



EXECUTIVE COMMITTEE AGENDA
Wednesday, August 12, 2020
8:00 am – 9:00 am

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: June 10, 2020	3
II. Director’s Report	
a) COVID-19 Updates	5
b) Program Report	12
c) Grants and Initiatives	
III. Action Items:	
a) Approve contract amendment with Los Angeles Community College District on behalf of Los Angeles Valley College to extend the end date to March 31, 2021 under the Workforce Accelerator Fund Grant	13
b) Approve contract with Copy & Design to include branding and related materials for the BioScience Industry-Valued Credential, in the amount not to exceed \$30,000 for a total contract amount of \$90,000 with a contract end date of December 31,2021	14
c) Approve contract amendment for the FY 19-20 Foundation for California Community Colleges to add \$25,000 to the contract amount, with an overall revised contract total of \$138,000 to support paid work experience for the board’s RIISE program, WIOA-Adult program and DEA5 program	15
d) Approval to enter into contract with Foundation for California Community Colleges for the Fiscal Year 2020-2021 in an amount not to exceed \$149,750 to support paid work experience for the board’s Additional Assistance, National Dislocated Worker, Measure H,	16
California Adult Education Program, and Workforce and Innovation Opportunity Act grants	18

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 of Fiscal Year 2020-2021 Slate of Officers for the Verdugo Workforce Development Board 19
- f) Approval of the Verdugo Workforce Development Board budget for Fiscal Year (FY) 2020-2021 21
- g) Approval of Allocation of \$125,500 to the Burbank Workforce Connection to Provide Services in the City of Burbank as the Verdugo Jobs Center Affiliate Site for Fiscal Year 2020-2021 22
- h) Approval of Allocation of \$472,390 to Glendale Youth Alliance to Provide Workforce Innovation and Opportunity Act Youth Services as the Youth Provider for FY 2020-2021 24
- i) Approval of acceptance of \$193,300 from Los Angeles County to provide youth employment services and award \$174,918 to Glendale Youth Alliance (GYA) to provide services in FY 2020-2021

IV Other Business and Announcements

Public comments

Adjourn

Next Executive Committee Meeting: Wednesday, September 16, 2020

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

6/10/2020

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

MEMBERS PRESENT: Ara Aslanian, Jim Darcey, Marisol Espinoza, Gavin Koon,
Cesar Valladares

MEMBERS ABSENT: Nick Hacopian

**COMMUNITY &
OTHER AGENCY
REPRESENTATIVES:**

STAFF PRESENT: Judith Velasco, Diana Antonio, Tamar Bezjian, MaryAnn
Pranke, Melissa Younesian

CALL TO ORDER: 8:03 am by Chair Ara Aslanian via Webex

I. Minutes of May 13, 2020

- A. Minutes presented and reviewed. **MOTION:** Jim Darcey 2nd: Marisol Espinoza
Action: APPROVED

II. Director's Report

A. COVID-19 Update

1. Executive Director Judith Velasco announced that the VWDB newsletter was sent out the previous day, Tuesday, June 9, 2020. The newsletter mentions the remote activities conducted by the Verdugo Jobs Center (VJC).

a. Ms. Velasco mentioned that the public is eager to enter through the doors of the VJC, eager to speak to an Employment Development Department representative regarding the status of their Unemployment Insurance claims.

i. When doors are open to the public, the VJC will need to provide masks to the public and constantly sanitize the public areas. A method will need to be developed to maintain a six feet distance between clients and Case Managers.

ii. The Executive Committee recommended that the reopening of the VJC be done in phases, and that the temperature be taken of the clients entering the building and that they sign waivers to allow temperatures to be taken.

- A policy will need to be created for clients that deny having their temperature taken.

B. Program Report

1. Ms. Velasco reported that businesses continue to have furloughs or layoffs in the Verdugo Region. A summary of the layoff notices received and the number affected is included in the meeting packet.

C. Summary of Grant Opportunities

1. Ms. Velasco shared that the VWDB staff have been busy writing grant applications, specifically related to COVID-19 and assisting the public. As the special emergency grants become available, the VWDB will continue to apply for funding. The goal is to expedite services to clients and expend the funds as quickly as possible to be able to request additional funds in order to meet the needs of the profound number of affected workers.

III. Action Items

- A. Approve acceptance of funding from the State of California, Employment Development

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EXECUTIVE COMMITTEE MEETING MINUTES
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Department of \$400,000 for employment and supportive services to workers impacted by COVID-19 for the period of April 10, 2020 through March 31, 2022

- B. Approval to enter into contract with Foundation for California Community Colleges for the Fiscal Year 2020-2021 in an amount not to exceed \$149,750 to support paid work experience for the board's Additional Assistance, National Dislocated Worker, Measure H, California Adult Education Program, and Workforce and Innovation Opportunity Act grants

MOTION FOR CONSENT ITEMS: A – B	Motion: Gavin Koon	2nd: Marisol Espinoza
APPROVED		

IV. Other Business and Announcements

- A. Ms. Velasco emphasized that staff are being mindful of the participants being served so grant services are not being double dipped.

V. Public Comments: None

VI. Adjournment: 8:23 am