



**EXECUTIVE COMMITTEE AGENDA**

Wednesday, April 08, 2020

8:00 am – 9:00 am

**VIA CONFERENCE CALL**

CALL IN PHONE NUMBER: 818-550-4700

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: February 12, 2020

**II. Director's Report**

a) COVID-19 Updates

**III. Action Items:**

a) Approve acceptance of funding from the YWCA of \$55,000 for employment services to the YWCA participants for the period of March 1, 2020 through December 31, 2020

b) Approve acceptance of funding from the State of California, Employment Development Department of \$900,000 for employment and supportive services to the individuals impacted by COVID-19 for the period of April 1, 2020 through June 30, 2021

**IV Other Business and Announcements**

Public comments

Adjourn

**Next Executive Committee Meeting (Tentative):** Wednesday, May 13, 2020

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

**2/12/2020**

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

**MEMBERS PRESENT:** Ara Aslanian, Nick Hacopian, Gavin Koon, Cesar Valladares

**MEMBERS ABSENT:** Jim Darcey, Marisol Espinoza

**COMMUNITY &  
OTHER AGENCY  
REPRESENTATIVES:** None

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

**CALL TO ORDER:** 8:03 am by board member Nick Hacopian

**I. Director's Report**

- Executive Director Judith Velasco commenced the meeting by reviewing the Director's Report as quorum had not yet been achieved.

**A. Workforce Innovation and Opportunity Act (WIOA) Updates**

1. Ms. Velasco shared that a discussion will be held during the full board meeting. The discussion will be centered on the human capital needs in BioScience. The discussion will be led by VWDB staff member, MaryAnn Pranke.
2. Ms. Velasco announced that the VWDB is moving forward with the contractual process with Copy & Design.
  - a. The goal is for Copy & Design to develop a new website for the VWDB and the Verdugo Jobs Center (VJC), as well as create a board member tool kit. The tool kit will be utilized to articulate the mission and goals of the VWDB.
    - i. Ms. Velasco disseminated samples of the work Copy & Design has completed for the Los Angeles Basin Regional Planning Unit.
3. Ms. Velasco announced that the State had issued a draft directive for high performing boards. The State is currently soliciting comments on this directive. The VWDB will move forward in submitting an application if the directive is approved.
4. Gavin Koon suggested that the VWDB have a keynote at the quarterly meetings, which may help improve attendance.

**II. Minutes of January 15, 2020**

- A. Quorum confirmed at 8:08 am.
- B. Minutes presented and reviewed. **MOTION:** Nick Hacopian **2<sup>nd</sup>:** Gavin Koon  
**Action:** APPROVED

**III. Action Items**

- A. **Authorize the release of a Request for Proposal (RFP) soliciting services to utilize Workforce Innovation and Opportunity Act (WIOA) funding for in-school youth (ISY), out-of-school youth (OSY), for the Los Angeles County Youth @ Work Program and other youth grant funds from July 1, 2020 through June 30, 2021 with the possibility of extension through June 30, 2023**
- B. **Approve acceptance of additional funding from Los Angeles County of \$33,400 for Youth Employment Services for a total funding of \$438,400 and to award \$30,628 of these funds to Glendale Youth Alliance with an amended contract award of \$395,308 for the FY 2019-2020**

**VERDUGO WORKFORCE DEVELOPMENT BOARD  
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**8:00 a.m. to 8:30 a.m.**

- C. Approve contract amendment to the Strong Workforce Program Contract with Glendale Community College and contract amendment with Sol Central, LLC to extend the end dates to December 31, 2020 for the FY 2019-2020 and FY 2020-2021**

**MOTION FOR CONSENT ITEMS: A – C**

**Motion:** Gavin Koon    **2<sup>nd</sup>:** Cesar Valladares

**APPROVED**

**IV. Other Business and Announcements**

- A.** Ms. Velasco announced that a Foundation meeting has been scheduled for Wednesday, February 26, 2020.

**V. Public Comments:** None

**VI. Adjournment: 8:18 am**