



**EXECUTIVE COMMITTEE AGENDA**  
**Wednesday, August 11, 2021**  
**8:00 am – 8:30 am**

**VWDB meetings are open to the public. Any member of the public who wishes to participate must contact Diana Antonio at least 48 hours before the meeting date to receive meeting call in information.**

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: June 02, 2021	<b>2</b>
<b>II. Director's Report</b>	
a) COVID-19 Updates	<b>5</b>
b) Verdugo Jobs Center Program Report	<b>13</b>
c) Grants and Initiatives	
<b>III. Action Items:</b>	
a) Approval of the Final Verdugo Workforce Development Board Budget for Fiscal Year 2021-2022	<b>14</b>
b) Approval of the Authorization of the sole source procurement method to award Glendale Youth Alliance Workforce Innovation and Opportunity Act (WIOA) funding for in-school youth (ISY), out-of-school youth (OSY), Los Angeles County Youth@Work Program and other youth grant funds from July 1, 2021 through June 30, 2023 with the option of an extension through June 30, 2024	<b>16</b>
<b>IV Other Business and Announcements</b>	
2021 Calendar	<b>18</b>
Public comments	
Adjourn	

**Next Executive Committee Meeting:** Wednesday, September 22, 2021

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.***

**VERDUGO WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE MEETING MINUTES  
6/2/2021**

**8:00 a.m. to 8:15 a.m.**

**MEMBERS PRESENT:** Ara Aslanian, Jim Darcey, Marisol Espinoza, Gavin Koon, Nick Hacopian, Nona Yegiazaryan

**MEMBERS ABSENT:**

**COMMUNITY &  
OTHER AGENCY  
REPRESENTATIVES:** None

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

**CALL TO ORDER:** 8:01 am by Chair Ara Aslanian via WebEx

**I. Introductions**

- A. Chair Ara Aslanian welcomed the Executive Committee.
- B. Executive Director Judith Velasco welcomed Nona Yegiazaryan to the Executive Committee.

**II. Minutes of April 14, 2021**

- 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 Revised Verdugo Workforce Development Board Conflict of Interest Policy
  - B. Approval of Phase II Fourth Amendment to the Memorandum of Understanding between the Verdugo Workforce Development Board and Local Partners
  - C. Approval of the full certification of the comprehensive Verdugo Jobs Center (VJC) and the specialized affiliate Burbank Workforce Connection (BWC) as required by the Workforce Innovation and Opportunity Act of 2014
  - D. Approval of the recommendation to the Arroyo Verdugo Communities Joint Powers Authority for Terry Walker 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
  - E. Approval of the Fiscal Year 2021-2022 Slate of Officers for the Verdugo Workforce Development Board
  - F. Approval of the Verdugo Workforce Development Board Preliminary Budget for Fiscal Year 2021-2022

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- G. Approval of Allocation of \$130,500 to the Burbank Employment Connection to Provide Services in the City of Burbank as the Verdugo Jobs Center Affiliate Site for Fiscal Year 2021-2022
- H. Approval to Award an amount not to exceed \$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 2021-2022
- I. Approval of the Glendale Youth Alliance Contract for FY 2021-2022 as the Board’s Youth provider and Approval of Allocation of \$563,834 to Glendale Youth Alliance to Provide Workforce Innovation and Opportunity Act Youth Services as the Youth Provider for Program Year 2021-2022
- J. Approval to Accept Funds of \$342,100 from Los Angeles County for Youth Employment Services and to provide an Award of \$309,568 to the Glendale Youth Alliance to Provide Youth Services for the Fiscal Year 2021-2022
- K. 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 2021-2022
- L. Approval to Accept funding from Glendale Community College in the amount of \$500,000 to implement the California Adult Education Program (CAEP) and enter into contract with Glendale Youth Alliance, Jesse Villarreal, Armenian Relief Society, Foundation for California Community Colleges, Copy&Design, Vocational English as a Second Language Instructors, and Glendale Library Arts & Culture for the period of July 1, 2021 through June 30, 2022
  - 1. Ms. Velasco clarified that the CAEP funding the GlendaleLEARNs receives is different than Workforce Innovation and Opportunity Act (WIOA) funds; the CAEP funds GlendaleLEARNs receives is specifically for Glendale.

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

**Motion:** Jim Darcey

**2<sup>nd</sup>:** Marisol Espinoza

**APPROVED**

**IV. Director’s Report**

- A. Executive Director Judith Velasco deferred the report to the full board meeting. At the full board meeting Ms. Velasco will provide a presentation on the achievements accomplished over the prior fiscal year.

**V. Other Businesses and Announcements**

- A. Ms. Velasco shared that Youth Procurement has been presented to the board, but due to other projects and deadlines the Youth Request for Proposal has not been released. For this reason, an action item for the extension of the youth contracts with Glendale Youth Alliance (GYA) was presented.
  - 1. The Regional Advisor has advised that Sole Source Procurement is an option while the pandemic emergency event remains. The VWDB also has this flexibility because boards are not required to procure Youth Services.

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- B. Gavin Koon mentioned that Los Angeles County approved the Measure J bill. A portion of this funding will be invested in youth development, but the county has not announced how the funds will be distributed. There will be opportunities to expand youth programs or create innovative programs. Mr. Koon also advised on strategizing on homeless programs since more federal and state funds are becoming available.
- C. Ms. Velasco communicated that the VWDB is actively recruiting for a business member to join the Board.

**VI. Public Comments:** None

**VII. Adjournment:** 8:11 am