

# Verdugo Workforce Development Board

Serving Burbank, Glendale, and La Cañada Flintridge

## EXECUTIVE COMMITTEE AGENDA

### Verdugo Jobs Center

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

January 08, 2019

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

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

- |      |          |  |           |
|------|----------|--|-----------|
| 8:00 | <b>1</b> | <b>Introductions</b>   |           |
|      |          | Approval of Minutes: November 13, 2018   | <b>1</b>  |
| 8:05 | <b>2</b> | <b>Director's Report</b>   |           |
|      |          | a) Verdugo Workforce Development Board (VWDB) Fiscal Year 2018-19<br>Budget Expenditures as of November 30, 2018   | <b>3</b>  |
|      |          | b) Workforce Innovation and Opportunity (WIOA) Update:   |           |
|      |          | • Board of Directors Regional Meeting  |           |
|      |          | • 2019 Priorities  |           |
|      |          | • Workforce Conferences  |           |
|      |          | • Lease Agreement  |           |
|      |          | • VJC Tour Schedule  | <b>5</b>  |
|      |          | c) Program Report and Overview – Melissa Younesian   | <b>7</b>  |
| 8:10 | <b>4</b> | <b>Action Items</b>  |           |
|      |          | a) Approval of Acceptance of Additional Funds from Los Angeles<br>County for Youth Employment Services and to Award the<br>Funding to Glendale Youth Alliance to Provide Services for the<br>Program Year (PY) 2018-2019 | <b>15</b> |
|      |          | b) Approval of the Addition of Copy & Design and The Bureau of<br>Small Projects to the Qualified Vendor List for Professional<br>Service Providers  | <b>17</b> |
| 8:30 | <b>5</b> | <b>Other Business and Announcements</b>  |           |
|      |          | a) 2019 Executive Committee meeting calendar   | <b>19</b> |

**Public comments**

**Adjourn**

**Next Executive Committee Meeting:** Tuesday, February 12, 2019

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**

**11/13/2018**

**8:30 a.m. to 10:00 a.m.**

**MEMBERS PRESENT:** Marisol Espinoza, Debbie Kukta, Jim Darcey, Nick Hacopian, Ara Aslanian, Cesar Valladares

**MEMBERS ABSENT:** Gavin Koon, George Palazzo, Russ Tanakaya

**COMMUNITY &  
OTHER AGENCY  
REPRESENTATIVES:** None

**STAFF PRESENT:** Judith Velasco, Melissa Younesian, Joylene Wagner, Diana Antonio

**CALL TO ORDER:** 8:24 am at the Verdugo Jobs Center by Chair Marisol Espinoza

**I. Minutes of October 09, 2018 meeting**

- A. Quorum confirmed for Executive Committee.
- B. Minutes were approved as presented.
  - 1. Ara Aslanian and Jim Darcey abstained.

**II. Director's Report**

**A. Budget Expenditures as of September 30, 2018**

- 1. Executive Director Judith Velasco summarized the grant expenditures report, which lists the total grants awarded, grant start and end dates, and allocation per grant, as well as the amount expended per grant since the beginning of the Program Year (PY) on July 1, 2018.
  - a. The report does not include the revenue generated from fee for service contracts.
    - i. The revenue generated from these services is utilized as a budget reserve.

**B. Regional Communication Goal**

- 1. Ms. Velasco communicated that a goal of the Los Angeles Basin Regional Planning Unit (LABRPU) is to develop a communications platform. The objective is to convey the programs and services available to the public.
  - a. The VWDB has received funding to lead the implementation of the communications platform and is currently accepting proposals.

**C. Stakeholder Forums Updates**

- 1. Ms. Velasco provided updates on the Local Plan forums that are being facilitated by VWDB staff MaryAnn Pranke. The purpose of these forums is to gather input from the community on how to serve the underserved populations.
  - a. The Local Plan modification will be presented to the Full Board for input in January and approval in March. The deadline to submit is March 15, 2019.
  - b. Forums are being held for the following populations: Individuals with Disabilities, English Language Learners, CalFresh Consumers, and Non-Custodial Parents.
  - c. The forums have also helped to strengthen or establish relationships with community organizations.
  - d. The forum meeting notices were advertised in the local papers (Burbank Leader, Glendale News Press, and La Cañada Valley Sun), as well as Brown Acted.

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**D. Lease Agreement**

1. Ms. Velasco shared that the VJC building lease has been amended and forwarded to the owner for input.

**E. Workforce Conferences**

1. Ms. Velasco shared that a labor member will be attending the California Labor Federation – Building Workforce Partnerships conference and two executive committee members will be attending the National Workforce of Boards Association conference; both conferences are held in March.
2. Ms. Velasco announced that Day at the Capitol, an opportunity to meet with elected officials in Sacramento, has been scheduled for March 7<sup>th</sup>. Board members interested in attending need to contact VWDB staff Diana Antonio.

**F. Board Membership**

1. Ms. Velasco communicated to the Executive Committee that another meeting will be scheduled to discuss board membership.
  - a. With the retirement of a board member, the Executive Committee sees this as an opportunity to look at the board size.

**G. Program Report**

1. Verdugo Jobs Center (VJC) Manager Melissa Younesian provided an overview of the VJC Program Report.
  - a. Included in the board packet is a new program overview page of the workforce programs available at the VJC.
    - i. Cesar Valladares recommended editing the program overview page into an infographic format.
2. Ms. Younesian shared that the VJC's Regional Immediate Intervention Service for Employment (RIISE), funded by Measure H funds, was announced as a model program during a meeting with Supervisor Barger's office.
  - a. Ms. Younesian mentioned the challenges of finding individuals who pass drug testing and live scan.
    - i. Ara Aslanian suggested identifying potential businesses that will hire the RIISE participants after completing their paid work experience.
3. Ms. Velasco shared that the VWDB is in the process of fine tuning its Workforce Insights newsletter. Program spotlights and success stories will allow for the VWDB and VJC to connect with the board members beyond quarterly meetings.
  - a. A challenge is marketing the diverse clientele of the VJC to the business community.

**III. Action Items**

- A. None

**IV. Other Businesses and Announcements**

- A. Ms. Velasco reminded the Executive Committee that the Board Social will be held on December 5 at the Phoenicia in Glendale.

**V. Public Comments: None**

**VI. Adjournment: 9:35 am**