

LILLIAN KAWASAKI
GENERAL MANAGER

CITY OF LOS ANGELES
CALIFORNIA



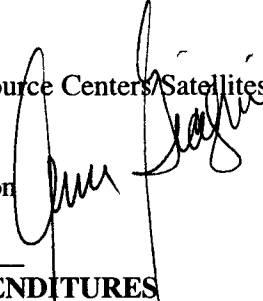
JAMES K. HAHN
MAYOR

COMMUNITY DEVELOPMENT
DEPARTMENT

215 W. 6TH STREET
LOS ANGELES, CA 90014

DATE: April 18, 2002

TO: All City of Los Angeles WorkSource Centers/Satellites

FROM: Ann Giagni, Director
Workforce Development Division 

SUBJECT: **DIRECTIVE NO. 02-51**
TRAINING SERVICES EXPENDITURES

Throughout the Program Year 2002-2003 Annual Plan public comment period, there has been concern expressed regarding the amount of funds being expended on training services. The Operations Committee of the Workforce Investment Board (WIB) has requested that the department survey the WorkSource system to determine the active mix and volume of training activities. The department's report back is due April 26th.

Data from the Financial Management Division of the department indicate that the budget for training services for the City of Los Angeles Local Workforce Investment Area (LWIA) is 24% of the total WIA allocation. However, activities reported to the City by the WorkSource Centers and Satellites as training services suggest that more is being expended on training activities than the 24% figure would indicate.

Please find the attached training activity survey. Identify the appropriate training services and the number of customers to whom these services were provided. **Estimate** the number of customers served and the total training costs and **submit this information to the Workforce Development Division no later than Tuesday, April 23rd.**

The Department is aware of the intensive staff effort required to complete this project by the requested time. Therefore, best reporting estimates will be accepted.

If you have any questions regarding this Directive, please contact Elliott Blue of my staff at (213) 485-3036.

AG:RL:MC:eb

cc: MIS
Operations
Business Services



