

**POLICY BOARD
MEETING**

**August 15, 2017
Tuesday**

12:00 Noon

AGENDA

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

SELACO WDB Offices
10900 East 183rd Street, Suite 350
Cerritos, California

12:00 noon, Tuesday, August 15, 2017

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

Member Victor Manalo, Councilmember, City of Artesia
Member Grace Hu, Mayor, City of Cerritos
Member Rick Rodriguez, Council Member, City of Downey
Member Hank Trimble, Mayor, City of Hawaiian Gardens
Member Tony Ayala, Councilmember, City of Norwalk
Vice Chairman Sonny Santa Ines, Council Member, City of Bellflower
Chairman Jeff Wood, Council Member, City of Lakewood

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

A. [Approval of the Minutes of the Policy Board Meeting of
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B. [WDB Attendance Roster](#) 6

C. [Program Report for 07/01/16-5/31/17](#) 8

7. Business Session

A. Report from the WDB Executive Director

B. [Annual Appointments to the WDB](#) 25

C. [Approve MOU Phase I with the Norwalk Housing Authority](#) 26

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D. Approve MOU Phase II with the Employment Development Department (EDD)	45
E. Approve MOU Phase I Amendment and Phase II with Department of Social Services – Temporary Assistance for Needy Families (DPSS-TANF)	74
Phase I	76
Phase II	94
F. Approve MOU Phase I and Phase II with Field of Dreams	122
Phase I	123
Phase II	143
G. Approve MOU Phase II with Department of Rehabilitation (DOR)	174
8. Information Items	
A. Local Board Certification	203
B. Workforce Initiative Now – Los Angeles (WIN-LA)	208
C. Status of Partner Memorandums of Understanding, Phase I and Phase II	211
D. Summary of Funding Allocation for California Workforce Development Board 2017-18 Program Year	
10. Interesting Correspondence	
11. Items from Staff	
12. Board Member Comments	
13. Adjournment	

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE SELACO WDB AT (562) 402-9336. NOTIFICATION OF AT

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LEAST 48 HOURS PRIOR TO THE MEETING WILL ENABLE STAFF TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING. ASSISTIVE LISTENING DEVICES ARE AVAILABLE FOR THIS MEETING. ASK THE CITY CLERK IF YOU DESIRE TO USE THIS DEVICE.

MINUTES

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

June 27, 2017

12:00 p.m.

SELACO WDB Offices
10900 E. 183rd Street
Suite 350.
Cerritos, CA

CALL TO ORDER

The Policy Board Meeting was called to order by Chairman Jeff Wood at 12:04 p.m.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

POLICY BOARD MEMBERS PRESENT: Jeff Wood, Lakewood, Chairman; Sonny Santa Ines, Bellflower, Vice Chairman; Rick Rodriguez, Downey; Hank Trimble, Hawaiian Gardens; Tony Ayala, Norwalk.

POLICY BOARD MEMBERS ABSENT: Victor Manalo, Artesia; Grace Hu, Cerritos.

OTHERS PRESENT: Yolanda Castro, SELACO WDB Executive Director; Tam Dang, SELACO WDB Deputy Director; Carol Reyes Davis, SELACO WDB Human Resources Director; Kay Ford, SELACO WDB Director of Fund Development, Teresa Highsmith, SELACO Legal Counsel.

PUBLIC COMMENTS

There were no public comments.

CLOSED SESSION: Potential Litigation **CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION** **Pursuant to Government Code Section 54956.9 (d)(2)**

No action taken.

CONSENT CALENDAR

- A. Approval of the Minutes of the Policy Board Meeting of June 27, 2017**
- B. WDB Attendance Roster**
- C. Program Report for 07/01/16-4/30/17**

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

BUSINESS SESSION

A. Report from the WDB Executive Director

SELACO WDB Executive Director Yolanda Castro reported that the SELACO WDB Board will go dark in July and meet in August. This will allow extra time to finalize MOU's and final budget for the year.

Ms. Castro said there was a special meeting of the board held on June 22 prior to the regular scheduled board meeting. A notice from the State on funding was received for the next program year. As a result of the new funding, SELACO is losing \$515,000. Because of the cut, approximately five staff will be laid off and the Firestone site will be closed (until the new building is set up). Activity at the Firestone location has slowed down since the closure of the Norwalk EDD office. A final budget will come before the board in August.

Additional cuts are expected in 2018/2019. The President's proposed budget takes 40% out of WIOA training and 20% out of adult education. He has also released an Executive Order for an apprenticeship program. The Executive Order encourages more training for people in apprenticeship programs, it removes federal oversight of apprenticeship programs, and it creates doubling current funding for apprenticeship programs. The problem is, it is not committing funding to workforce. The California Workforce Association (CWA) who lobbies on our behalf is talking to the labor committee to support apprenticeship programs in partnership with the workforce boards. CWA will be doing a massive letter of support campaign. The letters will be sent out to the boards electronically.

Ms. Castro reported out that she will be meeting with the Executive Committee to discuss organization changes as a result of the funding cuts.

B. Consideration of Appointments to the WDB (Current Vacancies)

Member Hank Trimble nominated Chad Li to fill the private sector seat for Hawaiian Gardens. Mrs. Castro confirmed that she met with Mr. Li and he has expressed interest in becoming a member of the board.

It was moved by Member Trimble, seconded by Vice Chairman Santa Ines, to appoint Chad Li to the WDB as a private sector representative from Hawaiian Gardens, to a term ending June 30, 2018. The motion was approved unanimously.

C. Annual Appointment to the WDB

Jack Joseph prior to the meeting informed Chairman Wood that at this time, the reappointment of Henry Ngo should be deferred at the request of the city.

In the absence of Member Manalo, reappointment of Paolo Menezes will be deferred to a later date.

It was moved by Member Trimble, seconded by Member Santa Ines, to approve the reappointments as presented with the exception of Henry Ngo and Paolo Menezes. The motion was approved unanimously.

At this time a DRAFT nomination form was distributed to the board for their review. The nomination form will be used to help in the process of identifying interested parties to fill seats as they become vacant.

D. Appointment to the Joint Personnel Committee

With Member Solanki no longer serving on the board, his position on the Joint Personnel Committee will need to be replaced. Member Trimble made a nomination for Rick Rodriguez to become his replacement.

It was moved by Member Trimble, seconded by Member Ayala, to approve the nomination of Rick Rodriguez to join the Joint Personnel Committee. The motion was approved unanimously.

E. Lease Extensions

It was moved by Member Santa Ines, seconded by Member Trimble, to support the WDB's approval to authorize the Executive Director to sign amendments to the existing lease for Cerritos and the closing of the Firestone/Norwalk AJCC. The motion was approved unanimously.

F. Approve Phase II MOU's with Partnership for Adult and Career Technical Education (PAACE) and Employment Development Department (EDD)

It was moved by Member Santa Ines, seconded by Member Rodriguez, to approve and authorize the Chair to sign the MOU's with PAACE and EDD as presented. The motion was approved unanimously.

INFORMATION ITEMS

A. Selection of One Stop Operator

The Executive Director provided a status report regarding the selection of the one stop operator.

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

The Executive Director provided an overview of the status of MOU's. The board confirmed receipt to receive and file.

INTERESTING CORRESPONDENCE

A. Success Stories

The Executive Director shared the success stories as presented. She informed the board that each respective story identifies the target population at the bottom of the page.

ITEMS FROM STAFF

There were no additional items from staff.

BOARD MEMBER COMMENTS

Member Trimble reported out on the Homeless Coalition and the Gang Coalition that will be started. He commented that he would like to reach out to SELACO. Mrs. Castro informed him that a connection needs to happen as SELACO recently received funding for Ex-felons.

Vice Chairman Santa Ines reported that the City of Bellflower will have a street festival on Thursday at 6 pm (as well as every other Thursdays).

Member Rodriguez reported out that the City of Downey will host concerts in the park this Wednesday at 6 pm.

Chairman Wood reported that the City of Lakewood will host concerts every Thursday at 6:30 pm.

ADJOURNMENT

The meeting of the Policy Board was adjourned by consensus at 1:26 p.m.



**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
1. Castellanos, Allison Chair Business Representative – City of Lakewood	X	~	X	X	~	~	X	X	~	X	X	X
2. Cummins, Byron Labor Organization	X	~	X	X	~	~	X	A	~	A	A	A
3. Dameron, Mark Business Representative – City of Lakewood	X	~	X	X	~	~	X	X	~	X	X	X
4. Derthick, Joseph Vice Chair Business Representative – City of Norwalk	X	~	X	X	~	~	X	X	~	X	X	X
5. Drake, Aaron Business Representative – City of Bellflower	AE	~	X	AE	~	~	X	AE	~	X	X	X
6. Escamilla, Georgina Business Representative - City of Hawaiian Gardens	X	~	A	X	~	~	AE	X	~	AE	X	X
7. Espitia, Ben Secretary/Treasurer Labor Organization	X	~	X	X	~	~	X	X	~	X	X	X
8. Flores, Val Business Representative – City of Downey	Appointed by Policy Board 4/18/17									X	X	X
9. Gomez, Belle Education Entity	AE	~	X	X	~	~	X	X	~	X	X	AE
10. King, Olin Public Employment Service	Replaced Connie Chan effective 9/22/2016			X	~	~	X	X	~	X	X	X

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
11. Kucera, Kevin Labor Organization	A	~	A	A	~	~	A	A	~	A	A	A
12. Levine, Barbara Economic Development	X	~	AE	X	~	~	X	X	~	X	AE	X
13. Menezes, Paulo Business Representative – City of Artesia	X	~	A	AE	~	~	AE	X	~	A	A	AE
14. Ngo, Henry Business Representative – City of Cerritos	A	~	A	A	~	~	A	A	~	A	AE	A
15. Ochoa, Pete Business Representative – City of Artesia	Appointed by Policy Board 4/18/17									A	A	AE
16. Pathak, Pino Business Representative – City of Cerritos	AE	~	AE	X	~	~	AE	A	~	A	AE	X
17. Polley, Tracy Business Representative – City of Norwalk	X	~	X	X	~	~	X	X	~	X	X	X
18. Rapue, Judith Labor Organization	AE	~	A	A	~	~	A	A	~	A	X	AE
19. Reed, Richard Labor Organization	A	~	AE	A	~	~	A	A	~	AE	A	A
20. Saucedo-Garcia, Cristina Business Representative – City of Downey	Appointed by Policy Board 8/16/2016		X	X	~	~	X	X	~	X	AE	X
21. Todd, Sharon Education Entity	X	~	X	X	~	~	AE	AE	~	X	X	AE
22. Wehage, Larry Business Representative City of Bellflower	Appointed by Policy Board 12/20/2016						X	X	~	X	X	X
23. Williams, Candy Rehabilitation Organization	AE	~	AE	X	~	~	A	X	~	X	A	X
24. VACANT Business Representative – City of Hawaiian Gardens												

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



PROGRAM OPERATIONS REPORT

July 01, 2016 – May31, 2017

The Southeast Los Angeles County Workforce Development Board (SELACO WDB) respectfully submits the tenth 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 I**
- I. 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	14	101	54	132	12	132	133	232	810
DISLOCATED WORKER	6	29	21	37	3	39	38	26	199
YOUTH SERVICES	60	20	30	14	112	49	77	55	417
TOTAL ENROLLMENTS	80	150	105	183	127	220	248	313	1,426

- In area service percentage: 79% Out of area service percentage: 21%**

REGIONAL SERVICES PROGRAMS

	ARTESIA	BELLFLOWER	CERRITOS	DOWNEY	HAWAIIAN GARDENS	LAKWOOD	NORWALK	OTHER AREAS	TOTAL
ETP PROGRAM	0	9	3	24	0	10	16	1,106	1,168
CHILD DEVELOPMENT PROGRAM	170	164	0	0	0	87	42	94	557
TOTAL ENROLLMENTS	170	179	3	24	0	97	58	1,200	1,725

- In area service percentage 31% Out of area service percentage 69%

II. CAREER CENTER VISITS

A. <u>First Time Visits</u>	CERRITOS AJCC	FIRESTONE AJCC	PIONEER AJCC	TOTAL
ARTESIA	46	0	89	135
BELLFLOWER	282	19	417	718
CERRITOS	132	6	162	300
DOWNEY	263	27	651	941
HAWAIIAN GARDENS	45	2	67	114
LAKEWOOD	239	10	233	482
NORWALK	296	61	1,560	1,917
OTHER AREAS	1,060	203	3,434	4,697
TOTAL	2,363	328	6,613	9,304

B. <u>Return Visits</u>	CERRITOS AJCC	FIRESTONE AJCC	PIONEER AJCC	TOTAL
ARTESIA	630	21	101	752
BELLFLOWER	1,929	253	513	2,695
CERRITOS	1,074	58	160	1,292
DOWNEY	1,310	297	906	2,513
HAWAIIAN GARDENS	220	6	72	298
LAKEWOOD	1,679	83	296	2,058
NORWALK	1,823	603	2,566	4,992
OTHER AREAS	3,782	579	3,742	8,103
TOTAL	12,447	1,900	8,356	22,703

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	378	72	77	527
Training	28	22	0	50
Exits	354	52	89	495
Placements	95	22	29	146

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	10	63	33	83	7	80	80	171	527
Training	2	7	3	6	0	8	6	18	50
Exits	8	64	36	81	7	81	88	130	495
Placements	1	15	7	31	1	24	33	34	146

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

*SELACO WDB's current Placement Rate in the tenth month of reporting is 29%.

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	48	10	10	68
Training	16	8	0	24
Exits	76	9	10	95
Placements	33	7	8	48

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	8	11	11	1	12	15	7	68
Training	0	3	2	4	1	6	5	3	24
Exits	3	15	7	20	1	18	17	14	95
Placements	1	4	4	12	0	10	11	6	48

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

*SELACO WDB's current Placement Rate in the tenth month of reporting is 51%.

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.

LTU Final Report May 2017

As compiled by Marjean Clements and Shirley Greene:

The California Long Term Unemployed Pilot Placement Project (LTU) was launched in October 2015 after a four-month research/development phase. The objective(s) of this statewide project centered around: increasing the intensity of one-on-one job search assistance beyond the average level of assistance given to other job seekers; create a mutual support group effort; offer classroom vocational training, OJT, Paid Work Experience and externships to refresh skills and get their foot in the door; assistance of private sector staffing companies; use of motivational curriculum such as the DOL IDEO model. In February 2015 four WDBs started the outreach and enrollment process of job seekers at least 40 years of age or older who had been unemployed a minimum of 25 weeks.

Outcomes:

- It was determined that there was value in more intense and comprehensive one-to-one job search assistance and counseling.
- Addressing the emotional barriers of unemployment in a group setting proved to be transformational with an increase in confidence and feelings of self-worth returning that moved the job seekers toward obtaining the employment results they wanted. Each WDB conducted these groups in a different format: Nova implemented ProMatch while SELACO offered Project SPICES a hands-on work experience program that looked to recondition the way Long Term Unemployed customers thought in order to recreate their job search focus.
- Many customers benefited from short term customized classroom training, OJT and work Experience that upgraded or refreshed their skills.
- Recruitment, commitment and engagement of customers with the private sector staffing companies presented challenges. Job seekers felt that this option was not that different than what they could do on their own at home. Although the vendors offered interesting ideas on paper, in reality they were harder to implement. Communication between job seeker and vendor appeared to be problematic often because of conflicting schedules and availability. In addition, the number of open positions did not match the needs of the customers. The unique strategy of the vendors was the most positive outcome and staff has been able to implement those in their continued work with job seekers.

LTU Summary															
Providers	Expenditures			Performance	Placement			Training	Referrals						
	Allocation	Expenditures	Percentage Complete		Goal	Percentage			Goal	Percentage		CareerArc		HireMojo	
						Actual	Complete			Actual	Complete	Goal	Actual	Goal	Actual
Aspen Institute	\$ 40,000.00	\$ 25,748.00	64.37%												
California Workforce Association	\$ 145,000.00	\$ 133,159.00	91.83%												
SELACO Admin	\$ 117,000.00	\$ 115,705.00	98.89%												
Kern/Inyo/Mono Consortium	\$ 198,250.00	\$ 198,250.00	100.00%	45	63	140.00%	44	31	70.45%	20	7	5	8	8	
Monterey County WIB	\$ 173,250.00	\$ 173,250.00	100.00%	45	48	106.67%	33	37	112.12%	9	8	5	7	7	
Nova Workforce Board	\$ 198,250.00	\$ 198,250.00	100.00%	45	49	108.89%	34	27	79.41%	8	7	7	8	8	
LTU - SELACO	\$ 198,250.00	\$ 215,914.00	108.91%	45	45	100.00%	31	30	96.77%	14	8	8	7	10	
Total	\$ 1,070,000.00	\$1,060,276.00	99.09%	180	205	113.89%	142	125	88.03%	51	30	25	30	33	
CareerArc	\$ 50,000.00	\$ 41,675.00	83.35%	30	25	83.33%	21	14	66.67%						
HireMojo	\$ 50,000.00	\$ 54,978.00	109.96%	30	33	110.00%	21	7	33.33%						
Total	\$ 100,000.00	\$ 96,653.00	96.65%	60	58	96.67%	42	21	50.00%						

California Disability Employment Initiative (DEI)

The DEI grant's purpose is to link people with disabilities to gainful employment, providing career lattices 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 7th – 12th 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/CalJOBS 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	3rd Thursday of the Month	SELACO WDB – Cerritos AJCC	Career Exploration
Veteran Workshop	3rd 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	87
New Enrollments	42		
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	111	57	46	214
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	989	1042
Completions	439	637
Retention	407	439

ET17-0284 (Contract Term: 10/31/2016-10/30/2017)		
	Planned	Actual
Enrollments	124	126
Completions	28	27
Retention	0	0

ETP Business and Training Highlights:

In May the ETP branch of the Business Services dept. completed all training in the ET16 -0124 agreement. A mandatory 90-day retention period was put into effect, giving ETP staff in Sacramento time to verify employment and wages of the newly-completed trainees. Once verification is obtained, final payments from ETP will be made to SELACO. While this process is unfolding, SELACO currently has another ETP agreement that is being expedited. With only one agreement presently active, total focus can be made by the SELACO ETP crew. Greater business outreach is being planned, additional SELACO instructors and training vendors are being sought, and new networking is taking place to find companies in need of training for their workforce.

The 0124 ETP Agreement was indeed challenging, but with planning and perseverance the SELACO ETP team was able to overcome obstacles and turn in an outstanding performance. The ETP Agreement called for 782 trainees to be trained; SELACO ended up training 917 trainees. The agreement set a performance goal of \$949,346 in revenue; SELACO exceeded the amount, estimated at \$951,432, leaving a buffer of \$2086 for possible trainee drops or disallowances. SELACO has averaged 97.75% of projected earnings over the previous four ETP agreements; the 0124 agreement looks to meet or exceed that average. SELACO's ETP track record is one reason why SELACO is consistently one of the most successful Multiple Employer Contractors (MEC) in the California Employment Training Panel system.

Business Service Activities

BUSINESS HIGHLIGHTS/PORTRAIT OF SUCCESS:

RECRUITMENT(S)

For the Month of May SELACO partnered up with Grocery Store Outlet to have a recruitment to fill their open positions at two locations Lakewood and Long Beach. The day of the recruitment was a complete success as over 50 job seekers attended the recruitment all eager and ready to receive an interview on the spot by the owner of Grocery Outlet. At the end of the recruitment Jonathan, the owner of Grocery Outlet, stated that he wanted to bring 9 individuals on board. Jonathan was so impressed by the professionalism of SELACO that he wants to have another recruitment in the upcoming months.

Currently in the process of working with Farmers Insurance to establish another OJT. We currently have one customer participating in this program at one of the Farmers Insurance locations in Long Beach. This collaboration came from one of our Advisory Board members Ruben Austria. Ruben who is a Farmers agent, decided that it would be a good idea to train individuals in the field first. Ruben and I have been working closely together to identify candidates that would be a good fit and would benefit from the training. Farmers offers a solid career pathway with structured in-house training.

PARTNER ACTIVITY:

PARTNER	ON-SITE	REFERRAL	Other	Description of Partnership
Career Exploration Night - Anthony A. Cobbs , Work Based Learning Coordinator, College and Career Pathways, Norwalk-La Mirada Unified School District			X Norwalk	Norwalk City Hall
Robinson Helicopter Company – Monica R. Campos, Tour Coordinator			X Torrance	Outreached to this company for a possible tour with students from Norwalk-La Mirada USD. Cannot tour until June 27 th at which time school will be out.
College of Instrument Technology – Howard Pratt			X Bellflower	Job Developer – (Trains & Certifies)

A. Business Activities

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
PLACEMENTS (Represents Employers and their city of business who have hired WIOA Adult and Youth Participants.)								
Act 1								X
Accurate Steel Treating								X
Advantage Sales and Marketing								X
All Fast Fasteners								X
Allegis Group								X
American Healthcare Investors								X
Amicus Technology								X
AMR Staffing		X						
Appleone								X
Arraycon								X
Arthritis & Osteoporosis Medical Center								X
Bapko Metals								X
Benihana's				X				
Boys and Girls Club								X
CA Premier College								X
CalTrans								X
Certified Alloy Products								X
Charles Chop Shop								X
Bragg Crane & Rigging								X
Caring Matters								X
Covance						X		
Champion Dodge				X				
CHOC Children's Hospital								X
College Medical Center								X
Commerce Casino								X
Communities Actively Living Independent & Free								X
Decky Apparel								X
CSU- Chancellor's Office								X
Dependable Highway Express								X
Eastside Workforce Solutions			X					
Employbridge								X
Gentle Transitions								X
Fuji Food				X				
Griffith Company								X
Great American Pckg								X
Great Clips				X				
Healthpoint Inc								X
Hyde Engineering								X
InClusiou Specialized								X
JPS Designs								X
Kent Daniels and Associates								X
L.A. Limo								X

	ARTESIA	BELLFLOWER	CERRITOS	DOWNEY	HAWAIIAN GARDENS	LAKWOOD	NORWALK	OTHER AREAS
LBUSD								X
Legend 3D								X
Marvin Test Solutions								X
Medsearch Financial								X
Minkus Family Medicine	X							
Monrovia School District								X
OMCAN								X
Pomona USD								X
Princess Cruises								X
Queen Mary								X
Reagan Street Surgery Center								X
Robert Half						X		
Royal Health Homecare Agency								X
Temp Unlimited, LLC			X					
The Walt Disney Co.								X
UPS								X
U.S. Post Office								X
VOLT Information Systems								X
Walgreens							X	
Walmart							X	
Walmart								X
24 Hour Fitness				X				
SPECIAL RECRUITMENT (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
Centerline							X	
CRS								X
Double Tree							X	
Eastridge								X
Farmers			X					
Farmers Insurance						X		
Goodwill								X
Great American Packaging	X							X
Grocery Outlets						X		
Kirkhill								X
LAPD								X
Nelson Staffing								X
Randstad			X					X
Securitas								X
Toolots			X					
Tranforce								X
Walmart								X
Walmart Recruitment				X				
Weber Metals								X
Wells Fargo								X
ETP (Represents Companies receiving training and other ETP related services and the city the company is located in.)								
Barry Ave. Plating								X
CA Waters								X
EA Gray								X
Falken Tire								X
Great American Pkg.								X

	ARTESIA	BELLFLOWER	CERRITOS	DOWNEY	HAWAIIAN GARDENS	LAKEWOOD	NORWALK	OTHER AREAS
Huxtables								X
International Vitamin								X
Lynx Grills				X				
RSCV								X
Safran								X
Stronghold								X
SSA Terminals								X
Sumitomo								X
Werner Systems								X
Woodbridge Glass								X
GRAND TOTALS	2	1	5	7	0	4	4	80

VII. CHILD DEVELOPMENT PROGRAM

Customer Activity

	PADELFORD 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

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

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

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

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

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

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

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	4	4	1	0	0	4	13
Youth	0	0	1	2	0	0	0	2	5
Employer	27	35	77	159	15	37	45	453	848
Other	0	0	0	0	0	0	0	0	0
TOTAL	27	35	82	165	16	37	45	459	866

IX. GLOSSARY OF TERMS

AJCC:	American Job Center of California
ASE:	Academic Skills Enhancement
CalJOBS:	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

To: SELACO WDB Policy Board

From: Jack Joseph, Policy Board Administrator

Date: August 15, 2017

Subject: Pending Annual Appointments to the WDB

The terms of the following WDB members expired as of June 30, 2017. However, they continue to serve on the Board until they are either re-appointed or replaced. They are eligible for reappointment to the WDB for new two-year terms expiring June 30, 2019.


Artesia Private Sector—Paolo Menezes (Law Offices of Duarte & Menezes)
Cerritos Private Sector—Henry Ngo (Golden Star Technology)



MEMORANDUM

DATE: August 9, 2017

TO: SELACO Policy Board

FROM: Yolanda Castro, Executive Director 

RE: Approve MOU Phase I with the Norwalk Housing Authority

Per directive WSD 15-12, the SELACO WDB has negotiated MOU's in two phases.

Phase I: Service Coordination

For Phase I, Local Boards were expected to work with all of the required partners in their Local Area to develop an agreement regarding the operations of the local One-Stop system as it relates to shared services and customers.

Phase II: Shared Resources and Costs

For Phase II, Local Boards are expected to build upon the agreements established in Phase I and determine how to best support their established service delivery model through the sharing of resources and costs.

Negotiation efforts for Phase I have resulted in an executed MOU with the Norwalk Housing Authority. Attached for review and approval is the MOU with the Norwalk Housing Authority. In accordance with State directive, the SELACO WDB-Norwalk Housing Authority MOU was created in a joint effort by SELACO WDB and the Norwalk Housing Authority, with a focus on two of the three major components: Shared customers and Shared Services.

Negotiation efforts for Phase II are currently under negotiation.

Action:

- Review, approve and sign the MOU between the Norwalk Housing Authority and the SELACO WDB for Phase I of the MOU Process.

**Workforce Innovation and Opportunity Act
One-Stop Delivery System Memorandum of Understanding
between
Southeast Los Angeles County Workforce Development Board
And
Norwalk Housing Authority**

1. Purpose

Pursuant to the federal Workforce Innovation and Opportunity Act of 2014 (Pub. Law 113-128) (WIOA), this Memorandum of Understanding (MOU) is entered into between the Workforce Development Corporation of Southeast Los Angeles County, Inc. (dba Southeast Los Angeles County Workforce Development Board) (SELACO WDB) and the Norwalk Housing Authority.

WIOA requires that an MOU be developed and executed between the Local Board and the America's Job Center of California (AJCC) partners to establish an agreement concerning the operations of the AJCC delivery system. The purpose of the MOU is to establish a cooperative working relationship between the parties and to define their respective roles and responsibilities in achieving policy and program objectives. The MOU also serves to establish the framework for providing services to businesses, employed individuals, job seekers and others needing workforce services.

2. California's Vision for the One-Stop System

California's one-stop delivery system, represented by the AJCCs, is locally-driven. It develops partnerships and provides programs and services to achieve three main policy objectives established by the California Workforce Development Strategic Plan, including the following:

- Foster demand-driven skills attainment
- Enable upward mobility for all Californians
- Align, coordinate and integrate programs and services

These objectives will be accomplished by ensuring access to high-quality AJCCs that provide the full range of services available in the community for all customers, who are:

- Looking to find a job;
- Building basic educational or occupational skills;
- Earning a postsecondary certificate or degree;
- Obtaining guidance on how to make career choices; or
- Seeking to identify and hire skilled workers.

3. Local/Regional Vision Statement, Mission Statement, Principles and Goals

Congress and the U.S. Department of Labor (DOL) envision three hallmarks of excellence, for the nation's workforce development delivery system under WIOA:

- The needs of businesses and workers drive workforce solutions and local boards are accountable to communities in which they are located;
- One-stop centers (the AJCCs) provide excellent customer service to jobseekers and employers and focus on continuous improvement; and
- The workforce system supports strong regional economies and plays an active role in community and workforce development.

To support these objectives, the SELACO WDB has established a service delivery system in cooperation with organizations operating WIOA-mandated AJCC partner programs, along with a wide range of other community stakeholders. The system is guided by the following vision, mission, principles and goals:

Vision: SELACO WDB's vision for meeting workforce development challenges within Southeast Los Angeles County is one centered on collaboration to address a wide range of stakeholders' interests, including those of business, labor, education, social services, philanthropy and community organizations. Bringing this vision to fruition requires that stakeholders work together to address the skills development and training needs of priority sectors, while at the same time ensuring that workers have access to career pathway services and training to meet those needs.

Mission: The SELACO WDB's mission is two-fold. The SELACO WDB's system supports the needs of job seekers for career services and training, while providing services to promote the success of local businesses.

Principles: The SELACO WDB's local AJCCs strive to meet the WIOA vision for an effective one-stop system, which is one that is designed to increase access to and opportunities for the employment, education, training, and support services that individuals need to succeed in the labor market, particularly those with barriers to employment. It aligns workforce development, education, and economic development programs with regional economic development strategies to meet the needs of local and regional employers, and provides a comprehensive, accessible and high-quality workforce development system .

Partners are committed to developing and maintaining a one- stop system that is:

Quality-Focused: Supporting the content and approaches used to deliver all services the system has to offer is a commitment to ensuring that each service adds value to the achievement of goals and objectives by job seekers and businesses using the AJCCs.

Business-Driven: Local companies' talent and skill needs dictate the content, scope, and intensity of services the SELACO WDB's one-stop system offers. The system is driven to respond to the needs of business by sourcing, training and delivering qualified candidates.

Customer Centered: Leveraging a wide range of strategies within an integrated service

delivery environment, the local AJCCs are intensively focused on evaluating and responding to the needs, preferences, desires and circumstances of all customers using the system.

Meets the Unique Needs of the Regional Economy: The SELACO WDB represents a unique sub-region of Los Angeles County - one that sits at the cross roads of various transportation corridors and on the border of California's two largest counties. Some of the State's fastest growing and most dynamic industries are inside or within a reasonable commuting distance of SELACO WDB's borders. The AJCCs are actively involved in working with businesses in priority sectors to ensure the system remains responsive to their needs.

System Goals: Broadly, the goals of the SELACO WDB reflect those espoused by DOL, which commit the one-stop system to:

- Provide job seekers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages;
- Provide access and opportunities to all job seekers, including individuals with barriers to employment, such as individuals with disabilities, to prepare for, obtain, retain, and advance in high-quality jobs and high-demand careers;
- Enable businesses and employers to easily identify and hire skilled workers and access other supports, including education and training for their current workforce;
- Participate in rigorous evaluations that support continuous improvement of one-stop centers by identifying which strategies work better for different populations; and
- Ensure that high-quality integrated data inform decisions made by policy makers, employers, and job seekers.

Specific goals supporting One-stop system effectiveness that are part of SELACO WDB's current Local Area Strategic Plan include the following:

- Successfully implement national models to build strong career pathway programs.
- Use the Sector Partnerships as the vehicle for the identification of career pathways and the development, re-tooling and alignment of courses/curricula to meet business needs.
- Working with partners, increase the numbers of workers who are able to access and take advantage of skills training geared to employment in priority sectors and other promising industries.
- Explore alternative basic education models to reduce the time spent in this activity by some learners.
- Refine existing approaches to rapid response and business services so that they are fully transformed into proactive business retention and layoff aversion programs.
- 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 the one-stop and WIA Youth Program delivery systems.

Support from Norwalk Housing Authority and all other AJCC partners is critical to the system's ability to achieve these goals.

4. Parties

The parties to this MOU are:

Southwest Los Angeles County Workforce Development Board
10900 East 183rd Street, Suite 392, Cerritos, CA 90703
(562) 402-9336

Norwalk Housing Authority
12700 Norwalk Blvd., Rm 11
Norwalk Ca 90650
562-929-5588

5. One-Stop System and Services

The one-stop system overseen by the SELACO WDB includes the following full service AJCCs:

Cerritos AJCC
10900 East 183rd St, Suite 350 Cerritos, CA 90703

Norwalk AJCC
12715 Pioneer Ave. Norwalk, CA 90650

Attachment A to this MOU provides a summary of the One-Stop Systems Services. including without limitation the basic career services, individualized career services, follow-up services, training services and businesses services provided by the system.

Attachment B summarizes the Shared System Services provided by the Norwalk Housing Authority in partnership with the SELACO WDB and all AJCC partners.

6. Responsibility of AJCC Partners

To promote the development and sustainability of a quality-focused system capable of meeting the full range of needs of its customers, the Norwalk Housing Authority agrees to participate with the SELACO WDB and other partners in joint planning, plan development, and system improvement activities to accomplish the following:

- Continuous partnership building.
- Continuous planning in response to state and federal requirements.

- Responsiveness to local and economic conditions, including employer needs.
- Adherence to common data collection and reporting needs

In addition the Norwalk Housing Authority agrees to:

- Make information about its service(s) available to customers through the one-stop delivery system.
- Participate in applicable capacity building and staff development activities in order to ensure that all partners and staff are adequately cross-trained.

7. Funding of Services and Operating Costs

As the Norwalk Housing Authority receives no WIOA funding, and this MOU is non-financial in nature, and binds no party or partner to financial obligations to any other party. All of SELACO WDB's costs in performing this MOU, including without limitation all of its personnel, equipment, software and hardware, supplies, facilities, and insurance costs, shall be borne by the SELACO WDB. All of the Norwalk Housing Authority's costs in performing this MOU, including without limitation, all of its personnel, equipment, software and hardware, supplies, facilities, and insurance costs, shall be borne by the Norwalk Housing Authority.

8. Methods for Referring Customers

The Norwalk Housing Authority agrees to support and mutually implement processes for the referral of customers to services not provided on-site in implementing this MOU and working with the AJCC's.

The Norwalk Housing Authority, in working with the AJCC's and other system partners are committed to ensuring that intake and referral processes are customer-centered and provided by staff trained in effective customer service techniques. The Norwalk Housing Authority, in conjunction with the AJCC's and other system partners will ensure that general information regarding AJCC programs, services, activities and resources are made available to all customers as appropriate. Customer referrals will be made through a variety of approaches, including verbally, via electronic media, and by way of traditional correspondence. Through cross training of AJCC staff and use of real-time technology, the Norwalk Housing Authority agrees to provide other AJCC partner staff access to meaningful information on services needed by customers, as allowable under federal and state laws.

Attachment B provides a summary of how the Norwalk Housing Authority will support shared service delivery, including referrals of customers.

9. Access for Individuals with Barriers to Employment

Along with other partners, the Norwalk Housing Authority agrees to ensure access for individuals with barriers to employment. Under WIOA, the term "individual with a barrier to employment" means a member of one (1) or more of the following populations -

- A. Displaced homemakers
- B. Low-income individuals
- C. Indians, Alaska Natives, and Native Hawaiians
- D. Individuals with disabilities, including youth who are individuals with disabilities
- E. Older individuals
- F. Ex-offenders
- G. Homeless individuals or homeless children and youths
- H. Youth who are in or have aged out of the foster care system
- I. Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers
- J. Eligible migrant and seasonal farm workers
- K. Individuals within two (2) years of exhausting lifetime eligibility (for DOR)
- L. Single parents (including single pregnant women)
- M. Long-term unemployed individuals
- N. Such other groups as the Governor involved determines to have barriers to employment

As part of the AJCC system, the Norwalk Housing Authority recognizes the system's commitment to offer priority for services to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient when providing individualized career services and training services with WIOA adult funds. Furthermore, the Norwalk Housing Authority will ensure its policies, procedures, programs, and services are in compliance with the Americans with Disabilities Act of 1990 and its amendments, in order to provide equal access to all customers with disabilities.

10. Accessibility in Programs and Services

The Norwalk Housing Authority agrees to ensure that its policies and procedures, as well as the programs and services provided at the AJCC's, are in compliance with all applicable provisions of the Americans with Disabilities Act of 1990, as amended, and its implementing regulations, and Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule, published December 2, 2016), in order to provide equal access to all participants and customers with disabilities.

11. Shared Technology and System Security

WIOA emphasizes technology as a critical tool for making all aspects of information exchange possible, including, but not limited to, client tracking, common case management, reporting, and data collection.

To support the use of technology, the Norwalk Housing Authority agrees to:

- Comply with the applicable provisions of WIOA, California Welfare and Institutions Code, California Education Code, the Americans with Disabilities Act,

Rehabilitation Act, and any other applicable state and federal statutes or requirements.

- Adhere to the principles of common reporting and, as permissible, shared information through electronic mechanisms, including shared technology.
- Commit to share information to the greatest extent allowable under its governing legislation and confidentiality requirements.
- Maintain all records of the AJCC customers or partners (e.g. applications, eligibility and referral records, or any other individual records related to services provided under this MOU) as confidential except as required by law, and use them solely for purposes directly related to such services.
- Develop technological enhancements in partnership with the SELACO WDB that allow interfaces of common information needs, as allowable and appropriate.
- Acknowledge that system security provisions shall be agreed upon by all partners.

12. Confidentiality

The SELACO WDB and the Norwalk Housing Authority agrees to comply with the provisions of WIOA as well as the applicable sections of the California Welfare and Institutions Code, the California Education Code, the Americans with Disabilities Act, the Rehabilitation Act, and any other applicable federal or state statutes, and regulations to assure the following:

- All applications and individual records related to services provided under this MOU, including eligibility for services and enrollment and referral, shall be confidential and shall not be open to examination for any purpose not directly connected with the delivery of such services.
- No person will publish, disclose, use, or permit, cause to be published, disclosed or used, any confidential information pertaining to AJCC applicants, participants, or customers overall unless a specific authorization, consent or release is voluntarily signed by the participant or customer or such disclosure is otherwise required by law.
- The parties further agree to abide by the current confidentiality provisions of the respective federal and state statutes and regulations to which they and each AJCC operator must adhere, and shall share information necessary for the administration of the program, as allowed or required under law and regulation. The parties, therefore, agrees to share, as permissible, client information necessary for the provision of services such as assessment, universal intake, program or training referral, job development or placement activities, and other services as needed for employment or program support purposes.
- Client information shall be shared solely for the purpose of enrollment, referral or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

13. Non-Discrimination and Equal Opportunity

The SELACO WDB and the Norwalk Housing Authority shall not unlawfully discriminate, harass or allow harassment against any employee, applicant for employment or

AJCC

applicant or participant due to sex, gender,

race,

color, ancestry, religion, national

origin, veteran status, physical disability, mental disability, medical condition(s), age, sexual orientation gender identity and/or expression, marital status or political beliefs. The AJCC partner agrees to comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12990) and related, applicable regulations.

All parties to this MOU shall ensure that no participant or other person, shall, on the grounds of sex, gender, race, color, ancestry, religion, national origin, veteran status, physical disability, mental disability, medical condition(s), age, sexual orientation, gender identity and/or expression, marital status, or political beliefs be excluded from participation in, or denied, the programs and services provided at the AJCC's. In addition to all foregoing provisions of this MOU, the parties further agree to fully comply with all applicable provisions of the following: Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, California Fair Employment and Housing Act (including but expressly not limited to Government Code § 12990), all amendments to each statute, and all requirements imposed by the regulations issued pursuant to these statutes.

14. Grievances and Complaints Procedure

The Norwalk Housing Authority agrees to establish and maintain procedures for grievances and complaints as outlined in WIOA and other federal and state laws to which it is subject. The process for handling grievances and complaints is applicable to customers and partners. These procedures will allow customers or entities filing the complaint to exhaust every administrative level in receiving a fair and complete hearing and resolution of their grievance. The Norwalk Housing Authority further agrees to communicate openly and directly to resolve any problems or disputes related to the provision of services in a cooperative manner and at the lowest level of intervention possible.

15. Effective Dates and Term of MOU

This MOU shall be binding upon each party hereto upon execution by such party. The term of this MOU shall be three years, commencing on the date of execution by all parties, unless sooner terminated as provided in this Agreement. The MOU will be reviewed every three years or more frequently to identify any substantial changes that have occurred.

16. Modifications and Revisions

This MOU constitutes the entire agreement between the parties and no oral understanding not incorporated herein shall be binding on any of the parties hereto. This MOU may be modified, altered, or revised, as necessary, by mutual consent of the parties, by the issuance of a written amendment, signed and dated by the parties.

17. Termination

Either party may terminate this MOU at any time, at will, for any reason or no reason, after giving written notice to the other party at least thirty (30) calendar days before the termination is to be effective. The parties understand that implementation of the AJCC system is dependent on the good faith effort of every partner to work together to improve

services to the community.

18. Administrative and Operations Management Sections

To support the effective administration and operation of the AJCC system, the parties agree to the following:

Dispute Resolution

The parties agree to attempt to resolve policy or practice disputes at the lowest level possible, starting with the site supervisor(s) and staff. If issues cannot be resolved at this level, they shall be referred to the management of the staff's employer and the operator for discussion and resolution.

Press Releases and Communications

All parties shall be included when communicating with the press, television, radio or any other form of media regarding its duties or performance under this MOU. Participation of each party in press/media presentations will be determined by each party's public relations policies. Unless otherwise directed by the other parties, in all communications, each party shall make specific reference to all other parties.

19. Mutual Hold Harmless/Defense/Indemnification

To the fullest extent permitted by law, each party hereby agrees to indemnify, defend and hold harmless the other party to this MOU from and against any and all claims, causes of action, demands, liabilities, judgments, awards, liens, losses, damages, and costs and expenses (including reasonable attorney's fees, court costs, and experts' costs actually incurred), of any nature whatsoever, arising out of or resulting from any wrongful or negligent act, error or omission of the indemnifying party (or any of its elected or appointed officers, employees, agents, subcontractors, or independent contractors, arising or claimed to arise, directly or indirectly, from the performance of, or failure to perform, any term, provision, covenant, condition or obligation by such indemnifying party pursuant to this MOU. It is understood and agreed that all indemnity provided herein shall survive the termination of this MOU

20. Attachments

The following attachments are included in this MOU:

Attachment A: One-Stop System Services

Attachment B: Shared System Services

Attachment C: Cost Sharing Agreement

Attachment D: One-Stop System Map

Attachment E: WIOA AJCC Required Regional Partners: Roles of Providers per WIOA

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21. Governing Law

This MOU and the rights and obligations of the parties hereto shall be interpreted, construed and enforced in accordance with the laws of the State of California without regard to choice of law principles. All parties shall comply with all applicable federal and state laws and regulations, and local laws to the extent they are not in conflict with federal or state requirements.

22. Authority and Signatures

The individuals signing below have the authority to commit the party they represent to the terms of this MOU and do so commit by signing:

Southeast Los Angeles County Workforce Development Board (SELACO WDB)

Name	Signature	Date

SELACO WDB Policy Board of Elected Officials

Name	Signature	Date

Norwalk Housing Authority

Name	Signature	Date

Workforce Innovation and Opportunity Act One-Stop Delivery System Memorandum of Understanding

One-Stop System Services

WIOA establishes two levels of employment and training services for adults and dislocated workers: career services and training services. Following is general information on WIOA career, training and business services to guide the SELACO WDB AJCC system in the delivery of these services.

Career Services: Career services for adults and dislocated workers are available at both local AJCCs. U.S. DOL has identified three types of career services:

Basic career services;
Individualized career services; and
Follow-up services

Basic Career Services: Basic career services must be made available and, at a minimum, must include the following services:

- Determinations of whether the individual is eligible to receive assistance from the adult, dislocated worker, or youth programs;
- Outreach, intake (including worker profiling), and orientation to information and other services available through the local workforce system;
- Initial assessment of skills levels, including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and support service needs;
- Labor exchange services, including:
 - job search and placement assistance, and, when needed by an individual, career counseling, including the provision of information on nontraditional employment and in-demand industry sectors and occupations; and
 - appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services not traditionally offered through the local workforce system;
- Provision of referrals to and coordination of activities with other programs and services, including programs and services within the local workforce system and, when appropriate, other workforce development programs;
- Provision of workforce and labor market employment statistics information, including information relating to local, regional, and national labor market areas;
- Provision of performance information and program cost information on eligible providers of training services by program and provider type;
- Provision of information, in usable and understandable formats and languages, about how the Board is performing on local performance accountability measures,

as well as any additional performance information relating to the local workforce system;

- Provision of information, in usable and understandable formats and languages, relating to the availability of support services or assistance, and appropriate referrals to those services and assistance;
- Provision of information and assistance regarding filing claims for unemployment compensation, by which the Board must provide assistance to individuals seeking such assistance.
- Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.

Individualized Career Services: Individualized career services must be made available if determined to be appropriate in order for an individual to obtain or retain employment. These include the following services:

- Comprehensive and specialized assessments of the skills levels and service needs of adults and dislocated workers; Section 134(c)(2) and (c)(3) list the required local employment and training activities. To satisfy some of these requirements, the use of assessments is necessary. To avoid duplication of services, WIOA allows the use of previous assessments from another education or training program. The previous assessments must be determined to be appropriate by AJCC representatives and must have been completed within the previous six months
- Development of an individual employment plan to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals, including information regarding eligible training providers;
- Group counseling;
- Individual counseling;
- Career planning;
- Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training;
- Internships and work experience that are linked to careers;
- Workforce preparation activities;
- Financial literacy services as described in WIOA §129(b)(2)(0);
- Out-of-area job search and relocation assistance; and
- English language acquisition and integrated education and training programs.

Follow-up Services: These services must be made available, as appropriate (including counseling regarding the workplace) for participants in adult or dislocated worker activities that are placed in unsubsidized employment for a minimum of 12 months after the first day of employment.

Training Services: WIOA is designed to increase participant access to training services. Training services are provided to equip individuals to enter the workforce and

retain employment. Examples of training services include:

- Occupational skills training, including training for nontraditional employment;
- On-the-job training (OJT), including registered apprenticeship;
- Incumbent worker training in accordance with WIOA §134(d)(4);
- Workplace training and cooperative education programs;
- Private sector training programs;
- Skills upgrading and retraining;
- Entrepreneurial training;
- Transitional jobs in accordance with WIOA §134(d)(5);
- Job readiness training provided in combination with other training described above;
- Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, in combination with training; and
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

WIOA clarifies that there is no sequence of service requirement in order to receive training. However, DOL has indicated that, at minimum, to be eligible for training, an individual must receive an interview, evaluation, or assessment and career planning or any other method through which the one-stop operator/partner can obtain enough information to make an eligibility determination for training services. Where appropriate, a recent interview, evaluation, or assessment may be used for the assessment purpose.

Business Services: SELACO WDB's AJCCs are part of a business-focused system. Examples of system services to serve business customers include:

- Customized screening and referral of qualified participants in training services to employers
- Customized employment-related services to employers, employer associations, or similar organizations on a fee-for-service basis that are in addition to labor exchange services available to employers under the Wagner-Peyser Act
- Work-based learning activities, including incumbent worker training, Registered Apprenticeship, transitional jobs, on-the-job training, and customized training.
- Activities to provide business services and strategies that meet the workforce investment needs of employers, as determined by the Board and consistent with the local plan.

**Workforce Innovation and Opportunity
Act
One-Stop Delivery System Memorandum of
Understanding**

Norwalk Housing Authority - Shared System Services

The Norwalk Housing Authority administers the Section 8 Housing Choice Voucher Program and Family Self Sufficiency Program. The Section 8 Housing Choice Voucher program provides rental assistance to very low income families in Norwalk. The Family Self Sufficiency Program assists voucher participants with becoming economically self-reliant and works with community partners to assist the consumers it serves.

SELACO WDB has adopted an Integrated Service Delivery (ISD) model that supports the objectives of the MOU. With the implementation of WIOA, Title II partners will generally support and/or deliver the activities listed in Attachment E, "AJCC Required Regional Partners: Roles of Providers of Career Services."

The following information summarizes Norwalk Housing Authority's role within the AJCC system:

- Sharing System Design and Access
- System Services
- Sharing Customers

Sharing System Design and Access

With regard to system design and access, the Norwalk Housing Authority and SELACO WDB agreed to use of the following terms to characterize the participation of Norwalk Housing Authority within the local AJCC system:

- "Bricks": Achieved through co-location (not applicable)
- "Clicks": Providing direct linkages through use of various technology applications (not applicable); and
- "Connect:" Cross training partner program staff to increase system capacity (applicable).

The Norwalk Housing Authority will be present and participate in the system through "Connect".

The Norwalk Housing Authority will “connect” with AJCC partners by participating in the cross -training of staff, that will provide both the AJCC staff and Norwalk Housing Authority staff significant information on the services provided by the partners and enable them to properly refer and connect participants to each other’s services.

Sharing System Services include the following services and participation.

1. Outreach

To broaden community awareness and utilization of the one-stop career center system, adult education programs and the programs and services of other AJCC partners, SELACO WDB and Norwalk Housing Authority have agreed initially to create links among their websites, thereby providing those seeking information about jobs or training access to many sources at once.

2. Intake

As a system partner, Norwalk Housing Authority acknowledges that CalJOBS is the state-recognized system for intake, registration and enrollment into AJCC services. SELACO WDB and Norwalk Housing Authority have agreed to provide cross-training in CalJOBS and educational intake/registration processes and systems, including those used for adult basic career services. Training of Norwalk Housing Authority staff will allow for immediate access of information on all Norwalk Housing Authority customers co-enrolled into the AJCC WIOA services.

3. Orientation

SELACO WDB and Norwalk Housing Authority have agreed to explore the possibilities of providing cross-training to ensure that AJCC partner staff is knowledgeable of and promotes one another’s programs and services.

4. Initial Assessment

SELACO WDB and Norwalk Housing Authority have agreed to share initial/basis assessment results (to the extent permissible without infringing upon client confidentiality) and to make information available to other AJCC partners as needed and when allowable.

5. Use of Logo

The Norwalk Housing Authority agrees to allow the use of its logo in AJCC promotional materials, including the planned orientation video.

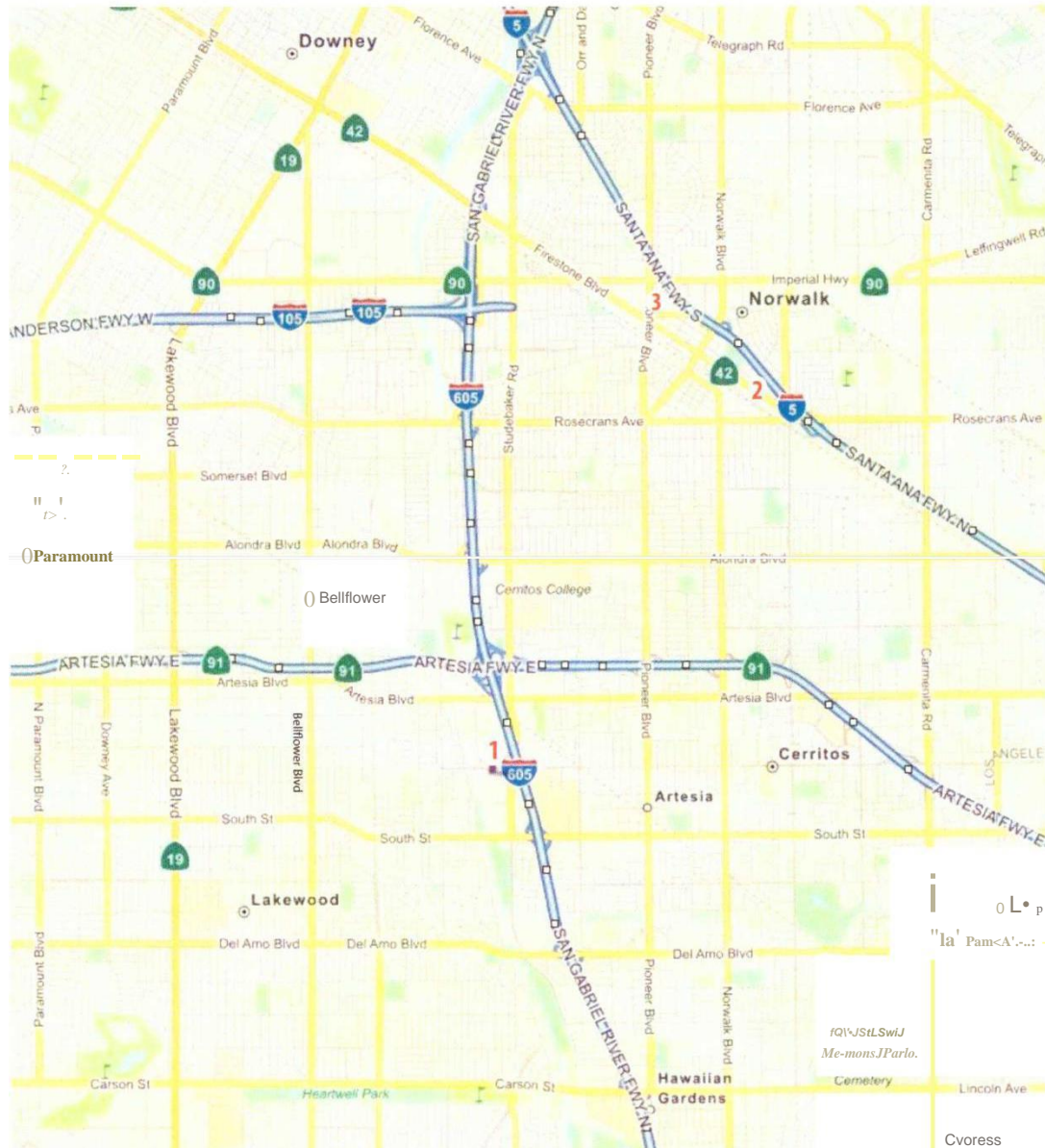
**Workforce Innovation and Opportunity Act
One-Stop Delivery System Memorandum of Understanding**

Cost Sharing Agreement

As indicated in Section 7 of the MOU, as the Norwalk Housing Authority receives no WIOA funding, this MOU is non-financial in nature, and binds no party or partner to financial obligations to any other party or partner.

Workforce Innovation and Opportunity Act One-Stop Delivery System Memorandum of Understanding

One-Stop System Map



SELACO WDB AJCC:

1. Cerritos Comprehensive AJCC - 10900 E. 183rd St., Cerritos CA 90703
2. Norwalk Affiliated, "Firestone AJCC" - 12440 Firestone Blvd., Suite 100, Norwalk, CA 90650 *
3. Norwalk EDD Affiliated AJCC - 12715 S. Pioneer Blvd., Norwalk, CA 90650 *

* The two centers in Norwalk are temporarily split, but by July 1, 2018 will be combined into one building that is currently under construction 17 of 19

Workforce Innovation and Opportunity Act One-Stop Delivery System Memorandum of Understanding

AJCC Required Regional Partners: Roles of Providers of Career Services System


	WIOA Title I Adult	WIOA Title I Dislocated Worker	WIOA Title I Youth	WIOA Title II Adult Ed.	WIOA Title III Wagner-Peyser Act	Title I of Rehab. Act	Carl D. Perkins	Title V Older Americans	L.A. Job Corps	Native American Programs	Veterans JVS/G	Trade Adjustment Assistance Act	Community Services Block Grant	Housing and Urban Dev.	Unemploy. Comp.	Migrant Seasonal Farmworkers	Youth Build	Second Chance	TANF
Assess Skills and Needs; Eligibility, Intake; Orientation	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X
Assist with Tuition/Fees	X	X	X										X	X			X		
Develop	X	X	X	X		X	X	X	X	X			X	X			X	X	X
Deliver Training	X	X	X	X		X	X		X	X			X				X	X	X
Engage Employers	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X
Identify Industry-Recognized Credentials	X	X	X			X	X	X	X	X			X				X		
Provide Counseling (Academic/Personal/Career)	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X
Provide Case	X	X	X	X		X	X			X	X	X	X				X	X	X
Provide Informational Services	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Provide Job Placement	X	X	X	X	X	X	X	X			X	X	X			X	X	X	
Provide Job Search Assistance	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X		X	X
Provide Labor Market Information	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X
Provide Support Services	X	X	X								X	X	X	X				X	X
Provide Work-Based Learning Opportunities	X	X	X	X		X	X	X	X	X			X				X	X	X
Recruit and Make Referrals	X	X	X	X	X	X		X	X	X	X	X	X	X		X	X	X	X



MEMORANDUM

DATE: August 9, 2017

TO: SELACO Policy Board

FROM: Yolanda Castro, Executive Director 

RE: Approve MOU Phase II with the Employment Development Department (EDD)

Per directive WSD 15-12, the SELACO WDB has negotiated MOU's in two phases.

Phase I: Service Coordination

For Phase I, Local Boards were expected to work with all of the required partners in their Local Area to develop an agreement regarding the operations of the local One-Stop system as it relates to shared services and customers.

Phase II: Shared Resources and Costs

For Phase II, Local Boards are expected to build upon the agreements established in Phase I and determine how to best support their established service delivery model through the sharing of resources and costs.

Negotiation efforts for Phase I have resulted in an executed MOU with EDD, dated 6/28/16. In accordance with State directive, the EDD MOU was created in a joint effort by SELACO WDB and EDD, with a focus on two of the three major components: Shared customers and Shared Services.

Negotiation efforts for Phase II have resulted in an executed Phase II MOU with EDD. Attached for review and approval is the Phase II MOU with EDD. In accordance with State directive, the EDD Phase II MOU was created in a joint effort by SELACO WDB and EDD.

Action:

- Review, approve and sign the MOU between the EDD and the SELACO WDB for Phase II of the MOU Process.

**Workforce Innovation and Opportunity Act
Phase II Memorandum of Understanding
between
The Southeast Los Angeles County Workforce Development Board (SELACO WDB)
and
Employment Development Department (EDD)**

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Required Phase II MOU Component: Process and Development

Local Workforce Development Area (Local Area): **Southeast Los Angeles County Workforce Development Board (SELACO WDB)**

Date Submitted: September 1, 2017

Attachment: Signed Phase I MOU

1. The period of time this agreement is effective: January 1, 2018 to January 1, 2021
2. Identification of all AJCC partners, Chief Elected Officials (CEO), and Local Boards participating in the infrastructure and other system costs funding agreements.

CEO/s: SELACO WDB Policy Board

Local Board/s: SELACO WDB Board of Directors

AJCC Partners Participating in the Infrastructure Funding Agreement (IFA):

- Title I Adult, Dislocated Worker and Youth
- Title III Wagner-Peyser, Veterans, Trade Adjustment Assistance Act
- Title IV Vocational Rehabilitation

AJCC Partners Participating in the Shared Other System Costs Agreement: None but will evaluate quarterly.

3. Steps the Local Board, CEO, and AJCC partners took to reach consensus and/or an assurance that the Local Area followed guidance for the state infrastructure funding mechanism.

On Wednesday, January 11, 2017 SELACO WDB held an orientation for all mandatory partners to review the state requirements of the Phase II Memorandum of Understanding. The objective was to ensure that all partners understood the elements of the state directive and provide an open forum for dialogue among the partners. The orientation also provided an opportunity to address questions and concerns. See attached agenda and sign in sheet. A follow up meeting for all partners who missed the meeting on January 11, 2017 was conducted on Wednesday, February 1, 2017. See attached agenda and sign in sheet.

The orientation included samples of Infrastructure Cost Allocation Methodologies. Upon review of the various cost allocation methodologies, the general consensus was that the use of square footage and cost per devices needed would be the most appropriate for determining the cost of partner contribution for all on-site partners. Off-site partners agreed to return to

the table once the State defines the process for measuring “benefit” as a partner within the American Job Center of California (AJCC) system.

Each partner was assigned a SELACO Coach to review the requirements of the memo and ensure partner commitment to provide required data is clear and feasible. Partners were assigned to submit information as it pertains to the cost associated to sharing other one-stop delivery system cost. See attached list of Partner Coaches.

Follow-up meetings were held with each partner to collect required data and ensure timely completion of the MOU Phase II process. If needed, partner questions were addressed and more time was provided to ensure collection of appropriate information.

As partners completed their required sections, the documents were reviewed by the lead agency to ensure compliance and assess any needs for negotiation and reconciliation. Documents meeting compliance requirements were distributed to all partners for review and comment. Partners were given ten (10) working days to submit questions or concerns regarding the draft MOU and partner proposed contributions to infrastructure and shared cost. See attached introduction email to partners.

All partner information submitted, reviewed and approved by partner agencies were filed as complete and submitted to the SELACO WDB board for review and approval. See attached SELACO WDB Log of Board Approved MOUs.

4. A description of the process to be used among partners to resolve issues during the MOU duration period when consensus cannot be reached.

In current efforts to establish partner MOUs there have been no issues that could not be addressed through open dialogue at the time of negotiations. However, there are still MOUs in the negotiation process. In the event partner issues/concerns can not be resolved under the guidance of their assigned Coach, the Systems Management Team (SMT) under the guidance and leadership of our One Stop Manager, will be asked to review the circumstances/concerns and support efforts to seek resolution. In the event resolution can not be found, support of an outside mediator will be secured. We anticipate efforts will be made to first seek State support in seeking resolution before securing an outside mediator.

5. A description of the periodic modification and review process that will be used to ensure all AJCC partners continue to contribute their fair and equitable share of infrastructure and other system costs, including the identification of who will fulfill this responsibility.

As the lead agency in facilitating local collaboration, SELACO WDB has procured the role of a One-Stop Operator who will serve as a facilitator and convener of local partners committed to the SELACO AJCC system. The One-Stop Manager will meet with the System Management Team (SMT) quarterly to review and discuss various elements of the One-Stop system, one of these being the infrastructure and other system cost. The practice of reviewing system cost will take effect to ensure fair and equitable contributions to the system.

Required Phase II MOU Component: Sharing Infrastructure Costs

Budget, Cost Allocation Methodology, Initial Proportionate Share

The Local Board and AJCC partners have chosen this option for developing the infrastructure cost budget:

 X Option 1: A separate budget for each comprehensive AJCC.

Option

2:
A
consolidated

system

-
wide

budget

for
the
network

of
comprehensive

AJCCs

Comprehensive AJCC(s) and Colocated Partners

Comprehensive AJCC #1

Name/Address of the Comprehensive AJCC:

Cerritos AJCC

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

Partners Colocated at This AJCC:

Title I Adult, Dislocated Worker and Youth

Title III Wagner-Peyser

Title IV Vocational Rehabilitation

Comprehensive AJCC #2

Name/Address of the Comprehensive AJCC:

Firestone AJCC

**12440 E. Firestone Blvd., Suite 100
Norwalk, CA 90650**

Partners Colocated at This AJCC:

Title I Adult, Dislocated Worker and Youth

AJCC Infrastructure Budget
 Each Comprehensive AJCC (Name of AJCC: Cerritos)

Cost Category/Line Item	Line Item Cost Detail	Cost
Rent		
Rental of Facilities (1)	6,848 sf @ \$1.89/sf = \$12,943/month	\$155,313/year
Rental Costs Subtotal:		<i>\$155,313/year</i>
Utilities and Maintenance		
Electric	Included in the rent	\$0
Gas	Included in the rent	\$0
Water	Included in the rent	\$0
Sewer Connections	Included in the rent	\$0
High-Speed Internet (2)	(94/149) x \$195 = \$123/month	\$1,476/year
Telephones (Landlines) (3)	(28/63) x \$2,232 = \$992/month	\$11,904/year
Facility Maintenance Contract	Included in the rent	\$0
Utilities and Maintenance Costs Subtotal:		\$13,380
Equipment		
Assessment-related products	Using CalJOBS	\$0
Assistive technology for individuals with disabilities (Access and Accommodation)		\$0
Copiers		\$0
Fax Machines		\$0
Computers		\$0

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Other tangible equipment used to serve all center customers (not specific to an individual program partner) Specify Other Tangible Equipment		\$0
Equipment Costs Subtotal:		\$0
Technology to Facilitate Access to the AJCC		
Technology used for the center's planning and outreach activities Specify the Technology		\$0
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services Website Address: _____ (Does not include data systems or case management systems specific to individual program partners.)		\$0
Technology to Facilitate Access Costs Subtotal:		\$0

Common Identifier Costs (Local Option, If Agreed To By All Colocated Partners)		
Creating New AJCC Signage		\$0
Updating Templates and Materials		
Updating Electronic Resources		
Common Identifier Subtotal:		\$0

SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS	
Cost Category	Total Cost
Subtotal: Rental Costs	\$155,313
Subtotal: Utilities and Maintenance Costs	\$13,380
Subtotal: Equipment Costs	\$0
Subtotal: Technology to Facilitate Access Costs	\$0
Subtotal: Common Identifier Costs	\$0
TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC:	\$168,693

AJCC Infrastructure Budget
 X Each Comprehensive AJCC (Name of AJCC: Firestone)

Cost Category/Line Item	Line Item Cost Detail	Cost
Rent		
Rental of Facilities (1)	\$8,227/month for 4850 sf	\$98,724/year
Rental Costs Subtotal:		<i>\$98,724/year</i>
Utilities and Maintenance		
Electric	Included in the rent	\$0
Gas	Included in the rent	\$0
Water	Included in the rent	\$0
Sewer Connections	Included in the rent	\$0
High-Speed Internet (2)	\$145/month	\$1,740/year
Telephones (Landlines) (3)	(12/63) x \$2,232 = \$425/month	\$5,100/year
Facility Maintenance Contract	Included in the rent	\$0
Utilities and Maintenance Costs Subtotal:		\$6,840/year
Equipment		
Assessment-related products	Using CalJOBS	\$0
Assistive technology for individuals with disabilities (Access and Accommodation)		\$0
Copiers		\$0
Fax Machines		\$0
Computers		\$0

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Other tangible equipment used to serve all center customers (not specific to an individual program partner) Specify Other Tangible Equipment		\$0
Equipment Costs Subtotal:		\$0
Technology to Facilitate Access to the AJCC		
Technology used for the center's planning and outreach activities Specify the Technology		\$0
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services Website Address: _____ (Does not include data systems or case management systems specific to individual program partners.)		\$0
Technology to Facilitate Access Costs Subtotal:		\$0

Common Identifier Costs (Local Option, If Agreed To By All Colocated Partners)		
Creating New AJCC Signage (4)		\$0
Updating Templates and Materials		
Updating Electronic Resources		
Common Identifier Subtotal:		\$0

SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS	
Cost Category	Total Cost
Subtotal: Rental Costs	\$98,724
Subtotal: Utilities and Maintenance Costs	\$6,840
Subtotal: Equipment Costs	\$0
Subtotal: Technology to Facilitate Access Costs	\$0
Subtotal: Common Identifier Costs	\$0
TOTAL INFRASTRUCTURE COSTS FOR FIRESTONE AJCC:	\$105,564

Infrastructure Cost Allocation Methodology

Rent:

Dedicated space occupy by each partner program' occupancy: actual cost.

Common space: the proportion of each partner program's actual occupancy relative to total common space.

Telephones & Internet:

The proportion of total devices used by each partner program relative to the total devices in AJCC.

Third-Party In-Kind Infrastructure Contributions to Support the AJCC As Whole				
Cost Categories	Total Cost	Contributor/s	Value	Balance to Allocate
Rent	\$254,037	None	\$0	\$254,037
Utilities/Maintenance	\$20,220	None	\$0	\$20,220
Equipment	\$0	None	\$0	\$0
Access Technology	\$0	None	\$0	\$0
Common Identifier	\$0	None	\$0	\$0
Total Infrastructure Balance to Be Allocated to Colocated Partners:				\$274,257

Initial Allocation of Proportionate Share of Infrastructure Costs for Colocated Partners					
Colocated Partner/s	Shared Infrastructure Costs	Application of Methodology	Allocated Initial Share	Amount: Cash	Amount: In-Kind
Partner 1: SELACO WDB Adult, Dislocated Worker and Youth	\$260,827	Square footage & devices	\$260,827	\$260,827	\$0
Partner 2: EDD Wagner- Peyser	\$11,000	Square footage & devices	\$11,000	\$11,000	\$0
Partner 3: Vocational Rehabilitation	\$2,430	Square footage & devices	\$2,430	\$2,430	\$0

Signature Page: Colocated Partners Sharing AJCC Infrastructure Costs

The CEO, the Local Board Chairperson, and all colocated AJCC partners included in the sharing of infrastructure costs must sign.

By signing below, all parties agree to the terms prescribed in the IFA.

***Southeast Los Angeles County Workforce
Development Board (SELACO WDB)***

Employment Development Department (EDD)

Jeff Wood, SELACO WDB Policy Board Chair
Printed Name and Title

Olin King, Deputy Division Chief
Printed Name and Title

Signature and Date

Signature and Date

Allison Castellanos, SELACO WDB Chair
Printed Name and Title

Signature and Date

Signature Page: Partners Sharing Infrastructure Costs When Proportionate Share Data Are Available

By signing below, the parties agree that when data are available to determine the agreed upon AJCC benefit to non-located partners, the infrastructure cost sharing agreement will be renegotiated to include their proportionate share of contributions; whether it will be provided through cash, non-cash (in-kind), and/or third party in-kind contributions.

***Southeast Los Angeles County Workforce
Development Board (SELACO WDB)***

PARTNER AGENCY

Name Signature Date

Name Signature Date

SELACO WDB Policy Board of Elected Officials

Name Signature Date

Required Phase II MOU Component: Sharing Other One-Stop System Costs

The One-Stop System Partners Included in the Sharing of Other One-Stop Delivery System Costs

Title I Adult, Dislocated Worker,
and Youth

Title V Older Americans Act

Trade Adjustment Assistance Act

Title II Adult Education and
Literacy

Job Corps

Community Services Block Grant

Native American Programs

Housing and Urban Development

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Title IV Vocational Rehabilitation

Veterans

Second Chance

Education

TANF/CalWORKS

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Summary of Career Services Applicable to Each One-Stop Delivery System Partner (Phase I MOU)							
Basic Career Services	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF
T-I Program Eligibility	✓	✓	✓				
Outreach, Intake, Orient	✓	✓		✓	✓	✓	
Initial Assessment	✓	✓		✓	✓	✓	
Labor Exch/Job Search	✓	✓			✓		
Referrals to Partners	✓	✓			✓		
LMI	✓	✓			✓		
Performance/Cost Info	✓	✓			✓		
Support Service Info	✓	✓			✓		
UI Info/Assistance	✓	✓			✓		
Financial Aid Info	✓	✓			✓		
Individual Career Services	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF
Comp Assessment	✓	✓			✓		
IEP	✓	✓					
Career Plan/Counsel	✓	✓					
Short-Term Prevoc.	✓	✓					
Internships/Work Experience	✓	✓					✓
Out-of-Area Job Search	✓	✓					
Financial Literacy	✓	✓					
IET/ELA	✓	✓					
Workforce Preparation	✓	✓					

Applicable Career Services	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF
Basic Career Services: T-I Eligibility/Initial Assess Outreach, Intake, Orient Labor Exchange/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$ 150,156	\$ 37,405	\$ 201,056	\$ 779,660	\$ 229,873	\$	\$

Applicable Career Services	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF
Individual Career Services: Comp Assessment/IEP Career Plan/Counsel Short-Term Pre-vocational Internship/Work Experience Financial Literacy IET/ELA/WF Prep	\$ 244,314	\$ 107,797	\$ 0	\$ 778,020	\$ 23,017	\$	\$ 96,450
Consolidated budget total of career services delivered through the One-Stop system: \$							

Signature Page: AJCC Partners Sharing Other One-Stop System Costs

All partners who signed the Phase I MOU must sign the Phase II MOU.

By signing below, all parties agree to the terms prescribed in the sharing of other One-Stop system costs.

(CEO)

(AJCC Partner Entity)

Printed Name and Title

Printed Name and Title

Signature and Date

Signature and Date

(Local Board Chairperson)

(AJCC Partner Entity)

Printed Name and Title

Printed Name and Title

Signature and Date

Signature and Date

(AJCC Partner Entity)

(AJCC Partner Entity)

Printed Name and Title

Printed Name and Title

Signature and Date

Signature and Date

ATTACHMENTS



SELACO Workforce Development Board
Phase II – MOU Planning Meeting
Wednesday, January 11, 2017
10:00 a.m. – 1:00 p.m.

- | | | |
|-------|---|----------------|
| I. | Welcome and Introduction | Yolanda Castro |
| | a. Overview of the SELACO WDB AJCC System of Service | |
| | b. Key objectives for moving the MOU process forward | |
| II. | Phase II – MOU Component – Requirements | |
| | a. Process and Development | Sandra Michel |
| | • Time Period | |
| | • Identification of AJCC Partners | |
| | • Process followed for Phase I and what to anticipate for Phase II | |
| | • Securing Assurance from non-located partners | |
| | b. SMT key functions | Yolanda Castro |
| | • Process for resolving issues – Open Dialogue | |
| | • Periodic modification and Review | |
| III. | Phase II - MOU Component: Sharing Infrastructure Costs | |
| | a. Budget, Cost Allocation Methodology, Initial Proportionate Share | Richard Jewick |
| | b. Proposed Infrastructure Budget | Tam Dang |
| IV. | Required document | |
| | a. Collocated partners | Sandra Michel |
| | b. Defining the Methodology behind shared cost | Tam Dang |
| V. | Required document for Non-Collocated partners | Sandra Michel |
| VI. | Sharing OTHER One-Stop System Cost | |
| | a. Definitions and examples | Richard Jewick |
| | b. Review of MOU Phase I Attachment B | Sandra Michel |
| | c. Creating a Methodology for each appropriate service | Tam Dang |
| VII. | Working Lunch and Individual Partner Discussion | |
| VIII. | Next Steps and Closing Comments | Yolanda Castro |

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. TDD/TTY (562) 860-7657

SELACO WDB
Phase II - MOU Planning Meeting
 Wednesday, January 11, 2017
 10:00 a.m. - 1:00 p.m.

Name	Agency/Organization	Email Address	Signature
Castro, Yolanda	SELACO WDB	yolandac@selaco.com	
Chuayiuo, Maria	Employment Development Department	Maria.Chuayiuo@edd.ca.gov	
Clements, Marjean	SELACO WDB	marjeanc@selaco.com	
Cornejo, Dahlia	CalWORKs and GAIN Division, DPSS	dahliacornejo@dpss.lacounty.gov	
Critchley, Jeff	Employment Development Department	Jeff.Critchley@edd.ca.gov	
Dang, Tam	SELACO WDB	tamd@selaco.com	
Dixon, Patrick	Bellflower Unified School District, PAACE	pdixon@busd.k12.ca.us	
Gamboa, Maritza	Employment Development Department	Maritza.Gamboa@edd.ca.gov	
Guo, PaoLing	ABC Unified School District, PAACE	paoling.guo@abcusd.us	
Jewik, Richard	SELACO WDB	richardj@selaco.com	
King, Olin	SELACO WDB Member, EDD	Olin.King@edd.ca.gov	
Ladao, Janie	Employment Development Department	Janie.Ladao@edd.ca.gov	
Leon, Anna	SELACO WDB	aleon@selaco.com	
Maitthonis, Kristin	Norwalk Housing Authority	kmaithonis@norwalkca.gov	
Michel, Sandra	SELACO WDB	sandram@selaco.com	
Rochin, Blanca	Downey Adult School, PAACE	brochin@das.edu	
Saenz, Ericka	Employment Development Department	Ericka.Saenz@edd.ca.gov	

SELACO WDB
Phase II - MOU Planning Meeting
 Wednesday, January 11, 2017
 10:00 a.m. - 1:00 p.m.

Name	Agency/Organization	Email Address	Signature
Scoles, William	Department of Rehabilitation	William.Scoles@dor.ca.gov	
Todd, Sharon	SELACO WDB Member, Norwalk-La Mirada USD	STodd@nlmusd.k12.ca.us	
Vasquez, Graciela	Cerritos College, PAACE	gvasquez@Cerritos.edu	
Williams, Candy	SELACO WDB Member, Department of Rehab	Candy.Williams@dor.ca.gov	
Torrice, Sergio	DPSS - CalWORKs and GAIN	SergioTorrice@dpss.lacounty.gov	
Mills, Debora	DPSS - CW+GAIN Division	Debora.Mills@dpss.lacounty.gov	
KROBASHYAN, MARGARET	DPSS - FMD	margaret.krobashyan@dpss.lacounty.gov	
Macias, Perla	DPSS - FMD	perlamacias@dpss.lacounty.gov	

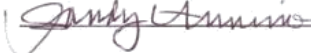

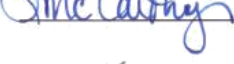



SELACO Workforce Development Board
 MOU Planning Meeting
 Wednesday, February 1, 2017
 2:30 – 5:00 p.m.

- | | |
|--|-------------------------------------|
| I. Welcome and Introduction | Yolanda Castro |
| II. Phase I and II MOU – Understanding the State Requirements <ul style="list-style-type: none"> a. Process and Development <ul style="list-style-type: none"> • Time Period • Identification of AJCC Partners • What’s Needed for Phase I <ul style="list-style-type: none"> ○ Bricks ○ Clicks ○ Connect b. Overview of the SELACO WDB AJCC System of Service c. Key objectives for moving the MOU process forward <ul style="list-style-type: none"> • Defining Collocated versus Non-Collocated • CalJOBS Tour – Supporting the System via Technology | Sandra Michel and
Yolanda Castro |
| III. Phase I MOU Template | Sandra Michel |
| IV. Phase II - MOU Component: Sharing Infrastructure Costs <ul style="list-style-type: none"> a. Budget, Cost Allocation Methodology, Initial Proportionate Share b. Proposed Infrastructure Budget | Tam Dang |
| V. Required Documents <ul style="list-style-type: none"> a. Collocated Partners b. Non-Collocated Partners | Sandra Michel |
| VI. Sharing OTHER One-Stop System Cost | Tam Dang |
| VII. Individual Partner Discussion with MOU Coach | |
| VIII. Next Steps and Closing Comments | Yolanda Castro |

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 Please call (562) 402-9336 to request accommodations. TDD/TTY (562) 860-7657

SELACO WDB
MOU Planning Meeting
 Wednesday, February 1, 2017
 2:30 - 5:00 p.m.

Name	Agency/Organization	Email Address	Signature
Annino, Sandy	Long Beach Job Corps Center	annino.sandy.m@jobcorps.org	
Degadillo, Julie	Clothes the Deal	Julie@clothesthedeal.org	
Espetia, Ben	Goodwill	BEspitia@goodwillsolac.org	
Maithonis, Kristin	Norwalk Housing Authority	kmaithonis@norwalkca.gov	
McCarthy, Janet	Goodwill		
Pelayo, Irene	LA County	ipelayo@css.lacounty.gov	
Ponce, Sayaka	Field of Dreams Learning	sponce@youthbuildcharter.org	
Ruiz, Stephanie	Norwalk Housing Authority	sruiz@norwalkca.gov	

Partner Agency	SELACO Coach	Email	Direct Line
EDD	Yolanda Castro Tam Dang	yolandac@selaco.com tamd@selaco.com	(562) 484-5045 (562) 484-5051
Department of Rehab	Marjean Clements Richard Jewik	marjeanc@selaco.com richardj@selaco.com	(562) 484-5040 (562) 484-5059
Adult Education	Sandra Michel Anna Leon	sandram@selaco.com aleon@selaco.com	(562) 484-5046 (562) 484-5003
TANF	Yolanda Castro Sandra Michel	yolandac@selaco.com sandram@selaco.com	(562) 484-5045 (562) 484-5046
Second Chance	Marjean Clements	marjeanc@selaco.com	(562) 484-5040
LA Community Services Block Grant	Sandra Michel	sandram@selaco.com	(562) 484-5046
Housing Authority	Marjean Clements	marjeanc@selaco.com	(562) 484-5040
Job Corps	Anna Leon	aleon@selaco.com	(562) 484-5003
Youth Build	Anna Leon	aleon@selaco.com	(562) 484-5003

Will attach introduction email sent to partner.


Will insert MOU Log



MEMORANDUM

DATE: August 9, 2017

TO: SELACO Policy Board

FROM: Yolanda Castro, Executive Director 

RE: Approve MOU Phase I Amendment and Phase II with Department of Social Services-Temporary Assistance for Needy Families (DPSS-TANF)

Per directive WSD 15-12, the SELACO WDB has negotiated MOU's in two phases.

Phase I: Service Coordination

For Phase I, Local Boards were expected to work with all of the required partners in their Local Area to develop an agreement regarding the operations of the local One-Stop system as it relates to shared services and customers.

Phase II: Shared Resources and Costs

For Phase II, Local Boards are expected to build upon the agreements established in Phase I and determine how to best support their established service delivery model through the sharing of resources and costs.

Negotiation efforts for Phase I resulted in an executed MOU with DPSS TANF. Upon completion of Phase I, SELACO WDB and DPSS -TANF engaged in Phase II negotiations. During the negotiation process of Phase II, needed changes to Phase I were identified by DPSS-TANF. Attached for review and approval is the Amended MOU Phase I with DPSS-TANF. In accordance with State directive, the SELACO WDB-DPSS-TANF MOU was created in a joint effort by SELACO WDB and DPSS -TANF, with a focus on two of the three major components: Shared customers and Shared Services.

Negotiation efforts for Phase II have resulted in an executed Phase II MOU with DPSS-TANF. Attached for review and approval is the Phase II MOU with DPSS-TANF. In accordance with State directive, the DPSS-TANF Phase II MOU was created in a joint effort by SELACO WDB and DPSS-TANF.

Action:

- Review, approve and sign the amended MOU between the DPSS-TANF and the SELACO WDB for Phase I.
- Review, approve and sign the MOU between the DPSS-TANF and the SELACO WDB for Phase II.

**Workforce Innovation and Opportunity Act
One-Stop Delivery System Memorandum of Understanding
between
Southeast Los Angeles County Workforce Development Board
And
Los Angeles County Department of Public Services –
Temporary Assistance for Needy Families**

1. Purpose

Pursuant to the federal Workforce Innovation and Opportunity Act (PL 113-128), this Memorandum of Understanding (MOU) is entered into between the Workforce Development Corporation of Southeast Los Angeles County, Inc. (dba Southeast Los Angeles County Workforce Development Board) and the Los Angeles County Department of Public Social Services-Temporary Assistance for Needy Families (TANF) the state's principal source of income for families in need by providing a combination of financial assistance and work opportunities leading to self-sufficiency. .

WIOA requires that an MOU be developed and executed between the Local Board and the America's Job Center of CaliforniaSM (AJCC) partners to establish an agreement concerning the operations of the AJCC delivery system. The purpose of the MOU is to establish a cooperative working relationship between the parties and to define their respective roles and responsibilities in achieving policy and program objectives. The MOU also serves to establish the framework for providing services to businesses, employed individuals, job seekers and others needing workforce services.

2. California's Vision for the One-Stop System

California's one-stop delivery system, represented by the AJCCs, is locally-driven. It develops partnerships and provides programs and services to achieve three main policy objectives established by the California Workforce Development Strategic Plan, including the following:

- Foster demand-driven skills attainment
- Enable upward mobility for all Californians
- Align, coordinate and integrate programs and services

These objectives will be accomplished by ensuring access to high-quality AJCCs that provide the full range of services available in the community for all customers, who are:

- Looking to find a job;
- Building basic educational or occupational skills;
- Earning a postsecondary certificate or degree;
- Obtaining guidance on how to make career choices; or
- Seeking to identify and hire skilled workers.

3. Local/Regional Vision Statement, Mission Statement, Principles and Goals

Congress and the U.S. Department of Labor (DOL) envision three hallmarks of excellence, for the nation's workforce development delivery system under WIOA:

- The needs of businesses and workers drive workforce solutions and local boards are accountable to communities in which they are located;
- One-stop centers (the AJCCs) provide excellent customer service to jobseekers and employers and focus on continuous improvement; and
- The workforce system supports strong regional economies and plays an active role in community and workforce development.

To support these objectives, the SELACO WDB has established a service delivery system in cooperation with organizations operating WIOA-mandated AJCC partner programs, along with a wide range of other community stakeholders. The system is guided by the following vision, mission, principles and goals:

Vision: SELACO WDB's vision for meeting workforce development challenges within Southeast Los Angeles County is one centered on collaboration to address a wide range of stakeholders' interests, including those of business, labor, education, social services, philanthropy and community organizations. Bringing this vision to fruition requires that stakeholders work together to address the skills development and training needs of priority sectors, while at the same time ensuring that workers have access to career pathway services and training to meet those needs.

Mission: SELACO WDB's mission is two-fold. Our AJCC system supports the needs of job seekers for career services and training, while providing services to promote the success of local businesses.

Principles: Our local AJCCs strive to meet the WIOA vision for an effective one-stop system, which is one that is designed to increase access to and opportunities for the employment, education, training, and support services that individuals need to succeed in the labor market, particularly those with barriers to employment. It aligns workforce development, education, and economic development programs with regional economic development strategies to meet the needs of local and regional employers, and provides a comprehensive, accessible and high-quality workforce development system. SELACO WDB's AJCC partners are committed to developing and maintaining a one-stop system that is:

Quality-Focused: Supporting the content and approaches used to deliver all services the system has to offer is a commitment to ensuring that each service adds value to the achievement of goals and objectives by job seekers and businesses using the AJCCs.

Business-Driven : Local companies' talent and skill needs dictate the content, scope, and intensity of services the SELACO WDB's one-stop system offers. The system is driven to respond to the needs of business by sourcing, training and delivering qualified candidates.

Customer-Centered: Leveraging a wide range of strategies within an integrated service delivery environment, the local AJCCs are intensively focused on evaluating and responding to the needs, preferences, desires and circumstances of all customers using

the system.

Meets the Unique Needs of the Regional Economy: The SELACO WDB represents a unique sub-region of Los Angeles County – one that sits at the cross roads of various transportation corridors and on the border of California’s two largest counties; Los Angeles County and Orange County. Some of the State’s fastest growing and most dynamic industries are inside or within a reasonable commuting distance of SELACO WDB’s borders. The AJCCs are actively involved in working with businesses in priority sectors to ensure the system remains responsive to their needs.

System Goals: Broadly, the goals of the Board reflect those espoused by DOL, which commit the one-stop system to:

- Provide job seekers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages;
- Provide access and opportunities to all job seekers, including individuals with barriers to employment, such as individuals with disabilities, to prepare for, obtain, retain, and advance in high-quality jobs and high-demand careers;
- Enable businesses and employers to easily identify and hire skilled workers and access other supports, including education and training for their current workforce;
- Participate in rigorous evaluations that support continuous improvement of one-stop centers by identifying which strategies work better for different populations; and
- Ensure that high-quality integrated data inform decisions made by policy makers, employers, and job seekers.

Specific goals supporting one-stop system effectiveness that are part of SELACO WDB’s current Local Area Strategic Plan include the following:

- Successfully implement national models to build strong career pathway programs.
- Use the Sector Partnerships as the vehicle for the identification of career pathways and the development, re-tooling and alignment of courses/curricula to meet business needs.
- Working with partners, increase the numbers of workers who are able to access and take advantage of skills training geared to employment in priority sectors and other promising industries.
- Explore alternative basic education models to reduce the time spent in this activity by some learners.
- Refine existing approaches to rapid response and business services so that they are fully transformed into proactive business retention and layoff aversion programs.
- 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 the one-stop and WIA Youth Program delivery systems.

Support from TANF and all other AJCC partners is critical to the system’s ability to achieve these goals.

4. Parties

The parties to this MOU are:

Southeast Los Angeles County Workforce Development Board
10900 East 183rd Street, Suite 392, Cerritos, CA 90703 (562) 402-9336

***Los Angeles County Department of Public Services –
Temporary Assistance for Needy Families***
12860 Crossway Parkway South, City of Industry, CA 91746

5. One-Stop System and Services

The one-stop system overseen by the SELACO WDB includes the following full service AJCCs:

Cerritos AJCC
10900 East 183rd St, Suite 350 Cerritos, CA 90703

Norwalk AJCC
12715 Pioneer Ave. Norwalk, CA 90650

Attachment A to this MOU provides a summary of the basic career services, individualized career services, follow-up services, training services and businesses services provided by the system.

Attachment B summarizes the specific shared services provided by TANF in partnership with the SELACO WDB and the full range of AJCC partners.

6. Responsibility of AJCC Partners

To promote the development and sustainability of a quality -focused system capable of meeting the full range of needs of its customers, TANF agrees to participate with SELACO WDB and other partners in joint planning, plan development, and system improvement activities to accomplish the following:

- Continuous partnership building.
- Continuous planning in response to state and federal requirements.
- Responsiveness to local and economic conditions, including employer needs.
- Identify and coordinate allowable collection, reporting and sharing of performance data.

In addition, TANF agrees to:

- Identify and coordinate applicable service(s) available to customers through the one-stop delivery system.

- Participate in the operation of the one-stop system, consistent with the terms of the MOU and requirements of authorized laws.
- Participate in applicable capacity building and staff development activities in order to ensure that all partners and staff are adequately cross-trained.

7. Funding of Services and Operating Costs

The AJCC partner to this MOU agrees to explore a fair and equitable cost sharing formula prior to the June 30, 2017 deadline, which will constitute Attachment C to this MOU. In accordance with this formula, TANF and all relevant parties to this MOU will agree to share in the operating costs of the AJCC system, not excluding in-kind contributions. The cost of services, operating costs, and infrastructure costs of the system will be funded by all AJCC partners through a separately negotiated cost sharing agreement based on an agreed upon formula or plan.

TANF will ensure that the shared costs are supported by accurate data in accordance with local district and governing board policies, the shared costs are consistently applied over time, and the methodology used in determining the shared costs are reflected in a separate Cost Sharing Agreement that will be attached to this MOU.

8. Methods for Referring Customers

All AJCC system partners agree to support and mutually implement processes for the referral of customers to services not provided on-site.

TANF and system partners are committed to ensuring that intake and referral processes are customer-centered and provided by staff trained in effective customer service techniques. Partners will ensure that general information regarding AJCC programs, services, activities and resources are made available to all customers as appropriate. Customer referrals may be made through a variety of approaches, including verbally, via electronic email, and by way of traditional correspondence. Through cross training of AJCC staff and/or use of real-time technology, TANF agrees to provide other AJCC partner staff access to meaningful information on services needed by customers, as allowable under federal and state laws.

Attachment B provides a summary of how TANF will support shared service delivery, including referrals of customers.

9. Access for Individuals with Barriers to Employment

Along with other partners, TANF agrees to ensure access for individuals with barriers to employment. Under WIOA, the term “individual with a barrier to employment” means a member of 1 or more of the following populations –

- A. Displaced homemakers
- B. Low-income individuals
- C. Indians, Alaska Natives, and Native Hawaiians
- D. Individuals with disabilities, including youth who are individuals with disabilities
- E. Older individuals

- F. Ex-offenders
- G. Homeless individuals or homeless children and youths
- H. Youth who are in or have aged out of the foster care system
- I. Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers
- J. Eligible migrant and seasonal farm workers
- K. Individuals within 2 years of exhausting lifetime eligibility (for TANF)
- L. Single parents (including single pregnant women)
- M. Long-term unemployed individuals
- N. Such other groups as the Governor involved determines to have barriers to employment

As part of the AJCC system, TANF recognizes the system's commitment to offer priority for services to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient when providing individualized career services and training services with WIOA adult funds. Furthermore, TANF will ensure its policies, procedures, programs, and services are in compliance with the *Americans with Disabilities Act of 1990* and its amendments, in order to provide equal access to all customers with disabilities.

10. Shared Technology and System Security

WIOA emphasizes technology as a critical tool for making all aspects of information exchange possible, including, but not limited to, client tracking, common case management, reporting, and data collection.

To support the use of technology, TANF agrees to:

- Comply with the applicable provisions of WIOA, Welfare and Institutions Code, California Education Code, Rehabilitation Act, and any other appropriate statutes or requirements.
- Adhere to the principles of common reporting and, as permissible, shared information through electronic mechanisms, including shared technology.
- Commit to share information to the greatest extent allowable under its governing legislation and confidentiality requirements.
- Maintain all records of the AJCC customers or partners (e.g. applications, eligibility and referral records, or any other individual records related to services provided under this MOU) in the strictest confidence, and use them solely for purposes directly related to such services.
- Develop technological enhancements in partnership with SELACO WDB that allow interfaces of common information needs, as allowable and appropriate.
- Acknowledge that system security provisions shall be agreed upon by all partners.

11. Confidentiality

TANF agrees to comply with the provisions of WIOA as well as the applicable sections of the Welfare and Institutions Code, the California Education Code, the Rehabilitation Act, and any other appropriate statute, or requirement to assure the following:

- All applications and individual records related to services provided under this MOU, including eligibility for services and enrollment and referral, shall be confidential and shall not be open to examination for any purpose not directly connected with the delivery of such services.
- No person will publish, disclose, use, or permit, cause to be published, disclosed or used, any confidential information pertaining to AJCC applicants, participants, or customers overall unless a specific release is voluntarily signed by the participant or customer.
- The AJCC partner agrees to abide by the current confidentiality provisions of the respective statutes to which AJCC operators and other AJCC partners must adhere, and shall share information necessary for the administration of the program, as allowed under law and regulation. The AJCC partner, therefore, agrees to share, as permissible, client information necessary for the provision of services such as assessment, universal intake, program or training referral, job development or placement activities, and other services as needed for employment or program support purposes.
- Client information shall be shared solely for the purpose of enrollment, referral or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

12. Non-Discrimination and Equal Opportunity

TANF shall not unlawfully discriminate, harass or allow harassment against any employee, applicant for employment or AJCC applicant due to gender, race, color, ancestry, religion, national origin, veteran status, physical disability, mental disability, medical condition(s), age, sexual orientation or marital status. The AJCC partner agrees to comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12990) and related, applicable regulations.

The AJCC partner will assure compliance with the Americans with Disabilities Act of 1990 and its amendments, which prohibits discrimination on the basis of disability, as well as other applicable regulations and guidelines issued pursuant to the Americans with Disabilities Act.

13. Grievances and Complaints Procedure

TANF agrees to establish and maintain procedures for grievance and complaints as outlined in WIOA and other federal and state laws to which it is subject. The process for handling grievances and complaints is applicable to customers and partners. These procedures will allow customers or entities filing the complaint to exhaust every administrative level in receiving a fair and complete hearing and resolution of their grievance. TANF further agrees to communicate openly and directly to resolve any problems or disputes related to the provision of services in a cooperative manner and at the lowest level of intervention possible.

14. American's with Disabilities Act and Amendments Compliance

TANF agrees to ensure that its policies and procedures, as well as the programs and services provided at the AJCC, are in compliance with the Americans with Disabilities Act and its amendments. Additionally, TANF agrees to fully comply with the provisions of WIOA, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, 29 CFR Part 37 and all other regulations implementing the aforementioned laws.

15. Effective Dates and Term of MOU

This MOU shall be binding upon each party hereto upon execution by such party. The term of this MOU shall be three years, commencing on the date of execution by all parties. The MOU will be reviewed every three years or more frequently to identify any substantial changes that have occurred.

16. Modifications and Revisions

This MOU constitutes the entire agreement between the parties and no oral understanding not incorporated herein shall be binding on any of the parties hereto. This MOU may be modified, altered, or revised, as necessary, by mutual consent of the parties, by the issuance of a written amendment, signed and dated by the parties.

17. Termination

The parties understand that implementation of the AJCC system is dependent on the good faith effort of every partner to work together to improve services to the community. The parties also agree that this is a project where different ways of working together and providing services are being tested and evaluated. In the event that it becomes necessary for one or more parties to cease being a part of this MOU, said entity shall notify the other parties, in writing, 30 days in advance of that intention.

18. Administrative and Operations Management Sections

To support the effective administration and operation of the AJCC system, the parties agree to the following:

License for Use

During the term of this MOU, all parties shall have a license to use all space of the AJCCs for the sole purpose of conducting acceptable AJCC services as outlined herein.

Supervision/Day to Day Operations

The day-to-day supervision of staff assigned to the AJCCs will be the responsibility of the site supervisor(s). The employer of staff assigned to the AJCCs will continue to set the priorities of its staff. Any change in work assignments or any problems at the worksite will be handled by the site supervisor(s) and the management of the staff's employer.

The office hours for the staff at the AJCCs will be established by the site supervisor(s)

and the staff's employer. All staff members assigned to the AJCC will comply with the holiday schedule of their employer and will provide a copy of their holiday schedule to the operator and host agency at the beginning of each fiscal year.

Disciplinary actions may result in removal of co-located staff from the AJCCs and each party will take appropriate action.

Each party shall be solely liable and responsible for providing to, or on behalf of, its employee(s), all legally-required employee benefits. In addition, each party shall be solely responsible for and hold all other parties harmless from all matters relating to payment of each party's employee(s), including compliance with social security withholding, workers' compensation, and all other regulations governing such matters.

Dispute Resolution

The parties agree to attempt to resolve policy or practice disputes at the lowest level possible, starting with the site supervisor(s) and staff. If issues cannot be resolved at this level, they shall be referred to the management of the staff's employer and the operator for discussion and resolution.

Press Releases and Communications

All parties shall be included when communicating with the press, television, radio or any other form of media regarding its duties or performance under this MOU. Participation of each party in press/media presentations will be determined by each party's public relations policies. Unless otherwise directed by the other parties, in all communications, each party shall make specific reference to all other parties.

The parties agree to utilize the AJCC logo developed by the State of California and the Local Board on buildings and other items identified for AJCC usage. Such items include letterhead, envelopes, business cards, any written correspondence and fax transmittals.

Hold Harmless/Indemnification/Liability

In accordance with provisions of Section 895.4 of the California Government Code, each party hereby agrees to indemnify, defend and hold harmless all other parties identified in this MOU from and against any and all claims, demands, damages and costs arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. In addition, except for Departments of the State of California which cannot provide for indemnification of court costs and attorney's fees under the indemnification policy of the State of California, all other parties to this MOU agree to indemnify, defend and hold harmless each other from and against all court costs and attorney's fees arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. It is understood and agreed that all indemnity provided herein shall survive the termination of this MOU.

19. Attachments

The following attachments are included in this MOU:

Attachment A: One-Stop System Services

Attachment B: TANF – Shared System Services

Attachment C: Cost Sharing Agreement

Attachment D: One-Stop System Map

Attachment E: WIOA AJCC Required Regional Partners: Roles of Providers per WIOA

20. Authority and Signatures

The individuals signing below have the authority to commit the party they represent to the terms of this MOU and do so commit by signing:

Southeast Los Angeles County Workforce Development Board (SELACO WDB)

Name	Signature	Date

SELACO WDB Policy Board of Elected Officials

Name	Signature	Date

Los Angeles County Department of Public Social Services-Temporary Assistance for Needy Families

Sheryl L. Spiller		
Name	Signature	Date

Workforce Innovation and Opportunity Act One-Stop Delivery System Memorandum of Understanding

One-Stop System Services

WIOA establishes two levels of employment and training services for adults and dislocated workers: career services and training services. Following is general information on WIOA career, training and business services to guide the SELACO WDB AJCC system in the delivery of these services.

Career Services: Career services for adults and dislocated workers are available at both local AJCCs. U.S. DOL has identified three types of career services:

- Basic career services;
- Individualized career services; and
- Follow-up services

Basic Career Services: Basic career services must be made available and, at a minimum, must include the following services:

- Determinations of whether the individual is eligible to receive assistance from the adult, dislocated worker, or youth programs;
- Outreach, intake (including worker profiling), and orientation to information and other services available through the local workforce system;
- Initial assessment of skills levels, including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and support service needs;
- Labor exchange services, including:
 - job search and placement assistance, and, when needed by an individual, career counseling, including the provision of information on nontraditional employment and in-demand industry sectors and occupations; and
 - appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services not traditionally offered through the local workforce system;
- Provision of referrals to and coordination of activities with other programs and services, including programs and services within the local workforce system and, when appropriate, other workforce development programs;
- Provision of workforce and labor market employment statistics information, including information relating to local, regional, and national labor market areas;
- Provision of performance information and program cost information on eligible providers of training services by program and provider type;
- Provision of information, in usable and understandable formats and languages, about how the Board is performing on local performance accountability measures, as well as any additional performance information relating to the local workforce system;

- Provision of information, in usable and understandable formats and languages, relating to the availability of support services or assistance, and appropriate referrals to those services and assistance;
- Provision of information and assistance regarding filing claims for unemployment compensation, by which the Board must provide assistance to individuals seeking such assistance.
- Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.

Individualized Career Services: Individualized career services must be made available if determined to be appropriate in order for an individual to obtain or retain employment. These include the following services:

- Comprehensive and specialized assessments of the skills levels and service needs of adults and dislocated workers; Section 134(c)(2) and (c)(3) list the required local employment and training activities. To satisfy some of these requirements, the use of assessments is necessary. To avoid duplication of services, WIOA allows the use of previous assessments from another education or training program. The previous assessments must be determined to be appropriate by AJCC representatives and must have been completed within the previous six months
- Development of an individual employment plan to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals, including information regarding eligible training providers;
- Group counseling;
- Individual counseling;
- Career planning;
- Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training;
- Internships and work experience that are linked to careers;
- Workforce preparation activities;
- Financial literacy services as described in WIOA §129(b)(2)(D);
- Out-of-area job search and relocation assistance; and
- English language acquisition and integrated education and training programs.

Follow-up Services: These services must be made available, as appropriate (including counseling regarding the workplace) for participants in adult or dislocated worker activities that are placed in unsubsidized employment for a minimum of 12 months after the first day of employment.

Training Services: WIOA is designed to increase participant access to training services. Training services are provided to equip individuals to enter the workforce and retain employment. Examples of training services include:

- Occupational skills training, including training for nontraditional employment;
- On-the-job training (OJT), including registered apprenticeship;

- Incumbent worker training in accordance with WIOA §134(d)(4);
- Workplace training and cooperative education programs;
- Private sector training programs;
- Skills upgrading and retraining;
- Entrepreneurial training;
- Transitional jobs in accordance with WIOA §134(d)(5);
- Job readiness training provided in combination with other training described above;
- Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, in combination with training; and
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

WIOA clarifies that there is no sequence of service requirement in order to receive training. However, DOL has indicated that, at minimum, to be eligible for training, an individual must receive an interview, evaluation, or assessment and career planning or any other method through which the one-stop operator/partner can obtain enough information to make an eligibility determination for training services. Where appropriate, a recent interview, evaluation, or assessment may be used for the assessment purpose.

Business Services: SELACO WDB's AJCCs are part of a business-focused system. Examples of system services to serve business customers include:

- Customized screening and referral of qualified participants in training services to employers
- Customized employment-related services to employers, employer associations, or similar organizations on a fee-for-service basis that are in addition to labor exchange services available to employers under the Wagner-Peyser Act
- Work-based learning activities, including incumbent worker training, Registered Apprenticeship, transitional jobs, on-the-job training, and customized training.
- Activities to provide business services and strategies that meet the workforce investment needs of employers, as determined by the Board and consistent with the local plan.

**Workforce Innovation and Opportunity Act
One-Stop Delivery System Memorandum of Understanding**

**Los Angeles County Department of Public Social Services-Temporary Assistance
for Needy Families - Shared System Services**

The Los Angeles County Department of Public Social Services-Temporary Assistance for Needy Families administers cash aid benefits and provides employment-related services to needy families which assists in achieving self-sufficiency and independence.

SELACO WDB has adopted an Integrated Service Delivery (ISD) model that supports the objectives of the MOU. With the implementation of WIOA, Title II partners will generally support and/or deliver the activities listed in Attachment E, "AJCC Required Regional Partners: Roles of Providers of Career Services."

The following information summarizes TANF's role within the AJCC system:

- Sharing System Design and Access
- Sharing System Services
- Sharing Customers

Sharing System Design and Access

With regard to system design and access, SELACO WDB uses the following terms to characterize participation within the local AJCC system:

- "Bricks:" Achieved through co-location:
- "Clicks: Providing direct linkages through use of various technology applications; and
- "Connect:" Cross training partner program staff to increase system capacity.

TANF agrees to connect with SELACO WDB by cross-training partner program staff on DPSS's services and train staff on the usage of DPSS's current, electronic service enrollment system. In addition, DPSS will provide work-based learning opportunities through the continued execution of DPSS funded work-experience contracts, which provide funding for Transitional Subsidized Employment (TSE), and Youth Jobs Work-Experience Program. Partner Program staff will manage and deliver the service component of the work -experience programs. Both the SELACO WDB and DPSS, when appropriate, will recruit and make referrals to partner programs.

Sharing System Services

TANF's role in the coordinated delivery of AJCC services will include the following services and participation.

1. Outreach

To broaden community awareness and utilization of the one-stop career center system, the programs and services of other AJCC partners, SELACO WDB and the TANF program may, via available points of contacts provide service delivery to customers. SELACO WDB and TANF agree to explore opportunities to link electronically in an effort to provide full access to resources and job placement support. The goal is to support the development of a comprehensive system designed to assist job seekers and employers.

2. Intake

As a system partner, TANF acknowledges that CalJOBS is the state-recognized system for intake, registration and enrollment into AJCC services. SELACO WDB and TANF program agree to participate in capacity building and staff development activities in order to ensure that all partners and staff are adequately cross-trained.

3. Orientation

SELACO WDB and the TANF program agree to promote their respective agency's applicable career services, if any, as defined under WIOA. In addition, there is agreement to discuss the development of: information on primary points of access and points of contact at each site operated by the partners; and a training protocol/system that will educate partners about each other's orientation and enrollment processes.

4. Initial Assessment

SELACO WDB and the TANF program have agreed to share initial/basic assessment results (to the extent permissible without infringing upon client confidentiality) and to make the information available to other AJCC partners, considering co-enrollment of TANF participants, as needed and when allowable.

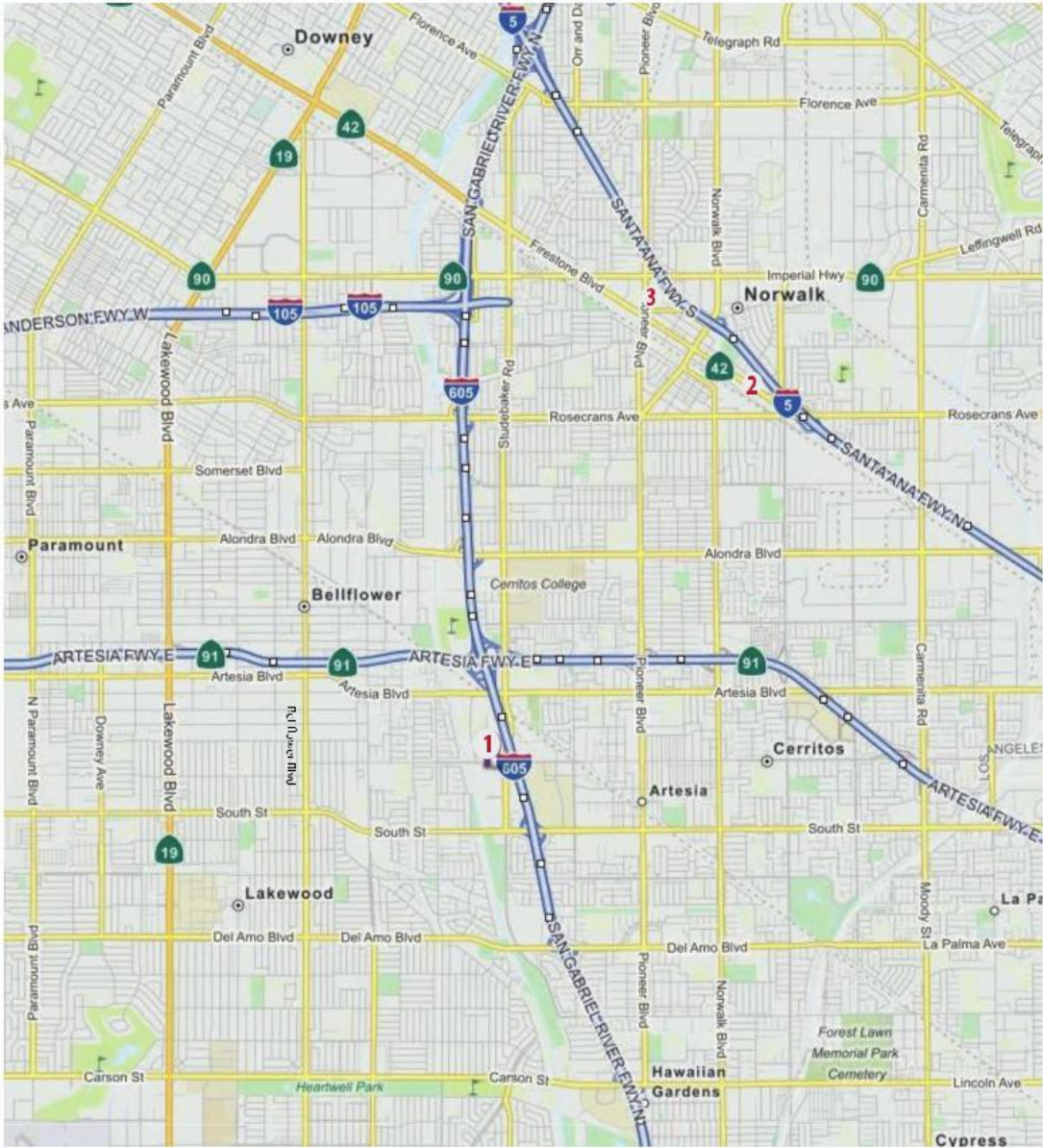
**Workforce Innovation and Opportunity Act
One-Stop Delivery System Memorandum of Understanding**

Cost Sharing Agreement

As indicated in section 7 of the MOU, TANF agrees to negotiate and implement a cost sharing formula/plan by December 31, 2017. TANF and all relevant parties to this MOU will agree to share in the operating costs of the AJCC system, not excluding in-kind contributions.

Workforce Innovation and Opportunity Act
One-Stop Delivery System Memorandum of Understanding

One-Stop System Map



SELACO WDB AJCC:

- 1. Cerritos Comprehensive AJCC – 10900 E. 183rd St., Cerritos CA 90703
- 2. Norwalk Affiliated, "Firestone AJCC" – 12440 Firestone Blvd., Suite 100, Norwalk, CA 90650 *
- 3. Norwalk EDD Affiliated AJCC - 12715 S. Pioneer Blvd., Norwalk, CA 90650 *

*The two centers in Norwalk are temporarily split, but by July 1, 2018 will be combined into one building that is currently under construction.

**Workforce Innovation and Opportunity Act
One-Stop Delivery System Memorandum of Understanding**

**AJCC Required Regional Partners:
Roles of Providers Workforce of Development Career Services Board System
AJCC Required Regional Partners: Roles of Providers of Career Services**

	WIOA Title I Adult	WIOA Title I Dislocated Worker	WIOA Title I Youth	WIOA Title II Adult Ed.	WIOA Title III Wagner-Peyser Act	Title I of Rehab. Act	Carl D. Perkins	Title V Older Americans	L.A. Job Corps	Native American Programs	Veterans JVSG	Trade Adjustment Assistance Act	Community Services Block Grant	Housing and Urban Dev.	Unemploy. Comp.	Migrant Seasonal Farmworkers	Youth Build	Second Chance	TANF
Assess Skills and Needs; Eligibility; Intake; Orientation	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X
Assist with Tuition/Fees	X	X	X										X	X			X		
Develop Curriculum/Programs	X	X	X	X		X	X	X	X	X			X	X			X	X	X
Deliver Training	X	X	X	X		X	X		X	X			X				X	X	X
Engage Employers	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X
Identify Industry-Recognized Credentials	X	X	X			X	X	X	X	X			X				X		
Provide Counseling (Academic/Personal/Career)	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X
Provide Case Management	X	X	X	X		X	X			X	X	X	X				X	X	X
Provide Informational Services	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Provide Job Placement	X	X	X	X	X	X	X	X			X	X	X			X	X	X	
Provide Job Search Assistance	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X		X	X
Provide Labor Market Information	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X
Provide Support Services	X	X	X								X	X	X	X				X	X
Provide Work-Based Learning Opportunities	X	X	X	X		X	X	X	X	X			X				X	X	X
Recruit and Make Referrals	X	X	X	X	X	X		X	X	X	X	X	X	X		X	X	X	X

**Workforce Innovation and Opportunity Act
Phase II Memorandum of Understanding
between
The Southeast Los Angeles County Workforce Development Board (SELACO WDB)
and
Los Angeles County Department of Public Social Services – Temporary Assistance for Needy Families**

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Required Phase II MOU Component: Process and Development

Local Workforce Development Area (Local Area): **Southeast Los Angeles County Workforce Development Board (SELACO WDB)**

Date Submitted: September 1, 2017

Attachment: Signed Phase I MOU

- 1. The period of time this agreement is effective: January 1, 2018 to January 1, 2021**
- 2. Identification of all AJCC partners, Chief Elected Officials (CEO), and Local Boards participating in the infrastructure and other system costs funding agreements.**

CEO/s: SELACO WDB Policy Board

Local Board/s: SELACO WDB Board of Directors

AJCC Partners Participating in the Infrastructure Funding Agreement (IFA):

- Title I Adult, Dislocated Worker and Youth
- Title III Wagner-Peyser, Veterans, Trade Adjustment Assistance Act
- Title IV Vocational Rehabilitation

AJCC Partners Participating in the Shared Other System Costs Agreement: None but will evaluate quarterly.

- 3. Steps the Local Board, CEO, and AJCC partners took to reach consensus and/or an assurance that the Local Area followed guidance for the state infrastructure funding mechanism.**

On Wednesday, January 11, 2017 SELACO WDB held an orientation for all mandatory partners to review the state requirements of the Phase II Memorandum of Understanding. The objective was to ensure that all partners understood the elements of the state directive and provide an open forum for dialogue among the partners. The orientation also provided an opportunity to address questions and concerns. See attached agenda and sign in sheet. A follow up meeting for all partners who missed the meeting on January 11, 2017 was conducted on Wednesday, February 1, 2017. See attached agenda and sign in sheet.

The orientation included samples of Infrastructure Cost Allocation Methodologies. Upon review of the various cost allocation methodologies, the general consensus was that the use of square footage and cost per devices needed would be the most

appropriate for determining the cost of partner contribution for all on-site partners. Off-site partners agreed to return to the table once the State defines the process for measuring “benefit” as a partner within the American Job Center of California (AJCC) system.

Each partner was assigned a SELACO Coach to review the requirements of the memo and ensure partner commitment to provide required data is clear and feasible. Partners were assigned to submit information as it pertains to the cost associated to sharing other one-stop delivery system cost. See attached list of Partner Coaches.

Follow-up meetings were held with each partner to collect required data and ensure timely completion of the MOU Phase II process. If needed, partner questions were addressed and more time was provided to ensure collection of appropriate information.

As partners completed their required sections, the documents were reviewed by the lead agency to ensure compliance and assess any needs for negotiation and reconciliation. Documents meeting compliance requirements were distributed to all partners for review and comment. Partners were given ten (10) working days to submit questions or concerns regarding the draft MOU and partner proposed contributions to infrastructure and shared cost. See attached introduction email to partners.

All partner information submitted, reviewed and approved by partner agencies were filed as complete and submitted to the SELACO WDB board for review and approval. See attached SELACO WDB Log of Board Approved MOUs.

4. A description of the process to be used among partners to resolve issues during the MOU duration period when consensus cannot be reached.

In current efforts to establish partner MOUs there have been no issues that could not be addressed through open dialogue at the time of negotiations. However, there are still MOUs in the negotiation process. In the event partner issues/concerns can not be resolved under the guidance of their assigned Coach, the Systems Management Team (SMT) under the guidance and leadership of our One Stop Manager, will be asked to review the circumstances/concerns and support efforts to seek resolution. In the event resolution can not be found, support of an outside mediator will be secured. We anticipate efforts will be made to first seek State support in seeking resolution before securing an outside mediator.

5. **A description of the periodic modification and review process that will be used to ensure all AJCC partners continue to contribute their fair and equitable share of infrastructure and other system costs, including the identification of who will fulfill this responsibility.**

As the lead agency in facilitating local collaboration, SELACO WDB has procured the role of a One-Stop Operator who will serve as a facilitator and conveyer of local partners committed to the SELACO AJCC system. The One-Stop Manager will meet with the System Management Team (SMT) quarterly to review and discuss various elements of the One-Stop system, one of these being the infrastructure and other system cost. The practice of reviewing system cost will take effect to ensure fair and equitable contributions to the system.

Required Phase II MOU Component: Sharing Infrastructure Costs

Budget, Cost Allocation Methodology, Initial Proportionate Share

The Local Board and AJCC partners have chosen this option for developing the infrastructure cost budget:

X Option 1: A separate budget for each comprehensive AJCC.

Option

2:
A

wide

budget

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of

AJCCs

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Comprehensive AJCC(s) and Colocated Partners

Comprehensive AJCC #1

Name/Address of the Comprehensive AJCC:

Cerritos AJCC

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

Partners Colocated at This AJCC:

Title I Adult, Dislocated Worker and Youth

Title III Wagner-Peyser

Title IV Vocational Rehabilitation

Comprehensive AJCC #2

Name/Address of the Comprehensive AJCC:

Firestone AJCC

**12440 E. Firestone Blvd., Suite 100
Norwalk, CA 90650**

Partners Colocated at This AJCC:

Title I Adult, Dislocated Worker and Youth

AJCC Infrastructure Budget
 Each Comprehensive AJCC (Name of AJCC: Cerritos)

Cost Category/Line Item	Line Item Cost Detail	Cost
Rent		
Rental of Facilities (1)	6,848 sf @ \$1.89/sf = \$12,943/month	\$155,313/year
Rental Costs Subtotal:		<i>\$155,313/year</i>
Utilities and Maintenance		
Electric	Included in the rent	\$0
Gas	Included in the rent	\$0
Water	Included in the rent	\$0
Sewer Connections	Included in the rent	\$0
High-Speed Internet (2)	(94/149) x \$195 = \$123/month	\$1,476/year
Telephones (Landlines) (3)	(28/63) x \$2,232 = \$992/month	\$11,904/year
Facility Maintenance Contract	Included in the rent	\$0
Utilities and Maintenance Costs Subtotal:		\$13,380
Equipment		
Assessment-related products	Using CalJOBS	\$0
Assistive technology for individuals with disabilities (Access and Accommodation)		\$0
Copiers		\$0
Fax Machines		\$0
Computers		\$0

Work

of

AJCC

Other tangible equipment used to serve all center customers (not specific to an individual program partner)		\$0
Specify Other Tangible Equipment		
Equipment Costs Subtotal:		\$0
Technology to Facilitate Access to the AJCC		
Technology used for the center's planning and outreach activities		\$0
Specify the Technology		
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services		\$0
Website Address: _____		
(Does not include data systems or case management systems specific to individual program partners.)		
Technology to Facilitate Access Costs Subtotal:		\$0

Common Identifier Costs (Local Option, If Agreed To By All Colocated Partners)		
Creating New AJCC Signage		\$0
Updating Templates and Materials		
Updating Electronic Resources		
Common Identifier Subtotal:		\$0

SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS	
Cost Category	Total Cost
Subtotal: Rental Costs	\$155,313
Subtotal: Utilities and Maintenance Costs	\$13,380
Subtotal: Equipment Costs	\$0
Subtotal: Technology to Facilitate Access Costs	\$0
Subtotal: Common Identifier Costs	\$0
TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC:	
	\$168,693

AJCC Infrastructure Budget
 Each Comprehensive AJCC (Name of AJCC: Firestone)

Cost Category/Line Item	Line Item Cost Detail	Cost
Rent		
Rental of Facilities (1)	\$8,227/month for 4850 sf	\$98,724/year
Rental Costs Subtotal:		<i>\$98,724/year</i>
Utilities and Maintenance		
Electric	Included in the rent	\$0
Gas	Included in the rent	\$0
Water	Included in the rent	\$0
Sewer Connections	Included in the rent	\$0
High-Speed Internet (2)	\$145/month	\$1,740/year
Telephones (Landlines) (3)	$(12/63) \times \$2,232 = \$425/\text{month}$	\$5,100/year
Facility Maintenance Contract	Included in the rent	\$0
Utilities and Maintenance Costs Subtotal:		\$6,840/year
Equipment		
Assessment-related products	Using CalJOBS	\$0
Assistive technology for individuals with disabilities (Access and Accommodation)		\$0
Copiers		\$0
Fax Machines		\$0
Computers		\$0

Work

of

AJCC

Other tangible equipment used to serve all center customers (not specific to an individual program partner)		\$0
Specify Other Tangible Equipment		
Equipment Costs Subtotal:		\$0
Technology to Facilitate Access to the AJCC		
Technology used for the center's planning and outreach activities		\$0
Specify the Technology		
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services		\$0
Website Address: _____		
(Does not include data systems or case management systems specific to individual program partners.)		
Technology to Facilitate Access Costs Subtotal:		\$0

Common Identifier Costs (Local Option, If Agreed To By All Colocated Partners)		
Creating New AJCC Signage (4)		\$0
Updating Templates and Materials		
Updating Electronic Resources		
Common Identifier Subtotal:		\$0

SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS	
Cost Category	Total Cost
Subtotal: Rental Costs	\$98,724
Subtotal: Utilities and Maintenance Costs	\$6,840
Subtotal: Equipment Costs	\$0
Subtotal: Technology to Facilitate Access Costs	\$0
Subtotal: Common Identifier Costs	\$0
TOTAL INFRASTRUCTURE COSTS FOR FIRESTONE AJCC:	\$105,564

Infrastructure Cost Allocation Methodology

Rent:

Dedicated space occupy by each partner program' occupancy: actual cost.

Common space: the proportion of each partner program's actual occupancy relative to total common space.

Telephones & Internet:

The proportion of total devices used by each partner program relative to the total devices in AJCC.

Third-Party In-Kind Infrastructure Contributions to Support the AJCC As Whole				
Cost Categories	Total Cost	Contributor/s	Value	Balance to Allocate
Rent	\$254,037	None	\$0	\$254,037
Utilities/Maintenance	\$20,220	None	\$0	\$20,220
Equipment	\$0	None	\$0	\$0
Access Technology	\$0	None	\$0	\$0
Common Identifier	\$0	None	\$0	\$0
Total Infrastructure Balance to Be Allocated to Colocated Partners:				\$274,257

Initial Allocation of Proportionate Share of Infrastructure Costs for Colocated Partners					
Colocated Partner/s	Shared Infrastructure Costs	Application of Methodology	Allocated Initial Share	Amount: Cash	Amount: In-Kind
Partner 1: SELACO WDB Adult, Dislocated Worker and Youth	\$260,827	Square footage & devices	\$260,827	\$260,827	\$0
Partner 2: EDD Wagner- Peyser	\$11,000	Square footage & devices	\$11,000	\$11,000	\$0
Partner 3: Vocational Rehabilitation	\$2,430	Square footage & devices	\$2,430	\$2,430	\$0

Signature Page: Colocated Partners Sharing AJCC Infrastructure Costs

The CEO, the Local Board Chairperson, and all colocated AJCC partners included in the sharing of infrastructure costs must sign.

By signing below, all parties agree to the terms prescribed in the IFA.

(CEO)

(Colocated AJCC Partner Entity)

Printed Name and Title

Printed Name and Title

Signature and Date

Signature and Date

(Local Board Chairperson)

(Colocated AJCC Partner Entity)

Printed Name and Title

Printed Name and Title

Signature and Date

Signature and Date

Allison

Jeff

Wood,

Castellanos,

SELACO

SELACO

WDB

WDB

Policy

Chair

Board

Chair

Signature Page: Partners Sharing Infrastructure Costs When Proportionate Share Data Are Available

By signing below, the parties agree that when data are available to determine the agreed upon AJCC benefit to non-colocated partners, the infrastructure cost sharing agreement will be renegotiated to include their proportionate share of contributions; whether it will be provided through cash, non-cash (in-kind), and/or third party in-kind contributions.

Southeast Los Angeles County Workforce Development Board (SELACO WDB)

Department of Public Social Services (DPSS)

Allison Castellanos

Name Signature Date

Sheryl L. Spiller

Name Signature Date

SELACO WDB Policy Board of Elected Officials

Jeff Wood

Name Signature Date

Required Phase II MOU Component: Sharing Other One-Stop System Costs

The One-Stop System Partners Included in the Sharing of Other One-Stop Delivery System Costs

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Title I Adult, Dislocated Worker, and Youth | <input checked="" type="checkbox"/> Title V Older Americans Act | <input checked="" type="checkbox"/> Trade Adjustment Assistance Act |
| <input checked="" type="checkbox"/> Title II Adult Education and Literacy | <input checked="" type="checkbox"/> Job Corps | <input checked="" type="checkbox"/> Community Services Block Grant |
| | <input checked="" type="checkbox"/> Native American Programs | <input checked="" type="checkbox"/> Housing and Urban Development |
| | — | |
| <input checked="" type="checkbox"/> Title IV Vocational Rehabilitation | <input checked="" type="checkbox"/> Veterans | <input checked="" type="checkbox"/> Second Chance |

Education

- TANF/CalWORKS

—

X
Title

III
Water

—
Paper

Migron

Sealand

—

X
—

—

Summary of Career Services Applicable to Each One-Stop Delivery System Partner (Phase I MOU)							
Basic Career Services	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF
T-I Program Eligibility	✓	✓	✓				
Outreach, Intake, Orient	✓	✓		✓	✓	✓	
Initial Assessment	✓	✓		✓	✓	✓	
Labor Exch/Job Search	✓	✓			✓		
Referrals to Partners	✓	✓			✓		
LMI	✓	✓			✓		
Performance/Cost Info	✓	✓			✓		
Support Service Info	✓	✓			✓		
UI Info/Assistance	✓	✓			✓		
Financial Aid Info	✓	✓			✓		
Individual Career Services	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF
Comp Assessment	✓	✓					
IEP	✓	✓					
Career Plan/Counsel	✓	✓					
Short-Term Prevoc.	✓	✓					
Internships/Work Experience	✓	✓					
Out-of-Area Job Search	✓	✓					
Financial Literacy	✓	✓					
IET/ELA	✓	✓					
Workforce Preparation	✓	✓					✓

Applicable Career Services	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF
Basic Career Services: T-I Eligibility/Initial Assess Outreach, Intake, Orient Labor Exchange/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$ 150,156	\$ 37,405	\$ 201,056	\$ 779,660	\$ 17,871	\$	\$

Applicable Career Services	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF
Individual Career Services: Comp Assessment/IEP Career Plan/Counsel Short-Term Pre-vocational Internship/Work Experience Financial Literacy IET/ELA/WF Prep	\$ 244,314	\$ 107,797	\$ 0	\$ 778,020	\$ 0	\$	\$ 96,450
Consolidated budget total of career services delivered through the One-Stop system: \$							

Signature Page: AJCC Partners Sharing Other One-Stop System Costs

All partners who signed the Phase I MOU must sign the Phase II MOU.

By signing below, all parties agree to the terms prescribed in the sharing of other One-Stop system costs.

***Southeast Los Angeles County Workforce
Development Board (SELACO WDB)***

Department of Public Social Services (DPSS)

Jeff Wood, SELACO WDB Policy Board
Chair Printed Name and Title

=====
=====

Signature and Date

Allison Castellanos, SELACO WDB Chair
Printed Name and Title

Signature and Date

Sheryl L. Spiller, Director
Printed Name and Title

Signature and Date

Signature and Date

ATTACHMENTS



SELACO Workforce Development Board
Phase II – MOU Planning Meeting
Wednesday, January 11, 2017
10:00 a.m. – 1:00 p.m.

- | | | |
|-------|---|----------------|
| I. | Welcome and Introduction | Yolanda Castro |
| | a. Overview of the SELACO WDB AJCC System of Service | |
| | b. Key objectives for moving the MOU process forward | |
| II. | Phase II – MOU Component – Requirements | |
| | a. Process and Development | Sandra Michel |
| | • Time Period | |
| | • Identification of AJCC Partners | |
| | • Process followed for Phase I and what to anticipate for Phase II | |
| | • Securing Assurance from non-located partners | |
| | b. SMT key functions | Yolanda Castro |
| | • Process for resolving issues – Open Dialogue | |
| | • Periodic modification and Review | |
| III. | Phase II - MOU Component: Sharing Infrastructure Costs | |
| | a. Budget, Cost Allocation Methodology, Initial Proportionate Share | Richard Jewick |
| | b. Proposed Infrastructure Budget | Tam Dang |
| IV. | Required document | |
| | a. Collocated partners | Sandra Michel |
| | b. Defining the Methodology behind shared cost | Tam Dang |
| V. | Required document for Non-Collocated partners | Sandra Michel |
| VI. | Sharing OTHER One-Stop System Cost | |
| | a. Definitions and examples | Richard Jewick |
| | b. Review of MOU Phase I Attachment B | Sandra Michel |
| | c. Creating a Methodology for each appropriate service | Tam Dang |
| VII. | Working Lunch and Individual Partner Discussion | |
| VIII. | Next Steps and Closing Comments | Yolanda Castro |

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. TDD/TTY (562) 860-7657

SELACO WDB
Phase II - MOU Planning Meeting
 Wednesday, January 11, 2017
 10:00 a.m. - 1:00 p.m.

Name	Agency/Organization	Email Address	Signature
Castro, Yolanda	SELACO WDB	yolandac@selaco.com	
Chuayiuo, Maria	Employment Development Department	Maria.Chuayiuo@edd.ca.gov	
Clements, Marjean	SELACO WDB	marjeanc@selaco.com	
Cornejo, Dahlia	CalWORKs and GAIN Division, DPSS	dahliacornejo@dpss.lacounty.gov	
Critchley, Jeff	Employment Development Department	Jeff.Critchley@edd.ca.gov	
Dang, Tam	SELACO WDB	tamd@selaco.com	
Dixon, Patrick	Bellflower Unified School District, PAACE	pdixon@busd.k12.ca.us	
Gamboa, Maritza	Employment Development Department	Maritza.Gamboa@edd.ca.gov	
Guo, PaoLing	ABC Unified School District, PAACE	paoling.guo@abcusd.us	
Jewik, Richard	SELACO WDB	richardj@selaco.com	
King, Olin	SELACO WDB Member, EDD	Olin.King@edd.ca.gov	
Ladao, Janie	Employment Development Department	Janie.Ladao@edd.ca.gov	
Leon, Anna	SELACO WDB	aleon@selaco.com	
Maitthonis, Kristin	Norwalk Housing Authority	kmaithonis@norwalkca.gov	
Michel, Sandra	SELACO WDB	sandram@selaco.com	
Rochin, Blanca	Downey Adult School, PAACE	brochin@das.edu	
Saenz, Ericka	Employment Development Department	Ericka.Saenz@edd.ca.gov	

SELACO WDB
Phase II - MOU Planning Meeting
 Wednesday, January 11, 2017
 10:00 a.m. - 1:00 p.m.

Name	Agency/Organization	Email Address	Signature
Scoles, William	Department of Rehabilitation	William.Scoles@dor.ca.gov	
Todd, Sharon	SELACO WDB Member, Norwalk-La Mirada USD	STodd@nlmusd.k12.ca.us	
Vasquez, Graciela	Cerritos College, PAACE	gvasquez@Cerritos.edu	
Williams, Candy	SELACO WDB Member, Department of Rehab	Candy.Williams@dor.ca.gov	
Torrico, Sergio	DPSS - CalWORKs and GAIN	SergioTorrico@dpss.lacounty.gov	
Mills, Debora	DPSS - CW+GAIN Division	DeboraMills@dpss.lacounty.gov	
KROASHYAN, MARGARET	DPSS - FMD	MargaretKroashyan@dpss.lacounty.gov	
Macias, Perla	DPSS - FMD	perlamacias@dpss.lacounty.gov	

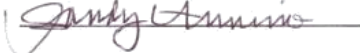


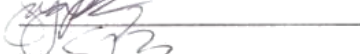
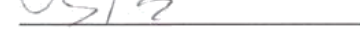


SELACO Workforce Development Board
 MOU Planning Meeting
 Wednesday, February 1, 2017
 2:30 – 5:00 p.m.

- | | |
|--|-------------------------------------|
| I. Welcome and Introduction | Yolanda Castro |
| II. Phase I and II MOU – Understanding the State Requirements <ul style="list-style-type: none"> a. Process and Development <ul style="list-style-type: none"> • Time Period • Identification of AJCC Partners • What’s Needed for Phase I <ul style="list-style-type: none"> ○ Bricks ○ Clicks ○ Connect b. Overview of the SELACO WDB AJCC System of Service c. Key objectives for moving the MOU process forward <ul style="list-style-type: none"> • Defining Collocated versus Non-Collocated • CalJOBS Tour – Supporting the System via Technology | Sandra Michel and
Yolanda Castro |
| III. Phase I MOU Template | Sandra Michel |
| IV. Phase II - MOU Component: Sharing Infrastructure Costs <ul style="list-style-type: none"> a. Budget, Cost Allocation Methodology, Initial Proportionate Share b. Proposed Infrastructure Budget | Tam Dang |
| V. Required Documents <ul style="list-style-type: none"> a. Collocated Partners b. Non-Collocated Partners | Sandra Michel |
| VI. Sharing OTHER One-Stop System Cost | Tam Dang |
| VII. Individual Partner Discussion with MOU Coach | |
| VIII. Next Steps and Closing Comments | Yolanda Castro |

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SELACO WDB
MOU Planning Meeting
 Wednesday, February 1, 2017
 2:30 - 5:00 p.m.

Name	Agency/Organization	Email Address	Signature
Annino, Sandy	Long Beach Job Corps Center	annino.sandy.m@jobcorps.org	
Degadillo, Julie	Clothes the Deal	Julie@clothesthedeal.org	
Espetia, Ben	Goodwill	BEspetia@goodwillsolac.org	
Maitthonis, Kristin	Norwalk Housing Authority	kmaithonis@norwalkca.gov	
McCarthy, Janet	Goodwill		
Pelayo, Irene	LA County	ipelayo@css.lacounty.gov	
Ponce, Sayaka	Field of Dreams Learning	sponce@youthbuildcharter.org	
Ruiz, Stephanie	Norwalk Housing Authority	sruiz@norwalkca.gov	


Partner Agency	SELACO Coach	Email	Direct Line
EDD	Yolanda Castro Tam Dang	yolandac@selaco.com tamd@selaco.com	(562) 484-5045 (562) 484-5051
Department of Rehab	Marjean Clements Richard Jewik	marjeanc@selaco.com richardj@selaco.com	(562) 484-5040 (562) 484-5059
Adult Education	Sandra Michel Anna Leon	sandram@selaco.com aleon@selaco.com	(562) 484-5046 (562) 484-5003
TANF	Yolanda Castro Sandra Michel	yolandac@selaco.com sandram@selaco.com	(562) 484-5045 (562) 484-5046
Second Chance	Marjean Clements	marjeanc@selaco.com	(562) 484-5040
LA Community Services Block Grant	Sandra Michel	sandram@selaco.com	(562) 484-5046
Housing Authority	Marjean Clements	marjeanc@selaco.com	(562) 484-5040
Job Corps	Anna Leon	aleon@selaco.com	(562) 484-5003
Youth Build	Anna Leon	aleon@selaco.com	(562) 484-5003

Will attach introduction email sent to partner.

Will insert MOU Log



MEMORANDUM

DATE: August 9, 2017
TO: SELACO Policy Board
FROM: Yolanda Castro, Executive Director 
RE: Approve MOU Phase I and Phase II with Field of Dreams

Per directive WSD 15-12, the SELACO WDB has negotiated MOU's in two phases.

Phase I: Service Coordination

For Phase I, Local Boards were expected to work with all of the required partners in their Local Area to develop an agreement regarding the operations of the local One-Stop system as it relates to shared services and customers.

Phase II: Shared Resources and Costs

For Phase II, Local Boards are expected to build upon the agreements established in Phase I and determine how to best support their established service delivery model through the sharing of resources and costs.

Negotiation efforts for Phase I have resulted in an executed MOU with Field of Dreams. Attached for review and approval is the MOU with Field of Dreams. In accordance with State directive, the Field of Dreams MOU was created in a joint effort by SELACO WDB and Field of Dream, with a focus on two of the three major components: Shared customers and Shared Services.

Negotiation efforts for Phase II have resulted in an executed Phase II MOU with Field of Dreams. Attached for review and approval is the Phase II MOU with Field of Dreams. In accordance with State directive, the Field of Dreams Phase II MOU was created in a joint effort by SELACO WDB and Field of Dreams.

Action:

- Review, approve and sign the MOU between the Field of Dreams and the SELACO WDB for Phase I and Phase II of the MOU Process.

**Workforce Innovation and Opportunity Act
One-Stop Delivery System Memorandum of Understanding
between
Southeast Los Angeles County Workforce Development Board
and
Field of Dreams Learning**

1. Purpose

Pursuant to the federal Workforce Innovation and Opportunity Act (PL 113-128), this Memorandum of Understanding (MOU) is entered into between the Workforce Development Corporation of Southeast Los Angeles County, Inc. (dba Southeast Los Angeles County Workforce Development Board) and Field of Dreams Learning.

WIOA requires that an MOU be developed and executed between the Local Board and the America's Job Center of CaliforniaSM (AJCC) partners to establish an agreement concerning the operations of the AJCC delivery system. The purpose of the MOU is to establish a cooperative working relationship between the parties and to define their respective roles and responsibilities in achieving policy and program objectives. The MOU also serves to establish the framework for providing services to businesses, employed individuals, job seekers and others needing workforce services.

2. California's Vision for the One-Stop System

California's one-stop delivery system, represented by the AJCCs, is locally-driven. It develops partnerships and provides programs and services to achieve three main policy objectives established by the California Workforce Development Strategic Plan, including the following:

- Foster demand-driven skills attainment
- Enable upward mobility for all Californians
- Align, coordinate and integrate programs and services

These objectives will be accomplished by ensuring access to high-quality AJCCs that provide the full range of services available in the community for all customers, who are:

- Looking to find a job;
- Building basic educational or occupational skills;
- Earning a postsecondary certificate or degree;
- Obtaining guidance on how to make career choices; or
- Seeking to identify and hire skilled workers.

3. Local/Regional Vision Statement, Mission Statement, Principles and Goals

Congress and the U.S. Department of Labor (DOL) envision three hallmarks of excellence, for the nation's workforce development delivery system under WIOA:

- The needs of businesses and workers drive workforce solutions and local boards are accountable to communities in which they are located;
- One-stop centers (the AJCCs) provide excellent customer service to jobseekers and employers and focus on continuous improvement; and
- The workforce system supports strong regional economies and plays an active role in community and workforce development.

To support these objectives, the SELACO WDB has established a service delivery system in cooperation with organizations operating WIOA-mandated AJCC partner programs, along with a wide range of other community stakeholders. The system is guided by the following vision, mission, principles and goals:

Vision: SELACO WDB’s vision for meeting workforce development challenges within Southeast Los Angeles County is one centered on collaboration to address a wide range of stakeholders’ interests, including those of business, labor, education, social services, philanthropy and community organizations. Bringing this vision to fruition requires that stakeholders work together to address the skills development and training needs of priority sectors, while at the same time ensuring that workers have access to career pathway services and training to meet those needs.

Mission: SELACO WDB’s mission is two-fold. Our AJCC system supports the needs of job seekers for career services and training, while providing services to promote the success of local businesses.

Principles: Our local AJCCs strive to meet the WIOA vision for an effective one-stop system, which is one that is designed to increase access to and opportunities for the employment, education, training, and support services that individuals need to succeed in the labor market, particularly those with barriers to employment. It aligns workforce development, education, and economic development programs with regional economic development strategies to meet the needs of local and regional employers, and provides a comprehensive, accessible and high-quality workforce development system. SELACO WDB’s AJCC partners are committed to developing and maintaining a one-stop system that is:

Quality-Focused: Supporting the content and approaches used to deliver all services the system has to offer is a commitment to ensuring that each service adds value to the achievement of goals and objectives by job seekers and businesses using the AJCCs.

Business-Driven : Local companies’ talent and skill needs dictate the content, scope, and intensity of services the SELACO WDB’s one-stop system offers. The system is driven to respond to the needs of business by sourcing, training and delivering qualified candidates.

Customer-Centered: Leveraging a wide range of strategies within an integrated service delivery environment, the local AJCCs are intensively focused on evaluating and

responding to the needs, preferences, desires and circumstances of all customers using the system.

Meets the Unique Needs of the Regional Economy: The SELACO WDB represents a unique sub-region of Los Angeles County – one that sits at the cross roads of various transportation corridors and on the border California’s two largest counties. Some of the State’s fastest growing and most dynamic industries are inside or within a reasonable commuting distance of SELACO WDB’s borders. The AJCCs are actively involved in working with businesses in priority sectors to ensure the system remains responsive to their needs.

System Goals: Broadly, the goals of the Board reflect those espoused by DOL, which commit the one-stop system to:

- Provide job seekers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages;
- Provide access and opportunities to all job seekers, including individuals with barriers to employment, such as individuals with disabilities, to prepare for, obtain, retain, and advance in high-quality jobs and high-demand careers;
- Enable businesses and employers to easily identify and hire skilled workers and access other supports, including education and training for their current workforce;
- Participate in rigorous evaluations that support continuous improvement of one-stop centers by identifying which strategies work better for different populations; and
- Ensure that high-quality integrated data inform decisions made by policy makers, employers, and job seekers.

Specific goals supporting one-stop system effectiveness that are part of SELACO WDB’s current Local Area Strategic Plan include the following:

- Successfully implement national models to build strong career pathway programs.
- Use the Sector Partnerships as the vehicle for the identification of career pathways and the development, re-tooling and alignment of courses/curricula to meet business needs.
- Working with partners, increase the numbers of workers who are able to access and take advantage of skills training geared to employment in priority sectors and other promising industries.
- Explore alternative basic education models to reduce the time spent in this activity by some learners.
- Refine existing approaches to rapid response and business services so that they are fully transformed into proactive business retention and layoff aversion programs.

- 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 the one-stop and WIA Youth Program delivery systems.

Support from Field of Dreams Learning and all other AJCC partners is critical to the system's ability to achieve these goals.

4. **Parties**

The parties to this MOU are:

Southeast Los Angeles County Workforce Development Board

10900 East 183rd Street, Suite 392, Cerritos, CA 90703 (562) 402-9336

Field of Dreams Learning

15014 Studebaker Road, Norwalk, CA 90650
(562) 409-5567

5. **One-Stop System and Services**

The one-stop system overseen by the SELACO WDB includes the following full service AJCCs:

Cerritos AJCC
10900 East 183rd St, Suite 350 Cerritos, CA 90703

Firestone AJCC
12440 E. Firestone Blvd, Suite 100W, Norwalk, CA 90650

Attachment A to this MOU provides a summary of the basic career services, individualized career services, follow-up services, training services and businesses services provided by the system.

Attachment B summarizes the specific shared services provided by Field of Dreams Learning in partnership with the SELACO WDB and the full range of AJCC partners.

6. **Responsibility of AJCC Partners**

To promote the development and sustainability of a quality-focused system capable of meeting the full range of needs of its customers, Field of Dreams Learning agrees to participate with SELACO WDB and other partners in joint planning, plan development, and system improvement activities to accomplish the following:

- Continuous partnership building.
- Continuous planning in response to state and federal requirements.
- Responsiveness to local and economic conditions, including employer needs.
- Adherence to common data collection and reporting needs.

In addition, Field of Dreams Learning agrees to:

- Make its applicable service(s) available to customers through the one-stop delivery system.
- Participate in the operation of the one-stop system, consistent with the terms of the MOU and requirements of authorized laws.
- Participate in capacity building and staff development activities in order to ensure that all partners and staff are adequately cross-trained.

7. Funding of Services and Operating Costs

By December 31, 2017, Field of Dreams Learning agrees to negotiate and implement a cost sharing plan, which will constitute Attachment C to this MOU. In accordance with this plan, Field of Dreams Learning and all relevant parties to this MOU will agree to share in the operating costs of the AJCC system, either in cash or through in-kind services. The cost of services, operating costs, and infrastructure costs of the system will be funded by all AJCC partners through a separately negotiated cost sharing agreement based on an agreed upon formula or plan.

Field of Dreams Learning will ensure that the shared costs are supported by accurate data, the shared costs are consistently applied over time, and the methodology used in determining the shared costs are reflected in a separate Cost Sharing Agreement that will be attached to this MOU.

8. Methods for Referring Customers

All AJCC system partners agree to support and mutually implement processes for the referral of customers to services not provided on-site.

Field of Dreams Learning and system partners are committed to ensuring that intake and referral processes are customer-centered and provided by staff trained in effective customer service techniques. Partners will ensure that general information regarding AJCC programs, services, activities and resources are made available to all customers as appropriate. Customer referrals will be made through a variety of approaches, including verbally, via electronic media, and by way of traditional correspondence. Through cross training of AJCC staff and use of real-time technology, Field of Dreams Learning agrees to provide other AJCC partner staff access to meaningful information on services needed by customers.

Attachment B provides a summary of how Field of Dreams Learning will support shared

service delivery, including referrals of customers.

9. Access for Individuals with Barriers to Employment

Along with other partners, Field of Dreams Learning agrees to ensure access for individuals with barriers to employment. Under WIOA, the term “individual with a barrier to employment” means a member of 1 or more of the following populations:

- A. Displaced homemakers
- B. Low-income individuals
- C. Indians, Alaska Natives, and Native Hawaiians
- D. Individuals with disabilities, including youth who are individuals with disabilities
- E. Older individuals
- F. Ex-offenders
- G. Homeless individuals or homeless children and youths
- H. Youth who are in or have aged out of the foster care system
- I. Individuals who are English language learners, individuals who have low levels of literacy, and individuals facing substantial cultural barriers
- J. Eligible migrant and seasonal farm workers
- K. Individuals within 2 years of exhausting lifetime eligibility (for TANF)
- L. Single parents (including single pregnant women)
- M. Long-term unemployed individuals
- N. Such other groups as the Governor involved determines to have barriers to employment

As part of the AJCC system, Field of Dreams Learning commits to offer priority for services to recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient when providing individualized career services and training services with WIOA adult funds. Furthermore, Field of Dreams Learning will ensure its policies, procedures, programs, and services are in compliance with the *Americans with Disabilities Act of 1990* and its amendments, in order to provide equal access to all customers with disabilities.

10. Shared Technology and System Security

WIOA emphasizes technology as a critical tool for making all aspects of information exchange possible, including, but not limited to, client tracking, common case management, reporting, and data collection.

To support the use of technology, Field of Dreams Learning agrees to:

- Comply with the applicable provisions of WIOA, Welfare and Institutions Code, California Education Code, Rehabilitation Act, and any other appropriate statutes or requirements.
- Adhere to the principles of common reporting and shared information through electronic mechanisms, including shared technology.

- Commit to share information to the greatest extent allowable under its governing legislation and confidentiality requirements.
- Maintain all records of the AJCC customers or partners (e.g. applications, eligibility and referral records, or any other individual records related to services provided under this MOU) in the strictest confidence, and use them solely for purposes directly related to such services.
- Develop technological enhancements that allow interfaces of common information needs, as appropriate.
- Acknowledge that system security provisions shall be agreed upon by all partners.

11. Confidentiality

Field of Dreams Learning agrees to comply with the provisions of WIOA as well as the applicable sections of the Welfare and Institutions Code, the California Education Code, the Rehabilitation Act, and any other appropriate statute or requirement to assure the following:

- All applications and individual records related to services provided under this MOU, including eligibility for services and enrollment and referral, shall be confidential and shall not be open to examination for any purpose not directly connected with the delivery of such services.
- No person will publish, disclose use, or permit, cause to be published, disclosed or used, any confidential information pertaining to AJCC applicants, participants, or customers overall unless a specific release is voluntarily signed by the participant or customer.
- The AJCC partner agrees to abide by the current confidentiality provisions of the respective statutes to which AJCC operators and other AJCC partners must adhere, and shall share information necessary for the administration of the program, as allowed under law and regulation. The AJCC partner, therefore, agrees to share client information necessary for the provision of services such as assessment, universal intake, program or training referral, job development or placement activities, and other services as needed for employment or program support purposes.
- Client information shall be shared solely for the purpose of enrollment, referral or provision of services. In carrying out their respective responsibilities, each party shall respect and abide by the confidentiality policies of the other parties.

12. Non-Discrimination and Equal Opportunity

Field of Dreams Learning shall not unlawfully discriminate, harass or allow harassment against any employee, applicant for employment or AJCC applicant due to gender, race, color, ancestry, religion, national origin, veteran status, physical disability, mental disability, medical condition(s), age, sexual orientation or marital status. The AJCC partner agrees to comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12990) and related, applicable regulations.

The AJCC partner will assure compliance with the Americans with Disabilities Act of 1990 and its amendments, which prohibits discrimination on the basis of disability, as well as other applicable regulations and guidelines issued pursuant to the Americans with Disabilities Act.

13. Grievances and Complaints Procedure

Field of Dreams Learning agrees to establish and maintain procedures for grievance and complaints as outlined in WIOA. The process for handling grievances and complaints is applicable to customers and partners. These procedures will allow customers or entities filing the complaint to exhaust every administrative level in receiving a fair and complete hearing and resolution of their grievance. Field of Dreams Learning further agrees to communicate openly and directly to resolve any problems or disputes related to the provision of services in a cooperative manner and at the lowest level of intervention possible.

14. American's with Disabilities Act and Amendments Compliance

Field of Dreams Learning agrees to ensure that its policies and procedures, as well as the programs and services provided at the AJCC, are in compliance with the Americans with Disabilities Act and its amendments. Additionally, Field of Dreams Learning agrees to fully comply with the provisions of WIOA, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972, 29 CRF Part 37 and all other regulations implementing the aforementioned laws.

15. Effective Dates and Term of MOU

This MOU shall be binding upon each party hereto upon execution by such party. The term of this MOU shall be three years, commencing on the date of execution by all parties. The MOU will be reviewed every three years or more frequently to identify any substantial changes that have occurred.

16. Modifications and Revisions

This MOU constitutes the entire agreement between the parties and no oral understanding not incorporated herein shall be binding on any of the parties hereto. This MOU may be modified, altered, or revised, as necessary, by mutual consent of the parties, by the issuance of a written amendment, signed and dated by the parties.

17. Termination

The parties understand that implementation of the AJCC system is dependent on the good faith effort of every partner to work together to improve services to the community. The parties also agree that this is a project where different ways of working together and providing services are being tested and evaluated. In the event that it becomes

necessary for one or more parties to cease being a part of this this MOU, said entity shall notify the other parties, in writing, 30 days in advance of that intention.

18. Administrative and Operations Management Sections

To support the effective administration and operation of the AJCC system, the parties agree to the following:

License for Use

During the term of this MOU, all parties shall have a license to use all space of the AJCCs for the sole purpose of conducting acceptable AJCC services as outlined herein.

Supervision/Day to Day Operations

The day-to-day supervision of staff assigned to the AJCCs will be the responsibility of the site supervisor(s). The employer of staff assigned to the AJCCs will continue to set the priorities of its staff. Any change in work assignments or any problems at the worksite will be handled by the site supervisor(s) and the management of the staff's employer.

The office hours for the staff at the AJCCs will be established by the site supervisor(s) and the staff's employer. All staff members assigned to the AJCC will comply with the holiday schedule of their employer and will provide a copy of their holiday schedule to the operator and host agency at the beginning of each fiscal year.

Disciplinary actions may result in removal of co-located staff from the AJCCs and each party will take appropriate action.

Each party shall be solely liable and responsible for providing to, or on behalf of, its employee(s), all legally-required employee benefits. In addition, each party shall be solely responsible for and hold all other parties harmless from all matters relating to payment of each party's employee(s), including compliance with social security withholding, workers' compensation, and all other regulations governing such matters.

Dispute Resolution

The parties agree to attempt to resolve policy or practice disputes at the lowest level possible, starting with the site supervisor(s) and staff. If issues cannot be resolved at this level, they shall be referred to the management of the staff's employer and the operator for discussion and resolution.

Press Releases and Communications

All parties shall be included when communicating with the press, television, radio or any other form of media regarding its duties or performance under this MOU. Participation of

each party in press/media presentations will be determined by each party's public relations policies. Unless otherwise directed by the other parties, in all communications, each party shall make specific reference to all other parties.

The parties agree to utilize the AJCC logo developed by the State of California and the Local Board on buildings and other items identified for AJCC usage. Such items include letterhead, envelopes, business cards, any written correspondence and fax transmittals.

Hold Harmless/Indemnification/Liability

In accordance with provisions of Section 895.4 of the California Government Code, each party hereby agrees to indemnify, defend and hold harmless all other parties identified in this MOU from and against any and all claims, demands, damages and costs arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. In addition, except for Departments of the State of California which cannot provide for indemnification of court costs and attorney's fees under the indemnification policy of the State of California, all other parties to this MOU agree to indemnify, defend and hold harmless each other from and against all court costs and attorney's fees arising out of or resulting from any acts or omissions which arise from the performance of the obligations by such indemnifying party pursuant to this MOU. It is understood and agreed that all indemnity provided herein shall survive the termination of this MOU.

19. Attachments

The following attachments are included in this MOU:

Attachment A: One-Stop System Services

Attachment B: Field of Dreams Learning – Shared System Services

Attachment C: Cost Sharing Agreement

Attachment D: One-Stop System Map

Attachment E: AJCC Required Regional Partners: Roles of Providers of Career Services

20. Authority and Signatures

The individuals signing below have the authority to commit the party they represent to the terms of this MOU and do so commit by signing:

Southeast Los Angeles County Workforce Development Board (SELACO WDB)

Allison Castellanos		
Name	Signature	Date

SELACO WDB Policy Board of Elected Officials

Jeff Wood		
Name	Signature	Date

Field of Dreams Learning

Sayaka Ponce		
Name	Signature	Date

Workforce Innovation and Opportunity Act One-Stop Delivery System Memorandum of Understanding

One-Stop System Services

WIOA establishes two levels of employment and training services for adults and dislocated workers: career services and training services. Following is general information on WIOA career, training and business services to guide the SELACO WDB AJCC system in the delivery of these services.

Career Services: Career services for adults and dislocated workers are available at both local AJCCs. U.S. DOL has identified three types of career services:

- Basic career services;
- Individualized career services; and
- Follow-up services

Basic Career Services: Basic career services must be made available and, at a minimum, must include the following services:

- Determinations of whether the individual is eligible to receive assistance from the adult, dislocated worker, or youth programs;
- Outreach, intake (including worker profiling), and orientation to information and other services available through the local workforce system;
- Initial assessment of skills levels, including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and support service needs;
- Labor exchange services, including:
 - job search and placement assistance, and, when needed by an individual, career counseling, including the provision of information on nontraditional employment and in-demand industry sectors and occupations; and
 - appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services not traditionally offered through the local workforce system;
- Provision of referrals to and coordination of activities with other programs and services, including programs and services within the local workforce system and, when appropriate, other workforce development programs;
- Provision of workforce and labor market employment statistics information, including information relating to local, regional, and national labor market areas;
- Provision of performance information and program cost information on eligible providers of training services by program and provider type;
- Provision of information, in usable and understandable formats and languages, about how the Board is performing on local performance accountability

measures, as well as any additional performance information relating to the local workforce system;

- Provision of information, in usable and understandable formats and languages, relating to the availability of support services or assistance, and appropriate referrals to those services and assistance;
- Provision of information and assistance regarding filing claims for unemployment compensation, by which the Board must provide assistance to individuals seeking such assistance.
- Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.

Individualized Career Services: Individualized career services must be made available if determined to be appropriate in order for an individual to obtain or retain employment. These include the following services:

- Comprehensive and specialized assessments of the skills levels and service needs of adults and dislocated workers; Section 134(c)(2) and (c)(3) list the required local employment and training activities. To satisfy some of these requirements, the use of assessments is necessary. To avoid duplication of services, WIOA allows the use of previous assessments from another education or training program. The previous assessments must be determined to be appropriate by AJCC representatives and must have been completed within the previous six months
- Development of an individual employment plan to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals, including information regarding eligible training providers;
- Group counseling;
- Individual counseling;
- Career planning;
- Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training;
- Internships and work experience that are linked to careers;
- Workforce preparation activities;
- Financial literacy services as described in WIOA §129(b)(2)(D);
- Out-of-area job search and relocation assistance; and
- English language acquisition and integrated education and training programs.

Follow-up Services: These services must be made available, as appropriate (including counseling regarding the workplace) for participants in adult or dislocated worker activities that are placed in unsubsidized employment for a minimum of 12 months after the first day of employment.

Training Services: WIOA is designed to increase participant access to training

services. Training services are provided to equip individuals to enter the workforce and retain employment. Examples of training services include:

- Occupational skills training, including training for nontraditional employment;
- On-the-job training (OJT), including registered apprenticeship;
- Incumbent worker training in accordance with WIOA §134(d)(4);
- Workplace training and cooperative education programs;
- Private sector training programs;
- Skills upgrading and retraining;
- Entrepreneurial training;
- Transitional jobs in accordance with WIOA §134(d)(5);
- Job readiness training provided in combination with other training described above;
- Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, in combination with training; and
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

WIOA clarifies that there is no sequence of service requirement in order to receive training. However, DOL has indicated that, at minimum, to be eligible for training, an individual must receive an interview, evaluation, or assessment and career planning or any other method through which the one-stop operator/partner can obtain enough information to make an eligibility determination for training services. Where appropriate, a recent interview, evaluation, or assessment may be used for the assessment purpose.

Business Services: SELACO WDB's AJCCs are part of a business-focused system. Examples of system services to serve business customers include:

- Customized screening and referral of qualified participants in training services to employers
- Customized employment-related services to employers, employer associations, or similar organizations on a fee-for-service basis that are in addition to labor exchange services available to employers under the Wagner-Peyser Act
- Work-based learning activities, including incumbent worker training, Registered Apprenticeship, transitional jobs, on-the-job training, and customized training.
- Activities to provide business services and strategies that meet the workforce investment needs of employers, as determined by the Board and consistent with the local plan.

**Workforce Innovation and Opportunity Act
One-Stop Delivery System Memorandum of Understanding**

Field of Dreams Learning - Shared System Services

Field of Dreams Learning, Norwalk YouthBuild is a youth development program located in the city of Norwalk. We services 16-24 year old opportunity youth in the areas of leadership, high school diploma education, vocational construction training and certification, post-secondary preparation and transitional services, job readiness and internship, mentorship and counseling. As a partner with the AJCC system, Field of Dreams, Norwalk YouthBuild are sharing participants, a vendor for the LACYJ Earn and Learn program, members of the CCN, and part of ongoing WIOA initiatives and grants.

SELACO WDB has adopted an Integrated Service Delivery (ISD) model that supports the objectives of the MOU. With the implementation of WIOA, Title II partners will generally support and/or deliver the activities listed in Attachment E, "AJCC Required Regional Partners: Roles of Providers of Career Services."

The following information summarizes Field of Dream Learning's role within the AJCC system:

- Sharing System Design and Access
- Sharing System Services
- Sharing Customers

Sharing System Design and Access

With regard to system design and access, Field of Dreams Learning and SELACO WDB agreed to use of the following terms to characterize the participation of Field of Dreams Learning within the local AJCC system:

- "Bricks:" Achieved through co-location:
- "Clicks: Providing direct linkages through use of various technology applications; and
- "Connect:" Cross training partner program staff to increase system capacity.

Field of Dreams Learning, Norwalk YouthBuild will be present and participate in the system through "Clicks" and "Connect". "Clicks" participation will support the active training of Field of Dreams Institution staff in the active use of the CalJOBS system, which functions as the technology centerpiece and information sharing hub for the AJCC partners and its key customers. Field of Dreams will "connect" with AJCC partners by providing training on direct referral to the YouthBuild program. Our participants will be con-enrolled in YouthBuild and CalJOBS, accessing seamless services from both agencies. Field of Dreams will also "connect" by remaining a vendor

and worksite for the LACYJ summer youth program and direct referral for CATS program.

Sharing System Services

Field of Dreams Learning's role in the coordinated delivery of AJCC services will include the following services and participation.

1. Outreach

To broaden community awareness and utilization of the one-stop career center system, adult education programs and the programs and services of other AJCC partners, SELACO WDB and Field of Dreams Learning have agreed initially to create links among their websites, thereby providing those seeking information about jobs or training access to many sources at once. In addition, Field of Dreams Learning has agreed to explore opportunities for unified messaging through the development of a welcome video that will promote the partnership.

2. Intake

As a system partner, Field of Dreams Learning acknowledges that CalJOBS is the state-recognized system for intake, registration and enrollment into AJCC services. SELACO WDB and Field of Dreams Learning have agreed to provide cross-training in CalJOBS and educational intake/registration processes and systems, including those used for adult basic career services.

3. Orientation

SELACO WDB and Field of Dreams Learning have agreed to provide cross training to ensure that AJCC partner staff is knowledgeable of and promotes one another's programs and services. In addition, there is agreement to develop: common marketing messages and materials that will promote the system, including all partners: a common orientation video that describes programs/services available: primary points of access and points of contact at each site operated by the partners; and a training protocol/system that will educate partners about each other's orientation and enrollment processes.

4. Initial Assessment

SELACO WDB and Field of Dreams Learning have agreed to share initial/basic assessment results (to the extent permissible without infringing upon client confidentiality) and to make the information available to other AJCC partners as needed and when allowable.

Sharing Customers

A system is currently in place between SELACO WDB and Field of Dreams Learning, Norwalk YouthBuild partner through which points of contact at each partner institution have been identified for referral of students/participants to the one-stop system and the AJCC partners. Staff from all partners currently refers and schedules appointments through direct contact by phone. Partners have agreed to adopt technology -based communication methods to supplement telephone calls. This will likely include use of real-time tools, such as Google Docs and implementation of a shared online calendar. Our members will co enroll in CaJOBS to gain additional supportive programs, track certifications attained, and search employment opportunities. Field of Dream participants will be the participants for the LACYJ summer youth program and Field of Dreams will be a vendor and work site.

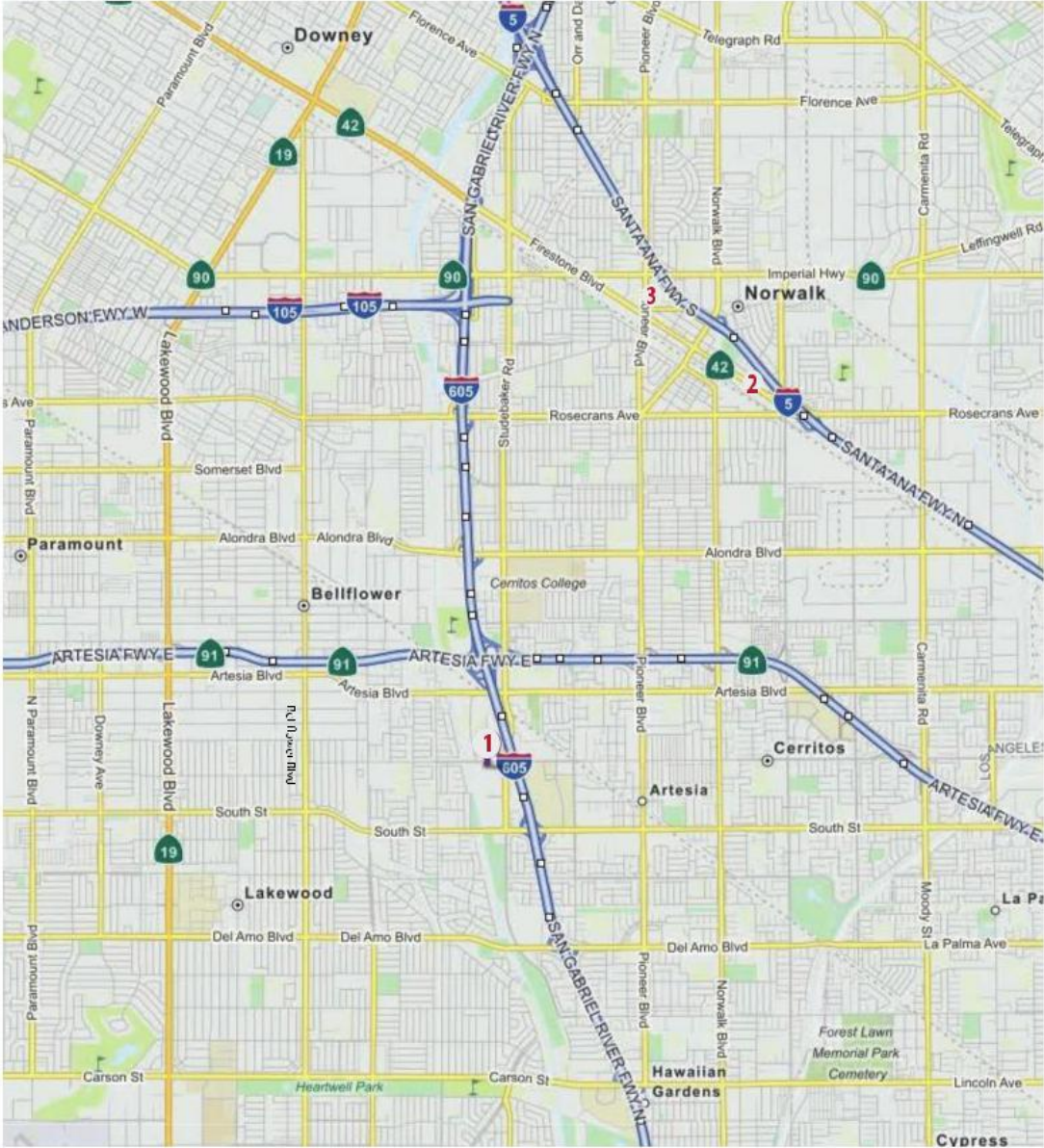
**Workforce Innovation and Opportunity Act
One-Stop Delivery System Memorandum of Understanding**

Cost Sharing Agreement

As indicated in section 7 of the MOU, the Field of Dreams agrees to negotiate and implement a cost sharing plan by December 31, 2017.

Workforce Innovation and Opportunity Act
One-Stop Delivery System Memorandum of Understanding

One-Stop System Map



SELACO WDB AJCC:

- 1. Cerritos Comprehensive AJCC – 10900 E. 183rd St., Cerritos CA 90703
- 2. Norwalk Affiliated, "Firestone AJCC" – 12440 Firestone Blvd., Suite 100, Norwalk, CA 90650 *
- 3. Norwalk EDD Affiliated AJCC - 12715 S. Pioneer Blvd., Norwalk, CA 90650 *

*The two centers in Norwalk are temporarily split, but by July 1, 2018 will be combined into one building that is currently under construction.

**Workforce Innovation and Opportunity Act
One-Stop Delivery System Memorandum of Understanding**

**AJCC Required Regional Partners:
Roles of Providers of Career Services System**

Workforce Development Board

AJCC Required Regional Partners: Roles of Providers of Career Services

	WIOA Title I Adult	WIOA Title I Dislocated Worker	WIOA Title I Youth	WIOA Title II Adult Ed.	WIOA Title III Wagner-Peyser Act	Title I of Rehab. Act	Carl D. Perkins	Title V Older Americans	L.A. Job Corps	Native American Programs	Veterans JVS	Trade Adjustment Assistance Act	Community Services Block Grant	Housing and Urban Dev.	Unemploy. Comp.	Migrant Seasonal Farmworkers	Youth Build	Second Chance	TANF
Assess Skills and Needs; Eligibility; Intake; Orientation	x	X	X	x	x	x	x	x	x	x	x	x	x	x		x	x	x	x
Assist with Tuition/Fees	x	X	X										x	x			x		
Develop Curriculum/Programs	x	X	X	x		x	x	x	x	x			x	x			x	x	x
Deliver Training	x	X	X	x		x	x		x	x			x				x	x	x
Engage Employers	x	X	X	x	x	x	x	x	x	x	x	x	x		x	x	x	x	x
Identify Industry-Recognized Credentials	x	X	X			x	x	x	x	x			x				x		
Provide Counseling (Academic/Personal/Career)	x	X	X	x	x	x	x	x	x	x	x	x	x	x		x	x	x	x
Provide Case Management	x	X	X	x		x	x			x	x	x	x				x	x	x
Provide Informational Services	x	X	X	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Provide Job Placement	x	X	X	x	x	x	x	x			x	x	x			x	x	x	
Provide Job Search Assistance	x	X	X	x	x	x	x	x	x	x	x	x	x	x		x		x	x
Provide Labor Market Information	x	X	X	x	x	x	x	x	x	x	x	x	x	x		x	x	x	x
Provide Support Services	x	X	X								x	x	x	x					x
Provide Work-Based Learning Opportunities	x	X	X	x		x	x	x	x	x			x				x	x	x
Recruit and Make Referrals	x	X	X	x	x	x		x	x	x	x	x	x	x		x	x	x	x

**Workforce Innovation and Opportunity Act
Phase II Memorandum of Understanding
between
The Southeast Los Angeles County Workforce Development Board (SELACO WDB)
and
Field of Dreams Learning**

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Required Phase II MOU Component: Process and Development

Local Workforce Development Area (Local Area): **Southeast Los Angeles County Workforce Development Board (SELACO WDB)**

Date Submitted: September 1, 2017

Attachment: Signed Phase I MOU

1. The period of time this agreement is effective: January 1, 2018 to January 1, 2021
2. Identification of all AJCC partners, Chief Elected Officials (CEO), and Local Boards participating in the infrastructure and other system costs funding agreements.

CEO/s: SELACO WDB Policy Board

Local Board/s: SELACO WDB Board of Directors

AJCC Partners Participating in the Infrastructure Funding Agreement (IFA):

- Title I Adult, Dislocated Worker and Youth
- Title III Wagner-Peyser, Veterans, Trade Adjustment Assistance Act
- Title IV Vocational Rehabilitation

AJCC Partners Participating in the Shared Other System Costs Agreement: None but will evaluate quarterly.

3. Steps the Local Board, CEO, and AJCC partners took to reach consensus and/or an assurance that the Local Area followed guidance for the state infrastructure funding mechanism.

On Wednesday, January 11, 2017 SELACO WDB held an orientation for all mandatory partners to review the state requirements of the Phase II Memorandum of Understanding. The objective was to ensure that all partners understood the elements of the state directive and provide an open forum for dialogue among the partners. The orientation also provided an opportunity to address questions and concerns. See attached agenda and sign in sheet. A follow up meeting for all partners who missed the meeting on January 11, 2017 was conducted on Wednesday, February 1, 2017. See attached agenda and sign in sheet.

The orientation included samples of Infrastructure Cost Allocation Methodologies. Upon review of the various cost allocation methodologies, the general consensus was that the use of square footage and cost per devices needed would be the most appropriate for determining the cost of partner contribution for all on-site partners. Off-site partners agreed to return to

the table once the State defines the process for measuring “benefit” as a partner within the American Job Center of California (AJCC) system.

Each partner was assigned a SELACO Coach to review the requirements of the memo and ensure partner commitment to provide required data is clear and feasible. Partners were assigned to submit information as it pertains to the cost associated to sharing other one-stop delivery system cost. See attached list of Partner Coaches.

Follow-up meetings were held with each partner to collect required data and ensure timely completion of the MOU Phase II process. If needed, partner questions were addressed and more time was provided to ensure collection of appropriate information.

As partners completed their required sections, the documents were reviewed by the lead agency to ensure compliance and assess any needs for negotiation and reconciliation. Documents meeting compliance requirements were distributed to all partners for review and comment. Partners were given ten (10) working days to submit questions or concerns regarding the draft MOU and partner proposed contributions to infrastructure and shared cost. See attached introduction email to partners.

All partner information submitted, reviewed and approved by partner agencies were filed as complete and submitted to the SELACO WDB board for review and approval. See attached SELACO WDB Log of Board Approved MOUs.

4. A description of the process to be used among partners to resolve issues during the MOU duration period when consensus cannot be reached.

In current efforts to establish partner MOUs there have been no issues that could not be addressed through open dialogue at the time of negotiations. However, there are still MOUs in the negotiation process. In the event partner issues/concerns can not be resolved under the guidance of their assigned Coach, the Systems Management Team (SMT) under the guidance and leadership of our One Stop Manager, will be asked to review the circumstances/concerns and support efforts to seek resolution. In the event resolution can not be found, support of an outside mediator will be secured. We anticipate efforts will be made to first seek State support in seeking resolution before securing an outside mediator.

5. A description of the periodic modification and review process that will be used to ensure all AJCC partners continue to contribute their fair and equitable share of infrastructure and other system costs, including the identification of who will fulfill this responsibility.

As the lead agency in facilitating local collaboration, SELACO WDB has procured the role of a One-Stop Operator who will serve as a facilitator and conveyer of local partners committed to the SELACO AJCC system. The One-Stop Manager will meet with the System Management Team (SMT) quarterly to review and discuss various elements of the One-Stop system, one of these being the infrastructure and other system cost. The practice of reviewing system cost will take effect to ensure fair and equitable contributions to the system.

Required Phase II MOU Component: Sharing Infrastructure Costs

Budget, Cost Allocation Methodology, Initial Proportionate Share

The Local Board and AJCC partners have chosen this option for developing the infrastructure cost budget:

 X Option 1: A separate budget for each comprehensive AJCC.

Option

2:
A
consolidated

system

-
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of
comprehensive

AJCCs

Comprehensive AJCC(s) and Colocated Partners

Comprehensive AJCC #1

Name/Address of the Comprehensive AJCC:

Cerritos AJCC

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

Partners Colocated at This AJCC:

Title I Adult, Dislocated Worker and Youth

Title III Wagner-Peyser

Title IV Vocational Rehabilitation

Comprehensive AJCC #2

Name/Address of the Comprehensive AJCC:

Firestone AJCC

**12440 E. Firestone Blvd., Suite 100
Norwalk, CA 90650**

Partners Colocated at This AJCC:

Title I Adult, Dislocated Worker and Youth

AJCC Infrastructure Budget
 Each Comprehensive AJCC (Name of AJCC: Cerritos)

Cost Category/Line Item	Line Item Cost Detail	Cost
Rent		
Rental of Facilities (1)	6,848 sf @ \$1.89/sf = \$12,943/month	\$155,313/year
Rental Costs Subtotal:		<i>\$155,313/year</i>
Utilities and Maintenance		
Electric	Included in the rent	\$0
Gas	Included in the rent	\$0
Water	Included in the rent	\$0
Sewer Connections	Included in the rent	\$0
High-Speed Internet (2)	(94/149) x \$195 = \$123/month	\$1,476/year
Telephones (Landlines) (3)	(28/63) x \$2,232 = \$992/month	\$11,904/year
Facility Maintenance Contract	Included in the rent	\$0
Utilities and Maintenance Costs Subtotal:		\$13,380
Equipment		
Assessment-related products	Using CalJOBS	\$0
Assistive technology for individuals with disabilities (Access and Accommodation)		\$0
Copiers		\$0
Fax Machines		\$0
Computers		\$0

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<p>Other tangible equipment used to serve all center customers (not specific to an individual program partner)</p> <p>Specify Other Tangible Equipment</p>		\$0
Equipment Costs Subtotal:		\$0
Technology to Facilitate Access to the AJCC		
<p>Technology used for the center's planning and outreach activities</p> <p>Specify the Technology</p>		\$0
<p>Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services</p> <p>Website Address:</p> <hr/> <p>(Does not include data systems or case management systems specific to individual program partners.)</p>		\$0
Technology to Facilitate Access Costs Subtotal:		\$0

Common Identifier Costs (Local Option, If Agreed To By All Colocated Partners)		
Creating New AJCC Signage		\$0
Updating Templates and Materials		
Updating Electronic Resources		
Common Identifier Subtotal:		\$0

SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS	
Cost Category	Total Cost
Subtotal: Rental Costs	\$155,313
Subtotal: Utilities and Maintenance Costs	\$13,380
Subtotal: Equipment Costs	\$0
Subtotal: Technology to Facilitate Access Costs	\$0
Subtotal: Common Identifier Costs	\$0
TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC:	\$168,693

AJCC Infrastructure Budget
 Each Comprehensive AJCC (Name of AJCC: Firestone)

Cost Category/Line Item	Line Item Cost Detail	Cost
Rent		
Rental of Facilities (1)	\$8,227/month for 4850 sf	\$98,724/year
Rental Costs Subtotal:		<i>\$98,724/year</i>
Utilities and Maintenance		
Electric	Included in the rent	\$0
Gas	Included in the rent	\$0
Water	Included in the rent	\$0
Sewer Connections	Included in the rent	\$0
High-Speed Internet (2)	\$145/month	\$1,740/year
Telephones (Landlines) (3)	(12/63) x \$2,232 = \$425/month	\$5,100/year
Facility Maintenance Contract	Included in the rent	\$0
Utilities and Maintenance Costs Subtotal:		\$6,840/year
Equipment		
Assessment-related products	Using CalJOBS	\$0
Assistive technology for individuals with disabilities (Access and Accommodation)		\$0
Copiers		\$0
Fax Machines		\$0
Computers		\$0

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Other tangible equipment used to serve all center customers (not specific to an individual program partner)		\$0
Specify Other Tangible Equipment		
Equipment Costs Subtotal:		\$0
Technology to Facilitate Access to the AJCC		
Technology used for the center's planning and outreach activities		\$0
Specify the Technology		
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services		\$0
Website Address: _____		
(Does not include data systems or case management systems specific to individual program partners.)		
Technology to Facilitate Access Costs Subtotal:		\$0

Common Identifier Costs (Local Option, If Agreed To By All Colocated Partners)		
Creating New AJCC Signage (4)		\$0
Updating Templates and Materials		
Updating Electronic Resources		
Common Identifier Subtotal:		\$0

SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS	
Cost Category	Total Cost
Subtotal: Rental Costs	\$98,724
Subtotal: Utilities and Maintenance Costs	\$6,840
Subtotal: Equipment Costs	\$0
Subtotal: Technology to Facilitate Access Costs	\$0
Subtotal: Common Identifier Costs	\$0
TOTAL INFRASTRUCTURE COSTS FOR FIRESTONE AJCC:	\$105,564

Infrastructure Cost Allocation Methodology

Rent:

Dedicated space occupy by each partner program' occupancy: actual cost.

Common space: the proportion of each partner program's actual occupancy relative to total common space.

Telephones & Internet:

The proportion of total devices used by each partner program relative to the total devices in AJCC.

Third-Party In-Kind Infrastructure Contributions to Support the AJCC As Whole				
Cost Categories	Total Cost	Contributor/s	Value	Balance to Allocate
Rent	\$254,037	None	\$0	\$254,037
Utilities/Maintenance	\$20,220	None	\$0	\$20,220
Equipment	\$0	None	\$0	\$0
Access Technology	\$0	None	\$0	\$0
Common Identifier	\$0	None	\$0	\$0
Total Infrastructure Balance to Be Allocated to Colocated Partners:				\$274,257

Initial Allocation of Proportionate Share of Infrastructure Costs for Colocated Partners					
Colocated Partner/s	Shared Infrastructure Costs	Application of Methodology	Allocated Initial Share	Amount: Cash	Amount: In-Kind
Partner 1: SELACO WDB Adult, Dislocated Worker and Youth	\$260,827	Square footage & devices	\$260,827	\$260,827	\$0
Partner 2: EDD Wagner- Peyser	\$11,000	Square footage & devices	\$11,000	\$11,000	\$0
Partner 3: Vocational Rehabilitation	\$2,430	Square footage & devices	\$2,430	\$2,430	\$0

Signature Page: Colocated Partners Sharing AJCC Infrastructure Costs

The CEO, the Local Board Chairperson, and all colocated AJCC partners included in the sharing of infrastructure costs must sign.

By signing below, all parties agree to the terms prescribed in the IFA.

(CEO)

Printed Name and Title

Signature and Date

Allison

Castellanos,

(Local Board Chairperson)

SELACO

Printed Name and Title

Signature and Date

WDB

Chair

(Colocated AJCC Partner Entity)

Printed Name and
Title

Signature and Date

(Colocated AJCC Partner Entity)

Printed Name and
Title

Signature and Date

Jeff

SELACO

WDB

Policy

Board

Chair

Signature Page: Partners Sharing Infrastructure Costs When Proportionate Share Data Are Available

By signing below, the parties agree that when data are available to determine the agreed upon AJCC benefit to non-located partners, the infrastructure cost sharing agreement will be renegotiated to include their proportionate share of contributions; whether it will be provided through cash, non-cash (in-kind), and/or third party in-kind contributions.

Southeast Los Angeles County Workforce Development Board (SELACO WDB)

Field of Dreams Learning

Allison Castellanos

Name Signature Date

Sayaka Ponce

Name Signature Date

SELACO WDB Policy Board of Elected Officials

Jeff Wood

Name Signature Date

Required Phase II MOU Component: Sharing Other One-Stop System Costs

The One-Stop System Partners Included in the Sharing of Other One-Stop Delivery System Costs

<input checked="" type="checkbox"/> Title I Adult, Dislocated Worker, and Youth	<input checked="" type="checkbox"/> Title V Older Americans Act	<input checked="" type="checkbox"/> Trade Adjustment Assistance Act
<input checked="" type="checkbox"/> Title II Adult Education and Literacy	<input checked="" type="checkbox"/> Job Corps	<input checked="" type="checkbox"/> Community Services Block Grant
	<input checked="" type="checkbox"/> Native American Programs	<input checked="" type="checkbox"/> Housing and Urban Development
	—	
<input checked="" type="checkbox"/> Title IV Vocational Rehabilitation	<input checked="" type="checkbox"/> Veterans	<input checked="" type="checkbox"/> Second Chance

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Summary of Career Services Applicable to Each One-Stop Delivery System Partner (Phase I MOU)							
Basic Career Services	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF
T-I Program Eligibility	✓	✓	✓				
Outreach, Intake, Orient	✓	✓		✓	✓	✓	
Initial Assessment	✓	✓		✓	✓	✓	
Labor Exch/Job Search	✓	✓			✓	✓	
Referrals to Partners	✓	✓			✓	✓	
LMI	✓	✓			✓	✓	
Performance/Cost Info	✓	✓			✓		
Support Service Info	✓	✓			✓	✓	
UI Info/Assistance	✓	✓			✓		
Financial Aid Info	✓	✓			✓	✓	
Basic Career Services	Tech Ed	T-V OAA	Job Corps	Native Am	MSF	YouthBuild	TAA
T-I Program Eligibility						✓	
Outreach, Intake, Orient							
Initial Assessment						✓	
Labor Exchange/Job Search						✓	
Referrals to Partners						✓	
LMI							
Performance/Cost Info							
Support Service Info						✓	
UI Info/Assistance							

Financial Aid Info							
Basic Career Services	Comm Act	Housing	UI	Native Am	Other Part	Other Part	Other Part
T-I Program Eligibility							
Outreach, Intake, Orient							
Initial Assessment							
Labor Exchange/Job Search							
Referrals to Partners							
LMI							
Performance/Cost Info							
Support Service Info							
UI Info/Assistance							
Financial Aid Info							
Individual Career Services	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF
Comp Assessment	✓	✓			✓	✓	
IEP	✓	✓				✓	
Career Plan/Counsel	✓	✓				✓	
Short-Term Prevoc.	✓	✓				✓	
Internships/Work Experience	✓	✓				✓	
Out-of-Area Job Search	✓	✓				✓	
Financial Literacy	✓	✓					
IET/ELA	✓	✓					
Workforce Preparation	✓	✓				✓	✓

Individual Career Services	Tech Ed	T-V OAA	Job Corps	Native Am	MSF	YouthBuild	TAA
Comp Assessment							
IEP							
Career Plan/Counsel							
Short-Term Prevoc.							
Internships/Work Experience							
Out-of-Area Job Search							
Financial Literacy							
IET/ELA							
Workforce Preparation							
Individual Career Services	Comm Act	Housing	UI	Native Am	Other Part	Other Part	Other Part
Comp Assessment							
IEP							
Career Plan/Counsel							
Short-Term Prevoc							
Internships/Work Experience							
Out-of-Area Job Search							
Financial Literacy							
IET/ELA							
Workforce Preparation							

Applicable Career Services	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF
Basic Career Services: T-I Eligibility/Initial Assess Outreach, Intake, Orient Labor Exchange/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$ 150,156	\$ 37,405	\$ 201,056	\$ 779,660	\$ 229,873	\$ 735,425	\$
Applicable Career Services	Tech Ed	T-V OAA	Job Corps	Native Am	MSF	YouthBuild	TAA
Basic Career Services: T-I Eligibility/Initial Assess Outreach, Intake, Orient Labor Exchange/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$	\$	\$	\$	\$	\$100,000	\$
Applicable Career Services	Comm Act	Housing	UI	Native Am	Other Part	Other Part	Other Part
Basic Career Services: T-I Eligibility/Initial Assess Outreach, Intake, Orient Labor Exchange/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$	\$	\$	\$	\$	\$	\$

Applicable Career Services	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF
Individual Career Services: Comp Assessment/IEP Career Plan/Counsel Short-Term Pre-vocational Internship/Work Experience Financial Literacy IET/ELA/WF Prep	\$ 244,314	\$ 107,797	\$ 0	\$ 778,020	\$ 23,017	\$ 2,941,701	\$ 96,450
Applicable Career Services	Tech Ed	T-V OAA	Job Corps	Native Am	MSF	YouthBuild	TAA
Individual Career Services: Comp Assessment/IEP Career Plan/Counsel Short-Term Pre-vocational Internship/Work Experience Financial Literacy IET/ELA/WF Prep	\$	\$	\$	\$	\$	\$	\$
Applicable Career Services	Comm Act	Housing	UI	Native Am	Other Part	Other Part	Other Part
Individual Career Services: Comp Assessment/IEP Career Plan/Counsel Short-Term Pre-vocational Internship/Work Experience Financial Literacy IET/ELA/WF Prep	\$	\$	\$	\$	\$	\$	\$
Consolidated budget total of career services delivered through the One-Stop system: \$							

Signature Page: AJCC Partners Sharing Other One-Stop System Costs

All partners who signed the Phase I MOU must sign the Phase II MOU.

By signing below, all parties agree to the terms prescribed in the sharing of other One-Stop system costs.

(CEO)

(AJCC Partner Entity)

Printed Name and Title

Printed Name and Title

Signature and Date

Signature and Date

(Local Board Chairperson)

(AJCC Partner Entity)

Printed Name and Title

Printed Name and Title

Signature and Date

Signature and Date

(AJCC Partner Entity)

(AJCC Partner Entity)

Printed Name and Title

Printed Name and Title

Signature and Date

Signature and Date

Allison

Jeff

Wood

Castellanos,

SELACO

SELACO

WDB

WDB

Policy

Chair

Board

Chair

ATTACHMENTS



SELACO Workforce Development Board
Phase II – MOU Planning Meeting
Wednesday, January 11, 2017
10:00 a.m. – 1:00 p.m.

- | | | |
|-------|---|----------------|
| I. | Welcome and Introduction | Yolanda Castro |
| | a. Overview of the SELACO WDB AJCC System of Service | |
| | b. Key objectives for moving the MOU process forward | |
| II. | Phase II – MOU Component – Requirements | |
| | a. Process and Development | Sandra Michel |
| | • Time Period | |
| | • Identification of AJCC Partners | |
| | • Process followed for Phase I and what to anticipate for Phase II | |
| | • Securing Assurance from non-collocated partners | |
| | b. SMT key functions | Yolanda Castro |
| | • Process for resolving issues – Open Dialogue | |
| | • Periodic modification and Review | |
| III. | Phase II - MOU Component: Sharing Infrastructure Costs | |
| | a. Budget, Cost Allocation Methodology, Initial Proportionate Share | Richard Jewick |
| | b. Proposed Infrastructure Budget | Tam Dang |
| IV. | Required document | |
| | a. Collocated partners | Sandra Michel |
| | b. Defining the Methodology behind shared cost | Tam Dang |
| V. | Required document for Non-Collocated partners | Sandra Michel |
| VI. | Sharing OTHER One-Stop System Cost | |
| | a. Definitions and examples | Richard Jewick |
| | b. Review of MOU Phase I Attachment B | Sandra Michel |
| | c. Creating a Methodology for each appropriate service | Tam Dang |
| VII. | Working Lunch and Individual Partner Discussion | |
| VIII. | Next Steps and Closing Comments | Yolanda Castro |

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. TDD/TTY (562) 860-7657

SELACO WDB
Phase II - MOU Planning Meeting
 Wednesday, January 11, 2017
 10:00 a.m. - 1:00 p.m.

Name	Agency/Organization	Email Address	Signature
Castro, Yolanda	SELACO WDB	yolandac@selaco.com	
Chuayiuo, Maria	Employment Development Department	Maria.Chuayiuo@edd.ca.gov	
Clements, Marjean	SELACO WDB	marjeanc@selaco.com	
Cornejo, Dahlia	CalWORKs and GAIN Division, DPSS	dahliacornejo@dpss.lacounty.gov	
Critchley, Jeff	Employment Development Department	Jeff.Critchley@edd.ca.gov	
Dang, Tam	SELACO WDB	tamd@selaco.com	
Dixon, Patrick	Bellflower Unified School District, PAACE	pdixon@busd.k12.ca.us	
Gamboa, Maritza	Employment Development Department	Maritza.Gamboa@edd.ca.gov	
Guo, PaoLing	ABC Unified School District, PAACE	paoling.guo@abcusd.us	
Jewik, Richard	SELACO WDB	richardj@selaco.com	
King, Olin	SELACO WDB Member, EDD	Olin.King@edd.ca.gov	
Ladao, Janie	Employment Development Department	Janie.Ladao@edd.ca.gov	
Leon, Anna	SELACO WDB	aleon@selaco.com	
Maitthonis, Kristin	Norwalk Housing Authority	kmaithonis@norwalkca.gov	
Michel, Sandra	SELACO WDB	sandram@selaco.com	
Rochin, Blanca	Downey Adult School, PAACE	brochin@das.edu	
Saenz, Ericka	Employment Development Department	Ericka.Saenz@edd.ca.gov	

SELACO WDB
Phase II - MOU Planning Meeting
 Wednesday, January 11, 2017
 10:00 a.m. - 1:00 p.m.

Name	Agency/Organization	Email Address	Signature
Scoles, William	Department of Rehabilitation	William.Scoles@dor.ca.gov	
Todd, Sharon	SELACO WDB Member, Norwalk-La Mirada USD	STodd@nlmusd.k12.ca.us	
Vasquez, Graciela	Cerritos College, PAACE	gvasquez@Cerritos.edu	
Williams, Candy	SELACO WDB Member, Department of Rehab	Candy.Williams@dor.ca.gov	
Torrico, Sergio	DPSS - CalWORKS and GAIN	SergioTorrico@dpss.lacounty.gov	
Mills, Debora	DPSS - CW+GAIN Division	Debora.Mills@dpss.lacounty.gov	
KROBASHYAN, MARGARET	DPSS - FWD	Margaret.Krobashyan@dpss.lacounty.gov	
Macias, Perla	DPSS - FWD	perlamacias@dpss.lacounty.gov	

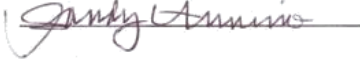

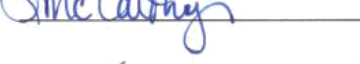
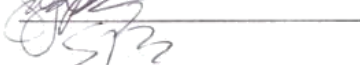


SELACO Workforce Development Board
 MOU Planning Meeting
 Wednesday, February 1, 2017
 2:30 – 5:00 p.m.

- | | |
|--|-------------------------------------|
| I. Welcome and Introduction | Yolanda Castro |
| II. Phase I and II MOU – Understanding the State Requirements <ul style="list-style-type: none"> a. Process and Development <ul style="list-style-type: none"> • Time Period • Identification of AJCC Partners • What’s Needed for Phase I <ul style="list-style-type: none"> ○ Bricks ○ Clicks ○ Connect b. Overview of the SELACO WDB AJCC System of Service c. Key objectives for moving the MOU process forward <ul style="list-style-type: none"> • Defining Collocated versus Non-Collocated • CalJOBS Tour – Supporting the System via Technology | Sandra Michel and
Yolanda Castro |
| III. Phase I MOU Template | Sandra Michel |
| IV. Phase II - MOU Component: Sharing Infrastructure Costs <ul style="list-style-type: none"> a. Budget, Cost Allocation Methodology, Initial Proportionate Share b. Proposed Infrastructure Budget | Tam Dang |
| V. Required Documents <ul style="list-style-type: none"> a. Collocated Partners b. Non-Collocated Partners | Sandra Michel |
| VI. Sharing OTHER One-Stop System Cost | Tam Dang |
| VII. Individual Partner Discussion with MOU Coach | |
| VIII. Next Steps and Closing Comments | Yolanda Castro |

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 Please call (562) 402-9336 to request accommodations. TDD/TTY (562) 860-7657

SELACO WDB
MOU Planning Meeting
 Wednesday, February 1, 2017
 2:30 - 5:00 p.m.

Name	Agency/Organization	Email Address	Signature
Annino, Sandy	Long Beach Job Corps Center	annino.sandy.m@jobcorps.org	
Degadillo, Julie	Clothes the Deal	Julie@clothesthedeal.org	
Espetia, Ben	Goodwill	BEspitia@goodwillsolac.org	
Maithonis, Kristin	Norwalk Housing Authority	kmaithonis@norwalkca.gov	
McCarthy, Janet	Goodwill		
Pelayo, Irene	LA County	ipelayo@css.lacounty.gov	
Ponce, Sayaka	Field of Dreams Learning	sponce@youthbuildcharter.org	
Ruiz, Stephanie	Norwalk Housing Authority	sruiz@norwalkca.gov	

Partner Agency	SELACO Coach	Email	Direct Line
EDD	Yolanda Castro Tam Dang	yolandac@selaco.com tamd@selaco.com	(562) 484-5045 (562) 484-5051
Department of Rehab	Marjean Clements Richard Jewik	marjeanc@selaco.com richardj@selaco.com	(562) 484-5040 (562) 484-5059
Adult Education	Sandra Michel Anna Leon	sandram@selaco.com aleon@selaco.com	(562) 484-5046 (562) 484-5003
TANF	Yolanda Castro Sandra Michel	yolandac@selaco.com sandram@selaco.com	(562) 484-5045 (562) 484-5046
Second Chance	Marjean Clements	marjeanc@selaco.com	(562) 484-5040
LA Community Services Block Grant	Sandra Michel	sandram@selaco.com	(562) 484-5046
Housing Authority	Marjean Clements	marjeanc@selaco.com	(562) 484-5040
Job Corps	Anna Leon	aleon@selaco.com	(562) 484-5003
Youth Build	Anna Leon	aleon@selaco.com	(562) 484-5003

SELACO will attach introduction email sent to partners.


SELACO will insert MOU Log



MEMORANDUM

DATE: August 9, 2017

TO: SELACO Policy Board

FROM: Yolanda Castro, Executive Director 

RE: Approve MOU Phase II with Department of Rehabilitation (DOR)

Per directive WSD 15-12, the SELACO WDB has negotiated MOU's in two phases.

Phase I: Service Coordination

For Phase I, Local Boards were expected to work with all of the required partners in their Local Area to develop an agreement regarding the operations of the local One-Stop system as it relates to shared services and customers.

Phase II: Shared Resources and Costs

For Phase II, Local Boards are expected to build upon the agreements established in Phase I and determine how to best support their established service delivery model through the sharing of resources and costs.

Negotiation efforts for Phase I have resulted in an executed MOU with DOR, dated 8/18/16 . In accordance with State directive, the DOR MOU was created in a joint effort by SELACO WDB and DOR, with a focus on two of the three major components: Shared customers and Shared Services.

Negotiation efforts for Phase II have resulted in an executed Phase II MOU with DOR. Attached for review and approval is the Phase II MOU with DOR. In accordance with State directive, the DOR Phase II MOU was created in a joint effort by SELACO WDB and DOR.

Action:

- Review, approve and sign the MOU between the DOR and the SELACO WDB for Phase II of the MOU Process.

**Workforce Innovation and Opportunity Act
Phase II Memorandum of Understanding
between
The Southeast Los Angeles County Workforce Development Board (SELACO WDB)
and
California Department of Rehabilitation**

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	AJCC Infrastructure Budget	Page 7
	Infrastructure Cost Allocation Methodology	Page 13
	Third-Party In-Kind Contributions to Support the AJCC as a Whole	Page 14
	Initial Proportionate Share Allocated to Each Colocated Partner	Page 15
	Signature Page: Colocated Partners Sharing AJCC Infrastructure Costs	Page 16
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Required Phase II MOU Component: Process and Development

Local Workforce Development Area (Local Area): **Southeast Los Angeles County Workforce Development Board (SELACO WDB)**

Date Submitted: September 1, 2017

Attachment: Signed Phase I MOU

1. The period of time this agreement is effective: January 1, 2018 to January 1, 2021
2. Identification of all AJCC partners, Chief Elected Officials (CEO), and Local Boards participating in the infrastructure and other system costs funding agreements.

CEO/s: SELACO WDB Policy Board

Local Board/s: SELACO WDB Board of Directors

AJCC Partners Participating in the Infrastructure Funding Agreement (IFA):

- Title I Adult, Dislocated Worker and Youth
- Title III Wagner-Peyser, Veterans, Trade Adjustment Assistance Act
- Title IV Vocational Rehabilitation

AJCC Partners Participating in the Shared Other System Costs Agreement: None but will evaluate quarterly.

3. Steps the Local Board, CEO, and AJCC partners took to reach consensus and/or an assurance that the Local Area followed guidance for the state infrastructure funding mechanism.

On Wednesday, January 11, 2017 SELACO WDB held an orientation for all mandatory partners to review the state requirements of the Phase II Memorandum of Understanding. The objective was to ensure that all partners understood the elements of the state directive and provide an open forum for dialogue among the partners. The orientation also provided an opportunity to address questions and concerns. See attached agenda and sign in sheet. A follow up meeting for all partners who missed the meeting on January 11, 2017 was conducted on Wednesday, February 1, 2017. See attached agenda and sign in sheet.

The orientation included samples of Infrastructure Cost Allocation Methodologies. Upon review of the various cost allocation methodologies, the general consensus was that the use of square footage and cost per devices needed would be the most appropriate for determining the cost of partner contribution for all on-site partners. Off-site partners agreed to return to

the table once the State defines the process for measuring “benefit” as a partner within the American Job Center of California (AJCC) system.

Each partner was assigned a SELACO Coach to review the requirements of the memo and ensure partner commitment to provide required data is clear and feasible. Partners were assigned to submit information as it pertains to the cost associated to sharing other one-stop delivery system cost. See attached list of Partner Coaches.

Follow-up meetings were held with each partner to collect required data and ensure timely completion of the MOU Phase II process. If needed, partner questions were addressed and more time was provided to ensure collection of appropriate information.

As partners completed their required sections, the documents were reviewed by the lead agency to ensure compliance and assess any needs for negotiation and reconciliation. Documents meeting compliance requirements were distributed to all partners for review and comment. Partners were given ten (10) working days to submit questions or concerns regarding the draft MOU and partner proposed contributions to infrastructure and shared cost. See attached introduction email to partners.

All partner information submitted, reviewed and approved by partner agencies were filed as complete and submitted to the SELACO WDB board for review and approval. See attached SELACO WDB Log of Board Approved MOUs.

4. A description of the process to be used among partners to resolve issues during the MOU duration period when consensus cannot be reached.

In current efforts to establish partner MOUs there have been no issues that could not be addressed through open dialogue at the time of negotiations. However, there are still MOUs in the negotiation process. In the event partner issues/concerns can not be resolved under the guidance of their assigned Coach, the Systems Management Team (SMT) under the guidance and leadership of our One Stop Manager, will be asked to review the circumstances/concerns and support efforts to seek resolution. In the event resolution can not be found, support of an outside mediator will be secured. We anticipate efforts will be made to first seek State support in seeking resolution before securing an outside mediator.

5. A description of the periodic modification and review process that will be used to ensure all AJCC partners continue to contribute their fair and equitable share of infrastructure and other system costs, including the identification of who will fulfill this responsibility.

As the lead agency in facilitating local collaboration, SELACO WDB has procured the role of a One-Stop Operator who will serve as a facilitator and conveyer of local partners committed to the SELACO AJCC system. The One-Stop Manager will meet with the System Management Team (SMT) quarterly to review and discuss various elements of the One-Stop system, one of these being the infrastructure and other system cost. The practice of reviewing system cost will take effect to ensure fair and equitable contributions to the system.

Required Phase II MOU Component: Sharing Infrastructure Costs

Budget, Cost Allocation Methodology, Initial Proportionate Share

The Local Board and AJCC partners have chosen this option for developing the infrastructure cost budget:

 X Option 1: A separate budget for each comprehensive AJCC.

Option

2:
A
consolidated

system

-
wide

budget

for
the
network

of
comprehensive

AJCCs

Comprehensive AJCC(s) and Colocated Partners

Comprehensive AJCC #1

Name/Address of the Comprehensive AJCC:

Cerritos AJCC

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

Partners Colocated at This AJCC:

Title I Adult, Dislocated Worker and Youth

Title III Wagner-Peyser

Title IV Vocational Rehabilitation

Comprehensive AJCC #2

Name/Address of the Comprehensive AJCC:

Firestone AJCC

**12440 E. Firestone Blvd., Suite 100
Norwalk, CA 90650**

Partners Colocated at This AJCC:

Title I Adult, Dislocated Worker and Youth

AJCC Infrastructure Budget
 Each Comprehensive AJCC (Name of AJCC: Cerritos)

Cost Category/Line Item	Line Item Cost Detail	Cost
Rent		
Rental of Facilities (1)	6,848 sf @ \$1.89/sf = \$12,943/month	\$155,313/year
Rental Costs Subtotal:		<i>\$155,313/year</i>
Utilities and Maintenance		
Electric	Included in the rent	\$0
Gas	Included in the rent	\$0
Water	Included in the rent	\$0
Sewer Connections	Included in the rent	\$0
High-Speed Internet (2)	(94/149) x \$195 = \$123/month	\$1,476/year
Telephones (Landlines) (3)	(28/63) x \$2,232 = \$992/month	\$11,904/year
Facility Maintenance Contract	Included in the rent	\$0
Utilities and Maintenance Costs Subtotal:		\$13,380
Equipment		
Assessment-related products	Using CalJOBS	\$0
Assistive technology for individuals with disabilities (Access and Accommodation)		\$0
Copiers		\$0
Fax Machines		\$0
Computers		\$0

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<p>Other tangible equipment used to serve all center customers (not specific to an individual program partner)</p> <p>Specify Other Tangible Equipment</p>		\$0
Equipment Costs Subtotal:		\$0
Technology to Facilitate Access to the AJCC		
<p>Technology used for the center's planning and outreach activities</p> <p>Specify the Technology</p>		\$0
<p>Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services</p> <p>Website Address:</p> <hr/> <p>(Does not include data systems or case management systems specific to individual program partners.)</p>		\$0
Technology to Facilitate Access Costs Subtotal:		\$0

Common Identifier Costs (Local Option, If Agreed To By All Colocated Partners)		
Creating New AJCC Signage		\$0
Updating Templates and Materials		
Updating Electronic Resources		
Common Identifier Subtotal:		\$0

SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS	
Cost Category	Total Cost
Subtotal: Rental Costs	\$155,313
Subtotal: Utilities and Maintenance Costs	\$13,380
Subtotal: Equipment Costs	\$0
Subtotal: Technology to Facilitate Access Costs	\$0
Subtotal: Common Identifier Costs	\$0
TOTAL INFRASTRUCTURE COSTS FOR THIS AJCC:	\$168,693

AJCC Infrastructure Budget
 Each Comprehensive AJCC (Name of AJCC: Firestone)

Cost Category/Line Item	Line Item Cost Detail	Cost
Rent		
Rental of Facilities (1)	\$8,227/month for 4850 sf	\$98,724/year
Rental Costs Subtotal:		<i>\$98,724/year</i>
Utilities and Maintenance		
Electric	Included in the rent	\$0
Gas	Included in the rent	\$0
Water	Included in the rent	\$0
Sewer Connections	Included in the rent	\$0
High-Speed Internet (2)	\$145/month	\$1,740/year
Telephones (Landlines) (3)	(12/63) x \$2,232 = \$425/month	\$5,100/year
Facility Maintenance Contract	Included in the rent	\$0
Utilities and Maintenance Costs Subtotal:		\$6,840/year
Equipment		
Assessment-related products	Using CalJOBS	\$0
Assistive technology for individuals with disabilities (Access and Accommodation)		\$0
Copiers		\$0
Fax Machines		\$0
Computers		\$0

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Other tangible equipment used to serve all center customers (not specific to an individual program partner)		\$0
Specify Other Tangible Equipment		
Equipment Costs Subtotal:		\$0
Technology to Facilitate Access to the AJCC		
Technology used for the center's planning and outreach activities		\$0
Specify the Technology		
Cost of creation and maintenance of a center website (not specific to an individual program partner) that provides outreach to customers by providing information on AJCC services and/or provides direct service access to AJCC services		\$0
Website Address:		
(Does not include data systems or case management systems specific to individual program partners.)		
Technology to Facilitate Access Costs Subtotal:		\$0

Common Identifier Costs (Local Option, If Agreed To By All Colocated Partners)		
Creating New AJCC Signage (4)		\$0
Updating Templates and Materials		
Updating Electronic Resources		
Common Identifier Subtotal:		\$0

SUMMARY OF TOTAL INFRASTRUCTURE COSTS TO BE SHARED BY COLOCATED PARTNERS	
Cost Category	Total Cost
Subtotal: Rental Costs	\$98,724
Subtotal: Utilities and Maintenance Costs	\$6,840
Subtotal: Equipment Costs	\$0
Subtotal: Technology to Facilitate Access Costs	\$0
Subtotal: Common Identifier Costs	\$0
TOTAL INFRASTRUCTURE COSTS FOR FIRESTONE AJCC:	\$105,564

Infrastructure Cost Allocation Methodology

Rent:

Dedicated space occupy by each partner program' occupancy: actual cost.

Common space: the proportion of each partner program's actual occupancy relative to total common space.

Telephones & Internet:

The proportion of total devices used by each partner program relative to the total devices in AJCC.

Third-Party In-Kind Infrastructure Contributions to Support the AJCC As Whole				
Cost Categories	Total Cost	Contributor/s	Value	Balance to Allocate
Rent	\$254,037	None	\$0	\$254,037
Utilities/Maintenance	\$20,220	None	\$0	\$20,220
Equipment	\$0	None	\$0	\$0
Access Technology	\$0	None	\$0	\$0
Common Identifier	\$0	None	\$0	\$0
Total Infrastructure Balance to Be Allocated to Colocated Partners:				\$274,257

Initial Allocation of Proportionate Share of Infrastructure Costs for Colocated Partners					
Colocated Partner/s	Shared Infrastructure Costs	Application of Methodology	Allocated Initial Share	Amount: Cash	Amount: In-Kind
Partner 1: SELACO WDB Adult, Dislocated Worker and Youth	\$260,827	Square footage & devices	\$260,827	\$260,827	\$0
Partner 2: EDD Wagner- Peyser	\$11,000	Square footage & devices	\$11,000	\$11,000	\$0
Partner 3: Vocational Rehabilitation	\$2,430	Square footage & devices	\$2,430	\$2,430	\$0

Signature Page: Colocated Partners Sharing AJCC Infrastructure Costs

The CEO, the Local Board Chairperson, and all colocated AJCC partners included in the sharing of infrastructure costs must sign.

By signing below, all parties agree to the terms prescribed in the IFA.

***Southeast Los Angeles County Workforce
Development Board (SELACO WDB)***

California Department of Rehabilitation

Allison Castellanos

Candy Williams

Name Signature Date

Name Signature Date

SELACO WDB Policy Board of Elected Officials

Jeff Wood

Name Signature Date

Signature Page: Partners Sharing Infrastructure Costs When Proportionate Share Data Are Available

By signing below, the parties agree that when data are available to determine the agreed upon AJCC benefit to non-located partners, the infrastructure cost sharing agreement will be renegotiated to include their proportionate share of contributions; whether it will be provided through cash, non-cash (in-kind), and/or third party in-kind contributions.

Southeast Los Angeles County Workforce Development Board (SELACO WDB)

Partner Agency

Name Signature Date

Name Signature Date

SELACO WDB Policy Board of Elected Officials

Name Signature Date

Required Phase II MOU Component: Sharing Other One-Stop System Costs

The One-Stop System Partners Included in the Sharing of Other One-Stop Delivery System Costs

<input checked="" type="checkbox"/> Title I Adult, Dislocated Worker, and Youth	<input checked="" type="checkbox"/> Title V Older Americans Act	<input checked="" type="checkbox"/> Trade Adjustment Assistance Act
<input checked="" type="checkbox"/> Title II Adult Education and Literacy	<input checked="" type="checkbox"/> Job Corps	<input checked="" type="checkbox"/> Community Services Block Grant
—	—	—
<input checked="" type="checkbox"/> Title IV Vocational Rehabilitation	<input checked="" type="checkbox"/> Veterans	<input checked="" type="checkbox"/> Second Chance
Education	—	
<input checked="" type="checkbox"/> TANF/CalWORKS		

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Summary of Career Services Applicable to Each One-Stop Delivery System Partner (Phase I MOU)							
Basic Career Services	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF
T-I Program Eligibility	✓	✓	✓				
Outreach, Intake, Orient	✓	✓		✓	✓	✓	
Initial Assessment	✓	✓		✓	✓	✓	
Labor Exch/Job Search	✓	✓			✓	✓	
Referrals to Partners	✓	✓			✓	✓	
LMI	✓	✓			✓	✓	
Performance/Cost Info	✓	✓			✓		
Support Service Info	✓	✓			✓	✓	
UI Info/Assistance	✓	✓			✓		
Financial Aid Info	✓	✓			✓	✓	
Individual Career Services	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF
Comp Assessment	✓	✓				✓	
IEP	✓	✓				✓	
Career Plan/Counsel	✓	✓				✓	
Short-Term Prevoc.	✓	✓				✓	
Internships/Work Experience	✓	✓				✓	✓
Out-of-Area Job Search	✓	✓				✓	
Financial Literacy	✓	✓					
IET/ELA	✓	✓					
Workforce Preparation	✓	✓				✓	

Applicable Career Services	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF
Basic Career Services: T-I Eligibility/Initial Assess Outreach, Intake, Orient Labor Exchange/Job Search Referrals/LMI Support Service Info UI Info/Fin Aid Info	\$ 150,156	\$ 37,405	\$ 201,056	\$ 779,660	\$ 17,871	\$ 735,425	\$ 0

Applicable Career Services	T-I Adult	T-I DW	T-I Youth	T-II AEL	T-III WP	T-IV VR	TANF
Individual Career Services: Comp Assessment/IEP Career Plan/Counsel Short-Term Pre-vocational Internship/Work Experience Financial Literacy IET/ELA/WF Prep	\$ 244,314	\$ 107,797	\$ 0	\$ 778,020	\$ 0	\$ 2,941,701	\$ 96,450
Consolidated budget total of career services delivered through the One-Stop system: \$							

Signature Page: AJCC Partners Sharing Other One-Stop System Costs

All partners who signed the Phase I MOU must sign the Phase II MOU.

By signing below, all parties agree to the terms prescribed in the sharing of other One-Stop system costs.

(CEO)

(AJCC Partner Entity)

Printed Name and Title

Printed Name and Title

Signature and Date

Signature and Date

(Local Board Chairperson)

(AJCC Partner Entity)

Printed Name and Title

Printed Name and Title

Signature and Date

Signature and Date

(AJCC Partner Entity)

(AJCC Partner Entity)

Printed Name and Title

Printed Name and Title

Signature and Date

Signature and Date

ATTACHMENTS



SELACO Workforce Development Board
Phase II – MOU Planning Meeting
Wednesday, January 11, 2017
10:00 a.m. – 1:00 p.m.

- | | | |
|-------|---|----------------|
| I. | Welcome and Introduction | Yolanda Castro |
| | a. Overview of the SELACO WDB AJCC System of Service | |
| | b. Key objectives for moving the MOU process forward | |
| II. | Phase II – MOU Component – Requirements | |
| | a. Process and Development | Sandra Michel |
| | • Time Period | |
| | • Identification of AJCC Partners | |
| | • Process followed for Phase I and what to anticipate for Phase II | |
| | • Securing Assurance from non-located partners | |
| | b. SMT key functions | Yolanda Castro |
| | • Process for resolving issues – Open Dialogue | |
| | • Periodic modification and Review | |
| III. | Phase II - MOU Component: Sharing Infrastructure Costs | |
| | a. Budget, Cost Allocation Methodology, Initial Proportionate Share | Richard Jewick |
| | b. Proposed Infrastructure Budget | Tam Dang |
| IV. | Required document | |
| | a. Collocated partners | Sandra Michel |
| | b. Defining the Methodology behind shared cost | Tam Dang |
| V. | Required document for Non-Collocated partners | Sandra Michel |
| VI. | Sharing OTHER One-Stop System Cost | |
| | a. Definitions and examples | Richard Jewick |
| | b. Review of MOU Phase I Attachment B | Sandra Michel |
| | c. Creating a Methodology for each appropriate service | Tam Dang |
| VII. | Working Lunch and Individual Partner Discussion | |
| VIII. | Next Steps and Closing Comments | Yolanda Castro |

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. TDD/TTY (562) 860-7657

SELACO WDB
Phase II - MOU Planning Meeting
 Wednesday, January 11, 2017
 10:00 a.m. - 1:00 p.m.

Name	Agency/Organization	Email Address	Signature
Castro, Yolanda	SELACO WDB	yolandac@selaco.com	
Chuayiuo, Maria	Employment Development Department	Maria.Chuayiuo@edd.ca.gov	
Clements, Marjean	SELACO WDB	marjeanc@selaco.com	
Cornejo, Dahlia	CalWORKs and GAIN Division, DPSS	dahliacornejo@dpss.lacounty.gov	
Critchley, Jeff	Employment Development Department	Jeff.Critchley@edd.ca.gov	
Dang, Tam	SELACO WDB	tamd@selaco.com	
Dixon, Patrick	Bellflower Unified School District, PAACE	pdixon@busd.k12.ca.us	
Gamboa, Maritza	Employment Development Department	Maritza.Gamboa@edd.ca.gov	
Guo, PaoLing	ABC Unified School District, PAACE	paoling.guo@abcusd.us	
Jewik, Richard	SELACO WDB	richardj@selaco.com	
King, Olin	SELACO WDB Member, EDD	Olin.King@edd.ca.gov	
Ladao, Janie	Employment Development Department	Janie.Ladao@edd.ca.gov	
Leon, Anna	SELACO WDB	aleon@selaco.com	
Maitthonis, Kristin	Norwalk Housing Authority	kmaithonis@norwalkca.gov	
Michel, Sandra	SELACO WDB	sandram@selaco.com	
Rochin, Blanca	Downey Adult School, PAACE	brochin@das.edu	
Saenz, Ericka	Employment Development Department	Ericka.Saenz@edd.ca.gov	

SELACO WDB
Phase II - MOU Planning Meeting
 Wednesday, January 11, 2017
 10:00 a.m. - 1:00 p.m.

Name	Agency/Organization	Email Address	Signature
Scoles, William	Department of Rehabilitation	William.Scoles@dor.ca.gov	
Todd, Sharon	SELACO WDB Member, Norwalk-La Mirada USD	STodd@nlmusd.k12.ca.us	
Vasquez, Graciela	Cerritos College, PAACE	gvasquez@Cerritos.edu	
Williams, Candy	SELACO WDB Member, Department of Rehab	Candy.Williams@dor.ca.gov	
Torrice, Sergio	DPSS - CalWORKS and GAIN	SergioTorrice@dpss.lacounty.gov	
Mills, Debora	DPSS - CW+GAIN Division	Debora.Mills@dpss.lacounty.gov	
KROBASHYAN, MARGARET	DPSS - FIMD	Margaret.Krobashyan@dpss.lacounty.gov	
Macias, Perla	DPSS - FIMD	perlamacias@dpss.lacounty.gov	

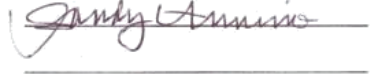


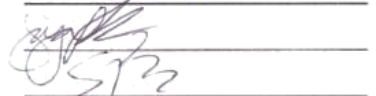


SELACO Workforce Development Board
 MOU Planning Meeting
 Wednesday, February 1, 2017
 2:30 – 5:00 p.m.

- | | |
|--|-------------------------------------|
| I. Welcome and Introduction | Yolanda Castro |
| II. Phase I and II MOU – Understanding the State Requirements <ul style="list-style-type: none"> a. Process and Development <ul style="list-style-type: none"> • Time Period • Identification of AJCC Partners • What’s Needed for Phase I <ul style="list-style-type: none"> ○ Bricks ○ Clicks ○ Connect b. Overview of the SELACO WDB AJCC System of Service c. Key objectives for moving the MOU process forward <ul style="list-style-type: none"> • Defining Collocated versus Non-Collocated • CalJOBS Tour – Supporting the System via Technology | Sandra Michel and
Yolanda Castro |
| III. Phase I MOU Template | Sandra Michel |
| IV. Phase II - MOU Component: Sharing Infrastructure Costs <ul style="list-style-type: none"> a. Budget, Cost Allocation Methodology, Initial Proportionate Share b. Proposed Infrastructure Budget | Tam Dang |
| V. Required Documents <ul style="list-style-type: none"> a. Collocated Partners b. Non-Collocated Partners | Sandra Michel |
| VI. Sharing OTHER One-Stop System Cost | Tam Dang |
| VII. Individual Partner Discussion with MOU Coach | |
| VIII. Next Steps and Closing Comments | Yolanda Castro |

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 Please call (562) 402-9336 to request accommodations. TDD/TTY (562) 860-7657

SELACO WDB
MOU Planning Meeting
 Wednesday, February 1, 2017
 2:30 - 5:00 p.m.

Name	Agency/Organization	Email Address	Signature
Annino, Sandy	Long Beach Job Corps Center	annino.sandy.m@jobcorps.org	
Degadillo, Julie	Clothes the Deal	Julie@clothesthedeal.org	
Espetia, Ben	Goodwill	BEspitia@goodwillsolac.org	
Maithonis, Kristin	Norwalk Housing Authority	kmaithonis@norwalkca.gov	
McCarthy, Janet	Goodwill		
Pelayo, Irene	LA County	ipelayo@css.lacounty.gov	
Ponce, Sayaka	Field of Dreams Learning	sponce@youthbuildcharter.org	
Ruiz, Stephanie	Norwalk Housing Authority	sruiz@norwalkca.gov	

Partner Agency	SELACO Coach	Email	Direct Line
EDD	Yolanda Castro Tam Dang	yolandac@selaco.com tamd@selaco.com	(562) 484-5045 (562) 484-5051
Department of Rehab	Marjean Clements Richard Jewik	marjeanc@selaco.com richardj@selaco.com	(562) 484-5040 (562) 484-5059
Adult Education	Sandra Michel Anna Leon	sandram@selaco.com aleon@selaco.com	(562) 484-5046 (562) 484-5003
TANF	Yolanda Castro Sandra Michel	yolandac@selaco.com sandram@selaco.com	(562) 484-5045 (562) 484-5046
Second Chance	Marjean Clements	marjeanc@selaco.com	(562) 484-5040
LA Community Services Block Grant	Sandra Michel	sandram@selaco.com	(562) 484-5046
Housing Authority	Marjean Clements	marjeanc@selaco.com	(562) 484-5040
Job Corps	Anna Leon	aleon@selaco.com	(562) 484-5003
Youth Build	Anna Leon	aleon@selaco.com	(562) 484-5003

Will attach introduction email sent to partner.

Will insert MOU Log



MEMORANDUM

DATE: August 9, 2017
TO: SELACO Policy Board
FROM: Yolanda Castro, Executive Director
RE: Local Board Certification

A handwritten signature in black ink, appearing to read "Yca", is positioned to the right of the "FROM:" line.

I am pleased to inform you that the State California Workforce Development Board approved full certification of the SELACO Local WDB effective through June 2018. See attached letter.



Michael Rossi, Chair ▪ Tim Rainey, Executive Director ▪ Edmund G. Brown, Jr., Governor

August 4, 2017

South East Los Angeles County WDB Policy Board
Honorable Jeff Wood, Chair
10900 East 183rd Street, Suite 350
Cerritos, CA 90703

SUBJECT: Certification of Local Workforce Development Board (Local Board)

Dear Chairman Wood,

The California Workforce Development Board has received and carefully assessed your application requesting certification of the Local Board under the new federal Workforce Innovation and Opportunity Act and Section 14200 of the California Unemployment Insurance Code.

This letter is to inform you that the SELACO Workforce Development Board has met the eligibility requirements for certification. This determination was made by applying the criteria and evaluating the specific requirements included in Directive WSD 15-13, dated January 22, 2016.

Therefore, your application requesting certification of your Local Board has been approved through June 30, 2018.

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

A handwritten signature in black ink, appearing to read 'Tim Rainey', is positioned above the typed name.

TIM RAINEY, Executive Director


cc: Ms. Yolando Castro, Executive Director, SELACO WDB
Andre Schrool, Labor and Workforce Development Agency
Dennis Petrie, Deputy Director – Workforce Services Branch



MEMORANDUM

DATE: August 8, 2017

TO: SELACO Policy Board

FROM: Yolanda Castro, Executive Director 

RE: Workforce Initiative Now - Los Angeles (WIN-LA)

The Los Angeles County Metropolitan Transportation Authority (Metro) launched the Workforce Initiative Now-LA (WIN-LA) on July 28, 2017. WIN-LA is designed to be a collaborative partnership between Metro, City of Los Angeles, County of Los Angeles and the five other Workforce Development Boards in Los Angeles. This is a regional workforce development program focused on creating career pathways in the transportation and construction industries.

Career pathways include construction, non-construction opportunities in operations/maintenance, administration and professional services within Metro and the transportation industry. WIN-LA will provide outreach, assessment, employment training, and placement. It also provides support for participants in areas such as life skills development, skill set enhancement and educational attainment services through a collaboration of program partners.

On that day there was a ceremonial event hosted by METRO at the down town Sheraton hotel which included the signing of a Memorandum of Understanding between Metro and local elected officials from the seven workforce boards in the LA Region. SELACO WDB was represented by Mr. Jeff Wood, Chair of SELACO Policy Board and councilmember for the city of Lakewood. Accompanying Councilmember Woods was our WDB Chair, Ms. Allison Castellanos and SELACO WDB staff members.

See attached Ceremonial Memorandum of Understanding.

Workforce Initiative Now – Los Angeles (WIN-LA)

Ceremonial Memorandum of Understanding

This ceremonial document symbolizes a collaborative working relationship between Los Angeles County Metropolitan Transportation Authority (Metro), City of Los Angeles, County of Los Angeles and the five other workforce development areas in Los Angeles for the implementation of Metro’s Workforce Initiative Now – Los Angeles (WIN-LA) program through a regional workforce development approach. This new relationship is fostered in support and cooperation for developing an innovative approach to creating career pathways for members of our communities, with special focus on members of disadvantaged communities and women, into Metro and the transportation industry.

WIN-LA is a groundbreaking workforce development program focused on creating career pathways in construction, non-construction opportunities in operations/maintenance, administration and professional services in the transportation industry. Metro will deliver WIN-LA through a collaborative model of partners including the City of Los Angeles Workforce Development Board through the WorkSource Centers, Los Angeles County Workforce Development, Aging and Community Service and the Los Angeles County Workforce Development Board through the America’s Job Centers of California (AJCCs) including the five consortia Workforce Development Boards (WDB) represented by signatory of this ceremonial document.

Through this new relationship, the parties will share a role in delivering elements of Metro’s WIN-LA. All parties agree to collaborate with Metro to create a model fostered around the principles of innovation, cross-agency collaboration and inclusion to achieve the long-term goal of creating opportunities of economic uplift for members of our communities as Metro builds the future of public transportation for Los Angeles.

Eric Garcetti
Mayor, City of Los Angeles

Mark Ridley-Thomas
Chair, Los Angeles County Board of Supervisors

Phillip A. Washington
Chief Executive Officer, Metro

James T. Butts

Mayor, City of Inglewood, South Bay Workforce Development Board

Robert Garcia

Mayor, City of Long Beach, Pacific Gateway Workforce Development Board

Vartan Gharpetian

Mayor, City of Glendale, Verdugo Workforce Development Board

Robert S. Joe

Councilmember, City of South Pasadena, Foothill Workforce Development Board

Jeff Wood

*Councilmember, City of Lakewood, Southeast Los Angeles County
Workforce Development Board*


Draft



MEMORANDUM

DATE: August 9, 2017

TO: SELACO Policy Board

FROM: Yolanda Castro, Executive Director 

RE: Status of Partner Memorandums of Understanding, Phase I and Phase II

Status to date: The SELACO team has made great progress in moving the MOU process forward. Four (4) of the nine (9) required memos have been fully negotiated. Two of the required are submitted for approval by our SELACO WDB and Policy Board. Of the three MOU pending, we anticipated 1 will move forward and the others will not meet the state deadline of September 1' 2017. Staff has carefully documented all communication efforts demonstrating a good faith effort to move the MOU's forward. In my best assessment the failure to successfully execute the final three MOUs lies on the responsibility of the partner.

The attached provides the status of each Partner MOU Phase I and Phase II:

Priority and timing of the remaining MOU work:

The SELACO WDB staff will continue to reach out to partners who are still pending the execution of a MOU. A notice to the State will be submitted to the State EDD office informing them of efforts to comply with state mandates and commitment to maintain open communication with partners who are still pending an executed MOU.

Action:

None at this time

	MOU Project	Phase I	Phase II
1	Employment Development Department Workforce Services Branch/Unemployment Insurance Branch Trade Adjustment Assistance Act ?Veterans	Fully executed	State Template inclusive of Infrastructure Agreement (IFA) and other shared applicable career services has been completed, and presented to all partners for review and comment. Approval by all partners was documented on 08/07/2017
2	Partnership for Adult and Career Technical Education (PAACE)	Fully executed	State Template inclusive of Infrastructure Agreement (IFA) and other shared applicable career services has been completed, and presented to all partners for review and comment. Approval by all partners was documented on 06/02/2017
3	Department of Rehab(DOR)	Fully executed	State Template inclusive of Infrastructure Agreement (IFA) and other shared applicable career services has been completed, and presented to all partners for review and comment. Approval by all partners was documented on 07/12/2017


4	TANF	Fully executed	State Template inclusive of Infrastructure Agreement (IFA) and other shared applicable career services has been completed, and presented to all partners for review and comment. Approval by all partners was documented on 07/17/2017
5	Title V Older Americans Act	Agreed upon MOU is under review; pending signatures.	Have not been negotiated.
6	Job Corps	Agreed upon final Draft; Department Heads are waiting direction from upper management before signing agreement	Have not been negotiated – Partner is not responding to current efforts to negotiate. Still waiting on upper management for direction
7	Native American Programs	Providers are not available in service area	Will not be negotiated
8	Migrant Seasonal Farmworkers	Providers are not available in service area	Will not be negotiated
10	Youth Build	Final Draft approved by partner, pending SELACO WDB Board approval and signature	Final Draft approved by partner, pending SELACO WDB Board approval and signature
12	Community Services Block Grant	Providers are not available in service area	Will not be negotiated
13	Housing And Urban Development	Final Draft approved by partner, pending SELACO WDB Board approval and signature	In negotiation
14	Second Chance	Negotiation pending. Partner has not received any notification from their funding source verifying the need to commit to an MOU.	Have not been negotiated



MEMORANDUM

DATE: August 9, 2017

TO: SELACO Policy Board

FROM: Yolanda Castro, Executive Director 

RE: Summary of Funding Allocation for California Workforce Development Boards 2017-18 Program Year

The attached document is provided to demonstrate the reduction of funding for Workforce Boards in the LA and Orange County Basin. Overall the LA/Orange County region experienced a \$15,391,074.00 reduction in funding.

Adult, Dislocated Worker and Youth Allocations Comparison

Local Area	Adult, Dislocated Worker and Youth Allocations			
	PY 2017-18	PY 2016-17	% Change	
Alameda	\$ 5,081,304	\$ 5,969,285	-14.88%	
Anaheim City	\$ 2,144,732	\$ 2,439,329	-12.08%	\$ (294,597)
Contra Costa	\$ 4,740,696	\$ 5,465,105	-13.26%	
Foothill	\$ 1,609,835	\$ 1,968,133	-18.20%	\$ (358,298)
Fresno	\$ 14,200,149	\$ 13,366,225	6.24%	
Golden Sierra	\$ 2,824,644	\$ 3,206,496	-11.91%	
Humboldt	\$ 916,297	\$ 1,023,063	-10.44%	
Imperial	\$ 6,630,718	\$ 5,662,438	17.10%	
Kern, Inyo, Mono	\$ 13,343,349	\$ 11,481,655	16.21%	
Kings	\$ 2,097,521	\$ 1,988,456	5.48%	
Los Angeles	\$ 27,873,023	\$ 33,027,323	-15.61%	\$ (5,154,300)
Los Angeles City	\$ 34,666,318	\$ 40,067,361	-13.48%	\$ (5,401,043)
Madera	\$ 2,045,249	\$ 1,944,294	5.19%	
Mendocino	\$ 629,231	\$ 663,302	-5.14%	
Merced	\$ 4,189,246	\$ 3,888,953	7.72%	
Monterey	\$ 5,420,208	\$ 5,073,660	6.83%	
Mother Lode	\$ 1,209,347	\$ 1,282,118	-5.68%	
NCC	\$ 3,230,126	\$ 3,087,076	4.63%	
NoRTEC	\$ 6,716,403	\$ 6,874,082	-2.29%	
North Bay	\$ 2,198,719	\$ 2,502,379	-12.13%	
NOVA-San Mateo	\$ 4,629,005	\$ 5,325,828	-13.08%	
Oakland City	\$ 3,514,568	\$ 3,926,256	-10.49%	
Orange	\$ 9,664,452	\$ 11,037,018	-12.44%	\$ (1,372,566)
Pacific Gateway	\$ 4,416,303	\$ 5,148,509	-14.22%	\$ (732,206)
Richmond City	\$ 936,990	\$ 1,044,134	-10.26%	
Riverside	\$ 18,225,078	\$ 18,925,536	-3.70%	
Sacramento	\$ 10,459,117	\$ 11,050,316	-5.35%	
San Benito	\$ 614,190	\$ 628,467	-2.27%	
San Bernardino	\$ 15,867,241	\$ 16,991,882	-6.62%	
San Diego	\$ 19,587,782	\$ 21,539,691	-9.06%	
San Francisco	\$ 4,025,598	\$ 4,549,363	-11.51%	
San Joaquin	\$ 8,271,375	\$ 8,149,620	1.49%	
San Jose - Silicon Valley	\$ 6,582,513	\$ 7,530,334	-12.59%	
San Luis Obispo	\$ 1,532,812	\$ 1,721,390	-10.95%	
Santa Ana City	\$ 2,376,297	\$ 2,670,227	-11.01%	\$ (293,930)
Santa Barbara	\$ 3,020,829	\$ 3,096,295	-2.44%	
Santa Cruz	\$ 2,957,113	\$ 2,878,062	2.75%	
SELACO	\$ 2,792,977	\$ 3,334,129	-16.23%	\$ (541,152)
Solano	\$ 3,056,461	\$ 3,243,368	-5.76%	
Sonoma	\$ 2,522,137	\$ 2,885,273	-12.59%	
South Bay	\$ 4,465,137	\$ 5,301,717	-15.78%	\$ (836,580)
Stanislaus	\$ 6,802,997	\$ 6,648,756	2.32%	
Tulare	\$ 7,794,939	\$ 7,121,959	9.45%	
Ventura	\$ 5,525,484	\$ 5,919,455	-6.66%	
Verdugo	\$ 2,086,370	\$ 2,492,772	-16.30%	\$ (406,402)
Yolo	\$ 1,800,193	\$ 1,844,929	-2.42%	
TOTAL	\$ 295,295,073	\$ 315,986,019	-6.55%	\$ (15,391,074.00)