VERDUGO WORKFORCE INVESTMENT BOARD
EXECUTIVE COMMITTEE MINUTES
SPECIAL MEETING
December 10, 2015
8:00 a.m. to 9:30 a.m.

Committee Members Present: Gary Olson, Jim Darcey, Olin King, Debbie Kukta, Marisol Espinoza, Nick Hacopian

Special Guest: Jess Duran (City of Glendale)

Staff Present: Judith Velasco, MaryAnn Pranke, Joylene Wagner, Melissa Younesian, Sosseh Taimoorian, Haik Yakhsuzyan, Anahit Yegiazaryan (EDD)

Call to Order: 8:07 a.m. at VJC by Chair Gary Olson

I. Minutes of 10/08/15: Minutes approved as presented.

II. Minutes of 11/12/15: Minutes approved as presented.

III. Introductions: Chair Gary Olson welcomed attendees and opened the meeting with introductions.

IV. Director’s Report:
   • Director Judith Velasco acknowledged Chair Gary Olson, for his leadership and unwavering commitment to the Verdugo workforce system.
   • Ms. Velasco also announced: In accordance to the bylaws, Vice Chair Debbie Kukta has agreed to assume the role of Chair and Nick Hacopian has accepted the Vice Chair seat. In alignment with the Workforce Innovation and Opportunity Act (WIOA), both officers represent business.

A. Verdugo Workforce Investment Board Fiscal Year 2015-16 Budget Expenditures as of October 31, 2015
   i. Ms. Velasco presented the current budget expenditures, clarifying that carryover funding is limited to 20% by the State each year.
      1. The footnotes listed below the budget spreadsheet on pg. 8 of the packet, highlight the slight decrease in Adult Formula and Dislocated Worker grants imposed by the State. The most significant decrease in funding is in Layoff Aversion. Director further assured that this decrease, does not negatively impact our overall budget.
   ii. Ms. Velasco also highlighted the following:
      1. New Directions grant has been extended to June 30, 2016.
      2. Female Vets grant will be ending this month.
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3. Ms. Velasco clarified that under WIOA all funds can be carried over except for those pertaining to Rapid Response.

4. Jim Darcey thanked the staff for summarizing grant progress to the Board.

B. Workforce Innovation and Opportunity Act (WIOA) Transition Update
   i. Bylaws & Joint Powers Agreement – Ms. Velasco announced that staff is in the process of revising the bylaws and joint powers agreement to meet the new WIOA legislation. Drafts will be presented in January.
      1. Ms. Velasco advised that one legislative change that will need to be addressed is establishing a standing Operations Committee. The Operations Committee, required under WIOA, will be chaired by a WIB member to allow for continuous evaluation of programs. Joylene Wagner suggested overlapping existing committees such as those under Career Pathways with the Operations Committee if possible.
   ii. Ad Hoc Nominating Committee for Additional Board Labor Representation – A meeting will be held on December 17, 2015. Gavin Koon has agreed to Chair the Ad Hoc Committee which also includes Board members that represent labor, Tris Carpenter, John Acosta, and Monico Zamora. Judith explained that the Ad Hoc Committee was established to identify and recommend two additional Board members that also represent labor. The recommendations will be submitted to the County Labor Federation which will officially nominate the candidates for appointment.
      1. Ms. Velasco suggested sending out a member survey to all Board members and presented a sample survey for review. Survey results will be used to determine whether all the VWIB members meet the WIOA requirements.
      2. Ms. Velasco also suggested establishing a nominations committee to recruit new business representatives to the board.
   iii. National Association of Workforce Boards Conference – This conference will be held in Washington, DC on March 12-15, 2016. Last year Marisol Espinoza and Olin King from the Board participated. Ms. Velasco expressed that this is a great opportunity to network with Board members from other States. Ms. Velasco asked Executive Committee members to contact her ASAP if interested in attending, to ensure lodging is secured.

V. Program Reports
   A. Melissa Younesian presented performance outcomes for Formula and Special Grant Programs:
      i. Ms. Younesian explained that current performance is below target because the numbers in the chart reflect first quarter performance only.
ii. Most trainings will begin in January; therefore, Adult and Dislocated Worker enrollments are projected to increase.

iii. The Disability Employment Accelerator Program Actual participants entering employment is 0 because staff is waiting for individuals to go through training.

iv. New Directions has been extended. This grant is a partnership with the City of Los Angeles. In our region, sixty (60) individuals have been affected by the Haggen layoff, which will add to the population staff aims to serve with this grant.

v. The goals for Female Vets were exceeded and actual participants entering employment was 5, not 4 (typo pg. 9 of packet).

vi. Rapid Response program year runs on a different reporting period of April 1, 2015 and ending March 30, 2016. Assisting these individuals is easier when WARN notices are issued. If there is no WARN, employers are less receptive to assistance because of the potential negative perception of layoffs occurring at their business. This makes outreach to companies and affected workers much more challenging.

VI. Summary of Potential Grant Opportunities
   A. MaryAnn Pranke provided an overview of the grants matrix presented to the Board as a handout. The matrix summarized the various grants that are targeted for completion in order to access additional funding.
      i. One grant which was emphasized was the Tech Hire/H1B grant, which is due March 11, 2016. Ms. Pranke suggested applying for $3M in funding. TechHire focuses on occupations in the IT field, including network administrators and cyber security. Target participants are: out-of-school youth (OSY) and special populations such as individuals with disabilities, ex-offenders, and those with ESL.
   B. Staff are also targeting the Weingardt Foundation for the first time and are exploring the possibilities in funding for the VWIB Foundation through these efforts. Ms. Velasco added staff will conduct an assessment to further develop the VWIB Foundation and report back to the Board on a monthly basis.

VII. Approve Change in Name from Verdugo Workforce Investment Board to Verdugo Workforce Development Board

<table>
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<tr>
<th>MOTION FOR CONSENT ITEMS VII</th>
<th>Olin King</th>
<th>2nd: Debbie Kukta</th>
<th>APPROVED</th>
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VIII. Approve Member Appointments to the Verdugo Workforce Development Board
MOTION FOR CONSENT ITEMS VIII: Jim Darcey 2nd: Marisol Espinoza

A. The Board suggested contacting BUSD, the Glendale Chamber (Judy), Matt Hill (Burbank Superintendent) when it came time for Board nominations. Sandra Russell will also be contacted regarding the continuation of her involvement.

IX. Adjourn: 9:19 a.m.