

Verdugo Workforce Development Board

Serving Burbank, Glendale and La Cañada Flintridge

Verdugo Workforce Development Board One-Stop Partnership Quarterly Meeting Agenda

Microsoft TEAMS

Toll Free: 323-886-7427

Phone Conference ID: 565342150

June 2, 2021

10:00 Welcome

Approval of Minutes – March 3, 2021

Final MOU 2021

- Signatures collection by June 25

Presentation on Current Status For Most In-Demand Occupations

By Eliza Dzhaneryan

EEO Training

By Eliza Dzhaneryan

Partner Survey

To be completed and returned via email to the One-Stop Operator by June 15th

AJCC Marketing Material (business flyer, business survey, admin plan)

- Confirm and approve the updated marketing material

Upcoming Partner Meetings

September 1, 2021

December 1, 2021

March 2, 2022

June 1, 2022

New Business Announcements

Public Comments

Adjourn

VERDUGO WORKFORCE DEVELOPMENT BOARD

One-Stop Partnership Meeting

3/3/2021

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

MEMBERS PRESENT: Dianna Giannone (Department of Public Social Services), Sharis Davoodi (Glendale Community College), Rene Williams (United American Indian Involvement), Lousia Alexan (Burbank Adult School), Karine Grigoryan (Glendale Youth Alliance), Nona Yegiazaryan (Employment Development Department), Joyce Lee (Department of Rehabilitation),

One-Stop Operator: Eliza Dzhaneryan, Glendale Youth Alliance

STAFF PRESENT: Melissa Younesian, Verdugo Jobs Center

CALL TO ORDER: 9:34 am via Microsoft Teams by One-Stop Operator
Eliza Dzhaneryan

I. Minutes of January 13, 2021

A. Approval of Minutes.

1. Motion: Dianna Giannone

Second: Karine Grigoryan

II. MOU Updates

One-Stop Operator announced that for 2020-2021, VWDB did not yet get a State directive regarding the complete MOU review. At this time, the plan is to conduct the annual update. The annual review is required if there are significant changes to the partnership. These changes are the following:

- Change in Signatories
- Major changes in programs or budget
- Partner are to provide updated by **March 31, 2021**
- Updated MOU must be completed and submitted to the State by **June 30, 2021**

III. AJCC Promotional Material

One-Stop Operator provided the partner with AJCC marketing material to review and provide feedback, comments, suggestions. The deadline to submit this is March 3/18.

- Nona Yegiazarian from EDD noted that promotional material containing EDD services and information have to go through management to get approval.
- Diana Giannone complimented that flyer, stating that it is not was not overwhelming.
- AJCC Partner Catalog is ready and available to be utilized.
<https://indd.adobe.com/view/f7fd2707-2927-4316-8ff2-fd48e908ca21>

IV. Presentation by One-Stop Operator Eliza Dzhaneryan: *Economic Trends and Forecasts*

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V. AJCC Certification Continuous Improvement Plan

March 2021 Updates

One-Stop Operator provided an update on the current and upcoming projects pertaining to the Continuous Improvement Plan as seen below:

- Professional Development Plan – Based on 1/12 meeting we have a list of requested trainings. OSO will facilitate or organize these trainings.
- Business Services Strategy – Draft is available for Partner to review and suggestions by March 18th.
- Business Satisfaction Survey - Draft is available for Partner to review and suggestions by March 18th.

June 2021 Updates

- EO Training – Training will be provided during June 2nd AJCC Partner meeting
- Electronic Partner Satisfaction Survey – During June 2nd meeting, OSO will provide an electronic survey on the VWDB Operator
- AJCC Performance Report – At this time, we are working on a process to better capture the number of people services through the AJCC system. More information to follow.

VI. Upcoming Partner Meetings

- June 2, 2021
- September 1, 2021
- January 12, 2021?

VII. New Business Announcements

Melissa Younesian announced Glendale Tech Week in coming up. This year it will be held for months, instead of weeks. In June – details TBA

Karine Grigoryan announced that GYA is accepting applications for the LIFERAP, OSY and LA County Summer Employment Programs.

One-Stop Operator will send information on the upcoming trainings/programs

- CWA returning to work seminar
- GYA flyers – Liferap, Summer program & OSY flyer
- EDD presentation

VIII. Public Comments: None

Meeting Adjourned at 10:18am