

CITY OF LOS ANGELES

CALIFORNIA

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DATE: June 3, 2021

TO: LA's Workforce Development System

FROM: Carolyn M. Hull, General Manager
Economic and Workforce Development Department

**SUBJECT: WDS INFORMATION BULLETIN No. 21-15
AMERICA'S JOB CENTER OF CALIFORNIA CERTIFICATION
VIRTUAL SITE VISIT/CONFERENCE SCHEDULE**

EFFECTIVE DATE

This bulletin is effective upon date of issue.

PURPOSE

The purpose of this information bulletin is to advise all WorkSource (WSC) and YouthSource (YSC) Center operators of the America's Job Center of California (AJCC) Certification virtual site-visit/conference schedule.

BACKGROUND

All WSC and YSC operators were to have submitted a self-assessment of their operations by no later than April 2, 2021.

A desk review of these self-assessments is being conducted with the objective being to determine the responsiveness of each.

Virtual site visits/conferences are now being scheduled so that the information submitted may be validated and discussed. The site visits/conferences will be led by former Housing and Community Investment Department, Assistant General Manager, Manny Chavez.

VIRTUAL SITE VISIT/CONFERENCE FORMAT

	ITEM	REQUESTED ATTENDEES
1.	Entrance discussion	Executive Director, Program Director
2.	AJCC virtual tour (20 minutes maximum)	Program Director or designee
3.	Validation of self-assessment and discussion of AJCC strengths and continuous improvement opportunities including any improvements implemented over the past three years.	Program Director and three program staff members.
4.	Next Steps	Executive Director, Program Director

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.

Upon receipt of this bulletin please email the name, title and email address of all proposed conference attendees to ajcc.certification@gmail.com so that they may be formally invited to participate. In the interest of continuing to promote public safety, all conferences will be conducted via Zoom.

At a minimum, please have staff prepared to respond to those self-assessment indicators for which supporting information/documentation was not requested:

- Hallmark #2.d.
- Hallmark #5.a., 5.d., 5.e., 5.f.
- Hallmark #6.a., 6.b., 6.c., 6.e.
- Hallmark #8.e., 8.f., 8.g.

The duration of the individual virtual site visits/conferences may vary. However, at the onset of the discussion an attempt will be made to provide the AJCC with an estimated time for completion.

WDS CONTACT

If you have any questions regarding this directive, please contact your program analyst.

GR:cg

Attachment: 2021 AJCC Certification Virtual Site Visit/Conference Schedule