

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

April 09, 2019

The meeting will begin promptly at 8:00 A.M.

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

- | | | | |
|------|----|---|----|
| 8:00 | 1 | Introductions | |
| | | Approval of Minutes: February 12, 2019 | 1 |
| 8:05 | 2 | Director's Report – <i>Deferred to Full Board Meeting</i> | |
| | a) | Verdugo Workforce Development Board (VWDB) Fiscal Year 2018-19
Budget Expenditures as of February 28, 2019 | 5 |
| | b) | Updates: | |
| | | <ul style="list-style-type: none">• UAA Graduation and Open House• NAWB Workforce Conference• LA Basin Region Projects• Slingshot 2.0 – Regional Coordination• RFP Operator- Need Raters | |
| | c) | Program Report and Overview – Melissa Younesian | 7 |
| | d) | Grants & Initiatives – Mary Ann Pranke | 15 |
| 8:10 | 4 | Action Items | |
| | a) | Approval of Preliminary Allocation of \$120,500 to the Burbank Workforce Connection to Provide Services as the Verdugo Jobs Center Satellite for Program Year (PY) 2019-2020 | 17 |
| | b) | Approval of Preliminary Allocation of \$411,876 to Glendale Youth Alliance to Provide Workforce Innovation and Opportunity Act Youth Services as the Youth Provider for PY 2019-2020 | 18 |
| | c) | Approval of Acceptance of \$500,000 in California Adult Education Program Grant Funds from Glendale Community College to Assist the Glendale Community College District Regional Consortium in Implementing Adult Education and Workforce Development Services for PY 2019-2020 and Approval to Enter into Contract with Glendale Youth Alliance, Jesse Holm, and Glendale Library Arts & Culture | 20 |
| | d) | Approval to Accept the Summer Training and Employment Program for Students Funds from the California Department of | 22 |

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.

Rehabilitation and to Award Funds to Glendale Youth Alliance, Glendale Community College's Professional Development Center, and the Foundation for California Community Colleges for PY 2018-2019 and PY 2019-2020

- e) **Approval to Award Funding to the American Federation of Musicians Local 47 to Continue Implementation of Mentorship Program for Students during the 2019 Summer** 25
- f) **Approval of Recommendation of the Labor Nominating Committee to the Los Angeles County Federation of Labor and Arroyo Verdugo Communities Joint Powers Authority Governing Board for Appointment of Ms. Teresa Sánchez to the Verdugo Workforce Development Board as Constituted Under the Workforce Innovation and Opportunity Act** 26
- g) **Approval of the Verdugo Workforce Development Board Local Workforce Development Plan Modification for 2019 and the Los Angeles Basin Regional Planning Unit Workforce Development Plan Modification for 2019 and their Submission to the California Workforce Development Board and the State of California Employment Development Department** 33

- 8:30 **5 Other Business and Announcements**
- a) 2019 Executive Committee meeting calendar 35
 - b) VJC Tour Schedule 36

Public comments

Adjourn

Next Executive Committee Meeting: Tuesday, May 14, 2019

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

2/12/2019

8:10 a.m. to 9:30 a.m.

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

MEMBERS ABSENT: Gavin Koon

**COMMUNITY &
OTHER AGENCY
REPRESENTATIVES:** None

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

CALL TO ORDER: 8:11 am at the VJC by Chair Marisol Espinoza

I. Minutes of January 08, 2019 Meeting

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

II. Director's Report

A. Budget Expenditures as of December 31, 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. Ms. Velasco reported that a new budget format is being developed. The Executive Committee requested that reports include the City of Glendale's in-kind contributions, if possible.

B. LA Basin Region Projects

- 1. Ms. Velasco mentioned that the Workforce Innovation and Opportunity Act (WIOA) of 2014 implemented the new requirement for Workforce Development Boards (WDBs) to work together at the regional level.
 - a. The seven WDBs in the Los Angeles region form the Los Angeles Basin Region Planning Unit (LABRPU). They have been working together and meeting on a monthly basis to modify the regional plan.
 - i. The Regional Plan focuses on the re-entry population.
 - The South Bay Workforce Investment Board (SBWIB) is taking the lead and working on a \$7 million grant application to serve the reentry population; the application is due by the end of the week.

C. Local and Regional Plan – Public Comment Period

- 1. Ms. Velasco announced that both the regional and local plans are available for public comment through February 28. Comments for the Local Plan are to be emailed to VWDB staff, MaryAnn Pranke.

D. Slingshot 2.0 – Regional Coordination

- 1. Ms. Velasco announced that the VWDB has been awarded \$300,000 to champion services for individuals with Intellectual Disabilities and Development Disabilities.
 - a. The VWDB submitted a grant application on behalf of the region and will be leading discussions and efforts with the other (6) boards to develop a strategic co-enrollment process similar to the process used by Glendale's Uniquely Abled Academy.

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E. Uniquely Abled Academy Name Change – Proposed Name Change

1. Ms. Velasco shared that the proposed name change for the Uniquely Abled Academy is the Verdugo CNC Machinist Academy at Glendale Community College (GCC).
 - a. The name change will differentiate the program at GCC from other academies that exist.
 - i. Also, the model program at GCC is a for credit model. Other models do not use a credit-approved curriculum so the students do not receive college credits for attending.
2. Ms. Velasco clarified that the VWDB, GCC, Department of Rehabilitation, and the Lanterman Regional Center were the first to develop this partnership model.
 - a. This leadership never looked at the program as a source to generate funding. Other programs are being developed for the purpose of generating revenue.

F. CTE Programs – Music Mentorship and Airport Academy

1. Ms. Velasco announced that the VWDB continues to work with Burbank Unified School District (BUSD) and Glendale Unified School District (GUSD) to continue with the second cohort for the Music Mentorship Academy.
 - a. GCC will be given slots to be able to participate in the academy.
2. Ms. Velasco shared that the VWDB is covering the transportation costs for GUSD for students to attend the Airport Academy at the Hollywood Burbank Airport. This academy was developed by VWDB member Lucy Burghdorf.

G. Vector Skills Project

1. Ms. Velasco disclosed that the VWDB may not be able to meet the expenditure rate for the Verdugo Sector Skills grant. This is due to a company becoming eligible for the Trade Adjustment Act (TAA) which offers greater benefits to laid off workers including extending their unemployment insurance benefits.
 - a. Melissa explained that affected workers were receiving services from the Verdugo Jobs Center (VJC) and staff had reserved \$100,000 to cover training expenses. When the workers dropped VJC for TAA services, the staff was left with \$100,000 of unspent funds. These funds can only be used with other dislocated workers affected by state-approved companies, limiting the opportunities for expending the funds.
 - b. Not meeting expenditures for this grant does not prevent the Board for asking for future funding to assist dislocated workers.

III. Action Items

A. Approval of Acceptance of \$300,000 of Workforce Innovation Opportunity Act (WIOA) 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 in the Los Angeles Basin Regional Planning Unit (LABRPU) for a Total Amount Not to Exceed \$60,000

1. The VWDB has been awarded \$300,000 in WIOA funds for the Slingshot 2.0 Regional Plan Implementation Grant (Slingshot 2.0), based on a proposal developed and submitted by VWDB on behalf of the Los Angeles Basin Regional Planning Unit (LABRPU).
 - a. The Slingshot 2.0 grant provides funding for the VWDB to lead the implementation of a universal strategic co-enrollment system that is modeled after the system currently in place at the Verdugo Jobs Center (VJC). The co-enrollment system was developed by VJC partners including VWDB, Department of Rehabilitation, Glendale Community College (GCC), GlendaleLEARNS, Glendale Youth Alliance and Frank D. Lanterman Regional Center.

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2. As the subgrantee for the Slingshot 2.0 grant and administrator of the funds on behalf of the LABRPU, the VWDB will enter into contracts with the other six WDBs to allocate \$10,000 to each, for a total not to exceed \$60,000.

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

1. As part of the regional work, the VWDB is responsible for procuring the vendor that will develop and implement the communications platform.
 - a. VWDB staff MaryAnn Pranke explained the process in which the vendor was procured, to ensure an objective evaluation.
 - i. Based on the consensus evaluation results, Copy and Design was recommended by the Selection Committee to develop the LABRPU’s Communication Platform, for an amount not to exceed \$57,500.

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

1. The contract with Sol Central, LLC would be in an amount not to exceed \$14,999, to provide business engagement services that result in job placements for students in the Strong Workforce Program Career Education.

D. Approval to Authorize the Release of a Request for Proposals (RFP) for One-Stop Operator

1. The proposal is still being reviewed by the City of Glendale’s Legal department, which may impact the release date. The RFP is for \$50,000.
 - a. Ms. Velasco added that the state has not issued any further guidance on the expectations of the One-Stop Operator.

IV. Program report

- A. Ms. Younesian provided a summary on the rapid response activities that have been held in the area.
 1. Cesar Valladares commented that there has been an increase of WARN notices coming in during the past six months.
 - a. George Palazzo requested to have the Committee members receive copies of the WARN notices, if possible.
- B. A Health Care Job Fair will be held at the VJC on March 1 from 8:30 am – 12:00 pm.

MOTION FOR CONSENT ITEMS:

Motion: Nick Hacopian **2nd:** Cesar Valladares

APPROVED

V. Other Businesses and Announcements

- A. Ms. Velasco announced that seats are available for Burbank’s Educational Foundation State of the Schools Breakfast that will be held on February 27. Contact Diana Antonio to RSVP.
- B. Ms. Velasco shared that the Glendale Educational Foundation will host its annual Disco and Diamonds gala on March 1.

VI. Public Comments

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VII. Adjournment: 9:28 am