

Verdugo Workforce Development Board

Serving Burbank, Glendale, and La Cañada Flintridge

AGENDA

Verdugo Jobs Center

Location: Suite A, B, C
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

8:30	1	Introductions	
		Approval of Minutes – October 09, 2018	1
8:40		Consent Items	
		a) Approval of Acceptance of Additional Funds from Los Angeles County for Youth Employment Services and to Award the Funding to Glendale Youth Alliance to Provide Services for the Program Year (PY) 2018-2019	5
		b) Approval of the Addition of Copy & Design and The Bureau of Small Projects to the Qualified Vendor List for Professional Service Providers	7
9:00		Board Chair Report – Marisol Espinoza	
9:05		<i>Presentation</i> Local Plan: Voices In Action By Judith Velasco and MaryAnn Pranke	
9:20		Director's Report	
		a) Verdugo Workforce Development Board (VWDB) Fiscal Year 2018-19 Budget Expenditures as of November 30, 2018	9
		b) Workforce Innovation and Opportunity (WIOA) Update: <ul style="list-style-type: none">• Board of Directors Regional Meeting• 2019 Priorities• Workforce Conferences• Lease Agreement• VJC Tour Schedule	
		c) Program Report and Overview – Melissa Younesian	11
		d) One-Stop Operator Report – Glendale Youth Alliance	19
		e) Labor Market Report – MaryAnn Pranke	21

f) Grants & Initiatives – Mary Ann Pranke 25

9:35 **Legislative Updates**

9:45 **Committee Reports**

a) Verdugo School-to-Career Coalition – Chris Lenz and Joylene Wagner

9:55 **Other Business and Announcements**

a) List of current WDB board of directors/contact information 27

b) 2019 WDB meeting calendar 29

c) VJC Tour Calendar 30

Public comments

Adjourn

Next Meeting: Tuesday, April 09, 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

FULL BOARD MEETING MINUTES

10/9/2018

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

MEMBERS PRESENT: Onnig Bulanikian, Lucy Burghdorf, Lee Casady, Marisol Espinoza, Nick Hacopian, Gavin Koon, Debbie Kukta, George Palazzo, Michael Ritterbrown, Veronica Romero, Julio Ruiz, Cesar Valladares, Russ Tanakaya, Terry Walker

MEMBERS ABSENT: John Acosta, Ara Aslanian, Greg Astorian, Cynthia Banks, Tris Carpenter, James Darcey, Tom Flavin, Mary Hamzoian, Chris Lenz, BJ McGuire, Nancy Osipo-Peera, Darlene Sanchez

COMMUNITY & OTHER AGENCY REPRESENTATIVES: Angela Andikyan (GYA), Armina Gharpetian (GUSD), Olabisi Oweyo (EDD), Rasheedah Scott (VJC), Nona Yegiazaryan (EDD)

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

CALL TO ORDER: 8:35 am at the VJC by Chair Marisol Espinoza

I. Introductions

- A. Chair Marisol Espinoza announced that VWDB Staff MaryAnn Pranke will be giving a presentation on the Local Plan.
- B. Executive Director Judith Velasco mentioned that due to not achieving quorum during the introduction period, the approval of the minutes and consent items will be reviewed after the presentation.

II. Presentation: “Providing Meaningful Workforce Programs for Special Populations”

- A. VWDB staff MaryAnn Pranke facilitated the presentation on the Local Plan.
 - 1. A copy of the presentation was disseminated to the attendees.
- B. Ms. Pranke stated that modifications are occurring at the state, regional, and local levels.
 - 1. The Local Plan discusses the Verdugo economy (Burbank, Glendale, and La Cañada Flintridge) and the Regional Plan is a collaboration between the seven workforce development boards in the Los Angeles Basin Region.
 - 2. The State wants to see true collaboration, integration, and engagement between the partners. They want to ensure that customers have assistance throughout all of the process.
 - 3. The VWDB’s Local Plan Modification focuses on the following populations: People with Disabilities, English Language Learners, CalFresh Recipients, and Non-Custodial Parents.
 - a. Ms. Pranke specified that the VWDB will target people with intellectual and developmental disabilities, as well as asylees and refugees.
- C. Ms. Pranke provided a comparison of traditional co-enrollment and the Continuum of Care Model.
 - 1. The Continuum of Care Model is currently being utilized for the Uniquely Abled Academy.
 - a. There is one job developer and one case manager; it is one universal system with one universal application system.
- D. Discussion:
 - 1. What apprehensions or concerns might employers have when hiring individuals from these populations?
 - a. The board members and community representatives commented the following:

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- i. Concerns employers have with the individuals with disabilities population is their productivity level, the time required to complete a task, and how to engage with employees with disabilities.
 - Employers also fear the possibility of workers compensation and health insurance costs increasing, as well as purchasing and maintaining accommodations and assistive technology.
- ii. Assist the individuals by documenting skills sets, obtaining certifications, and providing on-going support.
- 2. How can we better engage employers to address their concerns and participate in hiring these individuals?
 - a. The board members and community representatives suggested the following:
 - i. Having a clear communication plan.
 - ii. Inform the employers of the incentives of participating in Paid Work Experience or On-the Job Training.
 - Also, make the employers aware of the supportive services available to the individuals such as bus tokens.
 - iii. Refer employers to the California Employer Advisory Council.
- E. Ms. Velasco announced that a forum of each of the populations will be held at the Verdugo Jobs Center (VJC).
 - 1. The goal of the forums is to gather input from the community on how to further assistance these populations and incorporate the ideas into the Local Plan.
 - a. Board members are encouraged to attend and refer organizations to the forums.

III. Minutes of April 12, July 12, and July 25, 2018

- A. Quorum confirmed.
- B. Minutes presented and reviewed. **MOTION:** Gavin Koon ^{2nd}: Nick Hacopian
Action: APPROVED

IV. Action Items

- A. **Approval of Acceptance of \$348,936 in Strong Workforce Program Funds from Glendale Community College to Provide Job Placement Services for Career Technical Education Graduates in Program Year 2018 – 2019**
 - 1. The funding provides the VWDB an opportunity to assist Glendale Community College (GCC) in achieving its employment measures by providing job placement services as well as case management and follow-up/retention services to graduating Career Technical Education (CTE) students.
- B. **Approval to Release Request for Proposals (RFP) for Layoff Aversion Services for Program Year 2018-19**
 - 1. The purpose of this RFP is to solicit year-round services from an experienced and qualified firm to provide layoff aversion services to businesses in the Verdugo area.
- C. **Approval to Enter into New Contract with Dr. Rick Saunders for Program Year 2018-2019 to Provide Services to Customers with Disabilities**
 - 1. Ms. Velasco clarified that the VWDB has previously approved amending the contract with Dr. Rick Saunders, but the City of Glendale's legal department requested that a new contract be drafted.

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MOTION FOR CONSENT ITEMS:

1st: George Palazzo 2nd: Debbie Kukta

APPROVED

V. Director's Report

A. VJC Tours

1. Ms. Velasco announced that an opportunity for board members to connect with the public will be available through these VJC informational sessions.
 - a. The informational sessions are scheduled for the third Wednesday of every month at 12:30 pm for an hour. Potential attendees need to email VWDB staff Diana Antonio.

B. AJCC Certification – Communications Strategy

1. The board members discussed on how to communicate the VWDB's message in a clear and understandable manner to the general public.
 - a. A suggestion was rolling out a monthly newsletter that includes updates on the programs and services available at the VJC and success stories.

C. Local and Regional Plan

1. Ms. Velasco communicated that once the Local Plan is released there will be a 30 day public comment period. The Local Plan is due on March 15, 2019.

D. Vendor Limits Purchasing Policy

1. Ms. Velasco explained that current City policy limits payments to \$50,000 per vendor.
 - a. Yearly, the VWDB dedicates thirty percent of its budget to client training. For this reason the VWDB is requesting to increase the threshold to \$150,000 per vendor.
 - i. Ms. Velasco is scheduled to go to City Council on October 23 for this request.

E. Lease Agreement

1. Ms. Velasco reported that a successful meeting was held with building owner regarding the renewal of the VJC lease.
 - a. The new amended lease will be presented to the Executive Committee for approval.

VI. Program VJC Report

- A. Ms. Velasco summarized the program report.
 1. The annual Tech Job Fair, held on Wednesday, September 19, had close to 500 people in attendance. The next targeted job fair is the Veteran's Job Fair in March 2019.

VII. One-Stop Operator Report

- A. Ms. Velasco shared that during the One-Stop partnership meeting held on September 26, Ms. Pranke facilitated a similar discussion regarding the Local Plan.

VIII. Grants and Initiatives

- A. Ms. Velasco communicated that the VWDB is trying to secure more funding for career exploration for youth with work based opportunities.

IX. Other Businesses and Announcements

- A. Ms. Velasco announced that the Board Social is tentatively scheduled for either Tuesday, December 4 or Wednesday December 5.

X. Public Comments: None

XI. Adjournment: 9:45 am