

Verdugo Workforce Development Board

Serving Burbank, Glendale and La Cañada Flintridge

Verdugo Workforce Development Board One-Stop Partnership Quarterly Meeting Agenda

Verdugo Jobs Center

Location: La Cañada Room
1255 S. Central Ave, Glendale 91204

March 6, 2019

- 9:30**
- 1 Welcome**
Approval of Minutes: December 5, 2018
 - 2 Presentations**
 - a) Local Plan Draft & Updates – MaryAnn Pranke
 - b) Partner Presentations – Employment Development Dept.
 - 3 AJCC Certification Continues Improvement Plan**
Breakout sessions
 - a) Quarterly Reporting
 - b) Co-enrollments
 - c) Customer Satisfaction
 - 4 New Business/Announcements**
Upcoming Events
 - 5 Meeting Calendar**
2019 calendar
 - 6 Public Comments**
- Adjourn**

VERDUGO WORKFORCE DEVELOPMENT BOARD

One-Stop Partnership Quarterly Meeting

12/5/2018

9:00 a.m. to 11:00 a.m.

MEMBERS PRESENT: Emilio Urioste, Jonathan Vasquez, and Lucy Alexan (Burbank Adult School), Adriana Garcia (Burbank Workforce Connection), Nona Yegiazaryan (Employment Development Department), Irena Seta (Friends Outside), Alfred Ramirez and Mirna Najera (Glendale Community College), Karine Grigoryan (Glendale Youth Alliance), Melissa Younesian (Verdugo Jobs Center)

One-Stop Operator Angela Andikyan

STAFF PRESENT: Judith Velasco, Diana Antonio, Lori Kurdoghlian

CALL TO ORDER: 9:42 am at the Burbank Adult School by Angela Andikyan

I. Introductions

- A. One-Stop Operator Angela Andikyan thanked Burbank Adult School (BAS) for hosting the One-Stop Partnership meeting.

II. Minutes of September 26, 2018

- A. Minutes approved as corrected.

III. Burbank Adult School Partner Presentation

- A. Emilio Urioste, Director of BAS, provided an overview on the programs and services available at the BAS.
 - 1. Mr. Urioste emphasized that adult education allows people to either receive a promotion or change careers, or gain access to activities.
 - 2. BAS integrates English as a Second Language (ESL) classes and technology. Students that attend the ESL classes offered on Saturdays are required to have a digital portfolio. This digital portfolio contains the student's resume, cover letter, and a PowerPoint explaining who they are. The digital portfolio changes as the student advances in the ESL classes.

IV. Burbank Workforce Connection – Adriana Garcia

- A. Adriana Garcia provided an overview on the programs and services offered at the Burbank Workforce Connection (BWC). The BWC also serves as a satellite office for the Verdugo Jobs Center (VJC).
 - 1. The BWC runs three youth employment programs: Summer Trails Enhancement Program (STEP), City Resources Employing Students Today (CREST), and Burbank Employment and Student Training (BEST).

V. Pathways to Services, Referral and Enrollment Directive overview

- A. Lori Kurdoghlian MIS Administrator of the VJC discussed a directive that provides guidance on verifying authorization to work and referring clients to Title II partners.
- B. Melissa Younesian VJC Manager emphasized that Title II partners should not be referring students with no authorization to work documents to the VJC.
- C. Mirna Najera shared that the Glendale Community College has a lawyer on campus that is open to the community located on the multicultural center next to the cafeteria.

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VI. AJJC Certification

- A. Ms. Andikyan reminded the partners of the AJCC Certification process the VJC went through; copies of the scoring sheet and the continuous improvement plan was disseminated to the attendees.
 - 1. The partners were assigned a Hallmark and broke out into their Work Groups.
 - a. The partners suggested the following:
 - i. Work on a flowchart that demonstrates the process for co-enrollment
 - ii. Development of a communications strategy
 - iii. Development of a system to determine customer satisfaction

VII. Other Businesses and Announcements

- A. The next MOU Partner meeting is scheduled for Wednesday, March 6 at the VJC.
- B. Irene Seta, Director of Employment Programs at Friends Outside, shared that Friends Outside is a mobile office that assists the reentry population. They provide career based training and transition the participant into employment.
- C. Ms. Andikyan announced that she will no longer be the VWBD's One-Stop Operator as she has accepted a position at a different organization.
 - 1. Ms. Velasco thanked Ms. Andikyan for her accomplishments as the One-Stop Operator.

VIII. Public Comments: None

IX. Adjournment: 11:42 am