

**POLICY BOARD  
MEETING**

**April 18, 2017  
Tuesday**

**12:00 Noon**

# AGENDA

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

SELACO WDB Offices  
10900 East 183<sup>rd</sup> Street, Suite 350  
Cerritos, California

12:00 noon, Tuesday, April 18, 2017

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

Member Victor Manalo, Councilmember, City of Artesia  
Member Naresh Solanki, Mayor Pro Tem, City of Cerritos  
Member Rick Rodriguez, Council Member, City of Downey  
Member Hank Trimble, Mayor, City of Hawaiian Gardens  
Member Luigi Vernola, Councilmember, City of Norwalk  
Vice Chairman Sonny Santa Ines, Council Member, City of Bellflower  
Chairman Jeff Wood, Council Member, City of Lakewood

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

A. Approval of the Minutes of the Policy Board Meeting of February 21, 2017 Page 1

B. WDB Attendance Roster 5

C. Program Report for 07/01/16-2/28/17 7

7. Business Session

A. Report from the WDB Executive Director

B. Consideration of Appointments to the WDB 21

C. Status of the Local and Regional Plan 23

## SELACO WDB Policy Board Agenda

April 18, 2017

Page 2 of 2

- |   |    |
|---|----|
| D. Update on Board Resolution of the SELACO WDB Policy Board Affirming the Authority of the Interim Executive Director or Executive Director to Receive on Behalf of the SELACO WDB all Issuances from EDD-WDD to Execute on Behalf of the SELACO WDB all Agreements with EDD-WDD | 27 |
| 8. Information Items  |    |
| A. Status of Partner Memorandum of Understanding (MOU) for Phase I and Phase II   | 29 |
| B. Report on SELACO WDB Auditor Selection Process   | 31 |
| C. Grant Transmittal: Disability SlingShot Project  | 38 |
| D. Grant Transmittal: Ex-Offender SlingShot Project   | 39 |
| E. Grant Transmittal: STAY Statewide Capacity Building Initiative Project   | 40 |
| 9. Interesting Correspondence   |    |
| A. Women In Trades  | 41 |
| B. Norwalk-La Mirada Mock Interview Helps Student Reach Ivy League Dreams   | 44 |
| 11. Items from Staff  |    |
| 12. Board Member Comments   |    |
| 13. Adjournment   |    |

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE SELACO WDB AT (562) 402-9336. NOTIFICATION OF AT LEAST 48 HOURS PRIOR TO THE MEETING WILL ENABLE STAFF TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING. ASSISTIVE LISTENING DEVICES ARE AVAILABLE FOR THIS MEETING. ASK THE CITY CLERK IF YOU DESIRE TO USE THIS DEVICE.

# MINUTES

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

February 21, 2017

12:00 p.m.

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

### CALL TO ORDER

The Policy Board Meeting was called to order by Vice Chairman Sonny Santa Ines at 12:06 p.m.

### PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Member Solanki.

### ROLL CALL

POLICY BOARD MEMBERS PRESENT: Sonny Santa Ines, Bellflower, Vice Chairman; Naresh Solanki, Cerritos; Rick Rodriguez, Downey; Hank Trimble, Hawaiian Gardens; Luigi Vernola, Norwalk.

POLICY BOARD MEMBERS ABSENT: Jeff Wood, Lakewood, Chairman; Victor Manalo, Artesia.

OTHERS PRESENT: Hawaiian Gardens Councilmember Myra Maravilla; Jack Joseph, Policy Board Administrator; Yolanda Castro, SELACO WDB Executive Director; Tam Dang, SELACO WDB Deputy Director; Carol Reyes Davis, SELACO WDB Human Resources Director; Teresa L. Highsmith, General Counsel.

### PUBLIC COMMENTS

There were no public comments.

### CLOSED SESSION

Conference with Legal Counsel—Potential Litigation  
Pursuant to Government Code Section 54956.9(d)(2)

The Policy Board adjourned to closed session at 12:07 pm.

The Policy Board reconvened the meeting at 12:36 p.m. The General Counsel announced that the Policy Board had received an update on potential litigation and that no action was taken.

## **CONSENT CALENDAR**

**A. Approval of the Minutes of the Policy Board Meeting of December 20, 2016**

**B. WDB Attendance Roster**

**C. Program Report for 07/01/15-12/31/16**

It was moved by Member Solanki, seconded by Member Trimble, to approve the consent calendar. The motion was approved unanimously.

## **BUSINESS SESSION**

**A. Report from the WDB Executive Director**

SELACO WDB Executive Director Yolanda Castro reported that the Employment Development Department (EDD) had closed its Norwalk office on February 10<sup>th</sup>. She said the goal is to no longer have stand-alone offices. She said EDD has assigned two full-time employees to the SELACO Cerritos office. She said when the City of Norwalk completes the new building to house the SELACO satellite office, EDD staff will move there.

Ms. Castro said she has been meeting with the SELACO city managers and had met so far with the managers in Artesia, Bellflower, Cerritos, and Downey, with appointments remaining with the other three city managers. She referred the Policy Board to the folder on Workforce and Economic Analysis that she has shared with the city managers. She said she would like to do this every two years.

Ms. Castro reported that Artesia will be opening a small job center and has asked for some support from SELACO. She said she is open to making monthly presentations at other cities. She said Cerritos College is in the process of developing a corporate college to support business.

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

The Policy Board Administrator reported that vacancies remain for private sector representatives on the WDB from the cities of Artesia, Downey, and Hawaiian Gardens. The Executive Director said there are three potential members to be presented at the

next Policy Board meeting. She said she had reached out to the chambers of commerce for nominations.

**C. SELACO WDB Annual Audit Report Fiscal Year 2015-16**

The Executive Director presented the annual WDB audit report covering Fiscal Year 2015-16. She said the report had no major findings.

It was moved by Member Solanki, seconded by Member Trimble, to accept the annual audit report. The motion was approved unanimously.

**D. Approve MOU Phase I with TANF**

The Executive Director reported that the SELACO WDB had reviewed and approved the Phase I MOU between the WDB and Temporary Assistance for Needy Families (TANF), one of the mandatory partners under WIOA. She anticipated that the remaining MOUs would be ready for approval in February.

It was moved by Member Vernola, seconded by Member Rodriguez, to approve the MOU between the WDB and TANF. The motion was approved unanimously.

**INFORMATION ITEMS**

**A. Status of Regional and Local Planning Activities**

The Executive Director reviewed the process and timeline for approval of the regional and local plans under WIOA.

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

The Executive Director provided a status report regarding the MOUs with each of the partner agencies. She said SELACO and the partner agencies are committed to completing all of the MOUs by the deadline of September 30, 2017.

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

The Executive Director reviewed the application submitted by SELACO to the state requesting that SELACO be allowed to continue to provide the delivery of Adult and Dislocated Career Services. She said all required documents would be submitted to the state prior to the March 1, 2017 deadline. She referred the Policy Board to SELACO's performance results, which serve as strong justification for SELACO to continue to do what it is doing.

## **INTERESTING CORRESPONDENCE**

### **A. High Performance Board Awards**

The Executive Director referred the Policy Board to the notice from EDD identifying the high-performing local boards, including SELACO. These boards will receive a monetary award of \$54,838 from the state.

## **ITEMS FROM STAFF**

The Policy Board Administrator reminded everyone that the annual 700 statements of economic interest are due by April 3<sup>rd</sup>.

## **BOARD MEMBER COMMENTS**

Member Solanki reported that the Cerritos City Council election will take place on April 11. He said George Ray is not running for re-election and Carol Chen is termed out

Member Vernola said Norwalk had nine candidates running for the two four-year term seats, and three candidates running for the two-year term seat.

Member Rodriguez said he is looking forward as Downey's new Policy Board representative and that he comes from the business world.

Member Trimble said the Hawaiian Gardens elections are in November and that the Council is looking to possibly move the election out another year to November 2018. He said the Council would be holding an important meeting tonight regarding finances.

Vice Chairman Santa Ines said next month's election in Bellflower would be the last city-wide election and that the city will be moving to district elections in November 2018.

## **ADJOURNMENT**

The meeting of the Policy Board was adjourned by consensus at 1:17 p.m.



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

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



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

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



## PROGRAM OPERATIONS REPORT

July 01, 2016 – February 28, 2017

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

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

## I. SUMMARY OF ENROLLMENTS

### LOCAL SERVICES PROGRAMS

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

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

### REGIONAL SERVICES PROGRAMS

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

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

## II. CAREER CENTER VISITS

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

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

### III. ADULT SERVICES

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

#### WIOA Adult Program

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

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

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

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

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

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

#### WIOA Dislocated Worker Program

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

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

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

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

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

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

## OTHER GRANTS AND PROJECTS:

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

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

### California Disability Employment Initiative (DEI)

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

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

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

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

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

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

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

### California Career Pathways Trust Grant Project

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

### Transitional Subsidized Employment (TSE) Program

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

## IV. PARTNER SERVICES

### EDD/CaJOBS Activity

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

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

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

### *Upcoming Events*

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

## V. YOUTH SERVICES

### WIOA Youth Programs

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

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

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

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

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

### Los Angeles County Earn and Learn Program

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

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



**VI. BUSINESS SERVICES**

**Employment Training Panel (ETP) Programs**

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

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

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

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

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

*Business Service Activities*

BUSINESS HIGHLIGHTS/PORTRAIT OF SUCCESS:

RECRUITMENT(S)

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

PARTNER ACTIVITY:

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

### Summary of Business Services

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

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

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

## VII. CHILD DEVELOPMENT PROGRAM

### Customer Activity

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

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

\* Child Development Centers opened in September.

### Facilities:

#### Artesia Child Development Center

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

#### Lakewood Child Development Center

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

#### A. J. Padelford Child Development Center

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

#### Maywood Child Development Center

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

#### Bellflower Child Development Center

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

#### Bellflower II Child Development Center

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

#### Norwalk Child Development Center

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

### **VIII. CUSTOMER OUTREACH**

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

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

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

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

**To: SELACO WDB Policy Board**

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

**Date: April 18, 2017**

**Subject: Consideration of Appointments to the Workforce Development Board**

Additionally, there are currently vacancies for three private sector representatives on the Workforce Development Board: one each from Artesia, Downey, and Hawaiian Gardens.





**APPROVED BY  
CITY MANAGER**

**TO: MEMBERS OF THE CITY COUNCIL**

**FROM: MAYOR VASQUEZ**

**DATE: FEBRUARY 14, 2017**

**SUBJECT: APPOINT VAL FLORES TO THE SOUTHEAST LOS ANGELES COUNTY  
WORKFORCE DEVELOPMENT BOARD AS THE CITY OF DOWNEY'S  
REPRESENTATIVE**

---

**RECOMMENDATION**

That the City Council approve the appointment of Val Flores to the Southeast Workforce Development Board (SELACO WDB) as the City of Downey's Representative.

**DISCUSSION**

The SELACO WDB provides personalized services that foster the progress of employers and encourages the potential of individuals to build a strong workforce for the Southeast Los Angeles County Region. A flexible and entrepreneurial staff uses current technology to stimulate the development of innovative programs and education. SELACO WDB links individuals to the training they need to gain self-sufficiency and collaborate with employers to enhance the economic vitality and the human resources of the community.


The current number of Governing Board Directors is 24. The majority are representatives of businesses in the local area. Of the 24 Directors representing businesses, two shall be appointed from each City. The term of Office shall be two years.

**FISCAL IMPACT**

None.



## MEMORANDUM

**DATE:** April 12, 2017  
**TO:** SELACO Policy Board  
**FROM:** Yolanda Castro, Executive Director   
**RE:** Status of the Local and Regional Plan

---

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

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

### **Stakeholder Forums:**

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

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

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

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

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

**Securing Public Comment:**

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

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

The general premise of the local plan:

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

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

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

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

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

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

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

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

Next Steps:

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

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

**Action:**

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


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



## MEMORANDUM

**DATE:** April 12, 2017

**TO:** SELACO Policy Board

**FROM:** Yolanda Castro, Executive Director 

**RE:** Update on Board Resolution of the SELACO WDB Policy Board Affirming the Authority of the Interim Executive Director or Executive Director to Receive on Behalf of the SELACO WDB all Issuances from EDD-WDD to Execute on Behalf of the SELACO WDB all Agreements with EDD-WDD

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The attached Board Resolution was approved in August of 2013. SELACO WDB staff are in the process of updating all policies, procedures and resolutions to ensure compliance with local, state and federal monitoring activity. The attached resolution is resubmitted for approval because of the name change from SELACO Workforce Investment Board to Selaco Workforce Development Board. In addition we are changing all references from WIA to WOIA.

**Action:**  
Approve the attached resolution as presented



### ***Board Resolution***

WHEREAS, the Workforce Development Board of Southeast Los Angeles County, Inc. (SELACO WDB) is the “administrative entity” and “grant recipient” for funding directed to the SELACO WDB’s seven – city “service delivery area” under the Workforce Innovation and Opportunity Act (WIOA), which funding comes to the SELACO WDB through the State of California.

WHEREAS, the SELACO WDB’s Board of Directors is comprised of volunteers who meet periodically but are unavailable to conduct the day-to-day affairs of the corporation, and have therefore retained professional staff for that purpose.

WHEREAS, the SELACO WDB’s chief employee, the Interim Executive Director or Executive Director, has been empowered to receive correspondences, bulletins, directives and other policy documents directed to the SELACO WDB from the State of California and the Federal government, and habitually does so.

WHEREAS, the State of California Employment Development Department’s Workforce Development Division (EDD-WDD) has requested that the SELACO WDB provide a formal resolution designating its Interim Executive Director or Executive Director as the SELACO WDB representative authorized to perform these functions in the future.

NOW, THEREFORE, in consideration of the above facts, the SELACO WDB hereby affirms the authority of its Interim Executive Director or Executive Director, to receive on its behalf all issuances from EDD-WDD and to execute on the SELACO WDB’s behalf all agreements with EDD-WDD, including without limitation amendment and close-out documents.

APPROVED by formal action of the SELACO WDB Policy Board at its Meeting held on April 18, 2017.


\_\_\_\_\_  
Jeff Wood – SELACO WDB Policy Board Chair  
City of Lakewood



**MEMORANDUM**

**DATE:** April 12, 2017

**TO:** SELACO Policy Board

**FROM:** Yolanda Castro, Executive Director 

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

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

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

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



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

**Status to date for Phase II:**

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

On February 28, 2017, staff met with TANF.

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


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



## MEMORANDUM

**DATE:** April 12, 2017

**TO:** SELACO WDB Policy Board

**FROM:** Yolanda Castro, Executive Director 

**RE:** Report on SELACO WDB Auditor Selection Process

---

Interest expressed by the Policy Board has influenced the development of this memo that addresses SELACO's practice in selecting our current and previous Auditors. An Auditor is selected to support SELACO in meeting our obligation to have an annual audit conduct by an independent auditing firm. The following is our selection process over the last four (4) procurements.

On February 28, 2014, we released a Request for Proposal (RFP) for auditing services and invited twenty three (23) auditing firms to respond to our RFP. Attachment A contained the names of the invitees. By the due date of March 31, 2014, we received one (1) response. It was from Craig Accountancy with the bid at \$19,500.

On March 15, 2010, Ron Crossley, SELACO WDB previous Executive Director had made a request with the Board of Directors to renew contract for auditing services with Craig Accountancy for four (4) years with the cost as follow:

- 2009-2010 for \$19,000
- 2010-2011 for \$19,500
- 2011-2012 for \$20,000
- 2012-2013 for \$20,500

On December 5, 2008, we released a RFP for auditing services and invited thirty one (31) auditing firms to submit proposal to our RFP. Attachment B contained names of the invitees. By the due date of January 5, 2009 we received five (5) responses to our RFP.

- Craig Accountancy submitted the lowest bid at \$18,500.
- Vasin, Heyn & Company submitted the second lowest bid at \$18,800.
- R.J. Ricciardi, Inc. submitted the bid at \$35,000.
- Rossi Doscocil & Finkelstein LLP submitted the bid at \$52,000.
- Holthouse Carlin & Van Trigt LLP submitted the bid at \$65,000.

On November 5, 2007, we released RFP for auditing services and invited fifty (50) audit firms to submit proposal to our RFP. Attachment C contained names of the invitees. By December 14, 2007, we received two (2) responses to our RFP.

- Vasin, Heyn & Company submitted the lowest bid at \$18,800 with about \$4,000 in-kind.
- R.J. Ricciardi, Inc. submitted the bid at \$35,000.

Pedersen and Fernando  
10900 e 183<sup>rd</sup> street suite 100  
Cerritos, CA 90703

Tax-411  
11455 Paramount Blvd.  
Downey, CA 90241

Bharmal and Associates, Inc  
12062 Valley View St.  
Garden Grove, CA 92845

Daniel Teran  
3662 Katella Ave  
Los Alamitos, CA 90720

Philip L Liberatore, CPA  
16800 Valley View Ave  
La Mirada, CA 90638

Onisko & Scholz CPA  
5000 E Spring St.  
Long Beach, CA 90815

Ken Parker Tax and Accounting  
5122 Katella Ave  
Los Alamitos, CA 90720

David Lu CPA  
11818 South St Suite 206  
Cerritos, CA 90703

Kang Steven Y CPA & Associates  
17777 Center Court Dr  
Cerritos, CA 90703

Mead, Allsup and Rezende  
1475 S. State college # 106  
Anaheim, CA 92806

Jerry L Conrow and Company  
23871 Madison Street  
Torrance, Ca 90505

Gavigan and Company  
1156 E. Green Street, Suite 101  
Pasadena, CA 91106

Montgomery Niemeyer and Co. LLP  
1037 Park View Drive  
Covina, CA 91724

TJ Tax Solutions  
14231 Euclid St, Suite E105  
Garden Grove, CA 92843

Loyal Tax Group  
4221 Wilshire Blvd  
Los Angeles, CA 90010

Williams and Ribb LLP  
600 Wilshire Blvd #1515  
Los Angeles, CA 90017

Azran Financial APC  
1801 Century Park E 24 FL  
Los Angeles, CA 90067

Medkiff Michael L CPA  
12424 Wilshire Blvd # 1130  
Los Angeles, CA 90025

Moser Barry  
2476 Overland Ave #205  
Los Angeles, CA 90008

Koiso and Company  
800 S Figueroa St Ste 1040  
Los Angeles, CA 90017

Kotkin Bernard and Co LLP  
533 S Fremont Ave  
Los Angeles, Ca 90071

Vasin, Heyn & Company  
5000 N. Parkway Ste 201  
Calabasas, CA 91302

Craig Accountancy  
1835 W. Orangewood Ave, Ste 260  
Orange, CA 92868

Accetta & Olmsted Accountancy,  
8840 Warner Avenue, Ste 204,  
Fountain Valley, CA 92708

Bernotas Accountancy Corporation,  
9530 Imperial Hwy, Ste H,  
Downey, CA 90242-3041

C.J. Malley, A.C.  
1237 S. Euclid Street, Ste B,  
Anaheim, CA 92802

Francis Billedeaux CPA,  
331 E. La Habra Blvd.  
La Habra, CA 90631

Frisbey Accountancy Corporation,  
13273 South Street,  
Cerritos, CA 90703

Frostad & Ward,  
4281 Katella Avenue, Ste 127,  
Los Alamitos, CA 90720

Gerald Bobrosky, CPA,  
1945 Palo Verde Avenue, Ste 207,  
Long Beach, CA 90815

Goodrich, Baron, Goodyear LLP,  
6700 E. Pac Cst Hwy,  
Long Beach, CA 90899-0001

Halbert, Hargrove/Russell LLC,  
111 W. Ocean Blvd., Ste 2300,  
Long Beach, CA 90802-7908

Harvey & Parmelee LLP,  
13215 Penn Street, Ste 101,  
Whittier, CA 90602

Holmes & Associates, CPAs,  
400 Oceangate, Ste 550,  
Long Beach, CA 90802

Holthouse Carlin & Van Trigt LLP,  
100 Oceangate, Ste 800,  
Long Beach, CA 90802

Karen L. Franklin, CPA,  
18682 Beach Blvd., Ste 250,  
Huntington Beach, CA 92648

Kruse Mennillo, LLP,  
17906 Crusader Avenue, #100,  
Cerritos, CA 90703-2693

Jaeger & Associates,  
16052 Beach Blvd., Ste 160,  
Huntington Beach, CA 92647

John B. Craig CPA Craig Accountancy,  
1835 W. Oranewood Ave, Ste 260,  
Orange, CA 92868

Jones, McGinty & Parquet,  
20422 Beach Blvd., Ste 450,  
Huntington Beach, CA 92648

Junio & Taylor, APC,  
5320 E. 2nd Street #1,  
Long Beach, CA 90803

Moss - Adams LLP,  
11766 Wilshire Blvd, Suite 900,  
Los Angeles, CA 90025

Maxson Maxson & Nerrie Accountancy  
Corp.  
772 W. Town and Country Road,  
Orange, CA 92868

Onisko & Scholz,  
5000 E. Spring Street, Ste 200,  
Long Beach, CA 90815-5215

Philip L. Liberatore, CPA,  
16800 Valley View Blvd.  
La Mirada, CA 90638

Ralph J. Ricciardi, CPA,  
1000 Fourth Street, Ste 400,  
San Rafael, CA 94901

Rossi, Daskocil & Finkelstein, LLP,  
400 Oceangate, Ste 1000,  
Long Beach, CA 90802

Stan DiLiberto, CPA,  
12535 Seal Beach Blvd., Ste 220,  
Seal Beach, CA 90740

Steven Y.C. Kang, CPA & Associates,  
17777 Center Court Drive, Ste 250,  
Cerritos, CA 90703

Vasin, Heyn & Company,  
5000 N. Parkway Calabasas, Suite 301,  
Calabasas, CA 91302

Vilmure, Peeler & Boucher, LLP  
13305 Penn Street, Ste 200,  
Whittier, CA 90602

William E. Cline & Jean L. Hardu,  
7755 Center Ave., Ste 850,  
Huntington Beach, CA 92647-3007

Wiechelman & Associates, CPAs,  
17409 Marquardt Avenue,  
Cerritos, CA 90703-4148

Windes & McClaughry, A.C.  
111 West Ocean Blvd. 22<sup>nd</sup> Floor,  
Long Beach, CA 90802

## Office\_Address\_List

Fi	Company Name	Address Line 1	Address Line 2	City	State	ZIP Code
	Aloke Bosu, Inc., CPAs	12070 Telegraph Road	Suite 360	Santa Fe Springs	CA	90670
	Bernotas Accountancy Corporation	9530 E. Imperial Highway	Suite F	Downey	CA	90242
	Francis Billedeaux, CPA	331 E. La Habra Blvd.		La Habra	CA	90631
	Gerald Bobrosky, CPA	1945 Palo Verde Avenue	Suite 207	Long Beach	CA	90815
	Cline, Harduvel & Company, CPAs	4510 East Pacific Coast Highway	Suite 550	Long Beach	CA	90804
	Corbin & Wertz	3780 Kilroy Airport Way	Suite 820	Long Beach	CA	90806
	Stan Diiliberto, CPA, CFP, Inc.	12535 Seal Beach Blvd.	Suite 220	Seal Beach	CA	90740
	Frisbey Accountancy	13273 E. South Street		Cerritos	CA	90703
	Goodrich, Goodyear, and Hinds, A.C.	6700 E. PCH	Suite 255	Long Beach	CA	90803
	Halbert, Hargrove/Russell, LLC	111 W. Ocean Blvd.	23rd Floor	Long Beach	CA	90802
	Harvey & Parmelee, LLP	13215 E. Penn Street	Suite 101	Whittier	CA	90602
	Holmes & Associates, CPAs	400 Oceangate	Suite 550	Long Beach	CA	90802
	Holthouse Carlin & Van Trigt, LLP	100 Oceangate	Suite 1180	Long Beach	CA	90802
	Junio & Taylor, LLP	5320 E. 2nd Street #1		Long Beach	CA	90803
	Steven Y.C. Kang, CPA & Associates, A.C.	18000 Studebaker Road	Suite 295	Cerritos	CA	90703
	Kruse Mennillo, LLP	17906 Crusader Avenue	Suite 100	Cerritos	CA	90703
	Philip L. Liberatore, CPA, P.C.	14241 E. Firestone Blvd.	Suite 310	La Miada	CA	90638
	Maxson, Maxson & Nerrie, A.C.	6700 E. Pacific Coast Hwy	Suite 291	Long Beach	CA	90803
	Miller Giangrande, CPAs and Advisors	121 West Whittier Blvd.	Suite 200	La Habra	CA	90631
	D.K. Onisko, CPAs	Nantucket Bay Building	356 Redondo Avenue	Long Beach	CA	90814
	Rossi, Doskocil & Finkelstein, LLP	One World Trade Center	Suite 2100	Long Beach	CA	90831
	Vilmure, Peeler & boucher, LLP	13305 Penn Street #200		Whittier	CA	90602
	Wiechelmann & Associates, CPAs	17409 Marquardt Avenue		Cerritos	CA	90703
	Williams & Ribb, CPAs	4300 Long Beach Blvd.	Suite 350	Long Beach	CA	90807
	Windes & McClaughry, A.C.	Landmark Square	111 West Ocean Blvd	Long Beach	CA	90802
	Accetta and Olmsted, A.C.	8840 Warner Avenue	Suite 204	Fountain Valley	CA	92708
	Cho & Lim, CPAs, P.C.	8862 Garden Grove Blvd.	Suite 205	Garden Grove	CA	92844
	Karen L. Franklin, CPA	18682 Beach Blvd.	Suite 250	Huntington Beach	CA	92648
	Frostad & Ward	4281 Katella Avenue	Suite 127	Los Alamitos	CA	90720
	Jaeger & Associates	16052 Beach Blvd.	Suite 160	Huntington Beach	CA	92647

## Office\_Address\_List

Fi	Company Name	Address Line 1	Address Line 2	City	State	ZIP Code
	Jones, McGinty & Parquet	20422 Beach Blvd.	Suite 450	Huntington Beach	CA	92648
	Kabani & Company, Inc.	8700 Warner Avenue	Suite 200	Fountain Valley	CA	92708
	Kellogg & Andelson, Accountancy Corp.	16162 Beach Blvd.	Suite 308	Huntington Beach	CA	92647
	Kim & Lee Corp.	9535 Garden Grove Blvd.	Suite 202	Garden Grove	CA	92844
	Jeffrey K. Kolsin, CPA, A.C.	PO Box 20398		Fountain Valley	CA	92728
	C.J. Malley, A.C.	1237 S. Euclid Street	Suite B	Anaheim	CA	92802
	Mead, Allsup & Rezende	1475 S. State College, #106		Anaheim	CA	92806
	Murphy, Murphy & Murphy, CPAs	4281 Katella Avenue	Suite 201	Los Alamitos	CA	90720
	Peasley, Aldinger & O'Bymachow, A.C.	2120 Main Street	Suite 265	Huntington Beach	CA	92648
	Shenouda & Associates, LLP	16541 Gothard Street	Suite 201	Huntington Beach	CA	92647
	Peter H. Thelander, CPA, Inc.	10361 Nottingham Avenue		Westminster	CA	92683
	White, Nelson & Company, LLP	2400 East Katella	Suite 900	Anaheim	CA	92806
	Ralph J. Ricciardi, CPA	1000 Fourth Street	Suite 400	San Rafael	CA	94901
	Moss Adams, LLP	Jacob A. Azar, CPA	11766 Wilshire Blvd.,	Los Angeles	CA	90025
	Vasin, Heyn & Company	5000 N. Parkway Calabasas	Suite 201	Calabasas	CA	91302
	Bates Coughtry Reiss, LLP	2600 E. Nutwood Avenue, Suite 2		Fullerton	CA	92831
	Clifford R. Benn, CPA	1339 E. Carson Street	Suite 696	Carson	CA	90745
	Pedersen & Fernando, CPA		10900 E. 183rd Street	Cerritos	CA	90703
	Williams & Tucker Accountancy Corporati	3711 Long Beach Blvd.	Suite 809	Long Beach	CA	90807
	Craig Accountancy	John B. Craig, CPA	1835 W. Orangewoo	Orange	CA	92868



## Communication Transmittal/Grant Application

<b>SUBMITTED TO</b>	<b>WDB Chair:</b> Allison Castellanos <b>Policy Board Chair:</b> Jeff Wood <b>Business Advisory Committee Chair:</b> Barbara Levine <b>Staff:</b> ALL <b>Partners:</b> ALL	<b>WDB Chair:</b> Allison Castellanos <b>Policy Board Chair:</b> Jeff Wood <b>Business Advisory Committee Chair:</b> Barbara Levine <b>Staff:</b> ALL <b>Partners:</b> ALL
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**Title of Application: Disability SlingShot Project**

<b>Submitted By:</b>  Marjean Clements, Director of Business Services	<b>Estimated Start Date:</b>	June 2017
	<b>Estimated End Date:</b>	March 2017
	<b>Funding Level:</b>	<b>\$100,000</b>
	<b>Funding Source:</b>	State

**Purpose/Goal of Project:**  
 The proposed Disability SlingShot Project seeks to prototype a career pathway approach for disabled job seekers by tapping expert services and resources of workforce and disability partners along the spectrum of career services. The project will target the retail and hospitality industry sectors, including tourism, grocery and restaurant.

**Benefit and Expectations:**  
 Selected participants will be placed in a work experience program and seamlessly transition to on-the-job training (OJT) providing more in-depth exposure to the retail/hospitality sector and hands-on vocational skills training and experience. Concurrently during OJT, participants will enhance their education and training by entering a Cerritos College certificate program in Retail and Hospitality Management. Participants will obtain 4 stackable certificates in business management (Computer Applications for Managers, Fundamentals of Business, Management Accounting and Internal Control, and Motivational Skills for Managers) that will prepare them for a career in retail and hospitality management. Participants will be trained to advance beyond entry-level positions.

<b>Is there a target population?</b>	<b>Yes</b>	<b>No</b>	<b>If Yes, explain.</b>
	X		The project will recruit disabled job seekers from potential regional agency partners.

**What Partner Collaboration will be required?**  
 The project will recruit disabled job seekers from potential regional agency partners such as Employment Networks (EN), the Social Security Administration's Work Incentives and Planning Assistant (WIPA) program, the Cerritos Community College Disabled Student Program Services, California Department of Rehabilitation (DOR), Rio Hondo Mental Health, Second Chance Rehabilitation, EDD veterans program, Southern California Drug and Alcohol Rehabilitation and other regional programs that attract disabled job seekers. Partner agencies will help clients understand how their disability benefits could be impacted by working, how services can be coordinated between multiple agencies, recruit employer job sites for work experience, and help evaluate and select candidates with the greatest potential for success in the program.

**Who will be eligible for service under this program?**  
 Disabled job seekers.

**How will results be measured?**  
 The participants performance goals of this prototype project are: 15 disabled workers retained in employment with 12 disabled workers achieving retail management positions or attaining significant wage increases in jobs above entry-level.

**Comments:**  
 None.

## Communication Transmittal/Grant Application

**SUBMITTED TO**

**WDB Chair:** Allison Castellanos  
**Policy Board Chair:** Jeff Wood  
**Business Advisory Committee Chair:** Barbara Levine  
**Staff:** ALL  
**Partners:** ALL

**Title of Application: Ex-Offender SlingShot Project**

<b>Submitted By:</b>  Marjean Clements, Director of Business Services	<b>Estimated Start Date:</b>	June 2017
	<b>Estimated End Date:</b>	March 2018
	<b>Funding Level:</b>	<b>\$150,000</b>
	<b>Funding Source:</b>	State

**Purpose/Goal of Project:**  
 The proposed Ex-Offender SlingShot Project aims to build an innovative pilot project in partnership with regional agencies to create and entrepreneurial program for ex-offenders, circumventing a traditional employment process that systematically screens out ex-offender job candidates. The project focuses on creating independent contractors in construction.

**Benefit and Expectations:**  
 20 trainees will be selected from a pool of 70 proposed candidates. Selected trainees will undergo a 3-day session to help identify and overcome potential barriers to success, 3 months of entrepreneurial training including soft skills training and marketing and sales, a 2-month vocational skill training to learn basic home renovation, tiling, flooring replacement, cabinetry installation, etc. and unpaid work experience. Trained completers will receive a small stipend at the end of work experience. Trainees could eventually specialize in a certain skill or become a general contractor.

<b>Is there a target population?</b>	<b>Yes</b> X	<b>No</b>	<b>If Yes, explain.</b> The project will recruit ex-offenders.
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**What Partner Collaboration will be required?**  
 Potential partners, including LA County Jail, Homeboy Industries, Southern California Drug and Alcohol Rehabilitation, Cerritos College/Court to College, EDD/Vet Program and Second Chance Rehabilitation, will develop and implement recruitment and screening process of candidates. Operation Hope will deliver entrepreneurial training with consultation assistance from the Small Business Development Center (SBDC). Vocational skill training will be provided by team members like Home Depot. Partners such as Habitat for Humanity and Field of Dreams will provide unpaid work experience. Agencies such as Department of Apprenticeship Standards (DAS) and Iron Workers Union Local 416 and the SELACO WDB will facilitate pre-apprenticeship training for superior candidates to increase likelihood of selection into apprenticeship opportunities as skilled tradesmen in construction. Trainees will be assisted and mentored in the development and launch of their business.

**Who will be eligible for service under this program?**  
 Ex-offenders

**How will results be measured?**  
 At completion of the training, the project anticipates 15 participants will have business plans approved, 10 will obtain business licenses, and 7 will launch businesses. The project anticipates 5 participants in pre-apprenticeship training and 2 participants to enter apprenticeship programs.

**Comments:**  
 None.

## Communication Transmittal/Grant Application

**SUBMITTED TO**

<b>WDB Chair:</b>	<b>Allison Castellanos</b>
<b>Policy Board Chair:</b>	<b>Jeff Wood</b>
<b>Business Advisory Committee Chair:</b>	<b>Barbara Levine</b>
<b>Staff:</b>	<b>ALL</b>
<b>Partners:</b>	<b>ALL</b>

**Title of Application: STAY Statewide Capacity Building Initiative Project**

<b>Submitted By:</b> <ul style="list-style-type: none"> <li>• SELACO WDB</li> <li>• Downey Unified School District</li> <li>• Stay Studio</li> </ul>	<b>Estimated Start Date:</b>	June 2017
	<b>Estimated End Date:</b>	March 2018
	<b>Funding Level:</b>	<b>\$296,297</b>
	<b>Funding Source:</b>	State

**Purpose/Goal of Project:**

The objective of this project is to address the economic needs of low income youth in the region by building on their creative skills in technology through classroom instruction and on-the-job training in leading and managing projects, graphic design, copywriting, web design and digital media. At the same time the project will support small businesses by paying employee's salary while completing training.

**Benefit and Expectations:**

The course takes place over the span of 16 weeks and is a combination of classroom instruction and on-the-job training. Utilizing the funding, STAY will supplement incumbent workers' salaries to take on new skills in entrepreneurship, leadership and digital marketing. The funding will also highly incentivize employers/small businesses to take on a new apprentice and elect to retain this employee full-time at a higher salary. The project will pay the employee's salary while completing required Related Supplemental Instruction. This will be a work and learn opportunity.

<b>Is there a target population?</b>	<b>Yes</b> X	<b>No</b>	<b>If Yes, explain.</b> Low Income Youth
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**What Partner Collaboration will be required?**

SELACO WDB will serve as the grant administrator, Downey Adult School will support recruitment of eligible youth and assist with training activities, STAY will be the lead in project implementation, training and marketing/outreach in identifying potential employers and trainees.

**Who will be eligible for service under this program?**

Low Income Youth

**How will results be measured?**

The project anticipates a total of 15 candidates participating in 144 Related Supplemental Instruction (RSI) hours and paid apprenticeship placements for new hires.

**Comments:**

None.

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



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

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

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

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

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

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

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

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



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



Students mingle with industry professionals during a vendor Meet & Greet

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

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

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

Panel participants and speakers included:

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



# Norwalk-La Mirada Unified School District

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



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

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

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

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

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

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

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



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

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

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

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

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