

Executive Committee and FULL WDB BOARD OF DIRECTORS' MEETING

September 22, 2022

Thursday

3:00



Executive Committee and FULL WDB BOARD OF DIRECTORS' MEETING

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

**September 22, 2022
Thursday
3:00 PM – 5:00 PM**

**Join Zoom Meeting
<https://us06web.zoom.us/j/84979295119>**

**Meeting ID: 849 7929 5119
Passcode: 857300**

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

AGENDA

| | |
|--|---------|
| CALL TO ORDER | Wehage |
| PLEDGE OF ALLEGIANCE | Wehage |
| ROLL CALL | Dameron |
| 2022-2023 | |
| PUBLIC COMMENTS | Drake |
| CHAIR'S COMMENTS | Wehage |
| EXECUTIVE DIRECTOR'S MESSAGE / UPDATE / STAFF REPORT | Castro |
| CONSENT CALENDAR | Wehage |

Executive Committee and FULL WDB Board of Directors' Meeting
September 22, 2022

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| 1C. Approval of Fiscal Reports 07/01/22 – 08/30/22 | 11 |
| 1D. Approval of Program Report for 07/01/22 – 08/30/22 | 24 |

ACTION ITEM (S):

| | | |
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| 2. Ratify the Executive Committee's Approved Action Items From the September 1, 2022, SPECIAL Meeting of the Executive Committee: | Castro | 44 |
| A) Request for Proposal Release : In-School Youth Services PY 2022-23 | | 45 |
| B) Approval to Accept Funding for a Whole-Child Pilot Project | | 46 |
| 3. Rapid Response/Layoff Aversion Policy | Castro | 48 |
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| 7. Amendment of Conflict of Interest Code | Castro | 87 |
| 8. Regional Plan Implementation 4.0 Contract | Castro | 90 |
| 9. Approval of Staff Cost of Living Salary Adjustment | Castro | 92 |

BUSINESS ADVISORY COMMITTEE REPORT

Derthick

Presentation / Information / Recommendations

ACTION ITEM (S):

NONE

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

September 22, 2022

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| | | |
|--|----------|-----|
| INFORMATION ITEM (S): Sector Strategies | Sandoval | |
| ONE STOP OPERATOR REPORT | Girdner | |
| Presentation / Information / Recommendations | | |
| ACTION ITEM (S): NONE | | |
| INFORMATION ITEM (S): Update on the Progress of Your System Management Team | | 94 |
| INFORMATION ITEM (S): | | |
| 1. Ethics Training AB1234 | Castro | 96 |
| 2. LA Economic Summary | Castro | 97 |
| 3. Employment Training Panel Initiative New Agreement 2022-2024 | Castro | 99 |
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| POLICY BOARD ITEMS/REQUESTS | Wehage | |
| AGENDA REQUESTS FOR NEXT MEETING | Wehage | |
| CHAIR'S CLOSE | Wehage | |
| ADJOURNMENT OF OPEN SESSION | Wehage | |

SELACO WDB Board and Policy Board Retreat: October 20, 2022

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

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



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

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

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

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

RESOLUTION NO. 2022-0922

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

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

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

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

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

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

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

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

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

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

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

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

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

PASSED AND ADOPTED by the Southeast Los Angeles County Workforce Development Board, this 22nd day of September, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

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

July 28, 2022

3:00 PM

**SELACO WDB
VIA Zoom**

CALL TO ORDER

The SPECIAL meeting of the Executive Committee and FULL WDB Board of Directors was called to order by Mark Dameron, Chair at 3:01 p.m.

PLEDGE OF ALLEGIANCE

Mark Dameron led the pledge of allegiance.

ROLL CALL

WDB BOARD DIRECTORS PRESENT

| | |
|--------------------------|------------------|
| Chan, Connie | Crespo, Leonard |
| Dameron, Mark | Derthick, Joseph |
| Drake, Aaron | Espitia, Ben |
| Gomez, Belle | Levine, Barbara |
| McGehee, Shannon | Patel, Vijay |
| Polley, Tracey | Ryder, Tim |
| Saucedo-Garcia, Cristina | Shah, Jay |
| Wehage, Larry | |

WDB BOARD DIRECTORS ABSENT

| | |
|-----------------------|--------------|
| Gutierrez, Liza Marie | Todd, Sharon |
| Uttecht, Greg | |

WDB BOARD DIRECTORS EXCUSED

| | |
|-----------------|--------------|
| Kucera, Kevin | Nam, Leila |
| Segura, Michael | Trivedi, Sam |

SELACO WDB STAFF PRESENT:

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

MEMBERS OF THE PUBLIC PRESENT:

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

PUBLIC COMMENTS

None

CHAIR'S COMMENTS

No comments at this time.

EXECUTIVE DIRECTOR'S MESSAGE/UPDATE/STAFF REPORT

SNIPPET: Performance Outcomes

Today's SNIPPET was provided by Sandra Michel, Director of MIS/Compliance/Contracts and Strategic Partnerships. Anyone wishing to receive additional information may contact Sandra directly at the SELACO WDB.

Managing COVID:

- We are experiencing an increase in cases and staff quarantines due to COVID.
- Staff as a mandatory requirement, reported to the Los Angeles County Department of Public Health.

Regional Job Fair in Artesia:

- Eighty-three (83) employers participated.
- Early count of jobseekers in attendance was 238.

Board Retreat

- October 20 from 9:00 – 4:00.
- Hoping for an in-person meeting.
- Staff will be working on an agenda.

City Council Meetings

- Next SELACO presentation will take place on August 9 at 6:30 PM to take place in Downey.

SELACO 40 Year Anniversary

- September 2023.
- Looking for support from Board for celebration logistics.

CONSENT CALENDAR

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

1A. Teleconference Requirements

1B. Approval of Minutes: May 26, 2022

1C. Approval of Fiscal Reports for Periods: 07/01/21 – 06/30/22

1D. Approval of Program Report for: 07/01/21 – 06/30/22 (Receive and file)

ACTION ITEM(S)

2. CLOSED SESSION: Conference with Legal Counsel

Anticipated Litigation (Government Code Section 54956.9(d)(2))

Number of Potential Cases: 1

No action taken

3. Ratify the Executive Committee's Approved Action Items From the May 26, 2022, Executive Committee and FULL WDB Board of Directors' Meeting

1. Consent Calendar

A) Teleconference Requirements

B) Approval of Minutes: May 26, 2022

C) Approval of Fiscal Report 07/01/21-04/30/22

D) Approval of Program Report 07/01/21-04/30/22

2. Revision to the SELACO WDB's On-the-Job Training Policy

3. Proposed Incumbent Worker Training Policy

4. HR Policy Update: Personnel Policies and Procedures

260 – Use of Agency Equipment

281 – Separation

330 – Retirement Savings Plan

5. ETPL Local Board Delegation and Contract Approval with the South Bay WIB

6. Virtual Delivery of AJCC Career Services

7. Childcare Center Lease Agreement First Baptist Church of Norwalk

8. Request of Spending Authority for Fiscal Year 2022-23

9. Proposed Revisions to the SELACO WDB's Statement of Qualifications Procurement for Consultants Policy

A motion was made by Larry Wehage to Ratify the Approval of the Executive Committee action items on May 26, 2022, seconded by Connie Chan. With no further discussion, motion carries to approve. Abstained – Mark Dameron, Joseph Derthick, Aaron Drake, Ben Espitia, Barbara Levine.

4. 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:

230. Health and Safety

321. Family and Medical Leaves of Absence

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

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

A motion was made by Joseph Derthick to:

Approve proposed budget for Program Year 2022-23 as submitted.

Approve SELACO WDB's request to align the minimum hourly rate for WIOA programs and other special projects to the Los Angeles County's Wage Ordinance effective August 1, 2022.

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

6. Paid Holiday Schedule

A motion was made by Barbara Levine to approve SELACO WDB staff recommendation effective January 1, 2023, to add Cesar Chavez Day, 1 Personal Holiday, as described above, to be used on Holidays or NO School days that SELACO WDB does not observe (must be used in the current calendar year, will not carry over) and if/when EDD officially adds Juneteenth Day to their schedule of paid holidays, it will be added to SELACO WDB's list of approved holidays, seconded by Joseph Derthick. With no further discussion, motion carries to approve.

7. Revised SELACO WDB Monitoring Policy

A motion was made by Aaron Drake to approve and adopt the revisions to the SELACO WDB Monitoring Policy as presented, seconded by Joseph Derthick. With no further discussion, motion carries to approve.

8. Revision of May 28, 2020, Approved Organization Chart – Phase II

A motion was made by Larry Wehage to:

Approve the recommended changes to the revised org chart that will:

1. Maintain the existing Director of MIS/Compliance/Contracts and Strategic Partnership.
2. Put in place two new Coordinator positions.
3. Approve the new job descriptions for each of the following positions:
 - Director of MIS/Compliance/Contracts and Strategic Partnerships
 - Coordinator of AJCC Services and Customer Outreach
 - Coordinator of Youth Services
 - Coordinator of Adult Services
 - Manager of HR/Executive Secretary

Seconded by Joseph Derthick. With no further discussion, motion carries to approve.

9. Earn and Learn Youth Program Contract Extension and Funding Allocations for PY 22-23

A motion was made by Barbara Levine to:

- Authorize the Executive Director to accept the current funding from WDACS and all future Earn and Learn funding without returning to the board for approval.
- Accept SELACO staff's decision to release a letter to incur cost to existing high performing service providers (ABC School District and City of Hawaiian Gardens) for the current year allocation.

Executive Committee and FULL WDB Board of Directors' SPECIAL Meeting

- Approve and authorize the Executive Director to allocate all future funding and issue contract extensions, accordingly, based on program and fiscal performance and contract compliance, to performing agencies so that they can continue to administer the Earn and Learn Program without interruption of services.
- Approve and authorize the Executive Director to award funding to additional provider(s) that submit a statement of qualifications and are deemed an eligible vendor of Earn and Learn future funding.

Seconded by Joseph Derthick. With no further discussion, motion carries to approve.

10. Elections of Officers

A motion was made by Aaron Drake to nominate Larry Wehage as Chair, seconded by Joseph Derthick.

With no further nominations or discussion, motion carries to approve the nomination of Larry Wehage as Chair.

A motion was made by Joseph Derthick to nominate Aaron Drake as Vice Chair, seconded by Connie Chan.

With no further nominations or discussion, motion carries to approve the nomination of Aaron Drake as Vice Chair.

A motion was made by Joseph Derthick to nominate Mark Dameron as Secretary/Treasurer, seconded by Aaron Drake.

With no further nominations or discussion, motion carries to approve the nomination of Mark Dameron as Secretary/Treasurer.

BUSINESS ADVISORY COMMITTEE REPORT

No items to report out.

ACTION ITEM(S):

None

INFORMATION ITEM(S):

None

ONE STOP OPERATOR REPORT

No items to report out.

ACTION ITEM(S):

None

INFORMATION ITEM(S):

None

INFORMATION ITEM(S):

1. Ethics Training AB1234

Page 247 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.

INTERESTING CORRESPONDENCE

1. Success Stories

The board was referred to page 248 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 3:55 p.m.

SELACO WDB
Statement of Activities (by Fund)
From 7/1/22 through 8/31/22

| | Employment Training Panel Grant | LA County Grants | Pre-School Grant | WIOA Adult&DW & Special Projects | WIOA Youth Grant | WIOA Rapid Response/ Lay-Off Aversion Grants | Other Grants | Non-WIOA Training Expenditures | Total |
|---|---------------------------------------|---------------------|------------------|--|---------------------|---|-----------------|--------------------------------------|------------------|
| Revenues / Deferred Revenues | 29,391.34 | 1,565 | 1,114,267 | 171,762 | 82,429 | 5,804 | 494,381 | 6,045 | 1,905,645 |
| Accounts Receivable | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Revenues | 29,391 | 1,565 | 1,114,267 | 171,762 | 82,429 | 5,804 | 494,381 | 6,045 | 1,905,645 |
| Expenditures | 2,934 | 357 | 19,121 | 16,003 | 7,996 | 807 | 32,828 | 0 | 80,046 |
| Administration Services | 0 | 0 | 271,924 | 4,266 | 773 | 0 | 1,053 | 0 | 278,016 |
| Contracted Program Costs | 0 | 0 | 0 | 4,142 | 1,539 | 0 | 100 | 0 | 5,781 |
| Support Services | 3,555 | 0 | 0 | (7,991) | 0 | 0 | 0 | 6,045 | 1,609 |
| Vendor Training | 0 | 0 | 0 | 2,554 | 8,768 | 0 | 284,370 | 0 | 295,691 |
| Work Exp/Skilliz Menu/Supplies | 0 | 0 | 0 | 46,326 | 13,351 | 0 | 0 | 0 | 59,677 |
| WIOA Core/Basic Career Services | 0 | 0 | 0 | 45,686 | 0 | 0 | 0 | 0 | 45,686 |
| WIOA Intensive/Individualized Career Svcs | 0 | 0 | 0 | 12,279 | 0 | 0 | 0 | 0 | 12,279 |
| WIOA Follow-Up Career Services | 0 | 0 | 0 | 48,498 | 20,558 | 0 | 0 | 0 | 69,057 |
| WIOA Business Services | 20,370 | 1,208 | 0 | 0 | 29,444 | 4,998 | 42,126 | 0 | 98,146 |
| Other Program Costs | 26,859 | 1,565 | 291,045 | 171,762 | 82,429 | 5,804 | 360,476 | 6,045 | 945,986 |
| Cash Expenditures | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Accrued Expenditures | 26,859 | 1,565 | 291,045 | 171,762 | 82,429 | 5,804 | 360,476 | 6,045 | 945,986 |
| Total Expenditures | 2,932 | 0 | 823,222 | 0 | 0 | 0 | 133,905 | 0 | 959,659 |

(Loss)

SELACO WDB
Statement of Functional Expenditures
 From 7/1/22 through 8/31/22

| | Administrative Services | Contracted Program Cost | Support Services | Vendor Training | Work Exp / Skills Menu Program | WIOA Core / Basic Career Services | WIOA Intensive / Individualized Career Services | WIOA Follow-Up Career Services | WIOA Business Services | Other Program Costs | Total |
|--------------------|-------------------------|-------------------------|------------------|-----------------|--------------------------------|-----------------------------------|---|--------------------------------|------------------------|---------------------|---------|
| Expenditures | | | | | | | | | | | |
| Personnel | 53,417 | 0 | 0 | 0 | 0 | 49,173 | 38,185 | 9,541 | 52,056 | 68,111 | 270,483 |
| Non-Personnel | 26,628 | 0 | 0 | 0 | 0 | 10,503 | 7,472 | 2,738 | 17,000 | 30,035 | 94,377 |
| Training | 0 | 278,016 | 0 | 1,609 | 295,691 | 0 | 29 | 0 | 0 | 0 | 575,344 |
| Support Services | 0 | 0 | 5,781 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5,781 |
| Total Expenditures | 80,046 | 278,016 | 5,781 | 1,609 | 295,691 | 59,677 | 45,686 | 12,279 | 69,057 | 98,146 | 945,986 |

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

From 7/1/2022 Through 8/31/2022

(In Whole Numbers)

| | | Total |
|--------------------------------|-------|--------|
| Expenditures | | |
| Personnel | | |
| Salaries & Wages | 50100 | 30,168 |
| Social Security Tax | 50200 | 3,421 |
| Medicare Tax | 50210 | 800 |
| Workers Comp - Staff | 50220 | 392 |
| UI & ETT Taxes | 50250 | 168 |
| Employee Benefits | 50300 | 15,750 |
| Employer 403(B) Contributions | 50403 | 2,717 |
| Total Personnel | | 53,417 |
| Non-Personnel | | |
| Conferences/Staff Development | 51200 | 3,454 |
| Rent | 52100 | 9,128 |
| Telephone | 52200 | 526 |
| Leased Equipment | 52350 | 136 |
| Repair & Maintenance | 52360 | 51 |
| Office Supplies | 53400 | 1,612 |
| Subscriptions/Dues/Memberships | 53600 | 3,009 |
| Professional Services | 54100 | 5,070 |
| Legal | 54300 | 2,878 |
| Bank Charges/Miscellaneous | 59990 | 766 |
| Total Non-Personnel | | 26,628 |
| Total Expenditures | | 80,046 |

SELACO WDB
Statement of Functional Expenses - TR - 0202 Contracted Program Cost
 From 7/1/2022 Through 8/31/2022
 (In Whole Numbers)

| | | Total |
|----------------------------|-------|---------|
| Expenditures | | |
| Training | | |
| Cost Reimbursement Billing | 60300 | 250,000 |
| Other Contracted Services | 60400 | 6,091 |
| Day Care Rent | 66000 | 21,924 |
| Total Training | | 278,016 |
| Total Expenditures | | 278,016 |

SELACO WDB
Statement of Functional Expenses - TR - 0203 Supportive Services
 From 7/1/2022 Through 8/31/2022
 (In Whole Numbers)

| | | <u>Total</u> |
|------------------------|-------|---------------------|
| Expenditures | | |
| Support Services | | |
| Direct Support Payment | 65200 | <u>5,781</u> |
| Total Support Services | | <u>5,781</u> |
| Total Expenditures | | <u><u>5,781</u></u> |

SELACO WDB
Statement of Functional Expenses - TR - 0204 Vendor Training Payments
 From 7/1/22 Through 8/31/22
(In Whole Numbers)

| | <u>Total</u> |
|---|--------------|
| Expenditures | |
| Training | |
| Vendor Training 60100 | (7,991) |
| Vendor Training - ETP 60200 | 3,555 |
| Non-WIOA Training Expenditures | 6,045 |
| Total Expenditures | 1,609 |

SELACO WDB
Statement of Functional Expenses - TR - 0205 Work Experience / Skillz Menu Program
From 7/1/2022 Through 8/31/2022

| | | Total |
|--------------------------------|-------|------------|
| Expenditures | | |
| Personnel | | |
| Social Security Tax | 50200 | 0.00 |
| Medicare Tax | 50210 | 0.00 |
| Workers Comp - Staff | 50220 | 0.00 |
| Total Personnel | | 0.00 |
| Training | | |
| Wages - WE/Internship | 60500 | 272,493.00 |
| SS Tax - WE/Internship | 60510 | 16,894.56 |
| MC Tax - WE/Internship | 60520 | 3,951.72 |
| WC - WE/Internship | 60530 | 1,771.77 |
| Participant Incentive Payments | 65401 | 580.00 |
| Total Training | | 295,691.05 |
| Total Expenditures | | 295,691.05 |

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

From 7/1/2022 Through 8/31/2022

(In Whole Numbers)

| | | Core / Basic Services | Intensive / Individualized Services | Follow-Up Services | Total |
|--------------------------------|-------|--------------------------|---|-----------------------|---------|
| Expenditures | | | | | |
| Personnel | | | | | |
| Salaries & Wages | 50100 | 30,063 | 24,453 | 4,329 | 58,846 |
| Third Party Salary Expense | 50102 | 0 | 0 | 0 | 0 |
| Social Security Tax | 50200 | 2,663 | 2,162 | 625 | 5,449 |
| Medicare Tax | 50210 | 623 | 506 | 146 | 1,274 |
| Workers Comp - Staff | 50220 | 355 | 309 | 87 | 751 |
| Employee Benefits | 50300 | 13,105 | 9,030 | 3,808 | 25,944 |
| Employer 403(B) Contributions | 50403 | 2,365 | 1,726 | 545 | 4,636 |
| Total Personnel | | 49,173 | 38,185 | 9,541 | 96,899 |
| Non-Personnel | | | | | |
| Mileage | 51100 | 0 | 10 | 0 | 10 |
| Conferences/Staff Development | 51200 | 354 | 647 | 33 | 1,035 |
| Meeting Expenses | 51230 | 26 | 25 | 3 | 55 |
| Rent | 52100 | 7,599 | 5,212 | 2,221 | 15,032 |
| Telephone | 52200 | 442 | 303 | 120 | 865 |
| Leased Equipment | 52350 | 115 | 68 | 40 | 222 |
| Repair & Maintenance | 52360 | 42 | 35 | 7 | 84 |
| Office Supplies | 53400 | 896 | 353 | 79 | 1,329 |
| Subscriptions/Dues/Memberships | 53600 | 882 | 715 | 193 | 1,790 |
| Professional Services | 54100 | 147 | 103 | 42 | 292 |
| Total Non-Personnel | | 10,503 | 7,472 | 2,738 | 20,713 |
| Training | | | | | |
| Training Supplies | 60600 | 0 | 29 | 0 | 29 |
| Total Training | | 0 | 29 | 0 | 29 |
| Total Expenditures | | 59,677 | 45,686 | 12,279 | 117,641 |

SELACO WDB
Statement of Functional Expenses - TR - 0207 Business Services
From 7/1/2022 Through 8/31/2022
(In Whole Numbers)

| | | Total |
|--------------------------------|-------|--------|
| Expenditures | | |
| Personnel | | |
| Salaries & Wages | 50100 | 31,495 |
| Social Security Tax | 50200 | 2,999 |
| Medicare Tax | 50210 | 701 |
| Workers Comp - Staff | 50220 | 435 |
| UI & ETT Taxes | 50250 | 57 |
| Employee Benefits | 50300 | 14,609 |
| Employer 403(B) Contributions | 50403 | 1,759 |
| Total Personnel | | 52,056 |
| Non-Personnel | | |
| Mileage | 51100 | 27 |
| Conferences/Staff Development | 51200 | (76) |
| Meeting Expenses | 51230 | 48 |
| Rent | 52100 | 8,483 |
| Telephone | 52200 | 499 |
| Leased Equipment | 52350 | 134 |
| Repair & Maintenance | 52360 | 44 |
| Outreach/Recruitment | 53300 | 5,860 |
| Office Supplies | 53400 | 446 |
| Subscriptions/Dues/Memberships | 53600 | 1,028 |
| Professional Services | 54100 | 508 |
| Total Non-Personnel | | 17,000 |
| Total Expenditures | | 69,057 |

SELACO WDB
Statement of Functional Expenses - TR - 0212 Other Program Costs
 From 7/1/22 through 8/31/22

| | Employment Training Panel | WIOA Youth | WIOA Rapid Response / Lay-Off Aversion | Transitional Subsidized Employment (TSE) | Other Funds | Total |
|------------------------|---------------------------------|---------------|---|---|----------------|---------------|
| Personnel | | | | | | |
| Salaries & Wages | 11,131 | 15,524 | 479 | 1,300 | 10,797 | 39,230 |
| Payroll Taxes/WC | 1,265 | 2,258 | 405 | 389 | 1,657 | 5,973 |
| Employee Benefits | 4,669 | 6,957 | 2,494 | 1,388 | 7,399 | 22,907 |
| Total Personnel | 17,065 | 24,739 | 3,377 | 3,077 | 19,852 | 68,111 |

| | | | | | | |
|-------------------------------|---------------|---------------|--------------|--------------|---------------|---------------|
| Non - Personnel | | | | | | |
| Mileage | 2 | 5 | 0 | 0 | 56 | 64 |
| Conferences/Staff Development | 0 | 332 | 71 | 0 | 81 | 484 |
| Meeting Expenses | 0 | 16 | 0 | 0 | (1) | 15 |
| Rent/Utilities | 2,585 | 3,216 | 1,309 | 639 | 18,040 | 25,789 |
| Telephone | 120 | 217 | 61 | 29 | 906 | 1,334 |
| Furniture/Equipment | 42 | 22 | 31 | 12 | 68 | 175 |
| Repair & Maintenance | 7 | 25 | 4 | 2 | 9 | 47 |
| Outreach/Recruitment | 0 | 0 | 0 | 0 | 0 | 0 |
| Supplies | 220 | 261 | 38 | 19 | 113 | 650 |
| Subscriptions & Dues | 278 | 545 | 83 | 47 | 298 | 1,252 |
| Insurance | 0 | 0 | 0 | 0 | 0 | 0 |
| Consulting | 50 | 67 | 23 | 12 | 73 | 225 |
| Legal Payments | 0 | 0 | 0 | 0 | 0 | 0 |
| Interest Expense | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Non-Personnel | 3,305 | 4,706 | 1,620 | 760 | 19,644 | 30,035 |
| Total Expenditures | 20,370 | 29,444 | 4,998 | 3,837 | 39,497 | 98,146 |

SELACO WDB
Statement of Functional Expenditures
From 7/1/22 through 8/31/22

| Line Item Description | Current Period Actual | Budget | Budget Variance | Total Budget Remaining (%) |
|---|-----------------------------|------------------|--------------------|-------------------------------------|
| PERSONNEL COSTS | | | | |
| Salaries/Wages | 159,739 | 2,417,332 | 2,257,593 | 93.4% |
| Payroll Taxes/WC | 22,422 | 225,006 | 202,584 | 90.0% |
| Employee Benefits | 88,323 | 609,835 | 521,513 | 85.5% |
| TOTAL PERSONNEL COSTS | 270,483 | 3,252,173 | 2,981,690 | 91.7% |
| NON-PERSONNEL COSTS | | | | |
| Mileage | 100 | 10,000 | 9,900 | 99.0% |
| Conference/Staff Development | 4,897 | 133,000 | 128,103 | 96.3% |
| Meeting Expenses | 118 | 20,000 | 19,882 | 99.4% |
| Rent/Utilities | 58,432 | 350,592 | 292,160 | 83.3% |
| Telephone | 3,224 | 25,000 | 21,776 | 87.1% |
| Furniture & Equipment | 667 | 46,000 | 45,333 | 98.5% |
| Repair & Maintenance | 225 | 17,000 | 16,775 | 98.7% |
| Outreach/Recruitment | 5,860 | 23,700 | 17,840 | 75.3% |
| Supplies | 4,036 | 55,000 | 50,964 | 92.7% |
| Subscriptions/Dues/Memberships | 7,197 | 66,000 | 58,803 | 89.1% |
| Insurance | 0 | 38,000 | 38,000 | 100.0% |
| Professional Fees | 5,978 | 130,000 | 124,023 | 95.4% |
| Legal Fees | 2,878 | 40,000 | 37,123 | 92.8% |
| Interest Expense/Miscellaneous | 766 | 6,000 | 5,234 | 87.2% |
| TOTAL NON-PERSONNEL COSTS | 94,377 | 960,292 | 865,915 | 90.2% |
| TOTAL IN-HOUSE COSTS | 364,860 | 4,212,465 | 3,847,605 | 91.3% |
| TRAINING & SUPPORT SERVICES | | | | |
| Vendor Training Payments | | | | |
| Employment Training Panel (ETP) | 3,555 | 265,617 | 262,062 | 98.7% |
| LA County - Homeless Initiative (Measure H) | 0 | 29,000 | 29,000 | 100.0% |
| Workforce Accelerator Fund (WAF 9.0) | 0 | 4,120 | 4,120 | 100.0% |
| WIOA Adult | (7,991) | 417,137 | 425,128 | 101.9% |
| WIOA Dislocated Workers | 0 | 278,091 | 278,091 | 100.0% |
| WIOA Youth | 0 | 50,000 | 50,000 | 100.0% |
| Non-WIOA Training Expenditures | 6,045 | 139,046 | 133,001 | 95.7% |
| Subtotal | 1,609 | 1,183,011 | 1,181,402 | 99.9% |

SELACO WDB
Statement of Functional Expenditures
From 7/1/22 through 8/31/22

| <u>Line Item Description</u> | <u>Current Period Actual</u> | <u>Budget</u> | <u>Budget Variance</u> | <u>Total Budget Remaining (%)</u> |
|--|--------------------------------------|--------------------------|----------------------------|---|
| Cost Reimbursements / Contracted Services | | | | |
| Day Care Pre-School / Renovation | 271,924 | 3,324,763 | 3,052,839 | 91.8% |
| Employment Training Panel (ETP) | 0 | 15,800 | 15,800 | 100.0% |
| Gateway Cities' Homeless Employment Prg | 0 | 6,400 | 6,400 | 100.0% |
| LA County - Youth @ Work | 0 | 650,065 | 650,065 | 100.0% |
| LA County - Homeless Initiative (Measure H) | 0 | 10,000 | 10,000 | 100.0% |
| Regional Plan Implementation 3.0 | 0 | 42,000 | 42,000 | 100.0% |
| WIOA Youth | 0 | 423,200 | 423,200 | 100.0% |
| WIOA One-Stop Operator | 2,462 | 30,000 | 27,538 | 91.8% |
| WIOA Security Guard | 3,630 | 46,694 | 43,065 | 92.2% |
| Subtotal | <u>278,016</u> | <u>4,548,922</u> | <u>4,270,907</u> | <u>93.9%</u> |
| Work Experience / Skillz Menu Program | | | | |
| Downey's USD MADE Career Initiative | 284,370 | 376,694 | 92,324 | 24.5% |
| LA County - Homeless Initiative (Measure H) | 0 | 25,500 | 25,500 | 100.0% |
| WIOA Adult | 2,554 | 25,000 | 22,446 | 89.8% |
| WIOA Youth | 8,768 | 280,000 | 271,233 | 96.9% |
| Subtotal | <u>295,691</u> | <u>707,194</u> | <u>411,503</u> | <u>58.2%</u> |
| Training Supplies | | | | |
| WIOA Adult | 29 | 5,000 | 4,971 | 99.4% |
| WIOA Dislocated Workers | 0 | 5,000 | 5,000 | 100.0% |
| WIOA Youth | 0 | 5,000 | 5,000 | 100.0% |
| Subtotal | <u>29</u> | <u>15,000</u> | <u>14,971</u> | <u>99.8%</u> |
| Direct Support Payments | | | | |
| Gateway Cities' Homeless Employment Prg | 100 | 5,000 | 4,900 | 98.0% |
| LA County - Homeless Initiative (Measure H) | 0 | 6,500 | 6,500 | 100.0% |
| WIOA Adult | 3,827 | 30,000 | 26,173 | 87.2% |
| WIOA Dislocated Workers | 315 | 15,000 | 14,685 | 97.9% |
| WIOA Youth | 1,539 | 30,000 | 28,461 | 94.9% |
| Subtotal | <u>5,781</u> | <u>86,500</u> | <u>80,719</u> | <u>93.3%</u> |
| TOTAL TRAINING & SUPPORT SVCS | <u>581,125</u> | <u>6,540,627</u> | <u>5,959,502</u> | <u>91.1%</u> |
| GRAND TOTAL | <u>945,986</u> | <u>10,753,092</u> | <u>9,807,107</u> | <u>91.2%</u> |

SELACO WDB
Balance Sheet
August 31, 2022

*** Preliminary ***

| | Day Care & Day Care Facilities Revolving Funds | Employment Training Panel (ETP) | Transitional Subsidized Employment (TSE) | WIOA Adult | WIOA Dislocated Workers | WIOA Youth | WIOA Rapid Response | Other Grants | General Funds | Pools | Total |
|---|--|---------------------------------|--|------------------|-------------------------|-----------------|---------------------|-----------------|----------------|---------------|------------------|
| Assets | | | | | | | | | | | |
| Cash & Cash Equivalents | 1,265,419 | 110,441 | 4,429 | (130,509) | (30,091) | (86,489) | (6,488) | 274,990 | 73,568 | 26,906 | 1,502,176 |
| Petty Cash | - | - | - | - | - | - | - | - | - | 4,000 | 4,000 |
| Accounts Receivable | - | 376,168 | 4,800 | 27,330 | - | - | - | 121,034 | - | - | 529,333 |
| Prepaid Expenses | 188,400 | - | - | - | - | - | - | - | - | - | 188,400 |
| Deposit | 9,100 | - | - | - | - | - | - | - | - | 20,238 | 29,338 |
| Due from Other Fund | - | - | - | - | - | (2,161) | - | - | 357,924 | - | 355,763 |
| Fixed Assets | 1,005,713 | - | - | - | - | - | - | - | - | - | 1,005,713 |
| Accumulated Depreciation | (1,003,413) | - | - | - | - | - | - | - | - | - | (1,003,413) |
| Total Assets | 1,465,219 | 486,609 | 9,229 | (103,179) | (30,091) | (88,650) | (6,488) | 396,025 | 431,492 | 51,144 | 2,611,310 |
| Liabilities and Net Assets | | | | | | | | | | | |
| Liabilities | | | | | | | | | | | |
| Accounts Payable | 499,673 | 220,417 | - | 70,114 | - | - | - | 37,915 | - | 1,013 | 829,132 |
| Accrued Expenses | - | - | - | - | - | - | - | 2,754 | - | - | 2,754 |
| Due to Department of Education | 9,100 | - | - | - | - | - | - | - | - | - | 9,100 |
| Due to EDD | - | - | - | - | - | - | - | - | - | 27,115 | 27,115 |
| Due to Vendors (ETP) | - | - | - | - | - | - | - | (650) | - | - | (650) |
| Due to Other Fund | 20,358 | 106,960 | 3,069 | 18,101 | - | - | - | 209,436 | - | (2,161) | 355,763 |
| Payroll Clearing | - | - | - | - | - | - | - | - | - | 25,177 | 25,177 |
| Revenues Received in Advance | 1,271,993 | 157,489 | 9,327 | - | - | (2,161) | - | 168,747 | - | - | 1,605,395 |
| Total Liabilities | 1,801,124 | 484,866 | 12,396 | 88,215 | - | (2,161) | - | 418,202 | - | 51,144 | 2,853,786 |
| Net Assets | | | | | | | | | | | |
| Current YTD Net Income | (356,263) | 2,532 | (15,040) | (191,394) | (30,091) | (86,489) | (6,488) | (34,239) | (1,498) | - | (718,970) |
| Unrestricted | 20,358 | (789) | 11,873 | - | - | - | - | 12,062 | 432,990 | - | 476,494 |
| Total Net Assets | (335,905) | 1,743 | (3,167) | (191,394) | (30,091) | (86,489) | (6,488) | (22,177) | 431,492 | - | (242,476) |
| Total Liabilities and Net Assets | 1,465,219 | 486,609 | 9,229 | (103,179) | (30,091) | (88,650) | (6,488) | 396,025 | 431,492 | 51,144 | 2,611,310 |



Operations Report

SECOND

JULY 1, 2022 – JUNE 30, 2023

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PURPOSE

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

SPOTLIGHT

On Tuesday April 19th, SELACO staff was in attendance of the soft opening for the highly anticipated Veteran's Center. The Veteran center that is set to open in 2023, will be offering veteran services directly from the Downey Library. These services include; Transition & Reintegration, Career & Workforce Development, Benefits & Resources, Health & Wellness, Peer-2-Peer & Family Support. The Veteran center is now open on Mondays 1-6pm , Tue & Thurs. 10am-4pm. Veterans can check in prior to arriving to the library by accessing the link below: <https://cmvr-downey.nvtsi.org>



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](#)

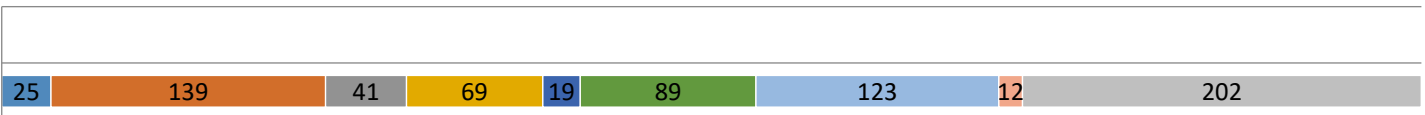
Customer Visits to AJCC



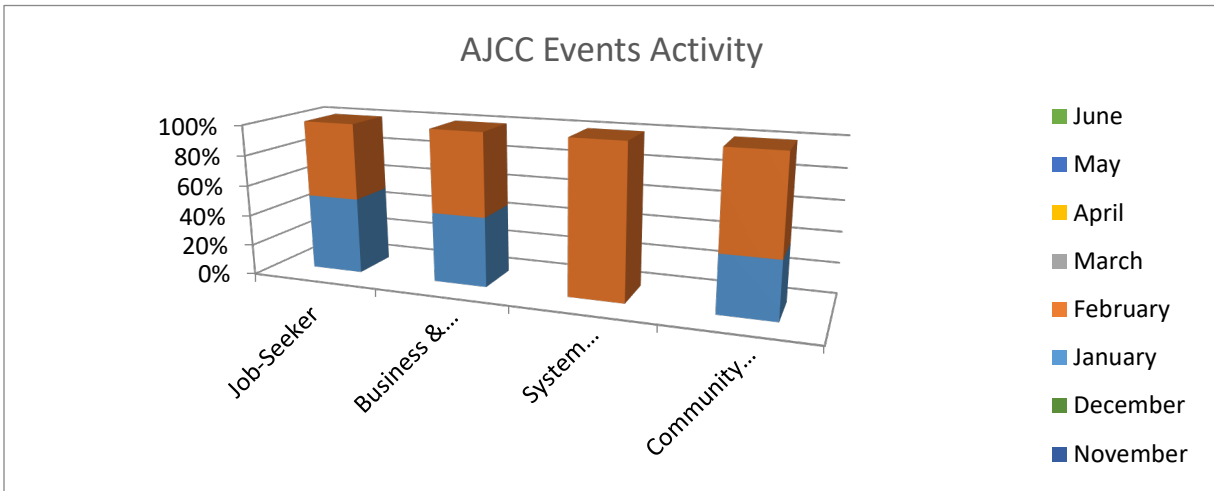
| | | | | | | | | | | | | | |
|--------------------|-----|-----|--|--|--|--|--|--|--|--|--|--|-----|
| Total Visits | 279 | 440 | | | | | | | | | | | 719 |
| Distinct Customers | 176 | 265 | | | | | | | | | | | 441 |

Customer Visits by City

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



EVENTS



ADULT JOB SEEKER PROGRAMS

EVENTS

| JOB SEEKER EVENTS | DESCRIPTION |
|--|--|
| Virtual Job Club | Partnered with Microsoft to host a LinkedIn presentation |
| Virtual Youth Workshops | Virtual workshops for youth focused on job readiness, job preparation, interview skills, and resume building |
| Reemployment Services and Eligibility Assessment (RESEA) | EDD host a workshop to Review of job search activity and sharing of resource information. |
| Job Interview Preparation and Practice Workshop | It is the interview that lands the job offer, NOT the résumé. Ease those Job Interview jitters with preparation and practice. |
| Be a Super Star Employee Workshop | This workshop offers an opportunity to learn how to become the employee that you would be proud to be. |
| Career Academy for Targeted Sectors (CATS) | Virtual bootcamp for young adults, allowing them the opportunity to establish a career pathway. |
| BUSINESS & EMPLOYER EVENTS | DESCRIPTION |
| CCN | The business community and service agencies meet and connect to promote self-reliance, life-long learning, and a healthy community. |
| SYSTEM ENHANCEMENT EVENTS | DESCRIPTION |
| Corina Coronel, the new Deputy Director of Career Services, and Stacey Girdner | SELACO's One Stop Operator have been conducting one-on-one meetings with each member of the SMT. Through the meetings, we are learning the ways in which the partners have benefited from their involvement in the SMT as well as what resources partners need to strengthen collaboration. There are multiple opportunities for increased collaboration that Corina is identifying and responding to. The calls should result in better communication with partners, increased referrals and co-enrollments, and a more satisfied SMT team. |
| OUTREACH EVENTS | DESCRIPTION |
| Rapid Response, Norwalk | The Salvation Army Project Home Key. |
| Job Fair, Artesia Park Community Outreach | SELACO staff assisted with resume reviews for job seekers. |
| | |
| | |

WIOA ADULT

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

WIOA PERFORMANCE INDICATORS PER QUARTER

| Performance Measure | Negotiated PY 21/22 | Q1 PY 21/22 | Q2 PY 21/22 | Q3 PY 21-22 | Q4 PY 21-22 |
|---|------------------------|----------------|----------------|----------------|----------------|
| Employed 2 nd Quarter after Exit | 64.9% | | | | |
| Employed 4 th Quarter after Exit | 61.8% | | | | |
| Median Earnings | \$7,400 | | | | |
| Credential Rate | 67.7% | | | | |
| Measurable Skill Gain (MSG) | 70.0% | | | | |

**Performance numbers will be available on CalJOBS at the end of the first quarter (September).*

| Activity Breakdown | |
|------------------------------|-----|
| Carryover | 298 |
| Enrollments | 43 |
| Exits | 0 |
| Employed at Closure | 0 |
| Program Services | |
| Occupational Skills Training | 14 |
| On the Job Training | 2 |
| Transitional Jobs | 2 |
| Supportive Services | 58 |
| Follow-up Services | 57 |

Priority Population

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

Demographics will be available on CalJOBS at the end of the first quarter.

WIOA Adult Enrollment by City

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



WIOA DISLOCATED WORKER (DW)

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

WIOA PERFORMANCE INDICATORS PER QUARTER

| Performance Measure | Negotiated PY 21/22 | Q1 PY 21/22 | Q2 PY 21/22 | Q3 PY 21/22 | Q4 PY 21/22 |
|---|---------------------|-------------|-------------|-------------|-------------|
| Employed 2 nd Quarter after Exit | 68.2% | | | | |
| Employed 4 th Quarter after Exit | 67.0% | | | | |
| Median Earnings | \$8,600 | | | | |
| Credential Rate | 79.2% | | | | |
| Measurable Skill Gain | 70.0% | | | | |

**Performance numbers will be available on CalJOBS at the end of first quarter (September).*

| Activity Breakdown | |
|------------------------------|----|
| Carryover | 86 |
| Enrollments | 4 |
| Exits | 0 |
| Employed at Closure | 0 |
| Program Services | |
| Occupational Skills Training | 0 |
| On the Job Training | 0 |
| Supportive Services | 6 |
| Follow-up Services | 20 |

Priority Population

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

Demographics will be available on CalJOBS at the end of the first quarter

WIOA Dislocated Worker Enrollment by City

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



TRANSITIONAL SUBSIDIZED EMPLOYMENT (TSE)

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

TSE PERFORMANCE INDICATORS PER QUARTER

| TSE Performance Measures PY 21/22 | Allocations | Goal | Actual |
|---|-------------|------|--------|
| Projected Enrollments | 50 | 50 | 6 |
| Active WEX Enrollments | 36 | 50 | |
| Exit and Follow-up 6 Months After Exit | 13 | 50 | |

| |
|------------------|
| Carryover |
| 25 Active |
| 20 Job Searching |

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 | Program Services | Planned | Actual |
|---------------------|---------|--------|---------------------|---------|--------|
| New Enrollment | 15 | 14 | Transitional Jobs | 15 | 10 |
| WIOA Co-enrollments | 15 | 14 | On the job Training | 15 | 1 |
| Employed at Closure | 15 | 10 | Supportive Services | 15 | 14 |

Homeless Initiative Enrollment by City

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



WIOA YOUTH

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

WIOA PERFORMANCE INDICATORS PER QUARTER

| Performance Measure | Negotiated PY 20/21 | Q1 PY 21/22 | Q2 PY 21/22 | Q3 PY 21/22 | Q4 PY 21/22 |
|--|------------------------|----------------|----------------|----------------|----------------|
| Employed or Placed in Education 2 nd QT after Exit | 68.7% | | | | |
| Employed or Placed in Education 4 th QT after Exit | 73.0% | | | | |
| Median Wage | \$4,150 | | | | |
| Credential Rate | 69.0% | | | | |
| Measurable Skills Gain | 67.0% | | | | |

**Performance numbers will be available on CalJOBS at the end of the first quarter (September).*

| Out-of-School Activity Breakdown | Actual |
|--|--------|
| Carryover | 56 |
| Enrollments | 4 |
| Exits | 0 |
| Employed at Closure | 0 |
| Program Services | |
| Occupational Skills Training | 0 |
| Enrolled in Alternative Secondary Education | 0 |
| Work Experience | 5 |
| Supportive Services | 11 |
| Follow-up Services | 16 |

*

WIOA Youth Enrollment By City

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



YOUTH@WORK

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

YOUTH@WORK ENROLLMENT GOALS

| Agency | CalWORKs | | Foster | | JJCPA | | Other Under Served Youth (OUSY) | | System Involved Youth (SIY) | | TOTAL | |
|--------------------------|----------|--------|---------|--------|---------|--------|---------------------------------|--------|-----------------------------|--------|---------|--------|
| | Planned | Actual | Planned | Actual | Planned | Actual | Planned | Actual | Planned | Actual | Planned | Actual |
| City of Hawaiian Gardens | 27 | 1 | 0 | | 6 | 1 | 23 | 10 | 11 | | | |
| ABCUSD | 33 | | 12 | | 0 | | 48 | 4 | 11 | | | |
| SELACO | 3 | | | | | | 7 | | | | | |

| Progress | CalWORKS | Foster | JJCPA | OUSY | SIY | Total |
|-------------|----------|--------|-------|------|-----|-------|
| Enrollments | 1 | | | 10 | | |
| Exits | 1 | | | 21 | | |

BRIDGE TO WORK

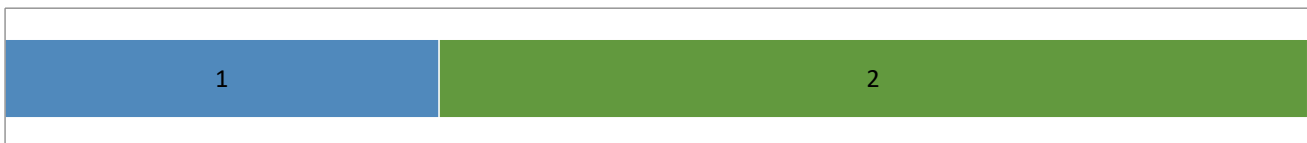
The Bridge-to-Work-Foster program works with foster youth that are eligible to enroll in the Independent Living Program (ILP) and aims to get them started on a path to a high wage career.

BRIDGE TO WORK PERFORMANCE INDICATORS PER QUARTER

| B2W Projected Goals | Goal | Actual |
|------------------------|------|--------|
| Projected Enrollments | 8 | 3 |
| Active WEX Enrollments | 8 | |
| Exits | 8 | |

Bridge to Work Enrollment by City

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

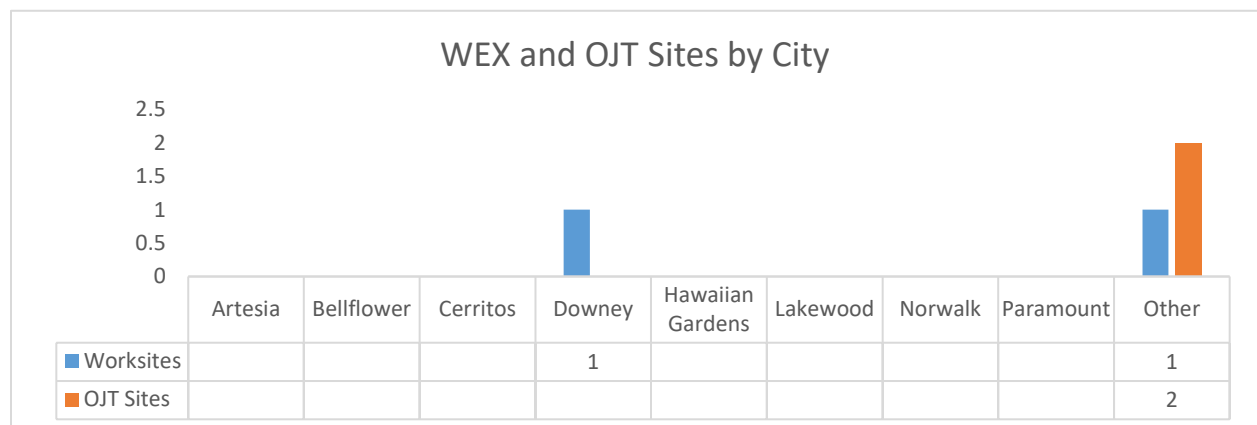


BUSINESS SERVICES

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 | 81 |
| Special Recruitments | 12 |
| Business Outreach Contact | 84 |
| Rapid Response | |
| Lay-off Aversion | |
| Total | 178 |



EMPLOYER TRAINING PANEL (ETP)

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

| Eligible Training Panel (ETP) | | |
|--|---------|--------|
| ET-21-0333 (Contract Term: 2021-2023) | | |
| | Planned | Actual |
| Enrollments | 427 | 212 |
| Completions | 427 | 91 |
| Retention | 427 | 46 |

SPECIAL AND REGIONAL PROGRAMS

CHILD DEVELOPMENT PROGRAM REGIONAL SUPPORTIVE SERVICES 3.0

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

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 | 13 |
| Referrals from SHARE | 43 |
| Enrollments resulting from SHARE referrals | 38 |

| ENROLLMENT ACTIVITY | |
|------------------------------|----|
| Transitional Jobs | 1 |
| On-the-Job Training (OJT) | 1 |
| Completed STEPS | 12 |
| Paired with a Mentor | 14 |
| Occupational Skills Training | 0 |
| Employment Placement | 18 |
| Housing Placement | 24 |
| Supportive Services | 17 |
| Exits | 11 |

COG Home Enrollment by City

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



ACCELERATOR GRANT WAF 9.0

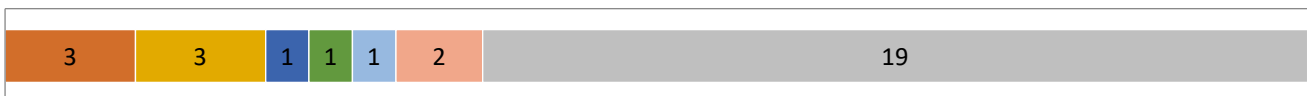
SELACO WDB in partnership with South Bay Workforce Investment Board, Health Impact, HASC (Hospital Association of Southern California) and Downey Adult School have been awarded funding under the State’s Accelerator Grant WAF.90 for the development of a Specialty Nursing Training and Apprenticeship Project.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

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

| Accelerator Project Goals | | | | | |
|----------------------------------|---------------------|--------------------|-------------|------------|-------|
| | Planned Enrollments | Actual Enrollments | Completions | Placements | Drops |
| Specialty Nursing Apprenticeship | 7 | 5 | | | 1 |
| CNA/Phlebotomy training program | 30 | 30 | | | 6 |

Accelerator 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: September 22, 2022

TO: SELACO WDB Board of Directors

FROM: Yolanda L Castro, Executive Director 

RE: Ratify the Executive Committee's Approved Action Items from the September 1, 2022, Executive Committee Meeting

The items listed below was submitted for approval at the September 1, 2022, Executive Committee meeting.

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


- 1) Request for Proposal Release: In-School Youth Services PY 2022-23
- 2) Approval to Accept Funding for a Whole-Child Pilot Project



MEMORANDUM

DATE: September 1, 2022

TO: SELACO WDB Executive Committee

FROM: Yolanda L Castro, Executive Director 

RE: Request for Proposal Release: In-School Youth Services PY 2022-23

Per directive WSD17-07, local boards are required to conduct an open and competitive process in order to select their In-School Youth Providers.

To extend our capacity to serve in-school youth, SELACO WDB staff seeks approval to release a request for a proposal to procure SELACO WDB In-School Youth Services, for an 18 month program extending through Program Years 2022-2023 (January 2023 through June 30, 2024), with an option to extend services based on available funding, performance and upon mutual agreement, for two (2) succeeding years thereafter.

Timeline for the re-release of the Request for Proposal:

| | |
|-------------------------------------|--------------------------------------|
| RFP Released | September 12, 2022 |
| Bidder’s Conference via zoom | October 03, 2022 @ 3:00pm |
| Last Day to Submit Questions | October 24, 2022 |
| Proposal Due | November 4, 2022 by 3:00pm |
| Evaluation & Award recommendation | November 7, 2022–November 11, 2022 |
| Board Approval of Proposed Awardees | To be determined |
| Award Notification to Proposer | November 28, 2022 |
| Contract Negotiation | November 28, 2022 – December 9, 2022 |
| Contract Implementation | January 2, 2023 |

Action Required:

Approve and authorize the Executive Director to release the Request for Proposals to procure an In-School Youth Services provider with the following guidelines:


- Secure a special committee to support the RFP evaluation process.
- Budget up to \$200,000 from the SELACO WDB budget to secure the functions of an In-School Youth Services provider for an 18 month period.



MEMORANDUM

DATE: September 1, 2022

TO: SELACO WDB Executive Committee

FROM: Yolanda L Castro, Executive Director 

RE: Approval to Accept Funding for a Whole-Child Pilot Project

The SELACO WDB, has the opportunity to test a four-month pilot program that will expand on our current Home 2 Employment (H2E) project. The pilot will focus on single parents participating in the Whole Child housing project. The Whole Child program operates out of the City of Downey and is vested in helping single parents move out of homelessness and into a pathway of self-sufficiency. The Gateway Council of Governments (COG) has accessed additional Measure H funding to support the bridge between the Whole Child Housing Program and the SELACO WDB Employment and Training program.

The pilot project will expand the H2E project and will offer SELACO WDB the opportunity to:

- Hire a Career Development Specialist who will be out stationed at the Downey Whole Child facility and serve as a liaison between the Whole Child and SELACO WDB.
- Support the purchase of computers and internet services to enhance the opportunity for single parents to work from home, lessening the challenge to secure full-time childcare.
- Implement a cash incentive program for participation in work readiness and retention activities that will enhance the opportunities for securing and maintaining full time employment.

The Whole Child role in the project is to secure housing for our single parents with children. SELACO WDB's role is to assess all referrals to determine job readiness. Suitable candidates will be co-enrolled with WIOA and offered the opportunity for training, job readiness, paid work experience, and other services currently available under the SELACO WDB umbrella. In addition to supporting job readiness and support services to overcome barriers, a cash incentive program will support the following:

Job Readiness/Search and Retention Activities eligible for incentives:

- 4-days of active participation in self-awareness training referred to as STEPS: ABW \$100

- 5-job preparedness workshops designed to assist you successfully meet your employment goals (JSRT) \$125
- Job Club (up to 4 days max) \$25 per day
- Toast Masters/Lunchtime Leaders (active attendance for at least 4 days) \$25 per day
- Financial Literacy Workshop \$25
- Labor Market Information Workshop \$25

Employment incentives:

- \$100 after your first paycheck
- \$100 after your first month on the job
- \$100 after your second month on the job

Retention Incentives:

- First Quarter after Exit \$25
- Second Quarter after Exit \$100
- Third Quarter after Exit \$25
- Fourth Quarter after Exit \$100

The maximum earning per participant is \$1000. No participant will earn more than \$1000 in incentive payments.

Action Required:


Authorize Executive Director to accept an amended COG contract that will add an additional allocation of \$92,184 to support a 4-month pilot project designed to assist single parents in need of employment and training services.



MEMORANDUM

DATE: September 22, 2022

TO: SELACO WDB Board

FROM: Yolanda L Castro, Executive Director 

RE: Rapid Response/Layoff Aversion Policy

The attached Policy is to establish the process for completion of Rapid Response and Lay Off Aversion WIOA (Workforce Innovation and Opportunity Act) activities, in alignment with federal policy and State requirements. SELACO WDB's policy details the processes for providing WIOA services to businesses experiencing slowdowns, potential staff layoffs and/or closure. This policy's purpose is to delineate SELACOWDB's and partners' roles in assisting affected workers to return to work as quickly as possible.

To meet State Compliance the SELACO WDB Rapid Response/Layoff Aversion Policy will identify the following documents as Attachments:

Attachment A: 121 Report: Rapid Response Reporting Requirements
122 Report: Layoff Aversion Reporting Requirements
Attachment B: Table of Services

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

Action Required:

Approve the SELACO WDB Rapid Response/Layoff Aversion Policy.

Policy Number:

SELxx

Date:

09/14/2022

Effective Date:

This policy is effective on the date of 10/1/2022 Southeast Los Angeles County Workforce Development Board (SELACO WDB) approval.

PURPOSE:

The primary purpose of Rapid Response (RR) as stated in federal guidance is to enable affected workers to return to work as quickly as possible following a layoff, and to assist businesses at risk of laying off employees.

The primary purpose of Layoff Aversion (LOA) is to strategically assist employers retain a skilled workforce and/or provide workers rapid transition to new employment, minimizing periods of unemployment. Layoff aversion is a central component of a high-performing business engagement strategy, requiring a shared responsibility among numerous partners at the state, regional, and local levels.

Scope:

The policy applies to all SELACO WDB staff administering, managing, and implementing Workforce Innovation and Opportunity Act (WIOA) funded programs, engaged in RR and/or LOA services

References:

- Training and Employment Notice (TEN) 09-12
- Training and Employment Guidance Letter (TEGL) 30-09
- Rapid Response & Layoff Aversion Activities State Directive: WSD 16-04
- Title 20 code of federal regulations notice of proposed rule section 682.330

Policy:

Rapid Response

The primary purpose of Rapid Response as stated in federal guidance, is to enable affected workers to return to work as quickly as possible following a layoff. To accomplish this, the workforce development system must be coordinated, comprehensive, and proactive in communicating with business. This includes providing labor market and workforce information, integrating industry requirements into training strategies and career pathways, brokering relationships and job connections, making services efficient and easy to access and coordinating with regional partners to reduce duplication. In addition, employment, training and supportive services are available to affected employees in high-growth sectors such as Manufacturing, Trade & Logistics, Hospitality, Healthcare, Information Technology, and Business Professionalism with the goal of becoming economically self-sufficient.

Process for delivering a RR services:

1. A Career Development (CDS) or Business Engagement Specialist (BES) can identify a company that is experiencing layoffs when a WARN Notice is received or an employer has been identified by the Business Services team.
2. BES or CDS reaches out to the business experiencing downsizing or potential layoffs to assess the kind of services needed.
3. A customized material list of SELACO WDB services is then sent to the employer electronically or provided through an in-person meeting.
4. If the employer elects an in-person presentation, a SELACO WDB representative coordinates with additional partners such Employment Development Department (EDD), Insurance providers, and Employment/Training providers to assist the affected employees.
5. On-site or virtual orientations are held for affected workers with the objective of educating them on the resources and services available to assist them in securing additional employment, how to apply for unemployment, and training/support that can be offered to ensure their skills are updated, and they can be competitive candidates for new employment in their existing industry or new industry.
6. RR services are coordinated regionally to ensure affected employees have access to an AJCC closest to their area of residence.

Layoff Aversion or Company Closure:

Layoff aversion as a business engagement strategy is to provide business solutions to companies that want to save jobs. To save jobs, a business engagement team must be able to identify an at-risk company well in advance of layoffs, get executive level commitment to work together, assess the needs of the company, and deliver solutions to address risk factors. This requires a new culture of prevention and a strong infrastructure, including clarity of roles among regional partners. It requires data collection and analysis of regional labor market and industry sector trends, early warning mechanisms that can alert the team of problem areas, and well-trained staff with the capacity to build relationships among businesses, labor organizations, and civic leaders

There are a wide variety of approaches and strategies to assist businesses in avoiding closure and/or layoff. The SELACO WDB approach/objective is early identification, assessment of the company's needs, and delivering services to address the risks. The most successful approach to address the business needs is through collaborative partnerships with a range of organizations and intermediaries that can help identify and design the appropriate interventions.

The objective is to bring a variety of resources and talents to the table that can support a local business and to save jobs. To meet these objectives SELACO WDB has established a team of Business Engagement Specialists.

SELACO WDB Business Services Engagement Team focuses on business outreach to assess employment & training needs, support Sector Strategies, assess hiring needs, identify companies that need Lay-Off Aversion and Rapid Response Services, and connecting employers to partner agencies that may support their competitiveness and economic growth. In addition, the SELACO

WDB Business Services Engagement Team, when appropriate, will assist businesses with incumbent worker training under the Employment Training Panel (ETP), initiative.

Additional Services:

Layoff Aversion and Rapid Response services also include:

- Labor Market Information (LMI) Assistance
- Entrepreneurship Training
- Peer Counseling
- Workshops
- Identifying Funding Sources

Process for delivering LOA Services:

| Timeframe | Examples of Layoff Aversion Activities |
|--|--|
| <p>Ongoing strategic or administrative activities (regardless of proximity to layoff or potential layoff)</p> | <ul style="list-style-type: none"> • Developing, implementing, maintaining, and publicizing a state or local layoff aversion policy • Creating and sustaining effective partnerships with a wide range of organizations that contribute to layoff aversion strategies • Gathering data and intelligence related to economic transition trends within industries, communities, or at specific employers, and planning strategies for intervention • Developing early warning networks and systems utilizing data and intelligence gathered • Identifying heavily concentrated industries and sectors and related training needs in the geographic area • Engaging in proactive measures such as business visitation or layoff forecasting programs to identify indicators of potential economic transition and training needs in growing industry sectors or expanding businesses • Connecting employers and workers with short-term, on-the-job, and customized training and apprenticeships before or after layoff and prior to new employment |
| | <ul style="list-style-type: none"> • Helping companies practice continuous improvement in processes and quality, constantly looking for opportunities for new products, customers, markets, and business models |
| <p>From approximately six months to one year prior to a layoff or potential layoff</p> | <ul style="list-style-type: none"> • Partnering or contracting with the Manufacturing Extension Partnership (MEP) or other business focused organizations to assess risks to a company, propose strategies to address those risks, implement services, and measure impacts of services delivered; conducting analyses of suppliers to assess risks and vulnerabilities from potential closings of a manufacturing customer • Conducting prefeasibility or company valuation studies to determine the possibility for employee buyouts or Employee Stock Ownership Plans (ESOPs), or more commonly, the sustainability of the company with new products, retooled production processes, or new customers and markets • Facilitating employer loan programs for employee skill upgrading, when available • Examining alternative business ownership options through economic development partners • Utilizing Trade Adjustment Assistance (TAA) for Firms to help employers negatively affected by imports remain competitive • Leveraging Short-Time Compensation programs through Rapid Response and/or business engagement strategies |

| | |
|--|---|
| From approximately six months prior to, up through and following a layoff | <ul style="list-style-type: none">• Partnering with MEP organizations for activities, as mentioned above• Utilizing incumbent worker training for eligible workers based on state or local rules, including TAA• Encouraging use of Short-Time Compensation (shared work) programs in states with such programs incorporated into state Unemployment Insurance law• Ensuring strong connections with reemployment focused activities within a state or local area• Holding on-site job fairs or targeted hiring events with nearby business in need of workers with similar competencies or skill sets• Conducting talent-transfer events or holding reemployment boot camps• Connecting to labor unions that may be able to assist in accessing skilled workers and assessing their training needs |
|--|---|

Business Resource Inventory:

Business Resource Inventory: Establishes resources within the community that provide SELACO WDB with an inventory of key entities in our local area that can provide business services and offer a broad base of advice and coaching on profitability, operations, and financing. SELACO WDB will be the facilitator connecting the business with the resources such as Small Business Development Centers, Organized Labor, Educational Institutions, the Business Community, Developers, Counties and Local Cities.

Incumbent Worker Training (IWT):

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

IWT is designed to meet the special requirements of an employer (including a group of employers) to retain a skilled workforce or avert the need to lay off employees by assisting the workers in obtaining the skills necessary to maintain or retain employment or have the opportunity for increased earnings potential through promotion. *Please Reference SELACO WDB IWT Training Policy.*

On-the-Job Training:

The primary purpose of On-the-Job-Training (OJT) is to provide participants with the training necessary for the full performance of a job. An OJT activity allows the participant to train while being employed doing productive work at an employer site, which provides knowledge and skills needed for adequate job performance. *Please Reference SELACO WDB OJT Policy*

Work Experience:

Work Experience also known as WEX, is a planned, structured learning experience that takes place in a private, for-profit, nonprofit, or public sector workplaces for a limited time period. *Please reference SELACO WDB WEX Policy*

Financial:

Businesses experience financial strains which are often the beginning of the need to lay off staff, initiate a slowdown, or even close a business. Business solutions and advice is provided to affected businesses for funds or services from. SELACO WDB convenes a group of partners called the RED Team to assist businesses with immediately services. Partners include: EDD's Workshare program; Dept. of Commerce Trade Adjustment Assistance (TAA); Los Angeles County Economic Development Corporation (LAEDC); Small Business Development Centers (SBDC); Small Business Administration (SBA); Governor's Office of Business and Economic Development (Go-Biz); Employment Training Panel (ETP); potential tax incentives to bolster struggling businesses; private financial institutions, Utility Companies; Government business assistance (federal, state, and local) and other available financial assistance programs.

Dislocation Events (Recruitment/Job Fair):

Direct recruitments & job fairs are available to employees affected by a layoff.

Employer/employers of a similar sector are contacted to host a recruitment at either the employer's location or at SELACO WDB in-order to re-employee those individuals affected by a layoff.

Recruitments & Job Fairs:

The Business Services Department offers individualized recruitment in-person or virtually, for local employers in the Southeast LA Region, who have more than five open positions to fill. Based on size or hiring needs recruitments can be held at the employer's worksite or at the SELACO WDB. Services are offered at no cost to the employer. SELACO support includes the development of promotional flyers, outreach to partners and other workforce boards in the LA Regional who may have job seekers to referral. Platforms on social media and constant contact are also used to support outreach efforts. SELACO Team supports all prescreening and works in partnership with the employer to ensure job seekers who attend the event are suitable and ready for a successful interview. Soon the Business Engagement Team will be centering recruitments around key Industry Sectors with the greatest opportunity for highroad employment.

In addition, SELACO WDB, in partnership with Local Cities and Chambers of Commerce, can host a direct job fair to any businesses experiencing a potential closure due to not having sufficient staff. This includes outreach, recruitment of candidates, flyer creation, & logistical coordination for the employer experiencing a shortage of staff.

Action:

Bring policy to board meeting for board approval.

Forms:

- Attachment A: 121 & 122 Report: Rapid Response & Layoff Aversion Reporting Requirements
- Attachment B: Table of services

RAPID RESPONSE AND LAYOFF AVERSION ACTIVITIES

EXECUTIVE SUMMARY

This policy consolidates previous *Workforce Investment Act* (WIA) Rapid Response guidance into a single comprehensive directive, and distinguishes Rapid Response activities from Additional Assistance. It provides the California Workforce Development Board's (State Board) policy framework for Local Workforce Development Boards (Local Board) to design and implement a local/regional business engagement strategy and articulates the role of layoff aversion within effective Rapid Response systems.

It does not make any changes to the current formula allocation methods for Rapid Response funds. It also provides direction and guidance for conducting layoff aversion activities as required by the federal *Workforce Innovation and Opportunity Act* (WIOA).

This policy applies to all recipients of WIOA 25 Percent Dislocated Worker funds, and is effective upon release.

This policy contains only state-imposed requirements.

This directive finalizes Workforce Services Draft Directive WSDD-142, issued for comment on May 6, 2016. The State Board received 12 comments. The comments did not result in any changes to the directive. A summary of the comments is provided as Attachment 6.

This directive supersedes Workforce Services Directive WSD14-03, dated September 3, 2014. Retain this directive until further notice.

REFERENCES

-
- WIOA (Public Law 113-128) Sections 3(15) and (51), 107(d)(4), and 134(a)(2)(A)
 - Title 20 *Code of Federal Regulations* (CFR) WIOA Notice of Proposed Rule Making (NPRM) Section 682.300-340
 - [Training and Employment Guidance Letter \(TEGL\) 03-15](#), Subject: *Operating Guidance for WIOA* (July 1, 2015)

- [Training and Employment Notice \(TEN\) 09-12](#), Subject: *Layoff Aversion in Rapid Response Systems* (August 31, 2012)
- [TEN 31-11](#), Subject: *The Rapid Response Framework* (March 1, 2012)
- [TEN 32-11](#), Subject: *Rapid Response Self-Assessment Tool* (March 1, 2012)
- [TEN 03-10](#), Subject: *The National Rapid Response Initiative* (August 9, 2010)
- California Labor Code Sections [1400-1408](#)
- [California's Strategic Workforce Development Plan: 2013-2017](#), *Shared Strategy for a Shared Prosperity*
- [Workforce Services Directive WSD15-23](#) Subject: *Transfer of Funds – WIOA Adult/Dislocated Worker Programs* (March 29, 2016)
- [WSD15-19](#) Subject: *Revised Amendment to PY 2015-16 RR Allocations and Guidance on Use of these Funds for WIOA Transition Activities* (March 14, 2016)
- [WSD13-1](#) Subject: *Authorization to Work Verification Requirements* (July 2, 2013)
- [WSD12-3](#) Subject: *Quarterly and Monthly Financial Reporting Requirements* (July 18, 2012)
- [Workforce Investment Act Directive WIAD05-18](#) Subject: *Dislocated Worker 25 Percent Funding Policy* (June 14, 2006)
- [WIAD04-22](#) Subject: *State Required Surveys of Dislocated Workers* (June 15, 2005)
- [WIAD02-9](#) Subject: *Worker Displacement Prohibition* (November 22, 2002)
- [Workforce Services Information Notice WSIN15-21](#) Subject: *Implementation of the CalJOBS Customer Relations Management Module* (December 30, 2015)

BACKGROUND

Federal law requires that states set aside not more than 25 percent of their WIOA Dislocated Worker funding for two statewide activities:

1. Rapid Response to assist workers and businesses at risk of layoff or affected by layoff.
2. Additional Assistance for Local Boards to apply for if there is a significant increase in unemployment in their areas caused by plant closure, downsizing, natural disaster, or “other events.”

Federal law provides discretion to the Governor to develop specific policy. In California, current policy is to formula-allocate the Rapid Response funds (half of the total 25 percent funds) to Local Workforce Development Areas (Local Area).

California's Rapid Response system has evolved since the implementation of WIA, with Local Boards leading innovative and proactive local Rapid Response systems. In addition, the WIOA requires states and Local Areas to include layoff aversion as an integral component of Rapid Response policy.

In response to this evolution, the State Board established a Rapid Response/Layoff Aversion Workgroup to consolidate various state guidance into a single comprehensive document and to recommend policy, consistent with the WIOA, that requires proactive business engagement and layoff aversion strategies that can assist a business to avoid layoffs through an incumbent worker training program, use of the Work Sharing Program, or in the event of layoffs, assists workers in quickly re-entering the workforce through rapid re-employment services.

Rapid Response

The primary purpose of Rapid Response as stated in federal guidance is to enable affected workers to return to work as quickly as possible following a layoff, or to prevent layoffs altogether. To accomplish this, the workforce development system must be coordinated, comprehensive, and proactive in communicating with business. This includes providing labor market and workforce information, integrating industry requirements into training strategies and career pathways, brokering relationships and job connections, making services efficient and easy to access, and coordinating with regional partners to reduce duplication.

A sound business engagement infrastructure should include early warning systems, which are necessary to ensure a timely response to worker dislocations. Early indicators can be recognized in a variety of ways, including through close communication with employer representatives, industry groups, organized labor, utilities, or through local media. Rapid Response also tracks labor market trends, increased Unemployment Insurance claims, public announcements through the [California Worker Adjustment and Retraining Notification \(WARN\) Act](#) notices, and analyzes economic data to assess the health of businesses. In each region, systems should be in place to regularly monitor all potential early warning indicators and notification channels, and employers must be informed about their legal responsibilities to issue advance notifications of layoffs and closures.

It is critical that regional business engagement teams build relationships with employers, labor organizations, workforce and economic development agencies, training institutions, service providers and community-based organizations. Proactive business engagement systems rely on good intelligence. Their value to economic development efforts can be increased by providing ready access to information regarding available talent. Regions can gain a competitive edge when they can leverage accurate information about regional economic trends, labor markets, new business development, impending layoffs, regional assets, and education and training resources.

The Role of Layoff Aversion

A layoff aversion strategy helps employers retain a skilled workforce and/or provides workers rapid transition to new employment, minimizing periods of unemployment. Layoff aversion is a central component of a high-performing business engagement strategy, requiring a shared responsibility among numerous partners at the state, regional, and local levels.

It is important to emphasize that Rapid Response does not stop layoffs. The intent of layoff aversion as a business engagement strategy is to provide business solutions to companies that want to save jobs. To save jobs, a business engagement team must be able to identify an at-risk company well in advance of layoffs, get executive level commitment to work together, assess the needs of the company, and deliver solutions to address risk factors. This requires a new culture of prevention and a strong infrastructure, including clarity of roles among regional partners. It requires data collection and analysis of regional labor market and industry sector trends, early warning mechanisms that can alert of problem areas and well-trained staff with capacity to build relationships among businesses, labor organizations and civic leaders.

Led by regionally coordinated Local Boards, business engagement teams should be built on regional partnerships among a range of organizations and intermediaries that can help identify and design appropriate business and employment solutions. Local Boards should include a variety of partners including the Department of Commerce's Trade Adjustment Assistance for Firms, the Manufacturing Extension Partnership or other sector-based partnerships, public and private economic development entities, Chambers of Commerce, Small Business Development Centers, community-based organizations, community colleges, local labor councils, and others.

Business engagement activities such as customized training, incumbent worker training, and work sharing strategies are among the many WIOA funded strategies that the workforce system can deploy to assist companies in averting layoffs.

As described in the Department of Labor's (DOL) [TEGL 03-15](#), incumbent worker training provides both workers and employers with the opportunity to build and maintain a quality workforce. Incumbent worker training can be used to help avert potential layoffs of employees, or to increase the skill levels of employees so they can be promoted within the company and create backfill opportunities for the employers. Under Section 134(d)(4) of WIOA, Local Boards can use up to 20 percent of their adult and dislocated worker funds to provide for the federal share of the cost of providing incumbent worker training. Incumbent worker training needs to take into account the following factors:

- The characteristics of the participants in the program.
- The relationship of the training to the competitiveness of a participant and the employer.
- Other factors the State or Local Boards may determine appropriate (e.g., the number of employees participating in the training, wage and benefit levels of those employees [both pre and post participation earnings]), and the existence of other training and advancement opportunities provided by the employer).

Employers are required to pay for a significant cost of the training for those participants in incumbent worker training; this can be done through both cash and/or in-kind payments. The wages paid to participants, while in training, may be considered as a source of matching funds. Rules for matching funds are provided in the Uniform Guidance and DOL exceptions at 2 CFR 200.306 and 2 CFR 2900.8, respectively. Under Section 134(d)(4)(D) of WIOA, the minimum amount of employer share in the incumbent worker training depends on the size of the employer:

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

Employer share must be reported on the ETA-9130 quarterly financial report. The DOL encourages states and Local Areas that use incumbent worker training to ensure contracts with employers provide sufficient information to include participants in reporting. Incumbent workers should be reported in the WIASRD under element number 911 until a new reporting layout is available.

Definitions and Resources

Business Cycle – A business cycle is identified as a sequence of four phases:

- Contraction – A slowdown in the pace of economic activity
- Trough – The lower turning point of a business cycle, where a contraction turns into an expansion
- Expansion – A speedup in the pace of economic activity
- Peak – The upper turning of a business cycle

Customer Relationship Management Module (CRM) – The CRM is a CalJOBSSM based tool, supported by the Employment Development Department (EDD), which allows Local Boards and their partners who have access to the CalJOBS system to record, track and report a variety of business engagement activities at the individual company level.

Economic Development – The [International Economic Development Council](#) defines economic development as a program, group of policies, or activity that seeks to improve the economic well-being and quality of life for a community, by creating and/or retaining jobs that facilitate growth and provide a stable tax base. For a good resource, see the [California Association of Local Economic Development](#) and the [Governor's Office of Business and Economic Development](#).

Employer Contact (Rapid Response 121 Report) – A visit to an employer by staff for the purposes of conducting Rapid Response activities. This visit may be in person, by telephone or through the use of other interactive technology. This is a cumulative report.

Employer Contact (122 Report) – This form is used only to report the development, implementation and completion of a business solution strategy(s) relating to and resulting in job retention at the current place of employment and the rapid re-employment (talent transfer) of affected workers. This is a cumulative report.

[Employment Training Panel \(ETP\)](#) – The ETP provides incumbent worker training funding to employers to assist in upgrading the skills of their workers through training that leads to good paying, long-term jobs. The ETP is a funding agency, not a training agency. Businesses determine their own training needs and how to provide training. ETP staff is available to assist in applying for funds and other aspects of participation.

Incumbent Worker – An employee of a business applying for incumbent worker training funds to up-skill and/or retrain in accordance with the WIOA.

Incumbent Worker Training – Developed with an employer or employer association to upgrade skills of a particular workforce. The employer agrees to retain the trained worker(s) upon completion of the training. Frequently, such training is part of an economic development or layoff aversion strategy.

Jobs Retained – A layoff is averted when (1) a worker’s job is retained with the current employer that is at risk of downsizing or closing, or (2) when a worker at risk of dislocation transitions to a different job with the same employer.

Layoff Aversion – The process of using a series of activities, studies, and networks to examine a business or sector’s cycle, organizational conditions, markets, and broad community relationships etc., in an effort to determine workforce and economic solutions that can mitigate job loss or save jobs.

[Manufacturing Extension Partnership \(MEP\)](#) – The National Institute of Standards and Technology’s Hollings MEP works with small and mid-sized U.S. manufacturers to help them create and retain jobs, increase profits, and save time and money. The MEP also works with partners at the state and federal levels on programs that put manufacturers in position to develop new customers, expand into new markets and create new products.

Rapid Re-Employment (Talent Transfer) – A laid off worker is hired by a different employer and experiences short term unemployment (45 calendar days or less). To qualify for this activity, a confirmed job offer must be on file from the hiring employer and issued within 45 days of the date the participant becomes unemployed.

[Small Business Development Centers of California \(SBDC\)](#) – The SBDCs provide training and no-cost one-on-one counseling to help small businesses and entrepreneurs overcome obstacles to growth. Topics range from: start-up assistance, planning for growth and expansion, technology and innovation and access to capital.

[Work Sharing Program/Short Term Compensation](#) – Work Sharing is described in Section 1279.5 of the California Unemployment Insurance Code and provides employers with an alternative to layoffs and provides their employees with the payment of reduced Unemployment Insurance benefits. Note: This activity is considered a job saved/retained as this strategy does minimize the impact on the Unemployment Insurance fund and should be reported on the Layoff Aversion Form 122.

POLICY AND PROCEDURES

The EDDs [WSIN15-21](#) communicated to the local workforce system the availability of a new module for CalJOBS. Local Boards and their staff responsible for business outreach activities are strongly encouraged to use this module to track all business engagement activities. Local Boards are encouraged to provide access to and training for the CalJOBS CRM module, as use of this module regionally across Local Areas will help eliminate duplicate contacts from local/regional agencies to the same employers, provide information regarding historical activities and the types of activities being conducted with an individual employer.

On May 18, 2004, the State Board adopted a Dislocated Worker 25 percent funding policy, which includes the following components and related recommendations.

Dislocated Worker 25 Percent Set-aside

State Board policy specifies that the state will set aside 25 percent of the state's WIOA Dislocated Worker funding for California's Rapid Response System and for Additional Assistance to dislocated workers in Local Areas. Of this 25 percent, one-half is reserved for Rapid Response activities and one-half is reserved for Additional Assistance to Local Areas. The state will reserve a portion of the 25 percent Additional Assistance funds for statewide dislocated worker activities.

Rapid Response Funding

The Rapid Response set-aside funds will be allocated based on a three-part formula and layoff aversion component as follows:

- **Baseline funding** is allocated equally among Local Areas to ensure, at a minimum, that some capacity exists in each Local Area for the coordination and conduct of Rapid Response activities. Allocations to Local Areas comprised of more than one county will include an additional allocation of \$50,000 for each additional county. Of the Rapid Response set-aside funds, 30 percent will be reserved for this baseline funding
- **Layoff-based funding** is for Local Areas that serve regions where significant numbers of dislocation events occur. This allocation will be based on quantitative layoff data. Funds

will be allocated to Local Areas in proportion to the number of affected workers offered Rapid Response services in response to layoffs reported to the state. This methodology will ensure California meets WIOA requirements to provide services to assist groups of workers affected by mass layoffs, permanent business closures, and natural or other disasters. Of the Rapid Response set-aside funds, 45 percent will be reserved for this layoff-based funding.

- **Hold-Harmless** minimizes funding losses from year-to-year. A portion of the Rapid Response set-aside funds will be used to ensure that no Local Area receives less than 75 percent of their prior-year share of statewide funds distributed for baseline and layoff-based activities. This policy also limits any Local Area's year-over funding increase to 100 percent of their prior-year allocation.

Layoff Aversion Funding

Layoff Aversion activities will be funded from the previously state-held Rapid Response Competitive Solicitation Fund. These funds will be distributed to Local Areas based on the Local Area's relative share of the Rapid Response formula allocations.

Additional Assistance Funding

Additional Assistance Funding will continue to be available as currently outlined in [WSD13-2](#), Dislocated Worker Additional Assistance Projects. An updated future policy directive will be issued to separate Additional Assistance from Rapid Response guidance and clarify the policy and procedures for use these funds.

Uses of Rapid Response 25 Percent Funds

Attachment 1 describes the required and allowable uses of Rapid Response funds. Layoff aversion activities are a required activity in WIOA. It is the state's policy priority that the full scope of required Rapid Response activities, as described in the WIOA, must be provided in each Local Area.

The scope of business solutions that may be provided at Rapid Response events is not restricted to the activities described in Section 134 of WIOA. Local Boards are encouraged to leverage other local or state funding sources to provide a broader scope of business solutions. Examples include assisting with Trade Adjustment Assistance, Unemployment Insurance claim filing, economic development, financial assistance counseling, and mental health counseling.

Reporting

Baseline, layoff-based, and hold-harmless Rapid Response funds will continue to be issued to each Local Board, in the master subgrant, as grant codes 540 and 541. These formula funds may be spent on the wide range of required and/or allowable activities. Participants receiving

Additional Assistance services must be enrolled in grant code 241. Local Boards shall continue to report participant enrollments receiving incumbent worker training using Rapid Response formula funds under grant code 2285.

Layoff Aversion funding will be issued under grant codes 292 and 293 in each Local Board's master subgrant. These funds can be spent on the wide range of required and/or allowable activities. Local Boards are to report participant enrollments receiving incumbent worker training using layoff aversion funds under grant code 2285.

Rapid Response Reporting Requirements (121 Report)

Activities to be included on the Rapid Response 121 Report are those relating to employer contacts in response to layoffs or closures, as defined by the State Board. The Rapid Response 121 report must be completed to report all employer layoff/closure planning/orientation meetings. Planning meetings and/or orientations of nine or less employees are for information only and will not be used in the calculation of the dislocation-based formula funding factor.

Complete a separate line item entry for each employer contact occurring on different days, locations, or employers. Complete a single line item entry if multiple sessions are conducted on the same day, for a single employer with the note of how many multiple orientations were made that day. Note – this is a cumulative report.

The Rapid Response 121 Report and line item instructions are included as Attachments 2 and 3. The Rapid Response 121 Report must be completed quarterly and submitted via email by the 20th of the month following the quarter's end to the Local Area's assigned Regional Advisor, with a "cc" to the Local Area administrator.

Layoff Aversion Reporting Requirements (122 Report)

This is a new report, specifically developed to capture and report business solution strategies delivered to business during any stage of the business cycle that relate to and result in job retention and/or rapid re-employment. A 122 Report may be submitted for a "single" job retained at an existing employer and/or a single rapid re-employment with a different employer. It is important that Local Area staff consider and document how layoff aversion activities will result in a positive outcome before allocating resources. Note – this is a cumulative report. It is not a register of local activities. It is to be used to report only business solutions (incumbent worker training to prevent a layoff, Work Sharing or Talent Transfer) completed during the reporting quarter.

For completion of the business solution strategy, documentation of outcomes must be attached to the 122 Report and retained locally for audit purposes. Note – the Local Board's administrative, fiscal, and program activities will be subject to the state's monitoring.

The 122 Report and line item instructions are included as Attachments 4 and 5. The 122 Report must be completed quarterly; it is a cumulative report and submitted via email by the 20th of the month following the quarter's end to the Local Area's assigned Regional Advisor, with a "cc" to the Local Area administrator. The reporting period is from April 1 to March 31 of the following year.

ACTION

Bring this directive to the attention of all relevant parties.

INQUIRIES

If you have questions, please contact your [Regional Advisor](#) at 916-654-7799.


/s/ JOSÉ LUIS MÁRQUEZ, Chief
Central Office Workforce Services Division




Attachments are available on the internet:

1. [Required, Allowable and Prohibited Rapid Response Activities](#)
2. [Rapid Response 121 Report](#)
3. [Rapid Response 121 Report Line Item Instructions](#)
4. [Layoff Aversion 122 Activity Report](#)
5. [Layoff Aversion 122 Activity Report Line Item Instructions](#)
6. [Summary of Comments](#)
7. [Errata Chronology](#)

**Categorization of SELACO WIOA and Response & LOA Activities
List of Action Items**

| Activity | Focus | | | | Comments/Justification | Allowable | | |
|---|----------|----------|-------------------------------|-------------------------------|--|-----------|---------|------------|
| | LOA | RR | Job Seeker Career Services | Employer Business Services | | Required | Allowed | Prohibited |
| 1. Conducting planning meeting with employer <ul style="list-style-type: none"> CS: Early Warning protocol – when speaking with employers re. WARN notices BS: Recruitments BS: Emails to businesses for bus. Engagement BS: Will assess if we can enhance the employees' skills, if the employer will maintain them vs laying them off. If yes, offer ETP, OJT or IWT. But must be specific to the person at risk of lay-off | X | | | X | Part of Business Engagement activity BS identifies a company at risk of Laying Off staff. We didn't get a warn notice we identified the risk as part of the BE. | X | | |
| 2. Assessing layoff aversion potential <ul style="list-style-type: none"> CS-BS: Employer considering getting rid of an employee w/o skill but instead of laying off, we do an IWT, ETP. CS-BS: Incumbent Worker Training CS: Early warning protocol – WARN Notices BS: Red Team | X | | | | Objective is to prevent the layoff of the employee at risk. | X | | |
| 3. Conducting orientation meeting with employees <ul style="list-style-type: none"> CS-BS: Presentation of all WIOA/Partner Service/ETP/TSE tools in toolkit (list of services) CS-BS: Initial Determination All of #1 not previously provided | | X | | X | Objective is to get impacted employees connected to job search assistance services. | X | | |
| Providing TAA orientation <ul style="list-style-type: none"> EDD/CS/TSE – Co-enroll with WIOA CS: All activities for WIOA co-enrollment | | X | | | This is a co-enrollment and must of the activity is driven by EDD. | X | | |

| Activity | Focus | | | | Comments/Justification | Allowable | | |
|---|-------|----|----------------------------|---|--|-----------|---------|------------|
| | LOA | RR | Job Seeker Career Services | Employer Business Services | | Required | Allowed | Prohibited |
| 5. Delivering/mailling Rapid Response informational materials <ul style="list-style-type: none"> BS: Promote Job Opening and Entrepreneur opportunities in other companies and explore the potential of a Job Recruitment specific to the impacted employees. CS: WARN Notices Services CS: 122 Report | | X | X |  | | | | X |
| 6. Providing access to CalJOBS SM and SkillsMatch on-site, using company's or mobile facility: <ul style="list-style-type: none"> CS: CalJOBS Skills Match – RR from SELACO if company is laying off and wants support for their impacted employees. BS CalJobs and SkillsMatch, if employer wants to prevent Lay Off and interested in building skills of existing employees and/or adding employees to compliment the skills of existing employees. | X | X | X | X | Base on the assessment of employer needs this could be either RR or LOA. | | | X |
| 7. Enabling participants to register with America's Job Center of California SM onsite <ul style="list-style-type: none"> BS: If the participant is an employer, who is at risk of closing, because they can't fill their open positions, they are encouraged to register in Cal Jobs to find potential applicants. Anytime employer needs LOA/RR services for employees CS: Assist employees with registration in CalJObs for job search activity. | X | X | X | X | In addition to CalJObs we give access to SELACO WDB DropBox that is shared with network of partners. Goal is to help company fill positions, so they are not faced with a closure. | | | X |

| Activity | Focus | | | | Comments/Justification | Allowable | | |
|--|-------|----|----------------------------|--|--|-----------|---------|------------|
| | LOA | RR | Job Seeker Career Services | Employer Business Services | | Required | Allowed | Prohibited |
| 8. Job fair or information expo focused on one or more dislocation events, at or <u>not</u> at the dislocation site <ul style="list-style-type: none"> BS: Job fairs – recruitments (open to dislocated workers specific to the company lay off) CS: Sends fliers regarding job recruitments and activities all the time | | X | X | X  | The objective is focus specifically on the impacted workers of a company laying off or closing. | X | | |
| 9. Coordinating Labor-Management/Workforce Transition Committee | X | | | X | The objective is to get engaged with the union and company to assess how we as a WDB/partners can prevent a lay off or closure. | X | | |
| 10. Providing information about services available in the AJCCs and setting up systems to provide on-site access to information and services <ul style="list-style-type: none"> BS-CS: "Do 24/7" | | X | X | | The objective is to refer employees of closure to AJCC services. | X | | |
| 11. Providing training orientation on industry specific opportunities (ex: Biotech) <ul style="list-style-type: none"> CS-BS: Training in industry-specific jobs (Fresh & Easy, Sears) BS: Retail and hospitality especially CS: ITAs-CDS info about industry-specific skills and jobs | | X | X | X  | Business Services brings industry specific job information. Career Services brings education & training specific information. | X | | |
| 12. Providing resources for food, shelter, clothing, and other emergency assistance <ul style="list-style-type: none"> CS: Responding WARN Notices-RR/LOA CS: Enrollment into WIOA services or other relevant job seeker services. | | X | X | X  | | X | | |
| 13. Conducting Business Engagement Activities <ul style="list-style-type: none"> BS: All activities in initial meetings, orientations, SELACO BS in toolkit BS: CRM | X | | | X | Going out and talking to employers to assess their needs and risk of laying off or closing is the key function of BES. Survey is completed with guided questions to assess the | X | | |

| Activity | Focus | | | | Comments/Justification | Allowable | | |
|--|-------|----|----------------------------|----------------------------|---|-----------|---------|------------|
| | LOA | RR | Job Seeker Career Services | Employer Business Services | | Required | Allowed | Prohibited |
| <ul style="list-style-type: none"> • See #1 • BS: Planning meetings with employers – recruit using CalJOBS | | | | | situation of the company and determine the best plan of action to address the companies' immediate needs. | | | |
| 14. Conducting Research on Business Activities <ul style="list-style-type: none"> • BS: Econovue usage, etc. • BS: Needs assessments of companies | X | | | X | | X | | |
| 15. Devising layoff aversion strategies with employer <ul style="list-style-type: none"> • BS/CS: Red Team – Develop a plan with team | X | | | X | | | X | |
| 16. Providing layoff aversion technical assistance to employer <ul style="list-style-type: none"> • BS: Incumbent worker training • BS/CS: | X | | | X | MIS - CalJOBS, training for employees | | X | |
| 17. Conducting business services workshops <ul style="list-style-type: none"> • BS: Various business workshops: Downsizing, HR Labor Law, SBDC, SCORE | X | | | X | | | | X |
| 18. Training affected workers to upgrade their skills for another position in company <ul style="list-style-type: none"> • BS: Incumbent worker training, ETP | X | | | X | | | X | |
| 19. Attending Regional Roundtable <ul style="list-style-type: none"> • CS-BS: Focus on WARN Notice regionally | X | X | X | X | | | | X |
| 20. Attending conferences <ul style="list-style-type: none"> • CS-BS: LOA/RR conferences | X | X | X | X | | | | X |
| 21. Conducting interview technique workshops <ul style="list-style-type: none"> • CD: CDS's conducting these workshops | | X | X | | | | | X* |
| 22. Conducting job search assistance and resume writing workshops | | X | X | | | | | X* |


| Activity | Focus | | | | Comments/Justification | Allowable | | |
|--|-------|----|----------------------------|----------------------------|---|-----------|---------|------------|
| | LOA | RR | Job Seeker Career Services | Employer Business Services | | Required | Allowed | Prohibited |
| <ul style="list-style-type: none"> CS: CDS's conducting these activities | | | | | | | | |
| 23. Completing Unemployment insurance applications <ul style="list-style-type: none"> CS: Any CDS working with unemployed clients | | X | X | | AJCC Workforce staff assigned to the Career Center to assist with this activity (EDD). | | X | |
| 24. Job fair or information expo not related to a dislocation event <ul style="list-style-type: none"> CS-BS: All activities associated with Job Fair Recruitments as laid off workers attend | | X | X | X | CDS only connect with the AJCC workforce Staff. Generally, not allowed for regular Job Fairs/but allowable for an employer experience closure at the event takes place at the actual location. | | X | |



MEMORANDUM

DATE: September 22, 2022

TO: SELACO WDB Board

FROM: Yolanda L Castro, Executive Director 

RE: Work Experience Policy

To meet State Compliance with the provision of Work Experience, the SELACO WDB is required to establish and implement a Work Experience Policy to include the process and roles and responsibilities in providing adults, dislocated workers, and youth with work experience.

For your review, attached is the proposed Work Experience Policy. The Policy addresses:

- Background & Purpose
- Definitions
- Process and Roles and Responsibilities

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

Action Required:

Approve and adopt the Work Experience Policy.

WORK EXPERIENCE

Board Approval: 9/22/2022

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

PURPOSE

This policy provides guidance and establishes direction for the implementation of Work Experiences (WEXs) for WIOA eligible adult, dislocated workers, youth, and applicable special projects.

SCOPE

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

REFERENCES

- Title 20 *Code of Federal Regulations* (CFR) “WIOA, Notice of Proposed Rule Making” (NPRM), Sections 680.150, 680.600, 680.610, and 680.650
- TEGL 03-15, *Guidance on Services Provided through the Adult and Dislocated under the Workforce Innovation and Opportunity Act and Wagner Peyser, as Amended by WIOA, and Guidance for the Transition to WIOA Services* (July 1, 2015)

BACKGROUND

Paid Work Experience (WEX) is designed to assist Youth, Adults, Dislocated and, Special Projects customers obtain skills, knowledge, and abilities to enhance a participant’s employment history and experience. In most cases, the SELACO WDB covers 100% of the wages associated with the work experience assignment.

WIOA/WEX Definition: Work Experience also known as WEX; is a planned, structured learning experience that takes place in a private, for-profit, nonprofit, or public sector workplace for a limited time period. The experience should include elements such as: employability skills instruction; generic workplace skills; exposure to various of aspects of an industry; and other transition activities.

KEY OBJECTIVES FOR A SELACO SPONSORED WEX

- Learn soft skills needed to be successful in today’s workplace through exposure to various aspects of an industry.
- Build confidence.
- Enhance marketability for future employment.
- Learn team building skills with progressively more complex tasks
- Get along with others.
- The opportunity to learn hard skills such as integration of basic academic skills into work activities.
- Learn skills needed to transition/adjust to the workplace.
- Learn transferable skills that can be used in almost any industry.

IN DEMAND OCCUPATIONS

Preferably, work experience assignments are in demand occupations. SELACO identified the following “Demand” occupations for our region:

1. Healthcare
2. Manufacturing
3. Professional and Business Services
4. Hospitality and Leisure
5. Trade, Transportation and Utilities

NOTE: This list is not inclusive of all potential opportunities.

PROCESS

| |
|---|
| KEY PRINCIPLES TO ESTABLISHING A WEX FOR AN ENROLLED PARTICIPANT |
|---|

- WEX hours range from 100-500 hours as determined by department lead and or funding source.
- Employee regulations and laws apply to WEX participants, such as minimum wage requirements and requirements related to breaks and lunch time. While a WEX is off site, the participant is viewed as the employee on record with the SELACO WDB.
- Vacation, holiday pay, sick time and overtime do not apply to a SELACO sponsored WEX. Note: regular hourly rate applies if a company is open on a holiday and participant is working. Double-time or time and a half does not apply to a WEX assignment.
- Employers and enrolled participants must follow all personnel laws and rules as it pertains to a SELACO sponsored WEX.
- All potential worksites must be evaluated and meet the requirements identified on the worksite checklist. See Attachment I – Worksite Evaluation/Checklist

- WEX Agreement and Supervisor Orientation must occur before a WEX assignment begins. See Attachment II -Worksite Sponsor Agreement, and Attachment IV- Supervisor/Responsibilities Orientation.
- A participant cannot be terminated by a site supervisor –**all discipline issues must be handled under the guidance of the Career Development Specialist (CDS) or Business Engagement Specialist (BES).**
- All Employer Worksites must be filed and logged into the Business Services identified data management tool.
- All Employer Worksite original agreements must be submitted to the MIS department for tracking and record keeping.
- On site visits or check-ins are essential. At a minimum should be held at mid-point of the WEX assignment or at 100 hours whichever comes first.

I. ESTABLISHING A WEX ASSIGNMENT FOR THE ENROLLED PARTICIPANT

1. Participant Assessment for a WEX
 - All participants must be officially enrolled before a WEX is considered.
 - Review participant background and employment history. Assess suitability for a paid work experience.
 - **Before a participant begins a WEX the estimated cost of the assignment must be reported and confirmed with the department Analyst and/or department Manager.**
2. Suitable candidates for WEX have the following characteristics:
 - Little to no work experience.
 - Have been out of the workforce for a long period of time.
 - Considering a field but have no experience in that field.
3. When can a WEX be used:
 - WEX can be used when training is completed and hands on experience will enhance potential for full-time employment.
 - WEX can be used for career exploration before formal classroom training is provided to see if the field of training is a good fit.
 - WEX can be part of a specific project for the agency.
4. When WEX appears to be a good solution for the candidate the assigned CDS must:

Assess participants commitment to a WEX. Commitment can be identified by the following:

- Willingness to fine-tune their interview skills.
- Making themselves available for WEX interviews.
- Willing to develop and maintain a resume.
- Committed to scheduled meetings with assigned CDS and following up on interviews or job assignments.
- Willing to follow instructions and learn from the experience.
- Committed to connect with the assigned CDS on a bi-monthly basis.
- Willing to communicate and bring all concerns to their assigned CDS.

Suitability must be determined prior to referring to Business Services (BS) for a site assignment.

II. REQUEST FOR WORKSITE ASSIGNMENT

The business services team (Business Engagement Specialist (BES)) maintains a list of potential worksites. Worksites can be developed by any member of the Career Services or Business Services team, but all WEX site agreements must be added to the list of potential worksites managed by the business services team and accessible to all CDS and BES engaged in assisting customers seeking a WEX assignment.

If the BES/CDS is seeking assistance in placing a customer on an approved WEX they must first complete the WEX Participant Referral Form and submit to the team supporting placement. See Attachment III- WEX Participant Referral Form.

Note: It is essential that this form is completed in detail and signed by the referring CDSI/BES.

- 1)After reviewing the WEX Participant Referral Form and connecting with the customer, supporting staff will set-up interviews with worksites and provide interview dates and times, which can take up to one week.
- 2)Should the participant fail at the interview; it is anticipated that the worksite representative will provide feedback on why the interview was not successful and will forward feedback to BES or CDS II making the referral. BES/CDS II will take feedback as an opportunity to coach the participant.
- 3)Once coaching has been provided and the participant is deemed work ready, CDS/BES making the referral will coordinate a second placement opportunity. Should the participant fail at the second interview, it is recommended that the CDS assigned to the case consult with department leadership for service alternative.

III. WORKSITE EXPECTATIONS

WEX will average 200-300 hours participants, not to exceed a total of 500 hours, (hours are established project by project and based on availability and restriction of funds).

- 1) Worksites can be developed by any member of the Business Engagement Team (BET) or a Career Development Specialist (CDS).
- 2) When a SELACO representative identifies and affirms a potential worksite an appointment is made to evaluate the worksite, business environment and ensure it is suitable and can provide a safe and comfortable WEX for the participant. See Attachment I – On site Worksite Evaluation/Checklist. The document provides a summary of what to look for and ensures the potential worksite is safe and suitable for the participant.
- 3) All approved Worksites must be logged into the Business Services identified data management tool, and the original agreement submitted to the MIS department for record keeping.
- 4) Following an assessment of a participant's interest and suitability for a WEX assignment, they will check to see if there is a suitable worksite available.
- 5) If there is not a suitable worksite on file to meet the needs of the participant, the SELACO Representative will reach out to the SELACO employer network to identify a potential worksite and/or seek assistance from the BET to determine if they have a potential employer who can meet the participant's interest.
- 6) When an employer is willing to serve as a worksite, the BES or CDSI collect a job description for the requested position. If the employer does not have a job description it is imperative that Attachment V- Job Description is created. An employer's job description or Attachment V-Job Description is essential for identifying a Workers Compensation code for the proposed position and to support efforts in identifying the appropriate candidate for the WEX.
- 7) When a BES/CDS receives a job description or Attachment V-Job Description the information is entered into the Business Services identified data management tool.
- 8) For all suitable worksite, BES or assigned CDS conducts an employer orientation – See Attachment IV-Supervisor/Responsibilities Orientation form.
- 9) Upon completion of the orientation BES/CDS reviews the Worksite Agreement with the employer and secures required signatures. See Attachment II- Worksite Sponsor Agreement.

- 10) Estimated time to complete this process is 30 minutes to 1 hour. However, **it is imperative to go over every line item to ensure the employer understands** what's expected of the participant and what role SELACO staff plays in supporting a successful outcome.
- 11) Prior to the participant starting at an assigned worksite, a Work Experience Worksite Information form will need to be filled out by the employer which will include information such as approved Work Schedule, Soft & Hard Skills, Start/End Date, Employer Contact Information and acknowledgement by Employer, Participant and either a BES or CDS II. (See *Work Experience Acknowledgement Form*)
- 12) Once the participant is assigned a worksite, CDS verifies the start date. WEX enrollment is identified at the first date of activity and the appropriate activity code is entered into CalJobs. Reference the current listing of activity codes published by MIS/Compliance.
- 13) Regardless of who establishes and confirms the worksite assignment, the CDS is responsible for case managing the participant's progress which includes follow-up, collection of timecards, and managing any concerns that arrive as part of the work assignment.
- 14) Once a participant is actively onsite working, an onsite visit should be conducted at mid-point of the participants assignment or at 100 hours which every comes first. A CDS can conduct an on-site visit anytime during the duration of the WEX assignment. This is recommended if there is a potential concern with either the participant or employer.
- 15) Evaluation forms will ensure that soft & hard skills gap are being accomplished by completing an Employee Performance Evaluation form. This is sent by the CDSI via email, completed by the employer and returned via email, or can be conducted via a telephone interview, but must be adequately documented by the CDSI in case notes that this was a telephone interview. See Attachment VI – Employee Performance Evaluation. While phone interviews are acceptable, at a minimum in-person check-ins should be conducted mid-way through the WEX assignment both with the worksite supervisor and participant. It is anticipated that CDSI are checking in with the participant once a month. In all cases, whether by phone, email or in person, **all forms of communications must be adequately documented via case notes in Cal Jobs and properly stored in the customer's file.**
- 16) CDS must keep Business Service Team informed of any potential concerns or issues discovered when obtaining the Employee Performance Evaluation.

- 17) Concerns with the worksite or supervisors on site should be recorded in the Business Services CRM.
- 18) All worksites are required to complete a Timecard & Evaluation Form submitted on the payroll schedule established by the fiscal department. See Attachment VII- WEX Time Sheet & Evaluation. A few key points:
 - Encourage worksite supervisor and participant to complete timecard daily.
 - Review timecard with supervisor and participant emphasizing that participants are required to check out for breaks and lunch period.
 - Spend time demonstrating the proper way to complete the timecard, noting dates and all required information.
 - Timecards must be completed and submitted on time to ensure timely payment.
- 19) WEX supervisors **must report all participant accidents** to the CDS immediate. See Attachment VIII-Accident/Incident Report.
- 20) All timesheets & evaluation forms must be filed in the participant file, at minimum, worksite visit should occur on a quarterly basis by CDSII or assigned to the BES who has an established relationship with the employer, while there is an active participant. If the worksite does not have an active participant during that quarter a worksite visit is not required. See File Checklist Form.

PLEASE NOTE:

1. Use Attachment IX Checklist for Customer file. This helps ensure all proper documents are in place.
2. All activities must be tracked on CalJOBS via case notes.
3. All employer information must be recorded in the Business Services CRM.
4. You can combine WEX with other activities. For example: A participants can start with a paid work experience fully funded by SELACO. Following the paid work experience, if the worksite supervisor is interested in hiring the participant, but feels the participant needs to build on their existing skills, an OJT can be established. Refer to OJT guidelines.

ATTACHMENTS:

Attachment I: Worksite Evaluation Checklist

Attachment II: Worksite Sponsor Agreement 

- Attachment III: WEX Participant Referral Form**
- Attachment IV: Supervisor/Responsibilities Orientation Form**
- Attachment V: Job Description**
- Attachment VI: Employee Performance Evaluation**
- Attachment VII: WEX Timesheet & Evaluation Form**
- Attachment VIII: Accident/Incident Report**
- Attachment IX: Checklist for Customer File**


DRAFT



MEMORANDUM

DATE: September 22, 2022

TO: SELACO WDB Board

FROM: Yolanda L Castro, Executive Director 

RE: Revised SELACO WDB Supportive Service Policy

Per State review and recommendation, the SELACO WDB's Supportive Services policy has been revised to identify and include processes for the Request and Distribution of Support Services, and Roles and Responsibilities in the distribution process.

To meet State Compliance the SELACO WDB Support Service Policy will identify the following documents as attachments:

Attachment I: Signature page for Receipt of Supportive Services/Incentives
Attachment II: Transmittal Log
Attachment III: Supportive Service Assessment Form

Upon approval from the Board, the revisions to the current policy will be effective immediately and will replace and supersede the current SELACO WDB Supportive Services policy.

Action Required:

Approve and adopt the revisions to the SELACO WDB Supportive Services Policy.

SUPPORTIVE SERVICES

Board Approval:

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

PURPOSE

To enable employment or completion of training under Workforce Innovation and Opportunity Act (WIOA), that cannot be paid for by the participant due to financial hardship. Such services may include transportation, childcare, health care, training supplies, clothing, temporary shelter and other reasonable expenses required for successful completion of WIOA related activities. Support services may be provided in-kind or through cash assistance.

SCOPE

The policy applies to all SELACO staff and contractors administering, managing, and implementing WIOA funded programs.

REFERENCES

- WIOA Section 129 – Use of funds for youth workforce Development activities
- WIOA Section 134 – Use of funds for employment and training activities
- WIAD0-15 – Debt Collection
- WSD17-07 – WIOA Youth Program Requirements

POLICY

The SELACO WDB will provide budgeted support services to customers when their support service needs are justified as reasonable and necessary in order to complete training and job search needs, and do not duplicate services available from other sources. The provision of supportive services for adults, youth, and dislocated workers are not entitlements but are determined on a case by case (individual) basis, and on the availability of funding.

PROCEDURES

Eligibility:

- 1) Given the requirement of the law and limited WIOA resources, customers who do not follow through with the ISS/IEP and its expectations without valid reasons, will not

continue to receive support services. Supportive service payments will adhere to WIOA, which precludes trainees from receiving payments if they fail to participate in training without good cause.

- 2) A customer is eligible to receive supportive service payments when:
 - a) He/she has been determined eligible and enrolled into activities authorized under Title I of the Act (see Incentive Program Guidelines), and,
 - b) There is documented justifiable need as determined by the appropriate Career Development Specialist (CDS). Customer needs will be based on the results of ongoing objective assessment and documented in the Individual Service Strategy (ISS)/Individual Employment Plan (IEP).
 - c) For customers who are employed in OJT, they may receive assistance during their first month of employment. Assistance following the first month of employment may occur in emergency situations and with management approval.

Determining the Customer's needs:

- 1) The Financial Analysis Form is completed in detail and displays all monthly resources and expenses. In review of customer's financial situation, staff will discuss projected monthly expenditures required for training and the impact of these expenditures on the customer's self-sufficiency. Note: Financial Analysis will be completed and reviewed prior to training enrollment. All support service needs, and anticipated expenses must be included in the customer's ISS/IEP and case noted in CalJOBS.
- 2) Customers who have identified a need will be introduced to various community resources and programs available that may assist in meeting their supportive service needs. Staff will make reasonable efforts to refer customers to sources of free and low-cost community services whenever feasible.
- 3) Supportive service payments will not be viewed as an income supplement for the customer, but rather the provision of referrals, goods, services (or cash to obtain it) which are essential to successful program participation.
- 4) When a request requires Management/Director approval, customers are given an assignment. The assignment requires that customers do research on at least three vendors/providers who can meet the need along with collecting three quotes comparing similar items or service. The assignment is monitored and reviewed by the assigned CDS who reviews for reasonableness. If approved the request is submitted to the department Manager/Director for approval.
- 5) Once approved, SELACO WDB will provide the supportive service until it is no longer needed or until other forms of support are made available or approved. e.g. Children's Home Society of California, Non-Gain Education and Training (NET) agencies/or other community resources.
- 6) The SELACO WDB will not be involved in the selection or endorsement of any childcare facility, due to the liability factors involved. Selection of a childcare facility is the responsibility of the customer. The SELACO WDB will pay the customer who will then be responsible for payment to the childcare provider. A receipt and an attendance log are required for payment.

- 7) Customers eligible and approved for support services will have funds obligated through the duration of training and one month of job search activity. Assuming funds are available, support will be provided for additional months after the first month of job search activity if there is documented need as determined by the CDS.

General Support Service Guidelines:

- 1) Need must be documented in the ISS/IEP and confirm ~~is defined as~~: without assistance the customer would not be able to attend ISS/IEP activities or would create an undue financial hardship during the enrollment period.
- 2) The Support Service Plan (start and end dates) must be consistent with the training activity dates.
- 3) A Support Service Request form for each type of support service must be generated in advance of the expenditure of funds for the service. Completion of the ISS/IEP and, where necessary, associated supporting documents by CDS are submitted to Manager for updating database and tracking -submission for payment.
- 4) All Supportive Services Request forms must be completed classification, monthly total, duration, total cost for the services training program, name of customer or vendor, providers of service; and other required information needed to properly process the request. Unclear or incomplete transactions will be returned to the CDS.
- 5) Payments issued to enrolled customers or vendors will be made by SELACO WDB upon receiving a properly completed voucher, if required, supporting receipts or invoices from the customer, service provider or vendor. See section: Request & Distribution of Support Services/Incentive Payments)
- 6) In instances where SELACO WDB is providing an ongoing service such as transportation or childcare, the customer is required to obtain the signature of an authorized official from the school or training institution on the voucher, Attendance Record, Work Experience, Internship or Externship Form to verify attendance for those days for which payment is being requested.
- 7) If support service requires management/Director approval, completion of Attachment II: Support Service Assessment form must be submitted along with request.

Request & Distribution of Support Service/Incentive Payments

ROLES & RESPONSIBILITIES

Career Development Specialists (CDS's) are responsible for the collection of signatures, verification of back up documentation, request, processing, and distribution of all support services & incentive payments. CDS's must ensure that an IEP/ISS is completed and that a need has been identified before submitting any support services or incentive request.

Program Analysts (PA) is responsible for reviewing all support services/ incentive request submitted to fiscal. PA will ensure CDS has collected all signatures, providing proper back up documentation & completed all request fields including customer name, grant code, and clearly listed justification for payment.

- a. PA will ensure support services/ incentives is not a duplication of service and that IEP/ISS support request by verifying information on CalJOBS.
- b. PA will track request via Attachment II- Transmittal Log*. Log will be used as a cover page for fiscal acknowledgement, log will be filed, and copy shared with Manager/Director.
- c. If information is missing or an error is identified PA will return request to CDS for review corrections.

Manager/Directors are responsible for receiving Transmittal Logs* & Support Service checks. They will use Attachment II-Transmittal Log to track receipt of checks. Manager/Director will also log date checks were received and from which fiscal staff. When issuing check/cash to CDS's, CDS's must verify amount, sign, and date receipt of check/cash. CDS will store all checks/cash in lock box and designated safe location.

SUPPORT SERVICE/INCENTIVE REQUEST

Support Services/Incentive check request should be made payable to the participant. In some cases, customers have limited to no access to a bank account. In which case, CDS may make check payable to Manager/Director for cash support/incentive.

- 1) CDS must complete support service request by completing & printing a case note on CalJOBS including Customer Name, purpose of request, amount requested and form of payment & back up documentation.
 - a. All requests must include participants wet signature (or electronic signature if request was completed via virtual services, *please see virtual services policy*)
 - b. If selecting check payment; CDS must include Name of Participant with statement: ***Please make check payable to: John Doe.***
 - c. If selecting cash payment; CDS must include Name of Manager/Director assigned to manage the deposit and collection of cash and include statement: ***Please make check payable to: John Doe, Director, of Program Operations.***

SUPPORT SERVICE/INCENTIVE DISTRIBUTION

Manager/Director will notify CDS's that incentive check/cash has been received and will coordinate distribution. CDS's will sign off on Transmittal Log when check/cash was received.

CDS's will notify customer of support service/incentive payment and schedule for participant to come in to collect payment. CDS's will complete Attachment I- Signature Page for Receipt of Support Service/Incentive payment and collect participant's signature upon distribution.


If the original amount requested has changed- CDS's must case note difference in CalJOBS and return any unused or uncollected funds to Fiscal within 30 days of receipt from Manager/Director. When returning cash/check payments to fiscal, the fiscal representative shall sign Transmittal Log affirming receipt of any funds returned.

If participant is unable to pick up support service during regular business hours, CDS may arrange to be available pre or post business hours, arrange drop off to their school, employer or with written consent to release funds to selected person with proof of identification. (Example: mother is picking up incentive payment for student, after student has provided written release via email or letter identifying person for pick up)

- Attachment I- Signature Page for Receipt of Support Service-Incentive
- Attachment II- Transmittal Log
- Attachment III- Supportive Service Assessment Form



MEMORANDUM

DATE: September 22, 2022
TO: SELACO WDB Board of Directors
FROM: Yolanda L Castro, Executive Director 
RE: HR Policy Update: Personnel Policies and Procedures

As presented at your July 25, 2019 board meeting, Staff is currently working with our HR consultant and legal counsel on updating our HR Personnel Policies and Procedures (PPP) Manual. This manual is used for Directors and Managers to help guide them in the supervision of their staff.

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

Today, we have the following 1 policy attached for your review and approval:

322 – Holidays

Action Required:

Review and approve the PPP as presented.

| | |
|---|----------------------|
| Southeast Los Angeles County Workforce Development Board | Policy # 322 |
| Personnel Policies and Procedures | Date: <u>09/2022</u> |
| | Page 1 of 2 |

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HOLIDAYS

Scope

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

Policy

SELACO WDB provides a competitive paid time-off benefit to recognize holidays.

Procedures

A. Effective January 1, 2023, SELACO WDB observes the following holidays:

- New Years' Day
- Martin Luther King's Birthday
- President's Day
- Cesar Chavez Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve Day
- Christmas Day

In addition to the twelve (12) holidays listed above, each eligible employee shall receive one (1) floating holiday and one (1) personal holiday per calendar year that needs to be used by December 31st.

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- B. Regular, full-time employees will be paid for the above holidays, regardless of their length of service with SELACO WDB.
- C. Some regular, full-time employees working forty (40) hours per week do not work every week day. When a paid holiday falls on such an employee's regularly scheduled day off, he/she may take an additional day off during the week of the holiday and receive holiday pay.
- D. Regular, full-time employees working less than 40 hours per week will receive a prorated number of paid holidays. For example, an employee who works 32 hours per week will be eligible for eight (8) paid holidays. (32/40 x 10). The determination of which holidays will be paid will depend on the employee's schedule and, to the extent possible, the request of the employee.
- E. The amount of pay an employee shall receive for a holiday shall be determined on the basis of the employee's base hourly rate pay for an eight (8) hour day,

excluding any special elements of compensation, such as bonuses or commission.

- F. Holidays falling on Saturday will be observed on Friday preceding; holidays falling on Sunday will be observed on the following Monday.
- G. If a holiday falls within time taken under Vacation Time, the employee will be paid for the holiday and will not be charged with a vacation day for the day the holiday is observed.
- H. An employee who terminates or begins an unpaid leave of absence on the last scheduled workday preceding a holiday will not receive holiday pay.


Board Approved 3/24/2022
Revised XXXX



MEMORANDUM

DATE: September 22, 2022

TO: SELACO WDB Board

FROM: Yolanda L Castro, Executive Director 

RE: Amendment of Conflict Of Interest Code

The Political Reform Act requires every local government agency to review its conflict of interest code biennially to determine if any changes are needed. A conflict of interest code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700). The Board of Supervisors is the code reviewing body of your agency's Conflict of Interest Code.

Your board in August 2017 approved and authorized the following changes:

- Name change from Southeast Los Angeles County Workforce Investment Board (SELACO WIB) to Southeast Los Angeles County Workforce Development Board (SELACO WDB)
- In (Exhibit A), Category 1C is modified with the name change
- In (Exhibit B, Category 2 is modified with proper exemption wording that reads:
Persons are not required to disclose a residence, such as a home or vacation cabin, used exclusively as a personal residence; however, a residence in which a person rents out a room or for which a person claims a business deduction may be reportable
- In (Exhibit A), Category is modified with the working: **“in Exhibit “B”**”
- Title change in one position to read WDB Members (was) WIB Members for Categories 1,2

At this time, an amendment is necessary if the answer is yes to any of the following questions:

- Is the current code more than five years old?

- Have there been any substantial changes to the agency's organizational structure since the last code was approved?
- Have any positions been eliminated or re-named since the last code was approved?
- Have any new positions been added since the last code was approved?
- Have there been any substantial changes in duties or responsibilities for any positions since the last code was approved?

Since the last amendment back in August 2017, the answer is no to all questions. At this time, there is no need for an amendment to the current SELACO WDB Conflict of Interest Code.

Action Required:

- Authorize staff to notify the county that there are no amendments to the current SELACO WDB Conflict of Interest Code

2022 BIENNIAL REVIEW CERTIFICATION FORM

Submit now or no later than October 3, 2022

Name of Agency: _____

Name of Agency Head: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Agency Code Officer: _____ Office Phone No.: _____

E-Mail Address: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (check one box):

1. AN AMENDMENT IS REQUIRED (Check all that apply. You have 90 days to submit your changes):

Include new positions

Revise disclosure categories

Revise the titles of existing positions

Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions

Other (describe) _____

2. THE CODE CHANGES HAVE BEEN SUBMITTED AND ARE IN THE PROCESS OF ADOPTION BY THE COUNTY.

3. NO AMENDMENT IS REQUIRED.

If your code has not been amended in more than five years, amendments may be necessary.

Verification (to be completed if no amendment is required)

This agency's conflict of interest code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions. The code includes all other provisions required by Government Code Section 87302.

Signature of Agency Head or Designee

Date

All agencies must complete and return this notice even if no amendment is required, and regardless of how recently your code was approved or amended. Please submit this notice no later than Monday, October 3, 2022 to COICODES-Desk@bos.lacounty.gov


PLEASE DO NOT RETURN THIS FORM TO THE FPPC



MEMORANDUM

DATE: September 22, 2022

TO: SELACO WDB Board

FROM: Yolanda L Castro, Executive Director 

RE: Regional Plan Implementation 4.0 Contract

The Employment Development Department (EDD) delegated authority to the Foothill Workforce Development Board to act as the Los Angeles Regional Planning Unit Regional coordinator for the Regional Plan Implementation (RPI) 4.0. The intent of the Regional Plan Implementation 4.0 project is to focus on race, equity, inclusion, COVID-19 response and to support a high road economic strategy that emphasizes high quality jobs, environmental sustainability, and broad access to opportunities for a diversity of businesses and workers.

On July 13, 2022, the Southeast Los Angeles County WDB (SELACO WDB) as part of the Los Angeles Regional Planning Unit, received an award from Foothill WDB in the amount of thirty-seven thousand (\$37,000) under the RPI 4.0 funding.

The allocation will grant the SELACO WDB the opportunity to incorporate capacity building training for employers, local elected officials, workforce development boards, partners and workforce staff around diversity, equity, inclusion and high road training partnerships. It also provides the opportunity to participate in the development of regional wide appropriate and measurable goals regarding community conversations, engagement, and training on race, equity, and high road principles to promote improved service delivery, income mobility for individuals with barriers to employment, and growth in the regional economy.

Historically, the EDD awards regional funding for the Los Angeles Regional Planning Unit on an annual basis. The Designated Regional Coordinator under the designated WDB takes the lead in administering the implementation of the grant and acts as the fiscal administrator with authority to issue contracts and corresponding allocations. Because of the historical practices in allocations, the SELACO WDB is seeking approval

from the Board to accept, allocate and extend regional project contracts accordingly at the discretion and approval of the SELACO WDB Executive Director. Allocations and contract extensions would be reported to the Board upon execution.

Action Required


- Authorize the Executive Director to accept funding from Foothill WDB in the amount of thirty-seven thousand (\$37000) for the implementation of the Regional Plan 4.0.
- Approve and authorize the Executive Director to receive funding and accept contract extensions, accordingly, under current and future funding.



MEMORANDUM

DATE: September 22, 2022

TO: SELACO WDB Board

FROM: Yolanda L Castro, Executive Director 

RE: Approval of Staff Cost of Living Salary Adjustment

Background

In years past, SELACO WDB was able to regularly provide a Cost-of-Living Adjustment (COLA) to assure employees' salaries were keeping pace with the Consumer Price Index (CPI) increases in the costs of goods and services. Those goods are typically tracked based upon monthly increases in housing, food, fuel, clothing, healthcare, and energy costs. These regular salary adjustments were to offset the ever-growing effects of inflation. SELACO WDB's last COLA increase occurred in August 2014.

Non-profits, by their mere design, often fall short of being able to provide salaries that are competitive with our for-profit and government counterparts. As a result of that fact, and in order to bring our salaries a little closer "to par" with other workforce entities, SELACO WDB initiated a Salary Scale readjustment in August 2021. However, even with the readjustment, SELACO WDB has experienced a greater turnover rate over the last two years, because of staff seeking higher pay. In today's job seeker market, it is difficult to compete with companies paying higher salaries for entry level positions. To ensure the stability of our existing talent, demonstrate our appreciation and commitment to ensure their security and financial sustainability, SELACO WDB would like to consider a one-time 5% Cost of Living Adjustment (COLA), effective in the next pay period starting on September 24, 2022. The total anticipated increase in personal cost is \$90,672.

A proposed COLA will allow SELACO WDB to keep pace with the growing cost of goods that California workers are experiencing. While the proposed COLA of 5% is higher than previous requests, it falls under the reported increase in the Consumer Price Index. The US Bureau of Labor Statistics is reporting a 7.6% increase in the Consumer Price Index (CPI) from August of 2021 to August of 2022, in the Pacific Region (Alaska,

California, Hawaii, Oregon and Washington). SELACO WDB Leadership believes a COLA increase of 5% is a positive step toward acknowledging staff economic struggles with increasing costs associated with day to day living. A COLA increase will not only support staff in addressing raising costs it will also demonstrate that they are valued for their ongoing commitment to serving our local job seekers and business.

Action Required:

Approve staff recommendation for a one-time Cost of Living Adjustment (COLA), in the amount of 5%, that will be applied to each Job Title in the previously Board approved Salary Scale effective with Pay Period 21, September 24, 2022.

ONE STOP OPERATOR REPORT

DATE: September 22, 2022
TO: SELACO WDB Board of Directors
FROM: Stacey Girdner, Managing Partner, The PRAXIS Group, SELACO One Stop Operator
RE: Update on the progress of your System Management Team (SMT)

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

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

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

Progress since the last SELACO Board meeting

Next quarterly meeting scheduled for September 21, 2022.

- The SMT was unable to meet at their regularly scheduled time in August but will have met, instead, on 9/21/22.
- Corina Coronel, SELACO Deputy Director of Career Services, and Stacey Girdner, SELACO's One Stop Operator, have been holding one-on-one meetings with each SMT member agency to explore ways to enhance their experience as a participant on the SMT. The conversations have resulted in ideas to advertise shared services, updates to the Referral Guide, and other venues for potential collaboration. For the most part, each partner was able to articulate ways in which their organization has benefited by belonging to the SMT.
- SELACO staff continue to participate in ongoing "co-enrollment mapping" meetings with DOR and Paramount Adult School. The dialogue and understanding gained through these meetings have increased both referrals as well as co-enrollments. Over time, we hope to have these one-on-one meetings with each SELACO WIOA partner.

- Partners continue to receive weekly emails with news about each other, jobs, announcements, and resources for customers. They receive a monthly email with a consolidated calendar of each partner's events for that month. Lastly, they receive a quarterly email that provides resources for a specific population. From our one-on-one meetings with members, these emails are appreciated and are being forwarded to staff who work directly with customers.
- In partnership with local healthcare employers, Cerritos College, and Downey Adult School, SELACO is taking steps to launch a certified apprenticeship program within the healthcare industry. Meetings have been held, training workshops have been attended, and the conversation continues. There is great interest and enthusiasm from both employers as well as our Adult School partners. SELACO's One Stop Operator has served as a facilitator for this process.
- The California Workforce Association conference, Meeting of the Minds, was attended and enjoyed! It was an excellent time to learn more about the future of the workforce industry as well as gather ideas for strengthened partner collaboration.


Action: File



MEMORANDUM

DATE: September 22, 2022

TO: SELACO WDB Board of Directors

FROM: Yolanda L Castro, Executive Director 

RE: Ethics Training AB1234

At the June 23, 2016, Southeast Los Angeles County Workforce Development Board (SELACO WDB) meeting, it was announced that all board members are required to take a mandatory two-hour ethics training every two years to comply with AB1234. As of September 22, 2022, the following board members have completed the training:

Mark Dameron – expires September 23, 2022
Belle Gomez – expires October 8, 2022
Larry Wehage – expires February 7, 2023
Ben Espitia – expires February 18, 2023
Michael Segura _ October 31, 2023
Connie Chan – expires November 18, 2023
Joseph Derthick – expires December 2, 2023

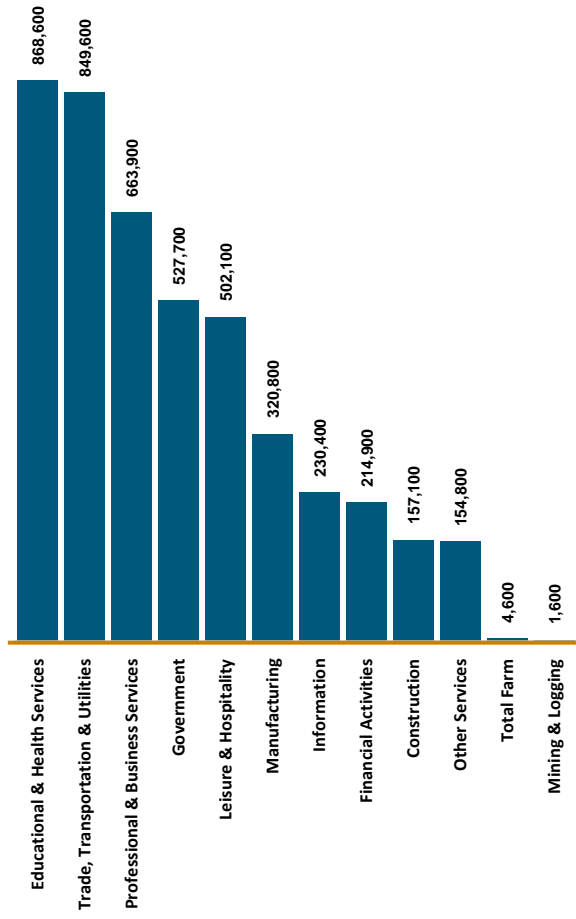
For those who have yet to complete the training, you may do so using the online course at:

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

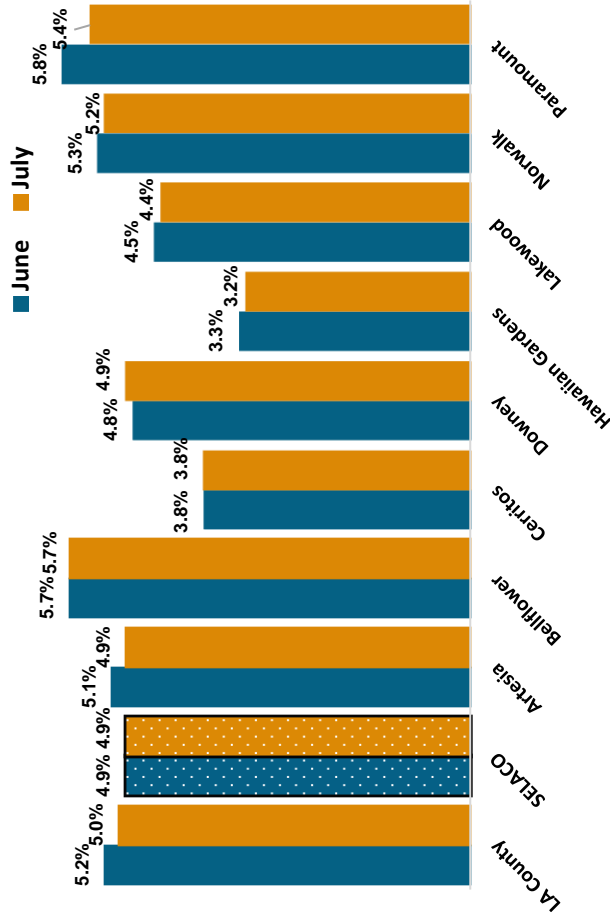
As a reminder, you must print the Certification of Completion provided at the end and submit to Carol Davis.

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

LA County July Industry Sectors Ranked by Employment Size¹



Unemployment Rate (%)²



Online Job Advertisements – July 2022 Help Wanted Online³

Top 10 Employers

- Cedars-Sinai – 534
- Anthem Blue Cross – 337
- Kaiser Permanente – 197
- Amazon – 192
- The Boeing Company – 141
- Charter Communication – 93
- PIH Health – 92
- Discovery Behavioral Health – 91
- Macy's – 88
- Walmart – 82

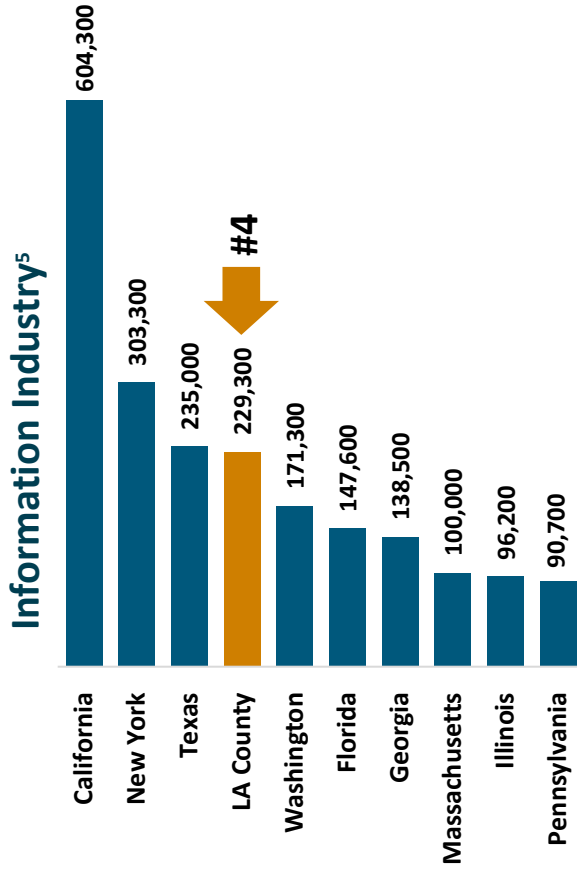
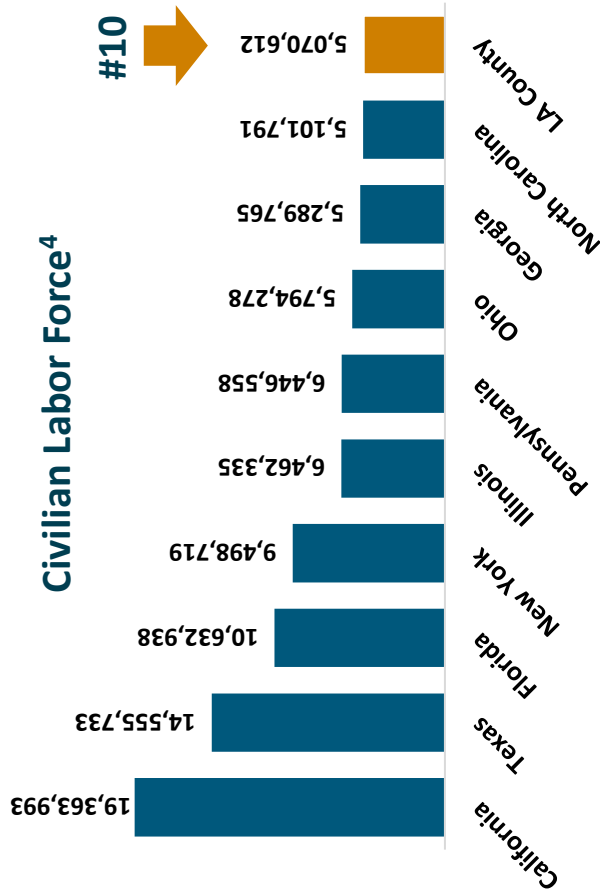
Top 10 Occupations

- Registered Nurses – 637
- Retail Sales Associate – 425
- Retail Store Manager – 351
- Sales representative – 254
- Software Developer – 224
- Customer Service Representatives – 203
- Licensed Vocational Nurse – 186
- Heavy Tractor-Trailer Truck Driver – 165
- Restaurant Service Manager – 151
- Food Service Team Member – 149

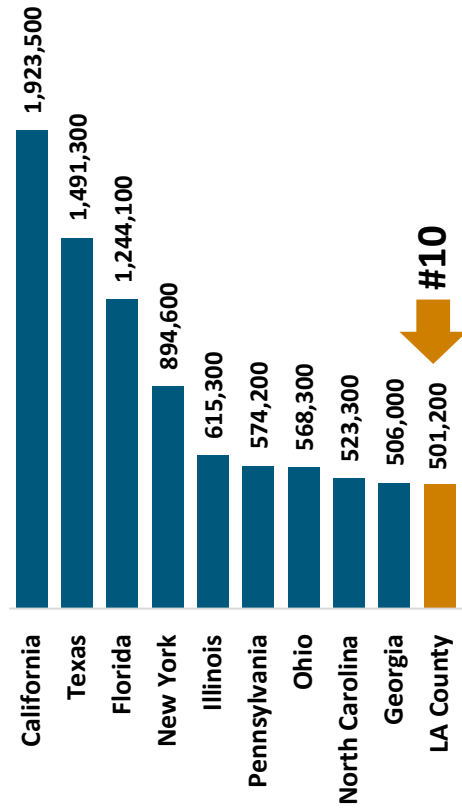
Top 10 Cities

- Downey – 2,583
- Cerritos – 2,394
- Lakewood – 1,430
- Norwalk – 1,286
- Paramount – 1,001
- Bellflower – 865
- Artesia – 564
- Hawaiian Gardens – 396

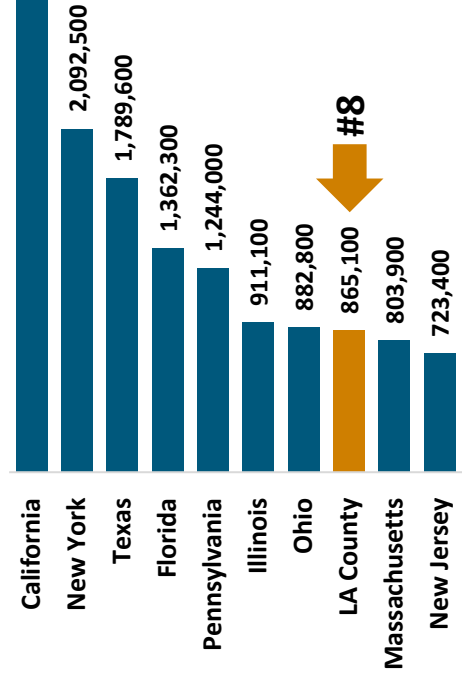
County Colossus: If L.A. County were a State



Leisure and Hospitality Industry⁵



Educational and Health Services Industry⁵



Sources: ¹ Current Employment Statistics (July 2022), ² Local Area Unemployment Statistics July 2022), ³ Labor Insight (Burning Glass Technologies), Help Wanted Online (July 2022), ⁴ Bureau of Labor Statistics Civilian Labor Force by state June 2022, seasonally adjusted (P), ⁵ Bureau of Labor Statistics June 2022 State Release Table 4

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CONTACT: ROBERT.LEE@EDD.CA.GOV or (916) 796-7758



MEMORANDUM

DATE: September 22, 2022

TO: SELACO WDB Board of Directors

FROM: Yolanda L Castro, Executive Director 

RE: Employment Training Panel Initiative -New Agreement 2022-2024

Background- Employment 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, especially against out-of-state competition. 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.

SELACO WDB's ETP initiative differs from SELACO WDB's other projects in that it is a performance-based contract. Three initial benchmarks must be met to secure full payment from the State. These include:

- Classroom start-up – trainees are officially enrolled and start their training.
- Successful completion of training.
- 90 days Retention – Trainees stay employed with the training company for 90-days after completion of their last training class.

SELACO WDB has been a performing ETP contractor with the State Panel since 1995. We are entering our 27th year of being a performing ETP provider. We are finishing our 2021-2023 ETP contract earlier than planned, and while this is still a “pandemic recovery contract”, we are seeing improvement in our business engagement activities.

New Agreement: The State ETP Panel heard our application for 2022-2024 funding, with Yolanda Castro, Kay Ford, and Kevin Kucera (WDB Board Member) in attendance to “defend” our application. For the first time ever, our application was placed on the “Consent Calendar” due to our consistent excellent performance. SELACO WDB’s Application was not pulled from the Consent calendar during the meeting, thankfully, and the new funding was awarded to SELACO WDB in the amount of \$599,904.

COVID 19 Impact

Despite the horrific impact of COVID on all businesses engaged in ETP training, SELACO WDB was able to complete its 2019-2021 contract with 95% earnings, and we are on track with our 2021-2023 contract to earn 100% of our allocation. ETP contracts are always performance-based, and therefore any earnings above the 90% level is excellent in the eyes of the State and reflects well for SELACO WDB in all future funding requests.

As a separate project from our WIOA grant programs the Executive Director has historically moved forward submitting on-going applications, every two years, and accepting contracts for delivery services, periodically providing the Board an update on the status of the project. This memo services as an update as to the state of our ETP Project.

Action Required:

Receive and file.



Victor Mendez, Long Beach

Workforce Challenge:

Being out of work for more than a decade, made it difficult for Victor to find work again. After getting back on his feet, he managed to obtain his education and training through a local electrician program, but lacked the tools, money or transportation to take the next step towards employment. A partner agency referred Victor to SELACO WDB America's Job Center in Cerritos where he sought assistance in finding a job as an electrician.

Workforce Solution:

Victor met with a SELACO Career Development Specialist (CDS) and received support, guidance and help with his resumé. The SELACO Business Services department arranged for Victor to attend an interview with a local construction company. After an outstanding interview, Victor began his transitional employment and training of 200 hours in the electrical field. SELACO funded his interview attire and will be funding his work tools.

Workforce Outcome / Results:

Victor has come a long way. His transitional employment as a General Laborer/Electrical Technician with Ambros Construction in Norwalk is the beginning of a bright career path. He will be establishing a work history, demonstrating success in the workplace, and developing the skills that lead to permanent employment. Victor stated, "I love everything about my job!" He recommended SELACO to other job seekers when he exclaimed; "Try their services. You won't regret it!"