

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

April 09, 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, January 09, 2019, and January 22, 2019 | 1 |
| 8:40 | | Consent 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 in the Los Angeles Basin Regional Planning Unit for a Total Amount Not to Exceed \$60,000 | 9 |
| | 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 | 11 |
| | 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 | 14 |
| | d) | Approval to Authorize the Release of a Request for Proposals (RFP) for One-Stop Operator | 16 |
| | e) | 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 | 18 |
| | f) | 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 | 19 |
| | g) | Approval of Acceptance of \$500,000 in Adult Education Program Grant Funds from Glendale Community College to Assist the Glendale Community College District Regional Consortium in Implementing Adult Education and Workforce | 21 |

Development Services for PY 2019-2020 and Approval to Enter into Contract with Glendale Youth Alliance, Jesse Holm, and Glendale Library Arts & Culture

	h) Approval to Accept the Summer Training and Employment Program for Students Funds from the California Department of 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	23
	i) Approval to Award Funding to the American Federation of Musicians Local 47 to Continue Implementation of Mentorship Program for Students during the 2019 Summer	26
	j) 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	27
	k) 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	33
9:00	Board Chair Report – Marisol Espinoza	
9:05	Director’s Report	
	a) Verdugo Workforce Development Board (VWDB) Fiscal Year 2018-19 Budget Expenditures as of February 28, 2019	35
	b) Workforce Innovation and Opportunity (WIOA) Update: <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	37
	d) One-Stop Operator Report – Glendale Youth Alliance	45
	e) Labor Market Report – MaryAnn Pranke	47

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.

	f) Grants & Initiatives – Mary Ann Pranke	51
9:15	Legislative Updates	
9:20	Committee Reports	
	a) Verdugo School-to-Career Coalition – Chris Lenz and Joylene Wagner	
9:30	Other Business and Announcements	
	a) List of current WDB board of directors/contact information	53
	b) 2019 WDB meeting calendar	55
	c) VJC Tour Calendar	56
9:35	Public comments	
	Adjourn	
	Next Meeting: Tuesday, July 09, 2019	

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

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

VERDUGO WORKFORCE DEVELOPMENT BOARD

FULL BOARD MINUTES

1/8/2019

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

MEMBERS PRESENT: Onnig Bulanikian, Jim Darcey, Marisol Espinoza, Tom Flavin, Nick Hacopian, Gavin Koon, Debbie Kukta, Nick Hacopian, Nancy Osipo-Peera, Veronica Romero, Darlene Sanchez, Cesar Valladares

MEMBERS ABSENT: John Acosta, Ara Aslanian, Greg Astorian, Cynthia Banks, Lucy Burghdorf, Lee Casady, Mary Hamzoian, Chris Lenz, BJ McGuire, George Palazzo, Michael Ritterbrown, Julio Ruiz, Terry Walker

COMMUNITY & OTHER AGENCY REPRESENTATIVES: Victoria Dochoghlian (Assemblymember Laura Friedman's Office) Karine Grigoryan (GYA), Jason Maruca (Supervisor Barger's Office) Juan Millan (EDD), Jan Swinton (GCC), Nona Yegiazaryan (EDD)

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

CALL TO ORDER: 8:34 am at the VJC by Chair Marisol Espinoza

I. Introductions

- A. Chair Marisol Espinoza announced that the action items will be reviewed once quorum is present and that VWDB Staff MaryAnn Pranke will be giving a presentation on the Local Plan modification.

II. Minutes of October 09, 2018 – *Deferred to approval at next Full Board meeting as quorum was not achieved.*

III. Presentation: “Local Plan: Voices in Action”

- A. VWDB staff MaryAnn Pranke facilitated the presentation on the Local Plan Modification.
 - 1. A copy of the presentation and a draft version of the modified Local Plan were disseminated to the attendees.
- B. Ms. Pranke provided updates and shared information gathered during several meetings held with partners and the five forums that were held at the Verdugo Jobs Center (VJC).
 - 1. A feedback provided is that a branding and marketing campaign is needed; this aligns with one of the Los Angeles Basin Regional Planning Unit's (LABRPU) goals.
 - 2. Based on the feedback of areas in which strategies will be expanding are includes: integrating new partners into strategic co-enrollment, implementing contextual ESL, expanding career pathways for all groups, and tracking non-custodial parents.
 - 3. The stakeholder and community forums helped to connect and reconnect with various organizations in the community.
- C. Ms. Pranke announced that the Local Plan modification will open for public comment for a 30 day period and the final document will be submitted on March 11.

IV. Director's Report

- A. **Verdugo Workforce Development Board Fiscal Year (FY) 2018-19 Budget Expenditures as of November 30, 2018**
 - 1. Ms. Velasco presented and summarized the Board's FY 2017-18 Expenditure Report.

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B. VJC Lease

1. Ms. Velasco announced that the lease addendum was signed and received the night prior.
 - a. A copy of the signed second addendum and the 2013 lease were disseminated to the board members.

C. Board of Director' Regional Meeting

1. Ms. Velasco shared that a recent convening of all regional boards was held in which its executive committee members attended.
 - a. The VWDB had the most executive committee members present at the meeting.
 - b. Board member Debbie Kukta commented that the groups were collaborative and shared best practices.

V. Labor Market Report

- A. VWDB staff MaryAnn Pranke provided an overview of the LMI in the tri-city area.
 1. The unemployment rate is expected to slightly increase due to retail laying off the employees they hired during the holiday season.

VI. Verdugo School-to-Career Coalition Report

- A. VWDB staff Joylene Wagner announced that the next VSTCC meeting will be held on January 30 at 8:30 am at the Verdugo Jobs Center.

VII. Action Items

- A. Ms. Velasco stated quorum was not achieved; therefore, consent items will be postponed until the January 22 special board meeting.

VIII. Other Businesses and Announcements

- A. Ms. Velasco communicated that she will consult with the City of Glendale's Attorney's Office to see if telephoning into a board meeting is doable.

IX. Public Comments: None

X. Adjournment: 9:40 am

**VERDUGO WORKFORCE DEVELOPMENT BOARD
FULL BOARD MEETING MINUTES**

1/22/2019

9:30 a.m. to 10:00 a.m.

MEMBERS PRESENT: Ara Aslanian, Greg Astorian, Cynthia Banks, Onnig Bulanikian, Lee Casady, Jim Darcey, Marisol Espinoza, Tom Flavin, Nick Hacopian, Mary Hamzoian, Debbie Kukta, Chris Lenz, Nancy Osipo-Peera, George Palazzo, Veronica Romero, Julio Ruiz, Darlene Sanchez, Cesar Valladares, Terry Walker

MEMBERS ABSENT: John Acosta, Lucy Burghdorf, Gavin Koon, BJ McGuire, Michael Ritterbrown

**COMMUNITY &
OTHER AGENCY
REPRESENTATIVES:** None

STAFF PRESENT: Judith Velasco, Diana Antonio

CALL TO ORDER: 9:32 am at the Verdugo Jobs Center by Chair Marisol Espinoza

I. Introductions

- A. Chair Marisol Espinoza welcomed the board members and thanked them for attending the special board meeting.
- B. VWDB Staff Diana Antonio confirmed quorum through roll call.

II. Action Items

Executive Director Judith Velasco reviewed the slate of 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 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 work experience and personal enrichment training. \$115,725 will be given to Glendale Youth Alliance (GYA) to provide the services.
- B. **Approval of the Addition of Copy & Design and The Bureau of Small Projects to the Qualified Vendor List for Professional Service Providers**
 - 1. Ms. Velasco clarified that the Qualified Vendor List (QVL) is for businesses that are interested in working with the VWDB, it does not guarantee entering into contractual agreement with the business. There is an application process that consists of ten elements.
- C. **Approval to use WIOA funds for rental payments as specified in the second addendum lease between the City of Glendale and the property owner, Babak B. Golbahar for the Verdugo Jobs Center occupied space at 1255 South Central Avenue, Glendale, CA 91204 for a 5 year period, April 1, 2018 to March 31, 2023**
 - 1. A copy of the 2013 executed lease and the first and second addendum was disseminated to the board members.
 - a. Ms. Velasco provided a summary of the second addendum lease.
 - b. Under the second addendum, the current lease rate increased by 3% from \$2.18 a square foot to \$2.25 a square foot with a 3% annual rent increase for the life of the

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lease which expires on March 31, 2023. This translates to a first year monthly payment of \$52,321.50 effective April 1, 2018.

- c. Ms. Velasco emphasized that there is no option to renew the lease after five years, as there has been in previous leases. Therefore, VJC staff will begin to look at different facilities.
2. Ms. Velasco mentioned that the Verdugo Consortium is under a Joint Powers Agreement (JPA). Under this agreement, the City of Glendale is the fiscal agent; it is the City of Glendale who holds the lease, not the VWDB/VJC.
 - a. The City of Glendale's Attorney's Office and Overland, Pacific, and Cutler (OPC) assisted in the lease negotiation.
 - b. A separate lease agreement with the Employment Development Department (EDD) and Glendale Youth Alliance (GYA) exists, as well as with other mandatory partners.

MOTION FOR CONSENT ITEMS: A – C

Motion: George Palazzo **2nd:** Ara Aslanian

APPROVED

III. Public Comments: None

IV. Other Businesses and Announcements

- A. Ms. Velasco announced that Cynthia Banks, director of the Los Angeles County, Workforce Development, Aging and Community Services will be retiring. She thanked Ms. Banks for her valued participation and 15 years of service on the VWDB.

V. Adjournment: 10:06 am

Next Meeting: Tuesday, April 9, 2019