

Verdugo Workforce Development Board

Serving Burbank, Glendale and La Cañada Flintridge

Verdugo Workforce Development Foundation Board Meeting Agenda

Verdugo Jobs Center

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

May 8, 2018

8:00 a.m. – 8:30 a.m.

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

RSVP to: Diana Antonio @ (818) 937-8081, dantonio@glendaleca.gov

1 – Call to Order

2 – Approve Minutes of March 13, 2018 Meeting

3 – Financials

4 – New Business:

a) Department of Rehabilitation Vendor Application – Update

5 – Board Comments

6 – Foundation Meeting Schedule – 2018

7 – Adjourn

Next Meeting: Tuesday, August 14, 2018, 8:00 a.m.

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Verdugo Workforce Development Foundation Board of Directors Meeting Minutes

Tuesday, March 13, 2018

1. Call to Order – 8:02 a.m.

Board Members Present: Nick Hacopian, Debbie Kukta, Jim Darcey, Russell Tanakaya, Ara Aslanian

Board Members Absent: Marisol Espinoza, Gavin Koon, George Palazzo

Staff Present: Judith Velasco, Melissa Younesian, MaryAnn Pranke, Joylene Wagner, Diana Antonio

2. Minutes

- a) Quorum was confirmed for the meeting.
- b) The minutes of the November 14, 2017 and February 13, 2018 meetings were unanimously approved as presented.

3. Financials

- a) Director Judith Velasco summarized the Foundation's financial report.
 - i. The Foundation's checking account balance as of February 28, 2018 is \$7,835.67.

4. New Business

- a) Ms. Velasco provided an update on the Measure H Grant. She stated that the participants begin their day at the VJC with breakfast at 6:30 a.m., and Case Manager, Rasheedah Scott, is there to assist and provide coaching before they start their day. She also reported that all six participants currently enrolled in the program are extremely motivated and are enjoying the paid work experience. They begin their work day at 7:00 a.m. and travel to different parks and recreation sites to do clean up. There are four males and two females; they have provided positive feedback regarding the program.
 - i. Ms. Velasco emphasized that the grant funds are very tight with most of the funds dedicated to the payroll to pay the participants for their work experience.
 - (1) Per the Executive Committee's encouragement, she will include the list of items needed to support the participants in the program to the full Board to seek donations.
 - ii. Mr. Darcey asked if the participants were co-enrolled in WIOA Title I. Ms. Velasco explained that they are co-enrolled; however, WIOA does not allow for funds to be used for food.

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- b) Ms. Velasco reviewed the matrix of foundation grants. There are several opportunities for the VWDB Foundation to apply for grants; however, a strategic approach is needed due to the limited history of activity.
 - i. VWDB Staff MaryAnn Pranke explained that “undisclosed” in the matrix indicated that the amount of funds available for grants was not disclosed by the Foundation.
 - ii. Executive Committee will explore expanding the Foundation Board to establish a business model and strategic direction that staff can use as a guide to pursue funding.
- c) Ms. Velasco mentioned the Department of Rehabilitation is looking for vendors to do its assessment; the income from this could be funneled through the Foundation. We currently have a fee for vocational assessments through the Los Angeles County Office of Education as funded by the Department of Social Services.

5. Board Comments

- a) The Foundation Board suggested setting up a GoFundMe page to cover Measure H expenses that are not covered by grants such as meals and other supportive services.

The meeting was adjourned at Adjournment – 8:29 a.m.

Presented by:

Debbie Kukta, Secretary
Approved on May 08, 2018