

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

**March 23, 2017  
Thursday**

**3:00 – 5:00**



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

**SELACO WDB  
10900 E 183<sup>rd</sup> Street, Suite 350  
Cerritos, CA 90703**

**March 23, 2017  
Thursday  
3:00 – 5:00 PM**

**NOTE: PLEASE BE PROMPT  
MEETING WILL START AT 3:00 PM**

**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	Castellanos	
PLEDGE OF ALLEGIANCE	Castellanos	
ROLL CALL	Espitia	Page 1
PUBLIC COMMENTS	Derthick	
CHAIR'S COMMENTS	Castellanos	
EXECUTIVE DIRECTOR'S MESSAGE / UPDATE / STAFF REPORT	Castro	
CONSENT CALENDAR	Castellanos	
1A. Approval of Minutes February 23, 2017		3
1B. Approval of Fiscal Reports 07/01/16 - 02/28/17		7
1C. Approval of Program Report for 07/01/16 – 02/28/17		20
ACTION ITEM (S):		
2. Status of the Local and Regional Plan	Castro	34

**Executive Committee and FULL WDB Board of Directors' Meeting**

**March 23, 2017**

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3. HR Policy Update: Injury and Illness Prevention Program/Emergency Action Plan	Castro	38
Injury and Illness Prevention Program		39
Emergency Action Plan		43
<b>BUSINESS ADVISORY COMMITTEE REPORT</b>	Levine	
Presentation / Information / Recommendations		
ACTION ITEM (S): NONE		
INFORMATION ITEM (S): NONE		
INFORMATION ITEM (S):		
1. Ethics Training AB1234	Castro	49
2. Status Of Partner Memorandum of Understanding (MOU) for Phase I and Phase II	Castro	50
3. Funding and Allocation of the 2016-17 Phase VI Earn and Learn Program	Castro	52
<b>INTERESTING CORRESPONDENCE</b>	Castro	
1. Women in Trades	Castro	53
2. Nowalk-La Mirada Mock Interview Helps Student Reach Ivy League Dreams	Castro	56
<b>BOARD MEMBER COMMENTS</b>	Castellanos	
<b>POLICY BOARD ITEMS/REQUESTS</b>	Castellanos	
<b>AGENDA REQUESTS FOR NEXT MEETING</b>	Castellanos	
<b>CHAIR'S CLOSE</b>	Castellanos	
<b>ADJOURNMENT OF OPEN SESSION</b>	Castellanos	

**Policy Board Meeting: April 18, 2017**  
**Business Advisory Committee: April 27, 2017**

**Next Full WDB Meeting: April 27, 2017**

*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. 183<sup>rd</sup> Street, Suite 350, Cerritos, CA 90703 during normal business hours.*



**SELACO WDB UPCOMING EVENTS**

**Power Lunch – Job Club**

Every Monday from Noon to 2:00 p.m.  
SELACO WDB Firestone AJCC

*For more information on this event, please call the Firestone AJCC at (562) 402-9336 extension 2201.*

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**Collaborative Community Network (CCN) Meeting**

*Partner Agency Resource Information Sharing*  
Every 2<sup>nd</sup> Wednesday of the month from 8:30 to 10:30 a.m.  
Various Locations

**Networking Success Team – Job Club**

Every Friday from 10 a.m. to Noon  
SELACO WDB Cerritos AJCC

*For more information on these events, please call the Cerritos AJCC at (562) 402-9336 extension 1219.*

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**PARTNER UPCOMING EVENTS**

**Cerritos Cheerful Chatters Toastmaster Club**

*Provide a positive learning environment where everyone has the opportunity to develop oral communication and leadership skills for personal and professional growth.*  
Every Wednesday of the month from 12:00 to 1:00 p.m.  
Cerritos Career Center

**Cerritos Chamber**

*State of the District Luncheon*  
Wednesday, March 29, 2017 at 11:30 a.m. -1:00 pm.  
Cerritos Sheraton Hotel, Cerritos

**Cerritos Chamber**

*HR Functions for Hiring, Firing*  
Wednesday April 12, 2017 at 8:30 a.m. -10:00 a.m.  
Cerritos Library, Skyline Room

**California State University Long Beach**

*Economic Forum*  
Friday, April 14, 2017 at 7:30 a.m. -10:30 a.m.  
Seaside Ballroom, Long Beach Convention Center  
300 E. Ocean Boulevard Long Beach, CA

**Cerritos Chamber**

*Networking Mixer*  
Wednesday, April 19, 2017 at 11:30 a.m. -1:00 p.m.  
Lucille's Smokehouse Bar-b-que  
11338 South St. Cerritos, CA 90703

*For more information on these events, please call Larry Lee at (562) 402-9336 extension 1245.*

**Labor Market Information (LMI) Presentation**

*Career Exploration*

Every 3<sup>rd</sup> Thursday of the month  
EDD at SELACO WDB - Cerritos

**Veteran Orientation**

*Overview of Veteran Services*

Every 3<sup>rd</sup> Thursday of the month  
EDD at SELACO WDB - Cerritos

**Personalized Job Search Assistance (PJSA)**

*Review of Job Search Activities and Sharing of Resource Information*

Every Wednesday  
EDD at SELACO WDB - Cerritos

*For more information on these events, please call Julia Lugo at (562) 929-9128.*



**SELACO WDB Board of Directors  
Attendance Roster – PY 16/17**

Board Members	7/28 2016	8 2016	9/22 2016	10/27 2016	11 2016	12 2016	1/26 2017	2/23 2017	3/23 2017	4/27 2017	5/25 2017	6/22 2017
<b>1. Castellanos, Allison</b> Chair Business Representative – City of Lakewood	X	~	X	X	~	~	X	X				
<b>2. Cummins, Byron</b> Labor Organization	X	~	X	X	~	~	X	A				
<b>3. Dameron, Mark</b> Business Representative – City of Lakewood	X	~	X	X	~	~	X	X				
<b>4. Derthick, Joseph</b> Vice Chair Business Representative – City of Norwalk	X	~	X	X	~	~	X	X				
<b>5. Drake, Aaron</b> Business Representative – City of Bellflower	AE	~	X	AE	~	~	X	AE				
<b>6. Escamilla, Georgina</b> Business Representative - City of Hawaiian Gardens	X	~	A	X	~	~	AE	X				
<b>7. Espitia, Ben</b> Secretary/Treasurer Labor Organization	X	~	X	X	~	~	X	X				
<b>8. Gomez, Belle</b> Education Entity	AE	~	X	X	~	~	X	X				
<b>9. King, Olin</b> Public Employment Service	Replaced Connie Chan effective 9/22/2016			X	~	~	X	X				
<b>10. Kucera, Kevin</b> Labor Organization	A	~	A	A	~	~	A	A				

Board Members	7/28 2016	8 2016	9/22 2016	10/27 2016	11 2016	12 2016	1/26 2017	2/23 2017	3/23 2017	4/27 2017	5/25 2017	6/22 2017
<b>11. Levine, Barbara</b> Economic Development	X	~	AE	X	~	~	X	X				
<b>12. Menezes, Paulo</b> Business Representative – City of Artesia	X	~	A	AE	~	~	AE	X				
<b>13. Ngo, Henry</b> Business Representative – City of Cerritos	A	~	A	A	~	~	A	A				
<b>14. Pathak, Pino</b> Business Representative – City of Cerritos	AE	~	AE	X	~	~	AE	A				
<b>15. Polley, Tracy</b> Business Representative – City of Norwalk	X	~	X	X	~	~	X	X				
<b>16. Rapue, Judith</b> Labor Organization	AE	~	A	A	~	~	A	A				
<b>17. Reed, Richard</b> Labor Organization	A	~	AE	A	~	~	A	A				
<b>18. Saucedo-Garcia, Cristina</b> Business Representative – City of Downey	Appointed by Policy Board 8/16/2016	Appointed by Policy Board	X	X	~	~	X	X				
<b>19. Todd, Sharon</b> Education Entity	X	~	X	X	~	~	AE	AE				
<b>20. Wehage, Larry</b> Business Representative City of Bellflower			Appointed by Policy Board 12/20/2016				X	X				
<b>21. Williams, Candy</b> Rehabilitation Organization	AE	~	AE	X	~	~	A	X				
<b>22. VACANT</b> Business Representative – City of Downey												
<b>23. VACANT</b> Business Representative – City of Hawaiian Gardens												
<b>24. VACANT</b> Business Representative – City of Artesia												

**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 MEETING  
MINUTES**

February 23, 2017

3:00 PM

SELACO WDB  
Boardroom  
10900 E 183<sup>rd</sup> 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 Allison Castellanos, Chair at 3:05 p.m.

**PLEDGE OF ALLEGIANCE**

Board Member Tracey Polley led the Pledge of Allegiance.

**ROLL CALL**

**WDB BOARD DIRECTORS PRESENT**

Castellanos, Allison	Dameron, Mark
Derthick, Joseph	Escamilla, Georgina
Espitia, Ben	Gomez, Belle
King, Olin	Levine, Barbara
Menezes, Paulo	Polley, Tracy
Saucedo-Garcia, Cristina	Wehage, Larry
Williams, Candy	

**WDB BOARD DIRECTORS ABSENT**

Cummins, Byron	Kucera, Kevin
Ngo, Henry	Pathak, Pino
Rapue, Judith	Reed, Richard

**WDB BOARD DIRECTORS EXCUSED**

Drake, Aaron	Todd, Sharon
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**SELACO WDB STAFF PRESENT:**

Alaniz, Jose  
Chang, Jessica  
Clements, Marjean  
Coronel, Corina  
Dang, Tam  
Davis, Carol  
Diep, Chau  
Ferranti-Lansdown, Tammy  
Leon, Anna  
Michel, Sandra

**MEMBERS OF THE PUBLIC PRESENT:**

Joseph, Jack – Policy Board Administrator



**PUBLIC COMMENTS**

None

**CHAIR'S COMMENTS**

The Chair shared with the board that she will be traveling on behalf of SELACO to attend the respective events listed below:

San Francisco with Yolanda Castro to attend the Department of Labor, ETA – Region 6 Strategic Dialogue Convening.

Sacramento with Yolanda Castro, Mark Dameron, and Sandra Michel to attend the Day at the Capitol.

Washington DC with Yolanda Castro, Barbara Levine, and Marjean Clements to attend the NAWB 2017 Forum.

**EXECUTIVE DIRECTOR'S MESSAGE/UPDATE/STAFF REPORT**

The EDD facility in Norwalk closed on February 10. EDD has assigned two full time staff to the SELACO Cerritos AJCC plus a Veteran Representative at least once a week. There has been an influx of customers at the Cerritos location. The majority of the customers are visiting to file their unemployment claims as well as follow up to their status. The immediate results of the change is not enough phone lines to accommodate the EDD customers. SELACO staff as of today has made an increase of phones lines from four to nine.

There are hopes to be able to accommodate up to eleven EDD staff and eleven SELACO staff at the new location being built by the City of Norwalk. Staff anticipates the building to be completed no later than December 2018. The City of Norwalk has also made a commitment to allow SELACO to use the Sports Complex in the event there are activities that demand for larger space.

Yolanda Castro, Executive Director has reached out to the chambers of Artesia, Downey, and Hawaiian Gardens to help fill the remaining vacant seats on the board. Staff anticipates having a full board by May.

**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: January 26, 2017**

**1B. Approval of Fiscal Reports for Periods: 07/01/15 – 01/31/17**

**1C. Approval of Program Report for: 07/01/15 – 01/31/17 (Receive and file)**

**ACTION ITEM(S)**

**2. Budget Modification for Program Year 2016-17**

A motion was made by Joseph Derthick to approve the Budget Modification for Program Year 2016-17 with the correction of a typo on page 36 that reads \$421,997 but should read \$21,997, seconded by Tracy Polley. With no further discussion, motion carries to approve.

**BUSINESS ADVISORY COMMITTEE REPORT**

The committee has not met. No information to report out at this time.

**ACTION ITEM(S):**

None

**INFORMATION ITEM(S):**

None

**INFORMATION ITEM(S):**

**1. Ethics Training AB1234**

Carol Davis reminded the board that all board members are required to take a mandatory two hour ethics training every two years to comply with AB 1234.

**2. Status of Partner Memorandum of Understanding (MOU) for Phase I and Phase II**

Page 41 of the agenda will give you an overview of status on the respective MOU's. Sandra Michel shared with the board that the MOU with TANF is fully executed and staff is currently pursuing an MOU with Second Chance.

**3. Application for Delivery of Career Services**

Tam Dang informed the board that staff will be submitting the Application for Delivery of Career Services will all required documents by close of business tomorrow.

**4. Disposing and Replacement of Chairs**

Due to wear and tear of chairs located in the board room, staff has disposed of those items in accordance with SELACO's "Disposing Policy." The chairs have been replaced with upgraded/new chairs.

**5. Nowalk Career Expo**

Marjean Clements referred the board to page 61 of the agenda. Career Exploration Night will take place on April 27 to be held at the Norwalk City Hall. The event is open to the public.

**6. Results of Monitoring Review for PY 2016-2017 WIOA Program Operations**

Sandra Michel reviewed with the board the results of the Monitoring Review for PY 2016-2017 WIOA Program Operations that can be found on page 62 of the agenda. The results of the review indicated that there were no findings or concerns.

**INTERESTING CORRESPONDENCE**

None

**BOARD MEMBER COMMENTS**

Board Member Barbara Levine would like to see listed the partner in charge of the event(s) in the upcoming events section of the agenda.

**POLICY BOARD ITEMS/REQUESTS**

None

**AGENDA REQUESTS FOR NEXT MEETING**

None

**CHAIR'S CLOSE**

None

**ADJOURNMENT OF OPEN SESSION**

The meeting was adjourned at 3:54 p.m.

SELACO WDB  
**Statement of Activities (by Fund) - 01 FY16/17**  
From 7/1/16 through 2/28/17

	WIOA Adult&DW & Special Projects	WIOA Youth	WIOA Rapid Response / Lay- Off Aversion	Pre-School	Employment Training Panel	Slingshot	Other Funds	Non-WIOA Training Expenditures	Total
Revenues	1,048,044	551,435	90,229	1,782,442	78,355	43,073	398,337	29,158	4,021,073
Accounts Receivable	433,884	144,704	14,983	-	-	2,926	93,742	-	690,238
Total Revenues	1,481,928	696,139	105,212	1,782,442	78,355	45,998	492,079	29,158	4,711,311
Expenditures									
Administration Services	121,664	55,826	10,225	224,379	21,806	8,867	49,962	-	492,729
Contracted Program Costs	22,503	72,020	-	1,357,339	7,402	36,830	207,479	-	1,703,574
Support Services	12,525	5,900	-	-	-	-	(100)	-	18,325
Vendor Training	71,952	39,807	-	-	54,262	-	23,487	29,158	218,666
Work Exp/Skillz Menu/Supplies	-	18,583	-	-	118	-	34,782	-	53,483
WIOA Core/Basic Career Services	530,768	26,455	-	-	-	-	65,680	-	622,903
WIOA Intensive/Individualized Career Services	290,865	-	-	-	-	-	37,056	-	327,921
WIOA Follow-Up Career Services	52,170	-	-	-	-	-	-	-	52,170
WIOA Business Services	48,161	20,662	-	-	-	-	-	-	68,823
Other Program Costs	46,478	416,922	94,987	-	146,417	301	73,350	-	778,456
Cash Expenditures	1,197,086	656,177	105,212	1,581,718	230,006	45,998	491,696	29,158	4,337,051
Accrued Expenditures	284,842	39,962	-	-	-	-	383	-	325,187
Total Expenditures	1,481,928	696,139	105,212	1,581,718	230,006	45,998	492,079	29,158	4,662,238
Net Income (Loss)	-	-	-	200,724	(151,651)	-	-	-	49,074

**SELACO WDB**  
**Statement of Functional Expenditures**  
From 7/1/16 through 2/28/17

	Administrative Services	Contracted Program Cost	Support Services	Vendor Training	Work Exp / Skills Menu Program	WIOA Core / Basic Career Services	WIOA Intensive / Individualized Career Services	WIOA Follow-Up Career Services	WIOA Business Services	Other Program Costs	Total
Expenditures											
Personnel	284,413	-	-	-	42	493,457	260,697	43,129	60,426	617,954	1,760,118
Non-Personnel	109,022	-	-	-	1,015	129,312	67,224	9,041	8,397	160,442	484,454
Training	99,294	1,703,574	-	543,853	52,426	135	-	-	-	59	2,399,341
Support Services	-	-	18,325	-	-	-	-	-	-	-	18,325
Total Expenditures	492,729	1,703,574	18,325	543,853	53,483	622,903	327,921	52,170	68,823	778,456	4,662,238

SELACO WDB  
**Statement of Functional Expenses - 02 Administrative Services**

From 7/1/2016 Through 2/28/2017

(In Whole Numbers)

		Total
Expenditures		
Personnel		
Salaries & Wages	50100	201,349
Social Security Tax	50200	13,923
Medicare Tax	50210	3,282
Workers Comp - Staff	50220	2,365
UI & ETT Taxes	50250	2,243
Employee Benefits	50300	45,972
Employer 403(B) Contributions	50403	15,279
Total Personnel		284,413
Non-Personnel		
Mileage	51100	440
Conferences/Staff Development	51200	7,681
Meeting Expenses	51230	981
Rent	52100	33,370
Telephone	52200	3,480
Office Equipment	52330	289
Leased Equipment	52350	351
Repair & Maintenance	52360	302
Outreach/Recruitment	53300	1,992
Office Supplies	53400	5,860
Subscriptions/Dues/Memberships	53600	764
Insurance	53900	1,983
Professional Services	54100	42,806
Legal	54300	7,158
Bank Charges/Miscellaneous	59990	1,565
Interest Expense	59999	0
Total Non-Personnel		109,022
Training		
Cost Reimbursement Billing	60300	99,294
Total Training		99,294
Total Expenditures		492,729

SELACO WDB  
**Statement of Functional Expenses - 02 Contracted Program Cost**  
 From 7/1/2016 Through 2/28/2017  
 (In Whole Numbers)

		Total
Expenditures		
Training		
Cost Reimbursement Billing	60300	1,581,791
Other Contracted Services	60400	54,233
Day Care Rent	66000	67,550
Total Training		1,703,574
Total Expenditures		1,703,574

SELACO WDB  
**Statement of Functional Expenses - 02 Supportive Services**  
 From 7/1/2016 Through 2/28/2017  
 (In Whole Numbers)

		Total
Expenditures		
Non-Personnel		
Meeting Expenses	51230	0
Total Non-Personnel		0
Training		
Training Supplies	60600	0
Day Care Rent	66000	0
Total Training		0
Support Services		
Direct Support Payment	65200	18,325
Total Support Services		18,325
Total Expenditures		18,325



SELACO WDB  
**Statement of Functional Expenses - 02 Vendor Training Payments**

From 7/1/16 Through 2/28/17

		<u>Total</u>
Expenditures		
Training		
Vendor Training	60100	460,433
Vendor Training - ETP	60200	54,262
Non-WIOA Training Expenditures		29,158
Total Expenditures		<u><u>543,853</u></u>

SELACO WDB  
**Statement of Functional Expenses - 02 Work Experience / Skillz Menu Program**

From 7/1/2016 Through 2/28/2017

(In Whole Numbers)

		Total
Expenditures		
Personnel		
Social Security Tax	50200	29
Medicare Tax	50210	7
Workers Comp - Staff	50220	6
Total Personnel		42
Non-Personnel		
Mileage	51100	0
Rent	52100	844
Telephone	52200	91
Leased Equipment	52350	26
Repair & Maintenance	52360	8
Office Supplies	53400	46
Total Non-Personnel		1,015
Training		
Wages - WE/Internship	60500	40,033
SS Tax - WE/Internship	60510	2,456
MC Tax - WE/Internship	60520	574
WC - WE/Internship	60530	1,878
Training Supplies	60600	127
Participant Incentive Payments	65401	7,360
Total Training		52,426
Total Expenditures		53,483

SELACO WDB  
**Statement of Functional Expenses - 02 WIOA Career Services**

From 7/1/2016 Through 2/28/2017

(In Whole Numbers)

		Core / Basic Services	Intensive / Individualized Services	Follow-Up Services	Total
Expenditures					
Personnel					
Salaries & Wages	50100	342,893	179,982	29,537	552,412
Social Security Tax	50200	22,956	12,007	1,831	36,794
Medicare Tax	50210	5,420	2,830	428	8,678
Workers Comp - Staff	50220	4,062	2,227	328	6,617
UI & ETT Taxes	50250	3,768	2,646	1,650	8,064
Employee Benefits	50300	86,364	45,196	7,114	138,675
Employer 403(B) Contributions	50403	27,994	15,809	2,240	46,043
Total Personnel		493,457	260,697	43,129	797,283
Non-Personnel					
Mileage	51100	1,314	794	61	2,169
Conferences/Staff Development	51200	8,135	4,559	559	13,253
Meeting Expenses	51230	1,163	351	51	1,564
Rent	52100	77,179	46,685	6,874	130,738
Telephone	52200	9,996	4,201	617	14,814
Office Equipment	52330	1,130	625	33	1,788
Leased Equipment	52350	685	322	23	1,030
Repair & Maintenance	52360	2,010	624	122	2,756
Outreach/Recruitment	53300	1,007	129	0	1,136
Office Supplies	53400	17,304	6,030	635	23,969
Participant Supplies	53450	0	0	0	0
Subscriptions/Dues/Memberships	53600	1,875	404	69	2,348
Insurance	53900	3,215	1,623	(3)	4,835
Professional Services	54100	4,300	877	0	5,176
Total Non-Personnel		129,312	67,224	9,041	205,577
Training					
Training Supplies	60600	135	0	0	135
Total Training		135	0	0	135
Total Expenditures		622,903	327,921	52,170	1,002,995

SELACO WDB  
**Statement of Functional Expenses - 02 WIOA Business Services**  
From 7/1/2016 Through 2/28/2017  
(In Whole Numbers)

		Total
Expenditures		
Personnel		
Salaries & Wages	50100	41,537
Social Security Tax	50200	2,575
Medicare Tax	50210	602
Workers Comp - Staff	50220	491
UI & ETT Taxes	50250	2,088
Employee Benefits	50300	10,106
Employer 403(B) Contributions	50403	3,026
Total Personnel		60,426
Non-Personnel		
Mileage	51100	305
Conferences/Staff Development	51200	808
Meeting Expenses	51230	241
Rent	52100	4,969
Telephone	52200	573
Office Equipment	52330	11
Leased Equipment	52350	103
Repair & Maintenance	52360	184
Office Supplies	53400	661
Subscriptions/Dues/Memberships	53600	678
Insurance	53900	(136)
Total Non-Personnel		8,397
Total Expenditures		68,823

**SELACO WDB**  
**Statement of Functional Expenses - Other Program Costs**  
 From 7/1/16 through 2/28/17

	Employment Training Panel	WIOA Adult	WIOA Dislocated Workers	WIOA Youth	WIOA Rapid Response / Lay-Off Aversion	Transitional Subsidized Employment (TSE)	Other Funds	Total
<b>Personnel</b>								
Salaries & Wages	83,556	22,118	5,265	222,666	52,042	13,272	28,577	427,495
Payroll Taxes/WC	9,209	2,159	522	23,192	5,572	1,445	3,083	45,183
Employee Benefits	27,727	7,789	1,887	75,987	18,255	4,883	8,748	145,276
Temporary Help	-	-	-	-	-	-	-	-
<b>Total Personnel</b>	<b>120,493</b>	<b>32,066</b>	<b>7,674</b>	<b>321,845</b>	<b>75,869</b>	<b>19,600</b>	<b>40,409</b>	<b>617,954</b>
<b>Non - Personnel</b>								
Mileage	344	68	16	1,145	508	120	180	2,380
Conferences/Staff Development	3,779	297	76	9,231	1,791	277	497	15,947
Meeting Expenses	222	37	9	688	85	23	201	1,264
Rent/Utilities	12,362	3,726	908	56,857	12,700	3,805	5,321	95,679
Telephone	2,308	393	95	5,790	1,117	324	547	10,574
Furniture/Equipment	255	92	22	1,421	365	106	77	2,339
Repair & Maintenance	153	47	12	1,369	217	72	96	1,967
Outreach/Recruitment	297	19	5	761	12	7	2	1,103
Supplies	5,005	612	149	10,087	1,709	516	561	18,637
Subscriptions & Dues	194	56	13	922	156	34	16	1,391
Insurance	568	239	60	1,947	178	102	152	3,247
Consulting	460	155	37	4,832	281	130	18	5,914
<b>Total Non-Personnel</b>	<b>25,947</b>	<b>5,740</b>	<b>1,400</b>	<b>95,051</b>	<b>19,118</b>	<b>5,518</b>	<b>7,668</b>	<b>160,442</b>
<b>Training and Supportive Services</b>								
Training Supplies	32	560	(961)	27	-	160	242	59
<b>Total Expenditures</b>	<b>146,472</b>	<b>38,366</b>	<b>8,112</b>	<b>416,922</b>	<b>94,987</b>	<b>25,277</b>	<b>48,318</b>	<b>778,456</b>

SELACO WDB  
**Statement of Functional Expenditures**  
From 7/1/16 through 2/28/17

<u>Line Item Description</u>	<u>Current Period Actual</u>	<u>Current Year Budget</u>	<u>Budget Variance</u>	<u>Total Budget Remaining (%)</u>
<b>PERSONNEL COSTS</b>				
Salaries/Wages	1,222,793	2,127,251	904,458	42.5%
Payroll Taxes/WC	132,947	218,559	85,611	39.2%
Employee Benefits	404,377	641,980	237,602	37.0%
Temporary Help	0	5,000	5,000	100.0%
<b>TOTAL PERSONNEL COSTS</b>	<b>1,760,118</b>	<b>2,992,789</b>	<b>1,232,671</b>	<b>41.2%</b>
<b>NON-PERSONNEL COSTS</b>				
Mileage	5,294	15,547	10,253	65.9%
Conference/Staff Development	37,689	75,000	37,311	49.7%
Meeting Expenses	4,051	12,500	8,449	67.6%
Rent/Utilities	265,601	409,444	143,843	35.1%
Telephone	29,532	47,500	17,968	37.8%
Furniture & Equipment	5,937	53,950	48,013	89.0%
Repair & Maintenance	5,217	20,000	14,783	73.9%
Outreach/Recruitment	4,231	8,000	3,769	47.1%
Supplies	49,173	70,000	20,827	29.8%
Subscriptions/Dues/Memberships	5,180	12,500	7,320	58.6%
Insurance	9,929	25,000	15,071	60.3%
Professional Fees	53,896	103,150	49,254	47.8%
Legal Fees	7,158	15,000	7,842	52.3%
Interest Expense/Miscellaneous	1,565	5,000	3,435	68.7%
<b>TOTAL NON-PERSONNEL COSTS</b>	<b>484,454</b>	<b>872,591</b>	<b>388,137</b>	<b>44.5%</b>
<b>TOTAL IN-HOUSE COSTS</b>	<b>2,244,572</b>	<b>3,865,380</b>	<b>1,620,809</b>	<b>41.9%</b>
<b>TRAINING &amp; SUPPORT SERVICES</b>				
Vendor Training Payments				
Disability Employment Initiative (DEI)	21,995	71,770	49,775	69.4%
Employment Training Panel (ETP) / GF	56,137	441,498	385,361	87.3%
WIOA Adult	251,146	323,974	72,828	22.5%
WIOA Dislocated Workers	105,648	107,991	2,344	2.2%
WIOA Youth	79,769	80,000	231	0.3%
Non-WIOA Training Expenditures	29,158	215,261	186,103	86.5%
Subtotal	543,853	1,240,494	696,641	56.2%

SELACO WDB  
**Statement of Functional Expenditures**  
From 7/1/16 through 2/28/17

<u>Line Item Description</u>	<u>Current Period Actual</u>	<u>Current Year Budget</u>	<u>Budget Variance</u>	<u>Total Budget Remaining (%)</u>
<b>TRAINING &amp; SUPPORT SERVICES - continued</b>				
Cost Reimbursements / Contracted Services				
Day Care Pre-School / Renovation	1,456,633	2,417,436	960,803	39.7%
Employment Training Panel (ETP) / GF	7,402	35,840	28,438	79.3%
Disability Employment Initiative (DEI)	10,000	10,000	0	0.0%
Slingshot Project	36,830	82,436	45,606	55.3%
LAC Youth Work Experience Program	197,479	294,100	96,621	32.9%
WIOA Youth	72,020	185,614	113,594	61.2%
WIOA 25% Long-Term Unemployed Project	22,503	22,503	0	0.0%
Subtotal	<u>1,802,867</u>	<u>3,047,929</u>	<u>1,245,061</u>	<u>40.8%</u>
Work Experience / Skillz Menu Program				
Downey's USD MADE Career Initiative	34,782	34,782	0	0.0%
WIOA Youth	17,518	18,000	482	2.7%
Subtotal	<u>52,300</u>	<u>52,782</u>	<u>482</u>	<u>2.7%</u>
Training Supplies				
Employment Training Panel	150	1,000	850	85.0%
Transitional Subsidized Employment (TSE)	160	1,000	840	84.0%
WIOA Adult / DEI	891	3,060	2,169	70.9%
WIOA Dislocated Workers	(929)	1,545	2,474	160.1%
WIOA Youth	49	2,000	1,951	97.6%
Subtotal	<u>321</u>	<u>8,605</u>	<u>8,284</u>	<u>96.3%</u>
Direct Support Payments				
WIOA Adult / CDEI	11,587	40,000	28,413	71.0%
WIOA Dislocated Workers	838	20,000	19,162	95.8%
WIOA Youth	5,900	20,000	14,100	70.5%
Subtotal	<u>18,325</u>	<u>80,000</u>	<u>61,675</u>	<u>77.1%</u>
<b>TOTAL TRAINING &amp; SUPPORT SVCS</b>	<b><u>2,417,666</u></b>	<b><u>4,429,809</u></b>	<b><u>1,501,605</u></b>	<b><u>33.9%</u></b>
<b>GRAND TOTAL</b>	<b><u>4,662,238</u></b>	<b><u>8,295,189</u></b>	<b><u>3,122,414</u></b>	<b><u>37.6%</u></b>

**SELACO WDB**  
**Balance Sheet**  
February 28, 2017

	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
<b>Assets</b>												
Cash & Cash Equivalents ***	551,673	1,769	63,926	(108,802)	(40,240)	(68,336)	(14,983)	(11,298)	39,366	273,152	5,275	691,502
Petty Cash	-	-	-	-	-	1,000	-	-	-	-	2,000	3,000
Accounts Receivable	-	19,868	-	-	-	-	-	-	35,653	-	610	56,131
Deposit	9,100	-	-	-	-	-	-	-	-	-	30,139	39,239
Due from Other Fund	-	-	-	-	-	(4,384)	-	-	-	174,900	-	170,516
Fixed Assets	1,005,713	-	-	-	-	-	-	-	-	-	-	1,005,713
Accumulated Depreciation	(712,520)	-	-	-	-	-	-	-	-	-	-	(712,520)
<b>Total Assets</b>	<b>853,966</b>	<b>21,637</b>	<b>63,926</b>	<b>(108,802)</b>	<b>(40,240)</b>	<b>(71,720)</b>	<b>(14,983)</b>	<b>(11,298)</b>	<b>75,020</b>	<b>448,052</b>	<b>38,023</b>	<b>1,253,581</b>
<b>Liabilities and Net Assets</b>												
<b>Liabilities</b>												
Accounts Payable	-	(116,050)	-	-	-	36,406	-	-	5,686	-	-	(73,958)
Accrued Expenses	-	-	-	-	-	-	-	-	-	-	-	-
Due to LA ECE - Bridge Fund	-	-	-	-	-	-	-	-	-	-	-	-
Due to Department of Education	9,100	-	-	-	-	-	-	-	-	-	-	9,100
Due to Employment Training Panel	-	-	-	-	-	-	-	-	-	-	-	-
Due to Employment Development I	-	-	-	-	-	1,000	-	-	-	-	32,139	33,139
Due to Toastmasters Intl	-	-	-	-	-	-	-	-	36	-	(16)	21
Due to CSS	-	-	-	-	-	-	-	-	13,602	-	-	13,602
Due to Vendors (ETP)	-	-	-	-	-	-	-	-	4,458	-	350	4,808
Due to Other Fund	-	96,194	12,996	-	-	-	-	-	65,710	-	(4,384)	170,516
Payroll Clearing	-	-	-	-	-	-	-	-	-	-	9,934	9,934
Revenues Received in Advance	330,308	20,490	46,096	-	-	(4,384)	-	-	15,670	-	-	408,180
<b>Total Liabilities</b>	<b>339,408</b>	<b>634</b>	<b>59,092</b>	<b>(108,802)</b>	<b>(40,240)</b>	<b>33,022</b>	<b>(14,983)</b>	<b>(11,298)</b>	<b>105,162</b>	<b>-</b>	<b>38,023</b>	<b>575,342</b>
<b>Net Assets</b>												
Current YTD Net Income	150,442	(150,860)	(31,598)	(108,802)	(40,240)	(104,742)	(14,983)	(11,298)	(42,075)	34,623	-	(319,533)
Unrestricted	364,115	171,863	36,433	-	-	-	-	-	11,932	413,429	-	997,772
<b>Total Net Assets</b>	<b>514,557</b>	<b>21,003</b>	<b>4,835</b>	<b>(108,802)</b>	<b>(40,240)</b>	<b>(104,742)</b>	<b>(14,983)</b>	<b>(11,298)</b>	<b>(30,143)</b>	<b>448,052</b>	<b>-</b>	<b>678,239</b>
<b>Total Liabilities and Net Assets</b>	<b>853,966</b>	<b>21,637</b>	<b>63,926</b>	<b>(108,802)</b>	<b>(40,240)</b>	<b>(71,720)</b>	<b>(14,983)</b>	<b>(11,298)</b>	<b>75,020</b>	<b>448,052</b>	<b>38,023</b>	<b>1,253,581</b>

\*\*\*\*\* Additional cash request of \$238,284 for February, 2017 was requested on March 7, 2017 and posted to Bank Account on March 9, 2017.





## PROGRAM OPERATIONS REPORT

July 01, 2016 – February 28, 2017

The Southeast Los Angeles County Workforce Development Board (SELACO WDB) respectfully submits the seventh Program Operations Report for the program year 2016-2017. This report reflects the various activities and services offered to our local employer and job seekers. This report demonstrates enrollments and service activities developed to meet the expectations of our Local Workforce Development Board in addition to meeting the requirements of our funding entities. The report includes information on the following:

- I. SUMMARY OF ENROLLMENTS
- II. CAREER CENTER VISITS
- III. ADULT SERVICES
- IV. PARTNER SERVICES
- V. YOUTH SERVICES
- VI. BUSINESS SERVICES
- VII. CHILD DEVELOPMENT PROGRAM
- VIII. CUSTOMER OUTREACH
- IX. GLOSSARY OF TERMS

## I. SUMMARY OF ENROLLMENTS

### LOCAL SERVICES PROGRAMS

	ARTESIA	BELLFLOWER	CERRITOS	DOWNEY	HAWAIIAN GARDENS	LAKWOOD	NORWALK	OTHER AREAS	TOTAL
ADULT	12	95	47	115	12	116	118	189	704
DISLOCATED WORKER	6	28	19	35	3	38	38	26	193
YOUTH SERVICES	52	20	24	14	83	41	69	45	348
<b>TOTAL ENROLLMENTS</b>	<b>70</b>	<b>143</b>	<b>90</b>	<b>164</b>	<b>98</b>	<b>195</b>	<b>225</b>	<b>260</b>	<b>1,245</b>

- In area service percentage: 80%      Out of area service percentage: 20%\*\*

### REGIONAL SERVICES PROGRAMS

	ARTESIA	BELLFLOWER	CERRITOS	DOWNEY	HAWAIIAN GARDENS	LAKWOOD	NORWALK	OTHER AREAS	TOTAL
ETP PROGRAM	0	4	2	19	0	6	15	830	876
CHILD DEVELOPMENT PROGRAM	170	164	0	0	0	87	42	94	557
<b>TOTAL ENROLLMENTS</b>	<b>170</b>	<b>168</b>	<b>2</b>	<b>19</b>	<b>0</b>	<b>93</b>	<b>57</b>	<b>924</b>	<b>1,433</b>

- In area service percentage 36%      Out of area service percentage 64%

## II. CAREER CENTER VISITS

<b>A. <u>First Time Visits</u></b>	CERRITOS AJCC	FIRESTONE AJCC	PIONEER AJCC	TOTAL
ARTESIA	26	0	89	115
BELLFLOWER	169	15	417	601
CERRITOS	81	5	162	248
DOWNEY	141	24	651	816
HAWAIIAN GARDENS	24	1	67	92
LAKWOOD	141	7	233	381
NORWALK	101	52	1,560	1,713
OTHER AREAS	632	145	3,434	4,211
<b>TOTAL</b>	<b>1,315</b>	<b>249</b>	<b>6,613</b>	<b>8,177</b>

<b>B. <u>Return Visits</u></b>	CERRITOS AJCC	FIRESTONE AJCC	PIONEER AJCC	TOTAL
ARTESIA	375	17	101	493
BELLFLOWER	1,218	202	513	1,933
CERRITOS	750	44	160	954
DOWNEY	690	235	906	1,831
HAWAIIAN GARDENS	132	6	72	210
LAKWOOD	1,070	74	296	1,440
NORWALK	965	455	2,566	3,986
OTHER AREAS	2,282	409	3,742	6,433
<b>TOTAL</b>	<b>7,482</b>	<b>1,442</b>	<b>8,356</b>	<b>17,280</b>

### III. ADULT SERVICES

\*(Data is presented based on Point of Entry.)

#### WIOA Adult Program

##### *Customer Activity Breakdown by One-Stop Center*

	CERRITOS AJCC	FIRESTONE AJCC	PIONEER AJCC	TOTAL
Carry Over	208	41	34	283
New Enrollments	280	65	76	421
Training	18	10	0	28
Exits	238	33	65	336
Placements	46	9	19	74

##### *Customer Activity Breakdown by City*

	ARTESIA	BELLFLOWER	CERRITOS	DOWNEY	HAWAIIAN GARDENS	LAKESWOOD	NORWALK	OTHER AREAS	TOTAL
Carry Over	4	38	21	49	5	52	53	61	283
New Enrollments	8	57	26	66	7	64	65	128	421
Training	0	5	2	4	0	6	4	7	28
Exits	4	43	19	52	7	53	68	90	336
Placements	1	10	2	16	1	10	20	14	74

\*Training, Exits and Placements include carry-over from last program year.

\*SELACO WDB's current Placement Rate in the seventh month of reporting is 22%.

#### WIOA Dislocated Worker Program

##### *Customer Activity Breakdown by One-Stop Center*

	CERRITOS AJCC	FIRESTONE AJCC	PIONEER AJCC	TOTAL
Carry Over	103	14	14	131
New Enrollments	43	9	10	62
Training	12	6	0	18
Exits	57	7	9	73
Placements	22	4	7	33

##### *Customer Activity Breakdown by City*

	ARTESIA	BELLFLOWER	CERRITOS	DOWNEY	HAWAIIAN GARDENS	LAKESWOOD	NORWALK	OTHER AREAS	TOTAL
Carry Over	3	21	10	26	2	27	23	19	131
New Enrollments	3	7	9	9	1	11	15	7	62
Training	0	3	1	3	1	4	5	1	18
Exits	3	13	2	14	1	13	14	13	73
Placements	1	4	1	7	0	7	8	5	33

\*Training, Exits and Placements include carry-over from last program year.

\*SELACO WDB's current Placement Rate in the seventh month of reporting is 45%.

## OTHER GRANTS AND PROJECTS:

### Workforce Strategies to Serve the Long Term Unemployed (LTU) in California

The LTU project is an applied research project that both seeks to identify best practices of job placement for the long term unemployed, and to work with 3 other WDBs in California to implement these practices specific projects. It draws on the research on workforce programs for the long term unemployed previously undertaken by the Aspen Institute, Working America, and other nationwide research entities. It will also draw on the data compiled for California by EDD and CWDB.

### California Disability Employment Initiative (DEI)

The DEI grant's purpose is to link people with disabilities to gainful employment, providing career ladders in a variety of high growth/high demand industry sectors. Create a system change that is sustainable for continuing the services and quality of services offered to persons with disabilities that enter the workforce investment system.

#### **Summary of Disability Employment Initiative (DEI) Progress:**

- As of the end of Dec. 2016 SELACO WDB enrolled 70 of the planned 110 participants: All have received core and intensive services.
- 11 out of the 80 planned have received CPP training; 6 have completed training and received a certificate.
- 12 of the 70 planned have found employment.

Linda and Renee (DRCs) meet with a minimum of 1-2 new customers daily; these initial meetings include our DOR liaison; if there is a need these initial meetings will include EDD, EDD Vet rep, mental health representatives fulfilling the Integrated Resource Team concept. Renee is actually the WIOA representative.

Linda continually attends monthly outreach, networking and task force meeting with PAACE Adult school Disability Task Force, Collaborative Community Network (CCN), Cerritos College disabled Student Center, Rio Hondo Mental Health.

Linda and Renee conduct workshops for Cerritos College Disabled Students sharing information about DEI services, job search techniques. We are looking at ways to develop services that further leverage both organizations resources and developing career pathway stackable certificates by working more closely with Cerritos Colleges counselors.

The training provided to participants has been personalized and customized to their specific skills, interests and abilities. Many are building on careers in which they have been employed and found themselves unable to move forward due to lack of specific certifications.

**California Career Pathways Trust Grant Project**

The Career Pathways Trust Grant Project aims to build awareness of the variety of careers available, connect the related postsecondary education, and encourage identification of career interest for middle through high school students. The project will create exposure and awareness of career options and workplace environments; knowledge of skills for in-demand occupations within manufacturing and engineering as well as training requirements and preparation, understanding of peer and parental influences and effectively connect the students to the workplace. The goal of the experiences/activities is to decrease drop-out rates, increase employer engagement, improve quality of career decision making and tie school-to-real-world for 7<sup>th</sup> – 12<sup>th</sup> graders.

**Transitional Subsidized Employment (TSE) Program**

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 roles in bridging the gap between both parties is to help meet employer’s workforce needs by providing qualified, pre-screened applicants.

**IV. PARTNER SERVICES**

**EDD/CaJOBS Activity**

***Customer Activity Breakdown by One-Stop Center***

	CERRITOS AJCC	NORWALK AJCC	FIRESTONE AJCC	TOTAL
Customer Visits	736	1,022	104	1,862
Individuals that Registered	387	8	0	395
Individuals that Logged In	617	87	2	706
Distinct Individuals Receiving Services	1,156	951	139	2,246
Services Provided to Individuals	2,557	2,095	141	4,793

\*Includes EDD customer attendance for Personalized Job Search Assistance (PJSA) Workshop and Initial Assistance Workshop (IAW).

***Upcoming Events***

EVENT	DATE / TIME	LOCATION / ADDRESS	TOPIC
Labor Market Information (LMI) Presentation	3 <sup>rd</sup> Thursday of the Month	SELACO WDB – Cerritos AJCC	Career Exploration
Veteran Workshop	3 <sup>rd</sup> Thursday of the Month	SELACO WDB – Cerritos AJCC	Overview of Veteran Services
Personalized Job Search Assistance (PJSA)	Every Wednesday	SELACO WDB – Cerritos AJCC	Review of Job Search Activities and Providing Resource Information

## V. YOUTH SERVICES

### WIOA Youth Programs

	Out of School Youth		In School Youth
Carry Over	74	New Enrollments	86
New Enrollments	41		
Skills Attainment	N/A		
Positive Outcomes	N/A		
Completions	N/A		

**Skills Attainment:** Basic Skills, Work Readiness, Occupational, Family and Life Skills

**Positive Outcomes:** Job, Entered Post-Secondary Education, Advanced Training, Military Services or Entered Qualified Apprenticeships

**Completions:** Represent only youth who completed the program with one or more positive outcomes.

The SELACO WDB youth services is under contraction for full WIOA implementation effective July 1, 2017. Due to new WIOA reporting and performance measures the skills attainment, positive outcomes, and completions are not applicable.

### Los Angeles County Earn and Learn Program

The Earn and Learn program is designed to provide work-based learning to Los Angeles County's youth ages 14-21. The goal of the program is to introduce young people to the workplace, gain valuable employment skills and earn an income. Through this process, youth receive up to 20 hours of paid Personal Enrichment and Work Readiness Training (PET) to help them acquire some of the basic "soft skills" necessary to succeed in the workplace. Youth also work an 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 weaknesses. Upon completion of the program, youth receive a certificate of Work Readiness.

	ABC USD	City of Hawaiian Gardens	Field of Dreams	TOTAL
Enrollments	81	34	32	147
Completions	79	32	29	140

**VI. BUSINESS SERVICES**

**Employment Training Panel (ETP) Programs**

ET16-0124 (Contract Term: 8/3/2015-8/2/2017)		
	Planned	Actual
Enrollments	817	793
Completions	233	230
Retention	230	230

ET17-0284 (Contract Term: 10/31/2016-10/30/2017)		
	Planned	Actual
Enrollments	86	83
Completions	0	0
Retention	0	0

***ETP Business and Training Highlights:***

The ETP team joined with SELACO's Business Services team to host the Women in Engineering, Construction and Manufacturing Conference in Cerritos. The team was able to interact with employers in the various fields, as well as steer students in attendance into directions that would benefit their careers in their chosen fields.

Safran Aerospace, a small subsidiary of the larger European Safran Group, started training under SELACO's 124 ETP agreement in Quality/Blueprint Reading. They saw the value in the classes, and appreciated the enthusiasm and professionalism of the instructor, so much so that they signed on for additional classes in the new 284 agreement in both Vocational English and Computer Skills. SELACO looks forward to a lasting, successful relationship with Safran.



**Business Service Activities**

**BUSINESS HIGHLIGHTS/PORTRAIT OF SUCCESS:**

**RECRUITMENT(S)**

- Three SELACO CDS staff participated as part of a mock interview panel for the Norwalk Education Alliance. Over 200 students from the Norwalk La Mirada USD and Santa Fe High School were interviewed to help prepare them for the work force.
- Women in the Trades, Logistics, Manufacturing & Engineering EXPO (please see attached) hosted at Toolots..

**PARTNER ACTIVITY:**

PARTNER	ON-SITE	REFERRAL	Other	Description of Partnership
Rapid Response Roundtable Meeting	South Bay DB			Discussed layoffs in So. Cal area, and reviewed available training materials/ systems through guest speaker.

### Summary of Business Services

(Represents a list of employers and the city their company is located in accessing SELACO WDB services.)

	ARTESIA	BELLFLOWER	CERRITOS	DOWNEY	HAWAIIAN GARDENS	LAKEWOOD	NORWALK	OTHER AREAS
<b>PLACEMENTS</b> (Represents Employers and their city of business who have hired WIOA Adult and Youth Participants.)								
Act 1								X
Advantage Sales and Marketing								X
All Fast Fasteners								X
Allegis Group								X
Amicus Technology								X
AMR Staffing		X						
Appleone								X
Arraycon								X
Bapko Metals								X
Benihana's				X				
Boys and Girls Club								X
CA Premier College								X
Charles Chop Shop								X
Bragg Crane & Rigging								X
Caring Matters								X
Covance						X		
Champion Dodge				X				
CHOC Children's Hospital								X
Decky Apparel								X
CSU- Chancellor's Office								X
Dependable Highway Express								X
Eastside Workforce Solutions			X					
Gentle Transitions								X
Fuji Food				X				
Griffith Company								X
Great American Pckg								X
Healthpoint Inc								X
Kent Daniels and Associates								X
Legend 3D								X
Marvin Test Solutions								X
Minkus Family Medicine	X							
Pomona USD								X
Princess Cruises								X
Queen Mary								X
Reagan Street Surgery Center								X
Royal Health Homecare Agency								X
Temp Unlimited, LLC			X					
UPS								X
U.S. Post Office								X
VOLT Information Systems								X
Walgreens							X	
Walmart							X	
Walmart								X
24 Hour Fitness				X				
<b>SPECIAL RECRUITMENT</b> (Identify any Employer and the city in which they operate, that you and/or your team has assisted with direct recruiting activities.)								
CAPC								X
Census								X

	ARTESIA	BELLFLOWER	CERRITOS	DOWNEY	HAWAIIAN GARDENS	LAKEWOOD	NORWALK	OTHER AREAS
CRS								X
Eastridge								X
Farmers			X					
Goodwill								X
Great American Packaging	X							X
Kirkhill								X
LAPD								X
Nelson Staffing								X
Randstad			X					X
Toolots			X					
Trancforce								X
Walmart								X
Walmart Recruitment				X				
Weber Metals								X
Wells Fargo								X
<b>ETP (Represents Companies receiving training and other ETP related services and the city the company is located in.)</b>								
Barry Ave. Plating								X
CA Waters								X
Huxtables								X
International Vitamin								X
Safran								X
SSA Terminals								X
<b>GRAND TOTALS</b>	<b>2</b>	<b>1</b>	<b>5</b>	<b>5</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>53</b>

## VII. CHILD DEVELOPMENT PROGRAM

### Customer Activity

	PADEFORD PARK CHILD DEV'T CTR.		ARTESIA PARK CHILD DEV'T CTR.		MAYWOOD CHILD DEV'T CTR.		NORWALK CHILD DEV'T CTR.	
	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual
Enrollments	96	89	96	81	96	94	40	42

	BELLFLOWER I CHILD DEV'T CTR.		BELLFLOWER II CHILD DEV'T CTR.		LAKEWOOD CHILD DEV'T CTR.		TOTAL	
	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual
Enrollments	80	68	99	96	96	87	603	557

\* Child Development Centers opened in September.

### Facilities:

Artesia Child Development Center  
18730 Clarkdale Avenue, Artesia, CA 90701  
Center Director: Malajat Raja  
Phone Number: (562) 653-0290

Lakewood Child Development Center  
5225-A Hayter Avenue, Lakewood, CA 90712  
Center Director: Maria Navarro  
Phone Number: (562) 531-9440

A. J. Padelford Child Development Center  
11922 169<sup>th</sup> Street, Artesia, CA 90701  
Center Director: Liz Quintanilla  
Phone Number: (562) 926-2427

Maywood Child Development Center  
4803 58<sup>th</sup> Street, Maywood, CA 90270  
Center Director: Silvia Guzman  
Phone Number: (323) 560-5656

Bellflower Child Development Center  
447 Flower Street, Bellflower, CA 90706  
Center Director: Regina Mayo  
Phone Number: (562) 804-7990

Bellflower II Child Development Center  
14523 Bellflower Blvd., Bellflower, CA 90706  
Phone Number: (562) 867-8399

Norwalk Child Development Center  
14000 San Antonio Drive, Norwalk, CA 90650  
Center Director: Silvia Guzman  
Phone Number: (562) 864-1958

### **VIII. CUSTOMER OUTREACH**

*(Represents the number of contacts and/or events by service population made in each of our seven-city service area.)*

OUTREACH ACTIVITY	ARTESIA	BELLFLOWER	CERRITOS	DOWNEY	HAWAIIAN GARDENS	LAKWOOD	NORWALK	OTHER AREAS	TOTAL
Adult	0	0	3	2	0	0	0	1	6
Youth	0	0	1	2	0	0	0	1	4
Employer	23	15	53	76	7	14	25	257	470
Other	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>23</b>	<b>15</b>	<b>57</b>	<b>80</b>	<b>7</b>	<b>14</b>	<b>25</b>	<b>259</b>	<b>480</b>

## ***IX. GLOSSARY OF TERMS***


AJCC:	American Job Center of California
ASE:	Academic Skills Enhancement
CaJOBS:	California Job Services
CWDB	California Workforce Development Board
CWIB:	California Workforce Investment Board
DEI:	Disability Employment Initiative
EDD:	Employment Development Department
ETP:	Employment Training Panel
GED:	General Education Development
IAW:	Initial Assistance Workshop
LMI:	Labor Market Information
LTU:	Long Term Unemployed
PJSA:	Personalized Job Search Assistance
PX2:	Path 2 Xtreme Success
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
WIA:	Workforce Investment Act
WIB:	Workforce Investment Board
WIOA:	Workforce Innovation and Opportunity Act



## MEMORANDUM

**DATE:** March 16, 2017

**TO:** SELACO WDB Board of Directors

**FROM:** Yolanda Castro, Executive Director 

**RE:** Status of the Local and Regional Plan

---

I am pleased to inform the Board that SELACO staff and partners have successfully completed our Local Plan. The SELACO plan was submitted to the State of California on March 15, 2017 along with the LA Regional Plan and 7 Local Workforce Area Plans.

A few highlights in preparing both our local and the regional plan:

### **Stakeholder Forums:**

In preparation for the development of both an LA Regional plan and a Southeast Workforce Development Board local plan, the SELACO WDB hosted one of 18 Community Stakeholder Forums throughout the LA Region. Stakeholder forums focused on a variety of workforce topics with the objective of defining targeted goals for ensuring the LA Regional is successful in meeting the States overarching goal of producing a million “middle-skilled” industry-valued and recognized post-secondary credentials between 2017-2027. Workforce and Educational partners came together to support the development of local and regional plans that:

- Foster “demand-driven” skills attainment
- Enable upward mobility for all Californians, including populations with barriers to employment
- Align, coordinate and integrate programs and services

The SELACO WDB Stakeholder forum held at Downey Adult School on December 7, 2017, focused on the topic of Career Pathways. Stakeholders were asked to provide insight to the following questions:

1. What are the “hard-to-fill” jobs and occupations in demand sectors? Where are the skill gaps?

2. What career pathways exist to help workers enter and succeed in these jobs and occupations?
3. What can we do as a community to improve career pathway opportunities?

**Securing Public Comment:**

The local and regional plans were released for public comment on February 1, 2017 and closed on March 2, 2017. In addition, David Shinder, SELACO Consultant, provided a stakeholder overview of the plan at the Community Collaborative Network meeting held on February 8, 2017. All SELACO WDB stakeholders including Board and Policy Board Members were invited to attend. The objective of the meeting was to provide an overview of the plan and address stakeholder questions.

At the closing of the public comment period, SELACO received no formal comments on the local and/or regional plan.

The general premise of the local plan:

Embrace strategies for preparing an educated and skilled workforce that are in sync with the foundation in which the LA Regional Plan was developed. Our regional plan has been designed to address skills needed by industry, skills of the current workforce, exploring opportunities to improve service delivery especially to job seekers with barriers to employment. These strategies include:

- Successfully implement models to build strong career pathway programs that are scalable to regional level.
- Support regional industry engagement and use the regional sector partnerships as a vehicle for the identification of career pathways and the development, re-tooling and alignment of courses/curricula to meet business needs.
- Working with regional and local partners, to broaden access points and increase the number of individuals able to access and take advantage of skills training geared to employment in priority sectors and other promising industries.
- Increase the number of individuals served by the workforce system that complete training and earn an industry valued credential.
- Provide basic skills and English language skills training designed to address barriers faced by youth and other job seekers, including foreign born individuals and English Language Learners.
- Working with regional and local education partners, explore alternative basic education models to reduce the time spent in this activity by some learners.



- Expand the use of work-based learning models to create additional skills development and employment opportunities for all workers and align work-based learning strategies with career pathway strategies.
- Continue to build strong linkages to registered apprenticeship programs and fully integrate these programs in American Job Centers of California (AJCC) and WIOA Youth Program delivery systems.

SELACO's local plan identifies the following goals for ensuring the above strategies are successfully implemented:

### **Local Area Operations and Service Delivery Goals**

- Increase the number and effectiveness of community on-ramps
- Further integrate partners into ISD Model
- Examine opportunities to implement additional entrepreneurial skills training
- Identify opportunities to access community college training using Strong Workforce funding on behalf of AJCC customers
- Expand the availability of basic skills and English language skills training
- Explore alternative strategies to make basic skills and English language skills training more accessible
- Identify model program designs for youth with disabilities
- Increase the availability of work-based learning models

### **Goals Pertaining to Regional Coordination and Planning**

- Participate in planning a structure for the Los Angeles Basin RPU "WDB Partnership"
- Strengthen coordination with regional economic development initiatives
- Identify models to better address the needs of disconnected youth
- Support regional efforts to engage businesses in discussions on industry-valued and recognized credentials
- Support regional efforts at engaging industry in discussions on regional sector pathway programs
- Provide support to develop regional sector pathway programs
- Participate in regional efforts to improve data sharing

Next Steps:

1. Upon review by the State, Local Boards and the Regional Planning Unit will be presented with any recommended or required changes.
2. Updated plans (Local and Regional), with all recommended State corrections, will be presented to the SELACO WDB and Policy Board by their scheduled meetings in the month of June.

3. Final corrected plans are due to the State by August 1, 2017.

**Action:**

Approve SELACO WDB's Local Plan and the LA Basin Regional Plan as presented allowing staff to secure required signatures.


In the event that State recommendations arrive with little time to present changes to the WDB and Policy Board, authorize Executive Director to make all State required corrections and submit final plans to the State by the scheduled deadline of August 1, 2017 with the understanding that all changes made will be presented at the next scheduled board meeting.



## MEMORANDUM

**DATE:** March 15, 2017

**TO:** SELACO WDB Board of Directors

**FROM:** Yolanda Castro, Executive Director 

**RE:** HR Policy Update: Injury and Illness Prevention Program/Evacuation Plan

---

Staff is currently working with our HR Consultant and legal counsel on updating our HR Employee Handbook and Policies and Procedures Manual. We will bring before you, sections of the handbook/manual for your review until we have completed all updates.

Today, we have the Injury and Illness Prevention Program (IIPP) and Emergency Action Plan (EAP) that comes before you for your review. Both plans have been revised to include updated information such as floor plans and designated staff in charge of implementation and maintenance of both plans.

Highlighted changes in the attached documents include:

- Update of WIB to WDB
- Change of responsibility from previous staff to Safety Committee/Safety Committee Coordinator (so we don't need to change when there is change in staff)
- Update of new position titles (management)
- Addition of designated safe areas for both locations
- Addition of floor plans for both locations
- Addition of safety phrase
- Addition of safety committee functions

**Action:**

Review and approve the IIPP and Emergency Action Plan as presented.



## **INJURY AND ILLNESS PREVENTION PROGRAM (IIPP)**

### **I. EMPLOYER INFORMATION**

Company: Southeast Los Angeles County Workforce Development Board (SELACO WDB)  
Address: 10900 East 183<sup>rd</sup> Street, Third Floor  
Cerritos, California 90703  
Phone: (562) 402-9336

### **II. RESPONSIBILITY**

The **SELACO WDB Safety Committee** has the authority and the responsibility for implementing and maintaining this IIP Program for the **Southeast Los Angeles County Workforce Development Board (SELACO WDB)**.

Managers and supervisors are responsible for implementing and maintaining the IIP Program in their work areas and for answering worker questions about the IIP Program. A copy of this IIP Program is available from Human Resources.

### **III. COMPLIANCE**

All workers, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that all workers comply with these practices include the following practices:

- Informing workers of the provisions of our IIP Program.
- Evaluating the safety performance of all workers.
- Recognizing employees who perform safe and healthful work practices.
- Providing training to workers whose safety performance is deficient.
- Disciplining workers for failure to comply with safe and healthful practices, including written reprimand, probation, suspension.

### **IV. COMMUNICATION**

All managers and supervisors are responsible for communicating with all workers about occupational safety and health in a form readily understandable by all workers. Our communication system encourages all workers to inform their managers and program administrators about workplace safety hazards without fear of reprisal.

Our communication system includes the following items:

- New worker orientation including a discussion of safety and health policies and procedures.
- Annual review of our IIP Program.
- Training programs conducted as needed.
- Quarterly conducted safety committee meetings.

- Posted safety information.
- Employee safety information form for employees to provide safety suggestions or reports on unsafe work condition or practices.
- A suggestion box for workers to anonymously inform management about workplace hazards.

#### **V. HAZARD ASSESSMENT**

- (A) Periodic inspections to identify and evaluate workplace hazards shall be performed by the **SELACO WDB Safety Committee** in all areas of the workplace.
- (B) Periodic inspections are also performed according to the following schedule:
  1. When we initially established our IIP Program
  2. When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace;
  3. When new, previously unidentified hazards are recognized;
  4. When occupational injuries and illnesses occur, and
  5. Whenever workplace conditions warrant an inspection.

#### **VI. ACCIDENT/EXPOSURE INVESTIGATIONS:**

- Procedures for investigating workplace accidents and hazardous substance exposures include:
  1. Interviewing injured workers and witnesses;
  2. Examining the workplace for factors associated with the accident/exposure;
  3. Determining the cause of the accident/exposure;
  4. Taking Corrective action to prevent the accident/exposure from reoccurring; and
  5. Recording the findings and actions taken.

#### **VII. HAZARD CORRECTION:**

- Unsafe or unhealthy work conditions, practices or procedures shall be corrected in a timely manner based on the severity of the hazards. Hazards shall be corrected according to the following procedures:
  1. When observed or discovered; and
  2. When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers who are required to correct the hazardous condition shall be provided with the necessary protection.

#### **VIII. TRAINING AND INSTRUCTION**

All workers, including managers and supervisors, shall have training and instruction on general and job-specific safety and health practices. Training and instruction is provided:

- When the IIP Program is first established.

- To all new employees upon hiring.
- To all employees given new job assignments for which training has not been received.
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
- Whenever the employee is made aware of a new or previously unrecognized hazard.
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
- To all workers with respect to hazards specific to each employee's job assignment.
- Refresher training is provided at the following frequency: **Annually or as the need arises.**

General workplace safety and health practices include:

1. Implementation and maintenance of the IIP Program.
2. Emergency action and fire prevention program.
3. Monthly inspection of fire extinguishers at all locations.
4. Regular refill/replenishment of first aid kits at all locations.
5. Provisions for medical services and first aid including emergency procedures.
6. Prevention of musculoskeletal disorders, including proper lifting techniques.
7. Proper housekeeping, such as keeping stairways and aisles clear, work areas neat and orderly, and promptly cleaning up spills.
8. Prohibiting horseplay, scuffling, or other acts that tend to adversely influence safety.
9. Proper storage to prevent stacking goods in an unstable manner and storing goods against doors, exits, fire extinguishing equipment and electrical panels.
10. Proper reporting of hazards and accidents to supervisors.
11. Hazard communication, including worker awareness of potential chemical hazards and proper handling of containers.

#### **IX. RECORDKEEPING:**

- Our establishment has less than fifty workers. We have taken the following steps to implement and maintain our IIP Program:
  1. Records of hazard assessment inspections, including the person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form, and
  2. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded on a worker training and instruction form.

Inspection records and training documentation will be maintained for three years, except for training records of employees who have worked for less than one year which are provided to the employee upon termination of employment.

**X. REVIEW AND APPROVAL:**

**This Injury and Illness Prevention Program is hereby approved:**

\_\_\_\_\_  
**Allison Castellanos**  
**SELACO WDB Chair**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Yolanda L. Castro**  
**SELACO WDB Executive Director**

\_\_\_\_\_  
**Date**

**Responsible Person:** Signature indicates a copy of the Program has been provided and responsibility to implement the Program is understood.

\_\_\_\_\_  
**Benigno Sandoval**  
**SELACO WDB Safety Committee**  
**Coordinator**

\_\_\_\_\_  
**Date**



## **EMERGENCY ACTION PLAN (EAP)**

### **Purpose**

The Southeast Los Angeles County Workforce Development Board (SELACO WDB) is dedicated to the protection of its employees and clients from emergencies such as earthquakes and fires. When emergencies do occur, our Emergency Action Plan (EAP) is initiated. This EAP is in place to ensure safety from emergencies during regular hours. It provides a written document detailing and organizing the actions and procedures to be followed in case of an emergency.

OSHA's Emergency Action Plan requirements require SELACO WDB to have a written Emergency Action Plan (EAP). This EAP addresses emergencies that SELACO WDB expects may reasonably occur at any of our work sites.

The EAP communicates policies and procedures to follow in emergencies. This written plan is available, upon request, to employees, their designated representatives, and any OSHA officials who ask to see it.

### **Administrative Duties**

SELACO WDB's Safety Committee is the EAP Administrator, who has overall responsibility for the plan. This responsibility includes the following:

- Developing and maintaining a written EAP for regular hour work conditions.
- Notifying the proper rescue and law enforcement authorities, and the building management in the event of an emergency affecting the facility.
- Taking security measures to protect employees and clients.
- Integrating the EAP with any existing general emergency plan covering the building or work area occupied.
- Distributing procedures for reporting emergencies, the location of safe exits, and evacuation routes.
- Conducting drills to acquaint employees with emergency procedures and to judge the effectiveness of the plan.
- Training designated employees in emergency response such as the use of fire extinguishers, application of first aid, and assisting individuals with disabilities.
- Deciding which emergency response to initiate (evacuate or not).
- Ensuring that equipment is placed and locked in storage rooms or desks for protection.
- Ensuring that our facility meets all local fire codes, building codes, and regulations.

The Safety Committee is responsible for reviewing and updating the plan as necessary. Copies of this plan may be obtained from Human Resources at the Cerritos AJCC.



Management has full authority to decide to implement the EAP if it is believed that an emergency might threaten human health.

The following personnel can be contacted regarding further information about the written EAP or an explanation of duties under this plan: **Human Resources**

Upper management personnel telephone numbers are distributed to all management staff for immediate use in the event of an emergency. These telephone numbers include those of the:

**Executive Director**

**Deputy Director**

These telephone numbers of upper management personnel have been distributed to the following persons to be retained in their homes for use in communicating an emergency:

**Director of Career Services**

**Director of Business Services**

**Director of Fund Development**

**Executive Secretary/Human Resources Administrator**

**Fiscal Manager**

**Compliance Manager**

If, after reading this plan, you find that improvements can be made, please contact Human Resources. We encourage all suggestions because we are committed to the success of our EAP. We strive for clear understanding, safe behavior, and involvement in the program from every level of the company.

### **Alarms**

Different emergencies call for different alarms to indicate what actions employees should take. Because we have 50 or fewer employees, we use direct voice communication as the means to alarm employees of an emergency.

Because we use direct voice communication as an alarm system, all emergency messages have priority over all non-emergency messages.

We have posted the following emergency telephone number near telephones, or emergency notice boards, and other conspicuous locations for use when telephones serve as a means of reporting emergencies:

**Emergency Telephone Number: 911**

### **In the Event of an Emergency Requiring Evacuation**

When an emergency that requires an evacuation, such as a fire is detected, all individuals should remain calm and listen for further instructions given over the voice communication system.

## **Evacuation Procedures**

Some emergencies require evacuation or escape procedures, while others require to remain indoors, or in a safe area. Our emergency escape procedures are designed to respond to many potential emergencies, depending on the degree of seriousness.

At SELACO, the following types of emergency evacuations exist: **Fire and Earthquake**

After an order to evacuate is heard over the communication system, all individuals should follow exact directions as instructed.

Once evacuated, all individuals are to head toward the designated exterior or safe area, where a head count will be performed, and further instructions given.

## **Designated Safe Area**

Cerritos AJCC: **Parking lot on EAST side of building (adjacent to car dealership)**

Firestone AJCC: **Parking lot in the front of the building**

## **Accountability Procedures**

The Safety Committee will assist in the safe and orderly evacuation for all types of emergencies. Before leaving the building, The Safety Committee will check rooms and other enclosed spaces for individuals who may be trapped or otherwise unable to evacuate the area. Once all individuals have reached the designated safe area, The Safety Committee will take roll and ensure all individuals are accounted for.

The Safety Committee is assigned to:

- Direct and assist in safe and orderly emergency evacuation.
- Provide guidance and instruction for all types of emergency situations.
- Be aware of individuals with special needs who may require extra assistance.
- Use the buddy system.
- Avoid hazardous areas during an emergency evacuation.

No one is to return to the building until advised by upper management. If anyone is injured, actions to implement first aid will be taken.

## **Non-Evacuation Emergency Procedures**

When an emergency does not require an evacuation, all individuals should follow exact directions over the communication system.

## **Communication of the Plan**

Our Plan Administrator reviews in detail the Emergency Action Plan at the following times:

- Initially when the plan is developed.
- Whenever a new employee is hired.
- Whenever the layout or design or the facility changes.
- Whenever the plan is changed.

Contents of this plan will be communicated by Management to their respective departments.

SELACO WDB performs evacuation drills which are conducted once a year.

After the drill, the Plan Administrator judges the effectiveness of the plan and reviews any input concerning the drill. That way, issues can be addressed before a real emergency.

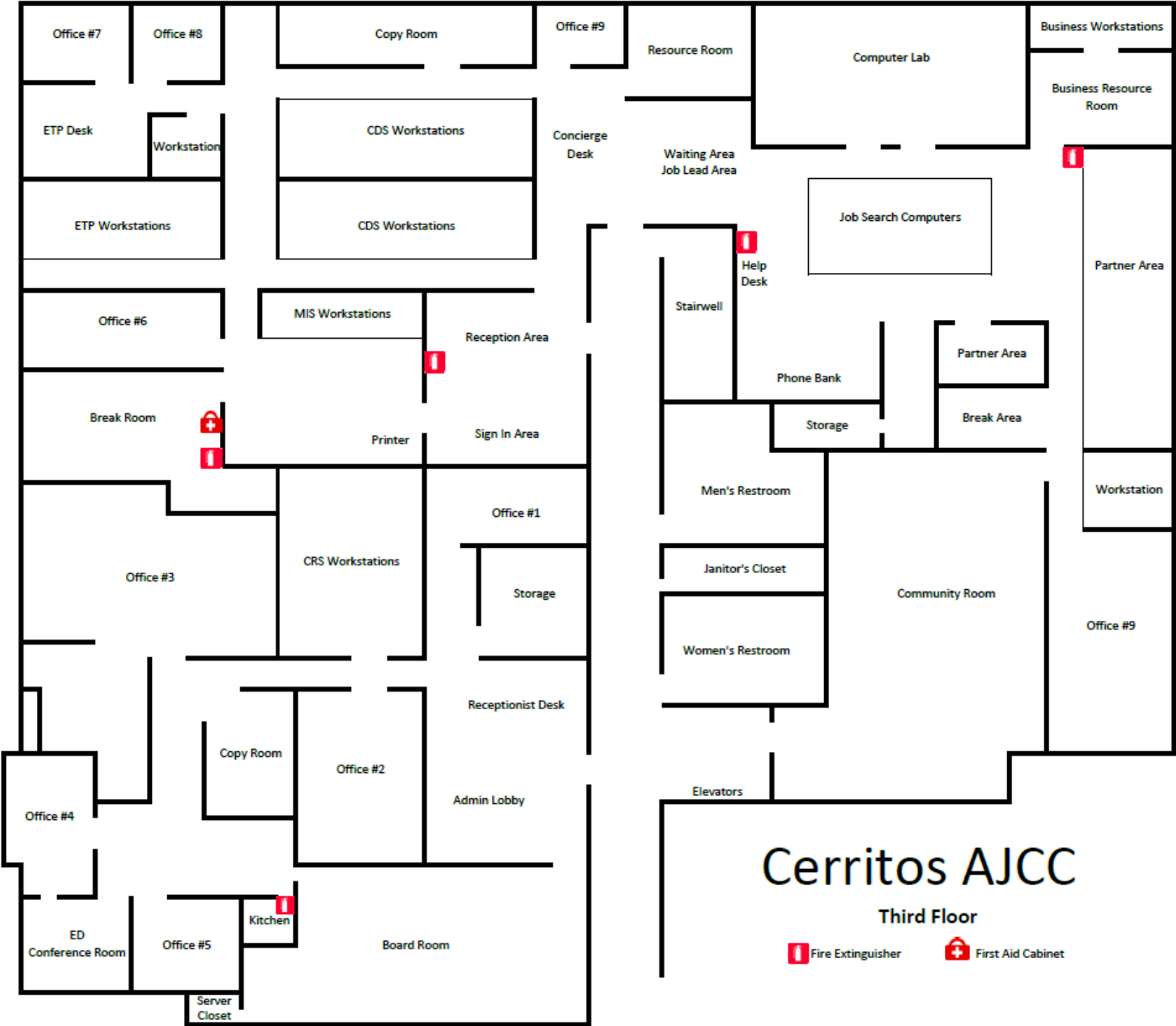
### **Appendices**

Attached to this EAP are the following documents for reference to ensure a better understanding of the written EAP:

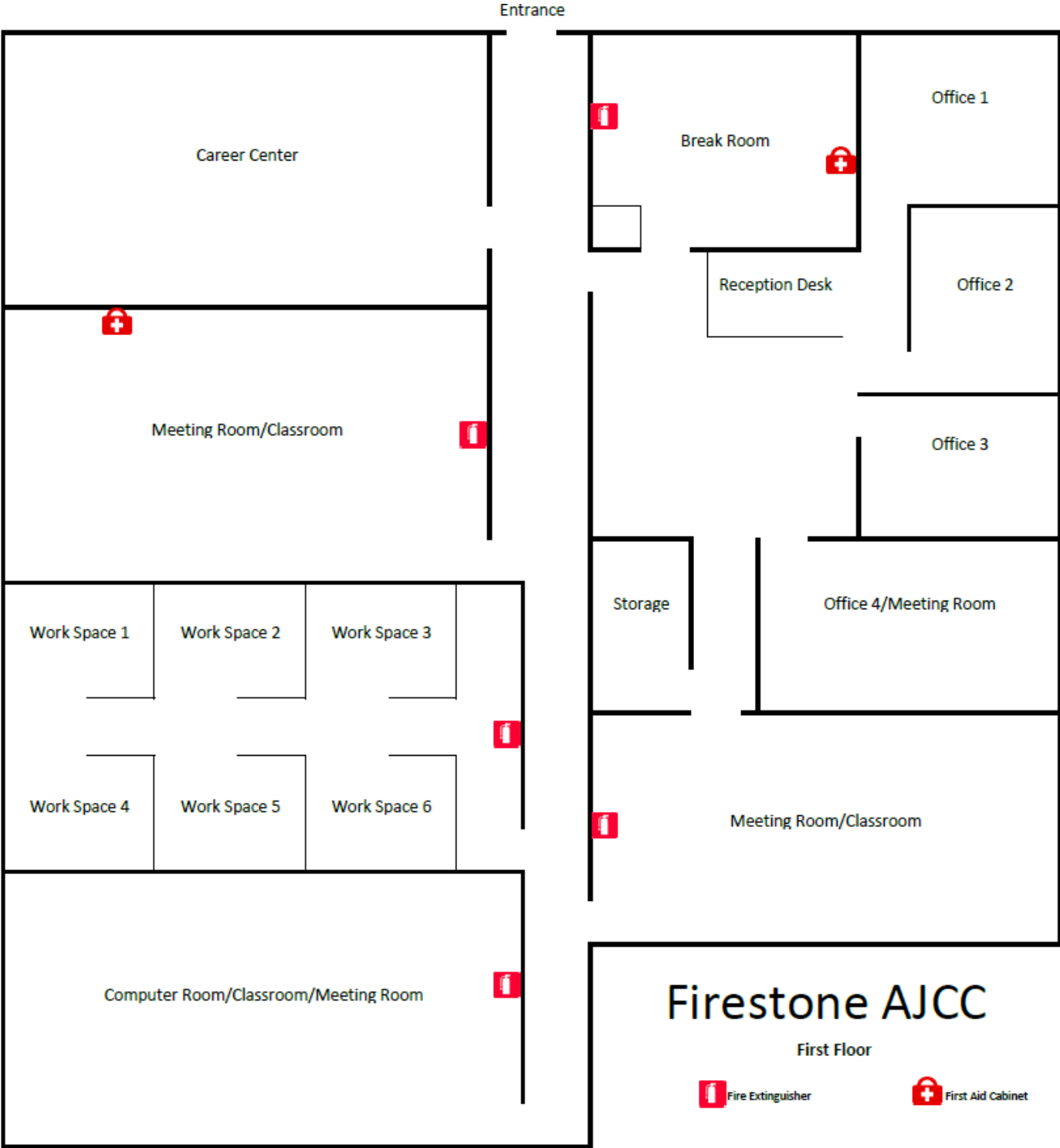
- Layout of Cerritos AJCC
- Layout of Firestone AJCC
- Emergency Message Script:

“ATTENTION! This is an emergency! The building MUST be evacuated immediately!  
Please remain calm and find the nearest exit.” (To be repeated three times.)

**Appendix A**  
**Layout of Cerritos AJCC**




**Appendix B**  
**Layout of Firestone AJCC**





## MEMORANDUM

**DATE:** March 16, 2017  
**TO:** SELACO WDB Board of Directors  
**FROM:** Yolanda Castro, Executive Director   
**RE:** Ethics Training AB1234

---

At the June 23, 2016 WDB Board 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 March 16, 2017, the following board members have completed the training:

Allison Castellanos  
Byron Cummins  
Mark Dameron  
Joseph Derthick  
Aaron Drake  
Georgina Escamilla  
Belle Gomez  
Olin King  
Paulo Menezes  
Tracy Polley  
Sharon Todd  
Larry Wehage  
Candy Williams

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.



**MEMORANDUM**

**DATE:** March 16, 2017

**TO:** SELACO WDB Board of Directors

**FROM:** Yolanda Castro, Executive Director 

**RE:** Status of Partner Memorandum of Understanding (MOU) for Phase I and Phase II

**Status to date for Phase I:** Negotiations with partners continue. In accordance with State Directive, the MOU's are created in a joint effort by SELACO WDB and partners with a focus on two of the three major components: Shared Customers and Shared Services. It is not expected to negotiate Shared Costs at this phase.

The following provides the status of each Partner MOU for phase I:

	MOU Project	Status	Milestone
1	Employment Development Department Wagner-Peyser Veterans Trade Adjustment Assistance Act	Fully Executed	Fully executed copy submitted to the Employment Development Department on :7/14/2016
2	Partnership for Adult and Career Technical Education (PAACE)	Fully Executed	Fully executed copy submitted to the PAACE on :09/16/2016
3	Department of Rehab(DOR)	Fully Executed	Fully executed copy submitted to the DOR on :09/16/2016
4	TANF	Fully Executed	Secured signatures from partner; Submitted for Board approval
5	Title V Older Americans Act	Negotiations in Progress	
6	Job Corps	Negotiations in Progress	
7	Native American Programs	Negotiations in Progress	
8	Migrant Seasonal Farmworkers	Pending Negotiation	Partner under this program does not provide service in SELACO area.
9	Youth Build	Negotiations in Progress	
10	Community Services Block Grant	Negotiations in Progress	
11	Housing And Urban Development	Negotiations in Progress	
12	Second Chance	Negotiations in progress	

**Priority and timing of the remaining MOU work:**

**Status to date for Phase II:**

On February 13, 2017, staff met with the Department of Rehabilitation.

On February 28, 2017, staff met with TANF.

On March 14, 2017, staff met with EDD and PAACE.

The SELACO WDB staff and partners continue to be committed to the goal of completing all required MOUs by the states revised due date of September 30, 2017.






## MEMORANDUM

**DATE:** March 15, 2017

**TO:** SELACO WDB Board of Directors

**FROM:** Yolanda Castro, Executive Director 

**RE:** Funding and Allocation of the 2016-17 Phase VI Earn and Learn Program

---

On February 13, 2017, the SELACO WDB was notified that we will receive an additional allocation of \$131,000 to support continued activity under the County funded Earn and Learn project. This project is funded through the Los Angeles County Community and Senior Services (CSS) and Department of Social Services. This new allocation combined with funds unspent from the May 19, 2016 allocation; we have a total of \$207,600 to allocate to our local providers. This allocation will allow us to serve an additional 120 participants through June 30, 2017.

SELACO WDB currently has three providers contracted to run the County funded Earn and Learn youth program. The providers are ABC Unified School District (ABC USD), City of Hawaiian Gardens and Field of Dreams. We are allocating funds to our approved providers as follows:

ABC USD - \$126,290 to serve 73 participants.  
City of Hawaiian Gardens - \$43,250 to serve 25 participants.  
Field of Dreams - \$38,060 to serve 22 participants.

As in previous programs, all enrolled participants will receive twenty-five (25) hours of paid Personal Enrichment Training (PET). The training is based on the book *The 7 Habits of Highly Effective Teenagers* and will consist of the following topics: Fiscal Literacy, Work Ethics, Life Skills and Career Exploration. The PET will also include a component introducing youth to the concept of Science, Technology, Engineering, and Mathematics (STEM) and the impact to jobs in the future. In addition, all participants will receive one-hundred (100) hours of paid Work Experience.

*Free expo, put on by Cerritos College, SELACO and hosted by Toolots, connected young women pursuing trades with successful tradeswomen, organizations seeking to expand educated workforce*



CERRITOS, Calif. – Feb. 23, 2017 – More than 100 middle and high school students converged at Toolots headquarters in Cerritos Wednesday for the Women in the Trades, Logistics, Manufacturing and Engineering Expo. The event was an opportunity for dozens of young women from a range of school districts in Los Angeles County already pursuing the trades through their current coursework to interact directly with female engineers, construction workers and tradeswomen already successfully integrated in the industry. The expo was offered by the Southeast Los Angeles County Workforce Development Board (SELACO WDB) and Cerritos College.

Los Angeles area schools from the ABC and Downey Unified school districts sent busloads of students to learn about real-world career opportunities directly from those who have successfully entered the industry during the free expo. A majority of students were from the high school level, but students from one Whittier middle school also attended.

Five panelists, including female senior engineers, an apprenticeship instructor and others involved in the trades as part of their day jobs, gave informative presentations on what it is like to actually work in a trades-related career. Students seized the opportunity to ask questions of the panelists, some who were in the same place as these middle and high school students years ago, inspiring many to pursue their careers of choice – whether through continuing education, pure dedication or an effective combination of both.

Toolots hosted the expo at its headquarters in Cerritos – a facility that includes a sprawling warehouse and various high-tech machines, ranging from the latest plastic injection molding machines and CNC automated devices to ever-popular cold cut saws, mills and lathes. The company agreed to host the expo after discussions with SELACO, the area workforce development group that strives to invigorate the region’s workforce and make direct connections with employers in a wide range of industries for young people, the unemployed and underemployed.

“We were more than happy to support SELACO and Cerritos College in promoting the entrance of women into the trades, a career path in increasingly high demand,” said Toolots Chief Operating Officer Raymond Cheng, calling the expo an absolute success. Toolots plans on having future discussions with multiple area school districts about setting up internships, job shadowing and/or educational programming to continue helping young women enter the industrial, manufacturing and engineering-related job space.

The expo was developed to help local female students have a better understanding of the industry, and it gave them a unique opportunity to meet one-on-one and connect with women who have successfully entered the trades. The expo organizers partnered with area school districts and their science, technology, engineering and mathematics (STEM) programs, as well as individual instructors and their classes, to draw a real-world connection between what they learn in the classroom and effective skills they can later put to use in a career.

Cheng and other speakers at the event referenced reports that industrial careers are some of the fastest growing occupations in the country – and some of the highest paying. Industrial and materials engineers, for example, earn an average hourly wage of more than \$40 (between \$84,000 and \$91,000 annually), based on the latest Bureau of Labor Statistics findings from 2015. Deloitte, a UK-based multinational professional services firm that tracks and projects the outlook for a wide range of industries, is optimistic about United States manufacturing; according to their latest projection, American manufacturing “is likely to experience stronger growth in 2017 following multiple years of positive, but a subdued, rate of growth.”

According to the U.S. Department of Education, the number of available STEM jobs is on track to increase by an average of 14 percent by 2020. Some STEM-related careers, like biomedical engineers for example, are projected to grow by as much as 62 percent during the same time frame.



Carpentry association, The Sisters of the Brotherhood, attended the event in full gear and answered student questions about their trade



Students mingle with industry professionals during a vendor Meet & Greet

During the panel presentation and Q&A session, students heard personal stories from speakers on how the women entered the trades in the first place. Panelists described taking classes where they worked with their hands, and how satisfying it is to do what they love and get paid to do it. After the panels, students attended presentations reinforcing the girls’ self-esteem through a variety of group activities.

“All young people should be prepared to think deeply and to think well so that they have the chance to become the innovators, educators, researchers and leaders who can solve the most pressing challenges facing our nation and our world,” the Department of Education stated. Los Angeles area STEM programs are working hard to ensure young women and men feel they have equal access to this growing field, inspiring them to pursue continuing education and secure a career within the industry that demands more and more educated workers each year.

For photos taken during the event, visit our online photo gallery via Dropbox folder available [here](#). If you’d like to download, share or publish these photos, feel free to do so and please credit Toolots Public Affairs.

Panel participants and speakers included:

- Ashley Davitt, senior design engineer with ACCO Engineered Systems in Orange County, whose work focuses on heating, ventilating and air conditioning design within commercial buildings. She oversees design, construction and commissioning of projects in offices, laboratories, schools and manufacturing centers. She graduated from California State Polytechnic University San Luis Obispo with a B.S. in Mechanical Engineering, and is a state-registered mechanical engineer in California.
- Jeanne Carnegie, a senior quality assurance engineer with Arconic Fastening Systems and Rings, deals with supplier management and works with IT programmers. She previously developed procedures with the Shimadzu Corporation for the manufacture of landing gears for planes, writing the manual for their operation. She has also worked in loss control engineering and developed an electronic system to collect information in the refinery and drilling industry.
- Lisette Cruz, a pre-apprenticeship instructor with the Bridging Outstanding Opportunities with Tradeswomen Skills and a member of The Sisters in the Brotherhood, works to help women enter into successful careers in the union carpentry trades. Through The Sisters of the Brotherhood, she conducts outreach to mentor women considering carpentry as a career, and men who have the same interest. Since 1990, Cruz has been a member of The Sisters of the Brotherhood and Joiners of America. She received diplomas in carpentry home building maintenance and welding.
- Mary Wall, director of operations at JMC2, where she provides clients with practical, innovative solution as a civil engineer. She began her career in structural engineering with Grossman & Speer Associates. She also managed numerous residential subdivision developments as a project manager for CTA Inc. and Lewis Homes, which was later acquired by KB Home. She managed the operations as 50 percent owner of DW Wall Construction Inc. and additionally, has conceived, designed, built and successfully run a restaurant, which she later sold. She has experience overseas coordinating the startup of a special needs school in China. She received a B.S. in Civil Engineering and a Master's of Science in Engineering Management from the University of Southern California.
- Viridiana Hernandez, a graduate student in Cerritos College's Engineering Design and Plastic/Composite Tool Design programs, and is finishing up her last year at California State University, Los Angeles to earn a degree in Industrial Technology. She works for Con-Tech Plastics, a plastic injection molding company located in Brea, and attends school full-time.
- Anais Maseda, seminar and training coordinator for Polishing the Professional, inspires young women to take on the challenge of fine-tuning their own personal drive towards their dreams. Polishing the Professional provides leadership, imaging direction and personal branding services to a variety of clients – from designing programs, hiring and evaluating staff to monitoring fiscal operations, according to its website.
- Carolyn Hines, a business owner, entrepreneur, career development program instructor and advisory board member for the Minority Worker Training Program, serves on various boards of directors in the Los Angeles area including as Vice President of the National Association of African Americans in Human Resources Board of Directors, Vice President of the New Image Emergency Shelter for the Homeless Board of Directors. Hines has been at the helm of her own company, the Hines Hospitality Group, since June of 1992 and more than 23 years of experience in the industry.



## Norwalk-La Mirada Mock Interview Helps Student Reach Ivy League Dreams



*ABOVE: Norwalk High School Senior Promise Agbo receives critiques from her interviewer on how to have stronger answers during Norwalk-La Mirada Unified's second annual mock interview.  
BELOW: Norwalk-La Mirada Unified students write thank-you notes to their interviewers during the Norwalk-La Mirada Unified's second annual mock interview.*

Norwalk High School senior Promise Agbo credits her acceptance to Columbia University on her strong interview where she used tools and strategies she learned preparing for Norwalk-La Mirada Unified's second annual mock interview.

"The mock interview practices helped me to secure a spot in Columbia," Agbo, 17, said. "I still have more college interviews, but I wouldn't have been as prepared if I didn't participate in the mock interview."

Agbo was one of the Norwalk-La Mirada Unified high school students who attended workshops

after school over two months, practicing common interview questions, perfecting their resumes and learning proper interview etiquette, including wearing business attire and giving a firm handshake. The students then sat down in front of industry professionals from across Norwalk for a mock interview on Feb. 22.

“I wanted to get better at answering interview questions and highlighting my strengths,” Agbo said. “Even though it was a mock interview, I feel like I’m prepared to do actual interviews.”

Students were able to ask their employer questions after being interviewed for 15 minutes, and then gathered in a debriefing room to share their experiences and write thank-you notes.



“We wanted to give students an experience that will help them prepare for a necessary skill that will ultimately determine if they will reach their dream job,” NLMUSD College and Career Pathways Director Joanne Jung said.

“Our students now know what to expect when they go into an actual interview.”

The Norwalk Education Alliance, a partnership with Norwalk-La Mirada Unified, City of Norwalk, Cerritos College, Southeast Los Angeles Workforce Development Board, Santa Fe High School, Long Beach Small Business Development Center, Little Lake City School District, and the Norwalk Chamber of Commerce, developed the mock interview for high school students to practice articulating their strengths and presenting themselves in front of employers for jobs and internships, as well as university representatives for college entry.

NLMUSD Superintendent Dr. Hasmik Danielian, Board of Education members, Cerritos College administrators, City of Norwalk Mayor Mike Mendez and business owners participated as some of the interviewers.

“Thank you to all of our community partners for strengthening our students’ ability to portray their personal strengths and ideas for their future career,” Danielian said. “Our District is focused on providing our students with real world experiences that will benefit their futures.”