

Executive Committee and FULL WDB BOARD OF DIRECTORS' MEETING

September 23, 2021

Thursday

3:00



Executive Committee and FULL WDB BOARD OF DIRECTORS' MEETING

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

**September 23, 2021
Thursday
3:00 PM – 5:00 PM**

**Join Zoom Meeting
<https://us06web.zoom.us/j/82041459922>**

**Meeting ID: 820 4145 9922
Passcode: 734859**

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

AGENDA

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

1A. Approval of Minutes July 22, 2021	3
1B. Approval of Fiscal Reports 07/01/20 – 06/30/21	8

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1C. Approval of Program Report for 21
07/01/20 – 06/30/21

ACTION ITEM (S):

2. Closed Session

Conference with Legal Counsel – Anticipated Litigation (Government Code Section 54956.9(d)(2))

Number of Potential Cases: 1

Public Employee Performance Evaluation (Government Code § 54957)
Title: Executive Director

3. Implementing Phase II of the SELACO WDB Updated Organizational Chart	Castro	41
4. Approval of Work From Home Policy	Castro	57
5. Approval of SELACO WDB Budget for Program Year 2021-22	Castro	71
6. SELACO WDB Petty Cash Policy and Procedure	Castro	79
7. WIOA (new) Policies	Castro	80
8. Release a Request for Proposal – Single Audit Services	Castro	94
9. Request for Proposal Release : In School Youth Services PY 2021-2022	Castro	95

BUSINESS ADVISORY COMMITTEE REPORT Levine

Presentation / Information / Recommendations

ACTION ITEM (S):

NONE

INFORMATION ITEM (S):

ONE STOP OPERATOR REPORT Girdner

Presentation / Information / Recommendations

ACTION ITEM (S):

NONE

INFORMATION ITEM (S):

NONE

INFORMATION ITEM (S):

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

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1. Ethics Training AB1234	Castro	96
2. Application for Subsequent Designation of Local Areas And Recertification of Local Workforce Development Board (Local Board)	Castro	97
3. Regional Plan for PY 2021-2024	Castro	98
4. Los Angeles County Labor Force and Industry Employment Estimates for August 2021	Castro	99
5. Small Business Revitalization Grant (SBRF) – Final Report	Castro	110
INTERESTING CORRESPONDENCE		
BOARD MEMBER COMMENTS	Dameron	
POLICY BOARD ITEMS/REQUESTS	Dameron	
AGENDA REQUESTS FOR NEXT MEETING	Dameron	
CHAIR'S CLOSE	Dameron	
ADJOURNMENT OF OPEN SESSION	Dameron	

Policy Board Meeting: October 19, 2021

Next Full WDB Meeting: October 28, 2021

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

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



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

Board Members	7/22 2021	9/23 2021	10/28 2021	1/27 2022	3/24 2022	5/26 2022				
1. Blanco, Peter Rehabilitation Organization	X									
2. Castellanos, Allison Business Representative – City of Lakewood	AE									
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	A									
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	7/23 2020	9/24 2020	10/22 2020	1/28 2021	3/25 2021	5/27 2021				
12. McGehee, Shannon Business Representative City of Paramount	X									
13. Nam, Leila Business Representative City of Artesia	X									
14. Patel, Vijay Business Representative – City of Downey	X									
15. Polley, Tracy Business Representative – City of Norwalk	X									
16. Rapue, Judith Labor Organization	A									
17. Ryder, Tim Business Representative – City of Hawaiian Gardens	X									
18. Saucedo-Garcia, Cristina Business Representative – City of Downey	AE									
19. Shah, Jawahar Business Representative City of Cerritos	X									
20. Todd, Sharon Education Entity	X									
21. Trivedi, Sanjay Business Representative – City of Cerritos	X									
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 Public Employment Service										

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

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

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

July 22, 2021

3:00 PM

SELACO WDB
VIA Zoom

CALL TO ORDER

The meeting of the Executive Committee and FULL WDB Board of Directors' was called to order by Mark Dameron, Chair at 3:00 p.m.

PLEDGE OF ALLEGIANCE

Tracey Polley led the pledge of allegiance.

ROLL CALL

WDB BOARD DIRECTORS PRESENT

Blanco, Peter	Crespo, Leonard
Dameron, Mark	Derthick, Joseph
Drake, Aaron	Espitia, Ben
Levine, Barbara	McGeHee, Shannon
Nam, Leila	Patel, Vijay
Polley, Tracy	Ryder, Tim
Shah, Jawahar	Todd, Sharon
Trivedi, Sanjay	Wehage, Larry

WDB BOARD DIRECTORS ABSENT

Gomez, Belle	Gutierrez, Liza Marie
Rapue, Judith	Uttecht, Greg

WDB BOARD DIRECTORS EXCUSED

Castellanos, Allison	Kucera, Kevin
Saucedo-Garcia, Cristina	

SELACO WDB STAFF PRESENT:

Castro, Yolanda	Alvarez, Meredith
Cardona, Jefferson	Davis, Carol
Diep, Chau	Ferranti-Lansdown, Tammy
Ford, Kay	Gutierrez, Jeanette
Isabelo, Anna	Jennings, Maria
Leon, Anna	Michel, Sandra
Sandoval, Ben	

MEMBERS OF THE PUBLIC PRESENT:

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

PUBLIC COMMENTS

None

CHAIR'S COMMENTS

Mark Dameron shared with the board that he and Aaron Drake attending the Staff Picnic on July 2nd.

EXECUTIVE DIRECTOR'S MESSAGE/UPDATE/STAFF REPORT

COVID Update – SELACO WDB Legal Counsel provided staff with a summary of Cal OSHA workplace COVID-19 Requirements. Based on current direction from Cal OSHA, California and LA County Health Department, SELACO's direction are as follows:

- As of July 1, 2021, all staff are reporting to the office and serving walk in customers with no appointment.
- Effective August 16, 2021, EDD staff will reinstate in-person services to walk in customers in the AJCC to align with the re-opening of California.
- SELACO is not mandating vaccinations, therefore, it is requested that all staff and customers wear mask when in the AJCC or walking around the office. This will stay in place until Cal OSHA removes the mask wearing requirements.

Local Board Certification:

- Every three years SELACO applies to continue designation as a Service Deliver area. Requirements to meet designation:
 1. Membership Requirements
 2. Performed Successfully
 3. The Local Area certifies it has not been found in violation of one or more areas as outlined
 4. Engaged in Regional Planning
- On June 29th the California Workforce Development Board informed SELACO that its application for Subsequent Designation of Local Areas and Recertification of Local Workforce Development Board was approved, and designation will continue through June 30, 2023 at which time SELACO will need to reapply.

AJCC Comprehensive:

- In accordance with WIOA Section 121(g), Local Boards must select an evaluation panel(s) to perform an independent and objective evaluation of the AJCCs in their Local Areas once every three years using criteria and procedures established by the CWDB.
- SELACO will submit a completed Continuous Improvement Plan to the State November 1.
- SELACO will implement the plan January 2022.

2021-22 Budget:

- A budget has not been completed at this time due to program closing and reporting activities and the proposed salary range for review and approval at today's meeting.
- Staff will continue to operations expenditures based on the 2020-21 budget levels until a new budget is presented and approved.

Other Items:

- A Regional Job Fair hosted in Paramount will take place August 30 from 9:00 am to 1:00 pm.

CONSENT CALENDAR

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

1A. Approval of Minutes: May 27, 2021

1B. Approval of Fiscal Reports for Periods: 07/01/20 – 06/30/21

1C. Approval of Program Report for: 07/01/20 – 06/30/21 (Receive and file)

ACTION ITEM(S)

2. Approval of Work from Home Policy:

A motion was made by Vijay Patel to table the Work from Home Policy until speaking with legal council, seconded by Ben Espitia. With no further discussion, motion carries to approve.

3. WIOA Incident Report

A motion was made by Joseph Derthick to approve the revisions to the current policy No. 015, approve the new title, and adopt the WIOA Incident Reporting Policy, seconded by Aaron Drake. With no further discussion, motion carries to approve.

4. Approval of Earn and Learn Youth Program Subrecipients and Funding Allocations

A motion was made by Joseph Derthick to:

- Authorize the Executive Director to accept Phase I funding from WDACS in the amount of \$926,900 to serve 349 participants.
- Approve and authorize the Executive Director to allocate funding and issue contract extensions, effective July 23, 2021 through June 30, 2022, to approved agencies to administer Phase I and Phase II of the PY 2021-2022 Earn and Learn Program.
- Approve and authorize the Executive Director to accept and award future funding from WDACS to approved providers to administer Phase II of the FY 2021-2022 Earn and learn Program.
- 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 funding for FY 2021/2022.

Seconded by Tracey Polley. With no further discussion, motion carries to approve.

5. Recommended Changes to the Employee Salary and Benefits Package

A motion was made by Tracey Polley to accept staff recommendations to:

- Implement the proposed salary scale effective August 1, 2021
- Implement the changes to the 403(b) contributions effective August 30, 2021.

Seconded by Larry Wehage. With no further discussion, motion carries to approve. Abstained – Barbara Levine

6. Measure H-Homeless Initiative Funding

A motion was made by Joseph Derthick to:

- Authorize the Executive Director to accept funding from WDACS in the amount of \$111,000 under the Measure H-Homeless Initiative for PY 2021-2022.
- Approve and authorize the Executive Director to accept possible future funding under Measure H, from WDACS for PY 2021-2022.
- Extend contract with Mentor into new PY.

Seconded by Tracey Polley. With no further discussion, motion carries to approve.

7. Approve MOU with Paramount Adult School

A motion was made by Joseph Derthick to review, approve and sign the MOU between the SELACO WDB and PAS, seconded by Tracey Polley. With no further discussion, motion carries to approve.*NOTE: under bullet #5, the Firestone location should be removed.

8. Sublease with EDD

A motion was made by Joseph Derthick to authorize Executive Director to sign the EDD sublease upon receipt, anticipating that EDD contribution will be within the range as presented above. Final sublease will be brought forward to the board as an information item when fully executive, seconded by Tracey Polley. With no further nominations or discussion, motion carries to approve.

BUSINESS ADVISORY COMMITTEE REPORT

Barbara Levine, Business Advisory Committee Chair reported out that the committee met yesterday. The meeting was led by Kay Ford and Ben Sandoval. Membership was discussed – the committee meets as needed. The committee is in the process of reviewing the mission and vision statements.

ACTION ITEM(S):

None

INFORMATION ITEM(S):

None

ONE STOP OPERATOR REPORT

ACTION ITEM(S):

None

INFORMATION ITEM(S):

Update on the Progress of Your System Management Team

Stacey Girdner shared with the board an update on the progress of the System Management Team (SMT). The update can be found on page 94 of the agenda.

INFORMATION ITEM(S):

1. Ethics Training AB1234

Page 96 of the agenda shows the most updated list of board members who completed the mandatory ethics training. All board members must complete a two-hour training. Please contact Carol for direct link to online course or for any questions.

2. Employment Training Panel Initiative – New Agreement 2021-23

Page 97 of the agenda provides information regarding the Employment Training Panel.

INTERESTING CORRESPONDENCE

Success Stories

The board was referred to page 99 of the agenda.

BOARD MEMBER COMMENTS

None

POLICY BOARD ITEMS/REQUESTS

None

AGENDA REQUESTS FOR NEXT MEETING

None

CHAIR'S CLOSE

None

ADJOURNMENT OF OPEN SESSION

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

SELACO WDB
Statement of Activities (by Fund)
From 7/1/21 through 8/31/21

	Employment Training Panel Grant	LA County Grants	Pre-School Grant	WIOA Adult&DW & Special Projects	WIOA Youth Grant	WIOA Rapid Response / Lay-Off Aversion Grants	Other Grants	Non-WIOA Training Expenditures	Total
Revenues	(259,361)	(238,769)	576,718	16,043	15,423	4,987	80,374	0	195,416
Accounts Receivable	146,437	274,213	0	125,231	54,954	12,083	103,050	0	715,968
Total Revenues	(112,925)	35,445	576,718	141,275	70,377	17,070	183,424	0	911,384
Expenditures									
Administration Services	2,022	3,469	20,229	13,607	6,685	1,763	12,591	0	60,367
Contracted Program Costs	0	23,748	200,344	2,347	0	0	0	0	226,439
Support Services	0	0	0	6,710	0	0	492	0	7,202
Vendor Training	0	0	0	6,795	10,833	0	0	0	17,628
Work Exp/Skillz Menu/Supplies	0	0	0	0	1,568	0	140,040	0	141,607
WIOA Core/Basic Career Services	0	0	0	38,570	15,172	0	0	0	53,742
WIOA Intensive/Individualized Career Svcs	0	0	0	33,938	0	0	0	0	33,938
WIOA Follow-Up Career Services	0	0	0	15,946	2,843	0	0	0	18,789
WIOA Business Services	0	0	0	23,314	10,584	0	0	0	33,898
Other Program Costs	13,692	8,228	0	47	22,692	15,307	30,302	0	90,268
Cash Expenditures	15,714	35,445	220,574	141,275	70,377	17,070	183,424	0	683,878
Accrued Expenditures	0	0	0	0	0	0	0	0	0
Total Expenditures	15,714	35,445	220,574	141,275	70,377	17,070	183,424	0	683,878
Net Income (Loss)	(128,638)	-	356,144	-	-	-	0	-	227,506

SELACO WDB
Statement of Functional Expenditures
From 7/1/21 through 8/31/21

	Administrative Services	Contracted Program Cost	Support Services	Vendor Training	Work Exp / Skills Menu Program	WIOA Core / Basic Career Services	WIOA			Other Program Costs	Total
							Intensive / Individualized Career Services	Follow-Up Career Services	WIOA Business Services		
Personnel	39,829	0	0	0	0	36,657	23,828	12,445	25,339	66,944	205,042
Non-Personnel	20,538	0	0	0	0	17,085	10,111	6,344	8,559	23,323	85,960
Training	0	226,439	0	17,628	141,607	0	0	0	0	0	385,674
Support Services	0	0	7,202	0	0	0	0	0	0	0	7,202
Total Expenditures	60,367	226,439	7,202	17,628	141,607	53,742	33,938	18,789	33,898	90,268	683,878

SELACO WDB
Statement of Functional Expenses - 02 Administrative Services

From 7/1/2021 Through 8/31/2021

(In Whole Numbers)

		Total
Expenditures		
Personnel		
Salaries & Wages	50100	22,296
Social Security Tax	50200	3,001
Medicare Tax	50210	702
Workers Comp - Staff	50220	404
UI & ETT Taxes	50250	44
Employee Benefits	50300	10,333
Employer 403(B) Contributions	50403	3,049
Total Personnel		39,829
Non-Personnel		
Mileage	51100	9
Conferences/Staff Development	51200	316
Rent	52100	11,931
Telephone	52200	765
Office Equipment	52330	88
Leased Equipment	52350	152
Repair & Maintenance	52360	630
Office Supplies	53400	1,288
Subscriptions/Dues/Memberships	53600	2,068
Insurance	53900	2,308
Professional Services	54100	463
Bank Charges/Miscellaneous	59990	520
Total Non-Personnel		20,538
Total Expenditures		60,367

SELACO WDB
Statement of Functional Expenses - 02 Contracted Program Cost
 From 7/1/2021 Through 8/31/2021
 (In Whole Numbers)

		Total
Expenditures		
Training		
Cost Reimbursement Billing	60300	202,347
Other Contracted Services	60400	23,748
Day Care Rent	66000	344
Total Training		226,439
Total Expenditures		226,439

SELACO WDB
Statement of Functional Expenses - 02 Supportive Services
 From 7/1/2021 Through 8/31/2021
 (In Whole Numbers)

		Total
Expenditures		
Support Services		
Direct Support Payment	65200	7,202
Total Support Services		7,202
Total Expenditures		7,202

SELACO WDB
Statement of Functional Expenses - 02 Vendor Training Payments
 From 7/1/2021 Through 8/31/2021

		Total
Expenditures		
Training		
Vendor Training	60100	17,627.50
Vendor Training - ETP	60200	0.00
Total Training		17,627.50
Total Expenditures		17,627.50

SELACO WDB
Statement of Functional Expenses - 02 Work Experience / Skillz Menu Program
 From 7/1/2021 Through 8/31/2021

		Total
Expenditures		
Training		
Wages - WE/Internship	60500	129,198.48
SS Tax - WE/Internship	60510	8,417.46
MC Tax - WE/Internship	60520	1,901.17
WC - WE/Internship	60530	2,090.04
Total Training		141,607.15
Total Expenditures		141,607.15

SELACO WDB
Statement of Functional Expenses - 02 WIOA Career Services

From 7/1/2021 Through 8/31/2021

(In Whole Numbers)

		Core / Basic Services	Intensive / Individualized Services	Follow-Up Services	Total
Expenditures					
Personnel					
Salaries & Wages	50100	19,317	12,985	6,079	38,381
Social Security Tax	50200	2,682	1,762	917	5,360
Medicare Tax	50210	627	412	214	1,254
Workers Comp - Staff	50220	408	279	145	833
UI & ETT Taxes	50250	95	22	12	130
Employee Benefits	50300	10,069	6,428	4,016	20,513
Employer 403(B) Contributions	50403	3,459	1,939	1,062	6,459
Total Personnel		36,657	23,828	12,445	72,930
Non-Personnel					
Mileage	51100	8	4	3	14
Conferences/Staff Development	51200	495	40	0	535
Rent	52100	11,696	7,429	4,630	23,755
Telephone	52200	973	456	271	1,700
Office Equipment	52330	81	48	24	153
Leased Equipment	52350	179	87	57	323
Repair & Maintenance	52360	108	66	33	207
Outreach/Recruitment	53300	112	0	0	112
Office Supplies	53400	253	183	78	514
Subscriptions/Dues/Memberships	53600	849	461	264	1,574
Insurance	53900	2,331	1,336	985	4,652
Professional Services	54100	0	0	0	0
Total Non-Personnel		17,085	10,111	6,344	33,539
Total Expenditures		53,742	33,938	18,789	106,470

SELACO WDB
Statement of Functional Expenses - 02 WIOA Business Services
 From 7/1/2021 Through 8/31/2021
 (In Whole Numbers)

		Total
Expenditures		
Personnel		
Salaries & Wages	50100	15,805
Social Security Tax	50200	1,850
Medicare Tax	50210	433
Workers Comp - Staff	50220	275
UI & ETT Taxes	50250	232
Employee Benefits	50300	5,031
Employer 403(B) Contributions	50403	1,713
Total Personnel		25,339
Non-Personnel		
Mileage	51100	16
Conferences/Staff Development	51200	120
Rent	52100	5,814
Telephone	52200	427
Office Equipment	52330	57
Leased Equipment	52350	90
Repair & Maintenance	52360	72
Outreach/Recruitment	53300	237
Office Supplies	53400	203
Subscriptions/Dues/Memberships	53600	479
Insurance	53900	1,045
Total Non-Personnel		8,559
Total Expenditures		33,898

SELACO WDB
Statement of Functional Expenses - Other Program Costs
 From 7/1/21 through 8/31/21

	Employment Training Panel	WIOA Youth	WIOA Rapid Response / Lay-Off Aversion	WIOA Special Project (AA)	Transitional Subsidized Employment (TSE)	Other Funds	Total
Personnel							
Salaries & Wages	7,127	9,222	7,547	-	2,617	15,093	41,605
Payroll Taxes/WC	1,107	1,514	1,007	-	383	1,952	5,963
Employee Benefits	2,526	5,243	3,160	-	1,121	7,327	19,376
Total Personnel	10,760	15,978	11,714	-	4,122	24,371	66,944
Non - Personnel							
Mileage	-	28	2	-	-	85	116
Conferences/Staff Development	-	-	-	15	-	-	15
Meeting Expenses	-	-	-	-	-	-	-
Rent/Utilities	2,170	4,839	2,569	-	869	6,856	17,303
Telephone	120	314	173	-	55	418	1,080
Furniture/Equipment	26	99	59	-	9	74	268
Repair & Maintenance	4	42	6	-	2	15	69
Outreach/Recruitment	-	-	-	-	-	-	-
Supplies	30	99	64	33	8	50	284
Subscriptions & Dues	145	298	166	-	38	281	928
Insurance	436	995	554	-	110	1,167	3,262
Consulting	-	-	-	-	-	-	-
Legal Payments	-	-	-	-	-	-	-
Total Non-Personnel	2,932	6,714	3,594	47	1,091	8,945	23,323
Total Expenditures	13,692	22,692	15,307	47	5,213	33,317	90,268

SELACO WDB
Statement of Functional Expenditures
From 7/1/21 through 8/31/21

<u>Line Item Description</u>	<u>Current Period Actual</u>	<u>Proposed Budget</u>	<u>Budget Variance</u>	<u>Total Budget Remaining (%)</u>
PERSONNEL COSTS				
Salaries/Wages	118,087	2,174,541	2,056,455	94.6%
Payroll Taxes/WC	20,481	202,556	182,076	89.9%
Employee Benefits	66,475	572,664	506,190	88.4%
TOTAL PERSONNEL COSTS	205,042	2,949,762	2,744,720	93.0%
NON-PERSONNEL COSTS				
Mileage	169	10,000	9,831	98.3%
Conference/Staff Development	971	75,000	74,029	98.7%
Meeting Expenses	-	7,500	7,500	100.0%
Rent/Utilities	58,804	340,396	281,592	82.7%
Telephone	3,971	24,000	20,029	83.5%
Furniture & Equipment	1,132	20,000	18,868	94.3%
Repair & Maintenance	978	17,000	16,022	94.2%
Outreach/Recruitment	349	15,000	14,651	97.7%
Supplies	2,288	55,000	52,712	95.8%
Subscriptions/Dues/Memberships	5,048	54,000	48,952	90.7%
Insurance	11,267	34,000	22,733	66.9%
Professional Fees	463	150,000	149,538	99.7%
Legal Fees	-	25,000	25,000	100.0%
Interest Expense/Miscellaneous	520	6,000	5,480	91.3%
TOTAL NON-PERSONNEL COSTS	85,960	832,896	746,936	89.7%
TOTAL IN-HOUSE COSTS	291,002	3,782,658	3,491,656	92.3%
TRAINING & SUPPORT SERVICES				
Vendor Training Payments				
AB1111 Initiative: Breaking Barriers to Empl	0	51,088	51,088	100.0%
Employment Training Panel (ETP)	0	261,333	261,333	100.0%
LA County - Homeless Initiative (Measure H)	0	29,000	29,000	100.0%
Prison to Employment (P2E)	0	24,125	24,125	100.0%
Workforce Accelerator Fund (WAF 9.0)	0	88,800	88,800	100.0%
WIOA Adult	6,795	359,655	352,860	98.1%
WIOA Dislocated Workers	0	179,286	179,286	100.0%
WIOA Youth	10,833	119,202	108,370	90.9%
WIOA SP Covid19 Response	0	56,935	56,935	100.0%
Non-WIOA Training Expenditures	0	246,500	246,500	100.0%
Subtotal	17,628	1,415,924	1,398,296	98.8%

SELACO WDB
Statement of Functional Expenditures
From 7/1/21 through 8/31/21

<u>Line Item Description</u>	<u>Current Period Actual</u>	<u>Proposed Budget</u>	<u>Budget Variance</u>	<u>Total Budget Remaining (%)</u>
Cost Reimbursements / Contracted Services				
AB1111 Initiative: Breaking Barriers to Empl	2,347	25,218	22,871	90.7%
Day Care Pre-School / Renovation	200,344	2,832,939	2,632,595	92.9%
Employment Training Panel (ETP)	0	15,000	15,000	100.0%
Gateway Cities' Homeless Employment Prg	0	2,400	2,400	100.0%
LA County - Youth @ Work	0	755,915	755,915	100.0%
LA County - Homeless Initiative (Measure H)	0	10,000	10,000	100.0%
LA County - Prob Invest	23,748	120,050	96,302	80.2%
WIOA Youth	0	300,000	300,000	100.0%
WIOA SP Covid19 Response	0	762	762	100.0%
WIOA One-Stop Operator	0	40,000	40,000	100.0%
WIOA Security Guard	0	31,130	31,130	100.0%
Subtotal	<u>226,439</u>	<u>4,133,414</u>	<u>3,906,975</u>	<u>94.5%</u>
Work Experience / Skillz Menu Program				
Downey's USD MADE Career Initiative	136,271	136,271	0	0.0%
LA County - Youth @ Work	0	70,850	70,850	100.0%
LA County - Homeless Initiative (Measure H)	0	25,500	25,500	100.0%
Prison to Employment (P2E)	3,769	10,686	6,918	64.7%
WIOA Adult	0	30,000	30,000	100.0%
WIOA Dislocated Workers	0	30,000	30,000	100.0%
WIOA Youth	1,568	185,638	184,071	99.2%
Subtotal	<u>141,607</u>	<u>488,945</u>	<u>347,338</u>	<u>71.0%</u>
Training Supplies				
Prison to Employment (P2E)	0	845	845	100.0%
WIOA Adult	0	5,000	5,000	100.0%
WIOA Dislocated Workers	0	5,000	5,000	100.0%
WIOA Youth	0	2,000	2,000	100.0%
Subtotal	<u>0</u>	<u>12,845</u>	<u>12,845</u>	<u>100.0%</u>
Direct Support Payments				
AB1111 Initiative: Breaking Barriers to Empl	0	581	581	100.0%
LA County - Youth @ Work	0	3,500	3,500	100.0%
LA County - Homeless Initiative (Measure H)	0	6,500	6,500	100.0%
Prison to Employment (P2E)	492	1,785	1,293	72.4%
WIOA Adult	3,371	30,000	26,629	88.8%
WIOA Dislocated Workers	3,339	30,000	26,661	88.9%
WIOA Youth	0	25,000	25,000	100.0%
Subtotal	<u>7,202</u>	<u>97,366</u>	<u>90,164</u>	<u>92.6%</u>
TOTAL TRAINING & SUPPORT SVCS	<u>392,876</u>	<u>6,148,495</u>	<u>5,755,619</u>	<u>93.6%</u>
GRAND TOTAL	<u>683,878</u>	<u>9,931,153</u>	<u>9,247,275</u>	<u>93.1%</u>

SELACO WDB
Balance Sheet
August 31, 2021

	Day Care & Day Care Facilities Revolving Funds	Employment Training Panel (ETP)	Transitional Subsidized Employment (TSE)	WIOA Adult	WIOA Dislocated Workers	WIOA Youth	WIOA Rapid Response	WIOA Special Projects	Other Grants	General Funds	Pools	Total
Assets												
Cash & Cash Equivalents	1,572,251	(4,906)	18,495	(73,244)	(50,074)	(54,954)	(12,083)	(476)	192,352	182,053	6,792	1,776,205
Petty Cash	-	-	-	-	-	1,000	-	-	-	-	2,000	3,000
Accounts Receivable	11,935	138,386	8,400	-	-	-	-	5,416	33,303	-	4,792	202,233
Deposit	9,100	-	-	-	-	-	-	-	-	-	20,238	29,338
Due from Other Fund	-	-	-	-	-	(16,330)	-	-	-	249,204	-	232,874
Fixed Assets	1,005,713	-	-	-	-	-	-	-	-	-	-	1,005,713
Accumulated Depreciation	(963,948)	-	-	-	-	-	-	-	-	-	-	(963,948)
Total Assets	1,635,051	133,480	26,895	(73,244)	(50,074)	(70,284)	(12,083)	4,940	225,655	431,258	33,821	2,285,414
Liabilities and Net Assets												
Liabilities												
Accounts Payable	304,048	277,570	-	2,816	(660)	-	-	5,416	410,600	-	638	1,000,428
Accrued Expenses	-	-	-	-	-	-	-	-	2,473	-	-	2,473
Due to CDE	9,100	-	-	-	-	-	-	-	-	-	-	9,100
Due to EDD	-	-	-	-	-	1,000	-	-	-	-	26,115	27,115
Due to Vendors (ETP)	-	-	-	-	-	-	-	-	(150)	-	-	(150)
Due to Other Fund	10,801	99,320	5,349	-	-	-	-	-	133,734	-	(16,330)	232,874
Payroll Clearing	-	-	-	-	-	-	-	-	-	-	23,399	23,399
Revenues Received in Advance	887,526	-	8,888	-	-	(16,330)	-	-	37,008	-	-	917,091
Total Liabilities	1,211,475	376,891	14,237	2,816	(660)	(15,330)	-	5,416	583,664	-	33,821	2,212,330
Net Assets												
Current YTD Net Income Unrestricted	356,144	(275,075)	(8,794)	(70,854)	(49,414)	(54,954)	(12,083)	(476)	(372,729)	(226)	-	(488,462)
	67,431	31,665	21,452	(5,206)	-	-	-	-	14,720	431,484	-	561,546
Total Net Assets	423,576	(243,410)	12,658	(76,060)	(49,414)	(54,954)	(12,083)	(476)	(358,009)	431,258	-	73,084
Total Liabilities and Net Assets	1,635,051	133,480	26,895	(73,244)	(50,074)	(70,284)	(12,083)	4,940	225,655	431,258	33,821	2,285,414



Program Operations Report

SECOND REPORT

JULY 1, 2021 – AUGUST 30, 2021

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PURPOSE

The Southeast Los Angeles County Workforce Development Board (SELACO WDB) respectfully submits the eighth Program Operations Report for the program year 2020-2021. This report reflects the various grants and services offered to our local job seekers and employers. This report includes information on America's Job Center of California Activity, Adult Programs, Youth Programs, Employer Services, Special and Regional Programs. The report will reflect performance and activity requirements of our funding entities.

Accelerator Fund Creates Opportunities in the Medical Field

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

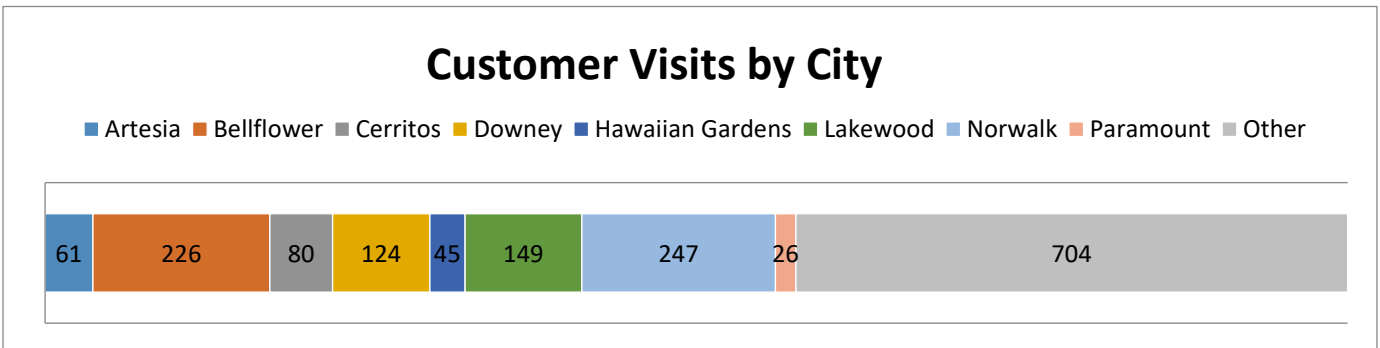
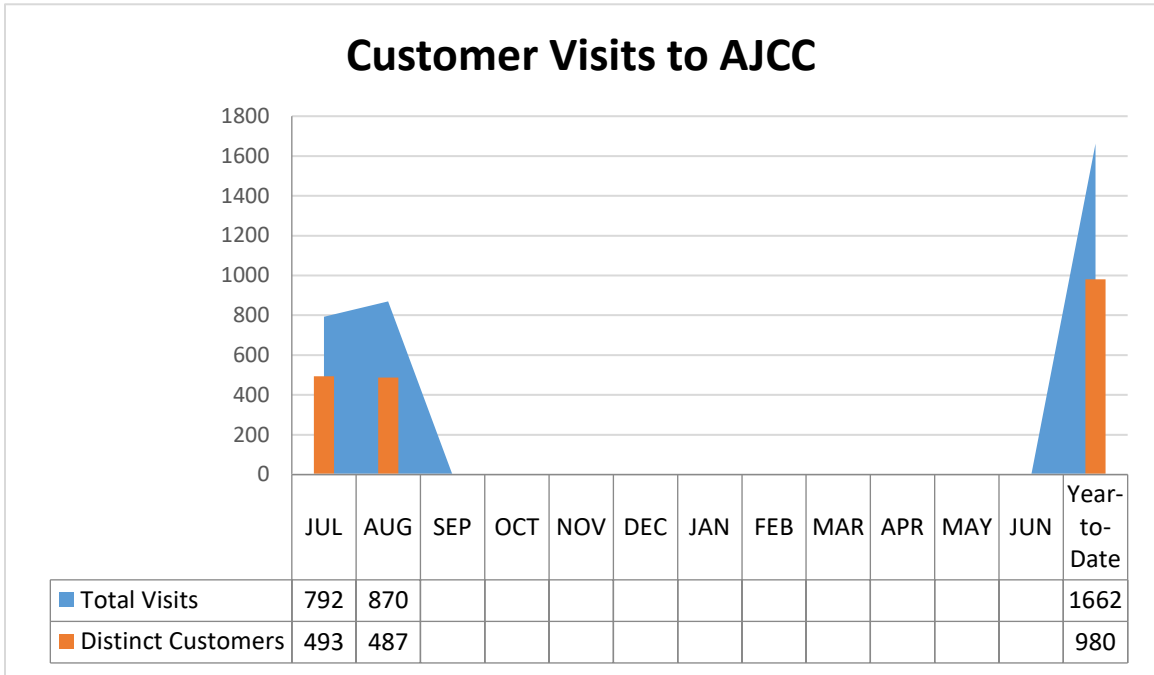
The project will allow individuals to obtain multiple certifications, increase their marketability, and expand their skillsets to a wider range of positions with a higher opportunity for promotional advancement. The increases in starting wages, will allow participants more financial flexibility and the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

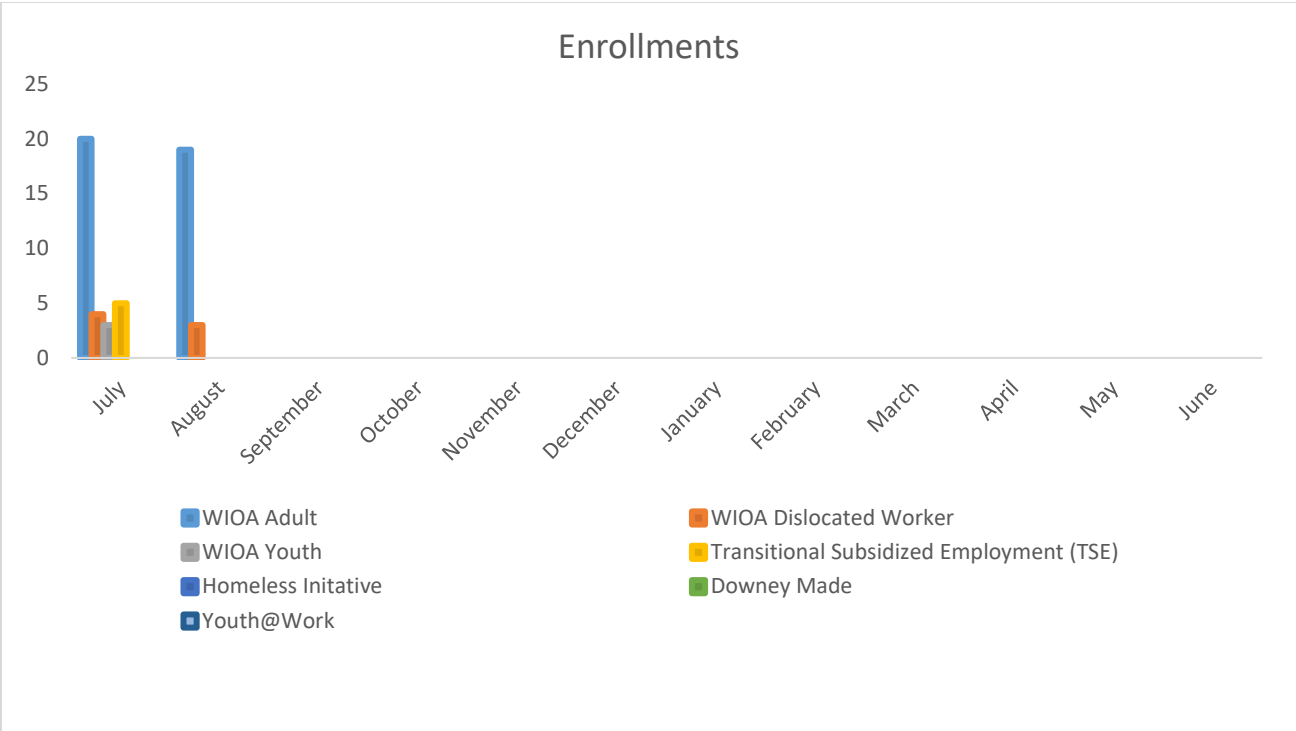
To learn more about the program and how to apply for training please contact Renee Fakhfoury or Anna Leon (562) 402-9336.

IN-THE-KNOW WITH SELACO

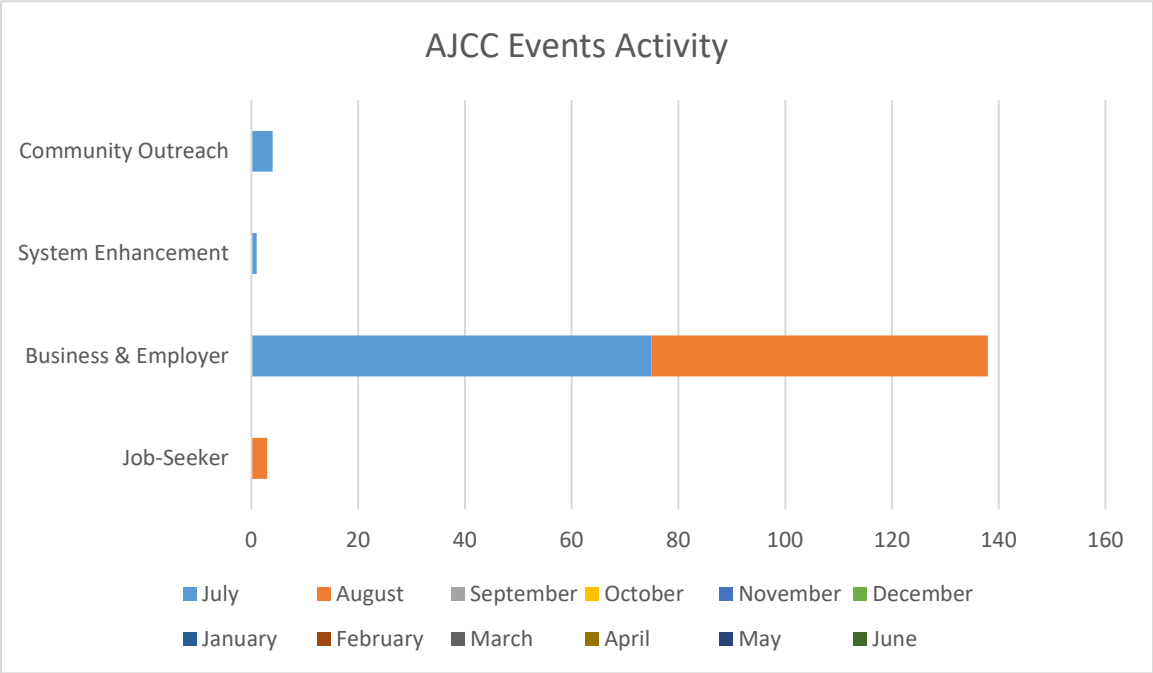
“In-the-Know with SELACO” is the name of the SELACO WDB Constant Contact company newsletter. Our newsletter is published quarterly and features articles highlighting recent activities and events including board and community engagement, special programs and success stories. Constant Contact also allows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

CAREER SERVICES





EVENTS



ADULT JOB SEEKER PROGRAMS

EVENTS

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.
Crothall Recruitment	In person job fair recruitment
SYSTEM ENHANCEMENT EVENTS	DESCRIPTION
System Management Team Meeting (SMT)	WIOA Partner meeting facilitated by One Stop Operator; to align service delivery, enhance service delivery, and quality control at AJCC.
SMT Symposium	The SMT hosted a symposium for 150 of their staff to virtually meet each other and educate each other on the services provided through the SELACO SMT partnerships.
Partnership Meetings	
OUTREACH EVENTS	DESCRIPTION
Learn for Life (L4L) Alma Family Services	SELACO hosted a virtual recruitment event for L4L and Alma Family Services staff, where they were informed on CATS and its goal
Downey Adult School	Presented SELACO services to prospective DAS students
CWA – AB1111 Peer Learning Community	SELACO staff spoke with fellow AB1111 grantees to gain knowledge on their experience.

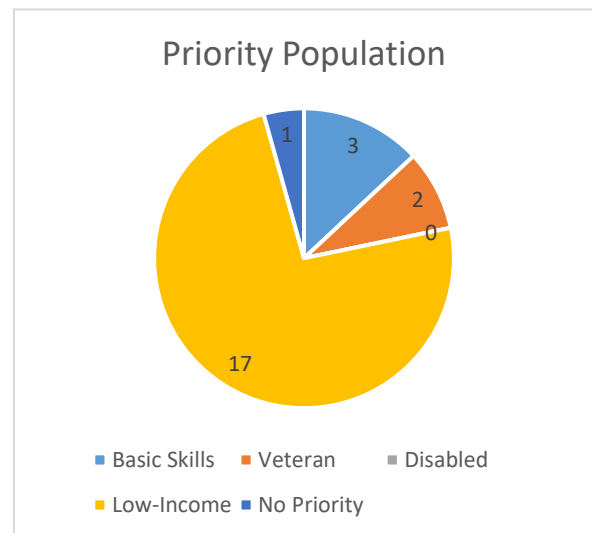
WIOA ADULT

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

WIOA PERFORMANCE INDICATORS PER QUARTER

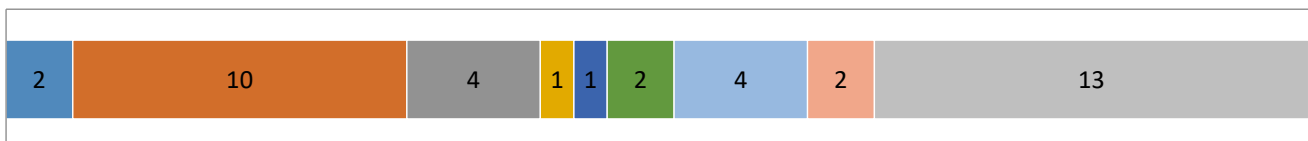
Performance Measure	Negotiated PY 21/22
Employed 2 nd Quarter after Exit	TBD
Employed 4 th Quarter after Exit	TBD
Measurable Skills Gain	TBD
Credential Rate	TBD
Median Wage	TBD

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



WIOA Adult Enrollment by City

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



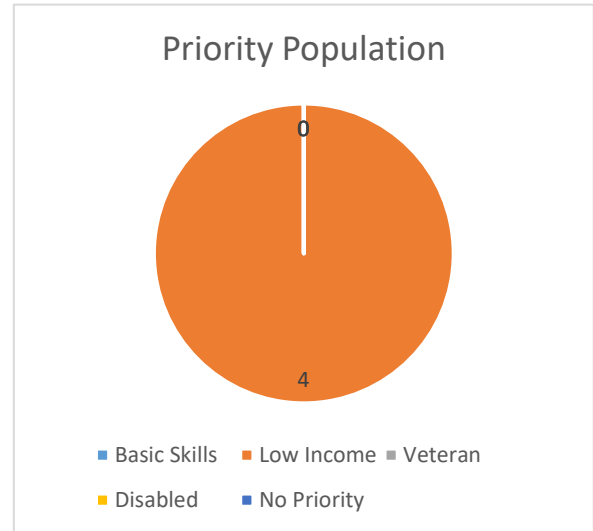
WIOA DISLOCATED WORKER (DW)

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

WIOA PERFORMANCE INDICATORS PER QUARTER

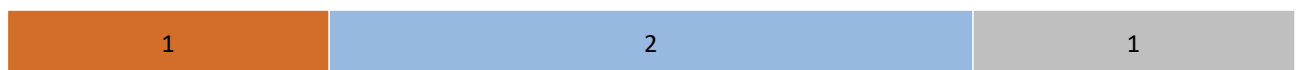
Performance Measure	Negotiated PY 21/22
Employed 2 nd Quarter after Exit	TBD
Employed 4 th Quarter after Exit	TBD
Measurable Skills Gain	TBD
Credential Rate	TBD
Median Wage	TBD

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



WIOA DW Enrollment by City

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



TRANSITIONAL SUBSIDIZED EMPLOYMENT (TSE)

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

TSE PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Planned	Actual
Carry Over	50	45
New Enrollment	85	11
Placements		11
Retention		

TSE WEX PLACEMENT BY CITY

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



HOMELESS INITIATIVE

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

HOMELESS INITIATIVE PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Planned	Actual
New Enrollment	15	3
Exits		1

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

Homeless Initiative Enrollment by City

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

3

WIOA YOUTH

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

WIOA PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Negotiated PY 20/21	Q1 PY 20/21	Q2 PY 20/21	Q3 PY 20/21
Employed or Placed in Education 2 nd QT after Exit	62.9%	54.5%	71.4%	27.8%
Employed or Placed in Education 4 th QT after Exit	68.0%	47.6%	50.0%	63.6%
Measurable Skills Gain	56.4%	50.0%	58.1%	74.1%
Credential Rate	39.0%	37.5%	55.9%	80.0%
Median Wage	\$3,610	\$3,348.20	\$7,238.74	\$3,869.97

Out-of-School Activity Breakdown	Actual
Carryover	36
Enrollments	3
Exits	0
Program Services	
Training	2
Work Experience/OJT	0
Supportive Services	5

WIOA Youth Enrollment By City

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



YOUTH@WORK

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

YOUTH@WORK ENROLLMENT GOALS

Agency	CalWORKS		Foster		JJCPA		Other Under Served Youth (OUSY)		System Involved Youth (SIY)		TOTAL	
	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual
City of Hawaiian Gardens	28						26		26		80	
SELACO			23		12						35	
ABCUSD	92						124		17		233	

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

Progress	CalWORKS	Foster	JJCPA	OUSY	SIY	Total
Enrollments						
Exits						

BRIDGE TO WORK

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

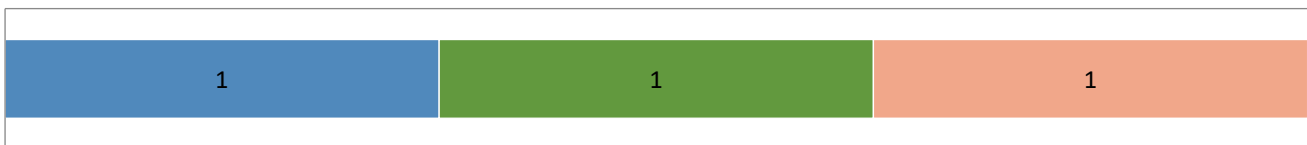
BRIDGE TO WORK PERFORMANCE INDICATORS PER QUARTER

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

Program Services	
Work Experience (WEX)	3

Bridge to Work Enrollment by City

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



BUSINESS SERVICES

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

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

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



EMPLOYER TRAINING PANEL (ETP)

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

Eligible Training Panel (ETP)		
ET-20-0219 (Contract Term: 2019-2021)		
	Planned	Actual
Enrollments	TBD	
Completions	TBD	
Retention	TBD	

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

SPECIAL AND REGIONAL PROGRAMS

CHILD DEVELOPMENT PROGRAM

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

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

COUNCIL OF GOVERNMENTS (COG) - HOMELESS EMPLOYMENT PROGRAM

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

The role of each partner:

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

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

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

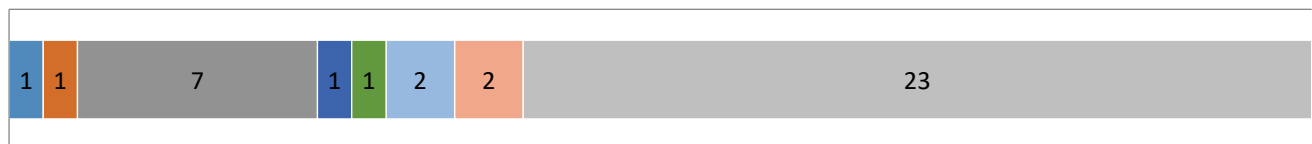
- Co-enrollment into WIOA
- Career planning
- Development of Individual Employment Plans that may include paid work experience, vocational training, On-the-Job training, and/or placement into full time employment
- Ongoing Case Management
- Follow-Up services for one year after exit

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

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

COG Home Enrollment by City

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



GLOSSARY OF TERMS


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



MEMORANDUM

DATE: 9/23/21

TO: SELACO WDB Board of Directors'

FROM: Yolanda Castro, Executive Director 

RE: Implementing Phase II of the SELACO WDB Updated Organizational Chart

At the May 28, 2020, SELACO WDB Board meeting, the Board Members approved the attached Organizational Chart which initiated the move in a direction that creates two Deputy Director positions and three Managers. The change in the organizational structure eliminates the need for Department Directors. See the attached May 28th Board memo and minutes.

Following Board approval of the revised organizational chart three departments (Fund Development, IT/Facilities and Business Services) were merged allowing for the assignment of a Deputy Director of Administrative and Business Services, a Business Services Manager and a Manager for our Employment and Training Program (ETP). In December 2021, our Director of Career Services, Anna Leon, will be retiring. Upon Ms. Leon's retirement, I am prepared to move forward with Phase II of the revised organizational chart. Phase II will merge the Departments of Career Services and Policy, Compliance and Strategic Partnerships. The merging of these departments will result in:

1. The hiring of a Deputy Director of Program Operations – See attached Job Description.
2. Eliminate the positions of Director of Career Services and Director of Policy, Compliance and Strategic Partnership.
3. Puts in place a Manager of Policy, Compliance and Contracts.

As identified in the May 2020 Board memo the objective of implementing two Deputy Director positions was at the direction of the SELACO Policy/WDB HR Committee who expressed a need to clearly define who is in charge in my absence, and to support the development of a succession plan. It is anticipated that with two Deputy Directors in place there is the potential that one of these candidates will be suitable to move into the Executive Director position at the time your current Executive Director retires.


With two Deputy Directors (DD) in place I will initiate the process of exposing the Deputy Directors to various functions of my responsibilities to prepare them as potential candidates to take over my position when the time comes. The selection of the next Deputy Director is essential and requires not only workforce knowledge but also demonstrated skills in personnel management, strategic planning, and partner collaboration. Considering how essential this selection is to the agency, I will be returning next month with the process I will follow in implementing the selection process.

Action Required:

Approve the attached job description to initiate the recruiting process for a Deputy Director of Program Operations and implementation of Phase II Organizational Chart.



MEMORANDUM

DATE: May 28, 2020
TO: SELACO WDB Board of Directors
FROM: Yolanda Castro, Executive Director 
RE: Approval of Updated Organization Chart

In 2015, the SELACO WDB approved an organization structure that eliminated the existing Deputy Director Role and created five Director positions:

- Director of Fund Development
- Director of Finance
- Director of Policy, Compliance and Strategic Planning
- Director of Career Services
- Director of Business Services

The above positions were filled by existing managers who had demonstrated skills and potential for building their capacity for organizational oversight. The organizational change also created five Administrator roles:

- Program Administrator of External Communication Skills Development
- Program Administrator of Career Services
- Program Administrator of Business Services
- Program Administrator for Employment Training Panel (ETP)
- Program Administrator of Fiscal
- Program Administrator of MIS/Compliance

These Administrative positions were filled by individuals who had demonstrated the potential to move into leadership. The objective of the Administrator role was to expose front line workers, with the potential to lead, to the responsibility of management and assess their potential to move into future manager/director roles.

The above changes were made in the spirit of succession planning, a key objective given to me when hired as Executive Director. Operating under this structure, I have seen staff develop and strengthen their leadership potential.

While the existing structure allowed me to grow staff and assess the potential for greater responsibility in the organization, it had its challenges. One challenge was too much overlap of authority and difficulty in leverage resources. A second challenge was that it was difficult for staff and the board members to assess who is in charge of the overall

organization when I am on vacation or away for an extended period of time. The third challenge was that funding did not allow for adequate staffing of the various departments.

At the January board meeting, in closed session, I reviewed the goals set for me as part of my annual review and the Policy/WDB Personnel Committee's desire for identifying a second in command. To meet this objective, I presented an organizational structure that supports a move towards the merging of departments and once again creating two deputy directors and three additional manager positions. They are:

- Deputy Director of Administrative and Business Services
- Deputy Director of Program Operations
- Business Services Manager
- Fiscal Manager
- Manager of Contracts, Policy, and Compliance.

With the departure of Marjean Clements, we are currently in the position to move forward with the merging of Fund Development and Business Services. Creating the first Deputy Director position, Deputy Director of Administrative and Business Services. This Deputy Director position will oversee all Business-Related Services (WIOA, ETP, and special non-WIOA projects like TSE), IT and facilities oversight, and management. Also, the person in this role will be second in command in the event I become unavailable for any period of time.

With the approval of the proposed organizational structure (see attachment I), I will appoint Kay Ford as the Deputy Director of Business and Administrative Services, she currently serves as the Director of Fund Development overseeing ETP, facilities and IT activity. Mrs. Ford's education, experience serving non-profit organizations, and demonstrated skills as an employee of the SELACO WDB makes her the most suited to take on the first Deputy Director role.

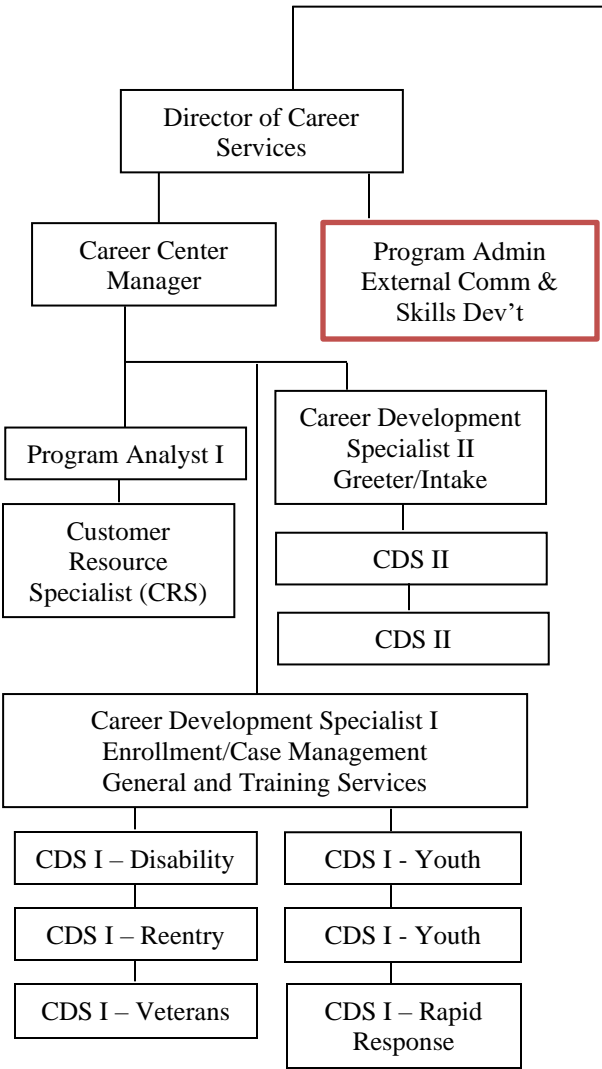
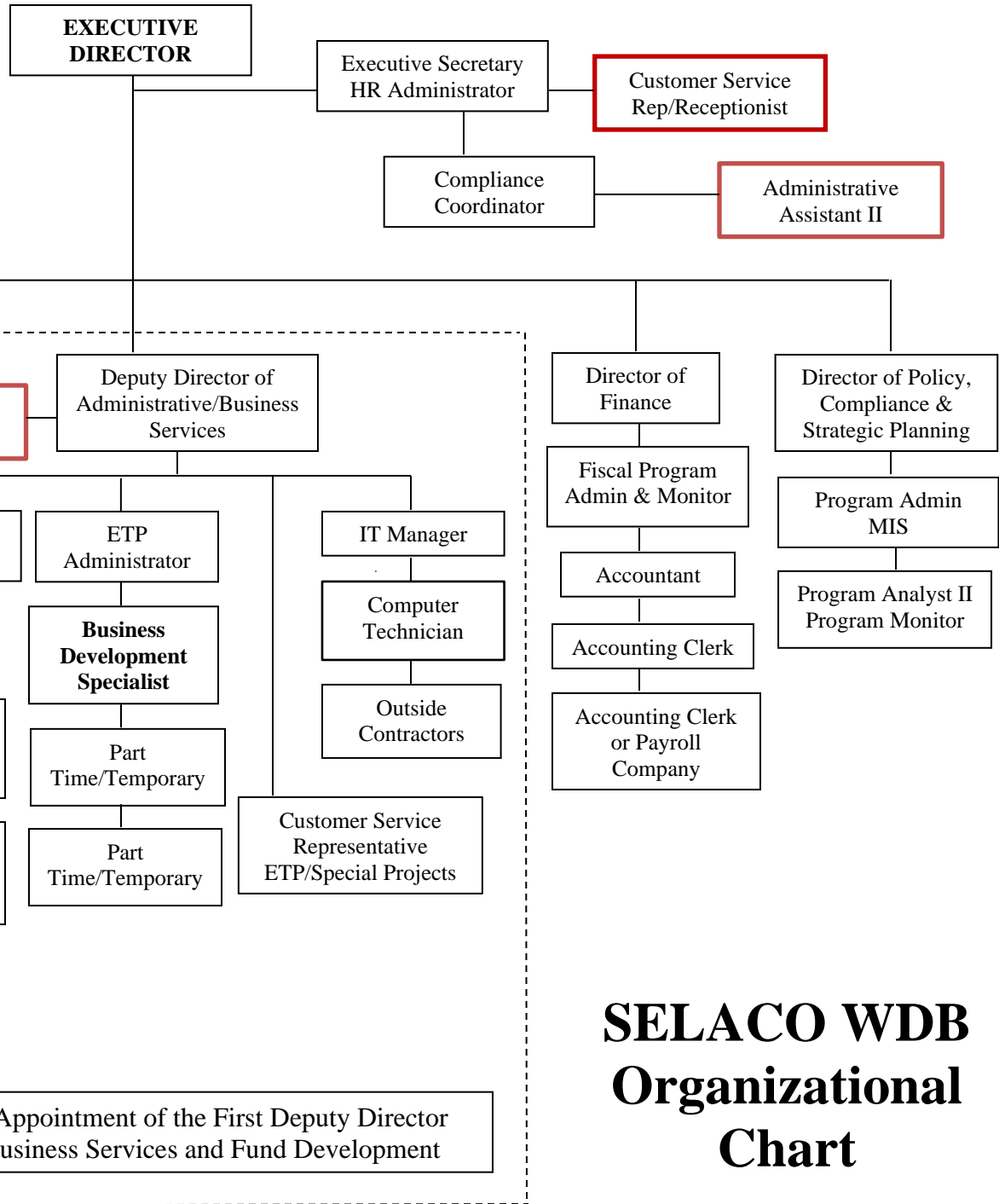
Also, Ben Sandoval who served as Program Administrator of WIOA Business Services will be affirmed as the Business Services Manager. Mr. Sandoval is currently serving as Interim Business Services Manager and already making significant changes in enhancing services to businesses in our region.

The Deputy Director of Program Operations and pending manager positions will be addressed as existing personnel leave their roles and/or funding supports the transition. I anticipate that these positions will all be in place by the 2021-22 program year (July 1, 2021).

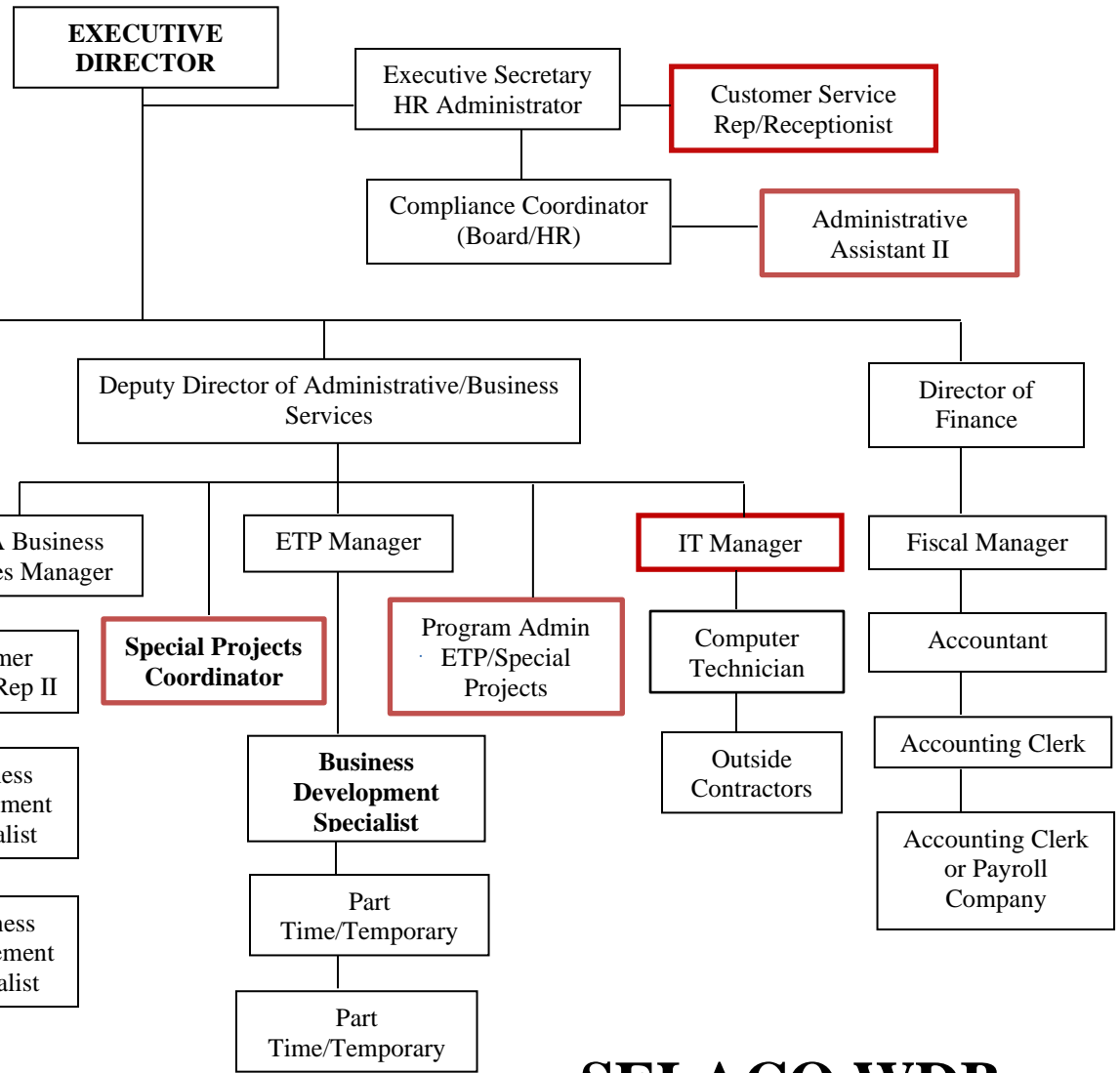
At the July Board meeting, I will bring forward revised job descriptions and a proposed salary scale that supports the attached organizational structure.

Action Required:

Approve the attached organizational chart and authorize the Executive Director to fill the appropriate positions as existing personnel changes occur, such as retirement or voluntarily leave and/or funding supports the proposed changes.



SELACO WDB Organizational Chart



Program Administrator External Comm & Skills Dev't

Career Development Specialist (CDS) I Enrollment/Case Mgmt General & Trng Svcs

CDS I - Youth

CDS I - Youth

CDS I - Reentry

CDS I - Disability

CDS I - Veterans

CDS I - Rapid Response

Program Analyst I

Customer Resource Specialist (CRS)

Career Development Specialist (CDS) II Greeter/Intake

CDS II

CDS II

Analyst II Monitor
Youth Service Providers - In School Programs

Customer Service Rep II

Business Engagement Specialist

Business Engagement Specialist

Special Projects Coordinator

Program Admin ETP/Special Projects

Business Development Specialist

Part Time/Temporary

Part Time/Temporary

Computer Technician

Outside Contractors

Accountant

Accounting Clerk

Accounting Clerk or Payroll Company

Phase II- Appointment of Deputy Director of Operations
Merges Compliance and WIOA Program Operations

SELACO WDB Organizational Chart

Target Date 7/1/2021

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

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

May 28, 2020

3:00 PM

SELACO WDB
VIA Zoom

CALL TO ORDER

The meeting of the Executive Committee and FULL WDB Board of Directors' was called to order by Aaron Drake, Chair at 3:00 p.m.

PLEDGE OF ALLEGIANCE

Board Member Aaron Drake led the Pledge of Allegiance.

ROLL CALL

WDB BOARD DIRECTORS PRESENT

Dameron, Mark	Derthick, Joseph
Drake, Aaron	Espitia, Ben
Gomez, Belle	Levine, Barbara
Lugo, Julia	Nam, Leila
Patel, Vijay	Pathak, Pino
Polley, Tracy	Turrubiartes, Maria
Uttecht, Greg	Wehage, Larry

WDB BOARD DIRECTORS ABSENT

Butani, Dilip	Cornejo, Jackie
Gutierrez, Liza Marie	Macia, Elia
Rapue, Judith	

WDB BOARD DIRECTORS EXCUSED

Castellanos, Allison	Kucera, Kevin
Saucedo-Garcia, Cristina	Todd, Sharon

SELACO WDB STAFF PRESENT:

Castro, Yolanda	Cardona, Jefferson
Coronel, Corina	Davis, Carol
Diep, Chau	Ford, Kay
Ferranti-Lansdown, Tammy	Flores, Monica
Leon, Anna	Michel, Sandra

MEMBERS OF THE PUBLIC PRESENT:

Girdner, Stacey – SELACO One Stop Operator
Jewik, Richard
Joseph, Jack – Policy Board Administrator
Wood, Jeff – Policy Board Chair

PUBLIC COMMENTS

None

CHAIR'S COMMENTS

Jeff Wood, Policy Board Chair expressed his appreciation of those who serve on the SELACO WDB Board. He introduced Peggy Lemons as the new Policy Board Member representing the City of Paramount. The SELACO service area is now eight cities strong. Mr Wood thanked Supervisor Janice Hahn and staff member Lynda Johnson in helping to move Paramount to the SELACO area.

Yolanda Castro thank Jeff Wood for his leadership on the Policy Board.

EXECUTIVE DIRECTOR'S MESSAGE/UPDATE/STAFF REPORT

Yolanda Castro thank Jeff Wood for his leadership on the Policy Board.

All eight cities have approved the Joint Powers Agreement and Resolutions to include the City of Paramount. Mrs. Castro and Jack Joseph met with Paramount to discuss the selection of board members to serve on the WDB Board. The SELACO Business Engagement Team is currently working with the City of Paramount.

In one month SELACO has received fifty-seven WARN notices. There has been over three hundred thousand unemployment claims for EDD.

Mrs. Castro applauds her SELACO team for moving from face to face meeting to virtual meetings during the pandemic. The phrase "SELACO Strong" has been adopted by staff through these trying times.

Staff is working with the State to return DEA grant funds due to COVID.

SELACO is currently looking to hire for several positions. Job announcements will be sent to the board.

CONSENT CALENDAR

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

1A. Approval of Minutes: March 26, 2020

1B. Approval of Fiscal Reports for Periods: 07/01/19 – 04/30/20

1C. Approval of Program Report for: 07/01/19 – 04/30/20 (Receive and file)

ACTION ITEM(S)

2. Ratify the Executive Committee's Approved Action Item from the March 31, 2020 SPECIAL Executive Committee Meeting

A motion was made by Larry Wehage to Ratify the Approval of the Executive Committee action item on March 31, 2020:

- 1) Administrative Updates/Corrections for SELACO's 403(b) Plan

Seconded by Vijay Patel. With no further discussion, motion carries to approve.

3. Ratify the Executive Committee's Approved Action Items form the May 6, 2020 SPECIAL Executive Committee Meeting:

A motion was made by Joseph Derthick to Ratify the Approval of the Executive Committee action item on May 6, 2020:

- 1) Downy MADE Project

Seconded by Pino Pathak. With no further discussion, motion carries to approve.

A motion was made by Joseph Derthick to Ratify the Approval of the Executive Committee action item on May 6, 2020:

- 2) State Support Services Grant for \$350,000 to Support Dislocated Workers

Seconded by Tracy Polley. With no further discussion, motion carries to approve.

A motion was made by Joseph Derthick to Ratify the Approval of the Executive Committee action item on May 6, 2020:

- 3) State Emergency Advance Assistance Grant for \$900,500 to Support Job Seekers and Businesses

Seconded by Vijay Patel. With no further discussion, motion carries to approve.

4. Request on Spending Authority for Fiscal Year 2020-21

A motion was made by Joseph Derthick to Approve the request on spending authority until the new budget is approved. Seconded by Pino Pathak. With no further discussion, motion carries to approve.

5. Approval to Procure an Outside Payroll Agency

A motion was made by Joseph Derthick to Authorize Executive Director to pursue a procurement process that will identify and secure the most suitable payroll company capable of meeting our payroll needs. Seconded by Tracy Polley. With no further discussion, motion carries to approve.

6. Approval to Award a Contract for One-Stop Operator Services

A motion was made by Vijay Patel to:

Approve the Executive Director to negotiate and execute a four (4) year contract with the Praxis Group to serve as the One Stop Operator for the Southeast Los Angeles County Workforce Development Board.

Approve a budget not to exceed \$25,000 per contract year for deliverables established under the One Stop Operator's negotiated Scope of Work (SOW).

Seconded by Mark Dameron. With no further discussion, motion carries to approve.

7. Approval of Updated Organization Chart

A motion was made by Joseph Derthick to Approve the attached organization chart and authorize the Executive Director to fill the appropriate positions as existing personnel changes occur, such as retirement or voluntarily leave and/or funding supports the proposed changes. Seconded by Barbara Levine. With no further discussion, motion carries to approve.

8. Approval of "Work from Home" Stipend

A motion was made by Pino Pathak to Approve the Executive Director's recommendation to implement the proposed "Work from Home" Stipend effective March 1, 2020, to continue as long as COVID-19 Governor Ordinances are in place and staff are asked to maintain a work from home rotation schedule. Seconded by Mark Dameron. With no further discussion, motion carries to approve.

BUSINESS ADVISORY COMMITTEE REPORT

Meetings of the committee are postponed until further notice.

ACTION ITEM(S):

None

INFORMATION ITEM(S):

None

ONE STOP OPERATOR REPORT

The progress of the System Management Team (SMT) can be found on page 105 of the agenda packet. The SMT is comprised of all the mandatory partners.

ACTION ITEM(S):

None

INFORMATION ITEM(S):

None

1. Ethics Training AB1234

Page 109 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

None

BOARD MEMBER COMMENTS

Belle Gomez thank SELACO Staff for help with reverse referrals.

Joseph Derthick announced that his daughter graduated from California State University Long Beach.

Barbara Levine commended the board for moving things forward.

Yolanda Castro thanked Kay Ford and Sandra Michel for the leadership while she was out of the office battling COVID19.

POLICY BOARD ITEMS/REQUESTS

None

AGENDA REQUESTS FOR NEXT MEETING

None

CHAIR'S CLOSE

None

ADJOURNMENT OF OPEN SESSION

The meeting was adjourned at 4:37 p.m.



POSITION: Deputy Director of Program Operations

CLASSIFICATION: Exempt

SALARY: \$75,334 - \$106,863

BENEFITS: Medical, Dental, Vision, Life Insurance, 403(b) Plan

SUPERVISION AND DIRECTION:

Under the direction of the Executive Director, the Deputy Director of Program Operations (DDPO) leads and directs all job seeker-focused functions and activities within the SELACO WDB's operations. Provides oversight and directs staff assigned to the operations of SELACO WDB America's Job Centers of California (AJCCs), WIOA Youth Programs and staff assigned to MIS/Compliance and contracts management. Includes oversight of special grant programs operated under WIOA and other funding streams. DDPO functions as a liaison to the AJCC system management team, which includes all core partners of the SELACO WDB workforce system.

As one of two Deputy Directors for SELACO WDB, DDPO takes the lead in setting the direction for the assigned departments, managing and coach assigned staff, exercises sound judgment, practice effective delegation skills, accepts decision making responsibility, ensure success in meeting State mandated performance goals, ensure compliance with all Federal, State and Local directives. The DDPO is prepared to assist in leading the organization in the long-term absence of the Executive Director (ED), until the ED returns, or a new Executive Director is selected and/or assigned by the WDB board.

DEFINITION:

The DDPO oversees and manages two key departments within the SELACO WDB, the Department of Career Services and the Department of MIS/Contracts and Compliance.

The Department of Career Services is designed to assist youth, adults, and dislocated job seekers in their efforts to enter career pathways into high road employment. General responsibilities include compliance with regulations; oversight of all special projects; facilitating and leveraging services with training vendors, Workforce Innovation Opportunity Act (WIOA) mandated and non-mandated partners supporting AJCC service delivery.

The Department of MIS/Contracts and Compliance ensures compliance with major SELACO WDB programs including, but not limited to, WIOA funded programs, ensures compliance with Federal, State and Local policies and regulations.

The DDPO supports and directs staff to maintain systems for management and oversight of contracts, monitoring of program activities, performance outcomes and documentation to ensure compliance with all SELACO WDB operated programs.

FUNTIONAL DUTIES:

Supervisory:

1. Recruits and supports training of staff assigned to the delivery of services under the umbrella of the Career Services Department and MIS/Contracts and Compliance.
2. Supports/initiates team building activities and maintains effective communication among working teams and leadership.
3. Manages and oversees the supervision of the Managers, Coordinators and other staff assigned to leadership roles within the assigned departments.
4. Timely completion of staff performance reviews, including the development of corrective action plans, staff capacity building, and on-going staff mentoring.
5. Maintains regular team meetings to enhance staff awareness of project goals and objectives.
6. Effectively implements delegation practices to ensure staff growth and timely completion of tasks/projects.
7. Maintains a working knowledge of company policies as they pertain to personnel management.
8. Develops, maintains, and supervises workflow of staff to ensure timely and efficient delivery of assigned task and department objectives.
9. Maintains effective communication with support departments to ensure agency alignment in meeting operational and fiscal objectives.
10. Works closely with Fiscal and Executive Director in development of department budget and allocation of staff time.

Management of WIOA and Special Projects:

Day to day oversight and support to the team responsible for:

1. Developing and implementing effective strategies that support the training and employment of adult and youth job seekers within target sectors.
2. Maintaining effective and regular communication with Business Services Manger to ensure Career and Business services are aligned.
3. Implementing and maintaining customer outreach and communications efforts for recruitment of job seekers in need of AJCC services and special programs.
4. Leading and supporting the development, maintenance, and compliance with an AJCC Performance Operation Plan, as related to career and training services.
5. Leading and supporting the development and implementation of strategies for continuous quality improvement and human-centered design concepts within all SELACO WDB's

workforce service operations. Including the distribution, maintenance, and collection of Customer Satisfaction Surveys.

6. Supporting the coordination and delivery of partner services within the AJCCs and other access points, including, but not limited coordinating with partner management of on-site partner staff.
7. Reviewing, analyzing, and maintaining working knowledge of State/Federal directives, laws, regulations, and policies related to WIOA and other funding sources.
8. Managing and oversees the distribution and expenditure of training dollars.
9. Overseeing the distribution of support services and management of support services funds distributed to Career Development Specialist.
10. Developing and maintaining a menu of AJCC workshops and resources for enrolled customers.
11. All program related reporting requirements are met in a timely manner.
12. Addressing customer service concerns and ensures issues are resolved in an immediate and expedient manner.
13. Identifying funding opportunities and supporting grant writing activities that will enhance resources in the AJCC system.
14. Managing special grants/project requirements for recruitment, enrollment, placement, and other identified categories of performance.
15. Supporting the tracking of performance goals for WIOA formula grants and other grants programs and ensures goals are met annually.
16. Ensures representation at local and state meetings, as needed, but specifically those connected to training and job seeker services, such as PACCE and Norwalk Alliance.

MIS/Contracts and Compliance:

Day to day oversight and support to the team responsible for:

1. Overseeing the development of a master monitoring system for all programs to ensure compliance with statutory, regulatory, policy, contract, ADA compliance and other requirements for all WIOA and special projects operated under the SELACO WDB umbrella of services.
2. Ensuring that at least one on-site review is conducted per program year and ensures publication of results of desk reviews and on-site reviews in writing.
3. Providing technical assistance to contractors and in-house staff for program compliance and staff development to ensure compliance in service delivery.
4. Managing and supporting the procurement process for the agency, including the development of solicitations, review of bids and development of agreement/contracts.
5. Reviewing and processing contractor invoices for payment.
6. Managing all MIS/data tracking systems for all AJCC/WIOA/Special Project sponsored programs.
7. Preparing and submitting reports according to the funding agencies reporting requirements.
8. Preparing and developing performance level reports on a monthly/quarterly/annual basis for analysis.
9. Preparing written reports, information charts and other WDB or participant-related information as required by the State and Federal regulatory agencies, funders, WDB meetings etc.
10. Developing and recommending changes to WDB policies, systems, and procedures relative to program operations and monitoring to ensure compliance with new or revised laws, regulations, or policies.

11. Leading the implementation of the CalJOBS system across the stakeholders comprising the workforce development system that SELACO WDB leads within Southeast Los Angeles Region.
12. Developing and writing procedures and methodologies for processing eligible services for program participants.
13. Supporting the review of federal policy guidance and State directives and information bulletins and communicates key issues/concerns to agency leadership.

Establishing and Maintaining Strategic and Regional Partnership:

1. Supports efforts to ensure WIOA mandatory partners are effectively connected to the AJCC Service Delivery System.
2. Works closely with One Stop Operator and mandatory partners in evaluating and implementing opportunities for co-enrollment, leverage resources to prevent duplication of services while ensuring a holistic approach to meeting the needs of the system customer.
3. Actively supports the development of partners in the community/region who can support delivery of existing program or can assist in innovation approaches to meeting the needs of job seekers in our region.
4. Supports consistent and regular participation in local and regional partner meetings.
5. Supports implementation of key elements of the Local and Regional Workforce Plans within SELACO WDB workforce operations.
6. Oversees the integration of required partner programs and programs of other stakeholders within the operations of SELACO WDB operations.
7. Serves as principal liaison with SELACO WDB communities to promote awareness of workforce services operations.

General Responsibilities Connected to the Executive Director:

1. Supports the Executive Director in addressing agency wide issues and concerns.
2. Assist in establishing agency wide goals and objectives.
3. Participates in brainstorming sessions that address funding opportunities, fiscal management, managing resources for staff development and safety, and development of local and regional strategic plans for workforce development in our region.
4. As needed support the development of WDB agendas items.
5. Participates and supports discussion around the agency wide budget and fund development.
6. As needed represents the Executive Director at external meetings.
7. Performs related duties as assigned by the Executive Director.

QUALIFICATIONS:

- Bachelor of Arts/Science Degree with an emphasis in public administration or related field.
- Experience in the operation WIOA related services and projects is highly desirable.
- Knowledge of principles of public relations, customer service and communication to work effectively with businesses, local officials, and board of directors.
- Ability to supervise, coach train and direct a professional staff.
- Ability to facilitate and lead team discussions and strategy team building sessions.
- Ability to prioritize, organize and complete tasks independently and in a timely manner.

- Ability to prepare proposals, plans, grants, and other related tasks.
- Knowledge of data management and reporting skills
- Excellent written and oral communication skills
- Proficient computer skills in Micro Soft Office.
- Must possess a valid CA driver's license, clean driving record and proof of insurance.
Must possess a valid CA driver's license, clean driving record and proof of insurance.

APPLICATION PROCESS:

By Mail to: Workforce Development Board of Southeast Los Angeles County
10900 E. 183rd St., Suite 350
Cerritos, CA 90703

By Fax to: (562) 860-4457
ATTN: Human Resources

By E-mail to: selco@selaco.com

Deadline for Application: Open until filled.

This position is contingent upon the availability of Federal funding.


The Southeast Los Angeles County Workforce Development Board (SELACO WDB) is an Affirmative Action and Equal Opportunity Employer.



MEMORANDUM

DATE: 9/23/21

TO: SELACO WDB Board of Directors'

FROM: Yolanda Castro, Executive Director 

RE: Approval of Work from Home Policy

Following the SELACO WDB meeting of July 22, 2021, staff explored the recommendations made by members Vijay Patel and Ben Espitia in an effort to enhance our Work from Home policy and ensure there will be no legal implications as a result of implementing the policy. The following steps were taken:

1. Responding to member Ben Espitia concerns regarding Attachment B, section 1 and the number of criteria that must be met to secure authorization to work from home staff changed the section, so eligibility requirements are better clarified.
2. Executive Board Member consulted with Member Vijay Patel to assess areas of the policy that we may consider enhancing. Member Vijay Patel provide a copy of the document used by the City of Los Angeles when evaluating the potential of employee working from home. The documents were reviewed, and sections of the document were incorporated into the proposed policy.
3. The policy was reviewed by SELACO WDB HR Consultants (Michael Colitti with Hiring Done Right, LLC). The only recommendation identified was a misspelled word. The feedback from the consultant was that the document was well written and comprehensive. Consultants requested permission to share the document with their customers.
4. A final draft was forwarded to the agency attorney for review and recommended changes.

Attached you will find a copy of our original board memo and a redline version with the Attorney recommended changes.

Action Required:


Approve the Work from Home Policy as presented taking note of the changes recommended by the Attorney.



MEMORANDUM

DATE: July 22, 2021

TO: SELACO WDB Board of Directors

FROM: Yolanda Castro, Executive Director 

RE: Approval of Work from Home Policy

COVID-19 pushed SELACO WDB into a hybrid approach of service delivery. The hybrid model was applied to service delivery and offered staff the ability to work from home (WFH). Working from home was necessary for the following reasons:

1. Many of our employees were impacted with the closure of schools and childcare services.
2. Exposure to COVID-19 resulted in 14-day quarantine period regardless of the employee experiencing symptoms or not. Direct exposure was enough to require the employee to stay home. The ability to work from home prevented the need to use sick or vacation time. Not to mention their ability to continue service delivery.
3. Maximum capacity requirements impacted how many staff/customers/partners we could have on site at one given time.

The development of the hybrid model for service delivery and staff was essential in our efforts to address the unique circumstances surrounding the COVID-19 pandemic. However, there were challenges specifically, how to manage work from home assignments. Moving from a traditional work model from an office environment to working from home, caused many challenges. Specifically for managers trying to manage staff accountability and productivity. There was also the challenge between those that had to work from home, versus those who wanted to work from home because of the fear of catching COVID-19 or vulnerability due to preexisting conditions, versus those who just wanted the opportunity to spend some work time at home.

To address a reasonable approach to the various challenges and benefits of working from home, in September 2020 management secured the support of two consultants to assist us in the development of a WFH policy. The consultants met with staff to assess challenges, needs, and determine what should be considered when establishing a WFH policy/guidelines. Attachment * highlights the process, what was discovered and recommendations on what to consider when designing a policy. Investing the time to gather insight from staff and review other resources was a valuable exercise. Primarily,

because the need and/or desire to WFH was not unique to the pandemic, several staff had expressed an interest to WFH even before the pandemic, the pandemic just brought the issue to the forefront.

As we are coming out of the pandemic era and slowly bringing staff back to the office, many staff have demonstrated the ability to work from home effectively and want to continue a hybrid work model. This type of model benefits the employee that:

1. Has a long commute to work.
2. Has detailed work to focus on and needs to work without distractions.
3. Has family members that need some level of supervision during the day (children and elderly).

Over the last 16 months management has experienced the pros and cons of having staff working from home. While there are challenges, there are also many benefits, specifically staff morale. Management believes having a WFH policy that provides guidelines on who qualifies for a WFH assignment, and clearly outlines the expectations, we can successfully implement a hybrid work model.

Taking the study completed by our consultants, management has created the attached WFH policy for your review and consideration. If approved, SELACO WDB will continue to offer staff the opportunity to entertain a hybrid work assignment. See attachment *

Action Required:

Review and approve the proposed guidelines for maintaining a hybrid work model for staff who meet the guidelines and can maintain compliance with the policy presented.



Work from Home (WFH) Policy

INTRODUCTION:

Southeast Los Angeles County Workforce Development Board's (SELACOWDB) Work from Home (WFH) Policy is designed to address non-exempt employee requests to work from home. SELACO WDB supports its non-exempt employees by providing an option to work from home when deemed appropriate and employees are meeting performance expectations. This option provides a work modality that includes a combination of working partly in the office and partly from home. Due to the nature of work conducted at SELACO WDB, a regular work schedule that requires working consistently from home more than two days per work week will not be considered.

Considering the elements discussed below, this type of work modality may not be suitable for all employees. Also, requests from exempt employees will be reviewed on a case-by-case basis by the Executive Director, using the same evaluation tools presented for evaluating all employee suitability.

As the SELACO WDB offers its employees the option to work from home, many factors were taken into consideration such as the organization's purpose, mission, and work of preparing unemployed and often under-skilled individuals for the workforce as well as working with businesses in identifying and responding to their hiring needs by matching qualified candidates to job opportunities within their organizations. Also considered was the type, intensity and quality of work performed by employees in service to their customers.

SELACO WDB's protocol and policies encompass SELACO WDB's priorities and existing policies, and a commitment to a customer-centered approach including the full range of customers such as job seekers, businesses, coworkers, the Board, and all workforce stakeholders.

The nature of jobs and tasks that comprise a position will determine whether a job can be done at home. In addition, performance and productivity measures are factored into the WFH Policy criteria.

DEFINITION:

Working from Home (WFH): To perform work related functions and tasks that fulfill the responsibilities of one's job while working from home.

POLICY:

A. Eligibility:

Positions that are eligible to be performed from home include those with assignments and responsibilities that can be successfully completed from a home office location. Specifically:

- a. The position must only require an in-person presence in the SELACO WDB office three times a week or less.
- b. The position must only require an in-person interaction with outside colleagues, clients, or customers at the SELACO WDB office location three times a week or less.
- c. The documents and information required to successfully perform the essential duties of the position must be easily accessible from home.
- d. SELACO WDB's current technology options must have passed IT evaluation and be able to maintain data security and support successful performance of the position when accomplished from home.

Employees who are eligible to WFH hold a position that qualifies and can demonstrate effective performance of the essential duties of their position from a home office location. Specifically:

Performance Qualifications:

- a. The employee has a satisfactorily completed their probationary period.
- b. The employee is free from any active, formal disciplinary and/or corrective action process.
- c. The employee has a current performance evaluation on file that meets or exceeds expectations.

B. **Work Hours:** Hours will be agreed upon between Managers/Directors and employees, to maximize productivity and successful completion of assignments and responsibilities while working from home. (Required work hours as defined by California law are a total of eight hours in a workday or 40 hours within a work week.)

- a. Normal operating hours: 8:00 a.m. – 5:00 p.m.
- b. Core business hours: 9:00 a.m. – 3:00 p.m.
- c. Flexible hours: Under certain circumstances, Managers and/or Directors may offer employees who work from home a flexible work schedule with the following conditions:
 - i. Workday cannot start earlier than 6:30 a.m.
 - ii. Workday cannot end later than 7:00 p.m.
 - iii. Employees must be available during SELACO WDB's core hours of 9:00 am-3:00 pm, unless otherwise arranged in advance.
 - iv. Employees must be reasonably available to their supervisor, coworkers, colleagues, and customers.
 - "Reasonably" is defined as the ability to return calls (via phone or text) within 1 hour of receiving the call. If the call cannot be returned via phone, the employee must send a Team's message notifying the individual of the time a return call can be expected.

- “Reasonably” is also defined as the ability to return an email message within 24 hours.
- v. Employees can accomplish their essential duties and roles without negatively impacting the productivity of other staff.

C. **Work Expectations:** To work from home, the use of technology to coordinate activities and accomplish tasks is a vital component efficiently and effectively. Specifically:

- a. Home workspace is a safe and secure environment.
- b. Home workspace is quiet and distraction-free.
- c. Home workspace has an internet connection that is adequate to complete the job.

In addition, WFH employees must ensure the following:

- a. Can dedicate full attention to job duties during working hours.
- b. Can adhere to the work schedule agreed upon with his/her Manager or Director.
- c. Agrees not to exceed an eight-hour workday without prior approval. Failure to comply with this requirement may result in the termination of the remote work agreement.
- d. Can accurately record all work hours in SELACO WDB’s time keeping system.
- e. Does not start the workday earlier than 6:30 a.m. and ends the workday no later than 7:00 p.m.
- f. Can maintain communication with Manager/Director to ensure that identified outcomes have been delivered. NOTE: *Your manager will set expectations for standing meetings, regular check-ins, and reporting procedures that provide feedback and ensure team alignment.*
- g. Will not set their status to Do Not Disturb in SELACO WDB’s collaboration tools without Manager’s or Director’s understanding and approval.
- h. Can work during SELACO WDB’s core hours of 9:00 to 3:00 p.m., unless otherwise arranged in advance.
- i. Takes all rest periods and meal breaks provided by SELACO WDB.
- j. If Employee needs to step away from desk, status in Teams will be updated to indicate this as well as how to contact Employee if required. NOTE: *To update one’s status in Teams, click on your picture in Teams and select “Set Status Message” then enter your status message. Make sure you specify when your message should expire so it does not remain up too long.*
- k. Will abide by SELACO WDB Personnel Policies and Procedures during working hours, including but not limited to:
 - i. Attendance.
 - ii. Sick Leave. NOTE: *During cold and flu season, please refrain from coming to work if you are ill. If you have a cough, sneeze, or are running a fever, please do not come into the office. If you are feeling well enough to work from home, and if your role is suited to working remotely, discuss with your Manager or Director remote work arrangements until fully recovered and medical professionals determine you are not contagious. If you are not feeling well*

enough to work, please take a sick day. You can check your balance of sick days with Human Resources.

- iii. Use of Agency Equipment (if applicable).
 - iv. Confidentiality.
 - v. Personal Conduct.
 - vi. Health and Safety.
- l. Understands that at any moment of the regular work week they may be asked and will be expected to report to the office, whether or not the request falls on a scheduled WFH day.
- m. To ensure security of SELACO WDB's proprietary company and customer information, agrees to:
- i. Lock sensitive information inside the filing cabinet or desk.
 - ii. Adhere to regular password maintenance as outlined by Information Security.
 - iii. Lock the computer when not in use for any amount of time.
 - iv. Use only approved online storage and sharing tools for all sensitive information.
- n. For all meetings and internal calls, cameras should be turned on to facilitate understanding and familiarity. The majority of conversation context is conveyed through visual cues. Use the Blur my Background feature in Teams if you wish to add a layer of privacy to your home environment. If someone else does not have their camera on, others are not excused from sharing theirs. We should hold each other accountable and make sure our cameras are always on.
- o. Employees acknowledge:
- i. The manager or Director will set guidelines to cover specific areas particular to the operations or structure of their department.
 - ii. Employees must perform work during their scheduled WFH hours. WFH hours must be used exclusively for SELACO WDB-related duties; such time may not be used to perform duties for another employer, self-employment, volunteer/charitable functions, or engaging in activities that would not be permitted at the worksite such as child, elder, or other dependent care.
 - iii. Any accident at the employee's home to persons who are not employees of the SELACO WDB or are not engaged in SELACO WDB work activities are the responsibility of the employee.
 - iv. The SELACO WDB is not required to provide WFH employees with materials or supplies needed to establish an alternate worksite (i.e., desk, chair, computer, filing cabinet, etc.) and assumes no responsibility for set-up or operating costs (i.e., telephone, internet, copier, etc.). SELACO WDB may, however, elect to provide necessary software and electronic equipment, if available. SELACO WDB is not responsible for and under no obligation to provide or reimburse any costs associated with employees who WFH.
 - v. SELACO WDB retains the right to inspect home offices and computer equipment/software for safety, adequacy, and security.

- vi. Managers or Directors have the sole discretion to provide equipment, software, or supplies, or allow employees to use their personal equipment while working from home.
- vii. Employees understand that they may not use SELACO WDB equipment or software to perform work for any other employers or for self-employment activities.

D. **Productivity Measures:** Employees who work from home are held to the same standards of efficiency and output as those who work in the office. Performance and productivity indicators help clarify what is expected from employees who work from home and how their work is measured objectively. If management decides the employee and role are a good fit for a remote working environment, they will then establish clear goals and expectations for remote work. The goals and expectations will continue to be evaluated as employee responsibilities and organizational goals adjust over time. This will vary by role, frequency, and duration of the remote work.

Based on the employee's position and performance expectations, performance indicators may consist of one or more of the following:

- a. Work can be defined by projects with a measurable outcome. Completion of a project will represent the quantifiable result.
- b. Reporting progress against benchmarks toward goal attainment. Progress reports can represent achievements that build toward a final outcome.
- c. Performance can be measured based on achievement of pre-determined outcomes.
- d. Performance can be weighed by any other measure the immediate supervisor identifies appropriate for the work assigned to the position.
- e. Failure to meet any of the outlined requirements or expectations may result in the immediate termination of your remote work agreement.

All WFH employees will be assessed for efficiency and productivity after the first six months of working from home to determine continued suitability. Working from home will then be evaluated every year as a part of the employee's annual performance evaluation. Continued participation in the WFH option will be dependent on a satisfactory performance review, compliance with the WFH policy, successful completion of performance indicators, and sustained level of productivity.

E. **Process to Receive Approval:** Requests to work from home will go through the following steps to receive approval:

- a. A copy of SELACO WDB's Work from Home (WFH) Policy will be provided to employees requesting to work from home. The WFH Policy includes eligibility information.
- b. If eligible to WFH, employees will complete SELACO WDB's Request to Work from Home Form (Attachment A) and submit it to their manager or Director.
- c. Manager or Director will review the request and confirm eligibility of both the position and the employee (Attachment B).

- d. Manager or Director will submit a recommendation to the Executive Director for final review and approval.
- e. Employees will be informed of the result of their request.
- f. If the request is approved, the employee will complete SELACO WDB's Work from Home (WFH) Expectations and Requirements Checklist (Attachment C).
- g. Manager or Director will coordinate work from home schedule with employee.

DRAFT



SELACO WDB Request to Work from Home

Under certain circumstances, after assessment by an employee's Manager or Director and final review and approval by the Executive Director, an authorization to Work from Home may be granted. Once a Request to Work from Home has been authorized, an employee is to adhere to SELACO WDB's Work from Home (WFH) Policy and complete necessary requirements needed to work from home. Not all positions are suitable for SELACO WDB's Work from Home Policy. Managers and Directors will assess the eligibility of both **position** and **employee** and submit recommendations to the Executive Director for final review and approval.

Employee Name: _____

Job Title and Department: _____

Location (home address) at which work will be carried out:

Contact number while working from home: _____

Request Description:

I have received a copy of SELACO WDB's Work from Home (WFH) Policy. I agree and will adhere to the policy and expectations set forth by the SELACO WDB.

Employee Signature

Date



Assessment of Eligibility to Work from Home

Upon receipt of an employee's request to work from home, Managers and Directors will assess eligibility of both **position** and **employee** and submit their recommendation to the Executive Director for final review and approval.

1. **Position and Department:** _____

A **position** qualifies for WFH when the position's assignments and responsibilities can be successfully completed from a home office location. Specifically:

- Does this individual's position only require an in-person presence in the SELACO WDB office three times a week or less?
- Does this individual's position only require an in-person interaction with outside colleagues, clients, or customers at the SELACO WDB office location three times a week or less?
- Can the documents and information required to successfully perform the essential duties of this individual's position be easily accessible from a home office location?
- Can SELACO WDB's current technology options pass an evaluation, maintain data security and support successful performance of this individual's position when accomplished from a home office location?

The more items checked off from the list above, the more likely the **position** is eligible.

2. **Employee Name:** _____

An **employee** qualifies to WFH when they can demonstrate effective performance of the essential duties of their position from a home office location. Specifically:

Performance Qualifications:

- The employee has satisfactorily completed their probationary period.
- The employee is free from any active, formal disciplinary and/or corrective action process.
- The employee has a current performance evaluation on file that meets or exceeds expectations.

Assessment of Eligibility to Work from Home

1. **Position and Department:** _____

Position: _____ out of 4 criteria met. ALL criteria must be met to qualify for a WFH assignment.

Position is Eligible Position is not Eligible

Comments:

2. **Employee Name:** _____

Employee: _____ Meets performance qualifications

Employee is Eligible Employee is Not Eligible

Comments:

Recommendation:

Based on the assessment, recommendation to the Executive Director is as follows:

- ELIGIBLE: Recommendation to Approve Work from Home
- NOT ELIGIBLE: Recommendation to Deny Request

To be eligible in the future for WFH, the employee would need to:

Eligibility Assessed by Manager or Director:

Printed Name and Signature

Date

Approved or Denied by Executive Director:

Printed Name and Signature

Date

September 2021



Work from Home Expectations and Requirements Checklist

Under certain circumstances, after assessment by an employee's Manager or Director and final review and approval by the Executive Director, an authorization to Work from Home may be granted. Once a Request to Work from Home has been authorized, an employee is to adhere to SELACO WDB's Work from Home (WFH) Policy and complete necessary requirements needed to work from home.

By completing and returning this form, I understand and agree with the following:

- My home workspace is a safe and secure environment.
- My home workspace is quiet and distraction-free.
- My home workspace has an internet connection that is adequate to complete my job.
- I will dedicate full attention to my job duties during working hours.
- I will adhere to the work schedule as agreed upon with my Manager or Director.
- My workday will not exceed eight hours without prior approval.
- I will not start my workday earlier than 6:30 a.m. and will not end my workday later than 7:00 p.m.
- I will maintain communication with my manager or Director to ensure that outcomes that have been identified are delivered.
- I will not set my status as Do Not Disturb in SELACO WDB's collaboration tools unless given prior approval from my manager or Director.
- I will be available during SELACO WDB's core hours of 9:00 a.m. to 3:00 p.m., unless otherwise arranged in advance.
- I will take all rest periods and meal breaks provided to me by SELACO WDB.
- I will update my status in Teams if I need to step away from my desk.
- I will abide by SELACO WDB Personnel Policies and Procedures during working hours, including but not limited to:
 - Attendance.
 - Sick Leave.
 - Use of Agency Equipment (if applicable).
 - Confidentiality.
 - Personal Conduct.
 - Health and Safety.
- I will report to the office at any moment during the work week, when asked by my Manager, Director, or SELACO WDB Executive Director, even though it may be my WFH day.
- I will lock sensitive information inside a filing cabinet or desk, adhere to regular password maintenance, lock my computer when not in use, [keep my password and username confidential to maintain network security](#) and use only approved online storage and sharing tools for all sensitive information.
- I will turn my camera on for all meetings and internal calls.

September 2021

- I understand and agree to the following requirements:
1. Guidelines are set by my manager or Director to cover specific areas particular to the operations of my department.
 2. I must perform my work during established WFH hours. WFH hours may not be used for any other activities other than SELACO WDB-related duties.
 3. Any accidents at my home to people who are not engaged in SELACO WDB work activities is my sole responsibility. I agree to hold SELACO WDB harmless from liability for damages to real or personal property pursuant to my participation in the WFH Program.
 4. SELACO WDB is not required to provide me with materials or supplies needed to establish an alternative worksite and assumes no responsibility for set-up or operating costs. I understand that my request to WFH is not necessary or required by SELACO WDB within the meaning of Labor Code Section 2802, but is granted as an accommodation pursuant to my request; accordingly, to the extent that I need to use my own internet or phone in order to facilitate my voluntary telework arrangement, I understand that I will not be reimbursed for my internet use or phone use pursuant to the teleworking arrangement.
 5. SELACO WDB may inspect my home office and computer equipment/software for safety, adequacy, and security.
 6. My manager or director has the sole discretion to provide me with equipment, software, or supplies or allow me to use my personal equipment which I may not use to perform work for any other employer or for self-employment activities.
 - 6.7. I agree to comply with tax laws and I understand that SELACO WDB is not responsible for substantiating any claim of tax deductions for operating an office in my home.

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- I have received a copy of SELACO WDB's Work from Home (WFH) Policy. I agree and will adhere to the policy and expectations set forth by SELACO WDB.

Location (home address) at which work will be carried out:

Contact number while working from home: _____

Employee Printed Name and Signature


Date



MEMORANDUM

DATE: 9/23/21

TO: SELACO WDB Board of Directors'

FROM: Yolanda Castro, Executive Director 

RE: Approval of SELACO WDB Budget for Program Year 2021-22

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

Revenues

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

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

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

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

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

- #24. WIOA Lay-Off Aversion (- \$12,196)

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

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

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

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

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

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

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

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

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

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

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

- 1) Total decrease of \$912,402 is from the two (2) special grants received in PY 2019-20 from the State of California to assist customers affected by the Covid-19 crisis. One project was completed in PY 2020-21, and another project is to be completed in this current program year:
 - #25. WIOA SP Covid-19 Response (- \$762,390) to *be completed 3/31/22*
 - #26. WIOA SP Underserved Covid-19 Impacted Individuals (- \$150,012) *completed*

- 2) Total decrease of \$276,016 is from the County and Regional Projects, one (1) of which was completed in PY 2020-21 and two (2) to be completed in this current program year:
 - #04. Gateway Cities H2E Program (- \$43,459) to *be completed 12/31/21*
 - #05. LA County – Youth@Work (- \$17,850) *reduction in funding*
 - #09. Prison to Employment (- \$160,207) to *be completed 3/31/22*
 - #10. Regional Training Coordinator Project-RTC (- \$54,500) *completed 3/31/21*

- 3) A decrease of \$29,116 is from unused fund from the Downey USD's MADE Project from May to August 2021.
 - #02. Downey USD's MADE Career Initiative (- \$29,116)

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

Expenditures

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

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

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

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

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

- 3) Total Training and Support Services is decreased by \$315,716, a 4.9% reduction compared to prior year budget. The reduction is due mainly to completion of special grants received from the State of California to assist customers who were affected by the Covid-19 pandemic.

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

Unobligated Balance

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

Action Required:

Approve budget for Program Year 2021-22 as submitted.

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

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

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

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

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

Note:


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



MEMORANDUM

DATE: 9/23/21

TO: SELACO WDB Board of Directors'

FROM: Yolanda Castro, Executive Director 

RE: SELACO WDB Petty Cash Policy and Procedure

The purpose of this memo is to inform the SELACO WDB Board that the SELACO WDB Petty Cash Policy has been revised to meet the current petty cash needs, identified by the Case Managers. Staff involved in the issuance of participant petty cash has identified a greater need to provide immediate support services in larger amounts. Upon Board approval the revision includes an increase in the petty cash distributed to each Case manager's individual till, which in turn increases the petty cash overall threshold. The revision will increase the individual distribution to each case manager's till from \$200 to \$300, and the petty cash fund balance maximum will be increased from \$3,000 to 4,000.

In addition, the mileage reimbursement process will be removed from the policy and process. Mileage reimbursement is no longer a reimbursement that is handled through the petty cash custodian. To enhance controls, mileage is reimbursed through a check process.

Action Required


Approve the recommended changes and adopt the new petty cash policy.



MEMORANDUM

DATE: 9/23/21

TO: SELACO WDB Board of Directors'

FROM: Yolanda Castro, Executive Director 

RE: WIOA (new) Policies

To meet State compliance and adhere to WIOA rules and regulations, the following policies are being presented to the SELACO WDB Board for review, approval and adoption.

Transitional Jobs Training Policy

This policy provides guidance regarding the requirements for transitional jobs, defined as time-limited work experiences that are wage-paid and subsidized under authorization of the Workforce Innovation and Opportunity Act (WIOA).

Transitional jobs are available only for individuals with barriers to employment who are chronically unemployed or have inconsistent work history, as determined locally. These jobs are designed to enable an individual to establish a work history, demonstrate work success on the job, and develop the skills that lead to unsubsidized employment. Unlike On-the-Job Training (OJT), there is no requirement that the individual will be retained in their transitional job after the experience is over, retention, where appropriate, is preferred. Under WIOA, the SELACO WDB may use up to 10 percent of the SELACO WDB's Adult and Dislocated Worker funds to provide transitional jobs to individuals.

Youth Services Eligible Provider List

This policy provides the guidance and establishes the procedures regarding the Youth Service Eligible Provider List (YSEPL).

Per State policy, when procuring youth services, the SELACO WDB is required to enter the SELACO WDB youth service provider information directly into CalJOBS, so that the SELACO WDB youth service provider can be included in the State's YSEPL.

Calculating WIOA Performance and Nonperformance

This policy provides the guidance and establishes the procedures regarding calculating SELACO WDB performance according to the Workforce Innovation and Opportunity Act (WIOA) indicators for Title IB Adult, Dislocated Worker (DW), and Youth. In addition, this policy outlines the nonperformance policy for Local Areas, per State policy.

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

Action Required:

Approve and adopt the following policies:

- Transitional Jobs Training Policy
- Youth Services Eligible Provider List Policy
- Calculating WIOA Performance and Nonperformance Policy

WIOA TRANSITIONAL JOBS



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

PURPOSE

This policy provides guidance regarding the requirements for transitional jobs, defined as time-limited work experiences that are wage-paid and subsidized under authorization of the Workforce Innovation and Opportunity Act (WIOA).

SCOPE

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

REFERENCES

- Workforce Innovation and Opportunity Act of 2014 (WIOA)
- Department of Labor Final Rule
- Training and Employment Guidance Letter (TEGL) 19-16 – Guidance on Services Provided through the Adult and Dislocated Worker Program under the Workforce Innovation and Opportunity Act
- EDD Workforce Services Directive 19-03-Performance Guidance
- EDD Workforce Services Directive 18-10-WIOA Training Expenditures

BACKGROUND

Transitional jobs are available only for individuals with barriers to employment who are chronically unemployed or have inconsistent work history, as determined locally. These jobs are designed to enable an individual to establish a work history, demonstrate work success on the job, and develop the skills that lead to unsubsidized employment. Unlike On-the-Job Training (OJT), there is no requirement that the individual will be retained in their transitional job after the experience is over, retention, where appropriate, is preferred. Under WIOA, the SELACO WDB may use up to 10 percent of the SELACO WDB's Adult and Dislocated Worker funds to provide transitional jobs to individuals.

POLICY

Transitional jobs are a type of work experience that the SELACO WDB may provide under WIOA. These jobs are designed to enable an individual with barriers to employment because of chronic unemployment or inconsistent work history, to establish a work history, demonstrate work success in an employee-employer relationship, and develop the skills that lead to unsubsidized employment. Transitional jobs are considered an individualized career service as a time-limited and wage-paid work experiences that are subsidized up to 100%. Jobs may be secured in the public, private, or nonprofit sectors and are only available for individuals with barriers to employment who are chronically unemployed or have an inconsistent work history.

WIOA TRANSITIONAL JOBS

Transitional jobs services must be combined with comprehensive career and supportive services. The placement must be designed to establish a work history for the individual, demonstrate success in the workplace, and develop the skills that lead to entry into and retention in unsubsidized employment.

There is no requirement that the employer retains the individual upon completion of the transitional job, but job retention is an ideal outcome.

The SELACO WDB may use up to 10 percent of its combined Adult and Dislocated Worker funds to provide transitional jobs to individuals. Although transitional jobs does not count as a training activity for performance purposes, transitional jobs count towards the requirement to utilize 30% of Adult and Dislocated Worker funds on training activities.

Also, for performance purposes, transitional jobs do not place participants in the MSG indicator.

Eligibility

To be eligible for a transitional job, the participant must be an unemployed worker with barriers to employment. If the SELACO WDB staff determine a transitional jobs -is appropriate for an individual to obtain or retain employment through the development or revision of the Individual Employment Plan (IEP), these services will be made available to the individual. Staff must document the participant's need for a transitional job experience in case notes.

To be eligible for a transitional job, a participant must:

1. Be enrolled in the SELACO WDB's WIOA Adult or Dislocated Worker program;
2. Have participated in assessment activities;
3. Have a completed, active Individual Employment Plan; and
4. Be chronically unemployed or have inconsistent work history.

Targeted populations for transitional jobs could include, but not limited to individuals who are long-term unemployed, ex-offenders, parents ordered to pay child support, individuals who are currently receiving or have exhausted TANF benefits, and individuals with disabilities.

Definitions

“Chronic unemployment” or an “Inconsistent work history” – an individual who has been fired from one (1) or more jobs within the last twelve (12) months, is unemployed and has actively been seeking employment for at least two (2) months, has never held a job, or has never held a full-time job for more than thirteen (13) consecutive weeks.

Barriers to Employment – as defined by WIOA Sec 3(24) – populations included in the “individuals with barriers to employment” include:

- Displaced homemakers
- Low-income individuals
- Indians, Alaska Natives, and Native Hawaiians
- Individuals with disabilities
- Older individuals
- Ex-offenders

WIOA TRANSITIONAL JOBS

- Homeless individuals
- Youth who have aged out of the foster care system
- Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers
- Eligible migrant and seasonal farmworkers
- Individuals within two years of exhausting lifetime TANF eligibility
- Single parents (including single pregnant women), and
- Long-term unemployed individuals

Terms and Conditions

Transitional jobs must be limited to the period of time required for a participant to establish a work history, demonstrate success in the workplace, and develop the skills needed to enter unsubsidized employment. Transitional jobs may range from 4 weeks to 26 weeks. The exact duration will be set as appropriate for the participant's employment goals, background and skill level as reflected in the individual employment plan. Transitional jobs must provide at least 20 hours a week, but no more than 40 hours a week.

The employer of record may be the host employer, a training provider, a partner organization, or the SELACO WDB. If an entity other than the WDB serves as the employer of record, that entity may be entitled for reimbursement up to 100% of wages. If the WDB serves as the employer of record, the participant's wages will be paid at 100%.

Transitional Jobs Agreement

The SELACO WDB requires a written, signed agreement between the SELACO WDB and the host employer or other employer of record prior to the start of work. A single agreement may be written for a group with a single site provided the working conditions, job description, training plan, wage rates, and terms of the agreement are the same for all participants covered by the agreement.

The Transitional Jobs Agreement details the specific guidelines that must be followed by the host employer, participant, and employer of record. All such agreements must be fully approved by the Director of Career Services and be signed by all parties prior to the start of the transitional job. At a minimum, the agreement must include:

1. The position title and description;
2. The duration of the training;
3. The wage rate to be paid to the participant;
4. The rate of reimbursement;
5. The maximum amount of reimbursement;
6. A description of any training to be provided; and
7. Required written assurance clauses.

A progress and final evaluation must be completed by the host employer to evaluate the obtainment of skills during the transitional job. In the event that the initial work period does not provide enough time to successfully obtain the skills needed to enter unsubsidized employment, a revised agreement may be developed to accommodate additional work time.

WIOA TRANSITIONAL JOBS

The amount of a transitional job agreement must not exceed \$9,000.00 without justification and Director approval. The amount of transition job experience hours cannot exceed four hundred, ninety-nine hours (499) hours.

Transitional jobs must be combined with career and supportive services. Career services that could be utilized include:

- Group counseling
- Individual counseling
- Career planning
- Short-term prevocational services
- Workforce preparation activities
- Financial literacy services
- English language acquisition and integrated education and training programs

As part of the assessment and planning for a transitional job, staff must identify supportive service needs and develop a plan for how supportive service needs will be utilized to support the successful completion of the transitional job. Supportive services could include:

- Emergency Assistance, such as food assistance, housing, and utilities
- Employability and Training Assistance, such as transportation assistance, child/dependent care assistance, tools, work-training costs, or other supportive services

Compensation

Participants enrolled in a paid transitional job shall be compensated at an hourly wage not less than the State or local minimum wage. Participants shall only be paid for the hours worked during the transitional job period and documented on the participant's timesheet. Transitional job participants are not authorized to work overtime.

The Director of Career Services will be responsible for verifying that all contract requirements have been met and must approve all transitional job employers and worksites before participants begin training.

Internal procedures must outline how assessment for transitional jobs is provided, the process of issuing an agreement, how payments are made, and outcome considerations. In addition, internal procedures must define how the SELACO WDB staff will combine transitional jobs with career and supportive services, and how these activities will be tracked for performance purposes.

Regulations and Assurances

The transitional jobs agreement must comply with the following standards:

1. Health and safety standards established under Federal and State law otherwise applicable to working conditions of employees are equally applicable to working conditions of participants engaged in transitional jobs.
2. Workers' compensation insurance must be provided to participants engaged in transitional jobs.
3. The host employer is in compliance with Federal and State laws including those laws

WIOA TRANSITIONAL JOBS

pertaining to nondiscrimination based on race, color, sex, religions, national origin, age, disability, sexual orientation, and marital status.

4. The host employer is not experiencing abnormal labor conditions such as strikes, lockouts, or layoffs.
5. The participant will not displace (including partial displacement, such as reduction in the hours of non-overtime work, wages, or employment benefits) any currently employed employee at the date of participation.
6. The participant will not be employed in or assigned to a job as a result of a layoff from the same or any substantially equivalent job; a result of termination of the employment of any regular, unsubsidized employee; or that in any way infringes on the promotional opportunities of currently employed workers at the date of participation.
7. The employer or immediate supervisor is not providing a transitional job to a member of his/her immediate family (defined as: wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, grandparent, or grandchild).
8. No funds provided are to be used to employ the participant in a position involving political activities.
9. No funds provided are to be used to directly or indirectly assist, promote or deter union organizing.
10. No funds provided are to be used in the employment or training of participants/trainees involved in the construction, operation, or maintenance of that part of a facility which is used for religious instruction or worship (sectarian activities).
11. The transitional job is not impairing existing contracts for services or collective bargaining agreements.

Documentation

The individual's case file must document the justification for transitional jobs and the supportive services and career services provided in combination with transitional jobs. The individual case file must also contain a copy of the transitional job agreement. Per State and local policy, all transitional job services rendered under the SELACO WDB's WIOA Adult and Dislocated Worker programs must be tracked and coded in the CalJOBS system.

ACTION

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

INQUIRIES

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

Youth Service Eligible Provider List



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

PURPOSE

This policy provides the guidance and establishes the procedures regarding the Youth Service Eligible Provider List (YSEPL).

SCOPE

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

REFERENCES

- Workforce Innovation and Opportunity Act (WIOA) Section 123 and 129
- Title 20 Code of Federal Regulations, Section 681.400 and 682.200
- Workforce Services Directive 17-07, Subject: *WIOA Youth Program Requirements (January 16, 2018)*
- Workforce Services Directive 20-09, Subject: *Youth Service Eligible Provider List (March 12, 2021)*

POLICY

Per WIOA regulation, Local Workforce Development Boards may contract out to youth service providers to provide WIOA Title I Youth program services. The state is required to maintain and disseminate a list of all WIOA eligible providers of youth activities. To meet this requirement, the state utilizes the Management Information System, CalJOBS.

Per State policy, when procuring youth services, the SELACO WDB is required to enter the SELACO WDB youth service provider information directly into CalJOBS. The SELACO WDB will have the ability to add and edit youth service provider information and generate a report on all youth service providers entered in the CalJOBS Manage Providers Module. It is the SELACO WDB's responsibility to establish, maintain, and exercise ongoing controls to ensure compliance with the requirements of adding a youth service provider, adding a program by a youth service provider, inactivating a youth service provider, modifying a youth service provider, and generating youth service provider reports, as outlined in State directive WSD 20-09.

ACTION

Bring this policy to the attention of all affected staff and appropriate providers of youth services/partners.

INQUIRIES

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

CALCULATING WIOA PERFORMANCE AND NONPERFORMANCE



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

PURPOSE

This policy provides the guidance and establishes the procedures regarding calculating SELACO WDB performance according to the Workforce Innovation and Opportunity Act (WIOA) indicators for Title IB Adult, Dislocated Worker (DW), and Youth. In addition, this policy outlines the nonperformance policy for Local Areas, per State policy.

SCOPE

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

REFERENCES

- WIOA (Public Law 113-128) Sections 107(d)(9), 116(b)-(c) and 503
- Title 20 Code of Federal Regulations (CFR) Part 677: “Performance Accountability Under Title I of the Workforce Innovation and Opportunity Act” (Uniform Guidance)
- Training and Employment Guidance Letter (TEGL) 11-19 (PDF), Negotiations and Sanctions Guidance for the Workforce Innovation and Opportunity Act (WIOA) Core Programs (February 6, 2020)
- TEGL 10-16, Change 1, Performance Accountability Guidance for Workforce Innovation and Opportunity Act (WIOA) Title I, Title II, Title III, Title IV Core Programs (August 23, 2017)Page 2 of 7
- Workforce Services Directive (WSD) 19-11 (PDF), State Level Performance Goals and Local Area Negotiations (April 16, 2020)
- WSD19-03 (PDF), Performance Guidance (August 28, 2019)
- WSD20-02; Calculating Local Area Performance and Non-Performance

BACKGROUND

Under WIOA Section 116(b), the state is required to assess performance outcomes at the end of each program year (PY). Yearly data from Local Areas’ annual reports will be examined using the Statistical Adjustment Model (SAM) to determine if negotiated performance goals were achieved. A Local Area’s performance outcome will determine its continued designation and whether sanctions should be applied for nonperformance.

The state will calculate whether a Local Area performed successfully using five primary indicators of performance. The indicators are (1) Employment Rate – 2nd Quarter After Exit, (2) Employment Rate – 4th Quarter After Exit, (3) Median Earnings, (4) Credential Attainment, and (5) Measurable Skill Gains (MSG). The indicator, Effectiveness in Serving Employers, is not included in performance assessment as it continues to be a pilot measure.

POLICY

This policy serves to outline the definitions and procedures needed to calculate Local Area outcomes for the five primary indicators of performance. At the end of the PY, the actual performance numbers for that year will be adjusted using the SAM, which will factor in data on the economic conditions of the Local Area and the populations served by the program(s) during that year. This will determine the adjusted levels of performance for the PY, against which the Local Area's actual results will be compared.

Definitions

Pre-negotiated target – The target performance levels determined prior to negotiations, using the most recently completed annual report data in the SAM. For example, the pre-negotiated target for PY 20 and 21 will use the 2018 annual report data. The pre-negotiated target is used to inform the negotiation process.

Post-negotiated target – The target performance levels determined after the PY, using the PY's annual report data in the SAM. For example, the post-negotiated target for PY 20 is going to use the 2020 annual report data.

Adjustment factor – The difference between the pre- and post-negotiated targets predicted by the SAM. The adjustment factor will be added to the negotiated level of performance to determine the adjusted level of performance.

Adjusted levels of performance – The negotiated levels of performance once revised after the PY. The adjusted levels of performance is determined by adding the adjustment factor to the negotiated levels of performance. The adjusted levels of performance will be used to determine performance success or failure.

Individual indicator score – The proportion of the actual level of performance to the adjusted level of performance for a single performance indicator for a single program.

Overall program score – The average of the individual indicator scores for a single WIOA Title I program across all performance indicators.

Overall indicator score – The average of the individual indicator scores for a single performance indicator across all WIOA Title I programs.

Statistical Adjustment Model - The SAM is an objective statistical regression model developed by the Department of Labor. It is used to make adjustments for actual economic conditions, and the characteristics of participants served at the end of the PY.

Performance and Nonperformance

To perform successfully, per State policy, the SELACO WDB must meet each of the following:

- (1) Individual Indicator Score of 50% or higher.**

CALCULATING WIOA PERFORMANCE AND NONPERFORMANCE

Individual indicator score – The proportion of the actual level of performance to the adjusted level of performance for a single performance indicator for a single program.

(2) Overall Program Score of 90% or higher.

Overall program score – The average of the individual indicator scores for a single WIOA Title I program across all performance indicators.

(3) Overall Indicator Score of 90% or higher.

Overall indicator score – The average of the individual indicator scores for a single performance indicator across all WIOA Title I programs.

Nonperformance occurs if one or more of the outcomes listed above are not reached. Percentages will not be rounded; they will be truncated to the tenth of a percent.

Below is an example of performance outcomes after scores have been calculated.

Example

Indicator	Title I Adult	Title I Youth	Title I DW	Overall Indicator Score
Employment Rate – 2nd Quarter After Exit	98.0%	83.7%	98.5%	93.4%
Employment Rate – 4th Quarter after Exit	46.8%	99.2%	98.8%	81.6%
Median Earnings	88.2%	90.9%	97.9%	92.3%
Credential Attainment	90.5%	89.5%	98.2%	92.7%
MSG	84.1%	89.7%	98.7%	90.8%
Overall Program Score	81.5%	90.6%	98.4%	--

The example shows nonperformance for the following:

- Individual Indicator Score: Title I Adult Employment Rate – 4th Quarter After Exit.
- Overall Program Score: Title I Adult.
- Overall Indicator Score: Employment Rate – 4th Quarter After Exit.

Sanctions

Nonperformance outcomes may lead to sanctions for the SELACO WDB, per state policy.

The first year SELACO WDB is nonperforming in any performance score, the state will provide technical assistance, which may include the following:

- Assistance in the creation of a performance improvement plan.
- Development of a modified local or regional plan.
- Other actions and/or guidance designed to assist the SELACO WDB in improving performance.

CALCULATING WIOA PERFORMANCE AND NONPERFORMANCE

If the SELACO WDB is nonperforming for the same performance score for two consecutive PYs, the state will apply sanctions. Sanctions for the SELACO WDB may include the following:

- Ineligibility for any discretionary grants, including Regional Planning Implementation (RPI) funds.
 - The Region will still get RPI funds, but a decreased amount due to nonperforming Local Area(s).
 - Rotation of the region's fiscal agent if the fiscal agent is nonperforming.
- Ineligibility for the next round of High Performing Board funds.
- Loss of High-Performing-Board status.
- Continuing technical assistance from the state.

If the SELACO WDB is nonperforming for the same performance score for three consecutive PYs, the state must take corrective action. The corrective action will include development of a reorganization plan under which the state will do the following:

- Requires the appointment and certification of a new Local Workforce Development Board.
- Prohibits the use of eligible providers and partners that have been identified as achieving poor levels of performance.
- Takes other actions determined as appropriate.

Calculating performance scores

(1) Calculating the Individual Indicator Score

The following steps will be used to calculate the individual indicator score:

Example

Components to Calculating Performance Score	
Pre-negotiated Target = 60%	Negotiated Goal = 55%
Actual Performance = 58%	Post-negotiated Target = 65%

Step 1 – Find the adjustment factor by subtracting the pre-negotiated target from the post-negotiated target.

$$\text{Post-negotiated Target} - \text{Pre-negotiated Target} = \text{Adjustment Factor}$$

Example: 65% - 60% = 5%

Step 2 – Find the adjusted level of performance by adding the adjustment factor to the negotiated goal.

$$\text{Negotiated Goal} + \text{Adjustment Factor} = \text{Adjusted Level of Performance}$$

Example: 55% + 5% = 60%

CALCULATING WIOA PERFORMANCE AND NONPERFORMANCE

Step 3 – Calculate the performance score by dividing the actual performance by the adjusted level of performance

$$\text{Actual Performance} / \text{Adjusted Level of Performance} = \text{Individual Indicator Performance Score}$$

$$\text{Example: } 58\% / 60\% = 96.6\%$$

(2) Calculating the Overall Program Score

The following steps will be used to calculate the overall program score:

Example

Primary Indicator of Performance (Adult)	Individual Indicator Score
Employment Rate – 2nd Quarter After Exit	98.0%
Employment Rate – 4th Quarter After Exit	46.8%
Median Earnings	88.2%
Credential Attainment	90.5%
MSG	84.1%

Step 1 – Add all Individual Indicator Scores for a single WIOA Title I program.

Employment Rate-2nd Quarter After Exit + Employment Rate-4th Quarter After Exit + Median Earnings + Credential Attainment + MSG = Total of Individual Indicator Scores within a Program

$$\text{Example: } 98.0\% + 46.8\% + 88.2\% + 90.5\% + 84.1\% = 407.6\%$$

Step 2 – Divide total individual indicator score by 5 (the number of performance measures).

Total of Individual Indicator Scores within a Program / # of Performance Measures = Overall Program Score

$$\text{Example: } 407.6\% / 5 = 81.5\%$$

(3) Calculating the Overall Indicator Score

The following steps will be used to calculate the overall indicator score:

Example

Individual Indicator Score	Title I Adult	Title I Youth	Title I DW	Overall Indicator Score
Employment Rate – 2 nd Quarter after Exit	98.0%	83.7%	98.5%	93.4%

Step 1 – Add all individual indicator scores for a single performance indicator across all WIOA Title I programs.

CALCULATING WIOA PERFORMANCE AND NONPERFORMANCE

Adult indicator score for a single performance indicator + DW indicator score for a single performance indicator + Youth indicator score for a single performance indicator = Total individual indicator scores for a single performance indicator across all Title I Programs.

Example: 98.0% + 83.7% + 98.5% = 280.2%

Step 2 – Divide total individual indicator score by 3 (the number of Title I programs).

Total Individual Indicator Scores for a Single Performance Indicator/# of Title I Programs=Overall Indicator Score

Example: 280.2% / 3 = 93.4%

Annual Outcomes State Reporting

The SELACO WDB's annual year data from the annual report will be adjusted using the SAM to determine if the SELACO WDB has met performance. The state will calculate and provide the SELACO WDB outcomes for the most recent completed PY via an Information Notice by December 31st.

ACTION

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

INQUIRIES


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



MEMORANDUM

DATE: 9/23/21

TO: SELACO WDB Board of Directors'

FROM: Yolanda Castro, Executive Director 

RE: Release a Request for Proposal-Single Audit Services

SELACO WDB is seeking proposals from qualified independent auditing firms to conduct “Single Auditing” services for the fiscal year ending June 30, 2022, with an option to extend services, upon mutual agreement, for three (3) succeeding years thereafter. SELACO WDB intends to contract with a single firm under a fixed-price contract to provide the requested annual audit services.

The Request for Proposals contains the Statement of Work and related documents covering independent audit services for a comprehensive annual financial and compliance audit of all funds and accounts under the control of the SELACO WDB.

The timeline for this RFP:

Release of Solicitation	November 19, 2021
Response Due Date	December 30, 2021
Proposal Review	January 10, 2022 – January 14, 2020
Selection Recommendation to WDB for Approval	January 27, 2022
Notice of Selection	January 28, 2022
Contract Negotiation	February 16, 2022- February 23, 2022
Entrance Conference	June 16 – June 20, 2022
Field Work	To Be Negotiated
Draft Audit Report	To Be Negotiated
Exit Conference	To Be Negotiated
Final Audit Report	October 31, 2022

Action Required:

Approve and authorize the Executive Director to release the Request for Proposals to contract a qualified independent auditing firm.



MEMORANDUM

DATE: 9/23/21

TO: SELACO WDB Board of Directors'

FROM: Yolanda Castro, Executive Director *(Signature)*

RE: Request for Proposal Release; In-School Youth Services PY 2021-2022

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 2021-2022, 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	October 21, 2021
Bidder's Conference via zoom	October 28, 2021 @ 3:00pm
Last Day to Submit Questions	November 19, 2021
Proposal Due	November 29, 2021 by 3:00pm
Evaluation & Award recommendation	December 6, 2021 – December 10, 2021
Board Approval of Proposed Awardees	January 27, 2022
Award Notification to Proposer	January 28, 2022
Contract Negotiation	January 31, 2022 – February 4, 2021
Contract Implementation	February 7, 2022


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 \$300,000 from the SELACO WDB budget to secure the functions of an In-School Youth Services provider for an 18-month period.



MEMORANDUM

DATE: September 23, 2021
TO: SELACO WDB Board of Directors
FROM: Yolanda Castro, Executive Director 
RE: Ethics Training AB1234

At the June 23, 2016, Southeast Los Angeles County Workforce Development Board (SELACO WDB) meeting, it was announced that all board members are required to take a mandatory two-hour ethics training every two years to comply with AB1234. As of September 23, 2021, the following board members have completed the training:

Barbara Levine – expires June 23, 2022
Peter Blanco – expires July 29, 2022
Aaron Drake – expires July 31, 2022
Greg Uttecht – expires August 16, 2022
Mark Dameron – expires September 23, 2022
Belle Gomez – expires October 8, 2022
Larry Wehage – expires February 7, 2023
Ben Espitia – expires February 18, 2023

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

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

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

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



Dr. Angelo Farooq, Chair ▪ Tim Rainey, Executive Director ▪ Gavin Newsom, Governor

June 29, 2021

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

SUBJECT: Application for Subsequent Designation of Local Areas and Recertification of Local Workforce Development Board (Local Board)

Dear Ms. Castro,

The California Workforce Development Board (State Board) has received and carefully assessed your application requesting subsequent designation of local area and recertification of the Local Board under the Workforce Innovation and Opportunity Act (WIOA).

This letter is to inform you that the SELACO WDB met the eligibility requirements for subsequent designation and recertification. This determination was made by applying the criteria and evaluating the specific requirements included in Directive WSD 20-06, dated February 22, 2021.

Therefore, your application for initial designation for the period of July 1, 2021, through June 30, 2023, has been approved.

If you have any questions, please contact your Employment Development Department Regional Advisor.

A handwritten signature in black ink, appearing to read 'Tim Rainey'.

Tim Rainey, Executive Director
California Workforce Development Board

cc: Carlos Bravo, California Workforce Development Board
Anthony Crouch, Employment Development Department

August 10, 2021

Ricardo Quezada
Los Angeles Basin Regional Planning Unit

SUBJECT: Regional Plan for PY 2021-2024

Dear Ricardo,

The Regional Plan you have submitted for Program Year (PY) 2021 - 2024 has been reviewed and evaluated for compliance with the Regional and Local Plan requirements outlined in [Workforce Services Directive WSD20-05](#).

On behalf of the California Workforce Development Board (CWDB), your Regional Plan has been approved. We want to thank you for your efforts to meet the goals outlined in the California Unified Strategic Workforce Development Plan by facilitating a planning process that ensures greater coordination and collaboration with our strategic partners.

If you have any questions, please contact your Employment Development Department Regional Advisor.



TIM RAINEY, Executive Director
California Workforce Development Board

cc: Anthony Crouch, Regional Advisor
Carol Hammond, Regional Advisor

EMPLOYMENT DEVELOPMENT DEPARTMENT
Labor Market Information Division
21010 Vanowen St.
Canoga Park, CA 91303

Contact: Melanie Bautista
(916) 591-3789

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

Nonfarm payrolls up 55,500 over the month; up 275,300 over the year

The seasonally adjusted unemployment rate in Los Angeles County decreased over the month to 10.1 percent in August 2021 from a revised 10.4 percent in July 2021 and was below the rate of 17.2 percent a year ago. Civilian employment increased by 4,000 to 4,582,000 in August 2021, while unemployment decreased by 13,000 to 517,000 over the month. The civilian labor force decreased by 9,000 over the month to 5,099,000 in August 2021. All of the above figures are seasonally adjusted. The unadjusted unemployment rate for the county was 9.7 percent in August 2021.

The California seasonally adjusted unemployment rate was 7.5 percent in August 2021, 7.6 percent in July 2021, and 12.3 percent a year ago in August 2020. The comparable estimates for the nation were 5.2 percent in August 2021, 5.4 percent in July 2021, and 8.4 percent a year ago.

Between July 2021 and August 2021, nonfarm employment increased by 55,500, from 4,192,500 to 4,248,000.

- Government expanded by 37,100 jobs over the month, the most of any sector. Local government (up 39,000) made up all of the job additions, specifically in local government educational services (up 39,900), in line with school commencement. Declines in state government (down 1,500) and federal government (down 400) offset the overall increase.
- Information increased by 5,900 jobs, the largest month over increase since October 2020. The sector has recovered 22 percent of jobs lost since the pre-pandemic height in February 2020. Job additions registered in both motion picture and sound recording (up 6,000) and broadcasting (except internet) (up 500). All other subsectors declined.
- Professional and business services added 4,600 jobs. Expansions in administrative and support and waste services (up 2,900) and professional, scientific and technical services (up 2,800) shared the sectoral additions. Losses in management of companies and enterprises (down 1,100) offset increases.
- Six other industries added employment over the month including educational and health services (up 3,000), construction (up 2,500), and manufacturing (up 1,800). Mining and logging remained unchanged.
- The only sector to decline over the month was financial activities with a loss of 700 jobs. All of the loss was in real estate and rental and leasing (down 1,500), specifically in real estate (down 1,100). Additions in finance and insurance (up 800) reduced the overall sectoral decrease.

Between August 2020 and August 2021, nonfarm employment increased by 275,300, or 6.9 percent.

- Leisure and hospitality registered the largest year-over gain with 108,800 job additions. Sixty-six percent of the increase was in accommodation and food services (up 71,400). Arts, entertainment, and recreation (up 37,400) completed the overall sectoral expansion.
- Trade, transportation, and utilities added 35,100 jobs over the year. The bulk of the employment increase was in retail trade (up 15,100), followed by increases in transportation, warehousing, and utilities (up 13,400), and wholesale trade (up 6,600).
- Seven other industries gained jobs over the year including educational and health services (up 34,400), professional and business services (up 32,000), government (up 27,500), and information (up 18,900). Mining and logging remained unchanged.
- Manufacturing was the only sector to decline over the year with a loss of 1,100 jobs. Declines in durable goods (down 1,700) made up the entire cutback, but were offset by additions in nondurable goods (up 600).

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Data Not Seasonally Adjusted

	Aug 20	Jun 21	Jul 21 Revised	Aug 21 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	4,938,500	5,069,700	5,100,900	5,023,800	-1.5%	1.7%
Civilian Employment	4,076,400	4,547,100	4,579,500	4,538,300	-0.9%	11.3%
Civilian Unemployment	862,100	522,700	521,300	485,400	-6.9%	-43.7%
Civilian Unemployment Rate	17.5%	10.3%	10.2%	9.7%		
(CA Unemployment Rate)	12.3%	8.0%	7.9%	7.5%		
(U.S. Unemployment Rate)	8.5%	6.1%	5.7%	5.3%		
Total, All Industries (2)	3,977,200	4,214,500	4,197,000	4,252,700	1.3%	6.9%
Total Farm	4,500	4,800	4,500	4,700	4.4%	4.4%
Total Nonfarm	3,972,700	4,209,700	4,192,500	4,248,000	1.3%	6.9%
Total Private	3,447,800	3,651,000	3,677,200	3,695,600	0.5%	7.2%
Goods Producing	457,300	456,600	453,200	457,500	0.9%	0.0%
Mining, Logging and Construction	148,300	149,700	147,100	149,600	1.7%	0.9%
Mining and Logging	1,600	1,600	1,600	1,600	0.0%	0.0%
Construction	146,700	148,100	145,500	148,000	1.7%	0.9%
Construction of Buildings	37,900	39,100	38,400	38,500	0.3%	1.6%
Residential Building Construction	23,200	24,500	24,000	23,900	-0.4%	3.0%
Nonresidential Building Construction	14,700	14,600	14,400	14,600	1.4%	-0.7%
Heavy & Civil Engineering Construction	15,600	15,600	15,200	15,600	2.6%	0.0%
Specialty Trade Contractors	93,200	93,400	91,900	93,900	2.2%	0.8%
Building Foundation & Exterior Contractors	19,600	19,900	19,400	20,000	3.1%	2.0%
Building Equipment Contractors	41,900	41,800	40,800	41,800	2.5%	-0.2%
Building Finishing Contractors	21,900	21,900	22,000	22,100	0.5%	0.9%
Other Specialty Trade Contractors	9,800	9,800	9,700	10,000	3.1%	2.0%
Manufacturing	309,000	306,900	306,100	307,900	0.6%	-0.4%
Durable Goods	187,000	185,400	185,600	185,300	-0.2%	-0.9%
Primary Metal Manufacturing	5,500	5,500	5,500	5,400	-1.8%	-1.8%
Fabricated Metal Product Manufacturing	38,300	38,200	38,900	38,100	-2.1%	-0.5%
Machinery Manufacturing	11,800	12,000	12,000	12,000	0.0%	1.7%
Computer & Electronic Product Manufacturing	40,700	40,100	40,100	40,000	-0.2%	-1.7%
Electronic Instrument Manufacturing	25,500	25,700	25,700	25,700	0.0%	0.8%
Electrical Equipment & Appliance Manufacturing	6,900	6,700	6,700	6,600	-1.5%	-4.3%
Transportation Equipment Manufacturing	47,200	47,300	46,900	46,900	0.0%	-0.6%
Aerospace Product & Parts Manufacturing	39,500	39,900	39,900	39,800	-0.3%	0.8%
Furniture & Related Product Manufacturing	11,100	10,800	10,700	10,600	-0.9%	-4.5%
Household & Institutional Furniture Mfg	6,600	6,300	6,200	6,200	0.0%	-6.1%
Miscellaneous Durable Goods Manufacturing	16,900	17,400	17,300	17,900	3.5%	5.9%
Nondurable Goods	122,000	121,500	120,500	122,600	1.7%	0.5%
Food Manufacturing	36,600	35,200	34,900	35,200	0.9%	-3.8%
Dairy Product Manufacturing	3,500	3,500	3,500	3,500	0.0%	0.0%
Animal Slaughtering & Processing	4,300	4,300	4,300	4,300	0.0%	0.0%
Bakeries & Tortilla Manufacturing	12,800	12,900	12,800	12,900	0.8%	0.8%
Textile Mills	3,700	3,600	3,500	3,700	5.7%	0.0%
Apparel Manufacturing	19,100	20,900	20,500	20,700	1.0%	8.4%
Cut & Sew Apparel Manufacturing	18,000	20,300	19,800	19,900	0.5%	10.6%
Paper Manufacturing	6,100	6,100	6,000	6,000	0.0%	-1.6%
Printing & Related Support Activities	9,600	9,300	9,200	9,500	3.3%	-1.0%
Petroleum & Coal Products Manufacturing	5,600	5,400	5,400	5,400	0.0%	-3.6%
Chemical Manufacturing	19,100	18,800	18,800	19,100	1.6%	0.0%
Pharmaceutical & Medicine Manufacturing	7,900	8,000	8,000	8,000	0.0%	1.3%
Plastics & Rubber Products Manufacturing	11,100	10,600	10,600	10,600	0.0%	-4.5%
Service Providing	3,515,400	3,753,100	3,739,300	3,790,500	1.4%	7.8%
Private Service Providing	2,990,500	3,194,400	3,224,000	3,238,100	0.4%	8.3%
Trade, Transportation & Utilities	774,800	804,600	809,400	809,900	0.1%	4.5%
Wholesale Trade	195,700	202,200	203,500	202,300	-0.6%	3.4%
Merchant Wholesalers, Durable Goods	91,900	95,500	95,900	95,500	-0.4%	3.9%
Motor Vehicle & Motor Vehicle Parts Merchant	11,800	12,400	12,700	12,500	-1.6%	5.9%
Professional & Commercial Equipment Merchant	14,500	14,700	14,700	14,700	0.0%	1.4%

Data Not Seasonally Adjusted

	Aug 20	Jun 21	Jul 21 Revised	Aug 21 Prelim	Percent Change	
					Month	Year
Electrical & Electronic Goods Merch Wholesa	10,700	11,200	11,400	11,400	0.0%	6.5%
Machinery, Equip & Supplies Merchant Whol	14,000	13,600	13,600	13,500	-0.7%	-3.6%
Miscellaneous Durable Goods Merchant Whol	15,700	16,600	16,800	16,800	0.0%	7.0%
Merchant Wholesalers, Nondurable Goods	93,900	97,000	97,500	96,900	-0.6%	3.2%
Apparel, Piece Goods & Notions Merch Whol	20,600	23,700	23,600	23,500	-0.4%	14.1%
Grocery & Related Products Merchant Whole	36,100	36,700	37,300	36,900	-1.1%	2.2%
Misc Nondurable Merchant Wholesalers	12,800	14,100	13,900	13,900	0.0%	8.6%
Wholesale Electronic Markets & Agents & Bro	9,900	9,700	10,100	9,900	-2.0%	0.0%
Retail Trade	371,200	385,000	388,400	386,300	-0.5%	4.1%
Motor Vehicle & Parts Dealer	38,600	41,000	41,200	41,200	0.0%	6.7%
Automobile Dealers	25,900	28,000	28,200	28,200	0.0%	8.9%
Other Motor Vehicle Dealers	1,900	1,900	1,900	1,900	0.0%	0.0%
Automotive Parts, Accessories & Tire Stores	10,800	11,100	11,100	11,100	0.0%	2.8%
Furniture & Home Furnishings Stores	11,100	11,900	12,000	12,000	0.0%	8.1%
Electronics & Appliance Stores	13,800	13,800	14,100	14,200	0.7%	2.9%
Building Material & Garden Equipment Stores	28,000	27,800	27,500	26,900	-2.2%	-3.9%
Food & Beverage Stores	92,900	90,800	90,800	90,100	-0.8%	-3.0%
Grocery Stores	82,200	80,600	80,900	80,000	-1.1%	-2.7%
Health & Personal Care Stores	29,900	31,200	31,000	30,300	-2.3%	1.3%
Gasoline Stations	11,600	11,600	11,600	11,500	-0.9%	-0.9%
Clothing & Clothing Accessories Stores	38,900	47,400	49,500	49,000	-1.0%	26.0%
Sporting Goods, Hobby, Book & Music Stores	9,800	9,800	10,000	10,300	3.0%	5.1%
Sporting Goods, Hobby & Musical Instrument	8,600	8,900	9,100	9,200	1.1%	7.0%
Book, Periodical & Music Stores	1,200	900	900	1,100	22.2%	-8.3%
General Merchandise Stores	60,000	60,700	61,400	61,700	0.5%	2.8%
Department Stores	16,600	17,800	18,100	18,100	0.0%	9.0%
General Merchandise Stores	43,400	42,900	43,300	43,600	0.7%	0.5%
Miscellaneous Store Retailers	19,700	20,300	20,300	20,500	1.0%	4.1%
Nonstore Retailers	16,900	18,700	19,000	18,600	-2.1%	10.1%
Transportation, Warehousing & Utilities	207,900	217,400	217,500	221,300	1.7%	6.4%
Utilities	12,600	12,900	13,000	12,800	-1.5%	1.6%
Transportation & Warehousing	195,300	204,500	204,500	208,500	2.0%	6.8%
Air Transportation	31,700	31,200	31,100	31,500	1.3%	-0.6%
Truck Transportation	32,100	35,000	34,600	34,900	0.9%	8.7%
Transit & Ground Passenger Transportation	8,000	8,500	8,600	9,300	8.1%	16.3%
Support Activities for Transportation	52,900	52,300	52,400	54,500	4.0%	3.0%
Couriers & Messengers	46,600	50,400	50,500	51,000	1.0%	9.4%
Warehousing & Storage	18,800	21,600	21,700	21,700	0.0%	15.4%
Information	167,800	177,000	180,800	186,700	3.3%	11.3%
Publishing Industries (except Internet)	19,500	19,200	19,400	19,300	-0.5%	-1.0%
Newspaper, Periodical, Book & Directory Publi	6,300	5,700	5,700	5,600	-1.8%	-11.1%
Motion Picture & Sound Recording	85,200	97,800	101,000	107,000	5.9%	25.6%
Broadcasting (except Internet)	20,900	20,800	20,700	21,200	2.4%	1.4%
Radio & Television Broadcasting	15,000	14,800	14,600	15,000	2.7%	0.0%
Cable & Other Subscription Programming	5,900	6,000	6,100	6,200	1.6%	5.1%
Telecommunications	16,000	14,700	14,500	14,400	-0.7%	-10.0%
Data Processing, Hosting & Related Services	10,400	10,100	10,100	10,000	-1.0%	-3.8%
Financial Activities	208,000	209,300	209,700	209,000	-0.3%	0.5%
Finance & Insurance	130,500	128,400	128,600	129,400	0.6%	-0.8%
Credit Intermediation & Related Activities	56,700	55,800	55,100	54,300	-1.5%	-4.2%
Depository Credit Intermediation	39,100	37,800	37,200	36,600	-1.6%	-6.4%
Nondepository Credit Intermediation	10,700	11,300	11,300	11,100	-1.8%	3.7%
Activities Related to Credit Intermediation	6,900	6,700	6,600	6,600	0.0%	-4.3%
Securities, Commodity Contracts & Investment	26,200	26,300	27,400	28,200	2.9%	7.6%
Insurance Carriers & Related	47,600	46,300	46,100	46,900	1.7%	-1.5%
Insurance Carriers	19,400	19,200	18,800	18,800	0.0%	-3.1%
Agencies, Broker, & Other Insurance Related	28,200	27,100	27,300	28,100	2.9%	-0.4%
Real Estate & Rental & Leasing	77,500	80,900	81,100	79,600	-1.8%	2.7%

September 17, 2021

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

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

Data Not Seasonally Adjusted

	Aug 20	Jun 21	Jul 21 Revised	Aug 21 Prelim	Percent Change	
					Month	Year
Real Estate	63,500	65,000	64,900	63,800	-1.7%	0.5%
Lessors of Real Estate	18,100	18,400	18,600	18,300	-1.6%	1.1%
Offices of Real Estate Agents & Brokers	14,100	14,400	14,500	14,200	-2.1%	0.7%
Activities Related to Real Estate	31,300	32,200	31,800	31,300	-1.6%	0.0%
Real Estate and Rental and Leasing - Residual	14,000	15,900	16,200	15,800	-2.5%	12.9%
Professional & Business Services	577,800	598,800	605,200	609,800	0.8%	5.5%
Professional, Scientific & Technical Services	280,200	285,200	289,400	292,200	1.0%	4.3%
Legal Services	52,600	54,400	54,000	54,000	0.0%	2.7%
Accounting, Tax Preparation & Bookkeeping S	38,500	42,200	42,000	42,500	1.2%	10.4%
Architectural, Engineering & Related Services	35,200	34,800	35,700	35,400	-0.8%	0.6%
Computer Systems Design & Related Services	37,200	36,800	37,600	38,400	2.1%	3.2%
Management, Scientific & Technical Consulting	49,900	48,100	47,900	49,100	2.5%	-1.6%
Scientific Research & Development Services	18,500	20,200	20,500	20,700	1.0%	11.9%
Advertising & Related Services	23,200	25,200	27,100	27,300	0.7%	17.7%
Management of Companies & Enterprises	58,600	59,200	59,400	58,300	-1.9%	-0.5%
Administrative & Support & Waste Services	239,000	254,400	256,400	259,300	1.1%	8.5%
Administrative & Support Services	227,100	243,300	245,400	248,200	1.1%	9.3%
Employment Services	79,700	92,700	92,000	94,800	3.0%	18.9%
Business Support Services	13,300	13,900	13,800	13,500	-2.2%	1.5%
Travel Arrangement & Reservation Services	5,400	5,100	5,100	5,000	-2.0%	-7.4%
Investigation & Security Services	50,900	53,600	54,000	54,200	0.4%	6.5%
Services to Buildings & Dwellings	46,600	48,000	49,600	50,000	0.8%	7.3%
Educational & Health Services	800,900	839,300	832,300	835,300	0.4%	4.3%
Educational Services	110,100	122,100	119,500	121,200	1.4%	10.1%
Elementary & Secondary Schools	26,400	29,200	28,400	28,600	0.7%	8.3%
Colleges, Universities & Professional Schools	60,700	68,200	65,700	67,900	3.3%	11.9%
Health Care & Social Assistance	690,800	717,200	712,800	714,100	0.2%	3.4%
Ambulatory Health Care Services	225,100	233,600	230,800	233,100	1.0%	3.6%
Offices of Physicians	59,500	60,300	60,300	60,600	0.5%	1.8%
Offices of Dentists	30,500	33,700	33,400	34,200	2.4%	12.1%
Offices of Other Health Practitioners	27,100	28,700	28,800	29,000	0.7%	7.0%
Hospitals	116,100	114,900	115,400	115,600	0.2%	-0.4%
Nursing & Residential Care Facilities	82,600	81,800	81,600	81,600	0.0%	-1.2%
Nursing Care Facilities	44,300	44,200	44,100	44,200	0.2%	-0.2%
Social Assistance	267,000	286,900	285,000	283,800	-0.4%	6.3%
Individual & Family Services	237,900	253,200	254,600	252,700	-0.7%	6.2%
Child Day Care Services	15,000	17,500	16,400	17,400	6.1%	16.0%
Leisure & Hospitality	347,300	438,300	455,400	456,100	0.2%	31.3%
Arts, Entertainment & Recreation	48,400	80,700	86,000	85,800	-0.2%	77.3%
Performing Arts, Spectator Sports	29,300	37,100	40,500	39,600	-2.2%	35.2%
Independent Artists, Writers & Performers	10,300	11,000	11,800	11,700	-0.8%	13.6%
Museums, Historical Sites & Similar Institution	4,100	4,200	4,400	4,300	-2.3%	4.9%
Amusement, Gambling & Recreation	15,000	39,400	41,100	41,900	1.9%	179.3%
Gambling Industries	600	5,500	5,600	5,900	5.4%	883.3%
Other Amusement & Recreation	12,700	28,600	29,900	29,800	-0.3%	134.6%
Accommodation & Food Services	298,900	357,600	369,400	370,300	0.2%	23.9%
Accommodation	24,200	37,200	39,600	40,000	1.0%	65.3%
Food Services & Drinking Places	274,700	320,400	329,800	330,300	0.2%	20.2%
Restaurants	262,500	305,500	315,200	315,800	0.2%	20.3%
Full-Service Restaurants	102,200	139,400	147,800	149,700	1.3%	46.5%
Limited-Service Eating Places	160,300	166,100	167,400	166,100	-0.8%	3.6%
Special Food Services	9,900	10,700	11,100	11,100	0.0%	12.1%
Other Services	113,900	127,100	131,200	131,300	0.1%	15.3%
Repair & Maintenance	33,300	33,900	34,700	34,800	0.3%	4.5%
Personal & Laundry Services	30,100	39,700	41,000	41,700	1.7%	38.5%
Religious, Grants, Civic, Professional & Like Or	50,500	53,500	55,500	54,800	-1.3%	8.5%
Government	524,900	558,700	515,300	552,400	7.2%	5.2%
Federal Government	61,600	47,600	47,800	47,400	-0.8%	-23.1%

Data Not Seasonally Adjusted

	Aug 20	Jun 21	Jul 21	Aug 21	Percent Change	
			Revised	Prelim	Month	Year
Department of Defense	3,500	3,900	3,900	3,900	0.0%	11.4%
Federal Government excluding Department of	58,100	43,700	43,900	43,500	-0.9%	-25.1%
State & Local Government	463,300	511,100	467,500	505,000	8.0%	9.0%
State Government	75,900	79,000	75,100	73,600	-2.0%	-3.0%
State Government Education	44,300	47,900	43,900	42,500	-3.2%	-4.1%
State Government Excluding Education	31,600	31,100	31,200	31,100	-0.3%	-1.6%
Local Government	387,400	432,100	392,400	431,400	9.9%	11.4%
Local Government Education	170,800	211,000	172,300	212,200	23.2%	24.2%
Local Government Excluding Education	216,600	221,100	220,100	219,200	-0.4%	1.2%
County	107,700	108,700	108,900	108,700	-0.2%	0.9%
City	88,600	90,500	90,200	89,600	-0.7%	1.1%
Special Districts plus Indian Tribes	20,300	21,900	21,000	20,900	-0.5%	3.0%

Notes:

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

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

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

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

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

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
STATE TOTAL	---	19,024,400	17,600,200	1,424,300	7.5%
ALAMEDA	23	807,100	757,000	50,000	6.2%
ALPINE	51	480	440	40	8.9%
AMADOR	28	14,780	13,800	980	6.6%
BUTTE	32	93,100	86,800	6,300	6.8%
CALAVERAS	13	22,030	20,800	1,230	5.6%
COLUSA	53	11,400	10,340	1,060	9.3%
CONTRA COSTA	26	538,500	503,500	35,000	6.5%
DEL NORTE	38	9,760	9,070	690	7.1%
EL DORADO	13	91,300	86,200	5,100	5.6%
FRESNO	50	445,500	406,200	39,400	8.8%
GLENN	33	12,730	11,850	880	6.9%
HUMBOLDT	21	59,900	56,200	3,700	6.1%
IMPERIAL	58	68,500	55,200	13,300	19.4%
INYO	17	8,290	7,810	480	5.8%
KERN	56	385,800	347,400	38,400	10.0%
KINGS	52	55,900	50,800	5,100	9.1%
LAKE	36	29,650	27,570	2,080	7.0%
LASSEN	13	9,740	9,190	550	5.6%
LOS ANGELES	55	5,023,800	4,538,300	485,400	9.7%
MADERA	47	62,800	57,600	5,200	8.3%
MARIN	1	133,600	127,700	5,900	4.4%
MARIPOSA	28	7,830	7,310	520	6.6%
MENDOCINO	21	36,700	34,460	2,240	6.1%
MERCED	54	119,700	108,500	11,200	9.4%
MODOC	17	3,450	3,250	200	5.8%
MONO	19	9,000	8,460	530	5.9%
MONTEREY	28	224,200	209,400	14,800	6.6%
NAPA	9	71,000	67,100	3,900	5.5%
NEVADA	9	47,860	45,230	2,630	5.5%
ORANGE	20	1,580,600	1,485,700	94,900	6.0%
PLACER	6	186,700	177,100	9,600	5.1%
PLUMAS	44	8,200	7,560	640	7.8%
RIVERSIDE	42	1,113,200	1,028,400	84,700	7.6%
SACRAMENTO	36	713,400	663,300	50,100	7.0%
SAN BENITO	33	31,500	29,400	2,200	6.9%
SAN BERNARDINO	42	977,700	903,100	74,600	7.6%
SAN DIEGO	28	1,533,600	1,431,800	101,700	6.6%
SAN FRANCISCO	4	557,500	529,600	27,900	5.0%
SAN JOAQUIN	49	334,300	305,900	28,400	8.5%
SAN LUIS OBISPO	9	129,000	121,800	7,100	5.5%
SAN MATEO	2	438,000	417,700	20,200	4.6%
SANTA BARBARA	9	220,300	208,200	12,100	5.5%
SANTA CLARA	3	1,024,200	975,500	48,700	4.8%
SANTA CRUZ	25	134,400	126,000	8,500	6.3%
SHASTA	26	74,800	69,900	4,900	6.5%
SIERRA	4	1,390	1,320	70	5.0%
SISKIYOU	40	17,260	16,010	1,240	7.2%
SOLANO	41	203,500	188,600	14,900	7.3%
SONOMA	7	248,700	235,500	13,200	5.3%
STANISLAUS	46	246,400	226,800	19,700	8.0%
SUTTER	45	47,200	43,500	3,700	7.9%
TEHAMA	33	25,810	24,020	1,790	6.9%
TRINITY	7	4,920	4,660	260	5.3%
TULARE	57	201,200	180,100	21,100	10.5%
TUOLUMNE	38	20,100	18,680	1,430	7.1%
VENTURA	23	408,300	383,100	25,300	6.2%
YOLO	13	107,300	101,300	6,000	5.6%
YUBA	47	30,500	28,000	2,500	8.3%

Notes

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2020 benchmark and Census 2010 population controls at the state level.

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

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Los Angeles County	5,023,800	4,538,300	485,400	9.7%	1.000000	1.000000
Acton CDP	3,400	3,200	300	8.2%	0.000695	0.000582
Agoura Hills city	11,100	10,300	800	7.5%	N/A	N/A
Alhambra city	45,500	41,400	4,100	9.1%	N/A	N/A
Alondra Park CDP	4,200	3,900	400	8.5%	0.000851	0.000736
Altadena CDP	22,700	20,700	2,000	8.9%	0.004562	0.004145
Arcadia city	28,900	26,700	2,200	7.6%	N/A	N/A
Artesia city	7,900	7,200	700	8.6%	0.001581	0.001396
Avalon city	2,000	2,000	0	0.1%	0.000438	0.000003
Avocado Heights CDP	7,400	6,500	900	12.8%	0.001425	0.001947
Azusa city	24,900	22,700	2,300	9.1%	N/A	N/A
Baldwin Park city	34,000	30,700	3,300	9.8%	N/A	N/A
Bell city	14,900	13,500	1,500	9.9%	N/A	N/A
Bell Gardens city	17,900	16,100	1,800	10.3%	N/A	N/A
Bellflower city	36,700	32,200	4,500	12.3%	N/A	N/A
Beverly Hills city	17,800	16,300	1,400	8.0%	N/A	N/A
Bradbury city	400	400	0	3.5%	0.000085	0.000028
Burbank city	58,300	52,000	6,300	10.8%	N/A	N/A
Calabasas city	12,000	11,200	800	6.5%	0.002469	0.001615
Carson city	45,800	40,900	4,900	10.6%	N/A	N/A
Cerritos city	24,600	22,700	1,900	7.9%	N/A	N/A
Charter Oak CDP	5,200	4,500	700	12.9%	0.000999	0.001381
Citrus CDP	5,000	4,600	400	8.6%	0.001011	0.000883
Claremont city	16,600	15,400	1,200	7.3%	N/A	N/A
Commerce city	5,700	5,200	600	9.6%	0.001143	0.001140
Compton city	39,500	34,100	5,400	13.6%	N/A	N/A
Covina city	23,600	21,200	2,400	10.0%	N/A	N/A
Cudahy city	9,800	8,900	900	9.0%	N/A	N/A
Culver City city	22,400	20,700	1,800	7.9%	N/A	N/A
Del Aire CDP	5,100	4,800	300	5.7%	0.001055	0.000595
Desert View Highlands CDP	1,300	1,200	100	9.8%	0.000267	0.000269
Diamond Bar city	29,600	27,200	2,500	8.3%	N/A	N/A
Downey city	56,400	51,000	5,400	9.6%	N/A	N/A
Duarte city	11,100	9,900	1,200	10.9%	0.002184	0.002492
East Los Angeles CDP	57,100	49,000	8,100	14.1%	0.010800	0.016595
East Pasadena CDP	2,900	2,800	100	3.8%	0.000613	0.000225
East San Gabriel CDP	7,300	6,900	300	4.8%	0.001526	0.000714
El Monte city	51,400	46,300	5,000	9.8%	N/A	N/A
El Segundo city	9,600	8,600	1,000	10.3%	0.001889	0.002016

Data Not Seasonally Adjusted

Area Name	Labor		Unemployment		Census Ratios	
	Force	Employment	Number	Rate	Emp	Unemp
Florence Graham CDP	28,900	25,100	3,800	13.2%	0.005537	0.007851
Gardena city	30,200	26,900	3,300	10.9%	N/A	N/A
Glendale city	102,600	92,100	10,500	10.2%	N/A	N/A
Glendora city	25,500	23,300	2,200	8.5%	N/A	N/A
Hacienda Heights CDP	25,900	23,900	2,000	7.7%	0.005266	0.004092
Hawaiian Gardens city	6,400	5,800	600	9.1%	0.001275	0.001199
Hawthorne city	44,500	39,700	4,900	11.0%	N/A	N/A
Hermosa Beach city	11,800	11,000	800	6.5%	0.002433	0.001584
Hidden Hills city	700	600	100	11.6%	0.000143	0.000175
Huntington Park city	25,900	23,500	2,400	9.3%	N/A	N/A
Industry city	200	200	0	12.0%	0.000034	0.000044
Inglewood city	52,600	46,200	6,400	12.1%	N/A	N/A
Irwindale city	700	600	100	12.2%	0.000134	0.000172
La Canada Flintridge city	8,800	8,300	400	5.0%	0.001839	0.000911
La Crescenta Montrose CDP	9,400	8,700	700	7.8%	0.001909	0.001506
La Habra Heights city	3,200	3,000	200	6.6%	0.000657	0.000435
La Mirada city	23,600	21,600	2,000	8.7%	N/A	N/A
La Puente city	18,800	16,900	1,900	9.9%	N/A	N/A
La Verne city	15,500	14,300	1,200	7.8%	N/A	N/A
Ladera Heights CDP	3,500	3,100	500	13.6%	0.000673	0.000986
Lake Los Angeles CDP	3,600	3,100	600	15.5%	0.000679	0.001165
Lakewood city	42,000	38,200	3,800	9.2%	N/A	N/A
Lancaster city	64,900	56,500	8,400	12.9%	N/A	N/A
Lawndale city	16,400	14,800	1,600	10.0%	N/A	N/A
Lennox CDP	10,800	9,800	1,000	9.2%	0.002168	0.002066
Littlerock CDP	400	300	100	16.2%	0.000073	0.000131
Lomita city	10,400	9,800	500	5.2%	0.002167	0.001114
Long Beach city	235,600	211,500	24,100	10.2%	N/A	N/A
Los Angeles city	2,049,500	1,851,000	198,600	9.7%	N/A	N/A
Lynwood city	28,300	25,100	3,200	11.4%	N/A	N/A
Malibu city	6,100	5,800	300	5.6%	0.001270	0.000711
Manhattan Beach city	18,800	17,800	1,100	5.7%	N/A	N/A
Marina del Rey CDP	6,700	6,400	300	4.6%	0.001404	0.000626
Mayflower Village CDP	2,900	2,700	200	6.9%	0.000603	0.000419
Maywood city	12,100	11,000	1,100	9.2%	N/A	N/A
Monrovia city	20,300	18,700	1,600	8.1%	N/A	N/A
Montebello city	28,600	25,600	3,000	10.6%	N/A	N/A
Monterey Park city	28,800	26,100	2,700	9.3%	N/A	N/A
North El Monte CDP	1,700	1,600	100	4.0%	0.000361	0.000141
Norwalk city	49,900	44,600	5,200	10.5%	N/A	N/A
Palmdale city	64,200	56,100	8,100	12.6%	N/A	N/A
Palos Verdes Estates city	5,400	5,200	200	3.7%	0.001136	0.000410
Paramount city	24,500	21,800	2,700	10.9%	N/A	N/A
Pasadena city	77,100	71,100	6,000	7.8%	N/A	N/A
Pico Rivera city	29,700	26,700	3,000	10.1%	N/A	N/A
Pomona city	67,100	60,400	6,600	9.9%	N/A	N/A
Quartz Hill CDP	4,200	3,800	300	8.3%	0.000841	0.000711
Rancho Palos Verdes city	18,900	17,600	1,400	7.1%	N/A	N/A

Data Not Seasonally Adjusted

Area Name	Labor Force	Employment	Unemployment		Census Ratios	
			Number	Rate	Emp	Unemp
Redondo Beach city	39,800	37,000	2,800	7.1%	N/A	N/A
Rolling Hills city	600	500	0	8.6%	0.000114	0.000100
Rolling Hills Estates city	3,400	3,100	300	7.9%	0.000691	0.000557
Rosemead city	25,200	22,500	2,600	10.4%	N/A	N/A
Rowland Heights CDP	24,500	22,200	2,300	9.3%	0.004899	0.004715
San Dimas city	17,400	16,000	1,500	8.3%	N/A	N/A
San Fernando city	11,400	10,700	700	6.5%	0.002349	0.001534
San Gabriel city	21,000	19,200	1,800	8.6%	N/A	N/A
San Marino city	5,500	5,400	200	3.0%	0.001184	0.000341
Santa Clarita city	112,600	102,900	9,600	8.5%	N/A	N/A
Santa Fe Springs city	8,100	7,700	500	5.7%	0.001688	0.000961
Santa Monica city	54,300	50,100	4,200	7.8%	N/A	N/A
Sierra Madre city	5,600	5,000	600	11.1%	0.001094	0.001274
Signal Hill city	5,900	5,500	500	8.3%	0.001202	0.001014
South El Monte city	9,100	8,200	800	9.2%	0.001811	0.001725
South Gate city	41,900	37,700	4,300	10.1%	N/A	N/A
South Pasadena city	14,500	13,300	1,100	7.9%	N/A	N/A
South San Gabriel CDP	3,900	3,600	300	8.4%	0.000790	0.000682
South San Jose Hills CDP	9,200	8,100	1,100	12.1%	0.001785	0.002304
South Whittier CDP	27,700	25,300	2,400	8.6%	0.005582	0.004915
Temple City city	18,000	16,400	1,600	8.9%	N/A	N/A
Torrance city	75,600	69,900	5,700	7.6%	N/A	N/A
Val Verde CDP	1,500	1,300	200	12.3%	0.000296	0.000388
Valinda CDP	12,100	10,800	1,300	10.8%	0.002387	0.002689
Vernon city	100	100	0	0.0%	0.000012	0.000000
View Park Windsor Hills CDP	6,200	5,100	1,100	17.3%	0.001132	0.002216
Walnut city	15,500	14,400	1,200	7.7%	N/A	N/A
Walnut Park CDP	7,800	7,000	800	10.5%	0.001541	0.001681
West Athens CDP	5,000	4,300	700	14.4%	0.000941	0.001478
West Carson CDP	10,800	10,100	800	7.2%	0.002216	0.001597
West Covina city	51,800	46,800	5,100	9.8%	N/A	N/A
West Hollywood city	26,800	24,000	2,800	10.6%	N/A	N/A
West Puente Valley CDP	11,200	9,900	1,300	11.7%	0.002186	0.002717
West Whittier Los Nietos CDP	12,000	11,100	900	7.5%	0.002444	0.001850
Westlake Village city	3,600	3,500	100	4.1%	0.000766	0.000307
Westmont CDP	14,600	12,700	1,900	13.0%	0.002805	0.003935
Whittier city	42,700	38,800	3,900	9.1%	N/A	N/A
Willowbrook CDP	10,000	8,400	1,700	16.7%	0.001842	0.003444

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

Notes:

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

Data Not Seasonally Adjusted

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

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

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


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



MEMORANDUM

DATE: 9/23/21

TO: SELACO WDB Board of Directors'

FROM: Yolanda Castro, Executive Director 

RE: Small Business Revitalization Grant (SBRF) - Final Report

On behalf of the SELACO WDB staff and Business Advisory Committee accept and file the attached Small Business Revitalization Fund Report.

Action Required:

Receive and File



Small Business Revitalization Fund (SBRF) Final Report

The State of California, Employment Development Department (EDD) awarded COVID 19 relief funds through the Governor's WIOA Discretionary fund, called "Additional Assistance" (AA) grants; designed to provide Workforce Development Boards with an opportunity to utilize funds to assist job seekers and businesses experiencing the serious impact of the COVID 19 pandemic. SELACO applied for these funds and was awarded \$900,900 SELACO in consultation with its Board of Directors (BOD) and its Business Advisory Committee (BAC) chose to utilize some of the State AA award, to provide a total of \$200,000 in grants to eligible small local businesses, who were facing staff layoffs, and potential business closure. This SELACO grant initiative is known as the Small Business Revitalization Fund (SBRF).

Grant Application Process: SELACO staff, in concert with the BOD and the Business Advisory Committee, were clearly seeing the impact of so many local businesses facing employee layoffs, severely reduced revenues, and hundreds of business closures in the Southeast LA Area. COVID 19 was in its infancy, with very little known about how long the pandemic would last, how soon there might be a remedy, or IF there was even going to be a remedy. The world was in chaos, and SELACO wanted to find a way to mitigate some of the devastation facing our region's small companies. We knew the oversight of a full grant program would be challenging, but the decision was made to proceed anyway, knowing the value of grants awarded to our business community would be impactful.

SELACO created an outline of our planned goals with the grant project. We knew there were thousands of economic development dollars being let by large Cities and Counties in the form of sizeable grants to businesses. We discovered businesses who could afford consultants to write a grant or loan application explaining their economic plight, or large enough companies with in-house talent to write such a financial aid application, had a huge advantage in response to these local government grants. These substantial grants being awarded by large government agencies, were leaving the small business owners behind. With input from our own business representatives on the BAC, SELACO agreed to focus our grant project on small business owners, who had not previously received a substantial amount of government grants or loans, and whose companies resided in our 8 City Service Delivery Area (SDA). That Area includes businesses located in: Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, Norwalk and Paramount. The grant project was named the "Small Business Revitalization Grant" (SBRF), and the final qualification requirements are listed below.

Small businesses located in our SELACO Service Delivery Area, with 100 employees or fewer, were encouraged to apply for up to a \$5,000 grant in the initial first round of funding. Companies had to: assure they were in "good standing" with the State of California, Secretary of State (up to date with tax filings); not have received more than \$10,000 in previous grants/loans; and they had to provide proof that an SBRF awarded grant would help prevent staff layoffs, or business closure. A simple two-page SBRF Application was created to assure all businesses could access and complete the grant process; included was an easy "Employer Checklist" for companies to use as a completion tool prior to submitting their final Application. SELACO accessed its excellent network of partners in business, social enterprises, and government

agencies and through that network, was able to spread the word regarding the availability of the SBRF grants. SELACO worked with many entities to outreach to local businesses in our community and provide details on the process of applying for the SBRF Grants. Networks of partners supporting the outreach effort included: SELACO's Collaborative Community Network; SELACO WDB Policy Board Members; members of SDA City Economic Development offices; LAEDC; SELACO's Social Media Sites; and SELACO's extensive database of businesses with whom we had previously conducted business. SELACO also utilized its SDA Cities and our own social media platforms to further outreach to businesses who needed support and who were at-risk of facing a business closure, or employee layoffs.

The initial SBRF plan was to have one round of funding, with all qualified grant applications being placed in a lottery pool. Once determined that a Company application met all qualifications, it was entered into the funding "SBRF Lottery". The plan was to award up to 5 applications per member City, randomly pulled from the lottery pool. Each "winner" of the Lottery Pull, would be entitled to up to a \$5,000 grant.

After SELACO's first round of the SBRF Grant application process, it was determined we would need additional rounds of funding to fully utilize the \$200,000 SBRF pool. The SELACO staff and BAC saw a growing need in the amount of funds for each awardee and revised the award cap from \$5,000 to \$10,000. It was determined this would be in the best interests of our small company owners, and winners from the Round One Lottery, were allowed to apply for another \$5,000 to bring them even with the newly revised cap of \$10,000 per company. We also determined these companies were more likely to apply for the SBRF if they were allowed to have a greater cap on previously received government loans/grants; that cap moved from \$10,000 to no more than \$20,000 previously received government grant funds. With those changes, two more rounds of SBRF applications were conducted before the full \$200,000 in SBRF funds were awarded.

A "Lottery Pull" for each Round was conducted by selected SELACO WDB Board Members, and those qualified applications that were entered in the Lottery were considered "finalists".

In Summary, SBRF companies had to meet the following criteria:

- Business was located within the SELACO WDB SDA Cities: Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, Norwalk, Paramount
- Business had not previously received any grant funding exceeding \$20,000
- Business was in "good standing" with the State of CA
- Business had to have been negatively impacted by COVID-19
- Awarded SBRF funds had to be used to mitigate staff layoffs or business closure
- Business employed 100 individuals, or less

The original SBRF applications were reviewed and analyzed by the Business Services staff and applicants were asked to clarify, or to explain any discrepancies. It was at this time SELACO staff became acutely aware of the bilingual requirements in working with some of our grant winners. SELACO staff were allowed to provide technical assistance during the application process but were not allowed to help a Company complete their applications, so the interaction became much greater at the point where an application was deemed a "winner".

Implementation of the Grants: Once the lottery winners were selected, each company attended an SBRF Orientation to better understand the regulations behind the funding and to

understand the contract and fiscal reporting process. A separate Orientation was offered to the companies more proficient in a language other than English. Many of the awardees had never been the recipient of government-regulated funds, so there was a steep learning curve, and the technical educational process was much greater than SELACO staff anticipated. This resulted in numerous meetings with each awardee, to ensure they were provided with all the technical assistance needed to successfully complete their budget and to align their needs with the requirements of the grant. It was a lengthy process to reach an understanding of the budgetary requirements in the use of funds, the fiscal spending restrictions, the invoicing process, and the compliance and monitoring responsibilities. SELACO staff was concerned we might lose some lottery winners due to the government requirements which were perceived to be restrictive. SELACO's staff were exceedingly patient with all our companies, and that created a better experience for the award winners.

Below are some significant summary statistics from the SBRF Grant process:

- 27 total SBRF Applications were received
- 24 SBRF Applications awarded, up to \$10,000 each
- Over 100 jobs were saved through the SBRF grants
- Every Company awarded an SBRF grant indicated the grant assisted them from closing and or losing their business.
- A total of \$200,000 in WIOA "AA" funds were allocated in SBRF grants
- 3 Companies were disqualified because they were not located in one of our 8 SDA Cities or they had received more than \$20,000 in government loans/grant
- It took an estimated average of 2.75 meetings per company for the grant package to be fully completed.
- **Below is a summary of the awards, by City location of the business:**
 - Artesia: 1 Company = \$9,990 grant
 - Bellflower: 6 Companies = \$51,876 in grants
 - Cerritos: 3 Companies = \$29,990 in grants
 - Downey: 6 Companies = \$44,550 in grants
 - Hawaiian Gardens = 0
 - Lakewood: 6 Companies = \$53,568 in grants
 - Norwalk: 0
 - Paramount: 1 Company - \$10,000 in grants
- It took an estimated average of 3.50 staff hours to review, approve and appropriately document reimbursements for each awardee's submitted invoices.
- It took an estimated average of 3.20 staff hours to assist a company with purchase orders through SELACO, so that those with cash flow challenges were able to obtain their needed materials and supplies.
- The most common items reimbursed/purchased were: CV-19 related safety equipment (masks, shields, gloves); cleaning and disinfecting materials; CV-19 signs (such as COVID rules and the 6 ft. distance requirement); plexiglass; items to allow businesses to move outdoors/conduct business remotely (tents, heaters; wi-fi for outside; touchless ordering systems); and laptops/ipads for remote connectivity.

Satisfaction Survey Results: After the final grants were processed, SELACO sent a Customer Satisfaction Survey to all the SBRF Recipients. We made 4 contacts with each awardee, in an attempt to encourage the completion of a satisfaction survey. In total, 16 companies responded to our survey, which is a 70% return rate. We intend to use the results of the surveys as planning tools should SELACO ever choose to administer a Grant Project again.

The most significant responses to the Survey:

- 93% of the awardees were very satisfied with the entire grant process from start to finish.
- 94% of the awardees felt the SBRF Grant Application process was “user friendly”.
- 93% of the awardees said the SBRF Grant saved them from potentially closing their doors.
- 93.3% rated SELACO’s technical assistance (customer service) at a “10” with 10 being the highest score.

Below are some of the more interesting comments from the survey, seeking advice for improvement, should they have ideas:

Question: What suggestions can you provide to make a future SBRF Grant Program run more effectively.

- *Easier application process and distribution*
- *Less back and forth and less paperwork*
- *No further suggestions, but English is my second language, and it was really difficult for me to understand the application form and the process. Staff (especially Ben) was very patient with me and assisted me where allowed.*
- *Process was very tedious*
- *Usage of the funds was not fully understood and needed more flexibility in spending under the grant*
- *I wouldn’t change a thing. SELACO employees were always very helpful and professional during the whole process.*
- *Staff were very friendly and helpful, hoping you offer more grants in the future.*
- *Nothing to suggest, we received excellent service.*
- *The application was fairly easy and the staff at SELACO were the best. I think better marketing/advertising of the grant.*
- *The SELACO team was incredibly helpful throughout the whole process. The application was easy to understand and thoroughly explained.*

Success Stories:

Please see Attachment I at the end of this Report.

Lessons Learned from SELACO’s first-ever Grant Awards project:

- The SBRF Project was far more time consuming than originally expected – it took 3 ½ times more staff time than we anticipated. Plan for a year to complete the whole grant process in the future.
- The SBRF Project required assistance from more Departments than anticipated; since SELACO was new to the grant awarding process, the Compliance Dept. had a far greater role in educating the SBRF grant staff.
- The restrictions made it difficult for some of the companies to spend their entire award. Less restrictions from the State on use of the grant funds would have been ideal.
- The need for bilingual services in the SBRF Grant project was greater than anticipated.
- It is imperative to build a successful partnership to assist in outreaching to eligible companies in all eight cities within the SELACO WDB service area.
- We received excellent input from our BAC, and their business knowledge was essential.
- Figure out a way to speed up the grant process.
- As easy as we tried to make the application process, it was still daunting to a few businesses.

Attachment I

Success Stories from the SELACO Small Business Revitalization Fund Grant Project

PAINTING WITH A TWIST

1) How did the pandemic affect your business?

The pandemic impacted our business significantly, as our business model was conducting indoor classes with large audiences. That camaraderie was part of the fun of our events to use as teambuilding as well as social activities. Most of our events were with large audiences. When the Pandemic hit and the CDC mandated social distancing, our events were reduced to outdoor and or very small group gatherings. which resulted in an immediate revenue loss for our business.

2) How did the SBRF grant assist your business from potentially closing your doors due to COVID-19?

We decided to remain in business we would have to hold our classes virtually and the SBRF grant allowed us to stay relevant and connected to our customers virtually. Furthermore, because of this we were able to keep several of our Artists working during the pandemic, avoiding a layoff.

3) What's changed since being granted the SBRF grant?

We have great PPE items to offer our customers, we now have virtual options that are also very professional in quality, and most importantly, the SBRF grant helped us keep our doors open and for our business to survive during the Pandemic



SOULS HEALTH LIFELINE

1) How did the pandemic affect your business?

Initially the Pandemic had a very heavy impact on the business. Ms. Tarver had to close her company doors and rethink her business model and customer approach. Now with the Pandemic limitations, Ms. Tarver could not operate her small business in her usual fashion. She had to figure out a new way of finding clients, a new way of making a living with Pandemic restrictions, and how to keep her business afloat during these very uncertain COVID 19 times. Basic daily business processes were challenging such as shipping procedures and how to transition a business to an online platform. Unfortunately, just like so many small businesses, Souls was caught off-guard by the Pandemic, and lost many clients in the process. Retaining customers was nearly impossible, as many canceled with COVID-19 fears, or did not show up to their scheduled meetings over the same concerns.

2) How did the SBRF grant assist your business from potentially closing your doors due to COVID-19?

With the assistance of the SBRF Grant, Souls Health Lifeline was able to obtain the PPE equipment needed to protect their staff, and transition Souls Health Lifeline from a brick-and-mortar business to an online business. They were able to secure equipment to video broadcast and enhance their social media presence, and more importantly, the grant assisted Souls Health Lifeline with re-opening their business doors once again.

3) What's changed since being granted the SBRF grant?

With the remodeling of their business approach and model, to deal with the Pandemic requirements and more remote contact and delivery, Souls Health Lifeline had a renewed ability to earn income. With the new business model, regular clients started to return, and new customers began making appointments once again. Their doors have re-opened with the assistance of SELACO WDB SBRF Grant.



MOONSTONE LABEL

1) How did the pandemic affect your business?

Moonstone Label scheduled their Grand Opening during the same week as the Pandemic closures began. These State-mandated closures prevented Ms. Escobedo not only from opening her doors, but it put all of her current business plan in limbo. No one knew the future for small businesses, and no one had an idea of how devastating the Pandemic would become on small business owners. The most significant and devastating hardship was the financial capital Ms. Escobedo had in savings to run her business, was depleted just trying to meet her lease payments. Without the revenue of customers paying for her products, the immediate impact of lost business made it impossible to know what the future would hold.

2) How did the SBRF grant assist your business from potentially closing your doors due to COVID-19?

The SBRF Grant greatly assisted Ms. Escobedo with the basic requirements to stay afloat and meet State requirements. Since most of her now meager income was going to rent payments, that left no capital to be used for PPE, Curbside Pickup, Contactless Pay-System, PPE, Cleaning Supplies and many more items she needed to change her business operations. Due to the SBRF grant, those essential items were purchased for Moonstone Label, and she was able to continue operating her business.

3) What's changed since being granted the SBRF grant?

With all the essential items Ms. Escobedo received from the SBRF grant, it lifted the financial burden for many of the new State and Local COVID requirements for Moonstone Label. She was then able to focus on the business and marketing needed to find new clients.

"Thank you SELACO WDB." – Moonstone Label



Small Business Revitalization Fund
GRANT SUMMARY REPORT

Round One	Artesia	Bellflower	Cerritos	Downey	Hawaiian Gardens	Lakewood	Norwalk	Paramount	Total # of Grants	Number of Jobs Saved	Subtotal Reimbursed/ Purchased to Date
Downey Foundation for Educational Opportunities											
Parent, Family Engagement and Comm. Services											
	\$0	\$9,910	\$0	\$37,474	\$10,000	\$26,335	\$0	\$0	10		\$50,905
Net Total Per City - R3	\$10,000	\$69,910	\$30,000	\$57,474	\$10,000	\$56,335	\$0	\$10,000			\$200,001
Net Total All Rounds											
									Total # Apps	Total # Awarded	
Number of Applications	2	7	3	7	1	6	0	1	27		
Number Awarded	2	6	3	6	0	6	0	1		24	