



**EXECUTIVE COMMITTEE AGENDA**  
**Wednesday, September 22, 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

- I. Introductions**  
Approval of Minutes: August 11, 2021 2
  
- II. Director's Report – *Deferred to Full Board Meeting***
  - a) COVID-19 Updates
  - b) Verdugo Jobs Center Program Report
  - c) Glendale Youth Alliance Program Report
  - d) Grants and Initiatives
  
- III. Action Items:**
  - a) **Approval of the recommendation for Denise Allevato 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 and in accordance with the Joint Powers Agreement** 4
  
  - b) **Approval of extending the vendor eligibility of Copy and Design to January 2023 and extending the contract terms with Copy & Design to June 30, 2022, and the addition of \$90,000 to provide outreach and communications strategies in grant programs with a total contract amount for Copy and Design not to exceed \$200,000** 7
  
- IV Other Business and Announcements**
  - 2021 Calendar
  - Public comments
  - Adjourn

**Next Executive Committee Meeting:** Wednesday, October 13, 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**

**8/11/2021**

**8:00 a.m. to 9:00 a.m.**

**MEMBERS PRESENT:** Ara Aslanian, Marisol Espinoza, Gavin Koon, Nick Hacopian,

**MEMBERS ABSENT:** Jim Darcey, Nona Yegiazaryan

**COMMUNITY & OTHER AGENCY REPRESENTATIVES:** None

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

**CALL TO ORDER:** 8:05 am by Chair Ara Aslanian via WebEx

**I. Introductions**

A. Chair Ara Aslanian welcomed the Executive Committee.

**II. Minutes of June 02, 2021**

A. Quorum confirmed.

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

**III. Director's Report**

- A. VWDB Executive Director Judith Velasco reported that due to the increase in COVID cases the Verdugo Jobs Center (VJC) remains closed to the public. All services are provided virtually.
1. The VWDB had received \$1.3 million to assist workers impacted by COVID. Although these COVID grants have ended, the VWDB has seen an increase in other areas of its budget, which will allow it to continue assisting clients with training.
- B. Ms. Velasco reported that the demand of Rapid Response and Layoff Aversion services continues to increase. For example, it was recently announced that Disney will be relocating to Florida. The VWDB will monitor the situation to assist those that will be impacted. Based on lessons learned with the relocation of Nestle, not all workers relocate when it is offered to them, leaving workers dislocated from their jobs.
- C. Ms. Velasco shared that the VWDB's specialized affiliate site, the Burbank Workforce Connection has changed its name to Burbank Employment Connection (BEC).
1. Also, the site location of the BEC will change. Currently the BEC is operated and managed by the City of Burbank's Human Resources Department. The BEC will be moved and managed by the City of Burbank's Library Services Department.
- D. The VWDB's Local Areas Subsequent Designation and Local Board Recertification application has been approved for the period of July 1, 2021 – June 30, 2023.
- E. Board member discussion:
1. Ms. Velasco noted that VWDB and VJC have been working with a lean staff since the beginning of the pandemic. She has not been able to fill open positions. She recognized the VWDB and VJC staff for assuming the workload to continue serving participants during the pandemic. She also reported that companies throughout all industries are reporting staff shortages. Many are not able to find qualified applicants or receive sufficient number applications. The hospitality industry appears to be affected the most.

**VERDUGO WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE MEETING MINUTES  
8/11/2021  
8:00 a.m. to 9:00 a.m.**

- a. Board members shared that they have experienced similar challenges or know of employers that are also having difficulties finding workers to fill their open positions.
2. Ms. Velasco reported that the upcoming months may bring an influx of clients searching for jobs and supportive services assistance as the Unemployment Insurance is scheduled to end and the Eviction Moratorium is raised.
  - a. Tenants are having a difficult time receiving rental assistance because either they are not meeting the criteria or the agency is short staffed and not able to process the paperwork in a timely manner.
3. Mr. Aslanian reported that due to the need in the cybersecurity field, he, Ms. Velasco, and MaryAnn Pranke will be presenting to the Secure The Village on how training programs for this field can be initiated.
4. Mr. Koon suggested that a subcommittee for the revision of the Joint Powers Agreement and Bylaws should be formed at the September Full Board meeting to engage board members.

**IV. Action Items**

- Executive Director Judith Velasco reviewed the action items as follows:
- A. **Approval of the Final Verdugo Workforce Development Board Budget for Fiscal Year 2021-2022**
  - 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**
    1. Gavin Koon recommended that the action item be amended to emphasize that Sole Source Procurement is a temporary method to select a vendor due to the emergency event; however, we will return to open and competitive bidding after the pandemic. Performance will be reviewed on an annual basis and the VWDB retains the responsibility for authorizing a Request for Proposals (RFP) be released at any time for the Youth Services. This language should also be incorporated into the agreement with the Glendale Youth Alliance.

<b>MOTION FOR CONSENT ITEM A:</b>	<b>Motion:</b> Nick Hacopian	<b>2<sup>nd</sup>:</b> Gavin Koon
<b>MOTION FOR CONSENT ITEM B - AMENDED:</b>	<b>Motion:</b> Gavin Koon	<b>2<sup>nd</sup>:</b> Marisol Espinoza
<b>APPROVED</b>		

V. **Other Businesses and Announcements:** None

VI. **Public Comments:** None

VII. **Adjournment:** 8:36 am