

# Verdugo Workforce Development Board

Serving Burbank, Glendale and La Cañada Flintridge

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## Verdugo Workforce Development Foundation Board Meeting Agenda

### Verdugo Jobs Center

Location: Victory Salon, 2<sup>nd</sup> Floor Board Room  
1255 S. Central Ave, Glendale 91204

**May 9, 2017**

8:00 a.m. – 8:30 a.m.

The meeting will begin promptly at 8:00 A.M.

RSVP to: MaryAnn Pranke @ (818) 937-8051, [mpranke@glendaleca.gov](mailto:mpranke@glendaleca.gov)

#### 1 – Call to Order

2 – Approve Minutes of November 10, 2016 Meeting 1

3 – Financials 5

#### 4 – New Business:

a) Approve expenditure and reimbursement to the City of Glendale in the amount of \$691.00 for AON Directors and Officers Insurance- *required for foundation*

b) Approve expenditure and reimbursement to the City of Glendale in the amount of \$20.00 for Secretary of State Statement of Interest Form 100 filing fee- *required for foundation*

5 – Board Comments 7

6 – Foundation Meeting Schedule-2017 and 2018 9

#### 7 – Adjourn

**Next Meeting:** Tuesday, August 8, 2017, 8:00 a.m.

*Mission: Building a Strong Workforce and Business Community*



## Verdugo Workforce Development Foundation Board of Directors Meeting Minutes

Thursday, November 10, 2016

### 1. Call to Order – 8:12 a.m.

Board Members present: Debbie Kukta (Chair), James Darcey (Treasurer), Gavin Koon, Marisol Espinoza. A quorum was present.

Board Members absent: Nicholas Hacopian (Secretary), George Palazzo, Cesar Valladares

Guests present: Olabisi Oyewo

Staff present: Judith Velasco, Robert Mejia, MaryAnn Pranke, Sosseh Taimoorian, Joylene Wagner, Melissa Younesian

### 2. The minutes of the September 15, 2016 were approved as presented.

### 3. Financials

- a) Director Judith Velasco summarized the Foundation's financial report.
- b) The Foundation's balance as of October 31, 2016 as reflected in the East West Bank statement is \$7,820.96.

### 4. New Business – Discussing Board Retreat Update: Direction for the Foundation

- a) Ms. Velasco provided an executive summary of the information gathered from the Foundation roundtable focus group held at the Board Retreat on October 25, 2016. Proposed actions steps were developed as a result of the roundtable discussion.
- b) The group discussed three (3) topics:
  - i. What should the purpose of the Foundation be?
  - ii. What would the Board like to accomplish with the Foundation in order to distinguish itself from the VWDB and VJC?
  - iii. Besides seeking Foundation grants, how should the Board capitalize on the Foundation itself?
- c) Training and scholarships are possible foundation purposes.
- d) In the September 2016 meeting, Mrs. Velasco inquired what the goal of the Foundation should be: raise funds for youth programs, raise funds to augment supportive service for clients, etc. What is the vision for the Foundation that will dictate the activities that the Foundation does

### 5. Board Discussion

- a) Gavin Koon stated the initial purpose of the Foundation was to augment the tasks at the VJC, get grants to support our services, grants that the VWDB was unable to apply for. He suggested having a priority of goals and tackle them one-by-one.
- b) Joylene Wagner stated George Palazzo suggested hiring a consultant to support in the long-term in keeping the Foundation afloat.

- c) Mr. Koon suggested writing grant applications for the time being. As far as fundraisers, he suggested hiring a private company initially to support with a gala or some other unique fundraising event. Identifying and focusing the grants and these fundraisers on a unique mission that sets the Foundation apart is necessary as well.
  - i. Ms. Velasco stated she attended a conference call with staff Robert Mejia regarding what the recent election results will have on the current workforce system. There will likely be a list of priorities for the new administration, and based on those priorities, new grants will be released.
- d) Applying to grants is very time-consuming, and the decision must be made to apply to lesser award funding in order to increase the track record of the Foundation, however that may mean having to not apply to an alternate grant through the VWDB for more funding.
  - i. Additionally, the current challenge staff faces is the issue of overlapping time-sensitive deadlines from now until March 2017 – the timeline of activities that must be completed in order to meet WIOA requirements.
  - ii. We can implement a calendar of Business Breakfasts, events, etc. to gather businesses over the Foundation name, at least do those two things for 2017. Fundraising should be clearly focused (youth, etc.). Chair Debbie Kukta stated we should narrow the scope of fundraising, and reach out to businesses like AT&T who in the past sponsored us, to sponsor another Business Breakfast.
- e) Ms. Velasco stated she spoke with Board member Tom Flavin after the retreat, and he expressed interest in learning how the Burbank Chamber of Commerce could assist the VWDB in applying for grants, with opportunities to co-partner on grant applications. The current trend of competitive grant applications require a minimum number of partnerships – therefore the VWDB has been working on strengthening grant partnerships in order to maximize opportunity to secure grants.
  - i. Staff is also looking at non-Department of Labor grants, such as within the Department of Commerce, specifically in cyber security, education & training.
  - ii. Staff is committed to applying to additional grants in the coming year, such as the Weingart Foundation.
- f) Ms. Wagner said for the next meeting, we can identify the program needs of VSTCC/VCTC for future grant applications.
- g) James Darcey suggested possibly researching where the funding sources are, and to tackle grants in that way. Staff MaryAnn Pranke stated we have a spreadsheet of all foundation grants to narrow the focus of which grant applications the Foundation can best fit into.
- h) Mr. Koon stated contingent workforce programs and incumbent worker training are also good alternative focuses for the Foundation.
- i) **Next Action Steps:**
  - i. Ms. Velasco stated based on the Foundation meeting discussion and the discussion from the Board retreat, staff can develop a priority list, with a focus on writing grants, but also starting the process of fleshing out the purpose of the Foundation, for example identifying what type of youth we want to assist with Foundation grants.
  - ii. At the next Foundation meeting, highlight tangible goals the Foundation can achieve in 2017.
  - iii. Ms. Velasco suggested holding off on Foundation activities until after all time-sensitive projects are complete.

- iv. Ms. Velasco will inquire with our new workforce attorney to see what organizational constraints/obstacles the Foundation has being part of the City of Glendale structure.
- v. Staff will extract the vision and mission for the Foundation based on these discussions, and present potential statements to the Board at the next Foundation meeting.

**The meeting was adjourned at 8:40 a.m.**

**Next Meeting:** May 9, 2017

Presented by:

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Nicholas Hacopian, Secretary  
Approved on May 9, 2017



5:02 PM  
12/29/16  
Accrual Basis

**Verdugo WIB Foundation**  
**Summary Balance Sheet**  
As of December 29, 2016

	<u>Dec 29, 16</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	7,821.93
<b>Total Current Assets</b>	<u>7,821.93</u>
<b>TOTAL ASSETS</b>	<u><b>7,821.93</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	7,821.93
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>7,821.93</b></u>



# Verdugo Workforce Development Board

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## Board Retreat Foundation Executive Summary

On Tuesday, October 25, 2016, the Verdugo Workforce Development Board (VWDB) convened at the Hollywood Burbank Airport in Burbank, CA to hold its first retreat in over ten years. The information gathered from board members in the various focus groups will be very valuable in setting the future direction for the VWDB. Below is the highlighted Foundation topic and proposed action steps developed from the Foundation's roundtable focus group:

### Foundation

Potential purposes identified for the Verdugo Workforce Development Foundation included: (1) Focus on business needs through educational events; (2) Fundraising campaigns; (3) training and scholarships for clients and youth.

### Questions

- What should be the purpose of the Foundation?
- What would the board like to accomplish with the Foundation that distinguishes it from the VWDB and VJC?
- Besides seeking foundation grants, how should the board capitalize on the Foundation, a 501c3 corporation?

### Discussion Results

- Foundation as a vehicle to bridge the gap between millennials and baby boomers in the workplace
- Focus on business as a target audience; involve an education piece
- Job satisfaction- is a big factor in employee retention: how can the foundation be used to educate businesses about what job satisfaction factors are taken into account for the different generations.
- There is value that the foundation is a 501(c)(3) to granting agencies. It will help us to get more grants in the future.
- Consultation: the recommendation that we need to leverage a consultant who has expertise in this field and can advise what activities can be done with our capacity. (recommendation from one board member)
- Fundraising- supports the utilization of the foundation as a fundraising entity
- What specifically do we want the foundation to target? How can we be specific in the foundation's endeavors?
- Training and scholarships are also possible foundation purposes.

### Next Action Steps:

- Develop a 3-5 year business plan
- Identify any organizational constraints/obstacles (i.e. being a part of the City of Glendale structure) on the Foundation – possibly hire a consultant
- Research fundraising, training & scholarship ideas as possible purposes for the foundation
- Hold off on Foundation activities until after all time-sensitive projects are complete



## Verdugo Workforce Development Foundation 2017 Board Meeting Schedule

May 9, 2017                      8:00 a.m. – 8:30 a.m.                      Verdugo WD Foundation Meeting

**\*\*No June meeting\*\***

August 8, 2017                      8:00 a.m. – 8:30 a.m.                      Verdugo WD Foundation Meeting

September 12, 2017                      8:00 a.m. – 8:30 a.m.                      Verdugo WD Foundation Meeting

November 14, 2017                      8:00 a.m. – 8:30 a.m.                      Verdugo WD Foundation Meeting

**\*\*No December meeting\*\***

## Verdugo Workforce Development Foundation 2018 Board Meeting Schedule

February 13, 2018      8:00 a.m. – 8:30 a.m.      Verdugo WD Foundation Meeting

March 13, 2018      8:00 a.m. – 8:30 a.m.      Verdugo WD Foundation Meeting

May 8, 2018      8:00 a.m. – 8:30 a.m.      Verdugo WD Foundation Meeting

**\*\*No June meeting\*\***

August 14, 2018      8:00 a.m. – 8:30 a.m.      Verdugo WD Foundation Meeting

September 11, 2018      8:00 a.m. – 8:30 a.m.      Verdugo WD Foundation Meeting

November 13, 2018      8:00 a.m. – 8:30 a.m.      Verdugo WD Foundation Meeting

**\*\*No December meeting\*\***

