

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

September 11, 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 May 13, 2018 Meeting

3 – Financials

4 – New Business:

- a) Strategic Planning Meeting
- b) Bylaws (May 23 AdHoc Committee Mtg)
- c) Business Events (AEBG Partnership)
- d) Elect New Officers for the Foundation Board

5 – Board Comments

6 – Foundation Meeting Schedule – Tentative 2018 and 2019

7 – Adjourn

Next Meeting: Tuesday, November 13, 2018, 8:00 a.m.

Verdugo Workforce Development Board

Serving Burbank, Glendale and La Cañada Flintridge

Verdugo Workforce Development Foundation Board of Directors Meeting Minutes

Tuesday, May 08, 2018

1. Call to Order – 8:02 am

Foundation Board Directors Present: Nick Hacopian, Debbie Kukta, Gavin Koon, Jim Darcey, Marisol Espinoza

Foundation Board Members Absent: Ara Aslanian, Russell Tanakaya

Verdugo Workforce Development Board Members (Guest) Present: Cesar Valladares

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

2. Minutes

- a) Quorum was confirmed for the meeting.
- b) The minutes of the March 13, 2018 meeting were approved as presented.
 - i. Marisol Espinoza and Gavin Koon abstained.

3. Financials

- a) Executive Director Judith Velasco summarized the Foundation's financial report.
 - i. The Foundation's checking account balance as of March 31, 2018 is \$7,146.45.

4. New Business

- a) Ms. Velasco reported that the Foundation may be eligible to become a vendor for the Department of Rehabilitation (DOR).
 - i. Verdugo Jobs Center (VJC) Manager Melissa Younesian explained the four activities that the VJC is able to provide as a fee for service for DOR:
 - (1) Situational assessment – evaluates a client at a worksite and provides feedback to client
 - (2) Vocational assessment – assesses a client on their educational and vocational levels, transferable skills, abilities and interests to create a vocational plan
 - (3) Job Placement – provides employment services and retention services
 - (4) Work Services – provides soft skills classes and supportive services
 - ii. Currently the VJC has a fee for service contract with the Los Angeles County Office of Education (LACOE) to provide vocational assessment to clients referred by Department of Public Social Services (DPSS).
 - iii. Ms. Younesian explained that the DOR representative was not familiar with the Foundation's and VJC's structure. The representative requested to conduct research and see if we qualify as a vendor.
 - iv. A client that is receiving DOR services will not be able to receive the same services from VJC as a DOR vendor.

Verdugo Workforce Development Board

Serving Burbank, Glendale and La Cañada Flintridge

- (1) For this reason, an employee would need to work solely on the DOR Vendor contract. The employee would be an employee of the Foundation.
 - (a) Ms. Kukta suggested looking at independent contractors to provide the case management service rather than hiring a direct employee of the foundation.
- (2) Mr. Hacopian, Foundation Chair, recommended a cost analysis be conducted to determine benefit to the Foundation.
 - (a) Mr. Koon entered motion for staff to begin the cost analysis process. Ms. Kukta provided the second. Motion unanimously approved by the Directors present.

5. Board Discussion

- a) Ms. Velasco reviewed the matrix of foundation grants that may be potential funding sources.
- b) Ms. Velasco announced that the Foundation Bylaws will also be reviewed during the May 23rd JPA and Bylaws Ad hoc Committee meeting.
 - i. Notable changes that need to be made to the Foundation Bylaws include amending the section on quorum, references to the Verdugo WIB Foundation, and increasing the Foundation member size.
 - ii. The Foundation meeting schedule is likely to change to increase the meeting timeframe and be able to discuss fundraising as well as other activities.
 - iii. The Executive Committee suggested revisiting the mission statement during one of the meetings.

The meeting was adjourned at 8:27 am.

Next Meeting:

Presented by:

Debbie Kukta, Secretary
Approved on August 14, 2018

Verdugo WIB Foundation
Balance Sheet
As of June 30, 2018

	<u>Jun 30, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
East West Bank	
East West Bank Restricted	
East West Bank ATT Scholarship	5,000.00
Total East West Bank Restricted	<u>5,000.00</u>
EastWest Bank - Unrestricted	2,803.31
East West Bank - Other	<u>-654.19</u>
Total East West Bank	<u>7,149.12</u>
Total Checking/Savings	<u>7,149.12</u>
Total Current Assets	<u>7,149.12</u>
TOTAL ASSETS	<u>7,149.12</u>
LIABILITIES & EQUITY	
Equity	
Unrestrict (retained earnings)	7,828.74
Net Income	<u>-679.62</u>
Total Equity	<u>7,149.12</u>
TOTAL LIABILITIES & EQUITY	<u>7,149.12</u>

6:58 PM
07/19/18
Accrual Basis

Verdugo WIB Foundation
Profit & Loss
July 2017 through June 2018

	<u>Jul '17 - Jun 18</u>
Ordinary Income/Expense	
Expense	
Misc expenses	
Insurance - non-employee	691.00
Total Misc expenses	<u>691.00</u>
Total Expense	<u>691.00</u>
Net Ordinary Income	-691.00
Other Income/Expense	
Other Income	
Interest Income	11.38
Total Other Income	<u>11.38</u>
Net Other Income	<u>11.38</u>
Net Income	<u><u>-679.62</u></u>

Verdugo Workforce Development Foundation – September 11, 2018

Approval of 2018-19 Slate of Officers for the Verdugo Workforce Development Board

RECOMMENDED MOTION

Nominations have been received for a proposed 2018-19 slate of Verdugo Workforce Development Foundation Officers. The recommended slate of Officers for 2018-19 is as follows:

Chairperson – Marisol Espinoza, Southern California Gas Company

Secretary – Ara Aslanian, Inverselogic, Inc.

Treasurer – Jim Darcey, Copy Central

VWDB Foundation List

Proposed VJC Program Needs

The VJC case managers identified the following items as the top needs for the clients that are served at the center. The majority of the clients receive case management services and are either in training and/or receiving job placement services.

- ❖ Transportation
 - Gas Allowance
 - Bus Tokens
 - Metro Tap Cards
- ❖ Training Materials
 - Books
 - Laptops
 - Specific Programs
- ❖ Tools or Equipment for work
- ❖ Work Clothing
- ❖ Uniforms
- ❖ Work Shoes
- ❖ Rental Assistance
- ❖ Food
- ❖ Criminal Record Expungements

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****

**Verdugo Workforce Development Foundation
2019 Board Meeting Schedule
TENTATIVE**

February 12, 2019 8:00 a.m. – 8:30 a.m. Verdugo WD Foundation Meeting

March 12, 2019 8:00 a.m. – 8:30 a.m. Verdugo WD Foundation Meeting

May 14, 2019 8:00 a.m. – 8:30 a.m. Verdugo WD Foundation Meeting

****No June meeting****

August 13, 2019 8:00 a.m. – 8:30 a.m. Verdugo WD Foundation Meeting

September 10, 2019 8:00 a.m. – 8:30 a.m. Verdugo WD Foundation Meeting

November 12, 2019 8:00 a.m. – 8:30 a.m. Verdugo WD Foundation Meeting