



AGENDA

Wednesday, September 22, 2021

8:30 am – 9:30 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 8:30 A.M.

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

| | | |
|-------------|---|----|
| I. | Introductions | |
| | Approval of minutes: June 2, 2021 | 4 |
| II. | Action Items | |
| | a) Approval of the Verdugo Workforce Development Board Budget for Fiscal Year 2021-2022 | 8 |
| | b) Approval of the authorization of 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 | 10 |
| | c) 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 | 13 |
| | d) 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 | 16 |
| III. | Board Chair Report – Ara Aslanian | |
| IV. | Director’s Report – Judith Velasco | |
| | a) COVID-19 Updates | |
| | b) Verdugo Jobs Center Program Report | 17 |
| | c) One-Stop Operator Report | 22 |
| | d) Youth Provider Report | 24 |
| | e) Labor Market Information Report | 29 |

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.



V. **Presentation:** *Workforce Trends: Verdugo in Recovery*

VI. **Other Business and Announcements**

- a) Verdugo School to Career Coalition
- b) List of current WDB board of directors/contact information **29**
- c) 2021 full board meeting calendar **30**

Public Comments

Adjourn

Next Full Board Meeting: Wednesday, November 3, 2021

VERDUGO WORKFORCE DEVELOPMENT BOARD

FULL BOARD MEETING MINUTES

6/2/2021

8:30 a.m. to 9:00 a.m.

| | |
|--|---|
| MEMBERS PRESENT: | Ara Aslanian, Onnig Bulanikian, Jim Darcey, Marisol Espinoza, Nick Hacopian, Mary Hamzoian, Steve Kaplan, Gavin Koon, Debbie Kukta, Pamela Marcello, Stephanie O’Keefe, Nancy Osipo-Peera, Michael Ritterbrown, Veronica Romero, Tamar Sadd, Nona Yegiazaryan |
| MEMBERS ABSENT: | Greg Astorian, Lee Casady, BJ McGuire, Julio Ruiz, Teresa Sánchez |
| COMMUNITY & OTHER AGENCY REPRESENTATIVES: | Darlene Galvan and Elizabeth Goldman (City of Burbank), Melanie Bautista (Employment Development Department), Eliza Dzhanyan and Karine Grigoryan (Glendale Youth Alliance), Terry Walker (Providence Saint Joseph Medical Center) |
| STAFF PRESENT: | Judith Velasco, Diana Antonio, MaryAnn Pranke, Melissa Younesian |
| CALL TO ORDER: | 8:32 am by Chair Ara Aslanian via WebEx |

I. Introductions

- A. VWDB Chair Ara Aslanian welcomed the VWDB to the June meeting. He reminded the attendees that they will be muted during the meeting.
- B. Mr. Aslanian welcomed and introduced new board member Tamar Sadd, representing Glendale Economic Development and welcomed back Terry Walker, representing Providence St. Joseph Hospital.

II. Minutes of February 10, 2021

- A. VWDB called the roll to confirm attendance. Quorum confirmed.
- B. Minutes presented and reviewed. **MOTION:** Michael Ritterbrown **2nd:** Pamela Marcello
Action: APPROVED

III. Action Items

- Mr. Aslanian reminded the board members to review the action items prior to the board meeting.
- a) Approval of the release of the VWDB’s Local Workforce Development Plan 2021-2024 and the Los Angeles Basin Regional Planning Unit’s Regional Workforce Development Plan 2021-2024 for public review and comment
- b) Approval of the VWDB’s Local Workforce Development Plan 2021-2024 and the Los Angeles Basin Regional Planning Unit’s Regional Workforce Development Plan 2021-2024 and their submission to the California Workforce Development Board and the State of California Employment Development Department
- c) Approval of the submission of the Verdugo Workforce Development Board’s application for Local Area Subsequent Designation and Local Board Recertification to the Governor, California State Workforce Board, and the State of California Employment Development Department for the period of July 1, 2021- June 30, 2023

VERDUGO WORKFORCE DEVELOPMENT BOARD
FULL BOARD MEETING MINUTES
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- d) 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
- e) Approval of Phase II Fourth Amendment to the Memorandum of Understanding between the Verdugo Workforce Development Board and Local Partners
- f) Approval of the Revised Verdugo Workforce Development Board Conflict of Interest Policy
- g) Approval of the recommendation to the Arroyo Verdugo Communities Joint Powers Authority for Stephanie O’Keefe 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
- h) Approval of the recommendation to the Arroyo Verdugo Communities Joint Powers Authority for Tamar Sadd 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
- i) Approval of the recommendation to the Arroyo Verdugo Communities Joint Powers Authority for Anahit (Nona) Yegiazaryan 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
- j) 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
- k) Approval of the Fiscal Year (FY) 2021-2022 Slate of Officers for the Verdugo Workforce Development Board
- l) Approval of the Verdugo Workforce Development Board Preliminary Budget for Fiscal Year 2021-2022
- m) Approval of FY 20-21 Workforce Innovation and Opportunity Act (WIOA) Out of School (OSY) contract amendment with Glendale Youth Alliance (GYA) extending contract end date from June 30, 2021 to March 31, 2022
- n) Approval of award of \$120,000 Workforce Innovation and Opportunity Act, Additional Assistance funds for the Regional BioScience Industry-Valued Credential Project to a Community College and/or testing administrator and to enter into contract with selected entity
- o) 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

VERDUGO WORKFORCE DEVELOPMENT BOARD
FULL BOARD MEETING MINUTES
6/2/2021
8:30 a.m. to 9:00 a.m.

- p) 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
- q) 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
- r) 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
- s) 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
- t) Approval to Accept funding from Glendale Community College in the amount of \$500,000 to implement the California Adult Education Program 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

MOTION FOR CONSENT ITEM A-H:

Motion: Gavin Koon

2nd: Mary Hamzoian

APPROVED

IV. Director's Report

A. Presentation: *FY 20-21 Year in Review*

- 1. Ms. Velasco facilitated the presentation that outlined the accomplishments over the past program year.
 - a. Ms. Velasco recognized the VWDB and Verdugo Jobs Center (VJC) staff who demonstrated great resiliency by addressing the challenges of the pandemic to continue delivering services remotely to the community.
 - i. Staff continued to provide services virtually, provided emergency services, and assisted with triaging phone calls from callers that were attempting to reach Unemployment Insurance (UI) assistance.
 - b. VJC staff continued to conduct Rapid Response activities, serving 109 businesses and assisted 6,616 laid off workers. From the laid off workers, 717 were enrolled in VJC services and 300 received supportive services.
 - c. Although many businesses were laying off workers, 90 businesses contacted the VJC for their hiring needs with 3,829 positions available.
 - d. GYA, the VWDB's Youth Provider, experienced difficulty placing youth at worksites due to employers limiting the number of employees at the site.

VERDUGO WORKFORCE DEVELOPMENT BOARD

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- i. As a result of the challenges in recruiting youth, the contract with GYA for Out-of-School was extended to allow them to meet their contractual goals.
- e. The Biotechnology Technician Industry-Valued Credential project is being led by Grifols Biologicals in partnership with Biocom Institute, Los Angeles Mission College and Los Angeles Valley College. This is the first time the VWDB has a business led project with business association coming together with a community college.
 - i. The credential has been developed, and it will be launched at a larger scale.
- f. The VWDB was able to secure \$1.85 million grant dollars. This funding allowed the VJC to provide assistance to those impacted by COVID-19.
- g. The VWDB also fulfilled many compliance requests and met deadlines for the following: Workforce Development Plan and Regional Plan, Career Services Application, Board Recertification, AJCC Certification, and successfully completed five comprehensive Audits and Monitorings.
- h. Future projects include revising the Joint Powers Agreement and By Laws, and launching the Musicians Employment Recovery Project in partnership with AFM Local 41. In addition, the VJC looks forward to resuming the CNC Machinist Academy and expanding career pathways to build economic equity.
2. Ms. Velasco acknowledged the VWDB and VJC staff for adapting constantly and continuing to serve the Verdugo region.
3. Mr. Aslanian congratulated the staff for thriving and carrying out its mission despite the obstacles brought on by the COVID-19 pandemic.

V. Other Businesses and Announcements

- A. The next VWDB Full Board meeting will be held on Wednesday, September 22nd.

VI. Public Comments: None

VII. Adjournment: 9:02 am