



## AGENDA

Wednesday, September 16, 2020  
8:30 am – 10:00 am

The meeting will begin promptly at 8:30 A.M.

RSVP to: Diana Antonio @ (818) 937-8081, dantonio@glendaleca.gov

### I. Introductions

Approval of minutes: May 13, 2020

### II. Consent Items

- a) Approve acceptance of funding from the State of California, Employment Development 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) 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
- c) 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
- d) 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 DEA 5 program
- e) 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
- f) Approval of Fiscal Year 2020-2021 Slate of Officers for the Verdugo Workforce Development Board
- g) Approval of the Verdugo Workforce Development Board budget for Fiscal Year (FY) 2020-2021
- h) 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
- i) 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

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- j) 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
- k) 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 June 30, 2021
- l) Approval of Phase II Third Amendment to the Memorandum of Understanding between the Verdugo Workforce Development Board and Local Partners
- m) Authorize the release of a Request for Proposal soliciting services to utilize Workforce Innovation and Opportunity Act 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, 2021 through June 30, 2022 with the possibility of extension through June 30, 2025
- n) Approval of the recommendation to the Arroyo Verdugo Communities Joint Powers Authority for Jennifer Hiramoto to be appointed to the Verdugo Workforce Development Board, in compliance with State and Federal requirements under the Workforce Innovation and Opportunity Act of 2014

**III. Board Chair Report – Ara Aslanian**

**IV. Director’s Report – Judith Velasco**

- a) COVID-19 Updates
- b) Verdugo Jobs Center Program Report
- c) Grant Projections
- d) One-Stop Operator Report
- e) Youth Provider
- f) Labor Market Information Report

**V. Discussion Topic**

*Rising Strong: Employment Recovery & Growth in the Verdugo Region*

**VI. Other Business and Announcements**

- a) Verdugo School to Career Coalition
- b) List of current WDB board of directors/contact information **52**
- c) 2020 and 2021 full board meeting calendar **53**

**Public Comments**

**Adjourn**

**Next Full Board Meeting:** Wednesday, November 04, 2020

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**VERDUGO WORKFORCE DEVELOPMENT BOARD**

**FULL BOARD MEETING MINUTES**

**5/13/2020**

**8:30 a.m. to 9:30 a.m.**

- MEMBERS PRESENT:** John Acosta, Ara Aslanian, Greg Astorian, Lucy Burghdorf, Lee Casady, Jim Darcey, Marisol Espinoza, Nick Hacopian, Steve Kaplan, Gavin Koon, Debbie Kukta, Nancy Osipo-Peera, Michael Ritterbrown, Veronica Romero, Darlene Sanchez, Cesar Valladares
- MEMBERS ABSENT:** Onnig Bulanikian, Tom Flavin, Mary Hamzoian, Chris Lenz, BJ McGuire, Julio Ruiz, Teresa Sánchez
- COMMUNITY & OTHER AGENCY REPRESENTATIVES:** Eliza Dzhanyan and Karine Grigoryan (Glendale Youth Alliance/One-Stop Operator), Brady Griffin (Burbank Workforce Connection), Juan Millan (EDD), Nona Yegiazaryan (EDD)
- STAFF PRESENT:** Judith Velasco, Diana Antonio, Tamar Bezjian, MaryAnn Pranke, Melissa Younesian
- CALL TO ORDER:** 8:32 am by Chair Ara Aslanian via conference call

**I. Introductions**

- A. VWDB Chair Ara Aslanian welcomed the VWDB to May meeting, he reminded the attendees that they would be muted during the meeting and unmuted during the discussion session.

**II. Minutes of February 26, 2020**

- A. Quorum confirmed.
- B. Minutes presented and reviewed. **MOTION:** Gavin Koon **2<sup>nd</sup>:** Steve Kaplan  
Action: APPROVED

**III. Action Items**

- VWDB Executive Director Judith Velasco reviewed the slate of consent items as follows:
- 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 (EDD) 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
- C. Approve acceptance of funding from the State of California Employment Development Department of \$90,000 to provide supportive services to underserved populations affected by the COVID-19 pandemic for the period of March 1, 2020 through September 30, 2020
- D. Approval to accept the Summer Training and Employment Program for Students Funds of \$400,000 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 Fiscal Year 2020-2021
- E. Approve acceptance of funding from Glendale Community College of \$500,000 to implement

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the California Adult Education Program and enter into contract with Glendale Youth Alliance, Jesse Villanueva, and Glendale Library Arts & Culture for the period of July 1, 2020 through June 30, 2021

- F. Approve the Verdugo Workforce Development Board Preliminary Budget for Fiscal Year 2020-2021
- G. Approve Preliminary 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
- H. Approve to Extend the Glendale Youth Alliance Contract for FY 2020-2021 as the Board's Youth provider and Approve Preliminary Allocation of \$406,526 to Glendale Youth Alliance to Provide Workforce Innovation and Opportunity Act Youth Services as the Youth Provider for Program Year 2020-2021
- I. Approval to Award \$50,000 in Workforce Innovation and Opportunity Act Funding for One-Stop Operator to Glendale Youth Alliance and to Enter into Contractual Agreement for Fiscal Year 2020-2021
- J. Approve Anticipated Funds of an estimated \$438,400 from Los Angeles County for Youth Employment Services and to provide a Preliminary Award to the Glendale Youth Alliance to Provide Youth Services for the Fiscal Year 2020-2021
- K. Approval of the Verdugo Workforce Development Board's Workforce Services Continuity Policy

**MOTION FOR CONSENT ITEM A-K:**

**Motion:** Marisol Espinoza    **2<sup>nd</sup>:** Lucy Burghdorf

**APPROVED**

**IV. Director's Report**

- A. Mr. Aslanian thanked the VWDB and Verdugo Jobs Center (VJC) staff for adapting and continuing to assist the public during these challenging times brought on by COVID-19 pandemic.
- B. **Presentation and Discussion:** *Emergency Assistance – A Key Partner During Challenging Times*
  - 1. Ms. Velasco facilitated the presentation and discussion.
    - a. Before COVID-19 the Verdugo Region had a low unemployment rate, but in April, the unemployment rate may enter the double digit range.
      - i. Specifically, in the Verdugo Region, as of May 2<sup>nd</sup>, there have been a total of 6,970 Unemployment Insurance (UI) claims submitted, 4,503 of these are Pandemic Unemployment Assistance (PUA) claims which is the additional \$600 per week that was granted under the CARES Act.
    - b. The VJC continues to provide Rapid Response activities remotely.

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- i. A total of 130 lay off notifications have been received, this also includes furlough notices. Businesses are currently not required to submit Worker Adjustment and Retraining Notifications (WARN), therefore, the number of businesses affected in the Verdugo Region may be higher.
    - Per information provided via layoff notices or directly to staff, 40% of the businesses state that they do not know if they will rehire the employees they have laid off. This indicates that they may not reopen or reopen at full capacity.
    - The Los Angeles Economic Development Corporation (LAEDC) estimates 24.7% jobs will be lost. The projected job loss will occur in: food preparation and serving related, sales and retail, and in office and administrative support,
  - c. The VWDB approved the Continuity Policy. This policy states that the VWDB and VJC will continue services, regardless of an emergency event, even if at a reduced capacity.
    - i. Currently there is skeletal staff working at the VJC. Case managers continue to provide services remotely. At this time there is no estimated date for staff to return to the office.
  - d. The VWDB has received two emergency grants from EDD. These grants are to provide services to workers affected by the COVID-19 pandemic and the Stay at Home order issued by the Governor of California.
    - i. These grants allow for supportive services that are typically not offered such as rental and utility assistance.
2. Discussion:
- i. John Acosta requested information on the availability of grants for unions. Ms. Velasco explained that there have been discussions; however, the VWDB has not received any funds specifically for unions other than funds available for apprenticeships.
  - ii. The VJC's Measure H – Regional Immediate Intervention Service to Employment (RIISE) continues. The lead case manager is working on identifying remote work experience opportunities for the participants.
  - iii. At the moment there is not a firm number for the total number of businesses that have been affected by COVID-19 in Los Angeles County.
  - iv. The VWDB is the first Workforce Development Board (WDB) to develop a policy which allows the flexibility in enrolling clients remotely. This policy will be shared as a best practice statewide.
- C. Program Report
1. Given the large number of WARNs the VWDB has received, a separate attachment listing the names of the companies that have laid off or furloughed employees is included with the program report.
- D. Grant Projections
1. Ms. Velasco reiterated that the VWDB approved two EDD grant funds: one for \$900,000 and another for \$90,000 for workers impacted by COVID-19 and to serve underserved population respectively.
  2. The VWDB also submitted an Employment Recovery Grant application to the Department of Labor (DOL) to provide career services, apprenticeships, and training in industries such as BioScience, where hiring continues.

**V. Other Businesses and Announcements**

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- A. Ms. Velasco announced the deadline for Form 700 has been extended to June 1, 2020. Board members can contact Diana Antonio for assistance in filing.
- B. The board members applauded the VWDB administration staff and VJC staff for adapting to circumstances and continuing to serve the Verdugo Region.

**VI. Public Comments:** None

**VII. Adjournment:** 9:12 am