



**EXECUTIVE COMMITTEE AGENDA**  
**Wednesday, February 10, 2021**  
**8:00 am – 8:30 am**

The meeting will begin promptly at 8:00 A.M.

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

<b>I. Introductions</b>	
Approval of Minutes: January 13, 2021	<b>3</b>
<b>II. Director’s Report – <i>Deferred to Full Board Meeting</i></b>	
a) COVID-19 Updates	
b) Federal WIOA Requirements	
c) Program Report	
d) Grants and Initiatives	
<b>III. Action Items:</b>	
a) Approve the acceptance of \$31,055 of Workforce Innovation and Opportunity Act Funds from the Foothill Workforce Development Board to implement goals under the Slingshot 3.0 regional grant	<b>5</b>
b) Approve the acceptance of \$650,000 of Workforce Innovation and Opportunity Act Funds, Additional Assistance grant to continue implementing a regional biotechnology technician industry-valued credential and Approve Contracts with Los Angeles Valley College for \$80,000, Glendale Community College for \$120,000 and Copy & Design for \$20,000 for a total amount not to exceed \$240,000	<b>6</b>
c) Approve the submission of the Career Services Application to the Governor of California requesting the Verdugo Workforce Development Board to be the America’s Job Center of California <sup>SM</sup> Adult and Dislocated Worker Career Services Provider for the Verdugo Workforce Development Area	<b>8</b>
a. Careers Services Application Packet - Draft	<b>11</b>
d) Approve the Verdugo Workforce Development Board’s Conflict of Interest Policy	<b>34</b>
a. VWDB Conflict of Interest Policy	<b>35</b>

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.**

#### **IV Other Business and Announcements**

**2021 Calendar**

**42**

**Public comments**

**Adjourn**

**Next Executive Committee Meeting:** Wednesday, March 10, 2021

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

**1/13/2021**

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

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

**MEMBERS ABSENT:** Marisol Espinoza

**COMMUNITY & OTHER AGENCY REPRESENTATIVES:** None

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

**CALL TO ORDER:** 8:03 am by Chair Ara Aslanian via conference call

**I. Introductions**

A. Chair Ara Aslanian welcomed the Executive Committee to the first meeting of the year.

**II. Minutes of December 09, 2020**

A. Quorum confirmed.

B. Minutes presented and reviewed. **MOTION:** Gavin Koon **2<sup>nd</sup>:** Nick Hacopian  
Action: APPROVED

**III. Action Items**

- Executive Director Judith Velasco reviewed the action items as follows:
- A. **Approval of the recommendation to the Arroyo Verdugo Communities Joint Powers Authority for Pamela Marcello 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.**
  1. Ms. Marcello will fill a business seat on the Verdugo Workforce Development Board (VWDB), representing the Hollywood Burbank Airport.
- B. **Approve acceptance of funding from the City of Glendale of \$1,315,000 for the LIFERAP program which provides housing and employment assistance to low income families and to award Glendale Youth Alliance \$201,620 to provide case management services for a 2-year period, January 1, 2021 through January 1, 2023**
  1. Ms. Velasco emphasized that the funding received will be spread out through a two-year period. This funding is available due to the City of Glendale's Measure S which is a local sales tax of 0.75%.
  2. Low Income Family Employment & Rental Assistance Program (LIFERAP) is a wrap-around housing and employment assistance program for low income, working households. The goal of the program is to support parents participating in employment, training and education activities. Activities may also include: starting a savings account, a future down payment on a vehicle, or home purchase. Families will be receiving assistance for a year.
    - a. Families will be required to go through an extensive interview process and participate in career counseling.
  3. Gavin Koon added that Los Angeles County is initiating similar programs to assist people who are on the cusp of becoming homeless.

**VERDUGO WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE MEETING MINUTES  
1/13/2021  
8:00 a.m. to 8:30 a.m.**

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

**Motion:** Jim Darcey

**2<sup>nd</sup>:** Nick Hacopian

**APPROVED**

**IV. Director's Report**

**A. Updates**

1. Ms. Velasco shared that the VWDB has various federal mandates that the board will need to comply with such as the Career Services Application and Local Plan.
2. The VWDB received a formal acknowledgment as a high performing board. The VWDB achieved this due to its compliance record and its ability to provide services under stringent state regulations. Ms. Velasco thanked the board members for their assistance in achieving this goal.
  - a. This acknowledgment will be posted on the new board website which will be rolled out by Copy&Design later this year. A new logo and communications material will also be developed.

**B. Program Report**

1. Ms. Velasco shared that the Verdugo Jobs Center (VJC) continues to provide Rapid Response services to organizations facing layoffs as the pandemic shutdown continues due to the spike in cases. VJC Manager Melissa Younesian confirmed through the WebEx chat feature that the services are provided virtually.
  - a. Mr. Aslanian requested that date of when the VWDB was notified of the layoff be added to the layoff list.

**C. Grants and Initiatives**

1. Mr. Aslanian requested the research of grants that the VWDB can apply for to support training in cybersecurity. He would like to implement a program for cybersecurity this year and would like to work with Jennifer Hiramoto to see if local businesses have a need for trained cybersecurity talent to hire.
  - a. VWDB staff MaryAnn Pranke mentioned that a possible grant may exist with the National Institute of Standards and Technology (NIST). If a career pathway can be established with businesses committing to hire graduates, the VWDB can reach out to the state and request additional funds for the project without having to write a grant.

**V. Other Businesses and Announcements:**

- A. None

**VI. Public Comments:** None

**VII. Adjournment:** 8:31 am