

**Executive Committee and FULL WDB BOARD OF DIRECTORS'
MEETING**

**March 26, 2020
Thursday**

3:00 – 5:00



Executive Committee and FULL WDB BOARD OF DIRECTORS' MEETING

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

**March 26, 2020
Thursday
3:00 PM – 5:00 PM**

**Accessible via Teleconference
Call In: (408) 650-3123
Access Code: 445-418-357**

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.

AGENDA

CALL TO ORDER	Drake
PLEDGE OF ALLEGIANCE	Drake
ROLL CALL	Dameron
2019 – 2020	
PUBLIC COMMENTS	Castellanos
CHAIR'S COMMENTS	Drake
EXECUTIVE DIRECTOR'S MESSAGE / UPDATE / STAFF REPORT	Castro
CONSENT CALENDAR	Drake

1A. Approval of Minutes January 23, 2020	3
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1B. Approval of Fiscal Reports 07/01/19 - 2/29/20	8
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1C. Approval of Program Report for
07/01/19 – 02/29/20

ACTION ITEM (S):

- | | | |
|---|--------|----|
| 2. Ratify the Executive Committee's Approved Action Items
From the March 20, 2020 SPECIAL Executive Committee
Meeting | Castro | 21 |
| 1A) Emergency Policies to Support Staff:
Administrative Leave | | 22 |
| 1B) Emergency Policies to Support Staff:
Advance Sick Leave | | 24 |
| 2) Revision to SELAC WDB's Monitoring Plan Policy to
Meet the Provisions in Section 188 of WIOA and
CFR Part 38 | | 26 |
| 3) AJCC Virtual Services Intake Policy in Response to
COVID 19 Pandemic | | 32 |
| 3. Approval of SELACO WDB Budget Modification for
Program Year 2019-20 | Castro | 34 |
| 4. Transfer up to 50% of WIOA Dislocated Worker Program Funds
To Adult Program Funds | Castro | 41 |
| 5. Lease Negotiations for Cerritos Location | Castro | 42 |
| 6. Affirmation of SELACO as Essential Government Service | Castro | 44 |

BUSINESS ADVISORY COMMITTEE REPORT

Levine

Presentation / Information / Recommendations

ACTION ITEM (S):
NONE

INFORMATION ITEM (S):
NONE

ONE STOP OPERATOR REPORT

Girdner

Presentation / Information / Recommendations

ACTION ITEM (S):
NONE

INFORMATION ITEM (S):

- | | | |
|--|--|----|
| 1. Update on Progress of your System Management Team (SMT) | | 46 |
|--|--|----|

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.

INFORMATION ITEM (S):

- | | | |
|---------------------------|--------|----|
| 1. Ethics Training AB1234 | Castro | 47 |
|---------------------------|--------|----|

INTERESTING CORRESPONDENCE

- | | | |
|--------------------|--------|----|
| 1. Success Stories | Castro | 48 |
|--------------------|--------|----|

BOARD MEMBER COMMENTS	Drake
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POLICY BOARD ITEMS/REQUESTS	Drake
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AGENDA REQUESTS FOR NEXT MEETING	Drake
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CHAIR'S CLOSE	Drake
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ADJOURNMENT OF OPEN SESSION	Drake
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Policy Board Meeting: April 21, 2020

Next Full WDB Meeting: May 28, 2020

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 19/20**

Board Members	7/25 2019	9/26 2019	10/24 2019	1/23 2020	3/26 2020	5/28 2020				
1. Butani, Dilip Business Representative – City of Cerritos	X	~	X	X						
2. Castellanos, Allison Secretary/Treasurer Business Representative – City of Lakewood	AE	~	X	AE						
3. Cornejo, Jackie Labor Organization	X	~	AE	X						
4. Dameron, Mark Business Representative – City of Lakewood	X	~	X	X						
5. Dertick, Joseph Business Representative – City of Norwalk	X	~	X	X						
6. Drake, Aaron Chair Business Representative – City of Bellflower	X	~	X	X						
7. Espitia, Ben Vice Chair Labor Organization	X	~	X	X						
8. Gomez, Belle Education Entity	X	~	X	X						
9. Gutierrez, Liza Marie Business Representative - City of Hawaiian Gardens	A	~	A	A						
10. Kucera, Kevin Labor Organization	A	~	AE	AE						
11. Levine, Barbara Economic Development	X	~	X	X						

Board Members	7/25 2019	9/26 2019	10/24 2019	1/23 2020	3/26 2020	5/28 2020				
12. Lopez, Nelida Business Representative – City of Hawaiian Gardens	A	~	A	A						
13. Lugo, Julia Public Employment Service	AE	~	X	X						
14. Nam, Leila Business Representative City of Artesia	Appointed by Policy Board 12/10/19			X						
15. Patel, Vijay Business Representative – City of Downey	X	~	X	A						
16. Pathak, Pino Business Representative – City of Cerritos	X	~	A	X						
17. Polley, Tracy Business Representative – City of Norwalk	X	~	X	X						
18. Rapue, Judith Labor Organization	A	~	A	A						
19. Saucedo-Garcia, Cristina Business Representative – City of Downey	X	~	X	X						
20. Todd, Sharon Education Entity	A	~	X	X						
21. Turrubiarres, Maria Rehabilitation Organization	X	~	A	A						
22. Uttecht, Greg Business Representative City of Artesia	Appointed by Policy Board 12/10/19			A						
23. Wehage, Larry Business Representative City of Bellflower	X	~	AE	X						
24. VACANT Labor Organization										

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

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

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

January 23, 2020

3:00 PM

SELACO WDB
Boardroom
10900 E 183rd St, Ste 350
Cerritos, CA

CALL TO ORDER

The meeting of the Executive Committee and FULL WDB Board of Directors ' was called to order by Aaron Drake, Chair at 3:04 p.m.

PLEDGE OF ALLEGIANCE

Board Member Joseph Derthick led the Pledge of Allegiance.

ROLL CALL

WDB BOARD DIRECTORS PRESENT

Cornejo, Jackie	Dameron, Mark
Derthick, Joseph	Drake, Aaron
Espitia, Ben	Gomez, Belle
Levine, Barbara	Lugo, Julia
Nam, Leila	Pathak, Pino
Polley, Tracy	Saucedo-Garcia Cristina
Todd, Sharon	Wehage, Larry

WDB BOARD DIRECTORS ABSENT

Butani, Dilip	Gutierrez, Liza Marie
Lopez, Nelida	Patel, Vijay
Rapue, Judith	Turrubiarates, Maria
Uttecht, Greg	

WDB BOARD DIRECTORS EXCUSED

Castellano, Allison	Kucera, Kevin
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SELACO WDB STAFF PRESENT:

Castro, Yolanda	Cardona, Jefferson
Clements, Marjean	Coronel, Corina
Davis, Carol	Diep, Chau
Ferranti-Lansdown, Tammy	Flores, Monica
Ford, Kay	Jennings, Maria
Leon, Anna	Moreno, Joaquin
Sandoval, Ben	

MEMBERS OF THE PUBLIC PRESENT:

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

None

CHAIR'S COMMENTS

Aaron Drake requested for a moment in silence for board member Dilip Butani who passed away over the holiday break.

EXECUTIVE DIRECTOR'S MESSAGE/UPDATE/STAFF REPORT

New board member was introduced. Leila Nam who represents the city of Artesia.

SNIPPET: Business Promotion Video

Today's SNIPPET was a teaser on the new business promotion video. A full presentation will take place at the next board meeting.

New hire Maria Jennings, SELACO WDB Program Administrator supporting the Compliance Department was introduced to the board.

SELACO is working to bring Paramount on board. Official notification was received today that Paramount will join SELACO effective July 1, 2020.

CONSENT CALENDAR

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

*a new revised Program Report was distributed during the meeting. The document is still a work in progress

1A. Approval of Minutes: October 24, 2019

1B. Approval of Fiscal Reports for Periods: 07/01/19 – 12/31/19

1C. Approval of Program Report for: 07/01/19 – 12/31/19 (Receive and file)

ACTION ITEM(S)

2. Ratify the Approval of the Executive Committee

- Revised SELACO Staff Benefits

A motion was made by Joseph Derthick Ratify Executive Board action on December 12, 2019 to:

- 1) Implement a Medical Benefits Opt Out Plan as identified.

- 2) Approve the reversed cap on sick and vacation time as presented.

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

3. Approve MOU with United American Indian Involvement, INC.

A motion was made by Tracy Polley to review, approve and sign the MOU between SELACO WDB and UAII as presented, seconded by Joseph Derthick. With no further discussion, motion carries to approve.

4. Approval of SELACO WDB-WIOA Partners IFA and Other System Costs

Budget

A motion was made by Joseph Derthick review, approve and sign the IFA between the SELACO WDB and WIOA partners as presented, seconded by Tracy Polley. With no further discussion, motion carries to approve.

5. In School Youth Services Procurement – Request for Proposal Release: PY 2020-

2021

A motion was made by Tracy Polley to Approve and authorize the Executive Director to maintain in house operations of the SELACO WDB Out-of-School services and 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. Committee will consist of a SELACO WDB Board Member, two (2) CCN members and the SELACO Career Services Director, Manager and/or Youth Career Development Specialist.
- Anticipating adequate State Funding for program year 2020-21 Budget up to \$150,000 from the SELACO WDB budget to secure the functions of one or more In-School Youth Services providers.
- Upon successful completion of the evaluation and selection authorize Executive Director and staff to move forward with contract negotiation and execution

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

6. Contract to Provide Services to California Advancing Pathways for Students (CALAPS)

A motion was made by Larry Wehage to Authorize the Executive Director and staff to finalize negotiation with CALAPS, which includes approval to accept funding and secure a CALAPS contract for service delivery, seconded by Joseph Derthick. With no further discussion, motion carries to approve.

7. Request for Proposal Release: One Stop Operator, PY 2020-2022

A motion was made by Joseph Derthick to Approve and authorize the Executive Director to maintain in house operations of the SELACO WDB Career Services and release the Requests for Proposals to procure a One-Stop Operator with the following guidelines:

- Secure a special committee to support the RFP evaluation process. Committee will consist of a SELACO WDB Board Member, two SMT members and the SELACO Career Services Director and Manager.
- Budget up to \$50,000 from the SELACO WDB budget to secure the functions of a One Stop Operator.
- Upon successful completion of the evaluation and selection approve Executive Director to move forward with contract negotiation and execution.

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

8. HR Policy Update: Personnel Policies and Procedures

A motion was made by Larry Wehage to Review and Approve the Personnel Policies and Procedures as presented and table:

130 – Personal Appearance

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

9. SELACO WDB Annual Audit Report for Fiscal Year 2018-29

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

10. Funding Update for Prison to Employment (P2E) Planning

A motion was made by Joseph Derthick to Authorize staff to accept the \$308,221 in P2E funds and initiate all relevant contracts for services, seconded by Pino Pathak. With no further discussion, motion carries to approve.

11. Funding Update for AB1111

A motion was made by Joseph Derthick to Authorize staff to accept the \$386,000 AB1111 funds and initiate all relevant contracts for services, seconded by Mark Dameron. With no further discussion, motion carries to approve.

12. ADA Survey – EDD Co-location at SELACO AJCC

A motion was made by Joseph Derthick to Authorize Executive Director to negotiate a renewal of the lease so as to assure EDD will become a contributing partner in the shared costs of running the America's Job Center of California at SELACO, seconded by Pino Pathak. With no further discussion, motion carries to approve.

13. CLOSED SESSION:

Employee Evaluation

G.C. Section Code 54957

Unrepresented Employee: Executive Director

No reportable items. No action taken.

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

Stacey Girdner reported out that the System Management Team (SMT) has met thirteen times over the last three years. All participants are highly committed. There is a report in the agenda packet (page 92) that details the progress and plans for 2020.

ACTION ITEM(S):

None

INFORMATION ITEM(S):

None

INFORMATION ITEM(S):

1. Ethics Training AB1234

Page 94 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

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 4:59 p.m.

SELACO WDB
Statement of Activities (by Fund) - 01 FY19/20
From 7/1/19 through 2/29/20

	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	(106,488)	467,984	1,673,496	908,406	520,415	90,737	134,280	91,703	3,780,532
Accounts Receivable	0	206,201	260,226	314,445	58,461	4,426	134,183	0	977,941
Total Revenues	(106,488)	674,185	1,933,722	1,222,850	578,876	95,162	268,463	91,703	4,758,473
Expenditures	23,004	62,370	191,852	95,456	56,031	9,297	16,639	0	454,649
Administration Services	3,400	486,568	1,741,870	9,503	0	0	21,318	0	2,262,659
Contracted Program Costs	0	4,983	0	20,155	9,042	0	975	0	35,155
Support Services	(1,827)	0	0	115,727	15,344	0	10,125	91,703	231,071
Vendor Training	0	86,779	0	0	43,674	0	97,712	0	228,165
Work Exp/Skillz Menu/Supplies	0	0	0	242,193	116,925	0	41,128	0	400,246
WIOA Core/Basic Career Services	0	0	0	205,723	79	0	19,959	0	225,762
WIOA Intensive/Individualized Career Svcs	0	0	0	118,218	15,960	0	40	0	134,218
WIOA Follow-Up Career Services	0	0	0	188,165	111,520	0	0	0	299,685
WIOA Business Services	124,999	33,485	0	0	199,397	85,865	60,567	0	504,313
Other Program Costs	149,577	674,185	1,933,722	995,139	567,972	95,162	268,463	91,703	4,775,922
Cash Expenditures	0	0	0	227,712	10,904	0	0	0	238,616
Accrued Expenditures	149,577	674,185	1,933,722	1,222,850	578,876	95,162	268,463	91,703	5,014,538
Total Expenditures	(256,065)	-	-	-	-	-	-	-	(256,065)
Net Income (Loss)									

SELACO WDB
Statement of Functional Expenditures
From 7/1/19 through 2/29/20

	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		
Expenditures											
Personnel	275,520	-	-	-	-	330,622	188,138	110,774	250,529	413,945	1,569,528
Non-Personnel	96,328	-	-	-	-	69,624	37,483	23,444	49,156	90,368	366,403
Training	82,801	2,262,659	-	469,687	228,165	-	140	-	-	-	3,043,453
Support Services	-	-	35,155	-	-	-	-	-	-	-	35,155
Total Expenditures	454,649	2,262,659	35,155	469,687	228,165	400,246	225,762	134,218	299,685	504,313	5,014,538

SELACO WDB
Statement of Functional Expenses - 02 Administrative Services
From 7/1/2019 Through 2/29/2020
(In Whole Numbers)

		Total
Expenditures		
Personnel		
Salaries & Wages	50100	193,232
Social Security Tax	50200	12,892
Medicare Tax	50210	3,015
Workers Comp - Staff	50220	2,609
UI & ETT Taxes	50250	2,740
Employee Benefits	50300	47,606
Employer 403(B) Contributions	50403	13,425
Total Personnel		275,520
Non-Personnel		
Mileage	51100	490
Conferences/Staff Development	51200	3,356
Meeting Expenses	51230	720
Rent	52100	36,139
Telephone	52200	2,484
Leased Equipment	52350	377
Repair & Maintenance	52360	5,834
Outreach/Recruitment	53300	370
Office Supplies	53400	6,014
Participant Supplies	53450	57
Subscriptions/Dues/Memberships	53600	1,004
Insurance	53900	2,307
Professional Services	54100	32,195
Legal	54300	2,485
Bank Charges/Miscellaneous	59990	2,496
Total Non-Personnel		96,328
Training		
Cost Reimbursement Billing	60300	82,801
Total Training		82,801
Total Expenditures		454,649

SELACO WDB
Statement of Functional Expenses - 02 Contracted Program Cost
 From 7/1/2019 Through 2/29/2020
 (In Whole Numbers)

		Total
Expenditures		
Training		
Vendor Training - ETP	60200	0
Cost Reimbursement Billing	60300	2,138,979
Other Contracted Services	60400	44,221
Day Care Rent	66000	79,459
Total Training		2,262,659
Total Expenditures		2,262,659

SELACO WDB
Statement of Functional Expenses - 02 Supportive Services
 From 7/1/2019 Through 2/29/2020
 (In Whole Numbers)

		Total
Expenditures		
Non-Personnel		
Mileage	51100	0
Meeting Expenses	51230	0
Total Non-Personnel		0
Support Services		
Direct Support Payment	65200	35,155
Total Support Services		35,155
Total Expenditures		35,155

SELACO WDB
Statement of Functional Expenses - 02 Vendor Training Payments

From 7/1/19 Through 2/29/20

		<u>Total</u>
Expenditures		
Training		
Vendor Training	60100	379,812
Vendor Training - ETP	60200	(1,827)
Non-WIOA Training Expenditures		91,703
Total Expenditures		<u><u>469,687</u></u>

SELACO WDB
Statement of Functional Expenses - 02 Work Experience / Skillz Menu Program
 From 7/1/2019 Through 2/29/2020
 (In Whole Numbers)

		Total
Expenditures		
Personnel		
Social Security Tax	50200	0
Medicare Tax	50210	0
Workers Comp - Staff	50220	0
Total Personnel		0
Training		
Wages - WE/Internship	60500	201,513
SS Tax - WE/Internship	60510	12,515
MC Tax - WE/Internship	60520	2,939
WC - WE/Internship	60530	7,007
Training Supplies	60600	117
Participant Incentive Payments	65401	4,075
Total Training		228,165
Total Expenditures		228,165

SELACO WDB
Statement of Functional Expenses - 02 WIOA Career Services

From 7/1/2019 Through 2/29/2020

(In Whole Numbers)

		Core / Basic Services	Intensive / Individualized Services	Follow-Up Services	Total
Expenditures					
Personnel					
Salaries & Wages	50100	225,510	126,428	74,287	426,224
Social Security Tax	50200	15,370	8,731	5,085	29,186
Medicare Tax	50210	3,595	2,037	1,189	6,820
Workers Comp - Staff	50220	3,260	1,896	1,075	6,231
UI & ETT Taxes	50250	2,778	1,782	1,005	5,564
Employee Benefits	50300	60,782	36,061	21,602	118,445
Employer 403(B) Contributions	50403	19,328	11,204	6,532	37,063
Total Personnel		330,622	188,138	110,774	629,534
Non-Personnel					
Mileage	51100	811	248	101	1,160
Conferences/Staff Development	51200	2,601	1,096	581	4,278
Meeting Expenses	51230	727	117	71	916
Rent	52100	43,606	25,534	15,170	84,310
Telephone	52200	3,730	1,842	1,128	6,700
Furniture/Fixtures	52300	39	19	13	71
Office Equipment	52330	71	34	23	128
Leased Equipment	52350	468	258	151	877
Repair & Maintenance	52360	1,513	759	421	2,693
Outreach/Recruitment	53300	552	155	88	795
Office Supplies	53400	8,844	4,462	2,645	15,951
Participant Supplies	53450	77	39	23	138
Subscriptions/Dues/Memberships	53600	1,427	829	475	2,730
Insurance	53900	1,266	1,414	725	3,404
Professional Services	54100	3,893	678	1,827	6,399
Total Non-Personnel		69,624	37,483	23,444	130,551
Training					
SS Tax - WE/Internship	60510	0	0	0	0
MC Tax - WE/Internship	60520	0	0	0	0
WC - WE/Internship	60530	0	0	0	0
Training Supplies	60600	0	140	0	140
Total Training		0	140	0	140
Total Expenditures		400,246	225,762	134,218	760,226

SELACO WDB
Statement of Functional Expenses - 02 WIOA Business Services
From 7/1/2019 Through 2/29/2020
(In Whole Numbers)

		Total
Expenditures		
Personnel		
Salaries & Wages	50100	174,096
Social Security Tax	50200	11,654
Medicare Tax	50210	2,725
Workers Comp - Staff	50220	2,677
UI & ETT Taxes	50250	2,711
Employee Benefits	50300	44,500
Employer 403(B) Contributions	50403	12,166
Total Personnel		250,529
Non-Personnel		
Mileage	51100	1,451
Conferences/Staff Development	51200	858
Meeting Expenses	51230	938
Rent	52100	30,455
Telephone	52200	2,137
Furniture/Fixtures	52300	39
Office Equipment	52330	72
Leased Equipment	52350	362
Repair & Maintenance	52360	1,005
Outreach/Recruitment	53300	2,317
Office Supplies	53400	5,828
Participant Supplies	53450	51
Subscriptions/Dues/Memberships	53600	1,080
Insurance	53900	1,626
Professional Services	54100	936
Total Non-Personnel		49,156
Total Expenditures		299,685

SELACO WDB
Statement of Functional Expenses - Other Program Costs
 From 7/1/19 through 2/29/20

	Employment Training Panel	WIOA Youth	WIOA Rapid Response / Lay-Off Aversion	Transitional Subsidized Employment (TSE)	Other Funds	Total
Personnel						
Salaries & Wages	78,774	109,088	49,137	9,125	44,445	290,568
Payroll Taxes/WC	8,187	13,076	5,522	1,319	4,874	32,977
Employee Benefits	19,176	39,602	16,277	3,912	11,433	90,400
Total Personnel	106,137	161,765	70,935	14,355	60,752	413,945
Non - Personnel						
Mileage	755	462	412	74	481	2,184
Conferences/Staff Development	1521	4846	1732	112	7532	15,742
Meeting Expenses	61	120	57	41	35	313
Rent/Utilities	11942	22857	9304	2094	5949	52,145
Telephone	827	1659	610	139	486	3,721
Furniture/Equipment	129	337	64	26	84	640
Repair & Maintenance	70	651	274	66	39	1,099
Outreach/Recruitment	325	116	7	1	0	449
Supplies	2432	3890	1580	393	847	9,142
Subscriptions & Dues	142	728	405	95	168	1,539
Insurance	659	1343	229	175	46	2,451
Consulting	0	623	256	62	0	941
Legal Payments	0	0	0	0	0	-
Total Non-Personnel	18,862	37,631	14,930	3,278	15,666	90,368
Total Expenditures	124,999	199,397	85,865	17,633	76,418	504,313

Statement of Functional Expenditures

From 7/1/19 through 2/29/20

Line Item Description	Current Period Actual	Current Year Budget	Budget Variance	Total Budget Remaining (%)
PERSONNEL COSTS				
Salaries/Wages	1,084,120	1,954,898	870,778	44.5%
Payroll Taxes/WC	121,802	186,121	64,318	34.6%
Employee Benefits	363,605	602,216	238,611	39.6%
TOTAL PERSONNEL COSTS	1,569,528	2,743,235	1,173,707	42.8%
NON-PERSONNEL COSTS				
Mileage	5,286	10,000	4,714	47.1%
Conference/Staff Development	24,234	59,000	34,766	58.9%
Meeting Expenses	2,887	7,500	4,613	61.5%
Rent/Utilities	203,049	302,630	99,581	32.9%
Telephone	15,043	24,000	8,957	37.3%
Furniture & Equipment	2,566	28,000	25,434	90.8%
Repair & Maintenance	10,632	15,000	4,368	29.1%
Outreach/Recruitment	3,930	4,000	70	1.7%
Supplies	37,182	55,000	17,818	32.4%
Subscriptions/Dues/Memberships	6,353	10,000	3,647	36.5%
Insurance	9,789	25,500	15,711	61.6%
Professional Fees	40,471	65,000	24,529	37.7%
Legal Fees	2,485	15,000	12,515	83.4%
Interest Expense/Miscellaneous	2,496	5,000	2,504	50.1%
TOTAL NON-PERSONNEL COSTS	366,403	625,630	259,227	41.4%
TOTAL IN-HOUSE COSTS	1,935,930	3,368,865	1,432,934	42.5%
TRAINING & SUPPORT SERVICES				
Vendor Training Payments				
Disability Employment Accelerator (DEA)	10,125	10,080	(45)	-0.4%
Employment Training Panel (ETP)	(1,827)	337,500	339,327	100.5%
LA RPU - Prison to Employment (P2E)	0	39,000	39,000	100.0%
WIOA Adult	302,825	369,527	66,702	18.1%
WIOA Dislocated Workers	40,614	95,070	54,457	57.3%
WIOA Youth	26,248	32,254	6,006	18.6%
Non-WIOA Training Expenditures	91,703	180,010	88,307	49.1%
Subtotal	469,687	1,063,441	593,753	55.8%
Cost Reimbursements / Contracted Services				
Day Care Pre-School / Renovation	1,824,671	2,832,939	1,008,268	35.6%
Disability Employment Accelerator (DEA)	12,750	37,500	24,750	66.0%

Statement of Functional Expenditures

From 7/1/19 through 2/29/20

Line Item Description	Current Period Actual	Current Year Budget	Budget Variance	Total Budget Remaining (%)
TRAINING & SUPPORT SERVICES - continued				
Employment Training Panel (ETP)	3,400	17,250	13,850	80.3%
LA County - Youth @ Work	476,568	551,800	75,232	13.6%
LA County - Homeless Initiative (Measure H)	10,000	6,500	(3,500)	-53.8%
LA RPU - Back on Track for Ex-Offenders (B)	8,568	4,489	(4,080)	-90.9%
LA RPU - Prison to Employment (P2E)	0	37,500	37,500	100.0%
Regional Training Coordinator Project (RTC)	0	36,200	36,200	100.0%
WIOA Youth	0	50,000	50,000	100.0%
WIOA One-Stop Operator	9,503	25,000	15,497	62.0%
Subtotal	2,345,460	3,599,178	1,253,718	34.8%
Work Experience / Skillz Menu Program				
Downey's USD MADE Career Initiative	92,387	117,125	24,738	21.1%
LA County - Youth @ Work	57,885	48,880	(9,005)	-18.4%
LA County - Homeless Initiative (Measure H)	28,894	57,435	28,541	49.7%
LA RPU - Prison to Employment (P2E)	5,325	75,963	70,637	93.0%
WIOA Youth	43,557	97,857	54,299	55.5%
Subtotal	228,048	397,259	169,210	42.6%
Training Supplies				
Employment Training Panel	0	4,000	4,000	100.0%
LA RPU - Prison to Employment (P2E)	0	845	845	100.0%
WIOA Adult	22	5,950	5,928	99.6%
WIOA Dislocated Workers	39	2,550	2,511	98.5%
WIOA Youth	196	2,000	1,804	90.2%
Subtotal	257	15,345	15,088	98.3%
Direct Support Payments				
LA County - Youth @ Work	3,006	2,600	(406)	-15.6%
LA County - Homeless Initiative (Measure H)	1,977	15,065	13,088	86.9%
LA RPU - Prison to Employment (P2E)	875	18,000	17,125	95.1%
LBCCD's Apprenticeship Readiness Program	0	12,000	12,000	100.0%
WIOA Adult	13,718	25,550	11,832	46.3%
WIOA Dislocated Workers	6,536	10,950	4,414	40.3%
WIOA Youth	9,042	7,500	(1,542)	-20.6%
Subtotal	35,155	91,665	56,510	61.6%
TOTAL TRAINING & SUPPORT SVCS	3,078,607	5,166,887	2,088,280	40.4%
GRAND TOTAL	5,014,538	8,535,752	3,521,214	41.3%

SELACO WDB
Balance Sheet
February 29, 2020

	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 ***	278,809	113,086	59,330	(49,704)	(3,010)	(47,635)	(4,426)	11,277	(5,736)	146,010	6,775	504,776
Petty Cash	-	-	-	-	-	1,000	-	-	-	-	2,000	3,000
Accounts Receivable	-	12,423	-	142	58	79	-	-	0	-	(70)	12,632
Deposit	9,100	-	-	-	-	-	-	-	-	-	20,238	29,338
Due from Other Fund	-	-	-	-	-	(29,067)	-	-	-	331,057	-	301,990
Fixed Assets	1,005,713	-	-	-	-	-	-	-	-	-	-	1,005,713
Accumulated Depreciation	(863,377)	-	-	-	-	-	-	-	-	-	-	(863,377)
Total Assets	430,245	125,509	59,330	(49,562)	(2,952)	(75,623)	(4,426)	11,277	(5,736)	477,067	28,943	994,071
Liabilities and Net Assets												
Liabilities												
Accounts Payable	-	180,290	-	1,667	7,108	-	-	-	15,728	-	109	204,902
Due to CDE	9,100	-	-	-	-	-	-	-	-	-	-	9,100
Due to EDD	-	-	-	-	-	1,000	-	-	-	-	22,238	23,238
Due to Vendors	-	-	-	-	-	-	-	-	(1,700)	-	-	(1,700)
Due to Other Fund	-	87,675	18,175	27	-	-	-	12,814	212,366	-	(29,067)	301,990
Payroll Clearing	-	-	-	-	-	-	-	-	-	-	35,663	35,663
Revenues Received in Advance	521,014	130,046	61,843	-	-	(29,067)	-	-	9,710	-	-	693,546
Total Liabilities	530,114	398,011	80,018	1,694	7,108	(28,067)	-	12,814	236,103	-	28,943	1,266,738
Net Assets												
Current YTD Net Income Unrestricted	(260,226)	(256,065)	(92,550)	(51,256)	(10,060)	(47,557)	(4,426)	(1,537)	(245,643)	(654)	-	(969,973)
	160,357	(16,438)	71,863	-	-	-	-	-	3,804	477,720	-	697,305
Total Net Assets	(99,869)	(272,503)	(20,687)	(51,256)	(10,060)	(47,557)	(4,426)	(1,537)	(241,840)	477,067	-	(272,668)
Total Liabilities and Net Assets	430,245	125,509	59,330	(49,562)	(2,952)	(75,624)	(4,426)	11,277	(5,736)	477,067	28,943	994,071


*** Additional cash requests of \$126,062 for February, 2020 was requested on March 10, 2020.



MEMORANDUM

DATE: March 26, 2020

TO: SELACO WDB Board of Directors

FROM: Yolanda Castro, Executive Director 

RE: Ratify the Executive Committee's Approved Action Items from the March 20, 2020 SPECIAL Executive Committee Meeting

The items listed below were submitted for approval at the March 20, 2020, SPECIAL Executive Committee meeting.

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


- 1A) Emergency Policies to Support Staff: Administrative Leave
- 1B) Emergency Policies to Support Staff: Advance Sick Leave
- 2) Revision to SELACO WDB's Monitoring Plan Policy to Meet the Provisions in Section 188 of WIOA and CFR Part 38
- 3) AJCC Virtual Services Intake Policy in Response to COVID 19 Pandemic



MEMORANDUM

DATE: March 20, 2020

TO: SELACO WDB Executive Committee

FROM: Yolanda Castro, Executive Director 

RE: Emergency Policy to Support Staff: Administrative Leave

The Covid-19 virus has turned our system upside down, daily we are evaluating, assessing and making changes to our service delivery to ensure the safety and wellbeing of our staff, on-site partners and customers. The SELACO team is made up of dedicated public servants who are committed to thinking out of the box, testing opportunities to connect with customers via online or telephone. The commitment is to continue serving our customers in every way possible.

What we will not be able to control is the potential of a “shelter in” order by local officials, Governor or President. Should this occur we will be forced to close our doors and send staff home until the order is released. The challenge is ensuring that staff can receive some form of compensation. We are waiting for direction from the State to assess if an employee can receive pay using WIOA funds until the order is released. Like what is occurring with teachers/educations impacted due to school closures.

In previous emergencies, we have been told that if an agency had an Administrative Leave Policy in place, they could use WIOA funds to compensate staff. In the event, we are faced with a “shelter in” order, the attached policy was prepared, with the support of our attorney, for your review and approval.

Action Required:

Approve the attached Administrative Leave Policy for use during emergencies as needed.



SELACO WDB Administrative Time Off (ATO) Policy For Emergencies

INTRODUCTION

The Southeast Los Angeles County Workforce Development Board's (SELACO WDB) Administrative Time Off (ATO) Policy for Emergencies is a form of paid administrative leave authorized by the SELACO WDB to excuse employees from duty without loss of pay or charge to leave in appropriate circumstances such as during emergencies (i.e. local, state or federally declared emergencies).

AUTHORITY

1. California Code of Regulations Title 2, Section 599.785.5
2. Government Code 19991.10

POLICY

The SELACO WDB appoints authorization to the Executive Director to approve Administrative Time Off (ATO) for up to thirty (30) days during emergencies such as a local, state or federally declared state of emergency. The need for additional ATO will be reviewed and authorized by the SELACO WDB Board considering all the conditions identified below. ATO will be approved for:

- (1) employees who can be spared of their usual responsibilities,
- (2) employees whose presence at work during an emergency is not required to assist SELACO WDB in meeting its immediate operational needs, and/or
- (3) all employees, in the event that the facility is completely shut down, whether by operation of law or by order of the Executive Director,

when any of the following conditions exist:

- (1) the SELACO WDB is closed during normal work hours due to local, state or federal order and/or the facility is no longer accessible due to severe damage,
- (2) employees are prevented from reporting for work because of the emergency,
- (3) the emergency presents an immediate and grave peril to the employee's own safety, that of an employee's immediate family member, or the employee's principal residence, and;


funding sources have approved the use of allocated funds to pay for Administrative Time Off (ATO). All requests or orders for Administrative Time Off (ATO) require written approval by the Executive Director.



MEMORANDUM

DATE: March 20, 2020

TO: SELACO WDB Executive Committee

FROM: Yolanda Castro, Executive Director 

RE: Emergency Policy to Support Staff: Advance Sick Leave

In light of the recent developments concerning the coronavirus (COVID-19), the SELACO WDB is taking preventative measures to ensure a safe and healthy office environment is provided for its employees and customers. The SELACO WDB will take proactive measures and follow recommendations received from agencies such as the Department of Public Health and/or Centers for Disease Control and Preventions (CDC).

While it is our practice to encourage our employees to stay home when sick, it is especially crucial during this high-risk period we are currently experiencing globally. As recommended by the CDC, any employee experiencing symptoms will be directed by the SELACO WDB to stay home and support our agency efforts to limit, as much as possible, exposure to other staff and customers. During such instances, SELACO WDB will allow for its employees to request Sick Leave in advance, for up to no more than 24 hours, IF:

- the employee has no more sick time on the books,
- the employee has no more vacation time on the books, and
- the nature of the employee's position does not allow for the employee to work from home.

We are asking that you approve, under unique circumstances advance sick leave as outlined above for any emergency situations forthcoming.

Action Required:


Approve staff recommendations as listed above effective immediately.



MEMORANDUM

DATE: March 20, 2020

TO: SELACO WDB Executive Committee

FROM: Yolanda Castro, Executive Director 

RE: Revision to SELACO WDB's Monitoring Plan Policy to Meet the Provisions in Section 188 of WIOA and 29 CFR Part 38

In an effort to align SELACO's program policies and procedures in accordance with the Employment Development Department's (EDD) Workforce Services Directive 17-01 (WSD 17-01) with reference to Title VI of the Civil Rights Act of 1964, and the nondiscrimination and equal opportunity provisions found in Section 188 of WIOA and 29 CFR Part 38, SELACO is recommending an amendment to Policy # 11 (Monitoring Plan) of SELACO's Program Policies and Procedures.

The amended policy adds reference to WSD 17-01, which ensures that the SELACO WDB will monitor internally and externally compliance with Section 188 of WIOA and 29 CFR Part 38 as delineated in WSD 17-01. Please review the attached amended Policy # 11(Monitoring Plan) of SELACO's Program Policies and Procedures.

Upon WDB Board approval of the attached Policy, an executed Amendment to Policy # 11 will be incorporated into SELACO's Program Policies and Procedure Guide.

Except as amended herein, all current conditions under Policy # 11 are continually implemented and in effect.

Action Required:

Approve and authorize the execution of addendum to Policy # 11.

SEL011

MONITORING PLAN

The Southeast Los Angeles County Workforce Investment Board (*SELACO WDB*) is responsible for the overall operation of the Workforce Innovation Opportunity Act (*WIOA*) programs in the SELACO workforce areas, including fiscal, legal, program compliance, and program performance. The following monitoring procedures have been established to assist the *WDB* in meeting that responsibility.

The *WDB* provides for annual, on-site monitoring, and verification of on-site participant eligibility. However, it is the practice to visit sites more often as the need arises. If the particular program being monitored is of six months or less duration (*i.e.*, *Summer Program*), only one on-site monitoring visit is required. Procedures shall include the following essential elements:

1. Monitoring shall identify whether tangible outcomes, especially with regard to persons placed in employment, are accomplished at cost which is consistent with the original planned cost.
2. Monitoring shall ensure that programs are operated in compliance with the *WIOA* and applicable Federal/State/Local rules and regulations.
3. Monitoring shall ensure fiscal integrity. Such monitoring shall verify that *WIOA* funds are being utilized for allowable activities, which appropriate costs allocations are being utilized and that proper fiscal records are maintained and are auditable.
4. Programs shall be monitored to ensure that the training environment is safe and healthful for participants and staff and that the training facilities are in compliance with Section 504 of the Rehabilitation Act of 1973.
5. Programs shall be monitored to ensure that an effective system is in place to handle equal employment opportunity issues and other issues that may result in participant grievances in accordance with the Employment Development Department's (EDD) Workforce Services Directive 17-01 (WSD 17-01) with reference to Title VI of the Civil Rights Act of 1964, and the nondiscrimination and equal opportunity provisions found in Section 188 of *WIOA* and 29 CFR Part 38.
6. Monitoring shall also ensure that program operators remain in full compliance with all "program limitations" provided by *WIOA*. Applicability of program limitations to program operators shall be broadly construed. Review of the following program limitations, and others as identified by the *WDB*, that State Council, and/or the State, shall be included in the scope of the monitoring process:
 - a. Non-duplication of Services

- Prohibits duplication of services
- Services must add to available services

b. Consultation and Coordination

- Workforce Development Board must approve skill levels
- Labor unions

c. Local Conditions, Prohibition of Displacement

- Most in need and equitable distribution
- Training only for occupations in demand
- No displacement of current workers
- No union contract impairment
- No displacement of laid off workers
- No infringement on promotions

d. Prohibitions of Activities

- Prohibits political activity
- Prohibits union contract impairment
- Prohibits sectarian activities
- Prohibits relocation of establishments unless an advantage is shown

e. Training Limitations and Fee Prohibitions

- Limits *OJT* reimbursement according WIOA Directives, Rules and Regulations
- Prohibits placement and referral fees
- Limits subsidized private employment to youth tryout
- Prohibits Public Service Employment Adult/Youth and State programs
- Prohibits Employment Generating Activities
- Youth entry employment limits
- 200 hour limit on tryout employment

f. Benefit Levels

- OJT* compensation similar to other employees
- Wages not less than prevailing rate or minimum wage
- Workers compensation benefits
- Benefits are at same level as other employees
- Prohibits retirement benefits
- Davis-Bacon provisions

g. Health, Safety and Reasonable Accommodations

- Appropriate and reasonable conditions

- Health and safety conditions
- Reasonable accommodations for individuals with disabilities seeking services
- h. Control of Eligibility
 - No payment to non-participants
- i. Local Standards and Control
 - Local education standards
 - Educational credit in accord with local standards
- j. Assurances
 - Required assurances be included in cooperative agreement and contracts
- k. Miscellaneous
 - Supportive Services in accordance with WIOA Directives, Rules and Regulations
 - Debt Collection in accordance with WIOA Directives, Rules and Regulations,
- 7. Monitoring of program operators shall assure that their implementation of participant eligibility certification and/or verification procedures comply with standards established by the *WDB*. In particular, monitoring shall assure that program operators who have been delegated eligibility certification and/or verification responsible promptly terminate participants who have been found to be enrolled through error or oversight.
- 8. The *Compliance Review Department (CRD)* will also monitor the *WDB*. Additionally, independent monitoring does not occur unless required by *EDD*, Department of Labor, Office of the Inspector General, or other authorized state or federal agencies.
- 9. A monitoring schedule will be maintained and updated on a regular basis. This schedule is provided to *WDB* members who may wish to accompany the monitor on scheduled visits.
- 10. A complete monitoring will include interviews with participants, program operators, staff and employers when necessary.
- 11. Program Operators will be notified in advance regarding the time and date of monitoring, except where there are concerns of non-compliance.
- 12. Program Operators will take full liability for compliance. Monitoring is not a

complete review of a program, and the *WDB* cannot be held liable.

13. A desk review will be conducted which will provide the basis for the on-site review. The performance of the program and its components can be analyzed in statistical terms during this portion as well as other program-related materials, such as the plan, contract, previous monitoring reports, recommendations and corrective actions.
 14. The *WDB* has developed a standardized monitoring guide(s) for use during regularly scheduled on-site compliance reviews. This guide(s) provides space for the monitor's comments and observations, as well as serves as a checklist for items reviewed.
 15. Upon completion of each visit, a written report shall be prepared and shall include findings that require corrective action to be taken. Copies of the report will be sent to service providers and shall be available for review by the State. Deadline dates for corrective actions will be specified.
 16. Technical assistance may be offered to strengthen performance and to help ensure weaknesses within a program does not become problem areas, which may require corrective actions.
 17. A follow-up review will be conducted 60 days from notification of findings to determine that agreed upon corrective actions have been implemented. This information shall be documented and be made part of the monitoring file with the *WDB*.
 18. The *WDB* will maintain completed monitoring records/reports of Program Operators for a minimum period of three (3) years. In the event of a pending litigation, audit(s) or claim(s), debt(s), records/reports will be maintained until such issues have been resolved. An outstanding debt category to be included in accounts receivable system.
-


DRAFT



MEMORANDUM

DATE: March 20, 2020

TO: SELACO WDB Executive Committee

FROM: Yolanda Castro, Executive Director 

RE: AJCC Virtual Services Intake Policy in Response to COVID 19 Pandemic

In response to the COVID 19 pandemic and in an effort to continue to provide much needed services, the SELACO WDB is implementing an emergency virtual services design. Customer registration, intake, and all career services will be made available virtually with resources such as:

- phone access
- Microsoft 365 screen sharing
- online meeting platforms such as Zoom, and Go-to-Meeting
- Digital job search toolkits
- Live and recorded workshop streaming
- Email
- Texting
- CalJOBS

With compliance in the forefront, the SELACO WDB under guidance and approval from the Employment Development Department (EDD) will make effective the following changes to SELACO WDB's intake and eligibility process:

For the safety of the customer and SELACO WDB staff, the WIOA registration, intake and career services will take place using one of the technological resources listed above rather than in-person.

Eligibility Documentation:

The collection of eligibility required documents will be collected via an upload through CalJOBS. The eligibility documents will be hosted on the CalJOBS portal, which meets all Personal Identifiable Information security measures. The upload of documents will be strictly via the CalJOBS system, and will not be sent via text, or email. If the customer does not have a mobile device or personal computer from which to upload the documents, the customer can provide a verbal self-attestation of possession of the documents. The self-attestation would be documented in the customer's CalJOBS eligibility case note.

Application Signature:

The collection of a wet signature on the application will be waived during the implementation of SELACO's emergency Virtual AJCC design. Once COVID 19 safety restrictions are lifted, and the customer visits the AJCC for in-person services, the signature will be collected. If during the initial in-person visit, AJCC staff determine that the customer is not eligible for WIOA services, AJCC staff will notify the customer and immediately stop services.

Case notes & Activity Codes:

All virtual services rendered, shall be recoded on the CalJOBS system, through an activity code, and case noting.

Action Required:


Approve and authorize the implementation of and emergency SELACO WDB Virtual AJCC design and approve the temporary changes to the intake process. Hold in place until the existing emergency is cleared.



MEMORANDUM

DATE: March 26, 2020

TO: SELACO WDB Board of Directors

FROM: Yolanda Castro, Executive Director 

RE: Approval of SELACO WDB Budget Modification for Program Year 2019-20

Attached for your review and approval is SELACO WDB's modified budget for Program Year (PY) 2019-20. Please keep in mind that due to the uncertainty of our current COVID-19 crisis and how long services will be minimized our budget is presented as "Business as Usual". We do anticipate the final outcome of our budget will be influenced by the length of time we are directed to operate at minimum public contact.

We have estimated adjustments to the best of our ability to both the Revenue and Expenditure budgets as followed:

Revenues

Total Operating Revenues for PY 2019-20 is increased by a net of \$ 231,270, approximately 2.5% increase compared to the budget approved on July 25, 2019.

Increases of \$419,527 to the revenue budget are as followed:

- 1) \$224,200 (96.9% of total net increase) is due to additional grants received from Los Angeles County, which are as followed:
 - LA County – Youth @ Work Project – received \$124,200 to serve 49 additional youths. (See item #7)
 - LA County – Probation Investment – received \$100,000 to conduct administrative services for managing procurement, invoicing and payments for contractors designated specifically to meet the needs of the LA County Workforce Services. (See item #9)

- 2) \$120,994 (52.3% of total net increase) is due to continue funding from Downey USD for the MADE Career Initiative Project and new funding from Bellflower USD/CalAPS for the Internship Program.
 - Bellflower & CalAPS Internship Programs (\$46,748) – The program, which is modeled after Downey USD’s MADE Career Initiative Project, has two phases. The first phase is for 30 participants at a total of \$31,165 which is anticipated to run from April through May 2020. The second phase is also for 30 participants at a total of \$31,165, which is projected to run from June to July 2020. We’ve budgeted 50% or \$15,583 of the grant in PY2019-20 and move the balance into PY2020-21. (See item #2)
 - Downey MADE Career Initiative Project (\$74,247) – Downey USD has committed to 175 participants for a total grant of \$297,397 running from May 1 through August 31, 2020. We anticipate spending about \$100,000 in PY2019-20 and the balance in PY2020-21. Back in September 2019 SELACO returned the balance of unused funds back to Downey USD for the prior grant. (See item #5)
- 3) \$64,333 (27.8% of total net increase) is due to additional grant received for the AB1111 Initiative: Breaking Barriers to Employment Project. SELACO had been awarded a total of \$386,000 to serve 80 young adults with barriers to employment in completing a multi-craft core curriculum (MC3) construction pre-apprenticeship training. SELACO anticipates spending approximately \$64,333 in PY2019-20 and the balance in PY2020-2021. (See item #1)
- 4) \$10,000 (4.3% of total net increase) is received from Verdugo WDB for staff participation in a regional pilot designed to develop a process for co-enrollment among partners and WDB within the LA Region. (See item #16)

Decreases of \$188,257 from the revenue budget are as followed:

- 1) \$119,659 (-51.7% of total net increase) is due to the reallocation and shifting of P2E funds into PY2020-21 due to the delay in receiving funds from the State. (See item #12)
- 2) \$53,936 (-23.3% of total net increase) is mainly due to adjustments to actual amount carried over from PY2018/19 for the WIOA Formula Grants. (See items #20 to #27)
- 3) \$13,200 (-5.7% of total net increase) is due to funds returned back to Long Beach City College because funds were not needed by the participants. (See item #13)

- 4) \$1,462 (-0.6% of total net increase) is due to adjustments to actual amount carried-over from FY18/19 for the Back on Track for Ex-Offenders Project, (see item #11), the Regional Training Coordinator Project (see item #15), and the TSE Project (see item #17).

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

Expenditures

- 1) The overall personnel costs are reduced by \$ 49,022, a 1.8% reduction compared to the budget approved on July 25, 2019. The reduction is due to the net of annual step increases, elimination of the Director of Business Services position in March 2020, costs of unfilled positions, unanticipated medical leaves, and the savings from the new employee benefits packet and the Medical Benefits Opt-Out Program.
- 2) Non-personnel costs are increased by \$ 8,263, a 1.3% increase compared to the budget approved on July 25, 2019. The net increase includes the followings:
 - An increase of \$1,000 to Conferences/Staff Development is due to adjustments to original estimates.
 - An increase of \$5,614 to Rent is for the projected cost of new lease/space from May to June'20. This is preparation for additional EDD staff scheduled to move into the existing space. It is anticipated the EDD will begin subleasing from SELACO in July 2020.
 - An increase of \$500 to Telephone costs due to the elimination of the CTF discount.
 - A decrease of \$4,351 to Furniture & Equipment due to the reclassification of costs to the Repair & Maintenance budget line item for the subscription of Office 365.
 - An increase of \$5,500 to Repair & Maintenance mainly due to the reclassification of costs from the Furniture & Equipment budget line item for the subscription of Office 365.
- 3) Total Training and Support Services is increased by \$ 235,093, a 4.5% increase compared to the budget approved on July 25, 2019. See notes section on the attached Expenditure Budget for explanation on each line item change that resulted in an increase or decrease in funding.

Unobligated Balance

With the projected revenues and proposed expenditures, we will have an unobligated balance of \$ 750,990, which represents an increase of \$ 37,183 (5.2%) compared to the budget approved in July 25, 2019.

Action Required:

Approve budget modification for Program Year 2019-20 as submitted.

**SELACO WDB
PROJECTED REVENUE BUDGET
FISCAL YEAR 2019-2020**

REVENUE SOURCES	REVENUES APPROVED ON 7/25/19	REVISED BUDGET	INCREASE / (DECREASE)	NOTES
1 AB1111 Initiative: Breaking Barriers to Employment	-	64,333	64,333	1
2 Bellflower & CalAPS Internship Programs	-	46,748	46,748	1
3 Disability Employment Initiative (DEI), Rd 7	3,227	3,227	-	
4 Disability Employment Accelerator (DEA)	211,000	211,000	-	
5 Downey USD's MADE Career Initiative	129,500	203,747	74,247	1
6 Employment Training Panel Grant	601,086	601,086	-	
7 LA County - Youth @ Work	671,000	795,200	124,200	1
8 LA County - Homeless (Measure H)	110,000	110,000	-	
9 LA County - Prob-Invest	-	100,000	100,000	1
10 LA RPU - Youth Referral System (P3)	626	626	-	
11 LA RPU - Back on Track for Ex-Offenders (BOT)	19,000	18,692	(308)	2
12 LA RPU - Prison to Employment (P2E)	231,165	111,506	(119,659)	2
13 Long Beach CCD's Construction Apprenticeship Readiness Program	13,200	-	(13,200)	4
14 Preschool Grant	3,062,637	3,062,637	-	
15 Regional Training Coordinator Project (RTC)	82,500	82,439	(61)	2
16 Slingshot 2.0 Project	-	10,000	10,000	1
17 Transitional Subsidized Employment (TSE) - Carry Over	30,800	29,707	(1,093)	2
18 Transitional Subsidized Employment (TSE)	48,000	48,000	-	
19 Transitional Subsidized Employment Bridge Youth	7,200	7,200	-	
20 WIOA Adult - Carry Over	584,280	557,599	(26,680)	2
21 WIOA Adult	1,117,227	1,101,498	(15,729)	1,3
22 WIOA Dislocated Workers - Carry Over	165,572	156,304	(9,268)	2
23 WIOA Dislocated Workers	537,190	555,381	18,191	1,3
24 WIOA Youth - Carry Over	405,000	381,954	(23,046)	2
25 WIOA Youth	837,186	839,663	2,477	1
26 WIOA Rapid Response	161,404	161,499	95	1
27 WIOA Rapid Response - LOA	40,750	40,774	24	1
TOTAL OPERATING REVENUES	9,069,550	9,300,820	231,270	
28 Non-WIOA Training Revenues	180,010	180,256	246	2
TOTAL REVENUES	9,249,559	9,481,076	231,517	

NOTES:

- 1 Additional revenues/revenue adjustments received after submission of budget on July 25, 2019.
- 2 Revised revenues reflect actual amount carried-in from FY18/19 and/or projected revenue to be carried-out into FY19/20
- 3 Interfund transfers from WIOA Dislocated Worker funds to WIOA Adult funds.
- 4 Funds returned per grantor's request due to lack of needs.

**SELACO WDB
PROJECTED EXPENDITURE BUDGET
FISCAL YEAR 2019-2020**

LINE ITEM DESCRIPTION	APPROVED BUDGET ON 7/25/19	REVISED BUDGET	INCREASE / (DECREASE)	NOTES
PERSONNEL COSTS				
Salaries & Wages	1,954,898	1,930,140	(24,758)	
Payroll Taxes/Worker Compensation	186,121	188,472	2,351	
Employee Benefits	602,216	575,601	(26,615)	
TOTAL PERSONNEL COSTS	2,743,235	2,694,213	(49,022)	1
NON-PERSONNEL COSTS				
Mileage	10,000	10,000	0	
Conferences/Staff Development	59,000	60,000	1,000	2
Meeting Expenses	7,500	7,500	0	
Rent	302,630	308,244	5,614	2
Telephone	24,000	24,500	500	2
Furniture & Equipment	28,000	23,649	(4,351)	2
Repair & Maintenance	15,000	15,000	0	
Outreach/Recruitment	4,000	4,000	0	
Supplies	55,000	55,000	0	
Subscriptions/Dues/Memberships	10,000	15,500	5,500	2
Insurance	25,500	25,500	0	
Professional Fees	65,000	65,000	0	
Legal Fees	15,000	15,000	0	
Interest Expense	5,000	5,000	0	
TOTAL NON-PERSONNEL COSTS	625,630	633,893	8,263	
TOTAL IN-HOUSE COSTS	3,368,865	3,328,106	(40,759)	
TRAINING & SUPPORT SERVICES				
Vendor Training Payments				
Disability Employment Accelerator (DEA)	10,080	13,500	3,420	2
Employment Training Panel (ETP)	337,500	323,110	(14,390)	2
LA County - Homeless Initiative (Measure H)	0	7,065	7,065	2
LA RPU - Prison to Employment (P2E)	39,000	17,333	(21,667)	2
WIOA Adult	369,527	371,296	1,769	2
WIOA Dislocated Workers	95,070	94,350	(720)	2
WIOA Youth	32,254	33,738	1,484	2
Non-WIOA Training Expenditures	180,010	180,256	246	3
Subtotal	1,063,441	1,040,648	(22,793)	

LINE ITEM DESCRIPTION	APPROVED BUDGET ON 7/25/19	REVISED BUDGET	INCREASE / (DECREASE)	NOTES
Cost Reimbursements / Contracted Services				
AB1111 Initiative: Breaking Barriers to Employment	0	26,833	26,833	3
Day Care Pre-School / Renovation	2,832,939	2,832,939	0	
Disability Employment Accelerator (DEA)	37,500	25,030	(12,470)	2
Employment Training Panel (ETP)	17,250	17,250	0	
LA County - Youth @ Work	551,800	592,698	40,898	3
LA County - Homeless Initiative (Measure H)	6,500	10,000	3,500	2
LA County - Prob Invest	0	80,000	80,000	3
LA RPU - Back on Track for Ex-Offenders (BOT)	4,489	8,568	4,080	2
LA RPU - Prison to Employment (P2E)	37,500	0	(37,500)	2
Regional Training Coordinator Project (RTC)	36,200	54,800	18,600	2
WIOA Youth	50,000	50,000	0	
WIOA One-Stop Operator	25,000	25,000	0	
Subtotal	3,599,178	3,723,119	123,941	
Work Experience / Skillz Menu				
Bellflower & CalAPS Internship Programs	0	41,295	41,295	3
Downey's USD MADE Career Initiative	117,125	194,350	77,225	2,3
LA County - Youth @ Work	48,880	107,962	59,082	3
LA County - Homeless Initiative (Measure H)	57,435	54,420	(3,015)	2
LA RPU - Prison to Employment (P2E)	75,963	50,783	(25,180)	2
WIOA Youth	97,857	97,857	0	
Subtotal	397,259	546,666	149,407	
Training Supplies				
Employment Training Panel	4,000	4,000	0	
LA RPU - Prison to Employment (P2E)	845	282	(563)	2
WIOA Adult	5,950	5,950	0	
WIOA Dislocated Workers	2,550	2,550	0	
WIOA Youth	2,000	2,000	0	
Subtotal	15,345	14,782	(563)	
Direct Support Payments				
LA County - Youth @ Work	2,600	5,500	2,900	3
LA County - Homeless Initiative (Measure H)	15,065	7,765	(7,300)	2
LA RPU - Prison to Employment (P2E)	18,000	12,000	(6,000)	2
LBCCD's Apprenticeship Readiness Program	12,000	0	(12,000)	4
WIOA Adult	25,550	25,550	0	
WIOA Dislocated Workers	10,950	10,950	0	
WIOA Youth	7,500	15,000	7,500	2
Subtotal	91,665	76,765	(14,900)	
TOTAL TRAINING & SUPPORT SERVICES	5,166,887	5,401,980	235,093	
GRAND TOTAL	8,535,752	8,730,086	194,334	
CURRENT UNOBLIGATED BALANCE	713,807	750,990	37,183	

Notes:


- 1 Decrease due to elimination of the Director of Business Services position, revised SELACO Staff Benefits packet/Medical Benefits Opt-Out Program, medical leaves, resignations and unfilled positions.
- 2 Adjustments to original estimates due to revised enrollment / expenditure plan and/or revised carried-in funds from FY18/19.
- 3 Increase due to additional expenditures associated with new grant revenues received after submission of budget on July 25, 2019
- 4 Funds returned per Grantor's request because of lack of needs.



MEMORANDUM

DATE: March 26, 2020

TO: SELACO WDB Board of Directors

FROM: Yolanda Castro, Executive Director 

RE: Transfer up to 50% of WIOA Dislocated Worker Program Funds to Adult Program Funds

Staff is seeking your approval to submit a request to the State to transfer up to 50% of WIOA Dislocated Worker Program funds to the WIOA Adult Program funds. There are more adult seeking services than dislocated worker. Last year, from July 1, 2018 to June 30, 2019, we enrolled 238 adults and 87 dislocated workers. This year from July 1, 2019 to date, we enroll 202 adults and 55 dislocated workers. These transfers will not cause any adverse effect to SELACO's Dislocated Worker clients. They are automatically eligible for Adult Program.

Action Required:


Authorize the Executive Director to sign the requests to transfer up to 50% of Dislocated Worker Program funds to Adult Program funds.



MEMORANDUM

DATE: March 26, 2020

TO: SELACO WDB Board of Directors

FROM: Yolanda Castro, Executive Director 

RE: Lease Negotiation for Cerritos Location

Lease on Current Space: The current SELACO lease for 10 900 E. 183rd Street, **St. 350**, Cerritos, CA is due to expire on June 30, 2021. SELACO administrative staff is currently in lease negotiations with the Sunnyhills Management Company, Inc. SELACO is seeking a five-year lease, starting July 1, 2021, with a 3-year lease renewal option.

- Five year lease – starting June 2021 @ \$2.10 per sq. foot @ 13,190 sf (monthly rent \$ 27,699 base rent), including a portion of the substantial ADA Tenant Improvements
- 3 % annual increase
- Second year rate increases to \$2.16 per sf (monthly rent \$28,490)
Third year rate increases to \$2.22 per sf (monthly rent \$29,282)
Fourth year rate increased to \$2.28 per sf (monthly rent \$30,073)
Fifth year rate increased to \$2.34 per sf (monthly rent \$30,865)

Addition of St. 320: EDD is co-locating 11 staff members at the SELACO AJCC. EDD is a mandated partner for the SELACO AJCC, resulting in SELACO needing to plan office space for the additional EDD staff. In order to free the additional space required for EDD staff, SELACO is proposing moving all Business Services staff and resources to **St. 320**, down the hallway from our main office. This lease would be effective 7/1/2020.

- Three-year lease, with option for an additional 2 years @ \$2.10 per sq. foot @ 1,377 sf
- 3 % annual increase.
- First year lease cost @ \$2.00 per sq. foot @ 1,377 sf (monthly rent \$2,754)
Second year rate increases to \$2.06 per sf (monthly rent \$2,837)
Third year rate increases to \$2.12 per sf (monthly rent \$2,919)

If Opt to Extend Lease:

Fourth year rate increased to \$2.18 per sf (monthly rent \$3,002)

Fifth year rate increased to \$2.24 per sf (monthly rent \$3,084)

ADA Standards: EDD requires that any building their staff occupies, be fully ADA compliant. As you know, SELACO staff has been working on the ADA facilities survey, leading to the conclusion that several substantial Americans with Disabilities Act (ADA) repairs must be completed on the building. The management company has been working with SELACO staff and a licensed Architect (required by EDD) to determine specifically the details of what those ADA repairs/installations entail. There are a few ADA repairs that will result in a substantial cost, with the balance of the repairs being much less costly. The management company has indicated the repairs would not have been required per Building Code, so they anticipate SELACO/EDD will bear some of the cost of the Tenant Improvements (TI's).


EDD: The SELACO Executive Director is in negotiations with EDD to determine the facility and operational costs that will be shared by EDD. The end result is that EDD will be contributing toward the shared costs of the lease, including shared operating costs of the AJCC, once SELACO finalizes the lease costs.

Action Required:

Authorize Executive Director to negotiate a new lease that is comparable to the proposal presented above. Assuming a reasonable price and the required ADA repairs (TI's) are presented in the lease format, authorize the Executive Director to sign a new lease. Details on the final lease will be presented to the WDB and Policy Board as an information item.



MEMORANDUM

DATE: March 26, 2020
TO: SELACO WDB Board of Directors
FROM: Yolanda Castro, Executive Director 
RE: Affirmation of SELACO as Essential Government Service

On March 19, 2020 two Orders were issued detailing which businesses are to remain open as “Essential Business” during the COVID-19 pandemic. The Governor released Executive Order N-33-20, and the County of Los Angeles Department of Public Health released the “Safer at Home Order for Control of the COVID-19” order.

The County “**Order of the Health Officer**” is very specific and reads:

13. For purposes of this Order, Essential Businesses are defined as the following:

“(a) ... (c) *Businesses that provide food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals;*”

The **Executive Order N-33-20** from the Governor of the State of California states that *essential services must still be provided by “Government Offices”*, which is much less definitive.

SELACO plans to continue business operations under a modified schedule, with most operations being conducted from staff’s homes on a remote connection basis. In communications with other Workforce Development Boards, they are also remaining “open” on a modified basis, with a reduced staff on-site, who will work with the public by appointment and via telephone where possible. This is SELACO’s plan, as well.

SELACO is providing essential services to the public who have been directed to SELACO, where they can apply for Unemployment Insurance and can enroll in WIOA services. Additionally, we currently have 12 Companies who need to hire immediately, in order to meet the demands of food services, delivery services and medical services.

These companies are also ordered to remain open as they are providing “Essential Business” under both Orders.

We also currently have a State Employment Training Panel contract, where our manufacturing companies (some in food manufacturing) are conducting staff training and wish to continue training. We understand from these companies that they are mandated to remain in business, due to their vital industries. Additionally, SELACO has a TSE Program with funding from the Department of Social Services/South Bay WIB, and they are still requesting us to provide essential employment services to economically disadvantage past welfare recipients.

While SELACO is organized as a Not-for-Profit, it is a Joint Powers Agreement amongst seven Cities: Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, and Norwalk. The entire SELACO budget is based upon government contracts that provide essential job services to individuals and businesses.

Action Required:

The Southeast Los Angeles Workforce Development Board affirms that SELACO is an “Essential Business” and a quasi-government Agency, and will direct the Executive Director to maintain all the COVID-19 health and safety protocols for the protection of staff and SELACO’s clients, but remain open on a modified services delivery basis via electronic delivery or telephone delivery, to the extent possible.



ONE STOP OPERATOR REPORT

DATE: March 26, 2020
TO: SELACO WDB Board of Directors
FROM: Stacey Girdner, Managing Partner, The PRAXIS Group, SELACO One Stop Operator
RE: Update on the progress of your System Management Team (SMT)

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

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

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

Progress since the last SELACO board meeting:


1. The SELACO SMT is creating brochures for the populations being serve in the SELACO region. The SMT met in February and shared information about the services each partner provides to Veterans. This information will be collated and put into a brochure that partners can use at their location so Veterans can access wrap around services from SELACO and its workforce system.
2. The SELACO SMT determined that October was the best date to hold a local symposium for system partners and their front-line staff that will support their knowledge of partner services, strengthen and enhance communication and ease the process of partner referrals.
3. The state of California has mandated workforce development boards review and rate WIOA funding requests from their adult education partners to ensure each school's plans align with SELACO's local plan. This activity will occur during the month of March and should strengthen the partnerships between SELACO and their PAACE counterparts.
4. SELACO has developed a team of trainers who are posed to equip workforce system partners and their staff to use CalJOBS as a resource for their program participants, an electronic referral system with and between partners, and a shared case management tool. The in-person training on March 16th was postponed and will be offered virtually later in March.

The next SMT meeting will be held on May 20th from 2 - 4 pm at SELACO.

Action Required: Accept and file.



MEMORANDUM

DATE: March 26, 2020
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 February 29, 2020, the following board members have completed the training:

Belle Gomez – expires October 5, 2020
Barbara Levine – expires April 25, 2020
Cristina Saucedo-Garcia – expires July 26, 2020
Joseph Derthick – expires May 24, 2021
Larry Wehage – expires May 22, 2021
Maria Turrubiartes – expires September 10, 2021
Sharon Todd – expires April 10, 2021

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

<http://locaethics.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.



Jeremiah Baskin-Gray
Long Beach

Workforce Challenge:

Jeremiah had been incarcerated for 10 years. After release, he began looking for jobs by networking with people he knew in some of the fields that he wanted to pursue. Jeremiah's previous experience was working labor jobs in a warehouse making parts for airplanes, but he really didn't know where he wanted to go or what career path to take.

Workforce Solution:

Jeremiah came to the America's Job Center in Cerritos looking for job training in a career that was not just a job, but something that he could see himself doing for the next 10 to 20 years. He enrolled with SELACO WDB and met with a case manager who provided career counseling and gave him a flyer for MC3 Training – a pathway to an apprenticeship with a union trade. SELACO paid for his enrollment and upon his 4-week completion date, he was selected to participate in a solar panel training, which he is currently attending.

Workforce Outcome and Benefits:

A friend who worked at Parsec Inc. invited Jeremiah to apply for a position. Jeremiah accepted a job offer as a Groundman/Driver. He will be working at the railroad loading and unloading trains and driving empty containers to the tracks to be loaded. He advises other job seekers; "Don't just wait for SELACO to find you a job, go out and do the footwork yourself while they help you. Just keep applying yourself, fill out as many applications as you can and it will come through. Also, go after the jobs that you want that you can see yourself doing as opposed to something you hate doing or don't want to do."



Yelena Kellum
Los Angeles

Workforce Challenge:

After working in various seasonal retail jobs followed by a fifteen month unemployment period, Yelena received a flyer for the MC3 construction classes – a pathway to an apprenticeship with a union trade. Previously, she had searched for jobs on line, but felt that her language barrier, transportation issues and a lack of a permanent address were holding her back as well as not being able to access information about resources.

Workforce Solution:

Yelena came to the America’s Job Center in Cerritos in search for training assistance and met with a career counselor who provided financial support so that she could enroll into the 4 week MC3 pre-apprenticeship program. After completing the training, Yelena signed up with the Los Angeles Trade and Technical College (LATTC) and passed the entrance exam for Electrician Union Local 11.

Workforce Outcome and Benefits:

Yelena is currently working as an electrical apprentice trainee in Los Angeles and will be learning about how to become an electrical maintenance technician. She likes this industry and is happy about the salary she will be making. Yelena advises other job seekers; “Don't give up, as it will get really hard on some days. Just keep pushing because it will pay off in the end.”