

Verdugo Workforce Development Board

Serving Burbank, Glendale and La Cañada Flintridge

EXECUTIVE COMMITTEE AGENDA

Verdugo Jobs Center

Location: Victory Salon (2nd Floor)
1255 S. Central Ave, Glendale 91204

May 8, 2018

The meeting will begin promptly at 8:30 A.M.

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

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|------|----------|---|----|
| 8:30 | 1 | Introductions | |
| | | Approval of Minutes: April 12, 2018 | 1 |
| 8:35 | 2 | Director's Report | |
| | a) | Verdugo Workforce Development Board (VWDB) Fiscal Year 2017-18
Budget Expenditures as of March 31, 2018 | 3 |
| | b) | Workforce Innovation and Opportunity (WIOA) Update: | |
| | | <ul style="list-style-type: none">AJCC CertificationJPA and BylawsVJC LeaseMonitoring UpdateBoard Membership | |
| | c) | Program Report – Melissa Younesian | 5 |
| 9:10 | 3 | Grants and Initiatives - MaryAnn Pranke | 7 |
| 9:15 | 4 | Action Items | |
| | a) | Approval of the Verdugo Jobs Center's Hallmarks of Excellence
Certification Required by the Workforce Innovation and Opportunity
Act of 2014 | 9 |
| | b) | Approval of Verdugo Workforce Development Board Program Year
2018-19 Preliminary Budget | 13 |
| | c) | Approval of Preliminary Allocation of \$115,500 to the Burbank
Workforce Connection to Provide Services as the Verdugo Jobs Center
Satellite for Program Year (PY) 2018-19 | 15 |
| | d) | Approval of Preliminary Allocation of \$396,759 to Glendale Youth
Alliance to provide Workforce Innovation and Opportunity Act Youth
Services as the Youth Provider for Program Year (PY) 2018-19 | 17 |

	e)	Approval of Award of \$75,000 in Workforce Innovation and Opportunity Act Funding for One-Stop Operator to Glendale Youth Alliance and to Enter into Contractual Agreement for Program Year 2018-19	19
	f)	Approval to Award funding from the California Career Pathways Trust grant to the American Federation of Musicians Local 47 (AFM) to design and implement a pilot mentorship program for students in Program Year 2017-18 and Program Year 2018-2019	25
9:30	5	Other Business and Announcements	
	a)	2018 Executive Committee meeting calendar	27
	b)	2019 Executive Committee meeting calendar	28
	6	Public comments	
		Adjourn	

Next Executive Committee Meeting: July 12, 2018

The Workforce Innovation and Opportunity Act is an Equal Opportunity Program.
TTY (818) 548-3857. Auxiliary aids and services available upon request.

MISSION: To transform lives, businesses, and the community through innovative workforce services.

**VERDUGO WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING MINUTES**

4/12/2018

8:00 a.m. to 8:30 a.m.

MEMBERS PRESENT: Nicholas Hacopian, Debbie Kukta, James Darcey, George Palazzo, Cesar Valladares, Russell Tanakaya, Ara Aslanian

MEMBERS ABSENT: Marisol Espinoza, Gavin Koon

**COMMUNITY &
OTHER AGENCY
REPRESENTATIVES:** None

STAFF PRESENT: Judith Velasco, MaryAnn Pranke, Joylene Wagner, Diana Antonio

CALL TO ORDER: 8:00 am at the VJC by Chair Nick Hacopian

I. Minutes of March 13, 2018

- A. Quorum confirmed for Executive Committee.
- B. Minutes were approved as presented.

II. Director's Report

- A. Executive Director Judith Velasco announced that majority of the Executive Committee meeting is deferred the Full Board meeting.

B. NAWB

- 1. Ms. Velasco thanked Chair Nick Hacopian for attending the National Association of Workforce Boards (NAWB) Conference in Washington D.C. in March.
 - a. Ms. Velasco attended a preconference session on Board Governance which focused on the “how to” of leading, ensuring that community impact happens and how to engage board members’ passions.
 - b. Mr. Hacopian attended a preconference session on how boards can engage with the community and generate income.
- 2. Mr. Hacopian and Ms. Velasco visited the offices of two elected officials, Congressman Adam Schiff and Senator Dianne Feinstein.
 - a. The Uniquely Abled Program that serves individuals with disabilities, specifically those with autism, and the Regional Intermediate Intervention Service to Employment (RIISE), which provides work experience to homeless individuals, were highlighted to the elected officials’ staff.
- 3. Mr. Hacopian and Ms. Velasco expressed desire to develop more robust promotional communication material.

C. ETP/DOR – STEPS Awardee

- 1. Ms. Velasco announced that the VWDB was one of four grant awardees for the 2018 Summer Training and Employment Program for Students (STEPS). There were 20 applicants throughout the state of California and VWDB was the only awardee in Southern California.
 - a. As the board’s youth provider, Glendale Youth Alliance (GYA) will be awarded the majority of funds to assist sixty (60) students with disabilities with work experience.

**VERDUGO WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING MINUTES
4/12/2018
8:00 a.m. to 8:30 a.m.**

D. JPA/Bylaws Ad hoc Committee

1. Ms. Velasco communicated that two half day meetings will be set up to review the Joint Powers Agreement (JPA) and the Bylaws. She further emphasized that board member participation is essential for updating the Bylaws.
 - a. Adjustments that may be made include adding an attendance requirement, making the chair a two year role, and updating quorum requirements.

III. Action Items

A. Approval to Accept the Summer Training and Employment Program for Students (STEPS) Funds from the California Department of Rehabilitation and California's Employment Training Panel (ETP) and to Award Funds to Glendale Youth Alliance (GYA) and Glendale Community College's Professional Development Center (PDC) for PY 2017-2018 and PY 2018-2019

1. Ms. Velasco clarified that GYA has already identified a staff to work with the grant.
2. The sixty Students with disabilities will be provided training by PDC and receive 225 hours of paid work experience.

MOTION FOR CONSENT ITEMS A:	1st: George Palazzo	2nd: Ara Aslanian
APPROVED		

IV. Other Businesses and Announcements

- A. Ms. Velasco announced that the Phase II – Hallmark of the America's Jobs Centers of California (AJCC) certification will be completed after the Full Board meeting
 1. VWDB Staff MaryAnn Pranke, who is Baldrige Certified, is leading the team for the site visit. Verdugo Jobs Center staff and partners will be interviewed.

V. Public Comments

VI. Adjournment: 8:16 am