

**POLICY BOARD
MEETING**

**August 20, 2024
Tuesday**

12:00 Noon

AGENDA

A Meeting of the SELACO Workforce Development Policy Board

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

12:00 noon, Tuesday, August 20, 2024

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
 - Member Rene Trevino, Councilmember, City of Artesia
 - Member Naresh Solanki, Mayor, City of Cerritos
 - Member Claudia Frometa, Council Member, City of Downey
 - Member Dandy De Paula, Mayor Pro Tem, City of Hawaiian Gardens
 - Member Tony Ayala, Vice Mayor, City of Norwalk
 - Member Brenda Olmos, Councilmember, City of Paramount
 - 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 June 18, 2024 Page 1
 - B. WDB Attendance Roster 6
 - C. Program Report for 07/01/23-6/30/24 8
7. Business Session
 - A. Report from the WDB Executive Director
 - B. Annual Appointments to the Workforce Development Board 31

SELACO Workforce Development Policy Board Agenda

August 20, 2024

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| C. Approval for SELACO WDB to Continue Delivery of Adult and Dislocated Workers Services | 32 |
| D. Approval of SELACO WDB Budget for Program Year 2024-2025 | 34 |
| 8. Information Items | |
| A. Los Angeles County Economic Summary 2024 – 2 nd Edition | 42 |
| B. Guidelines to Support the SELACO WDB Personnel Committee | 43 |
| 9. Interesting Correspondence | |
| 10. Items from Staff | |
| 11. Board Member Comments | |
| 12. Adjournment to Meeting to be Held on October 15, 2024, at the SELACO WDB Offices | |

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 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. PLEASE ADVISE STAFF IF YOU DESIRE TO USE THIS DEVICE.

MINUTES

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

June 18, 2024

12:00 noon

Cerritos Library
Skyline Room
Third Floor
18025 Bloomfield Avenue
Cerritos, CA

CALL TO ORDER

The Policy Board Meeting was called to order by Chairman Jeff Wood at 12:07 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Member Solanki.

ROLL CALL

POLICY BOARD MEMBERS PRESENT: Jeff Wood, Lakewood, Chairman; Sonny Santa Ines, Bellflower, Vice Chairman; Rene Trevino, Artesia; Naresh Solanki, Cerritos; Hector Sosa, Downey; Dandy De Paula, Hawaiian Gardens; Tony Ayala, Norwalk.

POLICY BOARD MEMBERS ABSENT: Brenda Olmos, Paramount.

OTHERS PRESENT: Cerritos City Councilmember Lynda Johnson; Cerritos City Manager Robert Lopez; Jack Joseph, Policy Board Administrator/Policy Director; Yolanda Castro, SELACO WDB Executive Director; Matthew Slentz, SELACO WDB Deputy General Counsel; Kay Ford, SELACO WDB Deputy Director of Administrative/Business Services; Corina Coronel, SELACO WDB Deputy Director of Program Operations; Chau Diep, SELACO WDB Chief Financial Officer; Carol Reyes Davis, SELACO WDB Human Resources Manager.

PUBLIC COMMENTS

There were no public comments.

CONSENT CALENDAR

A. Approval of the Minutes of the Policy Board Meeting of April 23, 2024

B. WDB Attendance Roster

C. Program Report for 07/01/23-04/30/24

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

BUSINESS SESSION

A. Report from the WDB Executive Director

WDB Executive Director Yolanda Castro reported that WIOA funding for the upcoming fiscal year has been reduced by 11%. She said every southern California region had its funding cut, but SELACO's was the largest. She said the funding loss equates to \$553,000 and will be absorbed by cutbacks on conferences and other expenditures but will not require layoffs of staff.

Ms. Castro thanked the City of Norwalk for offering space for holding a 99¢ Only stores job fair for the company's laid off employees. She asked Deputy Director of Program Operations Corina Coronel to give a brief report on the job fair. Ms. Coronel said job fairs were held in Norwalk by SELACO and in Long Beach by Pacific Gateway. She reported that 150 people attended the event in Norwalk and 99 attended the Long Beach event. Ms. Coronel said she would report back on how many job fair attendees enrolled in SELACO services.

Ms. Castro said she had developed a paper outlining the process for evaluation of the Executive Director and conducting the hiring process. She said the August meeting of the Policy Board would be held at the SELACO WDB offices in Cerritos in conjunction with an open house for the city managers.

B. Annual Appointments to the Workforce Development Board

The Policy Board Administrator presented a list of those SELACO Workforce Development Board members whose terms were expiring on June 30 and were eligible for appointment to new two-year terms.

It was moved by Vice Chairman Santa Ines, seconded by Member Sosa, to appoint the following Workforce Development Board members to new two-year terms expiring on June 30, 2026:

Bellflower Private Sector—Larry Wehage
Hawaiian Gardens Private Sector—Sergio Cueva
Lakewood Private Sector—Michael Segura
Norwalk Private Sector—Tracy Polley
Economic Development Organization—Barbara Levine
Educational Entity—Bellegran Gomez
Rehabilitation Agency—Ashley Burrell
Labor Organization—Ben Espitia
Labor Organization—Kevin Kucera

The motion was approved unanimously.

C. Consideration of Appointment to Fill a Vacancy on the WDB for a Representative of Organized Labor

The Policy Board Administrator reported that there were currently four unfilled positions on the WDB for representatives of organized labor. He said SELACO staff had consistently solicited nominations and had received one from the Los Angeles Police Protective League for Rudy Villareal.

It was moved by Chairman Wood, seconded by Member Trevino, to appoint Rudy Villareal to the Workforce Development Board for a two-year term expiring on June 30, 2026.

D. Approval of SELACO WDB Budget Modification for Program Year 2023-2024

The Executive Director presented a summary of the modification to the Program Year 2023-2024 Budget which had recently been approved by the Workforce Development Board. She said total revenues reflected a modest net increase of \$46,048 compared to the adopted budget. Total expenditures in the modified budget have been reduced by \$225,688, including a savings of \$171,770 in personal costs. As a result of these changes, the projected unobligated balance is increased by \$271,046.

It was moved by Member Solanki, seconded by Vice Chairman Santa Ines, to approve the WDB budget modification for Program Year 2023-2024. The motion was approved unanimously.

INFORMATION ITEMS

There were no items presented.

INTERESTING CORRESPONDENCE

There were no items presented.

ITEMS FROM STAFF

There were no items from staff.

BOARD MEMBER COMMENTS

Member Solanki said Cerritos' annual Let Freedom Ring celebration would take place on July 4th. He said the State of the City report had been given for the first time by new City Manager Robert Lopez. Member Solanki said that Macy's would be moving into the vacated Sears building at the Los Cerritos shopping center.

Vice Chairman Santa Ines thanked Cerritos for hosting today's meeting, and thanked SELACO staff for their work. He said this Thursday would mark the beginning of the six weeks of Summer Street Fests in Bellflower.

Member Trevino thanked Mayor Solanki and the City of Cerritos for hosting today's meeting. He reported that Artesia has a balanced budget after going years with no audits. He said Artesia's city manager had been recruited away by the City of Tustin after just under two years in Artesia. He said the recruitment firm of Ralph Anderson and Associates had been hired with the hope of having a new hire by September. Member Trevino said fireworks sales in Artesia would be starting next week.

The Executive Director said Artesia was the second city, after Hawaiian Gardens, to have a Youth at Work program.

Member Sosa said that he very much enjoys participating on this board. He said Downey has a balanced budget. He said he attended the recent regional Job Fair held in Downey and that over 300 people had attended.

Member De Paula said Hawaiian Gardens is back to 90% of its pre-Covid activities. He said he is grateful for the Youth at Work program, which is one of the City's strongest programs. He said you can see the growth in the youths who participate in the program. He said the City is pursuing ribbon cuttings for new businesses.

Member Ayala said Youth at Work programs are good for diversion and that the City of Norwalk has its own program. He said the City's 4th of July program would be held on July 2nd. He reported that a new Tesla dealer would be opening in Norwalk and that the City is working on a hiring first from Norwalk program with the dealer.

Chairman Wood reported that Norwalk Councilmember Jennifer Perez is the new President of California Contract Cities and would be followed next year by Paramount Councilmember Brenda Olmos. He acknowledged the efforts of SELACO to aid the laid off employees of the 99¢ Only stores. He said the City of Lakewood had adopted

a two-year budget. He said the first Lemonade Day in Lakewood would be held on August 10th to teach entrepreneurial skills to third and fifth graders. He said the City's summer concert series would be beginning, starting with the City's June 30th Block Party.

CLOSED SESSION

Conference with Legal Counsel—Pending Litigation (Government Code Section 54956.9(d)(1))

The Policy Board adjourned to closed session at 12:48 p.m.

The Policy Board returned to open session at 1:24 p.m.

The Policy Board Administrator announced that the Policy Board had met in closed session and that no reportable action had been taken.

ADJOURNMENT

It was the consensus of the Policy Board to adjourn to a meeting to be held at the SELACO WDB offices in Cerritos on August 20, 2024. The meeting was adjourned at 1:25 p.m.



**SELACO WDB Board of Directors
Attendance Roster – PY 24/25**

Board Member	7/25/24	9/26/24	10/24/24	1/23/25	3/27/25	5/22/25
1. Burrell, Ashley Rehabilitation Organization	X					
2. Chan, Connie Public Employment Service	X					
3. Cueva, Sergio Business Representative City of Hawaiian Gardens	A					
4. Drake, Aaron Business Representative City of Bellflower	X					
5. Espitia, Ben Secretary/Treasurer Labor Organization	X					
6. Gomez, Belle Education Entity	X					
7. Kucera, Kevin Labor Organization	AE					
8. LeGaspi, Richard Business Representative City of Norwalk	X					
9. Levine, Barbara Economic Development	AE					
10. McGehee, Shannon Business Representative City of Paramount	A					
11. Nam, Leila Business Representative City of Artesia	X					
12. Parada, Erika Business Representative City of Lakewood	AE					

Board Member	7/27/23	9/28/23	10/26/23	1/25/24	3/28/24	5/23/24
13. Perez, Genoveva Business Representative City of Paramount	X					
14. Polley, Tracy Business Representative City of Norwalk	X					
15. Rochin, Blanca Education Entity	AE					
16. Ryder, Tim Business Representative City of Hawaiian Gardens	AE					
17. Saucedo-Garcia, Cristina Business Representative City of Downey	AE					
18. Segura, Michael Business Representative City of Lakewood	X					
19. Shah, Jawahar Business Representative City of Cerritos	A					
20. Trivedi, Sanjay Business Representative City of Cerritos	AE					
21. Uttecht, Greg Business Representative City of Artesia	X					
22. Villareal, Rudy Labor Organization	X					
23. Wehage, Larry Chair Business Representative City of Bellflower	X					
24. VACANT Labor Organization						
25. VACANT Labor Organization						
26. VACANT Labor Organization						
27. VACANT Business Representative City of Cerritos						

X = PRESENT A = ABSENT AE = ABSENCE EXCUSED SP = SPECIAL MEETING ~ = NO MEETING

XV = PRESENT VIRTUAL



Operations Report

11TH REPORT OF PY 2023 – PY 2024
JULY 1, 2023 – JUNE 30, 2024

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PURPOSE

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

SPOTLIGHT

SELACO WDB is honored to have collaborated with Bellflower Unified School District EMT students, ensuring they are equipped with essential shoes for their training. We extend our deepest gratitude to Shoe Kingdom in Bellflower for graciously hosting this event at their store.

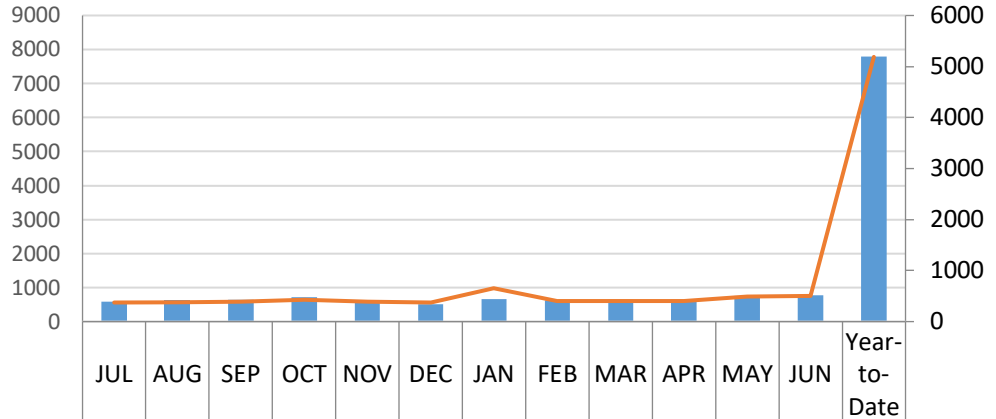
Special appreciation goes to Sonny Santa Ines, Bellflower City Council Member; Larry Wehage, President of the Bellflower Chamber of Commerce and SELACO WDB Board Member; and Yolanda Castro, SELACO WDB Executive Director, for their unwavering support and dedication to this initiative.



IN-THE-KNOW WITH SELACO

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

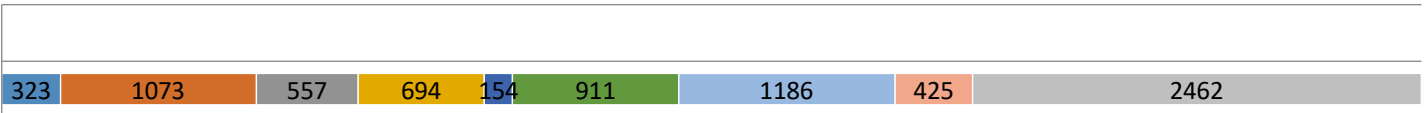
Customer Visits to AJCC



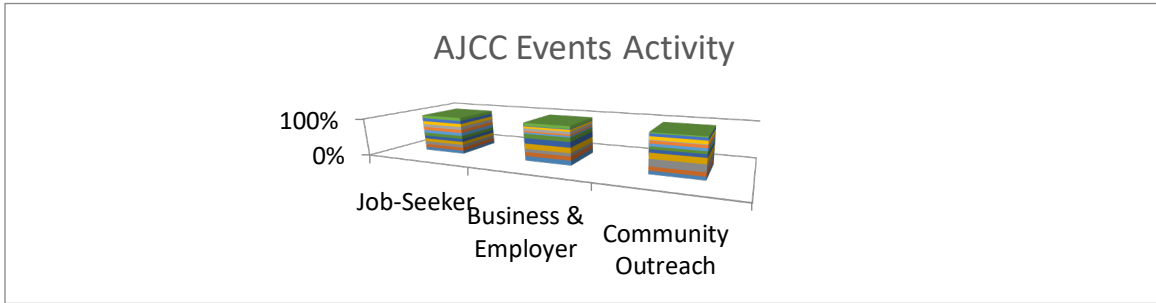
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Year-to-Date
Total Visits	591	640	636	709	629	506	653	625	638	635	754	769	7785
Distinct Customers	374	381	391	422	392	374	659	397	409	403	488	498	5188

Customer Visits by City

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



EVENTS



ADULT JOB SEEKER PROGRAMS

EVENTS

JOB SEEKER EVENTS	DESCRIPTION
Virtual Job Club	Partnered with Microsoft to host a LinkedIn presentation
Virtual Youth Workshops	Virtual workshops for youth focused on job readiness, job preparation, interview skills, and resume building
Reemployment Services and Eligibility Assessment (RESEA)	EDD host a workshop to Review of job search activity and sharing of resource information.
Job Interview Preparation and Practice Workshop	It is the interview that lands the job offer, NOT the résumé. Ease those Job Interview jitters with preparation and practice.
Be a Super Star Employee Workshop	This workshop offers an opportunity to learn how to become the employee that you would be proud to be.
Career Academy for Targeted Sectors (CATS)	Virtual bootcamp for young adults, allowing them the opportunity to establish a career pathway.
BUSINESS & EMPLOYER EVENTS	DESCRIPTION
Downey morning networking	Attended the morning networking event at the Downey chamber.
Women in Business Luncheon	Attended the luncheon for women in business for paramount chamber.
Mayor's Prayer Breakfast	Attended the prayer breakfast that was put on by door of hope and Norwalk chamber.
Jean & Java	Attended the jeans and java event that Cerritos chamber was putting on.
Bell Flower Networking Event	Networked with Businesses
Goodwill SOLAC Job Fair	Networked with Businesses
OUTREACH EVENTS	DESCRIPTION
Boots on Ground – Artesia	Artesia HS / Student Union
Boots on Ground – Downey	LACOE Orientation
Boots on Ground – Downey	LACOE Intake
Boots on Ground – Hawaiian Gardens	Round Table Safety
Boots on Ground – Norwalk	Roundtable monthly basis
Boots on Ground – Norwalk	Mayor's Prayer Breakfast
Boots on Ground – Paramount	Paramount Adult School Outreach
Boots on Ground – Compton	Compton College /PACT
Boots on Ground – Other	TPF-collaboration meeting
Boots on Ground – Other	SELACO/MCAS/APF/TRIPPS collaboration discussion meeting

WIOA ADULT

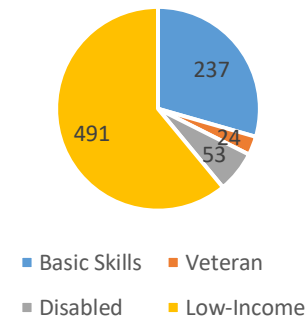
To prepare workers -- particularly individuals with barriers to employment -- for good jobs by providing job search assistance and training. The Adult Program provides an emphasis on serving public assistance recipients, other low-income individuals, and individuals who are low-skilled.

WIOA PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Negotiated PY 23/24	Q1 PY 23/24	Q2 PY 23/24	Q3 PY 23-24	Q4 PY 23-24
Employed 2 nd Quarter after Exit	64.9%	69.4%	71.4%	70.5%	71.5%
Employed 4 th Quarter after Exit	61.8%	64.5%	64.5%	67.5%	67.6%
Median Earnings	\$7,400	\$8,481.93	\$8,855.10	\$8,488.82	\$8,788.42
Credential Rate	67.7%	78.3%	79.4%	78.6%	85.1%
Measurable Skill Gain (MSG)	70.0%	76.9%	86.3%	82.2%	91.5%

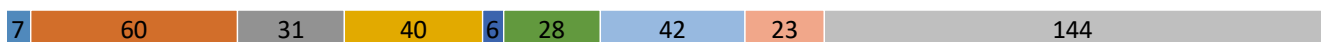
Activity Breakdown	
Carryover	174
Enrollments	381
Exits	259
Employed at Closure	62
Program Services	
Occupational Skills Training	74
On the Job Training	3
Transitional Jobs	8
Supportive Services	141
Follow-up Services	133

Priority Population



WIOA Adult Enrollment by City

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



WIOA DISLOCATED WORKER (DW)

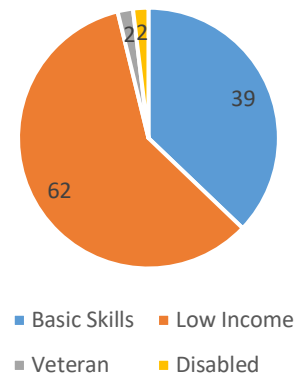
To prepare workers -- particularly individuals recently separated from employment -- for good jobs by providing job search assistance and training. The Dislocated Worker Program provides an emphasis on serving transitioning veterans, homemakers, recently unemployed, and struggling independent business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

WIOA PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Negotiated PY 23/24	Q1 PY 23/24	Q2 PY 23/24	Q3 PY 23/24	Q4 PY 23/24
Employed 2 nd Quarter after Exit	68.2%	83.3%	80.0%	80.0%	75.0%
Employed 4 th Quarter after Exit	67.0%	81.5%	83.3%	79.2%	71.4%
Median Earnings	\$8,600	\$10,703.16	\$10,772.54	\$9,671.69	\$10,614.96
Credential Rate	79.2%	81.2%	78.4%	65.5%	75.0%
Measurable Skill Gain	70.0%	82.6%	90.9%	88.9%	100%

Activity Breakdown	
Carryover	30
Enrollments	50
Exits	33
Employed at Closure	10
Program Services	
Occupational Skills Training	20
On the Job Training	0
Supportive Services	32
Follow-up Services	24

Priority Population



WIOA Dislocated Worker Enrollment by City

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



TRANSITIONAL SUBSIDIZED EMPLOYMENT (TSE)

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

TSE PERFORMANCE INDICATORS PER QUARTER

TSE Performance Measures PY 22/23	Allocations	Goal	Actual
Projected Enrollments	50	50	82
Exit and Follow-up 6 Months After Exit	50	50	39

Carryover
44

TSE WEX PLACEMENT BY CITY

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



WIOA YOUTH SELACO

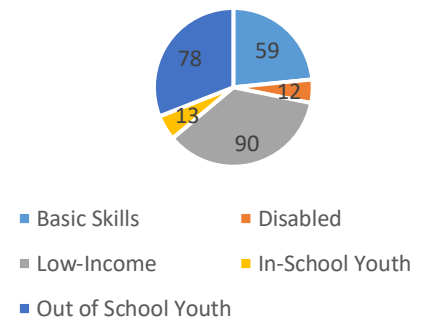
To prepare youth (ages 14-24) with barriers to employment – for good jobs by providing career exploration and training. The Youth Program provides an emphasis on serving public assistance recipients, other low-income individuals, basic skills deficient, pregnant or parenting young, foster youth, and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

WIOA PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Negotiated PY 23/24	Q1 PY 23/24	Q2 PY 23/24	Q3 PY 23/24	Q4 PY 23/24
Employed or Placed in Education 2 nd QT after Exit	68.7%	69.2%	69.0%	73.8%	71.1%
Employed or Placed in Education 4 th QT after Exit	73.0%	76.6%	76.3%	69.2%	66.7%
Median Wage	\$4,150	\$6,930.65	\$6,861.37	\$5,633.24	\$6,058.94
Credential Rate	69.0%	50.0%	61.5%	61.5%	64.3%
Measurable Skills Gain	67.0%	38.2%	30.6%	44.7%	73.5%

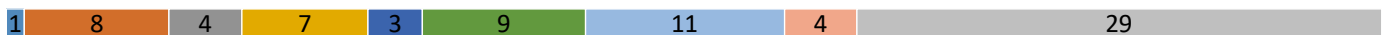
Out-of-School Activity Breakdown	Actual
Carryover	18
Enrollments	76
Exits	31
Employed at Closure	3
Program Services	
Occupational Skills Training	10
Enrolled in Secondary Education	0
Work Experience	31
Supportive Services	23
Follow-up Services	32

Priority Population



WIOA Youth Enrollment By City

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



WIOA YOUTH ABC

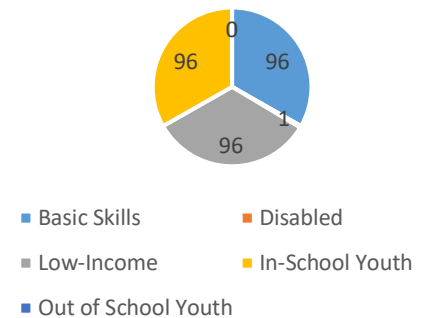
To prepare youth (ages 17-21) with barriers to employment – for good jobs by providing career exploration and training. The Youth Program provides an emphasis on serving public assistance recipients, other low-income individuals, basic skills deficient, pregnant or parenting young, foster youth, and youth with additional barriers to employment.

WIOA PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Negotiated PY 23/24	Q1 PY 23/24	Q2 PY 23/24	Q3 PY 23/24	Q4 PY 23/24
Employed or Placed in Education 2 nd QT after Exit	68.7%	83.3%	94.4%	94.6%	76.2%
Employed or Placed in Education 4 th QT after Exit	73.0%	0.0%	100.0%	66.7%	51.9%
Median Wage	\$4,150	\$1,390.00	\$4,669.33	\$2,748.70	\$3,357.12
Credential Rate	69.0%	0.0%	0.0%	50.0%	42.6%
Measurable Skills Gain	67.0%	57.2%	43.3%	37.7%	100%

In-School Activity Breakdown	Actual
Carryover	10
Enrollments ABC	96
Exits	51
Employed at Closure	0
Program Services	
Enrolled in Secondary Education	55
Work Experience	98
Supportive Services	99
Follow-up Services	0

Priority Population



WIOA Youth Enrollment By City

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



YOUTH@WORK

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

YOUTH@WORK ENROLLMENT GOALS

Agency	CalWORKs		Foster		JJCPA		Other Under Served Youth (OUSY)		System Involved Youth (SIY)		TOTAL	
	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual
City of Hawaiian Gardens	12	5	N/A	N/A	0	0	39	33	10	8	61	46
Artesia	N/A	N/A	N/A	N/A	N/A	N/A	10	0	10	0	20	0
DAS	N/A	N/A	N/A	N/A	N/A	N/A	4	0	4	0	8	0
ABCUSD	18	17	1	1	N/A	N/A	46	46	15	13	80	77
SELACO	8	8	12	16	6	4	11	13	6	7	43	48

Progress	CalWORKS	Foster	JJCPA	OUSY	SIY	Total
Enrollments	30	17	4	92	28	171
Exits	30	17	4	92	28	171

Youth@Work Enrollment by City

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



BRIDGE TO WORK

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

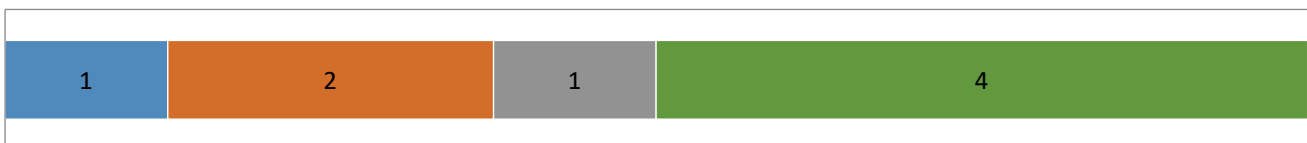
BRIDGE TO WORK PERFORMANCE INDICATORS PER QUARTER

B2W Projected Goals	Goal	Actual
Projected Enrollments	8	8
Exits	8	4

PY22-23 Carryover
3

Bridge to Work Enrollment by City

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

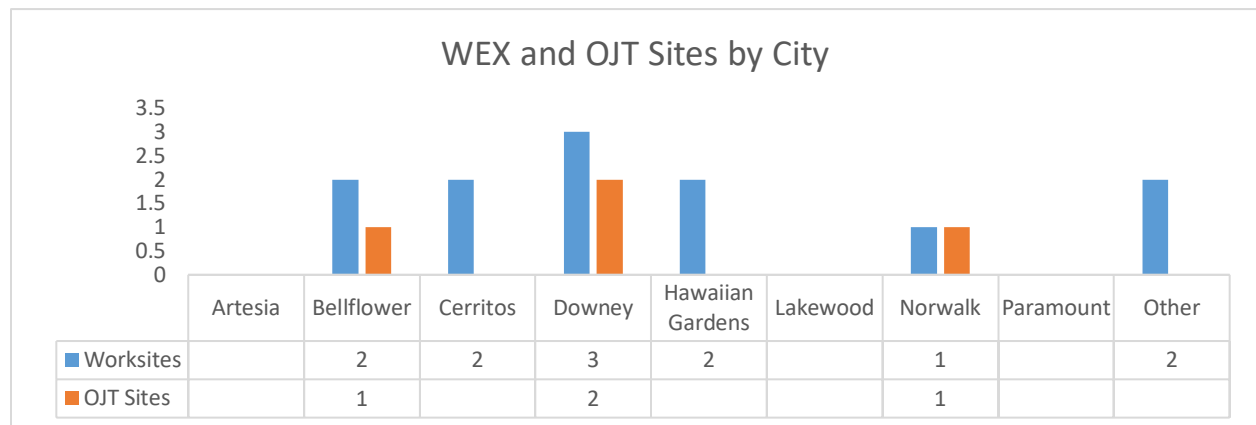


BUSINESS SERVICES

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

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

Activity Breakdown	
Job Fairs/ Special Recruitments	11
Job Development	23
Resume Referral	19
Candidate Pre-screening	51
Employer Networking	199
Referral to Community Services	64
Tax Credit Program Awareness	62
Rapid Response	0
Lay-off Aversion	0
Total	429



BUSINESS NEEDS ASSESSMENT

A business needs assessment is a systematic process of identifying, analyzing, and prioritizing the needs of a business. It involves gathering and evaluating information about the organization's current state, needs, future goals, and any gaps that exist between the two. The purpose of a needs assessment is to provide a clear understanding of what the business needs to improve performance, efficiency, and effectiveness. This information is then used to develop strategies and action plans to address these needs and achieve the organization's objectives.

Business Needs Assessment					
Goal <u>100</u> Completed <u>43</u>			Actual <u>43</u> Outcome <u>36</u>		
Industry		Type of Need		Results	
Construction	1	Recruitment and Hiring	23	Recruitment and Hiring	6
Healthcare	4	Upskills training for current employees.	3	Upskills training for current employees.	0
Hospitality	24	Subsidized wages for new employees/ trainees	4	Subsidized wages for new employees/ trainees	7
Information Technology (IT)	1	Layoff prevention and aversion	10	Layoff prevention and aversion	8
Logistics	1	Tax Incentives	0	Tax Incentives	5
Manufacturing	3	Other:	3	Other:	10
Other:	9				



EMPLOYER TRAINING PANEL (ETP)

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

Eligible Training Panel (ETP)		
ET-23-0132 (Contract Term: 2022-2024)		
	Planned	Actual
Enrollments	433	434
Completions	433	428
Retention	408	425

Eligible Training Panel (ETP)		
ET-23-0162 (Contract Term: 2023-2025)		
	Planned	Actual
Enrollments	405	58
Completions	405	0
Retention	380	0

SPECIAL AND REGIONAL PROGRAMS

CHILD DEVELOPMENT PROGRAM REGIONAL SUPPORTIVE SERVICES 3.0

Facilities	Planned Enrollments	Actual Enrollments
A. J. Padelford Child Development Center 11922 169 th Street, Artesia, CA 90701 Center Director: Liz Quintanilla Phone Number: (562) 926-2427	47	32
Artesia Child Development Center 18730 Clarkdale Avenue, Artesia, CA 90701 Center Director: Malajat Raja Phone Number: (562) 653-0290	57	75
Bellflower Child Development Center 447 Flower Street, Bellflower, CA 90706 Center Director: Regina Mayo Phone Number: (562) 804-7990	57	44
Bellflower II Child Development Center 14523 Bellflower Blvd., Bellflower, CA 90706 Phone Number: (562) 867-8399	76	74
Lakewood Child Development Center 5225-A Hayter Avenue, Lakewood, CA 90712 Center Director: Maria Navarro Phone Number: (562) 531-9440	59	49
Maywood Child Development Center 4803 58 th Street, Maywood, CA 90270 Center Director: Silvia Guzman Phone Number: (323) 560-5656	54	60
Norwalk Child Development Center 14000 San Antonio Drive, Norwalk, CA 90650 Center Director: Silvia Guzman Phone Number: (562) 864-1958 ++0	26	32
Total	376	366

COUNCIL OF GOVERNMENTS (COG) - HOMELESS EMPLOYMENT PROGRAM

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

The role of each partner:

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

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

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

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

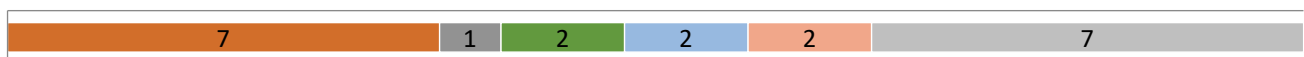
Referral Activity		
	Planned	Actual
Referrals to SHARE	N/A	25
Referrals from SHARE	N/A	18
Enrollments resulting from SHARE referrals	50	27

Enrollment Activity		
	Planned	Actual
Attended a Job Search Workshop	20	11
Completed Individual Service Plan	50	22
Internships	8	0
Secured Part-time Employment	3	3
Secured Full-time Employment	28	4
Retained Employment (3-months)	23	1
Increased wages	40	0

PY22-23 Carryovers
17

COG Home Enrollment by City

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



REGIONAL EQUITY AND RECOVERY PARTNERSHIP (RERP)

The overall goal of the Regional Equity and Recovery Partnership (RERP) is to improve job quality and job access for individuals from underserved and underrepresented populations, meet the skill and profitability needs of employers and meet the economic, social, and environmental needs of the community. SELACO will provide program coordination and management, data collection and reporting, and partner with Cerritos College to provide training in supply chain logistics

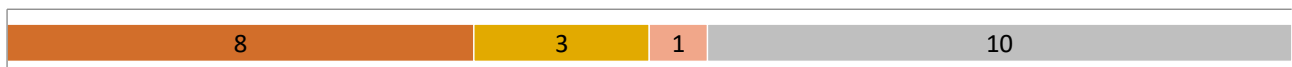
Contract Term April 18, 2023 – October 31, 2025

RERP PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Planned	Actual
New Enrollment	35	22
Individuals in Training	35	17
Individuals Completed Training	30	17
Attained Industry Recognized Certificate or Credential	30	17
Employment Obtained	30	3

RERP Enrollment by City

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



PRISON TO EMPLOYMENT – P2E

The Workforce Development Boards (WDB) of the Los Angeles region (LARPU) submitted a plan to create a regional approach in serving reentry individuals and the justice system. The plan was awarded under Prison to Employment (P2E) through the California Workforce Development Board in January of 2023.

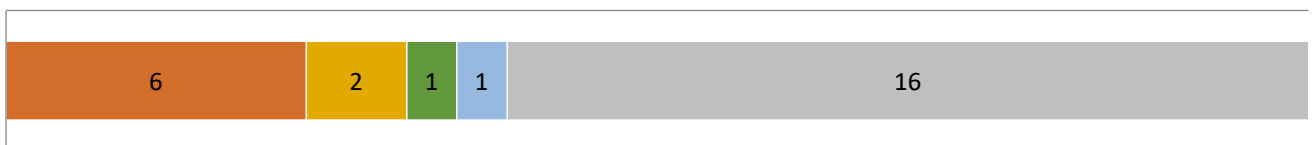
Contract Term April 4, 2023 – December 31, 2025

P2E INITIATIVE PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Planned	Actual
New Enrollment	26	26
Individuals in Training	9	10
Individuals Completed Training	8	2
Attained Industry Recognized Certificate or Credential	8	5
Placement in Postsecondary Education	1	0
Placement in State Approved Apprenticeship	3	0
Employment	16	2

P2E Enrollment by City

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



HOME INITIATIVE - HOME

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

HOME INITIATIVE PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Planned	Actual
New Enrollment	15	9
WIOA Co-enrollments	11	9
Placements	11	0
Exits	N/A	6

Program Services	Planned	Actual
Follow-up Services	11	1
On the job Training	7	0
Transitional Jobs	8	3
Supportive Services	N/A	12

PY22-23 Carryovers
4

HOME Enrollment by City

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



GLOSSARY OF TERMS

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

To: SELACO WDB Policy Board
From: Jack Joseph, Policy Board Administrator
Date: August 20, 2024
Subject: Consideration of Annual Appointments to the WDB

Annual Appointments

The re-appointments of the following private sector members of the Workforce Development Board to new two-year terms were held over from the meeting of June 18, 2024. If re-appointed or replaced, the new terms would expire on June 30, 2026.


Artesia Private Sector—Greg Uttecht (Fabrica Fine Carpets and Rugs)
Cerritos Private Sector—Jay Shah (Arihant Management Consultants)
Downey Private Sector—Vijay Patel (Downey Chamber of Commerce)
Paramount Private Sector—Shannon McGehee (World Energy)



MEMORANDUM

DATE: August 20, 2024

TO: SELACO Policy Board

FROM: Yolanda Castro, Executive Director 

RE: Approval to Submit an Application for Delivery of Career Services

Following the implementation of the Workforce Innovation Opportunity Act (WIOA) of 2014, the Southeast Los Angeles County Workforce Development Board (SELACO WDB) Policy Board and Workforce Board approved staff recommendations to request Governor Approval to continue as the designated provider of SELACO WDB's America's Job Center of California (AJCC) Adult and Dislocated Worker Services. The Workforce Board is required to ensure compliance with State Directive addressing the selection of AJCC Operators and Career Services Providers. Every four years we must:

1. Procure a One Stop Operator to serve as the facilitator of all Mandatory Partners identified in WIOA who successfully complete a Memorandum of Understanding (MOU) with the SELACO WDB.
2. Seek State Governor approval to serve as the administrative entity designated as the Adult and Dislocated Worker Career Services Provider. A Local Board or administrative entity may be designated as an Adult and Dislocated Worker Career Services Provider only with the approval of the Chief Executive Officer (CEO) and the Governor (WIOA Section 107[g][2] and Title 20 CFR Section 679.410[b]). Approval under this provision would serve as the agreement by the Governor and would exempt the Local Board from selecting Adult and Dislocated Worker Career Service Providers through the awarding of contracts by allowing them to fulfill the role themselves. In line with the time period of selecting of AJCC Operators, if a local board receives approval to provide Adult and Dislocated Worker Career Services, that approval will be valid for a maximum of four years, after which time another request must be submitted.

As required by WIOA, SELACO WDB has successfully procured and maintained a One Stop Operator to serve as the agency's facilitator of One-Stop "mandatory" partners. To maintain internal operations of Adult and Dislocated Worker services, staff must secure approval from

both the Policy Board and Workforce Board to submit a “Request for Approval” to the State of California for Governor review and approval.

Staff is seeking Policy Board approval to continue as the provider of Adult and Dislocated Worker services and to proceed with the completion of an application to the State seeking the Governors approval to maintain the delivery of Career Services for Adults and Dislocated Workers. The application process requires a letter from the members of the Local Board and local elected officials (LEO) demonstrating they approved the request in a public meeting.

A copy of the “Application for Approval” and formatted letter from the members of the Local Board and LEO, will be presented at the February Policy Board public meeting for review and approval.

A similar request will be submitted to the SELACO WDB Board in January 2025.

Application is due to the State by March 1, 2025.

Action Required:

Approve SELACO WDB to maintain the role as the provider of Adult and Dislocated Worker Services from PY2025-26 to PY28-29.


Authorized staff to proceed with the completion of “Application of Approval” for review and approval at scheduled public Policy Board meeting in February 2025.



MEMORANDUM

DATE: August 20, 2024

TO: SELACO Policy Board

FROM: Yolanda L Castro, Executive Director 

RE: Approval of SELACO WDB Budget for Program Year 2024-2025

On July 25, 2024, the Southeast Los Angeles County Workforce Development Board (SELACO WDB) reviewed and approved the attached budget for Program Year (PY) 2024-2025). This item comes to the Policy Board for your review and approval.

Attached for your review and approval is the SELACO WDB's budget for PY 2024-2025.

Through the dedicated efforts of our staff, we have implemented various strategies, including direct engagement initiatives like our "boots on the ground" approach. This effort has significantly increased customer traffic, and we expect the trend to continue in this program year. While we experienced a reduction in Workforce Innovation and Opportunity Act (WIOA) funding for PY 2024-2025 with other grant opportunities both current and anticipated, staff presents with confidence the 2024-2025 budget, reflecting full-service operations with minor adjustments for operational changes and anticipated variations in funding.

See attached Projected Revenue Budget for each budget line item that resulted in an increase or decrease in all funding allocations for PY 2024-2025.

Revenues

SELACO WDB's total projected Operating Revenue for PY 2024-2025 is increased by a net of \$629,643, representing a 4.2% rise compared to the budget modification approved on March 28, 2024.

Increases of \$845,602 to the revenue budget are as follows:

- 1) Total increase of \$146,015 is from continued and carried-over funds for the following special projects:
 - #02. Gateway Cities Homeless Employment (H2E) Program (+ \$46,093)
 - #05. LA County Homeless-Measurer H (+ \$37,500)
 - #09. Transitional Subsidized Employment (TSE) - Carry Over (+ \$57,105)

- #11. Bridge To Work Youth - Carry Over (+ \$5,317)
- 2) An increase of \$411,100 is from the Hired LA Program, a new regional project awarded by the California Workforce Development Board to South Bay Workforce Investment Board as the lead agency to serve the formerly incarcerated and other justice-involved individuals. SELACO WDB is allocated \$540,000 for this 20-month program. We expect to spend approximately \$411,100 in PY 2024-2025, with a remaining balance of \$128,900 carried into the next program year. Contracts are in the final process of development for securing funding.
- #03. Hired LA Program (+ \$411,100)
- 3) Total increase of \$284,370 comes from WIOA formula funding. This amount includes a net decrease to total PY 2024-25 WIOA formula allocations and an increase in projected carryover funds from PY 2023-2024 allocations:

Total net decrease in PY 2024-2025 WIOA formula allocations for Adult, Dislocated Workers, Youth, Rapid Response, and Lay-Off Aversion is \$505,249, representing an overall reduction of 10% compared to the previous year's funding:

- #14. WIOA Adult (- \$230,246)
- #17. WIOA Dislocated Workers (- \$92,670)
- #20. WIOA Youth (- \$229,348)
- #22. WIOA Rapid Response (+ \$27,092)
- #23. WIOA Lay-Off Aversion (+ \$19,923)

Total net increase to PY 2023-2024 WIOA formula carried-over funds for Adult, Dislocated Workers, and Youth is \$789,619:

- #13. WIOA Adult-Carry Over (+ \$266,457)
- #16. WIOA Dislocated Workers-Carry Over (+ \$113,807)
- #19. WIOA Youth-Carry Over (+ \$442,896)
- #21. WIOA Rapid Response-Carry Over (- 33,541)

After excluding unliquidated obligations, SELACO WDB is within the State's 20% allowance for carryover into the second year of its two-year term for both WIOA Adult and Dislocated Worker funds. However, the carryover for WIOA Youth exceeded the State's 20% allowance even after excluding unliquidated obligations. This will result in SELACO WDB returning to the State approximately \$70,000 in unobligated youth funds. The inability to meet spending requirements contributed to:

- A contracted provider for in-school youth services inability to meet their allocated funds and unfortunately reporting lower-than-expected expenditures at a time when it was too late to adjust and reallocate the funds.
- Delays in securing a new service provider for targeting disconnected youth ages 18-24.

SELACO WDB has successfully secured our new service provider who will be fully implemented and engaged in service delivery by mid-August. With PY 2024-2025 funds distributed to support a service provider, Hawkeye, and internal services, staff is confident that program youth funds will be fully expended by June 30, 2025.

A total of \$442,896 (line #9) of unspent youth funds will be carried over into PY 2024-2025 to support youth service goals and objectives for this current year of operation. In addition, included in our projected revenue budget, we are requesting a transfer of 60% of our WIOA Dislocated Worker allocation to WIOA Adult. As per the State's directive, local areas are allowed to request moving funds between the programs up to 100% when necessary. It is customary to reassess our customer base and determine if the transfer will enhance our ability to assist job seekers with their employment and training goals. Based on SELACO WDB's historical enrollment data, most customers in intensive programs qualify under the adult category rather than as dislocated workers. Implementing this transfer will enable us to accurately reflect our current customer base and provide flexibility to address job seekers' enrollment needs. By reallocating resources, SELACO WDB aims to enhance service to job seekers using our America's Job Center of California (AJCC). Please find below the proposed transfer amount:

- #15. WIOA Adult (+ \$672,820)
- #18. WIOA Dislocated Workers (- \$672,820)

4) Total increase of \$4,117 is from One-Stop Partners' shares of infrastructure costs, including rent, telephone, internet, security guard, and some repair/maintenance costs:

- #24. Other Revenues: Shared Infrastructure Costs from One-Stop Partners (+ \$4,117)

Decreases of \$215,960 from the revenue budget are as followed:

1) A decrease of \$72,689 is attributed to the Employment Training Panel (ETP) grant. As SELACO WDB is currently in the first year of the two-year grant term, changes in enrollment plans have necessitated the postponement of most program activities to July 2025, the beginning of the following program year.

- #01. Employment Training Panel (ETP) Grant (- \$72,689)

2) Decreases of \$96,723 from the revenue budget are from the following County and regional projects:

- #04. LA County: Youth @ Work (- \$12,900), contract allocation was reduced for the current program year.
- #07. Prison to Employment (P2E 2.0) (- \$75,573), two-year program with the majority of enrollments covered in the first year of operation leaving less to carry over in the second year of operation.
- #08. Regional Equity and Recovery Partnership (RERP) (- \$8,250), two-year program with the majority of enrollments covered in the first year of operation leaving less to carry over in the second year of operation.

- 3) A decrease of \$46,548 is due to the reconciliation and closing of the 40th Year Anniversary Celebration account. SELACO WD collected \$47,150 in donations and spent \$63,111, resulting in a \$15,961 deficit covered by SELACO WDB's General Fund.

- #25. General Fund: 40th Year Anniversary Celebration (- \$46,548)

Expenditures

SELACO WDB's total Expenditure Budget for PY 2024-2025 reflects an increase of \$705,077, which is 5.2% higher compared to the previously approved budget. The detail breakdown of this net increase is as follows:

- 1) The overall personnel cost has increased by \$513,438, a 14.6% rise. The increase is due to the following factors:
 - **Annual Step Increases:** Scheduled annual step increases for staff.
 - **Position Replacements:** Filling previously unfilled positions, including staff promotions.
 - **Benefit Adjustments:** A final 0.5% reduction in SELACO WDB 403b contributions as per changes approved by the WDB Board in September 2021 to get all staff aligned at 5%.
 - **New Hires for Special Projects:** Hiring additional staff to handle the increase in special project funding for direct services.
 - **Boots on the Ground Initiative:** Supporting the SELACO WDB "Boots on the Ground" initiative, which has increased customer traffic and necessitated more intake, career development planning, and direct placement assistance.
 - **4% COLA:** Including a 4% cost of living adjustment (COLA) for SELACO WDB staff to remain competitive in the job market due to rising living costs.
- 2) Total non-personnel costs are increased by \$20,660, a 1.89% increase compared to the previous year. Details of increases and decreases are as follows:
 - -\$4,350 in Conferences/Staff Development – SELACO WDB made small adjustment to this line item. Like many workforce development organizations, SELACO WDB has experienced the retirement of seasoned staff, with more retirements expected in the next few years. Finding inexperienced staff familiar with WIOA-funded programs and effective staff management is challenging. Starting last year, SELACO WDB has focused on staff development at every level of our organization, including program operations, fiscal and monitoring, and supervision. This will continue to be our focus in this program year.
 - -\$7,000 in Meeting Expenses – the decrease is due mainly to the closing of the 40th Year Anniversary Celebration account.
 - +\$10,510 in Rent – annual increase per lease agreement.

- +\$500 in Telephone Expenses – annual increase from provider.
- +\$15,000 in Furniture & Equipment – the increase is for the replacement of old laptops, printers, and copiers.
- -\$20,000 in Outreach/Recruitment – Due mainly to the closing of the 40th Year Anniversary Celebration account.
- +\$16,000 in Subscriptions/Dues/Memberships – Due to increase in subscription costs and continued services of necessary technology to enhance SELACO WDB’s ability to deliver services virtually and support staff telework.
- +\$2,500 in Insurance – projected increase to annual insurance premiums.
- +\$7,500 in Professional Fees – increase is expected due to local and regional plan activities.

Overall, the total In-House Costs Budget is increased by \$534,098 or 11.58%, which is the total between the increase of \$513,438 to total Personnel Costs and \$20,660 to total Non-Personnel Costs.

- 3) Total Training and Support Services Budget reflects an increase of \$170,979, representing a 1.81% rise compared to the previously approved budget. These adjustments primarily result from the realignment of costs due to carryover funds and additional costs budgeted for a new special grant received.

Please refer to attached Projected Expenditure Budget for each budget line item that resulted in an increase or decrease to the overall PY 2024-2025 budget.

Unobligated Balance

With the projected revenues and proposed expenditures, SELACO WDB will have an unobligated balance of \$1,456,592, a decrease of \$100,136, or 6.4%, compared to the previously approved budget.

Action Required:

Approve proposed budget for Program Year 2024-25 as submitted.

Authorize Executive Director to submit a request to the State to transfer 60% of Dislocated Workers funding to Adult Services. This represents a total transfer of \$672,820 in funding.

Approve a staff COLA increase of 4% effective with Payroll Period 17, pay period beginning July 29, 2024.

SELACO WDB
PY 2024-25 PROJECTED REVENUE BUDGET
FISCAL YEAR 2024-2025

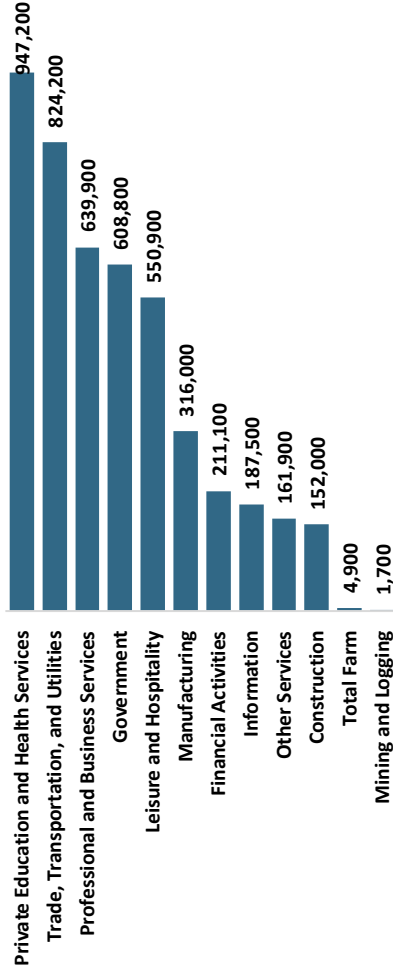
REVENUE SOURCES	REVENUES APPROVED ON 3/28/24	PROPOSED BUDGET	INCREASE / (DECREASE)
1 Employment Training Panel (ETP) Grant	518,189	445,500	(72,689)
2 Gateway Cities Homeless Employment (H2E) Program	208,113	254,206	46,093
3 Hired LA Program	-	411,100	411,100
4 LA County: Youth @ Work	827,700	814,800	(12,900)
5 LA County: Homeless (Measure H)	111,000	148,500	37,500
6 Preschool Grant	5,593,899	5,593,899	-
7 Prison to Employment (P2E 2.0)	138,073	62,500	(75,573)
8 Regional Equity and Recovery Partnership (RERP)	175,000	166,750	(8,250)
9 Transitional Subsidized Employment (TSE) - Carry Over	7,245	64,350	57,105
10 Transitional Subsidized Employment (TSE)	90,000	90,000	-
11 Bridge To Work (B2W) Youth - Carry Over	433	5,750	5,317
12 Bridge To Work (B2W) Youth	14,400	14,400	-
13 WIOA Adult - Carry Over	1,110,543	1,377,000	266,457
14 WIOA Adult	1,731,957	1,501,711	(230,246)
15 WIOA Adult - Transfer from WIOA Dislocated Workers	728,420	672,820	(55,600)
16 WIOA Dislocated Workers - Carry Over	127,193	241,000	113,807
17 WIOA Dislocated Workers	1,214,036	1,121,366	(92,670)
18 WIOA Dislocated Workers - Transfer to WIOA Adult	(728,420)	(672,820)	55,600
19 WIOA Youth - Carry Over	1,067,172	1,510,067.92	442,896
20 WIOA Youth	1,773,277	1,543,929	(229,348)
21 WIOA Rapid Response - Carry Over	33,541	-	(33,541)
22 WIOA Rapid Response	104,220	131,312	27,092
23 WIOA Lay-Off Aversion	18,693	38,616	19,923
24 Other Revenues - Shared Infrastructure Costs from One-Stop Partners	108,597	112,714	4,117
25 General Fund: 40th Year Anniversary Celebration	46,548	-	(46,548)
TOTAL OPERATING REVENUES	15,019,828	15,649,471	629,642
26 Non-WIOA Training Revenues	572,572	547,870	(24,702)
TOTAL REVENUES	15,592,400	16,197,341	604,941

**SELACO WDB
PROJECTED EXPENDITURE BUDGET
FISCAL YEAR 2024-2025**

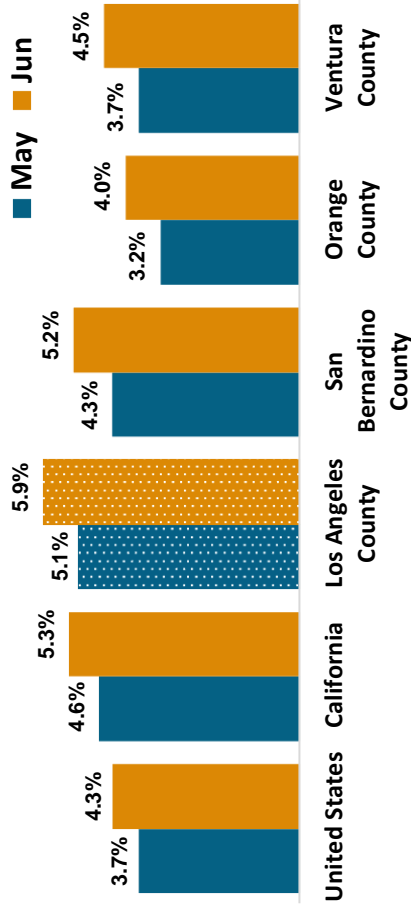
LINE ITEM DESCRIPTION	APPROVED BUDGET ON 3/28/24	PROPOSED BUDGET	INCREASE / (DECREASE)
PERSONNEL COSTS			
Salaries & Wages	2,690,992	3,078,775	387,783
Payroll Taxes/Worker Compensation	247,188	277,031	29,843
Employee Benefits	576,949	672,761	95,813
TOTAL PERSONNEL COSTS	3,515,129	4,028,566	513,438
NON-PERSONNEL COSTS			
Mileage	10,000	10,000	0
Conferences/Staff Development	190,000	185,650	(4,350)
Meeting Expenses	32,000	25,000	(7,000)
Rent	370,794	381,304	10,510
Telephone/Internet	22,600	23,100	500
Furniture & Equipment	50,000	65,000	15,000
Repair & Maintenance	17,000	17,000	0
Outreach/Recruitment	75,000	55,000	(20,000)
Supplies	55,000	55,000	0
Subscriptions/Dues/Memberships	75,000	91,000	16,000
Insurance	38,000	40,500	2,500
Professional Services Fees	117,500	125,000	7,500
Legal Fees	40,000	40,000	0
Bank Fees/Interest Expense	3,000	3,000	0
TOTAL NON-PERSONNEL COSTS	1,095,894	1,116,554	20,660
TOTAL IN-HOUSE COSTS	4,611,022	5,145,120	534,098
TRAINING & SUPPORT SERVICES			
Classroom/ OJT/ IWT Payments			
Employment Training Panel (ETP)	278,226	230,215	(48,011)
Hired LA Program	0	168,000	168,000
LA County - Homeless Initiative (Measure H)	17,900	10,000	(7,900)
Prison to Employment (P2E)	47,700	10,141	(37,559)
Regional Equity and Recovery Partnership (RERP)	104,900	40,850	(64,050)
WIOA Adult	742,223	772,733	30,511
WIOA Dislocated Workers	122,230	69,107	(53,123)
WIOA Youth	50,000	65,328	15,328
Non-WIOA Training Expenditures	572,572	547,871	(24,701)
Subtotal	1,935,750	1,914,244	(21,506)

LINE ITEM DESCRIPTION	APPROVED BUDGET ON 3/28/24	PROPOSED BUDGET	INCREASE / (DECREASE)
Cost Reimbursements / Contracted Services			
Day Care Pre-School / Renovation	5,294,607	5,294,607	0
Employment Training Panel (ETP)	30,000	60,000	30,000
Gateway Cities' Homeless Employment Program	0	10,000	10,000
Hired LA Program	0	65,000	65,000
LA County - Youth @ Work	597,611	689,355	91,744
LA County - Homeless Initiative (Measure H)	15,000	15,000	0
Regional Equity and Recovery Partnership (RERP)	7,500	12,833	5,333
WIOA ETPL Delegation Services	5,000	-	(5,000)
WIOA Youth	849,910	793,962	(55,948)
WIOA One-Stop Operator	30,000	50,000	20,000
WIOA Security Guard	51,145	55,352	4,208
Subtotal	6,880,772	7,046,110	165,337
Work Experience / Skillz Menu			
Hired LA Program	0	20,000	20,000
LA County - Youth @ Work	135,149	48,510	(86,639)
LA County - Homeless Initiative (Measure H)	30,000	59,400	29,400
Prison to Employment (P2E)	19,000	8,541	(10,459)
Regional Equity and Recovery Partnership (RERP)	5,000	6,361	1,361
WIOA Adult	57,404	89,297	31,892
WIOA Youth	225,564	264,854	39,290
Subtotal	472,118	496,964	24,846
Training Supplies			
WIOA Adult	4,500	5,000	500
WIOA Dislocated Workers	2,000	2,000	0
WIOA Youth	3,500	5,000	1,500
Subtotal	10,000	12,000	2,000
Direct Support Payments			
Gateway Cities' Homeless Employment Program	15,919	14,397	(1,522)
LA County - Youth @ Work	5,590	1,950	(3,640)
LA County - Homeless Initiative (Measure H)	2,000	2,000	0
Hired LA Program	0	5,000	5,000
Prison to Employment (P2E)	6,500	7,963	1,463
Regional Equity and Recovery Partnership (RERP)	1,000	0	(1,000)
WIOA Adult	50,000	50,000	0
WIOA Dislocated Workers	15,000	15,000	0
WIOA Youth	30,000	30,000	0
Subtotal	126,009	126,310	301
TOTAL TRAINING & SUPPORT SERVICES	9,424,649	9,595,628	170,979
GRAND TOTAL	14,035,671	14,740,748	705,077
CURRENT UNOBLIGATED BALANCE	1,556,729	1,456,592	(100,136)

June Industry Sectors Ranked by Employment Size¹



Unemployment Rate (%)²



Online Job Postings – June 2024 Help Wanted OnLine³

Top 10 Employers

University of California, Los Angeles	2,308	Registered Nurses	6,701	Los Angeles	71,128
Kaiser Permanente	1,302	Retail Salespersons	4,938	Long Beach	6,015
University of Southern California	986	Secretaries and Adm. Assis., Except Legal, Medical, and Exec.	3,027	Torrance	4,836
Providence	915	Customer Service Representatives	2,540	Pasadena	4,699
Starbucks	910	First-Line Supervisors of Retail Sales Workers	2,532	Santa Monica	4,594
Cedars-Sinai	851	Fast Food and Counter Workers	2,387	Burbank	3,966
Allied Universal	710	Sales Reps., Wholesale and Mfg., Except Tech., and Sci. Prod.	2,338	Glendale	3,285
Northrop-Grumman	633	Medical and Health Services Managers	1,972	Santa Clarita	3,003
Amazon	573	General and Operations Managers	1,969	El Segundo	2,949
Alta Hospitals Systems	531	First-Line Supervisors of Office and Admin. Support Workers	1,842	Beverly Hills	2,475

Top 10 Occupations

Top 10 Cities


Sources: ¹ Current Employment Statistics (June 2024), ² Local Area Unemployment Statistics (June 2024), ³The Conference Board-Lightcast Help Wanted OnLine® June 2024 (HWOL).



MEMORANDUM

DATE: August 20, 2024

TO: SELACO Policy Board

FROM: Yolanda L Castro, Executive Director 

RE: Guidelines to Support SELACO WDB Personnel Committee

The attached guidelines have been developed to provide a clear and consistent framework for the Personnel Committee to conduct the annual performance evaluation of the Executive Director and to facilitate the process of selecting a new Executive Director when needed. The guidelines are based on the best practices that have been followed by the committee over the last several years and are presented in draft form for board member review, comments and edits if needed.

Action Required:

No action required at this time.

**Joint Personnel Committee
Operational Guidelines
Executive Director Selection and Evaluation**

Description: The selection and evaluation of the Executive Director occurs under a coordinated effort between the Southeast Los Angeles County Workforce Development Board (SELACO WDB) and Policy Board. With the support of both boards, a Joint Personnel Committee is established and includes the membership of two (2) SELACO WDB Private-Sector Directors (traditionally the existing Chair and Vice Chair) and three (3) Policy Board Members (traditionally the Chair, Vice Chair, plus one (1) additional member appointed by the Policy Board to chair the Committee and to cast a vote to break a tie on any committee actions being considered).

Executive Directors (ED) Annual Performance Evaluations:

1. ED Performance Evaluations are held annually determined by the original date of hire.
2. Meet at least twice annually, at which meeting actions may be taken only if at least three (3) committee members are present, including at least one (1) member representing each of the Policy Board and the SELACO WDB.
3. The Joint Personnel Committee meets two months prior to the due date to begin the annual review process (meetings to take place at the SELACO WDB for easy access to the Human Resources (HR) Manager and employee file).
4. To enable the Joint Personnel Committee to perform its evaluation responsibility, per the by-laws, it shall: *Have access to all personnel records and to otherwise confidential SELACO WDB records relating to employee's actions in his/her official capacity, including without limitation personnel and litigation matters; provided that the Committee and each of its members shall at all times keep all such records and all information derived there from in the strictest confidence, and shall be subject to all available legal remedies should it or any of them fail to do so.*
5. HR Manager will prepare a packet for the committee members that consist of the following documents, and/or other documents requested:
 - Current Job Description on file (this is helpful when conducting the very first review and assessing if expectations on the job description are being met. For all future evaluations it is recommended that the Committee review the job description and determine if changes are needed.)
 - A copy of the last performance evaluation, if one exists (this will assist the Committee in assessing if goals set in the last performance review were met).
 - A copy of the employee contract on file with all amendments attached.
 - A blank evaluation form to assist the members in completing the evaluation.
 - Salary history to assess if an increase is appropriate for consideration.
6. Committee reviews all documents provided and prepares a rating for each category listed on the performance rating sheet, identifies relevant comments for the employee to consider, and goals/expectations for the next year of performance. The rating sheet is to be completed no later than two weeks prior to the scheduled review date.
7. Committee Evaluation and all relevant documents are submitted to the SELACO WDB HR Manager to finalize and prepare a final document for review by the Committee Chair. Upon confirming that the evaluation is in order, SELACO WDB HR Manager confirms a date for Chair and other selected members of the Joint Personal Committee to meet with the Executive Director to complete the performance review.

8. The Joint Personnel Committee Chair and any other selected members of the committee meet with the Executive Director to complete the evaluation. Evaluation should be completed no later than the official due date. See attached evaluation schedule for the current Executive Director.
9. Upon completion of evaluation, all documents are returned to the HR Manager who will secure signatures on evaluation and provide copies to the Executive Director and file all original documents in the personnel file.
10. As part of the evaluation, process negotiations on salary, terms of contract, or other expectations may occur. All employee requests are returned to the full Joint Personnel Committee for review and consideration. Any recommendations for changes in salary and/or contract terms must be reviewed and approved by the SELACO WDB Board and Policy Board before finalized.
11. All approved changes are submitted to the SELACO WDB HR Manager for updating the contract, updating changes in salary and/or preparing contract amendments. SELACO WDB HR Manager will update all required documents, secure required signatures and file documents appropriately.

Selection of an Executive Director:

1. Upon confirmation that there is a need to select/replace the Executive Director, the Joint Personnel Committee will meet to identify an Interim Director if needed, and confirm:
 - A recruitment process, will it be internal, external or both.
 - Assess the need to secure a consultant to support the recruitment effort.
 - Identify needs to change/modify the existing job description and/or existing contract.
2. Once recruitment process has been confirmed the Committee Chair will work with SELACO HR Manager to initiate the recruitment process which includes but not limited to:
 - Release of announcement that a recruitment is in process.
 - Collection of all resumes submitted.
 - Coordinating and scheduling interviews of the top (6) candidates.
3. HR Manager will prepare interviewing packets for the interviewing committee that will include at minimum:
 - Candidate resumes and cover letters.
 - SELACO WDB application for employment.
 - If needed interview rating sheets.
4. The Personnel Committee will recommend to the SELACO WDB their top two (2) candidates for consideration, to hire, which shall make the final selection.
5. Once a candidate is confirmed the Committee Chair will contact the selected candidate to offer the position of Executive Director. Affirm a starting salary and start date. Any negotiation items will be returned to the Personnel Committee for review and confirmation.
6. Upon finalizing all negotiations and selection is confirmed necessary documents are submitted to the SELACO WDB HR Manager for creation of a contract and securing all appropriate signatures.
7. Upon confirming a hire date, the SELACO WDB HR Manager will prepare an evaluation schedule.

Current Evaluation Schedule

Scheduled dates can be modified at the discretion of the Personnel Committee, keeping in mind that the best practices are to ensure evaluation occur before or on the scheduled due date.

August 20, 2024 – Personnel Committee meet to prepare the Evaluation for Yolanda Castro program year 2023-2024.

- Two weeks prior, 360 evaluation sent to direct reports
- 360 evaluation discussed at meeting
- Evaluation completed – line by line/score points, calculate average
- ***note, 3 is NOT a bad rating, 2 does not always equate to an increase
- Policy Board Administrator to tabulate evaluation score
- Evaluation can be handwritten or retyped by Policy Board Administrator

September 6, 2024 – Committee Chair to schedule meeting with Executive Director and WDB Chair

October 15, 2024 – Evaluation meeting with Executive Director.

- Any areas of improvement are to be discussed and included in evaluation
- Personnel Committee Chair will bring the evaluation to the meeting
- Personnel Committee Chair to secure final document

October 24, 2024 – Final copy submitted to Human Resources and copy given to Executive Director