

**POLICY BOARD  
MEETING**

**October 19, 2021  
Tuesday**

**12:00 Noon**

## AGENDA

### A Meeting of the SELACO Workforce Development Policy Board

Albert O. Little Community Center  
18750 Clarkdale Avenue  
Artesia, CA

OR via ZOOM

<https://us06web.zoom.us/j/87929524104>

Meeting ID: 879 2952 4104

Passcode: 306500

**12:00 noon, Tuesday, October 19, 2021**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call

Member Rene Trevino, Mayor, City of Artesia  
Member Naresh Solanki, Councilmember, City of Cerritos  
Member Blanca Pacheco, Mayor Pro Tem, City of Downey  
Member Jesse Alvarado, Council Member, City of Hawaiian Gardens  
Member Tony Ayala, Vice Mayor, City of Norwalk  
Member Peggy Lemons, Mayor, City of Paramount  
Vice Chairman Sonny Santa Ines, Council Member, City of Bellflower  
Chairman Jeff Wood, Mayor, City of Lakewood

4. Self-Introduction of Guests
5. Public Comments
6. Consent Calendar

- |   |        |
|---|--------|
| A. Approval of the Minutes of the Policy Board meeting of August 17, 2021 | Page 1 |
| B. WDB Attendance Roster  | 6      |
| C. Program Report for 07/01/21-8/30/21                                    | 8      |

# SELACO Workforce Development Policy Board Agenda

October 19, 2021

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7. Business Session
  - A. Report from the WDB Executive Director
  - B. Approval of SELACO WDB Budget for Program Year 2021-22 28
  - C. Consideration of Appointments to the WDB to Fill Current Vacancies 36
  - D. Consideration of Annual Appointments to the WDB 39
8. Information Items
8. Interesting Correspondence
  - A. Success Stories 40
10. Items from Staff
11. Board Member Comments
12. Closed Session
  - Conference with Legal Counsel – Anticipated Litigation (Government Code Section 54956.9(d)(2))  
Number of Potential Cases: 1
12. Adjournment to December 14, 2021, in the City of Hawaiian Gardens

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE SELACO WDB AT (562) 402-9336. NOTIFICATION OF AT LEAST 48 HOURS PRIOR TO THE MEETING WILL ENABLE STAFF TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING. ASSISTIVE LISTENING DEVICES ARE AVAILABLE FOR THIS MEETING. PLEASE ADVISE STAFF IF YOU DESIRE TO USE THIS DEVICE.

# MINUTES

## A MEETING OF THE WORKFORCE DEVELOPMENT POLICY BOARD OF SOUTHEAST LOS ANGELES COUNTY

August 17, 2021

12:00 noon

Green Room  
Bellflower City Hall  
16600 Civic Center Drive  
Bellflower, CA

### CALL TO ORDER

The Policy Board Meeting was called to order by Chairman Jeff Wood at 12:00 noon.

### PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice Chairman Santa Ines.

### ROLL CALL

POLICY BOARD MEMBERS PRESENT: Jeff Wood, Lakewood, Chairman; Sonny Santa Ines, Bellflower, Vice Chairman; Blanca Pacheco, Downey; Jesse Alvarado, Hawaiian Gardens; Peggy Lemons, Paramount (via teleconference).

POLICY BOARD MEMBERS ABSENT: Rene Trevino, Artesia; Naresh Solanki, Cerritos; Tony Ayala, Norwalk.

OTHERS PRESENT: Jack Joseph, Policy Board Administrator/Policy Director; Yolanda Castro, SELACO WDB Executive Director; Mark Dameron, SELACO WDB Chair; Joseph Derthick, SELACO WDB Member; Larry Wehage, SELACO WDB Member; Holly Whatley, SELACO WDB Deputy General Counsel; Kay Ford, SELACO WDB Deputy Executive Director; Carol Davis, SELACO WDB Human Resources Administrator; Sandra Michel, SELACO WDB Contracts and Compliance Manager; Ben Sandoval, SELACO Manager of Business Services; Jeff Stewart, Bellflower City Manager.

### PUBLIC COMMENTS

There were no public comments.

## **CONSENT CALENDAR**

**A. Approval of the Minutes of the Policy Board Meeting of June 15, 2021**

**B. WDB Attendance Roster**

**C. Program Report for 07/01/20-6/30/21**

It was moved by Vice Chairman Santa Ines, seconded by Member Pacheco, to approve the consent calendar. The motion was approved unanimously.

## **BUSINESS SESSION**

**A. Report from the WDB Executive Director**

WDB Executive Director Yolanda Castro referred the Policy Board to a flyer announcing a Job Fair scheduled for Tuesday, August 31<sup>st</sup>, in the City of Paramount.

Ms. Castro requested the cities to communicate to her whether they are requiring their employees to receive Covid vaccinations.

**B. Consideration of Annual Appointments to the Workforce Development Board**

The Policy Board Administrator presented the list of Workforce Development Board private sector members who were pending reappointment to new two-year terms. Given the absence of the Policy Board members from those cities, no action was taken by the Policy Board.

**C. Approval of MOU with Paramount Adult School**

The Executive Director presented the Memorandum of Understanding with Paramount Adult School which would add the adult school to the SELACO service delivery system. The addition of the services of the Paramount Adult School would be consistent with the recent addition of the City of Paramount to the SELACO service area.

It was moved by Member Pacheco, seconded by Member Alvarado, to approve the Memorandum of Understanding between the SELACO WDB and the Paramount Adult School.

## **INFORMATION ITEMS**

### **A. Small Business Revitalization Fund (SBRF) Final Report and Staff Presentation**

The Executive Director gave an introductory summary of the Small Business Revitalization Fund program which utilized \$200,000 of the \$900,900 received by SELACO from the Governor's WIOA Discretionary Fund for Covid relief. The \$200,000 was used for grants to small businesses intended to ease the economic effects of the Covid crisis. Initially it was thought that \$5,000 grants would be sufficient for small businesses, but they were later increased to \$10,000. Of the 31 applications received from small businesses, 27 were deemed qualified to receive funding and 24 were awarded. It is estimated that over 100 jobs in these small businesses were saved as a result of the program.

SELACO Manager of Business Services Ben Sandoval presented a slide show which highlighted the Small Business Revitalization Fund program. He said that 80% of the businesses that were awarded grants said that their grant potentially saved their business from closing.

SELACO Deputy Executive Director Kay Ford acknowledged WDB members Larry Wehage and Joseph Derthick, who served on the Revitalization Grant Review Committee.

Chairman Wood said the grant program undoubtedly saved businesses and livelihoods. Vice Chairman Santa Ines thanked the SELACO staff members for all they have done. Member Alvarado said SELACO is a very important element in our communities. Member Pacheco said it was very touching to hear the stories from the businesses that were saved by the grant. Member Lemons added her congratulations and said she understands the work that went into this effort.

### **B. Application for Subsequent Designation of Local Areas and Recertification of Local Workforce Development Board (Local Board)**

The Executive Director referred the Policy Board to the letter from the California Workforce Development Board formally approving the recertification of the SELACO service delivery area and the SELACO Workforce Development Board through June 30, 2023.

### **C. LA Basin Regional Approval Letter**

The Executive Director presented the letter from the California Workforce Development Board formally approving the Program Year 2021-2024 Regional and Local Plan.

## **INTERESTING CORRESPONDENCE**

### **A. Success Stories**

The Executive Director shared a recent success story involving a job seeker from Bellflower.

## **ITEMS FROM STAFF**

There were no items presented.

## **BOARD MEMBER COMMENTS**

Member Lemons said she had spoken with the Paramount Chamber of Commerce regarding the Job Fair and heard how much easier it was for the Chamber to work with SELACO vis a vis the County.

Member Pacheco commented on how nice it was to see everyone in person.

Vice Chairman Santa Ines said that lunch had been provided by Fronk's Restaurant. He encouraged everyone to advertise the Job Fair.

Chairman Wood said that he had attended a "Meet and Greet" with Senator Archuleta and thanked Executive Director Yolanda Castro for representing SELACO.

## **CLOSED SESSION**

### **CONFERENCE WITH LEGAL COUNSEL—Anticipated Litigation (Government Code Section 54956.9(d)(2))**

#### **Number of Potential Cases: 1**

The Policy Board adjourned to a closed session at 12:49 p.m.

The Policy Board returned to open session at 1:03 p.m. The Policy Board Administrator reported that direction had been given to legal counsel and that no reportable action was taken.

## **ADJOURNMENT**

The Policy Board Administrator said that the next meeting is scheduled for October 19<sup>th</sup> in the City of Artesia.

It was the consensus of the Policy Board to set the date for the December meeting for December 14<sup>th</sup> in the City of Hawaiian Gardens.

The meeting was adjourned at 1:05 p.m.





**SELACO WDB Board of Directors  
Attendance Roster – PY 21/22**

Board Members	7/22 2021	9/23 2021	10/28 2021	1/27 2022	3/24 2022	5/26 2022					
<b>1. Blanco, Peter</b> Rehabilitation Organization	X	X									
<b>2. Castellanos, Allison</b> Business Representative – City of Lakewood	AE	A									
<b>3. Crespo, Leonard</b> Business Representative City of Paramount	X	A									
<b>4. Dameron, Mark</b> Chair Business Representative – City of Lakewood	X	X									
<b>5. Dertick, Joseph</b> Business Representative – City of Norwalk	X	X									
<b>6. Drake, Aaron</b> Vice Chair Business Representative – City of Bellflower	X	X									
<b>7. Espitia, Ben</b> Secretary/Treasurer Labor Organization	X	AE									
<b>8. Gomez, Belle</b> Education Entity	A	X									
<b>9. Gutierrez, Liza Marie</b> Business Representative - City of Hawaiian Gardens	A	A									
<b>10. Kucera, Kevin</b> Labor Organization	AE	AE									
<b>11. Levine, Barbara</b> Economic Development	X	X									

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

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



# Program Operations Report

SECOND REPORT

JULY 1, 2021 – AUGUST 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.

## Accelerator Fund Creates Opportunities in the Medical Field

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

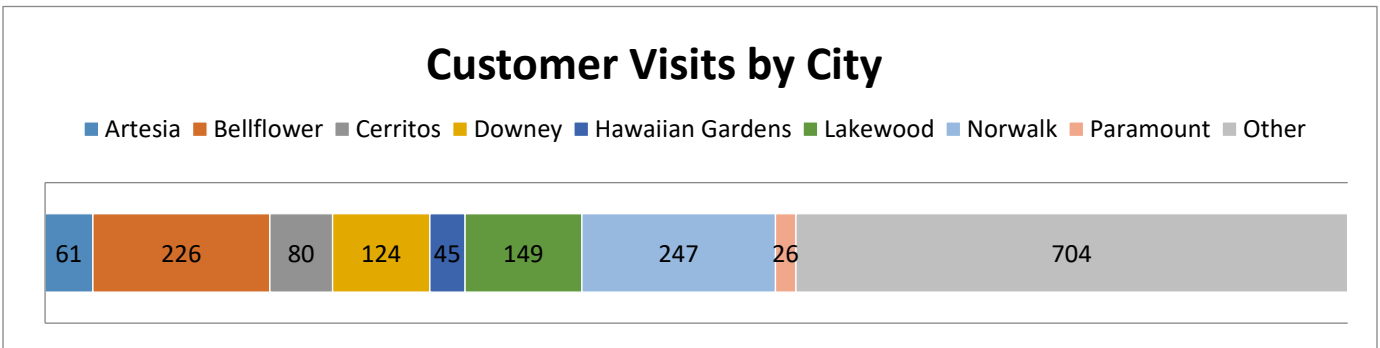
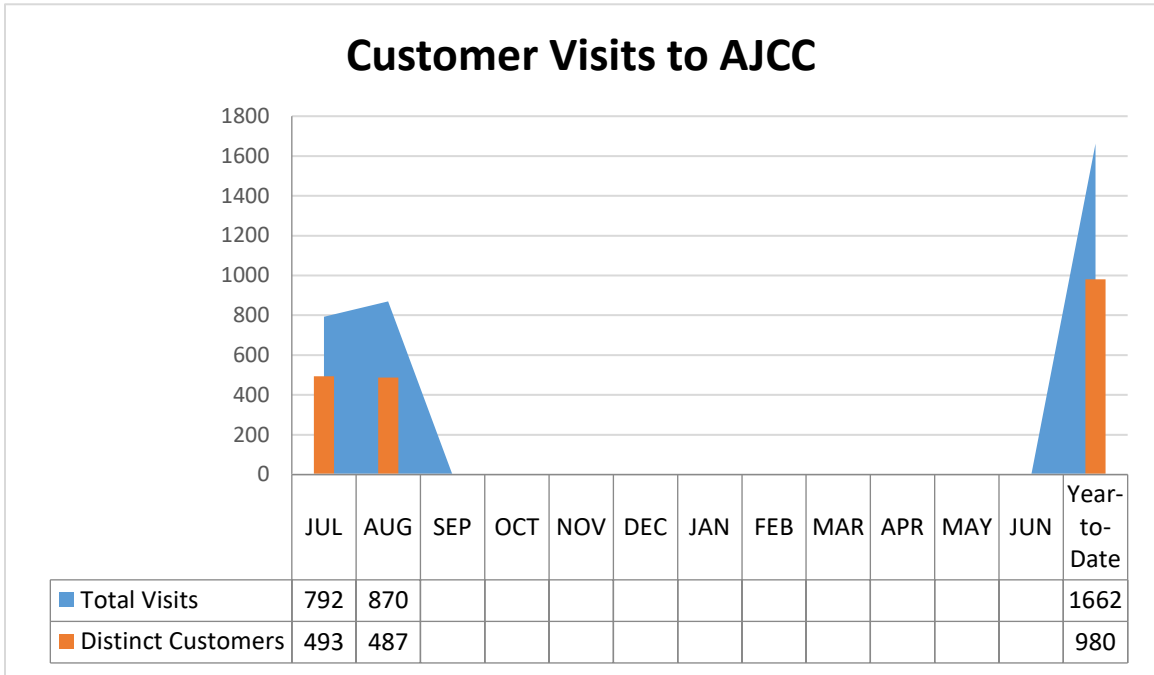
The project will allow individuals to obtain multiple certifications, increase their marketability, and expand their skillsets to a wider range of positions with a higher opportunity for promotional advancement. The increases in starting wages, will allow participants more financial flexibility and the opportunity to further develop their career path and pursue additional education opportunities. The project goal is to enroll 15 to 20 eligible candidates into the Specialty Nursing Apprenticeship, 25 to 30 eligible candidates into a CNA/Phlebotomy training program and 25 to 30 eligible candidates into a Clinical Laboratory Scientist training program.

To learn more about the program and how to apply for training please contact Renee Fakhfoury or Anna Leon (562) 402-9336.

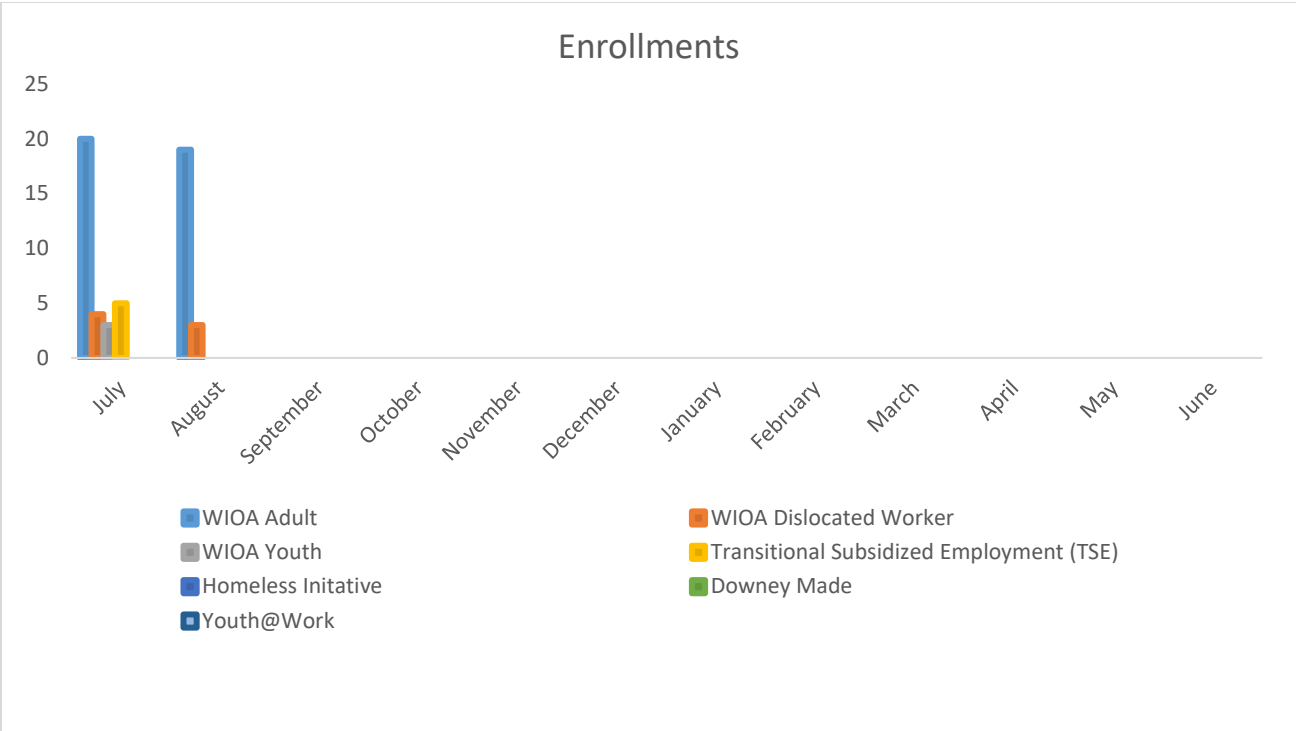
## IN-THE-KNOW WITH SELACO

“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](#)

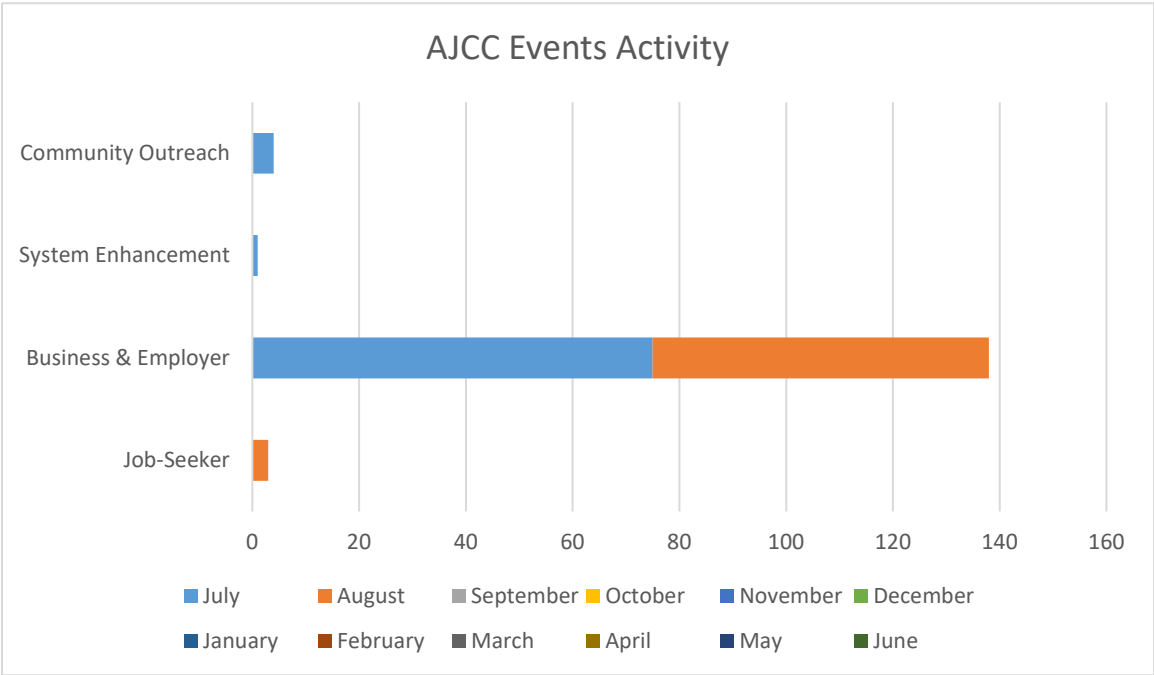
CAREER SERVICES







## EVENTS



## ADULT JOB SEEKER PROGRAMS

### EVENTS

<b>JOB SEEKER EVENTS</b>	<b>DESCRIPTION</b>
Virtual Job Club	Partnered with Microsoft to host a LinkedIn presentation
Virtual Youth Workshops	Virtual workshops for youth focused on job readiness, job preparation, interview skills, and resume building
Reemployment Services and Eligibility Assessment (RESEA)	EDD host a workshop to Review of job search activity and sharing of resource information.
Job Interview Preparation and Practice Workshop	It is the interview that lands the job offer, NOT the résumé. Ease those Job Interview jitters with preparation and practice.
Be a Super Star Employee Workshop	This workshop offers an opportunity to learn how to become the employee that you would be proud to be.
Career Academy for Targeted Sectors (CATS)	Virtual bootcamp for young adults, allowing them the opportunity to establish a career pathway.
<b>BUSINESS &amp; EMPLOYER EVENTS</b>	<b>DESCRIPTION</b>
CCN	The business community and service agencies meet and connect to promote self-reliance, life-long learning and a healthy community.
Crothall Recruitment	In person job fair recruitment
<b>SYSTEM ENHANCEMENT EVENTS</b>	<b>DESCRIPTION</b>
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	
<b>OUTREACH EVENTS</b>	<b>DESCRIPTION</b>
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.

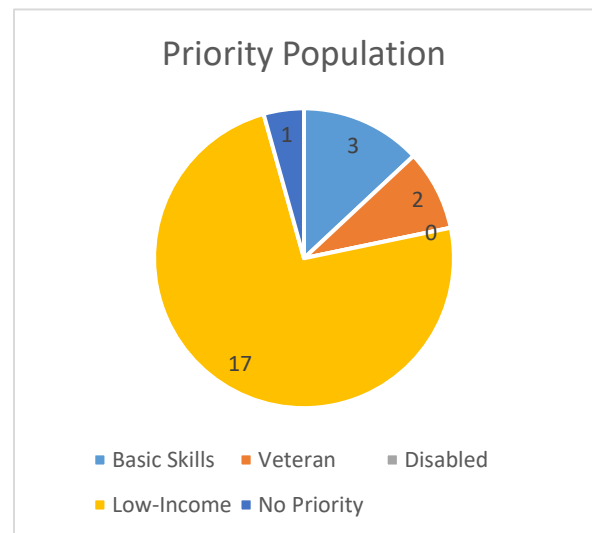
## WIOA ADULT

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

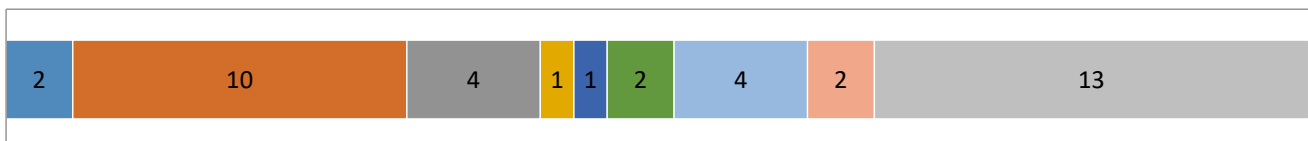
Performance Measure	Negotiated PY 21/22
Employed 2 <sup>nd</sup> Quarter after Exit	TBD
Employed 4 <sup>th</sup> Quarter after Exit	TBD
Measurable Skills Gain	TBD
Credential Rate	TBD
Median Wage	TBD

Activity Breakdown	
Carryover	139
Enrollments	39
Exits	12
<b>Program Services</b>	
Training	3
Work Experience/OJT	1
Supportive Services	27



## WIOA Adult Enrollment by City

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



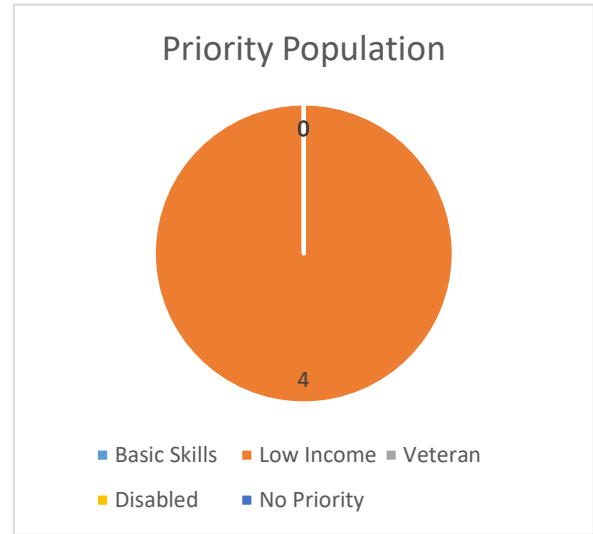
## WIOA DISLOCATED WORKER (DW)

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

### WIOA PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Negotiated PY 21/22
Employed 2 <sup>nd</sup> Quarter after Exit	TBD
Employed 4 <sup>th</sup> Quarter after Exit	TBD
Measurable Skills Gain	TBD
Credential Rate	TBD
Median Wage	TBD

Activity Breakdown	
Carryover	86
Enrollments	4
Exits	4
<b>Program Services</b>	
Training	0
Work Experience/OJT	0
Supportive Services	13



## 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	45
New Enrollment	85	11
Placements		11
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	3
Exits		1

Program Services	Planned	Actual
Work Experience		0
OJT		0
Supportive Services		0

## Homeless Initiative Enrollment by City

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

3

## 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 <sup>nd</sup> QT after Exit	62.9%	54.5%	71.4%	27.8%
Employed or Placed in Education 4 <sup>th</sup> 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	Actual
Carryover	36
Enrollments	3
Exits	0
<b>Program Services</b>	
Training	2
Work Experience/OJT	0
Supportive Services	5

## 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	28						26		26		80	
SELACO			23		12						35	
ABCUSD	92						124		17		233	

\*Due to on-going site maintenance for the Youth@Work WebApp portal, enrollment reports are not accessible until further notice.

Progress	CalWORKS	Foster	JJCPA	OUSY	SIY	Total
Enrollments						
Exits						



## 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.

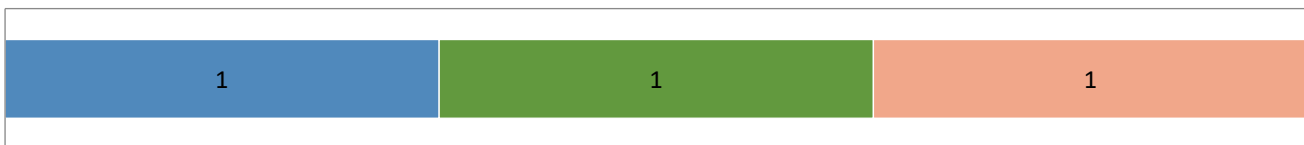
### BRIDGE TO WORK PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Planned	Actual
Carry Over	50	3
New Enrollment	8	3
Exits		0
Retention		

Program Services	
Work Experience (WEX)	3

### 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	1
Job Development	71
Special Recruitments	4
Rapid Response	0
Lay-off Aversion	0
Total	76



## 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	TBD	
Completions	TBD	
Retention	TBD	

\*Due to a revision in the ETP online system, data is inaccessible until further notice.

SPECIAL AND REGIONAL PROGRAMS

CHILD DEVELOPMENT PROGRAM

Facilities	Planned Enrollments	Actual Enrollments
<b>A. J. Padelford Child Development Center</b> 11922 169 <sup>th</sup> Street, Artesia, CA 90701 Center Director: Liz Quintanilla Phone Number: (562) 926-2427	88	41
<b>Artesia Child Development Center</b> 18730 Clarkdale Avenue, Artesia, CA 90701 Center Director: Malajat Raja Phone Number: (562) 653-0290	77	53
<b>Bellflower Child Development Center</b> 447 Flower Street, Bellflower, CA 90706 Center Director: Regina Mayo Phone Number: (562) 804-7990	88	40
<b>Bellflower II Child Development Center</b> 14523 Bellflower Blvd., Bellflower, CA 90706 Phone Number: (562) 867-8399	96	56
<b>Lakewood Child Development Center</b> 5225-A Hayter Avenue, Lakewood, CA 90712 Center Director: Maria Navarro Phone Number: (562) 531-9440	94	51
<b>Maywood Child Development Center</b> 4803 58 <sup>th</sup> Street, Maywood, CA 90270 Center Director: Silvia Guzman Phone Number: (323) 560-5656	96	62
<b>Norwalk Child Development Center</b> 14000 San Antonio Drive, Norwalk, CA 90650 Center Director: Silvia Guzman Phone Number: (562) 864-1958	40	0
<b>Total</b>	<b>579</b>	<b>328</b>

\*Due to summer vacation, the QCCS program was closed for the month of July and will restart session on August 16, 2021.

**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:

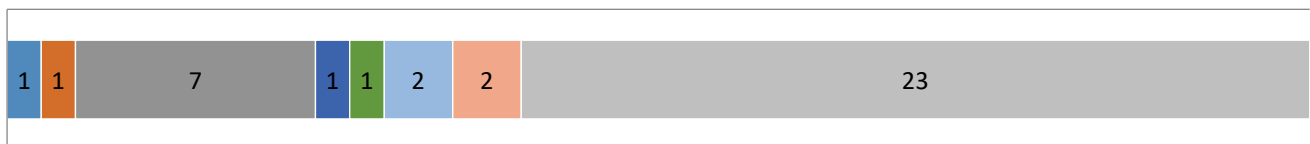
- Co-enrollment into WIOA
- Career planning
- Development of Individual Employment Plans that may include paid work experience, vocational training, On-the-Job training, and/or placement into full time employment
- Ongoing Case Management
- Follow-Up services for one year after exit

REFERRAL ACTIVITY	
Referrals to SHARE	41
Referrals from SHARE	51
Enrollments resulting from SHARE referrals	38

ENROLLMENT ACTIVITY	
Work Experience (WEX)	3
On-the-Job Training (OJT)	0
Completed STEPS	18
Paired with a Mentor	5
Training	4
Employment Placement	10
Housing Placement	33
Supportive Services	16
Exits	16

**COG Home Enrollment by City**

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




## GLOSSARY OF TERMS

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



## MEMORANDUM

**DATE:** 10/19/21  
**TO:** SELACO Policy Board  
**FROM:** Yolanda Castro, Executive Director   
**RE:** Approval of SELACO WDB Budget for Program Year 2021-22

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On September 23, 2021, the SELACO WDB reviewed and approved the attached budget for Program Year 2021-22. This item comes to the Policy Board for your review and approval.

Attached for your review and approval is SELACO WDB's budget for Program Year (PY) 2021-22. There is still uncertainty on how the current cases of the new COVID variant will impact operations, however, we are currently in full operations and have planned our budget on the presumption we will continue with "Business as Usual pre COVID", thus the proposed budget is presented based on full operation of services.

### Revenues

SELACO WDS's total projected Operating Revenues for PY 2021-22 is increased by a net of \$221,281, which is approximately 2.1% more compared to prior year budget approved on March 25, 2021.

Increases of \$1,438,815 to the revenue budget are as followed:

- 1) Total increase of \$1,201,446 is from WIOA grants, which includes both the net increase to total PY 2021-22 WIOA formula allocations and carried-over funds from PY 2020-21:

Total net increase to PY 2021-22 WIOA formula allocations for Adult, Dislocated Workers, Youth, Rapid Response, and Lay-Off Aversion is \$464,995:

- #17. WIOA Adult (+ \$232,410)
- #19. WIOA Dislocated Workers (+ \$72,018)
- #21. WIOA Youth (+ \$214,935)
- #23. WIOA Rapid Response (- \$42,172)
- #24. WIOA Lay-Off Aversion (- \$12,196)

Total net increase to PY 2020-21 WIOA formula carried-over funds for Adult, Dislocated Workers, Youth, and Rapid Response is \$736,451:

- #16. WIOA Adult-Carry Over (+ \$48,332)
- #18. WIOA Dislocated Workers-Carry Over (+ \$142,607)
- #20. WIOA Youth-Carry Over (+ \$487,462)
- #22. WIOA Rapid Response-Carry Over (+ 58,050)

- 2) An increase of \$119,215 is from a new Workforce Accelerator grant from the State of California, which is focus on providing training and apprenticeship opportunities in Specialty Nursing fields to individuals from under-served and under-represented populations. SELACO WDB is awarded \$165,000 for an 18-months program and is anticipated to spend approximately \$119,215 in PY 2021-22 and the balance of \$45,785 in PY 2022-23.

- #15. Workforce Accelerator Fund (WAF) 9.0 (+ \$119,215)

- 3) Total increase of \$30,360 is from the Transitional Subsidized Employment (TSE) and Bridge Youth grants, which include net projected increase to PY 2021-22 revenue estimates and to carried-over revenues earned prior to PY 2021-22:

- #11. Transitional Subsidized Employment – Carry Over (+ \$8,463)
- #12. Transitional Subsidized Employment (+ \$18,000)
- #13. Transitional Subsidized Employment - BridgeYouth (+ \$6,297)
- #14. Transitional Subsidized Employment - BridgeYouth (- \$2,400)

- 4) Total increase of \$19,818 are from adjustments to carry overs from the following grants:

- #01. AB1111 Initiative: Breaking Barriers to Employment (+ \$2,974)
- #03. Employment Training Panel (+ \$7,941)
- #07. LA County – Prob Invest (+ \$8,903)

- 5) Total increase of \$67,976 from One-Stop Partners' shares of infrastructure costs, including rent, telephone, internet, security guard, and some repair/maintenance costs:

- #27. Other Revenues – Shared Infrastructure Costs from One-Stop Partners



Decreases of \$1,217,534 from the revenue budget are as followed:

- 1) Total decrease of \$912,402 is from the two (2) special grants received in PY 2019-20 from the State of California to assist customers affected by the Covid-19 crisis. One project was completed in PY 2020-21, and another project is to be completed in this current program year:
  - #25. WIOA SP Covid-19 Response (- \$762,390) to *be completed 3/31/22*
  - #26. WIOA SP Underserved Covid-19 Impacted Individuals (- \$150,012) *completed*
  
- 2) Total decrease of \$276,016 is from the County and Regional Projects, one (1) of which was completed in PY 2020-21 and two (2) to be completed in this current program year:
  - #04. Gateway Cities H2E Program (- \$43,459) to *be completed 12/31/21*
  - #05. LA County – Youth@Work (- \$17,850) reduction *in funding*
  - #09. Prison to Employment (- \$160,207) to *be completed 3/31/22*
  - #10. Regional Training Coordinator Project-RTC (- \$54,500) *completed 3/31/21*
  
- 3) A decrease of \$29,116 is from unused fund from the Downey USD’s MADE Project from May to August 2021.
  - #02. Downey USD’s MADE Career Initiative (- \$29,116)

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

## **Expenditures**

Total Expenditure Budget for PY 2021-22 is increased by a net of \$38,077, which is approximately 0.4% more compared to prior year budget. Detail breakdown of net increase to total Expenditure Budget is as followed:

- 1) The overall personnel cost is increased by \$241,396, an increase of 8.91% compared to prior year budget. The net increase is due to the adjustment of our salary scale representing pay increased in all positions and a 1% decrease in SELACO 403b contributions. These adjustments approved by the WDB Board on July 22, 2021. Increase is also impacted by scheduled annual step increases, and budgeting for planned replacement of unfilled positions.

2) Total non-personnel cost is increased by \$112,397, a 15.6% increase compared to last year. Details of increases and decreases are as followed:

- +\$5,000 in Mileage – Budget is adjusted back to pre-covid level.
- +\$36,500 in Conferences/Staff Development – Budget is adjusted back to pre-covid level.
- +\$6,000 in Meeting Expenses – Budget is adjusted back to pre-covid level.
- +\$15,546 in Rent – Due to increase in per square footage cost from new lease amendment. The increase in rent expense does not take into consideration the shared costs from onsite One-Stop partners.
- +\$6,500 in Telephone – Due to an additional internet backup line as well as increase in telephone costs. The increase in telephone and internet expenses does not take into consideration the shared costs from onsite One-Stop partners.
- -\$3,649 in Furniture & Equipment
- +\$7,000 in Repair & Maintenance – Due to costs for signage to meet ADA compliance. The increase in repair & maintenance expense does not take into consideration the shared costs from onsite One-Stop partners.
- +\$7,500 in Outreach/Recruitment – increase in cost to fill vacant positions, additional promotional items for outreach, and release of RFPs for Single Audit and in-school youth service providers.
- +\$12,500 in Subscriptions/Dues/Memberships – Increase due to budget for full-year subscription of the Human Resources and Electronic Web Services (EWS) modules and continued services of necessary technology to enhance SELACO’s ability to deliver services virtually and support staff telework.
- +\$8,500 in Insurances – additional costs for Cybersecurity insurance as well as increase in annual insurance cost for general liabilities.
- +\$10,000 in Legal Fees
- +\$1,500 in Bank Fees/Interest Expense – Due to increase cost of bank charges.

Overall, the total In-House Costs Budget is increased by \$353,793, which is the total between the increase of \$241,396 to total Personnel Costs and \$112,397 to total non-Personnel Costs.

3) Total Training and Support Services is decreased by \$315,716, a 4.9% reduction compared to prior year budget. The reduction is due mainly to completion of

special grants received from the State of California to assist customers who were affected by the Covid-19 pandemic.

Please refer to attached proposed Expenditure Budget for each budget line item that resulted in an increase or decrease to the overall budget.

**Unobligated Balance**

With the projected revenues and proposed expenditures, SELACO WDB will have an unobligated balance of \$1,206,020, an increase of \$218,704, or 22.2%, compared to prior year budget.

**Action Required:**

Approve budget for Program Year 2021-22 as submitted.

**SELACO WDB  
PROJECTED REVENUE BUDGET  
FISCAL YEAR 2021-2022**

REVENUE SOURCES	REVENUES APPROVED ON 3/25/21	PROPOSED BUDGET	INCREASE / (DECREASE)
1 AB1111 Initiative: Breaking Barriers to Employment	220,300	223,274	2,974
2 Downey USD's MADE Career Initiative	183,031	153,915	(29,116)
3 Employment Training Panel Grant	461,134	469,075	7,941
4 Gateway Cities Homeless Employment (H2E) Program	100,000	56,541	(43,459)
5 LA County - Youth @ Work	944,750	926,900	(17,850)
6 LA County - Homeless (Measure H)	111,000	111,000	-
7 LA County - Prob-Invest	125,000	133,903	8,903
8 Preschool Grant	3,062,637	3,062,637	-
9 Prison to Employment (P2E)	214,300	54,093	(160,207)
10 Regional Training Coordinator Project (RTC)	54,500	-	(54,500)
11 Transitional Subsidized Employment (TSE) - Carry Over	8,551	17,014	8,463
12 Transitional Subsidized Employment (TSE)	30,000	48,000	18,000
13 Transitional Subsidized Employment Bridge Youth - Carry Over	-	6,297	6,297
14 Transitional Subsidized Employment Bridge Youth	18,000	15,600	(2,400)
15 Workforce Accelerator Fund (WAF) 9.0	-	119,215	119,215
16 WIOA Adult - Carry Over	391,328	439,660	48,332
17 WIOA Adult	1,017,968	1,250,378	232,410
18 WIOA Dislocated Workers - Carry Over	194,372	336,979	142,607
19 WIOA Dislocated Workers	927,928	999,946	72,018
20 WIOA Youth - Carry Over	307,188	794,650	487,462
21 WIOA Youth	1,087,167	1,302,102	214,935
22 WIOA Rapid Response - Carry Over	4,010	62,061	58,050
23 WIOA Rapid Response	169,264	127,092	(42,172)
24 WIOA Lay-Off Aversion	50,191	37,995	(12,196)
25 WIOA SP Covid19 Response	836,760	74,369	(762,390)
26 WIOA SP Underserved Covid19 Impacted Individuals	150,012	-	(150,012)
27 Other Revenues - Shared Infrastructure Costs from One-Stop Partners	-	67,976	67,976
<b>TOTAL OPERATING REVENUES</b>	<b>10,669,392</b>	<b>10,890,673</b>	<b>221,281</b>
28 Non-WIOA Training Revenues	211,000	246,500	35,500
<b>TOTAL REVENUES</b>	<b>10,880,392</b>	<b>11,137,173</b>	<b>256,781</b>

**SELACO WDB  
PROJECTED EXPENDITURE BUDGET  
FISCAL YEAR 2021-2022**

LINE ITEM DESCRIPTION	APPROVED BUDGET ON 3/25/21	REVISED BUDGET	INCREASE / (DECREASE)	NOTES
<b>PERSONNEL COSTS</b>				
Salaries & Wages	1,972,870	2,174,541	201,672	
Payroll Taxes/Worker Compensation	194,482	202,556	8,074	
Employee Benefits	541,015	572,664	31,650	
<b>TOTAL PERSONNEL COSTS</b>	<b>2,708,367</b>	<b>2,949,762</b>	<b>241,396</b>	
<b>NON-PERSONNEL COSTS</b>				
Mileage	5,000	10,000	5,000	
Conferences/Staff Development	38,500	75,000	36,500	
Meeting Expenses	1,500	7,500	6,000	
Rent	324,850	340,396	15,546	1
Telephone	17,500	24,000	6,500	1
Furniture & Equipment	23,649	20,000	(3,649)	
Repair & Maintenance	10,000	17,000	7,000	1
Outreach/Recruitment	7,500	15,000	7,500	
Supplies	55,000	55,000	0	
Subscriptions/Dues/Memberships	41,500	54,000	12,500	
Insurance	25,500	34,000	8,500	
Professional Fees	150,000	150,000	0	
Legal Fees	15,000	25,000	10,000	
Bank Fees/Interest Expense	5,000	6,000	1,000	
<b>TOTAL NON-PERSONNEL COSTS</b>	<b>720,499</b>	<b>832,896</b>	<b>112,397</b>	
<b>TOTAL IN-HOUSE COSTS</b>	<b>3,428,866</b>	<b>3,782,658</b>	<b>353,793</b>	
<b>TRAINING &amp; SUPPORT SERVICES</b>				
Vendor Training Payments				
AB1111 Initiative: Breaking Barriers to Employment	53,079	51,088	(1,992)	
Employment Training Panel (ETP)	357,036	261,333	(95,703)	
LA County - Homeless Initiative (Measure H)	29,000	29,000	0	
Prison to Employment (P2E)	52,000	24,125	(27,875)	
Workforce Accelerator Fund (WAF 9.0)	0	88,800	88,800	
WIOA Adult	431,948	359,655	(72,293)	
WIOA Dislocated Workers	127,153	179,286	52,133	
WIOA Youth	120,000	119,202	(798)	
WIOA SP Covid19 Response	248,880	56,935	(191,945)	
Non-WIOA Training Expenditures	211,000	246,500	35,500	
Subtotal	1,630,096	1,415,924	(214,173)	

LINE ITEM DESCRIPTION	APPROVED BUDGET ON 3/25/21	REVISED BUDGET	INCREASE / (DECREASE)	NOTES
Cost Reimbursements / Contracted Services				
AB1111 Initiative: Breaking Barriers to Employment	33,886	25,218	(8,668)	
Day Care Pre-School / Renovation	2,832,939	2,832,939	0	
Employment Training Panel (ETP)	10,100	15,000	4,900	
Gateway Cities' Homeless Employment Program	15,000	2,400	(12,600)	
LA County - Youth @ Work	658,422	755,915	97,493	
LA County - Homeless Initiative (Measure H)	10,000	10,000	0	
LA County - Prob Invest	112,500	120,050	7,550	
Regional Training Coordinator Project (RTC)	50,523	-	(50,523)	
WIOA Youth	100,000	300,000	200,000	
WIOA SP Covid19 Response	200,000	762	(199,238)	
WIOA One-Stop Operator	40,000	40,000	0	
WIOA Security Guard	-	31,130	31,130	1
Subtotal	4,063,371	4,133,414	70,043	
Work Experience / Skillz Menu				
Downey's USD MADE Career Initiative	164,336	136,271	(28,065)	
LA County - Youth @ Work	145,013	70,850	(74,163)	
LA County - Homeless Initiative (Measure H)	25,500	25,500	0	
Prison to Employment (P2E)	89,430	10,686	(78,744)	
WIOA Adult	0	30,000	30,000	
WIOA Dislocated Workers	0	30,000	30,000	
WIOA Youth	106,796	185,638	78,842	
Subtotal	531,075	488,945	(42,130)	
Training Supplies				
Prison to Employment (P2E)	845	845	0	
WIOA Adult	2,500	5,000	2,500	
WIOA Dislocated Workers	2,500	5,000	2,500	
WIOA Youth	2,000	2,000	0	
Subtotal	7,845	12,845	5,000	
Direct Support Payments				
AB1111 Initiative: Breaking Barriers to Employment	581	581	0	
LA County - Youth @ Work	7,300	3,500	(3,800)	
LA County - Homeless Initiative (Measure H)	6,500	6,500	0	
Prison to Employment (P2E)	22,430	1,785	(20,645)	
WIOA Adult	15,000	30,000	15,000	
WIOA Dislocated Workers	15,000	30,000	15,000	
WIOA Youth	15,000	25,000	10,000	
WIOA Underserved Covid19 Impacted Individuals	150,012	0	(150,012)	
Subtotal	231,823	97,366	(134,457)	
<b>TOTAL TRAINING &amp; SUPPORT SERVICES</b>	<b>6,464,210</b>	<b>6,148,495</b>	<b>(315,716)</b>	
<b>GRAND TOTAL</b>	<b>9,893,076</b>	<b>9,931,153</b>	<b>38,077</b>	
<b>CURRENT UNOBLIGATED BALANCE</b>	<b>987,316</b>	<b>1,206,020</b>	<b>218,704</b>	

**Note:**

- Total contributions of \$67,976 from One-Stop Partners for the following expenses.  
Rent - \$54,935  
Telephone and Internet - \$4,191  
Repair & Maintenance - \$1,350  
Security Guard - \$7,500

**To: SELACO WDB Policy Board**

**From: Jack Joseph, Policy Board Administrator**

**Date: October 19, 2021**

**Subject: Consideration of Appointments to the WDB to Fill Current Vacancies**

Due to the resignation of Allison Castellanos as a private sector representative on the WDB from the City of Lakewood, there exists a vacancy for the term expiring on June 30, 2022. The Lakewood City Council has nominated Michael Segura, owner of a local branch of Farmers Insurance, to replace Ms. Castellanos on the WDB.

The Employment Development Department has nominated Connie Chan, Deputy Division Chief for the Los Angeles/Coastal Division, to fill the vacancy for an EDD representative on the SELACO WDB for the term expiring on June 30, 2023.



**SELACO Workforce Development Board  
NOMINATION FORM**

1. Nominee: Connie Chan  
 Business Affiliate: Employment Development Department  
 Title: Deputy Division chief  
 City of Residence: Diamond Bar  
 Business Address: 933 South Glendora Ave., West Covina, CA 91790  
 Phone: (562) 292-5904 Fax: (626) 962-6826 Email Connie.chan@edd.ca.gov  
 : \_\_\_\_\_

2. Area of Service:
- |  |   |
|--|---|
| <input type="checkbox"/> Representative of Labor | <input checked="" type="checkbox"/> Public Employment Service EDD |
| <input type="checkbox"/> Economic Development    | <input type="checkbox"/> Department of Rehabilitation             |
| <input type="checkbox"/> Educational Agency      | <input type="checkbox"/> Community Based Organization             |
| ___ Adult Education                              |   |
| ___ Community College/University                 |   |
| <input type="checkbox"/> Business Representation | <input type="checkbox"/> Other _____                              |
- Note Industry:  
 \_\_\_ Manufacturing  
 \_\_\_ Healthcare  
 \_\_\_ Transportation/Hospitality  
 \_\_\_ Logistics  
 \_\_\_ Business & Professional Service  
 \_\_\_ Other

3. What are the key attributes that would make this person valuable to the workforce board? If applicable, identify experience in workforce development and other board/advisory/community groups this person has served on or currently serves on. (Please use additional sheets if necessary)

The nominee is currently assigned as the Deputy Division Chief (DDC) for the East Los Angeles County Region (Region 4) of Los Angeles/Coastal Workforce Services Division (LACWSD), overseeing multiple



Workforce Services (WS) offices. In this capacity, the DDC provides leadership to six WS delivery sites by modeling the mission, vision, and values of the EDD in everyday interactions with internal and external partners in the Workforce Innovation and Opportunity Act (WIOA) system.

The administrative areas under the jurisdiction of the nominee include the East Los Angeles America's Job Center of California (AJCC), the Southeast LA/Huntington park AJCC, SELACO AJCC, Rio Hondo AJCC, West Covina AJCC, and West San Gabriel Valley/La Puente AJCC.

Ms. Chan has been striving for strengthening successful partnerships with the following Workforce Development Boards (WDB) throughout her career with the EDD:

- Ventura County: WDB member from 2016 to 2018
- Santa Barbara County: WDB member from 2016 to 2018
- SELACO WDB: Board member and Youth Council Chair from 2011 to 2016
- Pacific Gateway Workforce Investment Network (PGWIN): WDB member from 2011 to 2016
- Los Angeles County WDB: Youth Council member from 2003 to 2014
- Foothill Employment and Training Connection (FETC): Youth Council member from 1999 to 2002

Currently working closely with the SELACO WDB, Los Angeles County WDB and Los Angeles City WDB, Ms. Chan leads a strong management team consisting of eight Employment Program Managers and approximately 80 professional staff. During the challenging program year of 2020/2021, her team effectively served over 25,000 job seekers and 1,313 employers through the California Internet Job Searching system (CalJOBS). In the same program year, over 132,000 services were provided under the EDD's Wagner Peyser Program, the Jobs For Veterans Services Act (JVSG) Program, the Youth Employment Opportunity Program (YEOP), the Trade Adjustment Act (TAA) Program, as well as the Reemployment Services (RESEA) Program.

Name of Person Making Nomination: Jesse Cuevas Phone: (323) 395-4438

Name of Agency Making Nomination: EDD

**Submit Nomination Form to Carol Reyes-Davis**  
*by fax at (562) 860-4457 or by email to carolr@selaco.com*

**To: SELACO WDB Policy Board**

**From: Jack Joseph, Policy Board Administrator**

**Date: October 19, 2021**

**Subject: Consideration of Annual Appointments to the WDB**

Action on the re-appointments of the Workforce Development Board members listed below to new two-year terms was deferred from the August 17<sup>th</sup> meeting of the Policy Board. They are eligible for reappointment to the WDB for new two-year terms expiring June 30, 2023.

Artesia Private Sector—Leila Nam (Kam Bor, Inc.)  
Cerritos Private Sector—Sanjay Trivedi (Trivedi & Associates)  
Norwalk Private Sector—Joseph Derthick (AFLAC)



## **Claudia Duran, Bellflower**

### **Workforce Challenge:**

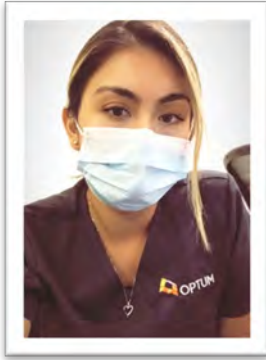
Claudia discovered the SELACO WDB America's Job Center in Cerritos on the CalJOBS website when she was seeking information about her unemployment insurance. She came to SELACO WDB to find job search assistance because she had been unemployed for 12 months after working as an Auto Claims Specialist for over 20 years. Claudia felt that she was now too old to get rehired and she was terrified of the interview process.

### **Workforce Solution:**

After talking to her career coach, Claudia's self-confidence grew. She was able to realize that she was not the only one in her situation, and she could still get hired with a reliable company even though she was no longer in her 20's. Claudia looked and applied for jobs online and received referrals. She searched and applied for jobs on LinkedIn, Indeed, CalCareers and Monster. Her job coach helped with her resumé and interviewing. SELACO financially supported her comprehensive accounting training with QuickBooks at Amfasoft Corporation in Anaheim. Once she earned her certificate, more options became available.

### **Workforce Results:**

Claudia received news from a friend, whose company was hiring. She immediately applied for a job opening that she found online for that same company, but also received another referral directly from her friend for a different position. Unfortunately, she was not hired for either, but was invited to register for a job fair that the company was also sponsoring. At the job fair, Claudia interviewed for a position on-the-spot and she was hired as a Customer Care I, in member services for a health insurance company answering calls from home. What she enjoys most is the location, the duties and the room for growth. Claudia advises other job seekers; "Reach out to your career coach, they know what kind of help you need and will help you with what you need. Join every activity as it is all very helpful."



**Susan Gonzalez, Lakewood**

### **Workforce Challenge**

Susan worked in customer service for a few months, followed by almost a year of unemployment. She felt that the lack of knowledge about resources available was holding her back from succeeding and finding a good job.

### **Workforce Solution:**

Susan was looking for assistance with her education, job placement and equipment. A classmate of Susan's who was taking the same medical assistant / phlebotomy program as she was, referred Susan to the SELACO Workforce Development Board in Cerritos. She found that the SELACO WDB staff were very supportive and were able to fund her shoes, scrubs, gas cards and more. Susan continued her job search on Indeed.com and also asked others who was hiring.

### **Workforce Results:**

After applying for a job online, Susan was interviewed and hired as a Medical Assistant / Phlebotomist in the city of La Palma. Her job duties will include taking vitals, rooming patients and assisting with medical procedures. She enjoys the salary, location, job duties, hours and room for growth. Susan advises other job seekers, "Don't give up. Keep looking and applying."