

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

February 12, 2019

The meeting will begin promptly at 8:10 A.M.

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

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|------|----------|--|-----------|
| 8:10 | 1 | Introductions | |
| | | Approval of Minutes: January 08, 2019 | 1 |
| 8:15 | 2 | Director's Report | |
| | a) | Verdugo Workforce Development Board (VWDB) Fiscal Year 2018-19
Budget Expenditures as of December 31, 2018 | 3 |
| | b) | Updates: | |
| | | <ul style="list-style-type: none">• LA Basin Region Projects• Slingshot 2.0 - Regional Coordination• Local and Regional Plan- Public Comment Period• CTE Programs-Music Mentorship & Airport Academy• Uniquely Abled Academy-Proposed Name Change• Vector Sector Skills Project | |
| | c) | Program Report and Overview – Melissa Younesian | 5 |
| | d) | Grants & Initiatives – Mary Ann Pranke | 13 |
| 8:30 | 4 | Action Items | |
| | a) | Approval of Acceptance of \$300,000 of Workforce Innovation
Opportunity Act Funds from the California Workforce
Development Board to Implement a Regional Co-Enrollment
System and Approval to Enter into Contract with Each of the Six
Remaining Workforce Development Boards for a Total Amount
Not to Exceed \$60,000 | 15 |
| | b) | Approval to Enter into Contract with Copy and Design to Develop
the Los Angeles Basin Regional Planning Unit's Communication
Platform, for an Amount Not to Exceed \$57,500 | 17 |
| | c) | Approval to Enter into Contract with Sol Central, LLC to Provide
Business Engagement Services that Result in Job Placements for
Students in the Strong Workforce Program Career Education | 21 |
| | d) | Approval to Authorize the Release of a Request for Proposals
(RFP) for One-Stop Operator | 23 |

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.

9:30

5 Other Business and Announcements

a) 2019 Executive Committee meeting calendar

27

Public comments

Adjourn

Next Executive Committee Meeting: Tuesday, March 12, 2019

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

1/8/2019

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

MEMBERS PRESENT: Marisol Espinoza, Debbie Kukta, Gavin Koon, Cesar Valladares, Nick Hacopian, Jim Darcey

MEMBERS ABSENT: Ara Aslanian ,George Palazzo

**COMMUNITY &
OTHER AGENCY
REPRESENTATIVES** None

STAFF PRESENT: Judith Velasco, Joylene Wagner, Diana Antonio

CALL TO ORDER: 8:00 am at the VJC by Chair Marisol Espinoza

I. Minutes of November 13, 2018 Meeting

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

II. Director's Report

Executive Director Judith Velasco deferred majority of the report to the Full Board meeting.

A. Board Membership

- 1. Ms. Velasco disclosed that one business and one labor board member have resigned from the VWDB, and Cynthia Banks, Director of the Los Angeles County, Workforce Development, Aging and Community Services Department will be retiring by the end of January.
 - a. The Executive Committee approved the motion to not fill the seat left by Ms. Banks.
 - i. Motion: Gavin Koon 2nd: Cesar Valladares
- 2. The board size at the end of January will be composed of 23 members. Two additional labor representatives are needed to be in compliance.

B. Lease Agreement

- 1. Ms. Velasco reported that the Verdugo Jobs Center (VJC) building owner has signed the second lease addendum which is effective April 1, 2018 through March 31, 2023.
 - a. Copies of the 2013 lease and the second addendum were disseminated to the attendees.
 - b. Notification of the signed addendum was received the evening prior; therefore a special meeting will be scheduled for the Board to review and approve the lease addendum.
- 2. Ms. Velasco emphasized that the addendum does not have an option to renew. Staff will begin to look at other city buildings and properties.

C. Verdugo WIB Foundation

- 1. Ms. Velasco announced that Foundation meetings will be postponed until a strategic planning meeting is held.

III. Action 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 2018-2019

- 1. Los Angeles County has awarded an additional \$125,000 to the VWDB to serve an estimated 53 youth ages 14-24 with 120 hours of work experience and personal enrichment training. An amount not to exceed \$115,725 will be allocated to Glendale Youth Alliance (GYA) to provide the services.

**VERDUGO WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING MINUTES
1/8/2019
8:00 a.m. to 8:30 a.m.**

B. Approval of the Addition of Copy & Design and The Bureau of Small Projects to the Qualified Vendor List for Professional Service Providers

1. Copy & Design and The Bureau of Small Projects submitted quotations for the Los Angeles Basin Communications Plan.

MOTION FOR CONSENT ITEMS A-B:

Motion: Jim Darcey **2nd:** Debbie Kukta

APPROVED

IV. Other Businesses and Announcements

- A. None

V. Public Comments: None

VI. Adjournment: 8:22 am