

Verdugo Workforce Development Board

Serving Burbank, Glendale, and La Cañada Flintridge

EXECUTIVE COMMITTEE AGENDA

Verdugo Jobs Center

May 14, 2019

Location: Victory Salon (2nd Floor)
1255 S. Central Ave, Glendale 91204

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: April 09, 2019 | 1 |
| 8:05 | 2 | Director's Report | |
| | a) | Verdugo Workforce Development Board (VWDB) Fiscal Year 2018-19 Budget Expenditures as of March 31, 2019 | 5 |
| | b) | Updates: | |
| | | <ul style="list-style-type: none">• Board Recertification and Regional Planning• Workforce Accelerator• One-Stop Operator | |
| | c) | Program Report and Overview – Melissa Younesian | 7 |
| | d) | Grants & Initiatives – Mary Ann Pranke | 13 |
| 8:10 | 4 | Action Items | |
| | a) | Approval of Acceptance of \$150,000 of Workforce Innovation and Opportunity Act, Workforce Accelerator Funds from the California Workforce Development Board to Implement a Regional Biotechnology Technician Industry-Valued Credential and Approval to Enter into Contract with Los Angeles Valley College for \$60,000 and allocate \$2,000 to the Verdugo Workforce Development Board Foundation | 15 |
| | b) | Approval of the Burbank Workforce Connection's Certification Required by the Workforce Innovation and Opportunity Act of 2014 | 17 |
| | c) | Approval of Phase II Second Amendment to the Memorandum of Understanding between the Verdugo Workforce Development Board and Local Partners | 19 |
| | d) | Approval of the Verdugo Workforce Development Board's Recertification Application for the Period of July 1, 2019 - June 30, 2021 to the California Workforce Development Board and the Employment Development Department | 21 |

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.

e) **Approval to Amend Strong Workforce Program Contract with Glendale Community College and Amend Contract with Sol Central, LLC to Extend End Dates to June 30, 2020** 23

f) **Approval of the Verdugo Workforce Development Board Preliminary Budget for PY 2019-2020** 25

9:00 5 **Other Business and Announcements**
a) 2019 Executive Committee meeting calendar 27

Public comments

Adjourn

Next Executive Committee Meeting:

Wednesday, June 19, 2019 at 12:00 pm

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

4/9/2019

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

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

MEMBERS ABSENT: George Palazzo

**COMMUNITY &
OTHER AGENCY
REPRESENTATIVES:** None

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

CALL TO ORDER: 8:04 am by Chair Marisol Espinoza

I. Minutes of February 12, 2019

A. Quorum confirmed for Executive Committee.

B. Minutes were approved as presented.

Motion: Debbie Kukta 2nd: Ara Aslanian

Action: APPROVED

II. Director's Report

A. Executive Director Judith Velasco deferred the director's report to the Full Board Meeting immediately following the Executive Committee Meeting.

III. Action Items:

Ms. Velasco reviewed the slate of consent items as follows:

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**

1. The board members requested that the performance data from Burbank Workforce Connection (BWC) be presented regularly in future meetings, to begin at the next meeting.

B. **Approval of Preliminary Allocation of \$411,876 to Glendale Youth Alliance (GYA) to Provide Workforce Innovation and Opportunity Act Youth Services as the Youth Provider for PY 2019-2020**

1. No questions or discussions were presented.

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**

1. Ms. Velasco shared that every year the VWDB receives a \$500,000 apportionment from the Glendale Community College District (GCCD) to implement adult education programs in the Verdugo region.

a. Ms. Velasco clarified that this is a continuation grant; as long as this grant is active, the VWDB will always receive this apportionment.

D. **Approval to Accept the Summer Training and Employment Program for Students Funds from the California Department of Rehabilitation and to Award Funds to GYA, Glendale**

**VERDUGO WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING MINUTES
4/9/2019
8:00 a.m. to 8:30 a.m.**

Community College’s Professional Development Center, and the Foundation for California Community Colleges for PY 2018-2019 and PY 2019-2020

1. The Summer Training and Employment Program for Students (STEPS) is a program to serve students with disabilities. As the youth provider, GYA receives majority of the funding to provide these case management services. Majority of the funds awarded (\$278,400) is dedicated to support payroll expenses. The Foundation for California Community Colleges is the provider of payroll services for the program, as designated by the Department of Rehabilitation which funds the program.
 - a. Per the request of the board members, Ms. Velasco stated that she will provide the allocation that GYA receives for administering the program.

E. Approval to Award Funding to the American Federation of Musicians (AFM) Local 47 to Continue Implementation of Mentorship Program for Students during the 2019 Summer

1. Ms. Velasco summarized the success of last year’s pilot program that included mentorship opportunities with renowned musicians. The students also attended a live score at Sony Studios for the movie: “The Grinch”.
 - a. Ms. Velasco presented on this program at the AFM Western Conference and was very well received.
2. Cesar Valladares mentioned nontraditional career choices are vital to society. He recommended promoting this program at a California Workforce Association Conference.
 - a. There are few opportunities in WIOA to connect students with non-traditional career opportunities. Non-WIOA funds are utilized for these programs.

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

1. Ms. Sánchez will fill a vacant seat under the Labor category. Gavin Koon added that Ms. Sánchez’s experience in employment development will greatly benefit the board.

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

1. Ms. Velasco reminded the Executive Committee that the targeted groups in the Local Plan were: CalFresh recipients, English language learners, Non-custodial parents, and individual with intellectual disabilities and development disabilities. The Regional Plan focuses on the reentry populations in providing them with career pathways and access to workforce development services across the Los Angeles Basin.

MOTION FOR CONSENT ITEMS: A-G Motion: Gavin Koon 2nd: Jim Darcey

APPROVED

**VERDUGO WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING MINUTES
4/9/2019
8:00 a.m. to 8:30 a.m.**

IV. Other Businesses and Announcements

- A. Ms. Velasco announced that a special Executive Committee will need to convene during the week of June 17th to consent in the selection of the One-Stop Operator. A Doodle Survey will be sent to the Executive Committee members to schedule this special meeting.

V. Public Comments: None

VI. Adjournment: 8:27 am