers about job retention and career advancement skills.

Services for Business Customers

- Use the language of business when communicating with businesses.
- Expand the use of business surveys to focus on the changing needs of companies for talent. Prioritize businesses within Southeast Los Angeles County and in the region's target sectors but also include businesses within surrounding areas where SELACO WDB participants are likely to work.
- Examine the needs of businesses for training in "new employee onboarding" skills.
- Expand the menu of services available to small businesses.

Training and Skills Development

- Continue to shift the focus of workforce programs from "jobs" to career pathways.
- Establish a mechanism to more effectively transmit to community college and adult education partners business intelligence that could be used to enhance curriculum development.
- Identify methods to more effectively utilize WIOA work-based learning as a bridge from classroom skills training to work.

Use of Technology to Support System Services

- Develop a plan to offer workforce services through a combination of in-person and online delivery, post pandemic.

- Explore options to develop service-by-service virtual equivalents to in-person AJCC services.
- Develop a plan to utilize social media more effectively to promote the local workforce system and deliver information and services to customers.
- Consider options, whether securing alternate grant funding or supporting policy change, that will enable SELACO to purchase hardware for participants who need it.

Partnership-Focused Strategies

- Identify opportunities to provide information to the K-12 education system to inform middle and high school guidance activities about local jobs and careers.
- Expand workforce system partnerships to include mental health service delivery.
- Expand the use of WIOA Title I Youth programs funds to assist youth and young adults seeking services under the WIOA Section 166 Indian and Native American Program.
- Finalize negotiations with L.A. County Department of Child Support Services regarding an MOU to guide referral between the two agencies.

Other Priorities

- Leverage lessons of the pandemic, particularly with regard to organizational assets and deficits.
- Commit to using customer-centered design to improve every aspect of service delivery.
- Articulate and communicate SELACO WDB's role as a broker of myriad services that benefit businesses and job seekers.
- Identify and secure additional staff training on working with persons with disabilities.

VI.	APPENDICES
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The following Items are Included as part of the Local Plan.

Attachment 1: Stakeholder and Community Engagement Summary

Attachment 2: Public Comments Received that Disagree with the Local Plan

Attachment 3: Signature Page

Stakeholder and Community Engagement Summary

To facilitate the engagement of stakeholders in planning for the local workforce development delivery system and in the development of the PY 2021-24 Local Plan, SELACO WDB hosted a series of two community and stakeholder forums focused on topics affecting strategies and services across the system. These forums included:

Strengthening the Role of the AJCC as an Access Point for all System Partners and Programs: How can the AJCC be more effectively promoted and used as a central access point for all local workforce system services?

This forum was held via Zoom on February 2, 2021.

Improving Workforce System Services: How can workforce system services be made more effective and relevant for all customers, including vulnerable populations that have been underserved by traditional programs?

This forum was held via Zoom on January 21, 2021.

In addition, a planning discussion centered on “vision” was held with the members of the Workforce Development Board during their meeting on December 17, 2020.

Where necessary, agency-to-agency discussions were held with various partners and stakeholders to collaborate between their programs and those of SELACO WDB. Such discussions were conducted via Zoom and included meetings with:

- PAACE (the adult education consortium) on January 12, 2021
- UAll on January 12, 2021

Mode of Outreach	Target of Outreach	Summary of Attendance	Comments
<ul style="list-style-type: none"> • Email distribution list • Posting with city clerks • Posting on website • Constant contact • Public announcement published in Press Telegram. • SELACO WDB Newsletter 	<ul style="list-style-type: none"> • SELACO WDB Board • SELACO WDB Policy Board (Local Elected Officials) • SELACO SMT Partners • Employers • City managers • Chamber of Commerce • Community Based Organizations 	<ol style="list-style-type: none"> 1. Stakeholder Forum 12/17/2020: 32 2. Stakeholder Forum 1/21/2021: 29 3. Stakeholder Forum 2/2/2021: 32 4. WDB Board of Directors Meeting 3/25/2021: 5. WDB Policy Board (Local Elected Officials) Meeting 4/20/2021 	<p>SELACO held 3 stakeholder forums inviting members of the public to comment on and provide input on key topics of SELACO’s local plan.</p> <p>SELACO WDB published a public announcement in the Press Telegram and on the website. The announcement was also</p>

			<p>sent to key stakeholders via email.</p> <p>SELACO's Board of Directors and Policy Board (Local Elected Officials) were informed of SELACO's Local and Regional Plans at their regular scheduled meetings and the public comment period during which they are encouraged to review and provide comments on both plans.</p> <p>Links to recording of stakeholder forums and meetings are available upon request.</p> <p>Lists of all that were invited to the forums and meetings are available as well as rosters of those that attended.</p> <p>Copies of SELACO's Local Plan and the Regional Plan were made available to members of the public through a link to the documents shared via email and published public announcement.</p>
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PUBLIC COMMENTS RECEIVED THAT DISAGREE WITH THE LOCAL PLAN

*No public comments were received during the 30-day public comment period.

SIGNATURE PAGE

The following signatures represent approval of the Local Plan by the Southeast Los Angeles County Workforce Development Board and the Chief Elected Official for the Southeast Los Angeles County Local Workforce Area

For the **Southeast Los Angeles County Workforce Development Board:**

Mark Dameron, Chairperson	Date

For the **Southeast Los Angeles County Local Workforce Area**


Jeff Wood, Chairperson	Date



MEMORANDUM

DATE: May 27, 2021

TO: SELACO WDB Board of Directors

FROM: Yolanda Castro, Executive Director 

RE: Childcare Center Lease Agreements

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.

Following a recent lease status request by the Landlord, Roy Lamphear, staff discovered that the lease agreement for the childcare center located at 9447 Flower Street, Bellflower Ca, has expired. Since the expiration, both parties have been fully operating in line with the original lease's terms and conditions. In reviewing the circumstances with SELACO WDB Legal Counsel, Teresa Highsmith, she advised us to request from the SELACO WDB Board an amendment and reinstatement of the Lease with Landlord, Roy Lamphear. The action is referred to as an administrative correction to our records. Attorney Highsmith noted that an administrative correction is appropriate because:

1. Both parties have been fully operating in line with the original Lease.
2. There is a paper trail that highlights invoicing and payment activity.
3. While the Lease expired 1/31/2020, both parties have acted as if the Lease was active, and are both interested in reinstating.

Therefore, upon consulting with, and per the recommendation of the childcare center provider, QCS, the SELACO WDB is seeking Board approval to reinstate the lease agreement for the premises located at 9447 Flower Street, Bellflower Ca, for a term of ten years, effective May 1, 2021.

QCS's recommendation affirmed that the location at 9447 Flower Street, Bellflower Ca is meeting expectations and the premises maintain an attractive, sanitary, and safe condition to operate a high-quality childcare center.

Additionally, the lease agreement for the childcare center located at 5225 Hayter Avenue, Lakewood, CA is approaching expiration with a term end date of October 31, 2021. Per the terms of the lease, the SELACO WDB must provide ninety (90) days advance written notice to the Landlord, noting the SELACO WDB's intent to extend the lease. The SELACO WDB met with QCS to assess the possibility of a lease extension. 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 for the premises located at 5225 Hayter Avenue, Lakewood, Ca.

QCS's recommendation affirmed that the location at 5225 Hayter Avenue, Lakewood, CA is meeting expectation and that the premises maintain an attractive, sanitary, and safe condition to operate a high-quality childcare center.

Action Required:

Authorize the Executive Director to reinstate the lease agreement with Landlord, Roy Lamphear for the premises located at 9447 Flower Street, Bellflower, CA for a term of ten (10) years under the current terms and conditions stipulated on the expired lease.


Authorize the Executive Director to execute a letter of intent to the Landlord of the premises located at 5225 Hayter Avenue, Lakewood, Ca and initiate the lease extension negotiation process.



MEMORANDUM

DATE: May 27, 2021

TO: SELACO WDB Board of Directors

FROM: Yolanda 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 4 policies attached for your review and approval:

- 233 – Lactation Accommodation Policy
- 241 – Access to Telephone, Voice Mail and Computer Mail Systems
- 242 – Personal Relationships Policy
- 243 - Attendance

Action Required:

Review and approve the PPP as presented.

Southeast Los Angeles County Workforce Development Board	Policy # <u>233</u>
Employee Policies and Procedures	Date: 06/2021
	Page 1 of 1

LACTATION ACCOMMODATION POLICY

Scope

This policy applies to all employees. (Attachment 409: SELACO WDB Lactation Accommodation Policy).

Policy

In accordance with California law (SB-142 and Sections 1030-1033 of the California Labor Code), SELACO WDB shall provide a reasonable amount of break time to accommodate an employee's request to express breast milk for the employee's infant child each time the employee has the need to express milk.

SELACO WDB shall provide an employee with the use of a room or other location in close proximity to the employee's work area shielded from view and free from intrusion for the employee to express milk in private. Such space will meet the requirements of the California Labor Code to include a surface to place a breast pump and personal items, a place to sit, access to electricity, a sink with running water and a refrigerator for storing breast milk.

Procedures

- A. An employee has the right to request lactation accommodation.
- B. An employee may request an accommodation for lactation by contacting Human Resources.
- C. Human Resources will provide access to a room for an employee to accommodate lactation that meets the requirements of California law.
- D. Lactation break time shall, if possible, run concurrently with the rest time already provided to the employee.
- E. Employees have the right to file a complaint with the Labor Commissioner for any violation of rights provided under the California Labor Code regarding lactation accommodations.

Southeast Los Angeles County Workforce Development Board	Policy # 241
Employee Policies and Procedures	Date: 06/2021
	Page 1 of 2

ACCESS TO TELEPHONE, VOICE MAIL AND COMPUTER MAIL SYSTEMS

Scope

This policy applies to all employees.

Policy

SELACO WDB provides access to telephones, voice mail and computer systems to its employees. These systems are to be used for business purposes only. SELACO WDB reserves the right to monitor the use of these systems to ensure compliance with this policy, as well as for other business reasons, including the necessity to ensure that calls and mail are handled in a professional manner and to promote efficiency in the manner in which customers are treated.

Procedures

- A. Telephone System
 - 1) Except in cases of emergency or essential personal business, employees should not use SELACO WDB's telephones for personal calls or calls that are not directly related to our business.
 - 2) If an employee receives or needs to make an emergency call, it is to be kept as brief as possible.
 - 3) All personal toll and long-distance calls may be charged to the employee.

- B. Voice Mail System
 - 1) SELACO WDB has established a voice mail system which permits employees to receive, send and transfer voice mail messages. This system is to be used for SELACO WDB business only.
 - 2) Messages left on this system should be professional, courteous and business-like.
 - 3) Employees are expected to operate the system correctly by seeking guidance from the IT Department.
 - 4) SELACO WDB maintains the ability to access any messages left on or transmitted over the phone system. From time to time, especially when employees are on vacation, business trips and leaves of absence, a **Manager and/or Director** or designate may listen to voice mail messages to better serve our customers and other business needs. Therefore, employees should not assume that such messages are confidential or that access by management or its designated representatives will not occur.

- C. Computer **E**mail System
 - 1) SELACO WDB has established a computer **e**mail system which permits employees to receive, send and transfer computer mail messages (email). This is to be used for SELACO WDB business only.
 - 2) Messages left on this system should be professional, courteous and

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business-like.

- 3) Employees are expected to operate the system correctly by seeking guidance from the IT Department.
- 4) SELACO WDB maintains the ability to access any messages left on or transmitted over the computer system. From time to time, especially when employees are on vacation, business trips and leaves of absence, a **Manager and/or Director** or designate may read computer email messages to better serve our customers and other business needs. Therefore, employees should not assume that such messages are confidential or that access by management or its designated representatives will not occur.

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D. Internet Usage

- 1) SELACO WDB's computer system may allow access by employees to the Internet, World Wide Web and other similar computer communications systems. This access is intended solely for business use.
- 2) Employees are expected to operate the system correctly by seeking guidance **from** the IT Department.
- 3) SELACO WDB maintains the ability to review the use of the computer system for the Internet. From time to time, a **Manager and/or Director** or designate may review the use of any employee's computer to determine compliance with this policy and to better serve our customers and other business needs. Therefore, employees should not assume that such use is confidential or that access by management or its designated representatives will not occur.

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- E. Failure to comply with this policy may result in disciplinary action up to and including termination.

Southeast Los Angeles County Workforce Development Board	Policy # 242
Employee Policies and Procedures	Date: 06/2021
	Page 1 of 2

PERSONAL RELATIONSHIPS POLICY

Scope

This policy applies to all employees.

Policy

The Southeast Los Angeles County Workforce Development Board (SELACO WDB) strongly believes in an environment where employees maintain clear boundaries between employee personal and business interactions is most effective for conducting business. Although this policy does not prevent the development of friendships or romantic relationships between coworkers, it does establish very clear boundaries as to how relationships will progress during working hours and within the work environment. Individuals in supervisory relationships or other influential roles are subject to more stringent requirements under this policy due to their status as role models, their access to sensitive information and their ability to influence others. ([Attachment 410: SELACO WDB Personal Relationships Policy](#))

Expectations

1. During working time and in working areas, employees are expected to keep personal exchanges limited so that others are not distracted or offended by such exchanges and so that productivity is maintained.
2. During non-working time, such as lunches, breaks and before and after work periods, employees are not precluded from having appropriate personal conversations in non-work areas as long as their conversations and behaviors could in no way be perceived as offensive or uncomfortable to a reasonable person.
3. Employees are strictly prohibited from engaging in physical contact that would in any way be deemed inappropriate by a reasonable person while anywhere on company premises, whether during work hours or not.
4. Employees who allow personal relationships with coworkers to affect the working environment will be subject to the appropriate provisions of the company disciplinary policy which may include counseling for minor problem. Failure to change behavior and maintain expected work responsibilities is viewed as a serious disciplinary matter.
5. Employee off-duty conduct is generally regarded as private, as long as such conduct does not create problems within the workplace. An exception to this principle, however, is romantic or sexual relationships between supervisors and subordinates.
6. Where problems or potential risks are identified, the SELACO WDB will work with the parties involved to consider options for resolving the conflict. The initial solution will be to make sure that the parties no longer work together on matters where one is able to influence the other or take action for the other. Matters such as hiring, firing, promotions, performance management, compensation decisions,

financial transactions, etc. are examples of situations that may require reallocation of duties to avoid any actual or perceived reward or disadvantage.

7. In some cases, more extreme measures may be necessary such as transfer to other positions or departments. The individual with the more senior position will be considered for transfer first to avoid any perception of retaliation against the less senior person.
8. Refusal of reasonable alternative positions, if available, will be deemed a voluntary resignation.
9. Continued failure to work with SELACO WDB to resolve such a situation in a mutually agreeable fashion may ultimately be deemed insubordination and therefore serve as cause for immediate termination. The SELACO WDB's disciplinary policy will be consulted to ensure consistency, however, before any such extreme measures are undertaken.
10. The provisions of this policy apply regardless of the sexual orientations of the parties involved.
11. Where doubts exist as to the specific meaning of the terms used above, employees should make judgments on the basis of the overall spirit and intent of this policy.
12. Any employee who feels they have been disadvantaged as a result of this policy, or who believes this policy is not being adhered to, should make their feelings known to the Executive Director or Human Resources.

Southeast Los Angeles County Workforce Development Board	Policy # 243
Employee Policies and Procedures	Date: 06/2021
	Page 1 of 2

ATTENDANCE

Scope

This policy applies to all employees.

Policy

At SELACO WDB employees are expected to be on time, at their workstations, and ready to work when their work schedule begins.

Irregular attendance, excessive absenteeism, repeated tardiness or absence without notice may lead to disciplinary action up to and including termination of employment with SELACO WDB.

Definitions

Absenteeism. Absenteeism is defined as absences from work during scheduled working hours (including overtime), excluding absence for work-incurred injuries, vacation, jury duty, death in the family, or family and medical leave of absences without pay.

Excessive Absenteeism. Six (6) occurrences of unscheduled absences in a six-month period may be considered excessive.

Occurrence. An occurrence is defined as a partial day, one full day or several consecutive days of absence.

Tardiness. Tardiness is any time an employee arrives after the expected starting time, is not ready to work at the expected starting time or leaves work prior to the expected end time.

- A. Managers and/or Directors will administer the attendance standards and procedures outlined below, regardless of employee's position, eligibility for sick leave benefits, or length of service.
- B. Managers and/or Directors will require employees to give advance notice, when possible, of any tardiness or absence. If for any reason, employees cannot be at work, or if they must arrive late, they are required to notify their Manager and/or Director or Human Resources before their starting time.
- C. Managers and/or Directors will require employees to maintain contact for any period of absence beyond one day, unless the employee has provided a doctor's certification covering a specified period. Managers and/or Directors will inform employees that they should notify the Manager and/or Director each day he or she is absent.
- D. Employees who are absent for two (2) consecutive days and have not contacted their Manager and/or Director or Human Resources, are assumed to have voluntarily terminated their employment as of the end of the second day missed.

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- E. All personal and doctor's appointments should be scheduled in advance whenever possible for planning and to accommodate our established working hours.
- F. Managers and/or Directors should keep attendance records in their unit and review them regularly to identify critical and chronic attendance problems requiring disciplinary procedures.
- G. Employee attendance should be evaluated by each Manager and/or Director in connection with employee performance appraisals. The records of employees with attendance problems should be reviewed more frequently.
- H. If a Manager and/or Director has an employee who has irregular attendance, excessive absenteeism, an absence without notice or repeated tardiness, they should take disciplinary action immediately. (See Disciplinary Action Policy #244).


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DRAFT



MEMORANDUM

DATE: May 27, 2021
TO: SELACO WDB Board of Directors
FROM: Yolanda Castro, Executive Director 
RE: Selection of Auditing Firm

On April 20, 2021, the SELACO Policy Board reviewed and approved the attached Selection of Auditing Firm.

This item comes to the SELACO WDB Board for your review and approval.

On December 16, 2020, the SELACO WDB staff released a Request for Proposal (RFP) to select an auditing firm to provide Single Audit services from July 1, 2020 to June 30, 2023. The initial release was posted on our website, announced in the Press Telegram, and staff outreached to 20 auditing firms within the LA Region. Unfortunately, our initial release of Request for Proposal resulted in no responses.

Our Compliance Team released another notification for proposal with a submittal date of February 28, 2021. To increase responses to our next call for proposals, our staff have reached out to local boards and County auditor requesting auditing firms they have procured. SELACO WDB also advertised in the Gaslamp local paper as well as the Cerritos news. We had also increased our outreach list from 20 to an additional 20 firms for a total of 40.

On the due date, February 28, 2021 we received only one (1) response to our RFP. The response is from Lance, Soll, and Lunghard LLP (LSL). This auditing firm met the qualifications and experience listed in our RFP; however, the fee proposed, which is \$46,000, is much higher than the fee we paid to Craig Accountancy, which is currently at \$27,945 all-inclusive. Attempting to assess cost paid by our WDB's for auditing activity we confirmed that SouthBay WDB pays \$25,000 and the California Workforce Association (CWA) budgets \$18,000 for their auditing services.


John Craig Accountancy has announced he is retiring, and this will be his last year. He has agreed to support one more year at his existing rate while we continue our search for an auditor.

Action Required:

Staff is requesting that the SELACO WDB Board support the Policy Board's action to allow staff to extend our existing contract with Craig Accountancy for one more year of services (July 1, 2020 through June 30, 2021), while we continue our search to secure a new Auditor who can meet our needs at a reasonable cost for the next program year.



MEMORANDUM

DATE: May 27, 2021
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 21, 2021, we have the following members who have expressed an interest to serve:

SELACO WDB Board Chair – Mark Darmeron

SELACO WDB Vice Chair – Aaron Drake

SELACO WDB Secretary/Treasurer – Ben Espitia

At-large positions of the Executive Committee:

Barbara Levine

Joseph Derthick

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, 2021 – June 30, 2022.



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 27, 2021
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 Center, Long Beach Job Corps, Norwalk Housing Authority, SELACO Career Services, and United American Indian Involvement (UAI)

Progress since the last SELACO Board meeting

SMT Meeting. The SELACO Workforce System Management Team met in May. During that meeting, they:

- Welcomed new members from Paramount Adult School.
- Shared program updates.
- Reviewed and approved the AJCC infrastructure budget.
- Reviewed and gave input to the design of a shared SMT Google.docs site intended to enhance collaboration with partner information and services provided.
- Reviewed CalJOBS and gave input to what is needed to utilize it more regularly.


The next SMT meeting will be held on August 18, 2021, from 10 am – 12 pm.



MEMORANDUM

DATE: May 27, 2021

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 27, 2021, the following board members have completed the training:

Larry Wehage – expires May 22, 2021
Joseph Derthick – expires May 24, 2021
Sharon Todd – expires April 10, 2021
Barbara Levine – expires June 23, 2022
Peter Blanco – expires July 29, 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
Ben Espitia – February 18, 2023

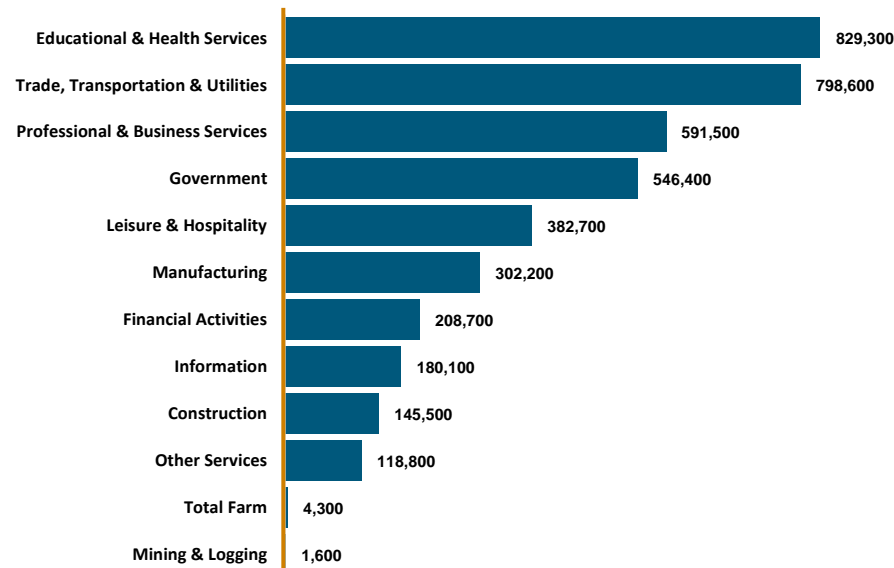
For those who have yet to complete the training, you may do so using the online course at:

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

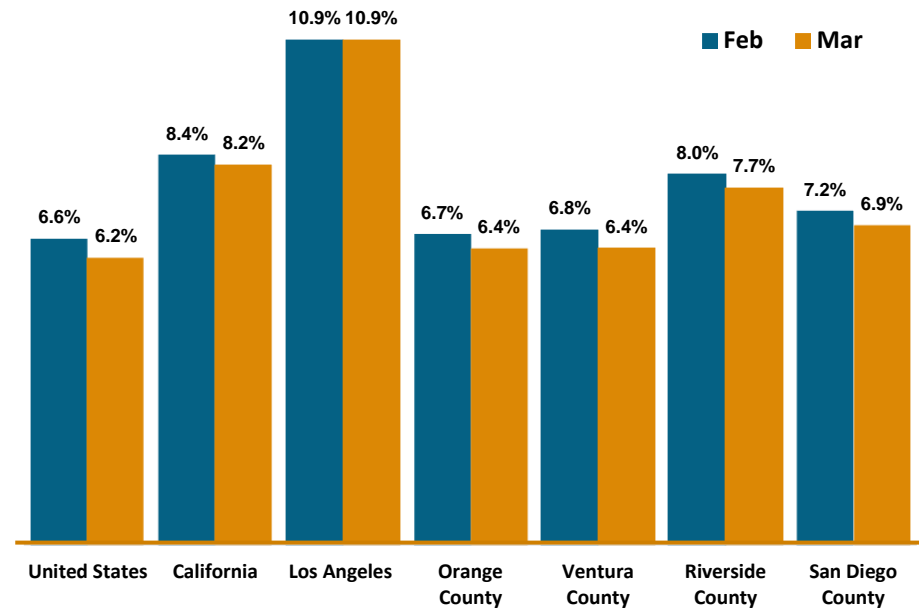
As a reminder, you must print the Certification of Completion provided at the end and submit to Carol Davis.

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

March Industry Sectors Ranked by Employment Size¹



Unemployment Rate (%)²



Online Job Advertisements – March 2021 Help Wanted OnLine³

Top 10 Employers

- Anthem Blue Cross – 4,544
- Northrop Grumman– 2,105
- Allied Universal – 1,722
- University of California – 1,712
- University of Southern California – 1,260
- Cedars Sinai – 1,000
- Raytheon- 765
- Deloitte- 739
- Charter Communications - 678
- City of Hope- 670

Top 10 Occupations

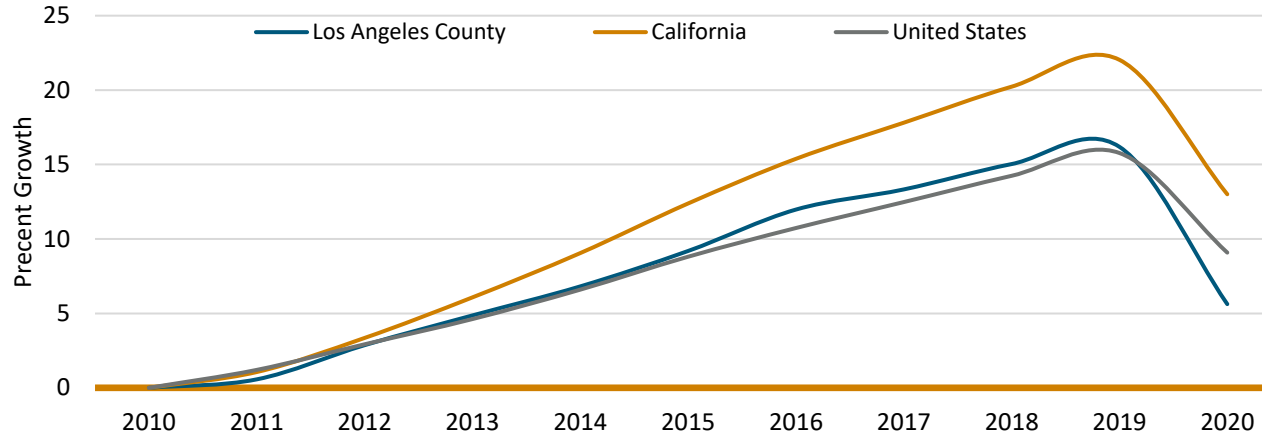
- Registered Nurses- 6,688
- Sales Rep, Wholesale and Mfg, Except Tech and Scientific Products – 6,507
- Managers, All Other – 5,344
- Computer Occupations, All Other – 4,690
- Customer Service Representatives – 4,575
- Retail Salespersons – 4,562
- First-Line Supervisors of Retail Sales Workers – 3,228
- Software Developers, Applications – 3,202
- Security Guards – 3,000
- Heavy and Tractor-Trailer Truck Drivers – 2,825

Top 10 Cities

- Los Angeles– 82,828
- Long Beach – 8,951
- Pasadena– 5,091
- Torrance – 4,932
- Santa Monica – 4,859
- Burbank– 4,459
- Glendale – 4,371
- El Segundo – 4,213
- Santa Clarita – 2,862
- Culver City – 2,587

Sources: ¹ Current Employment Statistics (March 2021), ² Local Area Unemployment Statistics (March 2021), ³ Labor Insight (Burning Glass Technologies), Help Wanted Online (March 2021).

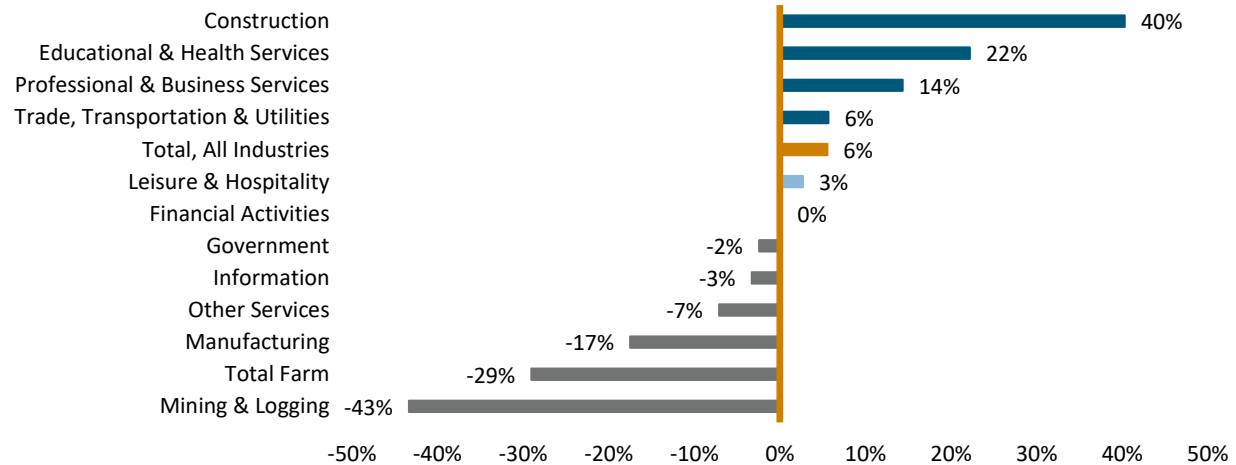
Total Nonfarm Industry Employment Growth Comparison Percent Change Relative to 2010⁴



The adjoining figure shows the total nonfarm employment growth between Los Angeles, California, and the Nation. The growth is measured against a 2010 employment baseline and is displayed as a percentage change. Nonfarm employment grew annually from 2010 to 2019 in all three regions, with California leading in employment growth. However, in 2020 there was a change in course as all three regions registered a downward spike as a result of the Covid-19 pandemic. Los Angeles County experienced the largest relative employment reductions.

Industry Employment Growth Rate With Pandemic Effects Los Angeles County 2010-2020⁴

The adjacent figure displays the percentage change in Los Angeles County industry employment from 2010 and 2020. During this period, the **total all industries** growth in Los Angeles County was 6 percent. Industries that grew more than 6 percent exhibited **strong growth**, those that grew less than 6 percent exhibited **medium to slow growth**. Six industries **contracted** over the period.



Source: ⁴ Current Employment Statistics (2010-2020 Annual Averages).



March 16, 2021

Yolanda Castro, Executive Director
SELACO Workforce Development Board
10900 East 183rd Street, Suite 350
Cerritos, CA 90703

Dear Yolanda Castro:

**WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) SECTION 188
NONDISCRIMINATION AND EQUAL OPPORTUNITY PROVISIONS
ANNUAL COMPLIANCE MONITORING REVIEW
FINAL REPORT PROGRAM YEAR (PY) 2020-21**

This notification informs you of the results of the Employment Development Department's (EDD) Equal Employment Opportunity (EEO) Office desk compliance monitoring review of SELACO Workforce Development Board (SELACO) for compliance to the WIOA Section 188 for PY 2020-21.

Our review was conducted under the authority of WIOA Section 188 and its implementing regulation Title 29 Code of Federal Regulations Part 38. The purpose of this review was to determine the level of compliance by SELACO Workforce Development Board (SELACO) with applicable federal and state laws, regulations, policies, and directives related to the WIOA grant regarding nondiscrimination and equal opportunity provisions for PY 2020-21.

We collected the information for this report through a desk review of documents submitted by the SELACO Workforce Development Board (SELACO), the completed EDD's EEO Office Compliance Monitoring Guide completed by your Equal Opportunity (EO) Officer, interviews with SELACO Workforce Development Board (SELACO) representatives, and a review of applicable policies and procedures.

COMPLIANCE MONITORING REVIEW RESULTS

We conclude that, overall, SELACO Workforce Development Board (SELACO) is meeting applicable WIOA Section 188 requirements concerning nondiscrimination and equal opportunity provisions.

Yolanda Castro
March 16, 2021
Page two

This report contains no findings or concerns; therefore, we are issuing this report as the final report.

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

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 Melanie Malley at Melanie.Malley@edd.ca.gov Kimberly Clinton, EEO Office Manager, at Kimberly.Clinton@edd.ca.gov.

Sincerely,

/s/ MATILDA AIDAM
State-level EO Officer

cc: Anthony Crouch, Workforce Services Branch, MIC 50
Carol Reyes-Davis, SELACO Workforce Investment Board

April 21, 2021

Yolanda Castro
Southeast Los Angeles County Workforce Development Board (SELACO) [Cities of
Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, & Norwalk]

SUBJECT: Approval for the Local Board to act as Career Service Provider

Dear Director Castro,

The California Workforce Development Board has received and carefully assessed your application to act as the Career Service Provider, in accordance with the criteria established in the Workforce Innovation and Opportunity Act (WIOA) and Workforce Services Directive WSD19-13. We are pleased to inform you that your Local Workforce Development Board has been approved to act as the Career Service Provider, through June 30, 2025.

If you have any additional questions, please contact your Regional Advisor.

Sincerely,



TIM RAINEY, Executive Director
California Workforce Development Board

cc: Anthony Crouch, Regional Advisor

EMPLOYMENT DEVELOPMENT DEPARTMENT
 Labor Market Information Division
 4811 Airport Plaza Dr
 Long Beach, CA 90815

Olga Perez
 (562) 384-4971

**LOS ANGELES-LONG BEACH-GLENDALE METROPOLITAN DIVISION
 (LOS ANGELES COUNTY)**

Nine of eleven industry sectors expand over the year following declines

The seasonally adjusted unemployment rate in Los Angeles County increased to 11.7 percent in April 2021, from a revised 11.4 percent in March 2021, and was below the rate of 18.3 percent one year ago. Civilian employment increased by 9,000 to 4,535,000 in April 2021, while unemployment increased by 21,000 to 602,000. The civilian labor force increased by 29,000 over the month to 5,136,000 in April 2021. (All of the above figures are seasonally adjusted.) The unadjusted unemployment rate for the county was 11.0 percent in April 2021.

The California seasonally adjusted unemployment rate was 8.3 percent in April 2021, 8.3 percent in March 2021, and 16.0 percent a year ago in April 2020. The comparable estimates for the nation were 6.1 percent in April 2021, 6.0 percent in March 2021, and 14.8 percent a year ago.

Between March 2021 and April 2021, total nonfarm employment in Los Angeles County increased by 34,600 to 4,142,400.

- Seven industry sectors added jobs over the month. Leisure and hospitality (up 19,900) posted the largest gain with its third consecutive month-over increase. Its increase accounted for 58 percent of total nonfarm employment growth. Growth was spread across both accommodation and food services (up 14,800) and arts, entertainment, and recreation (up 5,100).
- Educational and health services increased by 7,000 jobs. The bulk of the growth occurred in health care and social assistance (up 6,000). Social assistance (up 3,500) and ambulatory health care services (up 1,600) led increases within the sector.
- Professional and business services augmented overall growth by adding 4,100 jobs. Four other sectors made gains over the month: other services (up 3,600), government (up 2,800), construction (up 1,800), and manufacturing (up 1,000). Mining and logging remained unchanged. Mining and logging remained unchanged.
- Trade, transportation, and utilities (down 4,500) declined the most of any sector, with transportation, warehousing, and utilities leading the loss in the sector (down 2,500). Followed by losses in retail trade (down 1,200), and wholesale trade (down 800). Other sectors with month-over declines were: information (down 800) and financial activities (down 300).

Between April 2020 and April 2021, Los Angeles County nonfarm employment increased by 295,300, or 7.7 percent.

- Nine of the eleven sectors posted year-over gains, with leisure and hospitality (up 107,300) accounting for 35 percent of total nonfarm employment growth. Accommodation and food services (up 93,800) and arts, entertainment and recreation (up 13,500) reported the bulk of job increases in this sector. Despite year overgrowth in total nonfarm employment, it remains below pre-pandemic levels. The last time total nonfarm employment was below 4,142,400 prior to 2020 was July 2014.

- Trade, transportation and utilities added 92,900 jobs over the year. All three subsectors reported year-over increases, with the majority of the additions in retail trade (up 57,600), followed by transportation, warehousing and utilities (up 18,700) and wholesale trade (up 16,600). Within retail trade, clothing and clothing accessories stores (up 20,700) led the job expansion.
- Five other sectors added jobs over the year: educational and health services (up 50,100), professional and business services (up 34,300), construction (up 17,600), other services (up 11,200), manufacturing (up 10,500), information (up 8,200), and financial activities (up 1,400). Mining and logging remained unchanged.
- Government was down the most with year-over losses of 38,200. Reductions in local government (down 26,600) and state government (down 12,200) with an offset in federal government (up 600) accounted for the contraction in government.

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REPORT 400 C
Monthly Labor Force Data for Counties
April 2021 - Preliminary
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	18,812,400	17,292,400	1,520,000	8.1%
ALAMEDA	17	795,300	745,000	50,200	6.3%
ALPINE	40	540	500	40	8.0%
AMADOR	26	14,270	13,270	990	7.0%
BUTTE	28	91,500	85,000	6,500	7.1%
CALAVERAS	8	21,100	19,850	1,250	5.9%
COLUSA	57	10,710	9,320	1,390	13.0%
CONTRA COSTA	21	530,200	495,000	35,200	6.6%
DEL NORTE	41	9,210	8,460	750	8.1%
EL DORADO	11	89,800	84,400	5,400	6.0%
FRESNO	49	436,700	394,700	42,100	9.6%
GLENN	25	12,640	11,760	870	6.9%
HUMBOLDT	17	59,200	55,500	3,800	6.3%
IMPERIAL	58	64,900	54,500	10,500	16.1%
INYO	11	8,120	7,640	480	6.0%
KERN	53	372,700	332,600	40,100	10.7%
KINGS	52	54,700	49,100	5,600	10.2%
LAKE	33	28,740	26,550	2,190	7.6%
LASSEN	8	9,480	8,920	560	5.9%
LOS ANGELES	55	5,110,500	4,548,100	562,400	11.0%
MADERA	48	60,200	54,500	5,700	9.5%
MARIN	1	129,600	123,600	6,000	4.6%
MARIPOSA	43	6,820	6,260	560	8.2%
MENDOCINO	20	36,000	33,640	2,360	6.5%
MERCED	54	114,100	101,600	12,500	10.9%
MODOC	32	3,290	3,040	250	7.5%
MONO	30	7,430	6,870	550	7.4%
MONTEREY	44	215,600	197,000	18,600	8.6%
NAPA	17	67,700	63,500	4,200	6.3%
NEVADA	8	45,440	42,760	2,680	5.9%
ORANGE	15	1,536,000	1,440,500	95,500	6.2%
PLACER	4	183,300	173,700	9,700	5.3%
PLUMAS	51	7,350	6,640	710	9.7%
RIVERSIDE	33	1,099,100	1,016,000	83,200	7.6%
SACRAMENTO	29	700,800	650,500	50,300	7.2%
SAN BENITO	36	31,100	28,700	2,400	7.7%
SAN BERNARDINO	36	965,700	891,300	74,500	7.7%
SAN DIEGO	23	1,517,500	1,415,400	102,100	6.7%
SAN FRANCISCO	5	540,500	511,600	28,900	5.4%
SAN JOAQUIN	46	328,100	298,700	29,500	9.0%
SAN LUIS OBISPO	6	128,300	121,100	7,200	5.6%
SAN MATEO	2	424,000	403,400	20,500	4.8%
SANTA BARBARA	11	216,300	203,300	12,900	6.0%
SANTA CLARA	3	1,003,800	953,900	49,900	5.0%
SANTA CRUZ	36	129,400	119,400	10,000	7.7%
SHASTA	26	72,500	67,400	5,100	7.0%
SIERRA	23	1,280	1,190	90	6.7%
SISKIYOU	41	16,620	15,270	1,350	8.1%
SOLANO	33	199,300	184,200	15,100	7.6%
SONOMA	7	238,300	224,600	13,700	5.7%
STANISLAUS	44	237,800	217,300	20,400	8.6%
SUTTER	49	44,000	39,800	4,200	9.6%
TEHAMA	30	25,090	23,240	1,860	7.4%
TRINITY	21	4,440	4,150	300	6.6%
TULARE	55	196,900	175,100	21,700	11.0%
TUOLUMNE	39	19,510	18,000	1,510	7.8%
VENTURA	15	405,200	380,100	25,000	6.2%
YOLO	11	105,100	98,700	6,400	6.0%
YUBA	47	29,000	26,400	2,600	9.1%

Notes

1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.

2) Labor force data for all geographic areas now reflect the March 2020 benchmark and Census 2010 population controls at the state level.

Los Angeles Long Beach Glendale MD
(Los Angeles County)
Industry Employment & Labor Force
March 2020 Benchmark

Data Not Seasonally Adjusted

	Apr 20	Feb 21	Mar 21 Revised	Apr 21 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	4,759,300	5,125,300	5,111,300	5,110,500	0.0%	7.4%
Civilian Employment	3,892,300	4,568,700	4,547,800	4,548,100	0.0%	16.8%
Civilian Unemployment	866,900	556,600	563,500	562,400	-0.2%	-35.1%
Civilian Unemployment Rate (CA Unemployment Rate)	18.2%	10.9%	11.0%	11.0%		
(U.S. Unemployment Rate)	16.0%	8.4%	8.2%	8.1%		
	14.4%	6.6%	6.2%	5.7%		
Total, All Industries (2)	3,850,800	4,075,400	4,112,000	4,146,800	0.8%	7.7%
Total Farm	3,700	4,200	4,200	4,400	4.8%	18.9%
Total Nonfarm	3,847,100	4,071,200	4,107,800	4,142,400	0.8%	7.7%
Total Private	3,257,300	3,526,500	3,559,000	3,590,800	0.9%	10.2%
Goods Producing	424,900	448,700	450,200	453,000	0.6%	6.6%
Mining, Logging and Construction	132,100	147,400	147,900	149,700	1.2%	13.3%
Mining and Logging	1,600	1,600	1,600	1,600	0.0%	0.0%
Construction	130,500	145,800	146,300	148,100	1.2%	13.5%
Construction of Buildings	34,100	39,100	38,800	38,800	0.0%	13.8%
Residential Building Construction	20,200	24,500	24,200	24,200	0.0%	19.8%
Nonresidential Building Construction	13,900	14,600	14,600	14,600	0.0%	5.0%
Heavy & Civil Engineering Construction	13,900	15,000	15,100	15,400	2.0%	10.8%
Specialty Trade Contractors	82,500	91,700	92,400	93,900	1.6%	13.8%
Building Foundation & Exterior Contractors	16,700	19,800	20,000	19,800	-1.0%	18.6%
Building Equipment Contractors	38,400	41,200	40,900	42,400	3.7%	10.4%
Building Finishing Contractors	18,700	21,500	22,000	22,000	0.0%	17.6%
Other Specialty Trade Contractors	8,700	9,200	9,500	9,700	2.1%	11.5%
Manufacturing	292,800	301,300	302,300	303,300	0.3%	3.6%
Durable Goods	183,100	180,800	182,700	183,600	0.5%	0.3%
Primary Metal Manufacturing	5,600	5,300	5,400	5,300	-1.9%	-5.4%
Fabricated Metal Product Manufacturing	39,900	38,200	38,500	38,100	-1.0%	-4.5%
Machinery Manufacturing	13,000	11,300	11,400	11,500	0.9%	-11.5%
Computer & Electronic Product Manufacturing	39,100	39,100	39,700	39,800	0.3%	1.8%
Electronic Instrument Manufacturing	24,600	25,100	25,700	25,700	0.0%	4.5%
Electrical Equipment & Appliance Manufacturing	6,900	6,700	6,700	6,600	-1.5%	-4.3%
Transportation Equipment Manufacturing	47,200	45,000	45,600	46,300	1.5%	-1.9%
Aerospace Product & Parts Manufacturing	40,400	38,300	39,000	39,200	0.5%	-3.0%
Furniture & Related Product Manufacturing	8,400	10,600	10,600	10,600	0.0%	26.2%
Household & Institutional Furniture Mfg	4,700	6,300	6,200	6,200	0.0%	31.9%
Miscellaneous Durable Goods Manufacturing	14,900	17,200	17,400	17,400	0.0%	16.8%
Nondurable Goods	109,700	120,500	119,600	119,700	0.1%	9.1%
Food Manufacturing	35,200	34,900	35,000	35,000	0.0%	-0.6%
Dairy Product Manufacturing	3,400	3,500	3,500	3,500	0.0%	2.9%
Animal Slaughtering & Processing	4,300	4,400	4,300	4,300	0.0%	0.0%
Bakeries & Tortilla Manufacturing	11,800	12,800	12,900	12,900	0.0%	9.3%
Textile Mills	2,300	3,500	3,600	3,500	-2.8%	52.2%
Apparel Manufacturing	12,800	20,100	20,200	19,700	-2.5%	53.9%
Cut & Sew Apparel Manufacturing	12,000	19,300	19,400	18,900	-2.6%	57.5%
Paper Manufacturing	6,100	6,100	6,100	6,000	-1.6%	-1.6%
Printing & Related Support Activities	8,200	9,300	9,300	9,200	-1.1%	12.2%
Petroleum & Coal Products Manufacturing	5,600	5,400	5,400	5,400	0.0%	-3.6%
Chemical Manufacturing	18,500	18,900	18,900	18,900	0.0%	2.2%
Pharmaceutical & Medicine Manufacturing	8,000	8,000	8,000	8,000	0.0%	0.0%
Plastics & Rubber Products Manufacturing	11,300	10,800	10,700	10,600	-0.9%	-6.2%
Service Providing	3,422,200	3,622,500	3,657,600	3,689,400	0.9%	7.8%
Private Service Providing	2,832,400	3,077,800	3,108,800	3,137,800	0.9%	10.8%
Trade, Transportation & Utilities	700,300	795,400	797,700	793,200	-0.6%	13.3%
Wholesale Trade	181,500	198,200	198,900	198,100	-0.4%	9.1%
Merchant Wholesalers, Durable Goods	87,400	93,100	93,500	93,300	-0.2%	6.8%
Motor Vehicle & Motor Vehicle Parts Merchant	11,600	12,000	12,100	12,300	1.7%	6.0%
Professional & Commercial Equipment Merchant	13,700	14,400	14,500	14,400	-0.7%	5.1%

May 21, 2021

Employment Development Department
 Labor Market Information Division
 (916) 262-2162

Los Angeles Long Beach Glendale MD
(Los Angeles County)
 Industry Employment & Labor Force
 March 2020 Benchmark

Data Not Seasonally Adjusted

	Apr 20	Feb 21	Mar 21 Revised	Apr 21 Prelim	Percent Change	
					Month	Year
Electrical & Electronic Goods Merch Wholesa	10,500	11,000	11,000	11,000	0.0%	4.8%
Machinery, Equip & Supplies Merchant Whol	14,300	13,500	13,500	13,600	0.7%	-4.9%
Miscellaneous Durable Goods Merchant Whd	13,800	16,000	16,100	16,100	0.0%	16.7%
Merchant Wholesalers, Nondurable Goods	84,900	95,300	95,600	95,100	-0.5%	12.0%
Apparel, Piece Goods & Notions Merch Whof	14,300	22,600	23,100	23,200	0.4%	62.2%
Grocery & Related Products Merchant Whole	36,100	36,000	35,600	35,800	0.6%	-0.8%
Misc Nondurable Merchant Wholesalers	11,200	13,900	14,100	14,300	1.4%	27.7%
Wholesale Electronic Markets & Agents & Bro	9,200	9,800	9,800	9,700	-1.0%	5.4%
Retail Trade	323,500	382,500	382,300	381,100	-0.3%	17.8%
Motor Vehicle & Parts Dealer	34,200	40,100	40,400	40,700	0.7%	19.0%
Automobile Dealers	22,800	27,200	27,400	27,700	1.1%	21.5%
Other Motor Vehicle Dealers	1,400	1,900	1,900	1,900	0.0%	35.7%
Automotive Parts, Accessories & Tire Stores	10,000	11,000	11,100	11,100	0.0%	11.0%
Furniture & Home Furnishings Stores	7,800	11,900	12,000	11,900	-0.8%	52.6%
Electronics & Appliance Stores	13,800	14,300	14,200	14,200	0.0%	2.9%
Building Material & Garden Equipment Stores	23,800	26,900	26,800	27,200	1.5%	14.3%
Food & Beverage Stores	90,300	93,900	93,400	92,200	-1.3%	2.1%
Grocery Stores	80,700	82,900	82,500	81,500	-1.2%	1.0%
Health & Personal Care Stores	29,300	30,400	30,600	30,800	0.7%	5.1%
Gasoline Stations	11,400	11,300	11,600	11,500	-0.9%	0.9%
Clothing & Clothing Accessories Stores	23,200	43,000	44,200	43,900	-0.7%	89.2%
Sporting Goods, Hobby, Book & Music Stores	7,400	10,200	9,900	10,000	1.0%	35.1%
Sporting Goods, Hobby & Musical Instrument	6,500	9,100	9,000	9,000	0.0%	38.5%
Book, Periodical & Music Stores	900	1,100	900	1,000	11.1%	11.1%
General Merchandise Stores	51,400	62,200	60,700	60,500	-0.3%	17.7%
Department Stores	9,200	17,600	17,300	17,400	0.6%	89.1%
General Merchandise Stores	42,200	44,600	43,400	43,100	-0.7%	2.1%
Miscellaneous Store Retailers	15,400	20,000	20,000	20,000	0.0%	29.9%
Nonstore Retailers	15,500	18,300	18,500	18,200	-1.6%	17.4%
Transportation, Warehousing & Utilities	195,300	214,700	216,500	214,000	-1.2%	9.6%
Utilities	12,300	12,800	12,800	12,800	0.0%	4.1%
Transportation & Warehousing	183,000	201,900	203,700	201,200	-1.2%	9.9%
Air Transportation	34,000	30,300	30,600	31,100	1.6%	-8.5%
Truck Transportation	30,200	32,600	33,400	33,200	-0.6%	9.9%
Transit & Ground Passenger Transportation	9,000	7,800	7,900	8,600	8.9%	-4.4%
Support Activities for Transportation	50,100	53,200	52,700	52,400	-0.6%	4.6%
Couriers & Messengers	35,100	53,100	53,600	49,900	-6.9%	42.2%
Warehousing & Storage	18,600	19,900	20,300	20,800	2.5%	11.8%
Information	171,700	176,700	180,700	179,900	-0.4%	4.8%
Publishing Industries (except Internet)	19,600	19,400	19,300	19,100	-1.0%	-2.6%
Newspaper, Periodical, Book & Directory Publi	6,700	6,000	5,900	5,800	-1.7%	-13.4%
Motion Picture & Sound Recording	88,500	94,600	99,300	100,100	0.8%	13.1%
Broadcasting (except Internet)	21,400	21,900	21,700	21,200	-2.3%	-0.9%
Radio & Television Broadcasting	15,300	15,600	15,400	15,200	-1.3%	-0.7%
Cable & Other Subscription Programming	6,100	6,300	6,300	6,000	-4.8%	-1.6%
Telecommunications	16,100	15,100	14,900	14,800	-0.7%	-8.1%
Data Processing, Hosting & Related Services	10,700	10,200	10,300	10,100	-1.9%	-5.6%
Financial Activities	207,300	209,000	209,000	208,700	-0.1%	0.7%
Finance & Insurance	130,800	130,600	130,000	129,100	-0.7%	-1.3%
Credit Intermediation & Related Activities	57,300	57,200	56,900	56,900	0.0%	-0.7%
Depository Credit Intermediation	39,900	38,800	38,600	38,500	-0.3%	-3.5%
Nondepository Credit Intermediation	10,700	11,500	11,400	11,500	0.9%	7.5%
Activities Related to Credit Intermediation	6,700	6,900	6,900	6,900	0.0%	3.0%
Securities, Commodity Contracts & Investment	25,900	26,600	26,400	26,100	-1.1%	0.8%
Insurance Carriers & Related	47,600	46,800	46,700	46,100	-1.3%	-3.2%
Insurance Carriers	19,900	19,400	19,400	19,200	-1.0%	-3.5%
Agencies, Broker, & Other Insurance Related	27,700	27,400	27,300	26,900	-1.5%	-2.9%
Real Estate & Rental & Leasing	76,500	78,400	79,000	79,600	0.8%	4.1%

May 21, 2021

Employment Development Department
 Labor Market Information Division
 (916) 262-2162

Los Angeles Long Beach Glendale MD
(Los Angeles County)
 Industry Employment & Labor Force
 March 2020 Benchmark

Data Not Seasonally Adjusted

	Apr 20	Feb 21	Mar 21 Revised	Apr 21 Prelim	Percent Change	
					Month	Year
Real Estate	61,800	63,500	64,000	63,600	-0.6%	2.9%
Lessors of Real Estate	17,800	17,800	17,900	17,600	-1.7%	-1.1%
Offices of Real Estate Agents & Brokers	13,200	14,100	14,300	13,800	-3.5%	4.5%
Activities Related to Real Estate	30,800	31,600	31,800	32,200	1.3%	4.5%
Real Estate and Rental and Leasing - Residual	14,700	14,900	15,000	16,000	6.7%	8.8%
Professional & Business Services	560,600	585,100	590,800	594,900	0.7%	6.1%
Professional, Scientific & Technical Services	277,100	283,700	286,400	288,100	0.6%	4.0%
Legal Services	50,900	53,100	53,500	53,500	0.0%	5.1%
Accounting, Tax Preparation & Bookkeeping Services	40,400	43,000	43,800	43,500	-0.7%	7.7%
Architectural, Engineering & Related Services	34,600	34,700	34,900	35,300	1.1%	2.0%
Computer Systems Design & Related Services	38,100	36,800	36,800	37,300	1.4%	-2.1%
Management, Scientific & Technical Consulting Services	47,700	48,500	49,500	49,400	-0.2%	3.6%
Scientific Research & Development Services	18,700	19,800	19,800	19,900	0.5%	6.4%
Advertising & Related Services	23,700	24,800	24,800	25,200	1.6%	6.3%
Management of Companies & Enterprises	57,600	58,500	59,000	58,400	-1.0%	1.4%
Administrative & Support & Waste Services	225,900	242,900	245,400	248,400	1.2%	10.0%
Administrative & Support Services	214,700	231,800	234,300	237,300	1.3%	10.5%
Employment Services	70,500	85,200	85,300	87,500	2.6%	24.1%
Business Support Services	13,300	13,800	13,900	13,900	0.0%	4.5%
Travel Arrangement & Reservation Services	6,600	4,900	4,900	5,000	2.0%	-24.2%
Investigation & Security Services	49,500	52,600	52,900	54,100	2.3%	9.3%
Services to Buildings & Dwellings	44,600	44,800	46,300	45,900	-0.9%	2.9%
Educational & Health Services	786,500	827,300	829,600	836,600	0.8%	6.4%
Educational Services	126,000	125,500	126,500	127,500	0.8%	1.2%
Elementary & Secondary Schools	29,500	29,400	29,700	29,500	-0.7%	0.0%
Colleges, Universities & Professional Schools	74,300	73,000	73,500	74,000	0.7%	-0.4%
Health Care & Social Assistance	660,500	701,800	703,100	709,100	0.9%	7.4%
Ambulatory Health Care Services	195,200	228,400	228,500	230,100	0.7%	17.9%
Offices of Physicians	53,600	59,900	59,500	59,700	0.3%	11.4%
Offices of Dentists	13,600	32,000	32,400	32,500	0.3%	139.0%
Offices of Other Health Practitioners	22,900	27,900	27,600	28,300	2.5%	23.6%
Hospitals	117,800	116,000	116,300	116,700	0.3%	-0.9%
Nursing & Residential Care Facilities	86,100	82,400	80,800	81,300	0.6%	-5.6%
Nursing Care Facilities	47,500	44,300	43,500	43,800	0.7%	-7.8%
Social Assistance	261,400	275,000	277,500	281,000	1.3%	7.5%
Individual & Family Services	234,500	245,500	248,300	251,100	1.1%	7.1%
Child Day Care Services	14,100	14,500	14,300	14,900	4.2%	5.7%
Leisure & Hospitality	296,500	369,400	383,900	403,800	5.2%	36.2%
Arts, Entertainment & Recreation	55,100	60,600	63,500	68,600	8.0%	24.5%
Performing Arts, Spectator Sports	33,000	31,600	31,500	33,700	7.0%	2.1%
Independent Artists, Writers & Performers	10,100	9,700	9,900	10,200	3.0%	1.0%
Museums, Historical Sites & Similar Institutions	4,500	4,000	4,000	4,000	0.0%	-11.1%
Amusement, Gambling & Recreation	17,600	25,000	28,000	30,900	10.4%	75.6%
Gambling Industries	3,000	3,900	4,500	4,600	2.2%	53.3%
Other Amusement & Recreation	12,400	17,300	19,300	21,500	11.4%	73.4%
Accommodation & Food Services	241,400	308,800	320,400	335,200	4.6%	38.9%
Accommodation	24,400	24,000	28,200	30,500	8.2%	25.0%
Food Services & Drinking Places	217,000	284,800	292,200	304,700	4.3%	40.4%
Restaurants	205,000	272,700	279,900	291,600	4.2%	42.2%
Full-Service Restaurants	62,200	110,900	119,100	127,900	7.4%	105.6%
Limited-Service Eating Places	142,800	161,800	160,800	163,700	1.8%	14.6%
Special Food Services	10,400	8,600	8,900	9,500	6.7%	-8.7%
Other Services	109,500	114,900	117,100	120,700	3.1%	10.2%
Repair & Maintenance	27,800	32,200	32,400	33,700	4.0%	21.2%
Personal & Laundry Services	28,800	32,900	34,700	36,200	4.3%	25.7%
Religious, Grants, Civic, Professional & Like Organizations	52,900	49,800	50,000	50,800	1.6%	-4.0%
Government	589,800	544,700	548,800	551,600	0.5%	-6.5%
Federal Government	47,700	48,100	47,600	48,300	1.5%	1.3%

Data Not Seasonally Adjusted

	Apr 20	Feb 21	Mar 21	Apr 21	Percent Change	
			Revised	Prelim	Month	Year
Department of Defense	3,400	3,500	3,500	3,500	0.0%	2.9%
Federal Government excluding Department of State & Local Government	44,300	44,600	44,100	44,800	1.6%	1.1%
State Government	542,100	496,600	501,200	503,300	0.4%	-7.2%
State Government Education	91,500	78,400	78,800	79,300	0.6%	-13.3%
State Government Excluding Education	60,400	47,300	47,700	48,200	1.0%	-20.2%
Local Government	31,100	31,100	31,100	31,100	0.0%	0.0%
Local Government Education	450,600	418,200	422,400	424,000	0.4%	-5.9%
Local Government Excluding Education	228,900	202,800	205,700	207,900	1.1%	-9.2%
County	221,700	215,400	216,700	216,100	-0.3%	-2.5%
City	108,100	107,800	108,500	107,600	-0.8%	-0.5%
Special Districts plus Indian Tribes	92,700	87,500	88,000	88,200	0.2%	-4.9%
	20,900	20,100	20,200	20,300	0.5%	-2.9%

Notes:

(1) Civilian labor force data are by place of residence; include self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding. The unemployment rate is calculated using unrounded data.

(2) Industry employment is by place of work; excludes self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding.

These data are produced by the Labor Market Information Division of the California Employment Development Department (EDD). Questions should be directed to: Juan Millan 626-934-5739 or Robert Lee 626-934-5738

These data, as well as other labor market data, are available via the Internet at <http://www.labormarketinfo.edd.ca.gov>. If you need assistance, please call (916) 262-2162.

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**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 April 2021 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment		Census Ratios	
			Number	Rate	Emp	Unemp
Los Angeles County	5,110,500	4,548,100	562,400	11.0%	1.000000	1.000000
Acton CDP	3,500	3,200	300	9.4%	0.000695	0.000582
Agoura Hills city	11,100	10,300	900	7.6%	N/A	N/A
Alhambra city	46,100	41,500	4,600	10.0%	N/A	N/A
Alondra Park CDP	4,300	3,900	400	9.7%	0.000851	0.000736
Altadena CDP	23,100	20,700	2,300	10.1%	0.004562	0.004145
Arcadia city	29,100	26,800	2,300	8.0%	N/A	N/A
Artesia city	8,000	7,200	800	9.8%	0.001581	0.001396
Avalon city	2,000	2,000	0	0.1%	0.000438	0.000003
Avocado Heights CDP	7,600	6,500	1,100	14.5%	0.001425	0.001947
Azusa city	25,400	22,700	2,600	10.4%	N/A	N/A
Baldwin Park city	35,000	30,700	4,300	12.2%	N/A	N/A
Bell city	15,400	13,500	1,900	12.4%	N/A	N/A
Bell Gardens city	18,300	16,100	2,200	11.8%	N/A	N/A
Bellflower city	37,400	32,300	5,200	13.8%	N/A	N/A
Beverly Hills city	17,800	16,400	1,500	8.2%	N/A	N/A
Bradbury city	400	400	0	4.0%	0.000085	0.000028
Burbank city	59,200	52,200	7,000	11.9%	N/A	N/A
Calabasas city	12,100	11,200	900	7.5%	0.002469	0.001615
Carson city	46,700	41,000	5,700	12.2%	N/A	N/A
Cerritos city	24,900	22,700	2,200	8.8%	N/A	N/A
Charter Oak CDP	5,300	4,500	800	14.6%	0.000999	0.001381
Citrus CDP	5,100	4,600	500	9.7%	0.001011	0.000883
Claremont city	17,000	15,400	1,500	8.9%	N/A	N/A
Commerce city	5,800	5,200	600	11.0%	0.001143	0.001140
Compton city	40,700	34,200	6,500	15.9%	N/A	N/A
Covina city	24,200	21,300	3,000	12.2%	N/A	N/A
Cudahy city	10,100	8,900	1,100	11.2%	N/A	N/A
Culver City city	22,700	20,700	2,000	8.9%	N/A	N/A
Del Aire CDP	5,100	4,800	300	6.5%	0.001055	0.000595
Desert View Highlands CDP	1,400	1,200	200	11.1%	0.000267	0.000269
Diamond Bar city	29,800	27,200	2,500	8.5%	N/A	N/A
Downey city	57,700	51,100	6,600	11.4%	N/A	N/A
Duarte city	11,300	9,900	1,400	12.4%	0.002184	0.002492
East Los Angeles CDP	58,500	49,100	9,300	16.0%	0.010800	0.016595
East Pasadena CDP	2,900	2,800	100	4.4%	0.000613	0.000225
East San Gabriel CDP	7,300	6,900	400	5.5%	0.001526	0.000714
El Monte city	52,200	46,400	5,800	11.1%	N/A	N/A
El Segundo city	9,700	8,600	1,100	11.7%	0.001889	0.002016

Data Not Seasonally Adjusted

Area Name	Labor Force	Employment	Unemployment		Census Ratios	
			Number	Rate	Emp	Unemp
Florence Graham CDP	29,600	25,200	4,400	14.9%	0.005537	0.007851
Gardena city	30,800	27,000	3,800	12.4%	N/A	N/A
Glendale city	103,400	92,300	11,100	10.7%	N/A	N/A
Glendora city	25,600	23,300	2,300	9.0%	N/A	N/A
Hacienda Heights CDP	26,300	24,000	2,300	8.8%	0.005266	0.004092
Hawaiian Gardens city	6,500	5,800	700	10.4%	0.001275	0.001199
Hawthorne city	45,500	39,700	5,800	12.6%	N/A	N/A
Hermosa Beach city	12,000	11,100	900	7.5%	0.002433	0.001584
Hidden Hills city	700	700	100	13.2%	0.000143	0.000175
Huntington Park city	26,600	23,500	3,100	11.6%	N/A	N/A
Industry city	200	200	0	14.0%	0.000034	0.000044
Inglewood city	53,700	46,300	7,400	13.8%	N/A	N/A
Irwindale city	700	600	100	13.8%	0.000134	0.000172
La Canada Flintridge city	8,900	8,400	500	5.8%	0.001839	0.000911
La Crescenta Montrose CDP	9,500	8,700	800	8.9%	0.001909	0.001506
La Habra Heights city	3,200	3,000	200	7.6%	0.000657	0.000435
La Mirada city	24,000	21,600	2,400	10.0%	N/A	N/A
La Puente city	19,400	16,900	2,400	12.5%	N/A	N/A
La Verne city	15,900	14,400	1,500	9.7%	N/A	N/A
Ladera Heights CDP	3,600	3,100	600	15.3%	0.000673	0.000986
Lake Los Angeles CDP	3,700	3,100	700	17.5%	0.000679	0.001165
Lakewood city	42,900	38,300	4,600	10.8%	N/A	N/A
Lancaster city	66,600	56,600	10,000	15.0%	N/A	N/A
Lawndale city	16,700	14,800	1,900	11.6%	N/A	N/A
Lennox CDP	11,000	9,900	1,200	10.5%	0.002168	0.002066
Littlerock CDP	400	300	100	18.2%	0.000073	0.000131
Lomita city	10,500	9,900	600	6.0%	0.002167	0.001114
Long Beach city	239,300	211,900	27,400	11.5%	N/A	N/A
Los Angeles city	2,082,200	1,855,000	227,200	10.9%	N/A	N/A
Lynwood city	29,600	25,200	4,400	14.9%	N/A	N/A
Malibu city	6,200	5,800	400	6.5%	0.001270	0.000711
Manhattan Beach city	18,900	17,800	1,100	6.0%	N/A	N/A
Marina del Rey CDP	6,700	6,400	400	5.2%	0.001404	0.000626
Mayflower Village CDP	3,000	2,700	200	7.9%	0.000603	0.000419
Maywood city	12,300	11,000	1,300	10.4%	N/A	N/A
Monrovia city	20,500	18,700	1,800	8.9%	N/A	N/A
Montebello city	29,100	25,600	3,500	11.9%	N/A	N/A
Monterey Park city	29,200	26,200	3,000	10.4%	N/A	N/A
North El Monte CDP	1,700	1,600	100	4.6%	0.000361	0.000141
Norwalk city	51,000	44,700	6,300	12.3%	N/A	N/A
Palmdale city	66,200	56,200	9,900	15.0%	N/A	N/A
Palos Verdes Estates city	5,400	5,200	200	4.3%	0.001136	0.000410
Paramount city	25,200	21,900	3,300	13.3%	N/A	N/A
Pasadena city	78,200	71,200	7,000	9.0%	N/A	N/A
Pico Rivera city	30,700	26,800	3,900	12.7%	N/A	N/A
Pomona city	69,100	60,600	8,600	12.4%	N/A	N/A
Quartz Hill CDP	4,200	3,800	400	9.5%	0.000841	0.000711
Rancho Palos Verdes city	19,000	17,600	1,400	7.3%	N/A	N/A

Data Not Seasonally Adjusted

Area Name	Labor Force	Employment	Unemployment		Census Ratios	
			Number	Rate	Emp	Unemp
Redondo Beach city	40,400	37,100	3,300	8.2%	N/A	N/A
Rolling Hills city	600	500	100	9.7%	0.000114	0.000100
Rolling Hills Estates city	3,500	3,100	300	9.1%	0.000691	0.000557
Rosemead city	25,500	22,600	2,900	11.5%	N/A	N/A
Rowland Heights CDP	24,900	22,300	2,700	10.6%	0.004899	0.004715
San Dimas city	17,500	16,000	1,500	8.7%	N/A	N/A
San Fernando city	11,500	10,700	900	7.5%	0.002349	0.001534
San Gabriel city	21,200	19,300	2,000	9.4%	N/A	N/A
San Marino city	5,600	5,400	200	3.4%	0.001184	0.000341
Santa Clarita city	114,200	103,200	11,000	9.6%	N/A	N/A
Santa Fe Springs city	8,200	7,700	500	6.6%	0.001688	0.000961
Santa Monica city	54,700	50,200	4,600	8.3%	N/A	N/A
Sierra Madre city	5,700	5,000	700	12.6%	0.001094	0.001274
Signal Hill city	6,000	5,500	600	9.4%	0.001202	0.001014
South El Monte city	9,200	8,200	1,000	10.5%	0.001811	0.001725
South Gate city	43,300	37,800	5,500	12.7%	N/A	N/A
South Pasadena city	14,400	13,300	1,100	7.6%	N/A	N/A
South San Gabriel CDP	4,000	3,600	400	9.7%	0.000790	0.000682
South San Jose Hills CDP	9,400	8,100	1,300	13.8%	0.001785	0.002304
South Whittier CDP	28,200	25,400	2,800	9.8%	0.005582	0.004915
Temple City city	18,200	16,400	1,800	9.9%	N/A	N/A
Torrance city	76,400	70,000	6,400	8.3%	N/A	N/A
Val Verde CDP	1,600	1,300	200	13.9%	0.000296	0.000388
Valinda CDP	12,400	10,900	1,500	12.2%	0.002387	0.002689
Vernon city	100	100	0	0.0%	0.000012	0.000000
View Park Windsor Hills CDP	6,400	5,200	1,200	19.5%	0.001132	0.002216
Walnut city	15,600	14,400	1,300	8.0%	N/A	N/A
Walnut Park CDP	8,000	7,000	900	11.9%	0.001541	0.001681
West Athens CDP	5,100	4,300	800	16.3%	0.000941	0.001478
West Carson CDP	11,000	10,100	900	8.2%	0.002216	0.001597
West Covina city	53,000	46,900	6,100	11.6%	N/A	N/A
West Hollywood city	27,100	24,100	3,000	11.1%	N/A	N/A
West Puente Valley CDP	11,500	9,900	1,500	13.3%	0.002186	0.002717
West Whittier Los Nietos CDP	12,200	11,100	1,000	8.6%	0.002444	0.001850
Westlake Village city	3,700	3,500	200	4.7%	0.000766	0.000307
Westmont CDP	15,000	12,800	2,200	14.8%	0.002805	0.003935
Whittier city	43,700	38,900	4,800	11.0%	N/A	N/A
Willowbrook CDP	10,300	8,400	1,900	18.8%	0.001842	0.003444

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2015-2019 5-Year American Community Survey (ACS).

Notes:

- 1) Data may not add due to rounding. All unemployment rates shown are calculated on unrounded data.
- 2) These data are not seasonally adjusted.
- 3) N/A = Estimate created by Bureau of Labor Statistics

Data Not Seasonally Adjusted

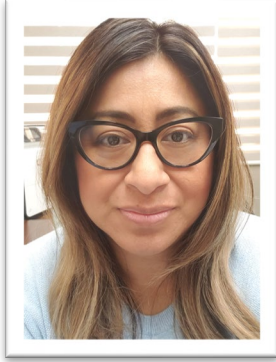
Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Unemp
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Methodology:

Monthly city labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each city at the time of the 2015-2019 American Community Survey. Ratios for cities were developed from special tabulations based on ACS employment, unemployment, and population and Census population from the Bureau of Labor Statistics. For smaller cities and CDPs, ratios were calculated from published census data.

Monthly CDP's labor force data are derived by multiplying current estimates of county employment and unemployment by the relative employment and unemployment shares (ratios) of each CDP at the time of the 2015-2019 ACS survey. Ratios for CDPs' were developed from special tabulations based on ACS employment and unemployment from the Bureau of Labor Statistics.

This method assumes that the rates of change in employment and unemployment since the 2015-2019 American Community Survey are exactly the same in each city and CDP as at the county level (i.e., that the shares are still accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.



Brenda S., Lakewood

Workforce Challenge:

Brenda had worked in supply chain, logistics, transportation and manufacturing management for 4 years when the company she worked for moved out-of-state. She searched for jobs extensively on various job search websites, but job searching during a pandemic without a college degree or certification, was very challenging. When Brenda was informed about the employment resources from the EDD, she hoped to find training towards certification and sought assistance at the SELACO

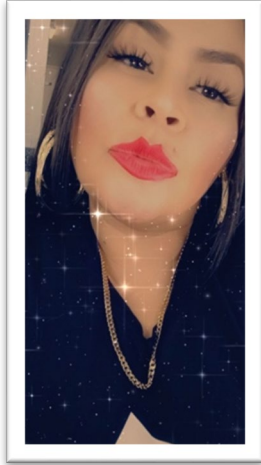
Workforce Development Board America’s Job Center of California in Cerritos.

Workforce Solution:

After enrollment, SELACO WDB funded Brenda’s training at New Horizons Computer Learning Center where she earned her Lean Six Sigma Green Belt certification in 10 weeks. SELACO also provided supplies, gas cards for interviews, child-care support, computer access and workshops on multiple job search subjects. In addition, she had access to Cal-Fresh and Medi-Cal representatives on-site as well as the EDD telephone.

Workforce Results:

Fourteen months had passed, but Brenda continued moving forward when a recruiter found her resumé online and contacted her. After four consecutive interviews with an agriculture company in Monrovia, Brenda was finally hired as a Demand Manager and will be working with forecasting, management waste, shipping, transportation, purchase orders and running multiple reports for supply and demand. When asked what she enjoyed most about her new position, Brenda answered; “I like the history and stability of the company, location, salary and the people.” She added, “Anyone that is looking for employment and anyone that is looking for advancement in their career and skills, should reach out to SELACO.”



Evelyn Daniel, Watts

Workforce Challenge:

Evelyn looked for jobs online and through friends, but not having a high school diploma and being unemployed for over a decade brought challenges. Having worked as a cook in the fast-food industry for 3 years was good, but left her employment options limited. Evelyn was referred to the SELACO Workforce Development Board in Cerritos where she began her job search journey.

Workforce Solution:

Evelyn’s Career Development Specialist provided her with coaching, support and encouragement as well as workplace attire and work experience. Evelyn attended job search workshops and the 4-day seminar on high performance thinking, called “Steps to Economic and Personal Success” (STEPS), which helped her self-assess and set goals for success. She stated, “It gave me a sense of pride, a reason to get on track and keep moving in the right direction.”

Workforce Results:

After 200 hours of work experience and 320 hours of on-the-job training as an intern, Evelyn was hired full-time as a Monitor at a residential treatment center in Santa Fe Springs. She will keep daily logs, assist with testing, welcome new guests and ensure things run smoothly between residents and staff. Evelyn stated that the pay is good and she looks forward to moving up. The location and the hours are also a plus for her. Because she is passionate about this kind of work, Evelyn is eager to pursue certifications in this field. She advised other job seekers, “Set goals and seek resources to get you to the next step.”



Christine Ceballos, Hawaiian Gardens

Workforce Challenge:

Christina was looking for job training, workshops and just plain help. She discovered the Cerritos America’s Job Center by way of referral. She had searched for jobs online, on social media and want ads, but with a less than stellar background it was not easy finding a good fit.

Workforce Solution:

After enrollment, a Career Development Specialist provided Christina with career guidance and counseling. Christina said, “They helped me navigate through my job search journey by motivating me and making me feel important.” She was enrolled in a 3-week Multi-Craft Core Curriculum (MC3) Pre-Apprenticeship Training Program with Chabot-Las Positas College. Christina was thrilled to earn her certification and subsequently joined the painter’s union. To continue her success, SELACO also provided Christina with proper workplace attire and gas cards.

Workforce Results:

Christina now proudly works in the construction industry as a commercial painter in Local Union 1036. Her duties will include water proofing, preparation, inspection and much more. She enjoys the craft of the trade and the accompanying benefits of the job. She advises others, “Don’t give up, as anything is possible.”



Sophia, Downey

Workforce Challenge:

After working as an Office Assistant for almost a year, Sophia had difficulty finding employment again. She searched for jobs online, networked and followed up on referrals, but her efforts were fruitless. She believed that her biggest challenges were her lack of experience, lack of skills and being discriminated against. Sophia ended up being unemployed for years and finally sought job placement assistance. A partner agency referred her to the SELACO WDB America’s Job Center of California in Cerritos.

Workforce Solution:

Sophia worked with a Career Development Specialist (CDS) who provided job coaching, constant encouragement, interview preparation and help with her resumé and cover letter. She also received support for car repairs, gas money, and professional clothing. Practicing with a typing tutorial on a SELACO computer, Sophia increased her typing speed / accuracy and obtained a printed typing certificate. She was also enrolled into Cerritos College where she completed 2 semesters of online paralegal studies earning her American Bar Association (ABA) approved certificate in a matter of a year. Afterwards, Sophia worked about 3 months as an intern at a family law firm in Whittier but preferred a change and interned an additional 4 months at a personal injury law firm in Norwalk.

Workforce Result:

When Sophia’s internship at the Norwalk law firm was completed, she persisted and continued to volunteer at the same firm for a few more weeks, until she was eventually hired permanently as a Legal Assistant. Her job duties include case file management, preparing personal injury demand packages, making record requests and much more. She said that she enjoys the location, hours and job duties of her new job. Sophia stated, “I will never forget the great help which I have received from SELACO's case manager, Renee F. She is the most excellent case manager that I have ever had! Her compassion, her understanding of the needs of her participants, and her passion for going above and beyond in order to provide the best assistance, are the major factors which enabled me to keep going and to not give up on my job search journey. I am very thankful for all the amazing assistance I have been receiving from SELACO.”