



EXECUTIVE COMMITTEE AGENDA
Wednesday, October 13, 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: September 22, 2021 **2**

- II. Director's Report**
 - a) COVID-19 Updates
 - b) Verdugo Jobs Center Program Report **4**

- III. Presentation – Copy & Design: Building the Brand by Patricia Fitzgerald**

- IV. Action Items: None**

- V. Other Business and Announcements**
 - 2021 Calendar **9**
 - 2022 Calendar **10**
 - Public comments
 - Adjourn

Next Executive Committee Meeting: Wednesday, November 3, 2021

**VERDUGO WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING MINUTES**

9/22/2021

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

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

MEMBERS ABSENT: None

COMMUNITY & OTHER AGENCY REPRESENTATIVES: Denise Allevato (Employment Development Department)

STAFF PRESENT: Judith Velasco, Diana Antonio, MaryAnn Pranke

CALL TO ORDER: 8:02 am by Chair Ara Aslanian via WebEx

I. Introductions

- A. Chair Ara Aslanian welcomed Denise Allevato, representing the Employment Development Department, to the Executive Committee.
- B. Mr. Aslanian communicated the passing of Verdugo Jobs Center (VJC) staff member Gerald Washington. Mr. Aslanian offered condolences on behalf of the VWDB to Mr. Washington's family and the VJC staff.

II. Minutes of August 11, 2021

- A. Quorum confirmed.
- B. Minutes presented and reviewed. **MOTION:** Gavin Koon **2nd:** Nick Hacopian
Action: APPROVED

III. Director's Report

- A. VWDB Executive Director Judith Velasco deferred the report to the full board meeting. At the full board meeting Ms. Velasco will provide a presentation in which she will highlight the Unemployment and workforce figures and trends in the Verdugo Region.
- B. Ms. Velasco shared that Mr. Aslanian connected the VWDB with SecureTheVillage which is a community-based response to the cybersecurity and privacy crisis.
 - 1. Ms. Velasco and VWDB staff MaryAnn Pranke conducted a presentation with Mr. Aslanian to this organization.

IV. Action Items

- Executive Director Judith Velasco reviewed the action items as follows:
- 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**
- 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**

**VERDUGO WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING MINUTES
9/22/2021
8:00 a.m. to 8:30 a.m.**

MOTION FOR CONSENT ITEM A-B:

Motion: Jim Darcey

2nd: Gavin Koon

APPROVED

V. Other Businesses and Announcements:

- A. The next Executive Committee meeting is scheduled for Wednesday, October 13. Information on the marketing material that has been developed with Copy & Design will be presented.
- B. Ms. Velasco shared that the VJC building lease agreement is due for renewal, it will expire in March 31, 2023 and lease negotiation discussion will be included for continued discussion in the future executive meetings.
- C. Ms. Velasco announced that outside legal is reviewing the Verdugo Consortium Joint Powers Agreement (JPA) and Bylaws. Board members will be encouraged to participate in a committee to review these documents.

VI. Public Comments: None

VII. Adjournment: 8:08 am