

Verdugo Workforce Development Board

Serving Burbank, Glendale and La Cañada Flintridge

Verdugo Workforce Development Board One-Stop Partnership Quarterly Meeting Agenda

Microsoft TEAMS

March 3, 2021

Toll Free: 323-886-7427

Phone Conference ID: 395 486 833

9:30 **Welcome**

Approval of Minutes – January 13, 2021

MOU Updates

- 2020-2021 MOU Review Update

AJCC Promotional Material

- Business Service flyer - review draft of the flyer. Discussion on comments and suggestions
- AJCC Partner Catalog - <https://indd.adobe.com/view/f7fd2707-2927-4316-8ff2-fd48e908ca21>

Presentation on Current Status for most in-demand occupations

By Eliza Dzhaneryan

AJCC Certification Continuous Improvement Plan (attached)

March 2021	June 2021
<ul style="list-style-type: none">➤ Professional Development Plan➤ Business Services Strategy➤ Business Satisfaction Survey	<ul style="list-style-type: none">➤ EO Training➤ Electronic Partner Satisfaction Survey➤ AJCC Performance Report<ul style="list-style-type: none">○ Co-enrollment & referral tracking

Upcoming Partner Meetings

- June 2, 2021

New Business Announcements

- Other upcoming events and announcements
 - EDD presentation available to AJCC Partner and front line staff on March 24th.

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

1/13/2021

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

- Videos or presentations from UI that can be shared- Example Rapid Response presentation that's given to businesses
- DPSS programs – training in April
- Meeting with Employers to learn actual needs and changes due to COVID-19
- Labor market information - changes in industries due to COVID-19 and how it will affect the future of these industries
- Caljob training
- EO Training
- Diversity Training
- Other resources to assist with remote working

V. AJCC Certification Continuous Improvement Plan

- Partners were given AJCC Continuous Improvement Plan for review. Operator will continue working with partners on these items during the upcoming meetings
- **Leadership meetings:** Partner agency front line staff continue meeting on monthly basis to discuss business services. At this time, we have a catalog in trifold as well as electronic format which can be utilized. We also have an approved customer service survey ready for use.
- **Business satisfaction survey:** We have a draft business satisfaction survey in process. We are working on combing the material utilized in the past and incorporate new items to make the survey more dynamic.
- **Customer Centered Grand Entrance Project:** This item will be revisited as COVID restrictions are lifted and the building is open to the public

VI. Upcoming Partner Meetings

- March 3, 2021
- June 2, 2021

VII. New Business Announcements

- Karine Grigoryan announced that GYA is currently accepting applications for WIOA OSY and STEPS programs
- Candice Lee announced that Burbank Adult School has entry level electrician classes at their site. CNA classes are pending approval
- Alfred Ramirez at GCC stated that the classes at the college resumed on January 4th.

VIII. Public Comments: None

Adjourn: 10:18am