

# Verdugo Workforce Development Board

Serving Burbank, Glendale and La Cañada Flintridge

## Verdugo Workforce Development Board One-Stop Partnership Quarterly Meeting Agenda

### Tele-Conference

Toll Free: 877.402.9753

Access Code: 5248453

January 13, 2021

### 9:30 Welcome

Approval of Minutes – September 2, 2020

### MOU Updates

- 2019-2020: One Stop Operator will resume collecting three wet signatures from partner agencies as COVID restrictions are lifted
- 2020-2021: One Stop Operator will begin the MOU review process as of February.

### Presentation on Current Status for most in-demand occupations

By Eliza Dzhaneryan

### Trainings and Technical Assistance to Partner Agencies

- Discussion on the type of trainings needed to serve workforce operations
  - Upcoming available trainings provided by partner agencies

### AJCC Certification Continuous Improvement Plan

- Update: Monthly Leadership Meetings – In process
- Update: Business satisfaction survey – In process
- Update: Customer-Centered Grand Entrance Project – Pending
- Other items

### Upcoming Partner Meetings

- March 3, 2021
- June 2, 2021

### New Business Announcements

- Other upcoming events and announcements

### Public Comments

### Adjourn

The Workforce Innovation and Opportunity Act is an Equal Opportunity Program.  
TTY (818) 548-3857. Auxiliary aids and services available upon request.

## VERDUGO WORKFORCE DEVELOPMENT BOARD

### One-Stop Partnership Meeting

9/2/2020

9:30 a.m. to 11:00 a.m.

**MEMBERS PRESENT:** Adriana Garcia (Burbank Workforce Connection), Luz Ochoa (Department of Public Social Services), Emma Sanchez (Glendale Community College), Melissa Younesian (Verdugo Jobs Center), Rene Williams (United American Indian Involvement), Nancy Peera (Department of Rehabilitation), Lousia Alexan (Burbank Adult School), Irena Seta (Friends Outside)

**One-Stop Operator:** Eliza Dzhaneryan, Glendale Youth Alliance

**STAFF PRESENT:** Judith Velasco

**CALL TO ORDER:** 9:35 am via tele-conference by One-Stop Operator Eliza Dzhaneryan

#### **I. Minutes of June 16, 2020**

A. Approval of Minutes.

1. Motion: Nancy Peera    Second: Emma Sanchez

#### **II. MOU Updates**

- o Collection of the agency signature pages in progress – Deadline to submit to the State is September 30, 2020
- o At this time, the Operator collected (6) signatures sheets. For several organizations, boards will review and approve the document in mid-September
- o New correction on the MOU – the title is Phase II **Third** Amendment
- o E-signatures are OK, however, wet signatures will be collected once agencies resume normal operations.
- o Judith Velasco reviewed the purpose of the annual update with the partners
- o Judith Velasco also shared that at this time, City of Glendale Legal Department is working to rename the document to be more clear for upcoming years.

#### **III. AJCC Certification Continuous Improvement Plan**

A. Update: Monthly Leadership Meetings – Flyer sent to partners for review

- Operator received a number of comments, suggestions and corrections regarding the first draft of the flyer. An updated version of the flyer will be sent to the partners for review
- Inquiry if the flyer will be available in Armenian and Spanish as well

B. Update: Business satisfaction survey – Partner feedback

## VERDUGO WORKFORCE DEVELOPMENT BOARD

### One-Stop Partnership Meeting

9/2/2020

9:30 a.m. to 11:00 a.m.

- Survey will be used to capture the quality of the services provided to the business
- Partner agencies encouraged to send the Operator their currently used flyers to utilize with this project

#### C. Update: Customer-Centered Grand Entrance Project – Pending

- Reopening the Center is connected to the general health guideline provided by Department of Health; COVID-19 infection rates and impact
- We also have to follow the procedures set forth by the City of Glendale. Currently, community centers and libraries are closed
- The City's Legal has to approve COVID waiver forms to be utilized with providing services to the public
- Partner agencies are encouraged to share their COVID waiver forms for WWDV to review
- **Discussion on current operations of partner agencies:**
  1. Burbank Workforce connection opened to the public in June. They provide one hour slots to maximum two client at a time. Process includes mask requirement, questionnaire about COVID symptoms and cleaning the workstation after each client
  2. Department of Rehabilitation has remained open to the public; never closed the building. They use the conference rooms to meet clients and practice social distancing. They also conduct virtual meetings with clients
  3. Burbank Adult School meets clients by appointment. Utilize COVID symptom questionnaire and take temperatures

#### IV. Upcoming Partner Meetings

- January 13, 2021
- March 3, 2021
- June 2, 2021

#### V. New Business Announcements

- GCC will have the mobile food giveaway today (9/2) at 1:00pm.
- Quarterly partner meetings will be scheduled on the first Wednesday of the meeting month

#### VI. Public Comments: None

#### VII. Adjourn: 10:16am