

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

November 13, 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 September 11, 2018 Meeting

3 – Financials

4 – New Business:

- a) Strategic Planning Meeting – 2019
- b) Business Events and Trainings (AEBG Partnership)

5 – Board Comments

6 – Foundation Meeting Schedule – Tentative 2019

7 – Adjourn

Next Meeting: Tuesday, February 12, 2019, 8:00 a.m.

Mission: Building a Strong Workforce and Business Community

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Verdugo Workforce Development Foundation Board of Directors Meeting Minutes

Tuesday, September 11, 2018

1. Call to Order – 8:02 am

Board Members Present: Debbie Kukta, Nick Hacopian, Marisol Espinoza, Jim Darcey, Gavin Koon, Ara Aslanian,

Board Members Absent: George Palazzo, Russ Tanakaya

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

2. Minutes

- a) Quorum was confirmed for the meeting.
- b) The minutes of the May 08, 2018 meeting were approved as presented.

3. Financials

- a) Executive Director Judith Velasco summarized the Foundation's financial report.
 - i. The Foundation's checking account balance as of June 30, 2018 is \$7,149.12.
 - (1) Ms. Velasco will provide an update on the unrestricted funds during the November Foundation meeting.

4. New Business

- a) Ms. Velasco announced that a strategic planning meeting for the Foundation is being planned.
 - i. A goal is to support continuing education and paid work experience.
 - (1) This year the VWDB implemented a Music Mentorship Program for students in high school. The program did not include a paid work experience, but it is a component that will be added in the future.
 - ii. A key item of discussion for the strategic planning session is the Foundation's financials.
 - (1) Gavin Koon – add internship to the list of VJC needs.
 - (2) Mr. Koon suggested that the Foundation should put a flyer to look for donations to the Foundation, to see if we can seek funds. Be clear on the mission and then the request.
- b) The Board approved the following officers for the Foundation Board:
 - i. Marisol Espinoza – Chair
 - ii. Ara Aslanian – Secretary
 - iii. Jim Darcey – Treasurer

5. Board Discussion

- i. Debbie mentioned that Burbank has been going for monies to focus on Career Technical Education.

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- (1) For example with Hollywood Burbank Airport Academy, the Foundation can potentially add the paid internship component.
- ii. Mr. Koon mentioned that there are many funds for pre-apprenticeship training; many of which are coming from the State.
 - (1) Mr. Koon went over the qualifications of state programs such as being older than 18 and passing the apprenticeship test.
- iii. Ms. Velasco shared that an out of state organization is in communication with the VWDB to form a pre-apprenticeship in digital media. They need the linkage to the entertainment industries.

The meeting was adjourned at 8:29 am

Next Meeting: November 19, 2018

Ara Aslanian, Secretary

Approved on November 19, 2018