



## EXECUTIVE COMMITTEE AGENDA

### Verdugo Jobs Center

November 13, 2019

Location: Victory Salon (2<sup>nd</sup> 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

- I. Introductions**
  - Approval of Minutes: October 09, 2019 1
  
- II. Director's Report**
  - a) Workforce Innovation and Opportunity (WIOA)
  - b) Program report 3
  - c) Grants and initiatives 11
  
- III. Action Items:**
  - a) Approve entering into contract with the Armenian Relief Society for FY 2019-20, to provide immigrant acculturation services in the amount not to exceed \$5,000 under the California Adult Education Program (CAEP). 13
  - b) Approve entering into contract with Copy & Design for FY 2019-20 and FY 2020-21, to provide communication services in the amount not to exceed \$60,000 for Workforce Programs administered by the VWDB. 14
  - c) Approve acceptance of funding in the amount of \$308,222 from the South Bay Workforce Investment Board under the Prison to Employment Initiative funded by the California Workforce Development Board for FY 2019-2020, FY 2020-2021, and FY 2021-2022 15
  
- IV Other Business and Announcements**
  - a) 2020 Proposed Executive Committee meeting calendar 16
  - b) Board Social (Save the Date) Wednesday, Dec 4, 2019

**Public comments**

**Adjourn**

**Next Executive Committee Meeting:** Wednesday, January 15, 2020

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.

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

**10/9/2019**

**8:00 a.m. to 9:00 a.m.**

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

**MEMBERS ABSENT:** Gavin Koon

**COMMUNITY &  
OTHER AGENCY  
REPRESENTATIVES:** None

**STAFF PRESENT:** Judith Velasco, Diana Antonio, Tamar Bezjian

**CALL TO ORDER:** 8:01 am by Chair Ara Aslanian

**I. Minutes of**

- A. Quorum confirmed.
- B. Minutes presented and reviewed. **MOTION:** Cesar Valladares **2<sup>nd</sup>:** Marisol Espinoza  
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.
- B. Ms. Velasco announced that George Palazzo will be retiring by the end of the year and that this would be his last meeting as a VWDB member. Ms. Velasco thanked Mr. Palazzo for his service as a board member.
- C. Ms. Velasco provided an explanation of how the full board meetings will be conducted per new Chair, Ara Aslanian. Board members will be expected to review the board packet before the meeting, and action items will be reviewed and discussed during the meeting only per the request of a board member. This will allow for the majority of the meeting to be focused on workforce discussions.
- D. Ms. Velasco introduced Tamar Bezjian, the new VWDB staff member who amongst other administrative duties will be developing a monthly newsletter that will be sent out to the board members.
  - 1. This newsletter will provide a snapshot of the board and the Verdugo Jobs Center's activities.

**III. Action Items**

- A. None

**IV. Other Businesses and Announcements**

- A. Ms. Velasco announced that the next board meeting will be on November 13, 2019. Also, the board social is scheduled for Wednesday, December 4.

**V. Public Comments:** None

**VI. Adjournment:** 8:16 am