

**POLICY BOARD  
MEETING**

**June 18, 2024**  
**Tuesday**

**12:00 Noon**

# AGENDA

## A Meeting of the SELACO Workforce Development Policy Board

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

12:00 noon, Tuesday, June 18, 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 Hector Sosa, Mayor Pro Tem, 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 April 23, 2024 Page 1
  - B. WDB Attendance Roster 5
  - C. Program Report for 07/01/23-4/30/24 7
7. Business Session
  - A. Report from the WDB Executive Director
  - B. Annual Appointments to the Workforce Development Board 30

# **SELACO Workforce Development Policy Board Agenda**

**June 18, 2024**

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- C. Consideration of Appointment to Fill a Vacancy on the WDB for a Representative of Organized Labor 31
- D. Approval of SELACO WDB Budget Modification for Program Year 2023-2024 39
- 8. Information Items
- 9. Interesting Correspondence
- 10. Items from Staff
- 11. Board Member Comments
- 12. Closed Session  
  
Conference with Legal Counsel—Pending Litigation  
(Government Code Section 54956.9(d)(1))
- 13. Adjournment to Meeting to be Held on August 20, 2024

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

April 23, 2024

12:00 noon

Norwalk City Hall  
Room 4  
12700 Norwalk Boulevard  
Norwalk, CA

### **CALL TO ORDER**

The Policy Board Meeting was called to order by Chairman Jeff Wood at 12:09 p.m.

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Member Ayala.

### **ROLL CALL**

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

POLICY BOARD MEMBERS ABSENT: Hector Sosa, Downey; Brenda Olmos, Paramount.

OTHERS PRESENT: Jack Joseph, Policy Board Administrator/Policy Director; Yolanda Castro, SELACO WDB Executive Director; 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; Sandra Michel, SELACO Director of Policy, Contracts, and Compliance; Jeanette Gutierrez, SELACO WDB Program Analyst II.

### **PUBLIC COMMENTS**

There were no public comments.

## **CONSENT CALENDAR**

**A. Approval of the Minutes of the Policy Board Meeting of February 20, 2024**

**B. WDB Attendance Roster**

**C. Program Report for 07/01/23-02/29/24**

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 on the Job Training Opportunities Seminar for cities sponsored by the Gateway Cities Council of Governments which was held the previous Saturday. She said the focus was to bring together the workforce directors from the area to address the various workforce programs available. She said U.S. Senator Laphonza Butler was in attendance.

Ms. Castro said tomorrow she would be supporting Gateway Cities COG Director of Regional Development Melani Smith and speaking on SELACO's Homeless to Employment program. She said SELACO's focus is to identify and support employment sectors, with an emphasis on the technology sector. She said new Business Services Manager Tara Luna is working on this.

SELACO Deputy Director of Administrative/Business Services Corina Coronel said SELACO is working with other agencies on a Rapid Response program for employees of the closing 99¢ Only stores. She said outreach is being conducted in collaboration with Pacific Gateway.

Ms. Castro said WIOA reauthorization with the same level of funding has passed the House of Representatives. She said there is some concern regarding a provision that requires 50% of funding be spent on training. She said governors would also have more authority to re-designate workforce areas. She said she attended the Day at the Capitol event and was able to meet with several state legislators on our programs.

**B. Fourth Amendment to Employment Agreement between Southeast Los Angeles County Workforce Development Board and Yolanda Castro**

Member Trevino, who serves as the Chair of the Joint Personnel Committee, reported that the Committee had completed its annual review of the Executive Director and

recommends approval of an amendment to her employment agreement increasing the annual salary from \$135,188 to \$145,188, effective as on January 1, 2014.

It was moved by Member Trevino, seconded by Vice Chairman Santa Ines, to approve the recommended amendment to the Executive Director's employment agreement. The motion was approved unanimously.

**C. Appointment of Private Sector Representative from Lakewood to Workforce Development Board**

The Policy Board Administrator reported that the Lakewood City Council had approved the nomination of Erika R. Parada, CFO of Vida y Alma House of Beauty, to replace the recently resigned Mark Dameron as a private sector representative from Lakewood to the Workforce Development Board.

It was moved by Chairman Wood, seconded by Member Solanki, to appoint Erika R. Parada to the Workforce Development Board to complete the term expiring on June 30, 2025. The motion was approved unanimously.

**D. Approval of SELACO WDB Infrastructure Funding Agreement (IFA) for Program Year 2023-2024**

SELACO Director of Policy, Contracts, and Compliance Sandra Michel presented a report on the Infrastructure Funding Agreement, which is intended to foster collaboration, ensure efficient resource utilization, and promote the delivery of high-quality workforce development services from SELACO and the various mandated partners.

It was moved by Vice Chairman Santa Ines, seconded by Member Trevino, to approve the Infrastructure Funding Agreement (IFA) 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**

Chairman Wood welcomed Member Ayala back to the Policy Board.

Member Ayala said he was very happy to be back and is looking forward to working again with the Policy Board.

Member De Paula said he was very happy to report back on the Rapid Response regarding the 99¢ Only stores.

Member Solanki thanked Member Ayala for hosting today's meeting. He said the Cerritos City Council had recently reorganized and that he was elected Mayor.

Vice Chairman Santa Ines welcomed back Member Ayala and congratulated Chairman Wood on his re-election to the Lakewood City Council.

Member Trevino welcomed back Member Ayala, congratulated Member Solanki on his election as Mayor, and congratulated Chairman Wood and Member Olmos on their recent re-election to City Council. He said Artesia is having a building boom with 30 three-story town homes under construction and ground being broken on another forty to fifty town homes. He said he would like to coordinate job opportunities in the construction of these housing units.

Chairman Wood said he would like to carve out an item for the August agenda to talk about engagement with business with the city managers and economic development managers.

## **ADJOURNMENT**

It was the consensus of the Policy Board to adjourn the meeting to a meeting to be held in the City of Cerritos on June 18, 2024. The meeting was adjourned at 1:03 p.m.



**SELACO WDB Board of Directors  
Attendance Roster – PY 23/24**

<b>Board Member</b>	<b>7/27/23</b>	<b>9/28/23</b>	<b>10/26/23</b>	<b>1/25/24</b>	<b>3/28/24</b>	<b>5/23/24</b>
<b>1. Burrell, Ashley</b> Rehabilitation Organization	<b>X</b>	<b>X</b>	~	<b>X</b>	<b>X</b>	<b>X</b>
<b>2. Chan, Connie</b> Public Employment Service	<b>X</b>	<b>X</b>	~	<b>X</b>	<b>X</b>	<b>X</b>
<b>3. Cueva, Sergio</b> Business Representative City of Hawaiian Gardens	<b>AE</b>	<b>X</b>	~	<b>X</b>	<b>X</b>	<b>X</b>
<b>4. Drake, Aaron</b> Business Representative City of Bellflower	<b>X</b>	<b>X</b>	~	<b>X</b>	<b>AE</b>	<b>X</b>
<b>5. Espitia, Ben</b> Secretary/Treasurer Labor Organization	<b>X</b>	<b>X</b>	~	<b>X</b>	<b>AE</b>	<b>X</b>
<b>6. Gomez, Belle</b> Education Entity	<b>X</b>	<b>X</b>	~	<b>AE</b>	<b>X</b>	<b>AE</b>
<b>7. Kucera, Kevin</b> Labor Organization	<b>AE</b>	<b>AE</b>	~	<b>AE</b>	<b>AE</b>	<b>AE</b>
<b>8. LeGaspi, Richard</b> Business Representative City of Norwalk	APPOINTED BY POLICY BOARD 8/15/23	<b>AE</b>	~	<b>X</b>	<b>X</b>	<b>X</b>
<b>9. Levine, Barbara</b> Economic Development	<b>X</b>	<b>X</b>	~	<b>X</b>	<b>AE</b>	<b>X</b>
<b>10. McGehee, Shannon</b> Business Representative City of Paramount	<b>AE</b>	<b>A</b>	~	<b>AE</b>	<b>AE</b>	<b>A</b>
<b>11. Nam, Leila</b> Business Representative City of Artesia	<b>X</b>	<b>AE</b>	~	<b>X</b>	<b>X</b>	<b>AE</b>
<b>12. Parada, Erika</b> Business Representative City of Lakewood	<b>APPOINTED BY POLICY BOARD 4/23/24</b>					<b>X</b>
<b>13. Patel, Vijay</b> Business Representative City of Downey	<b>AE</b>	<b>A</b>	~	<b>A</b>	<b>A</b>	<b>A</b>



<b>Board Member</b>	<b>7/27/23</b>	<b>9/28/23</b>	<b>10/26/23</b>	<b>1/25/24</b>	<b>3/28/24</b>	<b>5/23/24</b>
<b>14. Perez, Genoveva</b> Business Representative City of Paramount	APPOINTED BY POLICY BOARD 8/15/23	X	~	X	XV	X
<b>15. Polley, Tracy</b> Business Representative City of Norwalk	X	X	~	AE	X	X
<b>16. Rochin, Blanca</b> Education Entity	X	AE	~	AE	XV	X
<b>17. Ryder, Tim</b> Business Representative City of Hawaiian Gardens	AE	X	~	AE	X	AE
<b>18. Saucedo-Garcia, Cristina</b> Business Representative City of Downey	X	AE	~	X	AE	X
<b>19. Segura, Michael</b> Business Representative City of Lakewood	AE	X	~	X	X	X
<b>20. Shah, Jawahar</b> Business Representative City of Cerritos	A	A	~	A	AE	A
<b>21. Trivedi, Sanjay</b> Business Representative City of Cerritos	A	AE	~	A	AE	AE
<b>22. Uttecht, Greg</b> Business Representative City of Artesia	AE	AE	~	X	A	AE
<b>23. Wehage, Larry</b> Chair Business Representative City of Bellflower	X	X	~	X	X	X
<b>24. VACANT</b> Labor Organization						
<b>25. VACANT</b> Labor Organization						
<b>26. VACANT</b> Labor Organization						
<b>27. VACANT</b> Labor Organization						

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

XV = PRESENT VIRTUAL



# Operations Report

10<sup>TH</sup> PROGRAM OPERATIONS REPORT OF PY 2023 – PY 2024  
JULY 1, 2023 – APRIL 30, 2024

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## PURPOSE

The Southeast Los Angeles County Workforce Development Board (SELACO WDB) respectfully submits the tenth Program Operations Report for the program year 2023-2024. 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

The SELACO WDB orchestrated a heartfelt farm-to-table fundraiser, a tribute to the enduring Legacy of Cesar Chavez and his impassioned advocacy. Spearheaded by the dedicated team in the Policy and Compliance department, the event pulsated with a spirit of communal support and agricultural reverence.

Enthusiastically rallying the SELACO WDB Staff and Partners, the Policy and Compliance department championed the contribution of homegrown treasures: succulent fruits, crisp vegetables, and aromatic herbs. Each donation was a testament to the principles Chavez championed, resonating with the essence of community empowerment and sustainable living.

As the event unfolded, a palpable sense of camaraderie filled the air, as colleagues and partners mingled, shared their bounty, and kindled memories of Chavez's transformative impact. It was more than just a fundraiser; it was a vibrant celebration of Chavez's enduring legacy, a testament to the power of collective action and the beauty of honoring the land that sustains us.

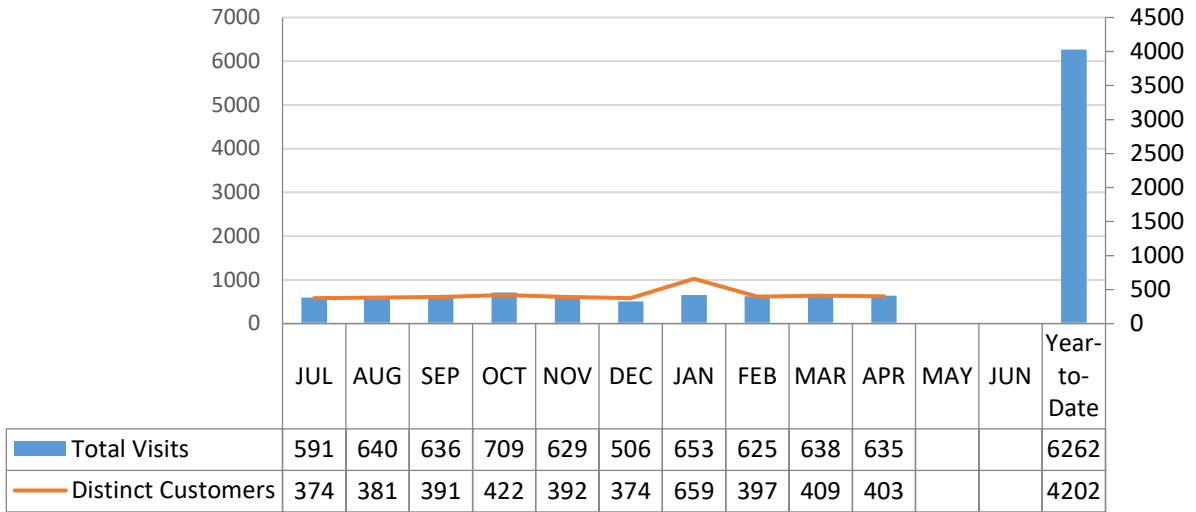


## IN-THE-KNOW WITH SELACO

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

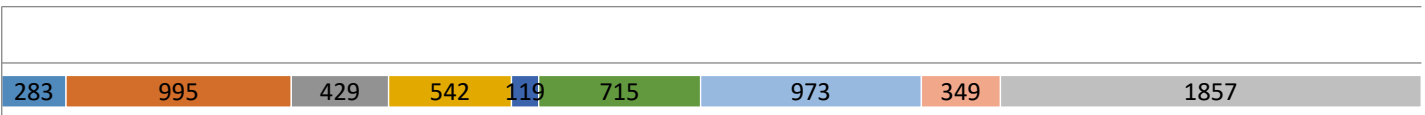
CAREER SERVICES

### Customer Visits to AJCC

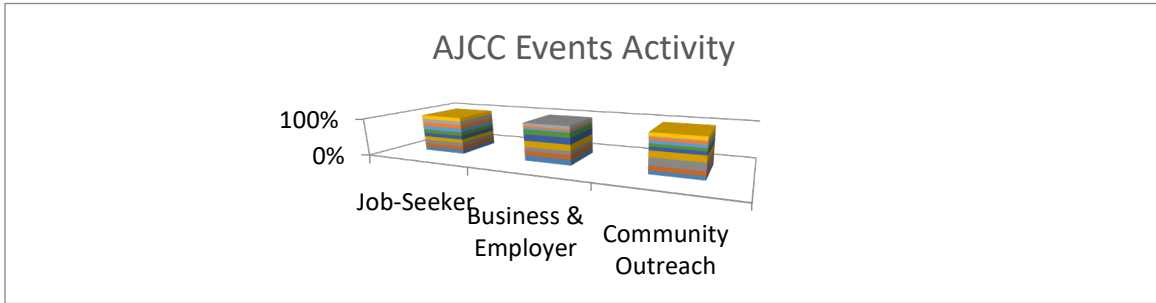


### Customer Visits by City

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



## EVENTS



## ADULT JOB SEEKER PROGRAMS

### EVENTS

<b>JOB SEEKER EVENTS</b>	<b>DESCRIPTION</b>
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.
<b>BUSINESS &amp; EMPLOYER EVENTS</b>	<b>DESCRIPTION</b>
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
<b>OUTREACH EVENTS</b>	<b>DESCRIPTION</b>
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

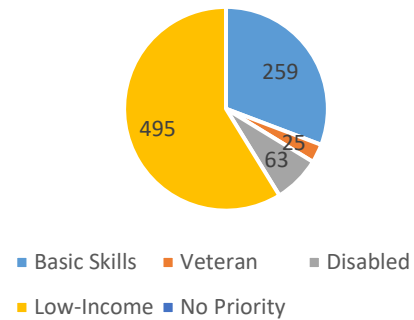
To prepare workers -- particularly individuals with barriers to employment -- for good jobs by providing job search assistance and training. The Adult Program provides an emphasis on serving public assistance recipients, other low-income individuals, and individuals who are low-skilled.

### 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 <sup>nd</sup> Quarter after Exit	64.9%	69.4%	71.4%	70.5%	
Employed 4 <sup>th</sup> Quarter after Exit	61.8%	64.5%	64.5%	67.5%	
Median Earnings	\$7,400	\$8,481.93	\$8,855.10	\$8,488.82	
Credential Rate	67.7%	78.3%	79.4%	78.6%	
Measurable Skill Gain (MSG)	70.0%	76.9%	86.3%	82.2%	

Activity Breakdown	
Carryover	174
Enrollments	316
Exits	211
Employed at Closure	52
<b>Program Services</b>	
Occupational Skills Training	51
On the Job Training	3
Transitional Jobs	6
Supportive Services	127
Follow-up Services	103

### Priority Population



## WIOA Adult Enrollment by City

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



## WIOA DISLOCATED WORKER (DW)

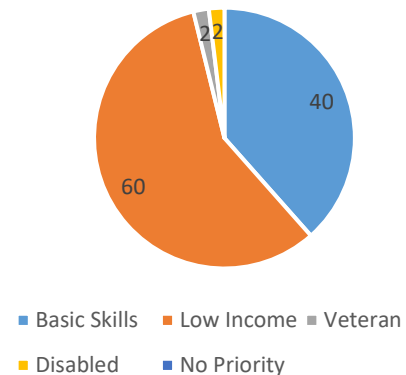
To prepare workers -- particularly individuals recently separated from employment -- for good jobs by providing job search assistance and training. The Dislocated Worker Program provides an emphasis on serving transitioning veterans, homemakers, recently unemployed, and struggling independent business 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 <sup>nd</sup> Quarter after Exit	68.2%	83.3%	80.0%	80.0%	
Employed 4 <sup>th</sup> Quarter after Exit	67.0%	81.5%	83.3%	79.2%	
Median Earnings	\$8,600	\$10,703.16	\$10,772.54	\$9,671.69	
Credential Rate	79.2%	81.2%	78.4%	65.5%	
Measurable Skill Gain	70.0%	82.6%	90.9%	88.9%	

Activity Breakdown	
Carryover	30
Enrollments	45
Exits	27
Employed at Closure	9
<b>Program Services</b>	
Occupational Skills Training	19
On the Job Training	0
Supportive Services	26
Follow-up Services	12

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	51
Exit and Follow-up 6 Months After Exit	50	50	23

Carryover
44

## TSE WEX PLACEMENT BY CITY

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



## WIOA YOUTH SELACO

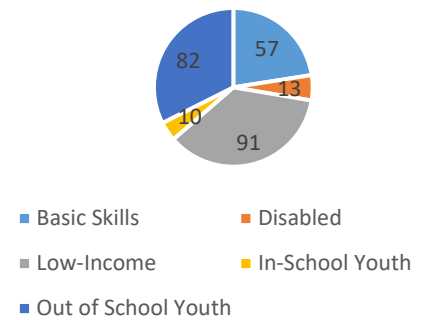
To prepare youth (ages 14-24) with barriers to employment – for good jobs by providing career exploration and training. The Youth Program provides an emphasis on serving public assistance recipients, other low-income individuals, basic skills deficient, pregnant or parenting young, foster youth, and 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 <sup>nd</sup> QT after Exit	68.7%	69.2%	69.0%	73.8%	
Employed or Placed in Education 4 <sup>th</sup> QT after Exit	73.0%	76.6%	76.3%	69.2%	
Median Wage	\$4,150	\$6,930.65	\$6,861.37	\$5,633.24	
Credential Rate	69.0%	50.0%	61.5%	61.5%	
Measurable Skills Gain	67.0%	38.2%	30.6%	44.7%	

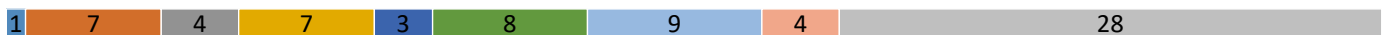
Out-of-School Activity Breakdown	Actual
Carryover	18
Enrollments	71
Exits	24
Employed at Closure	3
<b>Program Services</b>	
Occupational Skills Training	10
Enrolled in Secondary Education	0
Work Experience	24
Supportive Services	24
Follow-up Services	22

### Priority Population



## WIOA Youth Enrollment By City

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



## WIOA YOUTH ABC

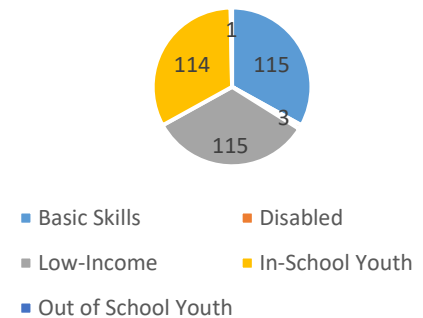
To prepare youth (ages 17-21) with barriers to employment – for good jobs by providing career exploration and training. The Youth Program provides an emphasis on serving public assistance recipients, other low-income individuals, basic skills deficient, pregnant or parenting young, foster youth, and 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 <sup>nd</sup> QT after Exit	68.7%	83.3%	94.4%	94.6%	
Employed or Placed in Education 4 <sup>th</sup> QT after Exit	73.0%	0.0%	100.0%	66.7%	
Median Wage	\$4,150	\$1,390.00	\$4,669.33	\$2,748.70	
Credential Rate	69.0%	0.0%	0.0%	50.0%	
Measurable Skills Gain	67.0%	57.2%	43.3%	37.7%	

In-School Activity Breakdown	Actual
Carryover	10
Enrollments ABC	76
Exits	3
Employed at Closure	0
<b>Program Services</b>	
Enrolled in Secondary Education	0
Work Experience	59
Supportive Services	46
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	6	9	0	18	5	38

## 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.

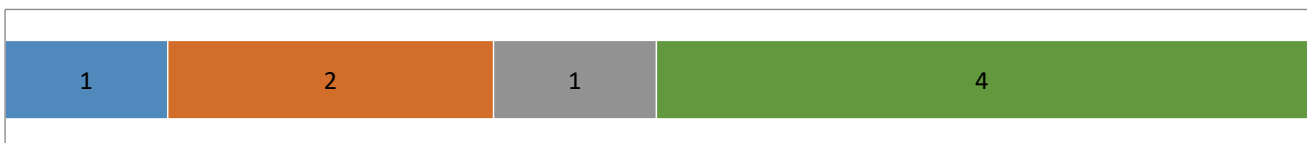
### BRIDGE TO WORK PERFORMANCE INDICATORS PER QUARTER

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

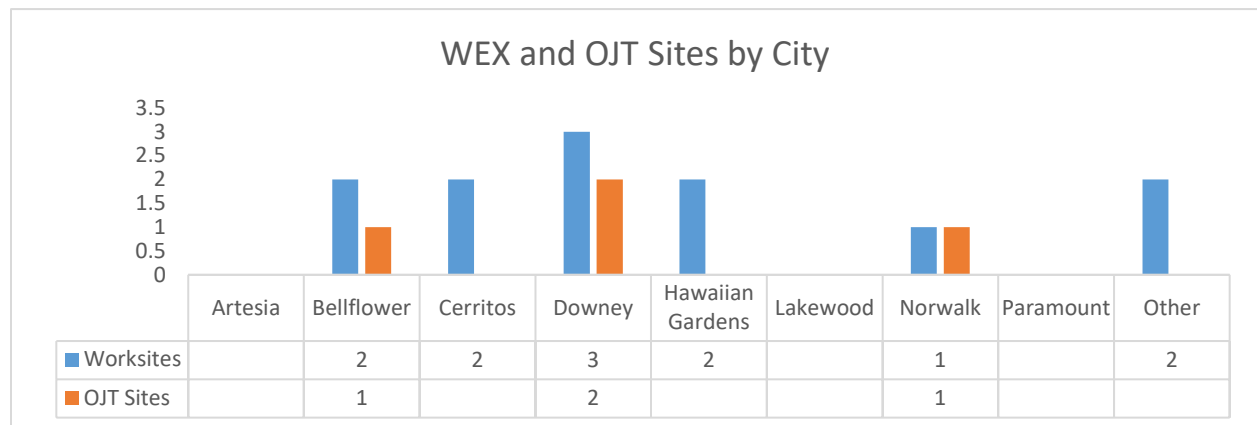


## BUSINESS SERVICES

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	187
Referral to Community Services	52
Tax Credit Program Awareness	62
Rapid Response	0
Lay-off Aversion	0
Total	405





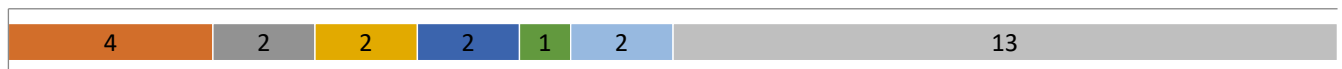
## BUSINESS NEEDS ASSESSMENT

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>26</u>			Actual <u>26</u> Outcome <u>0</u>		
Industry		Type of Need		Results	
Construction	0	Recruitment and Hiring	14	Recruitment and Hiring	
Healthcare	4	Upskills training for current employees.	3	Upskills training for current employees.	
Hospitality	14	Subsidized wages for new employees/ trainees	3	Subsidized wages for new employees/ trainees	
Information Technology (IT)	0	Layoff prevention and aversion	6	Layoff prevention and aversion	
Logistics		Tax Incentives	0	Tax Incentives	
Manufacturing	3	Other:	0	Other:	
Other:	5				

## Business Needs Assessment

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



## 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	432
Completions	433	425
Retention	408	426

Eligible Training Panel (ETP)		
ET-23-0162 (Contract Term: 2023-2025)		
	Planned	Actual
Enrollments	405	33
Completions	405	0
Retention	380	0

SPECIAL AND REGIONAL PROGRAMS

CHILD DEVELOPMENT PROGRAM REGIONAL SUPPORTIVE SERVICES 3.0

Facilities	Planned Enrollments	Actual Enrollments
<b>A. J. Padelford Child Development Center</b> 11922 169 <sup>th</sup> Street, Artesia, CA 90701 Center Director: Liz Quintanilla Phone Number: (562) 926-2427	47	32
<b>Artesia Child Development Center</b> 18730 Clarkdale Avenue, Artesia, CA 90701 Center Director: Malajat Raja Phone Number: (562) 653-0290	57	76
<b>Bellflower Child Development Center</b> 447 Flower Street, Bellflower, CA 90706 Center Director: Regina Mayo Phone Number: (562) 804-7990	57	42
<b>Bellflower II Child Development Center</b> 14523 Bellflower Blvd., Bellflower, CA 90706 Phone Number: (562) 867-8399	76	72
<b>Lakewood Child Development Center</b> 5225-A Hayter Avenue, Lakewood, CA 90712 Center Director: Maria Navarro Phone Number: (562) 531-9440	59	48
<b>Maywood Child Development Center</b> 4803 58 <sup>th</sup> Street, Maywood, CA 90270 Center Director: Silvia Guzman Phone Number: (323) 560-5656	54	62
<b>Norwalk Child Development Center</b> 14000 San Antonio Drive, Norwalk, CA 90650 Center Director: Silvia Guzman Phone Number: (562) 864-1958 ++0	26	31
<b>Total</b>	376	363

**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	30
Referrals from SHARE	N/A	25
Enrollments resulting from SHARE referrals	50	27

Enrollment Activity		
	Planned	Actual
Attended a Job Search Workshop	20	10
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	16
Individuals in Training	35	7
Individuals Completed Training	30	7
Attained Industry Recognized Certificate or Credential	30	7
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.

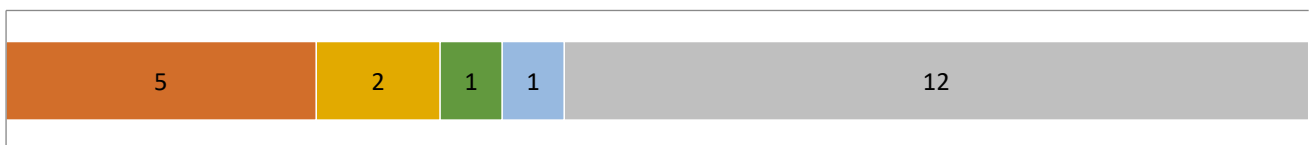
Contract Term April 4, 2023 – December 31, 2025

### P2E INITIATIVE PERFORMANCE INDICATORS PER QUARTER

Performance Measure	Planned	Actual
New Enrollment	26	21
Individuals in Training	9	9
Individuals Completed Training	8	1
Attained Industry Recognized Certificate or Credential	8	1
Placement in Postsecondary Education	1	0
Placement in State Approved Apprenticeship	3	0
Employment	16	0

### 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	8
WIOA Co-enrollments	11	8
Placements	11	0
Exits	N/A	4

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

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: June 18, 2024**  
**Subject: Consideration of Annual Appointments to the WDB**

**Annual Appointments**

The following Workforce Development Board members are eligible for reappointment to the WDB for new two-year terms. Unless otherwise indicated, their new two-year terms will expire on June 30, 2026.

Artesia Private Sector—Greg Uttecht (Fabrica Fine Carpets and Rugs)  
Bellflower Private Sector—Larry Wehage (Bellflower Chamber of Commerce)  
Cerritos Private Sector—Jay Shah (Arihant Management Consultants)  
Downey Private Sector—Vijay Patel (Downey Chamber of Commerce)  
Hawaiian Gardens Private Sector—Sergio Cueva (Hawaiian Gardens Casino)  
Lakewood Private Sector—Michael Segura (Farmers Insurance)  
Norwalk Private Sector—Tracy Polley (Kelco Sales)  
Paramount Private Sector—Shannon McGehee (World Energy)  
Economic Development Organization—Barbara Levine (LAEDC)  
Educational Entity—Bellegran Gomez (Cerritos College)  
Rehabilitation Agency— Ashley Burrell (Department of Rehabilitation)  
Labor Organization—Ben Espitia (Goodwill Industries)  
Labor Organization—Kevin Kucera (International Association of Machinists)

**To: SELACO WDB Policy Board**

**From: Jack Joseph, Policy Board Administrator**

**Date: June 18, 2024**

**Subject: Consideration of Appointment to Fill a Vacancy on the WDB  
for a Representative of Organized Labor**

There are currently four unfilled positions on the WDB for representatives from organized labor. These positions have remained vacant for over two years due to a lack of nominations from the Los Angeles County Federation of Labor despite several attempts from SELACO staff to obtain nominations from them. In the attached letter to the Federation from Executive Director Yolanda Castro she has asked for their approval of the nomination of Rudy Villareal from the Los Angeles Police Protective League to serve on the SELACO WDB. The letter requests a response from the Federation no later than July 31, 2024.

**Recommendation**

It is recommended that the Policy Board appoint Rudy Villareal to fill a vacancy for a labor representative on the WDB to be effective upon approval by the Los Angeles County Federation of Labor or July 31, 2024, whichever is earlier. The appointment would be for a two-year term ending June 30, 2026.



May 28, 2024

Yvonne Wheeler  
President  
Los Angeles County Federation  
of Labor, AFL-CIO  
2130 W. James M. Wood Blvd.  
Los Angeles, CA 90006

Dear Ms. Wheeler,

The Southeast Los Angeles County Workforce Development Board (SELACO WDB) serving the cities of Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, Norwalk and Paramount is seeking your assistance in assigning a Labor Representative to serve on our Workforce Development Board. It is our understanding that all requests for representation are submitted to you for consideration and assignment.

Per the Workforce Innovation Opportunities Act of 2014, all union representatives assigned to a Workforce Board are to be nominated by local Union Federation.

We have made several requests for your assistance, the following are the dates of the most recent request: April 26, 2023, June 30, 2023 and January 31, 2024. To date we have not received a response.

In an effort to move this forward, attached, please find a resume and background for Mr. Rudy Villarreal who has expressed interest in filling one of the vacant labor seats on our board. We humbly ask that you please accept his nomination.

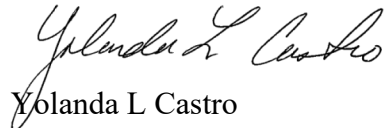
Mr. Villarreal lives in the Southeast Los Angeles County Region and serves as a delegate to the Los Angeles Police Protective League (LAPPL) which is the police union and recognized bargaining organization representing Los Angeles Police Department (LAPD) officers from the ranks of police officers to lieutenants.

The SELACO WDB's local elected officials will meet on August 20th, in which we would like to agendaize Mr. Villarreal's nomination for their review and approval. Should we not hear back from your office by July 31, 2024, we will assume you have no reservations with moving this nomination forward.

Your assistance in meeting the Workforce Investment Opportunity Act of 2014 (WIOA) requirements for labor representation on local Workforce Development Boards is greatly appreciated. In addition to Mr. Villarreal's nomination, we currently have three additional vacant seats. We welcome any other suitable nominees in the region. Attached you will find a nomination form and fact sheet that provides an overview of our board and the role of a SELACO WDB Member.

Should you have any questions please feel free to contact me or my Executive Secretary, Carol Reyes Davis at 562 402-9336.

Respectfully,



Yolanda L Castro  
Executive Director

CC: Hugo Romero, Los Angeles County Federation of Labor, AFL-CIO  
Rusty Hicks, Los Angeles County Federation of Labor, AFL-CIO  
Jeff Wood, SELACO WDB Policy Board Chair  
Sonny Santa Ines, SELACO WDB Vice Chair  
Larry Wehage, SELACO WDB Board Chair  
Rudi Villareal

10900 E. 183rd Street • Suite 350 • Cerritos CA 90703  
(562) 402-9336 • Fax (562) 860-4701 • [www.selacowdb.com](http://www.selacowdb.com)  
For information [selaco@selaco.com](mailto:selaco@selaco.com)

*Serving our eight cities:*

*Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, Lakewood, Norwalk and Paramount*

# Rutilio “Rudy” Villarreal Jr.

(562) 900-8966

[rudyvillarreal16@gmail.com](mailto:rudyvillarreal16@gmail.com)



Professional, dedicated, and compassionate Law Enforcement Officer with 24+ years' experience in public service and safety. Seeking an opportunity to demonstrate my extensive knowledge, proven track record, and experience in building positive relationships between the local community and law enforcement, leading teams, and collaborate with colleagues during complex investigations with external agencies to better serve and benefit the community. Fluent in both English and Spanish.

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## Experience

SEPTEMBER 1998 – PRESENT

### **Police Officer - Helicopter Pilot/Los Angeles Police Department, Los Angeles, California**

Patrolled designated areas in helicopter and police car, monitored for potential criminal activity, identified and arrested suspects involved in various crimes, responded to 911 calls and served as a first responder during emergencies. Frequent appearances, planned, and executed community-based events before businesses, community leaders, service organizations, and elected officials. Coordinated with law enforcement agencies, including the FBI, the Department of Homeland Security, Secret Service, and Los Angeles County Sheriff on criminal investigations, major critical events, and high-profile VIP visitors.

JANUARY 2014 –PRESENT

### **Financial Officer/ Rudy's Plants, Inc./ Los Angeles, California**

Provide financial analysis, strategic direction, and operations guidance for a multi-million-dollar interior plant business. Performed administrative duties to reduce expenditures, and increase sales, efficiency, and accountability. Provide both management and administrative recommendations regarding personnel issues, budget reports and resolutions, budgetary transfers and other management/administrative/financial issues. Submitted time-sensitive reports to city, county, state, and federal agencies.

AUGUST 2010-MAY 2012

### **Teacher/Maxine Waters Occupational Center/LAUSD/Los Angeles, California**

Instructed Law Enforcement / Security Officer introductory courses at a Los Angeles Unified School District Occupational Center to high school and adult students. Mentored students on various career and educational opportunities.

JANUARY 1992 –SEPTEMBER 1998

### **Assistant Store Manager/Contractors' Warehouse/Carson, California**

Provided leadership, direct supervision, and strategic direction of multi-million dollar building supply chain store. Management in employee relations, compensation, recruitment, labor relations, facility maintenance, purchasing, fleet operations, and occupational safety. Work collaboratively with colleagues to maintain a team-oriented, safe, and secure store environment. Greet customers and provide warm and efficient assistance that reflects the Company's values. Maintained knowledge of products and communicated this clearly to customers.

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## Skills

Detail-oriented • Interpersonal skills • Team player • Excellent time management skills • Conflict Management • Multi-tasking Public Speaking • Legal knowledge

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## Education

JUNE 2017

Bachelor of Science Criminal Justice Administration/National University/ San Diego, CA

JUNE 2015

Associate in Arts Administration of Justice/El Camino College/Torrance, CA

JUNE 2015

Associate in Arts Liberal Studies/El Camino College/Torrance, CA

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## Licenses

FAA Commercial Helicopter Pilot License

FAA Private Airplane Pilot License

California Peace Officers and Standards Certificate

California Bureau of Security and Investigative Services License

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## Professional Affiliations

Aircraft Owners and Pilots Association/Member

Airborne Public Safety Association/Member

Los Angeles Police Protective League/Delegate

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## Community Activities

St. Pancratius Church/Member/Lakewood

Lakewood Leadership Academy Graduate 2023

Lakewood Little League / Coach

Background regarding Rudy Villarreal and his role with the Los Angeles Police Protective League (LAPPL):

The LAPPL is the police union and recognized bargaining organization representing Los Angeles Police Department (LAPD) officers from the rank of police officer to lieutenant. The mission of the LAPPL is to vigilantly protect, promote, and improve the working conditions, legal rights, compensation, and benefits of Los Angeles police officers. The LAPPL has a current membership of approximately 9,000 sworn officers of the LAPD.

The LAPPL partners with various local, state, and federal elected officials and coalitions that sponsor legislation to ensure community, victims, and police officers' rights are protected. This is done through lobbying, legislative, and legal advocacy, and education. LAPPL also runs a political action committee (PAC), which Mr. Villarreal is a member of. This committee interviews elected officials who are seeking political endorsement of the Union, and vote whether to approve or deny their endorsement request.

The LAPPL Board of Directors is comprised of nine full-time Directors, who are sworn officers elected to the Board by its membership. Amongst the nine Directors, the Board is led by a President, Vice President, Secretary, and a Treasurer who manage the operations, a multi-million-dollar budget, and set policy for the corporation.

Currently, the LAPPL is affiliated with the following organizations on the national and state level:

- National Association of Police Organizations (APO), representing nearly 220,000 police officer members in 4,000 police associations nationwide.
- California Coalition of Law Enforcement Associations (CCLEA), representing 28 California police officer associations.
- Southern California Alliance of Law Enforcement (SCALE), representing 10 police officer associations.
- United Coalition of Public Safety (UCOPS).
- It is also informally affiliated with the "BIG 11" largest sworn law enforcement associations in California
- And with "BIG 50" comprising of the 50 largest law enforcement associations in the United States.

The LAPPL continues to advocate city government for additional public safety funds in the city's current and upcoming proposed budgets. LAPPL has also negotiated pay raises and education bonus payouts to LAPD officers with college degrees.

The following are some of the services the LAPPL provides:

- Contract negotiations
- Legal representation for members
- Dental, group life, disability, and legal defense insurance
- LAPPL-paid death benefits for families of officers who die during active service.

- Liaison with City Council, courts, state, and federal elected officials
- Representation with grievances, arbitrations, and unfair labor practices
- Assistance with Workers' Compensation claims, sick leave, injured-on-duty matters and service and disability pensions.
- Sponsorship of an annual golf tournament, which benefits the families of slain LAPD officers.
- Scholarship fund for members' dependents

As a Delegate, Mr. Villarreal is the Union representative in his police station. Unlike the full-time Directors, his duties as a Delegate are ancillary. He was nominated and voted on by his co-workers at his police station. Some of his duties include:

- Communicating accurate and up-to-date information, in a timely manner, to LAPPL members and providing the Board of Directors with feedback from our members.
- Attend monthly Delegate meetings and report back to members.
- Be familiar with the Memorandum of Understanding between the LAPPL and the City of Los Angeles.
- Notify a director about labor/MOU violations.
- Advise members of elections and encourage participation/voting in Director and Delegate elections, bylaw changes, political endorsements, completion of surveys.
- Understand what the most commonly used union terminology is and what it means.
- Understand and explain the PAC process to members and why the League is involved in politics.
- Be familiar with the assistance programs, and if a member is in need, encourage the use of the Managed Health Network and Employee Assistance programs.
- Be familiar with LAPPL offered benefits and encourage members to sign up for the Legal Plans, Delta Dental, medical and long-term disability benefits during appropriate open enrollments.
- Have a basic understanding of the LAPD disciplinary system. And represent Officers in mediations, interviews, and other administrative hearings.

Last year, Mr. Villarreal was selected for the inaugural "2023 Lakewood Leadership Academy." This 10-month Academy was sponsored by County of Los Angeles Supervisor Janice Hahn, the City of Lakewood, and the Greater Lakewood Chamber of Commerce. The Academy's goal was to educate and develop effective community leaders to take an active leadership role towards building a stronger Lakewood and develop effective communication skills, build great teams, and value the importance of diversity, inclusion, and tolerance in their workplaces.

. Some of the topics included:

- Functions of city government and how government at different levels work.
- Importance of civic engagement in the democratic process.
- Getting to know our city officials.




- Educate community-based organizations that serve the Lakewood community.
- Developing leadership skills.
- How to manage leadership responsibilities (employees, stakeholders, clients, etc.).
- How to create future leaders in the workplace.
- Importance of diversity / equity / inclusion / cultural competency in leadership.
- Communicating / listening with a specific audience (employees, stakeholders, clients, etc.).
- Effective Team Building
- Leadership responsibility for creating teams, providing resources for success, and checking in and listening to needs.



## MEMORANDUM

**DATE:** June 18, 2024

**TO:** SELACO Policy Board

**FROM:** Yolanda L Castro, Executive Director 

**RE:** Approval of SELACO WDB Budget Modifications for Program Year 2023 -2024

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On May 23, 2024, the SELACO WDB reviewed and approved the attached budget modification for Program Year 2023-2024.

This item comes to the Policy Board for your review and approval. Attached is the modified budget for program year 2023-2024.

Attached for your review and approval is the Southeast Los Angeles County Workforce Development Board's (SELACO WDB's) modified budget for Program Year (PY) 2023-2024. Overall, SELACO WDB is making great strides in moving beyond the challenges posed by the COVID-19 area. Through the diligent efforts of SELACO WDB staff, we have implemented numerous strategies, including direct engagement initiatives such as our "boots on the ground" approach. These efforts have resulted in a notable increase in customer traffic. We anticipate this upward trend to continue, particularly as we foresee a significant rise in demand for job seeker services in the latter half of the program year. Considering these projections, SELACO WDB staff is presenting our 2023-2024 budget modification based on full operation of services, with minor adjustments based on changes in operations and anticipate increase and/or decreases in funding.

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

### Revenues

Total Operating Revenue Budget for PY 2023-24 reflects a net increase of \$46,048, representing a modest uptick of approximately 0.30% compared to the budget approved on July 27, 2023.

Increases of \$88,079 to the revenue budget are as followed:

- 1) Total increase of \$57,585 is from continued and carried-over funds for the following special projects:

- #02. Gateway Cities Homeless Employment (H2E) Program (+ \$407)
  - #04. LA County Homeless-Measurer H (+ \$55,500)
  - #08. Transitional Subsidized Employment (TSE) - Carry Over (+ \$1,245)
  - #10. Bridge To Work Youth - Carry Over (+ \$433)
- 2) Total net increase of \$28,946 is from reduction to PY2023-24 WIOA Rapid Response and Lay-Off Aversion funds and reconciliation of year-end estimates to actuals of PY2022-23 WIOA formulas carried-over funds:
- #12. WIOA Adult-Carry Over (+ \$10,543)
  - #15. WIOA Dislocated Workers-Carry Over (+ \$2,193)
  - #18. WIOA Youth-Carry Over (+ \$38,507)
  - #20. WIOA Rapid Response-Carry Over (+ \$1,541)
  - #21. WIOA Rapid Response (- \$1,898)
  - #22. WIOA Lay-Off Aversion (- \$21,940)
- 3) Total increase of \$1,548 is due to reconciliation of estimates to actuals for carried over fund for the 40<sup>th</sup> Year Anniversary Celebration.
- #24. General Fund: 40th Year Anniversary Celebration (\$1,548)

Decreases of \$42,031 from the revenue budget are as followed:

- 1) A decrease of \$41,811 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 the following program year.
- #01. Employment Training Panel (ETP) Grant (- \$41,811)
- 3) A decrease of \$220 is due to revised estimates of One-Stop Partners' shares of infrastructure costs, including rent, telephone, internet, security guard, and some repair/maintenance costs:
- #23. Other Revenues – Shared Infrastructure Costs from One-Stop (- \$220)

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

### **Expenditures**

The Total Expenditure Budget for PY 2023-24 reflects a net decrease of \$225,688, which is 1.58% less compared to the previously approved budget. Detail breakdown of net decrease to total Expenditure Budget is as followed:

- 1) Overall personnel cost is decreased by \$171,770, a 4.66% reduction compared to the budget approved on July 27, 2023. The main reasons for the reduction are due to the net of annual step increases, resignations, costs of unfilled positions, and unanticipated medical leaves.

2) Non-personnel costs are decreased by a net of \$52,900, a 4.60% reduction compared to the budget approved on July 27, 2023. Some budget line items have been reduced or adjusted to align with actual expenditures to-date and projected expenditures from March through June 2024. The net decrease is due to the followings:

- Conferences/Staff Development – decreased by \$53,000 for several reasons. These includes 1) a decision by SELACO WDB staff not to attend the annual NAWB Forum in Washington D.C, which was previously budgeted for \$24,000; 2) cancellations or unavailability of certain initially budgeted conferences; and 3) rescheduling of some previously planned conferences to next fiscal year or a different timeframe.
- Meeting - increased by \$5,000 due to reconciliation of estimates for the 40<sup>th</sup> Year Anniversary Celebration.
- Rent – increased by \$10,000 due to SELACO WDB’s share of common area maintenance (CAM) expenses for the calendar year 2022, as well as an increase in the cost of storage space.
- Telephone & Internet – decreased by \$2,400 due to the postponement of the installation of the redundant internet line.
- Professional Services Fees – decreased by \$12,500 due to postponement of some services or plans to the next fiscal year.

Overall, the total In-House Costs Budget has been reduced by \$224,670, representing a decrease of 4.65%. This reduction is the cumulative effect of the \$171,700 reduction in total Personnel Costs and the \$52,900 reduction in total non-Personnel Costs.

3) Total Training and Support Services budget reflects a slight reduction of \$1,019, representing a minimal 0.01% decrease compared to the previously approved budget. These adjustments primarily stem from the realignment of costs previously budgeted, necessitated by changes in enrollment plans.

See notes section on the attached Expenditure Budget for explanation on each line-item change that resulted in an increase or decrease in funding.

### **Unobligated Balance**

Based on the projected revenues and proposed expenditures, SELACO WDB anticipates an unobligated balance of \$1,556,729. This signifies a notable increase of \$271,046 compared to the budget approved on July 27, 2023.

### **Action Required:**

Support the SELACO WDB Board’s approval to: approve budget modification for Program Year 2023-2024 as submitted.

**SELACO WDB**  
**PY 2023-24 PROJECTED REVENUE BUDGET**  
**FISCAL YEAR 2023-2024**

REVENUE SOURCES	REVENUES APPROVED ON 7/27/23	PROPOSED BUDGET MODIFICATION	INCREASE / (DECREASE)	NOTES	
1	Employment Training Panel (ETP) Grant	560,000	518,189	(41,811)	1
2	Gateway Cities Homeless Employment (H2E) Program	207,706	208,113	407	1
3	LA County: Youth @ Work	827,700	827,700	-	
4	LA County: Homeless (Measure H)	55,500	111,000	55,500	2
5	Preschool Grant	5,593,899	5,593,899	-	
6	Prison to Employment (P2E 2.0)	138,073	138,073	-	
7	Regional Equity and Recovery Partnership (RERP)	175,000	175,000	-	
8	Transitional Subsidized Employment (TSE) - Carry Over	6,000	7,245	1,245	1
9	Transitional Subsidized Employment (TSE)	90,000	90,000	-	
10	Bridge To Work (B2W) Youth - Carry Over	-	433	433	1
11	Bridge To Work (B2W) Youth	14,400	14,400	-	
12	WIOA Adult - Carry Over	1,100,000	1,110,543	10,543	1
13	WIOA Adult	1,731,957	1,731,957	-	
14	WIOA Adult - Transfer from WIOA Dislocated Workers	728,420	728,420	-	
15	WIOA Dislocated Workers - Carry Over	125,000	127,193	2,193	1
16	WIOA Dislocated Workers	1,214,036	1,214,036	-	
17	WIOA Dislocated Workers - Transfer to WIOA Adult	(728,420)	(728,420)	-	
18	WIOA Youth - Carry Over	1,028,665	1,067,172	38,507	1
19	WIOA Youth	1,773,277	1,773,277	-	
20	WIOA Rapid Response - Carry Over	32,000	33,541	1,541	1
21	WIOA Rapid Response	106,118	104,220	(1,898)	2
22	WIOA Lay-Off Aversion	40,633	18,693	(21,940)	2
23	Other Revenues - Shared Infrastructure Costs from One-Stop Partners	108,816	108,596.67	(220)	1
24	General Fund: 40th Year Anniversary Celebration	45,000	46,548	1,548	1
<b>TOTAL OPERATING REVENUES</b>		<b>14,973,780</b>	<b>15,019,828</b>	<b>46,048</b>	
25	Non-WIOA Training Revenues	573,263	572,572	(691)	
<b>TOTAL REVENUES</b>		<b>15,547,043</b>	<b>15,592,400</b>	<b>45,357</b>	

**NOTES:**

- 1 Annual funding and adjustments, including projected increase or reduction to carry-overs.
- 2 Additional or reduced revenues received after submission of budget on July 27, 2023.

**SELACO WDB  
 PY 2023-24 PROJECTED EXPENDITURE BUDGET  
 FISCAL YEAR 2023-2024**

LINE ITEM DESCRIPTION	APPROVED BUDGET ON 7/27/23	PROPOSED BUDGET MODIFICATION	INCREASE / (DECREASE)	NOTES
<b>PERSONNEL COSTS</b>				
Salaries & Wages	2,849,156	2,690,992	(158,164)	
Payroll Taxes/Worker Compensation	260,115	247,188	(12,927)	
Employee Benefits	577,627	576,949	(678)	
<b>TOTAL PERSONNEL COSTS</b>	<b>3,686,898</b>	<b>3,515,129</b>	<b>(171,770)</b>	1
<b>NON-PERSONNEL COSTS</b>				
Mileage	10,000	10,000	0	
Conferences/Staff Development	243,000	190,000	(53,000)	1
Meeting Expenses	27,000	32,000	5,000	1
Rent	360,794	370,794	10,000	1
Telephone/Internet	25,000	22,600	(2,400)	1
Furniture & Equipment	50,000	50,000	0	
Repair & Maintenance	17,000	17,000	0	
Outreach/Recruitment	75,000	75,000	0	
Supplies	55,000	55,000	0	
Subscriptions/Dues/Memberships	75,000	75,000	0	
Insurance	38,000	38,000	0	
Professional Services Fees	130,000	117,500	(12,500)	1
Legal Fees	40,000	40,000	0	
Bank Fees/Interest Expense	3,000	3,000	0	
<b>TOTAL NON-PERSONNEL COSTS</b>	<b>1,148,794</b>	<b>1,095,894</b>	<b>(52,900)</b>	
<b>TOTAL IN-HOUSE COSTS</b>	<b>4,835,692</b>	<b>4,611,022</b>	<b>(224,670)</b>	
<b>TRAINING &amp; SUPPORT SERVICES</b>				
Classroom/ OJT/ IWT Payments				
Employment Training Panel (ETP)	305,558	278,226	(27,333)	2
LA County - Homeless Initiative (Measure H)	14,500	17,900	3,400	3
Prison to Employment (P2E)	47,700	47,700	0	
Regional Equity and Recovery Partnership (RERP)	104,900	104,900	0	
Workforce Accelerator Fund (WAF 9.0)	0	0	0	
WIOA Adult	805,359	742,223	(63,136)	2
WIOA Dislocated Workers	50,000	122,230	72,230	2
WIOA Youth	50,000	50,000	0	
Non-WIOA Training Expenditures	573,263	572,572	(691)	2
Subtotal	1,951,280	1,935,750	(15,530)	

LINE ITEM DESCRIPTION	APPROVED BUDGET ON 7/27/23	PROPOSED BUDGET MODIFICATION	INCREASE / (DECREASE)	NOTES
Cost Reimbursements / Contracted Services				
Day Care Pre-School / Renovation	5,294,607	5,294,607	0	
Employment Training Panel (ETP)	30,000	30,000	0	
LA County - Youth @ Work	713,024	597,611	(115,413)	4
LA County - Homeless Initiative (Measure H)	5,000	15,000	10,000	3
Regional Equity and Recovery Partnership (RERP)	7,500	7,500	0	
WIOA ETPL Delegation Services	5,000	5,000	0	
WIOA Youth	849,910	849,910	0	
WIOA One-Stop Operator	30,000	30,000	0	
WIOA Security Guard	49,190	51,145	1,954	5
Subtotal	6,984,231	6,880,772	(103,459)	
Work Experience / Skillz Menu				
LA County - Youth @ Work	37,716	135,149	97,433	4
LA County - Homeless Initiative (Measure H)	12,750	30,000	17,250	3
Prison to Employment (P2E)	19,000	19,000	0	
Regional Equity and Recovery Partnership (RERP)	5,000	5,000	0	
WIOA Adult	57,404	57,404	0	
WIOA Youth	225,564	225,564	0	
Subtotal	357,435	472,118	114,683	
Training Supplies				
WIOA Adult	4,500	4,500	0	
WIOA Dislocated Workers	2,000	2,000	0	
WIOA Youth	3,500	3,500	0	
Subtotal	10,000	10,000	0	
Direct Support Payments				
Gateway Cities' Homeless Employment Program	15,412	15,919	507	2
LA County - Youth @ Work	1,560	5,590	4,030	4
LA County - Homeless Initiative (Measure H)	3,250	2,000	(1,250)	3
Prison to Employment (P2E)	6,500	6,500	0	
Regional Equity and Recovery Partnership (RERP)	1,000	1,000	0	
WIOA Adult	50,000	50,000	0	
WIOA Dislocated Workers	15,000	15,000	0	
WIOA Youth	30,000	30,000	0	
Subtotal	122,722	126,009	3,287	
<b>TOTAL TRAINING &amp; SUPPORT SERVICES</b>	<b>9,425,667</b>	<b>9,424,649</b>	<b>(1,019)</b>	
<b>GRAND TOTAL</b>	<b>14,261,359</b>	<b>14,035,671</b>	<b>(225,688)</b>	
<b>CURRENT UNOBLIGATED BALANCE</b>	<b>1,285,683</b>	<b>1,556,729</b>	<b>271,046</b>	

**Notes:**

1. Refer to budget memo.
2. Increase or decrease is due to change in enrollment plan or goals because of additional or reduction in funding estimates.
3. Increase due to additional expenditures associated with new grant revenues and/or additional funding received.
4. Realignment of previously budgeted line items due to shift in enrollment slots between service providers and SELACO.
5. Adjustment is due to increase in Security Guard's hourly rate.